

Tsukuba User's Meeting

Agenda

- **Opening remarks**
-Deputy Director of Institute of Particle and Nuclear Studies/ Dr. Uno
- **Introduction of Users Office Main Business**
- **Progress after the previous meeting (Users Office)**
-Administrative Specialist of Users Office/ Ms. Shimomura
- **Progress after the previous meeting (KEK)**
-Director of Institute of Particle and Nuclear Studies/ Dr. Tokushuku
- **Inquiries from Users**
- **Closing remarks**
-Deputy Director of Institute of Particle and Nuclear Studies/ Dr. Uno

Users Office Main Business

1. Provide information concerning daily life and answer inquiries.

- Places to go outside and inside of KEK
- Finding lost items
- Arranging a rent car
- Support for getting a health check for the radiation work

< Reference >

- User Information <https://www2.kek.jp/uskek/eng/index.html>
- Life Guide <https://www2.kek.jp/rso/>
- Users Office <https://www2.kek.jp/usersoffice/eng/index.html>
- Registration the mailing list of UO Bulletin Board
<https://www2.kek.jp/usersoffice/eng/nonjapanese.html>

2. Support for registering User registration

3. Support for making a reservation for dormitory rooms and apartments

4. Handle room/lodging payment

5. Paperwork for official trip planning and calculation of travelling expenses
6. Provide KEK ID cards, renting bicycles and PHS
7. Arrange wireless LAN
8. Support for applying and extending visa
(Except for the cases handled by another Division)
9. Support for some procedures related to stay
A staff of JISTEC is at the Users Office on every Tuesday
 - Moving in/out report and joining a national health insurance at City hall
 - Opening and closing a bank account
 - Finding an apartment outside of KEK
 - Moving out/in an apartment
 - Calling a landlord for some troubles of apartment
10. Support for school educational matter for user's family members
11. Support in case of emergency situations
 - Call or visit a police station for an accident

12. Support for getting a medical treatment

-Making an appointment and visiting for a medical treatment

Other businesses

- Support for conducting joint experiments
- Offer side supports for experiments and various advisory committees
- Paperwork for accepting researchers and undergraduate students

Progress after the previous meeting (Users Office)

-Bathroom in dormitory #2

One of the men's bathrooms was converted to a bathroom for women.

-Bikes

5 more bikes are added in the dormitory.

(Now 60 in Users office, 13 in the dormitory and 67 at Belle II secretary)

-Network

New wireless network group (KEK-Spot = keyaki) is in operation. It is an external network outside KEK. Pre-registration before visiting and long term valid period (annual-base renewal) for KEK public users.

However, we register devices of Belle users and people staying at apartment for Tsubaki-III.

Progress after the previous meeting (KEK)

Contents

- Plan and status of the KEK dormitory
- New grocery store
- Annual renewal procedure for the radiation work permission

The minutes of the previous meeting is available at

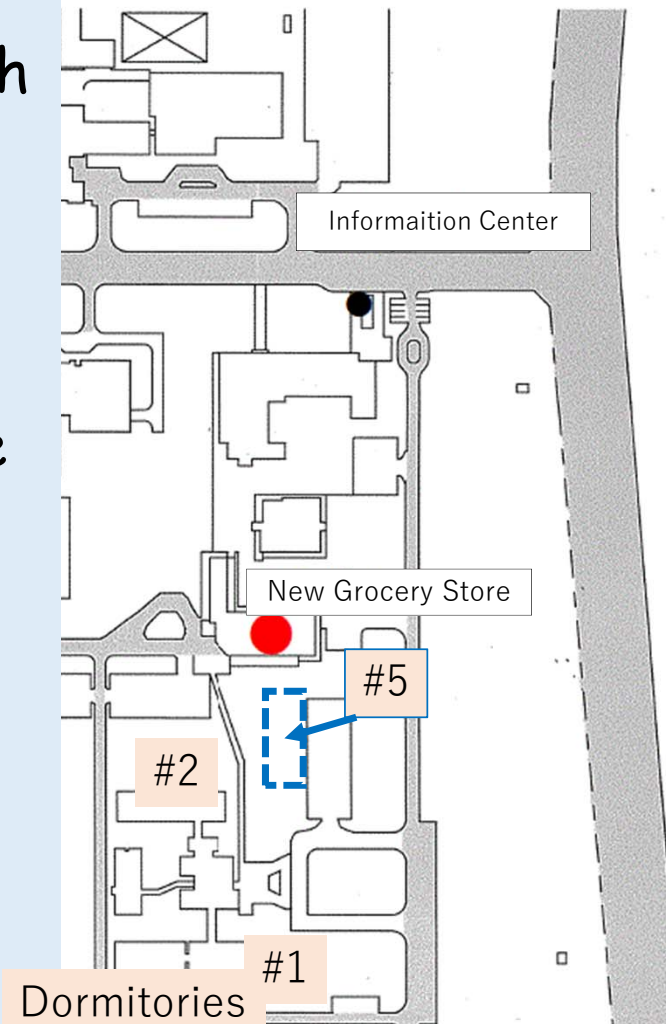
<https://www2.kek.jp/uskek/pdf/UG-meeting/20181019.pdf>

and

<http://is.j-parc.jp/uo/usersmeeting/TokaiUsersMeeting-summary.pdf>

Status and Plan for the new dormitory

- The plan is to build a new dormitory (#5, ~65 rooms with private bathrooms), and then to stop the use of the dormitory #2 (61 rooms).
- Our initial plan is to let an outside company do this construction work and operate the whole dormitories and a grocery store. -> Failed.
 - We separated the operation of the grocery store (next side)
 - We are calling a bid for dormitory construction with a relaxed conditions on the operation requirement.
 - The new dormitory is ready in April 2022.



New Grocery store

- Since 7/May, a new grocery store has opened with extended opening time.
 - Monday-Friday 8:00-21:00
 - Weekend, holiday 10:00-17:00
(during SuperKEKB/PF operation periods)
(old shop : Monday-Friday 9:00-19:00)
- Dining space with light meal service
- A new food vending machine in the PF building.
- Pre-order of lunch boxes possible (For special meal and/or a large order they need 1 week advance notice.)
- No bus ticket sales, anymore.
(Book via <https://japanbusonline.com/en>)
- We like to make the service better. Your requests are welcome. The request form is placed in the store. Regular monthly meeting between the KEK admin. and the store.



Annual renewal procedure for the radiation work permission

- We have heard some discussions raised on the procedure.
- Note that KEK needs to receive the documents for the radiation workers every fiscal year. (i.e. 1/April -31/March).
- The extension is very simple if the new documents are arrived before 31/March. So please prepare the documents in time.
- For the newcomers the rule is to have the document arrived 2 business days before you start the work.

Other requests sent by e-mail

- **Request of booking a bike in advance. (On line booking if possible)**

A: We're afraid that we wouldn't have any bikes left for people come to Users Office, if we allow pre-booking. To be fair for all users we're not thinking about accepting reservations,

- **Request of booking a PHS On line.**

A: The renting PHS is first come first served basis. A user visits and fills out the form then we rent it to him/her in person at the Users Office. We provide 50 PHSs and never been run out in the past. We think booking PHS is not necessary and ask users to follow our rule.

- **Two flat sheets are used for making a bed at the dormitory but they are often crumpled from the second day. I prefer to have a blanket in a duvet cover and another one with mattress separately.**

A: If we used wrapped blanket covers, it would take time to take it off and set it compare to the present linen changing procedure. Considering efficiency and cost of bed making it would be difficult to change the type of covers.

Received on Thu. Evening, answers are at the meeting.

- **Wireless LAN**

(a) stronger and more reliable wireless LAN service in dorm and apartments. This has become a critical issue, as due to limited office space for visitors to KEK, many Belle II collaborators now work in the dorm and apartments. To do their work, a good wireless LAN connection is essential. When the dorm is full, e.g., during a collaboration meeting, the WLAN connection becomes so overloaded it is difficult to use. Thus we request a greater bandwidth and larger coverage in both dorms and apartments."

b) the above applies not only to the tsubaki III network, but also to eduroam."

- **International ATM**

(c) is it possible to provide an ATM at KEK that can accept international bank cards? Also, could the existing ATM be kept open for a bit longer period e.g., up to 9PM?

- **Japanese course**

(d) is it possible to offer a basic Japanese course, perhaps during meetings of Belle II and other experiments? Not the kind of introductory Japanese courses found online and else where, but specifically focusing on learning useful phrases and learning to recognize and pronounce safety related phrases (e.g., those used when entering and exiting radiation areas, and announced over the KEK PA system).

- **Language signs**

(e) is it possible to have more information on the difference between combustible and incombustible waste, with some examples? This is sometimes unclear to visitors to Japan. For example, a small information poster placed by the bins in the dorms and by the convenience store would be useful.

- **Radiation procedure**

(f) As per the new radiation rule, the original Form-10 must be received by the Radiation Center in advance. It seems to create problems for a good fraction of Belle II users. For instance, recently the forms from one institution were not received or misplaced, which created some problem requiring the intervention of Belle II secretaries. Could it be possible to EITHER drop this rule (one can directly come to the Radiation Center with the original Form-10) altogether OR to relax the rule so that the user can mail the soft-copy in advance while bringing the original during the face-to-face meeting?"