1. PARTICULAR ASPECTS

1.1 USE OF ADP:

-Finance:
  -S-lists distributed monthly on paper to EF Group & Project Leaders
  -Special financial reports generated with EASYTRIEVE (from the Financial Data Base extracted flat file OUTFOL) for division management & financial planning
  -Occasional on-line queries of the Financial Data Base (DPO Tool-Kit)

-Personnel:
  -No use of Personnel/Payroll package (PAY/PER); own EF data bases typed-in from division "Kardex"

1.2 USE OF ELECTRONIC MAIL:

Essentially limited to physicists & engineers and some LEP collaborations; not used by secretariats.

1.3 WORD PROCESSING SYSTEMS AND THEIR COMMUNICATION:

-Secretariats:
  AES & WANG, each with simple INDEX connection to WYLBUR
  -AES enhancement pending
  -WANG enhancement will be proposed in near future
  Both upgrades aiming at connection of EF secretariats to DD IBM & ADP IBM with simple, efficient, user-friendly data communication facility.
  Total maximum budget envisaged for these upgrades: 80kF.

-Scientific staff:
  SCRIPT or macros like CERNPAPER on central machines

1.4 USE OF DATA BASES FOR MANAGEMENT INFORMATION:

Private AES & WANG data bases for personnel items in EF secretariats

1.5 USE OF DATA BASES FOR INVENTORIES:

INFOL on CERN VM

1.6 FINANCIAL PLANNING AIDS:

Some applications using EXCEL (MacIntosh) for group or division financial planning and FRAMEWORK (IBM PC) for LEP experiments.
1.7 PLANNING AIDS:

PERT charts with POL (Planning system using ORACLE for LEP) for:
- UA-2 upgrade
- ALEPH
- DELPHI
and with MacProject for L3.

1.8 USE OF PC's:

EF has an estimated total of 25 MacIntosh, 10 IBM, 2 Olivetti and 20 "other" (mostly Hewlett-Packard, some rather 'old').
Administrative use is essentially concentrated on MacIntosh, the rest being dedicated in the first place to scientific/technical/engineering applications with only marginal MIS usage (i.e. < 10%).

1.9 ADMINISTRATIVE PROCEDURES AUTOMATED

None, unfortunately.

2. GENERAL ASPECTS

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2.1 FUNCTIONS WHICH THE DIVISION HAS TACKLED:

BGO Crystals for L3 on ORACLE

2.2 FURTHER FUNCTIONS WHICH THE DIVISION HAS NOT TACKLED BUT FEEL THERE IS A NEED FOR:

Inventory on ORACLE rather than INFOL
Space (offices, labs, etc.) using ESPACE
Division workshops management (work orders, etc.) with ORACLE

2.3 LANGUAGE A SYSTEM HAS TO SUPPORT:

-for prompts & messages: English & French
-for content: English, French, German, occasionally Scandinavian languages

2.4 WISH-LIST FOR "OFFICE AUTOMATION":

-Interchange of text between the different text-processing systems
-Easy access to & easy import from extracts of personnel & financial data bases
-Automated administrative procedures
-Electronic mail for LEPC/SPSC secretariat
-Better printers (laser printers)
-Conference room booking
MEMORANDUM

November 4, 1986

TO: J. Ferguson
FROM: J.-C. Gouache
SUBJECT: EF Priorities

This is the list of items (in decreasing order of priority) for EF in the next 12 months:

- AES upgrade;
- WANG upgrade;
- Connection of EF Secretariats to DD IBM & ADP IBM (simple, efficient, user friendly connection);
- Better printers (Laser printers).

TOTAL (MAXIMUM) RESOURCES FOR THE ABOVE: 80kF

PRIORITY NEEDS FOR DATABASE:

- Inventory on ORACLE;
- Space (offices, labs, etc.) on ORACLE, or, alternately, using ESPACE.
- BGO crystals for L3 on ORACLE
- EF-workshops management with ORACLE