

Subject / Sujet	Speaker & Contact / Intervenant et contact	Phone / Tél.	Office / Bureau	E-mail	Website
INTRODUCTION : - Information on CERN / <i>Information sur le CERN</i> - Useful contacts: DAO (Departmental secretaries) - HRC (Human Resources Coordinators) / - DAO ( <i>Secrétaires de Département</i> ) – HRC ( <i>Coordinateurs des</i> <i>Ressources Humaines</i> ) - Skills and Talents Inventory (STI) / <i>Inventaire des</i> <i>compétences et talents (STI)</i>  INDUCTION INTERVIEW / ENTRETIEN D'ENTREE EN FONCTION	S. Dethurens	7 92 57	33-1-009	<a href="mailto:Sylvie.Dethurens@cern.ch">Sylvie.Dethurens@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/soc/Induction_Programme.asp">http://humanresources.web.cern.ch/humanresources/external/soc/Induction_Programme.asp</a>  <a href="http://ais.web.cern.ch/ais/projs/sti/welcome.html">http://ais.web.cern.ch/ais/projs/sti/welcome.html</a>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>← <b>Skills Entry, to be filled out within one month after arrival (Staff only) /</b>  <b>Enregistrement des compétences à remplir dans le mois suivant votre arrivée</b>  <b>(Titulaires seulement)</b></p> </div>					
INTEGRATION/ SOCIAL AFFAIRS SERVICE INTEGRATION / SERVICE DES AFFAIRES SOCIALES  - Social Protection (health insurance, pension fund, unemployment insurance) / <i>Protection</i> <i>sociale (assurance maladie, caisse de pension,</i> <i>assurance chômage)</i> - France or Switzerland? / <i>France ou Suisse ?</i> - Work for spouse / <i>Travail pour les conjoints</i> - Partnership / <i>Concubinage</i> - Education & child care / <i>Education et mode de</i> <i>garde des enfants</i> - Driving license / <i>Permis de conduire</i> - Housing Service / <i>Service logement</i> - linguistic skills / <i>Compétences linguistiques</i> - Leisure time / <i>Loisirs</i>	M-L. Lecoq	7 42 01	33-R-028	<a href="mailto:Marie-Laure.Lecoq@cern.ch">Marie-Laure.Lecoq@cern.ch</a>  <a href="mailto:Social.Affairs@cern.ch">Social.Affairs@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/soc/Social_affairs/social_affairs.asp">http://humanresources.web.cern.ch/humanresources/external/soc/Social_affairs/social_affairs.asp</a>
HEALTH INSURANCE/ ASSURANCE MALADIE	F. Menard-Noens	7 06 74	5-R-001	<a href="mailto:Chis.Info@cern.ch">Chis.Info@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/soc/health_insurance/default.asp">http://humanresources.web.cern.ch/humanresources/external/soc/health_insurance/default.asp</a>
EDUCATION FEES & CHILD ALLOWANCES / FRAIS SCOLAIRES & ALLOCATIONS ENFANT	N. Bordon	7 28 62	33-1-017	<a href="mailto:Schoolfees.Service@cern.ch">Schoolfees.Service@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/SOC/School_Fees.asp">http://humanresources.web.cern.ch/humanresources/external/SOC/School_Fees.asp</a>
FRENCH AND SWISS CARDS / CARTES FRANÇAISES ET SUISESSES	N. Bordon / M. Quintas	7 29 67/ 7 94 94	33-1-015	<a href="mailto:Cards.Service@cern.ch">Cards.Service@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/soc/Cards_Service.asp">http://humanresources.web.cern.ch/humanresources/external/soc/Cards_Service.asp</a>

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IMPORTING VEHICLES AND FURNITURE IN FRANCE & SWITZERLAND/ REMOVALS <i>IMPORTATION DE VEHICULES ET DE MOBILIER EN FRANCE &amp; SUISSE /DEMENAGEMENTS</i>	J. Belleman / S. Dethurens / S. Hobson	7 39 62 7 92 57 7 46 83	33-1-011 33-1-009 33-1-009	<a href="mailto:Installation.Service@cern.ch">Installation.Service@cern.ch</a>	<a href="http://humanresources.web.cern.ch/Humanresources/external/SOC/installation_service.asp">http://humanresources.web.cern.ch/Humanresources/external/SOC/installation_service.asp</a>
LEAVE / CONGES - Annual leave / <i>Congé annuel</i> - Annual shutdown & Official holidays / <i>Fermeture annuelle &amp; Jours Fériés</i> - Saved leave / <i>Congé épargné</i> - Maternity leave / <i>Congé Maternité</i> - Sick leave / <i>Congé maladie</i> - Home leave / <i>Congé dans les Foyers</i> - Additional travel / <i>Voyage supplémentaire aux Foyers</i>	L. Leroux	7 39 03	33-1-013	<a href="mailto:Lynda.Leroux@cern.ch">Lynda.Leroux@cern.ch</a>	<a href="http://humanresources.web.cern.ch/HumanResources/external/SOC/all_leave_fr.asp">http://humanresources.web.cern.ch/HumanResources/external/SOC/all_leave_fr.asp</a>
MENTORSHIP / PARRAINAGE	L. Leroux	7 39 03	33-1-013	<a href="mailto:Lynda.Leroux@cern.ch">Lynda.Leroux@cern.ch</a>	<a href="http://humanresources.web.cern.ch/humanresources/external/soc/Induction/Induction_Programme_parrainage-FR.asp">http://humanresources.web.cern.ch/humanresources/external/soc/Induction/Induction_Programme_parrainage-FR.asp</a>
RIGHTS AND OBLIGATIONS OF CERN MEMBERS OF THE PERSONNEL / <i>DROITS ET OBLIGATIONS DES MEMBRES DU PERSONNEL DU CERN</i>	A. Molina Hernandez	7 36 34	5-R-003	<a href="mailto:Alberto.Molina.Hernandez@cern.ch">Alberto.Molina.Hernandez@cern.ch</a>	
VISITS SERVICE – BECOME A CERN GUIDE / <i>SERVICE DES VISITES – DEVENIR GUIDE AU CERN</i>	D. Bertola	7 22 47	33-R-014	<a href="mailto:Dominique.Bertola@cern.ch">Dominique.Bertola@cern.ch</a> <a href="mailto:Visits.Service@cern.ch">Visits.Service@cern.ch</a>	<a href="http://visits.web.cern.ch/visits/french/bienvenue1.html">http://visits.web.cern.ch/visits/french/bienvenue1.html</a>
IT SERVICES / <i>SERVICES INFORMATIQUES</i>	T. Smith	7 37 13	513-1-017	<a href="mailto:Tim.Smith@cern.ch">Tim.Smith@cern.ch</a>	<a href="http://it-div.web.cern.ch/it-div/structure/it-div-us/">http://it-div.web.cern.ch/it-div/structure/it-div-us/</a>
PENSION FUND / <i>CAISSE DE PENSION</i>	J. Steel	7 32 17	5-1-024	<a href="mailto:John.Steel@cern.ch">John.Steel@cern.ch</a>	<a href="http://pensions.web.cern.ch/Pensions/">http://pensions.web.cern.ch/Pensions/</a>

Administrative services: <http://humanresources.web.cern.ch/humanresources/internal/general/HN-general/default.asp>

General Information (See Staff rules & Regulations + Administratives Circulars / *Voir Statut & Règlement du personnel + Circulaires Administratives*):

[http://humanresources.web.cern.ch/humanresources/internal/general/HN-admin\\_services/default.asp](http://humanresources.web.cern.ch/humanresources/internal/general/HN-admin_services/default.asp)

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Contact for the Induction Programme / *Contact concernant le Programme d'Induction* : Lynda LEROUX (7 39 03 ; [Lynda.Leroux@cern.ch](mailto:Lynda.Leroux@cern.ch))