



Services & Supply Chain February 2025 Group Meeting

Cédric Garino

20-Feb-2025

Agenda

- 5mn: SCE-DOD news (Isabelle)
- 15 mn: SSC and SCE news (Cédric)
- 15 mn: Free2move (Stéphanie B.)
- 15mn: Radioactive shipments (Stéphanie K.)
- 5mn: AOB (Cédric)

Safety - General

- 10830613: Un opérateur du Magasin Matière 1ère a reculé et heurté l'armoire de commande de la porte sectionnelle.
Cela a provoqué la casse du cabochon d'un feu ?du chariot élévateur CAT CH1312 et aucun dégât sur le l'armoire de commande.
- 10842800: XXX (collaboratrice NOVAE) à chuté en sortant les cartons à l'extérieur (poubelles).
Lieu : parking du bâtiment 30.
Appel aux pompiers par une cliente de la cafétéria.
Reçue hôpital de la Tour.

Safety – General. PdP status

	A	B	C	D	E	F	G
1	Docum	Docum	Docum	Title	Status	Creation da	Author
2	2303248	1		Standard PDP Formation Pontier FLEX bldg	Released	19-12-19	ELSA CLERC
6	2512511	2.2		S199 - Jacquet - Mobility - Plan de Prevention - Validity 10.02.2025	Released	18-03-24	LIONEL CASTIGLIONE
7	2509186	2.2		S205 - DCS - Mobility - Plan de Prevention - Validity 12-01-2025	Released	18-03-24	Lionel Castiglione
8	2509186	2.3		S205 - DCS - Mobility - Plan de Prevention - Validity 12-01-2025	Under Approval	21-01-25	Lionel Castiglione
9	2507653	2.3		S225 - STEM Lot 1 et Lot 2 - Nettoyage FR - Plan de Prevention - Validity 11.03.2025	Released	22-05-24	Karine ROBERT
14	2507921	2.2		S314 - TRANSVOIRIE - D?chets - Plan de Prevention - Validity 11.03.2025	Released	29-05-24	Karine Robert
15	2601007	2.2		KR4089 - NOVAE RESTAURATION - Catering R1 - Plan de Prevention - Validity 10.03.2025	Released	29-05-24	Gr?goire MATHIAS
17	2615666	2.3		S258 - SERCO - Magasin central - Plan de pr?vention - Validity 01-03-2025	Released	13-05-24	Magdolna PIERRE
18	2615682	5		S258 - SERCO - Produits chimiques - Plan de pr?vention - Validity 01-03-2025	Released	13-05-24	Magdolna PIERRE
19	2635596	2.2		B1427-B1599 - ByMyCar - Mobility - Plan de pr?vention - Validity 15.02.2024	Released	28-04-23	Gilles BOLLINGER
21	2688777	6		KN5561 - SELECTA - CATERING automates Pr?vessin - Plan de Prevention - Validity 14.02.2025	Released	27-03-24	Vincent Gilquin
22	2688777	7		KN5561 - SELECTA - CATERING automates Pr?vessin - Plan de Prevention - Validity 14.02.2025	Under Approval	28-01-25	Vincent Gilquin
23	2688800	3.2		S258 - SERCO - MAIL DISTRIBUTION - Plan de Prevention - Validity 23-02-2025	Released	13-05-24	Elsa CLERC
24	2688807	4		S258 - SERCO - ZONE DE STOCKAGE ET PRODUITS CHIMIQUES - Plan de Prevention - Validity 23-02-2025	Released	13-05-24	Elsa CLERC
25	2688839	2.2		S258 - SERCO - RECEPTION - Plan de Prevention - Validity 10.03.2025	Released	13-05-24	Manuel MOVILLA
26	2688847	2.3		S258 - SERCO - DISTRIBUTION DEMENAGEMENTS - Plan de Prevention - Validity 23.02.2025	Released	13-05-24	Manuel MOVILLA
32	2801227	2.2		KR4314 - NOVAE RESTAURATION - Catering R2 - Plan de Prevention - Validity 10.03.2025	Released	29-05-24	Gr?goire MATHIAS
33	2801229	2.2		KR4317 - NOVAE RESTAURATION - Catering R3 - Plan de Prevention - Validity 10.03.2025	Released	29-05-24	Gr?goire MATHIAS
34	2819823	4		S258 - SERCO - Mati?res premi?res - Plan de pr?vention - Validity 01-03-2025	Released	13-05-24	Magdolna PIERRE
35	2819906	0.5		B1732 HSNUISIBLES Deratisation Plan de Prevention Validity 13-01-2025	Released	02-07-24	Vincent Gilquin
37	2883479	1.1		B1729 RUEY TERMOPLAN Protocole de s?curit? Validity 21-02-2025	Released	20-03-24	Lionel Castiglione
38	2883494	3		B1616 CITAIX CHASSE Carburant FR Protocole de s?curit? Validity 12-2024	Released	14-05-24	Lionel Castiglione
39	2924653	1		DAI9847790_Technis_Comptage_Personnes_R3_Vailidity_03-08-2024	Released	03-08-23	Vincent Gilquin
40	3063442	0.2		B1828 - BWT - Fontaines ? eau - Plan de Prevention - Validity 18-03-2025	Released	03-06-24	Vincent Gilquin
41	3063442	0.3		B1828 - BWT - Fontaines ? eau - Plan de Prevention - Validity 18-03-2025	Under Approval	28-01-25	Vincent Gilquin
42	3069545	2		S290 - SAMSIC - Nettoyage CH - Plan de Prevention - Validity 01-01-2025	Released	18-06-24	Karine Robert
46	3087887	2		S296 - TOPNET - HOUSING - Plan de Prevention - Validity 01.01.2025	Released	29-05-24	GREGOIRE MATHIAS
47	3089229	2		KR5778 - ODelices - Catering - Cafeteria 774 - Plan de pr?vention - Validity 01-01-2025	Released	03-06-24	Vincent GILQUIN
48	3089229	3		KR5778 - ODelices - Catering - Cafeteria 774 - Plan de pr?vention - Validity 01-01-2025	Under Approval	21-01-25	Vincent GILQUIN
53	3224406	1		S335 - Jacquet - Mobility - Plan de Prevention - Validity 31-01-2026	Engineering Check	21-01-25	LIONEL DE MEDICI

Training SSC – For new arrivals

https://lms.cern.ch/ekp/servlet/ekp?PX=N&TEACHREVIEW=N&PTX=&CID=EKP000044581&TX=FORMAT1&LANGUAGE_TAG=fr&DECORATEPAGE=N



L'éthique au CERN

(Rév. 2)

Nous recommandons cette formation pour tous les membres du personnel.

Les objectifs de cette formation en ligne sont de présenter le cadre éthique du CERN concernant le comportement individuel sur le lieu de travail et de couvrir ses différents aspects.

Le cours comprend :

- Le cadre général
- Vos responsabilités
- Le Code de Conduite du CERN
- Les Statut et Règlement du personnel
- Trouver de l'aide au CERN

Pour valider cette formation, vous devez compléter la formation en ligne et passer l'examen final.

Type d'apprentissage: Formation en ligne

Domaine: Personal Development

Format: Formation en ligne et examen

Population ciblée: • Tous les collaborateurs du personnel.

Objectifs:

- Connaître l'existence du cadre éthique et de vos responsabilités. Apprendre comment accéder au site web "L'éthique au CERN".
- Prendre connaissance du code de conduite du CERN, des Statut et Règlement du personnel et savoir comment y accéder.
- Prendre connaissance des différentes structures d'aide à votre disposition.

https://lms.cern.ch/ekp/servlet/ekp?PX=N&TEACHREVIEW=N&PTX=&CID=EKP000043167&TX=FORMAT1&LANGUAGE_TAG=en&DECORATEPAGE=N



CERN as an Organization

Accéder à la session

Highly recommended for newcomers

A series of short online modules covering the following topics:

- Understanding CERN and its governance
- The principles of consultation and participation
- Legal framework
- CERN functional roles
- Diversity and Inclusion

It takes approximately 40 minutes to complete all modules

Type d'apprentissage: Programme

Domaine: Onboarding

Format: Online

Population ciblée: • Newcomers

Objectifs:

- Provide a global view of CERN as an Organization
- Familiarization with different roles and practices of CERN

Training SSC- "Safety matters for Supervisors"

https://lms.cern.ch/ekp/servlet/ekp?PX=N&TEACHREVIEW=N&PTX=&CID=EKP000044451&TX=FORMAT1&LANGUAGE_TAG=en&DECORATEPAGE=N

Objectives of the training programme

The primary objectives of the training programme are to promote a solid Safety Culture at CERN and to enhance integration of Safety management practices into general management practices across the Organization. It aims to ensure that supervisors at all levels fully understand their Safety roles and responsibilities, as well as the tools and support structures available to them.

The programme covers all components of Safety (with a capital "S") at CERN, i.e.: occupational health and safety, with a particular focus on psycho-social risks, environmental protection and safe operations. Participants will be provided with a Safety awareness toolbox, enabling them to develop their Safety network and Safety management practices, and to be the actors of a sound Safety Culture.

The programme is targeted to supervisors across both technical and non-technical fields and at all levels of hierarchy. It demonstrates how effective Safety management can improve efficiency and well-being at all levels of the Organization. It is aligned with the HR Learning & Development Leadership learning portfolio and has been approved by the CERN Learning Board.

Concept

The training is delivered through a blended format, starting with three e-learning courses on key concepts, followed by two workshops to explore the toolbox and discuss CERN's Safety Culture. The workshops are hands-on, focusing on peer-to-peer learning.



Personnel

Open position:

Assistant for Responsible Campus Services

Do you have experience with mobility services and a proven track record in monitoring large-scale service contracts, with a strong focus on sustainability? Do you possess excellent interpersonal skills, a collaborative mindset, and a service-oriented approach? Join us and play a key role in improving mobility across CERN's campuses, directly contributing to CERN's environmental goals and the well-being of everyone on campus. This is your chance to make a meaningful impact at the world's leading particle physics laboratory: **Take part!**

The [Site and Civil Engineering \(SCE\)](#) Department manages and develops CERN's real estate assets and infrastructures in alignment with CERN's scientific strategy, as well as all services related to the maintenance and operation of the CERN site. We are currently seeking an **Assistant for Responsible Campus Services** to support the [CERN's mobility](#) ambitions. In this role, you will have a direct impact on the daily experience of up to 10,000 people across CERN's sites in both France and Switzerland—including our iconic experimental areas.

Functions:

As **Assistant for Responsible Campus Services**, you will be part of a team committed to continuous learning and professional growth. Your role will include:

Supporting mobility services:

- Assisting with the oversight of third-party service contracts such as shuttles, e-bike sharing, car sharing, and fleet management, ensuring compliance with technical specifications and Service Level Agreements (SLAs).
- Monitoring Key Performance Indicators (KPIs).
- Carrying out regular analysis, controls, and reporting (e.g. statistical reporting, book-closing activities...).
- Collaborating with external and internal parties, ensuring clear and effective communication, including preparation of materials.
- Contributing to the streamlining of procedures and proposing ways to increase efficiency.

Driving innovation and sustainability:

- Assisting in fostering a culture of continuous improvement to enhance the efficiency and user satisfaction of mobility services across CERN's campus.
- Participating in working groups associated with the relevant technical domain or sub-domain.
- Supporting the planning and execution of investments to enhance all aspects of mobility defined in [CERN Mobility plan](#), based on CERN's 2030 Environmental Objectives and [CERN Masterplan 2040](#).
- Contributing to pilot projects aimed at improving the environmental impact and efficiency of mobility solutions across CERN.

Supporting other campus services: Collaborating on other campus services activities when required.

Qualifications: Technical certificate or equivalent relevant experience, in the field of administration or a related field.

Experience:

- Demonstrated experience as a service provider, overseeing the contractual relationships, including Service Level Agreements (SLAs).
- Experience supporting transportation services or fleet management to improve mobility in a community would be an asset.
- Experience in continuous improvement or LEAN management would be an asset.

Summer work for children of members of the personnel

14 FEBRUARY, 2025 | By HR department

During the period from 16 June to 5 September 2025 inclusive, there will be a limited number of jobs for summer work at CERN (normally unskilled work of routine nature), which will be made available to children of members of the personnel (i.e. anyone holding an employment or association contract with the Organization). Candidates must be aged between 18 and 24 inclusive on the first day of the contract and must have insurance covering illness.

Candidates must already hold a residence permit granted by one of CERN's host states (France or Switzerland) at the time of their application and must have a valid residence permit. Proof will be required.

The duration of all contracts will be 4 consecutive weeks and the allowance will be CHF 1587 for this period.

Candidates should apply via HR department's electronic recruitment system, SmartRecruiters:

<https://smrtr.io/pvMNV>

Completed application forms must be returned by 16 March 2025 at the latest. To allow as many people as possible to benefit, each child may participate in this programme only once.

The results of the selection will be available mid of May 2025.

If you have any questions, please contact us [here](#).

All requests for child of personnel must go through your DAO.

May I ask you please to inform me by 16th March 2025 of your requirements, as follows:

- 1) For each job requested, please complete the Excel sheet on CERNbox that we will be available within next week:
 - Group, section, site and name of the supervisor (CERN ID & office).
 - Budget code.
 - **Short Precise description of specific activity, including desired qualifications / skills.**
 - Definition of work, e.g. office work, light or heavy manual work, electronic, electrical, mechanical, technical drawing, computing or office computing work, etc.
 - Select the four-week period required between 16 June and 5 September included.
- 2) Each child will receive a subsistence allowance of CHF 1587 net for the period worked, which will be charged to your Departmental budget.
- 3) Interested candidates are invited to apply electronically via Smartrecruiters ([CHILD 2025](#)).
- 4) By the end of March, we will reach out to the supervisors to enter the job opening in the EDH Personnel Request (PRQ) to finalize the hiring process. The document for the CHILD program is not ready yet, but I will keep you updated.

Séminaire technique SCE : Transformer la mobilité : un voyage vers la durabilité et la rentabilité !



Transforming mobility

CERN's journey towards sustainability and cost efficiency

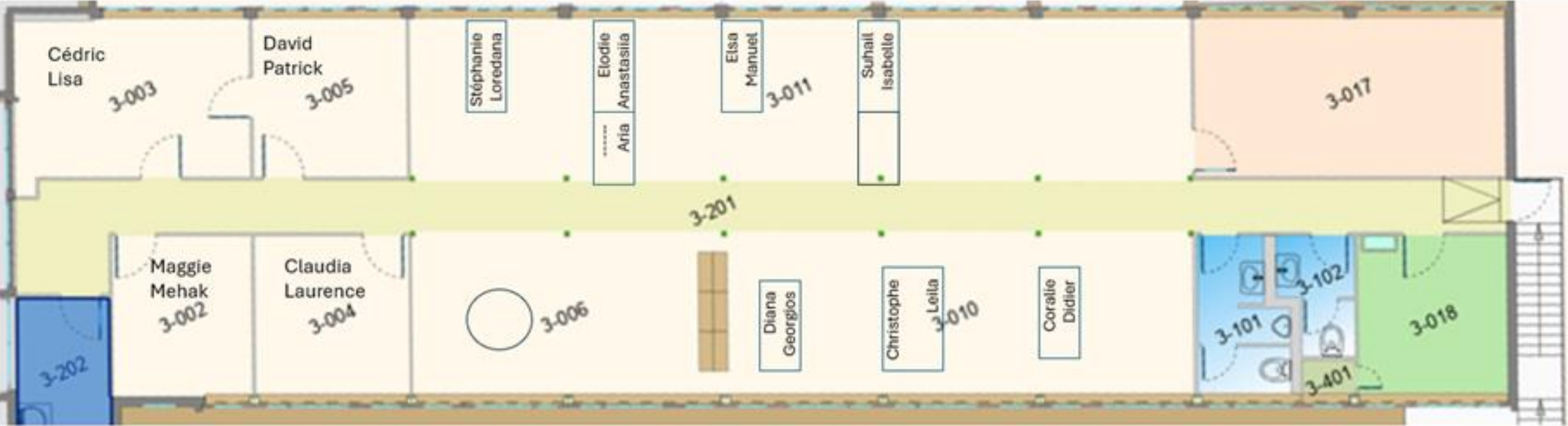
Frédéric Magnin – 17.02.2025



Site and Civil Engineering Department CERN Smart Mobility

Gilles Bollinger, Stéphanie Blanchard - SCE-SSC-CS
CERN, February 17th, 2025

Removal 73/3



2025 MERIT Calendar

		Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025
Performance Appraisal								
All Grades	MERIT public information sessions	Oct - Nov						
	Interviews	Fri 1 Nov Start			Fri 21 Feb Completed			
	MERIT Forms	Fri 1 Nov Start				Mon 10 Mar Completed Signed by GL & sent to STAF		Thu 15 May EDH Release Completed MERIT form to STAF
	Departmental collegial discussions on performance qualifications					By Fri 28 Mar		
	Performance qualification proposals entered in MERIT Tool by Departments					Fri 28 Mar Deadline		
	HR: CERN-wide consolidation					End Mar	Early Apr	
	Enlarged Directorate dedicated to MERIT						TBC (early Apr)	
	Recommended: Supervisor orally informs STAF of MERIT decision						Wed 30 Apr Deadline	
	Salary increase & performance payment							Thu 1 May Effective date
	Automatic email notification of performance qualification							Fri 2 May Sent to STAF
Official notification of performance qualification							Tue 20 May (TBC) May payslip to STAF	

Public Information



6 Nov
English session
10:00 -12:00
Zoom



18 Nov
French session
14:00-16:00
Zoom

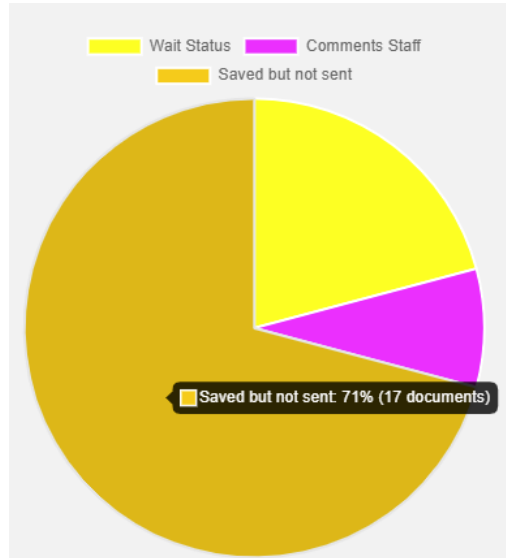
MERIT Notification

automatic email
on 2 May

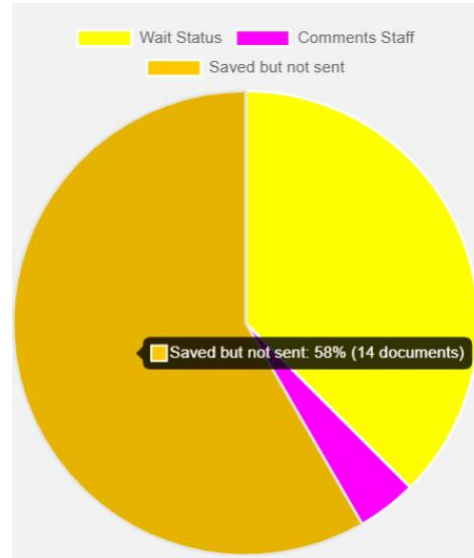
(except for Insufficient:
letter at the latest 15
May)

MERIT 2025

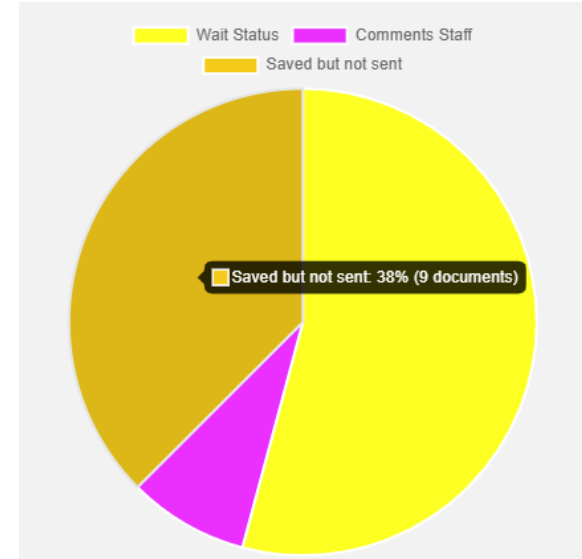
As of 25/01 for SSC



As of 17/02 for SSC



As of 20/02 for SSC



MTP

- **Zero based**

- New requests must be compensated by savings in the sector/department/studies/projects
- Possibility within sectors/departments/studies/projects to propose reallocations – then to be approved by sector directors first – and endorsed by Directorate

- **Calendar**

- 13/2 SCE internal
- 24/02 for internal FHR discussions
- 13th of March 2025 for overall submission

- **Known requests**

- Gate B: M.Poehler & D.Constant
- Works Carrefour Porte de France. Doc exists, updated date. M.Poehler
- Projects reprofiling: E.Weymaere liaising with all PLs (CE, Site-Cons and Catering)
- Mobility service (internal discussion on 20/2)
- Additional resources CSSC: G.Balazs
- ONF and Green spaces?? M.Fontaine
- Undg Consol??? & ISR repairs (with EN): A/Martinez
- Storage for LS3

Other Annual Actions

Crisis Management

- Workshops: 5-6 March. The primary focus will be on developing and testing the Joint Silver Team structure and improving information flow. While full Gold and Silver Team attendance is not required, it is essential that all Silver Leads participate.
- Exercise: June 5–6, 2025 (Mar out of CERN)

Annual Reports: Security (Didier), Mobility (Raul), IRP (Veronique), Training (Cecile)

Travel

Travel on SCE: 60 k/y

30% cut CERN-wide in 2022: For SCE resulted in -30k/y

Travel is charged to operational budgets of Groups

Travel for training outside CERN (following an external training request) is charged to the SCE Training budget

Please plan!

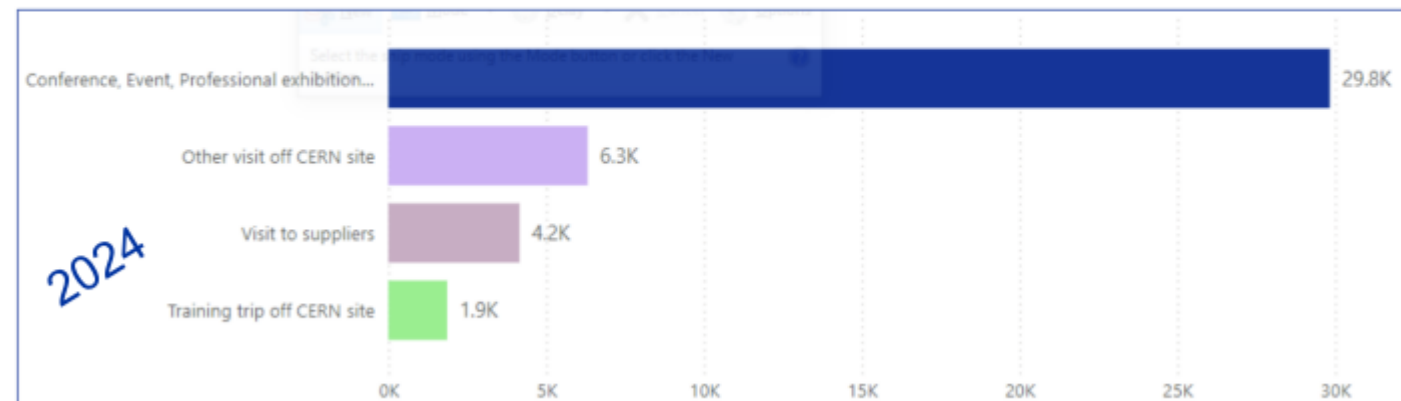
Spread attendance to conferences, pick the right ones, encourage attending conferences/workshops where a contribution highlighting/promoting our work is given

Notes:

PPM: FCC team travel are paid by FCC

ALL: Departments to urge duty travellers to opt for real costs for accommodation

Travel expenses by travel type



Safety

Major Accident in a Lab (B182)

Management set up a Major Safety Incident Board (MSIB): investigation & recommendations

Not discussing the specific details of the accident, some identified weakness: unknown (not declared) activities on site, lack of hierarchical clarity (project vs department), non-compliance general safety and operational safety, TSO...

Action: review special (not offices) locations used by SCE (all, contractors incl.) and their special hazards/risks, then if responsibilities, general safety and operational procedures are in order.

HR points

Learning & Development

- Policy: https://cds.cern.ch/record/2678835/files/LD_Policy_Rev2_English.pdf

Internal Training:

- Learning Hub
 - ✓ Focus: Technical, leadership, communication, language, safety,...
- Career transition measures (support when leaving the Org)
 - ✓ CTM 1
 - ✓ Internal Training (or days off for external training)
 - ✓ CTM 2



HR points

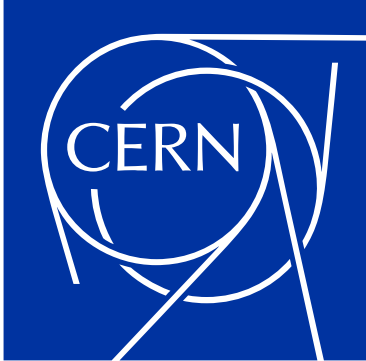
External Training:

- Specific technical training, workshops, ...
- Studies - leading to academic qualification: [guiding principles](#)
 - ✓ **For staff** and always depending on the interest for the Organization
 - ✓ Support:
 - ✓ normally up to 1/3 of the total cost of the studies (ceiling CHF 5000 per year) - exceptionally up to 50% of the cost (within the limit of CHF 5000);
 - ✓ up to a maximum of 10 days leave per year for study



SCE COMMUNICATION PLAN

Topic	Method/ Media 1	Method/ Media 2	Audience	Frequency/ Date	Owner	Completed/ Published
Bringing the 2024 Shuttle Pilot to Life	SCE Flash News	SCE Website	SCE members	24-01-25	SCE communication	1
Le R3 lance un pilote de livraison de repas au Point 5	SCE Flash News	SCE Website	SCE members	31-01-25	SCE communication	1
SSC Technical Seminar: sustainable mobility	SCE Flash News	SCE Website	SCE members	14-02-25	SCE communication	
CERN Standardisation Committee: making the best of supplying	SCE Flash News	SCE Website	SCE members	21/02/205	SCE communication	
SCE at ACCU	SCE Flash News	SCE Website	SCE members	14-03-25	SCE communication	
Beautifying CERN site	SCE Flash News	SCE Website	SCE members		SCE communication	
Catering Service (new portal)	SCE Website				E. Dolmazon (with V. Gilquin)	
Site operations (SSC new organisational structure)	SCE Website				E. Dolmazon (with L. Belini)	
Installation Service/ Privileges	SCE Website				E. Dolmazon (with C. Bruggmann)	
SCE takes stock of his 5-year term	Report	SCE Website		30-10-25	E. Dolmazon	
					TOTAL:	21



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