



Welcome @ CERN



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Welcome

Florence Licci-Ounnough

HR Department,
Talent Acquisition Group

Bienvenue

Barbara Binder

HR Department,
Talent Acquisition Group

Bienvenue Welcome

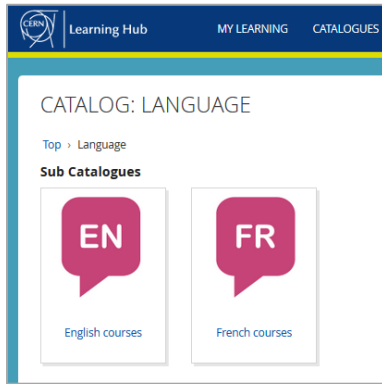
James PURVIS

Chef du département des ressources humaines
Head, Human Resources Department



Link to [video on Indico](#)

Logistics - language



Different levels, different formulas

- classroom on site
- virtual classroom (online)
- blended (mix)
- self-study with online platform

→ Learning Hub

Tandem

→ link

Find a partner
to practice speaking
each other's language



Logistics - slides



Available at any time

direct link : <https://indico.cern.ch/category/10150/>

Emergency Procedure d'Urgence



When the alarm sounds
Lorsque le signal d'évacuation retentit



Evacuate immediately
Évacuez immédiatement



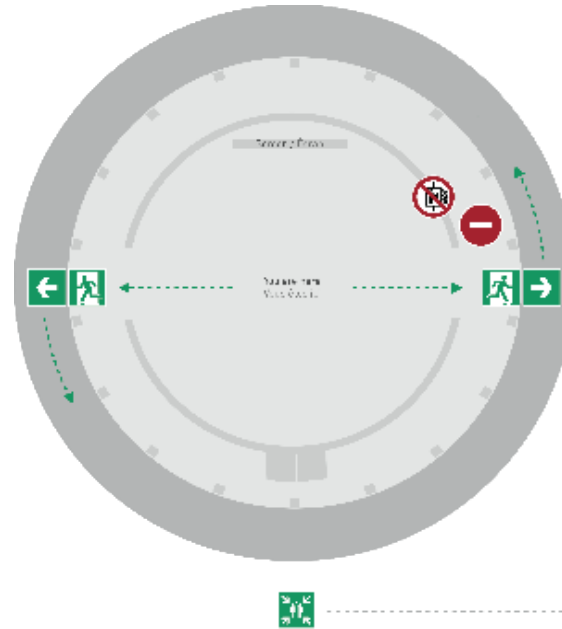
Don't use the lift
N'utilisez pas l'ascenseur



Follow the signs
Suivez le balisage



Go to assembly point
Rendez-vous au point de rassemblement



74444



Escape routes
Voies d'évacuation



Fire hose
Lance d'incendie



Extinguisher
Extincteur



Assembly point
Point de rassemblement

Programme of the morning

- 08.50 Quiz – Part 1 : **CERN as organization**
- 09.15 Group photo, coffee break and networking
- 09.55 Quiz – Part 2 : **Daily life at CERN**
- 10.25 Meet colleagues from your department
Transfer to department
- 11.00 Welcome in your department

Also Tuesday 4 Feb & Wednesday 5 Feb



TUESDAY 4 FEBRUARY

13:30 → 14:00 Computer Security Awareness 30m Zoom **Join**

Speaker: Stefan Lueders (CERN)

[CERN Computer Se...](#) [CERN Computer Se...](#) [Website Computer ...](#)

WEDNESDAY 5 FEBRUARY

11:00 → 11:30 CERN Health Insurance Scheme (CHIS) 30m Zoom **Join**

Only for members of CHIS (= recruited as staff, fellow/graduate or technical/doctoral/administrative student)
Presentation of the Scheme and possibility to ask general questions

Speakers: Rebecca Wood (CERN), Sandrine Baudat (CERN)

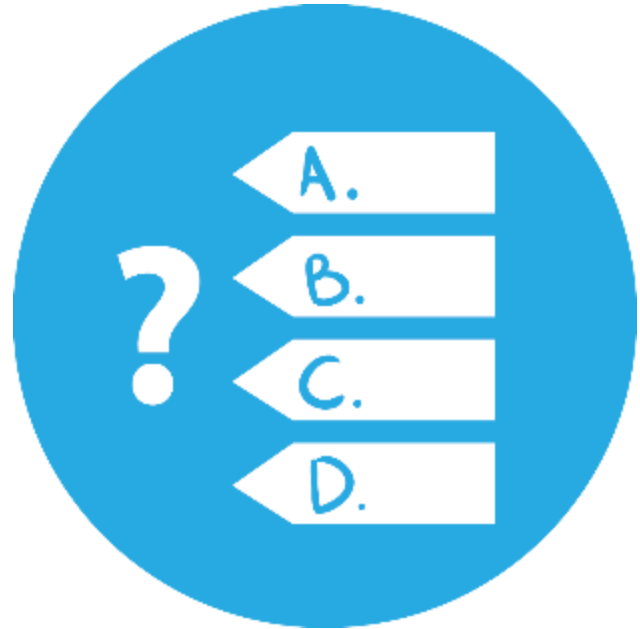
[CHIS_Onboarding_2...](#) [CHIS_Onboarding_2...](#) [CHIS website](#)

11:35 → 12:05 Q&A about Swiss and French legitimization cards 30m Zoom **Join**

Speakers: Anne-Sophie Verbrugghen (CERN), Donia Grandclaude (CERN), Maria Quintas Rodriguez (CERN)

[1- EDH French Card ...](#) [2- Help page for Fre...](#) [3- Check list for Fre...](#) [WELCOME Session ...](#) [WELCOME Session ...](#)

Ready to learn
more about CERN
via a quiz ?



CERN Phonebook

🔍 Sara Krige

Building 5,
1st floor
office 028

R = ground floor (rez de chaussee)
S = basement (sous-sol)

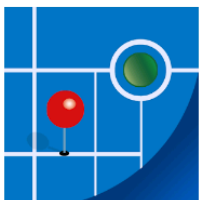
Sara KRIGE HR-PXE

@ sara.eleonore.krige@cern.ch

☎ 6555

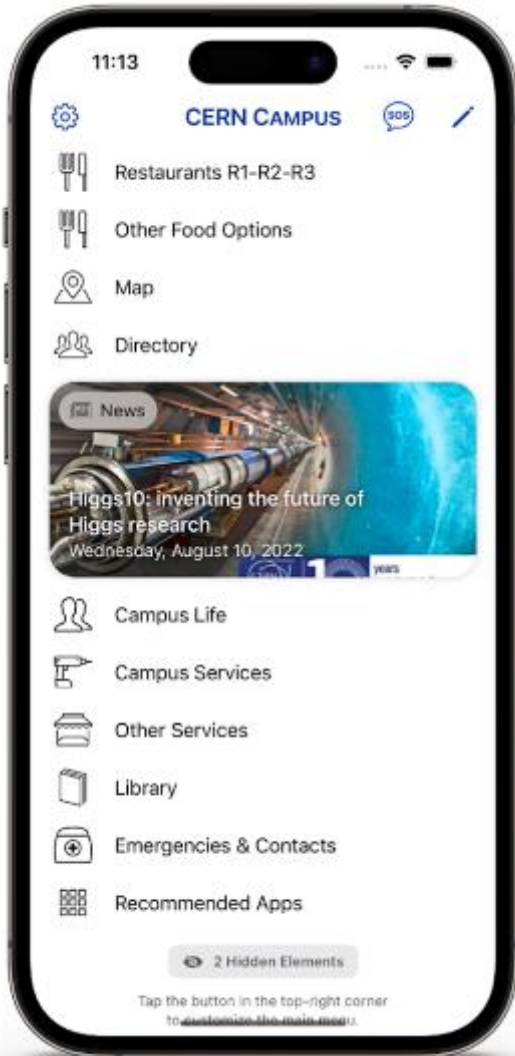
📍 5/1-028

📄 C08500



MapCERN





New CERN Campus app

centralizes all your most important
campus services in one place





© CERN Photo

<https://visit.cern/globe>



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CERN MoP
~16 950

Contractors
> 4 500



Employed MPE
~ 3 560

Associated MPA
~ 13 400

Staff
~ 2 660

Fellows/
Graduates
~ 900

Users
~ 11 900

Associates
~ 950

Students
~ 540



Revenues 2022

Member State contributions

Associate Member State contributions

Special contributions

(to HL-LHC, specific experiments, from EU)

Other

(e.g. knowledge transfer, donations, ...)

84 %

2 %

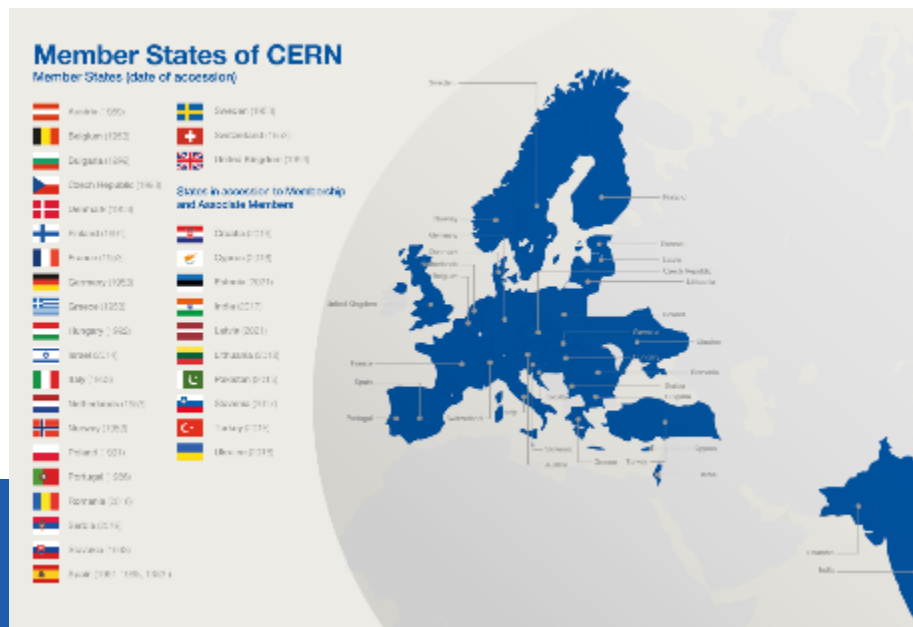
3.7%

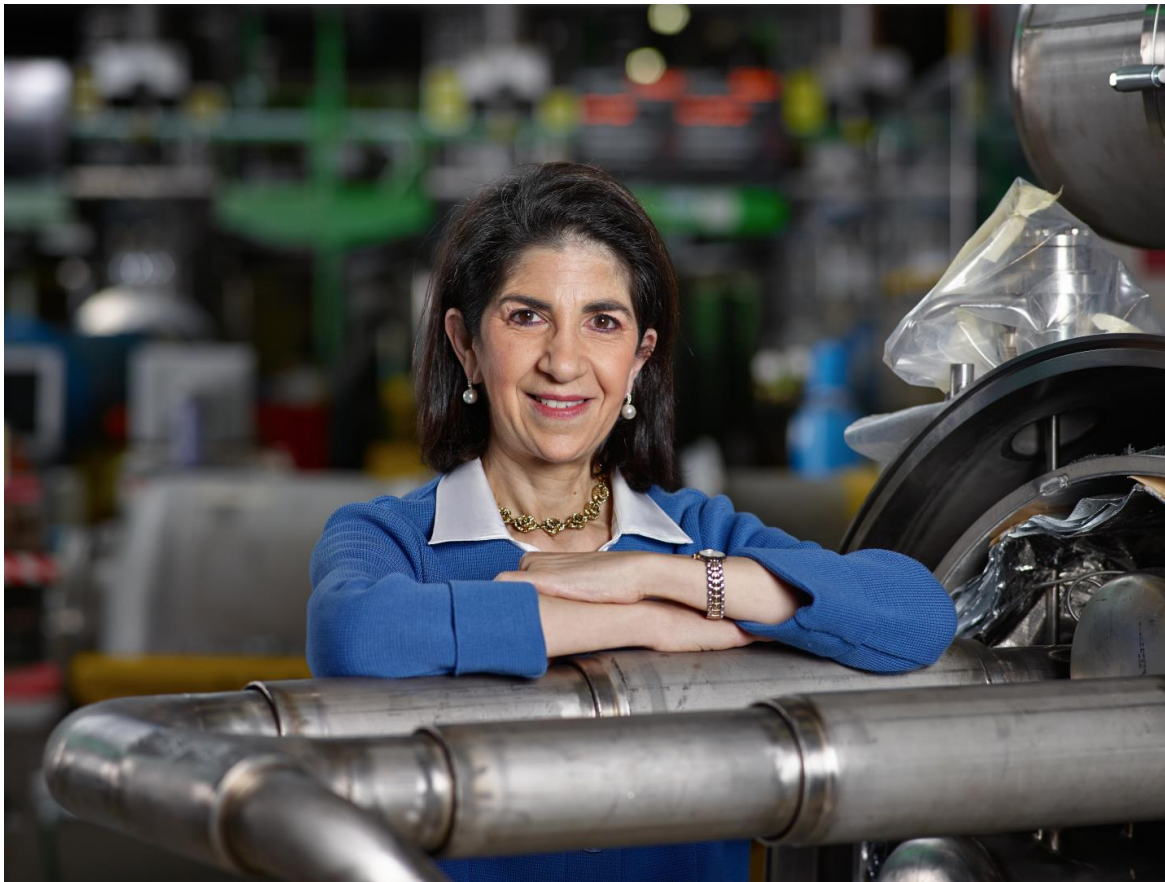
10 %

Principle =

proportional to Gross National Income

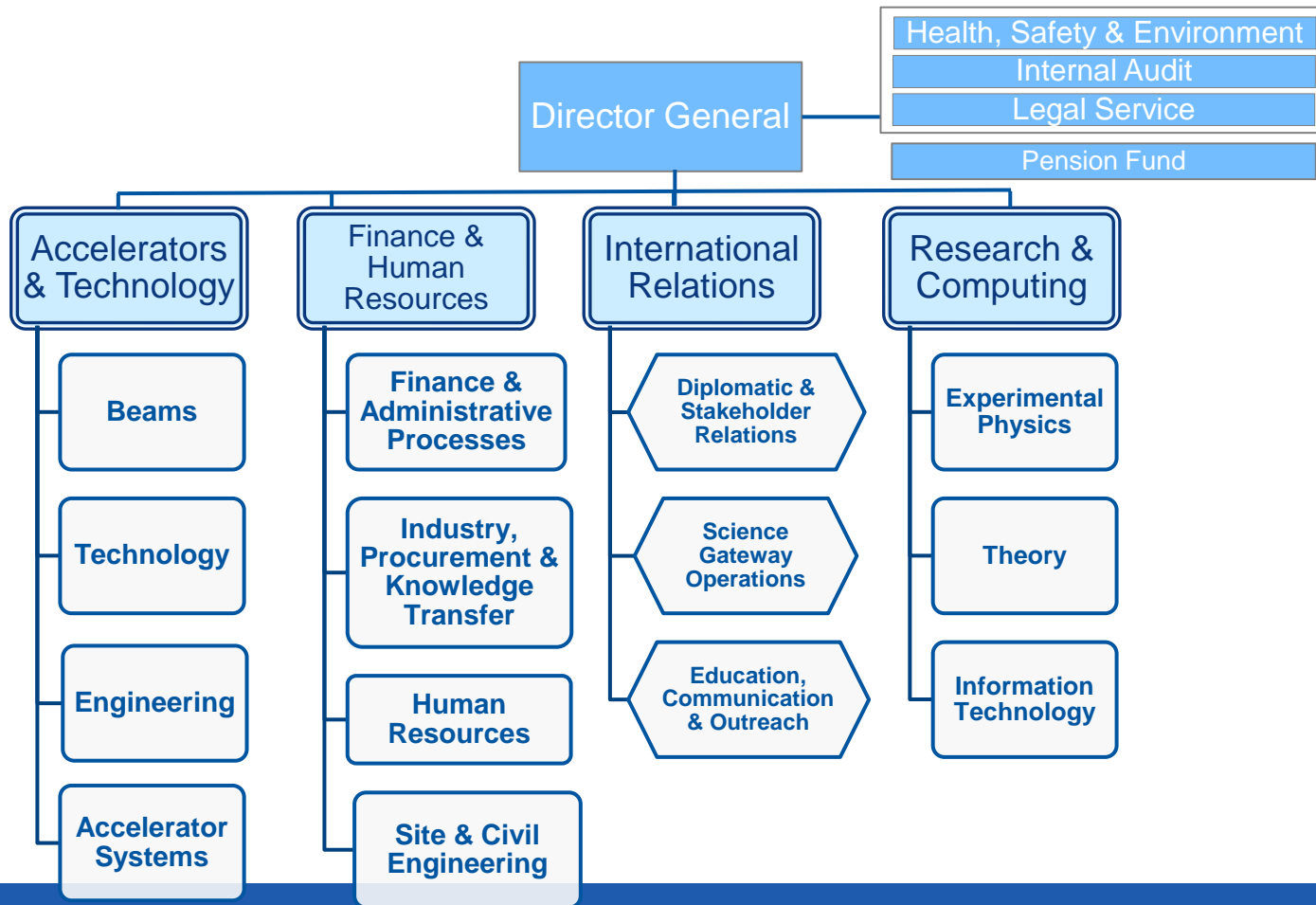
→ equal effort for every country





[Link to biography](#)

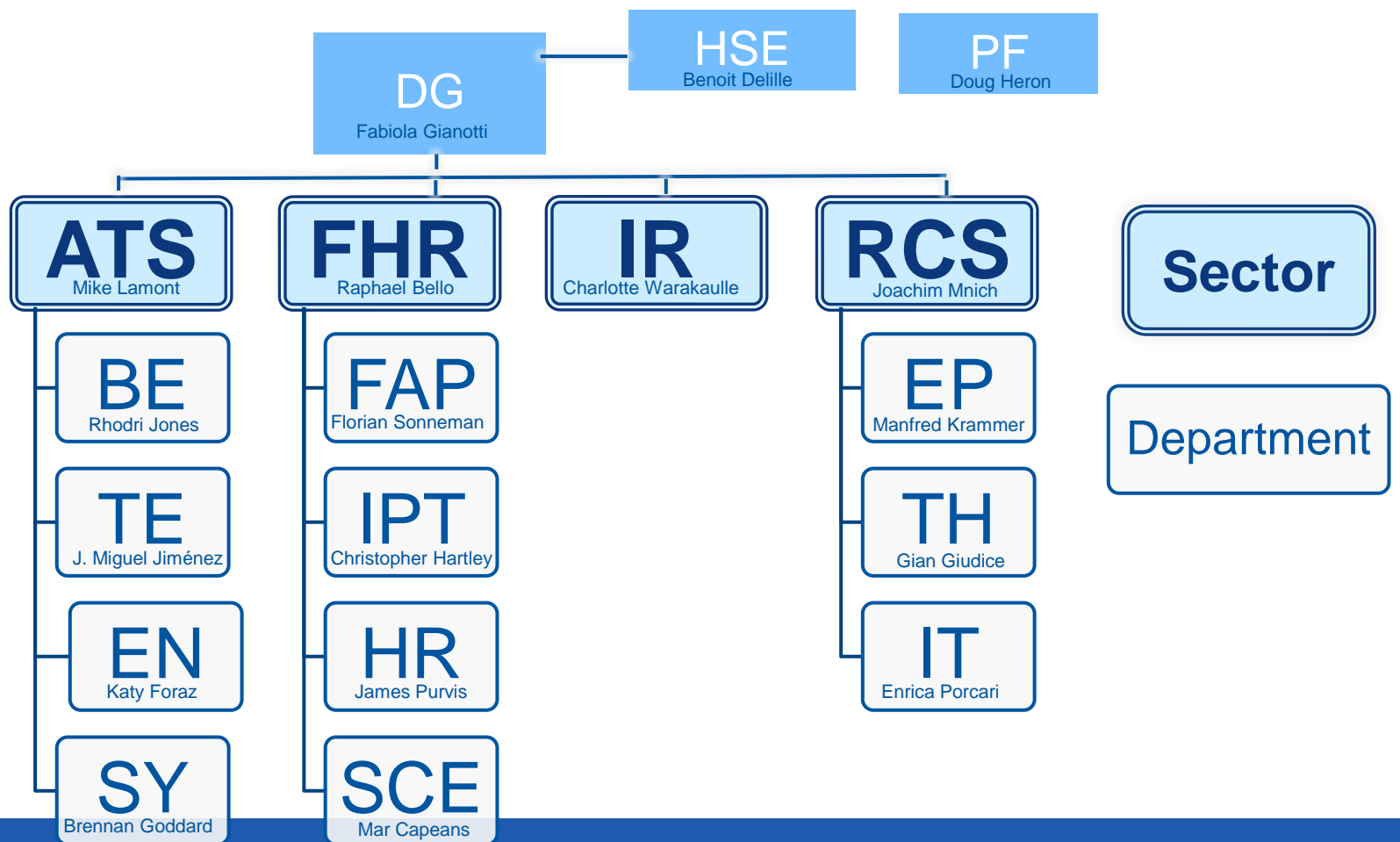
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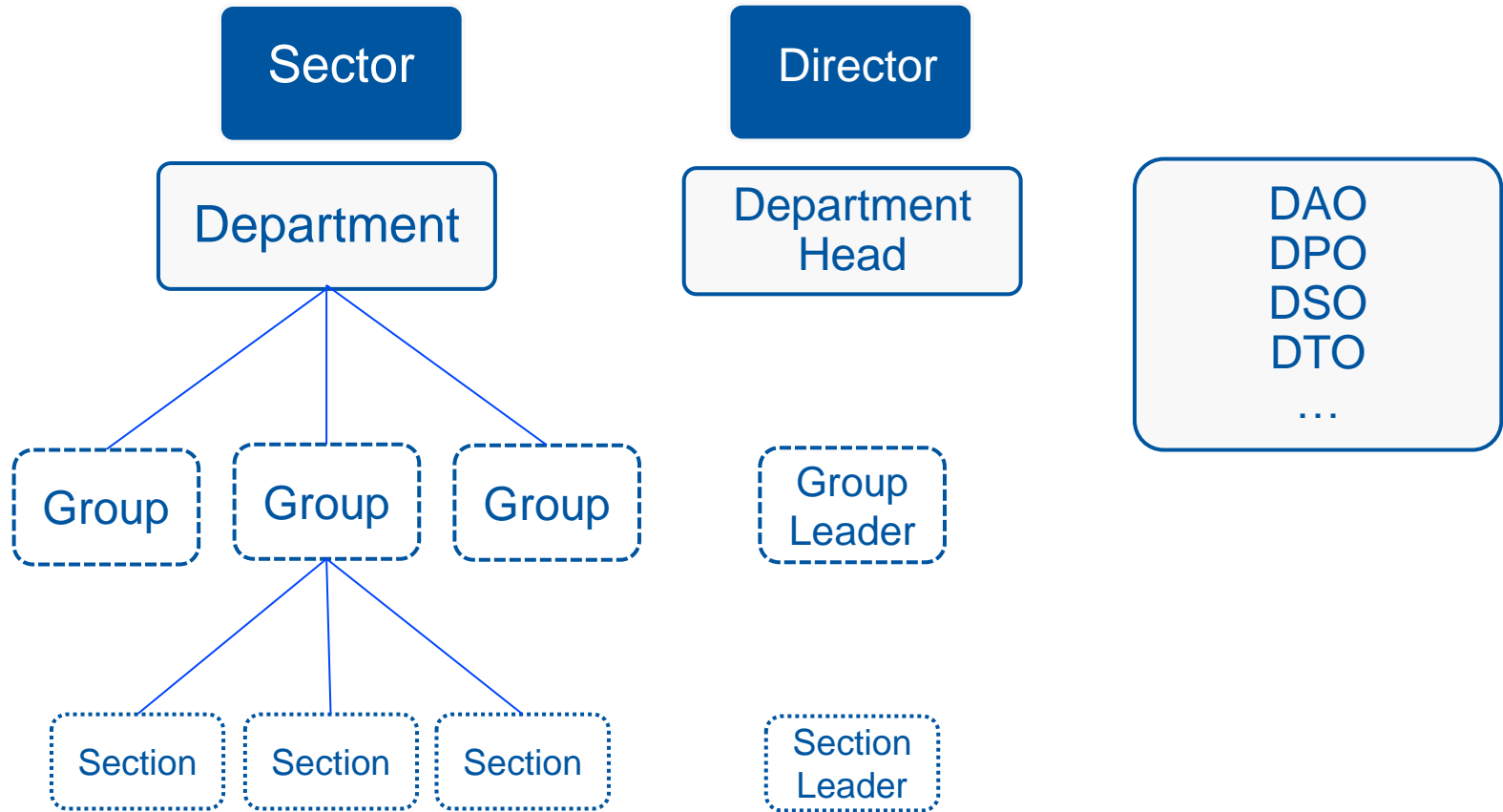


Sector

Department

Group





Working at CERN when Nobel prize

- 1992 : Georges Charpak
- 1988 : Carlo Rubbia & Simon van der Meer
- 1984 : Jack Steinberger (with Lederman and Schwartz)

Working at CERN after Nobel prize

- 1952 : Felix Bloch
- 1976 : Sam Ting

Nobel prize thanks to discoveries at CERN

- 2013 : Peter Higgs & Francois Englert

Welcome to HR-PXE colleagues

Opportunity to ask questions during coffee break

- ❖ Collective induction session *by type of contract*
 - Graduates (Origin, Quest, ...)
 - Tech & Admin students
 - Doctoral students

} in the 2nd week
- ❖ Individually contacted by HRA : Staff

PXE

PEOPLE
EXPERIENCE
& ENGAGEMENT

YOUR HR TEAM

HR ADVISERS (STAFF MEMBERS) & HR COORDINATORS (GRADUATES & STUDENTS)

FOR ACCELERATORS (ATS, BE, EN, SY, TE)



Lore Taillieu
ATS (PXE Group Leader)



Sara Stappers
BE



Jenni Suutala
EN



Katharine Thomas-Chevreux
EN



Sabine McCarthy
TE



Sara Krige
SY



Jack Kenealy
ATS, TE, EN



Jan Snopko
BE, SY

FOR ADMINISTRATION & INTERNATIONAL RELATIONS (DG, FAP, HR, HSE, IPT, IR, PF, SCE)



Muriel Colson
DG, FAP, HR



Tom Humphreys
HSE, IPT



Lieven Vernimmen
IR, PF, SCE



Lenka Thomas-Bajbarova
HSE, IR, SCE, PF



Jenni Suutala
DG, FAP, HR, IPT

The People eXperience & Engagement (PXE) group is here to enable you, CERN's diverse and talented people, to perform at your best and to make the most of your CERN experience.

We offer customised support and advice at important milestones during your time at CERN.

FOR RESEARCH & COMPUTING (EP, IT, RCS, TH)



Stefano Fattori
EP



Benjamin Salignat
TH, RCS



Ingrid Haug
TH, Marie Curie



Nick Williams
IT, RCS



Hélène Tercier
IT



Claudia Passeri
TH, RCS



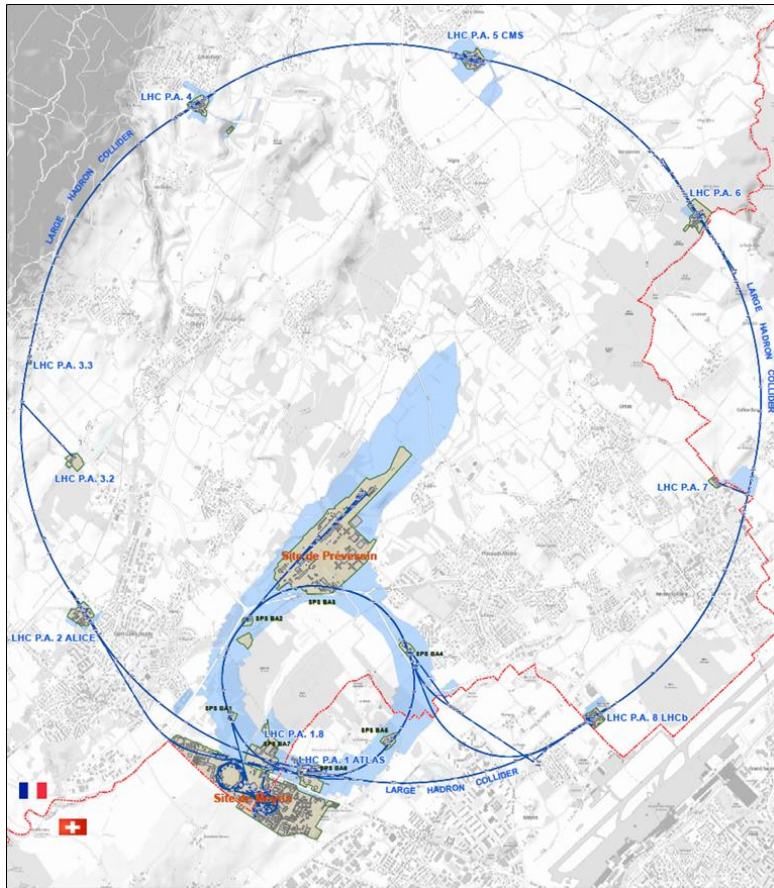
Time for a group photo !



Quiz part 2

Daily life at CERN





625 ha

fenced : 220



515 ha



110 ha



... **700+** buildings
accounting for
500.000 m²



5 900 parking spots



30 km
roads



101 ha
green
spaces

CERN access card

CERN access card





CERN Community Support Centre
building 33- Meyrin site,

7.00 am to 6.30 pm, Monday to Friday

- vehicle registration
- biometrics registration

<https://sce-dep.web.cern.ch/security/access>



<u>Gates</u>	<u>Days</u>				
Meyrin A	Mon-Fri	24/24		7-20	
Porte Jura Bldg 33		24/24			
Meyrin B (Main entrance)		24/24			
Meyrin C	Mon-Fri	24/24		7-20	
Meyrin D (goods only)	Mon-Fri				08-12 13-16
Meyrin E (Only Authorised Personnel and contractors. Rules of Use)	Mon-Fri	In : 7-9.30 Out : 16.30-20			
Intersites tunnel (restrictions)	Mon-Fri			7-18	
Prevessin Main entrance		24/24			08-12 13-16
Prevessin Route du Maroc		24/24			
Prevessin Moulin des Ponts		24/24			

Restaurants

2 in Meyrin (resto 1 & 2)

1 in Preveessin (resto 3)

Cafeteria (snacks)

Building 13, 30, 40, 54, ...

[Click for more info](#)



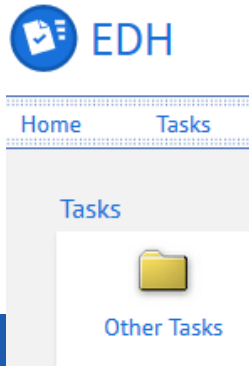
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CERN Car

Requires

CERN driving authorization :

- Valid driving licence
- OK Department Head



Private vehicle

- ✓ Not requiring registration
 - ✓ Bike, “trottinette”
 - ✓ Requiring registration
 - Must be registered in member state or EU country
 - “Tourist” cars only
- Not allowed :**
Scooter, moto, lorry, bus, ...

CERN Mobility Centre

Located next to Entrance A

Services offered

- ✓ Bike rental
- ✓ Car rental
- ✓ Car sharing
- ✓ Bike sharing
- ✓ Shuttles
- ✓

MOBILITY CENTER

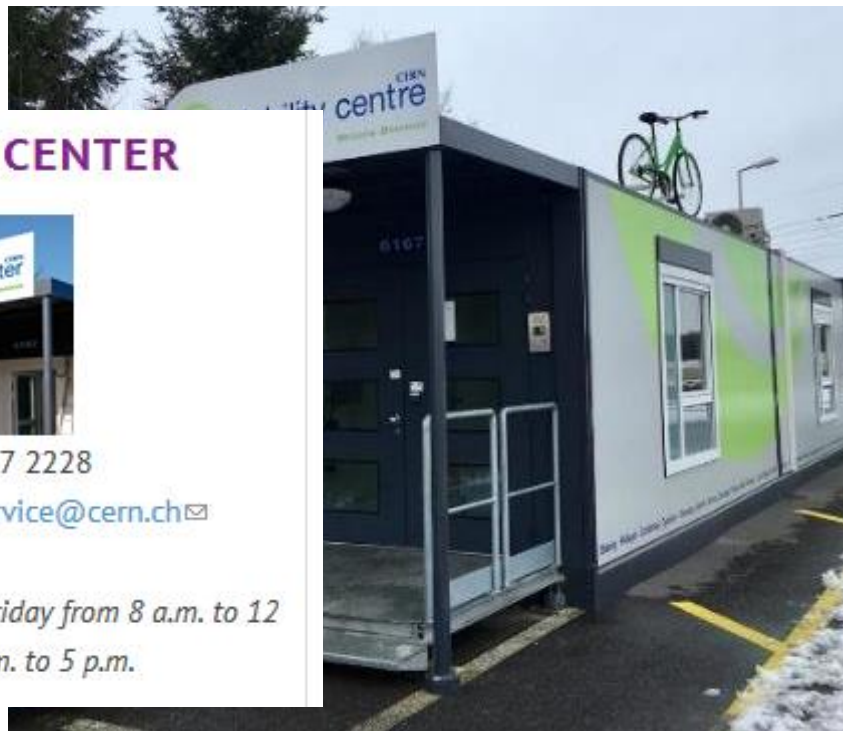


Phone: + 41 22 767 2228

Email: mobility.service@cern.ch✉

Location: 6167

Open Monday to Friday from 8 a.m. to 12 p.m. and from 1 p.m. to 5 p.m.



<https://sce-dep.web.cern.ch/campus-life/mobility>



Mobility apps



Car sharing

Bike sharing

glide.io

login with CERN SSO

www.mobility-parc.net/

login with CERN SSO





› Circuit 1 - Meyrin



› Circuit 2 - Prévessin via FH
Schumann



› Circuit 3 - LHC Shifts



› Circuit 5 - Prévessin

<https://sce-dep.web.cern.ch/cern-shuttle-service>



CERN Service Desk

 **Phone:** +41 22 76 77777

 **Email:** service-desk@cern.ch



How to get help at CERN

CERN Service Portal CERN Service Desk



CERN Service Portal



Services

Service overview in a glance



Online forms

Report an incident, submit a request



Knowledge articles

Find your answer!



Feedback

Your feedback matters!



<https://cern.ch/service-portal>

Accident on site – different cases

In all cases

Inform **supervisor**

In case of

- Injury
- Environmental hazard
- Disruption traffic
- 3rd party involved

CERN Fire & Rescue 74444
(+ 41 22 767 44 44)

+

Internal accident report (EDH)

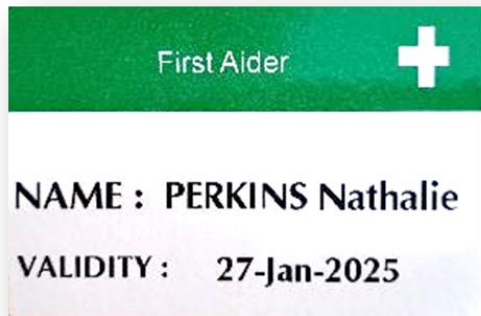
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European Union Car Accident form

CERN Fire and Rescue Service

assisted by local **First Aiders**

Find out who
are closest to
your office / usual work places



© CERN Photo



Safety starts with me!

Together we all contribute to ensure CERN is a safe place to work.



Think safe. Work safe. Move safe. Be safe.



Safety Always

Click on
the picture
to
download
the flyer

My contribution to Safety

I am informed

I know CERN's Safety Policy and applicable rules.
I am aware of potential hazards in my environment.

I am prepared

I understand prevention and protection measures and wear PPE if required.
I follow the necessary training.
I know emergency procedures, exits and assembly points.



I am ready

In case of emergency, I call +41 22 76 74444.
I attend Life Saving Actions Training.



I am mindful

I recognize safety signs and comply with them.
I take part in workplace safety.

I am responsible

I report incidents and near-misses.
I integrate lessons learnt.



I am open

I speak up about my concerns.
I share about safety with my colleagues, supervisor and safety officers.

Essential rules for my personal safety



I stop,
I think,
I act.



I don't know,
I don't touch.



I stay alert and
check my
surroundings.



I respect
access
restrictions.

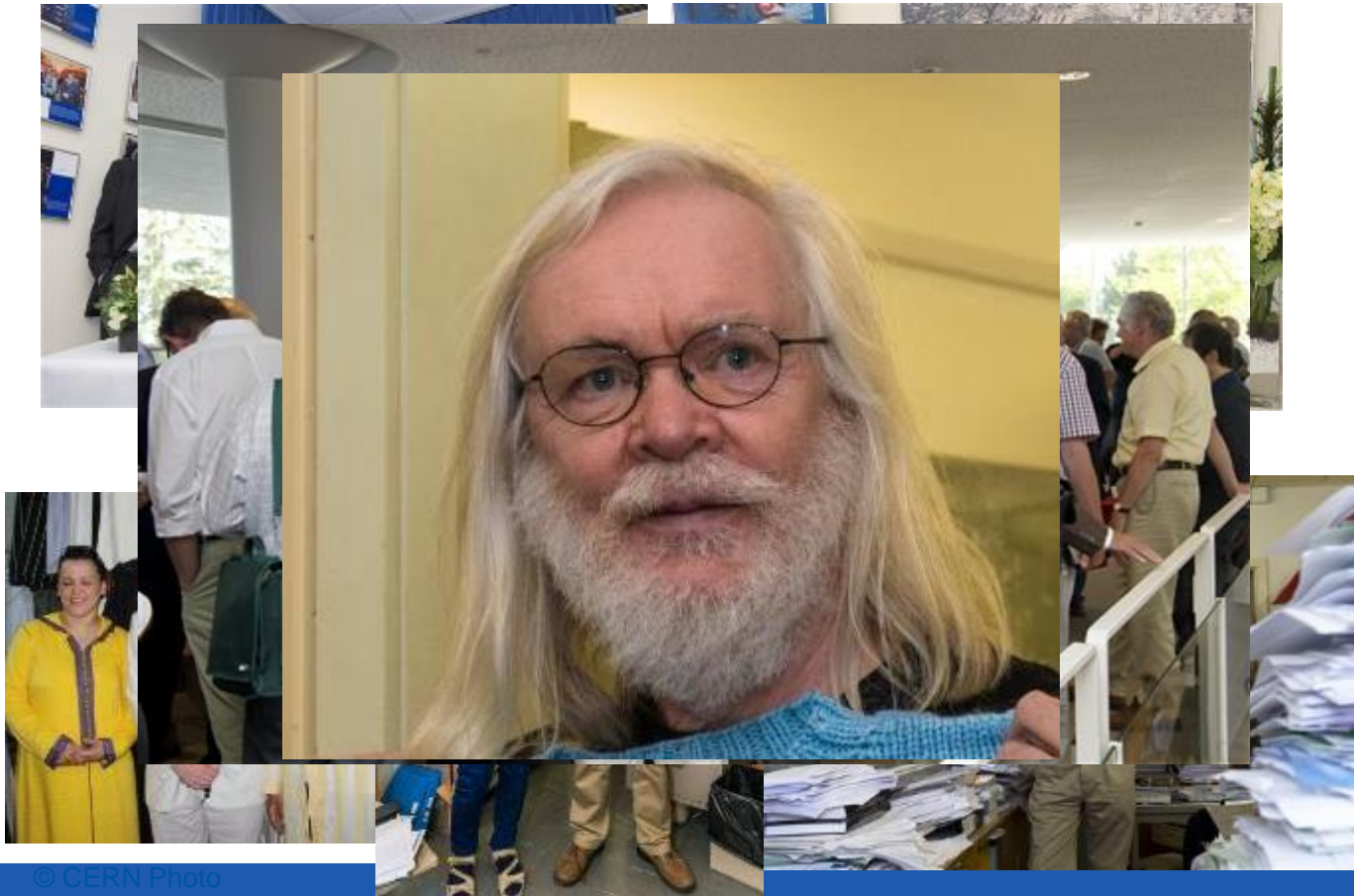


Staff Association

- Defends all personnel on a collective and on an individual basis
Become member : [Website](#)



Network of people who work(ed) at CERN
Become member : [Website](#)


















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Code of Conduct



[Link to Code of Conduct](#)

Conduct/Misconduct: Ethics at CERN

 › CERN's Values and Code of conduct	 › Staff Rules & Regulations : Conduct	 › Anti-Harassment Policy
 › Anti-Fraud Policy	 › Conflict of Interest Policy	 › Guidelines for disclosure of conflict of interest
 › Guidelines for gifts, favours and hospitality	 › External activities of employed members of personnel	 › Disciplinary response
 › Learning courses and awareness materials	 › Operational management	 › Key documents
 › Key terms from A to Z	 › Need help, support and/or potential resolution ?	 › Wish to report alleged misconduct to CERN?

<https://hr.web.cern.ch/ethics>

CERN tools



Phone (audio only) : CERNphone

- Mobile client (iOS and Android)
- Desktop client (Windows, macOS, Linux)



zoom

Videocalls and videoconferencing cern.zoom

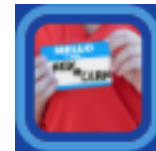


Mattermost

Messaging – individual and public/private ”channels”

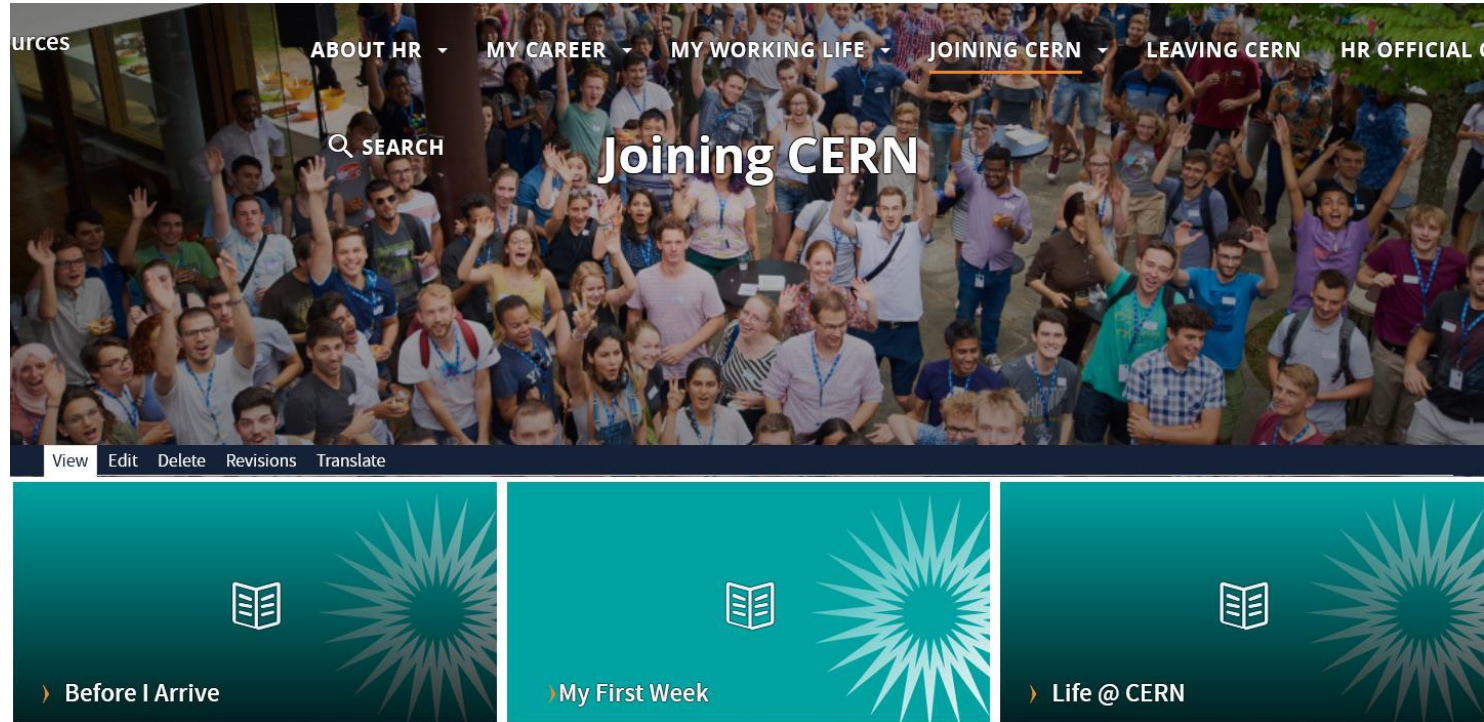
integration with Zoom

dedicated channel New @ CERN



Newcomers website

<https://hr.web.cern.ch/joining-cern>



Many questions, answers are ...



Your departmental secretariat
Your supervisor, your colleagues



Specific question for personal situation?
→ Make appointment with the **expert services**
Pension Fund, Health Insurance, Installation Service,
Housing Service, Social Service, ...



HR Website > Welcome > my first week

Public meetings

*Click for past and future events
(agenda, slides, recordings)*



Directorate

- Highlights of Council Week and other recent news.

HR

- Focus on one topic (eg. flexibility)



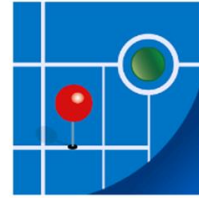
Staff Association

- Latest information on priorities and current issues



Important info to remember

- Download **CERN Campus app** on your phone
- Enter full number **Fire and rescue** service in your phone
- Find out who are closest **first-aiders**



+ 41 22 76 74444



NAME : PERKINS Nathalie

VALIDITY : 27-Jan-2025

Onboarding continues with ...

- ❑ Welcome session in **your department**
- ❑ Meet the experts (online – Zoom)
 - **Computer security** 4 Feb, 13.30 – 14.00
 - **CERN Health Insurance (CHIS)** 5 Feb, 11.00 – 11.30
 - **Legitimation cards** 5 Feb, 11.35 – 12.05
- ❑ More short sessions with experts (online – Zoom)
 - **Pension Fund*** 17 Feb, 13.30 – 14.00
 - **Library and Open Science*** 25 Feb, 13.30 – 14.00
- ❑ **Connecting the dots*** 25 Feb, 13.15 – 18.00
- ❑ **Spouse welcome session*** 18 Mar, 16.00 – 18.00
- ❑ **Collective induction session** or **Individual contact by HRA**
- ❑ **Visit*** of CERN installations – register via Indico

Part of
Welcome session
see Indico

* *You will be invited*

* *You need to register*

Meeting points

Dept	Place	Time	Remarks
ATS	30/6-023	11:00	Help each other to get there ! With CERN Map
BE	Globe	10:30	DAO meets at flag
DG	42/R-023	11:00	Help each other to get there ! With CERN Map
EN	Globe	10:30	DAO meets at flag
EP	Globe	10:30	DAO meets at flag
FAP	Globe	10:30	DAO meets at flag
HR	Globe	10:30	DAO meets at flag
HSE	Globe	10:30	DAO meets at flag
IPT	Globe	10:30	DAO meets at flag
IR	Globe	10:30	DAO meets at flag
IT	31/2-017	11:00	Help each other to get there ! With CERN Map
PF	Globe	10:30	DAO meets at flag
RCS	Globe	10:30	Together with EP
SCE	Globe	10:30	DAO meets at flag
SY	Globe	10:30	DAO meets at flag Welcome meeting in person at 14:00
TE	Globe	10:30	DAO/GAO meets at flag
TH	4/2-004	11:00	Help each other to get there ! With CERN Map



