

General Information:

- Indico presentation: to be used for SL meetings and other meetings within PMD & HR (e.g. JTB & TEC, GTPA). Group meetings - agenda's, presentations and photos's to be loaded into Indico when Sue has understood a bit more.
- PMD Global budget 75% spent including pipeline

Language Training:

- French Training began this week (180 inscriptions + 12 on the waiting list).
- A planning meeting will take place between Andrée and the teachers

Management & Communication Training:

- La semaine dernière à eu lieu un cours "Chairing or Participating in meetings" (11 participants)
- Sudeshna a donné la présentation de l'ensemble des programmes de formation lors de l'Induction
- Sudeshna a donné une présentation sur le programme M&C "New look" dans le département IT. Présentation très appréciée.
- Sudeshna a eu une réunion avec E. Chiaveri sur la proposition d'un workshop avec les chefs de départements. La décision a été de remettre ce workshop en février 2006. E. Chiaveri va en discuter avec eux lors du prochain "breakfast meeting". La date est à confirmer le + tôt possible.
- Sudeshna et Nathalie ont assisté à la présentation "Agenda/Indico". L'outil est très intéressant. A voir plus en détail.
- Le cours "Personal Awareness & Impact" (anciennement Introduction to Management) à eu lieu en début de semaine (9 participants)
- Du 12 au 14 octobre Sudeshna assiste au 1er cours "Introduction to Leadership" à l'Auberge des Chasseurs (12 participants)
- Concernant CTA2, des réunions individuelles avec les assistantes administratives et Camilla Stenersen ont lieu cette semaine afin d'adapter au mieux cette nouvelle version qui sera transférée prochainement.

Technical Training:people:

- Karine has started her activities
- Davide and Karine visited SIG
- Davide attended Cleanroom course in Neuchatel
- Morna and Karine attended PowerPoint course and are taking the ECDL diagnostic test
- Morna attended Utilisation de fichiers PDF avec ACROBAT 6.0-7.0

Course sessions:

- Utilisation de fichiers PDF avec ACROBAT 6.0-7.0, (4.10) 5 participants
- Introduction à Dreamweaver MX (3-4.10), 12 participants
- PowerPoint 2003 (7.10), 5 participants
- LaTeX par la pratique (4-6.10, 4 mornings), 9 participants - special sessions for Serco
- Joint PVSS JCOP Framework (3-7.10), 10 participants
- Etre TSO au CERN (4,5 & 7.10)
- Habilitation Electrique pour superviseurs (14.10 am)
- Level IV safety course / LHC access (3 sessions - 6,10,11.10)
- PIE (People, Institutes and Experiments)(3 sessions - 5,7 & 10.10)

- EDH Punchout testing (2 sessions - 6,12.10)
- LS Board: 5.10 (next scheduled 18.10)

Academic Training:

- Einstein's impact on the Physics of the Twentieth Century (3-7.10)
- Academic Training Committee meeting: minutes at http://humanresources.web.cern.ch/humanresources/external/training/ATC/index_page.asp

Recruitment, Co-ordination & Contracts:

- Combined effort with the induction of Linda and Lisette with Seamus playing a major role, due to their departmental assignments. 3 FI boards and 1 TS rehiring with many more to come, especially in TS.
- Seamus getting into SG matters which is taking time. Hopes to rationalize the DSU/ETT meeting/reporting approach.
- AT had a number of boards recently (one clashing with CCP causing internal scheduling problems) and more boards planned in the next weeks.
- LHC-related contract extensions beyond 6 years blocked for the moment
- Frank, Louise and Sara in Stockholm and surrounding area on a EURES-organized event giving presentations and promoting employment opportunities at CERN
- Frank, Peter and Ingrid will participate in another Recruitment Outreach event in Berlin at the beginning of next week
- Preparation for 8 selection boards in IT and internal review of 11 LD staff coming to the end of their LD contract. Fairly heavy procedure with HRC involved as member of the internal panel, consisting of individual interviews with all candidates, supervisors and referees.
- Complicated case of an LS recruitment action in HR-PF where at the stage of the selection board it became apparent that the post was defined at an incorrect level which now requires re-publishing of the vacancy
- Several PH boards in preparation (LD and FT)
- Complicated process of formalizing a EU-appointed and financed Marie Curie Fellow to be taken on a staff position in PH. Some reflection might be required how to handle such cases if they become more numerous.
- CP change exercise being finalized with ultimate decisions to be taken on 21 October and the subsequent need for HRCs and CR to fill the related JIFs and MAPS forms

Classification & Remuneration

- Preparation of data in view of the new salary grid (extension of CP A)
- LS implementation report: preparation of data on applicants
- Induction of Linda and Lisette on advancement and classification
- Preparation of general info to go on CR webpages
- A to D proposals to AJN after discussion with EC
- Finalisation of TEACC report and presentation to EC.

Apprentice Programme

- Continuation du stage révisions examen partiel
- acceptation d'un nouveau stage "métrologie" pour la formation de base d'1 laborantin en physique (4 semaines)
- fin de la 1ère période des stages échange école CEPTA (3 apprentis, 4 semaines)
- prochaine période du 24/10/05 au 18/11/05 (1 apprentie, 4 semaines)

- assemblée générale ERFA-L le 04/10/05, discussion sur la réforme des apprentissages en 2011
- soirée remise des CFC à l'ARENA le 07/10/05 pour 2 apprentis avec 1 prix spécial UIG à Michel Jeanneret