Users’ Office News

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ACCU 13\textsuperscript{th} June 2007
Users’ Office personnel

• Office personnel now reduced complement, unlikely to change this year:
  – 3 registration staff full time
  – One registration staff ½ time
  – 2 registration staff at 25%
  – One ½ time web and documents manager
How to reduce the impact on the Users?

• Users must fill in their registration forms completely and correctly
  – Team Leaders must ensure that forms and documents are in order BEFORE signing!!

• Checklist by EDH to allow remote contract extension

• PRT for institutes to pre-register Users before arriving at CERN
Team Leader appointments

• Team leaders who had not been officially appointed by their institutes were asked to have their appointments confirmed in January
• All recently appointed Team Leaders (since 2006) are already asked to sign this form
• **452 Team Leaders have still to sign**
• Will follow up in the autumn

14/06/2007
Contract renewal by EDH

• Have worked on this for last 6 weeks
• EDH document soon generally available
• Will ask selected people to test first
• Not ideal time for introduction as overloaded in UO during summer
• Demo

Pre-Registration Tool (PRT)

- There has been a little progress since the March ACCU
- The person working on this should have a pilot version in place by time he leaves at the end of June