

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 internationalisation
- 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 + 21 months (Sept 20)
- Update of the access policy rules for academic and industrial users of GANIL (M36) December 19 + 9 months (Sept 20)

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Difficulties met:

The person in charge of this task quit GANIL end of April 2019

Code of conduct

The document is completed.

Validation of the document by the management of GANIL is done

Document translated in English for validation by the GUEC.

Then it must be distributed and signed by all the experimenters.

Evaluation procedure by the users

The document is completed.

Validation of the document by the management of GANIL is done

Document translated in English for validation by the GUEC.

Then it must be implemented.

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New user office: task taken up by the quality assurance department

Evolution of the QMS toward a dedicated processus for welcoming the Ganil user.
Diagnosis in progress in the frame of the review all the processus in the frame of the implementation of the new organization (Task 4)

Work in progress:

- Assessment of present organisation and analysis of the dysfunctions met in welcoming the users
- Interviews of persons in charge
- Analysis of the software used to cover the phases from programming the experiments to exploiting the data acquired.
- Aim to identify the possible weakness of the tools, to analyse the interactions with the user office, to simplify the interface between the different participants
- Need of a validation of the perimeter by the management of GANIL

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-> 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, computering...)
- 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 April 2019:
 - Inventory of GANIL assets to secure the calculation of the amortization costs implemented from September to beginning December 2019
 - Amortization costs to be taken into account in the tool

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
 - These documents are validated and in progress of signature by GANIL direction

The deliverable is completed. This task is achieved

- To assure the continuity of the process :
 - Landing pages for data sets from experiments to be included in the GANIL website
- Organisation of a meeting with all the GANIL physicists in order to make them participating to the whole process (regular meeting) :
 - Providing metadata and all the information at the end of the experiments
 - Inviting physicists to register an ORCID (*Open Researcher and Contributor ID*) and use it

WP3 Task 4: Improve Efficiency



- The setting up for the new organisation of GANIL is in progress.
- **Aim:** improve the efficiency, simplify the governance and the processes and clarify the missions and responsibilities at all levels (Division, group, individual)
- **Calendar:**
Start of the reorganization project: May 2018
Definition of the new organization (organization chart): 1st February 2019
Rewriting of the processes (addition of a process dedicated to the welcome of experimenters)
- **Recruitment of a Quality Assistant:** arrival 2nd trimester 2019
- **Two committees** created to manage and follow the processes :
 - Steering committee : defines the priorities and main steps, defines the means and due dates, take the decisions before implementation
 - Monitoring committee : follow the implementation of the process, gives resources, makes proposals, reports to the steering committee

WP3 Task 4: Improve Efficiency



Priority areas of work from the organizational diagnosis

- Organization of work and governance (decompartmentalisation, collaborations, clarifications, simplifications ...)
- Vision and scientific strategy
- Project management, prioritisation 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

Implementation via working groups in a spirit of co-construction and share of experiences

WP3 Task 4: Improve Efficiency



Status:

- First process « Strategy and Management » updated and validated.
 - This processus converts the scientific prospectives into strategic and operationnel objectives and define the governance rules. It conditions all other processes in GANIL
- The processes « Programming the experiments » and « Realizing the experiments have been reviewed : clarification of some missions still needed (finalisation for the 1st trimester 2020)
- The process « Managing the projects » : REX done orienting the review of the process on the launch phase and on the reference documents (finalisation for the first trimester 2020)
- New processes in progress of definition (planification of the activities, welcome of the users, and contractors, planification of human resources , redefinition of a budgetary structure and purchase procedure)
- In parallel, reflection on software tools to manage the planification of activities, to manage the documents (new DMS), and monitoring
- New work breakdown structure to steer the budget operational from 1st January 2020

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 + 9 months) Sept 20

-> Two drafts of mobility agreements elaborated:

- For visiting scientists programmes: validated by working group on GANIL internationalisation
- For all partners' staff exchanges in the frame of collaborations: to be finalised

-> We have to test them as soon as possible 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 receipt;

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) with presentation of rental 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 receipts/vouchers;
-additional return trip for missions > 6 months: 1 000€/person maximum on presentation of proof.