

DAF/324-0

MEMO CP-C/38

Date: May 18, 1978

From: Sol Pearlstein *Brookhaven Nat. Lab*

Subject: Revision to Protocol, Section H

A principal responsibility of a data compilation center is to compile and distribute that data which is important to its users and to the users of the other data centers with which it has exchange agreements. We believe that all the important data can be handled in EXFOR, providing that agreement is reached in Paris on outstanding items. We feel that, at this point, any data which requires modifications to EXFOR other than dictionary changes should not be so important that their formal exchange cannot be put off until the next data center meeting.

Over the course of a year, many proposals for changes in EXFOR are circulated. Many of these result in disagreements and lengthy exchanges of memos, and to follow these exchanges and to keep track of the proposals and counter-proposals requires much time and effort. Many of these changes affect the work schedule of the centers.

It is clear that memos will remain the means for communicating proposals and for discussions of proposals between meetings. However, because of our inability during the past few years to settle major complicated items by memo, and the rather frequent programming changes required by the between meeting adoption of other proposals, we feel that further changes in EXFOR should be adopted only at data center meetings. Thus, major revisions to processing codes and to the manuals will be required only once a year.

We, therefore, propose the attached revision of the Protocol, Section H.

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## H. CHANGES AND REVISIONS OF EXFOR

3. The following procedure should be followed by each of the four centres in obtaining the agreement to every one of its proposals to change or revise EXFOR within the context of Paragraph H.2, above; all communications with regard to such proposal shall be in the form of Four-Centre Memos.
  - a) The initial proposal should be disseminated to all four centres.
  - b) In the case where there is discussion on a proposal, the initiating centre shall then collect and digest all comments, suggestions and counter proposals.
  - c) In this review, the initiating centre shall consider such facts which would affect the EXFOR data base and associated computer codes.
  - d) The initiating centre shall then distribute a technical evaluation of alternatives to the other three centres, along with a request that the proposal as modified be included for discussion at the next Nuclear Data Center meeting.
4. ~~Such~~ proposals for changes to be considered at Four-Centre Meetings should be sent out one month prior to the meeting date to allow centre personnel time to review them.
5. ~~In view of the absence of some of the centre personnel from Four-Centre Meetings, decisions taken at such meetings should be considered as generally adopted unless contradicted by telex to all four centres within a fortnight of receipt of draft minutes.~~ Whenever decisions are made which require Manual changes, the new updates are to be prepared and sent out at most by one month after the draft minutes are received. The proposed changes should be written into the minutes in such a way that they can be inserted directly into the Manual if they are accepted.
6. The centre responsible for the updating of the Manuals is the NNDC. Within one month after a decision has been made, this centre shall be responsible for producing a sufficient number of copies of the updated pages and distributing them in accordance with an established EXFOR distribution list.

7. The centre responsible for updating the Manual may introduce changes for the purpose of editing. However, proposed Manual wordings submitted in 4C-Memos are entered in the Manual unchanged, unless an objection is expressed in due time. This centre is also responsible for maintaining the internal consistency of the Manual; that means, e.g., to check whether an agreed proposal entails changes (cross-references, etc.) in other parts of the Manual.
8. A change on a Manual page, as compared to its previous version, is marked by a vertical line in the left-hand margin. The date of the latest revision to that page is given in the lower right-hand corner.
9. Further details on changes and revisions to EXFOR are laid down in the EXFOR Manual.