

# CERN People and the Organization

Anna COOK

Deputy group leader, Talent Acquisition group, HR

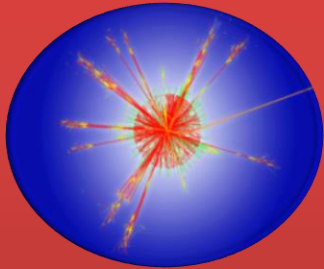
Quarterly induction

4th December 2017



# CERN's Mission

- *To provide a unique range of particle accelerator facilities that enable research at the forefront of human knowledge*
  - *To perform world-class research in fundamental physics*
- *To unite people from all over the world to push the frontiers of science and technology, for the benefit of all.*



Research



Education



Technology



Collaboration

# CERN

- An International Governmental Organisation
- Composed of Member and Associate Member States
- With its:
  - Own treaty
  - Own bodies
  - Own legal personality



## The twenty two Member States of CERN

Member States (date of accession)

 Austria (1959)	 Romania (2016)
 Belgium (1953)	 Slovakia (1993)
 Bulgaria (1999)	 Spain (1961-1968, 1983-)
 Czech Republic (1993)	 Sweden (1953)
 Denmark (1953)	 Switzerland (1953)
 Finland (1991)	 United Kingdom (1953)
 France (1953)	
 Germany (1953)	
 Greece (1953)	
 Hungary (1992)	
 Israel (2014)	
 Italy (1953)	
 Netherlands (1953)	
 Norway (1953)	
 Poland (1991)	
 Portugal (1986)	



# CERN's Council

- ❑ Composition: each Member State has two official delegates.
- ❑ Council determines the Organization's policy in scientific, technical and administrative matters and approves the programme of activities.
- ❑ Appoints the DG who in turn reports to Council.
- ❑ Council President: Sijbrand de Jong



<https://council.web.cern.ch/en>

# CERN's Subordinate bodies

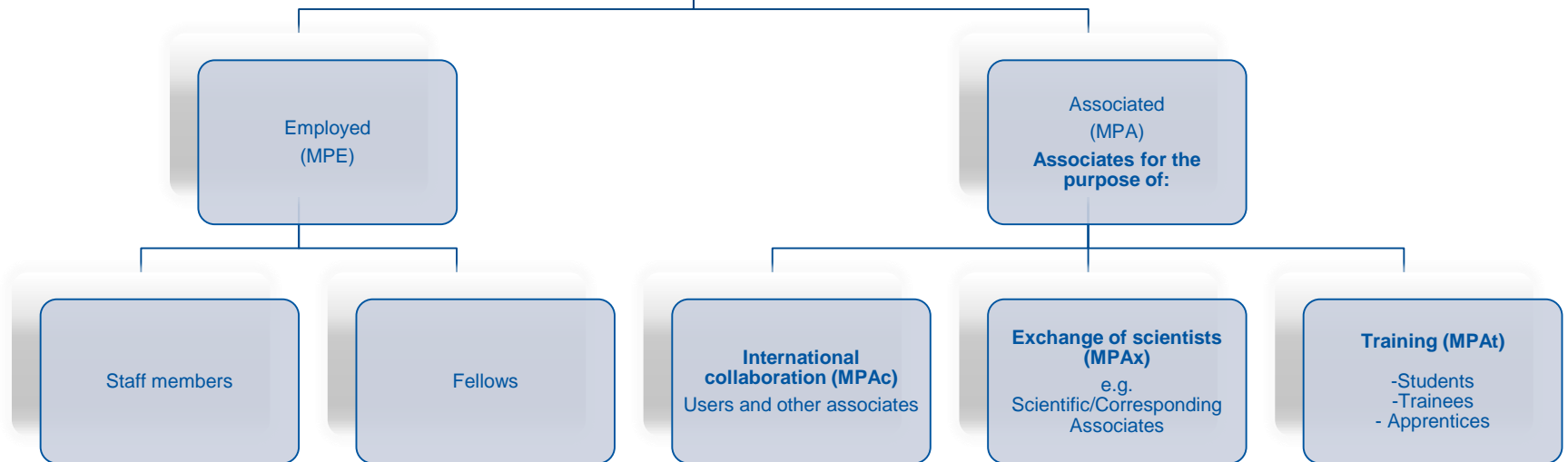


- ❑ Finance Committee (FC)
  - ❑ *Advises Council on financial matters pertaining to the Organization's functioning.*
  
- ❑ Scientific Policy Committee (SPC)
  - ❑ *advise Council on scientific matters related to the Organization.*
  
- ❑ Tripartite Employment Forum (TREF)
  - ❑ *studies aspects of CERN remuneration and employment conditions.*
  
- ❑ Pension Fund Governing Board (PFGB)
  - ❑ *Advises Council on Pension Fund matters.*
  
- ❑ Audit Committee (AC)

<https://council.web.cern.ch/en>

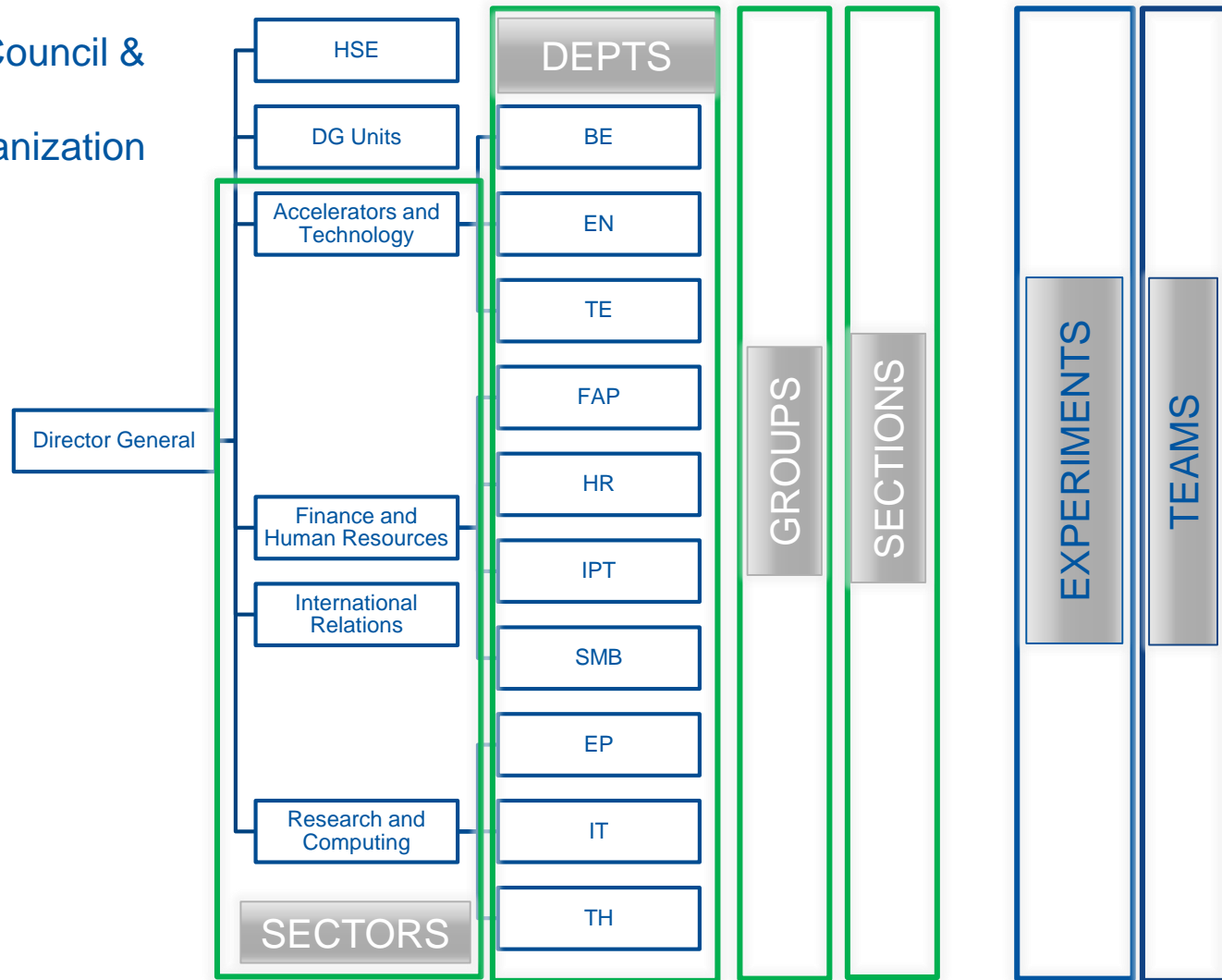


# CERN's People



# CERN's Structure

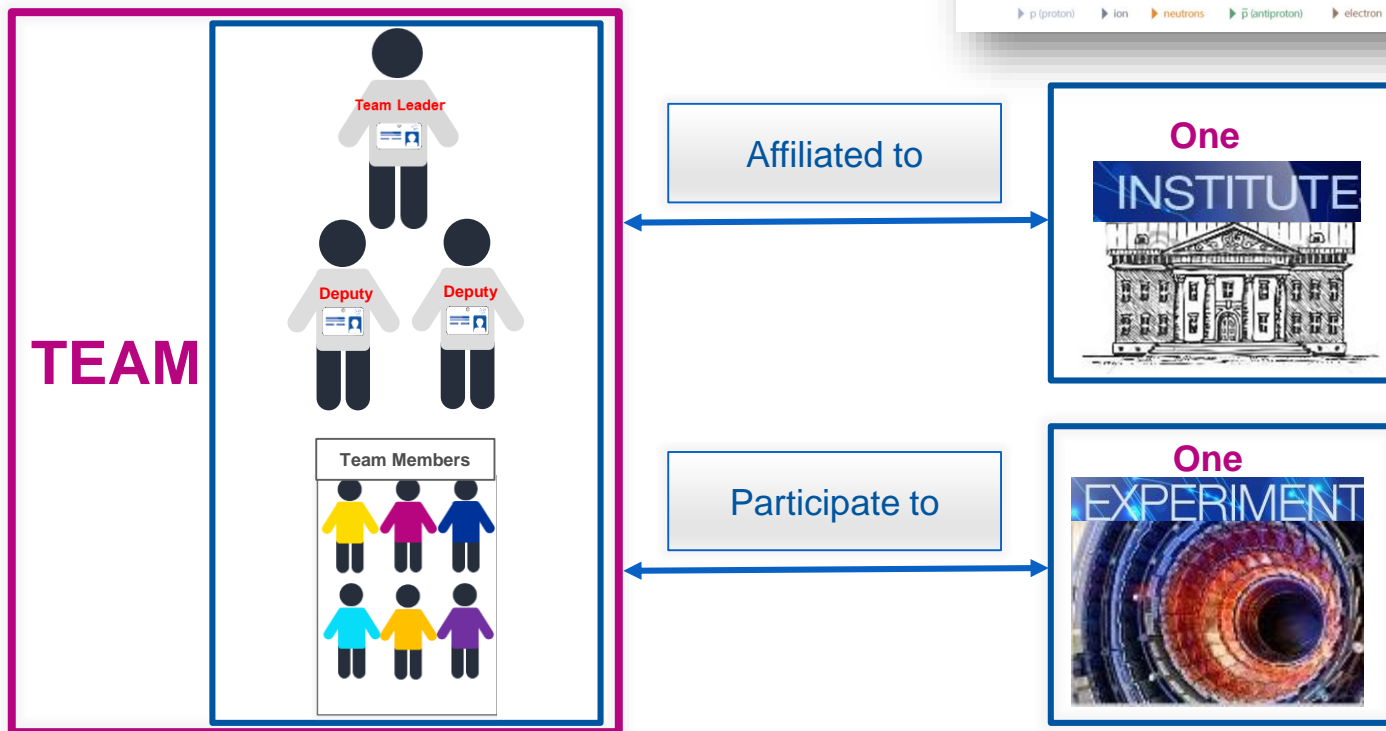
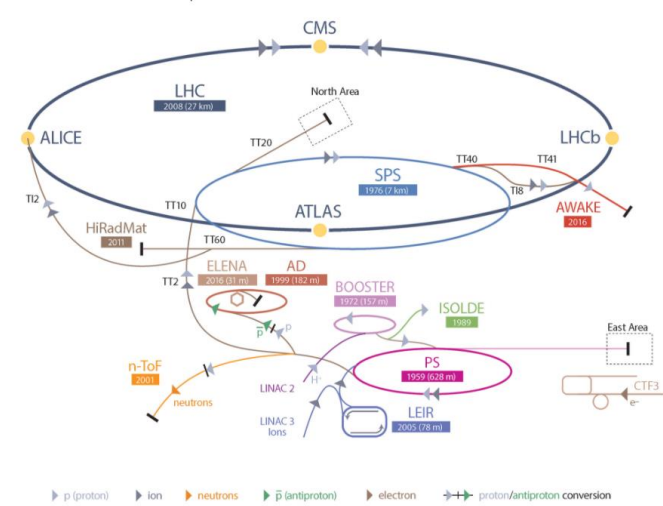
The DG is appointed by Council & acts as CEO and legal representative of the Organization (appointed for 5 years)



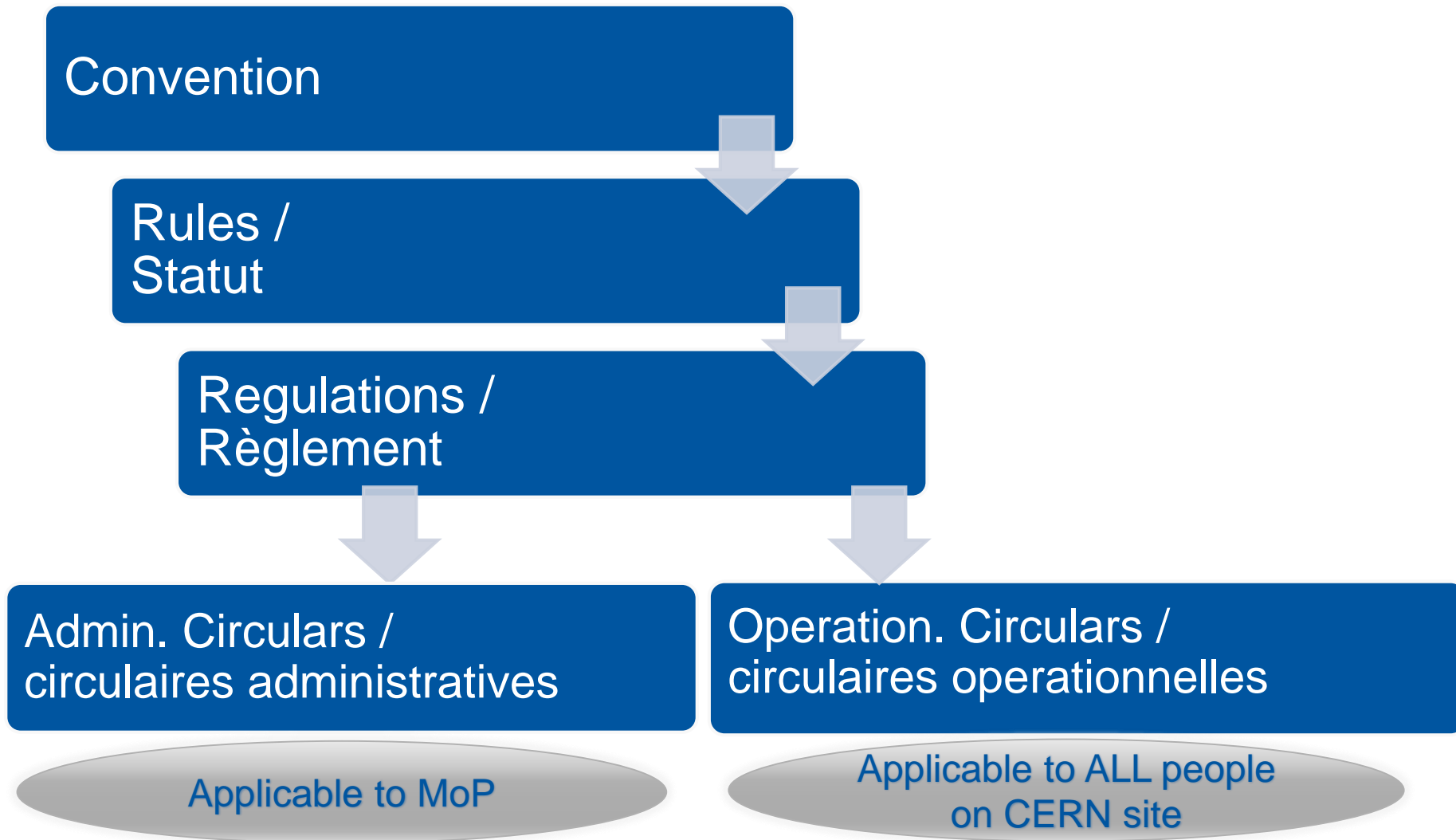


# What is a Team ?

CERN's Accelerator Complex



# CERN's legal framework



# Staff Rules and Regulations



European Organization for Nuclear Research  
Organisation européenne pour la recherche nucléaire

## STAFF RULES AND REGULATIONS

11<sup>th</sup> edition — 1 January 2007  
Updated – 1 September 2016

## STATUT ET RÈGLEMENT DU PERSONNEL

11<sup>e</sup> édition — 1<sup>er</sup> janvier 2007  
Mise à jour – 1<sup>er</sup> septembre 2016

<b><i>RULES</i></b>
<b>Chapter III - Section 1</b>
Articles S III 1.01 - 1.02
1 July 2008

<b><i>REGULATIONS</i></b>
<b>Chapter III - Section 1</b>
Articles R III 1.01 – 1.05
31 March 2015

## CHAPTER III

### WORKING CONDITIONS

#### Section 1 - Working hours

## CHAPTER III

### WORKING CONDITIONS

#### Section 1 - Working hours

## CHAPITRE III

### CONDITIONS DE TRAVAIL

#### Section 1 - Heures de travail

- 30 -

## CHAPITRE III

### CONDITIONS DE TRAVAIL

#### Section 1 - Heures de travail

<b><i>RÈGLEMENT</i></b>
<b>Chapitre III - Section 1</b>
Articles R III 1.01 - 1.05
31 mars 2015

<b><i>STATUT</i></b>
<b>Chapitre III - Section 1</b>
Articles S III 1.01 - 1.02
1er juillet 2008

# Staff Rules and Regulations

## GENERAL PROVISIONS

### Section 1 - Staff Rules and Regulations

The Staff Rules (hereinafter the Rules) shall define and codify the legal relationship between the Organization and the **members of the personnel.**

Each article of the Rules and Regulations shall indicate to which category(ies) of the members of the personnel it applies.

# Staff Rules and Regulations

- 11 -

<b>RULES</b>
<b>Chapter II - Section 1</b>
Articles S II 1.01 - 1.08
1 January 2016

## CHAPTER II

### CONDITIONS OF EMPLOYMENT AND ASSOCIATION

#### Section 1 - Employment and association

<i>Article N°</i>	<i>Applicable to</i>
S II 1.01 Appointments by the Council	Ts
S II 1.02 Appointment of the members of the personnel	MP
S II 1.03 Competence, integrity and fitness	MP
S II 1.04 Fair distribution	MPE MPAx-MPA <sub>t</sub>
S II 1.05 Contract and conditions of employment or association	MP
S II 1.06 Protection of personal data	MP
S II 1.07 Personal administrative file	MP
S II 1.08 Probation period	MPE

The Council appoints the Director-General and, on his recommendation, the Directorate members and the Heads of Department.

The Council shall delegate to the Director-General the power to appoint the members of the personnel.

The Director-General shall take steps to ensure that the members of the personnel appointed are of the highest competence and integrity and fit to perform the functions entrusted to them.

At the time of appointment of members of the personnel and subject to the provisions of Article S II 1.03 and to the relevant conditions relating to Associate Membership, the Director-General shall strive to ensure as fair a distribution as possible of nationals of the Member and Associate Member States and of men and women.

Appointments shall be the subject of a contract signed by the Director-General and the member of the personnel. The contract shall stipulate the member of the personnel's conditions of employment or association.

The Organization shall take the necessary measures to protect and ensure the confidentiality of personal data concerning the members of the personnel.

A personal administrative file containing the documents relating to the application of the Rules and Regulations shall be created at the time of appointment of a member of the personnel. This file shall be confidential and shall not be accessible to anyone but the member of the personnel concerned, except for operational requirements.

After appointment, staff members and fellows shall be subject to a probation period.

# Staff Rules and Regulations



- Define and codify legal relations  
CERN/MoP
- Adopted by Council



- Specify the application of the rules
- Adopted by FC

Management proposal  
Discussion process with  
Staff Association



# Administrative and Operational circulars

- Specify the application of Staff Regulations
- Adopted by the DG

- Do not arise from SRR
- Internal operations of the Organization
- Adopted by the DG

Discussion process with  
Staff Association

# Administrative circulars

## Administrative Circular 14 Rev 3

Protection of members of the personnel against the financial consequences of illness, accident and incapacity for work

[CERN\\_Circ\\_Admin\\_En\\_14\\_Rev3.pdf](#)

[CERN\\_Circ\\_Admin\\_En\\_14\\_Rev3.pdf?subformat=pdfa](#)

Valid from: 14/01/2013

Access to full record on [CDS](#)

## Administrative Circular 02 Rev 7

Recruitment, appointment and possible developments regarding the contractual situation of staff members

[CERN\\_Circ\\_Admin\\_en\\_2\\_Rev7.pdf](#)

[CERN\\_Circ\\_Admin\\_en\\_2\\_Rev7.pdf?subformat=pdfa](#)

## Administrative Circular 11 Rev 3

Categories of members of the personnel

[CERN\\_Circ\\_Admin\\_EN\\_11\\_REV3.pdf](#)

## Administrative Circular 31 Rev 2

International indemnity and non-resident allowance

[CERN\\_Circ\\_Admin\\_En\\_31\\_Rev2.pdf](#)

Valid from: 01/09/2016

## Administrative Circular 23 Rev 4

Special working hours

[CERN\\_Circ\\_Admin\\_fr\\_23\\_Rev4.pdf](#)

[CERN\\_Circ\\_Admin\\_fr\\_23\\_Rev4.pdf?subformat=pdfa](#)

## Administrative Circular 20 Rev 2

Use of private vehicles for official duty

[CERN\\_Circ\\_Admin\\_en\\_20\\_rev2.pdf](#)

## Administrative Circular 22B Rev 2

Compensation for hours of long-term shift work

[CERN\\_FAQ\\_Application\\_LS1\\_en.pdf](#)

[CERN\\_Circ\\_Admin\\_en\\_22B\\_rev01 .pdf](#)

<https://hr-dep.web.cern.ch/admin-circulars>

# Operational circulars



## OPERATIONAL CIRCULAR NO. 4 (REV. 1) Issued by the Human Resources Department

This operational circular was examined by the Standing Concertation Committee at its meeting on 15 February 2012.

**Applicable to:** Members of the personnel, contractors and their personnel

**Issuing authority:** Director-General

**Date:** 1 September 2012

Previous texts cancelled and replaced by this operational circular: Operational Circular No. 4 entitled "Conditions for use by members of the CERN personnel of vehicles belonging to or rented by CERN" – April 2003 and the Regulation entitled "Conditions for use by the personnel of CERN contractors of vehicles belonging to or rented by CERN" – April 1996

*In the interests of readability, this circular has been drafted using the masculine gender only. However, use of the masculine gender should be understood to refer to both sexes. The provisions of the circular therefore apply to both men and women, except where it is clear from the context that they concern one sex or the other exclusively.*

### USE OF VEHICLES BELONGING TO OR RENTED BY CERN

## CIRCULAIRE OPÉRATIONNELLE N°4 (RÉV.1) Publiée par le Département des Ressources humaines

La présente Circulaire opérationnelle a été examinée par le Comité de Concertation permanent lors de sa réunion du 15 février 2012.

**Applicable à:** Membres du personnel et entreprises et leur personnel

**Personne responsable du sujet traité:** Directeur général

**Date :** 1<sup>er</sup> septembre 2012

Textes antérieurs annulés et remplacés par la présente circulaire opérationnelle : Circulaire opérationnelle n°4 intitulée «Conditions d'utilisation par les membres du personnel du CERN des véhicules appartenant au CERN ou pris en location par lui» - avril 2003 – et Règlement intitulé «Conditions d'utilisation des véhicules appartenant au CERN ou loués par lui par le personnel d'entreprises liées au CERN par un contrat» - avril 1996.

*Par commodité de lecture, la présente Circulaire est rédigée en utilisant uniquement le genre masculin. L'utilisation de celui-ci doit néanmoins être comprise comme se référant aux deux sexes. Les dispositions de cette Circulaire s'appliquent par conséquent aux hommes comme aux femmes, sauf s'il ressort clairement du contexte qu'il ne s'agit que des uns ou des autres.*

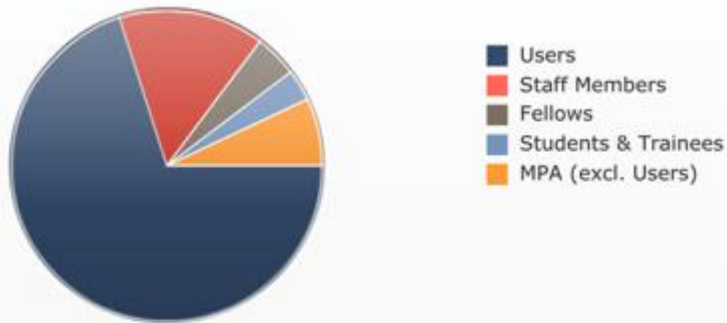
### UTILISATION DES VÉHICULES APPARTENANT AU CERN OU PRIS EN LOCATION PAR LUI

[cern.ch/hr](http://cern.ch/hr)

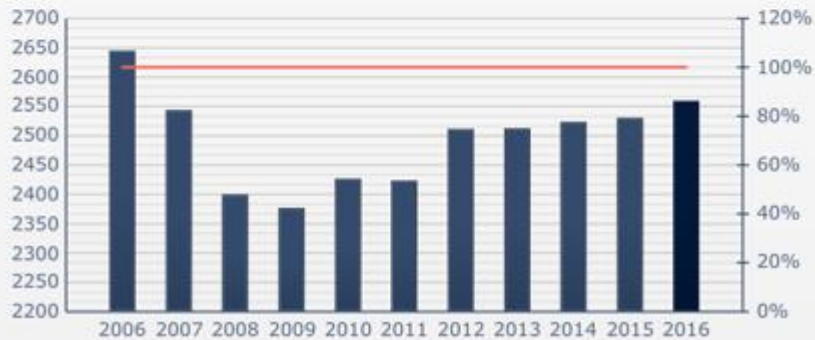


# Key numbers - demographics

Members of Personnel  
2016

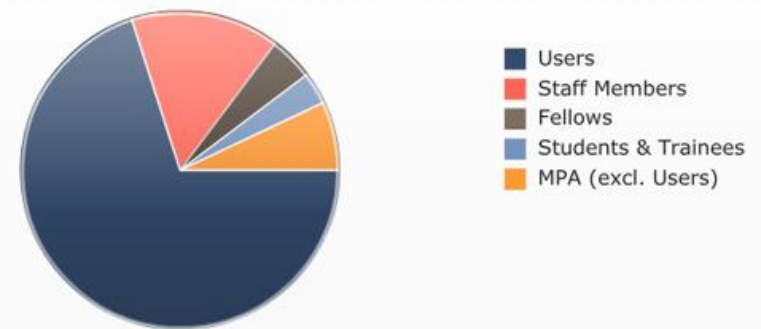


Staff Members  
Ten Year Evolution

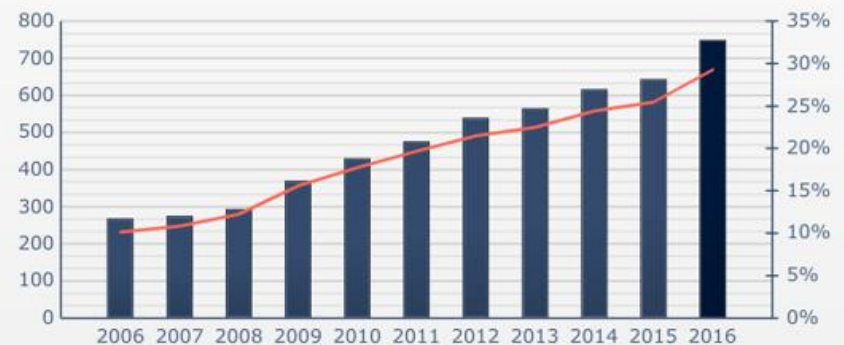


2560, 15.18%

Members of Personnel  
2016

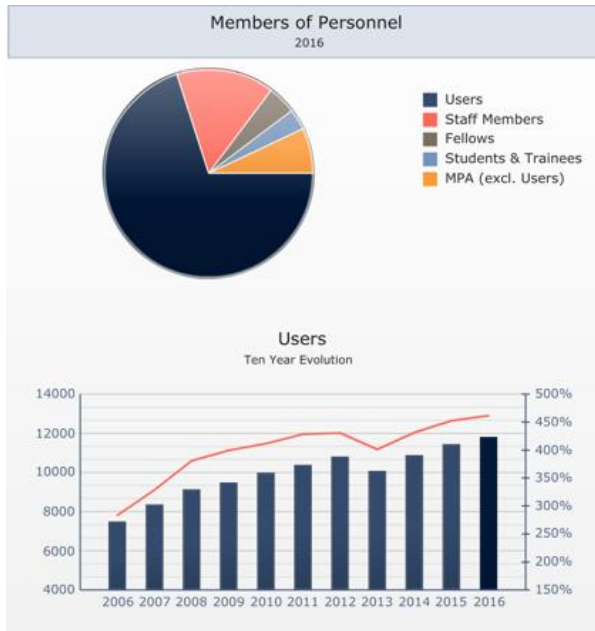


Fellows  
Ten Year Evolution

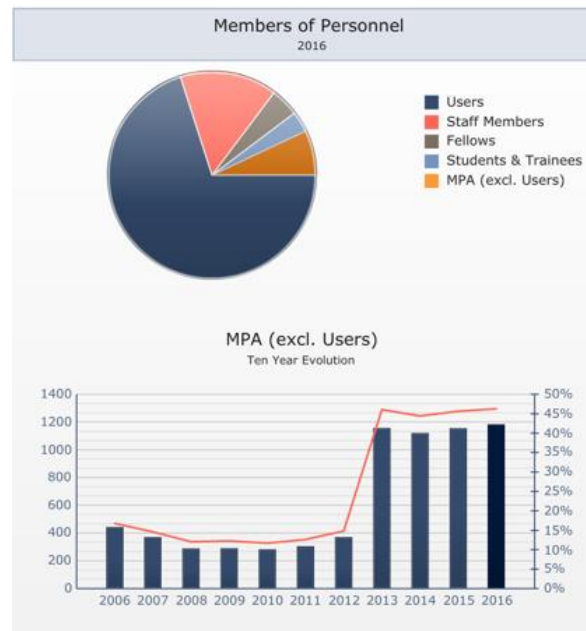


750, 4.45 %

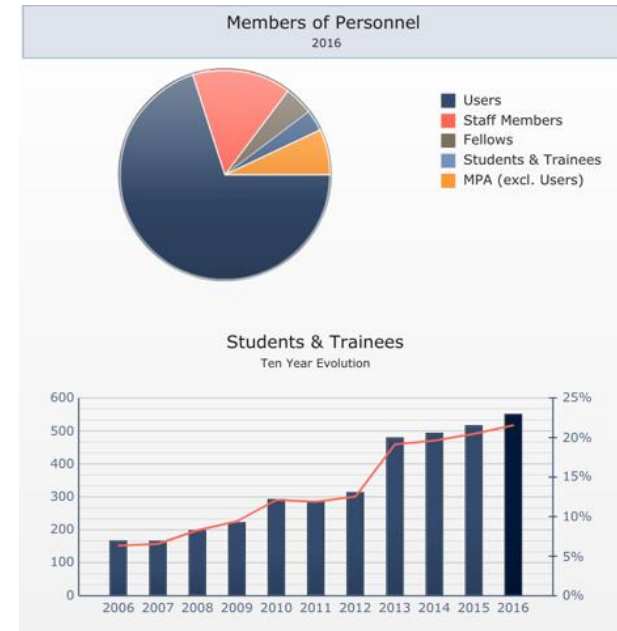
# Key numbers - demographics



11821, 70.08%

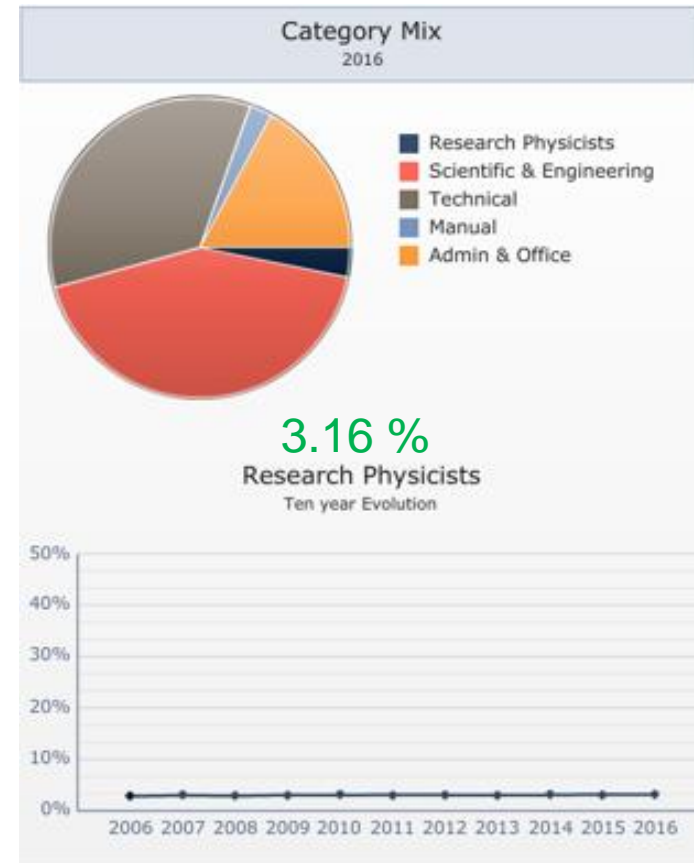
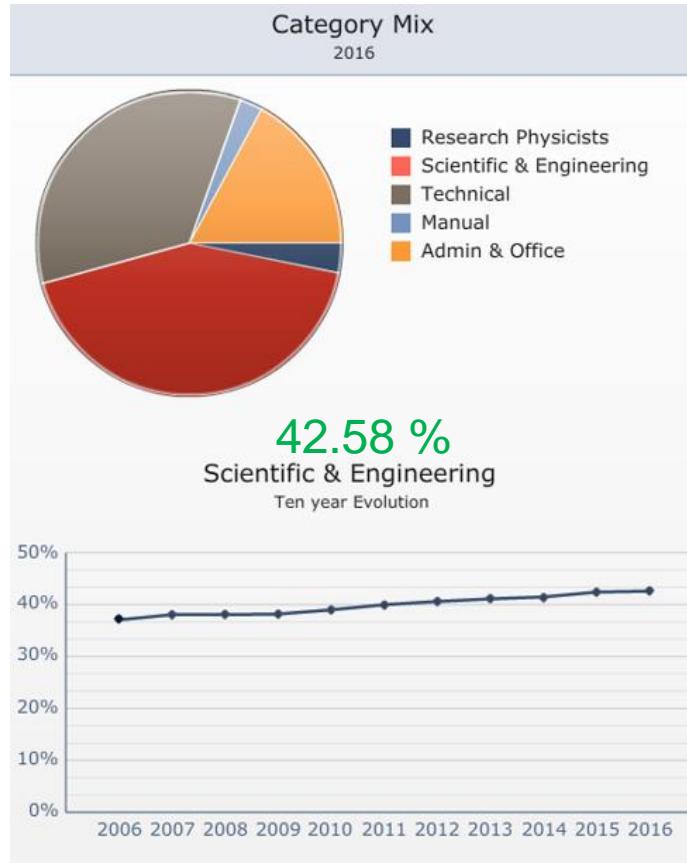


1185, 7.03%



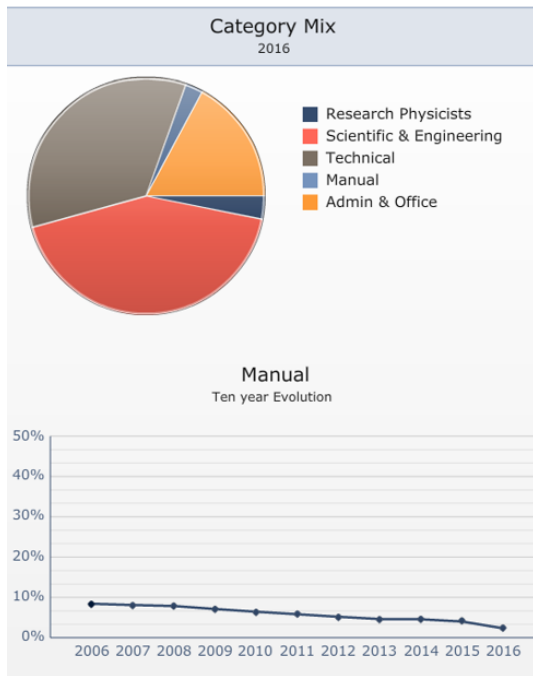
552, 3.27%

# Category evolution

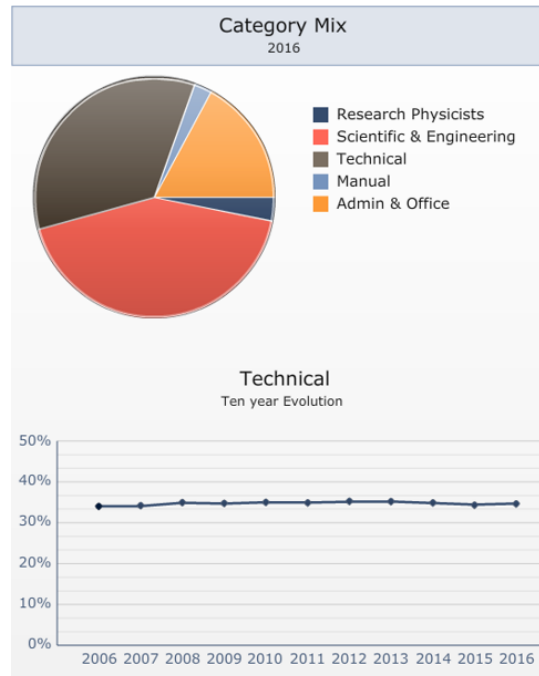




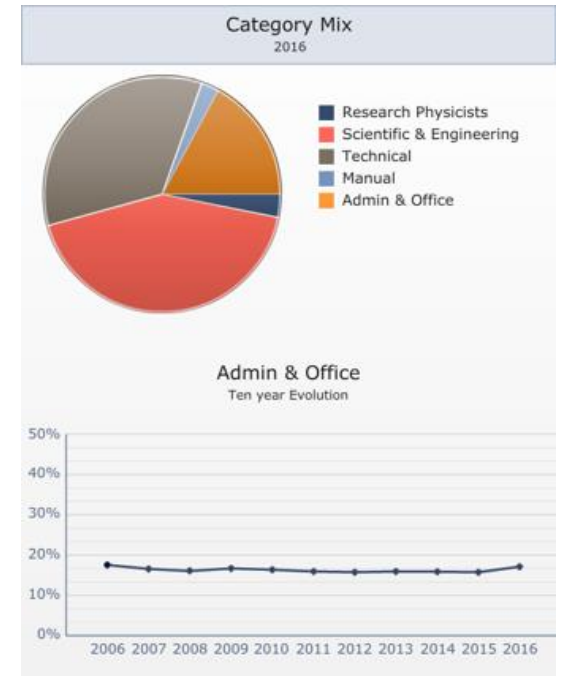
# Category evolution



2.38 %

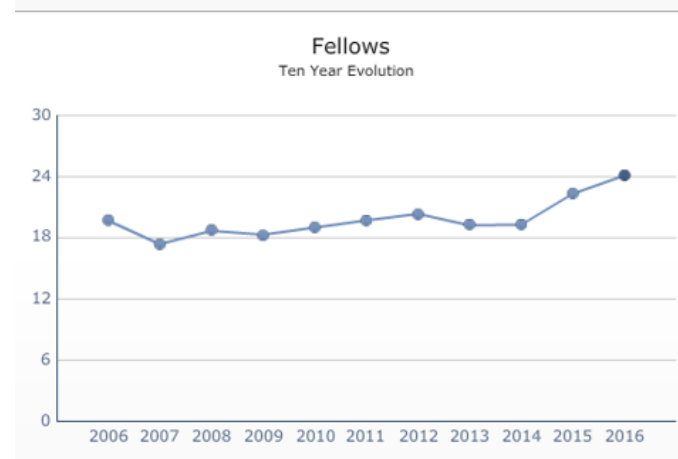
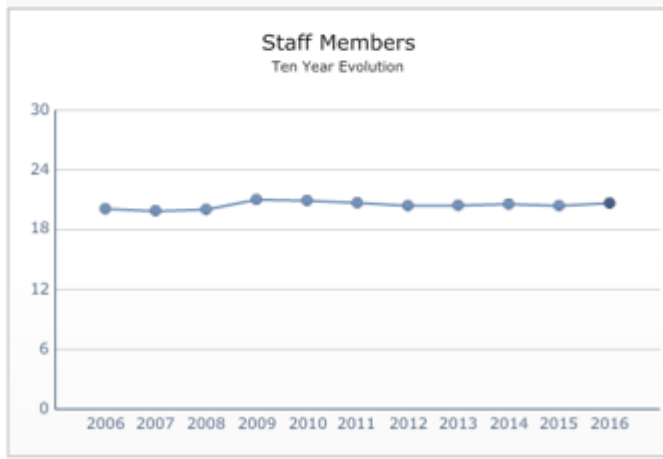
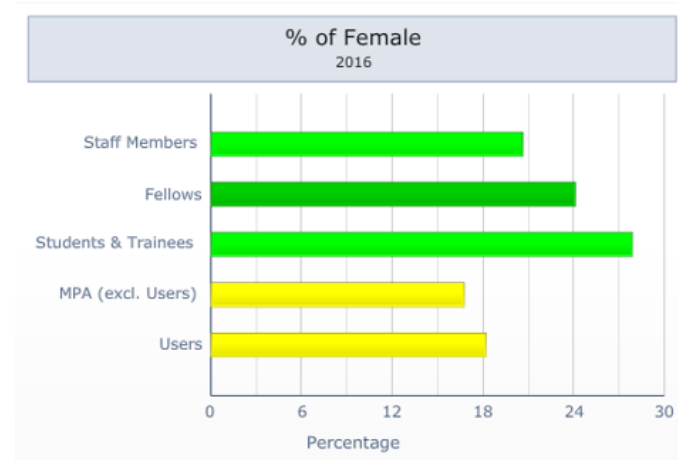
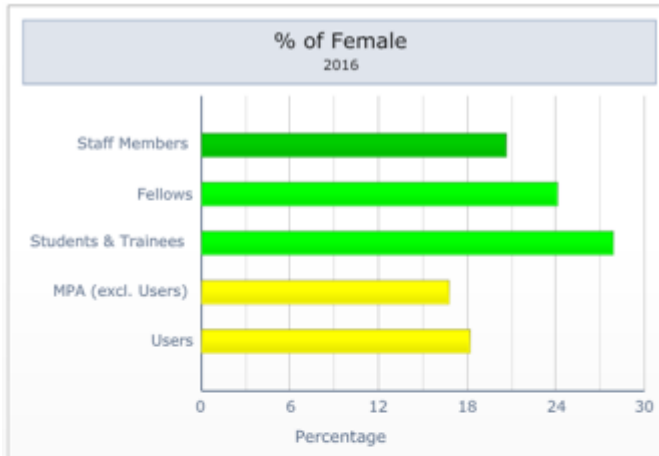


34.73 %



17.15 %

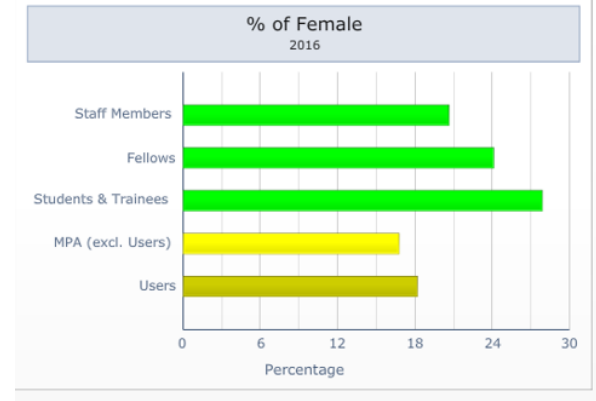
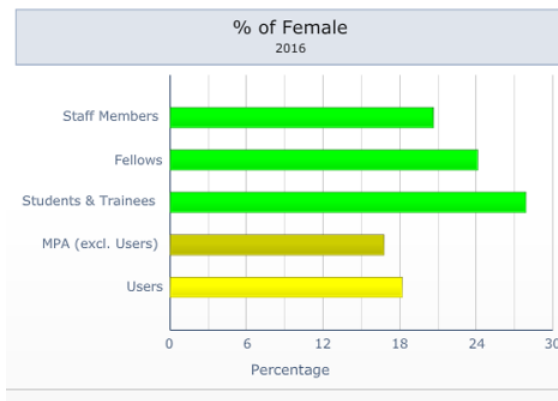
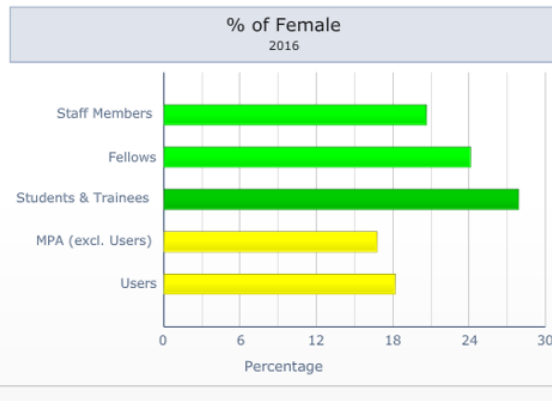
# Gender



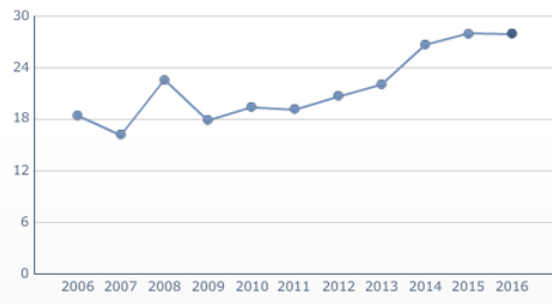
20.66 %

24.13 %

# Gender

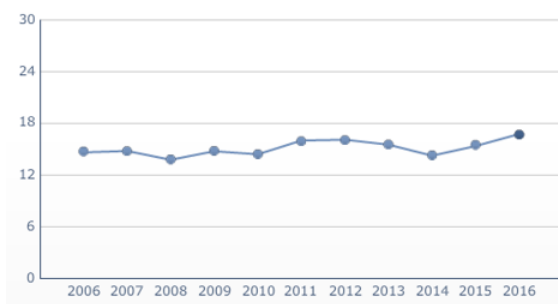


**Students & Trainees**  
Ten Year Evolution



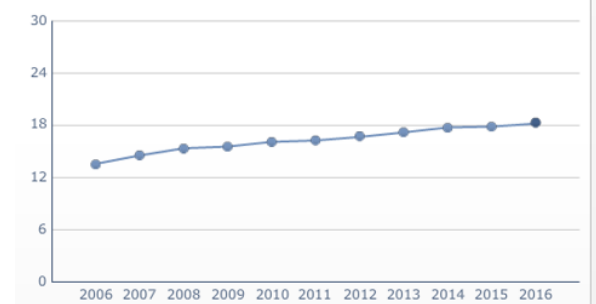
27.90 %

**MPA (excl. Users)**  
Ten Year Evolution



16.79 %

**Users**  
Ten Year Evolution



18.22 %

# Joining CERN



International  
Civil Servant  
Fonctionnaire  
International

Privileges and  
Immunities  
Privilèges et  
immunités

Rights and  
Obligations  
Droits et  
obligations

# Privileges and immunities

**The purpose is not to benefit individuals but to ensure the efficient performance of their functions.**

Le but est non pas d'avantager des individus mais d'assurer l'accomplissement efficace de leurs fonctions.

**Immunity from jurisdiction in the course of duties**

Immunité de juridiction dans l'exercice des fonctions

**Exempt from national income tax**  
Exempté de la taxation nationale

*SRR, Chapter 1, Section 4, Privileges and Immunities*

# Rights & Obligations

## Rights

Remuneration  
Leave  
Social Protection

## Droits

Rémunération  
Congés  
Protection sociale

## Obligations

Performance  
Pay contributions  
Tact, Reserve  
Independence, Loyalty

## Obligations

Performance  
Payer les cotisations  
Tact, réserve  
Indépendance, loyauté

**Appeal (internal > ILOAT)**  
Recours (interne > TAOIT)

**Disciplinary action**  
Sanctions disciplinaires



# CERN Values

## **INTEGRITY**

Behaving ethically, with intellectual honesty and being accountable for one's own actions

## **COMMITMENT**

Demonstrating a high level of motivation and engagement to the Organization

## **PROFESSIONALISM**

Producing a high level of results within resource and time constraints and fostering mutual understanding

## **CREATIVITY**

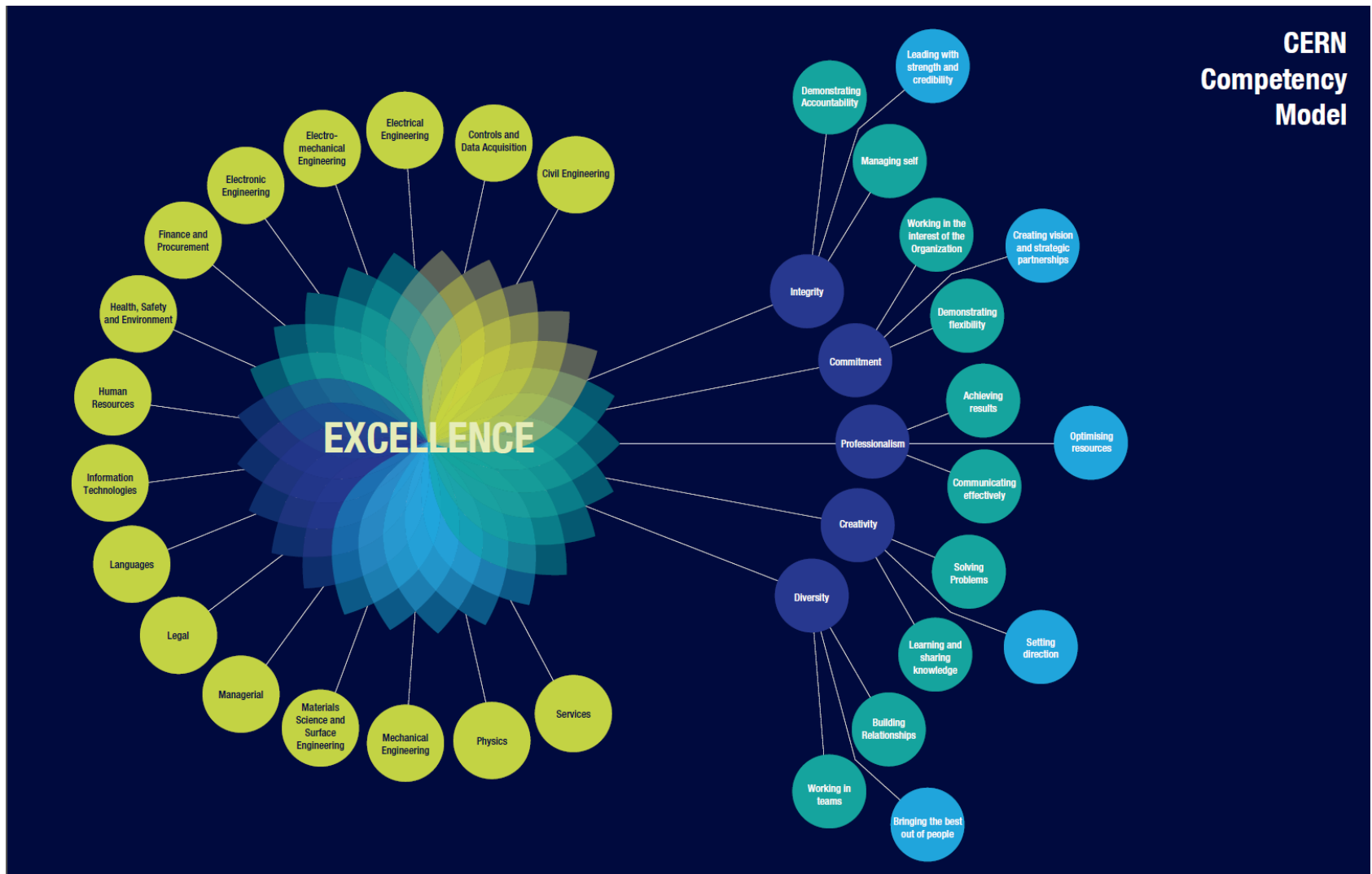
Being at the forefront of one's professional field, furthering innovation and organizational development

## **DIVERSITY**

Appreciating differences, fostering equality, and promoting collaboration

E  
X  
C  
E  
L  
L  
E  
N  
C  
E

# CERN Competency model



# Code of Conduct

# Conduct

## *SRR, Chapter 1, Section 3: Conduct*

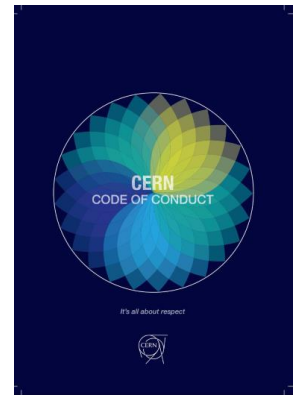
“Members of the personnel shall conduct themselves with due regard to the interests and proper functioning of the Organization.

Members of the personnel shall refrain from any act or activity:

- a) which is incompatible with their functions, or
- b) which would be morally or materially prejudicial to the Organization.

Members of the personnel shall exercise at all times the reserve and tact incumbent upon them by virtue of their international status...”

# Code of Conduct



## What does it address and to whom does it apply?

- ❖ Common standards of professional behaviour based on CERN values (vs. Code of Ethics)
- ❖ Guide in helping us, as CERN contributors, to understand how to conduct ourselves, treat others and expect to be treated.
- ❖ Applicable to all CERN contributors, i.e. not only staff members but also the user community, subcontractors, consultants...

## What form does it have in practice?

- ❖ Short (4 pages) and intentionally so, organized around the five CERN values
- ❖ Extensive FAQ list available to increase understanding of how the Code applies to practical situations

*It's all about respect*

# Code of Conduct



## The CERN Code of Conduct: it's all about respect

It's about common basic standards of behavior to help us understand how to conduct ourselves, treat others and expect to be treated in accordance with the CERN values



### Reference documents:

- [Browse the brochure online](#)
- [The Code of Conduct](#) (original 1 July 2010, updated January 2017)
- [Frequently Asked Questions](#)
- [Respect at CERN](#)

### How the Code came about:

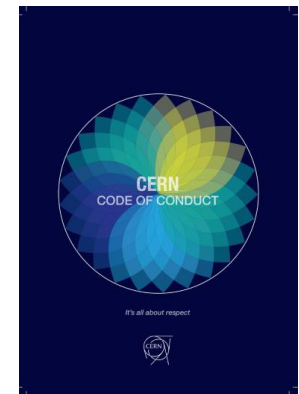
As part of the Human Resources Strategy and global reflection on CERN values and common standards of behavior and also in response to requests from various internal bodies, the Code of Conduct has been developed further to an extensive collaboration and consultation process during 2009 and 2010. CERN's first Code of Conduct is applicable from 1 July 2010.

### What the Code is:

The Code is intended as a guide in helping us, as CERN contributors, to understand how to conduct ourselves, treat others and expect to be treated. It is based around the five core values of the Organization. We should all become familiar with it and try to incorporate it into our daily life at CERN.

### Why we need a Code:

To enhance transparency, objectivity and clarity, to prepare ourselves for increased public scrutiny and to address recurrent issues in a



#### PROFESSIONALISM

**PROVIDING A HIGH LEVEL OF SKILLS WITHIN RESOURCE AND THE CONSTRAINTS AND RESTRICTING MUTUAL UNDERSTANDING**

Our ability to deliver and to create a positive work environment permits us to achieve high professional standards, individually and collectively.

#### CREATIVITY

**BEING IN THE FOREFRONT OF ONE'S PROFESSIONAL FIELD, FOSTERING INNOVATION AND ORGANIZATIONAL DEVELOPMENT**

CERN encourages continuous learning and development and values innovation as well as a proactive approach to acquiring and sharing information.

#### DIVERSITY

**APPRECIATING DIFFERENCES, FOSTERING EQUALITY AND PROMOTING COLLABORATION**

CERN's challenge defines our environment in which the knowledge and perspectives of a diverse workforce are valued and dialogue is encouraged at all levels.

#### AS CERN CONTRIBUTORS, WE

- Define clear and realistic objectives and deliverables for our activities, and communicate them to our colleagues.
- Ensure that the human, material and financial resources entrusted to us are used optimally for the benefit of CERN.
- Invest in CERN's future by setting long-term effectiveness into account when managing short and medium-term activities.
- Foster a professional environment characterized by good working relations and an atmosphere of tolerance and mutual respect.
- Provide advice and guidance to colleagues, where appropriate, and provide adequate supervision and control over tasks that we delegate.
- Address conflict promptly and impartially.
- Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written or physical abuse.

#### AS CERN CONTRIBUTORS, WE

- Foster developments within our domain.
- Use our professional experience in a constructive manner.
- Contribute to the evolution of CERN by committing to sharing our knowledge.
- Share with internal parties any information that could benefit them in their work, irrespective of their domain.
- Adopt alternative outlets in order to generate new thoughts and concepts.
- Conduct our work in a structured way to enhance knowledge transfer and continuity.

#### AS CERN CONTRIBUTORS, WE

- Respect and value differences.
- Promote inclusiveness in the workplace in terms of both personal characteristics and professional activities.
- Demonstrate teamwork and invest in team building.
- Team others with tact, courtesy and respect.
- Abstain from and actively discourage discrimination in all forms.
- Avoid offering undue or unwelcome services, and be aware that statements or actions not intended to be offensive to another person may be perceived as such.
- Refrain from prejudicial or disparaging remarks or actions, in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, status at CERN, disability, or family situation.



CERN is a UNESCO World Heritage Site

[cern.ch/CodeofConduct](http://cern.ch/CodeofConduct)

Quarterly induction



# Social media guidelines



The screenshot shows the CERN Computer Security website. At the top left is the CERN logo and the text 'CERN Computer Security'. To the right is a red box with the text 'Computer security emergency contact', 'Computer.Security@cern.ch 70500', and 'Contact en cas d'incident de sécurité informatique'. Below this is a navigation bar with links: Home, Computing Rules, Recommendations, Training, Services, Reports & Presentations. The main content area is titled 'Social Media Guidelines' and dated '2014/03/17 by ITSRM'. The text discusses the use of social media and provides guidelines. A sidebar on the left contains a list of links: CERN Computing Rules, Operational Circular N°5, Aims of OC5, Personal use policy, Violation of rules, OC5 Subsidiary Rules & Guidelines, Computer accounts, Running Windows PCs, Security Baselines, Social Media Guidelines (highlighted), Using file services, Using the e-mail service, Using the network, Software Restrictions, VPN, CERN Data Protection Policy, and Licence Policy for Software Developed at CERN.

**CERN Computer Security**

Computer security emergency contact  
✉ [Computer.Security@cern.ch](mailto:Computer.Security@cern.ch) ☎ 70500  
Contact en cas d'incident de sécurité informatique

Home Computing Rules Recommendations Training Services Reports & Presentations

**CERN Computing Rules**

- Operational Circular N°5
- Aims of OC5
- Personal use policy
- Violation of rules

**OC5 Subsidiary Rules & Guidelines**

- Computer accounts
- Running Windows PCs
- Security Baselines
- Social Media Guidelines**
- Using file services
- Using the e-mail service
- Using the network

**Software Restrictions**

- VPN

**CERN Data Protection Policy**

**Licence Policy for Software Developed at CERN**

## Social Media Guidelines

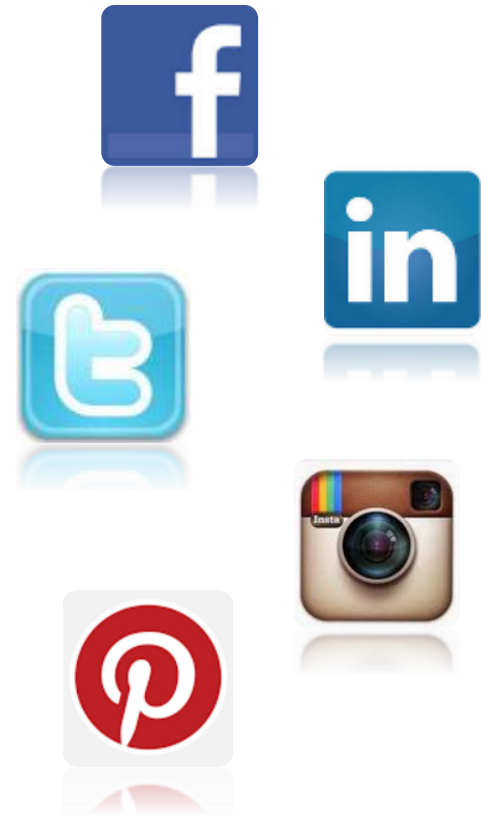
2014/03/17 by ITSRM

"Social Media", i.e. Twitter & Facebook, public blogs & interactive forums, and the public commenting functions of web-sites, are widely used today for sharing information, outreach and contact with the world. While you can make use of Social Media for many different purposes, the lines between private and public, personal and professional are blurred. Some Guidelines are provided below on how best to use Social Media, for your benefit and that of the Organization.

CERN's values and Code of Conduct underpin these Guidelines, which apply to all CERN contributors (i.e. staff members, fellows, apprentices, associates, users or students), who comment professionally or privately about their activities at CERN using **Social Media**.

**Post...**

- **Responsibly:** your online content stays public and can be republished by others. Make sure you are comfortable with what you are posting before you put it online;
- **Correctly:** posts claiming to be news or information should be based on facts. Fact check your statements before posting and don't be fooled by the abundance of opinion-based "facts" on the web, when sharing or reposting;
- **Clearly:** try to avoid scientific jargon or slang when addressing a wide audience;
- **Reasonably:** show your passion, but avoid overposting;
- **As yourself:** be honest about your identity, expertise and role at CERN. Always point out that you post in your personal capacity, and your statements will remain personal and cannot be regarded as representing CERN's official position. If necessary add an appropriate disclaimer.



<https://security.web.cern.ch/security/rules/en/social-media.shtml>

# Integrity

**VALUE** → **INTERNAL POLICY**

## Conflict of Interest Policy:

Private interests ≠ CERN's interests

- *Recognise situations and avoid (e.g. gifts)*
- *If unavoidable, disclose*
- *In case of doubt, discuss with hierarchy*

## Anti-Fraud Policy:

Fraud = any act or omission to deceive others, or to achieve a gain resulting in a loss of funds or reputation for CERN

Zero tolerance approach

Investigation procedures, led by Internal Audit

- *Report in good faith suspicions of fraud*

<https://cds.cern.ch/record/2007473>



# Key contacts in the event of questions

Your department secretariat (DAO)

And...

- **Users:** the Users Office
- **Staff:** Your Human Resources Adviser
- **Fellows and Students:** Your programme coordinator

# What CERN people say...

- *Excellent level of job satisfaction*
- *Passionate personnel*
- *Interesting & creative work which allows personal development*
- *Pride to take part in fundamental research in particle physics*
- *Very pleasant “international campus” environment (except buildings!)*
- *Highly qualified colleagues*
- *Variety of skills and professions*
- *Effectiveness of continuous learning*
- *Enriching international, multicultural place to work*





# WE HOPE YOU WILL ENJOY YOUR TIME AT CERN!

