

## Summary of HR-PMD Meeting 25/08/06

Present: Sue (partially), Pierre, Seamus, Sudeshna, Jean-Marc

### General information from Sue

- Group Leader Meetings (3 this week) – discussions on new HR Structure start-up, new salary grid and implementation details, HR Budget, Manpower Plan and its impact on HR, New Contract Policy and the aftermath of the 25/07/06 EB, discussions on the HR Roadmap project
- Participation in selection of a Team leader in the Fire service
- Meetings about the Language training programme with Sudeshna & Andree and with Enrico & Sudeshna
- Meeting about the new e-RT webpages
- Meeting to start the planning for the Cite des Métiers event in November
- Meeting to discuss the revised Staff rules and regulations about training + follow-up with JTB Chairman
- Discussion with Internal Audit + additional written answers to questions concerning the HRCs work as a follow-up to the visit of P. Wegehenkel
- Meeting with Anne-Sylvie & Seamus to begin the interviews with all current RCC members to prepare assignments for 01/10/06 and for the new structure
- Various other individual discussions with PMD members
- Sue absent 28 + 29/0806. SDC to represent PMD at GLM

### Recruitment, Coordination & Contracts

- Departments
  - Selection boards starting slowly after summer
  - End- and mid- probation meetings
  - LD contract end meetings
  - Follow-up of PIPs (AB & IT)
  - Possible internal mobility cases for moves from IT and AT
  - Indefinite contract work in full swing for EB 2 November
  - Follow-up with Medical Service of specific cases
  - discussion on legal issues around 3+3 extension vs. renewal (PH & AT working on a common approach)
  - AB : request for long term training (2.5 yrs) discussed with the GL
  - FT renewals
  - HR : HRC board 4 candidates 23 August. Refused offer on HR Expert post
  - IT resignation - mutual agreement 1 month notice period
  - PH : receiving comments from LD to IC candidates with no IC decision
  - SC : internal Fire Service board for Team Leader - excellent CP A candidates
- Other activities
  - Discussions with Social and Medical Services about current uneasy situation and possible increase of requests for help as result of unclear contractual/budgetary situation (CL)
  - SRR Working Group meeting + preparation (AC)
  - Stand-by and shift work study (CG with ASC + departments concerned)

- Absences
  - Linda back on 4 September
  - Seamus back on 17 September

### **Classification & Remuneration**

- Responsibility Allowances unfortunately not approved on time for the August payroll, but everything being prepared for next month. Second mail sent to the persons concerned
- Discussions started around the implementation of the new salary grid
- A few questions from Canton Vaud inhabitants who received a reminder for their tax declaration; WB article and email prepared
- Discussions around the career path changes in FB continue (and are not finished yet!).
- Reports of career path changes almost finished
- eRT webpages being revised
- Mediation requests expected for two cases of refused career path changes (SC and AB), and for one delayed step (TS)
- Meeting with S. Lettow, PG & SDC to explain the MAPS and advancement process
- Bjorn back on Monday
- Pierre on leave for 3 weeks as from next week

### **Apprentice Programme**

- Fin approximative des préparatifs matériels, programmes de stages, travaux pratiques pour 2006-2007
- Rentrée scolaire lundi 28 août :
  - Divers problèmes d'inscription sont apparus cette année, en particulier pour la maturité professionnelle intégrée. Après discussion de cette situation, la responsable de l'OFPC se chargera de clarifier la situation pour 2007-2008.
  - Réception de nouveaux apprentis probablement mercredi pm pour les formalités d'entrée, ouvertures de comptes, informatiques, matériel...
  - Début du stage introduction au CERN pour les 2<sup>èmes</sup> année.
- Démission d'un électronicien entrant en 2<sup>ème</sup> année (problème de trajet)
- Réception de l'apprentie SWISSCOM qui viendra au CERN cet automne pendant le stage de révision des 3<sup>èmes</sup> année électroniciens

### **Technical Training**

- This week the Training Center was occupied by the Hungarian teachers
- Usual administration of the courses, invitations and preparation of sessions starting within the next few weeks (5 courses to take place next week)
- Preparation for the new training season:
  - Cleaning and checking material: PCs & beamers and ceiling installation of certain beamers
  - reinstallation of all the PCs with Nice and Linux + certain software often used in the same rooms
  - Resetting of all passwords
  - Update TADM web site ( site for the tech support of SERCO for the training center)
  - Ordering of new material

- General room preparation
- Cleaning of technical training office

### **Management, Communication Training**

- Contacts with 4 providers (IMD, Universite de Geneve, CIPD, ASK Consultants) for possible HR Training actions - expect to have 4 proposals for decision by mid September
- Meetings with consultants on regular programme (Mina Michal, Gilles Vallet) - review, update,...
- Evaluation of team action for Library Group completed and communicated to Jens Vigen
- Evaluation of 360 degree GL session ongoing, all questionnaires now received
- Input to SR&R review work on training chapter
- Input to discussion on language training in the longer term with Enrico & Sue
- Presentation (SDC/PG) to S Lettow on MAPS
- Thanks received from staff member for coaching in the context of area for improvement, referral from HRC in context of indefinite contract review
- Preparation of coaching issues to be addressed in upcoming 'managing teams' course

### **Language Training**

- Preparatory work for next term of language training, significantly higher numbers of enrolments authorised:
  - 75 re-enrolments in English & 45 new enrolments (93 this time last year)
  - 63 re-enrolments in French & 36 new enrolments (71 this time last year)
- "Farewell Ulrich" - official end of contract end August