

## Glossary of People

**TL - Team Leaders** : Appointed by an authorised representative of their Home Institution, they are responsible for a Team and act as intermediaries between CERN and their Home Institution. They must complete and sign the appointment form which CERN provides for this purpose. The appointment of Team Leaders and their deputies is subject to the agreement of the spokesperson or contact person of the experiment.

**DTL - Deputy Team Leaders** : Nominated by their Home Institution. They back up Team Leaders and share the same responsibilities.

**Team members** : Sent by a Home Institution to work on an experiment at CERN.

**Safety Correspondents**: Nominated by their Home Institution, they act as intermediaries between their Team, Home Institution and CERN with regards to safety matters.

**MPA - Associate Members of the Personnel** : Not employed by the Organization but appointed by the Director-General on the basis of a contract of association to carry out their work at an experiment / within a department.

**Users**: MPAs (scientists, engineers or technicians, as well as their administrative support personnel) sent to CERN as members of a Visiting Research Team to contribute to the planning, design, construction, maintenance, operation, upgrade or analysis of an experiment or similarly organized project under a Memorandum of Understanding (MoU) or equivalent agreement with their home institution. The initial duration of their contract of association shall be between 1 week and 3 years, and any renewal or extension shall not exceed 5 years.

**COAS - Cooperation Associates**: MPAs (scientists, engineers or technicians, as well as their administrative support) admitted by CERN to contribute on behalf of their home institution to the execution of a collaboration under an agreement between CERN and their home institution. Working within a department at CERN, the initial duration of their contract of association shall be between 1 week and 3 years, and any renewal or extension shall not exceed 5 years.

**VISC - Visiting Scientists** : MPAs appointed on the basis of an invitation by a Head of Department to participate in the activities of that department. The initial duration of their contract of association should be minimum 1 month up to 1 year maximum and any subsequent renewals or extensions shall not exceed 1 year.

**PART : External Participants in an experiment** : Holders of a CERN account carrying out experiment related activities remotely, with no physical access to the CERN site.

**Home Institution** - Users: the institution with which CERN has concluded a Memorandum of Understanding or equivalent agreement that covers his/her activities at CERN. - Cooperation Associates: the institution with which CERN has concluded an agreement that covers his/her activities at CERN. - Visiting Scientists: the research institution that employs him/her.

**UO - Users Office** : Service that processes the registration of new Team Members (Associated Members of the Personnel) and issues / modifies / extends or terminates contracts. The UO also applies for work and residence permits on behalf of Team Members.

**Experiment Secretariats** : Secretariats in charge of the administrative support to the teams working on a given experiment at CERN.

**ACCU - Advisory Committee of CERN Users** : Forum for discussion between the CERN Management and the representatives of the CERN Users community to review the practical means taken by CERN for the work of Users of the Laboratory.

## Glossary of Administrative Tools and Documents

**EDH Pre-Registration Form (PREG):** Electronic form used by Team Leaders, Department Heads, Group Leaders, Experiment Secretariats or Trusted Persons to pre-register Users, COAS and VISCs as well as External Participants in an Experiment.

**EDH Contract amendment for Users, COAS and VISCs (UCL) :** Electronic form used by Users, COAS and VISCs to modify / extend their contract.

**CERNBox :** Application which allows users to store, access and share files from any web browser. Anyone who has a CERN NICE account has a CERNBox.

**GREY BOOK Database:** Stores data on the research programme of CERN namely its experiments and projects, their collaborating institutes and their participants including information on their scientific authorship.

**HID - Home Institution Declaration :** Document filled in by a legal representative of the Team Member's Home Institution, to be attached to the pre-registration form on EDH and contract extension form on EDH. It provides the details on which the Team Member's contract of association with CERN is based.

**MoU - Memorandum of Understanding :** Agreement signed between CERN and a Home Institution, covering the activities of Users at CERN.

**Agreement :** Specific agreement signed between CERN and a Home Institution, covering the activities of COAs at CERN.

**Appointment Form:** Document filled in by the Home Institution to appoint Team Leaders and Deputy Team Leaders.

**Convention d'Accueil:** Hosting agreement issued by the Experiment or Group Secretariats when scientists from countries outside the European Union (EU), the European Economic Area (EEA) or the Swiss Confederation are invited by CERN to conduct research or take part in teaching activities at university level. The agreement is signed by the scientist, CERN and the Host Country authorities. Even if the Schengen C-type visa is obtained from a Swiss consulate on the basis of a Letter of Invitation, the Convention d'Accueil is still required in all cases since it also serves as a "work permit" in France for nationals of countries that are neither from Switzerland nor from the European Economic Area.

**Letter of Invitation:** Document requested by the TL from the Experiment Secretariat when preparing the registration of a new Team Member. The letter is necessary to obtain either «C» or «D» Visas for France or Switzerland.

**Note Verbale:** Document issued by the CERN Host States Relations and sent to the French authorities to support the D visa application of a Team Member staying at CERN for over three months and taking up residence in France.

**Visa C:** Short-Stay Visa for France or Switzerland.

**Visa D:** Long-Stay Visa for France or Switzerland.

**Swiss Card «P»:** Work permit for Users living in France and Residence Permit for Users living in Switzerland. To be returned to the Users Office upon termination of contract.

**French Card «FI»:** Residence Permit for Users living in France. To be returned to the Users Office upon termination of contract.

**French Card «EF»:** Work Permit for Users living in Switzerland. To be returned to the Users Office upon termination of contract.

**CERN Access Card:** Badge granting access to CERN, issued only after a contract is finalised. It must be worn at all times and returned to CERN upon termination of contract. Team Members use a temporary Visitor's Access Card to come and register at the UO and sign their contract.

**Termination Check Sheet:** Document to be filled-in by the Team Member and handed in to the Users Office upon termination of contract.