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REUNION DU COMITE DE CONCERTATION PERMANENT 26 janvier 1994

Le Comité de concertation permanent (CCP) s'est réuni le 26 janvier 1994 et a discuté les points suivants :

Composition du Comité

Le Président a souhaité la bienvenue au Directeur général, présent à la réunion. Il a aussi exprimé ses remerciements, au nom du Comité, à B. de Raad et H.F. Hoffmann, dont les mandats sont arrivés à leur terme, et souhaité la bienvenue aux représentants de la Direction nouvellement nommés, M. Bouthéon et H.J. Hilke, en indiquant que V. Hatton et G. Kantardjian avaient été désignés pour devenir membres suppléants.

Suivi de la réunion précédente, tenue le 8 décembre 1993

La Direction doit en principe présenter des informations sur les points suivants dans le courant de février et mars 1994 : Rapport médical du CERN 1992, assurance responsabilité civile, sécurité routière au CERN et intégration dans les Etats hôtes.

Déclaration préliminaire du Directeur général

Le Directeur général, soulignant que l'amélioration des relations entre la Direction, l'Association du personnel et le Conseil constitue une priorité et que le Comité de concertation permanent joue un rôle majeur, a déclaré qu'il assisterait aux réunions du Comité chaque fois que cela lui serait possible, pour discuter des questions stratégiques. Dans un esprit de transparence, la Direction s'efforcera de bien définir sa position sur les principaux points de l'ordre du jour avant les réunions et, après chaque séance, un rapport approuvé par les deux parties et présentant les conclusions sera transmis par le Président au Directeur général. Celui-ci organisera, au cas où un accord ne pourrait être atteint au sein du Comité, une réunion pour que le Président et le Vice-Président lui fassent un compte rendu oral des discussions. Le Président de l'Association du personnel a exprimé sa satisfaction à propos de la déclaration du Directeur général, tout en indiquant que le rôle et les procédures de travail du Comité nécessitaient d'être clarifiées. L'Association du personnel regrette que le Directeur général ne préside pas lui-même le Comité, ni ne délègue pleinement son pouvoir de décision au Président, et que le Forum de concertation stratégique ait été dissous. Tout en faisant valoir qu'elle a pour but de passer à la négociation lorsque celle-ci se justifie, elle a insisté pour que les relations avec la Direction aient pour base une concertation réelle et non pas seulement la consultation ou l'information sur des décisions déjà prises.

MEETING OF THE STANDING CONCERTATION COMMITTEE 26 January 1994

The meeting of the Standing Concertation Committee (SCC) on 26 January 1994 was devoted to the following subjects :

Membership of the Committee

The Chairman welcomed the Director-General to the meeting. The Chairman also conveyed thanks, on behalf of the Committee, to B. de Raad and H.F. Hoffmann whose mandates had come to an end and welcomed the newly-appointed Management representatives : M. Bouthéon and H.J. Hilke, indicating that V. Hatton and G. Kantardjian had been nominated as alternate members.

Matters arising from the previous meeting on 8 December 1993

The Management is to provide reports on the following subjects, in February/March 1994 : CERN Medical Report 1992, Civil liability insurance, Road safety at CERN, Integration in the Host States.

Presentation by the Director-General

The Director-General, underlining the priority for improved relations between the Management, the Staff Association and Council, and the importance of the rôle of the Standing Concertation Committee, stated that he would attend meetings of the Committee, whenever possible, to discuss strategic issues. In a spirit of transparency, the Management's position on major agenda items would be well prepared before the meetings and, after each session, an agreed report of conclusions would be communicated by the Chairman to the Director-General. Where agreement could not be reached in the Committee, he would organise a debriefing meeting with the Chairman and Vice-Chairman. The President of the Staff Association expressed his appreciation for the declaration made by the Director-General, whilst indicating that the rôle and working procedures of the Committee require clarification. The Staff Association regretted that the Director-General would not preside the Committee himself or grant full delegation to its Chairman for decisions, and that the Strategic Concertation Forum had been dissolved. While stressing that the aim of the Staff Association was to proceed to negotiations whenever appropriate, it insisted that relations with the Management be based on real concertation and not merely on consultation or information on decisions already taken.

Procédures de travail du Comité

Le Comité a convenu de créer un petit groupe de travail pour examiner et clarifier ses procédures de travail, qui avaient été définies en 1983, en se penchant en particulier sur le statut des documents et leur circulation entre le Directoire, le Comité de management et le Comité de concertation permanent. Il a également décidé de poursuivre l'important travail préparatoire concernant les principaux points de la révision des Statut et Règlement du personnel au sein du groupe informel créé en novembre 1993, qui comprend des membres du Groupe de travail interne de la Direction et des membres de l'Association du personnel.

Bilan des réunions de décembre 1993 du Comité des finances et du Conseil

– Rémunération du personnel du CERN

le Conseil ne s'est pas prononcé sur la proposition de la Direction, élaborée en accord avec l'Association du personnel, de réactiver le Comité TRACE pour l'examen quinquennal des traitements du CERN, mais a préféré décider de mandater M. Gigliarelli Fiumi, en tant que Président d'un groupe de travail informel, pour examiner la question et faire rapport en mars 1994. Le Directeur général a déclaré qu'il réserverait sa position sur ce point jusqu'à ce que davantage d'informations soient données. L'Association du personnel s'est déclarée déçue que ni la Direction, ni elle-même ne soient représentées au sein du Groupe de travail informel.

– Adaptation des traitements et allocations du CERN au 1^{er} janvier 1994

l'Association du personnel a exprimé son insatisfaction, à la suite des réunions de décembre 1993 du Comité des finances et du Conseil, tant à propos du niveau d'adaptation des traitements et allocations accordé que de la manière d'appliquer celui-ci. Elle a fait observer que des montants importants prévus au budget du personnel de 1992 avaient été utilisés pour couvrir des dépenses de matériel ou pour financer une partie de l'arbitrage EUROLEP et que des montants même plus élevés prévus au budget du personnel de 1993, de l'ordre de 10 MCHF, n'avaient pas été affectés à des dépenses de personnel. La Direction a accepté d'élaborer un document donnant des explications techniques sur l'application de l'adaptation aux traitements et au budget du personnel.

Exercice d'avancement annuel 1994

Le Comité a pris note de la procédure d'avancement pour 1994, dont un nouvel aspect est qu'elle prévoit des allocations aux divisions sous forme de nombre total d'échelons. Le budget d'avancement exprimé en pourcentage du coût des traitements de base sera le même que celui qui a été attribué en 1993. L'Association du personnel a relevé qu'elle n'avait pas été consultée – pour ne pas parler de concertation – avant la décision sur la dotation budgétaire globale pour l'avancement en 1994. En réponse à l'Association du personnel qui a proposé de planifier les dotations budgétaires pour l'avancement sur plusieurs années, par exemple quatre ans, et d'intégrer les directives pour l'avancement du personnel supérieur dans la Circulaire administrative n° 26, la Direction a déclaré qu'une planification de ce type ne pourrait être envisagée que dans un contexte où le budget global serait stable et que l'intégration de ces directives ne serait pas judicieuse. Il a cependant été convenu que plusieurs autres aspects de la Circulaire administrative n° 26 – "Entretien annuel, avancement et changement de filière de carrière" – seraient revus en temps utile.

Working procedures of the Committee

The Committee agreed to constitute a small Task Force to review and clarify its working procedures, which had been set up in 1983, with particular regard to the status of documents and their flow between the Directorate, Management Board and Standing Concertation Committee. The Committee also agreed to pursue important preparatory work on main issues for the revision of the Staff Rules & Regulations, within the Informal Group set up in November 1993, which comprises members of the Management's Internal Working Group and of the Staff Association.

Outcome of meetings of Finance Committee and Council in December 1993

– Remuneration of CERN Staff

Council had not taken a decision on the proposal of the Management, drawn up in agreement with the Staff Association, to reinstate the TRACE Committee for the five-yearly CERN salary review. It had decided instead to mandate Dr. Gigliarelli Fiumi, as Chairman of an Informal Working Group, to examine the subject and report in March 1994. The Director-General declared that he reserves his position on this matter until more information is forthcoming. The Staff Association expressed its disappointment that neither the Management, nor the Staff Association is represented in the Informal Working Group.

– Adjustment of CERN salaries and allowances on 1 January 1994

The Staff Association expressed its dissatisfaction with both the level and the application method of the adjustment of salaries and allowances, following the meetings of Finance Committee and Council in December 1993. It pointed out that important amounts foreseen in the personnel budget of 1992 had been used for material expenses or for paying part of the EUROLEP arbitration and that even larger amounts foreseen in the personnel budget of 1993, of the order of 10 MCHF, had not been used for personnel expenses. The Management agreed to prepare an explanatory document on technical aspects of the application of the adjustment to salaries and the personnel budget.

Annual Advancement Exercise 1994

The Committee took note of the advancement procedure for 1994 incorporating, as a new feature, divisional allocations of a total number of steps. The advancement budget as a percentage of the cost of basic salaries will be the same as that allocated for 1993. The Staff Association indicated that it had not been consulted, not to mention concertation, prior to the decision on the overall budget allocation for advancement in 1994. In response to proposals by the Staff Association to plan advancement budget allocations over several years, say four years, and to include the advancement guidelines for senior staff in Administrative circular n°26, the Management stated that such planning could only be envisaged in a context of overall budgetary stability and that the inclusion of these guidelines would not be appropriate. It was however agreed that several other aspects of Administrative Circular no. 26 – "Annual Interview, Advancement and Change of Career Path" – should be reviewed in due course.

CERN Training Plan 1994

The Committee took note of the CERN Training Plan for 1994, of remarks made on this subject by the Management Board and the Staff Association Council, and of a review of longer-term strategy to be undertaken in autumn 1994. The Committee, underlining the importance of training, conveyed

Plan de formation du CERN 1994

Le Comité a pris note du Plan de formation du CERN pour 1994, des remarques formulées à ce sujet par le Comité de management et le Conseil de l'Association du personnel, et d'un examen de stratégie à long terme devant être entrepris à l'automne 1994. Le Comité, soulignant l'importance de la formation, a exprimé ses remerciements à la Commission paritaire de formation et de perfectionnement, aux Services éducatifs et à toutes les personnes participant à la formation au sein des divisions.

Statut juridique du document

"Règles révisées pour l'utilisation des installations informatiques au CERN" et du projet de Circulaire administrative n° 29
"Principes et procédures régissant les publications et rapports du CERN"

La discussion de ces deux points a été reportée à la prochaine réunion.

Divers

- **Compensation pour le 1^{er} mai 1994** : le vendredi 13 mai sera accordé comme congé officiel cette année.
- **Accès au domaine du CERN** : un projet de circulaire opérationnelle sur les consignes pour l'accès au domaine doit être examiné lors d'une réunion ultérieure du Comité. A la suite de questions soulevées par l'Association du personnel, la Direction va mener une enquête pour éclaircir des cas où l'accès au domaine a été refusé à des membres des familles du personnel.
- **Réintégration dans les Etats membres** (hormis les Etats hôtes) : un petit comité d'organisation comprenant un représentant de la Direction et un de l'Association du personnel doit entreprendre la mise à jour des informations en s'assurant la participation de membres du personnel ressortissants des Etats membres concernés.
- **Enquête sur le MOAS** : l'Association du personnel a annoncé que les résultats de son enquête, confiée au Groupe de psychologie appliquée de l'Université de Neuchâtel, seraient disponibles sous peu. Un exemplaire des rapports écrits sera transmis à la Direction et les auteurs les présenteront au Conseil de l'Association du personnel.
- **Comité de surveillance pour l'assurance maladie** : le Comité doit examiner plusieurs points et faire rapport en février 1994.

La prochaine réunion du Comité de concertation permanent est prévue pour le mercredi 23 février 1994.

its thanks to the Joint Training Board, the Education Services and all those involved in training in the Divisions.

Legal status of the document

"Revised rules for the use of computing facilities at CERN" and Draft Administrative Circular no. 29,
"Principles and procedures governing CERN publications and reports"

Discussion of these two items was deferred to the next meeting.

Other business

- **Compensation for 1 May 1994** : Friday, 13 May is to be granted as an official holiday this year.
- **Access to the CERN site** : A draft Operational Circular on Access Instructions is to be tabled at a later meeting of the Committee. Further to questions raised by the Staff Association, the Management is to make an enquiry into cases of site access refused to family members of staff.
- **Reintegration into Member States** (other than Host States) : A small steering committee, comprising one representative of the Management and one of the Staff Association, is to initiate the updating of information, with the participation of staff members who are nationals of the Member States concerned.
- **MOAS Enquiry** : The Staff Association reported that the results of this enquiry, commissioned from the Applied Psychology Group of Neuchâtel University, would be available shortly. A copy of written reports would be communicated to the Management and a presentation would be made by the authors to the Staff Association Council.
- **Health Insurance Supervisory Board** : Several topics are to be examined by the Board which is to report in February 1994.

The next meeting of the Standing Concertation Committee is to take place on Wednesday 23 February 1994.

ADVISORY COMMITTEE OF CERN USERS Summary of the 22nd meeting held on 6 December 1993

Chairman's remarks

D. Toet, Chairman, welcomed J.Bohm the member for the Czech Republic, and I. Giomataris replacing G. Theodosiou. He thanked S.L.Wu and T. Kobayashi for their contributions to ACCU as representatives for non-Member States, and announced that they would be replaced by S. Komamiya and D. Stickland.

M. Borghini reminded ACCU that users are represented by the Staff Association, and their representative is J.-P. Merlo. Users will be encouraged to join the Staff Association in large numbers for a modest subscription of 20 SF/annum.

In his report to the Management Board, D. Toet had mentioned the decrease in services noting that ACCU is the correct body to keep watch. Relations with the Management

should be formalized and more systematic. Consultation with ACCU is needed before decisions affecting users are taken.

News from the CERN Management

Speaking on behalf of the Director General, P. Darriulat referred to the LHC strategy. Two Council documents will be made available to ACCU following their presentation ("The Scientific Activities of CERN and Budget Estimates for the Years 1995-2005" and "The LHC and the Long-term Scientific Programme of CERN: Executive Summary").

The project will cost 2400-2500 MSF including the experimental areas, but not the detectors to which CERN would contribute an extra 220 MSF. An early decision to build the LHC would be most welcome as this will provide

more time to seek missing funds without jeopardising the machine parameters. LEP would cease operation at the end of 1999 to allow LHC installation, and running-in of the LHC would take place in 2002, with experiments starting in 2003.

Dialogues will start with non-Member States concerning possible participation at LHC of physicists who were preparing experiments for the SSC, but clear guidelines will be required.

The Fiumi Working Group has considered possible changes to CERN's purchasing policy which would result in a fairer return to Member States. A favourable decision from the December Council meetings could lead to implementation in 1994.

No further installation of cavities for LEP will be made during the winter shutdown due to problems with bad welds and failure of a super conducting cavity module with high intensity beams. Nevertheless the ambition is still to produce W-pairs in 1995.

Matters arising from previous minutes

G. Bossen announced that in the Staff Rules and Regulations review, the different categories of personnel will be redefined, but for users it is rather a clarification than a fundamental change. B. Michel represents ACCU on the Restaurant Committee with B. Nellen as his replacement. The original schedule for the improvements to Restaurant No.1 was too tight and full opening will only be on 14 April.

Desktop computing for experiments and divisional responsibilities

P.G. Innocenti and W. Jank presented an overview of the changes taking place. The Distributed Computing Services will provide a complete infrastructure for the user's daily work. This will include handling electronic mail, document preparation, interactive data analysis etc. and will be provided on both UNIX-based and Windows-based platforms. Advice will be available on the computing environments available and supported, on the purchase of hardware and software, and installation and connection in the office. There will be support for physics, engineering and administrative applications, physics packages, software engineering, as well as the necessary infrastructure support.

Because of continuous evolution, users should consult the Computer Newsletter and look online for information. In general, services are expected to remain relatively stable. Access from the exterior will not be very different from now. The cost of changing from an alpha-numeric terminal to an X-terminal is SF1600.

The 1993 European Radiation Protection directive

M. Höfert introduced the Swiss Radiation Protection Ordinance (StraVO). As usual CERN's internal rules should be at least as stringent as the norms laid down in the Host States. Thus, whilst the annual allowed dose limit in StraVO is 20mSv, all CERN activities have for many years been below an annual reference dose of 15 mSv. He emphasized that women must be informed about the particular radiation risk to the foetus.

The mean annual gamma doses for CERN staff since 1974 show a decrease of about a factor 8, whilst that for neutrons has remained consistently low. Both are now below 0.1 mSv per year.

Until now TIS has sent annual information on individual doses, but new rules applying to the European Union from 1/1/94 require this more frequently. ACCU delegates should find out their countries requirements and report back.

M. Höfert emphasized that it is the personal responsibility of individuals to carry their film badges when entering

experimental areas. Summary notices should be placed at the entrance to halls explaining individual's obligations.

Election of ACCU Chairman for 1994-5

Three nominations had been received for the the post of ACCU Chairman, and each candidate presented his views on ACCU's future.

Following two rounds of voting K. Peach was elected. He hoped that he would be worthy of the confidence entrusted in him, and thanked D.Toet for his chairmanship over the last two years.

Users' Office News

W.Blum indicated that the UO would be contacting team leaders asking them to verify the members of their teams as part of the general clean up of the Personnel Database. B. Pattison informed ACCU about the Logistics Advisory Committee (LAC), the forum in which Divisions can make their views and needs known to the Logistics Group, and which will allow them to participate actively in setting policies in, for example, Standardization, Project Planning, Inbound and Outbound Logistics. The Chairman is J-C. Gouache of AT Division, each Division is represented, and there are two ex-officio members (T. Lagrange/FI and B. Pattison/PPE/UO). Two working groups have been established to study "Gas and Distribution Materials" and "19 inch Racks".

Statistics for new registrations and renewals of contracts for users to date in 1993 were shown and compared to those for 1992.

Use of CERN cars

P. Schmid explained that CERN owned cars in the ST Pool only have third party insurance whilst those leased or owned by PPE have an additional CASCO insurance with a 500 SF franchise. PPE cars may be rented by visiting teams at a daily rate of 20 SF, or 7300 SF per annum. It is proposed that teams renting one or more leased cars continuously for several years advance the capital necessary to purchase and insure the cars (15 KSF). The annual rental cost per year can be as low as 4000 SF per year for a minimum rental period of four years at the end of which a lump sum would be refunded to the team (11 KSF).

Finance and accounting

A. Naudi explained the current budget and accounting procedures which have been changed at the request of the external auditors. Team accounts can be examined through the Budget Holder's Toolkit (BHT). In order to ease invoicing, the long term aim is to send bills without supporting papers and vouchers. Since this may not be acceptable to all administrations, it will be discussed with each team prior to introduction and implementation.

Any other business

ACCU was requested by B.Nellen to insist that the service producing CERN Cards improves rapidly. He was assured that the problems are known and that there will be improvement.

Dates for 1994 ACCU meetings : **9 March, 15 June, 14 September, and 7 December.**

Date and Agenda for the next meeting

The next meeting will be on **9 March 1994** starting at 10.00 hrs, and will continue in the afternoon. The agenda will include : Status of ACCU, Electronics Pool, New Buildings, and Relations between ACCU and the Staff Association. There being no further business the meeting adjourned to meet the Users' Office staff.

Bryan Pattison