

On behalf of Katy Foraz,  
Head of the EN Department,

**Welcome  
to all of you!**



# EN Dept. Administrative Office

EN Dept. Administrative Officer:

**Rachelle Decreuse-Michaud**



73375



54/3-009



EN Dept. Administrative Office:

**Louisa Catherall**



73621

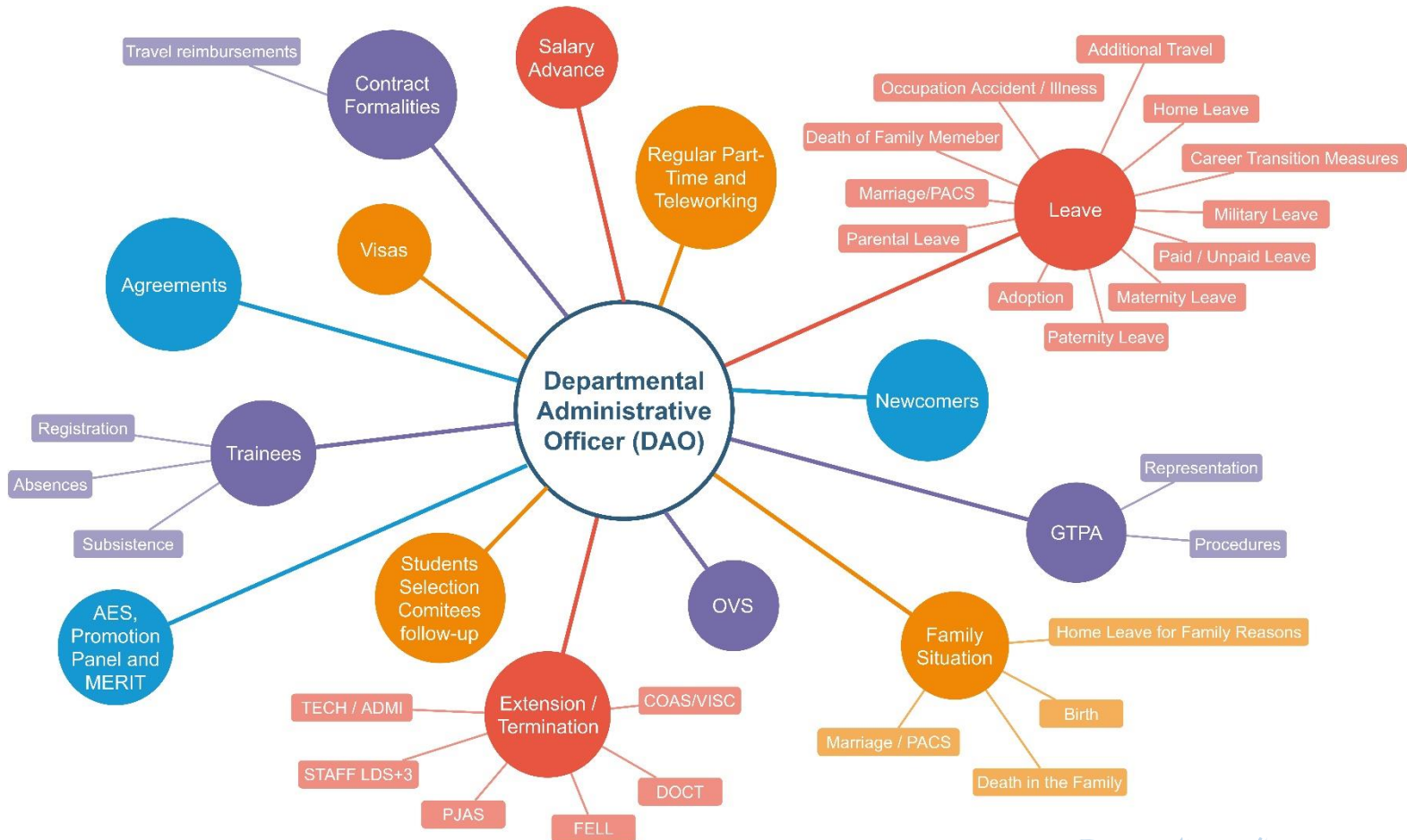


35/1-009



[en.dep.dao@cern.ch](mailto:en.dep.dao@cern.ch)

# Main activities of the DAO Office



[en-dao.web.cern.ch](http://en-dao.web.cern.ch)

# Meyrin Site

Building 54  
EN Dept. HQ  
EN-DHO

Globe



Building 55

Building 33

CERN Maps <http://maps.cern.ch>



# Your office

- Locks and keys
- Inventory
- Office moves
- Renovation works
- Office furniture

# EN Logistics



Emanuele → 62020

Marie-Christine → 63230



[en.dep.facilities@cern.ch](mailto:en.dep.facilities@cern.ch)



# Your computer

- Purchase
- Installation
- Troubleshooting
- Advice
- Inventory

# EN Desktop



[ATS-Desktop@cern.ch](mailto:ATS-Desktop@cern.ch)

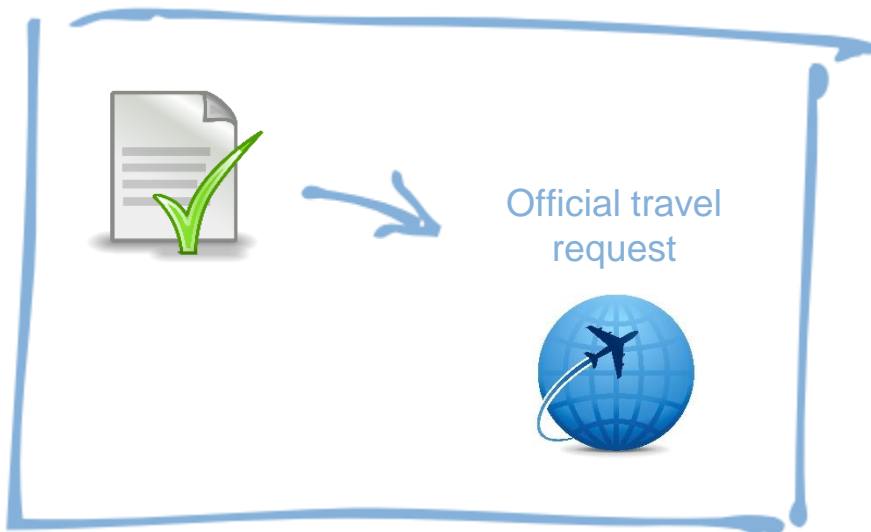


Gaëtan → 169807

Jérôme → 160077

# Your official travels

- Arrivals
- Departures
- Duty Travel Request  
(Conferences, firm visits)
- Etc.



## EN Travels



[en-dep.travels@cern.ch](mailto:en-dep.travels@cern.ch)



Marie-Christine → 63230

Emanuele → 62020

# Other support services



**CERN General Support**  
[service-desk@cern.ch](mailto:service-desk@cern.ch)



**Printer Support**  
[printer.support@cern.ch](mailto:printer.support@cern.ch)



**CAD (CATIA SmarTeam) Support**  
[catia.support@cern.ch](mailto:catia.support@cern.ch)



**CAE Workstation Support**  
[cae-workstations.support@cern.ch](mailto:cae-workstations.support@cern.ch)





# Computing account & Software



**NICE account** = CERN Computing Account



2 passwords → **NICE password**  
→ **EDH authorization password**

**CMF** to install and remove software → 



- install** **save**
-  **wait**
-  **CMF alert**
-  **pending actions**
- start now**

# BYOD Policy at CERN

“bring your own device”



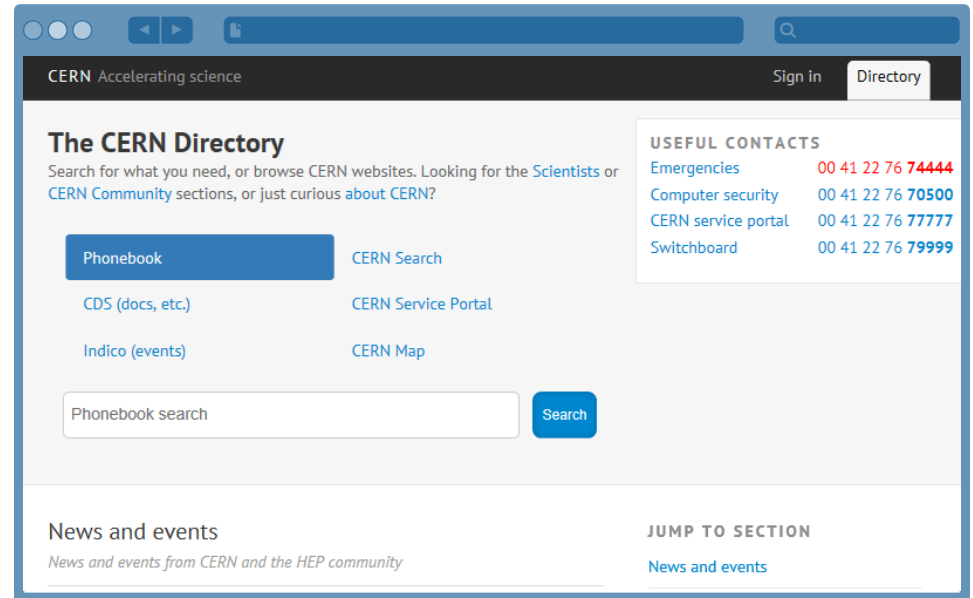
Permitted, but in compliance with CERN computing rules  
*Operational Circular No. 5*

<https://security.web.cern.ch/security/rules/en/>

- ✓ CERN **web-based applications** from outside
- ✓ NICE desktop from outside → **Terminal Server**

# CERN Directory → Entry point

- Dept. websites
- Project websites
- Web applications
- Maps, access
- Documents
- Working at CERN
- Life at CERN
- Etc.



<http://cern.ch/directory>

# CERN Learning Hub

<https://lms.cern.ch>



## Obligatory courses at CERN:

(to be done prior to the 1<sup>st</sup> day of contract)

- ✓ Computer Security
- ✓ COVID-19 Health & Safety Measures at CERN
- ✓ Emergency Evacuation
- ✓ Radiation Protection – Awareness
- ✓ Safety at CERN
- ✓ [Data Privacy Basics](#)

Check other mandatory courses per status [here!](#)

# Working Hours and Days

## Official CERN Working Hours

from  to 

## Normal Working Hours

from  to 

## Specific Authorization (outside Normal Working Hours)

starts before  or ends after 

# Working Hours and Days

## Working Days:

- ✓ Monday
- ✓ Tuesday
- ✓ Wednesday
- ✓ Thursday
- ✓ Friday

## Public Holidays

- Friday, 15 April (Good Friday)
- Monday, 18 April (Easter Monday)
- Thursday, 26 May (Ascension day)
- Friday 27 May (Compensation for 1<sup>st</sup> May)
- Monday, 6 June (Whit Monday)
- Thursday, 8 September ("*Jeûne Genevois*")

**CERN closes for two weeks at the end of the year**

Wednesday, 22nd December 2022 to Wednesday, 4th January 2023

# Leaves → Absence Request in EDH

## Annual Leaves

- **30 days** / year  
(2.5 days / month)
- Leave year:  
from 1<sup>st</sup> October  
to 30<sup>th</sup> September



*Your DAO*

## Special Leaves

- Home leaves
- Additional travels
- Leaves for family events
- Arrival travels

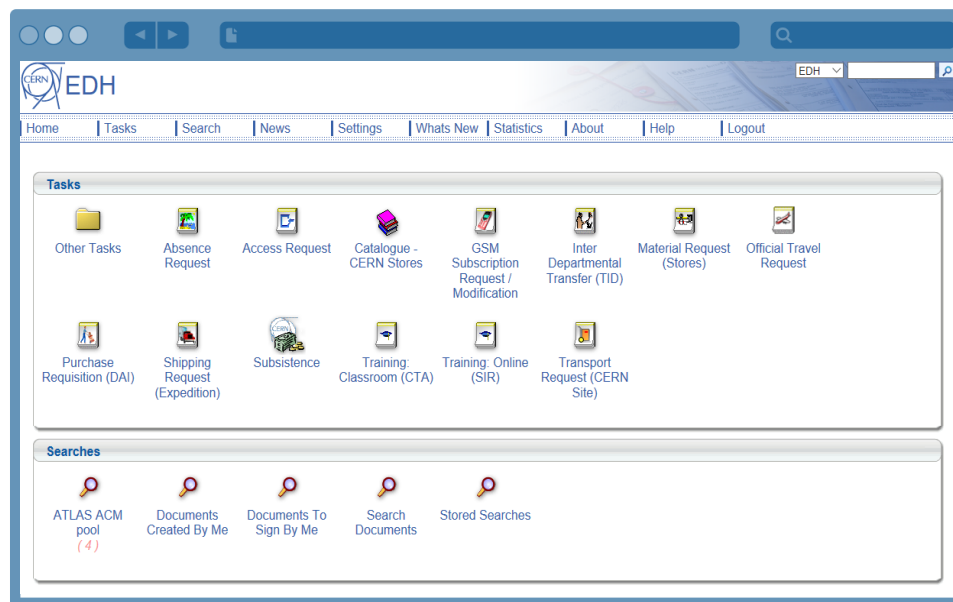




# EDH = Electronic Document Handling

Administration forms with approval routing:

- Absence request
- Official travel request
- Training request
- Access request
- CERN Stores catalogue
- Etc.



<http://edh.cern.ch>

NICE login + password +  
EDH authorization password

# And if I am sick...



*Inform  
your **GAO** or  
your **Supervisor***

## **CERN Medical Service**





- Building 57  
(Meyrin site)
- Monday-Friday  
08:00 - 12.30  
13.30 - 17:00

# Group Administrative Officer (GAO)

## Meet your GAO!

	GROUP		GAO	CONTACT
✓	Access & Alarms (AA)	→	Galina Galdo	<a href="mailto:en.aa.sec@cern.ch">en.aa.sec@cern.ch</a>
✓	Accelerator Coordination & Engineering (ACE)	→	Anna Lambert	<a href="mailto:anna.lambert@cern.ch">anna.lambert@cern.ch</a>
✓	Cooling & Ventilation (CV)	→	Louisa Catherall	<a href="mailto:en-dep-cv-secretariat@cern.ch">en-dep-cv-secretariat@cern.ch</a>
✓	Electrical Engineering (EL)	→	Maryse Claret	<a href="mailto:maryse.claret@cern.ch">maryse.claret@cern.ch</a>
✓	Handling Engineering (HE)	→	Galina Galdo	<a href="mailto:galina.galdo@cern.ch">galina.galdo@cern.ch</a>
✓	Information Management (IM)	→	Marie Christine Larcher	<a href="mailto:marie.christine.larcher@cern.ch">marie.christine.larcher@cern.ch</a>
✓	Mechanical & Materials Engineering (MME)	→	Valentina Casadei	<a href="mailto:mme.sec@cern.ch">mme.sec@cern.ch</a>
✓	Planning, Administration & Safety (PAS)	→	Marie Christine Larcher	<a href="mailto:marie.christine.larcher@cern.ch">marie.christine.larcher@cern.ch</a>

# What shall I do next?

- ✓ Permanent access card →  building 55
- ✓ Bank account → IBAN starting with CH  
→ EDH → Bank Details  
+  [en.dep.dao@cern.ch](mailto:en.dep.dao@cern.ch)
- ✓ Permanent local address →  EDH
- ✓ French card application  
via [CERN Service Portal](#) 

# Points of contact

In case of any additional questions/concerns regarding the following topics, please contact:

	SUBJECT		PoC	CONTACT
✓	Absences, trainings, travels	→	Supervisor	<i>individual</i>
✓	Administrative matters, leaves	→	DAO Office	<a href="mailto:en.dep.dao@cern.ch">en.dep.dao@cern.ch</a>
✓	Absences, administrative matters	→	GAO	<i>individual</i>
✓	Official travels	→	Travel Coordinators	<a href="mailto:en-dep.travels@cern.ch">en-dep.travels@cern.ch</a>
✓	Pension Fund	→	CERN Pension Fund	<a href="mailto:pension-benefits@cern.ch">pension-benefits@cern.ch</a>
✓	COVID-19 close contact	→	CERN Medical Service	<a href="mailto:medical.service@cern.ch">medical.service@cern.ch</a>
✓	Computer troubleshooting	→	EN Computing Support	<a href="mailto:ATS-Desktop@cern.ch">ATS-Desktop@cern.ch</a>

# Useful links

Engineering Department:

<https://en.web.cern.ch/>

Admin e-guide:

<https://admin-eguide.web.cern.ch/>

Attestation portal:

(employment, training, remuneration and subsistence attestation, tax certificate)

<https://cern.service-now.com/service-portal?id=attestation>

CERN Phonebook:

<https://phonebook.cern.ch/>

Maps:

<http://maps.cern.ch>

COVID-19 Information:

<https://hse.cern/covid-19-information>

Attestation CERN (if you need to come on site):

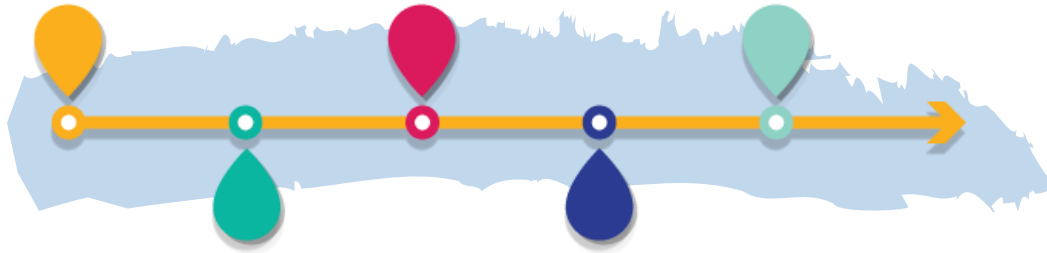
<https://cesaam.web.cern.ch/>

Attestation de déplacement dérogatoire (if needed):

(pour déplacements entre le domicile et le lieu d'exercice de l'activité professionnelle)

<https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Attestations-de-deplacement>

# *Newcomers Tasks Timeline*



**FAQ**



***To be found at Indico...***





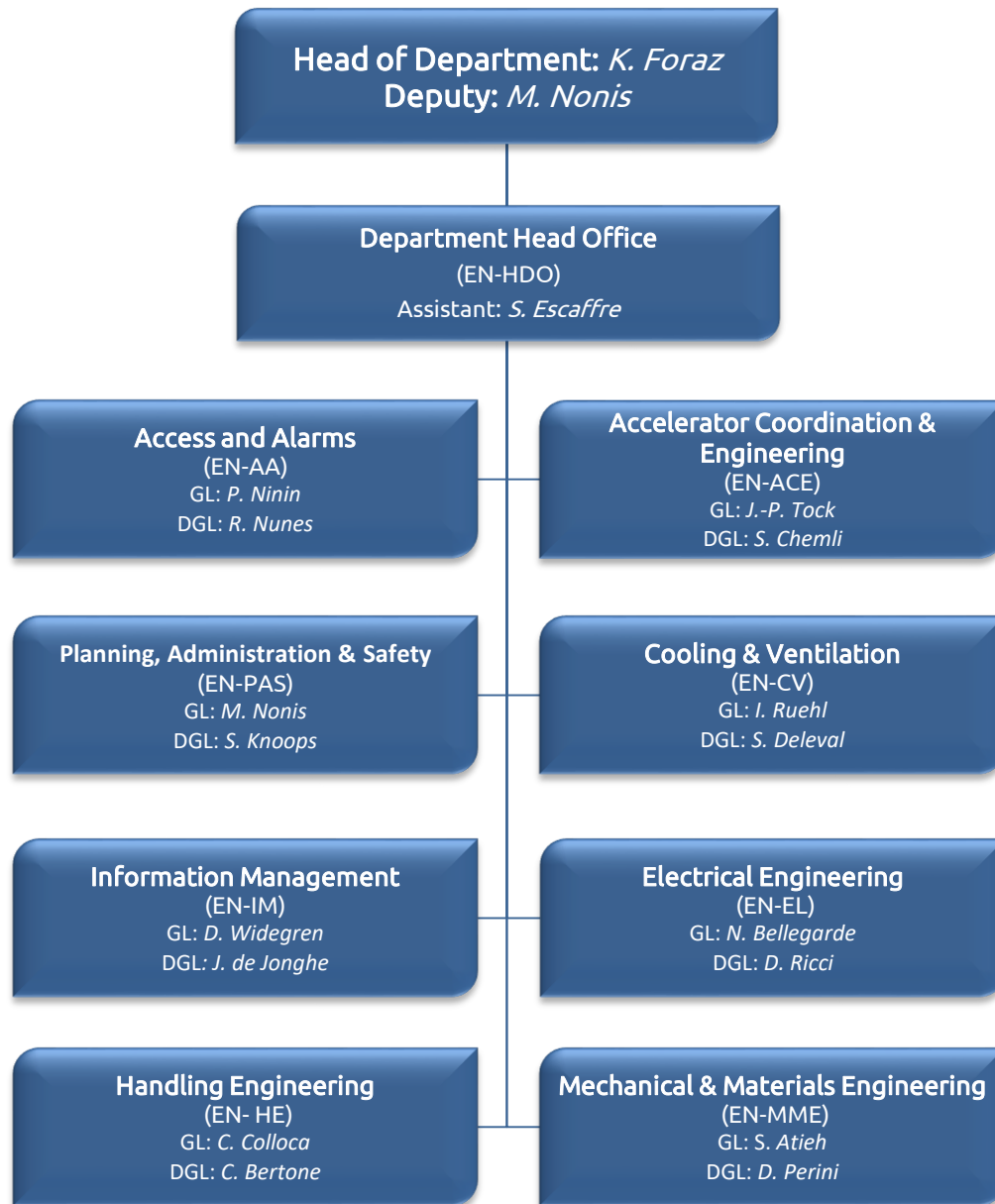
ENGINEERING  
DEPARTMENT

Thank you / Merci

BACK UP SLIDES

# EN Department

- Operation
  - Infrastructure
  - Accelerators
- Projects
  - Consolidation
  - Upgrades
  - New facilities
  - Design & Manufacturing
- Studies



# Insurance

*If needed*

MPE  
MPAt

Other  
MPA



**CHIS**  
CERN Health  
Insurance Scheme

**Allianz**   
Partners Healthcare  
for CERN MPA



 <http://cern.ch/usersoffice>

# STAFF, FELL

- Are automatically affiliated: STAFF and FELLOW.
- When: as of the 1st day of contract.
- Family members: family members of STAFF and FELLOW are automatically affiliated to the CHIS on a compulsory basis.
- Fill in a [CHIS – Spouse Health Insurance and Professional Income Declaration \(SHIPID\)](#) to declare the health situation of your spouse. An employment attestation is available on HRT:  
<https://hrt.cern.ch/hrt/EmploymentAttestation>

Membership to the CERN health insurance scheme (CHIS) is compulsory. CERN pays 7.83% of the monthly remuneration and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting [uniga.assurances@cern.ch](mailto:uniga.assurances@cern.ch).

# *ADMIN, DOCT, SUMM, TECH*

- Are automatically affiliated if they are not covered by LAMal: ADMIN, DOCT, SUMM and TECH.
- When: as of the 1st day of contract.
- Family members: family members of ADMIN, DOCT, TECH and SUMM are automatically affiliated to the CHIS on a compulsory basis.
- An employment attestation is available on HRT:  
<https://hrt.cern.ch/hrt/EmploymentAttestation>

Membership to the CERN health insurance scheme (CHIS) is compulsory\*. CERN pays 7.83% of the monthly basic allowance and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting [uniqa.assurances@cern.ch](mailto:uniqa.assurances@cern.ch).

\* Unless the students are subject to compulsory health insurance in Switzerland (Lamal), in which case CERN shall nevertheless insure them against occupational illnesses and accidents. The students concerned should submit their Lamal insurance certificate to the HR programme coordinator.