Welcome to the Beams Department!
Arrivals, Departures, Transfers and Contract Formalities

Part-Time and Teleworking Requests

Extensions and Terminations

Maternity and Paternity Leave

Special (Paid and Unpaid) Leave and Student Leave

Home Leaves and Additional Travel

Change in Family Situation (Marriage, PACS, Birth, Divorce, etc.)

Locks and Keys order

Occupational Accident and Illness

BE.Central.Secretariat@cern.ch

774/1-013
BE Organization

Department Head: P. Collier
Deputy: M. Lamont

Head of Department’s Office (BE-HDO)
P. Collier

Accelerators & Beam Physics (BE-ABP)
G. Arduini

Controls (BE-CO)
E. Hatziangeli

Radio Frequency (BE-RF)
E. Jensen

Admin., Safety and Resources (BE-ASR)
R. Billen

Beam Instrumentation (BE-BI)
R. Jones

Industrial Controls & Safety Systems (BE-ICS)
P. Sollander

Operations (BE-OP)
R. Steerenberg

Activities

Operation/Exploitation:
• Machines
• Technical Infrastructure
• Experimental Areas
• Site Access & Safety Systems

Projects:
• Consolidation
• Upgrades
• Approved Projects

Studies:
• New Facilities/machines
BE WEBSITE & NEWS

- http://beams.web.cern.ch/
  - All BE related news and information
    - BE Mandate/Group Activities
      - http://beams.web.cern.ch/content/mandate
    - Events/Seminars
    - Trainings
    - Mobility Opportunities
    - BE & Group organigrams

NEWS @ CERN

BE Newsletter: https://espace.cern.ch/be-dep/default.aspx
HELP!

**DEPARTMENTAL STUDENTS ADVISOR**, provides support in the following areas:
- Thesis work advice
- Students forum
- Technical & academic development needs

Bernhard Holzer
☎ 73180 Office: 6/1-031

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**HR FRONTLINE**, provides services in the following areas:
- Day-to-day work and career concerns of CERN contributors
- Support to supervisors in their HR and people activities
- Putting into operation the HR Strategy
- Support to change management activities

Sebastian Bott
Human Resources Advisor for BE
Member of the HR Frontline team
Permanence Monday PM and Friday AM. Contact to make an appointment.

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The CERN Ombuds – There to help!

Pierre Gildermyn
Office: Bldg 500-1-004
eMail: Ombuds@cern.ch

Don’t hesitate to contact them for help, or advice!
Annual Leave:

- CERN Leave Year: 1st October to 30th September
- 2.5 days of annual leave per month – EDH
- Can be used within the “forecast”
- 30th September – no more than 30 days to be transferred onto the next leave year

Official bank holidays @ CERN in 2020:

Friday, 10th April (Good Friday)  
Monday, 13th April (Easter Monday)  
Friday, 1st May  
Thursday, 21st May (Ascension day)  
Monday, 1st June (Whit Monday)  
Thursday, 10th September («Jeûne genevois)

Annual closure: from Saturday, 19th December 2020 until Sunday, 3rd January 2021 inclusive.
How to apply?

www.edh.cern.ch

Sick leave

- Who and when to contact in the event of absence for medical reason?

  Send an email to your Supervisor and your Group Secretary as soon as possible

  A medical certificate must be provided for any absence of more than 3 consecutive days.
Handed by the central secretariat: BE.CENTRAL.SECRETARIAT@CERN.CH

**Staff:**
Home Leave & Additional Travel. Travel days and a lump sum (if in receipt of an international indemnity).
HRA: Sebastian BOTT

**Fellows:**
Home Leave. Travel days.
HRC: Katharine THOMAS-CHEVREUX

**Doctoral Students:**
Special Paid Leave. 10 days & 1 paid trip per contractual year granted to visit your university.
HRC: Priscilla MARINHO VALAVICIUS

**Technical Students:**
Special Paid Leave. 2 days per 6 month period granted to visit university (exam/class).
HRC: Celine DELIEUTRAZ

**Administrative Students:**
Special Paid Leave. 2 days per 6 month period granted to visit university (exam/class).
HRC: Adriana BEJAOUI
CERN Health Insurance Scheme – CHIS (UNIQA)
Affiliation to CHIS is mandatory for Staff, Fellows & Students
To request the reimbursement of medical expenses: https://hr-dep.web.cern.ch/chis/chis-offices-third-party-administrator

Please note that expenses over 12 months old will not be reimbursed.

Health Insurance Notes:
• Students from Switzerland must have their own health insurance (e.g. LAMal or other private insurance)
• PJAS must also have their own health insurance (normally via their home institute)
• VIs are ensured by APRIL international (via French Ministry)
• FTECs are ensured by SANITAS (via CIEMAT)
• FCTs are insured by FCT

For those non-ensured via CERN - contact your HRC for more details (CERNMPA)
DECLARATION of a change in FAMILY SITUATION

Marriage/PACS/Birth/Divorce must be declared in EDH within 30 calendar days of the event.

Marriage/PACS - For Staff, Fellows, Students: automatically affiliated to CHIS on a compulsory basis (replaces former insurance)

- Fill in a CHIS – Spouse Health Insurance and Professional Income Declaration (SHIPID) – only for Staff and Fellows
  - Choose if CHIS to be used as primary (basic) or complementary (secondary) health insurance

Change of local address should be declared in EDH within 30 calendar days
SWISS & FRENCH CARDS

The legitimation cards issued to members of the CERN personnel and their family members entitle the holder to live in Switzerland or France and to travel within the Schengen Area without a visa.

The Cards service is located in bldg. 33-1-024 (📞 79494 or 62829).

- Application to Swiss card is done automatically by CERN (Not necessary for citizens of Swiss nationality): https://admin-eguide.web.cern.ch/node/1301


  **To be submitted by yourself via** https://cern.service-now.com/service-portal/report-ticket.do?name=new-french-card&se(swiss-french-cards

*No later than TWO months from your arrival date!*
All Staff members and Fellows must complete two full day communication workshops:

1) General communication
2) Cross-Cultural communication

   1) In EDH: Learning Hub
   2) Available in both English and French
Available to Staff, Fellows and TRNE VI:
- Exact travel costs are reimbursed (flights, trains, etc.)
- If travelled by car, a price equivalent will be found to reimburse

Available to Students:
- Reimburse a lump sum, amount depending on the country

To get this reimbursement you need to:
1) Ensure that your local address is registered within 30 calendar days on EDH (Change of local address)
2) Open a Swiss Bank account
3) Email BE.Central.Secretariat@cern.ch to let us know 1 & 2 are done
   ➢ For STAFF, FELL & TRNE VI; we need your invoices, itineraries and proof of payment.
The remuneration is paid around the 25th day of each month and transferred to a Swiss bank account in Swiss francs.

**To open a Swiss Bank account, you need a Swiss Card.** This may not be ready in time, so you can request an Attestation in lieu of the card through the following link: https://cern.service-now.com/service-portal/report-ticket.do?name=attestation-ubs-account&se=swiss-french-cards.

Taxation at CERN. You are exempt from paying tax but you **must** declare your income to the country you live in – more information can be found on the Admin eGuide (http://admin-eguide.web.cern.ch/en/procedure/income-tax-declaration-france).

Self-Service for various attestations (work, training etc.) which can be found on HRT (https://hrt.cern.ch/hrt/ Desktop) .
Banks / Post Office

Bank, UBS Bank Office - Banque UBS (Meyrin CH)

📞 500  ☎️ +41-22-783 21 88

Post Office - Bureau de Poste, Post Office Meyrin (Switzerland)

📞 63  ☎️ 72798

Bank, Banque Credit Agricole (Prévessin FR)

📞 866  ☎️ 77072

Post Office - Bureau de Poste, Post Office Prévessin (France)

📞 866  ☎️ 77071
Please click here to access the Bank Details Form on EDH

Account Holder Name *

Confirm Account Holder (Must be under your name)

Please note that the account must be your own, as CERN only pays the working member directly.
To rent a bike (short and long-term rental): [http://smb-dep.web.cern.ch/en/Mobility/CERN_bikes_rental](http://smb-dep.web.cern.ch/en/Mobility/CERN_bikes_rental)

CERN Shuttle Service: [https://smb-dep.web.cern.ch/en/Mobility_Shuttle](https://smb-dep.web.cern.ch/en/Mobility_Shuttle)

Geneva Public Transportation: [www.tpg.ch](http://www.tpg.ch)

Secondhand vehicles available on:

To apply for **Green-plate** vehicle registration – *registration of vehicle of persons residing in France exempt from import duties. Available only if you have a French Card.*
**Blood sampling & analyses**
Phone: 73186, 78435
medical.service@cern.ch

**Infirmary Service (infirmérie)**
Phone: 73802, 163438
infirmary.service@cern.ch
Location: 57/R
*Working days from 8h00 to 17h30 (12h30 - 13h30 emergencies only)*

**Medical Consultations**
Phone: 73186, 78435 (Medical secretariat)
Fax: 67797
medical.service@cern.ch
Location: 57/1
*Working days from 8:00 to 12:00 and from 14:00 to 17:30*

**Psychologist Consultations**
Phone: 73186, 78435 (medical secretariat)
psychologist-me@cern.ch
Location: 57/1
*Tuesday and Thursday from 8h30 to 17h00*
Restaurants at CERN

Cafeteria / Restaurant No.1 NOVAE (Meyrin)
Phone: 72814, 164470
Restaurant1@cern.ch
Location: 501
Mo-Fri 06:30-00:00, Meals: 11:30-14:15, 18:00-21:30
Sat-Sun 07:00-22:00, Meals: 11:30-14:00, 18:00-19:30

Cafeteria / Restaurant No.2 NOVAE (Meyrin)
Phone: 73855, 163063
Restaurant2@cern.ch
Location: 504
Mo-Fri 07:00-17:30; Meals: 11:30-14:00

Cafeteria Ô délices (Prévessin)
Phone: 16 74 55 (+41 75 411 7455), 167455
odelices774@gmail.com
Location: 774
Lundi-Vendredi de 8h à 17h avec plat chaud de 11h30 à 14h

Cafeteria / Restaurant No.3 NOVAE (Prévessin)
Phone: 77073
Restaurant3@cern.ch
Location: 866/R-A30
Mo-Fri 07:45-17:00; Meals: 11:30-13:45
On this webpage, you will find plenty of useful information to help you ease in to your new life at CERN. This can be found on this website in the “Welcome to CERN” box: https://hr-dep.web.cern.ch/
French Integration course for beginners 2020

Next Period Mid-January - End of March

Learning Type: Classroom
Domain: French courses
Format: 6 hours per week over 10 weeks + personal work on a platform
Target Audience:
- All Members of personnel who are completely beginner in French
- Spouses or Partners
- All persons working on the CERN site
Objectives:
- This collective course aim to bring beginners to Level A1.
Contact: language.training@cern.ch
Course Price (CHF): 851
Number of Hours: 88.0
Competencies:
- Compréhension orale du français
- Compréhension écrite du français
- Expression orale en français
- Expression écrite en français

General and Professional French courses

Your learning journey in French

<table>
<thead>
<tr>
<th>Level</th>
<th>A1</th>
<th>A2</th>
<th>B1</th>
<th>B1 - B2</th>
<th>C1 - C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Beginner</td>
<td>Elementary</td>
<td>Intermediate</td>
<td>Upper</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

Each level (A1 to C1) consists of a combination of face-to-face sessions with personal work following a specially designed programme. A final progress test takes place at the end of each course.

COURSES SCHEDULED IN 2020

Period: Mid-January - End of March / Enrolment deadline 13th January
Period: May - Mid-July / Enrolment deadline 27th April
Period: Mid-September - End of November / Enrolment deadline 7th September

Learning Type: Classroom
Domain: French courses
Format: 40 hours face-to-face session + 30 hours personal work on a platform
Target Audience:
- All Members of Personnel
- Spouses or Partners
- All persons working on the CERN site
Objectives:
- Specific to each level
Contact: language.training@cern.ch
Course Price (CHF): 762
Number of Hours: 60

French Course

You will be contacted soon regarding the administrative steps necessary to sign up to a French Course.

The Budget Code to be used: 62306 (paid on Departmental level and not charged to Group’s budget).
French Course (Available to all Statuses)

CERN Welcome Club provides many cheaper language classes.

Language Tandem is also available to those who would like to meet with other CERN people to improve their language skills.
Respecting Privacy in the processing of personal data at CERN - elearning (Rev. 1)

- What is personal data?
  - your digital footprint
  - privacy types
  - individual rights
- What is processing?
  - CERN as controller
  - digital immortality
- Why should I care?
  - who owns personal data?
  - global privacy

Please take the time to complete this mandatory course, it only takes a few minutes!

Click here
Please do not forget to complete your emergency contact form in EDH: https://edh.cern.ch/Document/Personnel/EC

It’s a good idea to keep on top of this, should any emergency contacts change during your time here, make sure to keep this EDH document updated.
If you do not have your key already, you will find it in your Welcome Folder.

Please make sure to keep an eye on these keys.
  ➢ If they are lost you have to declare them to the Locks and Keys Service via https://cern.service-now.com/service-portal/service-element.do?name=lost-found

A new key can be requested here:
https://edh.cern.ch/Document/General/KeysAndCylinders
→ Mid-February 2020 – you’ll receive an invitation via email, please sign up 😊

Agenda:

- Welcome by the Department Head; Paul Collier
- Presentation on Accelerators; Rende Steerenberg
- Visits to installations at CERN
- Mingle, drink and meet the BE Management
<table>
<thead>
<tr>
<th>Contacts</th>
<th>Office</th>
<th>Email / website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR contacts (depending on your contractual status)</td>
<td></td>
<td><a href="https://hr-dep.web.cern.ch/content/hr-key-contacts">https://hr-dep.web.cern.ch/content/hr-key-contacts</a></td>
<td></td>
</tr>
<tr>
<td>Generic Administrative Formalities</td>
<td>33 1-006</td>
<td><a href="mailto:Records.office@cern.ch">Records.office@cern.ch</a></td>
<td>+41 22 76 79396</td>
</tr>
<tr>
<td>French and Swiss Card</td>
<td>33 1-009</td>
<td><a href="mailto:Cards.service@cern.ch">Cards.service@cern.ch</a></td>
<td></td>
</tr>
<tr>
<td>VISA</td>
<td></td>
<td><a href="mailto:Visa.hr@cern.ch">Visa.hr@cern.ch</a></td>
<td></td>
</tr>
<tr>
<td>Access Card</td>
<td></td>
<td><a href="mailto:Access.registration@cern.ch">Access.registration@cern.ch</a></td>
<td>+41 22 76 76633</td>
</tr>
<tr>
<td>CHIS</td>
<td></td>
<td><a href="http://www.cern.ch/chis">www.cern.ch/chis</a></td>
<td></td>
</tr>
<tr>
<td>UNIQA</td>
<td>63/R-001</td>
<td><a href="mailto:Uniqa@cern.ch">Uniqa@cern.ch</a></td>
<td>+41 22 76 72730</td>
</tr>
<tr>
<td>Pension Service</td>
<td>5/5-019 or 021 or 023</td>
<td><a href="http://pensionfund.cern.ch/en/Pension-Benefits@cern.ch">http://pensionfund.cern.ch/en/Pension-Benefits@cern.ch</a></td>
<td>+41 22 76 76111</td>
</tr>
<tr>
<td>School fees Service (case by case)</td>
<td>33 1-017</td>
<td><a href="mailto:Schoolfees.service@cern.ch">Schoolfees.service@cern.ch</a></td>
<td>+41 22 76 72862</td>
</tr>
<tr>
<td>Family allowance (Staff &amp; Fellows)</td>
<td>33 1-017</td>
<td><a href="mailto:HR-Family.Allowance@cern.ch">HR-Family.Allowance@cern.ch</a></td>
<td>+41 22 76 62959</td>
</tr>
<tr>
<td>Installation indemnity (case by case)</td>
<td>33 1-017</td>
<td><a href="mailto:Nadege.Bordon@cern.ch">Nadege.Bordon@cern.ch</a></td>
<td>+41 22 76 72862</td>
</tr>
<tr>
<td>Social Affairs Service</td>
<td>33/1-038</td>
<td><a href="mailto:Social.Affairs@cern.ch">Social.Affairs@cern.ch</a></td>
<td>+41 22 76 74201</td>
</tr>
<tr>
<td>Housing Service</td>
<td>39/R-003</td>
<td><a href="mailto:Housing.service@cern.ch">Housing.service@cern.ch</a></td>
<td>+41 22 76 74155</td>
</tr>
<tr>
<td>Medical Service</td>
<td>57/1-008</td>
<td><a href="mailto:Service.medical@cern.ch">Service.medical@cern.ch</a></td>
<td>+41 22 76 73186</td>
</tr>
<tr>
<td>Staff Association</td>
<td>64/R-010</td>
<td><a href="mailto:Staff.association@cern.ch">Staff.association@cern.ch</a></td>
<td>+41 22 76 74224</td>
</tr>
<tr>
<td>Service Desk</td>
<td>55</td>
<td><a href="mailto:Service-desk@cern.ch">Service-desk@cern.ch</a> or SNOW</td>
<td>+41 22 76 77777</td>
</tr>
<tr>
<td>CERN Fire Brigade</td>
<td></td>
<td></td>
<td>+41 22 76 74444</td>
</tr>
<tr>
<td>Ombuds</td>
<td>500/1-004</td>
<td><a href="mailto:ombuds@cern.ch">ombuds@cern.ch</a></td>
<td>+41 22 76 73566</td>
</tr>
</tbody>
</table>

+ Find contact with the CERN phonebook [http://directory.web.cern.ch/directory/]
In your welcome folders you will find…

- Information about your Group, Section, Supervisor and GAO
- Your office and phone number whilst at CERN
- Check list of next steps
- Welcome Brochure
- Administrative Information
  - Departmental Administrative Officer (DAO)
  - Departmental Training Officer (DTO)
  - Departmental Safety Officer (DSO)
  - Human Resources Advisor (HRA)
- Office key

Please don’t forget to pick up and sign for your folder!