

Fermilab
FY2002 Self-assessment
Process Assessment Report
For
Division/Section: Particle Physics Division

Date: September 30, 2002

Division/Section performing assessment

Particle Physics Division

Name of organization that owns assessed process

Division Office.

Organization Strategy

This process is designed to meet DOE foreign travel requirements and to assist employees with foreign travel issues.

Names of Personnel on Assessment team

Barbara Kristen

Name of process assessed

Foreign Travel

Brief description of process to be assessed

Foreign travel by employees

1. Are metrics associated with this process? If so, what are they?

Indicator 1: How many days does each request for travel spend in the Division Office before first approval?

Outstanding
1 day

Excellent
2 days

Good
3 days

Marginal
4 days

Unsatisfactory
5 days or more

Indicator 2: How much time does the travel voucher spend in the division office before being checked and approved?

Outstanding Excellent Good Marginal Unsatisfactory
 0 - 2 days 3 - 5 days 6 - 9 days 10 - 12 days 13 -15 days or more

Indicator 3: How much effort has been spent on the paper work for each trip from start to finish?

Outstanding Excellent Good Marginal Unsatisfactory
 1 hour 2 hours 3 hours 4 hours 5 hours

Indicator 4: Fraction of travel papers with errors.

Outstanding Excellent Good Marginal Unsatisfactory
 0 - 5% 6 - 10% 11 - 15% 16 - 20% > 21%

Indicator 5: What fraction of total trips need to be revised after the travel has been taken?

Outstanding Excellent Good Marginal Unsatisfactory
 0 - 2% 3 - 4% 5 - 6% 7 - 8% 9 - 10%

Indicator 6: Did the Division stay within it's budget for foreign travel?

Description	Total cost of foreign travel in PPD per year	
Outstanding	10% under budget	
Excellent	On budget	\$500k
Good	10% over budget	
Marginal	20% over budget	
Unsatisfactory	Greater than 20% over budget	

Indicator 7: FTE effort used to complete the travel forms

Description	# of FTE's effort	
Outstanding	1.19 to 1.47 FTE's	Less 30% of average
Excellent	1.48 to 1.81 FTE's	Less 20% of average
Good	1.82 to 2.22 FTE's	Within 10% of the average
Marginal	2.23 TO 2.70 FTE's	Average plus 20%
Unsatisfactory	2.71 to 3.27 FTE's	Average plus 30%

Final grade will be a simple average of the indicator grades:

Outstanding Excellent Good Marginal Unsatisfactory
 0 to 1.5 1.6 to 2.5 2.6 to 3.5 3.6 to 4.5 4.6 to 5

2. What are the names of the procedures associated with this process?

Particle Physics Division Procedures for Foreign travel

3. Are these procedures being followed? Are they current?

Yes, these procedures are being followed. The procedures are current.

4. Describe the methodology used to assess this process.

The process is continuously assessed by the Site Organizational Point of Contacts (OPOC) (2 people) in the Particle Physics Division who use it every day. 254 trips were taken in FY02.

Indicator 1: 254 trips in FY02, looked at 10 random trips.

Indicator 2: 254 trips in FY02, looked at 20 random trips.

Indicator 3: 254 trips in FY02, looked at 10 random trips.

Indicator 4: 254 trips in FY02, looked at 30 random trips.

Indicator 5: 254 trips in FY02, looked at 40 random trips.

Indicator 6: Division FT budget for FY02 was \$500K

Indicator 7: Assessed amount of time spent on foreign travel by 19 employees.

5. Results of the assessment:

a. Are the existing process controls adequate?

The existing process controls are considered adequate.

b. Have any notable practices been identified?

None.

c. Have any major deficiencies been identified?

The large amount of foreign travel, the deadlines set by both the DOE and the Fermilab Directorate, along with the number of changes made to each trip, make it difficult to be totally accurate on the forms or complete any one of the trips in a timely manner.

d. Is the process working effectively? What improvements can be made?

No, the process is not working effectively. There are so many rules and restrictions made by DOE and the Fermilab Director's Office that we spend enormous amounts of time filling out paper work and complying with all the rules.

Opportunities for improvement would be additional training, but we despair because we have already met with all of the people who enter trips and also worked one-on-one with the other Site OPOC.

Looking at the time scale – we have had so little success with training, that because of

all the rule changing, we don't think more training is going to help.

e. How does current performance compare to last assessment, other similar labs, industry?

This is our first assessment of foreign travel.

f. What are the results for the metrics?

g.

Indicator 1: averaged 1.7 days/trip = Excellent

Indicator 2: averaged 3.45 days/trip = Excellent

Indicator 3: averaged 2.8 hours/trip = Good

Indicator 4: 46% of the trips had errors = Unsatisfactory

Indicator 5: 10% of the trips needed to be revised = Unsatisfactory

Indicator 6: 483.1K\$ used for foreign travel in FY02 = Excellent

Indicator 7: 3.25 FTE's needed for foreign travel = Unsatisfactory

h. Adjectival grade achieved.

Using the average of the indicators in section 1 above, we come up with 3.4, just inside the overall grade of Good.

Identified opportunities for improvement

The Particle Physics Division employees alone take over 250 foreign trips annually to conferences where the results of the experiments run here at Fermilab are presented to the physics community; to countries where Fermilab has provided its expertise to other laboratories regarding their new experimental endeavors; and to countries where new and exciting experiments are being built.

Since Fermilab is an open Laboratory and the reasons for our foreign travel are not sensitive in nature, it is difficult to compare us to other DOE laboratories. However, there are the problems with the requirements of our URA/DOE contract (21 day notification for travel) which make our lives much more difficult. Two of them are listed here.

Fermilab has an International Agreement with Switzerland to work on their Large Hadron Collider (LHC), the Fermilab piece is the Compact Muon Solenoid (CMS). This experiment is nearing the completion phase as far as the individual components are concerned. There are repairs to be made to individual components of the machine. The DOE requirement that each trip must be entered into FTMS at least 21 days before departure make it impossible for repairs to be made on a timely basis. The LHC experiment is in jeopardy due to the long lead-time for travel requests, they cannot afford to wait three weeks for the repair expert to arrive at CERN to repair individual components.

The same applies for the Pierre Auger Project in Malargue, Argentina. Fermilab has an International Agreement with Argentina to build the array. Delays of three weeks are detrimental to the success of the project.

Schedule for implementation of improvements

Since the major problems are imposed upon us by the URA/DOE contract, there is no way to make improvements.

Status of improvements from previous assessment

Not applicable.

Attachments (supporting data, worksheets, reports, etc.)

- 1) Procedures for Foreign Travel
- 2) Checklist for each Foreign Travel
- 3) Database of foreign trips taken so far in FY2002 and those scheduled for the remainder of FY2002.

Particle Physics Division Procedures for Foreign Travel

- Check FTMS form VERY carefully! Check for: typos;
 - line #3 passport expires after traveler *returns home*;
 - line #6 if they are not a US citizen, send them the information on visas and ask them to talk to Boris Jurkiw.
 - line #10 your e-mail address is entered;
 - line #17 funding code is correct and \$ amounts are correct;
 - line #22 does it need a justification (traveler leaves in > 40 days);
 - line #22 if they are going to a conference that the sponsors are listed;
 - line #23 is conference and URL listed;
 - lines #25 & 26 'end date change';
 - line #27 be careful with what is checked;
 - line #30 does travel involve an international agreement;
 - line #38 is all the info there;
 - did department head/supervisor sign; is FTMS# on signature page;
 - Is it a sensitive country? If so, has a "Sensitive Waiver" been filled out;
 - Check TA for vacation days.
- If it is a conference, are all the Bulletins attached.
- If hosts are paying for a portion is an e-mail included that states what they will pay for.
- If traveler is paying for a portion is an e-mail included that states traveler will not ask DOE to pay for it.
- Ask someone to sign as Division Conference Regulator.
- After John approves travel:
 - Make sure you have dates for all of John's signatures
 - enter trip in "FY 2002 FT costs" spreadsheet;
 - on Travel Authorization (TA) enter PPD# and FTMS #;
 - on DOE form in top right corner write departure date, PP#, budget code.
 - On signature page, cross off the director that does not sign the form, put a "sign here" sticker next to the name that will sign form.
- Fill out information on Checklist.
- Make a copy of FTMS form for yourself.
- Pull pink copy of Travel Authorization and take to Travel Office *unless late & sensitive*.
- Take originals to Director's Office.
- Send e-mail to traveler and secretary that JWC has signed and they can reserve their tickets.
- When Pat Oleck gives approval for trip, make 3 copies of FTMS form. One goes immediately to Travel with copy of Travel Authorization. Log into FTMS System, make any corrections to travel request, submit for routing. Send Pat Oleck an e-mail that you have submitted for routing.
- Send traveler and secretary e-mail that the Director's Office has approved trip & they can pick up the tickets.
- Put Checklist package together, keep 2 copies of trip to send to Angela Wan, MS112 with the completed voucher.
- Take copy of FTMS form that you have saved, send to traveler with "letter to traveler."
- If advance is requested fill in amount on Checklist and date to be sent (2 weeks before departure).

- When you get the e-mail from DOE that trip has final approval, send traveler and secretary an e-mail with that information, add date to Checklist.
- On Mondays, look at trips in green folders, pull out trips that have been completed and send "return" letters and vouchers to travelers.
- When vouchers come in, pull Checklist packet, put both in folder. Add date you received it on Checklist.
- Trip reports - when they come in e-mail - put them in folder in PPDserver "(month) TR's". Name them like so: Brown PP1111.doc
- When you have checked voucher, fill out Checklist page, keep a copy of voucher, send voucher to Accounting along with 2 copies of FTMS form. Print a copy of trip report for JWC to read.
- When Accounting has checked voucher, fill out close-out page & save in draft. Send paper copies of voucher, trip report and draft of close-out page to Pat.
- When Pat returns paper copy of trip report, e-mail trip report to her, DOE and OSTI. Close-out trip in FTMS, send Pat e-mail let her know you have closed out trip. Trip is now complete!
- File entire Checklist packet.

Foreign Travel Checklist

Traveler: _____ Fermilab Trip # _____
Place: _____ Budget Code: _____
Dates: _____ DOE Trip # _____

- _____ Signed by John Cooper
- _____ Copy of voucher (pink) to Travel; traveler advised to book tickets
- _____ Copy of DOE form & signed travel authorization to Travel
- _____ Traveler advised of Lab approval...by e-mail _____ by phone _____

- _____ Registration Fee Requested (\$_____)
- _____ Registration: Mailed, Wire Transfer sent, or Procard
- _____ Hotel Deposit Requested (\$_____)
- _____ Hotel Deposit Mailed, Bank Transfer sent, or Procard
- _____ Visa Application Fee Requested (\$_____)
- _____ Visa Application Mailed
- _____ Travel Authorization requesting advance to Accounting \$_____
- _____ DOE approval & Traveler advised of DOE approval by e-mail _____

- _____ Estimated Expenses \$_____
- _____ "Return letter" sent to traveler or _____(voucher)
- _____ E-mail reminder to traveler that expense voucher is overdue
- _____ Expense Voucher Received from Traveler after trip
- _____ Expense Voucher & 2 copies of FTMS form sent to Accounting
- _____ Approved by accounting; Actual Expenses \$_____
- _____ Expenses for Itinerary # _____ of \$ _____ transferred
to Budget Code _____

- _____ E-Mail reminder to traveler that trip report is overdue
- _____ Electronic Trip Report Received from Traveler
- _____ Paper Trip Report given to John Cooper to read
- _____ Paper Trip Report, Voucher, draft close-out sheet sent to Pat Oleck
- _____ Electronic Trip Report sent to DOE, OSTI and Pat Oleck
- _____ Close out trip in FTMS

PP	Name	Where	Why	When	code	Cost Estimate	Final other Cost
1166	Binkley	M Germany	W. Aging Detect	Oct 2-5	CBT		2040
1192	Geer	S Switzerland	new expt	Oct 23-28	RMC		1713
1193	Hojvat	C Argentina	PA	Oct 2-31	PGO		3820
1194	Mazur	P Argentina	PA	Oct 15-31	PGO		2464
1195	Demarteau	M Netherlands	talk	Oct 22-29	hosts		0
1198	Kajfasz	E Italy	7 I C Adv Tech & PP	Oct 13-26	DOD		
1199	Mantsch	P Argentina	PA	Oct 14- Nov 1	PGO		2313
1202	Boroski	W Japan	Sloan Digital Sky Survey	Oct 19-27	QWC		
1203	Belletini	G Italy, Japan	CDF	Oct 8-18	hosts		0
1204	Spalding	J Italy	7 I C Adv Tech & PP	Oct 13-19	RFT		1796
1205	Elias	J Italy & Switzerland	LHC Symp & CMS	Oct 23 - Nov 4	BTC		2528
1206	Quigg	C Italy	LHC Symp & CMS	Oct 23 - 28	hosts		0
1207	Kaducak	M Argentina	PA	Oct 18 - Nov 1	PGO		2286
1208	Harris	D Canada	Neutrino Phys Wkshp	Nov 7-11	RMC		1034
1209	Cooper	P Mexico	Mx. W on Part & Phys	Nov 13-20	PAL		1822
1210	Palmonari	F Italy	7 ICAT & PP/ CDF	Oct 13-27	RFT		945
1211	Elias	J Switzerland	CMS	Nov 10 - 17	BTC		1572
1212	Whitmore	J Switzerland	CMS	Nov 10-17	BTC		1233
1213	Los	S Switzerland	CMS	Nov 10 - 16	BTS		1290
1214	Schmaltz	M Japan	talks, conf	Nov 3 - 18	hosts		0
1215	Rivetta	C Switzerland	CMS	Nov 10 - 18	BTC		1532
1216	de Gouvea	A Brazil	talk	Oct 15 - 22	hosts		0
1217	Erbacher	R Mexico	Wksp on Part & Fields	Nov 12 - 24	RFT		1200
1218	Nebel	T Switzerland	CMS	Nov 26 -Dec 6	BTC		1710
1219	Parke	S New Zeland	Wksp Weak Int & N	Dec 16 - Feb 13	ALV		3095
1220	Early	D Switzerland	CMS	Nov 27 - Dec 4	BTC		1557
1221	Elias	J Switzerland	CMS	Nov 30 - Dec 7	BTC		1676
1222	Freeman	J Switzerland	CMS	Nov 29 - Dec 6	BTC		1180
1223	Hanlon	J Switzerland	CMS	Dec 1 - 7	BTC		
1224	Beacom	J Japan	NOON 01	Dec 4 - 9	ALV		1400
1225	Hsiung	B Japan	5th KEK Topical Conf	Nov 18 - Dec 2	RFT		2134
1226	Spears-Fisher	D Switzerland	CMS	Dec 1 - 7	PJM		
1227	Belletini	G Italy	INFN Anniv.	Nov 12-15	IEL		0
1228	Belletini	G Italy	data analysis	Nov 26 - Dec 1	IEL		0
1229	Butler	J Italy	BTeV Collab	Dec 14-20	BAO		1641
1230	Reichanadter	M Switzerland	CMS	Dec 1-11	PJM		2288
1231	Womersley	J UK	D0 collab	Dec 19-22	DOD		585
1232	Kwan	S Switz, Germ	1st W Rad Hard Det	Nov 26 - Dec 4	PRP		
1233	James	C UK	Minos Meeting	Dec 4-8	NBS		1249
1234	Mantsch	P France	PA	Dec 11-16	PGO		1298
1235	Mazur	P France	PA	Dec 11-16	PGO		
1236	Plunkett	R UK	Minos Meeting	Dec 4-8	NBS		1095
1237	Hojvat	C France	PA	Dec 11-16	PGO		1200
1238	Green	D Switzerland	CMS	Dec 1-8	PJM		1923
1239	Ellis	K UK		Feb 4-10	ALV		0
1240	Shanahan	P UK, France	Minos Meeting	Dec 2-9	NBS		1040
1241	Greene	P Chile	Quantum - 2 conf.	Jan 3-19	APH		872
1242	Mazur	P Brazil	PA	Dec 3-7	PGO		1700
1243	Hojvat	C Argentina	PA	Dec 2-9	PGO		2566
1244	Wobisch	M France	D0 collab	Dec 17-22	DOD		1856

1245	Diehl	T	France	D0 collab	Dec 17-22	DOD	1843
1246	Wang	J	Japan	3 lectuers	Dec 9 - Jan 15	ALV	0
1247	Bowie	K	France	PA	Dec 1-16	TKJ	
1248	Kayser	B	Norway	17th Nordic Part Phys Mtg	Jan 3-10	ALV	0
1249	Bernstein	R	Japan	IW Neut-Nucl int	Dec 12-16	RFT	
1250	Carena	M	New Zeland	Wksp Weak Int & Neut	Jan 14- Feb 1	RFT	3607
1251	Albrow	M	Brazil	LISHEP 2002	Feb 2-12	RFT	50
1252	Chiodini	G	Italy	BTeV Collab	Dec 14-20	BAO	1587
1253	Rescigno	M	Italy	CDF	Dec 12 - Jan 2	hosts	0
1254	Giagu	S	Italy	CDF	Dec 19- Jan 2	hosts	0
1255	Tkaczyk	S	Switzerland	CMS	Jan 19-27	BTC	2187
1256	Spiegel	L	Switzerland	CMS	Jan 19-27	BTC	1653
1257	Mantsch	P	Argentina, Brazil	PA	Jan 7-30	PGO	2804
1258	Hojvat	C	Argentina	PA	Jan 16- Feb 16	PGO	3714
1259	Klima	B	France	Moriond QCD	Mar 15-31	RFT	1439
1260	Womersley	J	New Zeland	Wksp Weak Int & Neut	Jan 18-29	RFT	3247
1261	Kayser	B	New Zeland	Wksp Weak Int & Neut	Jan 18-29	RFT	2828
1262	Cooper	P	New Zeland	Wksp Weak Int & Neut	Jan 17 - Feb 4	RFT	3009
1263	Wilson	P	Norway	17th Nordic Part Phys Mtg	Jan 3-10	CBT	0
1264	Atac	M	Switzerland	CMS	Jan 19-26	BTC	1224
1265	Mazur	P	Argentina	PA	Jan 21-Feb 1	PGO	2173
1266	Early	D	Switzerland	CMS	Feb 26-Mar 6	BTC	1646
1267	Kronfeld	A	Ireland, Switzerland	CKM	Feb 9-12	ALV	1038
1268	Maeshima	K	Switzerland	CMS	Feb 26 - Mar 7	BTC	1381
1269	Green	D	Switzerland	CMS	Mar 2-9	PJM	2151
1270	Holmes	C	Argentina	PA	Feb 16 - Mar 3	PGO	1759
1271	Mazur	P	Argentina	PA	Feb 15 - Marc 3	PGO	2844
1272	Chester	N	Argentina	PA	Mar 1-17	EPD	2900
1273	Lee	R	Switzerland	CMS	Feb 25 - Mar 10	BTC	1588
1274	Atac	M	Switzerland	CMS	Mar 2-24	BTC	2957
1275	Freeman	J	Switzerland	CMS	Feb 12 - Mar 9	BTC	1454
1276	Tschirhart	R	Mexico	CKM	Feb 24-28	PAL	1095
1277	Wu	J	Mexico	CKM	Feb 24-28	PAL	1098
1278	Reichanadter	M	Switzerland	CMS	Feb 28 - Mar 7	BTC	1746
1279	Hanlon	J	Switzerland	CMS	Mar 2-8	PJM	1582
1280	Cooper	P	Mexico	CKM	Feb 24-28	PAL	1012
1281	Kushnirenko	A	Mexico	CKM	Feb 24-28	PAL	
1282	Hansen	S	Mexico	CKM	Feb 24-28	PAL	1127
1283	Tkaczyk	S	Switzerland	CMS	Mar 1-16	BTC	3853
1284	Nierste	U	Switz & Germany	CKM, talk	Feb 10-24	ALV	1211
1285	Ramberg	E	Mexico	CKM	Feb 24-28	PAL	1109
1286	White	H	Mexico	CKM	Feb 24-28	PAL	1213
1287	Nguyen	H	Mexico	CKM	Feb 24-28	PAL	1056
1288	Kayser	B	Russia	Winter School	Feb 18-27	KBV	
1289	Kolb	R	France & Switz	sabbatical	Sep '01 - Oct '02		0 0
1290	Mantsch	P	Argentina	PA	Mar 3-22	PGO	2745
1291	Montgomery	H	France & Switz	Morion EW & CERN	Mar 8-21	DOD&RFT	2611
1292	Stebbins	A	Germany & France	SDSS & CMB Wksp	Mar 20-28	APH	2414
1293	Hsiung	B	Taiwan	sabbatical	Mar '01-Jun '03		0 0
1294	Belletini	G	Italy	La Thuile	Feb 22 - Mar 21		0
1295	Schuh	K	Switzerland	LHC Safety	Feb 28 - Mar 5	PJM	1583
1296	Velev	G	France	Moriond EW	Mar 8-19	RFT	2040
1297	Passarella	D	Italy	La Thuile	Mar 2-17	hosts	0

1298	Geer	S	Japan	Neutrino Program	Mar 6-10	CBF	
1299	Abazajian	K	Italy	La Thuile	Mar 2-10	APH	1775
1300	Elias	J	Switzerland	CMS	Mar 2-14	BTC	1664
1301	Mazur	P	Argentina	PA	Mar 19-27	PGO	2220
1302	Lundberg	B	Japan	872 colab, Wk Nucl	Mar 3-11	PAB	2634
1303	Rameika	R	Japan	Tech. ""			
1304	Whitmore	J	France	Moriond EW	Mar 8-17	KTO	1831
1305	Gutierrez	G	Mexico	analyze 690 data	Mar 2-10	QNB	0
1306	Lincoln	D	Italy	LaThuile	Feb 28-Mar 10	DOP	2249
1307	Rivetta	C	Switzerland	CMS	Mar 2-9	BTC	2157
1308	Baller	B	Japan	872 collab, Nucl Emul	Mar 4-11	PAB	2001
1309	Juste	A	France	Moriond QCD	Mar 15-31	DOD	3152
1310	Green	D	Switzerland	CMS	Apr 21-25	PJM	1247
1311	Hojvat	C	Argentina	PA	Apr 10-29	PGO	2561
1312	Yarema	R	Germany	9 Eur Sym Semicond	Jun 20- Jul 4	RFT	2136
1313	Rescigno	M	France, Italy	Moriond EW, CDF	Mar 7-27	hosts	0
1314	Giagu	S	Italy	CDF	Mar 9-18	hosts	0
1315	Womersley	J	France	thesis defense	Apr 12-18	hosts	0
1316	Fisk	H	France	2 ECFA woshp	Apr 10-19	PNL	1571
1317	Raja	R	UK	Advd Stat Tech inPP	Mar 12-23	RFT	1800
1318	Tkaczyk	S	France, Switzer	ECFA Wkshp, CMS	Apr 10-28	PNL/BTC	3767
1319	Yasuda	T	Poland	Planck 2002	May 23-30	RFT	1828
1320	Kouchner	A	France	Dzero	Apr 1- May 8	DON	765
1321	Stebbins	A	France	2 APC wkshp	Apr 16-21	APH	
1322	Spiegel	L	Switzerland	CMS	Apr 20-28	BTC	2061
1323	Prokofiev	O	China	CMS	Apr 13 - May 5	BTC	2183
1324	Mantsch	P	Argentina	PA	Apr 18- May 11	PGO	2683
1325	Coll	R	Argentina	PA	Apr 29 - May 11	PGO	2406
1326	Kronfeld	A	France	ECFA Whsp	Apr 10 - 16	PNL	1564
1327	Demarteau	M	Netherlands	Adjunct Prof	Apr 1 - 7	hosts	0
1328	O'Dell	V	Switzerland	CMS	Apr 14 - 20	BTC	1651
1329	Churin	I	Spain, Switz, Turkey	CMS	Apr 17 - 28	BTC	3824
1330	Greene	P	Canada	collab mtg	Mar 16 - 23	APH	568
1331	Mazur	P	Argentina	PA	Apr 15 - 30	PGO	2359
1332	Joshi	U	Switzerland	CMS	Apr 14 - 26	BTC	3067
1333	Albrow	M	UK, Germany	DESY res. Prog.	May 11-18	BAO	0
1334	Geer	S	Germany	Neutrino 2002	May 23-31	RFT	2466
1335	Tschirhart		Russia	collab CKM	Apr 20-27	PAL	~~~~~
1336	Beacom	J	Germany	Neutrino 2002	May 24-31	RFT	2190
1337	Hojvat	C	Argentina	PA	May 22 - Jun 10	PGO	2404
1338	Denisov	D	Russia	Sakharov Conf. Etc.	June 22- Jul 3	DOD	3133
1339	Cheung	H	S. Korea	E831	May 14-24	POW	3050
1340	Kayser	B	Germany	Neutrino 2002	May 24 - Jun 2	RFT	3126
1341	Kutschke	K	S. Korea	E831	May 14-21	POW	1374
1342	Butler	J	China & Korea	BTeV Collab	May 9-18	BAO	3405
B252	Stefanski	R	Poland	MESON 2002	May 22 - Jun 10	RFT	4210
1343	Bell	N	Germany	Neutrino 2002	May 24-31	RFT	2307
T326	Prokofiev		Russia	CMS	May 11-26	EPD	1801
1344	Parke	S	Germany	Neutrino 2002	May 24-31	RFT	2820
1345	DeGouvea	A	Germany	Neutrino 2002	May 24-31	RFT	2859
1346	Barenboim	G	Germany	Neutrino 2002	May 24-31	RFT	2298
1347	Elias	J	Switzerland	CMS	May 11-17	BTC	1739
1348	Bernstein	R	Poland	DIS 2002	Apr 29- Mar 4	RFT	3123

1349	Gottschalk	E	Italy, Switzerland	Hyperon, LHC	May 25 - Jun 7	BAO	3806
1350	Tkaczyk	S	Switzerland	CMS	Jul 6- Aug 4	BTC	3551
1351	Klima	B	Russia	Sakharov Conf., etc.	Jun 17-30	DOD	449
1352	Raja	R	UK	NuFact02	Jul 4-7	PPP	1898
1353	Rivetta	C	Switzerland	CMS	May 11-25		
1354	Bellettni	G	Italy	CDF	May 8-26	IEL	0
1355	Carena	M	Poland	Planck 2002	May 23-30	ALV	1347
T331	Apollinari	G	Switzerland	CMS	Jun 7-22		2786
1356	Cihangir	S	Turkey	ICFA	Jun 13-17	RFT	5176
1357	Atac	M	Turkey	ICFA	Jun 12- Jul 8	BTC	5584
1358	Rainwater	D	Germany	SUSY02	Jun 15-30	RFT	1982
1359	Barenboim	G	UK	NuFact02	Jun 22- Jul 7	ALV	4983
1360	Leibovich	A	Canada	Beach 2002	Jun 24-20	ALV	1096
1361	Tschirhart	R	France	Blois	Jun 15-23	RFT	2416
1362	Geer	S	UK	NuFact02	Jun 24-Jul 7	RMC	4506
1363	Nguyen	H	Canada	Beach 2002	Jun 24-Jul 5	RFT	1951
1364	Freeman	J	Switzer & Turkey	CMS, ICFA	Jun 7-22	BTC	4482
1365	Reichanadter	M	Switz, (Fr - V)	CMS	Jun 8-25	PJM	3034
1366	Harris	D	UK	NuFact02	Jun 26 - Jul 7	RFT	4153
1367	Butler	J	Spain	Beauty	Jun 15-22	BAO	2672
1368	Klioukhine	V	Switzerland	CMS	Jun 4-11	BTC	1854
1369	Mazur	P	Mexico	PA	May 29-31	PGO	1206
1370	Smith	R	Switz	CMS	Jun 4-11	BTC	2296
1371	Mazur	P	Argentina	PA	Jun 12-21	PGO	2222
1372	Nelson	C	Switzerland	Minos Meeting	Jul 12-Aug 11	YUB	2345
1373	Giele	W	UK, Netherlands	Wk TeV Scal P, ICHEP	Jul 16- Aug 1	RFT	4049
1374	Johnson	M	Netherlands	ICHEP	Jul 23- Aug 1	RFT	3075
1375	Cooper	P	Canada	Beach 2002	Jun 24-30	RFT	2028
1376	Kwan	S	Canada	Beach 2002	Jun 24-30	PRP	1607
1377	Hojvat	C	Switzerland	PA	Jul 1-2	PGO	893
1378	Gottschalk	E	Netherlands	ICHEP	Jul 23-31	RFT	2929
1379	Hojvat	C	Argentina	PA	Jul 28- Aug 6	PGO	3175
1380	Carena	M	Germ, Switz	Susy 02, CERN	Jun 13- Jul 14	RFT&ALV	3812
1381	Kayser	B	France, UK	Blois, Nufact 02	Jun 15-Jul 12	RFT&KBV	552
1382	Quigg	C	Greece	02 Eur Schl HEP	Aug 23- Sep 6	hosts	0
1383	Kayser	B	Australia	Aust. Inst. Phys	Jul 5-18	RFT	76
1384	Morfin	J	UK	NuFact02	Jun 29- Jul 10	RFT	3667
1385	Kasper	P	Canada	Beach 2002	Jun 23-30	BAO	1564
1386	Bernstein	R	UK	NuFact02	Jun 29-Jul 16	RFT	3231
1387	Tesarek	R	Italy, Switzerland	RESMDD, CMS	Jul 8 - 21	RFT &	3984
1388	Holmes	C	Netherlands	ICHEP 2002	Jul 23 - 28	RFT	2118
1389	Ronzhin	A	Switzerland	CMS	Jun 23 - Jul 6	TBD	3974
1390	Los	S	Switzerland	CMS	Jul 15 - Aug 17	TBD	4466
1391	Shaw	T	Switzerland	CMS	Jul 25 - Aug 8	TBD	2893
1392	Atac	M	UK	C. on Pos. Sens. Det	Sep 7 - 13		
1393	Early	D	Switzerland	CMS	Sep 14 - 26	BTC	2366
1394	Bross	A	UK	MICS (expt)	Jul 7-11	hosts	0
1395	Nietste	U	Germ, Neth	seminar, ICHEP2002	Jul 11 - Aug 1	rt&alv	3449
1396	Mantsch	P	Argentina	PA	Jul 16 - Aug 2	PGO	2746
1397	Glenzinski	D	Netherlands	ICHEP 2002	Jul 24-31	RFT	3192
1398	Joshi	U	Switzerland	CMS	Jul 13-20	BTC	2116
1399	Spiegel	L	Switzerland	CMS	Jul 13-24	BTC	2603
1400	Holm	S	Switzerland	CMS	Jul 25 - Aug 8	TBD	2940
1401	Fitzpatrick	T	Switzerland	Minos	Aug 9-25	YUB	2726

1402	Tkaczyk	S	Korea	Wkp Linear Coll	Aug 24 - Sep 1	PNL	4202	
1403	Yarema	R	France	Wkp Elec 4 LHC expt	Sep 6-15	EOE	2619	
1404	Chabalina	E	Switzerland	CMS	Jul 11-22	TBD	1557	
1405	Nguyen	H	Netherlands	ICHEP 2002	Jul 23 - 28	RFT		433
1406	Erbacher	R	Netherlands	ICHEP 2002	Jul 21 - Aug 1	RFT	3392	
1407	Dittman	J	Netherlands	ICHEP 2002	Jul 23 - Aug 1	RFT	3392	
1408	Fisk	G	Korea	Wkshp Linear Collider	Aug 23 - Sep 4	PNL	???	
1409	Kronfeld	A	Korea	Wkshp Linear Collider	Aug 23 - Sep 1	PNL	3777	
1410	Carena	M	Korea	Wkshp Linear Collider	Aug 23 - Sep 1	PNL	3777	
1411	Freeman	J	Switzerland	CMS	Jul 24 - Aug 8	TBD	3476	
1412	Gutierrez	G	Netherlands	ICHEP 2002	Jul 23 -		3200	
1413	Giagu	S	Netherlands	ICHEP 2002	Jul 23 -		3152	
1414	Butler	J	Netherlands	ICHEP 2002	Jul 22- Aug 4	RFT	3362	
1415	Mazur	P	Brazil	PA	Jun 26 - 30	PAO		2371
1416	Dobrescu	B	Canada	Brane & Supersym C	Jul 21 -Aug 3	ALV	147	
1417	Spiegel	L	Canada	wire bender for CMS	August 12, 2002	BTC	1655	
1418	Albrow	M	Ukraine	Workshop	Aug 30 - Sep 6	AHE	3265	
1419	Ellis	K	Switz, Germany	seminar, workshop	Sep 17 - 28	ALV	956	
1420	Geer	S	Italy	summer school	Sep 23 - Oct 2	hosts	0	
1421	Green	D	Switzerland	CMS	Aug 17 - 23	PJM	2386	
1422	Giele	W	Germany	HCP 2002	Sep 28 - Oct 5	RFT	2653	
1423	Mazur	P	Argentina	PA	Jul 31 -Aug 9	PGO		2730
1424	Spalding	J	Switzerland	Atlas Review	Aug 3 - 8	RFT		2541
1425	Hanlon	J	Switzerland	CMS	Sep 20-28	PJM	2131	
1426	Atac	M	Switzerland	CMS	Sep 20-28	BTC	2131	
1427	Elias	J	Switzerland	CMS	Sep 14 - Oct 02	BTC	3286	
1428	Shanahan	P	Switzerland	Minos	Aug 17 - 30	NBS	3377	
1429	Nelson	C	Switzerland	Minos	Sep 6- 29	YUB	2657	
1430	Maeshima	K	Switzerland	CMS	Sep 18 - 26	BTC	2506	
1431	Ronzhin	A	Switzerland	CMS	Aug 18 - 21	TBD	4491	
1432	Churin	I	Switzerland	CMS	Sept. 8 - 14	BTC	2251	
1433	Rapidis	P	Greece	Europ Sch of HEP	Aug 16 - Sep 7	hosts	0	
1434	Johnson	M	France	Wkshp Elec for LHC Ex	Sep 7 - 14	DOD	2664	
1435	Tschirhart	R	Italy	Intn'l Schl Subnucl Phys	Aug 28-Sep 7	RFT	2222	
1437	Freeman	J.	Switzerland	CMS	Aug. 26-Sep 11	TBD	3066	
1439	Mantsch	P	Argentina	PA	Sep 9 - 28	PGO	2882	
1441	Mulders	M	Netherlands	D0	Aug 26 - Sep 10	traveler	0	
1442	Plunkett	R	UK	MINOS	Sep 10 - 17	NBS	3118	
1443	Green	D	Switzerland	CMS	Sep 20-27	PJM	3251	
1444	Rivetta	C	France	Wkshp Elec for LHC Ex	Sep 7 - 15	EOE	2527	
1445	Vidal	R	Switzerland	CMS	Aug 29 - Sep 19	TBD	4072	
1449	Para	A	Switz, UK	Off-Axis/Nufact Wkg Grp	Sep 8 - 17	NAP	2757	
1456	Belletini	G.	Switz. & Italy	CDF meetings	Sep 14 - 21	IEL	2413	
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