Users’ Office News

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ACCU

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Users must inform CERN of change of circumstances

• All USER contracts state that:

This contract is subject to the provisions of the Staff Rules and Regulations and to all other relevant instructions.....

The above conditions are based on the information you have supplied to CERN. The Users’ Office must be notified immediately of any change in your personal, professional or financial circumstances affecting these conditions

A copy of the Staff Rules and Regulations (SR&R) is available on the Human Resources Division (HR) web site
SR&R R II 1.11
Obligations deriving from the contract

• In signing a contract with the Organization, members of the personnel shall accept its terms and agree to abide by the Rules and Regulations and to any subsequent amendment thereto by virtue of Articles S I 1.01 and 1.02

• Associated members of the personnel shall be guaranteed access to the SR&R

• R II 1.13 specifies conditions in contract
Users must inform CERN of change of circumstances (2)

• If a User changes institute they MUST inform the Users’ Office and complete a new registration form immediately
  – Recent problem with a user who had changed institute 18 months ago and did not inform us
  – CERN was contacted by French authorities to explain the situation
  – Such irregularities may lead to increased control of CERN users by French authorities
Users must inform CERN of change of circumstances (3)

- If a user who is resident in the area moves then they must inform CERN of their new address (via the EDH LAC document)
  - Recent case of a user, driving a Swiss registered car having declared an address in Switzerland, failing to declare change of address (moved to France)

- Departure formalities must be followed
  - Host States documents MUST be returned!
e-mail reminders of CERN user contract end

• e-mail warnings are sent 28 days before the end of a USER/UPAS contract
• Warnings were also sent 90 days in advance for users present 50% or less
• People were trying to renew too soon
• EDH allows renewal when not at CERN
• 90-day warning has been suppressed
Replacement of Swiss AF by CL

- The Swiss Mission has informed us that all AFs must be replaced by a CL this year
- The deadline is end of August 2010
- It is in the User’s interest to change ASAP
- e-mails have been sent to all users with AFs expiring after August
- Those expiring before September will be exchanged at contract renewal time
Swiss CL

• When a user requests a CL, family members in possession of a B or C permit must hand them in to be replaced by a CL

• If the permit was obtained by the family member independently of the user, the permit will be returned upon cessation of the user contract with CERN

• For users living in France, a Swiss CL is not issued for family members (apart from very exceptional circumstances)
Information leaflet now distributed with CL

Centre d'Accueil-Genève Internationale

Geneva Welcome Centre
Users with Swiss AF/CL but no French card

• Announced in June ACCU that an e-mail would be sent to each user with a Swiss AF/CL but no French card (~190)

• The e-mail was only sent last week due to manpower problems in the Users’ Office

• We are now back to the full complement of registration staff (6)* and have an additional temporary person to handle the requests
Renewal of French cards

• Users in possession of a French card ("Titre de Séjour Spécial“ or "Attestation de Fonctions") issued by the Ministry of Foreign Affairs (MAE) more than 10 years ago must complete a declaration

*I declare on my honour that I have not obtained French nationality nor permanent residence status in France when renewing their card*
Users’ Office web-site

• The new look-and-feel web-site was implemented at the end of last year
  http://cern.ch/ph-dep-UsersOffice/

• The link on the CERN home page is more prominent than before

• Have had little feedback on the site

• Does this mean users are happy with it?

• Please contact our support person if you have comments, corrections or suggestions