

WP3 Task 1: Access policy towards users



AIM :

- Review and update of the access policy of GANIL towards the users in the frame of the enlargement of the laboratory with SPIRAL2 facility and its internalisation
- The organisation of the logistical support

MILESTONES AND DELIVERABLES :

- A dedicated ethical code of conduct will be elaborated to be signed by concerned users (M18) June 18 + 5 months
- Definition of a new User Office (M24) December 18 + 12 months
- Update of the access policy rules for academic and industrial users of GANIL (M36) December 19

WP3 Task 1: Access policy towards users



Code of conduct

The task is finished.

We are waiting for the validation of the direction of GANIL and the GUEC.
Then it must be distributed and signed by all the experimenters.

New user office

Evolution of the QMS toward a dedicated processus for welcoming the Ganil user.
Diagnosis in progress (in collaboration with the ganil quality department) and then
implementation of the new organization.

«Customer » request procedure

The task is finished.

We are waiting for the validation of the direction of GANIL and the GUEC.

WP3 Task 1: Access policy towards users



-> Task in progress

Update of the access policy rules

- Task in prolongation of the code of conduct of users
- Update and extend the access policy to the new experimental halls
- More detailed document than the code of conduct
- List of the duties of the host laboratory (services offered both technical and administrative: assistance for set-up, network connection, support to users, beam, local information, computing...)
- List of the duties of collaborations (e.g. statute of the staff, medical follow-up, on-site safety rules, delivery and disposal of equipment....)
- Property rights aspects

WP3 Task 2: Assessment of the ACCESS costs for serving the user



- AIM: Evaluation of the costs generated by providing beam for an experiment in view of informing the users and the future financial partners

- DELIVERABLE : “Tool for operation costs modeling according the beam time and experiments scenario”

- Since last meeting Dec. 2018:
 - Tool completed with recent update of the 2018 budget data
 - Guide for the user of the tool and operating procedure to update the data completed
 - Inventory of GANIL assets to secure the calculation of the amortization costs to be taken into account in the tool this year

WP3 Task 3: Data Management Plan



- Finalized documents:
 - DMP GANIL : describes the lifecycle of data, 26 pages
 - Data Policy : briefly describes how data are managed, 3 pages
 - Experiment DMP template : gives a basis how to prepare a DMP for an experiment
- Important points:
 - DOI GANIL is registered on Data Cite (with INIST support) : 10.26143
 - Default embargo period on the data fixed to 3 years
 - New storage infrastructure will be purchase in two steps : 300 TByte in 2019 and 300 TByte in 2020
 - Transfer tests to CC IN2P3 for long lasting storage are done and successful ; to consolidate performances a new dedicated server will be purchase in 2019
- In progress:
 - Landing pages for data sets from experiments to be included in the GANIL website
 - Information on the whole process to be send to GUEC, GANIL physicists, etc.
 - Invite physicists to register an ORCID (*Open Researcher and Contributor ID*)

WP3 Task 4: Improve Efficiency



- The process for the new organization of GANIL is in progress.
- Two committees have been created to manage and follow the process :
 - Steering committee : defines priorities and main steps, defines means and due dates, insures the process
 - Members: Lab direction, reorganization project leader, deputy chief of DSTA (administration and technical division), chief of human ressources group, quality manager
 - Monitoring committee : follow the realization of the process, gives resources, makes proposals, reports to the steering comitee
 - Members : reorganization project leader, deputy chief of DSTA, chief of human ressources group, quality manager, chief of CCP (project cell), chief of DOD (operations & development division), chief of Dphys (Physics division), chief of CSQ (safety and quality cell)

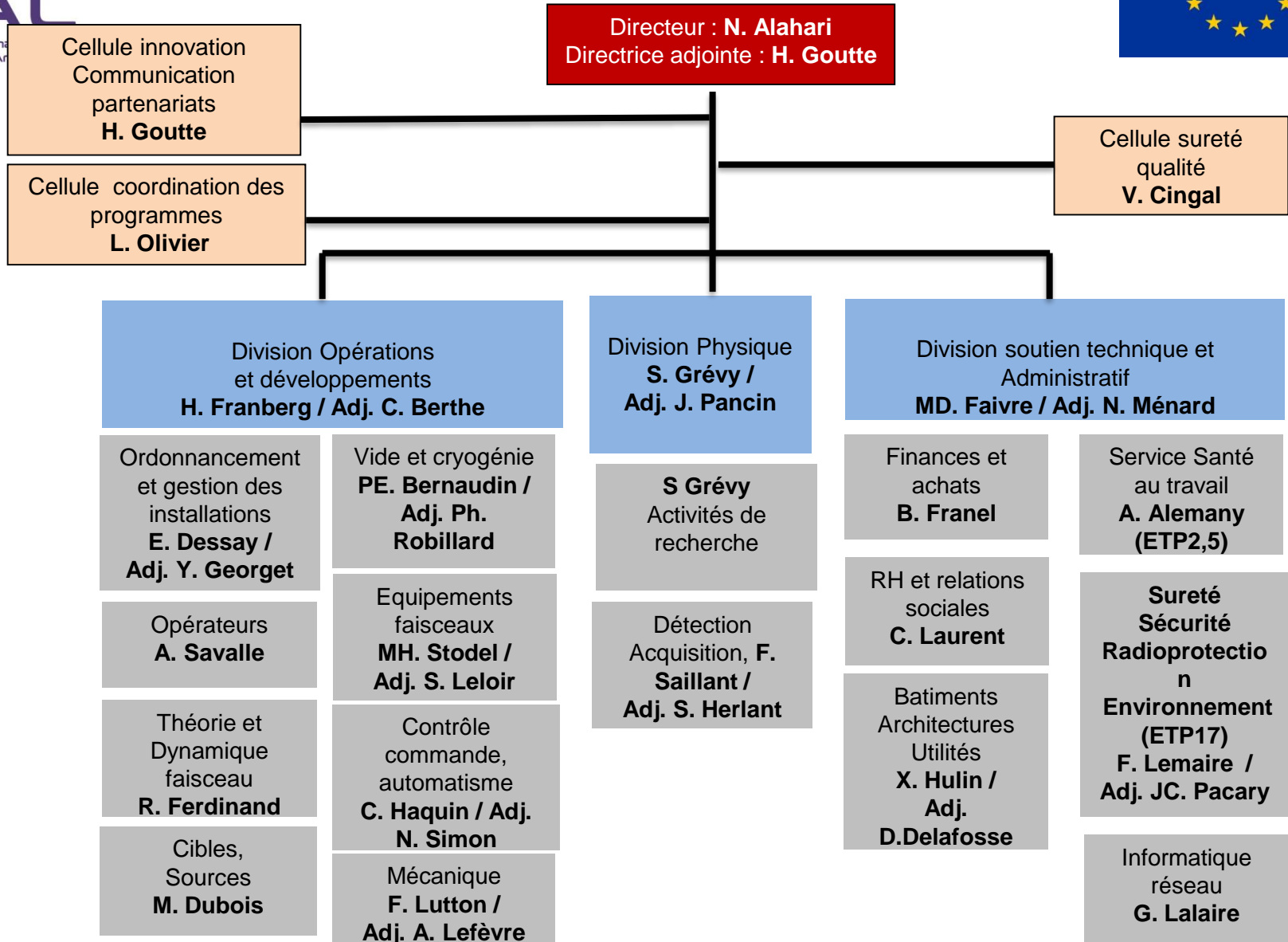
WP3 Task 4: Improve Efficiency



Priority areas of work from the organizational diagnosis

- Organization of work and governance (decompartmentalization, collaborations, clarifications, simplifications ...)
- Vision and scientific strategy
- Project management, prioritization of activities, distribution of load plans
- Human Resources Management
- Budget and purchasing management
- Safety steering
- Functioning and managerial model
- Quality and process control
- Social relations
- Quality of life at work
- Prevention of psycho social risks

WP3 Task 4: Improve Efficiency



WP3 Task 4: Improve Efficiency



- Evolution of Physics Division: research, detection and acquisition
- Creation of Operation and Development Division: accelerators and experimental halls
- Creation of a Division for administrative and technical support: administration, logistics and infrastructures, computers, security, operational safety, radioprotection, environment, health.
- Creation of a Project cell: project coordination and planning
- Creation of a Safety and Quality cell
- Creation of a cell for Innovation/Industry relations, Communication and Partnerships (including documentation)

WP3 Task 4: Improve Efficiency



Calendar:

Start of the reorganization project: May 2018

Definition of the new organization (organization chart): 1st February 2019

Recasting of the processes: December 2019 (provisional)

Quality Assistant: selected candidate – April-May 2019

Extended reception process including reception of the experimentalists:
feedback from experience (see Task 1 slides)

WP3 Task 5: Organisation of personnel exchange and training



AIM :

Developping collaborations between GANIL and partners to Favor the exchange of personnel and training programmes on fields of common interest
Benefit from highly qualified staff for the running of the facilities and assure the excellence of access to the infrastructure

Deliverable:

Elaboration of a **mobility agreement** between GANIL and its partners ready for signature (M36)

-> The project is developed, we have to test it in the next few months using the dedicated budget in the IDEAAL contract.

WP3 Task 5: Organisation of personnel exchange and training



1 - A model mobility agreement for all partners

Who ? Researcher, Engineer and Technician

How ?

Short-term assignments < 1 month (max 200 days/year/partner).

Accommodation: 60€/day on presentation of proof;

Meals: 30.50€/day without justification;

Transport: one round trip per week (transport on national territory only).

Long-term assignments - more than 1 month: (all missions accepted in the Mobility Steering Committee are eligible).

Accommodation: payment on receipt and up to 600€ per month;

Meals: 30.50€/day without justification;

Transport: one round trip per week (transport on national territory only)

2 – Visiting scientists program

How ?

The duration of missions within the framework of a reception should be between 3 and 12 months (possibly renewable once).

As host laboratory, GANIL will cover the costs of meals, accommodation and transport for beneficiaries and members of its family, spouse and dependent children (a copy of the family booklet is to be provided in this case), under the following conditions:

Accommodation and living expenses: €2,700 (fixed price) without presentation of proof. A supplement of 5% is allocated for each family member.

Transport :

- round trip "moving in and out": 1,000€/person maximum on presentation of proof;

-additional return trip for missions > 6 months: 1 000€/person maximum on presentation of proof.