Users’ Office News

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ACCU 5th December 2007
Contract renewal by EDH

- EDH document is now available (UCL)
  - Had handled 67 up to Monday, 45 requests received since
- Now mentioned in the 28-day e-mail warning
- Link on the Users’ Office web site
- Not on EDH desktop
- Main problems
  - Users don’t remember EDH login and authorisation passwords
  - They forget to send the document
  - They don’t attach required documents

Phase 2 in January
Pre-Registration Tool (PRT)

- A prototype for testing should be available to the Users’ Office next week
Validity period of Swiss AF

• Received written agreement to the official request to extend the validity of the Swiss AF to a maximum of 2 years instead of 1
• Was put into action on Wednesday, September 26th
• Will see the benefit in one year
New format Swiss AF Card

• Will be implemented after electronic document submission introduced
  – A pilot will start next Spring
  – Will last 3 to 4 months

• Unlikely to be implemented before end 2008
French cards from MAE

• The Ministry of Foreign Affairs has announced that as of now they will be very strict with users who do not return their cards at the end of their contract:
  – They will be considered as illegal immigrants if subject to visa restrictions
  – the MAE will NOT issue another document if the user requests one in the future
Access to the site

- A user **without a valid CERN access card** must get a one-day visitor pass from reception in building 33 (which requires a guarantor on site to vouch for them)
  - Must arrive during reception opening hours (08:00 to 18:00)
  - or
  - Organise a visitor card in advance

- The guards will **confiscate expired cards** at the entrance to the site
Team Leader appointments

• E-mail sent to Team Leaders who have not been officially appointed in November (~900 to sign)

• Why is official appointment necessary?
  – TLs need to be aware of responsibilities (some clearly are not)
  – Institutes need to be aware and agree
  – Need sample signatures of TLs and DTLs

• Nomination form updated to stress TLs responsibilities with regard to safety
Team Leader appointments (2)

• Deadline to complete the forms is mid-January
• Teams will be closed if no Team Leader nominated
• Team Leaders are at last reacting!!
• LHCb have done an excellent job in ensuring that all Team Leaders are nominated
Users’ Office Web site

• Clarified when a Protocol d’accueil is needed
  – for visa purposes
  – to allow users to work on French territory

• Feedback is welcome!
Number of CERN Users

Evolution of number of Users

04/12/2007
Other

• The Computer User Registration Form will be electronic only from January 2008
• New site to manage CERN computer accounts [https://cern.ch/cernaccount/](https://cern.ch/cernaccount/)