



CERN People and the Organization

Anna COOK

Deputy group leader, Talent Acquisition group, HR

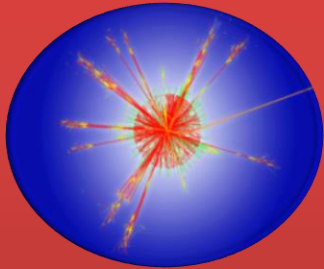
Onboarding quarterly session

6th March 2019



CERN's Mission

- *To provide a unique range of particle accelerator facilities that enable research at the forefront of human knowledge*
 - *To perform world-class research in fundamental physics*
- *To unite people from all over the world to push the frontiers of science and technology, for the benefit of all.*



Research



Education



Technology



Collaboration

CERN

- An International Governmental Organisation
- Composed of Member and Associate Member States
- With its:
 - Own treaty
 - Own bodies
 - Own legal personality



The twenty two Member States of CERN

Member States (date of accession)

 Austria (1959)	 Romania (2016)
 Belgium (1953)	 Slovakia (1993)
 Bulgaria (1999)	 Spain (1961-1968, 1983-)
 Czech Republic (1993)	 Sweden (1953)
 Denmark (1953)	 Switzerland (1953)
 Finland (1991)	 United Kingdom (1953)
 France (1953)	
 Germany (1953)	
 Greece (1953)	
 Hungary (1992)	
 Israel (2014)	
 Italy (1953)	
 Netherlands (1953)	
 Norway (1953)	
 Poland (1991)	
 Portugal (1986)	



CERN's Council

- ❑ Composition: each Member State has two official delegates.
- ❑ Council determines the Organization's policy in scientific, technical and administrative matters and approves the programme of activities.
- ❑ Appoints the DG who in turn reports to Council.
- ❑ Council President: Ursula Bassler.



<https://council.web.cern.ch/en>

CERN's Subordinate bodies



- ❑ Finance Committee (FC)
 - ❑ *Advises Council on financial matters pertaining to the Organization's functioning.*

- ❑ Scientific Policy Committee (SPC)
 - ❑ *advise Council on scientific matters related to the Organization.*

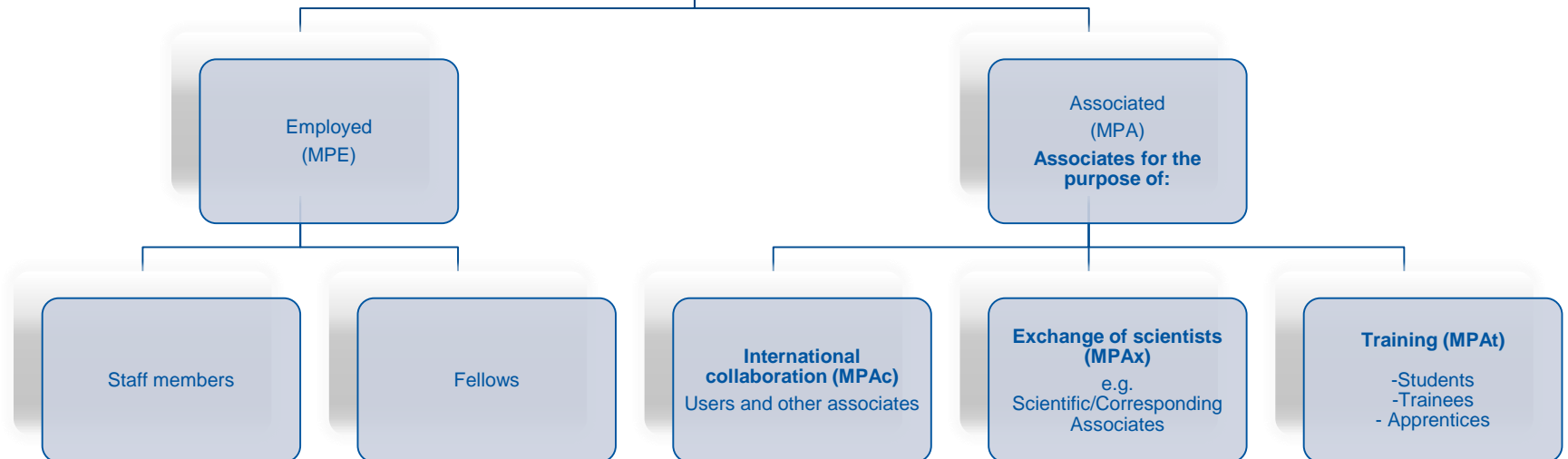
- ❑ Tripartite Employment Forum (TREF)
 - ❑ *studies aspects of CERN remuneration and employment conditions.*

- ❑ Pension Fund Governing Board (PFGB)
 - ❑ *Advises Council on Pension Fund matters.*

- ❑ Audit Committee (AC)

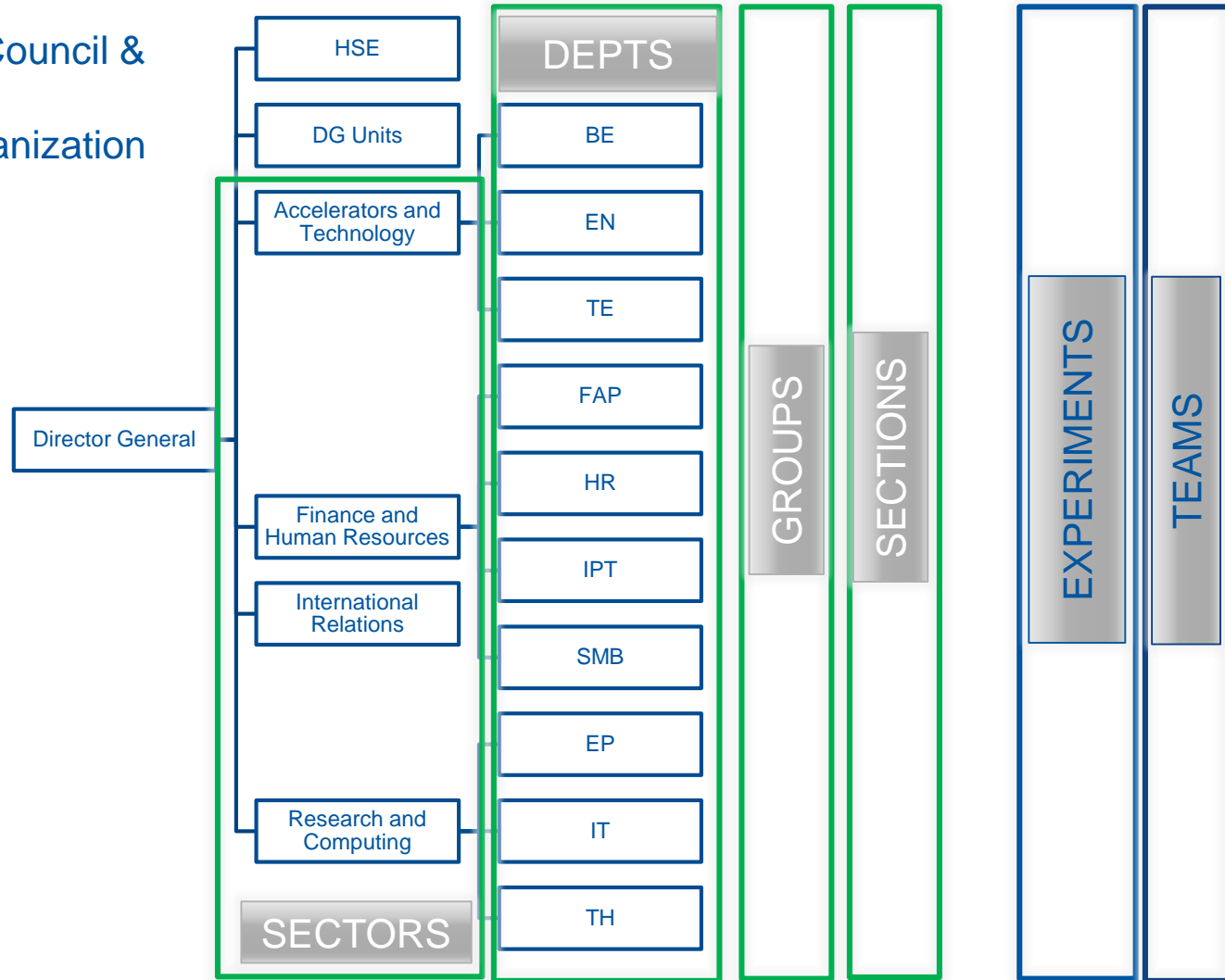
<https://council.web.cern.ch/en>

CERN's People



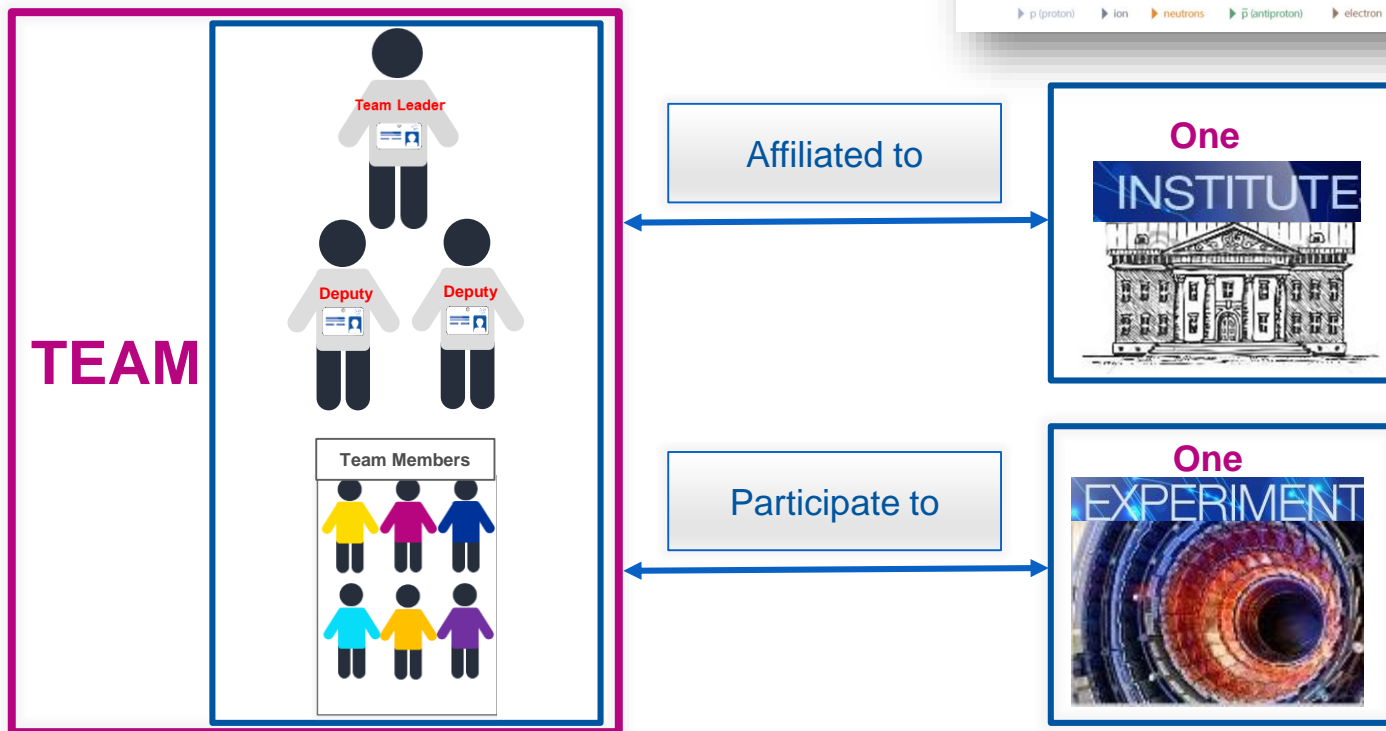
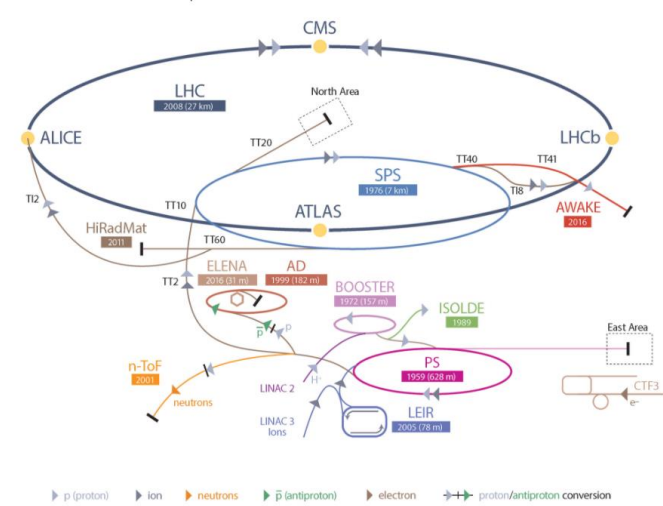
CERN's Structure

The DG is appointed by Council & acts as CEO and legal representative of the Organization (appointed for 5 years)

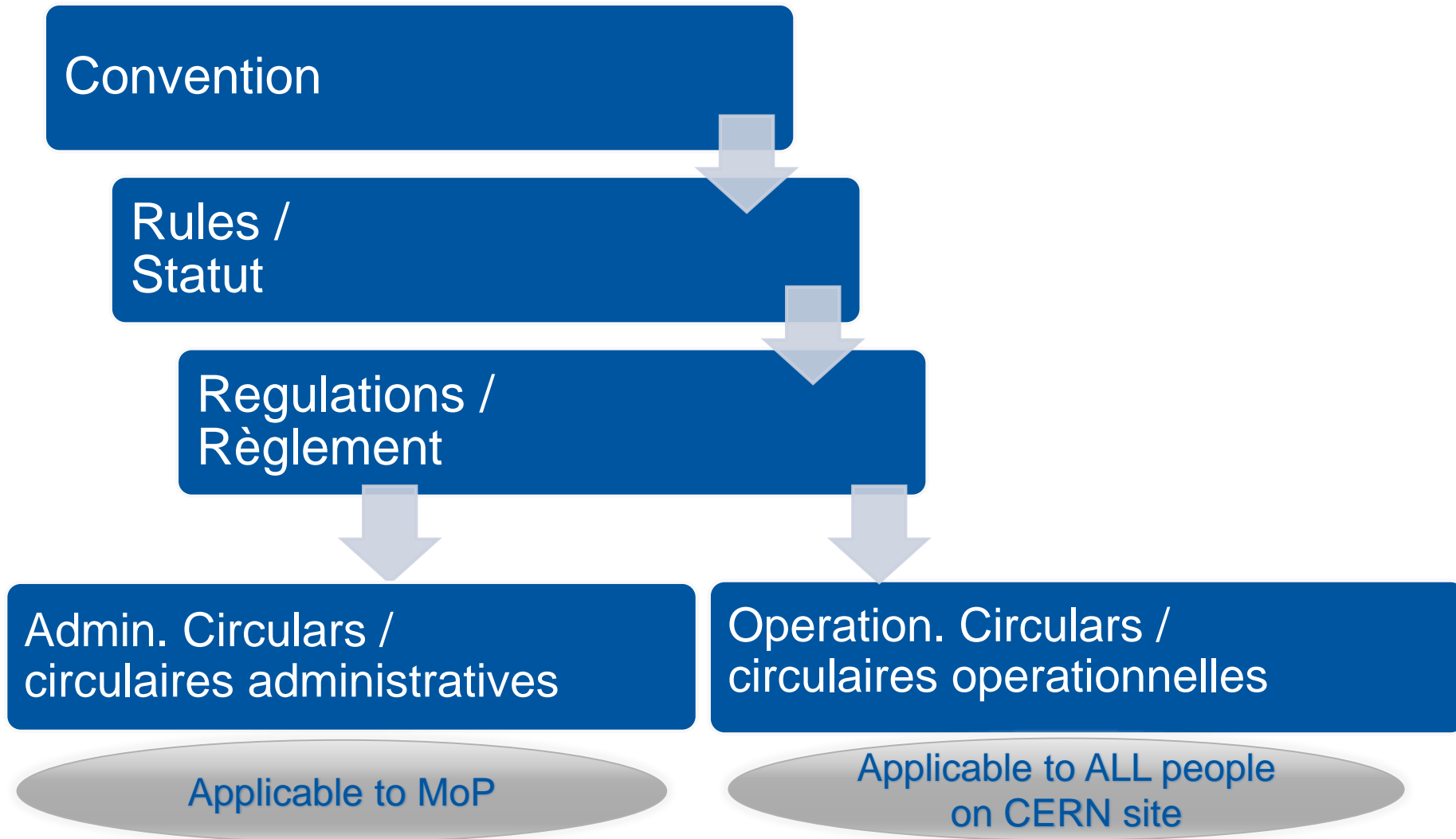


What is a Team ?

CERN's Accelerator Complex



CERN's legal framework



Staff Rules and Regulations



European Organization for Nuclear Research
Organisation européenne pour la recherche nucléaire

STAFF RULES AND REGULATIONS

11th edition — 1 January 2007
Updated — 1 September 2016

STATUT ET RÈGLEMENT DU PERSONNEL

11^e édition — 1^{er} janvier 2007
Mise à jour — 1^{er} septembre 2016

<i>RULES</i>
Chapter III - Section 1
Articles S III 1.01 - 1.02
1 July 2008

<i>REGULATIONS</i>
Chapter III - Section 1
Articles R III 1.01 – 1.05
31 March 2015

CHAPTER III

WORKING CONDITIONS

Section 1 - Working hours

CHAPTER III

WORKING CONDITIONS

Section 1 - Working hours

CHAPITRE III

CONDITIONS DE TRAVAIL

Section 1 - Heures de travail

- 30 -

CHAPITRE III

CONDITIONS DE TRAVAIL

Section 1 - Heures de travail

<i>RÈGLEMENT</i>
Chapitre III - Section 1
Articles R III 1.01 - 1.05
31 mars 2015

<i>STATUT</i>
Chapitre III - Section 1
Articles S III 1.01 - 1.02
1er juillet 2008

Staff Rules and Regulations

GENERAL PROVISIONS

Section 1 - Staff Rules and Regulations

The Staff Rules (hereinafter the Rules) shall define and codify the legal relationship between the Organization and the **members of the personnel.**

Each article of the Rules and Regulations shall indicate to which category(ies) of the members of the personnel it applies.

Staff Rules and Regulations

- 11 -

<i>RULES</i>
Chapter II - Section 1
Articles S II 1.01 - 1.08
1 January 2016

CHAPTER II

CONDITIONS OF EMPLOYMENT AND ASSOCIATION

Section 1 - Employment and association

<i>Article N°</i>	<i>Applicable to</i>
S II 1.01 Appointments by the Council	Ts
S II 1.02 Appointment of the members of the personnel	MP
S II 1.03 Competence, integrity and fitness	MP
S II 1.04 Fair distribution	MPE MPAx-MPA _t
S II 1.05 Contract and conditions of employment or association	MP
S II 1.06 Protection of personal data	MP
S II 1.07 Personal administrative file	MP
S II 1.08 Probation period	MPE

The Council appoints the Director-General and, on his recommendation, the Directorate members and the Heads of Department.

The Council shall delegate to the Director-General the power to appoint the members of the personnel.

The Director-General shall take steps to ensure that the members of the personnel appointed are of the highest competence and integrity and fit to perform the functions entrusted to them.

At the time of appointment of members of the personnel and subject to the provisions of Article S II 1.03 and to the relevant conditions relating to Associate Membership, the Director-General shall strive to ensure as fair a distribution as possible of nationals of the Member and Associate Member States and of men and women.

Appointments shall be the subject of a contract signed by the Director-General and the member of the personnel. The contract shall stipulate the member of the personnel's conditions of employment or association.

The Organization shall take the necessary measures to protect and ensure the confidentiality of personal data concerning the members of the personnel.

A personal administrative file containing the documents relating to the application of the Rules and Regulations shall be created at the time of appointment of a member of the personnel. This file shall be confidential and shall not be accessible to anyone but the member of the personnel concerned, except for operational requirements.

After appointment, staff members and fellows shall be subject to a probation period.

Staff Rules and Regulations



- Define and codify legal relations
CERN/MoP
- Adopted by Council



- Specify the application of the rules
- Adopted by FC

Management proposal
Discussion process with
Staff Association

Administrative and Operational circulars



- Specify the application of Staff Regulations
- Adopted by the DG

- Do not arise from SRR
- Internal operations of the Organization
- Adopted by the DG

Discussion process with
Staff Association

Administrative circulars

Administrative Circular 14 Rev 3

Protection of members of the personnel against the financial consequences of illness, accident and incapacity for work

[CERN_Circ_Admin_En_14_Rev3.pdf](#)

[CERN_Circ_Admin_En_14_Rev3.pdf?subformat=pdfa](#)

Valid from: 14/01/2013

Access to full record on [CDS](#)

Administrative Circular 02 Rev 7

Recruitment, appointment and possible developments regarding the contractual situation of staff members

[CERN_Circ_Admin_en_2_Rev7.pdf](#)

[CERN_Circ_Admin_en_2_Rev7.pdf?subformat=pdfa](#)

Administrative Circular 11 Rev 3

Categories of members of the personnel

[CERN_Circ_Admin_EN_11_REV3.pdf](#)

Administrative Circular 31 Rev 2

International indemnity and non-resident allowance

[CERN_Circ_Admin_En_31_Rev2.pdf](#)

Valid from: 01/09/2016

Administrative Circular 23 Rev 4

Special working hours

[CERN_Circ_Admin_fr_23_Rev4.pdf](#)

[CERN_Circ_Admin_fr_23_Rev4.pdf?subformat=pdfa](#)

Administrative Circular 20 Rev 2

Use of private vehicles for official duty

[CERN_Circ_Admin_en_20_rev2.pdf](#)

Administrative Circular 22B Rev 2

Compensation for hours of long-term shift work

[CERN_FAQ_Application_LS1_en.pdf](#)

[CERN_Circ_Admin_en_22B_rev01 .pdf](#)

<https://hr-dep.web.cern.ch/admin-circulars>

Operational circulars



OPERATIONAL CIRCULAR NO. 4 (REV. 1) Issued by the Human Resources Department

This operational circular was examined by the Standing Concertation Committee at its meeting on 15 February 2012.

Applicable to: Members of the personnel, contractors and their personnel

Issuing authority: Director-General

Date: 1 September 2012

Previous texts cancelled and replaced by this operational circular: Operational Circular No. 4 entitled "Conditions for use by members of the CERN personnel of vehicles belonging to or rented by CERN" – April 2003 and the Regulation entitled "Conditions for use by the personnel of CERN contractors of vehicles belonging to or rented by CERN" – April 1996

In the interests of readability, this circular has been drafted using the masculine gender only. However, use of the masculine gender should be understood to refer to both sexes. The provisions of the circular therefore apply to both men and women, except where it is clear from the context that they concern one sex or the other exclusively.

USE OF VEHICLES BELONGING TO OR RENTED BY CERN

CIRCULAIRE OPÉRATIONNELLE N°4 (RÉV.1) Publiée par le Département des Ressources humaines

La présente Circulaire opérationnelle a été examinée par le Comité de Concertation permanent lors de sa réunion du 15 février 2012.

Applicable à: Membres du personnel et entreprises et leur personnel

Personne responsable du sujet traité: Directeur général

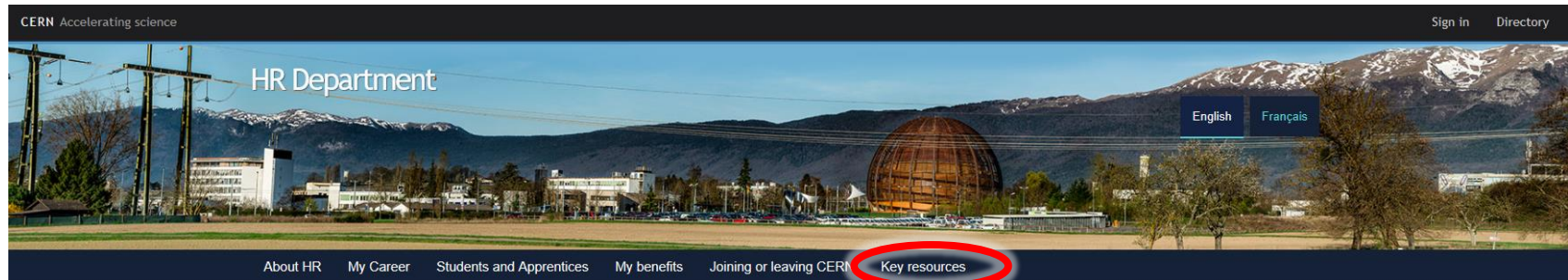
Date : 1^{er} septembre 2012

Textes antérieurs annulés et remplacés par la présente circulaire opérationnelle : Circulaire opérationnelle n°4 intitulée «Conditions d'utilisation par les membres du personnel du CERN des véhicules appartenant au CERN ou pris en location par lui» - avril 2003 – et Règlement intitulé «Conditions d'utilisation des véhicules appartenant au CERN ou loués par lui par le personnel d'entreprises liées au CERN par un contrat» - avril 1996.

Par commodité de lecture, la présente Circulaire est rédigée en utilisant uniquement le genre masculin. L'utilisation de celui-ci doit néanmoins être comprise comme se référant aux deux sexes. Les dispositions de cette Circulaire s'appliquent par conséquent aux hommes comme aux femmes, sauf s'il ressort clairement du contexte qu'il ne s'agit que des uns ou des autres.

UTILISATION DES VÉHICULES APPARTENANT AU CERN OU PRIS EN LOCATION PAR LUI

cern.ch/hr

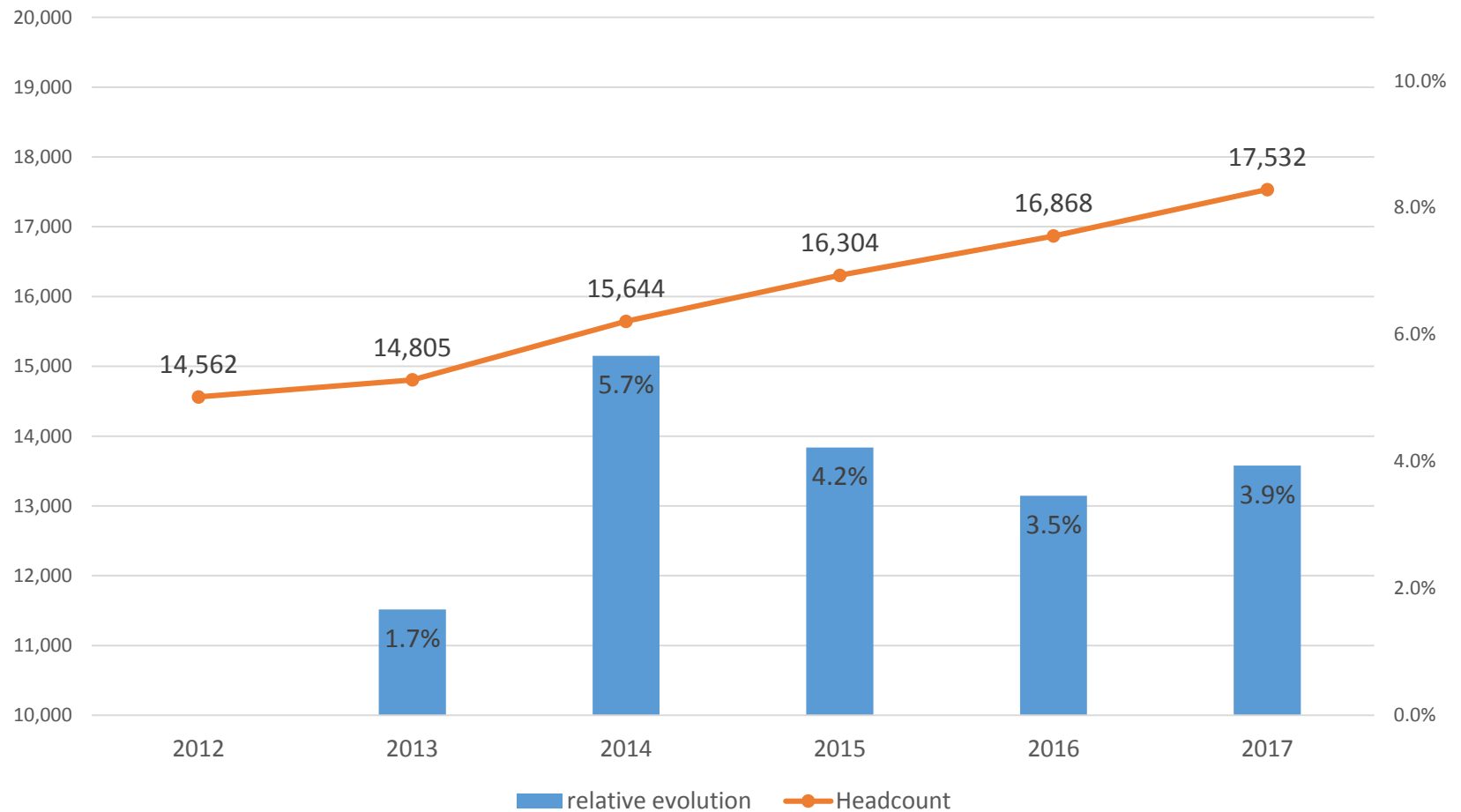


CERN people in numbers



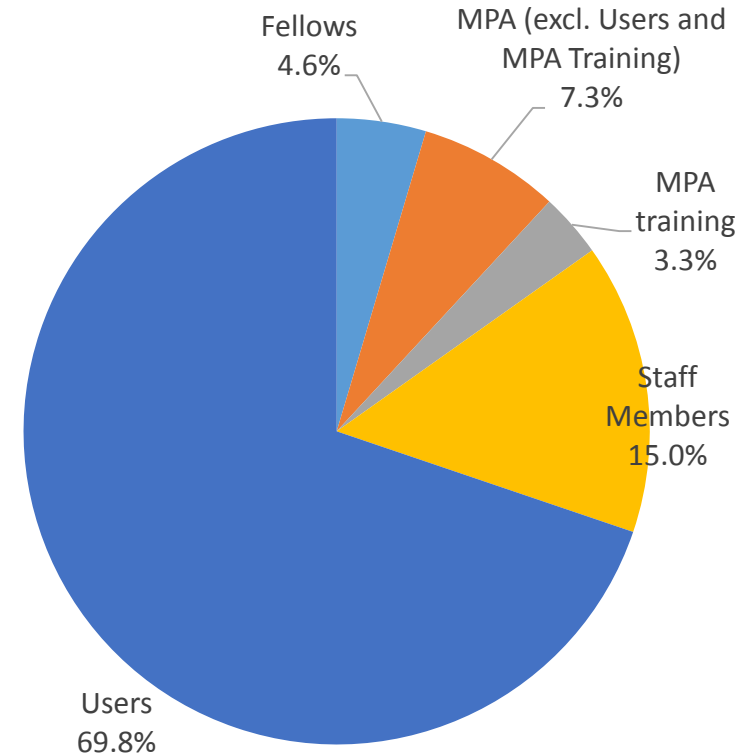
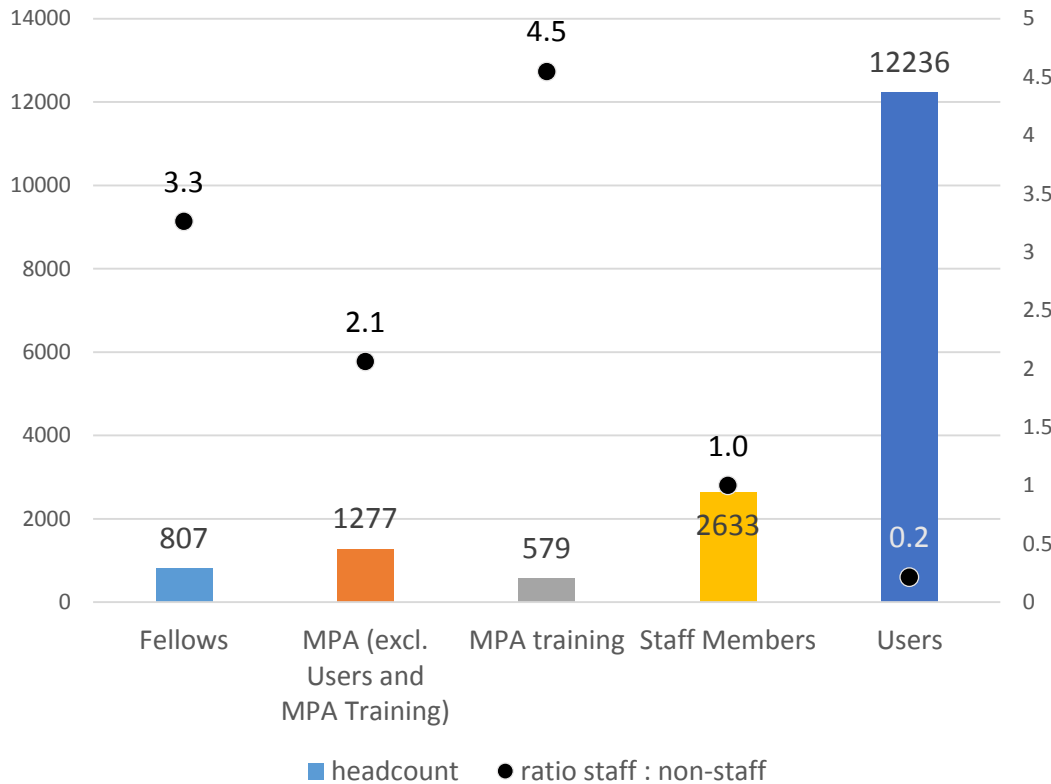
Personnel evolution

Evolution of the Members of the Personnel



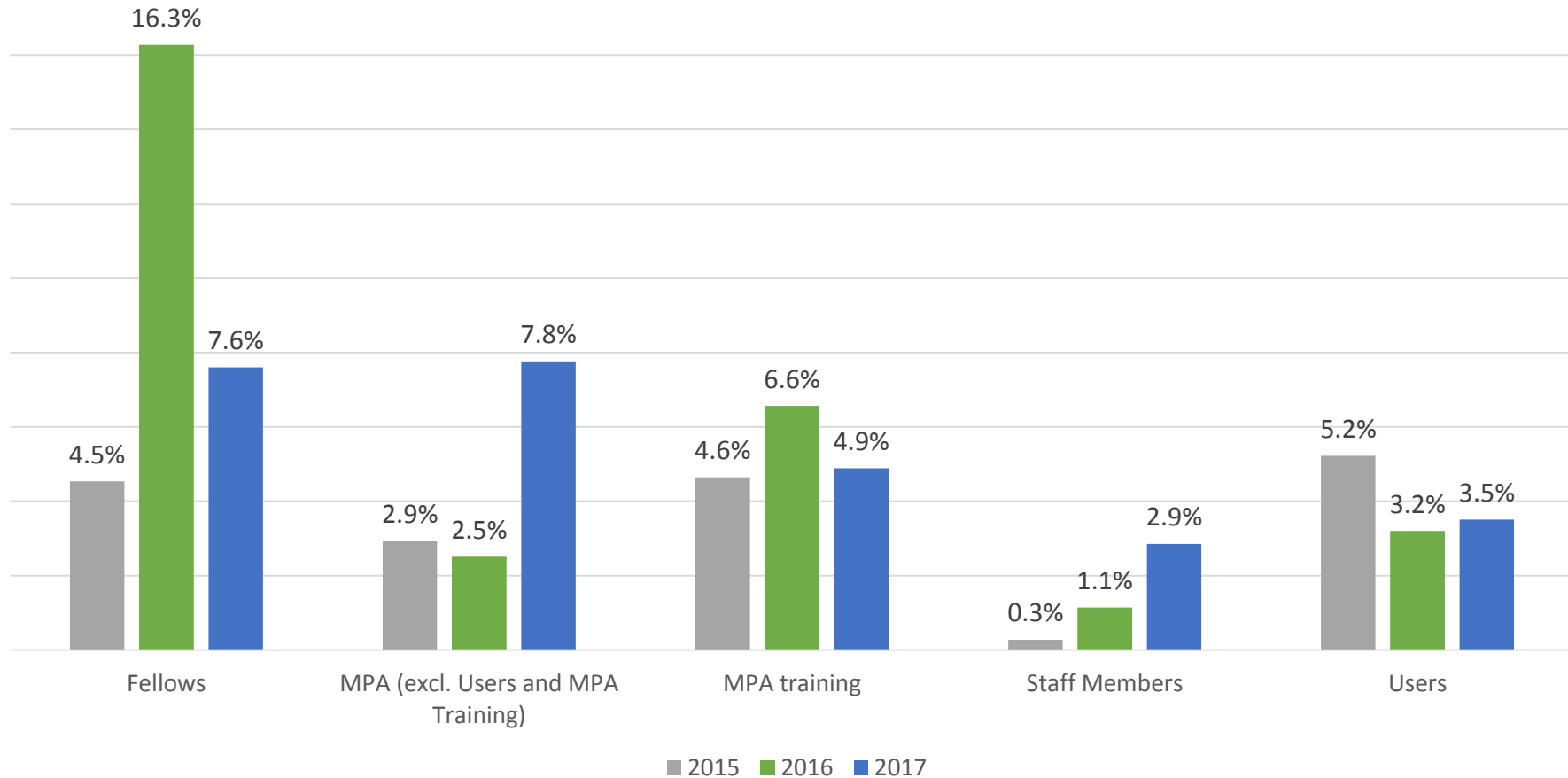
Members of Personnel

Members of Personnel by status and ratio staff : non-staff, 31.12.2017



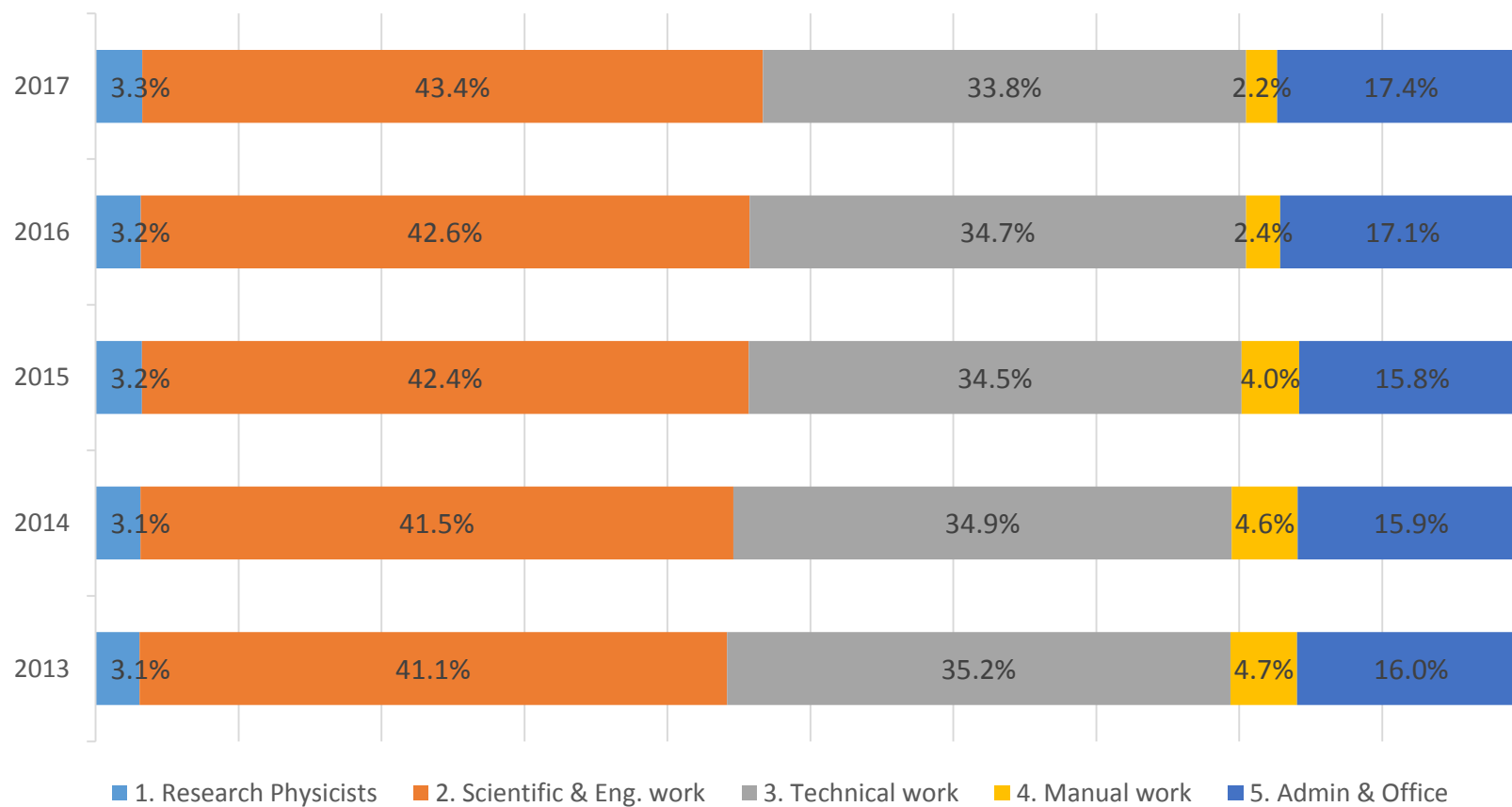
Members of Personnel

Relative Evolution of the Members of the Personnel, by Status



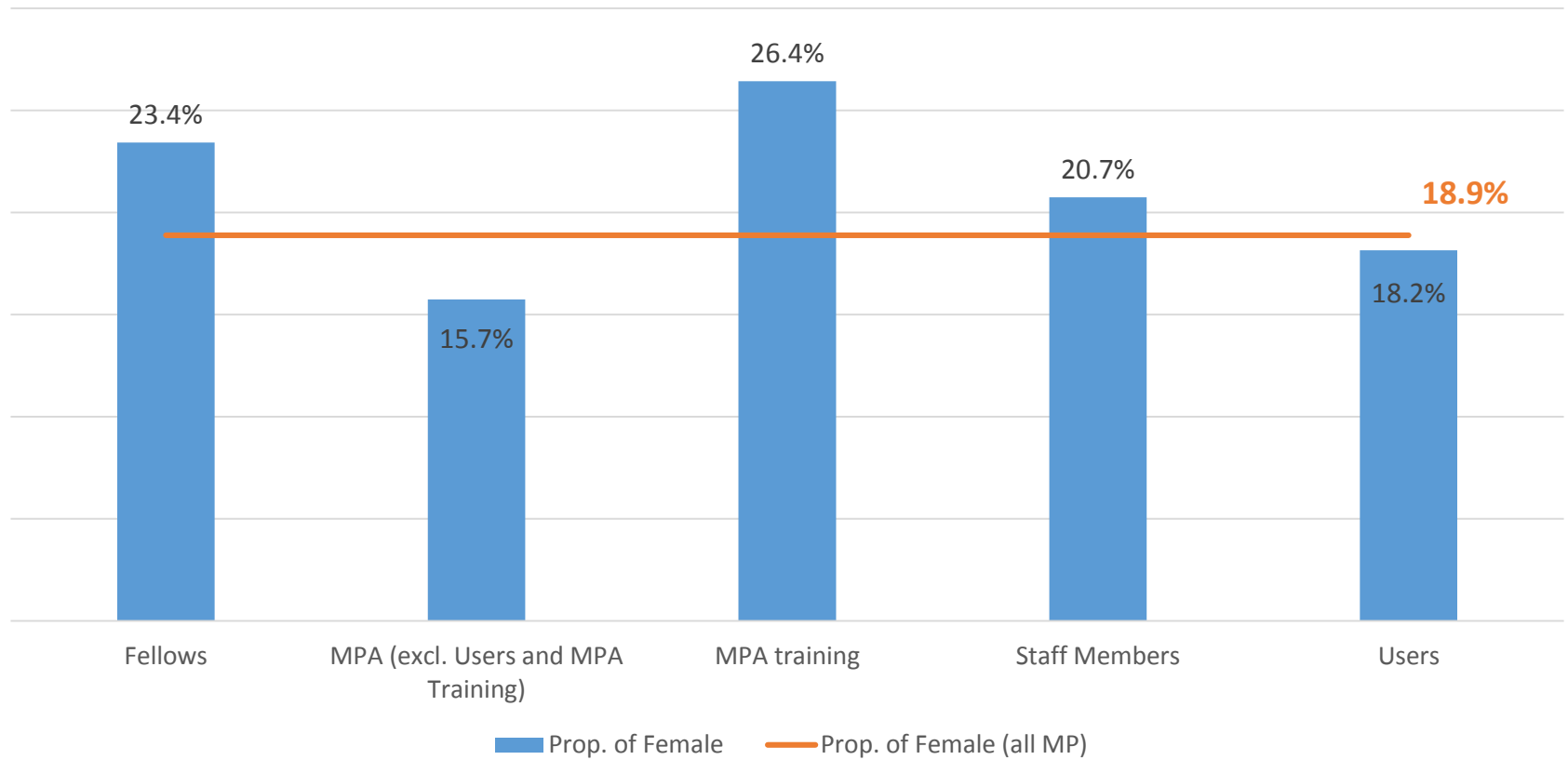
Staff - Category evolution

Evolution of Staff Members by Professional Category



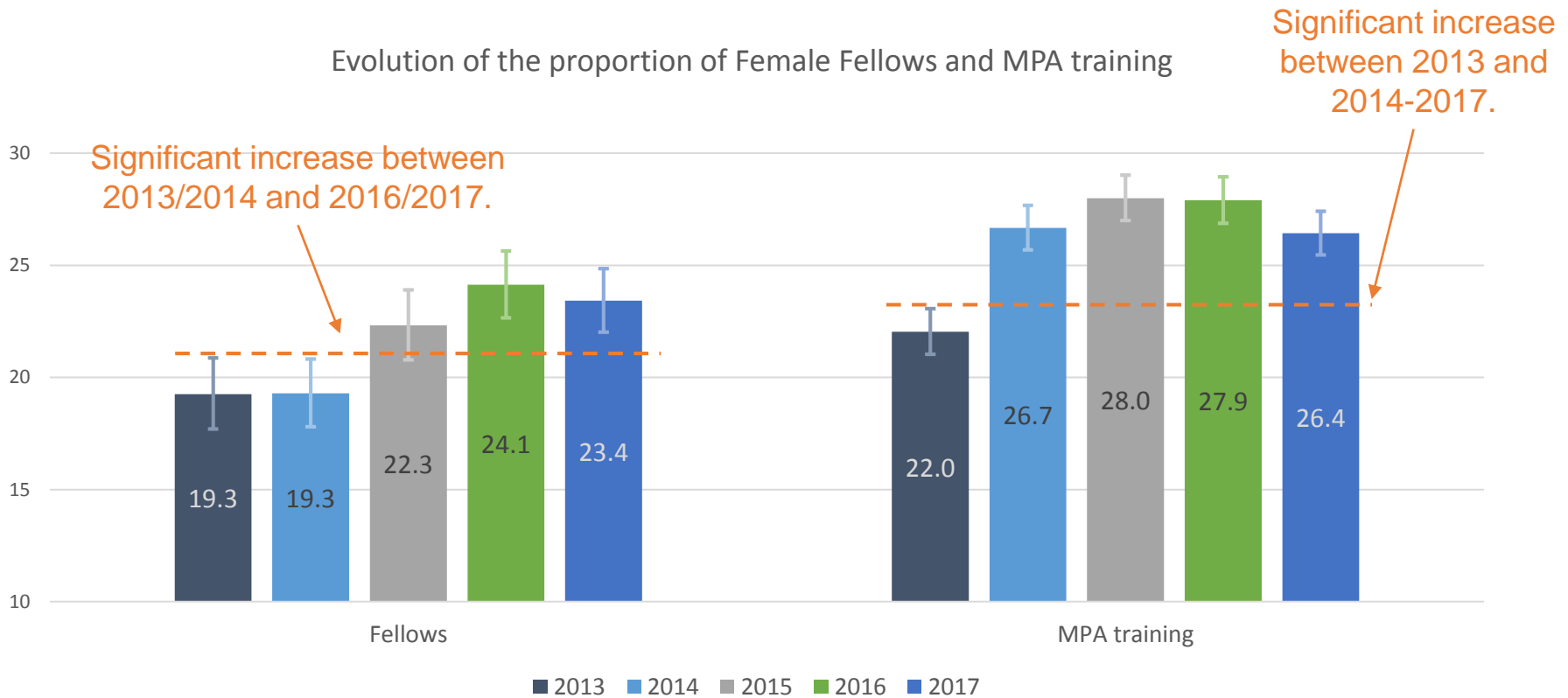
Gender

Proportion of Female Members of the Personnel by Status - 31.12.2017



Gender (2)

Evolution of the proportion of Female Fellows and MPA training



Over the past 5 years, increase in % female students & trainees, and % of female Fellows

Joining CERN



International
Civil Servant
Fonctionnaire
International

Privileges and
Immunities
Privilèges et
immunités

Rights and
Obligations
Droits et
obligations

Privileges and immunities

The purpose is not to benefit individuals but to ensure the efficient performance of their functions.

Le but est non pas d'avantager des individus mais d'assurer l'accomplissement efficace de leurs fonctions.

Immunity from jurisdiction in the course of duties

Immunité de juridiction dans l'exercice des fonctions

Exempt from national income tax
Exempté de la taxation nationale

SRR, Chapter 1, Section 4, Privileges and Immunities

Rights & Obligations

Rights

Remuneration
Leave
Social Protection

Droits

Rémunération
Congés
Protection sociale

Obligations

Performance
Pay contributions
Tact, Reserve
Independence, Loyalty

Obligations

Performance
Payer les cotisations
Tact, réserve
Indépendance, loyauté

Appeal (internal > ILOAT)
Recours (interne > TAOIT)

Disciplinary action
Sanctions disciplinaires

CERN Values

INTEGRITY

Behaving ethically, with intellectual honesty and being accountable for one's own actions

COMMITMENT

Demonstrating a high level of motivation and engagement to the Organization

PROFESSIONALISM

Producing a high level of results within resource and time constraints and fostering mutual understanding

CREATIVITY

Being at the forefront of one's professional field, furthering innovation and organizational development

DIVERSITY

Appreciating differences, fostering equality, and promoting collaboration

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CERN Competency model



Code of Conduct

Conduct

SRR, Chapter 1, Section 3: Conduct

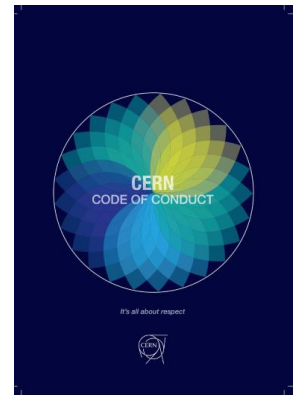
“Members of the personnel shall conduct themselves with due regard to the interests and proper functioning of the Organization.

Members of the personnel shall refrain from any act or activity:

- a) which is incompatible with their functions, or
- b) which would be morally or materially prejudicial to the Organization.

Members of the personnel shall exercise at all times the reserve and tact incumbent upon them by virtue of their international status...”

Code of Conduct



What does it address and to whom does it apply?

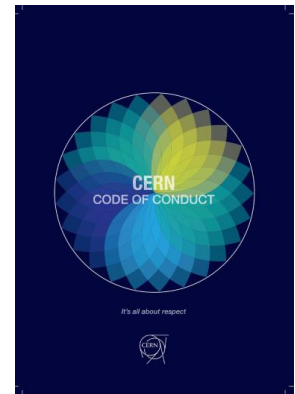
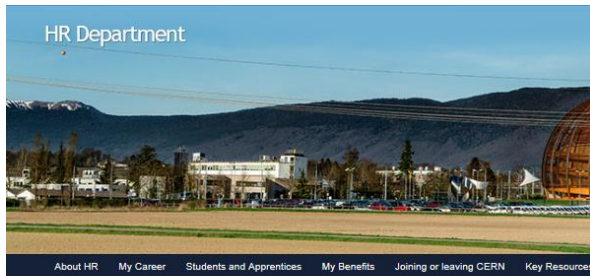
- ❖ Common standards of professional behaviour based on CERN values (vs. Code of Ethics)
- ❖ Guide in helping us, as CERN contributors, to understand how to conduct ourselves, treat others and expect to be treated.
- ❖ Applicable to all CERN contributors, i.e. not only staff members but also the user community, subcontractors, consultants...

What form does it have in practice?

- ❖ Short (4 pages) and intentionally so, organized around the five CERN values
- ❖ Extensive FAQ list available to increase understanding of how the Code applies to practical situations

It's all about respect

Code of Conduct



Code of Conduct

Home » Key Resources » Code of Conduct

It's about common basic standards of behavior to help us understand how to conduct ourselves, treat others and expect to be treated in accordance with the CERN values



Reference documents:

- [Browse the brochure online](#)
- [The Code of Conduct](#) (original 1 July 2010, updated January 2017)
- [Frequently Asked Questions](#)
- [Respect at CERN](#)
- [Supplementary information on the Code of Conduct: religious practices in the workplace](#) (December 2017)

How the Code came about:

As part of the Human Resources Strategy and global reflection on CERN values and common standards of behavior and also in response to requests from various internal bodies, the Code of Conduct has been developed further to an extensive collaboration and consultation process during 2008 and 2010. CERN's first Code of Conduct is applicable from 1 July 2010.

What the Code is:



AS CERN CONTRIBUTORS, WE

- Define clear and realistic objectives and deliverables for our activities, and communicate them to our colleagues.
- Ensure that the human, material and financial resources attributed to us are used optimally for the benefit of CERN.
- Invest in CERN's future by bringing long-term effectiveness into account when managing short and medium-term activities.
- Maintain a professional environment characterized by good working relations and an atmosphere of tolerance and mutual respect.
- Provide advice and guidance to colleagues, where appropriate, and provide adequate supervision and control over tasks that we delegate.
- Address conflict promptly and impartially.
- Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written or physical abuse.

AS CERN CONTRIBUTORS, WE

- Foster developments within our domain.
- Use our professional experience in a constructive manner.
- Contribute to the evolution of CERN by committing to sharing our knowledge.
- Share with internal parties any information that could benefit them in their work, irrespective of their jobs and departments.
- Attend alternative outlets in order to generate new thoughts and concepts.
- Conduct our work in a structured way to enhance knowledge transfer and continuity.

AS CERN CONTRIBUTORS, WE

- Respect and value differences.
- Promote inclusiveness in the workplace in terms of both personal characteristics and professional activities.
- Demonstrate teamwork and invest in team building.
- Treat others with tact, courtesy and respect.
- Abstain from and actively discourage discrimination in all forms.
- Avoid offering undue or unwarranted rewards, and be aware that statements or actions not intended to be offensive to another person may be perceived as such.
- Refrain from unjustified or disparaging remarks or actions, in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, status at CERN, disability, or family situation.



CERN is an acronym for European Organization for Nuclear Research

cern.ch/CodeofConduct



Respect @ CERN

CERN's values:

Integrity, commitment, professionalism, creativity and diversity.

Taken together, these values form the basis of respect for others, for the Organization and for its mission.

Watch the series of short videos, to showcase situations covering CERN's five values: <https://cern.ch/hr/cern-values>

It's an invitation for us all to reflect on the way our behaviour can impact our working environment and to think about how we can contribute to creating a respectful and inclusive working environment.



Excerpt from the video covering the value "commitment".

Social media guidelines



The screenshot shows the CERN Computer Security website. At the top left is the CERN logo and the text 'CERN Computer Security'. To the right is a red box with the text 'Computer security emergency contact', 'Computer.Security@cern.ch', and '70500', along with the French translation 'Contact en cas d'incident de sécurité informatique'. Below this is a navigation bar with links: Home, Computing Rules, Recommendations, Training, Services, and Reports & Presentations. The main content area is titled 'Social Media Guidelines' and dated '2014/03/17 by ITSRM'. It contains a paragraph about social media, a section on CERN's values and Code of Conduct, and a list of guidelines under the heading 'Post...'. A sidebar on the left lists various rules and guidelines.

CERN Computer Security

Computer security emergency contact
✉ Computer.Security@cern.ch ☎ 70500
Contact en cas d'incident de sécurité informatique

Home Computing Rules Recommendations Training Services Reports & Presentations

CERN Computing Rules

- Operational Circular N°5
- Aims of OC5
- Personal use policy
- Violation of rules

OC5 Subsidiary Rules & Guidelines

- Computer accounts
- Running Windows PCs
- Security Baselines
- Social Media Guidelines
- Using file services
- Using the e-mail service
- Using the network

Software Restrictions

- VPN

CERN Data Protection Policy

Licence Policy for Software Developed at CERN

Social Media Guidelines

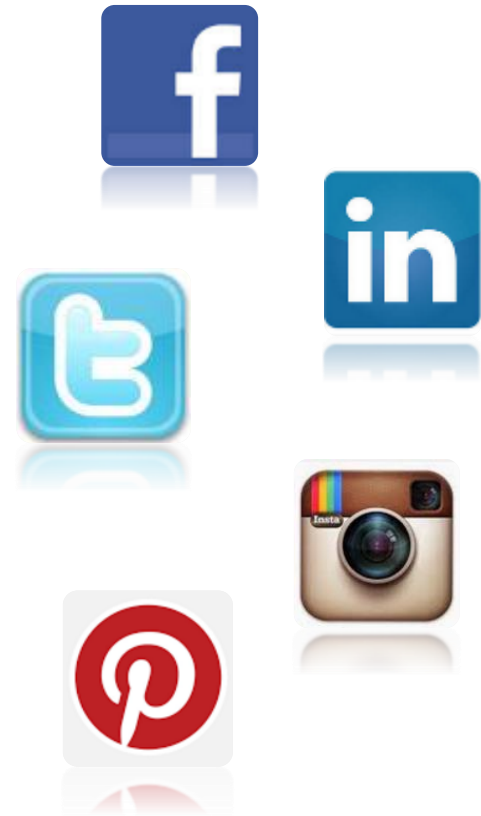
2014/03/17 by ITSRM

"Social Media", i.e. Twitter & Facebook, public blogs & interactive forums, and the public commenting functions of web-sites, are widely used today for sharing information, outreach and contact with the world. While you can make use of Social Media for many different purposes, the lines between private and public, personal and professional are blurred. Some Guidelines are provided below on how best to use Social Media, for your benefit and that of the Organization.

CERN's values and Code of Conduct underpin these Guidelines, which apply to all CERN contributors (i.e. staff members, fellows, apprentices, associates, users or students), who comment professionally or privately about their activities at CERN using **Social Media**.

Post...

- **Responsibly:** your online content stays public and can be republished by others. Make sure you are comfortable with what you are posting before you put it online;
- **Correctly:** posts claiming to be news or information should be based on facts. Fact check your statements before posting and don't be fooled by the abundance of opinion-based "facts" on the web, when sharing or reposting;
- **Clearly:** try to avoid scientific jargon or slang when addressing a wide audience;
- **Reasonably:** show your passion, but avoid overposting;
- **As yourself:** be honest about your identity, expertise and role at CERN. Always point out that you post in your personal capacity, and your statements will remain personal and cannot be regarded as representing CERN's official position. If necessary add an appropriate disclaimer.



<https://security.web.cern.ch/security/rules/en/social-media.shtml>

Integrity

VALUE → **INTERNAL POLICY**

Conflict of Interest Policy:

Private interests ≠ CERN's interests

- *Recognise situations and avoid (e.g. gifts)*
- *If unavoidable, disclose*
- *In case of doubt, discuss with hierarchy*

Anti-Fraud Policy:

Fraud = any act or omission to deceive others, or to achieve a gain resulting in a loss of funds or reputation for CERN

Zero tolerance approach

Investigation procedures, led by Internal Audit

- *Report in good faith suspicions of fraud*

<https://cds.cern.ch/record/2007473>

Key contacts in the event of questions

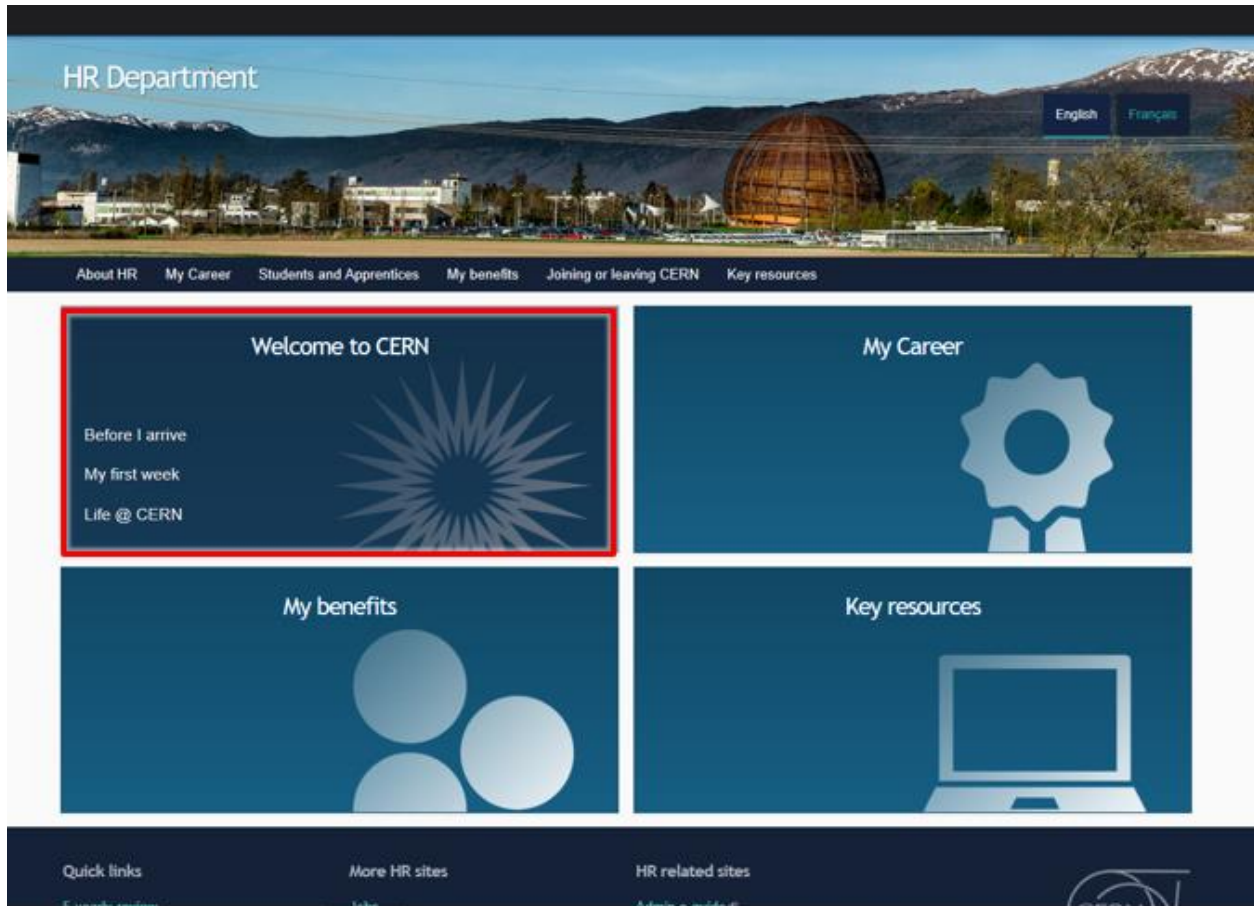
Your department secretariat (DAO)

And...

- **Users:** the Users Office
- **Staff:** Your Human Resources Adviser
- **Fellows and Students:** Your programme coordinator

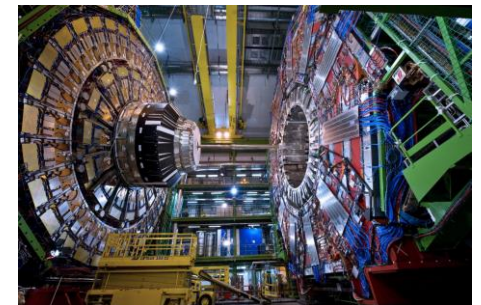
<http://cern.ch/hr> webpages

Welcome to CERN



What CERN people say...

- *Excellent level of job satisfaction*
- *Passionate personnel*
- *Interesting & creative work which allows personal development*
- *Pride to take part in fundamental research in particle physics*
- *Very pleasant “international campus” environment (except buildings!)*
- *Highly qualified colleagues*
- *Variety of skills and professions*
- *Effectiveness of continuous learning*
- *Enriching international, multicultural place to work*



WE HOPE YOU WILL ENJOY YOUR TIME AT CERN!

