

Summary of Tokai Users Meeting

held on 27-March-2019 @ IQBRC

Participants from KEK / J-PARC

Junji Haba (Executive Director, KEK), Masahiro Hanawa (UO), Mari Isozaki (UO),
Takashi Kobayashi (Deputy Director of IPNS, KEK / Head of Particle and Nuclear Physics Division, J-PARC),
Hiroyuki Koda (Head of Tokai Campus Administration Division),
Tadashi Koseki (Director of Tokai Campus, KEK / Deputy Director, J-PARC), Kenji Maeda (UO),
Naohito Saito (Director, J-PARC), Ai Sanao (UO) and Katsuo Tokusyuku (Director of IPNS, KEK)

Agenda

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| • Opening Remarks | Takashi Kobayashi |
| • Duties at Users Office | Ai Sanao |
| • Requests sent by Users and the answer plans | |
| • Closing Remarks | Takashi Kobayashi |

Duties at Users Office

Primary duty

- ONE-STOP SERVICE for every visiting researchers & students performing hands-on work/training
- Hostel and housing service
- Computing and calculating the cost of travel expenses to be paid from KEK budget

ONE-STOP SERVICE for every visiting researchers

- Information desk
- Visa support
- On-site and off-site living support

Information desk

- ✦ Administration of User Registration
- ✦ Issuing User ID Card
- ✦ Providing Safety training (General safety and Radiation safety)
- ✦ Pick-up window 24hours
- ✦ Intermediate documents and application forms between users and respective teams/sections (Radiation Safety Section, Information System Section, Chemical/Technical team and Experimental Laboratory)

On-site and off-site living support

- ✦ Lending Bicycles
- ✦ Lending House phones
- ✦ Providing useful living information

Hostel and housing service

- Administration of Tokai Dormitory for researchers & visitors (short-term)
- Housing for residents (long-term)
- Block-reservation at Tokai Dormitory due to request from conference secretariat

Miscellaneous

- Accompany with users for translating (hospitals, helping for start-up)
- Book taxi and airport/highway bus due to request from users

Administration of Research proposals:

Users Affairs Section

J-PARC On-line System management:

System Administration team

- Proposal Submission System

<https://jpms.j-parc.jp/j-pas/>

- KEK User Support System

<https://krs.kek.jp/uskek/up/>

- J-PARC User Support System

<https://jrs.j-parc.jp/usjparc/up/>

- J-PARC Publication Database

<https://jpd.j-parc.jp/pds/loginUser>

Requests by users and the answers

Accommodation

There were several requests on the equipment in the guest dormitory; more clothes hangers, shaving razors, TV set, bidet toilets. A request for changing towels every day.

- The clothes hangers will be increased to four in each room. We will consider to place a vending machine for amenities. The budget to install bidet toilets are recently secured and will be installed in FY2019.
- Opinion from the attendants in the users meeting was that there is no strong need for TVs in every room or changing towels everyday. There was unanimous consensus that keeping the current price is more important than making such improvement.
- There are some other requests after the meeting, mainly in the equipment in the kitchen and English instruction. We will keep improve on this within the budget constraint.

The dormitory is getting full too quickly.

- It is possible to make a reservation at 45 days before the check in. Please make a reservation as early as possible.

Accommodation

Other opinions in the meeting

A question on late checkout in the meeting.

- The checkout time is 10:00 and there is no system for late checkout. There are lockers for temporarily holding luggage. If one likes to keep a room longer, a bill for an extra night will be charged.

It is convenient if the shuttle bus between Genken-dori and Tokai station stop over at the dormitory.

- Shuttle bus between J-PARC entrance and Tokai station stopped operation in 2015. Unfortunately there is no plan to resume the service. The instruction and time table of the public transportation will be available at the Users office and dormitory.

Bicycles

A request of an air pump near Dormitory.

- We will place one soon.

Low quality in the maintenance of the rental bikes

- We have taken simple inspection at every time after return as a routine work. We will consider to adopt regular maintenance, inspection and replacement, in addition.
- Please contact the Users Office during the office hour (9:00-17:00) or Tokai dormitory reception on weekend, if you found any problems in the bike. We will offer you another one.

Other opinions in the meeting

It is difficult to get bikes during the T2K meeting weeks.

- The Users office already have about one hundred and fifty bikes and it is sufficient for the most of the period. Having a large amount of bikes costs for the maintenance through the whole year so we are rather hesitant to increase significantly.

There is an idea for the bike sharing.

- The infrastructure of such system may cost more but we will investigate the option to install this partially.

IQBRC

Conference room at IQBRC 2nd floor is long in the vertical direction, so the rear seats are very far from the projection screen. Having extra Screens for projection at rear or side wall will give a better view for everyone.

- The room (and the building) is owned by Ibaraki prefecture. We will discuss with them if improvement is possible.

Other opinions in the meeting

It is nice if visitors can get the entrance card-keys on weekend. There is always a long queue in front of the building in the Monday morning of T2K week, waiting the open of the building.

- If you request in advance to the Users office, you can get a card key (and a key for your rent-a-bike) at the dormitory reception on weekend.

Miscellaneous

English in the Web pages. It is desirable to have native staffs for the improvement.

- We will investigate how to improve, including the suggested option.

In addition to the improvement on the daily life at J-PARC, it is also or more important to improve the scientific atmosphere. There is a lack of place for science discussions formally and informally. (Seminar, cafeteria)

- We admit that it is not yet in the good level but the J-PARC seminar is being held time to time. There is a J-PARC run meeting every Friday at 13:00 in the J-PARC Research Building. There is a monthly J-PARC Center Conference where science topic is also presented (in Japanese), :

<http://www-intra.j-parc.jp/safety/center-meeting/index.html>

- The scattered office space (J-PARC Research Building, KEK Tokai building, IQBRC) and the strict inspection at the entrance make the situation complicated. We keep working on having a separate J-PARC entrance.

Some type of storage space where people can leave items between trips to KEK

- We will investigate if we can install lockers for this purpose. An issue may be to set up a system for regular clean up.

Users meeting

Opinions in the meeting

It is appreciated to have this meeting but unfortunately the number of attendance was not so high. Rather than relying on the e-mail announcement, it is better to have more direct contact with the experimental collaborations. For example, the active participation of the T2K-Young, which is founding in T2K and getting active, in the meeting organization may helps.

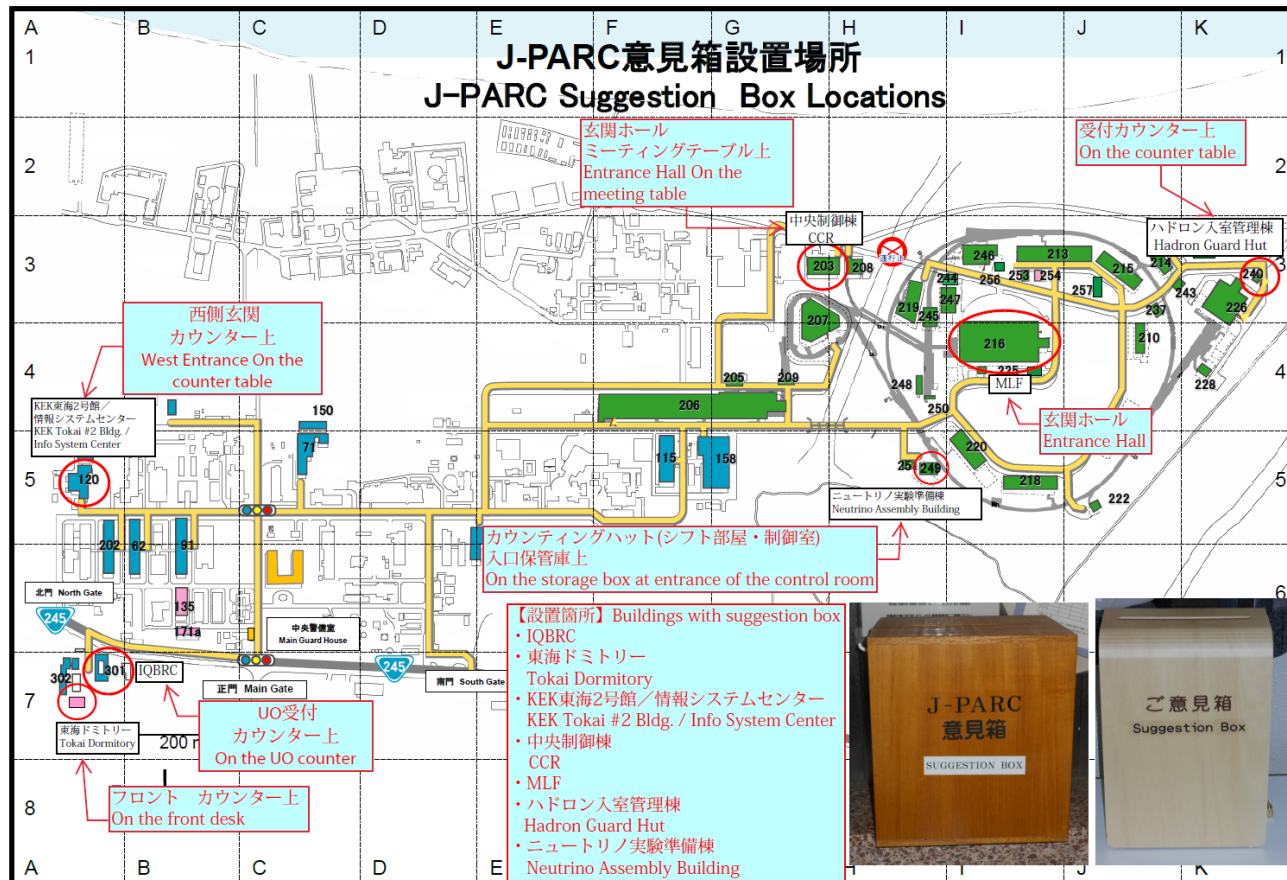
There are other uses meetings, more formal and seems-to-be Japanese only meeting. It is better to get the international participants for such committee.

- There are a formal committee with the User association in J-PARC. The meeting is held twice a year in Tokyo and the user representatives nominated by the Japanese user communities are the members. The formal procedure is the committee members collect the user's requests and discuss in the committee. But, as pointed out, it is no mechanism between the committee members and users.
- Users meeting this time is an attempt to have informal but direct communication between users and KEK/J-PARC directorates. The plan is to have this meeting regularly, keeping informal. After several trials we may form a formal committee for international users.
- It is a good idea to work together with the T2K-Young. We will contact the group in the next time.

Users meeting

- There is J-PARC Suggestion box in front of the Users office, KEK Tokai #2 building, Central Control Building, MLF and Hadron guard hut for receiving your opinions. Additional boxes have recently been placed into Neutrino Assembly Building and Tokai Dormitory.

See the instruction at <http://j-parc.jp/uo/usersmeeting/SuggestionBox.pdf>.



Summary

- The summary of this meeting will be written and be opened on the web page.
- The meeting will be held regularly at least one a year.