I. GS Action List following the 94th meeting held on 7 December 2011

II. CERN Hotel
   I. Program of Work
   II. Accommodation: Future Evolution
   III. Ongoing Improvements
   IV. Occupancy Rates
   V. Summer Student Programme 2012
   VI. Agreement with Saint-Genis Foyer

III. Mobility
   I. Green Monkeys
   II. Shuttle Service

IV. CO4 - Reminder

V. Expression of interest by Delegations for new/improved services on CERN sites
   I. Fitness Club
   II. Food Shop - Restaurants
   III. Next > An in-house Conciergerie Service?

VI. AOB
## GS Action List following the 94th meeting held on 7 December 2011

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
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</table>
| Continue improving the CERN Hostel booking procedure and to establish a long-term waiting list | FIDELIO upgrade in March 2012  
Next step long-term Waiting List |
| To check if outside hotels require an additional confirmation by the user if booked through the CERN Hotel Reception | Not required  
When booking confirmed the user is copied |
| To check the possibility of locking drawers in Bat. 41 | In progress |
| Circuit 4 - Add a new shuttle stop in front of the Hotel | Works to be undertaken during Spring 2012  
- we have to create the available space enabling the shuttle to stop in safe conditions |
| Contact the information desk at the Airport to be sure they can inform Users arriving in Geneva on how to catch the CERN Shuttle | In progress |
| To put more “CERN” stickers on all sides of the airport shuttle bus | No more leasing vehicle used – Only CERN fleet duly marked |
CERN Hotel
2011-2013 program of work

B. 38
Replacement of old furniture in the rooms:
- Office chairs and desks Under process;
- Bedside lamps - Done;
- Telephones - Done;
- Bedding – Expected date: Done (3rd, 4th, 5th floor);
- 2 additional rooms - 1st and 2nd floor, single wash basin.

B. 39
1. Renovation of the rooms - Replacement of old furniture:
   - Bedding Done;
   - Office lamps – Done.
2. Creation of 5 additional rooms – Expected date: 2012 - Offices are going to be moved during March 2012 ;
3. Replacement of the wall to wall carpeting in the corridors and the lounges – Expected date: 2013;

B. 41
1. Painting in the rooms - Done
2. Coat racks – Done

APPARTMENTS
Renewal of furniture – Expected date: 2013

A. B38 has to be refurbished, which type of rooms in B 38?
   1. Shared rooms?
   2. Single with showers?
   3. Single with washing basin?
   4. Studios?

B. What is the most important criteria for you?
   1. The price?
   2. Not to share your room?
   3. To be on CERN site?

C. What about external hotels with negotiated prices?
   1. Is it your first option?
   2. Only if CERN hotel cannot provide a room?

D. An external hotel with a shuttle service gives an equivalent level of service to CERN hotel?
   1. Yes
   2. No
   3. Only if the price is the same
E. Should we extend the maximum duration of the stay (2 months today)?

F. Do you prefer being hosted in Saint Genis rather than the CERN hotel?
   1. No
   2. Yes if the price is lower than the ones in CERN Hotel
   3. Yes if I work in Prevesdin

A more detailed questionnaire will be sent to the CERN hotel customers community
A. Computing related enhancements

1. Long Term waiting list – Following the FIDELIO upgrade planned the night of the 5th of March;
2. Review of the web page with "News at CERN Hotel"
3. Booking modifications to be done after the planned upgrade.

B. On-going deals with external hotels - Other enhancements

1. Price enquiry to be launched with hotels in the local areas including shuttle service to/from CERN – Technical specification written.

C. NEW services

1. laundry service for CERN hotel residents - Done
2. Washing powder provided with laundry cards- Done
3. Short term waiting list (via email to avoid queuing at the reception desk) - Done
4. Prepaid telephone cards available at CERN Hotel reception – Contract under discussion with NAVILLE - Expected date: March 2012

Service laundry

To offer to our guest a more pleasant stay a new laundry service is available.

located in the back of the building 41. Open from 08.30 am till noon and from 01.00 pm till 04.00 pm all week.
CERN Hotel- Occupancy rates (excluding St Genis Foyer)

Occupancy rates already registered for the six coming months:

<table>
<thead>
<tr>
<th>Month</th>
<th>March 2012</th>
<th>April 2012</th>
<th>May 2012</th>
<th>June 2012</th>
<th>July 2012</th>
<th>August 2012</th>
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</thead>
<tbody>
<tr>
<td>Occupancy Rate</td>
<td>83%</td>
<td>55%</td>
<td>40%</td>
<td>69%</td>
<td>76%</td>
<td>52%</td>
</tr>
</tbody>
</table>
### CERN Hotel - Occupancy rates
(excluding St Genis Foyer)

#### CERN Hotel - Occupancy rates (7 days) 2009, 2010, 2011 and 2012

<table>
<thead>
<tr>
<th>Months</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011*</th>
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<tbody>
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*During 2011 Bat 38 has been closed from January until mid-February, having a big impact on the annual average occupancy rate. If Bat 38 would have been opened the global OR would have been 78%. Also take into account the forecasted closure of B38 during November and December 2011.*
### HÔTELLERIE

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### Taux d'occupation net des chambres (%)

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<th>Genève</th>
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<tbody>
<tr>
<td>2010</td>
<td>63,9</td>
<td>52,7</td>
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<td>46,9</td>
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<td>54,8</td>
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<td>55,5</td>
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<td>2012</td>
<td>52,3</td>
<td>46,9</td>
<td>55,2</td>
<td>44,9</td>
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</table>
Summer Student Programme 2012

- We had last year nearly 290 students;

- We should have more or less the same number of students this year hosted in shared and low cost rooms in B38 and in Saint Genis.
On-going Improvements

1. We should get up to 151 rooms (81 at present) in total made available for CERN by the end of 2012 (+20 in March; +20 in April; +20 in May; +10 in June)

2. These 71 rooms are single with washbasin (Painting, heating, furniture and floors have been renovated);

3. Rooms cleaned 7 days a week;

4. Lounge refurbished; - TV room available as of Spring 2012;

5. **30 potential additional rooms at 9.20 Euros /night?**

6. Additional rooms to be possibly allocated to CERN in their new building they intend to build on the Technoparc in Saint-Genis by the end of 2013 – beginning 2014.

### Saint-Genis Foyer

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<th></th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<tbody>
<tr>
<td>Occupancy Rates</td>
<td>68.10%</td>
<td>67.35%</td>
<td>74.96%</td>
<td>79.57%</td>
</tr>
</tbody>
</table>
New mobility alternative to be considered, already working with the Etat de Geneve, HUG, CICR, Geneva Canton etc.

1. Car pooling between individuals;
2. Can define where you want to go, starting from where, when and how many times;
3. As a driver or a passenger;
4. Green Monkeys supplies the software;
5. Price is fixed per km 0.24CHF/km as a passenger, 0.16CHF if 2 passengers during a trip;
6. Green Monkeys commission per km = 0.04CHF
7. Personnel data remains confidential;
8. Electronic payment via an electronic “porte - monnaie”.

Information Campaign:
20 March in Restaurant No 1 - 21 March Restaurant No 2
22 March Restaurant No 3
Between 10.30 am and 2pm
Shuttle service

2011 Overall Performance

The Shuttle Service transported in 2011, see Figures [1 & 2]:
A quarter of the total visitors received by the visits service, ~19 000 persons;
53 100 persons for the regular circuits 1,2,5,6 and the shifts circuit;
18 000 persons for the CERN – airport circuit;
3 000 persons for VIP visits.

In 2011 nearly 100 000 persons have been transported by the CERN Shuttle Service.

It should be noted that certain activities are not accounted for in the activities listed above, such as the regular transport of official documents for the embassies, permanent missions and other official organisations (3 days/ week).
Shuttle service

Circuit 3 - Timetable Revision
Review following Technical Shut Down Schedule – Forecasted until July 2012.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>LHC Shift - New Circuit 3 as from 27.02.2012</td>
<td></td>
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<tr>
<td>Meyrin - Airport - Meyrin</td>
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<tr>
<td>Circuit unavailable for the moment</td>
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<tr>
<td>Train - Prévessin</td>
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11 Dec Train line changes
The Geneva public transport service (TPG) has announced that there will be a number of changes to its train routes with effect from next Sunday, 11 December. From this date, CERN will be served by the No. 14 train instead of the No. 16. The price of certain tickets will also be increased. Further information is available on www.tpg.ch

Detailed timetable of Circuit 3

| Destination | Arrive | Depart | 9:00 | 9:15 | 9:30 | 9:45 | 10:00 | 10:15 | 10:30 | 10:45 | 11:00 | 11:15 | 11:30 | 11:45 | 12:00 | 12:15 | 12:30 | 12:45 | 13:00 | 13:15 | 13:30 | 13:45 | 14:00 | 14:15 | 14:30 | 14:45 | 15:00 | 15:15 | 15:30 | 15:45 | 16:00 |
|-------------|--------|--------|------|------|------|------|-------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Meyrin       |        |        |      |      |      |      |       |       |       |       |       |       |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

In case of problems, please call 77777 (from 8:30 am to 8:30 pm except Saturdays, Sundays and public holidays).
I. Field of application and definitions

Scope of application

1. This operational circular applies to:
   a) members of the personnel, as defined under Article I 2.02 of the Staff Rules;  
   b) motor vehicles belonging to or rented by CERN, except for large utility vehicles (trucks) and passenger transport vehicles (buses, coaches).

It applies both on and off the CERN site.

Transport of passengers and goods

6. The transport of passengers and/or goods in CERN vehicles is forbidden, except as part of the official activities of the Organization and provided that the passengers and/or goods comply with CERN regulations and the Host States’ laws (identity cards, residence permits, visas, documents accompanying goods, etc.).
III — Driving

CERN driving authorization

8. All drivers of CERN vehicles shall hold a driving authorization issued by CERN. This obligation also applies within the framework of stand-by duty.

9. To obtain this authorization the person concerned shall certify he has taken note of this operational circular. To that end he shall complete the form in Annex II (or the equivalent electronic form) and submit it to his Division Leader, together with a photocopy of his valid national driving licence.

If the Division Leader concerned considers that the driving authorization meets a true service need, he shall indicate his agreement by signing the above-mentioned form.

The form, signed by the Division Leader, is sent to the Relations with the Host States Service which validates it and either forwards it to the Registration Service or, when the authorization concerns a User from EP Division, to the Users’ Office. These services are responsible for entering the CERN driving authorization in the database provided for that purpose.

10. The CERN driving authorization is valid for five years but under no circumstances can its period of validity exceed the expiry date on the national driving licence.

The authorization may be renewed according to the procedure set out in § 9 above.

If a national driving licence is withdrawn, the CERN driving authorization automatically becomes invalid. The person concerned shall immediately inform the Relations with the Host States Service of this withdrawal and will be strictly forbidden to drive a CERN vehicle.

Travel between place of residence and place of work

11. Without prejudice to other provisions, notably those contained in § 3 above, members of the personnel are authorized to use a CERN vehicle for the journey between their place of residence and their place of work only in the case of:

a) stand-by duty as defined in the Staff Regulations;

b) special authorization that may be granted by a Division Leader for members of the personnel in a category where the aforementioned Regulations do not provide for stand-by duty.

The special authorization mentioned in point b) above only covers CERN vehicles that are not registered in a series reserved for the Organization and do not visibly bear the CERN name and/or logo.

If the place of residence is in France, this special authorization shall only take effect once the Division Leaders concerned has provided the French customs authorities, via the Relations with the Host States Service, with the surname, first name, town of residence and home institute of the driver, together with the registration numbers of the vehicles used.

Job Order

12. A member of the personnel driving a CERN vehicle outside the permitted driving area limits (cf. map in Annex III) must be in possession of a job order. This requirement does not apply to surveyors, members of the CERN Fire Brigade and staff of the radiation and chemicals protection services, who are subject to special regulations.

13. There are two different types of job order:

- individual job orders, valid only for the duration of the job, are issued:
  - during normal working hours by the Division Leader of the member of the personnel concerned;
  - outside normal working hours, in an emergency, by the Fire and Rescue Service (Cryogenic Site, Building 65);

- annual job orders, valid for one calendar year (from 1 January to 31 December), are issued by the Division Leader of the member of the personnel concerned only in exceptional circumstances and exclusively for frequent journeys in the cantons of Geneva and/or Vaud and/or in the Ain and Haute-Savoie departments.

14. Job orders may only be issued to holders of valid CERN driving authorizations.

Applications shall be made to the relevant Division Leader or competent Service (cf. § 13 above) on the form contained in Annex IV. If the job order is issued, the original form, duly validated, is given to the driver who shall keep it in his possession. A copy of the form is for the Division Leader of the person concerned.
Expression of interest by Delegations for new/improved services on CERN site

**SPORT @ CERN**

https://espace.cern.ch/club-fitness/default.aspx

1. Rachel Bray from the SA informed us about a new and accessible power lifting installation to all Fitness Club members starting from March 2012;
Expression of interest by Delegations for new/improved services on CERN site

SPORT @ CERN

2. On going discussions with the Fire Brigade to make their power lifting room accessible during lunch time (Max. 20 people);

3. As a reminder you can also always access, the “Parcours du Bois de Serves” for running.
Some discussions are also starting with the Commune de Meyrin to develop a collaboration with the Centre Sportif de Maisonnex and add new sport activities (Fitness courses, power lifting room and review access conditions to the swimming pool)
Expression of interest by Delegations for new/improved services on CERN site

**FOOD SHOP**

- Discussions took place with NOVAE regarding a proposal to get fresh food and toiletries via vending machines available 24h/day 7days a week;
- 2 main parameters: the **PRICE** and the food to be really **FRESH**;
- A test will be made starting from Spring 2012 with fresh food items in the Main Building;
- Toiletries will also be made available at the Hotel Reception.

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<thead>
<tr>
<th>Restaurant No. 1</th>
<th>Restaurant No. 2</th>
<th>Restaurant No. 3</th>
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<tbody>
<tr>
<td>Mo-Fri 6:30 - 00:00</td>
<td>Mo-Fri 07:00 - 17:30</td>
<td>Mo-Fri 7:45 - 17:00</td>
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<tr>
<td>Meals 11:30 - 14:15</td>
<td>Meals 11:00 - 14:00</td>
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<td>18:00 - 21:30</td>
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<td>Sat-Sun 7:00 - 23:00</td>
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<td>Meals 11:30 - 14:00</td>
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<td>18:00 - 19:30</td>
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Expression of interest by Delegations for new/improved services on CERN site

**OTHER SERVICES**

A possible answer could be an in-house conciergerie as Merck Serono provides to its collaborators covering services such as: ironing, washing, dry cleaning, shoe repairs, optician, keys, taxis, personnel couriers, public transportation tickets, food shopping, gifts (flowers, toys, chocolates, perfume etc.), car washing and servicing for private vehicles.
Many thanks for your attention

Q&A and Discussion