

## **JLUO Board Meeting (February 6-7, 2024) Report to the Laboratory Management**

On February 6–7 (2024) the Board of Directors (BoD) of the Jefferson Lab User Organization (JLUO) held a meeting which included open sessions with the JLab management and executive sessions within the JLUO board alone.

The BoD is grateful to the JLab management for the availability to meet, reviewing status and perspectives of the various activities of user interest, and analyzing open issues that could impact the user engagement in support of the laboratory mission. The BoD acknowledges an open and constructive attitude in all the discussions.

As a result of the meeting, the BoD summarized below a list of comments and recommendations with the aim to better support the life and commitment of users at the lab.

The BoD is happy to provide additional details and/or further discuss these findings at any future occasion. During the JLUO Annual Meeting (June 10 –12, 2024) the BoD plans to assess the status of implementation of the recommendations, or evaluate any reason for revision.

### **Comments:**

- The JLUO BoD commends the laboratory for hiring a deputy to work in the area of DEIA issues. Given the roles of the DEIA staff as defined by the DEIA Council Charter, the Board agrees these activities should be organized under the department of Human Resources, in response to Recommendation 2 (2023) of the Board.
- Continued expansion of DEIA awareness and training, like bystander intervention training, of the broader JLab community is strongly supported by the JLUO BoD. The Board appreciates the creation of a User Focus Group that should facilitate the user engagement in the laboratory DEIA mission.
- There is no identified person in the Jefferson Lab community who is capable of acting as an ombudsperson, particularly for users. The path for users to report issues typically involves scientific staff in a supervisory role and/or Jefferson Lab Human Resources. For users, this raises concerns about the impartiality and confidentiality of the process.
- The JLUO BoD appreciates the creation of a user lounge area with coffee and a whiteboard that provides a useful space for informal collaboration, in response to Recommendation 3 (2023) of the Board.
- The Jefferson Lab Space Committee makes decisions regarding allocation of office space for approximately 1400 staff and users across the laboratory complex. There are eight voting members on this committee. The needs of approximately 190 staff and 350 active visiting users are represented by only one voting member from the experimental Physics Division.
- The User group has a diverse set of unique needs for office space at the laboratory that are unlikely to be met by a single solution. The User Liaison

Office is specifically tasked with providing office space for users during their stay (Section 101.06 B.5). Consistent representation of the user group on the Space Committee is important to ensure the User Liaison Office is capable of meeting the needs of the users regarding office space, and is the objective of Recommendation 4 (2023) of the Board.

- The JLUO BoD notes that a tool to verify the granted access permissions to areas (in particular to the experiment counting houses) prior to the approved visit dates is still missing, but is requested by Recommendation 1 (2023) of the Board.
- The user community supports the positron and energy upgrade opportunities with CEBAF and commends the accelerator division on the progress made in these areas.
- The BoD strongly supports that significant improvements be made to replace outdated accelerator systems, such as beam monitoring and diagnostics, as well as advanced control techniques be deployed to ensure efficient and reliable operation of CEBAF through the 12 GeV era. A reason for concern is that the standard accelerator improvement budget seems insufficient to accomplish these enhancements on a time scale that is relevant for the 12 GeV program.
- The importance of a safe, secure, compliant work environment is unquestionable. Nevertheless, the JLUO BoD has observed multiple policy decisions that have unanticipated or unrealized negative impacts on the scientific and educational mission of Jefferson Lab. Those could be mitigated by a better engagement of the user community.
- The JLUO BoD recognizes the critical importance of safety and compliance in conducting work at Jefferson Lab. The JLUO BoD acknowledges the establishment of the ePAS advisory team and the inclusion of a user representative in the committee.
- The JLUO BoD acknowledges with satisfaction the prompt solution of the remote user registration ban, but notes a timely and adequate transmission of information would have been effective in mitigating the impact of the new control measures.

#### **Recommendation 1:**

- The JLUO BoD recommends that a procedure be devised that ensures that the user community is directly and consistently engaged, rather than indirectly represented by other bodies in the lab, in the process of making policy decisions concerning things such as experimental operations, information technology, facilities, and site access, all of which have the potential to affect the users' ability to carry out the mission of Jefferson Lab.

#### **Recommendation 2:**

- The JLUO BoD recommends the immediate establishment of a mechanism to track the status of known issues or concerns with the ePAS system raised by members of the user community and lab staff. This information, particularly the responsible point of contact working on the issue and estimated time for resolving issues, should be accessible to users and staff as it is important for the planning of efficient work in the experimental halls over the next year during ePAS deployment.

**Recommendation 3:**

- The JLUO BoD recommends a revision or expansion of Administrative Manual Sections 208.01 “Standards of Conduct” and 208.02 “Corrective Actions” to include policies and procedures for standards of conduct, reporting, and corrective actions pertaining to users. Where applicable, these policies and procedures should be detailed for users at the same level as they are for employees.

**Recommendation 4:**

- The JLUO BoD recommends a user representative is invited to any committee dealing with user space allocation. The Board advocates a common agreement on a long-term strategy that defines the essential user-space requirements and the necessary mitigation measures during the ARC building renovation, taking into account the needs identified by means of the recent user space survey. The BoD requests that no further user office space relocation is made in the absence of such an agreement.

**Recommendation 5:**

- The JLUO BoD recommends that the jeopardy process is updated following the suggestions raised during the last PAC, i.e. to require that the proponents submit a written report in advance of the PAC meeting and to prevent requests for additional data-taking time, to ensure fairness among the various proposals. This advice is clarified in the cover letter of the PAC51 report, and endorsed by the BoD.

**Recommendation 6:**

- Repeated from last year: “The JLUO BoD requests the implementation of an online tool (webpage) for users to see their badge access *from offsite*. Users regularly arrive during the weekend or for owl shifts to find out their badge does not work.” Specifically, the tool needs to be able to show a user which doors their badge will be able to open on the date that they intend to open them. For various reasons, e.g., an active status of foreign visitors, this practical function of understanding weeks in advance whether one will be able to open a specific door does not exist with the set of tools that are currently available.

*The JLUO Board of Directors  
February 2024*