

Minutes of EuroGOOS secretariat's visit at RBINS

11th January 2019

Present:

EuroGOOS: Orla Colligan, Dina Eparkhina, Vicente Fernandez (not present in the meeting with Adelin)
RBINS: Sébastien Legrand, Adelin Mombaerts (facility manager, RBINS technical service)

Introduction

Pending the formal approval by the scientific council (on the 20th of February 2019), it is expected that EuroGOOS head office will be located at RBINS from March onwards. 3 offices are foreseen on the 14th floor in this respect.

The present minutes report items discussed for the EuroGOOS secretariat's visit of RBINS premises on the 11th of January 2019. They do not exactly follow the course of the visit but are organized according to these topics:

- 14th floor and EuroGOOS offices
- Meeting rooms
- Space for events
- Other topics good to know
- Main meeting outcomes and actions

14th floor and EuroGOOS offices

The 14th floor has an interesting history as it was originally a flat roof with only two small technical rooms that were only accessible by the central staircase, a lift block (currently under renovation) and a hoist (monte-charge, restricted for goods; plan to be renovated from March onwards).

Benefiting of the materials of the "grand palais des sciences" that has been dismantled after Brussels' Universal Fair of 1958, a new floor has been built around these 2 technical rooms in the early '60s. Basically, the new part has a U-shape and hosted offices... This partly explains the strange organisation of the floor as well as the fact there is only one toilet (without a sink)

In the recent years, this floor has been occupied by RBINS ICT. 2 sides of the U-shape became 2 open spaces while the 3rd side made of corridor and 3 offices were kept unchanged. This side is connected to the open spaces through a small kitchen.

There is no plan to refurbish the 14th floor. However, some maintenance work is done. For instance, 2 years ago, the external cladding made of Eternit has been replaced by a new cladding that does not contain asbestos. In addition, RBINS technical service is preparing a file for improving the roof isolation. This project will be paid on RBINS budget but requests the approbation of the Building Agency that manages all the real estates of the Belgian Federal State. This means that the actual work won't start before the summer. At the earliest.

It is foreseen that EuroGOOS will occupy the 3 offices on the 3rd side of the U shape.

A lot of papers and other rubbish were left behind after the moving of the ICT service on the last week of December 2018 but Adelin ensures they will be removed very soon.

Two of the 3 offices have no furniture. The third ones (that was used as a storage room by ICT) has some pieces of furniture but they are broken and unusable. In the 3 offices, the walls' paint as well as the vinyl flooring must be refreshed; the plates of the dropped ceiling should be replaced. Finally, cabinets are installed along the walls with windows. These cabinets hide heating and shelves. EuroGOOS proposed to remove those cabinets. One of the offices has a sink and according to EuroGOOS can be made into a small internal kitchenette (the other small kitchenette will be shared with the RBINS students occupying the open spaces)

Some work must therefore be foreseen before EuroGOOS installation in these offices. These works will be at the charge of EuroGOOS. Adelin ensures that the office refreshment work only request RBINS approval, but not the building agency approval what should really speed up the process. EuroGOOS can employ the building contractors of its choice but they will have to comply with RBINS instruction (e.g. the pathway to get building materials up to the 14th floor). Adelin can also provide a list of contractors he works with.

EuroGOOS will check with Belspo if some pieces of furniture that Belspo will leave behind after their move to WTHI can be used/purchased. This would mainly be the cabinets for keeping publications and files; Sebastien agreed to check whether it is possible to install these cabinets in the hallway (instead of using the office spaces). The hosting agreement should be corrected: RBINS does not provide pieces of furniture such as desk, chairs, etc.

It is very unlikely that the 3 offices will be ready by Belspo moving on the 11th of March. This raise the problem to continue running the secretariat. Two problems to be solved: 1/ storing EuroGOOS material. 2/ continuing operating the secretariat. For instance, could EuroGOOS use one of the meeting rooms either at Belspo or at RBINS in the meanwhile?

Meeting rooms

In addition to the 3 offices, EuroGOOS will have access to 9 (small) meeting rooms scattered in the RBINS tower. Those are

1. the meeting room Gilson : 20-25p., 1st floor
2. the meeting room Dollo: 10. p around the table (+ 15.p not around the table), 1st floor
3. the meeting room De Gelarch: 10p. floor -1, (NB: it is very noisy because adjacent with the Museum exit and the Dino café)
4. the meeting room Van Straelen: capacity unknown by SL, 6th floor
5. the meeting room RV Belgica: +/-10p., 10th floor
6. the meeting room Gilberte Dehoux: +/- 10p., 10th floor
7. the meeting room de Heinzelin: +/- 20p. (when fully equipped), 12th floor
8. the meeting room Caillau: +/- 12-15p., 14th floor
9. the meeting room Dupont: 30p? in the Geology building (not shown)

These 9 meeting rooms can be booked via an outlook-based registration system : <https://faq.naturalsciences.be/content/14/54/f/tutoriel-reserver-une-salle-de-reunion-avec-outlook.html?highlight=booking%20room>

2 new meeting rooms should be added to the system soon. Those are located in the newly renovated library reading room.

Space for events

RBINS rents several spaces for events (<https://www.naturalsciences.be/en/professionals/events>). These spaces are located in the museum, i.e. in the public part of the building. They include the large auditorium (150p.), the small auditorium (48 p.), the VIP room (up to 150.p for catering, 50p. easily in case of a meeting room).

Renting means prize list. There exists a distinction between internal and external events; internal events benefiting of a preferential prize list. The condition to be considered as an internal event is that:

- organisation committee includes at least 1 RBINS staff member
- event must be work-related (workshop, meeting, conference, seminar, etc.),
- external guests or participants are expected

According to the hosting agreement, EuroGOOS can benefit once a year of the preferential cost rate (i.e. the one for internal event).

Persons of contact for organising events are:

[Isabelle Vanloo](#) (Visitors Marketing & Services) - +32 (0)2 627 45 34

[Alexandra Badila](#) (Events FR & EN) - +32 (0)2 627 41 28

Other topics good to know

Networks, telephony, printers

In the RBINS building, 3 networks exist

- the wired network that gives access to telephony, printers and specific internal services and servers.
- the private wifi network "RBINS-staff" that is equivalent to the wired network (but telephony of course)
- the guest wifi network "RBINS" that only gives access to the world wide web (and not to the internal services and servers)

Telephony is voice over IP. Specific terminals connected to RBINS wired network must therefore be used.

RBINS uses a centralized printer's management system called PaperCut MF (<https://www.papercut.com/products/mf/>). This system manages all the printers in the building.

Commented [SL1]: So far access to printers is not foreseen in the hosting agreement.

Commented [DE2]: That's OK; we'll use our own printer.

Catering/Dino café

Dino café is managed by

Horeto

(caterer of the Dino Café in the Museum)

Marianne Regnery

GSM: 0473/55.18.74

mregnery@horeto-museum.com

catering@horeto-museum.com

They provide also catering for meetings and small events at the Institute.

Another possible catering service provider the Institute works with is

Royale Dujardin

Lieven Dujardin

Adolphe Buyllaan 6, 1050 Brussel

Tel: 02/554.18.60 * GSM: 0476/27.67.14

info@royale-dujardin.be

* www.royale-dujardin.be

Main meeting outcomes and actions

Works to be completed before the EuroGOOS can install in the premises	Main action and focal point	Comment
Isolate the roof of the entire 14 th floor	Adelin Mombaerts is preparing a cost and works projection for the approval by the Federal Building Agency; the costs will be on	Adelin tries to submit the projections to the Agency in February. It is expected that the Agency's response may take months.

	RBINS	
Clear the 14 th floor from rubbish	Adelin is waiting for RBINS tech. staff to become available to do this	Foreseen during February
Refresh the EuroGOOS offices: <ul style="list-style-type: none"> - Fix the ceiling (some tiles are broken or stained), potentially by replacing the tiles - Break down the old built-in cupboards under the windows - Lay new linoleum / renovate the floor - Repaint the walls - Install a small kitchenette in the office which has a sink 	EuroGOOS should prepare the works' plan and cost projection; RBINS does not require the Agency's approval for these works. Once the EuroGOOS plans are approved by Kristel Claes and Adelin Mombaerts, the works can start. EuroGOOS will pay for the works. Adelin will propose a contractor that RBINS have used.	EuroGOOS might need to employ an interim staff member to manage the renovation project.
Renovate the toilet (minimum to add a sink)	There's only one toilet and that without a sink on the 14 th floor, however there's enough space to enlarge the small toilet room and install a sink.	EuroGOOS wishes to have two toilets, but it needs to be seen what is possible.
Install furniture and equipment as required	Costs fully on EuroGOOS	According to the agreement, EuroGOOS will bear all those costs (also printing and phone bills).

In view of the above actions to be undertaken before the EuroGOOS staff can set up the offices and move, EuroGOOS is considering (post-meeting staff discussions) options to hire intermittent office space for at least six months, starting 11 March, when the BELSPO premises should be emptied.

The EuroGOOS official headquarters address, however, can be registered at RBINS once the final approval from the Council will have been received on 20 February. This also means that EuroGOOS can use the meeting rooms through the reservation process described above. -