
SFT News

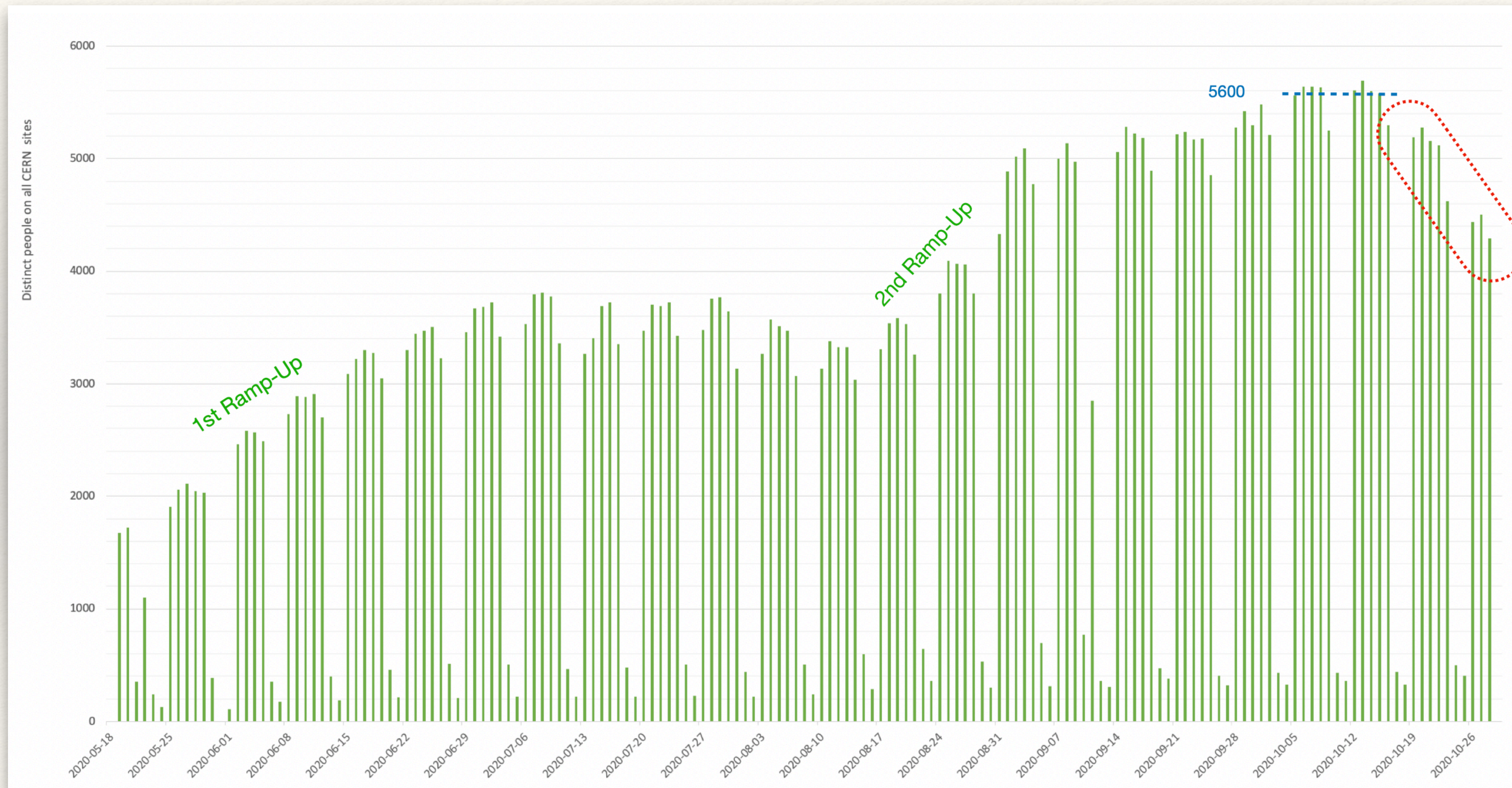
SFT Group Meeting, 2 November 2020

Newcomers

- ❖ 1 Fellow

- ❖ Jonas HAHNFELD - R&D on accelerators for analysis and simulation codes

CERN Ramp-up (down)



Decisions taken by ED

- ❖ CERN new teleworking measures following the changes in the Host States
- ❖ **All who can telework should do teleworking, those who are needed on site should come on site**
 - ❖ MPE, MPAt, MPAs: the decision must be taken by the hierarchy meaning the supervisor, Section and Group Leaders who have the authority to decide for a supervisee
 - ❖ Users: they must telework if they can, the Technical Coordinator / Spokesperson have to decide if they are needed at CERN
 - ❖ The telework by default is in the area, but a person may leave for family reasons
 - ❖ The subsistence payment will continue
- ❖ See official mail from DG on Thursday evening

Access to CERN

- ❖ The access system with blocking list remains in place. They will monitor the access situation to check if the system is abused
 - ❖ Not need to be put on any list to enter CERN for seldom access
 - ❖ CERN Attestation can be obtained [here](#) to present to Swiss or French authorities
- ❖ The limit age for access returns to 65 so no access for 65+, as they will all by default blocked
 - ❖ Exceptions will be handled by DH on justified requests from TC/GL
- ❖ The travel quarantine is following the new relaxed Swiss changes.
- ❖ The vaccination campaign continues (there was a delivery problem last week which was solved)

COVID-19 Cases

- ❖ The number of positive cases at CERN keeps increasing
- ❖ On Monday 26, 12 positive cases were announced
- ❖ There is a suspicion of an internal contamination
- ❖ As soon as the EP DSO Office is informed about a person with symptoms, they do the necessary to close the office / room the person was

MERIT Kick-off

- ❖ Reference period: 01.01.2020 until 31.12.2020
- ❖ Eligibility criteria: staff contract on 01.05.2021, no longer in probation period, and having worked more than 1 / 3 of reference period

2021 MERIT: performance appraisal schedule

- ❖ EDH MERIT form is available as from January 2021
- ❖ The form takes hierarchy from date of creation
- ❖ Word template is available

	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Performance Appraisal							
Interviews	Start 2 Nov.			Complete 26 Feb.			
MERIT Forms			Start 4 Jan.		Complete - Signed by Group Leader and sent to Staff member 12 March		Release completed MERIT form to Staff members 15 Mag
MERIT public information sessions	2 & 16 Nov						
Collegial discussions on performance qualifications in departments					Deadline 25 March		
Performance qualification proposals to HR					Deadline 26 March		
CERN-wide consolidation					By early April		
Enlarged Directorate dedicated to MERIT						zz Apr	
Recommended: Supervisor to orally inform staff member of MERIT decision						By 30 April	
Salary increase and performance payment							Effective date 1 Mag
Automatic email notification of performance qualification							Sent to staff member 3 Mag
Official notification of performance qualification							Completed MERIT forms released to Staff members 15 Mag May payslip sent to staff members 21 Mag

Public Information



2 Nov
English session
15:00 -17:00
Zoom



16 Nov
French session
15:00 -17:00
Zoom



MERIT Notification

automatic email
on 3 May

(except for Insufficient:
letter by 15 May)

2021 MERIT: promotion schedule

- ❖ Change of grade criteria
 - ❖ With staff contract 01.07.2021
 - ❖ Performance qualification of Strong or Outstanding
 - ❖ Only if performed activities correspond to higher grade for ≥ 12 months

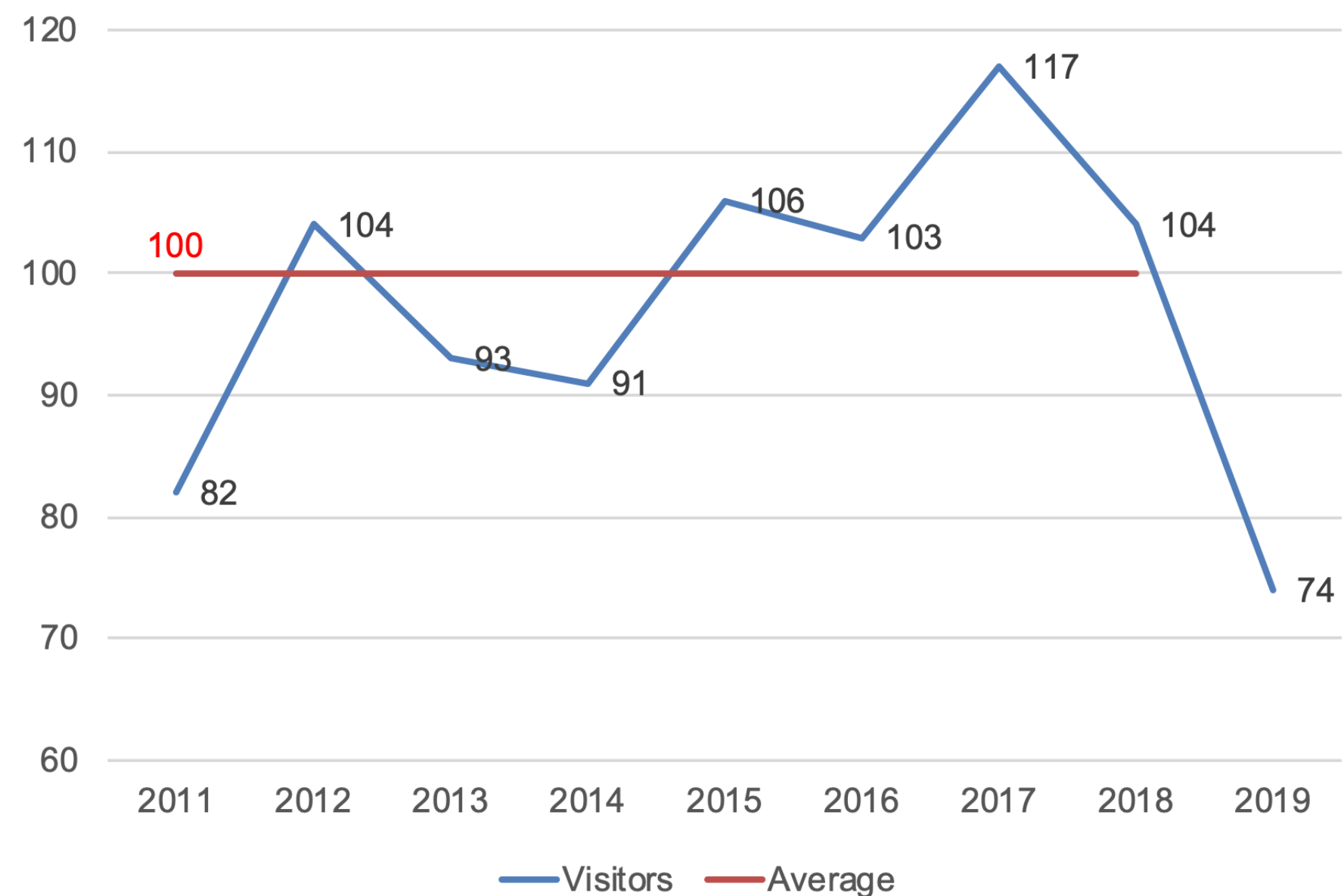
	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Promotions and change of benchmark job					
Promotion cases from grades 8-9 and 9-10 collegially discussed and proposed within departments	By 19 March				
Proposals to HR with documentation for promotions from grades 8-9 and 9-10 and change of BMJ	Deadline 26 March				
SSAC interviews to Grades 9 and 10		April-May			
Collegial discussions, initial proposals and documentation to advisory body for promotions from grade 7-8	End March				
CERN-wide harmonisation of grade 7-8 proposals		Early April			
Sector-wide interviews of grade 7-8 promotion candidates		By 30 April			
Final proposals and completed documentation to HR for promotions from grade 7-8		By 21 May			
Collegial discussions, initial proposals and documentation to advisory body for promotions from grades 1-7		Mid-April			
CERN-wide harmonisation of grades 1-7 proposals		End April			
Interviews of candidates within departments and analysis of cases by panels grades 1 to 7		By 21 May			
Final proposals to HR with completed documentation for promotions from grades 1 to 7 and changes of BMJ			28-May		
CERN-wide consolidation			By early June		
Enlarged Directorate for all promotions				zz Jun	
Notification letters				Given by hand to staff members by 30 June	
Promotions and change of BMJ					Effective date 1 July

MERIT Support and Documentation

- ❖ Admin e-guide: process description, FAQ, links to reference documents, forms and contacts
- ❖ Performance Management e-learning
- ❖ «Annual interview: Be prepared as a supervisor!»
- ❖ Session with HRA for new supervisors
- ❖ Public sessions for staff: 2 & 16 November
- ❖ Promotion guide workshops for all panel members (& supervisors)

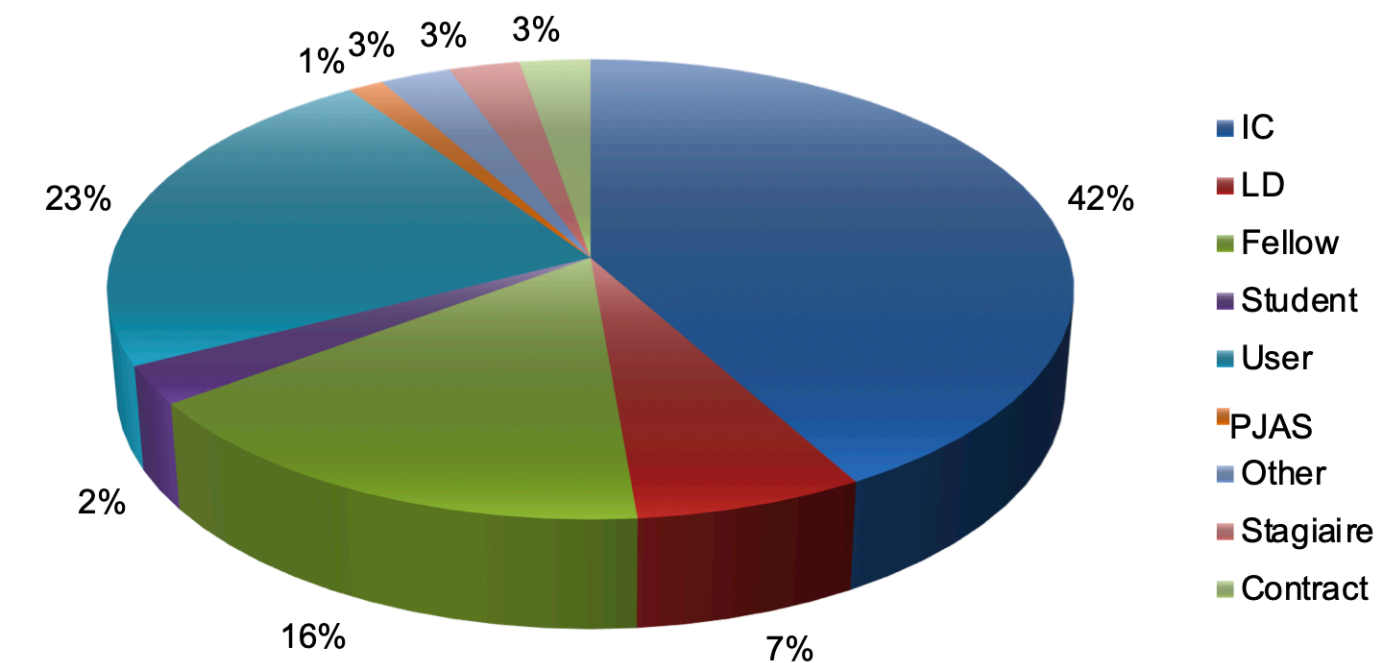
Ombud's 2019 Report - Pierre Gildemyn

OMBUD Visitors

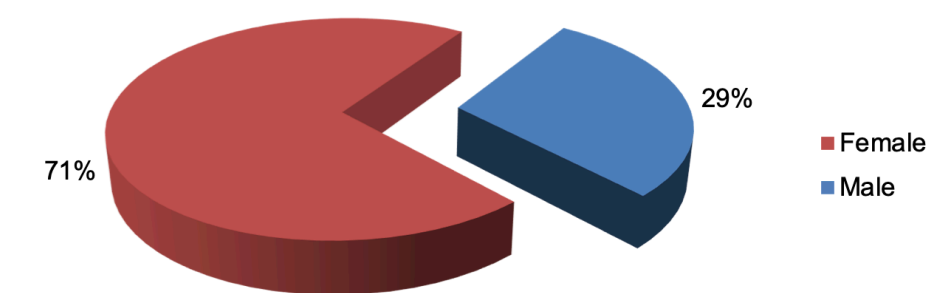


OMBUD Visitor Profiles 2019

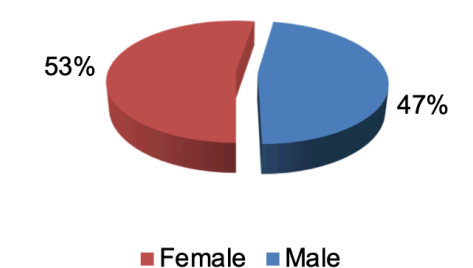
Contract Type



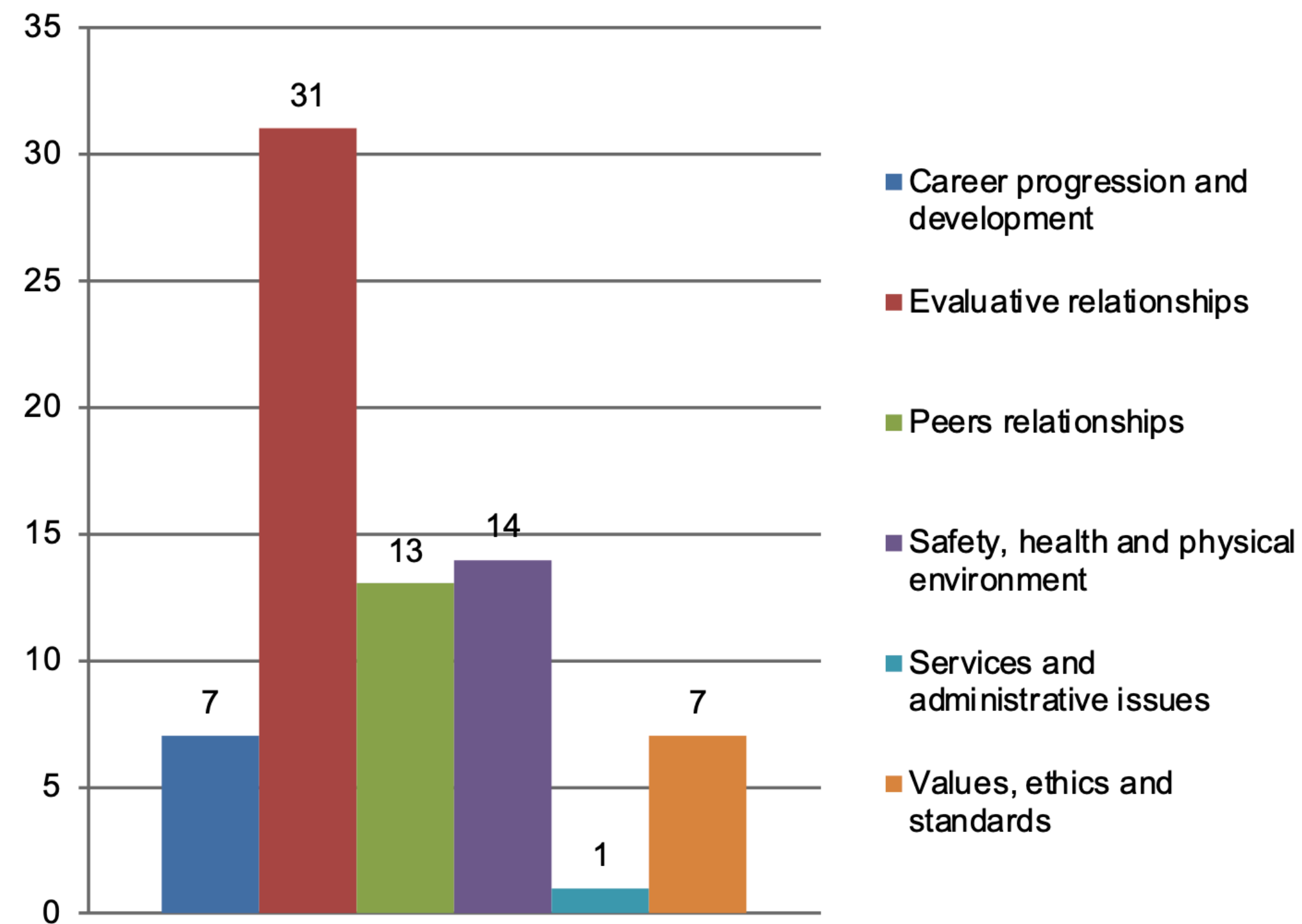
Gender: staff member visitors relative to CERN population



Gender: visitor total



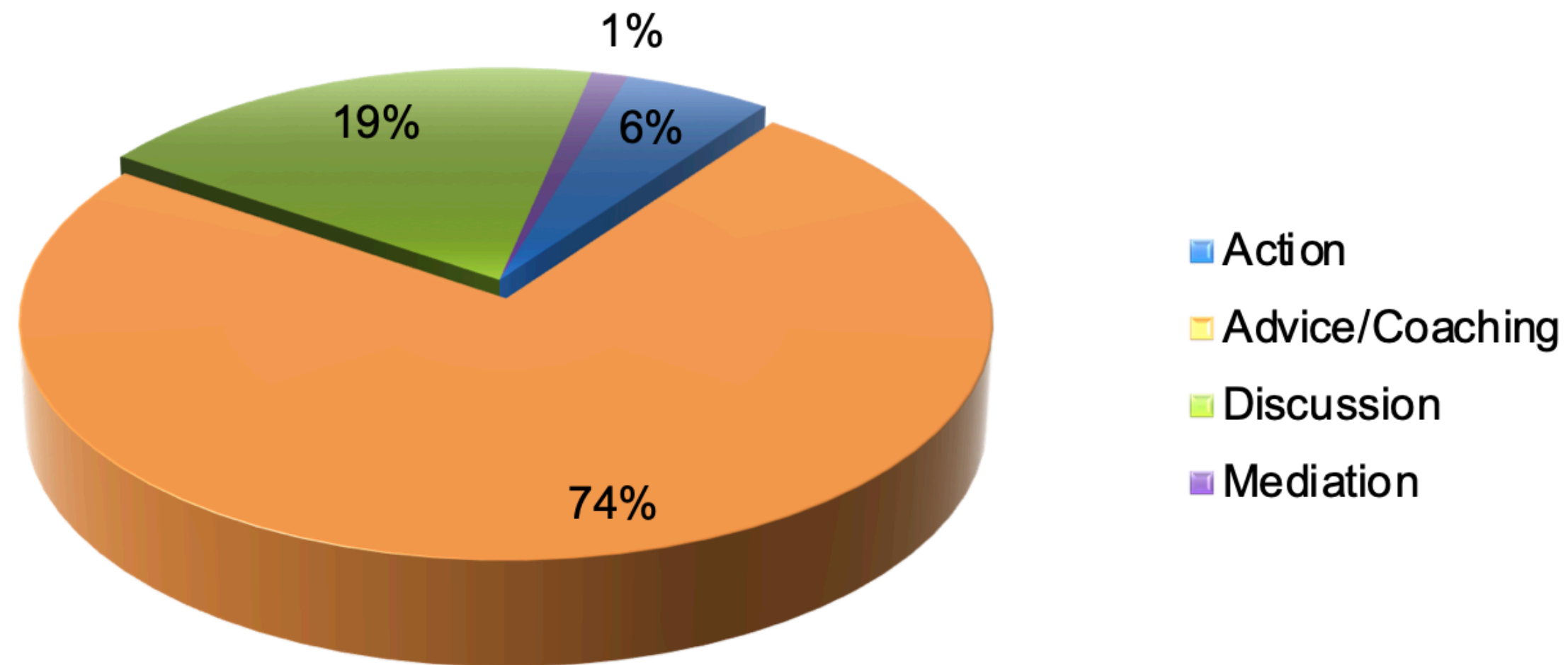
OMBUD Categories of Issues 2019



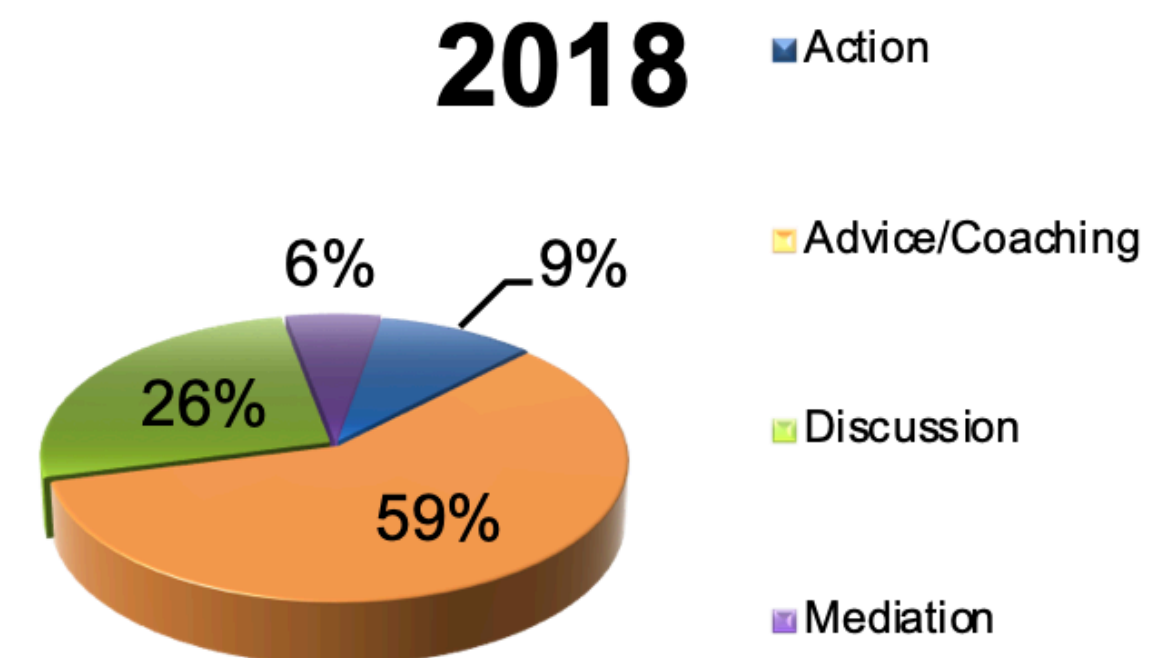
[Classification according to International Ombudsman Association]

OMBUD Outcomes 2019

2019



2018



OMBUDS Main Observations

- ❖ Fellows & students:
 - ❖ Hybrid category including very different types of experience, from junior towards already experienced operational members of personnel
- ❖ Formal procedures not well known
- ❖ Gender diversity & inclusion:
 - ❖ Seven alleged situations of sexual harassment, four involving allegations against senior members of the personnel
 - ❖ Proportionally 2.5 more female visitors than male
 - ❖ Organisational risk factors
- ❖ Collaborations:
 - ❖ Female users: overall population 20%– Ombud: 76%

Events

- ❖ LPCC Detector Simulation Workshop, 2-3 November @15:00-19:00
 - ❖ Status of LHC detector simulations, including the validation against data, the definition of the future needs

AoB

- ❖ Please enter 'Occasional Teleworking' with EDH
 - ❖ 50% of you have not yet done it
- ❖ Would you like to share in this group meeting your ongoing work?