

JOINT LASER PROJECT EXECUTIVE COMMITTEE

The next meeting will be held at 9.30 a.m. on Wednesday 16 April 1975 in the Director's Conference Room, R1, Rutherford Laboratory.

A G E N D A

- | | |
|---|----------|
| 1. Minutes of the previous meeting | JLPEC/M4 |
| 2. Matters arising | |
| 3. Financial arrangements | oral |
| 4. Draft letter of intent for discussion | JLP-EC6 |
| 5. Joint Staffing Policy - | |
| (i) industrial employees | oral |
| (ii) discussion of paper | JLP-EC5 |
| 6. Proposed purchase of diagnostic and experimental equipment in the first year | JLP-EC7 |

D. Baugh R.L.)
M.H. Woods AERE)

10 April 1975

RUTHERFORD LABORATORY

AERE

JOINT LASER PROJECT EXECUTIVE COMMITTEE

Minutes of a meeting held on 16 April 1975

Present Dr L C W Hobbis - Chairman
 Dr W M Lomer
 Mr J Jenkins
 Mr A F Shephard (for Mr M Smith)
 Dr C Whitehead
 Dr P R Williams
 Mr J T Wright
 Dr J R Smith)
 Mr M H Woods) Secretariat

ACTION

- 1.0 MINUTES OF THE PREVIOUS MEETING (JLPEC/M4)
- 1.1 The minutes were approved with the correction in paragraph 5.1 where the comma should be removed between intensity and uniformity.
- 2.0 MATTERS ARISING
- 2.1 Para 2.4. Dr Hobbis reported that Mr Bowles (RL) acting in coordination with Mr Fenning (AERE) proposes to mention the existence of the Laser Project at the next meeting with the TU (May 16), stating that the Project is awaiting Government decision and that it will be jointly staffed. Dr Hobbis and Dr Lomer undertook to discuss the statement to be made with Mr Bowles and Mr Fenning. "Consultations with staff" should be a continuing item on future agendas.
- 3.0 FINANCIAL ARRANGEMENTS
- 3.1 Mr Wright reported that he was discussing with AEA London Office the possibility of obtaining approval on behalf of both AEA and SRC for spending foreign currency at the same time as the main financial arrangements were approved. Mr Jenkins is enquiring whether this procedure would be acceptable to the SRC.
- 3.2 Mr Wright and Mr Jenkins presented a proposed format for the Operating Costs Statement. The Statement was intended to be used as a communication from AERE to RL only. It was agreed that a statement intended for higher management, eg the JLC Project Management Committee, should contain financial information on "Direct Expenditure" and "Centre Overheads", and information on the direct effort from the two establishments in the period.

LCWH
 WML
 JRS

JJ
JTW

A revised format would be prepared.

Dr Hobbis asked for "Centre Overheads" to be defined in a footnote to the Operating Costs Statement. There should also be a statement indicating that the costs were net of VAT.

JJ
JTW

- 3.3 Mr Jenkins and Mr Wright were asked to prepare a sample Accounts Statement under anticipated operating conditions, say, 3 years hence. The Centre should be treated as a "stand alone" Division. The basis of allocation of overheads would need further discussion; a per capita basis might be the most convenient. Use of the Centre by university visitors could be included by an "average population" method.

4.0 DRAFT LETTER OF INTENT (JLP-EC6)

- 4.1 Proposed contents of this formal letter, intended for exchange between the Secretaries of AEA and SRC, were tabled by Mr Wright and Mr Jenkins.

JTW

Following discussion, Mr Wright was asked to prepare another draft and clear it with Mr Jenkins. This draft will be discussed with Dr Hobbis and Dr Lomer before being distributed to the Committee for the next meeting.

LCWH

Dr Hobbis will seek clarification as to whether the Agreement would be set up by the SRC London Office or by the Rutherford Laboratory on behalf of SRC.

5.0 STAFFING POLICY

- 5.1 Consultations with staff are covered in paragraph 2.1.
- 5.2 Staffing of the Laser Project 1975/76 (Paper JLP-EC5) was presented by Dr Williams and Dr Whitehead. 31 posts had been defined on a functional basis. To avoid possible confusion of this functional structure with a management structure, Dr Hobbis asked that the document should not be propagated outside the Committee.

The current situation regarding the status of the posts (in post, nominated, or required) was reviewed. Posts 14 and 24 require early recruitment from outside AERE/RL. Over the first two years, about 7 physicist posts would be required to be filled from outside. University representatives will be informed on the staffing proposals at an information meeting on 25 April.

- 5.3 Dr Hobbis reported that Rutherford Laboratory Management have been notified of the expected requirements on complement places.
- 5.4 Dr Hobbis asked Dr Williams and Dr Whitehead to prepare, for a future meeting, a paper on the management structure of the Centre staff at the end of the first two years, when the staff level is expected to be 67.

PRW
CW

6.0 EXPERIMENTAL AND DIAGNOSTIC EQUIPMENT FOR 1975/76 (Paper JLP-EC7)

- 6.1 Dr Williams introduced the paper detailing the spend on experimental and diagnostic equipment required during the first year. Details will be discussed at the next meeting.
- 6.2 Dr Hobbis pointed out that with the slippage of the expected approval date the spend profile needs to be revised with inflation since November 1974 taken into account. He asked for a spend pattern to be prepared for the proposed programme (i) assuming approval by 1 July 1975 and (ii) showing the effect if approval is delayed by a further 3 months after 1 July 1975.

JTW
JJ
PRW
CW

7.0 OTHER BUSINESS

- 7.1 Dr Lomer presented possibilities for the location of the Laser Centre Building "on the Rutherford Laboratory side of the Harwell site". These locations are:
- (i) Bordered by Atlas Laboratory/Variable Energy Cyclotron/Bus Park/Fermi Avenue.
 - (ii) Near the west end of the triangle defined by Bus Park/Fermi Avenue/Library Avenue, bordering on Library Avenue.
 - (iii) Towards the east end of the triangle defined above, bordering on Library Avenue.
 - (iv) Inside AERE fence, opposite location (iii).

Location (i) has the advantage of being close to RL and AERE. Its expansion potential needs to be examined further and the possible use of the Atlas building considered, at least for office accommodation. Dr. Hobbis and Dr Lomer undertook to investigate the situation pertaining to the future of the Atlas building. For all locations, the security problem would have to be examined.

LCWH
WML

- 7.2 Dr Whitehead and Dr Williams reported on a meeting with M Roux (CILAS) in connection with submission of their tender. Following discussion:

- (i) Mr Shephard undertook to advise M Roux that the CILAS tender could be submitted through the British Embassy, Paris subject to appropriate safeguards;
- (ii) Mr Shephard would clarify with M Roux that a guarantor in the UK would only be required to support an actual contract (and not the submitted tender).

AS

AS

M Roux also raised technical points which would be included in their tender.

- 7.3 In connection with a visit of Dr Brueckner to Culham and AERE/RL on 1 and 2 May, Dr Williams was asked to prepare a list of names

PRW

CW
PRW

of university and SRC people who could be invited to a lecture at Culham on 1 May. The list would be sent to Culham Laboratory. Dr Williams and Dr Whitehead were asked to plan a programme for the morning of 2 May, for Dr. Brueckner.

8.0 NEXT MEETING: 2.00 p.m., Wednesday 14 May, in the Director's Conference Room, Building R1, Rutherford Laboratory.

17 April 1975

J R Smith
Rutherford Laboratory

Name	Reference	Action
LCWH/WML	M5/2.1 ✓	Discuss statement to be made to TU, concerning the Laser Project, with Mr Bowles and Mr Fenning.
JRS	M5/2.1	Keep "Consultations with staff" as a continuing item on the agenda.
JJ/JTW	M5/3.2 } <i>Carried Forward</i>	Prepare revised "Operating Costs Statement" format.
JJ/JTW	M5/3.3 } ,	Prepare "Accounts Statement" under assumed operating conditions.
JTW	M5/4.1 } <i>Agenda</i>	Prepare redraft of the Letter of Intent and clear with JJ, LCWH and WML.
LCWH	M5/4.1 }	Seek clarification on procedures for the joint Agreement.
PRW/CW	M5/5.3 <i>Agenda</i>	Prepare paper on the staffing structure of the Centre.
JTW/JJ PRW/CW	M5/6.2 <i>Agenda</i> <i>(Continuing item)</i>	Prepare paper on spend patterns expected as a result of delayed approval.
LCWH/WML	M5/7.1 <i>Agenda</i>	Investigate the possible availability of the Atlas building.
PRW/CW	M5/7.3 ✓	Make arrangements in connection with the visit of Dr. Brueckner on 1 and 2 May, 1975.