Users’ Office news

Induction for Users
Team Leader Course

D. Chromek-Burckhart – Head of Users’ Office
Induction for Users

Quarterly Induction day
Users were offered to participate the first time to the on 6th of September to this event which is organized by the HR department

Newcomers were invited through email and advertisements by the Users’ Office
We thank the HR department for their cooperation and the adaptation of the presentations

The program includes presentations to introduce CERN to the newcomer and leaves amply time for questions and discussion with the presenters and with peer newcomers after the presentations, in the coffee breaks and during the closing drink
It gives the newcomer the Opportunity to meet the CERN Director and the EP department head

The next induction day will take place in December and we encourage newcomers to participate

Longer term plans:
• The program will evolve to leave even more time for networking during the induction day
• Material will be made available on electronic media which can be consulted before the event
• An on-boarding scheme will provide Users with Information tailored to their specific situation
Introduction of the Team Leaders Course

• 12th of June 2017: Team Leaders course was announced to all Team Leaders and Deputy Team Leaders

• 1st of September: Team Leaders course became mandatory

• Criteria for a nomination as Team Leader or Deputy Team Leader:
  • A valid contract as a Member of the CERN Personnel
  • Team Leader Nomination form, filled and signed by all parties
  • Having passed the test for the Team Leaders Course

*Note: the course can be followed after 1st of September to enable the nomination*
Feedback to the Team Leaders Course

• 1660 people have followed the course so far

• Largely positive feedback: ‘have learned something’ in particular regarding the residence cards, VISA request and average presence per year for which the rules are given by the Host States authorities.

• When having followed the course, many Team Leaders consulted the link to the Grey Book. They verified and corrected the list of participants of their team and the institutes data. The Grey Book secretariat is pleased of having received numerous requests for corrections.

• *Note: Signature in Nomination form: different signature for institutes responsible and for Team Leader or deputy Team Leader*
Thank You