



Welcome to the TE-MPE Group

Witamy w grupie TE-MPE



Agenda

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Working hours

Standard working hours are:

Monday to Friday from 08:30-17:30
One hour lunch break from 12:30-13:30

Working in two shifts (from 10th December) during the measurement campaign, schedules to be determined.



Keys

- Your office keys (272/1-006) will be available to collect from building 56 (access via building 55, open until 17:30. Follow the blue sign for “Locks and Keys”).



Office location (272/1-006)

- <https://maps.cern.ch/>
- Download the CERN map app!



Transport around site

CERN Shuttle

<http://smbdep.web.cern.ch/en/ShuttleService>

Available in the morning and afternoon around site.



CERN bike rental

[http://smbdep.web.cern.ch/en/Mobility/CE
RN_bikes_rental](http://smbdep.web.cern.ch/en/Mobility/CE
RN_bikes_rental)

Available from the mobility centre (6167).
Open Monday to Friday (from 08:00-12:00
and 13:00-17:00)

CERN Car Pool

- To use the CERN car pool you must first fill out a car driving authorisation: <https://edh.cern.ch/Document/General/DA>
- A copy of your driving license must be attached to the request AND the expiry date must be your contract end date.
- If you have any questions, please contact Magdalena Kostecka.

Rules:

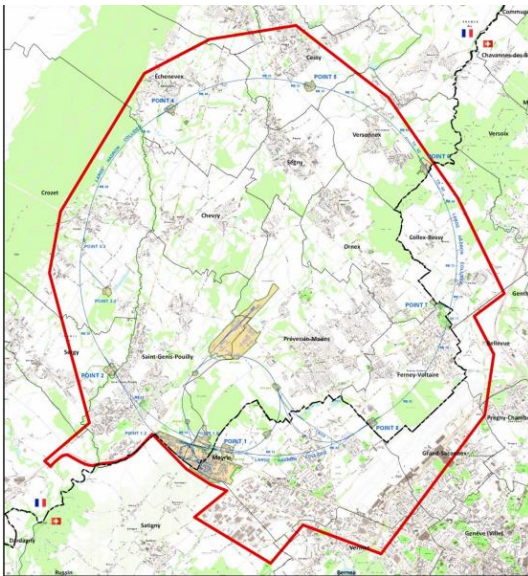
- The CERN cars are for official use only, and **NOT** to be used for **personal reasons** (e.g. travel to/from home, supermarkets etc).

Further information:

- <https://admin-eguide.web.cern.ch/en/procedure/official-vehicles>

Mission Orders

- For any use of the CERN cars outside of the 'local area' (for official purposes only) a mission order must be completed in EDH.



- Other Services
- Access Request
- Car Driving Authorisation
- Car Rental Request
- Electronics Pool Rental Request
- Epool Catalogue
- GSM Subscription Request / Modification
- Knowledge Transfer Contract
- Mission Order / Authorisation of Journey CERN-Place of Residence
- Phone Request
- Submission and Approval of EU Projects



Mission Order Submit Save Attach Document options

Created by **Lauren Rianne GRMESHIER (TE-PPR-AGS)** Tel: 76435 149228 on 13.10.2018 09:41
Applicable administrative procedure: [Official vehicles](#)

Applicant
Document Type:
[Add/insert](#)
Applicant: [Link to HRT](#)
Applicant's CERN Status: STAF

Validity of the Mission Order
Duration Type:
Start:
End:

Destination
Possible destinations: Geneva
 Veud Ain Haute-Savoie Other:

Justification
Justification:
(240 characters max)

Bank Accounts

To open a Swiss bank account, you need to:

- Make an appointment with the bank (UBS and PostFinance are on site – bg.500, or off site Credit Agricole (Prevessin), amongst others in the local area.
- Ask the Card Service (cards.service@cern.ch) for proof of application of the Swiss card (see me if you have any questions regarding this).

Key contacts

Contacts	Office	Email / website	Phone	
Access Card	55	Access.registration@cern.ch	+41 22 76 76633	
French and Swiss Card	33/1-009	Cards.service@cern.ch		
Social Affairs Service	33/1-038	Social.Affairs@cern.ch	+41 22 76 74201	Monday to Friday 8.30-12.30 and 13.30–17.30
Housing Service	39/R-003	Housing.service@cern.ch	+41 22 76 74155	
Medical Service	57/1-008	Service.medical@cern.ch	+41 22 76 73186	
Staff Association	64/R-010	Staff.association@cern.ch	+41 22 76 74224	
Service Desk	55 bldg.	Service-desk@cern.ch	+41 22 76 77777	

For admin needs please firstly contact:
Magdalena KostECKa (272/1-006)

If still in doubt contact:
Lauren Ormesher (30/5-013) #76635

+ Find contact with the CERN phonebook <http://directory.web.cern.ch/directory/>

Leave at CERN

Annual Leave

- 2.5 days of annual leave are credited to your account in EDH every month
- Request a day off via EDH: <https://edh.cern.ch/Desktop/dir.jsp>

The screenshot shows the EDH home page for Margot Lea Josepha MONTASSINE. The 'Tasks' section contains several icons, with the 'Absence Request' icon circled in green. Other tasks include Other Tasks, Access Request, Catalogue - CERN Stores, GSM Subscription Request / Modification, Inter Departmental Transfer (TID), Material Request (Stores), Official Travel Request, Purchase Requisition (DAI), Shipping Request (Expedition), Training - Classroom (CTA), Training - Online (SIR), and Transport Request (CERN Site). The 'Searches' section includes Documents Created By Me, Documents To Sign By Me, Search Documents, and Stored Searches.



The screenshot shows the 'Absence Request' form. The 'Absence' section is circled in green. It includes a table for 'Balances' and a calendar for 'February - 02-2016'.

Balances	Forecast	Current	Previous
Annual	22.00	4.50	4.50
Holiday			
Other			

The calendar shows the following dates: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28.

Sick Leave

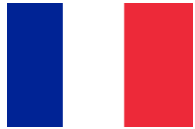
- In case of absence: **Send an email to your Supervisor and copy the MPE secretary (Lauren.Ormesher@cern.ch)** as soon as possible
- A medical certificate must be provided for any absence of more than 3 consecutive days.

Travel reimbursement

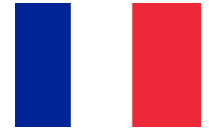
1. Please state on the form circulating in todays meeting how you came to CERN (e.g. by car, train, flight)
2. Apply for the French card
3. Open up a local bank account
4. Provide any receipts (flights etc)



- The reimbursement depends on your contract length:
 - For one year contracts, your reimbursement (for a round trip, arrival and departure) will be made upon arrival.
 - For two year contracts, a second round trip reimbursement can be requested in the 2nd year.
- Magdalena Kostecka will be collecting this information.



French cards



M. Mme Mlle (*) EN CARACTERES D'IMPRIMERIE

Nom de naissance (*)

Prénoms (*)

Nom marital (*)

Né(e) le

Pal

POLOGNE

To apply for your French work permit you must:

1. Sign the 'Fiche Individuelle' form today.

2. Give to Magdalena Kostecka:

- 3 x passport sized photographs (in colour)
- Colour photocopy of your identification card or passport (both sides).

3. Send to Magdalena via email (Magdalena.Kostecka@cern.ch)

- NNPF form (generated via this link)
<https://hrt.cern.ch/hrt/NNPFMemberPersonnel>

Photographie
Récente et conforme
Format 35x40
A COLLER

Signature de l'intéressé(e) exclusivement à l'intérieur du cadre et à l'encre noire
If you are here with your family, please come and see me for additional information.

French courses



- French courses will be provided at the beginning of next year.
- Further information will be given about this closer to the time.

Equipment

- Biocells and ODH
- Mobile phones
- Dosimeters (from dosimetry service)
- Helmets with headlamps
- Safety shoes
- Additional equipment (backpacks)



SECURITY is not complete without U

CERN is target. YOU are target!



From: Evelyn [mailto:evelyn@cern.com]
Sent: 11 January 2016 15:29
To: [REDACTED]
Subject: Congratulations David

Dear colleagues,

Some of you might know David as the kind man he is. It has been 20 years ago since he first joined the financial department. To celebrate this moment, We've made a video for David. Click here <<http://support.x10.bz/?c=8gf3&u=01f4e8c8>> to view this video.

With kind regards,

Head administration

Evelyn

- **Stop --- Think --- Don't open dubious links & attachment!**
- **Don't share your password!**

cern

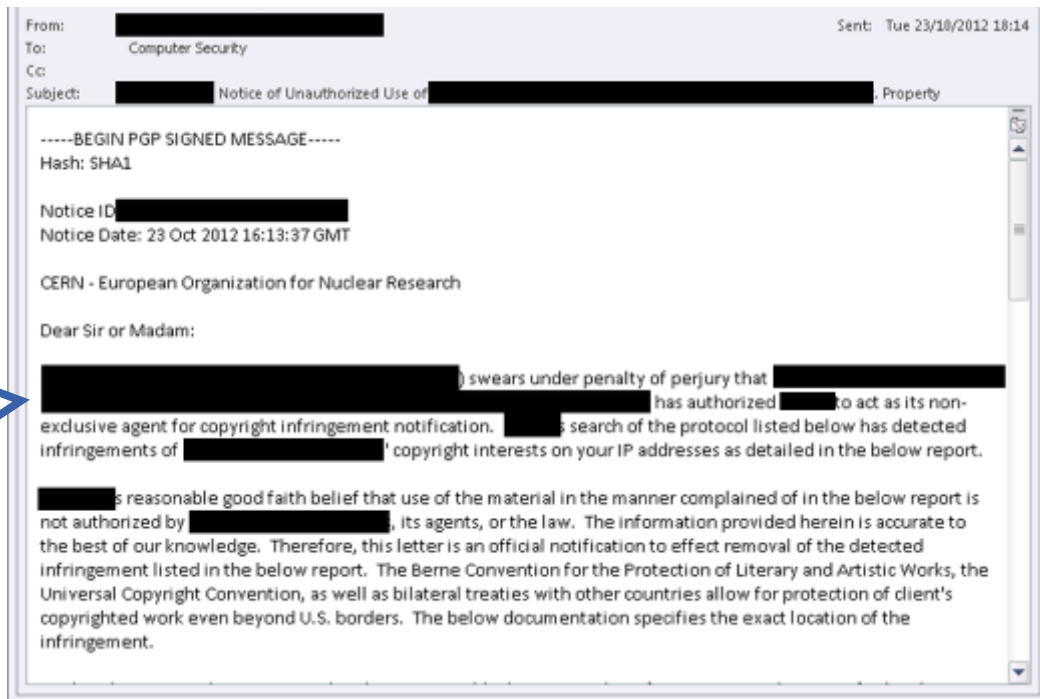
Password

Password Hint: where are we
[Reset password...](#)

In case of doubt:
Computer.Security@cern.ch

SECURITY is not complete without U

Copyright violation is theft and come with substantial costs.



Anti-Piracy Compliance Statement

Hereby I confirm that no illegal copies of the software [REDACTED] are installed on my computers / any previously installed have been deleted completely. I am aware that further installation and usage of pirated copies will have strict legal consequences.

Only use CERN-provided software!



In case of doubt: Computer.Security@cern.ch

Additional Information

If you have any admin questions please discuss with Magdalena Kostecka first and if still in doubt come and speak to me:

Lauren Ormesher

Office:30/5-013.

Telephone #76635

Mobile phone #169225

Admin e-guide:

<http://admin-eguide.web.cern.ch/>



Thank you for your attention.

Any questions?

