

TO:

Director for your information.
Division Heads

PROPOSED LASER CENTRE MANAGEMENT COMMITTEES

The attached note describes the proposed arrangement at the present stage of discussion between RL and AERE. The proposals have not been discussed in detail with our London Office, and now need to be re-examined to make them consistent with any new committee scheme for Boards and Establishments.

L.C.W. Hobbis
6.2.75

PROPOSED JOINT LASER CENTRE MANAGEMENT COMMITTEES

1. While the SRC and the AEA are awaiting a Government decision on their proposal to set up a Joint Laser Centre (JLC), it is appropriate to prepare for a speedy implementation of the project, given that the Government decision is favourable, by making appropriate arrangements for the joint management committees which will be required.
2. It is the intention of both the SRC and the AEA to manage the JLC as an activity embedded in their normal systems with the necessary support being provided through the Rutherford Laboratory and AERE respectively. This implies that executive control will be exercised at the levels of the Directors of the Rutherford Laboratory and AERE, Harwell. The Directors will be advised on scientific and technical matters by a Scientific Council which will be the principal management Committee for the Centre.
3. The JLC management will have responsibility to plan and execute the construction and operation of the Centre under the administrative control of a Joint Executive Committee.
4. Control of major capital schemes, starting with the capital provisions required to set up the Centre, will be exercised by the Directors assisted by appropriate joint project management committees.
5. The joint management arrangements outlined above will not be concerned with any policy decisions on classified work; these decisions will be the responsibility of the AEA in consultation with all the relevant security authorities. The joint management will, of course, have to take account of the consequences of these security decisions.
6. Outline terms of reference and proposed membership of the various committees and sub-committees are given below. Indications of the individual initial members are suggested by the names in brackets. Relationships are illustrated in the attached chart.

7. SCIENTIFIC COUNCIL

This is to be the principal management committee and will be set up from the outset. It will meet about three times per annum.

- 7.1 Terms of Reference

To advise the Directors of AERE and the Rutherford Laboratory on matters pertaining to the scientific objectives of the Joint Laser Centre and to their attainment.

It will be concerned with the setting up of the Centre, the execution of the experimental programme and the development of the facilities.

It will advise and assist with financial planning but will not be concerned with financial control.

The Committee will not be concerned with classified topics.

Membership

Chairman - University Scientist and Member, Science Board.	(Bradley)
Director Rutherford Laboratory or nominee	(Stafford)
Director AERE or nominee	(Lomer)
Rutherford Laboratory Project Manager	(Hobbis)
Project Leader	(Williams)
Associate Project Leader	(Whitehead)
Secretary Rutherford Laboratory	(Valentine)
AERE Finance Officer	(Crabb)
Head NP Division, AERE	(Rose)
Science Division, SRC London Office (2 representatives)	(Mrs Paton)
~ 5 University and AEA Scientists	(Pease)
	(Gibson)
	(Coles)
MOD observer	

7.3

Sub-committees

A users' sub-committee will advise the main committee and will work closely with the Project Management Committee (para 9), and the Project team. It will deal with anything of interest to users except the formal business of experiment proposals and time allocation.

An experiment proposals sub-committee will consider experiment proposals and will advise on allocation of experiment time and resources for the support of experiments.

8. JOINT LASER CENTRE EXECUTIVE COMMITTEE

8.1 This committee will deal with all executive matters requiring formal consultation between the two establishments, with the exception of financial control of major capital schemes.

8.2 Membership

Director Rutherford Laboratory or nominee
Director AERE or nominee
Establishment admin officers
" finance officers
JLC project officials.

9. PROJECT MANAGEMENT COMMITTEE

9.1 Terms of Reference

To assist the Directors of AERE and the Rutherford Laboratory to exercise overall supervision and control of the initial major capital provisions for the Joint Laser Centre and to ensure completion within the approved estimate and time scale.

Meeting about three times per annum.

9.2 Membership

Director Rutherford Laboratory or nominee ✓	(Stafford) Chairman
Director AERE or nominee ✓	(Lomer) Vice Chairman
Secretary, Rutherford Laboratory ✓	(Valentine)
Rutherford Laboratory Project Manager ✓	(Hobbis)
Project Leader ✓	(Williams)
AERE Finance officer ✓	(Clarke)
Head, NP Division, AERE ✓	(Rose)
Associate Project Leader ✓	(Whitehead)
Head Science Division, SRC London Office ✓	(Mrs Paton)
Head Finance Division, SRC London Office ✓	(L. Smith)
AERE Contracts	(M. Smith)
Chairman Sci. Council ✓	(Bradley)
Chairman, Users' Sub-Committee	(Gibson)
Independent experienced project officer	

9.3 Executive Sub-Committee

Responsible for supervising detailed execution of the major capital scheme(s), including financial approvals within its delegation. Meeting about once per month.

Chairman) Rutherford Laboratory & AERE	(Lomer)
Vice Chairman) Project Managers	(Hobbis)
Project Leader and Associate Project Leader	(Williams)
	(Whitehead)
Chairman, Users' Committee or nominee	
Rutherford Laboratory & AERE finance officers	
AERE Contracts.	

10. All the committees and sub-committees to have a joint AERE/RL Secretariat.

L.C.W. HOBBS
30th January 1975.

JOINT LASER CENTRE
CONTROL OF CAPITAL SCHEMES

SRC

UKAEA Research Group

Science Board

Laser Committee(?)

JLC Project Management
Committee

Rutherford Laboratory
AERE
SRC L/O
User Scientists
UKAEA Contracts

3 times per annum

Rutherford Laboratory

AERE

Executive Sub-Committee

R L, AERE Project
Managers & officers,
finance, contracts,
user scientist.

1 per month

Science Board Unit(?)

N P Division

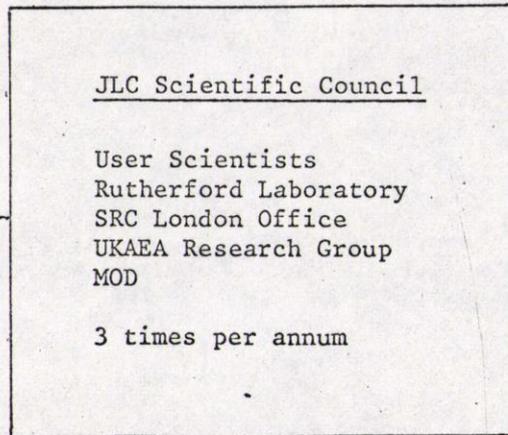
Joint Laser
Centre

JOINT LASER CENTRE
MANAGEMENT COMMITTEES

SRC
Science Board
Laser Committee (?)

UKAEA Research Group

Rutherford Laboratory



AERE

Sub-Committees

Time Allocation

Users' Advisory

Joint Executive
Committee

AERE

R. L.

Science Board Unit(?)

N P Division

Joint Laser
Centre