

- Users' Office day-to-day operation
- Contract extension «grace period» shortened to 1 month
- New EDH Document for contract amendment
- French card extension
- Reminder about insurance coverage in Host States
- Number of Users from January to August 2020

# Users' Office day-to-day operation

**Users' Office is still closed to the public until further notice, nevertheless, Users can come to the Users' Office with an appointment.**

Safety measures taken by CERN regarding COVID19 allow **for a maximum simultaneous occupancy of 3 people in the office and 3 in the waiting room**. Therefore, a new appointment tool has been set up and will be released as of 16<sup>th</sup> September. (see slide 3)

Since July, on request of INFN a general certificate has been issued for the purpose of certification of access rights. This document is available upon request in the admin-eguide

**Our collaboration with SMB continues and Swiss and French Cards can be handed over and collected in Building 55.**

**We highly recommend that people register online, complying with the CERN internal Data Privacy Protection Regulation and the use of CERNbox to transfer documents safely.**



# Users' Office day-to-day operation

\_\_\_\_\_

First name \*

\_\_\_\_\_

Email \*

\_\_\_\_\_

Date and time of booking \*

\_\_\_\_\_

**Submit**

Add Reservation

## Appointment booking

To make a booking, click on Add reservation.

Once the reservation is created, fill in the form on the left block.

Availability

today

### September 14, 2020

	6am	7am	8am	9am	10am	11am	12pm	1pm
▼ UO appointment								
Desk 1	Closed		Ava		Available			Closed
Desk 2	Closed		Available					Closed

# Users' Office Safety measures



Users' Office entrance



Waiting Room



Desk



3 desks in use out of 6

# Contract extension - Revision of the «grace period»

- As of 1 st July, Users have been receiving an extra 60-day reminder before their contract end date. It aims at informing Users to proceed with either the extension or the termination of their contract.
- As of 1st August, the 2-month grace period for contract extension has been shortened to 1 month.
  - **Decision taken due to the risk of Host States documents misuse (especially FR card bearing an end date different from the contract end date).**
- This change has no impact on the CERN IT account. The rule remains unchanged and Users can continue to use their account for an extra 2 months after their contract ends.

# New EDH document for contract amendment

- The group FAP-BC has released the new “Contract Amendment for Users COASs and VISCs” EDH document which replaces the "Contract Modification and Extension Form for USER, COAS and VISC Contracts” EDH document.

The interface has been recreated from scratch and the document is now more user-friendly and is the simplest version ever used.

8422574 - Contract Amendment for Users, COASs and VISCs In Approval  
Confidential

This document has 1 attachment

Created by [redacted] on 14.09.2020 09:51 (last modified on 14.09.2020 10:30)

Person [redacted]

[redacted] (CERN ID: [redacted])

Current CERN status: **USER**

New CERN status: **USER**

Current CERN contract end date: **23.09.2020**

New CERN contract end date requested: **23.09.2025**

ORCID: [redacted]

Private local address in the area :

Is your local address correct?

Non-local address :

Is your non-local address correct?

Please verify your emergency contacts are correct and update via [EDH Emergency Contacts](#)

Experiment Participation(s)

Current primary experiment: **CHS**

Confirm or Change your primary experiment : **CHS**

Participation Institute : **Institute of Nuclear Resear**

# French Cards expired between 16th March and 15th June

- French cards which expired between 16<sup>th</sup> March 2020 and 15<sup>th</sup> June 2020 are valid for an additional 6 months from the expiry date. This extension was automatically granted.
- Users are therefore only able to apply for the renewal of their card **between 6 and 8 weeks before its new expiry date** (for ex : a card that expired on 30<sup>th</sup> May 2020 is now valid until 30<sup>th</sup> November 2020 and its renewal application must take place mid-October 2020).
- To help the holders of these documents to assert their rights or to facilitate the crossing of borders, the French Ministry of the Interior has published certificates of general information in French and English, available online on

<https://www.immigration.interieur.gouv.fr/Immigration/Information-generale-sur-la-prolongation-des-documents-de-sejour-General-information-on-the-extension-of-residency-documents>

[https://cds.cern.ch/record/2721086/files/Annexe1\\_NoteVerbale\\_MEAE\\_COVID-19\\_EN.pdf](https://cds.cern.ch/record/2721086/files/Annexe1_NoteVerbale_MEAE_COVID-19_EN.pdf)

Please find hereafter the frequently asked questions related to Swiss and French cards :

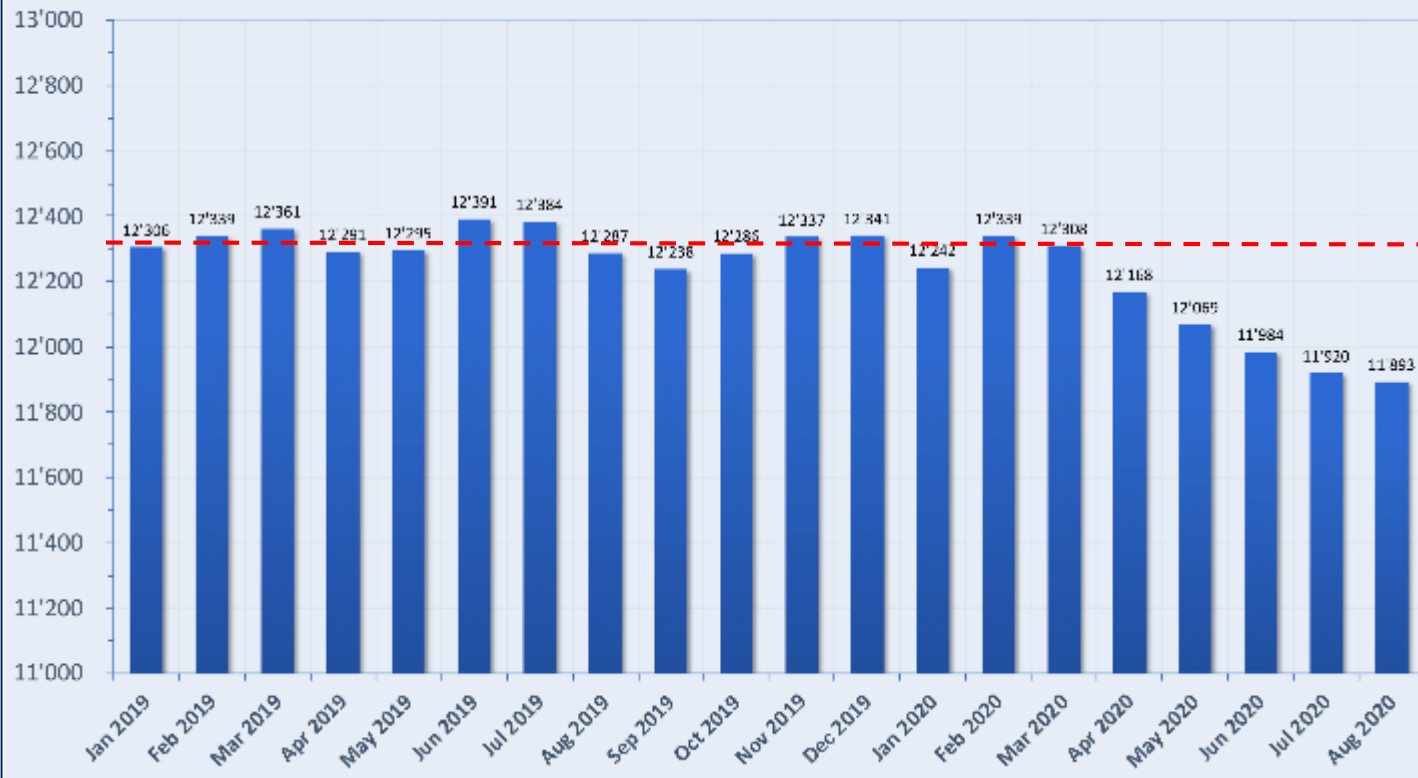
- [https://cds.cern.ch/record/2713391/files/COVID-19\\_FAQcards\\_CH\\_FR.pdf](https://cds.cern.ch/record/2713391/files/COVID-19_FAQcards_CH_FR.pdf)

# Reminder about insurance coverage in Host States

- Owing to the situation surrounding COVID19 crisis and the risk of infection, we would like to remind Users of the obligation to take out a health insurance policy covering both Swiss and French medical care.
- As stated in the Home Institution Declaration, the health insurance must include coverage in both Host States :  
**“The social insurance cover of the candidate is the responsibility of the home institution. It must include health and accident insurance (including protection against occupational illnesses and occupational accidents) providing adequate cover in Switzerland and France, as well as any countries visited on duty travel”**
- Allianz covers medical treatment due to COVID-19



Number of USER, Jan 2019 - Aug 2020



Average Jan 2019 – Feb 2020

Covid-19 drop: 3.5%