



WP includes 5 tasks related to the access, in different domains but with the common aim to improve the whole access organisation for the user at all stages :

Task1: Definition of access policy to researchers, organization of the logistic support for researchers, management of IPR and ethical issues

Task 2: Assessment of the costs for serving the users

Task 3: Data management

Task 4: How to improve efficiency: studies of Ganil performance capabilities

Task 5: Organisation of personnel exchange and training

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


Creation of a new **User Office** (M24) December 18

Update of the **access policy rules** for academic and industrial users of GANIL (M36)
December 19

Code of conduct – Access Policy // methodology


1. Benchmarking

2. Interviews conducted



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NEUTRON SCATTERING FOR SCIENCE

CERN



SOLEIL
Charte Utilisateurs SOLEIL - SOLEIL Users' Charter

GENERAL CONDITIONS
APPLICABLE TO
EXPERIMENTS AT CERN

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Local Contact Duties

One of the scientists of the requested beamline is assigned to your project and acts as *Local Contact*. His/her contact information is included in your *Experiment Invitation Letter*. For the benefit of your experiment, you are strongly encouraged to contact him/her as soon as possible in order to discuss your experiment and set up, organize your arrival or specify any particular requirement you may have regarding your experiment(s).

The Local Contact:

- ensures the beamline is properly set-up to perform your experiment(s).
- provides sufficient training and support for your team to efficiently and safely operate the beamline.
- helps with the sample environment set-up already available on the beamline.

Outside of working hours (typically from 8.30 a.m. to 5.30 p.m. on weekdays) the users are asked to contact the *Floor Coordinator* (9797) for all matters. The *Floor Coordinator* may require an intervention from the *Local Contact*, but only from 5.30 p.m. to 11.00 p.m. on weekdays and 8.00 a.m. to 8.00 p.m. on weekends and holidays.

Physics technical sector

Physicists

Safety, security, radiation

protection, environment

Code of conduct – Access Policy // **PROPOSAL**

3. Format of the code of conduct

- A short document, 3 pages
- Ethical contract between Ganil and collaborations
- Important points to note concerning the duties and rights of collaboration

4. Substance of the code of conduct

- Divided into 5 Sections : « proposal an experiment, preparation of the arrival, realization of the experiment, closure of the experiment, and results publication “
- A contact person will be dedicated to the collaboration for all steps
- Assurance that the beamline is properly set up for the experiment
- A contribution is expected from the collaboration in the preparation phase of the experiment (technical expectations, materials, HR)
- Recall the safety and waste management rules

Code of conduct -- > Charter of conduct for GANIL's users

Nexts steps:

A few meetings

1. First version sent in
early November 18



2. Second version
sent at the end of
November 18



3. Management for
validation in
December 18 and

GUEC Consultation

Charte de conduite à destination des utilisateurs du GANIL

Objet :

Cette charte de conduite définit les droits et les obligations de la collaboration qui effectue une expérience au GANIL. Elle s'adresse aux membres de la collaboration et à son porte-parole. Elle s'inscrit dans la continuité des « conditions générales d'accès » applicables aux utilisateurs disponibles sous ().

Proposer une expérience :

L'ensemble des membres de la collaboration atteste être formé et disposer d'une expérience suffisante pour mener à bien l'expérience. Les membres certifient aussi être sous autorité hiérarchique d'un laboratoire ou d'une organisation extérieure, être rémunérés et posséder l'ensemble des assurances santé nécessaires.

Avant d'émettre une proposition d'expérience, nous invitons le porte-parole de la collaboration à discuter préalablement avec un « interlocuteur GANIL » pour échanger sur les spécificités de votre expérience par rapport aux équipements proposés au GANIL. Vous trouverez la liste des interlocuteurs sous (cf. GANIL, sous //).

L'interlocuteur GANIL, sera votre principal interlocuteur tout au long de la collaboration et toutes vos demandes devront être centralisées par cette personne. S'il n'est pas en mesure de répondre à votre demande, il vous aiguillera vers les personnes compétentes. Il sera disponible pendant les heures normales de travail (09h25-17h10).

Votre interlocuteur vous informera de la validation de la proposition d'expérience par le Conseil Scientifique et du calendrier de planification de celle-ci.

Préparer son arrivée :

Vous devrez déterminer avec lui le temps à allouer à la préparation de l'expérience et aussi démontrer que vous disposez des ressources nécessaires la mener à bien.

Vous lui transmettez vos besoins en dispositifs expérimentaux et en caractéristiques faisceau. Vous fournirez la liste des matériels importés au sein de l'INB. La collaboration se porte garante de la conformité des équipements et doit être en mesure de fournir, en cas d'audit, les attestations de conformité.

Après réception de la lettre d'invitation, vous inscrirez au préalable sur la plateforme Cartexp, l'ensemble des membres de la collaboration. Vous recevrez les consignes pour passer le test e-learning de sensibilisation aux règles de sécurité et vous nous transmettez votre certificat médical pour accéder en INB à jour. Sans ces deux étapes, nous ne pourrions vous confier de badge nominatif vous autorisant à accéder aux aires expérimentales et vous confier un dosimètre actif.

Réaliser son expérience :

Charte de conduite à destination des utilisateurs du GANIL

Vous serez soutenus tout au long de la phase de réglage du faisceau, de contrôle des caractéristiques et lors de la phase d'acquisition par le coordinateur technique et le coordinateur scientifique du GANIL. (rôle physicien d'accueil ??)

Lors du déroulement de l'expérience, la collaboration est responsable du bon usage du faisceau et doit analyser en continu les données pour vérifier que la manipulation se déroule conformément à l'expérience validée. Dans la configuration où l'acquisition des données ne répond pas à la proposition de manipulation validée, le porte-parole doit immédiatement en référer son interlocuteur GANIL. Toute décision de modification de la manipulation doit être prise avec l'accord de la direction.

En cas d'anomalie constatée sur les équipements techniques et les équipements de sécurité durant l'utilisation, seuls les utilisateurs formés par le secteur technique de la physique, et présents sur la liste XX sont autorisés à intervenir. Attention, les équipements de sécurité désignés par une étiquette EIP (élément important pour la protection des intérêts) ne sont pas concernés.

Ainsi, si une intervention s'avère nécessaire et que vous n'êtes pas habilité, vous devez contacter le coordinateur technique ou scientifique. En dehors des horaires normaux de travail référez-vous à la liste du personnel d'astreinte.

Vous disposerez de l'accès aux outils informatique du GANIL sous respect de la charte du bon usage des ressources informatiques applicable.

Closure de l'expérience :

Une fois votre expérience terminée, vous ferez un compte-rendu synthétique du déroulement de l'expérience. Dans une démarche d'amélioration continue, vous complétez le questionnaire d'écoute client qui permettra afin de nous transmettre votre retour sur le déroulement de l'expérience.

[Collecte des données]

Vous devrez contacter le service de protection des rayonnements afin d'extraire tout matériel contaminé de l'INB.

Vous êtes responsable de l'application de la réglementation en vigueur quant à la destruction de tout matériel irradié. En zone UE, vous devez disposer d'une filière d'élimination des déchets. Hors zone UE

Publication des résultats :

L'ensemble des institutions collaboratrices devront publier l'ensemble des données issues de l'expérience sur les revues de leur choix. Dans le cas où des données (Infos : collecte de données).

DRAFT VERSION

Page 1 sur 3

Page 2 sur 3

Access policy rules for academic and industrial users of GANIL

- 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

-> Task in progress

New user office

1. More information available

OBJECTIVE: FACILITATE USERS' STAY

- Translation : rules of procedure, welcome booklet
- On-line information for users : plan your stay, move to France, practical life in France, life on the Ganil campus
- Useful documents

2. Evolution of the QMS toward a dedicated processus for welcoming the user

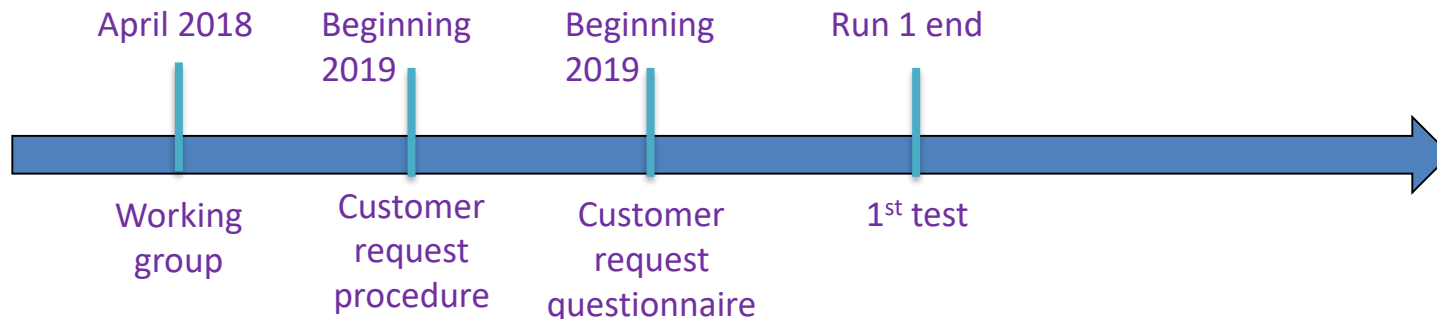
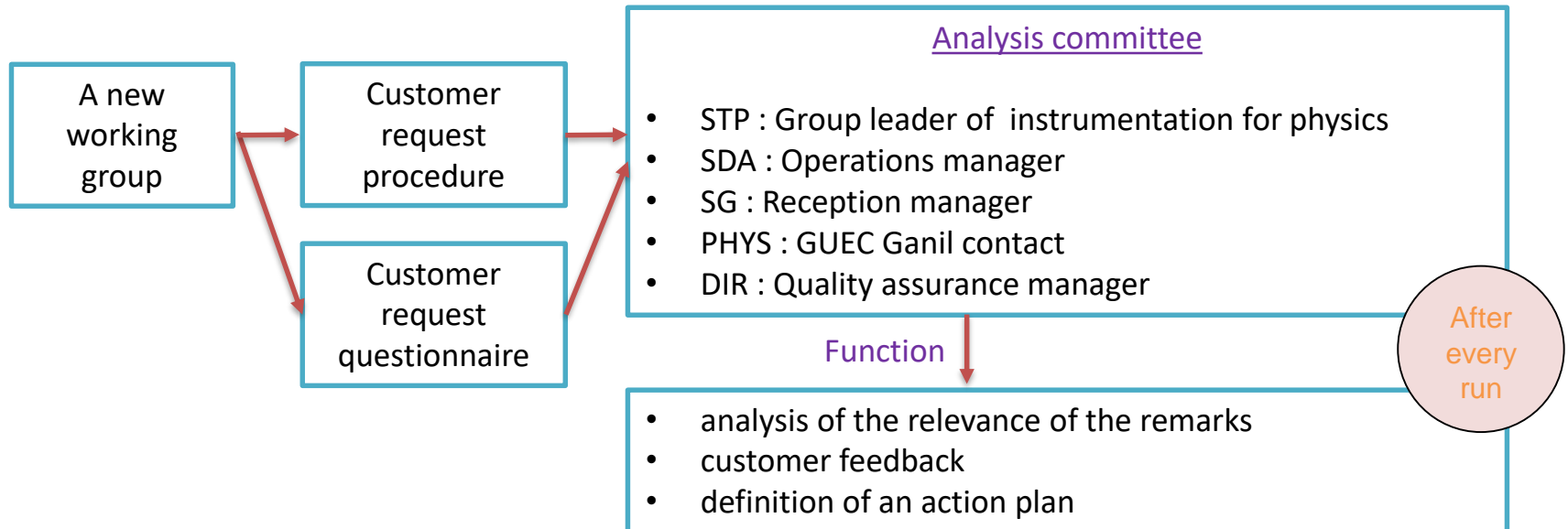
- A sponsor for each new comer, integration meeting, questionnaire for evaluation

3. «Customer » request procedure

- Get the feed-back of the users after the end of each experiment through a questionnaire
- Committee of representatives of GANIL and a member of the GUEC for analysis and action plan

New user office // PROPOSAL

3. «Customer » request procedure



PROPOSAL // Questionnaire

Programming the experience:

- Proposal submission experience

Readability of the submission
procedure

Support in case of difficulty

Time allowed to submit a proposal

- Planification

Notice period

Flexibility

Welcoming :

Readability of access formalities

Reception formalities: e-learning,
medical visits

Reception formalities carried out by
the spokesperson: PartexP (financial
support)

Living environment:

Acquisition room, guest house, restaurant

Experiment:

- Technical support

Preparation phase

Physical target irradiation phase

Post-irradiation phase

Dismantling phase

- Performances

Beam quality delivered

Quality of the instrumentation made available

Quality of detection provided

DRAFT VERSION

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
- Difficulty: Complexity in the elaboration of a cost system linked to the existence of many configuration of beam use depending on accelerators and experimental halls (a lot of different scenarios possibility)
- DELIVERABLE : “Tool for operation costs modeling according the beam time and experiments scenario”
- 3 steps:
 - Cost study for classification of the different type of costs in an analytical approach
 - Cost construction
 - Development of the tool

□ Different sources of information :

Accounting database from 2015 to 2017

Technical data from GANIL experts

Budget reports to organize the data

TASK 2 : ASSESSMENT OF THE ACCESS COSTS FOR SERVING THE USER



Classification of all laboratory costs according to their direct or indirect impact in the implementation of an experiment

Cost study

Running cost

MCO cost

Support cost

Running costs: Costs which are necessary for the running of the facility and directly linked to the experiments (fluids, curative maintenance...)

MCO costs: Costs necessary for running of the facility not directly connected to an experiment (preventive maintenance, cooling....)

Support costs: Infrastructure costs of the site that hosts the experiments

TASK 2 : ASSESSMENT OF THE ACCESS COSTS FOR SERVING THE USER



Cost construction

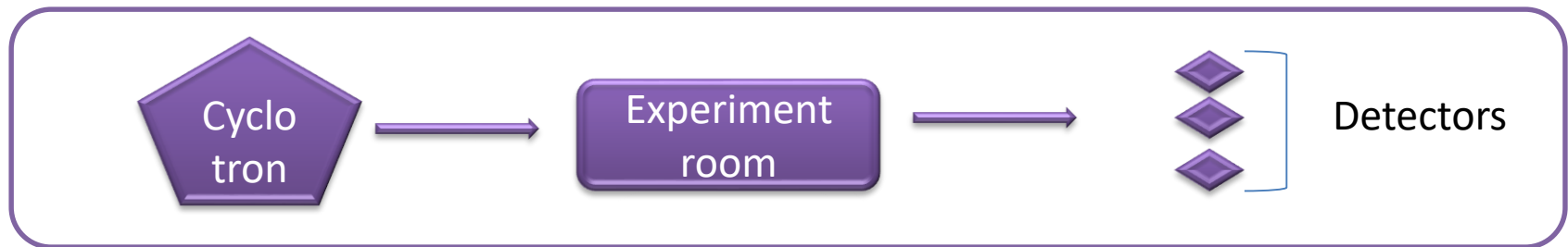
Calculate a
full cost

Estimation of
Spiral 2 cost

Creation of a database of actual costs (chronicle of last 3 years) integrating rules of distribution of costs between the different Instruments with aim at determining full costs of experiments according to the used facilities

For SPIRAL2, estimation based on multi-annual budget (forecasts) and technical data (e.g. electricity) to be updated with actual date when SPIRAL2 starts

- Information needed to calculate the cost of an experiment :
 - ▣ Number of UT/y of activities (base = 300)
 - ▣ Inclusion or not of personnel costs
 - ▣ The duration of the experiment
 - ▣ The instruments that used the experiment.



- Example :
 - ▣ Experiment from 2017, 30UT in G1, using AGATA&VAMOS detectors

Next steps & difficulties



Produce operating procedures for :

- Users (nearly done)
- Administrator

Test the tool with different people

- Taking feedback into account
- Making the necessary adjustment (bug or precision)

Finalize the shape of the tool

- Securing the tool
- Finalizing the visual

Difficulties encountered

- Estimation of the cost of Spiral 2 not currently running

Data Management Plan

Introduction



- **Achievements**
- **Work in progress**
- **Planned**

Data Management Plan

Achievement of the period



➤ Study

- Surveys sent to GANIL users
- Individual interviews (Scientists, GANIL staff,...)
- Benchmarking (CERN, ILL, ESRF, ...)
- Collaboration with other laboratories

➤ Main topics covered

- Data volumes (around 800To per year)
- Data to preserve (raw data, experiment configuration, software,...)
- Metadata (Dataset description)
- Dataset identification (Digital Object Identifier - DataCite)
- Data Management (Storage, archive, preservation,...)
- Access to Data (Embargo period and Open-Access)
- Data interoperability
- License to use
- Data ownership and responsibility

Data Management Plan

In progress : Documentation 1/3



➤ GANIL Data Policy

- Describe the ownership, the responsibility, the management and the access to the data
- For physicists running an experiment at GANIL
- 3-4 pages

→ Acceptance of this policy will be a condition for the award of beam time

Data Management Plan

In progress : Documentation 2/3



➤ GANIL Data Management Plan

- Describe the lifecycle of the scientific data, and all processes linked to data management
- Mainly for GANIL IT and funders
- 30-40 pages

Data Management Plan

In progress : Documentation 3/3



➤ Experiment Data Management Plan

- Describe the management of the dataset of an experiment
- For physicists, IT, funders,...
- 2-3 pages
- Machine-actionable (if possible) to facilitate the data management process once stored

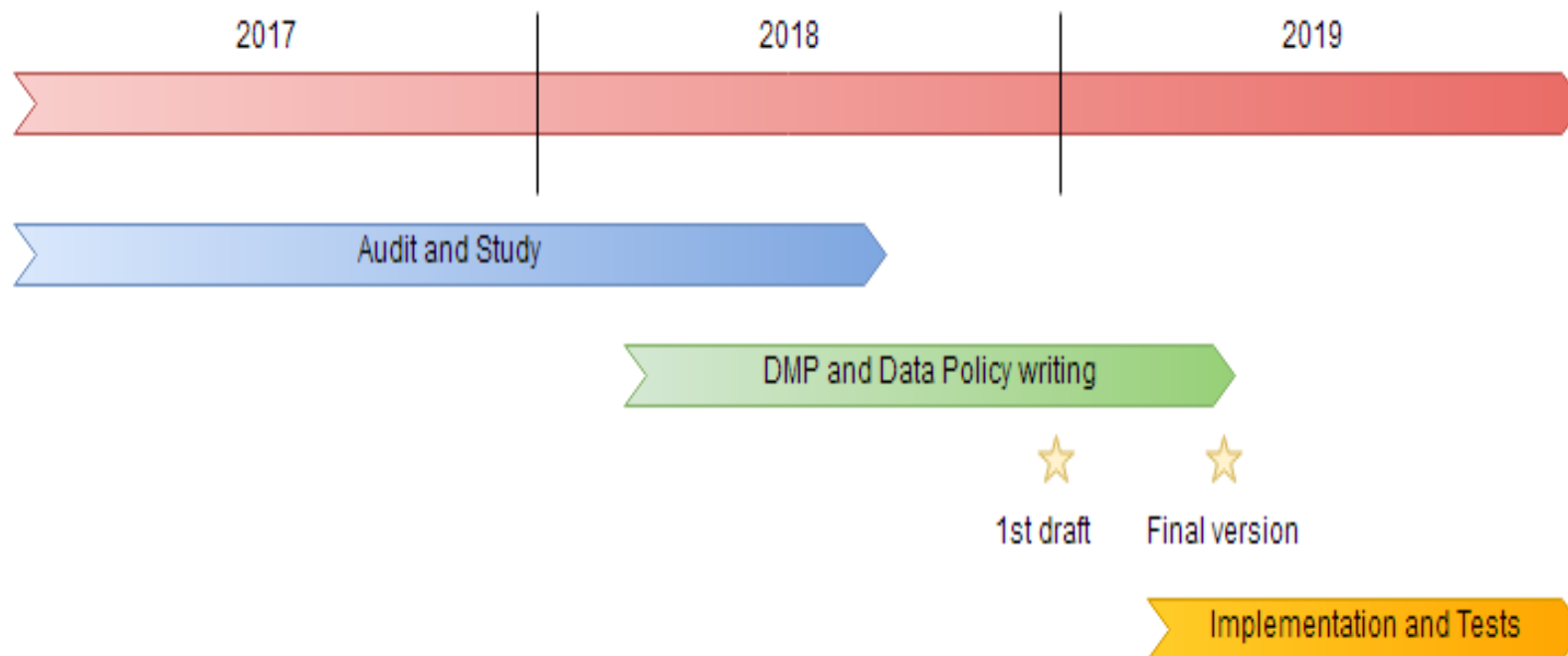
Data Management Plan

Planned: Implementation – FAIR Data



TOPIC	DONE	TO DO
DATA TRANSFER TO STORAGE FACILITY	✓	
METADATA (Manual feeding)	✓	
METADATA (Automated feeding)		✓
DOI (Creation, Landing page)		✓
OPEN ACCESS		✓
EXPERIMENT DMP (Automated creation during proposal process)		✓
DATA PORTAL		✓

Data Management Plan Timeline





- **Objectives :**

- To optimize the use of resources
- To give funders the confidence in the GANIL-SPIRAL2 performance capabilities and organisation :



Analysis of the existing technical and administrative organisation

- ISO 9001 based Quality Management System running at GANIL for 5 years
- 80% evaluated conformity rate => QMS to be improved in order to be certified

- **Next step : Improvements**

- Originally, improving the QMS in view of being in a position of certification
- > D3.5 : report on the organisation of an ISO 9001 mock-up audit

WP3.4 How to improve efficiency



- ***New context :***
 - Decision of reorganisation of the laboratory in order to better face the short terms and long terms projects, namely:
 - Starting operation with the Spiral 2 accelerator
 - Increase the attractiveness of GANIL
 - Preparing the development of internationalisation of the laboratory
- ***Evolution of the deliverable :***
 - Report on the reorganisation of the laboratory
 - Aim of the task maintained
 - Mock-up audit for an ISO certification impossible if the reference documents of the laboratory change
- ***Objectives:***
 - Improve the general efficiency of GANIL
 - Simplify the processes, the governance
 - Clarify the missions and responsibilities at all levels (service, group, individual)

WP3.4 How to improve efficiency



- **stages:**

- **April 2018**
 - Elaboration of the reference document to drive the project of reorganisation
 - Redaction of the terms of reference for a contract with a consultant to help in this process
- **May 2018**
 - Placement of the contract
- **May to November 2018**
 - Finalisation of the diagnostic of the previous organisation
 - Construction of the project or reorganisation
 - Exchanges and shared analysis on identified points
 - Finalisation of the project
 - Plan of HR support to accompany the changes
- **November-December 2018-Janvier 2019**
 - Information-consultation, validation with counterparts
 - Start of modification of all reference documents
- **2019**
 - Implementation and follow up

WP3.5 Organisation of personnel exchange and training



- **AIM:**
 - Developing 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)
- ***Inventory of existing schemes:***
 - Inside GANIL and its members
 - Existence of collaboration agreements establishing close and long term cooperation between GANIL and partners for the development of parts of the facility including provisions for the exchange of staff
 - ❖ Good framework to develop the exchange of engineers and technicians for stays at GANIL in defined area
 - Study of schemes used in partner's laboratory to be implemented

WP3.5 Organisation of personnel exchange and training



- ***Identification of competences needed for the coming years to adapt GANIL to its international development with SPIRAL2:***
 - Quantitative and qualitative analyse of profile needed
 - Discussions started with national partners laboratories for secondment of staff in critical areas in progress, for implementation in the next months
 - Discussion to be extended with international partners in parallel to discussions lead through WP2 for the extension of membership
- ***Identification of training actions in critical areas:***
 - Study the possibility to prolong the development of training networks beyond what exists in other contrats (e g ENSAR) and already existing tools proposed by Europe (e.g. MSCA Resarch and Innovative Staff Exchange action)
 - Including training programmes in the perimeter of collaborative activities would make durable the training networks

Elaboration of a mobility agreement as support for staff exchange and training