

Summary of HR-PMD meeting held 12/10/06

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

General Information:

- Information from GLM:
 - TREF Meeting last week. Main discussion Non-residence allowance with no agreement on new method yet. Future 5YR methods postponed to next meeting & some of the revised chapters of the Staff Rules & Regulations accepted. Next meeting 24/11.
 - Manpower Plan – Has been distributed to Delegates and DHs simultaneously. A discussion between the DG and DHs took place on 11/10/06. Document predicts future figures based on various scenarios – administration to be (dramatically) reduced
 - MAPS: Discussion to be planned with DG, EC & ASC on MAPS form for next exercise – getting very late with respect to next exercise
 - Staff Health: Tour of GLMs in Departments with CERN Doctors, Enrico, Anne-Sylvie, HRC + Departmental Management. Starting with HR+FI Gls 17/10/06, to be completed by December 2006
 - RoadMap: re-discussed at length with many changes following input from groups (thanks to all those who contributed!). New version coming soon...Much discussion on resources in view of Manpower Plan. Some discussion on Values and Competencies. Pierre & Sudeshna to come to the HRGLM in November to report on progress to date in these areas
 - Feedback about HR: Request to HRCs that all HR related feedback be fed back to the HRGLM (via GL) as frequently as possible (Action HRCs + Sudeshna)
 - Budget: Enrico would like to commit training costs for the HRGLM training and the HRC training in November, and would like this training to take place early January and early February if possible (Action Sudeshna)
 - A final deadline of 31/10 has been given to the occupants of 4th floor by Enrico to get out...otherwise they will get a removal visit from him
 - Outreach strategy to be discussed at a GLM in October (Since GLM sue has requested this for 24/10 but no confirmation yet)
 - Negative Leave – Following leave bookclosing 2 Staff Members have more than -10 days of annual leave. The HRCs concerned have been asked to follow-up these cases
- PMD Budget to be reviewed more carefully between now and year end. Healthy position with predicted underspend on recruitment
- PMD Values exercise 31/10/06 – further details will follow
- PMD Shut-down – Date 14/12/06 full day event. Format=Meeting + “Something a bit different” + End of Year lunch. Ideas for Something a bit different still welcome, and for the choice of lunch venue
- Cite des Metiers planning & poster production underway with the help of Carmen, Louise, Lore and Ingrid

- Requests for information on Performance Improvement Plans and training data from M. Wegehenkel

Apprentice Programme:

- Assemblée générale ERFA-L (association de formateurs de Suisse romande) sujets abordés : congrès 2007, les examens finaux dans les différents métiers, les rapports écoles / entreprises
- Soirée officielle de remise des diplômes (CFC) à l'ARENA (7+une apprentis CERN concernés)
- Journée ISFPF : Orientation et sélection. Conférences et ateliers sur les problèmes d'orientation des jeunes, en particulier, vers l'apprentissage. Les tests de sélection, leurs validités, leurs limites...
- Stages des 2èmes années : première quinzaine très positive.
- Nécessité de cours spécifiques pour certains apprentis en fonction de la teneur des travaux demandés dans les stages (Labview, STEP7) – (ceci demande réflexion pour le futur budget)
- Fin des travaux pratiques de programmation la semaine prochaine pour les électroniciens 4èmes année
- Fin des stages échanges CEPTA et électroniciens 3èmes année également, avec début du stage révision examen partiel jusqu'à décembre.

Management & Communication Training :

- Courses held:
 - Making Presentations - 3, 4 October (8 participants - max accepted)
 - Introduction to Leadership - 4-6 October (8 participants - many last minute cancellations)
 - Points of feedback from Leadership course:
A couple of people (in particular Miguel Jimenez) expressed regret that HR no longer provides signed amendments for exceptional advancement and asked that this message be passed on; A lot of the leadership issues and evening discussions centred around difficulties generated by current contract policy so it was good to have the hrCs represented by Andrzej; Interesting work on values done during the course where the 'work-life' balance was picked by 6 people as being in their top 3 values; Overall feedback 'a chaud' was very positive, evaluation questionnaires sent out.
- Competencies: Some further work done (PG/SDC) on competencies in preparation of meeting foreseen for this week. Meeting with Sue, PG, SDC - (A-Sylvie excused).
- CDP Training
 - Review & Re-design of documents for upcoming CDP-SL- Part 1 course.
 - 2 sessions of CDP-SL-1 foreseen, DTOs requested to send names of candidates as soon as possible so as to avoid overload just before annual exercise but so far no further names received.
 - Next session of CDP-GL-Part 1 will be cancelled for lack of minimum number of participants (despite early information to DTOs and request for confirmation, 2 GLs from IT cancelled as dates clash with Programme of

Work and GL from TS has resigned) - Probably best to set dates early in the new year as then there are likely to be more newly nominated to GL role.

- Meeting with M Bona to discuss safety training slot in cdp-gl-1
- o Bernard Denis who has been giving the 2-day course on 'Managing by Project' has transmitted that his hierarchy (J-M. LeGoff) feels that we should share the 'profit' - to be followed up.
- o Meeting with Catherine Poncet, new DTO for FI, to provide information about programmes.
- o Telephone consultation to follow up on minor changes to be made following pilot of Managing Teams course.
- o Follow up on HR Management training options - update of costing requested.

Language Training:

- o English Courses: After one week of courses, 152 participants. Presences lists have been checked, everything seems under control with only 2 or 3 changes of courses due to problems of timetable.
- o French courses Launched this week, number of participants: 168. 13 courses of General & Professional language, levels 1 -7 & 1 course of Written French. 6 of these courses are running with 15 participants each Monday afternoon there are 2 courses in building 5 & one in building 17. New enrolments still being received, most of them are beginners and we will open soon a new beginners French class (7 enrolments received).

Technical Training

Recent course sessions held

- o FrontPage 2003 - Level 1, 25/28 SEP, 3 participants (new trainer, 2 evaluation forms received, 100% content satisfaction, 100% trainer appreciation)
- o PCAD PCB – Introduction, 27/29 SEP, 6 participants + 2 ext. apprentices
- o DIAdem – base, 2/3 OCT, 4 participants
- o JCOP - Control System Integration using JCOP Tools, 10/12 OCT, 7 participants

Events

- o TT presentation to IT GLs (extended meeting) took place on 5/10. Positive feedback, a few new contacts/courses being triggered for the medium-term (Oracle, grid)
- o visit to UNHCR (DV 13/10)
- o EXCEL 2003 - niveau 2 : ECDL tests on 16/10 afternoon
- o CET presentation being organised for HR dept. (Jan Janke, IT-AIS, 19/10) – Technical Training Seminar (TTS)
- o One LS board (for FI) with ECDL on 19/10 afternoon
- o WorldDidac in Basel (DV on 26/10)
- o visit of IT Training Coordinators from Serono (Geneva) being confirmed for this month
- o new TTS organised: Texas Instruments Technical Seminar, Power Management and Wireless, 6/11

Course planning

- Filemaker courses closed
- Siemens curriculum reviewed (4 courses)
- ECDL curriculum fully reviewed and updated, all course descriptions online on 12/10 afternoon
- LabVIEW certification – proposal received and being evaluated. Target date for pilot: January/February 2007

Open issues, various

- CTA (application, website, statistics)
- TT office changes in bg. 5 – ongoing
- NetOp School software being installed in all PC-rooms in the Training Centre
- Cafeteria in bg. 54 - seems still open afternoons? What was decided?

Classification & Remuneration

- Meeting with AIS to discuss improvement proposals to the advancement input process.
- Proposal of classification for the new career paths AA and A.
- Danish Maskinmester diploma: research so far shows no indications for CP D. Advice has been asked to some NARICs (national diploma recognition agencies) to cross-check our findings.
- Mediation report received for TS request for decision review, and draft reply of CFO prepared.
- Request for decision review concerning another TS case, and one DSU case: draft reply of HR DH prepared.
- Request for decision review SC case: mediation report expected.
- Work continues on the CERN Competency Model: framework proposed, which we hope to present to HR GLM early November.

Recruitment, Co-ordination & Contracts

- IC work & FT renewals
- 1 HRC at 3-day residential 'Introduction to Leadership' course in La Mainaz. Very positive impressions. Course well-structured and useful from the HRC perspective.
- Great difficulties in finding CP C and D computing candidates for IT posts
- SRR WG discussions continuing on a regular basis for 2 HRCs
- Increased number of requests from staff interested in teleworking, special schedule, etc., and related discussions
- Mid/end probation meetings as usual
- Cécile introduced to PH as new HRC along with Clémentine - they will decide on work distribution in the coming weeks.
- Cécile working on induction quarterly session improvements with Sue and Lynda.
- Louise getting back into the swing of things
- Lisette working on very time-consuming case of sudden resignation
- End of contract meetings + discussion on their options (some added to internal mobility file)
- Feedback to internal candidates on interviews after not getting the job and follow up

- Discussion with someone unhappy with salary and salary perspective (low entry point at recr, FEP and 40+)
- Discussion with legal colleagues on how to "save" a 2nd PIP and bring it as much as possible in line with the procedure (senior staff)
- Suppression of post cases starting
- Lore concerned about our lack of consistent organization of career transition measures in terms of program offered or recommended, who pays, etc
- AB : individual meetings with 2 staff members; 1 case of internal mobility, 1 PIP follow-up
- FT renewal DCRB preparation of 4 cases
- Preparation of Cité de Métiers
- Disposal of confidential papers - Joelle says it is getting expensive - can we pay from our budget?
- Final stage of preparations for research physicist board + board itself (5th and 6th Oct) saw 8 candidates
- Clémentine & Virginie in Finland for Outreach this week including appearing on Finnish television