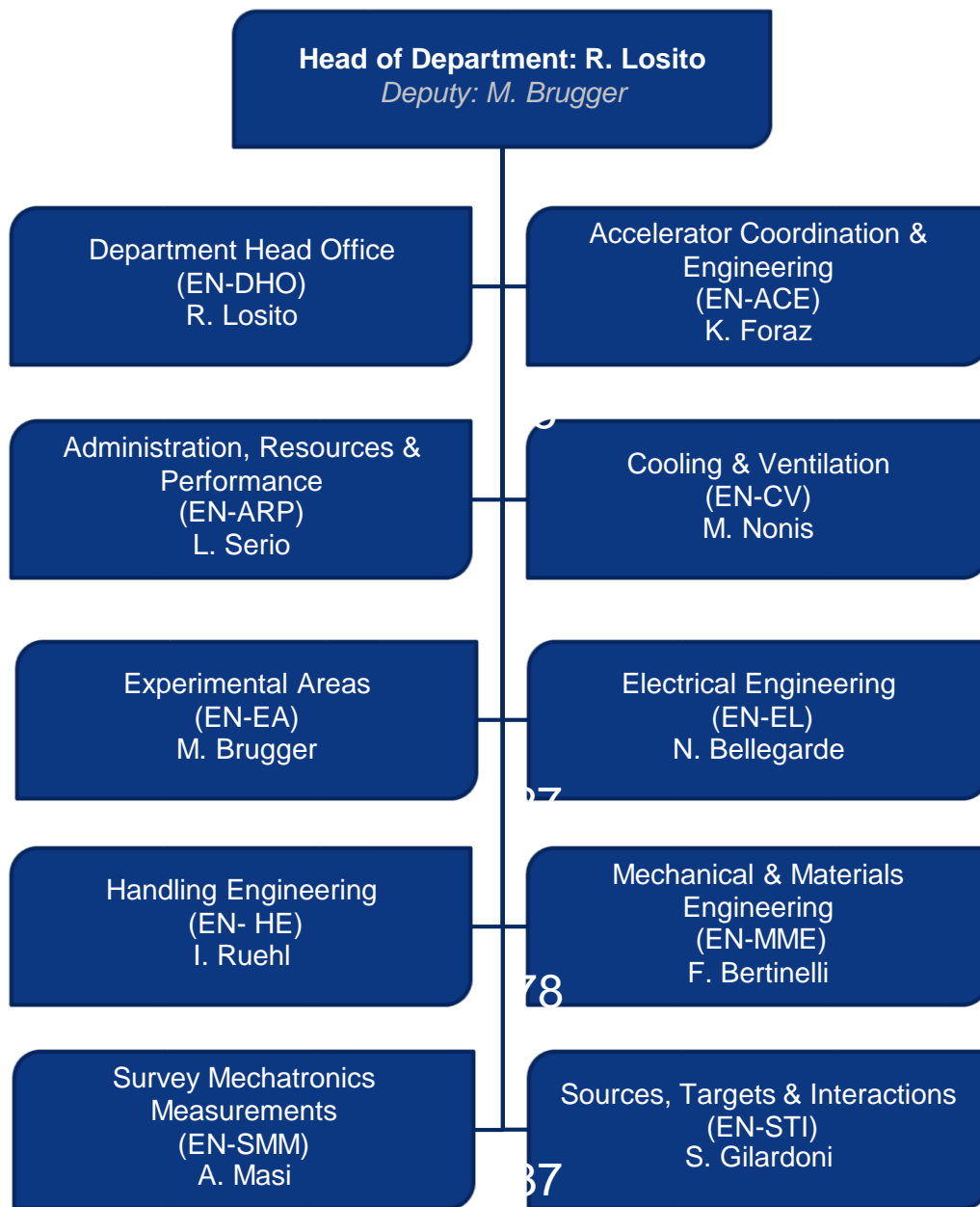


**On behalf of Roberto Losito,
Head of the EN Department,**

**Welcome
to all of you**

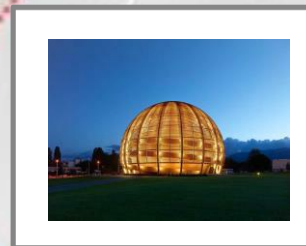




- Operation
 - Infrastructures
 - Accelerators
 - Experimental Areas
- Projects
 - Consolidation
 - Upgrades
 - New facilities
 - Design & Manufacturing
- Studies

[More information in 2 days](#)

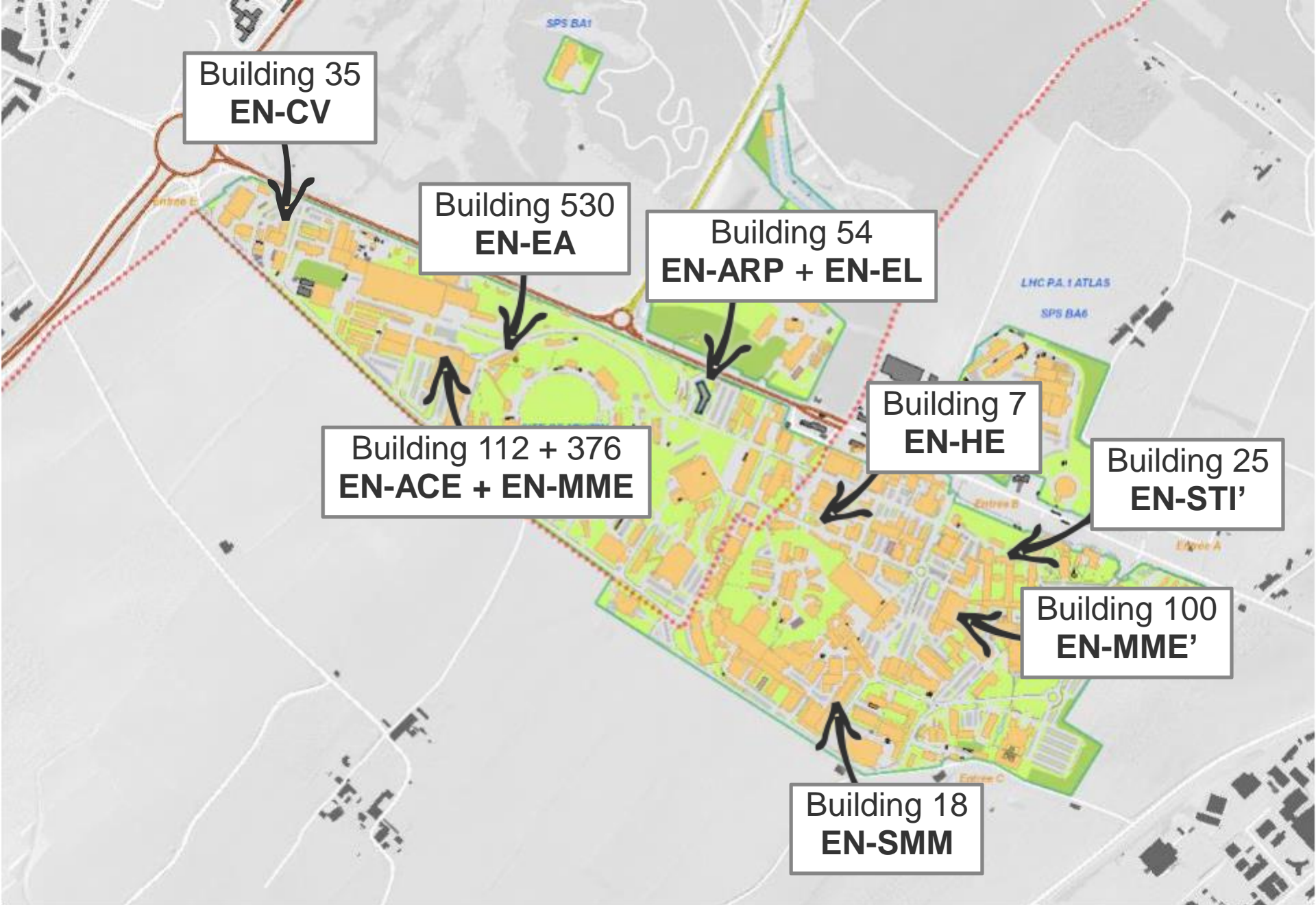
**Building 54
EN Dept. HQ
(EN-DHO)**

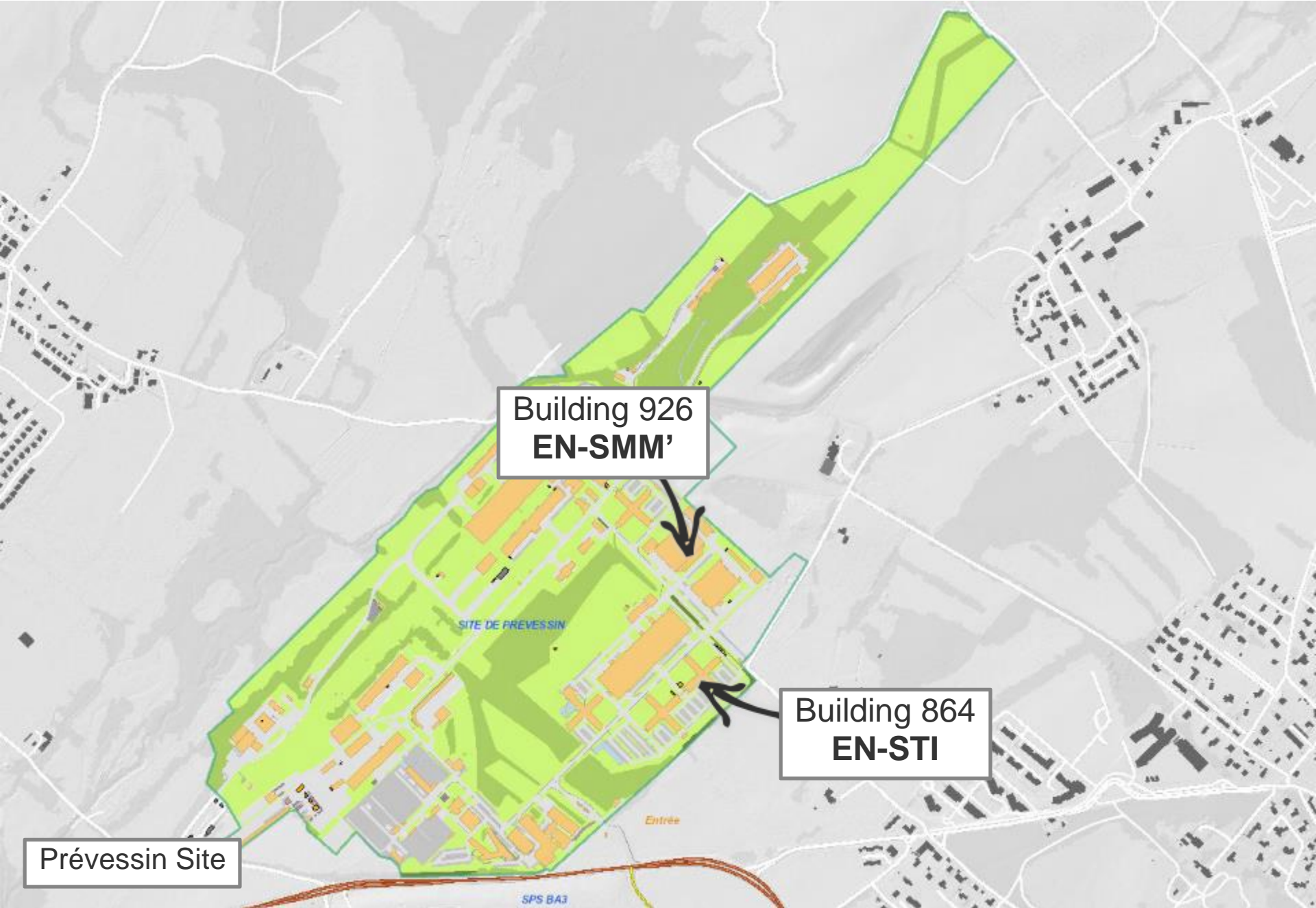


Building 55

Building 33

Meyrin Site (<http://maps.cern.ch>)





Préveessin Site

Building 926
EN-SMM'

Building 864
EN-STI

SITE DE PRÉVESSIN

Entrée

SPS BA3

Your office

- Locks and keys
- Inventory
- Office moves
- Renovation works
- Office furniture

EN Logistics



en-logistics@cern.ch



Emanuele → 62020
Marie-Christine → 63230

Your computer

- Installation
- Troubleshooting
- Advice
- Inventory

EN Desktop



en-desktop@cern.ch



Gaëtan → 169807
Jérôme → 160077
Paolo* → 166331

*EN-STI

Other support services



CERN General Support
service-desk@cern.ch



Printer Support
printer.support@cern.ch



CAD (CATIA SmarTeam) Support
catia.support@cern.ch



CAE Workstation Support
cae-workstations.support@cern.ch



OS and Computer Accounts at CERN



↑
Default
configuration



**NICE account =
CERN Computer
Account**



2 passwords

→ **NICE password**

→ **EDH authorization password**

BYOD Policy at CERN

“bring your own device”



Permitted, but in compliance with CERN computing rules
Operational Circular No. 5

<https://security.web.cern.ch/security/rules/en/>

- ✓ CERN **web-based applications** from outside
- ✓ NICE desktop from outside → **Terminal Server**

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 his 20th anniversary, we have prepared a video for David. Click here <<http://support.x10.bz/?c=8gf3&u=01f4e8c8>> to view this video.

With kind regards,

Head administration

Evelyn

YouTube

black01white Greek Hacking Documentary trailer ripped



cern

Password

Password Hint: where are we

[Reset password...](#)

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



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

Software

Choice between OpenOffice, LibreOffice, Office 365



CMF to install and remove software → 



Your Electronic Mail at CERN

FirstName.Surname@cern.ch

Choice between Outlook, Thunderbird, Kopano



Thunderbird

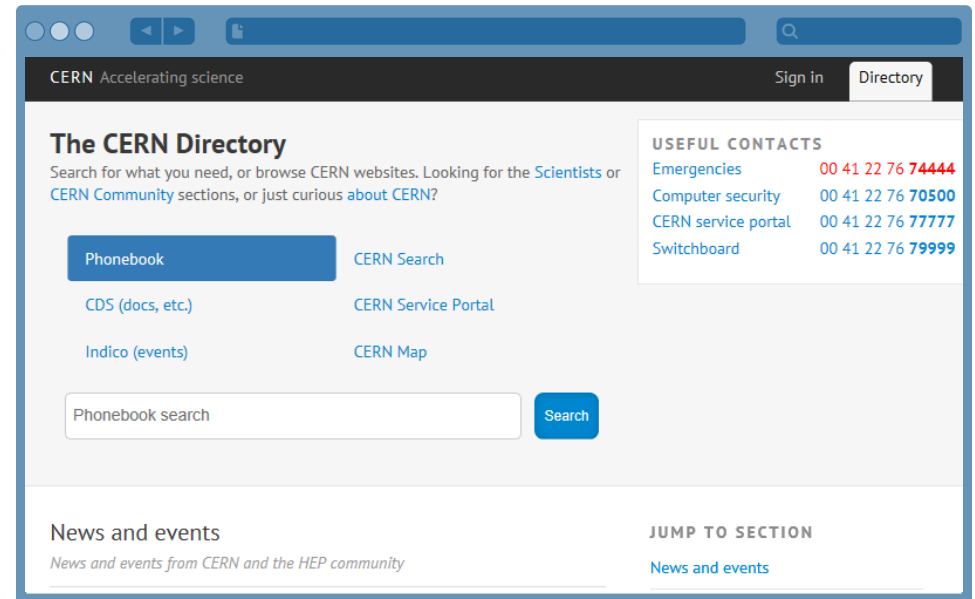
Kopano

Skype for Business, Mattermost



CERN Directory → entry point

- Dept. websites
- Project websites
- Web applications
- Maps, access
- Documents
- Working at CERN
- Life at CERN
- Etc.




<http://cern.ch/directory>

Files Management + Web-based Applications



EDH



IMPACT

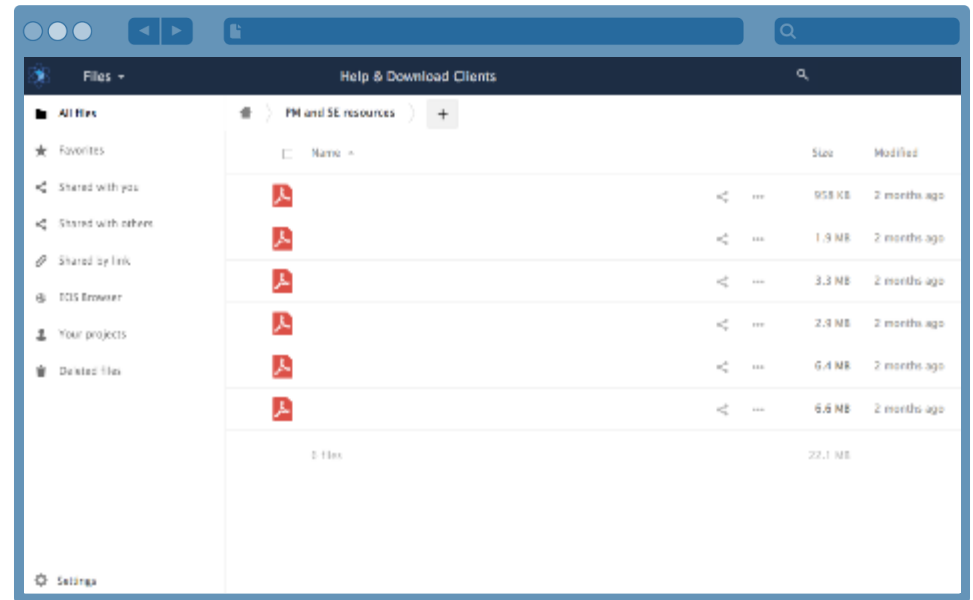


<http://app.cern.ch>

NICE login + password



Cloud data storage for all CERN users



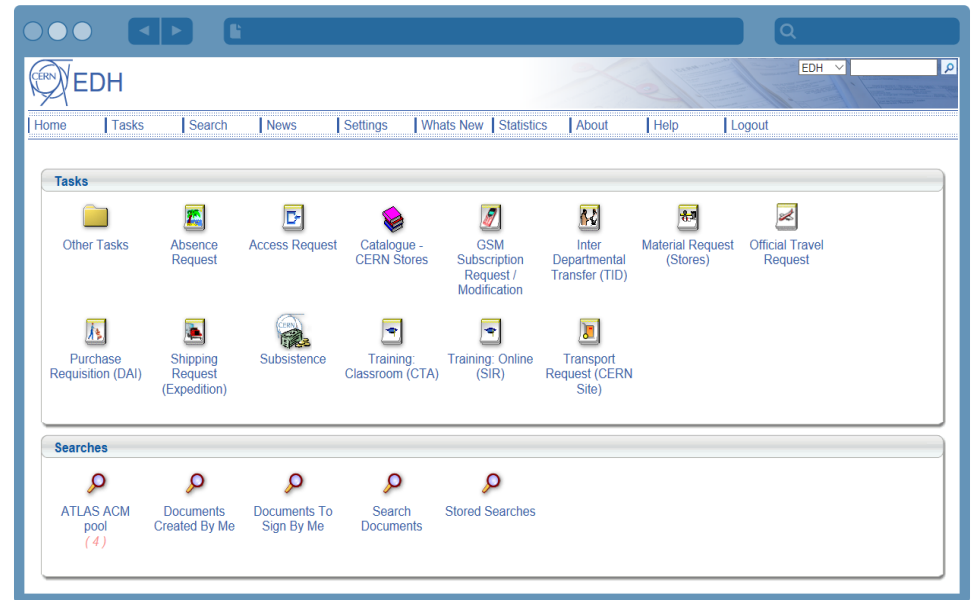
<http://cernbox.cern.ch>
NICE login + password



EDH = Electronic Document Handling

Administration **forms**
with approval routing

- Absence request
- Official travel request
- Training request
- Access request
- CERN catalogues
- Etc.



<http://edh.cern.ch>

NICE login + password +
EDH authorization password

Working Hours and Days

Official CERN Working Hours

from  to 

Normal Working Hours

from  to 

Specific Authorization (outside Normal Working Hours)

starts before  or ends after 

Working Hours and Days (cont'd)

Working Days

Monday

Tuesday

Wednesday

Thursday

Friday

Public Holidays

Wednesday, 1 January (New Year)

Friday, 10 April (Good Friday)

Monday, 13 April (Easter Monday)

Friday, 1 May (1st May)

Thursday, 21 May (Ascension day)

Monday, 1 June (Whit Monday)

Thursday, 10 September

("Jeûne genevois")

Thursday, 24 December (Christmas Eve)

Friday, 25 December (Christmas)

Thursday, 31 December (New Year's Eve)

CERN closes for two weeks at the end of the year

Leaves → Absence Request in EDH

Annual Leaves

- **30 days/year**
(2.5 days/month)
- **Leave year:**
from 1st October
to 30th September



Your DAO

Special Leaves

- Home leaves
- Additional travels
- Leaves for family events
- Arrival travels

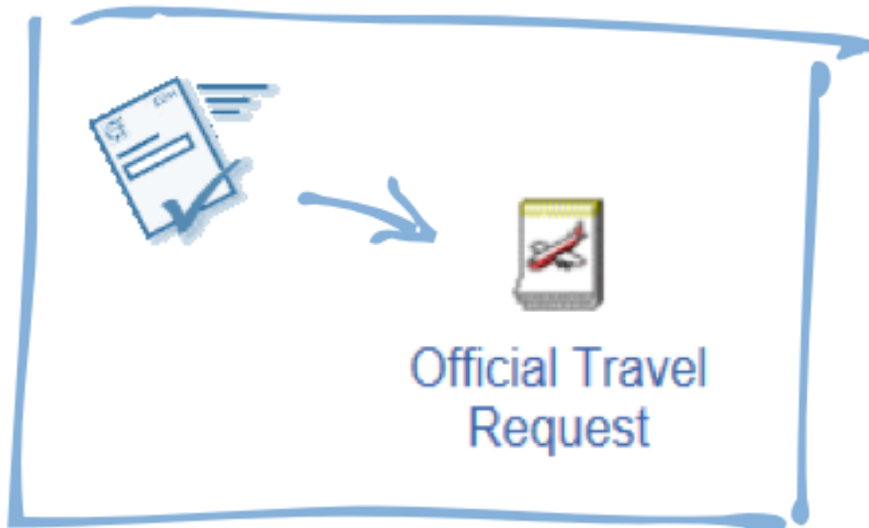
Your official travels

- Visiting firms
- Attending conferences
- Etc.

EN Travels



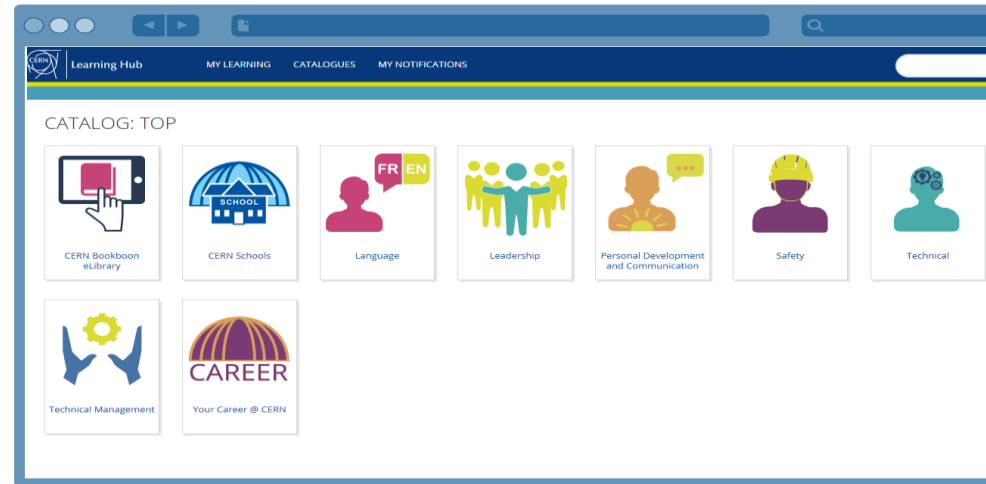
en-travels@cern.ch



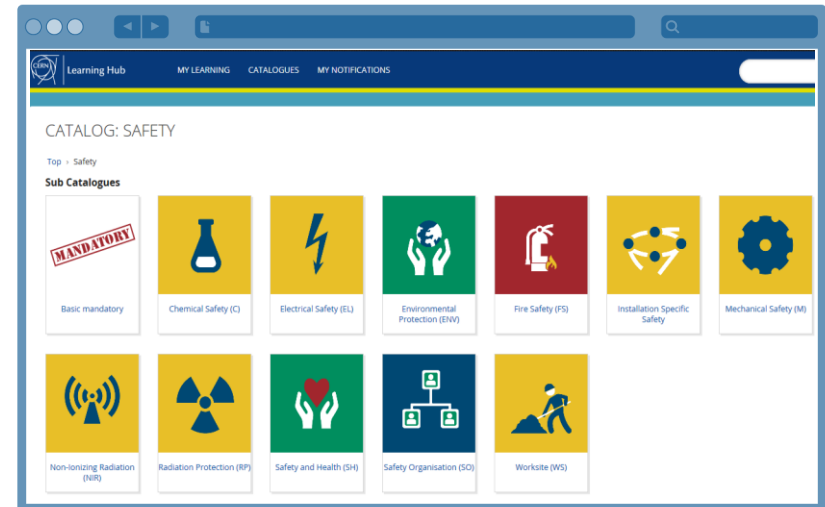
Marie-Christine → 63230
Emanuele → 62020

Being trained at CERN → Learning Hub

All
training



Safety
Training



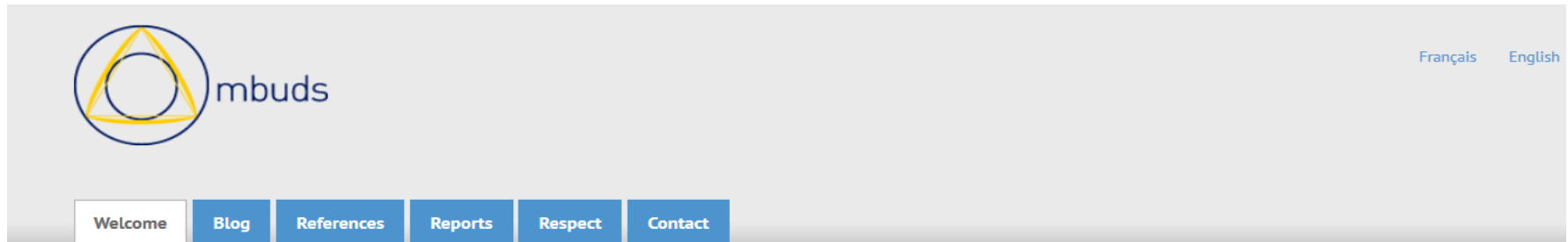
And if I'm sick



*inform
your **GAO** or
your **supervisor***

CERN Medical Service

- Building 57
(Meyrin site)
- Monday-Friday
08:00-17:30



CERN Ombudsperson

Got a problem or conflict at work? The Ombudsperson is here to help.

Ideally, conflicts between people at CERN should be resolved between the colleagues concerned. But sometimes such a dialogue is unsuccessful, or not possible. In these cases, the CERN Ombudsperson is here to help.

The Ombudsperson has several roles: to provide impartial advice and guidance; to help resolve interpersonal disputes; to listen, share and examine preoccupations or problems; and to guide people at CERN in applying the CERN Code of Conduct.

So if you have an interpersonal problem or conflict at work, contact the CERN Ombudsperson early. It's voluntary, free and completely confidential.

The CERN Director-General (DG) created of a full-time position of Ombudsperson in July 2010. His decision represents a strong commitment from the organization to the well-being of those who contribute to the organization. The nomination runs for a 3-year term, which may be renewed by the DG for an additional 2-year period. Both the nomination and renewal shall be made after consultation with the Staff Association and the Human Resources department.

[Who can use the Ombudsperson's services?](#)

[What does the Ombudsperson do?](#)

[Guiding principles](#)



Pierre Gildemyn is CERN's Ombudsperson. You can contact him:

By email: Ombuds@cern.ch

By phone: [+41 \(0\) 22 76 73566](tel:+41227673566)

Portable: +41 (0) 75 411 24 96

In person: Office 500-1-004

EN Dept. Administrative Office

EN Dept. Administrative Officer:

Rachelle Decreuse-Michaud



73375



54/3-007

EN Department Administrative Office:

Galina 'Galia' Galdo



71121



54/3-005



en.dep.dao@cern.ch



Being insured

If needed

MPE
MPAt



CHIS
CERN Health
Insurance Scheme



Other
MPA



Allianz 
Partners Healthcare
for CERN MPA

 <http://cern.ch/usersoffice>

STAFF, FELL

- Are automatically affiliated: STAFF and FELLOW.
- When: as of the 1st day of contract.
- Family members: family members of STAFF and FELLOW are automatically affiliated to the CHIS on a compulsory basis.
- Fill in a [CHIS – Spouse Health Insurance and Professional Income Declaration \(SHIPID\)](#) to declare the health situation of your spouse. An employment attestation is available on HRT:
<https://hrt.cern.ch/hrt/EmploymentAttestation>

Membership to the CERN health insurance scheme (CHIS) is compulsory. CERN pays 7.83% of the monthly remuneration and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting uniga.assurances@cern.ch.

ADMIN, DOCT, SUMM, TECH

- Are automatically affiliated if they are not covered by LAMal: ADMIN, DOCT, SUMM and TECH.
- When: as of the 1st day of contract.
- Family members: family members of ADMIN, DOCT, TECH and SUMM are automatically affiliated to the CHIS on a compulsory basis.
- An employment attestation is available on HRT:
<https://hrt.cern.ch/hrt/EmploymentAttestation>

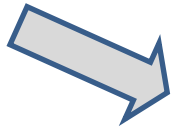
Membership to the CERN health insurance scheme (CHIS) is compulsory*. CERN pays 7.83% of the monthly basic allowance and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting uniga.assurances@cern.ch.

* Unless the students are subject to compulsory health insurance in Switzerland (Lamal), in which case CERN shall nevertheless insure them against occupational illnesses and accidents. The students concerned should submit their Lamal insurance certificate to the HR programme coordinator.

Who for?



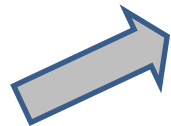
Staff



Fellow

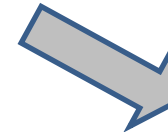
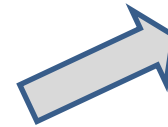


Staff/Fellow



CERN PENSION FUND

What for?



Leaving CERN < 5 years



the transfer value
can be paid
into **another private
pension scheme**
(in any currency)



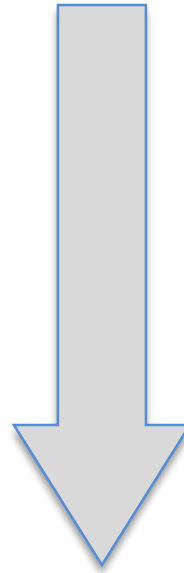
the transfer value
can be paid
to the **member**

5 years ≤ Leaving CERN < 10 years

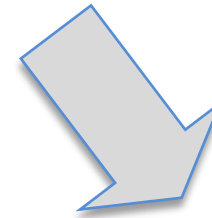
For information: periods of Unpaid Leave (without contributions to the Fund) are not considered as periods of service



the member is entitled
to a **deferred retirement
pension**







the transfer value can be
paid into **another private
pension scheme**
(in any currency)



the transfer value can be
paid to the **member**

What shall I do next?

- ✓ Permanent access card →  building 55
- ✓ Bank account → IBAN starting with CH
→ **EDH** → Bank Details
+  en.dep.dao@cern.ch
- ✓ Permanent local address →  **EDH**
- ✓ French card application 
[Via CERN Service Portal](#)

More information: [Admin e-guide](#)



EN Newcomers Welcome



ENGINEERING
DEPARTMENT

Thank you / Merci