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Science Research Council, Rutherford Laboratory

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Science Research Council  
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24 December 1975

Dear

LASER FACILITY COMMITTEE

Dr Stafford, Dr Manning, Dr Valentine and I have discussed the proposals in your letter of 5 December 1975. I attach our amended terms of reference and our suggestions for membership. Some comments follow on these and several of the points in your letter.

We have dropped your item 3 from the terms of reference since it is contained within item 1, and we have modified and expanded your item 5 into our items 4, 5 and 6 to distinguish clearly the several aspects of delegation and approval involved. You will find that as I have spelt them out the items 4, 5 and 6 are consistent with the points I have sidelined in the attached document based on LLSC/P6 and discussions with Mr Robins and Mrs Paton. Although we would not now expect the Facility Committee to follow the exact lines spelt out in this document, we believe that those points sidelined remain valid.

On membership, it is accepted that the Director, Rutherford Laboratory, is not included nor any Laboratory staff, ex officio. However we do not wish to exclude the possible future inclusion of a Laboratory staff member in his own right as a scientist. You will see that we have proposed some different names in the list of members, including a different Chairman. I suggest we should discuss this list before any approaches are made to the individuals concerned. I also have some reservations that the proposed number of members may be too large and may give rise to difficulties when seeking replacements in the future.

Yours sincerely

L C W Hobbis

cc Dr G H Stafford  
Dr J M Valentine  
Dr G Manning

DRAFT.

## CENTRAL LASER FACILITY

Management Committees

G. H. Stafford

### Introduction

1. Funds for the Central Laser Facility, after approval by the Science Board and agreement by Council, will be included in the allocation to the Rutherford Laboratory with the Director, Rutherford Laboratory, being responsible for the setting up, operation, and development of the facility.
2. It is envisaged that there will be a Facility Committee to advise the Director on these functions as the principal management committee for this part of the Laboratory programme. This will form part of new arrangements at present under consideration by the SRC to assist Boards and Establishments in the management of central facilities. The Facility Committee will therefore also serve the Science Board and its subject committees.
3. In discharging his responsibilities the Director will exercise his normal financial delegation within the allocations of funds made by Council; namely unlimited for recurrent expenditure within programmes approved by the appropriate Board and Council, and up to (£10K) on items of capital expenditure outside individually approved schemes.
4. Financial control of the approved capital scheme to set up the facility will be exercised by the Director, Rutherford Laboratory, advised by a Project Management Committee.
5. Outline terms of reference, explanatory notes and proposed membership of these committees are given below.
6. THE LASER FACILITY COMMITTEE  
This is to be the principal management committee and will be set up at the outset. It will meet about three times per annum.

#### 6.1 Terms of Reference

These are in the course of broad formulation and have not yet been considered by the Science Board. It is expected however that they will be along the following lines:

6.1

- a) To advise the Director of the Rutherford Laboratory on the setting-up, operation and development of the Central Laser Facility;
- b) To advise Subject Committees and the Science Board on the programmes proposed by university scientists and the resources needed for their execution;
- c) To monitor the execution of the facility programme as approved by the Board and Council;
- d) To report to the Board annually on the programme carried out and to make recommendations on future requirements;
- e) To approve<sup>e</sup> capital expenditure within its delegation.

6.2

Explanatory Notes on Function

Subject to modification so as to be consistent with the actual terms of reference, the following indications are given on the modus operandi

- a) The Committee is concerned with the setting up of the Centre, the execution of the experimental programme and the development of the facilities.
- b) Proposals for the operation and development of the facility, and estimates of resources needed for its operation, development and use are prepared by the Director in consultation with the Facility Committee.
- c) The Director submits reports to the Science Board and seeks its approval for allocation of funds after consideration by the Facility Committee. Programme proposals and estimates are also presented to the appropriate subject committees which will be responsible for general approval of the research programmes, and acceptance of their associated costs and manpower implications.
- d) Investigators wishing to use the facilities will normally submit broad programme proposals annually for Subject Committee/ Board approval. These submissions may look forward several years and will be accompanied by a Laboratory assessment of the resources needed to support them, and recommendations by the Facility Committee.
- e) Proposals by users for individual experiments are submitted to a sub-committee of the Facility Committee which will advise on allocation of time and resources needed to support the experiment.

Cont:

- e) Such proposals must normally lie within research programmes already approved by the Science Board (or Subject Committee) and must be consistent with any guidelines laid down by the Board. There should be some scope for allocation of time at the Director's discretion in consultation with the Chairman of the Sub-Committee; for example in order to perform exploratory experiments necessary for the formulation of programme proposals.
- f) Funds to be spent by university departments in support of approved experiments will be provided through the Laboratory by means of agreements between the Laboratory and the University. These agreements will include support of technicians and research associates where such staff are necessary for the effective use of the facility.

### 6.3

#### Proposed Membership

Chairman - Senior University Scientist

~ 5 Senior Scientists

MOD Representative  
Secretariat, Joint RL/LO

Rutherford Laboratory and London Office officials will attend meetings as appropriate.

The Head of the Science Division will consult with the Director, Rutherford Laboratory, and with the subject Committee Chairmen on the Chairman and membership of the Facility Committee. The nominated membership will be submitted to Council for approval and the Science Board will be informed. London Office Director will write letters of appointment to individuals. The Chief Scientist, MOD, will be invited to nominate the MOD representative with the request that if possible their representative should be a scientist engaged in the use of high power lasers.

### 6.4

#### Sub-Committees

The Facility Committee will set up sub-committees as it deems fit to handle detailed matters.

It is expected that a users' advisory sub-committee will be needed. It will report to the Facility Committee and will advise the facility staff on all matters relating to the effective use of the facility by users except the business of experiment proposals and time allocation. (Prof. A. Gibson is Chairman of an interim Users' Advisory Committee).

It may also be appropriate to have a Sub-Committee of experts to adjudicate on individual proposals by users and on the allocations of laser time and resources for support of the experiments selected.

7. PROJECT MANAGEMENT COMMITTEE

7.1 Terms of Reference

To assist the Director of the Rutherford Laboratory to exercise overall financial supervision and control of the approved capital scheme for the Central Laser Facility and to ensure completion within the approved estimate and time scale. The life of the Committee is limited to the duration of the approved scheme and it will meet about three times per annum during that period.

7.2 Proposed Membership

Director, Rutherford Laboratory  
Secretary, Rutherford Laboratory  
Project Manager  
Project Officer  
Chairman, Facility Committee or his nominee  
Science Board nominee.  
Head Science Division, SRC London Office  
Head Finance Division, SRC London Office  
AERE Contracts  
Secretary, (Rutherford Laboratory)

7.3 Executive Sub-Committee

Responsible for supervising detailed execution of the major capital scheme. Meeting about once per month.

Project Manager  
Project Officer  
Chairman, Users' Committee or his nominee  
Rutherford Laboratory Finance Officer  
AERE Contracts  
SRC London Office Observer

7.4 A note giving detailed terms of reference, financial procedures etc, is attached as Annex 1.

L.C.W. Hobbs  
30 September 1975