

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:

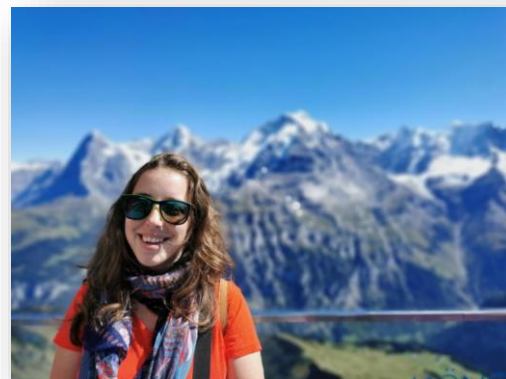
Louisa Catherall



73621

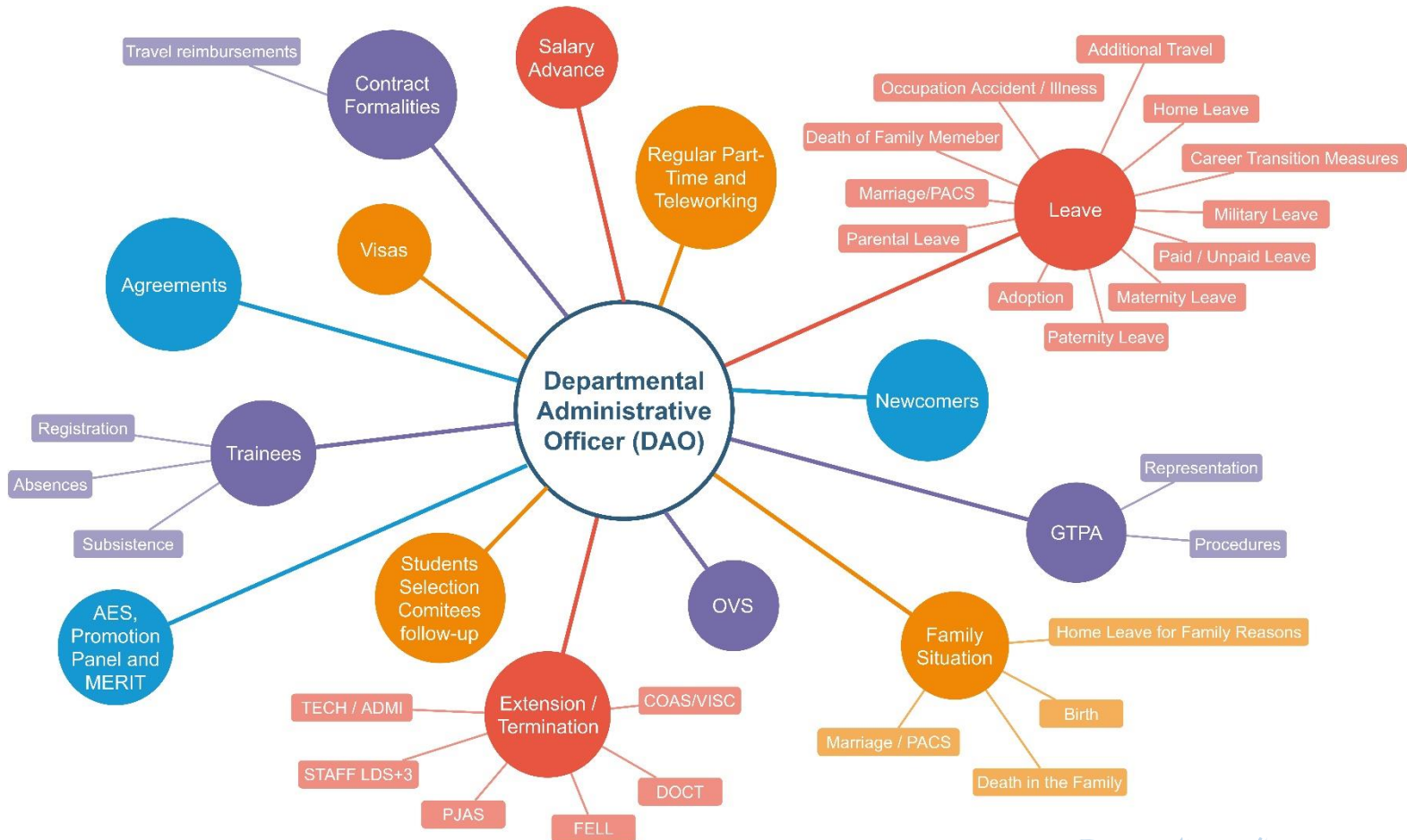


35/1-009



en.dep.dao@cern.ch

Main activities of the DAO Office



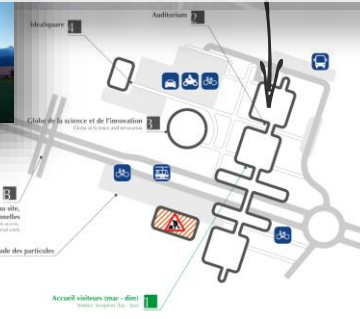
en-dao.web.cern.ch

Meyrin Site

Building 54
EN Dept. HQ
EN-DHO

Globe

Portail de la Science



Building 55

Building 33

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

Your office

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

EN Logistics



Laurent → 62808

Marie-Christine → 63230



en.dep.facilities@cern.ch

Your computer

- Purchase
- Installation
- Troubleshooting
- Advice
- Inventory

EN Desktop



ATS-Desktop@cern.ch



Gaëtan → 169807

Jérôme → 160077

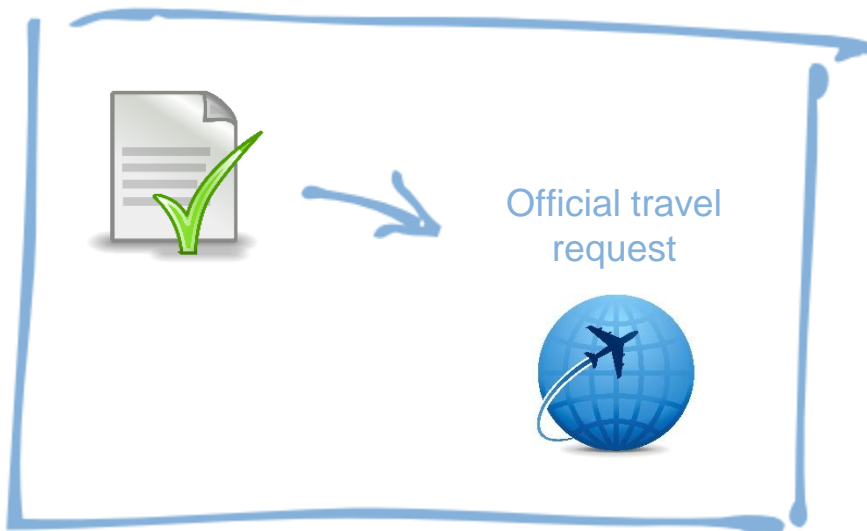
Your official travels

- Duty Travel Request
(Conferences, firm visits)

EN Travels



en-dep.travels@cern.ch



Marie-Christine → 63230

Or your GAO (in the absence of Marie-Christine)

Other support services



CERN General Support
service-desk@cern.ch



Printer Support
printer.support@cern.ch



CAD (CATIA SmarTeam) Support
catia.support@cern.ch



CAE Workstation Support
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”



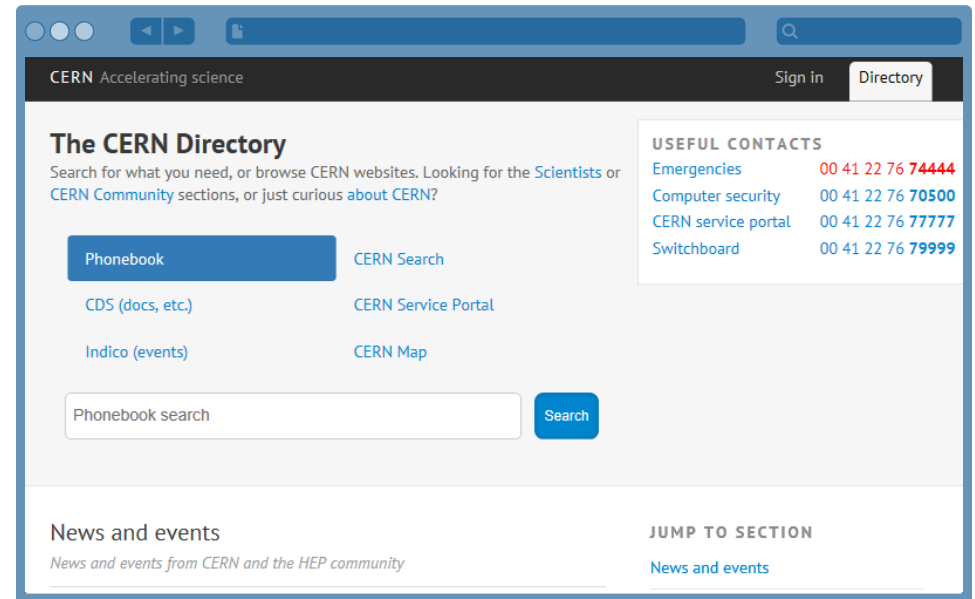
Permitted, but in compliance with CERN computing rules
Operational Circular No. 5

<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 1st day of contract)

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

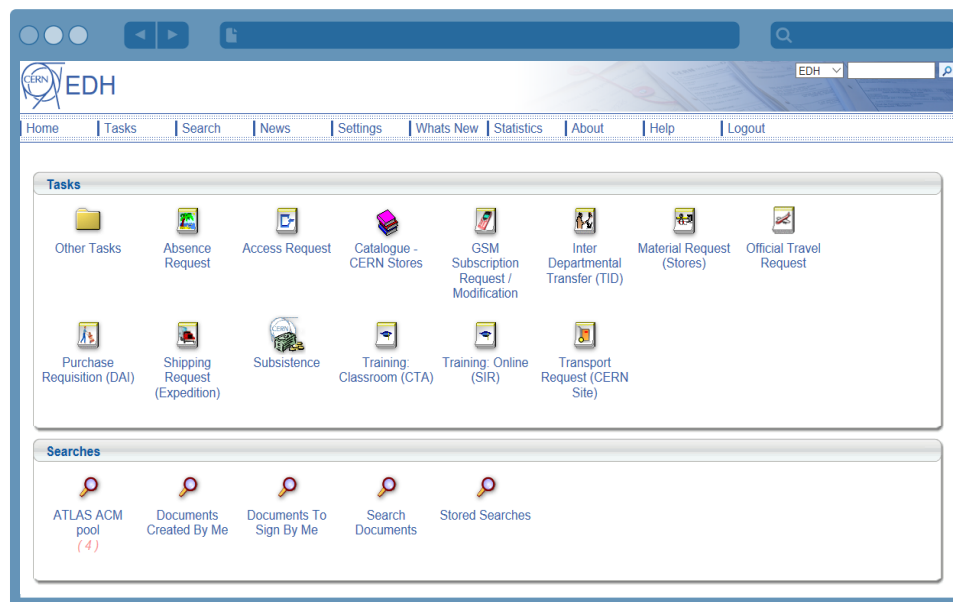
Check other mandatory courses per status [here!](#)



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

Leaves → Absence Request in EDH

Annual Leaves

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



Your DAO

Special Leaves

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

Working Hours and Days

Working Days:

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

Public Holidays

- Friday, 7 April (Good Friday)
- Monday, 10 April (Easter Monday)
- Monday, 1 May
- Thursday, 18 May (Ascension day)
- Monday, 29 May (Whit Monday)
- Thursday, 7 September ("*Jeûne Genevois*")

CERN closes for two weeks at the end of the year

Saturday 23 December 2023 until Sunday 7 January 2024 inclusive
(without deduction of annual leave)

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 

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)	→	Melat Haile	en.aa.sec@cern.ch
✓	Accelerator Coordination & Engineering (ACE)	→	Sandra Benoît-Godet	sandra.benoit@cern.ch
✓	Cooling & Ventilation (CV)	→	Louisa Catherall	en-dep-cv-secretariat@cern.ch
✓	Electrical Engineering (EL)	→	Leslie Falcon	en-dep-el-secretariat@cern.ch
✓	Handling Engineering (HE)	→	Justine Lacousse	justine.lacousse@cern.ch
✓	Information Management (IM)	→	Sandra Benoît-Godet	sandra.benoit@cern.ch
✓	Mechanical & Materials Engineering (MME)	→	Galina Jaouni	mme.sec@cern.ch
✓	Planning, Administration & Safety (PAS)	→	Justine Lacousse	Justine.lacousse@cern.ch

What shall I do next?

- ✓ Permanent access card →  building 55
- ✓ Bank account → IBAN starting with CH
→ EDH → Bank Details
+  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	en.dep.dao@cern.ch
✓	Absences, administrative matters	→	GAO	<i>individual</i>
✓	Official travels	→	Travel Coordinators	en-dep.travels@cern.ch
✓	Pension Fund	→	CERN Pension Fund	pension-benefits@cern.ch
✓	Computer troubleshooting	→	EN Computing Support	ATS-Desktop@cern.ch

Useful links

CERN Campus App today

https://backend.pocketcampus.org/get_app.php?app=pccern

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>

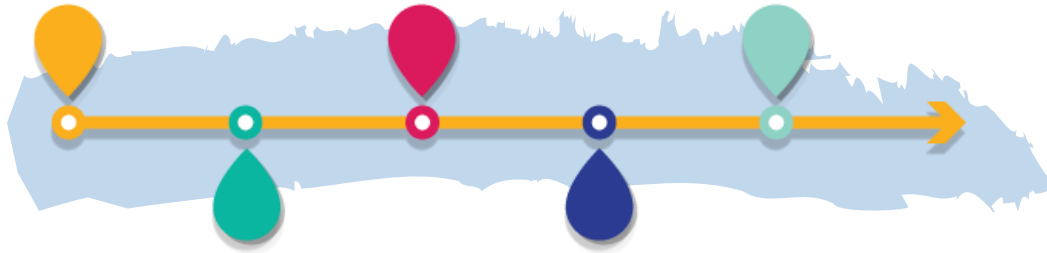
CERN Phonebook:

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

Maps:

<http://maps.cern.ch>

Newcomers Tasks Timeline



FAQ



To be found at Indico...



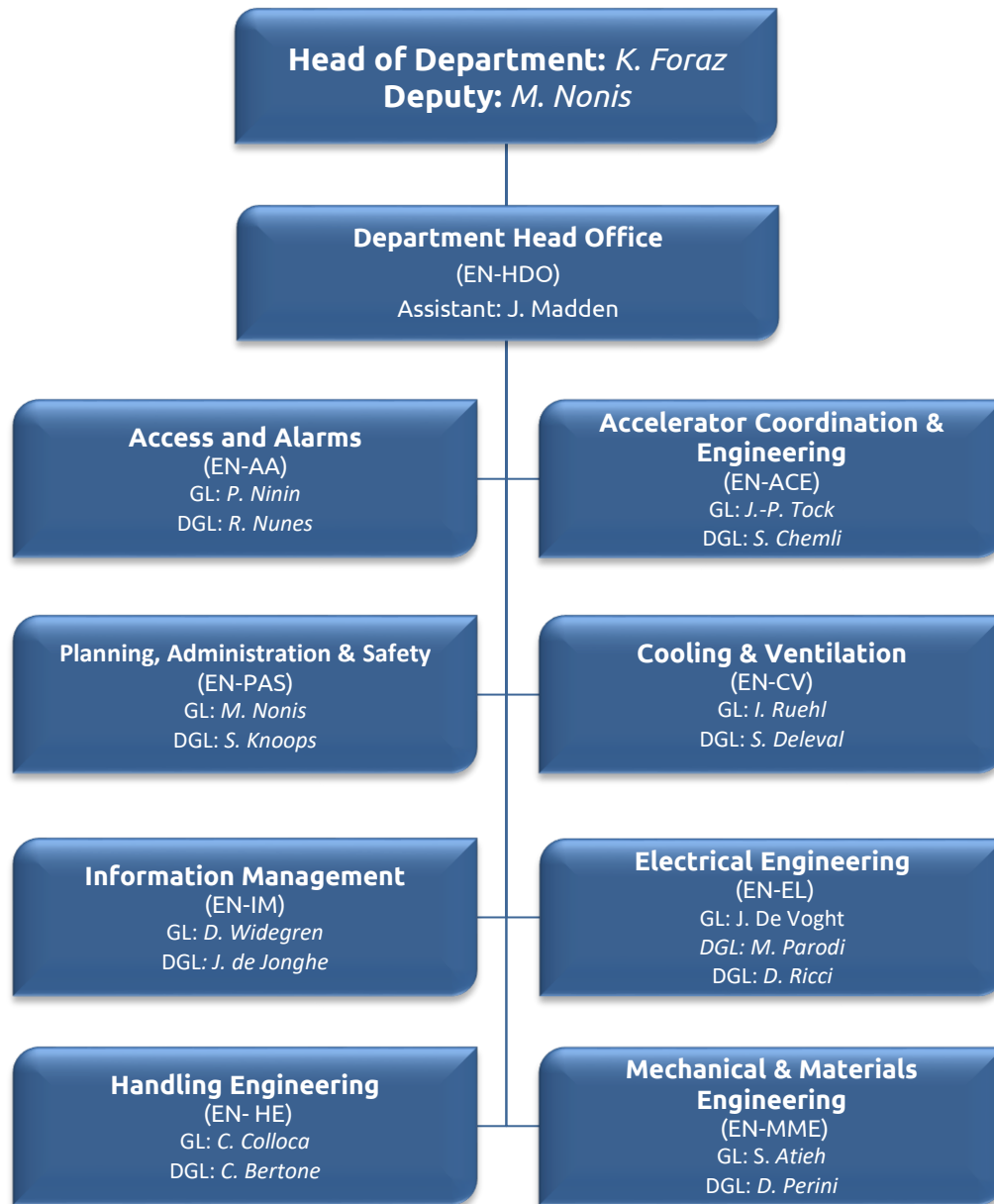
ENGINEERING
DEPARTMENT

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, GRADs

- 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.

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.

* 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.