

# Training Executive Committee Meeting 12 May 2015

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J. M. Jimenez (JMJ) (Chair)

**DTOs:** A. Choy (AC), M. Dimou (MD), G. Hobgen (GH), D. Klem (DK), N. Knoors (NK), M. Kwiatek (MK), C. Lamboley (CL), E. Montesinos (EM), E. Perrin (EP), F. Rabier (FR), S. Roulet (SR)

**L&D:** N. Dumeaux (ND), E. Eastwood-Barzdo (EEB), K. Fuhrmeister (KF), P. Goy (PGV), M. Lahchimi (ML), E. Mosselmans (EM), V. Perez Reale (VPR)

**HRA :** F. Licci-Ounnough (FLO)

**Safety:** I. Cusato (IC)

**Excused:** O. Capatina (OC), J. Gulley, E. Stern (ES), Ch. Balle (CB),

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## 1. Approval of Minutes of 9<sup>th</sup> October (PGV)

- PGV opened the meeting and the minutes were approved from the TEC on 9<sup>th</sup> October 2014.

## 2. L&D Team News (PGV) – update

- On behalf of L&D many thanks to M. Dimou (IT) for her contributions as outgoing DTO for IT. Welcome to M. Kwiatek incoming DTO for IT and E. Barzdo incoming L&D Specialist.
- Presentation of L&D Programmes together with assigned responsible L&D team member.

## 3. Safety Team News (IC)

- Presentation of new Safety Training team members (retirement of Gilles Colin on 1 April 2015 and his replacement, Antonio Cuenca Perez).
- Three new Fellows for e-Learning (Rosaria Marraffino) and LMS projects (Lars Aprin and Manuel Bouzas Reguera).

## 4. Staff Rules and Regulations and L&D Policy (Rev. 1) Brief reminder by PGV on the harmonization of the official documents related to learning and development: ie. Staff Rules and Regulations, L&D Policy and AC 16.

- Staff Rules and Regulations (Learning and Development Chapters) revisions were approved mid-March 2015 by FC and Council. L&D Policy revision was approved by the DG with effect 17 April 2015 and is online. The French version will be accessible to all staff by end May 2015.
- Clarifications were provided by PGV and DK on the term ‘Centrally defined budget’ regarding the ‘Corporate’ Communications Courses. Each Department must earmark appropriate financial resources to cover such training costs. JMJ clarified that the CLB had made this recommendation which had been approved

by the DG. Each Department Head is responsible for managing its own budget for the Corporate courses.

Question: MK asked for clarification whether the changes in policy concerned all staff or only those newly joining CERN and whether it was legal to make such changes.

Precision: PGV and JMJ clarified that the changes to the SRR (Learning and Development Chapters) apply to all staff irrespective of date of entry to CERN and the L&D policy had been reviewed and approved by TREF and Council for SRR and the DG for L&D Policy. The policy will not be revisited.

#### **5. Recommendations following 2014 DTO workshop and 2015 DTO meetings format and calendar (PGV)**

- The revised format and calendar for the frequency and content of meetings between DTOs and the L&D team was formalized. The purpose being to ensure DTOs are regularly included and informed on what is happening in L&D and to build collaboration and synergy.
- JMJ underlined that the new Career Path Structure is strongly interlinked with professional development and change in functions. As a result, DTOs and L&D will have a key role in the future.

Question: IC asked whether the Safety Unit would be included in the meetings.

Precision: PGV clarified that the Safety Unit would be invited to the DTO day. JMJ stated that the CLB had no mandate to discuss the content of HSE courses as this was the exclusive responsibility of SAPOCO.

#### **6. LMS follow-up (PGV for ES)**

- PGV gave an up-date on the LMS project, giving a brief history of the project: key processes; workshop in June; key technical tasks; outlined who is involved as 'core' LMS project team; those who are 'Ad-hoc' collaborators; a summary of key milestones; and finally next steps.
- PGV thanked NK and DK for their contributions and role as focal points with the DTOs.
- Regular updates and request for input will be sent as appropriate.

Question: Both MD and MK expressed their surprise and concern that the IT DTO was not invited or consulted in the process especially with regard to the selection of Net Dimensions and asked why only 2 DTOs had been invited to the LMS workshop in June (and not MK).

Precision: PGV clarified that ES had been in contact with all DTOs, including MK who had declined his involvement. VPR clarified that MK was new to the role of DTO and to fulfill the LMS requirements for appropriate input, a long and solid experience as a DTO (to contribute effectively to the review of processes) was key. PGV also emphasized that there had never been any intention to exclude any DTO from the process, quite the contrary!

## 7. Career Transition Measures programme (ND and FLO)

- ND provided an overview of the new CTM process (Workshop 1 and 2)
- Workshop 1 consists of two days with one month interval

Question: MK asked whether this would be useful for someone considering applying for an IC.

Precision: Yes, this would be considered beneficial.

- Workshop 2 consists of 1 day which is open to individuals during the last year of their contract at CERN and until three months after the end of their LD contract.
- It is the responsibility of the HRA to ensure that individuals are made aware of what is available in terms of CTM. However, the responsibility lies with the individual and not the supervisor to raise any training requests.
- The CTM programme is not mandatory.
- HRAs need to be mindful of individuals who might be eligible for a three-year contract extension, or those moving to an IC, when approving requests for Workshop 2.

Precision: FLO reiterated that any course taken by an individual must be relevant and not a 'reconversion'. JMJ also stressed that any training should ultimately be in the interest and benefit of CERN.

- MK commented that the current CTM programme was less generous for individuals than prior to 2012.

Precision: FLO and JMJ stressed that the message all DTOs should be passing within their Department is that the CTM programme is well positioned if compared to other organizations.

Question: MK asked whether the statistics could be made available to the DTOs on the numbers of staff who successfully found work as a result of the CTM programme.

Precision: JMJ commented that the statistics were not freely available to all individuals as they should be accompanied by the relevant explanations. This information was contained in a working document that had been presented and thoroughly discussed with Department Heads. PGV indicated that the matter was closed.

Meeting closed at 4.00pm