Proposal for the Users’ Office to handle all Unpaid Associates (UPAS)

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Background

- Technology Transfer director requested that the UO handles UPAS for ETT over 2 years ago.
- ACCU chairman reinforced this – UPAS coming for Grid work was the trigger.
- Makes sense to handle all in one place.
- ~450 UPAS across all departments => significant extra workload for Users’ Office.
- Memos were drafted in September 2002, July 2003, detailing work needed and stressing that:
  - One additional person needed
  - Office extension work required.
Proposal

Apply the same procedures for UPAS as for USERs

Use the same tools

Adapt the current procedures, making the minimum changes necessary!
How do we deal with USERs?

Users come from an Institute to work on an Experiment as part of a Team with a Team Leader
USER situation
UPAS situation

TL = GL or SL

(CERN)

INSTITUTES

TEAM

PERSONS

Projects or Organic Units

HRT-PIE

Budget Holder
How do we deal with USERs? (2)

- A new **User** fills in a Registration form, which he and his **Team Leader** both have to sign (ideally before coming to CERN)
  - The **User** must provide evidence of a contract with an institute or University
  - The **User** must be covered for **medical expenses, work accidents and disability arising from work accidents**
  - If all is in order, the **User** is registered and has an access card within the time it takes the registration staff to enter the information and print the access card
How do we deal with USERS? (3)

- A User who is already registered and wishes to extend her CERN contract fills in a Check-List form, which she and her Team Leader both have to sign
  - The User must again provide evidence of a current contract with an institute or University if the previous contract has expired
  - The User must be covered for medical expenses, work accidents and disability arising from work accidents
UPAS ‘experiments’

- Discussed with AB and IT
  - Wish to use the Organic Unit as ‘experiment’
  - AB need only down to Group level
  - IT want it down to Section Level
  - Currently, 107 sections have UPAS

- Possible ‘experiments’ are
  - AB
  - AB-ABP
  - IT-EGE-EX (created recently as a test)

- UPAS participate in the ‘experiment’ on behalf of the CERN team with Group Leader and/or Section Leader as Team Leader and/or Deputy
Forms to be updated

• Registration (English and French)
• Short Term Registration (English and French)
• Check List (English and French)

Forms will be available on the Users’ Office web site
http://cern.ch/ph-dep/UsersOffice/
See printed hand-outs for proposed modified versions

Still fine-tuning the forms!
To be done

• Update UO internal procedures
• Update web site
• Create Teams and enter Team Leaders and Deputies using PIE
  ➢ Need to discuss with all Departments
• Update the automatic e-mail warning to include UPAS
  ➢ First time, UPAS will need to fill in Registration form
  ➢ Stop current automatic warning for Swiss card sent by HR?
Timescale?

- Was aiming for January
- Users’ Office will be in temporary accommodation, as work schedule has been delayed once again – might be a problem?
- January is usually a quiet month
- Go ahead anyway?
- Anything overlooked?