Users’ Office News

- Changes in the Users’ Office
- User Statistics
- Grey Book Changes
- Access for (dependent) Children of Users
- Visa
Section Leader since 1 January 2018 and Supervisor of the Users’ Office Team

The Users’ Office Team

Head of Users’ Office Support since 1 May 2018

Changes in the Users’ Office
### User Statistics 2017

<table>
<thead>
<tr>
<th>Country ISO code</th>
<th>Description</th>
<th>No. of Institutes</th>
<th>No. of Users</th>
<th>Users with Nationality of Institute</th>
<th>% of Users with Nationality of Institute</th>
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<tbody>
<tr>
<td>AT</td>
<td>AUSTRIA</td>
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<td>79</td>
<td>76</td>
<td>96.20</td>
</tr>
</tbody>
</table>

**Member State**

|       | Total | 509   | 7'151  | 5'308  | 74.23  |

- only ~1/4 of Swiss Users are of Swiss nationality
- largest Member State community from Italy
### Associate Member State

<table>
<thead>
<tr>
<th>Country ISO code</th>
<th>Description</th>
<th>No. of Institutes</th>
<th>No. of Users</th>
<th>Users with Nationality of Institute</th>
<th>% of Users with Nationality of Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
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<td>205</td>
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<td>PAKISTAN</td>
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<td>38</td>
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<tr>
<td>TR</td>
<td>TURKEY</td>
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<td>120</td>
<td>96.77</td>
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<tr>
<td>UA</td>
<td>UKRAINE</td>
<td>9</td>
<td>35</td>
<td>31</td>
<td>88.57</td>
</tr>
</tbody>
</table>

**Total** | 61 | 403 | 394 | 97.77 |

### Associate Member State in the pre-stage to membership

<table>
<thead>
<tr>
<th>Country ISO code</th>
<th>Description</th>
<th>No. of Institutes</th>
<th>No. of Users</th>
<th>Users with Nationality of Institute</th>
<th>% of Users with Nationality of Institute</th>
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<td>95.45</td>
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<tr>
<td>SI</td>
<td>SLOVENIA</td>
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<td>22</td>
<td>21</td>
<td>95.45</td>
</tr>
</tbody>
</table>

**Total** | 9 | 75 | 67 | 89.33 |

### Observer State

<table>
<thead>
<tr>
<th>Country ISO code</th>
<th>Description</th>
<th>No. of Institutes</th>
<th>No. of Users</th>
<th>Users with Nationality of Institute</th>
<th>% of Users with Nationality of Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP</td>
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<td>266</td>
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<td>RUSSIA</td>
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<td>1032</td>
<td>966</td>
<td>92.64</td>
</tr>
<tr>
<td>US</td>
<td>UNITED STATES OF AMERICA</td>
<td>144</td>
<td>1967</td>
<td>1057</td>
<td>53.74</td>
</tr>
</tbody>
</table>

**Total** | 223 | 3265 | 2257 | 69.76 |

Largest Users community from the US
~1/2 of US-Users are non-US citizens
Summary of User Data (as of 31.12.2017)


• 12’221 User in 2017 (+421, +3.6% w.r.t. 2016)
  Member States: 7’151 (+193, +2.8% w.r.t. 2016)
  Associate Member States: 478 (+248, +108% w.r.t. 2016)
  Non-Member States: 4’592 (-20, -0.4% w.r.t. 2016)

• 927 Institutes* (+44, +5.0% w.r.t. 2016)

• 72 Countries* (±0 w.r.t 2016)
  74.04% of Users with same nationality as institute country
  (74.16% in 2016)

* = only Institutes and Countries counted with active Users at CERN

India became Associate Member State in 2017
Grey Book

• **List of experiments at CERN**
  • first published in 1975 (as a grey looking book)
  • since 2000 available electronically
    https://greybook.cern.ch

• **Also contains/contained**
  • institutes, participants, team leaders etc.
  • historical information
    past participations of Users and institutes to experiments
<table>
<thead>
<tr>
<th>Name</th>
<th>Synonym</th>
<th>Title</th>
<th>Programme</th>
<th>Date of Approval</th>
<th>Status</th>
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<tbody>
<tr>
<td>ACCESS</td>
<td></td>
<td>Advanced Cosmic-ray Composition Exp. for the Space Station</td>
<td>Non-accelerator experiments</td>
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<tr>
<td>AD-1</td>
<td>ATHENA</td>
<td>Antihydrogen Production and Precision Experiments The ATHENA Collaboration</td>
<td>AD</td>
<td>12-06-1997</td>
<td>Finished</td>
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<td>AD-2</td>
<td>ATRAP</td>
<td>Cold Antihydrogen for Precise Laser Spectroscopy</td>
<td>AD</td>
<td>12-06-1997</td>
<td>Data Taking</td>
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<tr>
<td>AD-3</td>
<td>ASACUSA</td>
<td>Atomic Spectroscopy and Collisions Using Slow Antiprotons The ASACUSA Collaboration</td>
<td>AD</td>
<td>20-11-1997</td>
<td>Data Taking</td>
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<td>AD-4</td>
<td>ACE</td>
<td>Relative Biological Effectiveness and Peripheral Damage of Antiproton Annihilation</td>
<td>AD</td>
<td>06-02-2003</td>
<td>Completed</td>
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<td>AD-5</td>
<td>ALPHA</td>
<td>Antihydrogen Laser Physics Apparatus</td>
<td>AD</td>
<td>02-06-2005</td>
<td>Data Taking</td>
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<td>AD-6</td>
<td>AEGIS</td>
<td>Antihydrogen Experiment Gravity Interferometry Spectroscopy</td>
<td>AD</td>
<td>05-12-2008</td>
<td>Preparation</td>
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<td>AD-7</td>
<td>GBAR</td>
<td>Gravitational Behaviour of Anti-Hydrogen at Rest</td>
<td>AD</td>
<td>30-05-2012</td>
<td>Preparation</td>
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<td>AD-8</td>
<td>BASE</td>
<td>Baryon Antibaryon Symmetry Experiment</td>
<td>AD</td>
<td>05-06-2013</td>
<td>Data Taking</td>
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<tr>
<td>ALEPH</td>
<td></td>
<td>The ALEPH Detector (Apparatus for LEP Physics)</td>
<td>LEP</td>
<td>18-11-1982</td>
<td>Data Analysis</td>
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<tr>
<td>ALICE</td>
<td></td>
<td>ALICE - A Large Ion Collider Experiment</td>
<td>LHC</td>
<td>06-02-1997</td>
<td>Data Taking</td>
</tr>
</tbody>
</table>
Grey Book change

- Display of historical information removed
  - often incorrect information in database for Users but also for institutes
  - wrong experiment, wrong starting/end date of participation
    - deep clean-up needed, including historical research
    - would require a long-term project
  - display of historical information of participants may also be in conflict with new EU Data Privacy Protection Policy
    - would allow to follow employment history of Users without their explicit consent
- Already ongoing since some months
  - harmonizing institute names in HR database and experiments’ database
    - sometimes slightly different name for the same institute or inconsistent hierarchy of institute / sub-institute
CERN Access for (dependent) Children of Users

- Definition of family (and dependent child) in article S IV 1.01 of Staff Rules & Regulations

The family shall mean:

a) the member of personnel’s spouse, and/or
b) his dependent children, i.e.:

1. Unmarried children up to the age of 20 who are not holders of a full-time employment contract.
2. Unmarried children over 20 and under 25 years of age who:
   i) are attending an educational establishment full time, or
   ii) are in vocational training.
   In the event of studies being interrupted by compulsory military service, the age limit of 25 years shall be extended by the duration of the interruption, up to a maximum duration of 12 months.
3. Children suffering from a deterioration of health deemed to be permanent or long-term which will probably entail inability to obtain gainful employment. This deterioration of health must have been medically certified when the child fulfilled the conditions laid down in paragraphs 1. or 2. above.

for detailed definition of dependent child see Administrative Circular No. 05
CERN Access for (dependent) Children of Users

- Recent change in access check for family cards
  - now “beneficiary flag” in database is checked for children → defines dependency

- Problem
  - this flag is not set for children of Users (no need: CERN doesn’t pay any family allowance to Users)
  - → children of Users have lost CERN access
CERN Access for (dependent) Children of Users

• Plan
  • “beneficiary flag” to be used and filled by Users’ Office
    need to check possible side effects first
  • pre-fill flag for children <16
  • Users’ Office will contact Users with children ≥16 and ask for documents of dependency (also future procedure)
    school certificate, enrollment at university etc.
Visa

- Annual meeting of Swiss Mission with CERN representatives on 23 May 2018

- Some issues
  - sometimes difficulties at Schengen borders with unrecognized Swiss Card (carte de légitimation)
    - report any difficulties on the Schengen borders to CERN Host State Relations (Relations.Secretariat@cern.ch)
    - will be forwarded to Swiss Mission
    - Users should **NOT** directly contact the Swiss Mission
Visa

• deadlines for visa applications
  at least 3 weeks before arrival for short-stay (C-type, ≤ 90 days)
  at least 4 weeks before arrival for long-stay (D-type, > 90 days)
  + additional delay in obtaining an appointment of up to one month

• passport needs to be valid
  at least 3 months after the expiry date of the short-stay visa
  at least 8 months from the date of submission of the application for a long-stay visa
Visa

- new: representation agreements for short-stay visa allows Switzerland to delegate to a foreign embassy the issuing of visas (e.g. Hungary to Belarus, Poland to Armenia) can be very convenient for applicants, saves time for traveling

- British nationals after Brexit
  still no information available, see here for updates

- more information on visa
  http://international-relations.web.cern.ch/stakeholder-relations/hoststates/VisasAndResidence
Communication about visa requirement

Visa Workflow on Users’ Office webpage

Coming to CERN as a User

Visa needed for Switzerland and/or France?

Yes

3 months or less (short stay)

Convention d’Accueil collected by the Team Member at the secretariat

To obtain a C visa, the Team Member goes either:
• To the French consulate with the Invitation Letter + Convention d’accueil
• Or to the Swiss consulate with the Invitation Letter

Team Leader requests an invitation letter to the secretariat of the experiment

How long will the Team Member stay?

More than 3 months (long stay)

In which country will the Team Member live?

Switzerland

To obtain D visa for Switzerland, the Team Member goes to Swiss consulate with the Invitation letter

France

Host States Relations at CERN sends the Note verbale to the French authorities

To obtain D visa for France, the Team Member goes to the French consulate with the Invitation Letter

No

Registration procedure completed:
• Pre-registration
• Home Institution Declaration
• Passport
The Team Member comes to the Users’ Office

Team Leader course