Users’ Office News

Communications

PRT – The new Pre Registration Tool

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Team Leader Signatures

- The **Team Leaders are nominated by the institute** and **carry the responsibility** for the **correctness of the data provided** in the registration form for members of their team.

- Data: contract with institute, insurance, dates, financial support, percentage of assignment, documents

- But: Team leaders are not always at CERN

- The Users Office (UO) experiences an **increasing number of cases** where **team leaders do not fulfil their duties**:
  - Sign **blank registration** form
  - Distribute signed blank **copies** of the form
  - -> **data are not checked and thus not reliable**

- **Risk:**
  - consequences in the relation with the host states and the privileges they grant to the Users
Signature types

- **Original signature**
  - Obligatory in principle on a registration document

- **Digital signature**
  - *Paper copies or electronic copies of signatures*
  - In *exceptional cases*, the UO accepts a digital signature if the document is sent to the User and the UO by the signature holder (fax, email)
  - Significant overhead in communication and not a general solution for ~10000 Users

- **Electronic signature**
  - For prolongation of contract via EDH
  - Not possible via EDH for 1st registration
    - Computing account and EDH access granted only once a person is registered

=> need for New Tool
Termination of Contracts

- At termination of contract, Users have the obligation to return their respective Swiss and French residence permit cards (granted if contract > 50%)

- These cards are the property of the host states Switzerland and France

- Only ~ 30 % of the cards are returned

- Risk:
  - consequences in the relation with the host states Switzerland and France and the privileges they grant to the Users
PRT – Pre Registration Tool

What:

- 1st step of the registration procedure for a new user
- An electronic Web based form to prepare the registration for new users

Developers:

*Many thanks to François Briard and his section GS-AIS-HR with the main developer ADA Metola*

Status:

- Currently being tested by the Users Office
- Will go in field test this month
- Available to Team Leaders and institutes towards the end of the year
PRT – Pre Registration Tool

Why:

- **Efficiency** for Users and for User’s Office
  - Document preparation, collection and verification before arrival
  - Avoid multiple visits of a User at the Users Office due to missing items

- **Convenience** for Team Leader
  - Team Leader can sign without the need to be physically present

- **Increased reliability** of the signature
The PRT Form – example 1/2

Features

- Multi-lingual
  English and French
- Role based access permissions
  • Roles: TL, Secretariat, Users Office
- Includes numerous automatic checks
- Smart forms
- Automatic email notification
- Reminders: i.e. attach documents
- Allows saving data in an intermediate state
The PRT Form – example 1/2

Who:

- Team Leaders: fill the form & sign
- Team Leader can delegate the access right to fill a form
  - typically the secretary of the institute
  - NOT the future User
- The right to sign the form can NOT be delegated
- Need for a CERN account

Note:
Open web access would lead to uncontrolled flooding of the service
Work Flow diagram

- Pre Registration at the home institute

Diagrams from PRT documentation – GS-AIS-HR
Work Flow diagram

- When arriving at CERN

- At any time

*Diagrams from PRT documentation – GS-AIS-HR*
Summary

- Team leaders are reminded of their responsibility for
  - checking ALL the data on a registration form before signing
  - Requesting their team members to return residence documents

- The PRT tool is in the final test phase
  - Release is planned before the end of this year