User Check List: Contract Modification and Extension

Applicable for the following Associated Members of the Personnel (MPA):
USER, Cooperation Associate (COAS) and Visiting Scientists (VISC)

Introduction

The Contract Modification and Extension Form allows you to:

- Extend your contract as MPA with CERN. You will be informed by e-mail when you can renew your contract using this document.
- Change of institute
- Change your experiment if you are a USER
- Change the average presence at CERN
- Change of status to USER, COAS or VISC

The form is applicable to the following Associated Members of the Personnel:

- **USERS**: participating in an experiment which is attached to an institute team, indicated by “CERN Status: USER”.
- **COAS**: Cooperation Associates participating as scientists under an agreement between their Home Institution and CERN with an Organic Unit, indicated by the above “CERN Status: COAS”.
- **VISC**: Visiting scientists are appointed by a Head of Department to participate in the activities of a department, which is attached to CERN group (Organic Unit), indicated as “CERN Status: VISC”.

Steps to follow

To modify or request for a change or extension of your MPA contracts per above statuses:

- Click on the EDH link - Contract Modification and Extension Form - https://edh.cern.ch/Document/Personnel/UserCheckList
- Verify your personal data and update it if necessary.
- Attach all supporting documents and ‘Submit’ the document
Step 1: Creation of the UCL form

Click on the EDH link - Contract Modification and Extension Form - https://edh.cern.ch/Document/Personnel/UserCheckList

You may access the Contract Modification and Extension Form by clicking directly on the corresponding link, under Task “HR & Training”.

The Contract Modification and Extension Form will open displaying your personal data: your name will appear automatically at the top of the document.

You can access your personal data such as private address and contractual details by clicking on the hyperlink ‘View HRT details’.

All CERN USERS, COAS and VISC can update this form for themselves.

Step 2: Enter your new CERN contract end date

In order to be registered as a CERN USER, COAS or VISC, you must provide a Home Institution Declaration (HID) signed by an authorised person from your institute. If your contract with your institute has been extended, please enter the new CERN contract end date requested. The end date cannot be beyond the end date written on your HID. Please also note, the HID is only valid 6 months from the date of signature; therefore, the written signed date should not be beyond 6 months ago.

New CERN contract end date requested *:

Step 3: Check your e-mail address

The e-mail address indicated is the one used for all official communications. It is essential that this is correct. Please update it if it is incorrect - https://account.cern.ch/account/

Step 4: Check your CERN office and telephone numbers

If incorrect, USERS have to inform their experiment, COAS and VISC their departmental secretariat.

Step 5: Check your local private address (your address in the CERN region)

The current local private address as registered in the database is displayed.
If this has changed, you MUST update it with the EDH LAC document before proceeding with the contract modification and extension.

**Step 6: Check your non-local private address**

This is your private address in your home country. Please update it if it has changed.

**Step 7: Check your emergency Contacts**

The details of your emergency contacts are displayed. If the information is incorrect, please update it with the EDH EC document before proceeding with the contract modification and extension.

**Step 8: Confirm or update your primary experiment participation**

A USER is associated with a primary experiment. The Contract Modification or Extension Form has to be signed by the Team Leader or Deputy Team Leader of the primary experiment. Please update it if it has changed. Only experiments in which your institute participates will be selectable from the pop-up list.

A COAS or VISC is attached to a CERN organic unit. The Contract Modification or Extension Form will be signed by the Departmental Administrative officer (DAO). Please update it if it has changed. If your department has changed, please ask the secretariat of the department which you are leaving to prepare this transition proceed with the change through edh and come to the users’ office, if required.

For COAS a valid Agreement number is mandatory. It has to be inserted by the DAO or GRP approval. Please contact your Department Secretariat if needed.

**Step 9: Confirm or modify your secondary experiment participations**

If you are a USER and you have secondary experiment participations, please indicate for each if the participation has ended or not. If you have a new secondary participation, please add it.
Step 10: Confirm or modify your status in your Origin institute

You are requested to electronically sign via this form that you understand and certify your employment status in your Origin Institute and choose the option, which is indicated on your Home Institution Declaration.

If the field Origin Institute is empty, please select NO and choose the correct one from the list.

Step 11: Update your average presence at CERN if it has changed

Your average presence at CERN during your association is very important for determining your residential status. Please update it if it has changed.

Step 12: For EDH signature, attach the supporting documents and ‘Send’ the form

Once your document is filled in, you can send it by clicking on the button placed at the top of the document and entering your authorization EDH password. All supporting documents should be scanned and attached to the EDH document. Once your request has been handled, the Users’ Office will inform you.
EDH routing of the document: