Introduction slide:

Teams & Collaboration Accounts at CERN

Outline of the presentation to ACCU of 6 March 2013
Head of the Section: Erwin Van Hove

• Outline - An introduction to what is the affairs! (15 minutes – 7 slides)
  - Visiting Researchers: 2 places.
  - For whom, what we do, how its organized: 3 areas
  - Team Accounts: 2 types
  - Different Responsibilities: 2
  - Work processes & interfaces/tools: 4
  - A Key message and some Figures.
  - Annex: WEB info.

• Teams & Collaborations Section
  - of CERN's Finance, Procurement and Knowledge Transfer Department.
  - Located in building 4 -3-023.
  - Six Staff Members:
Two entry points for Visiting Researchers:

1. Financial Services – Team Accounts
2. Registration Services - Integration

**FINANCIAL SERVICES**
in FP Department

The aim of Team Accounts is to facilitate the financial administration of Visiting Researchers and their Institutes during their stay at CERN.

The external funds are placed and managed on so called:

**Team Accounts**

**USERS OFFICE**
in PH Department:

The aim of the Users Office is to prepare Visiting Researchers, to help them to settle in and integrate in a new environment during their stay at CERN.
Number of Team Accounts
For whom, what we do, how it's organized:…25_hours/day

Clients & Activity:
Visiting Researchers from
- Research Institutes,
- Collaborations at CERN,
- Governing Agencies,
in Experiments at CERN

1- to whom

Service packages:
- Procurement & Services
- Personal Accommodation
- Personal Travel Expenses
- Subsistence & Salaries

2- kind of support

Oranised:
by means of Team Accounts
- Signature holders
- Expenditure control
- Invoices
- Incoming Payments

3-how organized
## 2 Type of Team Account and Responsibilities

<table>
<thead>
<tr>
<th>Institute Accounts</th>
<th>Single Funding from one Institute</th>
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<tbody>
<tr>
<td>... Visiting Research Team Accounts</td>
<td>Common Funding from many Institutes</td>
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<tr>
<th>Collaboration Accounts</th>
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<th>Team Account Managers</th>
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<th>Team Leaders</th>
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Team Account Managers (TAM’s) are responsible for the financial management of a Team Account. They have as such to ensure that any request for a service by a member of the Team Account to CERN complies with the applicable rules and regulations of the Funding Agency/Collaboration.

Each Collaborating Institute in an experiment or project performed at CERN nominates a Team Leader who is responsible for ensuring that all members of the Team (paid academic, research, technical and administrative staff and registered students) are aware of the CERN regulations and obligations, and the need to comply with them.
The 4 work processes:

1- Team Account Identity and Management
   - Account Management:
     - opening of new Team account
     - adjusting of signature holders
     - change of Team Account Manager
     - adjustment of invoice address
   - SharePoint Web site

2- Service catalogue
   - Request for Procurement services
   - Request for CERN internal Technical Services
   - EDH - DAI
   - Subsistence claims
   - Travel claims
   - Sundry & Third Party claims
   - EDH - Claims
   - Other, Accommodation, Insurance, etc. services
   - Internal

3- Control
   - Control of Expenditure
   - Control of Remaining Budget
   - CET [CERN Expenditure Tracking]
   - Control of invoices
   - Control of Outstanding invoices
   - Call for Contribution invoices

4- Accounting/Invoicing
   - CERN AIS-media storage
   - Storage of invoices
   - AIS Media
   - Storage of statement of accounts
4 Key Messages

1) A Team Account is a CERN budget code dedicated to External Funds managed at CERN on behalf of and for the benefit of the demanding Funding Agency or Collaboration.

2) Team Accounts should be used exclusively for professional activities in the framework of collaboration work in a CERN recognized experiment executed on the CERN premises.

3) Team Accounts are under the responsibility of the Team Account Manager, as APPOINTED the Institute/Funding Agency or Collaboration.

4) We ensure a SERVICE and guarantee that expenditure done with external funding is correctly authorized, accounted for, invoiced and that receivable amounts due are collected.

   • www.cern.ch/externalfunds

   • You are number One .............
Some figures

- Number of Team Accounts: 900
- Number of Collaboration Accounts: 500
- Other Specific Fund Accounts and other: 100
- Number of distinct Team Account Managers: 300
- Number of distinct Signature holders: 3900
- Number of Institutes: 300
- Number of Countries: 50
- Number of Invoices/year: 8000
- Expenditure/year: 120 MCHF
Annex 1

**Emails:**
team.accounting@cern.ch
teams.e-invoicing@cern.ch

1 **WEB page:** www.cern.externalfunds

2 **Procedures:**
Request for a new Team/Collaboration Account,
Roles and Access rights,
Invoices, Bank Transfers:
https://espace.cern.ch/team-accounting/Procedures

3 **Control:**
Modify Team Account information: https://espace.cern.ch/fp-fas-tc/accounts
Expenditure Control: https://cet.cern.ch/cet/TeamTransactions
Statement of Account: https://aismedia.cern.ch/aismedia

4 **Financial Services:**
Service catalogue:
https://espace.cern.ch/team-accounting/Procedures/Pages/Contents.aspx?Description=Service%20catalogue

Reimbursements platform:
https://espace.cern.ch/team-accounting/Procedures/Pages/Contents.aspx?Description=Reimbursement
Financial Services for Visiting Researchers and Collaborations

Welcome

The Teams and Collaborations section (FP-FAS-TC) of CERN Finance, Procurement and Knowledge Transfer department manages external funds at CERN, with the exception of EU-funds, managed by EU Projects Office.

External funds are here defined as funds originating from other sources than the Member States Contribution to the CERN budget.

Our main objective is to facilitate the financial administration of research collaborations and visiting researches and their institutes during their stay at CERN. We ensure that expenditure done with external funding is correctly authorised, accounted for, invoiced and that receivable amounts due are collected.

The external funds are placed and managed on so called Team Accounts.

What is a Team Account?

_A Team Account is a CERN budget code dedicated to External Funds managed at CERN on behalf of and for the benefit of the demanding Funding Agency or Collaboration._

_Team Accounts should be used exclusively for professional activities in the framework of collaboration work in a CERN recognized experiment executed on the CERN premises._

**Useful Links**
- User's Office
- International Relations at CERN
- EU Projects Office
- Experiments at CERN
- Finance, Procurements and Knowledge Transfer Department

**Contacts**
- CERN Phone and email directory
  Correspondence shall be addressed to CERN-Finance, Procurement and Knowledge Transfer Department/FP-FAS-TC Mailbox CH-1211 Geneva 23

**Section members**
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  Section leader
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- Karin Gasset
- Eva Louari Filton
- Isabel Macchioni
- Peggy Pitrou