Users’ Office News

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ACCU

December 9th, 2009
Number of Users

- Reached 10,000 Users at the end of October
- How many more will come?
- Can we cope with the workload?

Evolution of number of Users
UO Staff

• Two experienced staff will leave soon
• Two replacements recruited in November
• Remaining staff have to
  – learn and take on new tasks
  – help train the new staff
• One experienced registration staff remains
• Will be difficult in December and the first few months in 2010
UO Staff (2)

• To help reduce our workload
  – Team Leaders should make sure users are properly informed and have the appropriate forms fully completed and signed before coming to the Users’ Office
  – Read carefully the e-mails about CERN contract renewal sent 28 days before expiry and take the necessary steps before the USER contract expires
  – Make sure your e-mail address is correctly registered
  – Consult the Users’ Office web-site and FAQs before sending questions via e-mail
Meyrin Tram

• On Sunday, December 13th trams will run to la Graviere in Meyrin

• **Bus routes to CERN will change (See plan)**
  – 56 bus goes to Meyrin Village and connects to the tram in Vaudagne
  – 28 bus no longer of interest for the airport
  – **Y bus goes from CERN to Ferney-Voltaire via the airport (takes ~20 mins to airport)**
  – 57 bus route partially covers old 29 bus route
  – 54 bus route changed
Users with Swiss AF/CL but no French card

• Announced last ACCU that an e-mail would be sent to each user with a Swiss AF/CL but no French card (~260)
• The e-mail has not been sent yet
• Would significantly increase the workload for the Users’ Office at a difficult time
• Will be sent when the manpower situation in the UO has stabilised
User contracts with their institute

• Associated members of personnel must be registered as a student or have an employment contract with an outside institute/employer

• Proof is required at registration or contract renewal

• If a user has an indefinite contract we do not require further proof when renewing
  – However, when renewing after the age of 65 further proof of employment is required
Visas (1)

• Short term **Schengen Visa C**
  – Can have a visa for a maximum of 90 days within a 180-day period!!
  – If, in the 6 months period prior to the end of your next foreseen visit, you will have spent 90 days in Schengen, you have to wait to get another short term visa

• Must request a long term visa D if staying more than 90 days in a 180-day period
Visas (2)

• Users normally under visa restrictions can travel within Schengen with either their Swiss CL or their French card.

• Expiration dates of the Swiss and French documents usually differ
  – Can travel using French document when Swiss document is sent for renewal (and vice versa)
Visas (3)

• Biometric visas will be introduced next year (April)
• Switzerland may delegate the issue of visas to other Schengen member countries initially if not fully equipped
Validity of CL

• Strict rules on validity of CL – must be valid when leaving Schengen after cessation of CERN contract!
  
If not
  – Can be fined
  – Can be banned from Schengen states for several months

• Host States documents MUST be returned at contract end!
Users’ Office web-site

• As announced last meeting a new look-and-feel web-site was implemented
  – http://cern.ch/ph-dep-UsersOffice/
• Old site was left in place for one month, has now been removed
• A re-direct is in place from old site to new
• Have highlighted the Index A to Z
• Feedback on the site would be welcome