

Summary of HR-PMD Section Leader's Meeting 28/10/05

Present: Sue Foffano, Peter Berry, Frank Cliff, Nathalie Dumeaux, Mick Storr, Jean-Marc Bouche

General Information

- New arrivals in PMD on 01/11/05:
 - Clementine Lehtinen HRC for PH Department with the help of Frank
 - Carmen Dell'erba Administrative Assistant working initially 50% for RCC (morning) on Application Coding, Recruitment Outreach and Departmental assignment and 50% for ATT (afternoon) to complement M. Duval due back at 50% next week.
- Budget situation - globally 80% spent including pipeline
- Office Space
 - B. Rutten has temporarily moved to 5-2-002 (space belonging to FI)
 - P. Berry to 5-R-009
 - C. Lehtinen will move into 5-1-002
 - C. Dell'erba will move into 5-2-006
 - 130m2 available to HR on 4th floor of Building 5 from January 2006 therefore Building 54 occupants will move down early next year...detailed planning to be established during November
- [CIPD Harrogate Conference](#) - Pierre & Seamus attending, feedback after the event
- A first discussion with the organizers of a large "[Cite des Metiers](#)" event which will run from 13th-19th November 2006 who are very keen for CERN to participate. Follow-up meeting to be organized with SG-DSU-ED.
- After several months of meetings, discussions and lately testing, the CERN Training Application 2nd version (CTA2) will go production on Monday with a very new look and feel and some enhanced functionality.

Management & Communication Training

- Introduction to Leadership, pilot session run in October with positive feedback
- In the context of the Core Development Training for CERN Management a one-day workshop for Department Heads is fixed with an external consultant for 9th February 2006
- 2nd part of the Communications course ran this week: one session in French (of which 7 participants were from HR) and one session in English.

Language Training

- Language courses up and running again – no particular problems

Academic Training

- 26 - 28 October: Surviving in space: the challenges of a manned mission to Mars
- Continued preparation of 2005 - 06 programme

Technical Training

People:

- Monique returns to work half time on 1/11 - welcome back
- Morna ends her temporary assignment - a big thank you

Equipment:

- Room 17 PCs in the process of being replaced

Technical Training course sessions:

- FileMaker niveau 1
- Introduction to EDMS
- Access 2003 Level 1
- EXCEL 2003 (Short Course III) - HowTo... Pivot tables
- Finite State Machines in the JCOP Framework
- Radiological Protection (2 sessions)
- Level IV safety course / LHC access (2 sessions)
- LS Board: 18.10
- Special Event: Library OAI conference
- Time Management in collaboration with the Management & Communication Programme

Apprentice Programme

- End of the first placement « révisions partiels » for électroniciens in their third year
- Back to school (CEPTA) for 4 weeks of Microprocessor revision
- Placement exchange from 24th October-18th November for a 3rd year student from CEPTA to AB-CO
- Establishment of revision planning for final 4th year laborantins. To be established for électroniciens
- Enrolment for exams underway (descriptions of specific placements, choice between TIP or TEP and subjects)
- Meeting with the parents of an employé de commerce apprentice
- Completion of the procedure defined by Joane for administrative apprentices

Recruitment, Co-ordination & Contracts

Operations:

- Lisette and Linda getting trained, integrated and up and running
- Many selection boards mostly in AB,AT,PH, IT, TS and FI
- decisions on CP changes A-D

Outreach:

- Sweden: 4 towns and 3 technical universities - applications coming in
- Berlin: Peter, Ingrid and Frank a very busy day with lots of interest in CERN and new contacts in Germany for future partnership to find technicians and technical engineers

Assistants:

- Very busy due to absences, training and problems with EDH applications including the travel request.

- Definition of assignment of Carmen Dell'erba
- Increasing collaboration with HR-OPS assistants

Classification & Remuneration

- Presentation of CPC A-E to Executive Board Meeting of 21/10/05 by Pierre and Mike Letheren (TEACC chairman)
 - All recommendations from HR and TEACC approved
 - The new TEACC approach has allowed a decrease of about 40% of the time spent compared to previous years. Every TEACC case now on average takes about a total of 35 man/hours. Despite this improvement the DG asked a further effort for next year
 - The proposal to advance the Career Path schedule was finally agreed upon as follows:
 - Proposals by Departments and Job Information Forms: end March
 - Interviews and analysis by internal assessors and HR: April-May
 - Recommendations and approval together with the other advancement decisions in June.

The Departments Heads were satisfied that this planning will allow all advancement decisions to be handled globally in one go
- Handling of one particular CPC case in DG-DSU
- Drafting guideline for RAs
- Staff Association discussion paper on proposed eMAPS modifications