CERN People and the Organization

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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.
CERN

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

Employed (MPE)
- Staff members
- Fellows

Associated (MPA)
Associates for the purpose of:
- International collaboration (MPAc)
  Users and other associates
- Exchange of scientists (MPAx)
  e.g. Scientific/Corresponding Associates
- Training (MPAt)
  - Students
  - Trainees
  - Apprentices
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 legal framework

Convention

Rules / Statut

Regulations / Règlement

Admin. Circulars / circulaires administratives

Operation. Circulars / circulaires operationnelles

Applicable to MoP

Applicable to ALL people on CERN site
Staff Rules and Regulations

RULES
Chapter III - Section 1
Articles S III 1.01 - 1.02
1 July 2008

REGULATIONS
Chapter III - Section 1
Articles R III 1.01 – 1.05
31 March 2015

CHAPTER III
WORKING CONDITIONS
Section 1 - Working hours

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WORKING CONDITIONS
Section 1 - Working hours

RÈGLEMENT
Chapitre III - Section 1
Articles R III 1.01 - 1.05
31 mars 2015

STATUT
Chapitre III - Section 1
Articles S III 1.01 - 1.02
1er juillet 2008
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

## Chapter II - Conditions of Employment and Association

### Section 1 - Employment and Association

<table>
<thead>
<tr>
<th>Article No</th>
<th>Applicable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI I.01</td>
<td>Ts</td>
</tr>
<tr>
<td>SI I.02</td>
<td>MP</td>
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<tr>
<td>SI I.03</td>
<td>MP</td>
</tr>
<tr>
<td>SI I.04</td>
<td>MPE, MPMP</td>
</tr>
<tr>
<td>SI I.05</td>
<td>MP</td>
</tr>
<tr>
<td>SI I.06</td>
<td>MP</td>
</tr>
<tr>
<td>SI I.07</td>
<td>MP</td>
</tr>
<tr>
<td>SI I.08</td>
<td>MPE</td>
</tr>
</tbody>
</table>

**Applicability**

- **Ts**: The Council appoints the Director-General and, on his recommendation, the Directorate members and the Heads of Department.
- **MP**: The Council shall delegate to the Director-General the power to appoint the members of the personnel.
- **MPE**: At the time of appointment of members of the personnel and subject to the provisions of Article SI I.03 and to the relevant conditions relating to Associate Membership, the Director-General shall strive to ensure as far as a distribution as possible of nationals of the Member and Associate Member States and of men and women.
- **MPMP**: 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.
- **MPE**: 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 11 Rev 3
Categories of members of the personnel
CERN_Circ_Admin_EN_11_REV3.pdf

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 20 Rev 2
Use of private vehicles for official duty
CERN_Circ_Admin_en_20_rev2.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

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 Committee: 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

cern.ch/hr
CERN people in numbers
Personnel evolution

Evolution of the Members of the Personnel

- 2012: 14,562
- 2013: 14,805
- 2014: 15,644 (5.7% increase)
- 2015: 16,304 (4.2% increase)
- 2016: 16,868 (3.5% increase)
- 2017: 17,532 (3.9% increase)

Headcount:

- 2012: 14,562
- 2013: 14,805
- 2014: 15,644
- 2015: 16,304
- 2016: 16,868
- 2017: 17,532

Relative evolution:

- 2012: 14,562 (0.0%)
- 2013: 14,805 (1.7%)
- 2014: 15,644 (5.7%)
- 2015: 16,304 (4.2%)
- 2016: 16,868 (3.5%)
- 2017: 17,532 (3.9%)

Colors:
- Relative evolution: blue
- Headcount: orange
Members of Personnel

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

- **Fellows**: 3.3%
- **MPA (excl. Users and MPA Training)**: 4.5%
- **MPA training**: 2.1%
- **Staff Members**: 1.0%
- **Users**: 0.2%

Total MP: 17,532

- Users: 69.8%
- Staff Members: 15.0%
- MPA (excl. Users and MPA Training): 7.3%
- MPA training: 3.3%
- Fellows: 4.6%
Members of Personnel

Relative Evolution of the Members of the Personnel, by Status

- Fellows: 4.5% (2015), 7.6% (2016), 16.3% (2017)
- MPA (excl. Users and MPA Training): 2.9% (2015), 2.5% (2016), 7.8% (2017)
- MPA training: 4.6% (2015), 4.9% (2016), 6.6% (2017)
- Staff Members: 0.3% (2015), 1.1% (2016), 2.9% (2017)
- Users: 5.2% (2015), 3.2% (2016), 3.5% (2017)
Staff - Category evolution

Evolution of Staff Members by Professional Category

<table>
<thead>
<tr>
<th>Year</th>
<th>Research Physicists</th>
<th>Scientific &amp; Eng. work</th>
<th>Technical work</th>
<th>Manual work</th>
<th>Admin &amp; Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>3.3%</td>
<td>43.4%</td>
<td>33.8%</td>
<td>2.2%</td>
<td>17.4%</td>
</tr>
<tr>
<td>2016</td>
<td>3.2%</td>
<td>42.6%</td>
<td>34.7%</td>
<td>2.4%</td>
<td>17.1%</td>
</tr>
<tr>
<td>2015</td>
<td>3.2%</td>
<td>42.4%</td>
<td>34.5%</td>
<td>4.0%</td>
<td>15.8%</td>
</tr>
<tr>
<td>2014</td>
<td>3.1%</td>
<td>41.5%</td>
<td>34.9%</td>
<td>4.6%</td>
<td>15.9%</td>
</tr>
<tr>
<td>2013</td>
<td>3.1%</td>
<td>41.1%</td>
<td>35.2%</td>
<td>4.7%</td>
<td>16.0%</td>
</tr>
</tbody>
</table>

Legend:
1. Research Physicists
2. Scientific & Eng. work
3. Technical work
4. Manual work
5. Admin & Office
Gender

Proportion of Female Members of the Personnel by Status - 31.12.2017

Fellows: 23.4%
MPA (excl. Users and MPA Training): 15.7%
MPA training: 26.4%
Staff Members: 20.7%
Users: 18.2%

Prop. of Female (all MP): 18.9%
Over the past 5 years, increase in % female students & trainees, and % of female Fellows.
Joining CERN

International Civil Servant

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

**Obligations**
- Performance
- Pay contributions
- Tact, Reserve
- Independence, Loyalty

**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
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

Reference documents:

- Browse the brochure online
- The Code of Conduct (original 1 July 2016, updated January 2017)
- Frequently Asked Questions
- Record 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 2009 and 2010. CERN's first Code of Conduct is applicable from 1 July 2010.

What the Code is:
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](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.*
Social media guidelines

Social Media Guidelines

"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.

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
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!