Users’ Office News

• Changes to Procedures and Forms

• Action item

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Revision of Registration Procedures

- **New regulations come into force 1.1.2013**
  - governing aspects of all the Members of the Personnel, thus including the Associated Members of the Personnel

- **The Users’ Office**
  - is responsible for Users and the category UPAS (discontinued)
  - will be responsible for two new categories: Cooperation Associates (COAS) and Visiting Scientists (VISC)

- **The scope of this presentation:** Users, UPAS, COAS, VISC

- **Aim of the revision**
  - Adapt the legal framework and the procedures to common employment situations in the scientific community
  - Streamline and facilitate the registration procedures
  - Harmonize registration procedures and forms across CERN
Maximum contract length

- Until now: Maximum length of 1st time contract and of contract extension is 2 years

- New: First time contracts:
  - 3 years for User and Cooperation Associates
  - 1 year for Visiting scientists

- New: Contract extensions:
  - 5 years for User and Cooperation Associates
  - 1 year for Visiting scientists

- Validity of the Swiss host state document ‘card P ‘ will be aligned to the contract length

- The French host state document is already issued for (maximum) 5 years
Introductory Notes for Documents

- User, COAS or VISC
  - have a legal link to their Home Institution
  - are properly insured
  - work in an experiment in a well defined team (Users)
    or in a CERN group (COAS, VISC)

- The Home Institution
  - sends the User as participant of a collaboration, based on an agreement between the Home Institution and CERN
  - has concluded an agreement covering the activities with CERN (COAS)
  - bears the responsibility for the person in its relation to CERN

- For the Registration, 2 documents are required:
  - Home Institution Declaration
  - Registration Form and Contract
Documents to be provided by the User: Home Institution Declaration

- The Home Institution Declaration replaces:
  - Employment declaration
  - Insurance certificate

- The Home Institution
  - Certifies the legal link of the User to the home institution
  - Certifies the correctness of the data provided
  - Takes responsibility for the person
    - Team participation, Rules and regulations, Safety, Code of Conduct, etc.
  - Signs (an authorized person from the home institution other than the team leader)

Documents to provided by the User:
Registration Form and Contract

- Declaration signed by the User
  - Personal data
  - Employment
  - Insurance
- Signature of the team leader for
  - Affiliation to experiment
  - Residence percentage
- Contract signed by
  - CERN Users’ Office
  - The User

http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/CheckIn/RformEN.pdf
Information

- A link to the new forms and practical details on the upcoming changes in the registration procedure and on the handling of particular situations in the coming two months are described in


- The full procedure valid for 2012 and the one for 2013 can be viewed on the Users’ Office Web pages at

  http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/
Action item: 
Child care for children aged 6-12

- Meyrin Maison de Vaudagne:
  - Age groups 4-10 and 10-13
  - Wednesdays (8 - 18h) and school vacation

- Geneva: activities during school vacation
  - Week camps and day camps
  - Age groups between 4 and 17 year

- Nyon Village Day Camp
  - 4-14 years
  - Camps during school vacation
  - English speaking

- Meyrin Familles d'accueil de jour
  - Age: 2 months – 12 years, (7-19h)