

Summary of HR-PMD Meeting 29/09/06

Present: Sue, Jean-Marc, Seamus, Sudeshna, Davide, Sara

General:

- GLM feedback:
 - Manpower Plan & impact on the Administration.
 - MAPS form & proposals of DG (meeting to take place next week with DG including Pierre from PMD)
 - Salary Grid 51st version
 - IT related news: Filemaker – no longer recommended, Accounts now closed as a function of contract end date
- Discussions with HRCs. Return of Linda 50%, return of Louise 100% next week. Assignment changes: PH=Clementine + Cecile with Peter as mentor, AB=Louise + Lore as of 01/10/06
- Discussion with A. Kerhoas about the future of Safety Training. Follow-up meeting next week with EC & M. Bona.
- TEC meeting with DTOs – good exchange and input. Presentations from training programmes + AT DTO. Work needed to improve time-keeping, presentation and discussion at future meetings
- Discussions about use of space on 4th floor. Work should begin mid-end October to create 1 Language Lab + 4 Classrooms.
- Sue to move today: temporarily to 5-1-027, and eventually to 5-4-026

Apprentissage :

- Fin du stage « Introduction au CERN » pour les nouveaux 2èmes année . Bilan assez positif dans l'ensemble (équipe sympathique, sans problème...), les laborantins semblent motivés et efficaces. Les électroniciens sont en revanche d'une lenteur inhabituelle.
- Présentations de ces apprentis dans les différents stages en cours, début mercredi prochain (DAO : AB et TS, verre et matériaux : PH, câblage : PH et TS)
- Réception des apprentis Plein temps du CEPTA (3) pour 4 semaines en stage de câblage (2 x AB et PH). Premier bilan à effectuer la semaine prochaine.
- Départ des électroniciens 3èmes année pour le CEPTA en révision « programmation des microcontrôleurs ». Retour le 20 octobre pour la continuation des révisions électronique jusqu'aux examens partiels (mi-décembre)
- Mise en place d'une séance tous les mercredi matins de travail sur la programmation en C pour les électroniciens de 4èmes année (à leur demande)
- Première visite au Centre de formation (CEP) des 1ères année.
 - Electroniciens : niveau tout juste moyen pour ne pas dire faible (discussion avec les parents indispensable, et éventuels cours de soutien à prévoir)
 - Laborantins : niveau un peu supérieur à leurs collègues électroniciens

Management & Communication training

- Pilot session on 'Managing Teams' - went very well, evaluations 'a chaud' were very positive about the programme content, the effectiveness of the trainer and the usefulness of having to deal with 'real life' issues.

- Courses over last 2 weeks: Quality Management, Making Presentations, Communiquer efficacement, Managing Stress, Personal Awareness & Impact, Gestion du stress
- Interesting meeting with M-Josée Savoie who used to be in charge of management development in ESA - who shared some of her experience of having launched their internal university and other HR programmes - much of which was achieved by the 'management by stealth' approach.
- Meeting at WHO with Helen Robinson (PG/SDC) - a very interesting explanation of how they went about launching their competency model and connected leadership development programme - more evidence of the 'management by stealth' approach - key success factor to be noted was involvement of staff in whole process = 25% of staff across professions, levels, nationalities, gender, grades were consulted and included in the feedback loop. Summary of discussion will be provided.

Language training

- Meeting Sue / Andree /SDC to discuss various aspects related to SALC budget management, Tasks to be taken over by Tessa Osborne and ... Space...
- Space discussions finalised - Autumn term to be launched under current conditions - classrooms in building 54/ teachers in training centre and a gradual move over to building 5 as work progresses.
- English courses
 - 9 sessions General and professional English - participants invited and starting next week
 - 3 sessions English "Oral expression" - participants invited and starting next week
 - 1 session complete beginners - participants invited and starting on the 9th of October
- French courses
 - Courses start on 9 October - current estimate 12 or 13 sessions between levels 1 & 5 and perhaps a writing course.

Technical Training

- Presentation to IT GLs (enlarged meeting) next week (5.10)
- Preparing for TT office changes in bg. 5 - to take place next week
- (web)HRT presentation for HR dept. (21.9): collecting feedback for IT – should we organise a similar one for CET?
- One LS board (for FI) with ECDL this Friday afternoon (29.9)
- First few course sessions created for 2007 - course codes NOT recreated, as announced. Policy: course codes remain unchanged if the course is kept identical. First two digits will from now on indicate the year in which the course or the session is created. Main keys for research: open courses, session dates.
- Still many pending issues with IT re. CTA2 (application, website, statistics) - no progress during the last weeks (to our knowledge)
- WorldDidac in Basel (26, 27 and 28.10). DV will go one day (probably Thursday 26.10)

Classification & Remuneration

- Status of decision review procedures against advancement decisions:

- 1 request for decision review TEACC case withdrawn;
- 2 requests for decision review with mediation (B to C career path change in DSU-FB, non-proposal of Fb to Fc in TS);
- 1 request for ordinary decision review (delayed step in TS).
- No appeals against advancement decisions, and the time limit of 60 days has expired on 15.09 (60 days after the notification done on 15.07 by MAPS form).
- Looking into the Danish Maskinmester (Marine Technician) classification: although classified in D by Classification, practice has shown that HRCs invite and recruit them in C, so we initially had the idea to reclassify the diploma in C. The Danish delegation however requests that we recruit in D for this diploma, arguing it is equivalent to the Teknikumingenior.
- New Responsibility Allowances approved by DG and implemented retroactively 01.07.2006 to reflect new salary levels. However many complaints by the departments for the cases which earn less than last year.
- Sara started to help Amanda on new SR&R.
- Meeting consultancy firm Landolt & Machtelt for proposal on LS salary survey for the next 5YR, and IOS (OECD) for the international staff survey.
- Input given to FI for the 2007 Cost Variation Index for Personnel.
- Meeting with Service du Personnel Etat de Vaud to continue to exchange best practices. They presented us their recruitment process and their classification system.
- CERN Competency Model: started to establish the basis for the CCM, and met WHO to learn from their experience (see input from Sudeshna on the subject).
- Conference on classification and Bologna impact to be attended in October by Sara

Recruitment, Coordination & Contracts:

- IC DCRB work (deadline 13 October) - pressure due to current resources review with some departments not yet being clear about slots (including 1 department reviewing a staff member followed by the HRC having to tell him that in fact there was no slot). 2 recent cases of aggressive behaviour towards HRC experienced
- FT renewals with DCRBs
- 5YR SRR group (chapter II)
- A few boards - very low level of activity now
- Study on shift work in AB - trying to harmonize procedures to define plannings and number of shifts done per Member of Personnel
- Complicated board in AB still pending
- Preparation for cat. 1 board in PH 5 & 6 Oct
- Preparation of Finnish Outreach event in Turku (10-13 Oct) - Turku job fair and presentation in a technical school in Helsinki Ewtek
- Carmen to move to DSU-CO on 01/10/06 – we wish her success in her new functions