Users’ Office News

Chris Onions

ACCU 11th June 2008
UO Personnel changes

– One person is transferring to IT this month
– Working half-time in UO until Friday
– Will then be 1 FTE down during the busy summer period
– The post is currently being advertised
– It will not be filled until after the summer
– Queues are likely (see next slide)
A recent view of the UO waiting room
Pre-Registration Tool (PRT)

• A prototype for testing the Users’ Office functionality will be made available to us later in June
• With reduced personnel we will not have much time for testing over the summer period
New e-mail notifications

• Quite a number of users are using their CERN access cards after their contract has expired

• Users now receive a warning e-mail the day after their CERN contract has ended

• They are asked to either:
  ➢ Renew their contract
  or
  ➢ Complete the termination formalities
New e-mail notifications (2)

• Users forget to inform us of change of address, change of marital status etc.

• Change of address is extremely important particularly for users > 50% and in possession of AF

• Holders of Swiss AF must not have a temporary address
  – Often have temporary when arriving

• A warning sent to those with AF who still have temporary address after 3 months
Team Leader appointments (slide from last meeting)

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!!
Miscellaneous

• An EU document describing which types of French cards issued by the MAE allow people to circulate in Schengen countries had a mistake:
  – Cards of type FI can circulate freely, cards of type EF cannot
  – The inverse was stated in the EU document
  – One CERN user was sent back to the UK from Berlin

• This error should be corrected by July
Miscellaneous (2)

• Many users with Swiss AF do not have a French card from MAE – they should!
• In such cases, when renewing their CERN contract we will not extend the contract, and hence Swiss AF, until a request for a French card is made
• Electronic exchange of documents with Swiss
  – prototype testing will start in September with CERN and UN
Miscellaneous (3)

• No further details:
  – of new format Swiss AF
  – Of Switzerland joining Schengen

• Users losing dosimeters and refusing to pay for a replacement

• Tram
  – Meeting on “direttissima” this month
Miscellaneous (4)

• New version of information leaflet handed to new users (copy circulated)
• Include Safety Leaflet (copies distributed at meeting), available at:
Users’ Office Web site

• The site is currently being completely re-designed
• This is a time-consuming task
• More news at the September ACCU