

Attestation of Laserlab-Europe Transnational Access

Group Leader: _____

Home Institution of the Group Leader: _____, Country _____

Access Providing Institution: _____, Country _____

Project Title: _____

Project ID: _____

The Person in charge at the Host Facility _____ and Group Leader _____, jointly certify that the Project _____ was carried out at _____ as part of the Laserlab-Europe V Transnational Access program. The duration of the access project¹ was _____ weeks or _____ days and the project involved the users listed in the next tables:

Users involved in "Physical Access"²:

Role	Name	Home Institution	Country of Home Institution	Duration of the access (start - end date)
Group Leader				
User 1				
User 2				
User 3				

Users involved in "Remote Access"²:

Role	Name	Home Institution	Country of Home Institution
Group Leader			
User 1			
User 2			
User 3			

In case of Remote Access: details of the regular involvement of the remote users in the project²

Communication tool used ³	Auditable proof kept by the host lab ⁴	Date	Time slot ⁵

Location and date

Signature of the Group Leader⁶

Location and date

Signature of the Person in charge at the Host Facility⁶

¹ The duration of the access project corresponds either to days or weeks with users in the lab working on the LLE experiment (Physical Access) or to days or weeks with the host team working in the lab on the LLE experiment in close contact with the remote users (Remote Access)

² Add as many lines as necessary.

³ Such as phone call, web conference, ... Daily contact with the users is strongly recommended.

⁴ Such as minutes, records, ... and storage media: lab books, facility database, ...

⁵ Please use 24-hour format (e.g. 15:00).

⁶ Once signed by the Group Leader and the Person in charge at the Host Facility, this document must be kept for audit purposes by the Access Providing Partner.

