

# Minutes of the 2<sup>nd</sup> Users Meeting at Tsukuba Campus 21 June 2019

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Attendants from KEK:

Yukihide Kamiya (Executive director), Atsushi Manabe (Head of Computing research centre), Yoshihito Namito (Head of Radiation centre), Hiroyuki Okada (Head of Users Office), Hiroko Shibasaki (Users Office), Kayoko Shimomura (Users Office), Katsuo Tokushuku (IPNS director), Shoji Uno (IPNS deputy director) .

The meeting was opened at 14:10 by Shoji Uno. There were about 50 participants. All the slides and documents of the meeting are available at <https://kds.kek.jp/indico/event/31831/>

## 1. Introduction of the Users Office

K. Shimomura explained the service supported by the Users Office (slides). The information for users are shown in <https://www2.kek.jp/uskek/eng/index.html> . If you have any questions, please send them to [usersoffice\(at\)mail.kek.jp](mailto:usersoffice(at)mail.kek.jp). Your comments and suggestion for improvements are welcome.

## 2. Progress after the previous meeting

K. Shimomura reported news after the previous Users meeting.

The summary of the meeting is posted as <https://www2.kek.jp/uskek/pdf/UG-meeting/20181019.pdf>, which is accessible from the Users office web page (<https://www2.kek.jp/usersoffice/eng/index.html>).

One of the bathrooms in the dormitory #2 has been renovated and is used now for woman.

Five more rental bikes are placed in the dormitory. Now we have 60 in Users office, 13 in dormitory and 67 at Belle II secretary.

New wireless network group (KEK spot = keyaki) is in operation. It is a network outside of KEK (similar to eduroam). Visitors can make registration before their arrival and the registration is valid until the next annual renewal period. It is accessible every place where Tsubaki-III and eduroam are operating so the users who do not need to access KEK internal network are recommended to use this network. (Unfortunately it is not accessible in the KEK on-site apartments. This issue is discussed in section 4 in this minutes.)

There were no questions from the floor.

### 3. Several highlights

Katsuo Tokushuku informed the progress on the dormitory renewal, a new grocery store and on the radiation-work permission (slides).

- The construction of the new dormitory #5 delays because of a difficulty to find a constructor. The current plan is to have it ready in April 2022. The dormitory 2 will stop its operation once the new one becomes operational.
- A new grocery store has opened since May 7, with the longer opening time (8:00-21:00). It is open in the weekend (10:00-17:00) during the SuperKEKB/PF operation period. Hot meal service is provided. There is a new food vending machine place in the PF building. The bus company has stopped the service to sell bus tickets at KEK and ask user to use the online booking <https://japanbusonline.com/en>. The store can provide special lunch boxes or large amount of order if it is informed one week earlier. If you have any requests/advices to the shop, please use the inquiry sheets placed in the shop. In the future, a board will be placed where the Q&A are shown. More complicated requests are discussed in a regular monthly meeting between KEK and the shop.

There were comments from the floor. Many users are happy with the shop opening during the weekend. There was a long queue for the food service on Sunday, June 16, as many Belle II people came and it is better for KEK to inform the shop on the big events. The arrangement of vegetarian food was also appreciated. (Note this was done by the advance communication between the Belle II secretary and the shop.) There was also a comment on the lack of vegetarian menu in the light meal service.

In order to keep the quality of the service (and to improve more), we need many users utilising the shop. The KEK would like users to help for this.

- Annual renewal procedure for the radiation work permission. K.Tokushuku clarified that there was no change in the procedure. By the regulation defined by the Japanese law, every radiation worker needs to update their status every year by the start of the fiscal year (i.e. April 1). The radiation department accepts renewal application forms ~6 weeks before, so that please make sure that your original document is passed to the department in time.

For the newcomers, we need 2 working days before giving the working permission in the radiation area, so that it is preferable to send the document before your arrival. Once one gets the permission, one should follow the annual update as described above. There were some discussions on the procedures.

- Many likes to ask to start the process with scanned PDF document before handing the originals. There were several troubles in the past due to mismatch between the scanned and original. Therefore, KEK needs to start with the original document.
- There was a comment that there was a risk to lose the document if one sent it via postal service. There were such cases and a case happened in the KEK internal delivery service.
- There was a good suggestion that the reminder of the annual update be announced well before the Belle II collaboration week in February so that many can bring their (and friends') documents on that occasion.

#### 4. Requests sent by users.

Shimomura showed the requests received from users before the meeting. There were three requests from users. The Belle II collaboration sent the list of requests on the day before the meeting.

The three requests and answers from the lab were shown in her slides. The requests are on the rental service of bike and PHS (personal handy phone) at the Users Office and on linen of the dormitories. In summary, we cannot make a pre-book of a bike or PHS in the Users Office. The more explanation was also shown in the previous minutes. The change of the linen type as requested forces more labour for the bed makers and would be costly. There were no comments from the attendants.

There were five points raised by the Belle II collaborators (see slides) and each of them was discussed as follows.

- Wireless network connectivity.
  - A. Manabe reported the network usage during the Belle II general meeting. All three networks, Tsubaki-III, Eduroam, and KEK-spot(keyaki) were still far below the maximum capacity even at the peak hours so that the problem is local. The problems are mostly in the dormitories and in the on-site apartment and each has different problems. The dorms were built long time ago and the walls and doors are not transparent to the radio waves well. The lab measured the signal strength in various points to investigate effective Wireless AP stations allocation in 2017. but there may be still large variation room by room. We may be able to add more AP stations, while dense APs may cause radio wave interference. It is helpful to get the information on the problematic locations and hours. The KEK apartment is out of Lab's scope on the wireless network service and currently temporal connection spots (for Tsubaki-III only) are installed by the Users office.

The Belle II collaboration takes this as the most important and urgent matter. Good network connection in the dorms and apartments are essential for the visitors.

Following the intensive discussions in the meeting and further discussions in the relevant sections at KEK, following action will be taken

- Survey on the network connectivity in the dorms and apartments: Web questionnaires to the visitors are created and the pointer (<https://forms.gle/hvquaq4HHD9JFYjs9>) are informed to Belle II and other users. → With this information, the lab will locate the weak points (and time) and try to improve the connection.
  - The KEK realizes that there is an imbalance in the network in the dormitory and apartment. It will seek a solution to handle the wireless network of the dorms and apartments in the coherent manner.
  - The rules of the network usage for the family members in the apartment will be reviewed.
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- ATM for international credit card

The request is to replace the Joyo-bank cash dispenser in the restaurant area to an ATM. KEK had requested the change to the bank but, unfortunately, it was not successful. The several ATMs are in the Oho-area, (i.e. at post-office, Kasumi super market and Seven-Eleven.)

- Japanese Language course

The request is to have a short introduction to the Japanese language used in the broadcast in the KEK. As discussed in the previous users meeting, the emergency call is announced both in Japanese and English and, usually, the one with only-Japanese is not so relevant. After the discussions, the main concern is on the announcements heard in the Belle II control room and they are the beam related announcements from the accelerator control room. The issue will be discussed between the IPNS and ACC lab to see if we can improve, including the requested Japanese course option.

- Waste classification

It was pointed out that the classification of combustible and incombustible for the trash boxes was not clear to everybody. The labs took note and will find a better sign on the boxes.

- Radiation registration

The main issue was already discussed and written in the previous section. The more issues were raised including the handling of the access cards. There are three types of access cards. The function and handling rule of the cards are different and there are some confusions. KEK is working on the various options for the simplification.

## **5. AOB**

Another meeting at Tokai campus will be held later in this fiscal year. The next meeting at Tsukuba campus will be held in June next year.