Users’ Office News

• Grey Book Release

• New documents on Responsibilities of Institutes and Team Leaders

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Goals
Present CERNs research program to the general public
Serve as an information source and tool for CERN people

The Grey Book stores CERN’s current and past Research Program together with collaborating institutes and their participants in the experiments and projects.

The new web site was released on 10th of June 2015
https://greybook.cern.ch/greybook/
Article in the CERN bulletin (2015/30)
Features were presented in the ACCU meeting in June
Implemented by colleagues in GS-AIS-HR

Enthusiastic feedback received
Responsibilities of Institutes and Team Leaders

- **Documents**
  - Responsibilities of the Home Institution and of the CERN Team Leader
  - Team Leader Appointment Form

- **Objective**
  - Clarify the responsibilities of the Institutes and the Team Leaders towards CERN
  - Separate responsibilities of institutes and of Team Leaders

- **Preparation and Release**
  - Consultation and verification with PH department, Legal Service, HR, administrative procedural Unit, Safety Unit, IT, ACCU chairperson
  - New document and appointment form released on 1st of September 2015
  - Email sent to all Team Leaders and Deputy Team Leaders
Responsibilities of Institutes and Team Leaders

- **(small) Administrative change**
  1. One TL and at least 1 DTL (max 2) must be appointed
  2. TL and DTL must be an Associated Member of the Personnel at CERN (typically a User)
  3. The nomination is valid for a maximum of 5 years

- **Actions required**
  - **Team Leaders**
    - are asked to read the document and to bring it to the attention of the responsible person at their institute
    - are asked to verify the above listed criteria for their institute and make the appropriate changes if necessary
    - do not need to be re-nominated if point 1 and 2 are correct
  - **UO will take care of setting the new end date automatically**