This operational circular was examined by the Standing Concertation Committee at its meeting on 20 May 2014.

Applicable to: Members of the personnel and other persons concerned

Person responsible for the matter concerned: The Director-General

Date: September 2014

Previous texts cancelled and replaced by this operational circular: Operational Circular No. 2 (Rev. 1), entitled “Conditions of access to the fenced parts of the CERN site” – April 1998, and its subsidiary documents; the document entitled “Parking of vehicles (private, leased, belonging to CERN) on the Organization’s grounds” – June 1989.

In the interests of readability, this circular has been drafted using the masculine gender only. However, its provisions apply to both men and women, except where it is clear from the context that they concern one sex or the other exclusively.

CONDITIONS OF ACCESS
TO THE FENCED PARTS OF THE CERN SITE

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Preamble

The European Organization for Nuclear Research (CERN) is an international, intergovernmental organisation. Its activities are carried out on land placed at its disposal by the Republic and Canton of Geneva, the Swiss Confederation and the French Republic. All this land constitutes the CERN site, of which the fenced parts and the underground installations are inviolable.

In accordance with the agreements reached between France, Switzerland and CERN governing the Organization’s legal status, the CERN site is placed under the authority and control of the Director-General as the Organization's chief executive officer. The latter is thus empowered to issue internal rules applicable to all persons entering the CERN site with the aim of establishing thereon the conditions necessary for the exercise of the Organization’s functions.

To this end, the Director-General issues rules laying down the conditions of access to the fenced parts of the site and the corresponding preventive measures essential to ensuring the protection of people and property on the CERN site. Access to the site does not, however, exempt the persons concerned from the requirement to comply with the other applicable rules of law.

The Director-General therefore adopts the present operational circular.
I. SCOPE AND PRINCIPLES

1. This operational circular shall apply within the fenced parts of the CERN site, hereinafter referred to as the “site”. It shall apply to all persons, other than the agents of the Host States responsible for controlling the use of the Tunnel linking the different parts of the site.

2. The Director-General shall appoint a member of the personnel to be responsible for access control and for ensuring the proper implementation of this operational circular.

3. Access to the site shall be restricted to the persons referred to in Section II below. Persons entering the site shall comply with the conditions of access set out in Section III below, the associated implementation measures and any relevant rules applicable on the site.

4. This operational circular, in particular the provisions of Section III below, may be supplemented by implementation measures adopted by the Director-General following consultation with the Staff Association.

II. PERSONS AUTHORISED TO ENTER THE SITE

The following persons shall be authorised to enter the site:

5. **Members of the CERN personnel**, i.e. any person whose CERN contract stipulates that he belongs to one of the categories defined in Article S I 2.01 of the Staff Rules;

6. **Contractors’ personnel**, i.e. any person required to provide a service on the site within the framework of a contract concluded by CERN or on CERN’s behalf who is not a member of the CERN personnel;

7. **Beneficiaries of the Pension Fund** as defined in Article I 1.06 of the Rules and Regulations of the Pension Fund;

8. **Members of the Council**, a committee or another subordinate CERN body as defined in Article V, § 12 of the Convention for the Establishment of a European Organization for Nuclear Research, and Industrial Liaison Officers;

9. **Family members and partners**, as defined in Articles S IV 1.01 and 1.02 of the Staff Rules, of a member of the CERN personnel or of a beneficiary of the Pension Fund;

10. **Members of clubs and groups run by the Staff Association**;

11. **Organisers of scientific, industrial, cultural or charity events** authorised by the Director-General;

12. **Visitors to a scientific, industrial, cultural or charity event** upon invitation authorised by the Director-General;

13. **Persons taking part in an organised group visit** authorised by the Director-General;

14. **Individual visitors**, i.e. any person visiting, for private or professional reasons, a person
present on the CERN site, provided that a member of the CERN personnel, a member of the Council, a committee or another subordinate CERN body or an Industrial Liaison Officer has agreed to vouch for the compatibility of the visit with CERN’s activities;

15. **Persons holding special permits**, i.e. any person who does not belong to one of the categories defined in §§ 5 to 14 above but holds a special permit granted by the Director-General.

### III. CONDITIONS OF ACCESS

16. **Access points**: persons entering or leaving the site must use the access points defined by the Director-General.

   Except in the case of exemptions authorised by the Director-General, goods deliveries shall be made at the Goods Reception on the Meyrin site (Building 194) or the Prévessin site (Building 904), using Gate D or the Prévessin site entrance respectively.

17. **CERN cards**: except in the case of exemptions defined in this circular or authorised by the Director-General, any person entering the site shall be in possession of a card issued by CERN certifying that he is authorised to enter the site. The Director-General shall define the types of cards and the relevant conditions of issue and withdrawal.

   If the Director-General so decides, this card shall be worn where it can be easily seen.

18. **Site guards**: all persons present on the site shall submit to the checks carried out by the site guards in pursuance of the tasks entrusted to them by the Director-General.

19. **Card readers, video monitoring systems and other technical equipment**: all persons present on the site shall submit to checks by card readers, video monitoring systems and other technical equipment authorised by the Director-General.

20. **Restricted access areas**: all persons present on the site shall comply with the special conditions governing access to certain areas of the site defined by the Director-General.

21. **Vehicle identification, road traffic and parking**: access to the site is authorised for passenger cars, vans, campervans, motorcycles, mopeds and bicycles. Other categories of vehicles, notably caravans, trailers, quadbikes, boats and aircraft, shall not be authorised.

   Except in the case of exemptions authorised by the Director-General and in the case of bicycles, all drivers must facilitate the identification of their vehicle when on the site:

   a) either by displaying a sticker issued by CERN in a visible position at the front of the vehicle;
   b) or via special registration plates specific to CERN issued by the Host States (431 K, 431 CD and 431 CMD for France, CD 07 for Switzerland);
   c) or via special diplomatic registration plates issued by the Swiss authorities to members of States and organisations represented on the CERN Council, CERN committees or other subordinate CERN bodies.

   The Director-General shall define the types of sticker and the associated conditions of issue and withdrawal.

   The driver shall take responsibility for all risks inherent in owning and driving his
vehicle on the site.

The Director-General shall define the specific conditions governing parking. In the event of non-compliance with the rules or if necessary for the proper functioning of the Organization, a vehicle may be moved without the prior agreement of the owner at his expense.

22. **Visitors to scientific, industrial, cultural or charity events and participants in organised group visits:** visitors to scientific, industrial, cultural or charity events and participants in organised group visits shall comply with any special instructions given by the Director-General.

23. **Individual visitors:** individual visitors shall take the most direct route to their meeting point and shall leave the site immediately once the meeting is over.

24. **Persons under 16 years of age:** persons under 16 years of age shall be accompanied and supervised at all times by an adult who shall take responsibility for them. Except in the case of exemptions authorised by the Director-General, they shall not be entitled to enter hazardous areas, particularly workshops, laboratories, experiment halls and Designated Radiation Areas.

25. **Objects and animals:** the Director-General may decide to ban certain objects from being brought onto the site.

   Except in the case of exemptions authorised by the Director-General, animals shall not be brought onto the site.

26. **Refused access:** the Director-General may refuse a specific person(s) and/or vehicle(s) access to the site if he so deems necessary to ensure compliance with this operational circular or considers that exceptional circumstances so require.

**IV. FINAL PROVISIONS**

27. **Information:** the Director-General shall take any information measures he deems necessary to ensure compliance with this operational circular and the associated implementation measures.

28. **Computer files and stored information:** the rules of the Organization determining the principles relating to the storage, protection, consultation and amendment of personal data shall apply both to computer files concerning CERN cards and vehicle stickers and to information gathered by the site guards and/or card readers, video-monitoring systems or other technical equipment.

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