



Responsibilities of the Home Institution, the CERN Team Leader and the Safety Correspondent

This document defines the responsibilities of the Home Institution in its relation with CERN, the CERN team leader and the safety correspondent.

Introduction

An institution which participates in an experiment or project at CERN can send personnel to work at CERN as part of a “team”. The team is represented by a team leader. An institution may participate in more than one experiment or project, in which case it must set up one team per experiment or project.

In accordance with the CERN Safety Rules, each collaborating institution must appoint one safety correspondent.. The safety correspondent acts as a contact person for CERN and the institution in all matters of safety involving the institution’s personnel at CERN. The team leader may act as safety correspondent. The Institute may appoint more than one safety correspondent.

The team members, including the team leaders, are granted the status of an Associated Member of the Personnel (MPA)¹ at CERN, typically the USER status, and as such are subject to CERN’s Staff Rules and Regulations. By virtue of their status, MPAs may be granted privileges by the Host States, Switzerland and France, and must comply with the provisions laid down by the Host States.

Responsibility of the home institution in its relations with CERN with respect to the team leader and the team members and the safety correspondent.

The authorised representative of the home institution must appoint a team leader and one or two deputy team leaders, as well as a safety correspondent before sending personnel to CERN. To this end he/she must complete and sign the appointment form which CERN provides for this purpose.

The appointment of the team leader and his or her deputies is subject to the agreement of the spokesperson of the experiment or the experiment’s contact person.

The appointment of a team leader, deputy team leader or safety correspondent remains valid for as long as the appointed person meets all the conditions required for the function concerned and for a maximum of 5 years. The appointment is renewable under the same terms. Upon the expiry of the appointment of a team leader, deputy team leader or safety correspondent, the institution must renew the appointment or appoint a new person forthwith.

¹ With the exception of team leaders representing CERN, who have the status of Employed Members of the Personnel. The definition of their responsibilities is outside the scope of this document.

When sending a team member to CERN the institution must complete and sign the [Home Institution Declaration](#).

By doing so, and as specified in the form, it signs that it understands and certifies that, for the duration of the team member's contract of association at CERN:

- the team member will be an associated member of the personnel of CERN and subject to its Staff Rules and Regulations. As such, he/she will not be employed by CERN, nor covered by its social insurance scheme;
- he/she will be employed by the home institution or another institution, enrolled as a student, or in receipt of a grant or of a retirement pension;
- social insurance is the responsibility of the home institution and, failing this, of the team member; in particular, the team member will make sure that he/she has medical insurance that is adequate in Switzerland and France for him/herself and accompanying family members, which shall include cover for occupational illness and accidents for him/herself;
- the team member has adequate financial resources to support him/herself and accompanying family members;
- the institution will ensure continuing compliance with the above conditions.

The institution is further responsible for

- informing the [Users Office](#) as soon as possible of any changes in the information given in the Home Institution Declaration and in the Registration Form for the team members;
- informing the [Grey Book Secretariat](#) as soon as possible of any changes in the institution's structure, address or contact details;
- following up on any information or request from CERN regarding the institution's team members;
- following up on any information from CERN provided by the safety correspondent and fulfilling its responsibilities as the home institution in this respect. This includes the responsibility to ascertain that team members are adequately trained and medically fit for the work assigned to them;
- complying with requests by CERN to provide or sign documents relating to safety (i.g. certificate for work in radiation areas); complying with all other obligations contained in the document [General Conditions applicable to Experiments at CERN](#), in which CERN's role as the Host Laboratory of the experiment is also defined.

Practical instructions regarding the appointment

The home institution must use the relevant forms² provided by CERN to inform CERN about the nomination of the responsible team leader, deputy team leaders³ and safety correspondent⁴.

It is to be used for the initial appointments of these officials, and for any change of appointment thereafter. In case of a change and appointment of a new team leader or deputy team leader(s) everyone must be newly appointed and sign. The safety correspondent may remain valid. A new safety

² <https://usersoffice.web.cern.ch/forms-and-templates>

³ https://usersoffice.web.cern.ch/sites/usersoffice.web.cern.ch/files/pdf/Appointmentform_TL_DTL.pdf

⁴ https://usersoffice.web.cern.ch/sites/usersoffice.web.cern.ch/files/pdf/Appointmentform_SC.pdf

correspondent can be appointed independently of the appointment of the (deputy) team leaders. A new form submitted replaces the previous one for the role of the safety correspondent(s).

This form must be completed and signed by an authorised representative of the home institution; it must also be signed by the appointed persons to certify that they agree and accept the related responsibilities.

The home institution sends the completed and signed form to the secretariat of the experiment at CERN.

In case of the nomination of the (deputy) team leader it is then forwarded by CERN to the spokesperson of the experiment or the experiment's contact person, who certifies by signing the form that he/she agrees with the nomination. This completes the appointment.

Responsibility of the team leader and the deputy team leader

The team leaders and their deputies are responsible for:

- exchanging information between CERN and the institution on administrative matters and any other matters concerning the team members;
- ensuring that the team members are aware of CERN's Staff Rules and Regulations and Code of Conduct and of the obligation to comply with them at all times in the context of their work for CERN;
- in collaboration with the safety correspondent (where the team leader does not act as safety correspondent) ensuring that the team members are aware of the CERN Safety Rules and procedures and of the obligation to comply with them at all times when working at CERN;
- ensuring that there is an acting safety correspondent at all times;
- ensuring that their team members complete all CERN Safety courses required for their work;
- ensuring that the team members are aware of the CERN Computing Rules and of the obligation to comply with them at all times in the context of their work for CERN;
- initiating the online pre-registration of new team members and verifying the electronic or paper registration forms and the contract modification or extension form before signing them;
- specifying in the team members' pre-registration or registration form and in the contract modification or extension form the experiment name, the team members' average presence at CERN (also called yearly 'residence percentage') and their expected overall period of association with CERN;
- following up the preparation of the invitation letter by CERN if the new team member is subject to visa restrictions and ensuring the follow-up of the necessary steps to obtain the visa;
- ensuring that the new team member is welcomed into the team and introduced to his/her work place and to the local area;
- verifying and signing the registration form as the guarantor for external experiment participants⁵ from their institution;

⁵ Personnel from the institution who participate in the experiment but are not sent to CERN can be registered as external participants. The team leader acts as a guarantor on the institution's behalf.

- informing the [Users Office](#) and the experiment secretariat as soon as possible of any changes to the conditions specified in the signed Home Institution Declaration and/or registration documents of the team members;
- informing the [Grey Book Secretariat](#) of changes in the structure, address or contact details of the home institution;
- complying with requests by CERN to provide and sign documents or provide authorisations for the team members;
- ensuring that the team members are aware of and complete the termination formalities before leaving CERN, in particular those relating to the return of Swiss and French Host State documents, CERN access cards, dosimeters and radioactive sources, the completion of tax formalities in the Host State in which they have resided and, if applicable, the regularisation of private cars registered under tax-free conditions in France with the French customs;
- holding a CERN computing account, informing CERN of their preferred e-mail address and using the appropriate administrative information systems provided by CERN to exercise their duties.

Responsibility of the safety correspondent

The safety correspondent is the contact person responsible for ensuring that the institution is fully aware of any specific working conditions, including any specific hazards that its collaborators may encounter at CERN, so that the institution can exercise its responsibility as the home institution in this respect.

The safety correspondent must, in particular, ensure that all safety relevant information he/she receives from CERN (for example, information regarding work in CERN radiation areas or areas where a magnetic field is present) is channelled to the appropriate person in the institution so that he/she can act upon it.

The safety correspondent must ensure the follow-up by his/her institution of any requests relating to Safety from CERN and, in particular, must ensure that the necessary certificates for work in radiation areas are issued.

He/she must further ensure that team members receive information regarding the CERN Safety Policy, the relevant CERN Safety Rules and best practices.

The safety correspondent shall be an Associated Member of the CERN Personnel and be familiar with CERN's activities.

A team leader or deputy team leader may act as a safety correspondent.