

Summary of HR-PMD meeting of 24/11/06

Present: Sue, Pierre, Seamus, Sudeshna, Monique, Jean-Marc

General Information :

GLM feedback:

- Discussion on new salary grid to be implemented from July 2007 + how to communicate. First discussions will take place with DHs on 28/11/06 + new CFO, followed by meetings in the Departmental GLMs before Christmas. Open staff meetings planned for early next year.
- GLM members will spend 1 day in January working on the 2007 Programme of Work and manpower profiling. More details on the future HR manpower plan to be discussed at GLM of 27/11/06.

Preparation for new HR structure:

- Discussions have started up again between Anne-Sylvie, Sue and the PMD members who will go to the future group of Anne-Sylvie. Following clarification from Enrico on the future mandate and structure of the PDC group, discussions will now begin with future members - meetings to be scheduled with those concerned in December in preparation for the PDC kick-off.

Cite des Metiers:

- Some follow-up after Cite des Metiers event last week including a discussion with DSU triggering a request for guides training to be followed up with Sudeshna.
- On request of M. Metzger a summary of the event has been sent to the DG.
- A small Bulletin article will appear next week covering CERN's presence at the event, the award of a prize by the UIG to a CERN apprentice, and a public thank you to all at CERN who support the apprentice programme by offering them placement and training possibilities

HRC work:

- Problem of lack of official communication to candidates following the EB held on 2 November - they have still not received anything in writing - departments and staff members putting HRCs under pressure.
- Potential problem regarding equality of treatment with respect to decisions and justifications communicated verbally as a result of the November EB – may be brought to the attention of the EO people.
- Question on the possibility of compensation of overtime
- HRC/assistants visits (Alice, CMS, Linac4, Computer Centre) in their respective departments
- Discussion in AB on the HRC role (Lore, Louise, John Ferguson)
- Request for special leave in framework of AC 21
- Low level of selection board activity

- One IT board foreseen for this week cancelled (timing problem)
- Some post openings/extensions/renewals blocked with CFO
- Follow up from last and previous IC EBs
- Starting organizing 4th or 5th board for electronic technician in PH

Apprentissage:

- Poursuite des préparations aux examens partiels pour les électroniciens 3^{ème} année,
- Poursuite du rapatriement des sujets d'examens en collaboration avec les maîtres de stage concernés (50% OK),
- Visite au Centre d'enseignement professionnel des apprentis 1^{ère} année. Fin de la période d'essai, 3 seront reconduites (1 laborantin et 2 électroniciens) pour résultats scolaires insuffisants. Un 4^{ème} cas était prévu pour problème de comportement, mais finalement abandonné au profit d'un avertissement oral. Trois validations de contrat seront donc à décider au 28 février. Les résultats d'ensemble restent très moyens, voir faibles.

Classification:

- New salary structure:
 - Justification of salary bands b and c in AA & A.
 - Reworking the Career Path Guide proposal for AA and A
 - Reviewing and finding solutions to implementation problems.
 - Preparing the advancement schedule.
- Meeting CEPEC for the LS salary survey.
- Debriefing with TEACC, and reconducting the current team for next year.
- Finalisation of the English version of the SR&R in view of the TREF papers to be distributed on the 15.11. Now working on the French version.
- MAPS course for the Core Development Program for Section Leaders.
- Calculating the Subsistence Allowances for 2007, and answering questions for some specific cities.
- End of year rush on remaining ESPs and EOP steps.
- Helping SOC to differentiate between secondary and post-secondary education programs, in relation to the different regimes of school fees reimbursements.

Training:

Technical

Recent course sessions held

- Siemens - STEP7 : niveau 1, 7-10 November
- EXCEL 2003 - Level 1: ECDL, 13-14 November
- C++ Programming Part 1 - Introduction to Object-Oriented Design and Programming, 14-16 November
- JCOP - Joint PVSS-JCOP Framework, 20-24 November

- FrontPage 2003 - niveau 1, 20-21 November
- ANSYS Workbench, 21-24 November
- FrontPage 2003 - niveau 2, 22-23 November

Course planning

- meeting ECDL-CH on 23 November afternoon
- 8 course sessions planned for December 2006
- 18 course sessions already planned for 2007 (January-November)

Open issues, various

- still many open issues with IT re. CTA (application + website)
- reviewed job description for administrative assistant
- special cleaning of floors in the Training Centre – only in a few selected places, dubious results
- received 8 new chairs for rooms 17 23 24 25 (instructors), ordered in October

Management&Communication

- 1 Session of CDP-SL- Part 1
- 1 Session of 'Communiquer Efficacement'
- Coffee with Enrico and ASK Consultant / Design work for HR GLM Training Proposal
- Still awaiting dates from Universite de Geneve for HR GLM Training
- Proposal MAPS presentation by Enrico for reactions & feedback
- Brief update on competency work with PG/SDC
- Interesting Lunchtime Learning Session on Coaching for Management with Sir John Whitmore at the UN - book & notes available (attended by Sudeshna & Davide)
- Brief MCL meeting to discuss update of web pages foreseen for 2007
- Meetings with 2 (persistent!) consultants - have asked one to send a proposal/no commitment basis
- Strengthening Women's Impact in Management – of the 74% satisfaction questionnaires received to date satisfaction rated at 80%. Request as a result of a recommendation from this pilot session to Enrico to ensure that women are represented in statutory and advancement committees

Language

- Work to create classrooms and language lab on-going date foreseen for installation of language lab: 12th December