Welcome to CERN

Welcome

Bienvenue

Rocio

ALOT

HR Department,
Recruitment and
Sourcing Specialist

Erwin

MOSSELMANS

HR Department,
Learning Specialist

Language Training

Virtual Classroom courses
https://learninghub.cern.ch
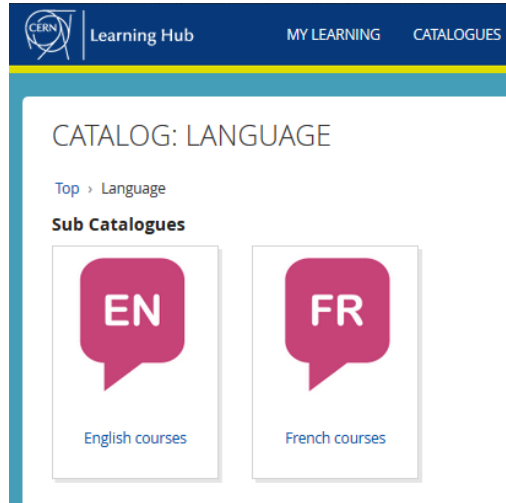
Tandem
link

Find a partner
to practice speaking
each other's language

Welcome programme

Today

9.45 – 10.55   Welcome and Presentation
                                        Break
11.10 – 11.40   Question & Answer session
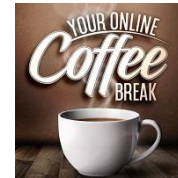11.40 – 12.00   Meet your colleagues
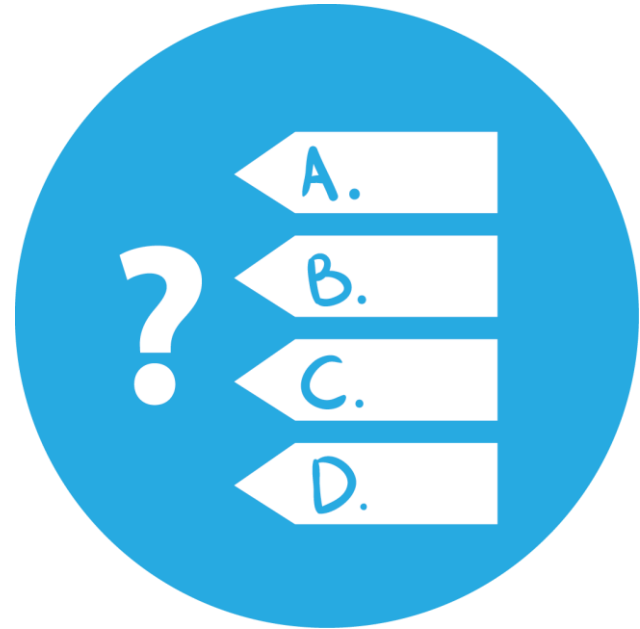
Tomorrow

10.00 – 10.30   Coffee break

11.00 – 11.30   CERN Health Insurance
                                        (only staff, fellows and students)

Where are you now ?

(2 questions)

Presentation : overview of topics

- CERN and COVID19

- Teleworking

- On site

- CERN as an organisation

Situation since 2 November

- Activities on CERN site continue
- However, must telework if activity can be carried out remotely

Since January

- If symptoms, tested positive or close contact of positive case, returning from high risk country : **self-evaluation** https://cern.ch/TRAMED

Since 1 March

- obligatory wearing of a individual **Proximeter** on site
  Book slot to collect your device (building 55)

Introduction of colour code system

| Level 4 | Level 3 | Level 2 | Level 1 |

As from 1st June

Each level

Overview poster

Situation on 1 June

Level

4

- Teleworking, if possible
    - 1 day on site, to be agreed with supervisor
- Distancing and hygiene measures
- No public events on site
- No club activities on site

Stay informed about the situation

- One central place : CERN directory

- Covid19.Helpline@cern.ch
  +41 22 766 7777

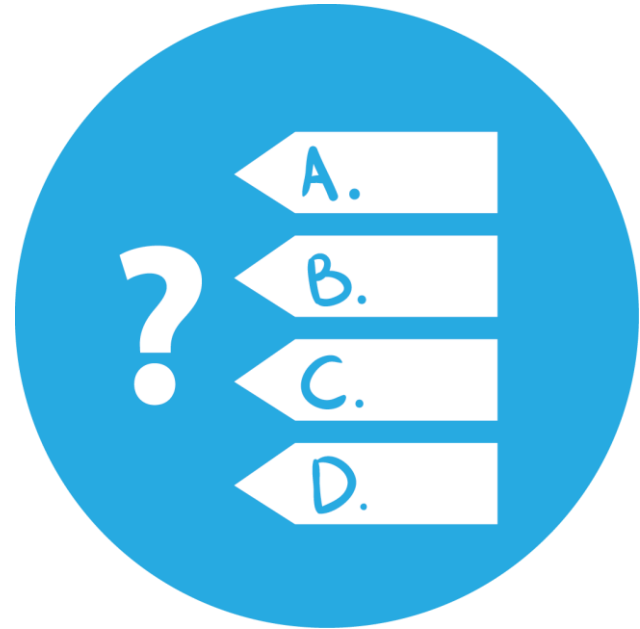- Weekly mails with updates (Thursday evening)

Teleworking

Overview

- Computing account

- Single Sign-On

- Setting up your own devices for teleworking

- Getting support

Computing account ?
(2 questions)

Computing account

- Your login and password are your keys to get into virtual CERN !

- CERN computer security rules.

  - What does that mean ? (link)

  - Recommendations to keep your PC/Mac safe

  - Dedicated presentation + Q&A : Tue 11 May, 13.30

- Need assistance ? Service Desk

CERN Service Desk

📞 **Phone:** +41 22 76 77777
✉️ **Email:** service-desk@cern.ch

CERN Service Portal

SE Services
Service overview in a glance

Online forms
Report an incident, submit a request

Knowledge articles
Find your answer!

Feedback
Your feedback matters!

https://cern.ch/service-portal

SSO: Single Sign-On

- One login and password to access to all CERN files, applications, webpages, …

- Login once and get immediate access to all

  - does not work on all webpages

Moving gradually to a new portal

old and new co-exist at the moment (more info)

Old SSO

CERN Single Sign-On
Sign in with a CERN account, a Federation account or a public service account

New CERN Single Sign-On (SSO) Portal
Please note that CERN IT is starting migrating to the new CERN SSO Portal. Hence, you might face a new look-and-feel prior to signing in to certain services. The URL for the new SSO Portal is "https://auth.cern.ch" and you **[Click to expand]**

Sign in with your CERN account
Reminder: you have agreed to comply with the CERN computing rules, in particular OC5. CERN implements the measures necessary to ensure compliance.

Use credentials

Username or Email address	Password	
mosselma	●●●●●●●●	Sign in

☑ Remember Username or Email Address   Need password help ?

Use one-click authentication

Sign in using your current Windows/Kerberos credentials [autologon]
Use your current authentication token. You need Internet Explorer on CERN Windows or Firefox on SLC (Firefox help here).

Sign in using your CERN Certificate [autologon]
You can get a CERN certificate on the CERN Certification Authority website.

Use strong two factor authentication [show]

New SSO

CERN Accelerating science   Sign in   Directory

CERN Single Sign-On

Log in with your CERN account

Username

Password

Forgot Password?

Log in

Reminder: you have agreed to comply with the CERN computing rules, in particular OC5. CERN implements the measures necessary to ensure compliance.

Two-factor authentication ❓

Log in with Authenticator App

Log in with Yubikey

One-click authentication ❓

Log in with Kerberos

Authenticate through your home institute ❓

Authenticate with your social account ❓

Account
Manage your account
Manage your eduGAIN settings

Support
Service Desk +41 22 76 77777
Computing service status

Equipment

- Laptop/desktop with microphone, speaker, (and camera)

- Network connection at home

Setting up your devices

- Remote desktop (terminal services)

- Web applications

- Installing software and apps on your device

VPN access to CERN prohibited

Storage of your files

- CERNbox : personal (1Tb) or project space
  Note : DFS – fading out

- For Windows PC running NICE
  "Homefolders" on your PC are synchronized

  + tips on configurations to avoid

IT Support

- IT blog (<u>useful tools for teleworking</u>)
- <u>CERN Computer Security</u> website
- <u>Service Portal</u> (Knowledge Base articles)
- Service Desk (Tickets)

- Supervisor/colleagues – job-specific tools

Your CERN mailbox

Multiple systems – <u>start page</u>

- ➤ Exchange (Outlook, Thunderbird,)
- ➤ Dovecot (pilot)

Acces mail

- via web browser

- configure your email client

Phone and videoconferencing

CERN Phone book (or from CERN directory)

✓ Skype for Business
  - installation or Web application

✓ CERNphone
  - Mobile client (iOS and Android) – fully operational
  - Desktop client – still under development

Videoconferencing Zoom - FAQ

Absence Request in EDH

Working from home (teleworking)

Normally only for **Employed** members of Personnel

In this exceptional period :
        also for **Associated** members of Personnel

Coming on site

Acces to CERN ?

Vulnerabilities?
- ✓ Medical certificate
- ✓ Specific plan, approved by HSE

Quarantine ?

CERN has it **own** rules

- For confirmed or suspected cases of COVID-19;
- For close contact with someone who has tested positive for COVID-19 ;
- Arrival/return from travel

Acces to CERN ☑

- Physical distance of 2 meters

    + Proximeter (obligatory as from 1 March)

- Masks :

    - indoors in public or shared workspaces
    - outdoors if 2m can not be respected

    + if needed : specific PPE

- Hygiene measures
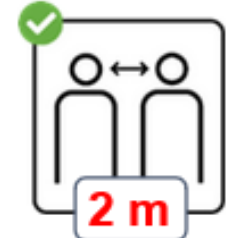
Limited services on site

- Restaurants

- Mobility services (shuttles, car-sharing, …)

- …

➢ Overview (link from COVID19 homepage)

Support

- Supervisor
- Departmental Administrative Officer (DAO)
- HR Advisor or programme coordinator

- Links/FAQ from COVID-19 page
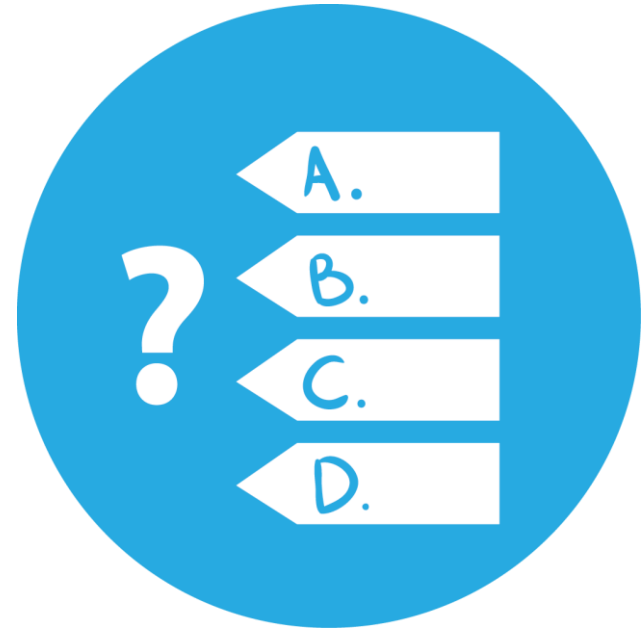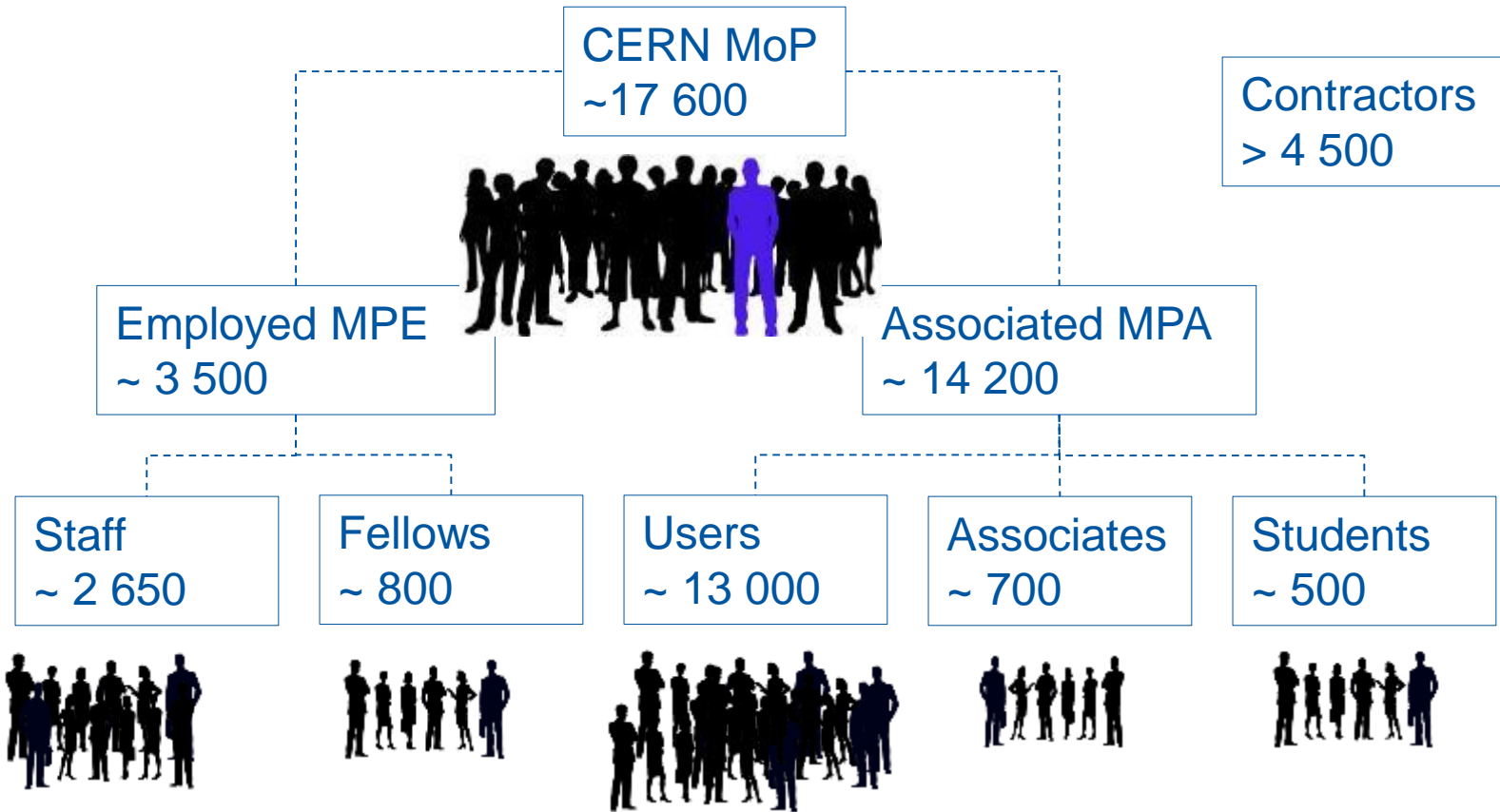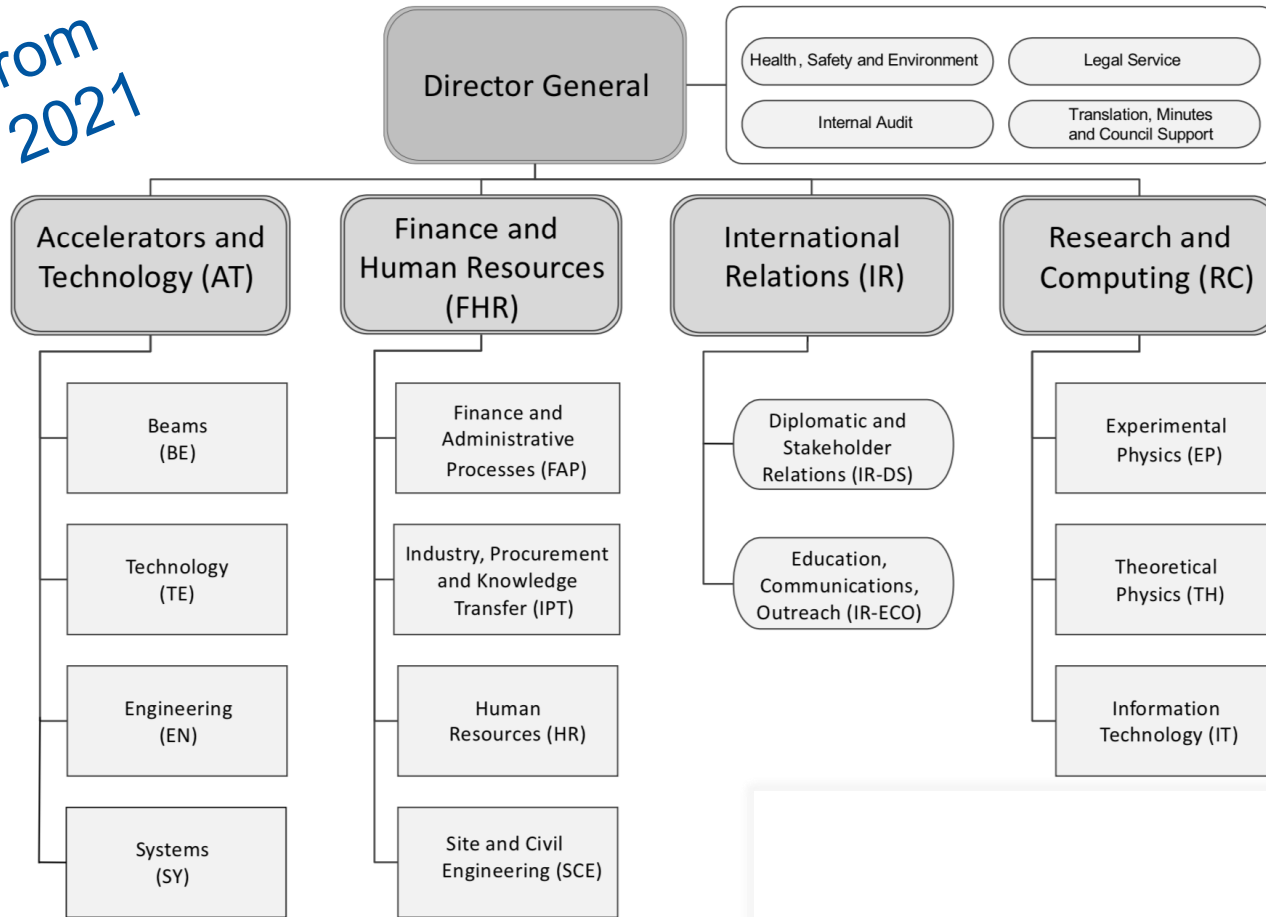- Service Portal
- Mattermost group for newcomers

Mattermost

Quiz – part 1

CERN as

How many CERN Members of Personnel ?

CERN MoP
~17 600

Contractors
> 4 500

Employed MPE
~ 3 500

Associated MPA
~ 14 200

Staff
~ 2 650

Fellows
~ 800

Users
~ 13 000

Associates
~ 700

Students
~ 500

As from Jan 2021

Director General

Health, Safety and Environment
Legal Service
Internal Audit
Translation, Minutes and Council Support

Accelerators and Technology (AT)
- Beams (BE)
- Technology (TE)
- Engineering (EN)
- Systems (SY)

Finance and Human Resources (FHR)
- Finance and Administrative Processes (FAP)
- Industry, Procurement and Knowledge Transfer (IPT)
- Human Resources (HR)
- Site and Civil Engineering (SCE)

International Relations (IR)
- Diplomatic and Stakeholder Relations (IR-DS)
- Education, Communications, Outreach (IR-ECO)

Research and Computing (RC)
- Experimental Physics (EP)
- Theoretical Physics (TH)
- Information Technology (IT)

Unit

Sector

Department

Sector

Department

Group   Group   Group

Section   Section   Section

Which department / unit are you joining ?
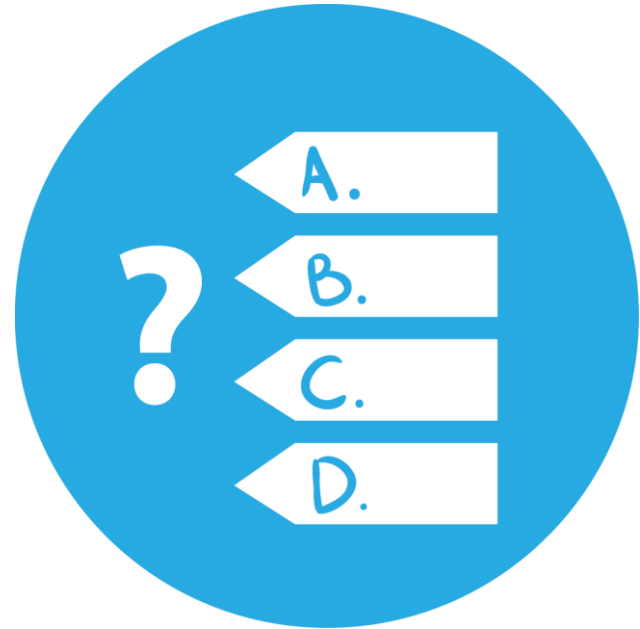
Important public meetings DG

First under new mandate

Monday 18 January 2021

- o Presentation new directorate
- o Main objectives and priorities for 2021 and beyond
- o Questions and answers

Link to Indico (slides / recording)

Last under previous mandate

Tuesday 15 December 2020

- o News from December Council week
- o Looking back with the Directors at achievements over 5 years' mandate
- o Questions and answers

Link to Indico (slides / recording)

Last public meetings (online)

Directorate

Monday 12 April @ 16.00

- CERN's response to COVID19 and measures
- Report Council week
- News from accelerators and experiments
- Q&A

Link to Indico

HR

Monday 26 April @ 14.00 (Eng)
Tuesday 27 April @ 14.00 (Fra)

- Telework procedure and policy
- Diversity and Inclusion: 25 by 25
- Graduate Programme review
- Q&A

Link to Indico : Eng / Fra

Quiz part 2

Daily life at CERN
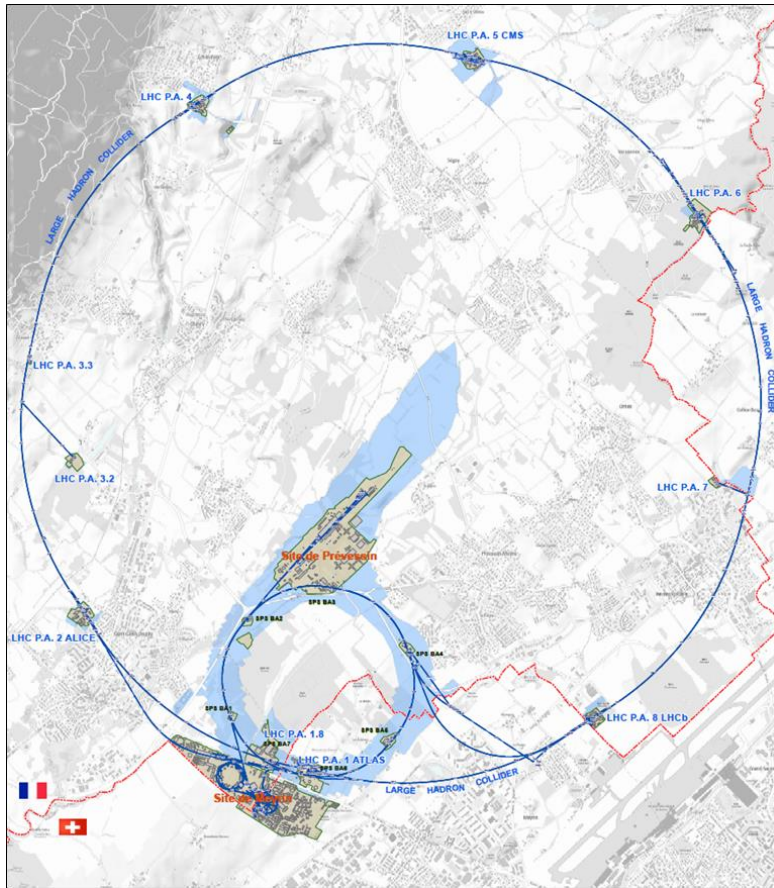
625 ha

fenced : 220

🇫🇷 515 ha

🇨🇭 110 ha

... **700+** buildings accounting for 500.000 m²

6 180 parking spots

30 km roads

101 ha green spaces

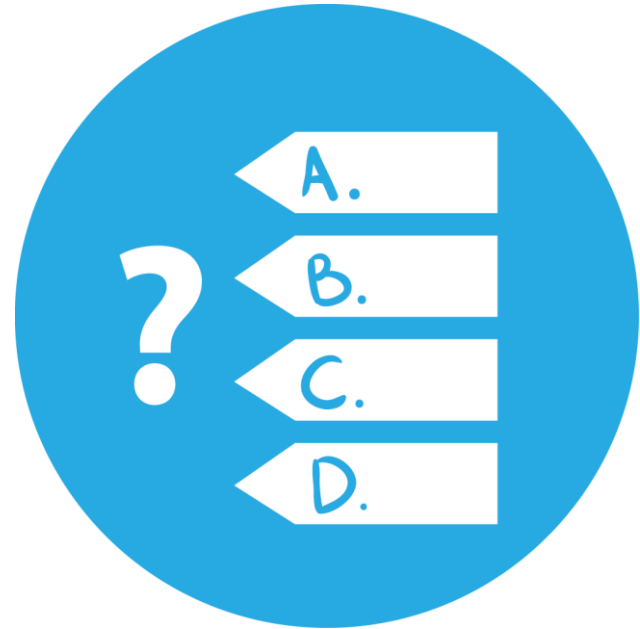# MapCERN

Android

iOS
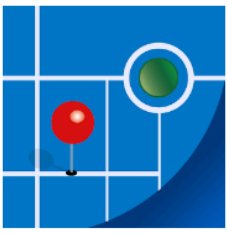
Road accident on the CERN site

What to do ?

Accident on site – different cases

In all cases

Inform **supervisor**

In case of
- Injury
- Environmental hazard
- Disruption traffic
- 3rd party involved

**CERN Fire & Rescue 74444
(+ 41 22 767 44 44)**

+

Internal accident report (EDH)

+

European Union Car Accident form

CERN Fire and Rescue Service

assisted by local **First Aiders**

Find out who
are closest to
your office / usual work places

© CERN Photo

First Aider door sticker

Your safety contacts : http://safety.cern.ch/FirstAid.html

CERN access card

Visitors badge

Validity :
2 working days

CERN access card

Building 55
Working days
from 7:30 to 17:30, non stop
Also
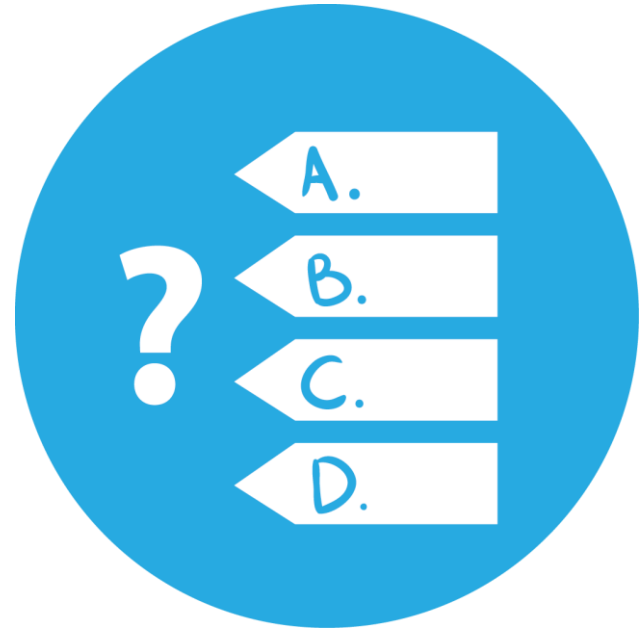- vehicle registration
- biometrics registration

Legitimation cards

Special status of CERN as international organization
Equivalent to a **Work permit** and **Residence Permit**

HR-cards.support@cern.ch

Access to CERN site

Gates	Days	🚶	🚲	🚗	🚚
Meyrin A	Mon-Fri	6-22		7-19	
Porte Jura Bldg 33		24/24			
Meyrin B (Main entrance)		24/24			
Meyrin C	Mon-Fri	6-22		7-19	
Meyrin D (goods only)	*Mon-Fri*				08-12 13-16
Meyrin E	Mon-Fri	In : 7-9.30 Out : 16.30-20			
Intersites tunnel (restrictions)	*Mon-Fri*			*7-18*	
Prevessin Main entrance		24/24			
Prevessin Route du Maroc		24/24			
Prevessin Moulin des Ponts		24/24			

Welcome programme

Today

9.45 – 10.55	**Welcome and Presentation**
	Break
11.10 – 11.40	**Question & Answer session**
11.40 – 12.00	**Meet your colleagues**

Tomorrow
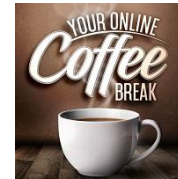
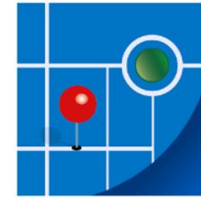|	
10.00 – 10.30	**Coffee break**
11.00 – 11.30	**CERN Health Insurance (only staff, fellows and students)**

Recap – things to do !?

- Download **CERN map** on your smartphone

- Enter full number **Fire and rescue** service in your phone

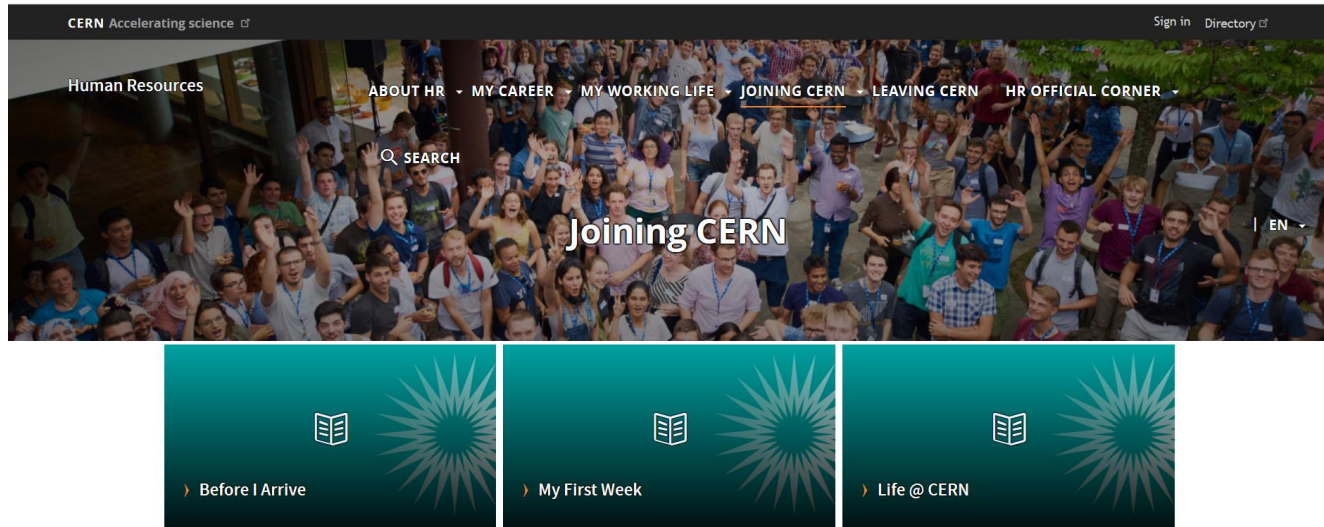- Find out who are closest **first-aiders**

+ 41 22 76 74444

More things to do

My first week on <u>HR website</u> : checklist !!

Onboarding continues with …

- ❑ Welcome session **in department***
- ❑ Short sessions
    - ❑ **Computer security***   9 June, 13.30 -14.00
    - ❑ **Pension Fund***   16 September, 13.30 -14.00
- ❑ **Connecting the dots***   13 July, 14.00 – 17.30
- ❑ Induction session **by type of contract***
- ❑ Virtual **visit*** of CERN installation
- ❑ **Spouse*** welcome session

* You will be invited
* You need to register

Time for a group photo !

HR
Users' Office.
Service Desk
Social Affairs
Staff Association.
CERN Pension Fund.
CERN Health Insurance Service (CHIS).
The Installation Service.

Meet colleagues - break-out rooms