

WP3 Excellence of access to the infrastructure



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

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 + 27 months (March 21)
- Update of the access policy rules for academic and industrial users of GANIL (M36) December 19 + 15 months (March 21)

Prolongation : departure of the person in charge, COVID effect

WP3 Task 1: Access policy towards users



Milestones

Code of conduct :

- ◆ Short document that defines GANIL's expectations of the members of collaborations who come to conduct scientific experiments at the GANIL laboratory.

→The document is completed, in progress of validation by the GUEC members.

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

Experimenter's focus procedure:

- ◆ Document that describes the system set up to feed back comments from GANIL experimenters and implement solutions to improve the services provided

→The document is completed, in progress of validation by the GUEC members before implementation

WP3 Task 1: Definition of a new user office



New user office: task taken up by the quality assurance department in the frame of the review of all processes due to the reorganisation of GANIL (WP3.4)

➔ Work done in the frame of the implementation of the reorganization of GANIL (Task 4) that includes the review of all the processes

Work implemented since the last meeting:

- Assessment of present organisation and analysis of the dysfunctions met in welcoming the users:
 - ➔ *trail of improvement have been identified (e.g. clarification of the tasks, stronger link with the processus “programming the experiments”..)*
- Analysis of the software used for the experiment proposals in view of possibly develop it for the welcoming process (dematerialization of the whole process).
 - ➔ *need of a standardization of the different platforms used*
- Perimeter defined by the management of GANIL: the first stage regards the experimenters ➔ *This will simplify the setting up in a first stage*

WP3 Task 1: Definition of a new user office



New user office: next steps

- Evaluate and define human and technological resources required for the user office and propose different types of organization (portal access/physical reception).
→ *Benchmark towards GSI and ESRF to be implemented (postponment due to the sanitary crisis)*

 - Development of user office to be done in three steps.
 - Welcoming of the experimenters.
 - Extension to the entire scientific community.
 - Extension to all types of visitors (students, new workers, visitors, ...).
- *for step 2 and 3, additional developments, procedures, involvement of staff and decisions needed*

WP3 Task 1: Update the access policy rule



Update of the access policy rules:

-> **Task still in progress**

- Task in prolongation of the code of conduct of users
- Update and extend the access policy to the new experimental halls
- 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”
 - Deliverable date: September 2020 (M36) Dec 2019 + 9 months (Sept 2020)
 - Draft of deliverable report done, in internal evaluation

- Improvement to be done:
 - Integration of the amortization costs of equipments in the tool.
 - Develop the tool on a web interface to facilitate its use (task added)

WP 3.3 : Data Management Plan



- AIM: Producing a Data Management Plan that describes the life cycle of datas produced through GANIL experiments
- DELIVERABLE: DMP (M36) Decembre 19 + 9 months (Sept 2020)
- DMP consists of two documents :
 - The GANIL Data Management Plan : describes the whole workflow, metadata and responsibilities of the contributors (26 pages)
 - Data Policy : short document that briefly describes how data are managed, to be accepted by the spokesperson (3 pages)
 - In the last few month, some changes in the DMP:
 - ❖ The main role and responsibilities are now hold by the spokesperson
 - ❖ The GANIL contact person become the Experiment Contact Person (ECP) : his role is to help and guide the spokesperson during the data management process
 - ❖ The basics of the management process are unchainged
 - New validation by the GUEC



Practical application of the DMP

- Tests of the workflow described in the DMP have been made with the previous experiments :
 - Collecting metadata
 - Writing files describing the metadata
 - Copy to iRods infrastructure (IN2P3)
 - DOI creation to identify GANIL data (Data Object Identifier)
 - Metadata integration
 - Export to landing page.
- The final documents are now in last review before validation
- Draft of deliverable report in progress
- Discussions are ongoing with CIMAP to include their data under the GANIL DMP

WP3 Task 4: Improve Efficiency



- **Aim:** improve the efficiency, simplify the governance and the processes and clarify the missions and responsibilities at all levels (Division, group, individual)
- **Deliverable:** Report on the new organisation of GANIL : M36 +15 months (March 2021)
- **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)

WP3 Task 4: Improve Efficiency rewriting of the processes



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

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

WP3 Task 4: Improve Efficiency rewriting of the processes



Status:

- First process « **Strategy and Management** » updated and validated.
→ *This processus converts the scientific prospectives into strategic and operationnel objectives and defines the governance rules.*

- The processes « **Programming the experiments** » and « **Realizing the experiments** » have been reviewed :
→ *clarification of some missions still needed (finalisation initially foreseen 1st trimester 2020 postponed to end 2020 due to a change in the management team of the Physic Division)*

- The process « **Managing the projects** » :
→ *The procedure has been completed and endorsed at the GANIL Council of June2020*

- New processes :
 - **planification of the activities** : *some adjustments needed in the mission of one group were validated, the procedure in progress of finalisation*
 - **welcome of the users** : *see Task 3.1*
 - **Welcome of the contractors**: *adjustments needed in the safety/security group needed*

WP3 Task 4: Improve Efficiency rewriting the processes



- New processes :
 - **planification of human resources , redefinition of a budgetary structure and purchase procedure** are operational

- Software tools for management:
 - **Planification of human resources** : operational
 - **Budget elaboration and budget monitoring** : operational
 - **Planification of activities** : in progress
 - **Managing the documents** (new DMS) : task in progress.
 - DMS selected, configuration in progress (tree diagram, rights, validation procedure of documents...)
 - Review of old documents (migration, update)

- Procedure related to non-conformities, dysfunctions, preventive and corrective actions has been updated

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) March 21

-> Two drafts of mobility agreements elaborated:

- For visiting scientists programmes: validated by working group on GANIL internationalization and sent for validation to the GUEC
- For all partners' staff exchanges in the frame of collaborations: *to be finalized before validation*

-> First test of the mobility agreement foreseen end of October.