

## Summary of HR-PMD meeting held 10/11/06

Present: Sue, Pierre, Seamus, Sudeshna, Davide

### General:

- Information from GLM:
  - Enrico will hold a Departmental meeting on 04/12/06 at 10:00 – invitation and agenda to follow. It will be followed by a drink to which various partners including DG & CFO(s) will be invited.
  - New Manpower Plan requested from each Department by end November taking the new Whitepaper information into account
  - Feedback from Executive Board
  - 5YR Implementation paper to be distributed to GLs for discussion (not yet received)
  - 13/12/06 was the date agreed for last actions accepted by the Departments for treatment by HRCs and Records Office to avoid the usual end of year rush (Action: Seamus to propose an email communication to be sent by HRCs to their departments warning about this which should be sent next week to give sufficient warning)
- Special HRC meeting to discuss issues around communication, workflow, manpower plan and DCRB procedure
- MCL Section meeting: HR Roadmap, MAPS status, TEC follow up, CTA2, Webpage, Completion of move to building 5
- Briefing session and final preparation for Cite des Metiers – multiple absences next week (and weekend) due to 26 different members of PMD or RFA representing CERN on the stand throughout the event
- Budget review following Michel's message. DPO+EC warned in July that PMD could underspend by 100K, this now looks more like 60-80K mainly due to dramatically reduced recruitment.
- Sue officially nominated as EOAP member from 1/11/06-31/12/09
- Preparation for 14/12/06 (PMD Shutdown) by various members of HR-PMD

### Apprentissage :

- Electroniciens :
  - Revision sessions for the 3rd year electronicien partial exams
  - Research into placement possibilities for new apprentices starting in 2007
  - Enrolement of the 4th year electroniciens for their final practical exams which will take place at CERN
  - Difficult reserach in collaboration with the placement supervisors to find appropriate subjects for final exams. Final choice to be provided by 30/11/06 to the expert committee for approval and official enrolement
- Laborantins en physique :
  - Description of their placements to be provided to the OFPC for their final exam
- Heavy investment of CERN apprentices next week on the UIG stand at the Cite des metiers

**Classification :**

- Debriefing meeting with the two currently active mediators. Probable request for training in future to assume such roles.
- Meeting Webster University to discuss possibilities for internship Request for decision review against promotion in orange zone of new career path (SC) rejected.
- Request for decision review with mediation against negative recommendation for career path change: preparation of CFO's draft reply.
- Request for decision review against deferred step accepted, based on non-respect of the procedure by the department.
- Report on Maastricht conference on European diploma status now available.
- Different meetings on implementation of new career structure: solutions to practical implementation issues, preparation of EC's presentation etc...
- Induction of Geneviève on advancement system

**Technical Training:**

- Recent course sessions held:
  - JAVA - Level 1, 30-OCT/1-NOV
  - OUTLOOK 2003 (Short Course I) - E-mail, 2-NOV
  - WORD 2003 (Short Course IV) - HowTo... Work with master document, 2-NOV
  - EXCEL 2003 (Short Course II) - HowTo... Format your worksheet for printing, 3-NOV
  - EXCEL 2003 (Short Course IV) - HowTo... Link cells, worksheets and workbooks, 3-NOV
- Events:
  - TTT (Technical Training Team) planning and review meeting on 30/10
  - Texas Instruments Technical Seminar, Power Management and Wireless, run on 6/11 with about 20 participants
  - GTG meeting at WHO on 7/11 on appreciative enquiry and evaluation
- Course planning:
  - met the DTO of IT on 9.11 to review various training needs
- Open issues, various
  - TT office changes in bg. 5 – waiting for assistant's office to be vacated

**Management Training:**

- Courses held: Negocier Efficacement, SWIM Pilot
- Pilot course on SWIM - first reactions from the group were enthusiastic, they were quasi unanimous in their appreciation and really underlined the need (even a 'hunger') for this kind of networking and sharing of experience between women, course & trainer generally well appreciated. Awaiting results from evaluation questionnaire.
- PMD Sample Values Exercise - feedback report being finalised
- Meetings: Chris Griggs to discuss Staff Association training needs; Linda to discuss cdp-sl-part 1; Cecile to discuss possible icebreaker for induction; external evening session on improvisation techniques

## **Language Training:**

- Detailed planning prepared for the various stages in the move to building 5 together with a full inventory of all the material currently in the classrooms of building 54
- Installation of the 2 teachers offices foreseen for next week
- Expect to have dates from Buehler next week for the reinstallation of the language lab, foreseen for end year
- Verification & update of self-study sites ongoing

## **HRC work:**

- Geneviève's induction under way (16 sessions out of 26 planned, 10 of them already done). Ariana being included in some sessions. Going well - good feedback from Geneviève.
- Geneviève will be the HRC for SG.
- EO presentations to departments under way (AT, IT, SG) by Josi & Tiziano - HRCs not informed but should be for remaining events.
- Medical Service tour under way (HR, FI, PH so far)
- Involvement of Cécile and Andrzej in SRR working group meetings.
- Low level of recruitment - some board preparation and follow-up.
- The usual HRC meetings with staff on mid/end probation, contractual situations and entitlements.
- Andrzej attended meeting of Polish delegation.
- 3+3 contracts being stopped : 1 tough case of stop 3+3 after first 3 years for performance reason.
- 1 early departure proposal (with mutual agreement between department and Staff Member).
- 1 internal mobility request revisited
- 1 case of burn-out
- Linda met Sudeshna about on-going activities in which she is involved and also met the Service Orientation trainer (feedback, improvements, in preparation for session in December).
- Request for a review of decision to terminate at end probation refused.
- EOAP report and discussion with DH on action to be taken.
- Discussion on withdrawing post for board organized for next week.
- Discussion on PIP - difficulty to find suitable activity at the right level for 3 month period.
- Internal mobility discussions, reassignment following medical advice, discussion and worries concerning pending intradepartmental reorganizations.
- Lots of contact from the current CFO's office on various matters with subsequent intervention and help from James Purvis and Derek Mathieson.
- Very instructive 90 minute meeting between the HRCs and Enrico on various issues.

