Users’ Office News

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ACCU

September 9th, 2009
Users’ Office

• Users’ Office 20\textsuperscript{th}
  – Hope you are all on form after last night’s celebrations and me too (for the sake of the minutes)

• UO personnel changes
  – One person on maternity leave to end January: temporary person doing basic tasks only
  – One person moves to another service at the end of the year
    • A post has been opened

08/09/2009
Issue of Cartes de legitimation type P

• 926 cards have now been issued to users
• Users are being invited by e-mail to choose a time slot for an appointment
  – NMS Users with AFs expiring between Jan 2010 and March 2011 have been contacted
  – MS Users between June 2010 and March 2011 have been contacted. May back to January 2010 will follow
• Have a temporary person until the end of January who deals with these appointments now so can proceed faster
Users with Swiss AF/CL but no French card

- ~ 260 Users with AF/CL have no French card
- This is not in accordance with the CERN agreements with the French authorities
  - CERN has to announce the presence of all resident users to the MAE via a "Notification de Nomination et de Prise de Fonctions d'un titulaire (NNPF)"
- The Users concerned must complete an NNPF
- An e-mail (example follows) will soon be sent to each user concerned:
You are in possession of a Swiss Attestation de Fonctions (AF) or Carte de Legitimation (CL) but you do not have a French card ("Titre de Séjour Spécial" or "Attestation de Fonctions") issued by the French Ministry of Foreign Affairs (MAE).

It is OBLIGATORY that CERN announces your presence to the MAE via a "Notification de Nomination et de Prise de Fonctions d'un titulaire (NNPF)".

You must come to the Users' Office AS SOON AS POSSIBLE to complete an NNPF.

If you do not do so within ONE MONTH then we will have to terminate your User contract !!

You will need 4 photos (passport format) for you, and, if you live in France, for each family member named on your Swiss AF or in possession of a CL (if you live in Switzerland family members are not entitled to a French card) as well as other supporting documents (see FRENCH CARD at the bottom of page https://cern.ch/hr-services/services-Adm/Cards/initial.asp for the full list of documents required by the Users' Office).
Message sent to Team Leaders

• Users still arrive in the Users’ Office with no clue what is needed to register (or prolong contracts)

• An e-mail has been sent to all Spokespersons and all Team Leaders of active experiments, reminding them of what a user must do before coming to the office and pointing to our registration information page
The Grey Book

• The experimental programme of CERN is detailed in the Grey Book
  http://greybook.cern.ch/

• Online only (last printed in 1999) and dynamically updated

• New experiments are entered by the Grey Book secretariat (part of UO) after each Research Board and the teams updated by the UO and experiment secretariats
The Grey Book (2)

- The list of institutes associated with CERN, country by country, can be consulted at http://greybook.cern.ch/institutes/

- Please check the information for your country and inform us (via the address indicated on the Grey Book home page) of any corrections
Miscellaneous

• The Users’ Office and ACCU sites are now more visible from the CERN Home page http://cern.ch/user/Welcome.asp

• Work has just started on a new-look UO web site using standard templates:
Proposed layout of new UO website

Welcome to CERN Users' Office webpage

Users' Office Location

Opening Hours:
Monday, Tuesday, Thursday, Friday : 08h30 – 12h30
Monday to Friday: 14h00 – 16h00
Closed Wednesday mornings

It is strongly recommended that you get as much information as possible before you come to CERN.

User To-Do List before Arrival

Read the Newcomers Guide
Find an accommodation (Strongly advised):
Life Geneva-France
CERN Housing Service for short term accommodation
Get informed about Schools and Education Life Geneva-France
Check with the Installation Service about removals and importation formalities of vehicles, furniture and personal effects
Make sure to provide special documents (Visa, medical Certificates, marriage certificate ...)
Check for Health insurance
Users are obliged to have an appropriate insurance protecting against the economic consequences of illness and accidents.