

On behalf of Katy Foraz,
Head of the EN Department,

**Welcome
to all of you!**



EN Dept. Administrative Office

EN Dept. Administrative Officer:

Rachelle Decreuse-Michaud



73375



54/3-009



EN Dept. Administrative Office:

Iga Krautztrung



65280

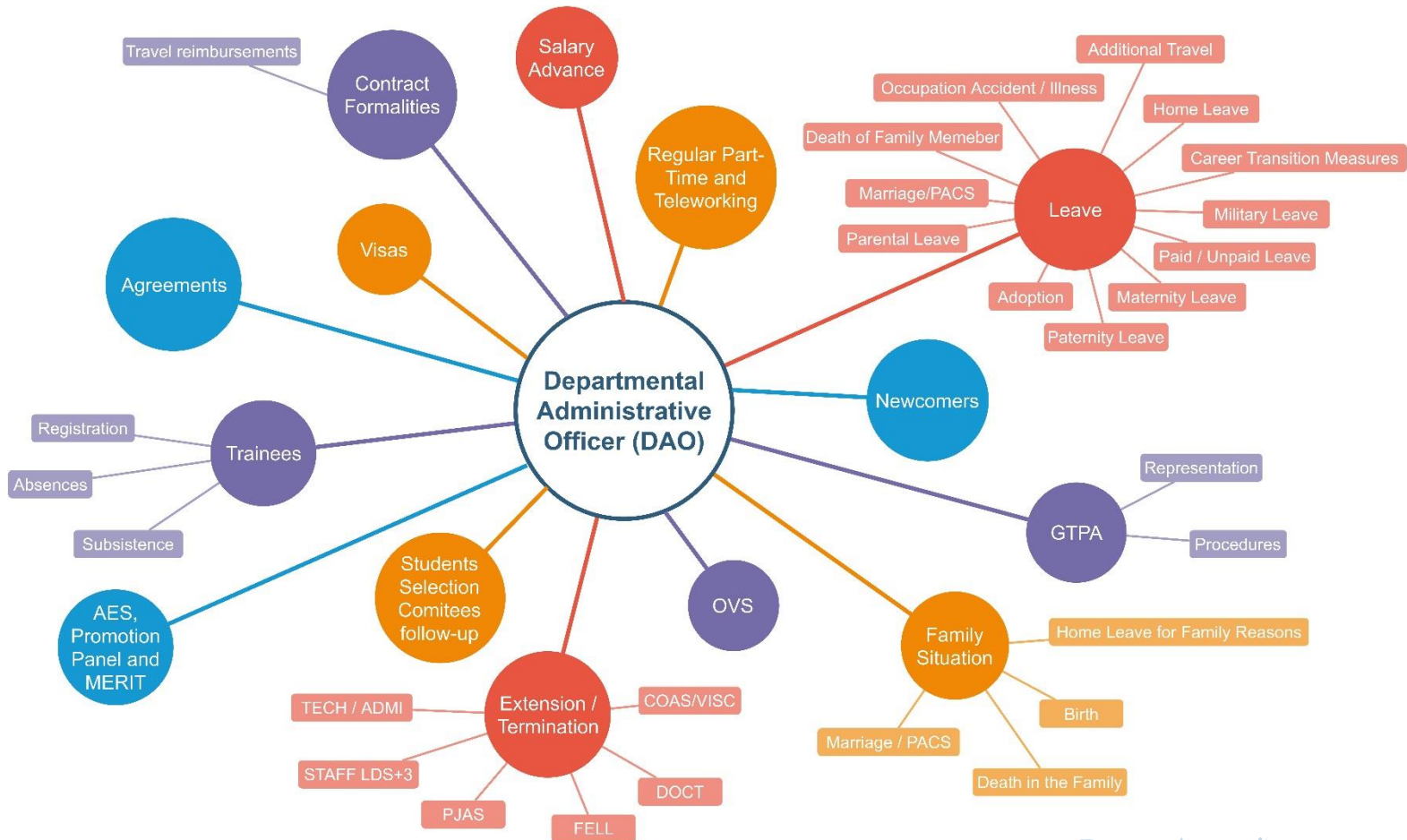


54/3-003



en.dep.dao@cern.ch

Main activities of the DAO Office



en-dao.web.cern.ch

Meyrin Site

Building 54
EN Dept. HQ
EN-DHO

Globe



Building 55

Building 33

CERN Maps <http://maps.cern.ch>



Your office

- Locks and keys
- Inventory
- Office moves
- Renovation works
- Office furniture

EN Logistics



Emanuele → 62020

Marie-Christine → 63230



en.dep.facilities@cern.ch

Your computer

- Purchase
- Installation
- Troubleshooting
- Advice
- Inventory

EN Desktop



ATS-Desktop@cern.ch

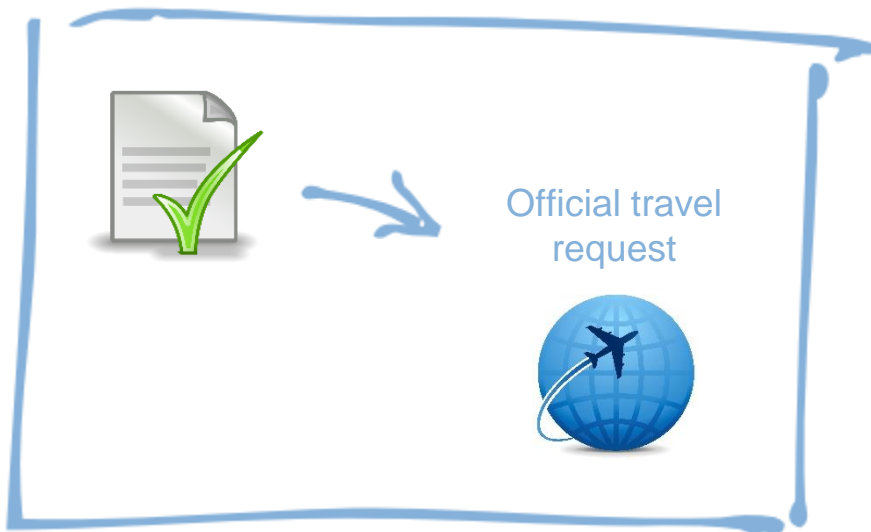


Gaëtan → 169807

Jérôme → 160077

Your official travels

- Arrivals
- Departures
- Duty Travel Request
(Conferences, firm visits)
- Etc.



EN Travels



en-dep.travels@cern.ch



Marie-Christine → 63230

Emanuele → 62020

Other support services



CERN General Support
service-desk@cern.ch



Printer Support
printer.support@cern.ch



CAD (CATIA SmarTeam) Support
catia.support@cern.ch



CAE Workstation Support
cae-workstations.support@cern.ch



Computing account & Software



NICE account = CERN Computing Account



2 passwords → **NICE password**
→ **EDH authorization password**

CMF to install and remove software →  



- install** **save**
-  **wait**
-  **CMF alert**
-  **pending actions**
- start now**

BYOD Policy at CERN

“bring your own device”



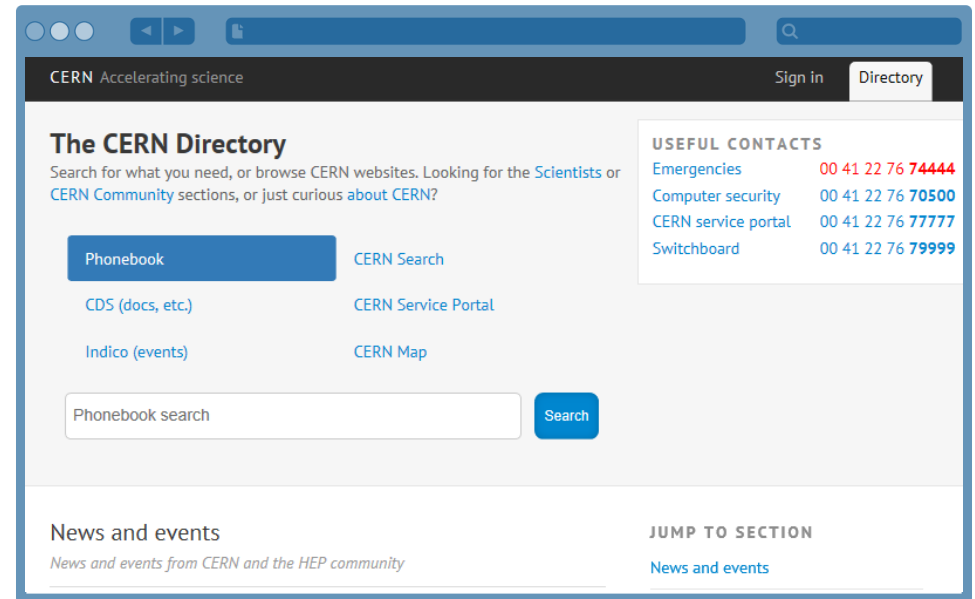
Permitted, but in compliance with CERN computing rules
Operational Circular No. 5

<https://security.web.cern.ch/security/rules/en/>

- ✓ CERN **web-based applications** from outside
- ✓ NICE desktop from outside → **Terminal Server**

CERN Directory → Entry point

- Dept. websites
- Project websites
- Web applications
- Maps, access
- Documents
- Working at CERN
- Life at CERN
- Etc.




<http://cern.ch/directory>

CERN Learning Hub

<https://lms.cern.ch>



Obligatory courses at CERN:

(to be done prior to the 1st day of contract)

- ✓ Computer Security
- ✓ COVID-19 Health & Safety Measures at CERN
- ✓ Emergency Evacuation
- ✓ Radiation Protection – Awareness
- ✓ Safety at CERN
- ✓ [Data Privacy Basics](#) – pilot course

Check other mandatory courses per status [here!](#)

Working Hours and Days

Official CERN Working Hours

from  to 

Normal Working Hours

from  to 

Specific Authorization (outside Normal Working Hours)

starts before  or ends after 

Working Hours and Days

Working Days:

- ✓ Monday
- ✓ Tuesday
- ✓ Wednesday
- ✓ Thursday
- ✓ Friday

Public Holidays

- Friday, 1 January (New Year)
- Friday, 2 April (Good Friday)
- Monday, 5 April (Easter Monday)
- Thursday, 13 May (Ascension day)
- Friday, 14 May (Compensation for 1st May)
- Monday, 24 May (Whit Monday)
- Thursday, 09 September ("*Jeûne genevois*")
- Friday, 24 December (Christmas Eve)
- Monday, 27 December (Compensation for 25th December)
- Friday, 31 December (New Year's Eve)

CERN closes for two weeks at the end of the year

Wednesday, 22nd December 2021 to Tuesday, 4th January 2022

Leaves → Absence Request in EDH

Annual Leaves

- **30 days** / year
(2.5 days / month)
- Leave year:
from 1st October
to 30th September



Your DAO

Special Leaves

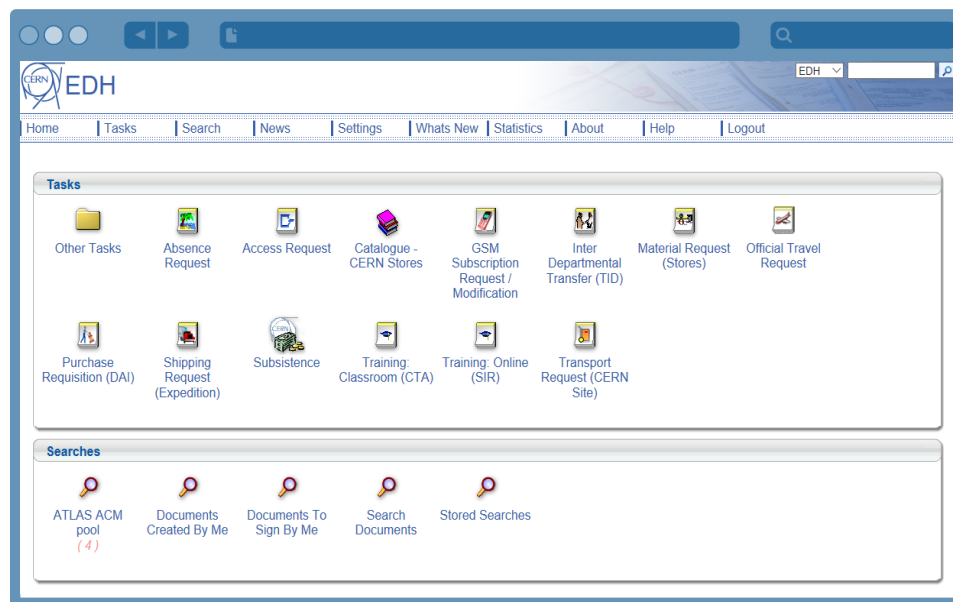
- Home leaves
- Additional travels
- Leaves for family events
- Arrival travels



EDH = Electronic Document Handling

Administration forms with approval routing:

- Absence request
- Official travel request
- Training request
- Access request
- CERN Stores catalogue
- Etc.



<http://edh.cern.ch>

NICE login + password +
EDH authorization password

And if I am sick...



*Inform
your **GAO** or
your **Supervisor***



CERN Medical Service





- Building 57
(Meyrin site)
- Monday-Friday
08:00 - 12.30
13.30 - 17:00

Group Administrative Officer (GAO)

Meet your GAO!

| | GROUP | | GAO | CONTACT |
|---|--|---|-------------------------|--|
| ✓ | Access & Alarms (AA) | → | Galina Galdo | en.aa.sec@cern.ch |
| ✓ | Accelerator Coordination & Engineering (ACE) | → | Anna Lambert | anna.lambert@cern.ch |
| ✓ | Cooling & Ventilation (CV) | → | Louisa Catherall | en-dep-cv-secretariat@cern.ch |
| ✓ | Electrical Engineering (EL) | → | Maryse Claret | maryse.claret@cern.ch |
| ✓ | Handling Engineering (HE) | → | Galina Galdo | galina.galdo@cern.ch |
| ✓ | Information Management (IM) | → | Marie Christine Larcher | marie.christine.larcher@cern.ch |
| ✓ | Mechanical & Materials Engineering (MME) | → | Valentina Casadei | mme.sec@cern.ch |
| ✓ | Planning, Administration & Safety (PAS) | → | Marie Christine Larcher | marie.christine.larcher@cern.ch |

What shall I do next?

- ✓ Permanent access card →  building 55
- ✓ Bank account → IBAN starting with CH
→ EDH → Bank Details
+  en.dep.dao@cern.ch
- ✓ Permanent local address →  EDH
- ✓ French card application
via [CERN Service Portal](#) 

Points of contact

In case of any additional questions/concerns regarding the following topics, please contact:

| | SUBJECT | | PoC | CONTACT |
|---|----------------------------------|---|----------------------|--|
| ✓ | Absences, trainings, travels | → | Supervisor | <i>individual</i> |
| ✓ | Administrative matters, leaves | → | DAO Office | en.dep.dao@cern.ch |
| ✓ | Absences, administrative matters | → | GAO | <i>individual</i> |
| ✓ | Official travels | → | Travel Coordinators | en-dep.travels@cern.ch |
| ✓ | Pension Fund | → | CERN Pension Fund | pension-benefits@cern.ch |
| ✓ | COVID-19 close contact | → | CERN Medical Service | medical.service@cern.ch |
| ✓ | Computer troubleshooting | → | EN Computing Support | ATS-Desktop@cern.ch |

Useful links

Engineering Department:

<https://en.web.cern.ch/>

Admin e-guide:

<https://admin-eguide.web.cern.ch/>

Attestation portal:

(employment, training, remuneration and subsistence attestation, tax certificate)

<https://cern.service-now.com/service-portal?id=attestation>

CERN Phonebook:

<https://phonebook.cern.ch/>

Maps:

<http://maps.cern.ch>

COVID-19 Information:

<https://hse.cern/covid-19-information>

Attestation CERN (if you need to come on site):

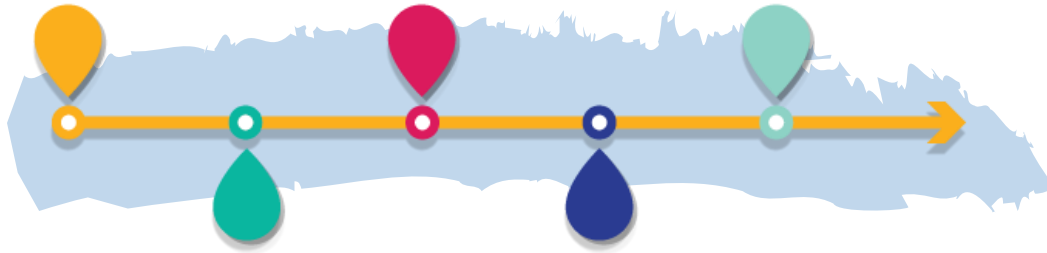
<https://cesaam.web.cern.ch/>

Attestation de déplacement dérogatoire (if needed):

(pour déplacements entre le domicile et le lieu d'exercice de l'activité professionnelle)

<https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Attestations-de-deplacement>

Newcomers Tasks Timeline



FAQ



To be found at Indico...



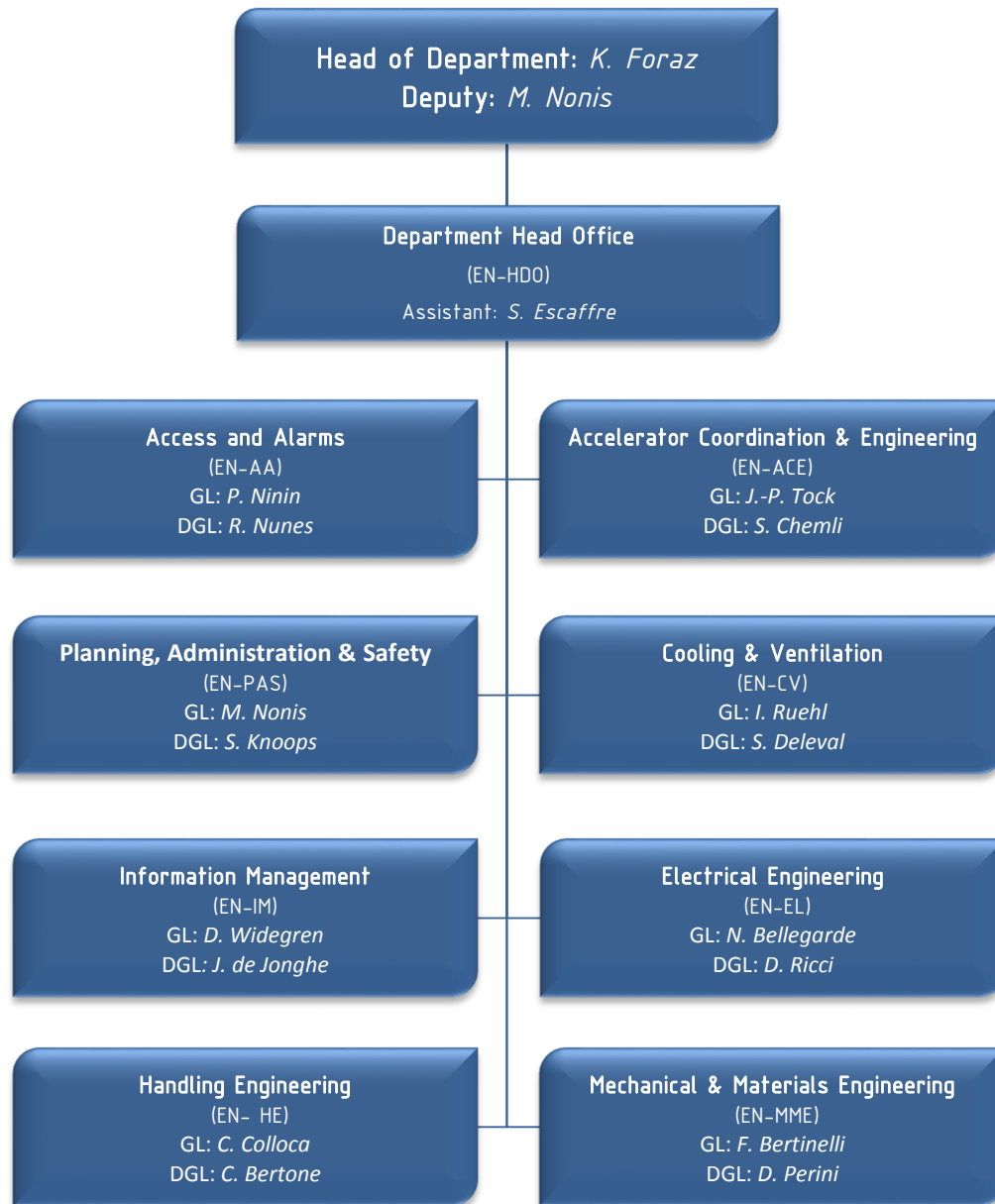
ENGINEERING
DEPARTMENT

Thank you / Merci

BACK UP SLIDES

EN Department

- Operation
 - Infrastructure
 - Accelerators
- Projects
 - Consolidation
 - Upgrades
 - New facilities
 - Design & Manufacturing
- Studies



Insurance

If needed

MPE
MPAt

Other
MPA



CHIS
CERN Health
Insurance Scheme

Allianz 
Partners Healthcare
for CERN MPA



 <http://cern.ch/usersoffice>

STAFF, FELL

- Are automatically affiliated: STAFF and FELLOW.
- When: as of the 1st day of contract.
- Family members: family members of STAFF and FELLOW are automatically affiliated to the CHIS on a compulsory basis.
- Fill in a [CHIS - Spouse Health Insurance and Professional Income Declaration \(SHIPID\)](#) to declare the health situation of your spouse. An employment attestation is available on HRT:

<https://hrt.cern.ch/hrt/EmploymentAttestation>

Membership to the CERN health insurance scheme (CHIS) is compulsory. CERN pays 7.83% of the monthly remuneration and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting uniga.assurances@cern.ch.

ADMIN, DOCT, SUMM, TECH

- Are automatically affiliated if they are not covered by LAMal: ADMIN, DOCT, SUMM and TECH.
- When: as of the 1st day of contract.
- Family members: family members of ADMIN, DOCT, TECH and SUMM are automatically affiliated to the CHIS on a compulsory basis.
- An employment attestation is available on HRT:
<https://hrt.cern.ch/hrt/EmploymentAttestation>

Membership to the CERN health insurance scheme (CHIS) is compulsory*. CERN pays 7.83% of the monthly basic allowance and the member pays 4.86%. Further information can be found on the [CHIS pages](#) or by contacting uniqa.assurances@cern.ch.

* Unless the students are subject to compulsory health insurance in Switzerland (Lamal), in which case CERN shall nevertheless insure them against occupational illnesses and accidents. The students concerned should submit their Lamal insurance certificate to the HR programme coordinator.