

TRAINING AND
EDUCATION
ENSEIGNEMENT

ENSEIGNEMENT GENERAL
Tel. 2844

Jeudi 21 fevrier

de 13.00 h a 13.30 h - Amphitheatre
Science pour tous
par R. CARRERAS

ACADEMIC TRAINING
Tel. 2844 - 3364

25, 26, 27, 28 February
1 March

11.00 to 12.00 hrs - Auditorium
Superconducting components for accelerators
by H. LENGELER, J. TUCKMANTEL,
R. PERIN and M. MORPURGO / CERN

Lecture 1
(H. LENGELER)

Basis of r.f.-superconductivity and comparison with d. c. -superconductivity, r.f -losses and field limitations.

Lecture 2
(J. TUCKMANTEL)

The application of superconducting (s.c.) cavities in accelerators and storage rings will be treated. Special topics are : General properties of accelerating cavities and particularities of s.c. cavities; Tuners and couplers; Cryostats and cryogenic supply; Experimental results from different laboratories; Advantages of s.c. cavities compared with n.c; Upgrading of LEP.

Lecture 3
(R. PERIN)

Superconducting magnets for particle accelerators : conductors, magnetic field shape and winding configurations, electromagnetic forces and mechanical stability, d.c. and pulsed operation.

Lecture 4
(R. PERIN)

Superconducting magnets for particle accelerators : degradation and training, field errors, quenching and protection, examples and possible developments.

Lecture 5
(M. MORPURGO)

Problems related to design, construction and performances of large superconducting magnets will be discussed with particular reference to spectrometers for high energy physics experiments.

PERSONAL SKILLS DEVELOPMENT

1. We inform possible candidates that the two seminars on :

Written communication (Report writing)
by Piers CAMPBELL

will take place as follows:

Course A for non-English mother-tongue students
29, 30, 31 May and 23 September

Course B for English mother-tongue students or close equivalent
10,11, 12 June and 24 September
and not in April as initially announced.

There are still places available for these seminars which were included in the programme in response to numerous requests.

2. Places are also available in the *short seminars by John Townsend* which are specifically designed for those persons unable to find the time to participate in a longer seminar.

Questioning and listening
5 March and 25 June (2 days)

Producing creative ideas
6 and 7 March (2 days)

Assertive communication
12 March (1 day)

3. Our last *Active-reading Seminar* in French was a great success, according to the 15 participants. All of them considerably increased their reading speed *with a good degree of comprehension* - some of them by a factor of five! The average increase was of the order of 3.5. Applications can now be made for the same course, but in English :

Active reading by Shelle Rose
6, 7, 8, 14, 15 May and 28 October (5 + 1 days)

For any other information please contact one of the following persons (morning preferably):

Erhard Fischer, tel. 5811
Jean Huguenin, tel. 3364
Francoise Labro, tel. 4476
Madeleine Pincott, tel. 3674.

Education Services
Personnel Department

SEMINAIRE POUR SECRETAIRES

Il reste encore quelques places disponibles pour le 6^e seminaire de base donne en langue francaise.

Dates : 1^{er}, 2 et 3 avril.

Animatrice : Shelle ROSE, Idep-Celer, Paris.

Pour tout renseignement complementaire, n'hesitez pas a contacter :

- tous les matins : Madeleine Pincott au 3674.
- lundi, mercredi et vendredi : Francoise Labro au 4476.

TABLE RONDE SUR LA
BUREAUTIQUE AU CERN

Lundi, 26 fevrier
a 11.30 h - Baraque 593, Salle 11

Dans la serie des Seminaires d'information destines aux secretaires, la deuxieme table ronde discutera de quelques-uns des problemes actuels de bureautique au CERN et jettera un coup d'oeil sur l'avenir. La seance commencera par les exposes de U. Beyschlag/DD, M. Gerard/DD, L. Griffiths/EP, A.J. Herz/DG, et C. Roche/MI, et se poursuivra par des questions et une discussion generate. Toutes les secretaires sont invitees a la reunion ainsi que tout autre collegue concerne. La seance devrait durer une heure environ, mais la discussion pourra se prolonger a l'heure du dejeuner.

Pour toute information complementaire, veuillez contacter Morna Robillard, int. 3224, ou Susannah Tracy, int. 2724.

ROUND TABLE DISCUSSION ON
OFFICE AUTOMATION AT CERN

Tuesday, 26 February
at 11.30 hrs - Barrack 593, Room 11

In the series of Information Seminars for secretaries, this second round table discussion will take a look at some of the existing problems of office automation at CERN and what the future holds. The meeting will start with presentations by U. Beyschlag/DD, M. Gerard/DD, L. Griffiths/EP, A.J. Herz/DG, and C. Roche/MI, followed by general questions and discussion. All secretaries are welcome to attend the meeting as are other interested colleagues. It is planned to last not longer than 60 minutes, but the discussion might go on informally over lunch.

For further information, contact Morna Robillard, ext. 3224, or Susannah Tracy, ext. 2724.

INFORMATIONS
GENERALES
GENERAL INFORMATION

ADVISORY COMMITTEE OF CERN USERS
(ACCU)

The next meeting of ACCU will be held on Monday 23 February at 14.00 hrs, with the following agenda :

1. Adoption of agenda
2. Apologies for absence
3. Minutes of previous meeting (CERN/ACCU/21)
4. Matters arising from the minutes including
 - a. CERN computing policy
 - b. Restaurants
 - c. Housing
 - d. Relations staff-users
5. Personnel registration procedures at CERN and users
6. Any other business
7. Items for the agenda of the next meeting
8. Date of next meeting

ACCU is the forum for discussion between CERN management and a representative group of CERN users to review the practical means taken by CERN for the work of Users of the Laboratory. User members are :

AUSTRIA	G. Leder
BELGIUM	vacant
DENMARK	G. Damgaard

FRANCE	M. Boratav J. Feltesse
GERMANY	K. Kleinknecht (Chairman) H. Siebert
GREECE	C. Kourkoumelis
ITALY	F. Bradamante V. Gracco
NETHERLANDS	K. Bos
NORWAY	A. Klovning
SPAIN	E. Higon-Rodriguez
SWEDEN	A. Hallgren
SWITZERLAND	M. Werlen
UNITED KINGDOM	M. Albrow D. Websdale
CERN	C. Fabjan H. Taureg

CERN management is represented by R. Klapisch (Directorate) and W. Blair/EP, with G.J. Bossen/PE as Secretary. The CERN Staff Association is represented by F. Niebergall. Other members of CERN staff attend as necessary for specific agenda items. Anyone interested in further information about ACCU is welcome to contact the appropriate representative, or the Chairman or Secretary (4472).