Users’ Office news

New Team Leaders e-course
Introducing the Safety Correspondent

D. Chromek-Burckhart – Head of Users’ Office
Team Leader Course

- In 2015 the document "Responsibilities of the Institutes and the Team Leaders" was published to all Team Leaders.
- Audrey Pereira together with her colleagues from the Users' Office developed during 2016 an e-course based on this document and based on the daily experience and collective knowledge of the Users’ Office team.
- The course intends to help Team Leaders understand their role and responsibility and to explain administrative and practical steps in a graphical way.
- It will be embedded in e-training similar to the safety e-training – similar look and feel.
- It will be interactive and be followed by some test questions to validate the course.
- It will be released in the beginning of next year and will then become mandatory for new team leaders.
- It will become mandatory for every Team Leader as of June 2017.
- A communication will be sent to all Team Leaders.
Example views of the course - 1

CERN Team Leader E-Training

Chapters

**Introduction**
- What is a Team?
- What is a Team Leader?
- How is a Team established?

**Role of the Institute**
- Appointment of a Team Leader
- Administrative formalities for Team Members
- Communication with CERN

**Role of the Team Leader**
- Team Leader responsibilities towards CERN and on behalf of the Institute
  - Verification of Institute and Participants data
- Team Leader responsibilities towards Team Members
  - Before arriving at CERN
  - When working at CERN
  - When leaving CERN
Example views of the course - 2

Role of the Institute

Appointment of a Team Leader

Nomination Form

Team Leader Completes course

CERN Validates the nomination

Click on each to zoom

Or

Go to next topic

Secretarial of the experiment

28/11/2016

Team Leader course
Example views of the course - 3

Appointment of a Team Leader

Responsibilities of the Home Institution and the CERN Team Leader

Signed by the Institute

Role of the Institute

Back
Example views of the course - 4

Team Leader responsibilities towards Team Members - Before arriving at CERN

Work permit and Resident permit

- Examples:

User living in Switzerland

User living in France

NB: French Users living in France receive only the Swiss card

NB: Swiss Users living in Switzerland receive only the French card EF
Example views of the course - 5

Team Leader responsibilities towards Team Members - Before arriving at CERN

How to calculate the annual average presence at CERN?

Examples:

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+1 Day</td>
</tr>
</tbody>
</table>

6 Months + 1 day (over the year) is 55%

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>+1 Day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 months +1 day (consecutive) is 55%

From 55% to 100%

Swiss and French cards issued
Introducing the CERN Safety Correspondent

The new CERN Safety Policy requires, amongst others, each collaborating institution to nominate, for each experiment or project in which it participates, a safety correspondent:

We aimed at making the introduction of the Safety Correspondent and the nomination procedure as smooth and efficient as possible.
The practical steps for the nomination of the Safety Correspondent are aligned with the appointment of the Team Leader and the nomination will be possible with the same form and in the same process as for the Team Leader nomination.

To facilitate the initial nomination process, the responsibility of the safety correspondent will be automatically assigned to the current team leader(s).

- the envisaged date is 1st of February 2017
- Institutes can nominate a different person thereafter by following the nomination procedure

The explanation of the responsibilities of the Safety Correspondent and the practical steps for the nomination will be included to the document for ‘Responsibilities of the Institutes and the Team Leaders’

The Director General will send a communication to all Team Leaders and Deputy Team Leaders
Thank You