UO Personnel changes

• Last year, 3 staff retired, one was replaced
• Two new staff start this month
  – Claudia Dupraz
  – Catharine Noble
• One staff member, Chantal Thiboud, will retire before the next ACCU meeting
• Chantal’s role in the Grey Book secretariat will be taken over by Nathalie Gouriou
• Next few months will be difficult in the office
Contract renewal by EDH

• The EDH UCL document is now being used regularly (152 so far in 2008)

• Improvements
  – introduced last week
    • User must indicate if supporting contract will be attached, FAXed or brought in person to the UO
    • CERN contract dates clearly indicated
    • Various extra checks at data entry
    • Text changes for clarification
  – in the pipeline
    • Non-nominated TL/DTL will not be visible in UCL
    • Automatic transfer of some data
Pre-Registration Tool (PRT)

- A prototype for testing the tool as seen by institutes was made available to us at the end of January
- A few improvements were suggested
- Important functionality for importing information, once checked by the UO, is in progress
- Demo

05/03/2008
Pre-Registration Tool (PRT)

Next steps:

• **March**: test by UO of the UO and Institutes part of the tool
• **April**: first real test with a volunteer institute
• **May/June** (depending on feedback from Institute): production
New format Swiss AF Card

- There has been significant progress
- Expect implementation in June 2009
- More details should be known in time to report at the next ACCU meeting on June 11th
Team Leader appointments

As of Monday, February 25th, 2008

• Any user presenting a form to the Users’ Office signed by a non-nominated Team Leader or Deputy is not allowed to register or prolong their contract

• An e-mail* warning is sent to non-nominated Team Leaders 31 days before the contract end of any user in their team, with a copy to the user concerned and to the experiment secretariat, informing them that the user cannot extend his/her contract as there is no valid Team Leader

• The EDH UCL document used to renew contracts will only allow nominated Team Leaders or Deputies to sign

* Only 80% of Team Leaders have an e-mail address registered!!
Switzerland and Schengen

- Switzerland should implement Schengen rules in November
- Visa procedures will change
- Details of changes not yet known
- Likely to have to
  - Apply to CH for a visa, if to reside there
  - Apply to F for a visa, if to reside there
  - Apply to CH and F for a visa, if unclear where you will reside
- With a Swiss or a French residence permit will be able to travel within the Schengen area
Miscellaneous

• Problems with some Users not renewing CERN contracts, believing that their contracts are valid up to the expiry date on the access card
  – Users are, in principle, informed when receiving their access card in Bldg. 55 that:
    • it is only valid if their CERN contract is valid
    • the card must be returned at the end of the contract
Users’ Office Web site

The following have been revised

• The Newcomers Guide
• How to get to CERN

Information added:

• Deviations during Meyrin work