

Grant Agreement No: 645479

E-JADE

Europe-Japan Accelerator Development Exchange Programme
Horizon 2020 / Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)

DELIVERABLE REPORT

CERN-KEK OFFICES

DELIVERABLE: 25

Document identifier:	E-Jade.Del.25.CERNKEKOffices. v1.0
Due date of deliverable:	End of Month 7 (August 2015)
Report release date:	31/01/2016
Work package:	WP4: Management and Dissemination
Lead beneficiary:	CERN
Document status:	Final

Delivery Slip

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Approved by	General Assembly		29/01/16



Deliverable:

Permanent offices at CERN and KEK will be set up, which will support the researchers during the duration of their secondment.

Executive summary:

The status of the CERN-KEK offices is reported on. The offices have been established at both laboratories, and financial regulations are being defined.

1. INTRODUCTION

KEK and CERN have agreed to establish mutual offices at the respective labs – a CERN office at KEK and a KEK office at CERN – to facilitate and enhance common work on future accelerator projects and other related scientific projects of common interest. E-JADE, with its close connections to both CERN and KEK topics of research, is both a driver of these offices and a first beneficiary, profiting from the support and the connections offered by the offices.

Each party is involved both in the operation of existing accelerator complexes and in research and development of future accelerators and accelerator concepts. There are multiple collaborative projects in these domains between the parties – some of them bundled also in E-JADE work packages.

Current collaborative projects cover in particular numerous aspects of the LHC and its upgrade, the LHC injectors, the International Linear Collider (ILC), the Compact Linear Collider (CLIC), and the J-PARC and ATF/ATF2 facilities. Common activities are also related to studies of a Future Circular Collider (FCC) and to the preparation work towards the operation of the SuperKEKB machine.

2. STATUS AND PROGRESS

At the occasion of the 9th CERN-KEK meeting, which took place on 21 November 2014 at KEK, Atsuto Suzuki, Director-General of KEK, and Rüdiger Voss, Head of International Relations of CERN, signed an appendix to the umbrella agreement concluded between CERN and KEK in 2009, with the effect of establishing the offices [1,2].

More recently, in 2015, real offices have been allocated at both laboratories, and the supervisors of the two offices were installed: The Supervisor of the CERN office at KEK is Dr. Stainer Stapnes (CERN), and Dr. Katsuo Tokushuku (KEK) is leading the KEK office at CERN. In the KEK office at CERN, a KEK administrative staff member is available part-time in the start-up period.

3. PROSPECTS

A financial document to transfer money to each other are being prepared and expected to be ready in early 2016. After the document is signed by the directors of CERN and KEK, the activities in the offices will be started, mainly for the support of the joint research in the ATF at KEK and on the future accelerator studies including the high-luminosity (HL) LHC, the ILC and FCC.

Tasks of the new offices will then be:

- Administrative help for scientists travelling to the partner lab.
- Organisation of visits from the other lab and from other regions, planning travel, arranging meetings, workshops and training and the exchange and transport of hardware components.
- Communication between the labs on common research topics.

4. REFERENCES

[1] KEK (2015), *New International Offices at KEK and CERN* (online). Available from <https://www.kek.jp/en/NewsRoom/Release/20141125114000/>. [Accessed 20 January 2016]

[2] B. Warmbein (2015), *CERN's Japanese pied-a-terre (and vice versa)* (online). Available from <http://home.cern/cern-people/updates/2014/11/cerns-japanese-pied-terre-and-vice-versa>. [Accessed 20 January 2016]



Annex: Glossary

Acronym	Definition
xxx	Definition of xxx