



Members – E-groups

We use lists called e-groups to correspond with each committee members but also to manage access to different levels of confidential documents. Below are described the criteria used for each of the e-groups.

There exist several mailing lists depending on the categories of members. Included in all are:

- The [e-group](#) 'committees-secretariat', to receive copy of e-mails addressed to all e-groups.
- The [service account](#) 'csc', to grant it access to all closed Agenda. CSC is used to login in public conference rooms, for example.

LHCC

[lhcc-members-admin:](#)

Chairman, Scientific Secretary and the service account 'CSC'.

This list has administrative rights for all the LHCC related lists. It also grants managerial rights to the Sharepoint site <http://cern.ch/lhcc>. It should be used only for that, not to e-mail.

[lhcc-referees:](#)

Only those with an assignment as referees. Basically, all external members plus a few CERN.

[lhcc-members:](#)

Contains 'lhcc-referees' and all ex-officio plus their secretaries. This is to give them access to the closed agenda. Should be used only for that: don't send unnecessary e-mails to the Directors.

[lhccmgt-xxxx:](#)

Contains members of the management of each collaboration. They are used to grant access to specific slots in the agenda and to collections of documents in the sharepoint site <http://cern.ch/lhcc>.

[lhccref-xxxx:](#)

Contains referees of each collaboration. They are used to grant access to specific slots in the agenda and to collections of documents in the sharepoint site <http://cern.ch/lhcc>.



Members – E-groups

Research Board

research-board-members:

Contains exclusively the members of the Research Board. All members of the Research Board are ex-officio, i.e. there are no 'referees' as such.

rb-access-agenda:

This list gives access to the closed agenda. Includes the 'research-board-members' one plus some secretaries and people who should have access to the agenda in Indico. Doesn't grant access to CDS documents if protected.

SPSC

spsc-members:

Contains 'spsc-referees' and all ex-officio plus their secretaries. This is to give them access to the closed agenda. Should be used only for that: don't send unnecessary e-mails to the Directors. It is also used to grant access to collections of documents in the sharepoint site

<http://cern.ch/spsc>

spsc-referees:

Only those with an assignment as referees. Basically, all external members plus a few CERN. This list is included in 'spsc-members' to avoid multiple editing.

INTC

intc-members:

Contains all members of the INTC

intc-acces-agenda:

This list gives access to the closed agenda. Includes the 'intc-members' one plus some ex-officio and their secretaries.

There is no need to create specific ones called intc-referees and/or intc-members-admin, following the standard criteria, as the committee mainly studies new proposals. There is no need to create a Sharepoint site with the INTC documents neither, as there are no specific referees like in the other committees.