

## Summary of HR-PMD meeting 08/12/06

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

### General Information:

- Continued discussions between Anne-Sylvie and PMD members with Sue present
- TEC meeting with DTOs held 05/12/06 chaired by Sudeshna. Follow-up of actions from September meeting, presentations from training programmes, discussion about CERN schools and DTO use of HRT to prepare MAPS season
- Preparation for HR-PMD shutdown event (14/12/06)
- Various discussions and meetings concerning the HR reorganization
- Budget situation as of 07/12/06 97% budget used including pipeline (balance of 21K CHF including pipeline, 52K CHF excluding pipeline)

### Apprentices:

- Intensive revision for electronics apprentices in preparation for their exam (examen partiel) which will take place 11/12/06-13/12/06....fingers crossed

### Management & Communication Training:

- Courses / Events
  - Managing by Project 27, 28 November
  - Communicating Effectively, 2nd part 4, 5 December
  - Group Leader Forum - attended by 42 GLs -external speaker / topic: 'Managing Time...with a Compass' - positive feedback with ~ 8 GLs volunteering to 'maybe' make presentations at next session in spring 07...
  - Top secret team Action for Bordry group (AB-PO) - 87 participants - to take place in Globe on 8th Dec!!
  - Next week:
    - Guides training course
    - Possible visit to GLM to present work on competencies so far Pierre/Sudeshna
- Meetings
  - Genevieve - induction with regard to training programmes
  - Anne-Sylvie/Pierre/Sudeshna - competency project - first presentation to GLM on 11th
  - Consultation - HRC training action design - broad lines based on hrc feedback
  - Consultation - new consultant with interesting approach for a possible 2-day course on conflict management (pilot with hrcs?) - have asked him to send a draft proposal on non commitment basis
  - Consultation - Life Dynamics - Pierre/Sudeshna - discussion & input on competency/values work
  - Bernard Denis - discuss some feedback from recent course reported at TEC - awaiting evaluation questionnaires to complete picture
  - Pensions meeting

- Webster HR lunchtime forum on implementation of strategic HR decisions - main factors influencing implementation are 'knowledge base of the organisation' and 'cultural / contextual aspects of the organisation; key message being that CEO should invest in human capital and they will be the driving force to change culture; home-grown talent works best because involved in defining strategy; strategic role of HR is to inform strategy with good empirical evidence. Slides (paper copy, slightly disfigured) available.

### **Language Training:**

- Status of move: painting should be finished by the end of this week, floors will be done in time for move of lab foreseen for 12/12/06. Provisional lock on lab door (until new cylinders arrive) - essential as all equipment will be stored there over xmas break.
- Annual report 2006 : 90% of participants in English course who attended both semesters made sufficient progress to go on to the next level with 3% making excellent progress. Of the 8 students who did not make obvious progress, five had less than 50% attendance in the second semester.
- Almost all participants in French courses achieved satisfactory to excellent grades in progress tests. Average mark: 73%
- French written tests took place last week. This week is the time for the oral expression tests.
- 39 enrolments already received for the next French courses term starting 29/01/07

### **Technical Training:**

- Recent course sessions held
  - Oracle Database Server Administration, 23-29 November
  - LabVIEW Base 1, 4-6 December
  - AutoCAD Mechanical 2006, 5-6 December
- Course sessions starting next week
  - C++ Programming Part 2 - Advanced C++ and its Traps and Pitfalls, 12-15 December
- Course planning
  - 18 course sessions already planned for 2007 (January-November)
  - currently planning LabVIEW courses, ECDL certifications
  - soon to address issue of Catia training and WBTechT course credits
  - a few new, special Oracle and Java courses being organised, on the request of HR and IT
- Open issues, various
  - still many open issues with IT re. CTA (application + website) - meeting James
  - administrative assistant – search within departments on-going via HRCs waiting for publication internally early January if still necessary.

**HRCs:**

- A few selection boards
- There will be 3 LS posts remaining open at the end of the year - discussion on how to handle in 2007 when no more LS
- Contract business (LD, FT, IC) - not so straightforward these days
- Conclusion of Medical Service tour (IT & SG)
- HRCs attending Enrico's salary grid department tour which has now started
- IT thinks we should use e-RT to publish internal mobility vacancies (sparked off by the HR-PMD admin assistant post)
- The PH HRCs had a meeting with their DPO on planning matters
- EO presentation in PH
- A series of meetings has started between the HRCs for PH and GLs
- Advice on a career transition case in PH
- Exit interview in AB
- Outreach meeting on procedures, budget matters and forthcoming events
- Career transition request in AB
- An HRC working with Gabi on improving the EB IC process
- A request that the replacement of Seamus is known by the end of the year in his role as senior HRC administrator for the signing of contracts and HRC paperwork

**Classification:**

- More coding activity than usual, due to a few post openings.
- Preparation of IC official communication following the EB of November, now for signature with Enrico
- 1 Selection Board for CHIS Administrator
- 1 DCRB for HR
- Induction for Geneviève in classification
- CERN Competency Model: meeting with another consultant's firm, and discussing the project with ASC.
- Status report on 5YR method for local market salary survey.
- New salary structure:
  - preparation and discussion in Team 7 of AC 26.
  - discussion with IT-AIS on the XL input sheet, Mark to prepare specifications.
  - preparation of first draft of 2007 Advancement Guidelines