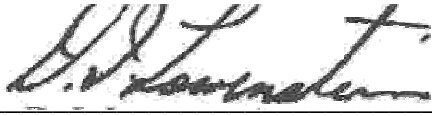




**PROCEDURES FOR PROCESSING GUESTS FROM  
RUSSIAN MINISTRY OF SCIENCE**

Approved:  1/12/06  
Collider-Accelerator Department Chairman      Date

P. Manning

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## 1. **Purpose**

This procedure is written so that the same format is followed by all Departments hosting visiting scientists and technicians through the Russian Ministry of Science (RMS).

## 2. **Responsibilities**

- 2.1 The BNL Liaison to the RMS will keep a current list, supplied by the RMS, of those visitors to be paid through the RMS. This list will also be posted at <http://www.c-ad.bnl.gov/esfd/ApprovedList.pdf> . This list should be consulted PRIOR to any Department inviting a RMS guest to BNL.
- 2.2 A Letter of Invitation is then prepared by the inviting host and approved by D. I. Lowenstein, Chairman of the Collider-Accelerator Department (C-AD). The booklet "Guidelines For Your Visit to BNL" should be included with the Letter of Invitation; whether it is faxed or mailed. A copy of signed invitation will be sent to the Users Office by the BNL Liaison.
- 2.3 The guest is to submit a request to come to BNL through the Guest Information System (GIS) <https://fsd84.bis.bnl.gov/guest/guest.asp> at least 30 business days prior to arrival at BNL.
- 2.4 The User's Center will complete and/or correct any records. It will also complete 473 where appropriate. The request is then forwarded to the BNL Liaison for the RMS.
- 2.5 BNL Liaison will complete remuneration panel, mark record either paid or unpaid by RMS, and review record. Request record is then sent on to the Experiment Secretary and Experiment Host who review the record. Upon approval it is then sent back to the User's office.
- 2.6 The User's office will obtain FVA and OSP approval. It will also enter record into the People Soft program.
- 2.7 BNL Liaison will enter appointment into PeopleSoft and notify guest of appointment.
- 2.8 BNL Liaison initiates medical insurance, if required.

## 3. **Payments**

- 3.1 A copy of receipt of all RMS funds by BNL will be sent to the BNL Liaison.
- 3.2 The RMS Liaison will prepare a payment request for the guest and submit it to the BNL Liaison. The BNL Liaison will, in turn, prepare payment to the guest.

- 3.3 BNL Liaison will keep a daily record of all payments received and paid through the RMS. This record ready for review by RMS and BNL.

#### **4. Procedure**

Upon arrival to BNL the guest is to immediately check-in with the User's Office and then the Experiment Secretary. These two prior check-points should stress to guest that it is required they check in with the BNL Liaison. The BNL Liaison is located in Bldg.911B, Room A240.

#### **5. Training**

- 5.1 Everyone with a guest appointment at BNL must take the General Employee Training prior to beginning work. *This training is given only on Monday afternoon, so arrival to BNL should be planned accordingly.*
- 5.2 The Host is required to assist guest in attending required training classes.
- 5.3 *When guest is to work in an experimental, assembly and/or shop area and does NOT speak fluent English well enough to understand safety instructions the host MUST arrange for a translator to accompany the guest.*

#### **6. Attachments**

- 8.1 "Guidelines For Your Visit to BNL", English and Russian Translation.