

Team Leaders e-learning


1. Introduction

1.1 Main Title



1.2 Course objectives

Course objectives




1) To define my duties and obligations

- Responsibilities towards my team
- Communication between CERN and my home institution
- Responsibilities towards CERN and my home institution

2) To validate my appointment

NOTE: the team leader role is activated only when all three of the following requirements are met:

1. The team leader has successfully passed this course;
2. The team leader has a valid contract with CERN;
3. The team leader has been officially appointed.



1) To define my duties and obligations

- Responsibilities towards my team
- Communication between CERN and my home institution
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2) To validate my appointment

NOTE: the team leader role is activated only when all three of the following requirements are met:





1. The team leader has successfully passed this course;
2. The team leader has a valid contract with CERN;
3. The team leader has been officially appointed.

1.3 What you will learn

What you will learn



Introduction	<ol style="list-style-type: none">1. What is a team?2. What is a team leader?3. How is a team established?
Role of the home institution	<ol style="list-style-type: none">1. Overview2. Appointment of a team leader – <i>appointment form</i>3. Administrative formalities for team members – <i>Home Institution Declaration</i>
Duties and obligations of the team leader	<ol style="list-style-type: none">1. Responsibilities towards CERN – <i>on behalf of the home institution</i>2. Verification of data – <i>home institution and team members</i>3. Responsibilities towards team members – <i>before arrival at CERN, while working at CERN, when leaving CERN</i>
Glossary and useful resources	<ol style="list-style-type: none">1. People2. Administrative tools and documents3. Useful resources



Introduction

1. What is a team?
2. What is a team leader?
3. How is a team established?

Role of the home institution

1. Overview
2. Appointment of a team leader – *appointment form*
3. Administrative formalities for team members – *Home Institution Declaration*

Duties and obligations of the team leader

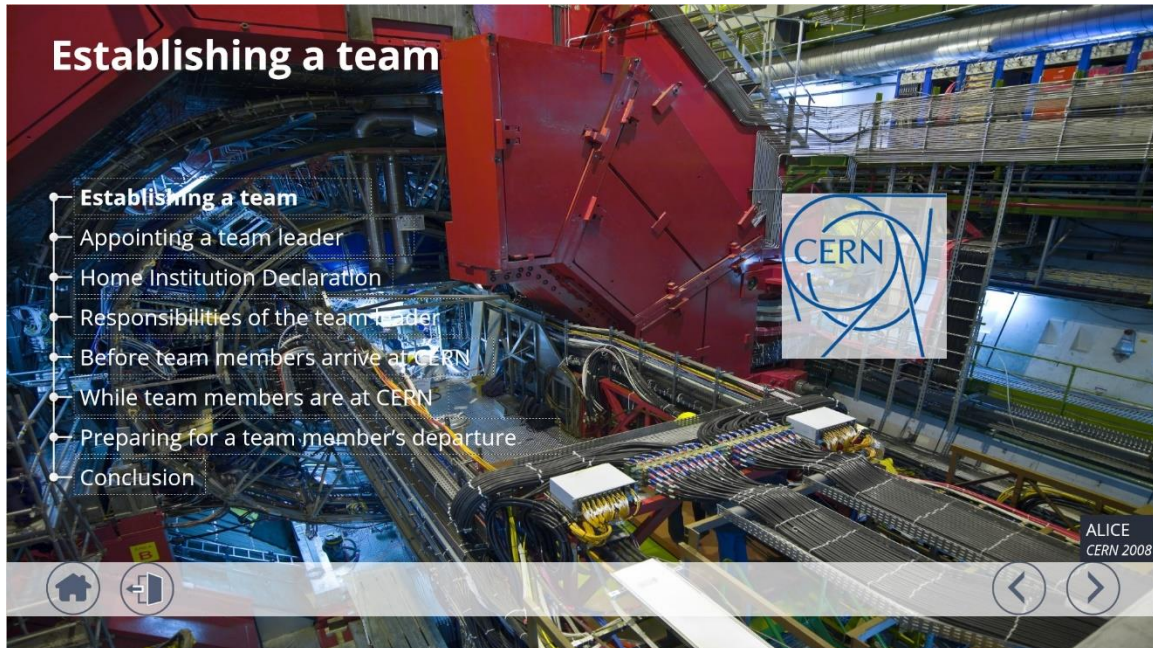
1. Responsibilities towards CERN – *on behalf of the home institution*
2. Verification of data – *home institution and team members*
3. Responsibilities towards team members – *before arrival at CERN, while working at CERN, when leaving CERN*

Glossary and useful resources

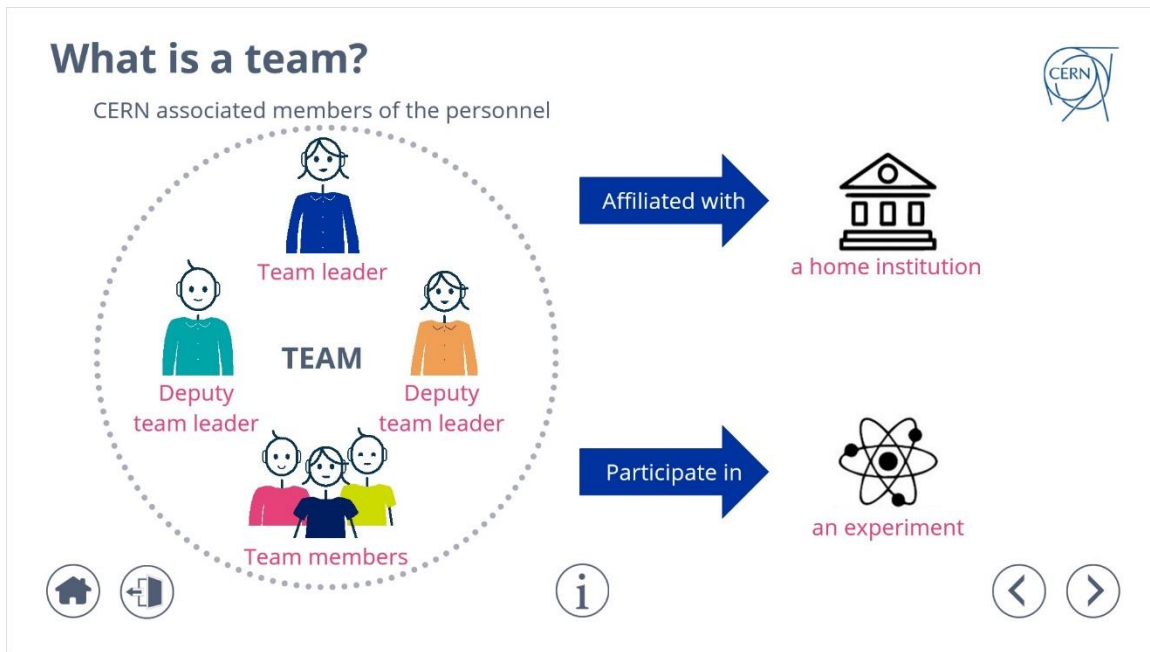
1. People
2. Administrative tools and documents
3. Useful resources

2. 1. Establishing a team

2.1 *Establishing a team*



2.2 What is a team?



A team is a group of users who are affiliated with an institute and participate in an experiment.

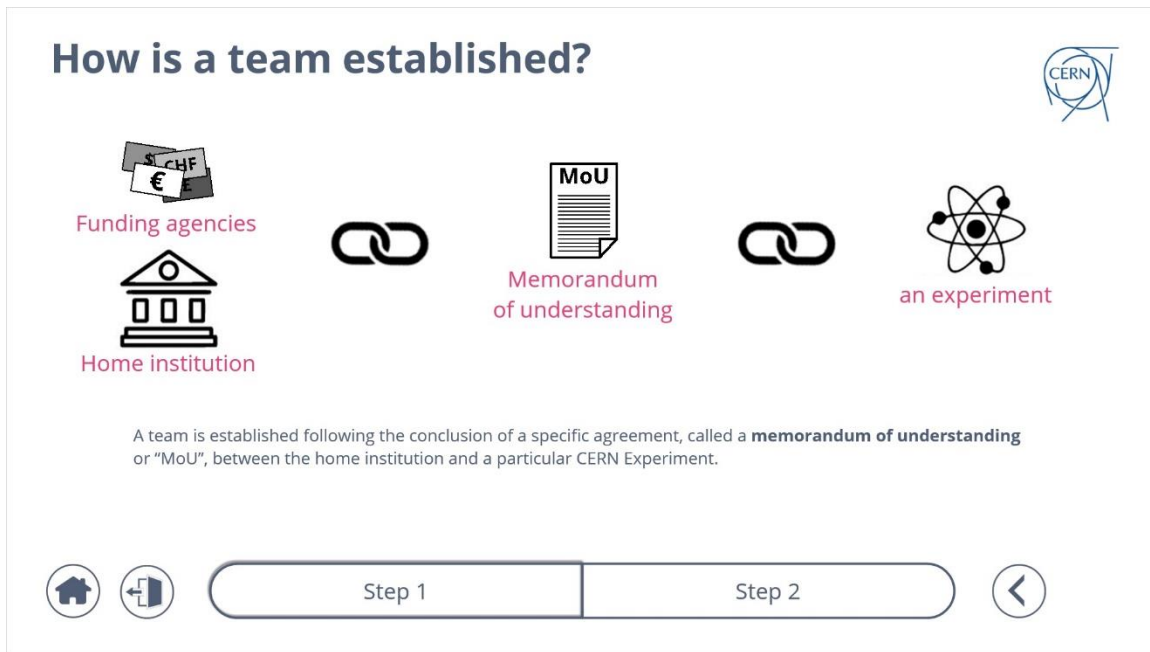
A team is a group of users who are affiliated with an institute and participate in an experiment.

2.3 What is a team leader?



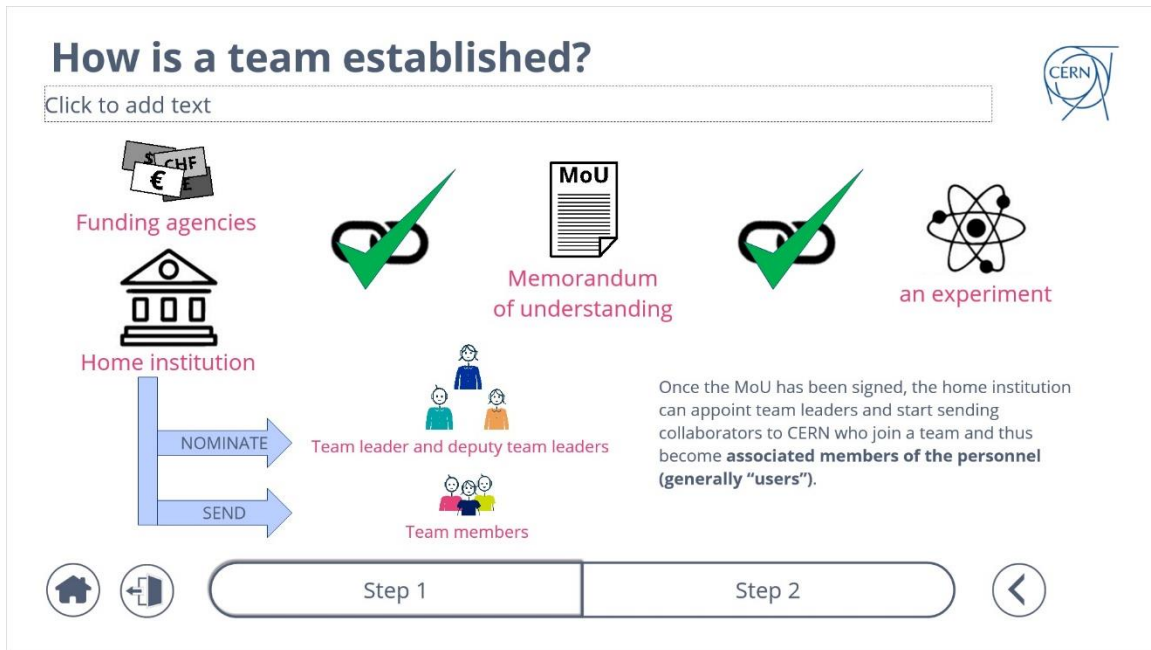
Each team is composed of one team leader and at least one deputy team leader, who supervise as many team members as required.

2.4 How is a team established?



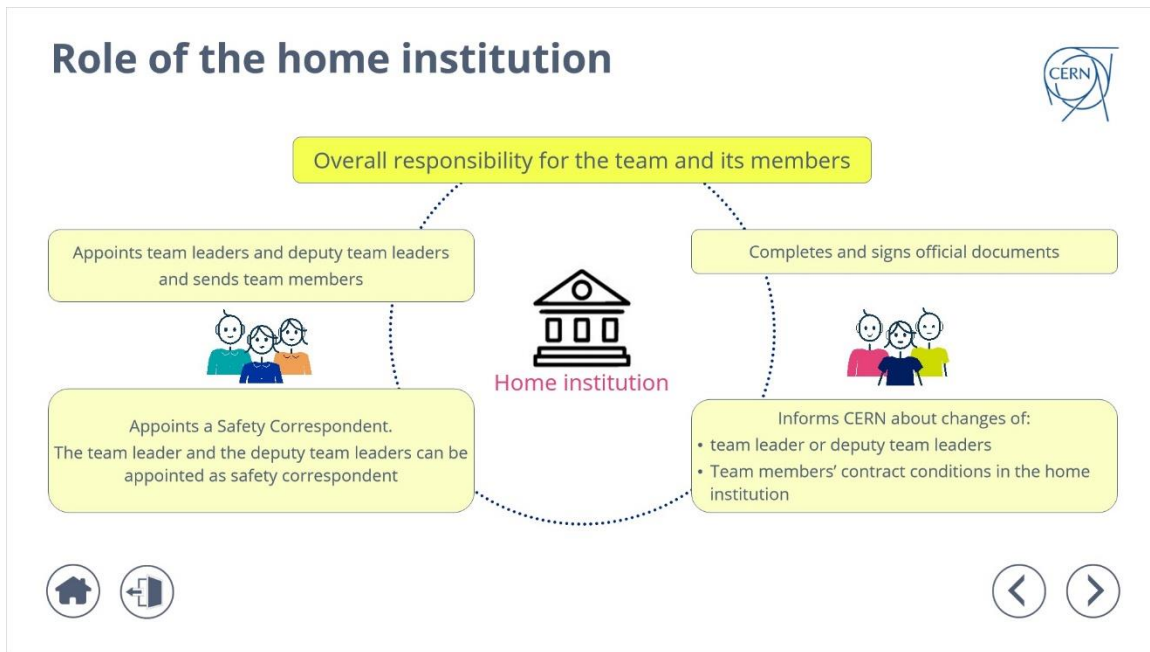
A team is established following the conclusion of a specific agreement, called a **memorandum of understanding** or "MoU", between the home institution and a particular CERN experiment.

Step 2



Once the MoU has been signed, the home institution can appoint team leaders and start sending collaborators to CERN who join a team and thus become associated members of the personnel (generally “users”).

2.5 Role of the home institution



Overall responsibility for the team and its members

Appoints team leaders and deputy team leaders
and sends team members

Completes and signs official documents

Appoints a safety correspondent
(the team leader or the deputy team leader can be appointed as safety correspondent)

Informs CERN about changes of:

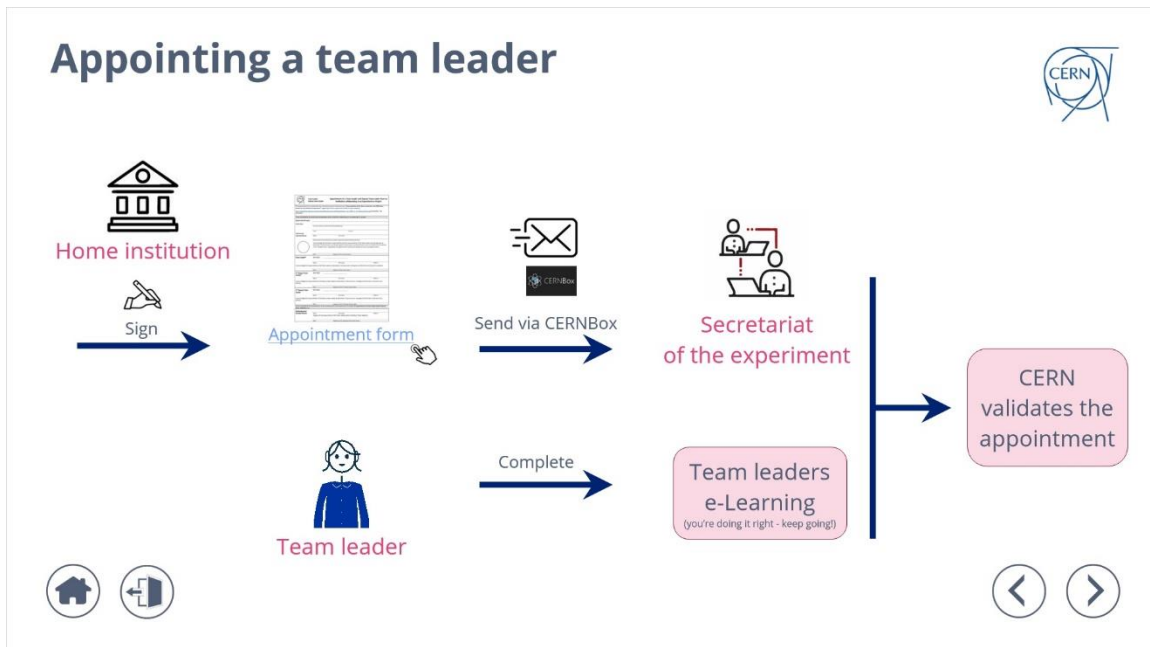
- team leader or deputy team leaders
- team members' contract conditions in the home institution

3. Appointing a team leader

3.1 Appointing a team leader



3.2 Appointing a team leader



3.3 Appointment form

Appointment form

Responsibilities of the home institution and of the CERN team leader

The institute representative signing the form must be someone other than the appointed team leader or deputy team leader.

EP-AQS-UG – 17.12.2021
Latest version

**Team Leader
Deputy Team Leader**

Appointment of a Team Leader and Deputy Team Leader from an institution collaborating in an Experiment or Project

This appointment form implements the instructions set out in the document "Responsibilities of the home institution, the CERN Team Leader and the safety Correspondent", regarding the Team Leader and the Deputy Team Leader(s).
http://useroffice.web.cern.ch/useroffice/web.cern.ch/files/pdf/home_inst_CERN_to_IC_ReportableDoc.pdf hereinafter "the document".

To be completed by an authorized representative of the institution collaborating in an experiment or project

Experiment/Project

Institution

Full name (name as used for scientific publications)

Team

Country





Authorised representative

Name

First name

Position held in the institution (e.g. Head of Department/Head of Administration)

I acknowledge the institution's responsibilities and the responsibilities of the Team Leader and the deputies, as described in the document, and hereby appoint the person(s) mentioned below to act on behalf of the institution in the indicated roles. If applicable, this appointment cancels and replaces any previous appointments.

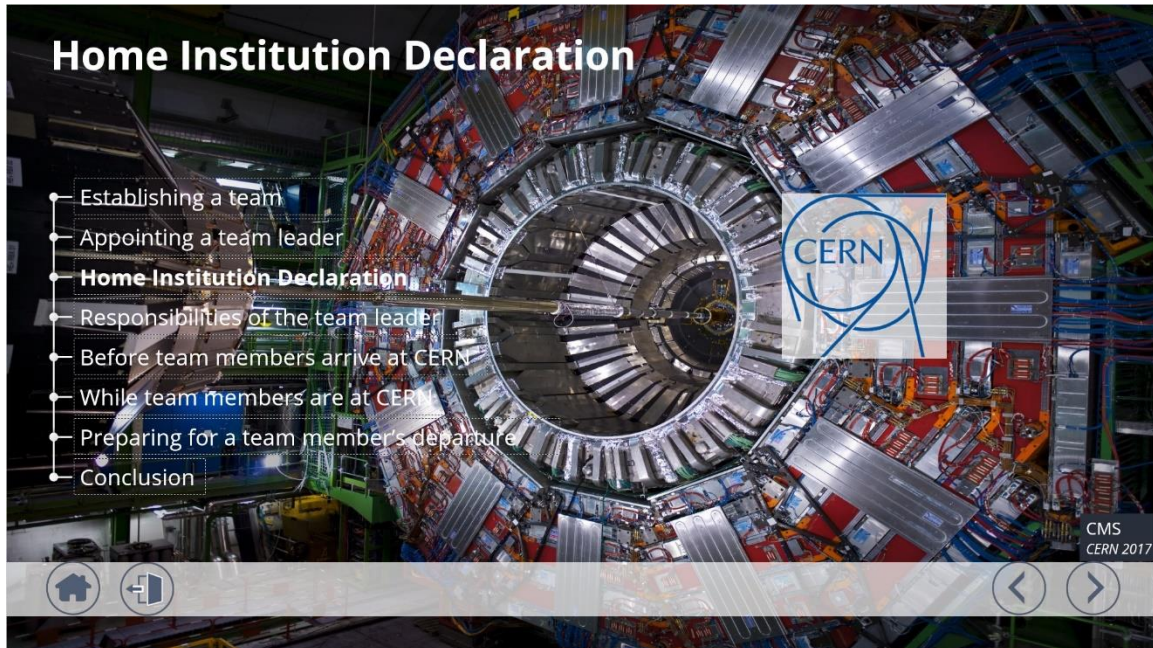
Responsibilities of the home institution and of the CERN team leader

The institute representative signing the form must be someone other than the appointed team leader or deputy team leader.

Agreement of the spokesperson or contact person at CERN

4. Home Institution Declaration

4.1 Home Institution Declaration



4.2 Home Institution Declaration

Home Institution Declaration
(HID)

The document is valid for six months following the date of signature.

Not mandatory

Full title of position at the home institution

A handwritten signature is required

Full name of the institution representative

NOTE: The signature of the team leader is not accepted here unless they hold a high-level managerial position at the institute or if the institute provides CERN with a letter of delegation of authority.

¹ The home institution is:
- Users: the institution with which CERN has concluded a Memorandum of Understanding or equivalent agreement that covers their activities at CERN.
- Cooperation Associates: the institution with which CERN has concluded an agreement that covers their activities at CERN.
- Visiting Scientists: the research institution that employs them.
² A definition of adequate financial resources in the context of this form is provided at the following link:
<http://usersoffice.web.cern.ch/adequate-financial-resources-for-Switzerland>

The image shows a screenshot of the 'Home Institution Declaration' (HID) form. The form is titled 'Home Institution Declaration (HID)' and features the CERN logo in the top right corner. It contains several fields for the user to fill out: 'Date (Day/Month/Year)', 'Signature', 'Full name (in block capitals)', and 'Position at home institution'. There are also checkboxes for 'Users', 'Cooperation Associates', and 'Visiting Scientists'. A 'NOTE' box at the bottom states that the signature of the team leader is not accepted unless they hold a high-level managerial position or the institute provides a letter of delegation of authority. The form is annotated with several callouts: 'The document is valid for six months following the date of signature.' points to the top left; 'Not mandatory' points to the 'Users' checkbox; 'Full title of position at the home institution' points to the 'Position at home institution' field; 'A handwritten signature is required' points to the 'Signature' field; and 'Full name of the institution representative' points to the 'Full name (in block capitals)' field. At the bottom of the form, there are icons for a home page and a back button, and a navigation bar with left and right arrows.

The home institution is responsible for providing a Home Institution Declaration to all its collaborators coming to work at CERN as associated members of the personnel.

NOTE: the candidate cannot be “employed by”, “studying at”, or “in receipt of a grant from” CERN.

Tick only one box and specify the name of the institution.

NOTE: crossing out any text invalidates the declaration.

The document is valid for six months following the date of signature.

A handwritten signature is required.

Full name of the institution representative

Not mandatory

Full title of position at the home institution

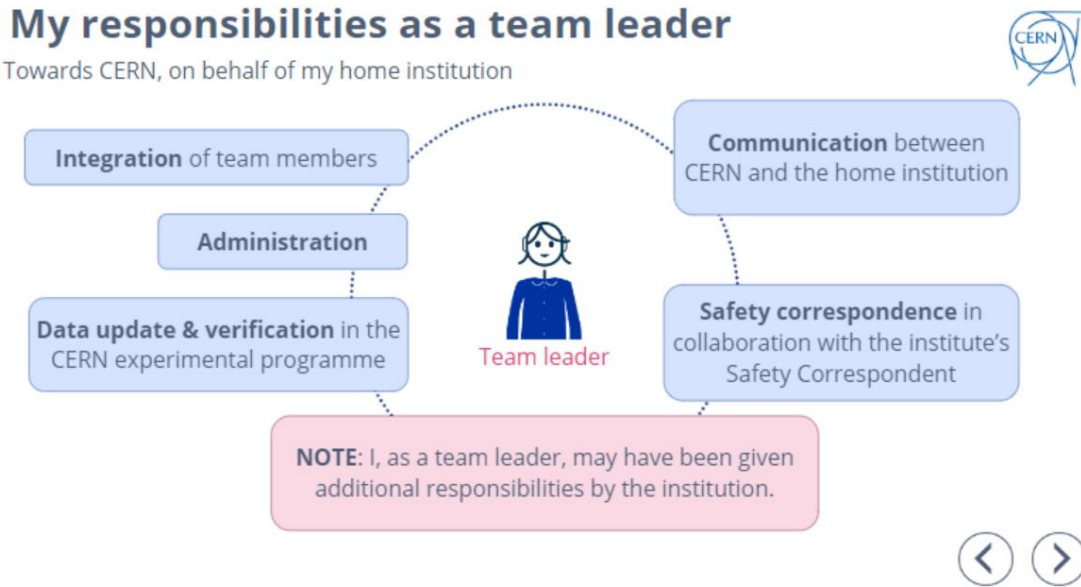
NOTE: The signature of the team leader is not accepted here unless they hold a high-level managerial position at the institute or the institute provides CERN with a letter of delegation of authority.

5. Responsibilities of the team leader

5.1 Responsibilities of the team leader



5.2 My responsibilities as a team leader



Towards CERN, on behalf of my home institution, My responsibilities as a team leader are

- Integration of team members
- Communication between CERN and the home institution
- Administration
- Data update & verification in the CERN experimental programme
- Safety correspondent's duties, in collaboration with the institute's Safety Correspondent

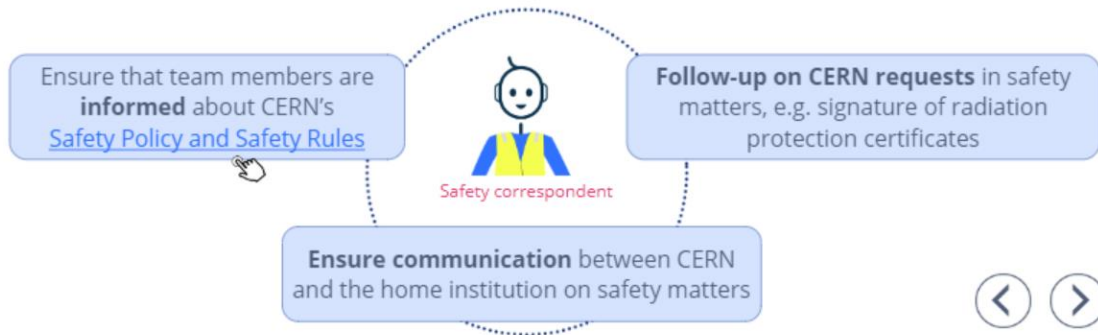
NOTE: I, as team leader, may have been given additional responsibilities by the institution.

5.3 Additional responsibilities for Team Leaders appointed as Safety Correspondent for their institute

Additional responsibilities for Team Leaders appointed as Safety Correspondent for their institute



In accordance with the CERN Safety Rules, **each collaborating institution** must appoint and be represented at CERN by **at least one Safety Correspondent**. Should the appointed Safety Correspondent also hold a Team Leader role, a [Safety Correspondent Appointment Form](#) should be completed (as this role is not automatically attributed to the Team Leader). 



In accordance with the CERN Safety Rules, each collaborating institution must appoint and be represented at CERN by at least one Safety Correspondent. Should the appointed Safety Correspondent also hold a Team Leader role, a [Safety Correspondent Appointment Form](#) should be completed (as this role is not automatically attributed to the Team Leader).

The additional responsibilities for Team Leaders appointed as Safety Correspondent for their institute are:

- Ensure that **team members are informed** about [CERN's Safety Policy and Safety Rules](#)
- **Follow-up on CERN requests** in safety matters, e.g. signature of radiation protection certificates
- **Ensure communication** between CERN and the home institution on safety matters

5.4 Coordinating safety matters at CERN



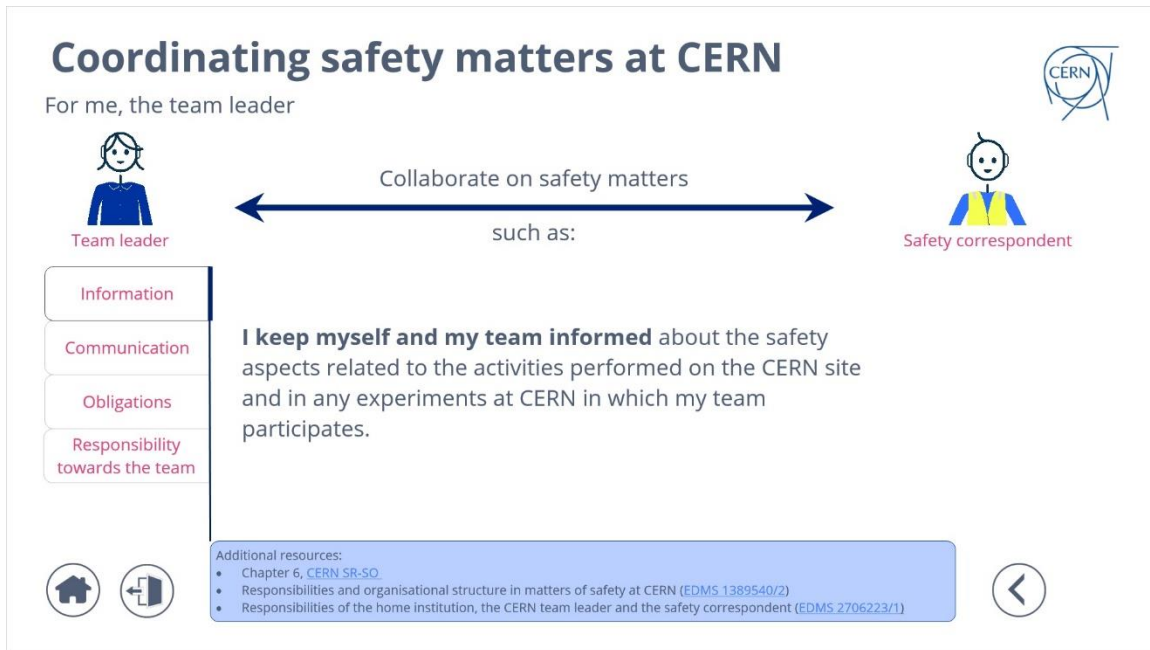
Collaborate on safety matters such as:

- Information
- Communication
- Obligations
- Responsibility towards the team

Additional resources:

- Chapter 6, [CERN SR-SO](#)
- Responsibilities and organisational structure in matters of safety at CERN ([EDMS 1389540/2](#))
- Responsibilities of the home institution, the CERN team leader and the safety correspondent ([EDMS 2706223/1](#))

Information



Information

I keep myself and my team informed about the safety aspects related to the activities performed on the CERN site and in any experiments at CERN in which my team participates.

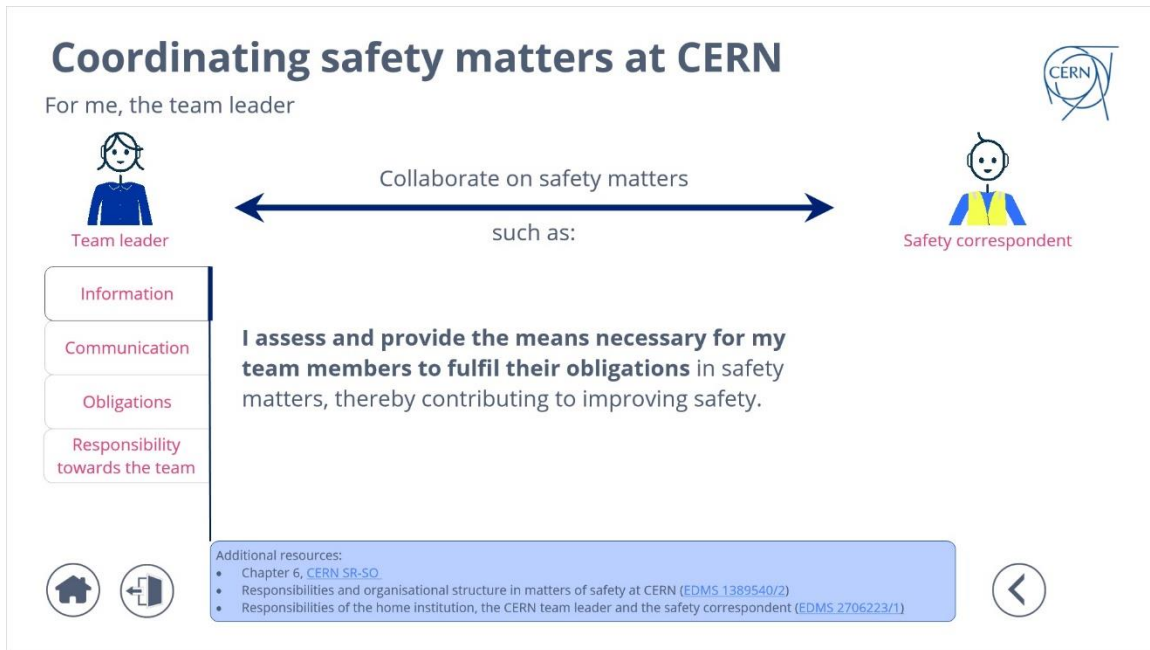
Communication



Communication

I ensure communication with the safety officer of the hosting department (DSO) or large experiment (LEXGLIMOS) related to my team and with the HSE (Occupational Health and Safety and Environmental Protection) unit.

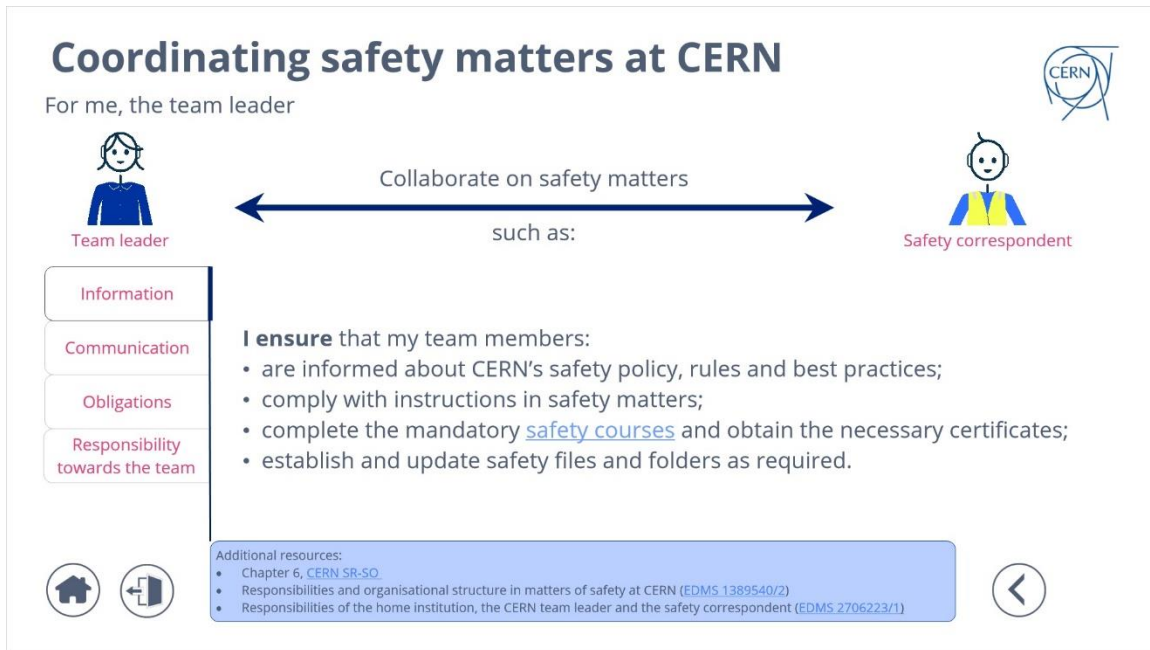
Obligations



Obligations

I assess and provide the means necessary for my team members to fulfil their obligations in safety matters, thereby contributing to improving safety.

Responsibility towards the team

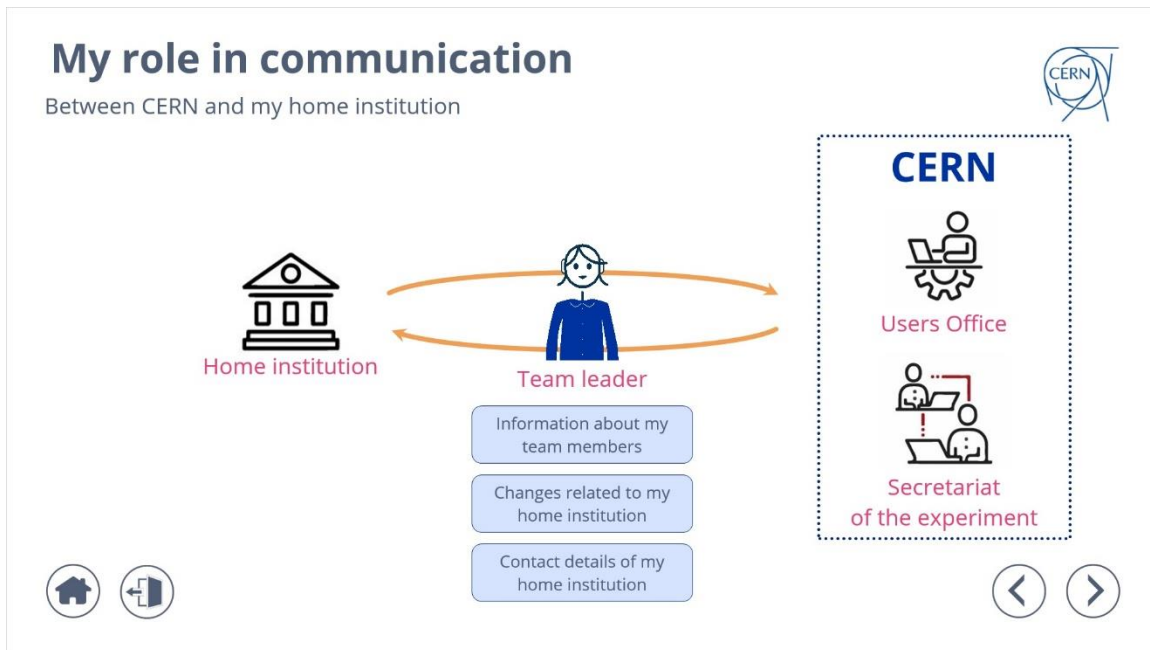


Responsibility towards the team

I ensure that my team members:

- are informed about CERN's safety policy, rules and best practices;
- comply with instructions in safety matters;
- complete the mandatory [safety courses](#) and obtain the necessary certificates;
- establish and update safety files and folders as required.

5.5 My role in communication




- Information about my team members
- Changes related to my home institution
- Contact details of my home institution

5.6 Grey book


Grey book

The CERN Experimental Programme


Team leaders ensure that the information about their home institution and to their team members is up to date in the database of the CERN Experimental Programme, also known as the "Greybook".



Team leader



<https://greybook.cern.ch>



Team leaders ensure that the information about their home institution and their team members is up to date in the database of the CERN Experimental Programme, also known as the "Greybook".

<https://greybook.cern.ch>

6. Before Team Members arrive

6.1 Before team members arrive at CERN



6.2 Pre-register team members

Pre-register team members

PART/USER/COAS/VISC

The [EDH Pre-Registration form](#) is used to pre-register PARTs (External Participants in an Experiment) as well as Users, COAS (Cooperation Associates) and VISCs (Visiting Scientists).



Status	Purpose	Timing
new	Obtaining a CERN computing account to carry out research.	As soon as access to the experiment data / CERN resources is needed.
existing	Obtaining a CERN computing account in addition to a CERN computing account.	As the status is updated prior to arrival on site (CERN only) valid for 6 months after date of signature.
new	As the status is updated prior to arrival on site (CERN only) valid for 6 months after date of signature.	As the status is updated prior to arrival on site (CERN only) valid for 6 months after date of signature.

The [dedicated help page](#) will guide you through the pre-registration process.

The [EDH Pre-Registration form](#) is used to pre-register Users, COAS (Cooperation Associates), VISCs (Visiting Scientists) as well as PARTs (External Participants in an Experiment).

The [dedicated help page](#) will guide you through the pre-registration process.”

6.3 Pre-register Team Members




Pre-register team members

USER / COAS / VISC vs PART

USER / COAS / VISC

External participant (PART)

Accesses	<ul style="list-style-type: none">• CERN computing account• Experiment databases• Physical access
Contract	CERN contract of association
Registration	Remote pre-registration via EDH (PREG) + On site registration at the Users Office upon arrival at CERN
Documents	<div><ul style="list-style-type: none">• Copy of passport• Home Institution Declaration (HID)</div> <div><ul style="list-style-type: none">• EDH (PREG)• If applicable: visa + invitation letter</div>



USER/COAS/VISC

Accesses

- CERN computing account
- Experiment databases
- Physical access

Contract

CERN contract of association

Registration

Remote pre-registration via EDH (PREG) + on-site registration at the Users Office upon arrival at CERN

Documents

- Copy of passport
- Home Institution Declaration (HID)
- EDH (PREG)
- If applicable: visa + invitation letter

PART

Pre-register team members

USER / COAS / VISC vs PART



USER / COAS / VISC	External participant (PART)
Accesses	<ul style="list-style-type: none">• CERN computing account• Experiment databases• No physical access
Contract	No CERN contract
Registration	Remote pre-registration via EDH (PREG)
Documents	<ul style="list-style-type: none">• Copy of passport• PREG (EDH)



PART

Accesses

- CERN computing account
- Experiment databases
- No physical access

Contract

No CERN contract

Registration


Remote registration initiated by either the secretariat of the experiment/group or the team leader


Documents


- Copy of passport
- PREG (EDH)

6.4 Visa requirements


Visa requirements



[Visa requirements and procedures](#)






New user
comes to CERN

[Visas for entry and stay in the Host States](#)
[Admin e-guide](#)

NO ✕

Do they need a visa for
Switzerland or France?
(i.e. NON-EU citizen)

YES ✓



A New user comes to CERN.

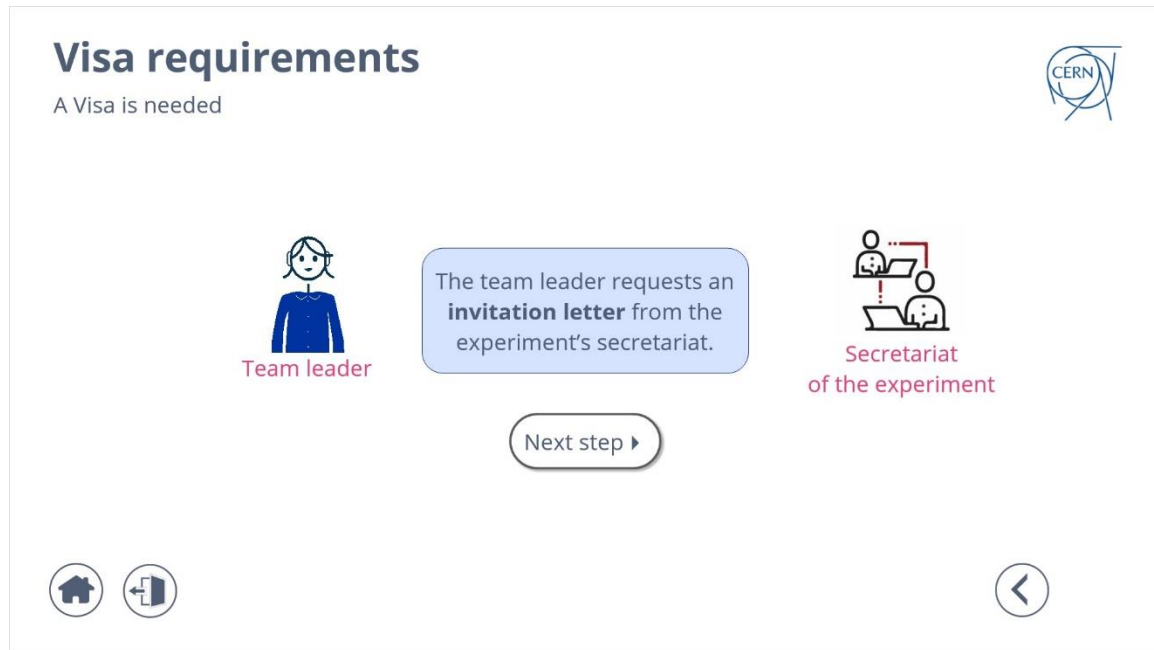
Do they need a visa for Switzerland or France?

(i.e. NON-EU citizen)

<https://usersoffice.web.cern.ch/visa-requirement-and-procedure>

<https://admin-eguide.web.cern.ch/en/procedure/visas-entry-and-stays-host-states>

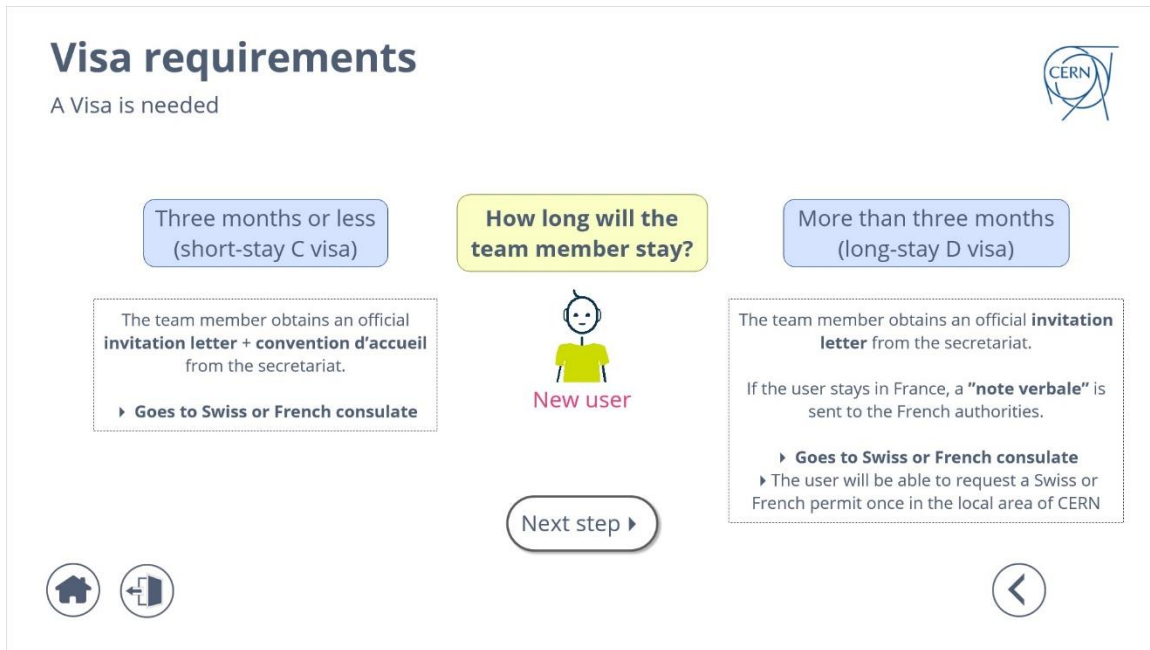
Invitation letter



If a visa is not needed

The team leader requests an invitation letter from the experiment's secretariat.

Stay



How long will the team member stay?

Three months or less (short-stay C visa)

Team member obtains an official invitation letter + "convention d'accueil" from the secretariat.

> Goes to Swiss or French consulate

More than three months (long-stay D visa)

Team member obtains an official invitation letter from the secretariat.

If the user stays in France, a "note verbale" is sent to the French authorities.

> Goes to Swiss or French consulate

> The user will be able to request a Swiss or French permit once in the local area of CERN.

Full registration

Visa requirements



New user

Full registration procedure :

- Pre-registration (EDH PREG)
 - Home Institution Declaration (HID)
 - Passport
- + The team member registers in person at the Users Office.



Users Office

[Back to the beginning ↺](#)

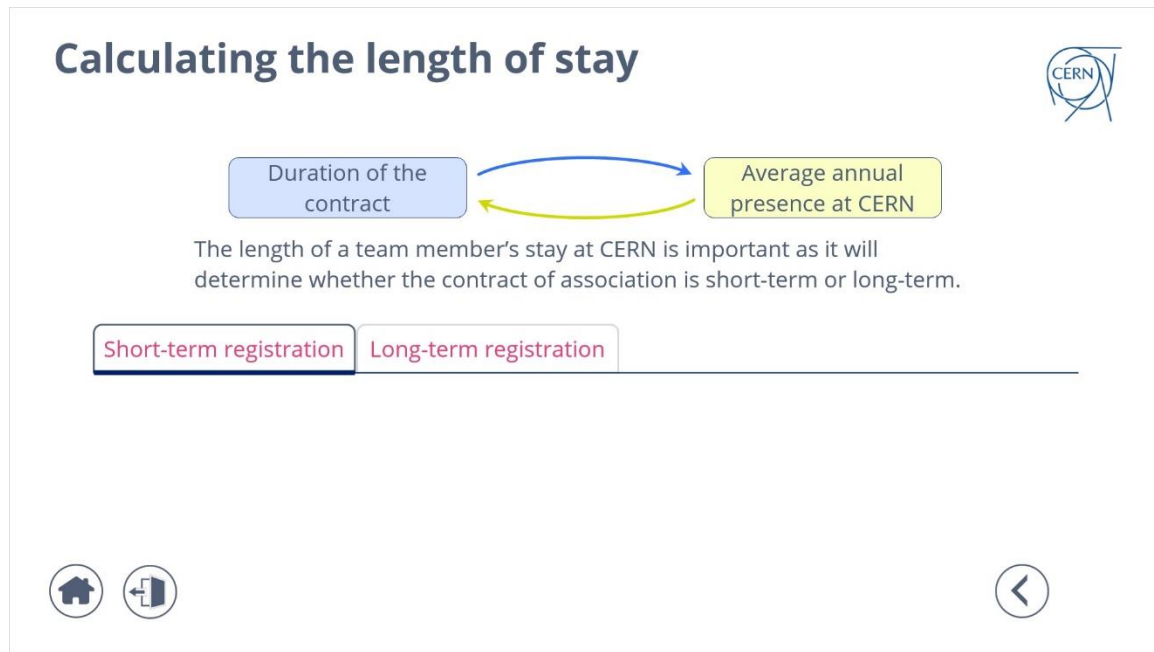


Full registration procedure:

- Pre-registration (EDH PREG)
- Home Institution Declaration (HID)
- Passport

+ The team member registers in person at the Users Office.

6.5 Calculating the length of stay



The length of a team member's stay at CERN is important as it will determine whether the contract of association is short-term or long-term.

Short-term registration

Calculating the length of stay

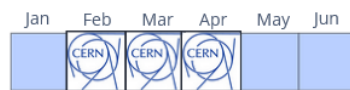


The length of a team member's stay at CERN is important as it will determine whether the contract of association is short-term or long-term.

Short-term registration

Long-term registration

Maximum 3 months ▶ Average presence at CERN: 100% by default



Can not be extended.

New EDH PREG mandatory if presence at CERN is extended.



Short-term registration

Can not be extended.

New EDH PREG mandatory if presence at CERN is extended.

Long-term registration

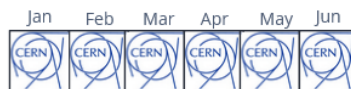
Calculating the length of stay



The length of a team member's stay at CERN is important as it will determine whether the contract of association is short-term or long-term.

Short-term registration Long-term registration

Minimum 3 months, maximum 3 years ▶ Average presence at CERN: from 5% to 100%




Long-term registration

Minimum 3 months, maximum 3 years > Average presence at CERN: from 5% to 100%

6.6 Calculating the average presence

Calculating the average presence

Calculation follows Host States regulations and is not a mathematical calculation



6 months + 1 day during the year is **55%**

3 months + 1 day consecutively is **55%**





Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec
			+1 day		

◀ 55% ▶

Jan	Feb	Mar	Apr	May	Jun
			+1 day		
Jul	Aug	Sep	Oct	Nov	Dec

Between 55% and 100% **Swiss and French cards** are issued.

NOTE: CERN must be notified of any subsequent changes to a user's annual average presence via EDH (Contract Amendment form) within 30 days. See more about [contract amendment](#) later in this course.



Notes:

Calculation follows Host States' regulations and is not a mathematical calculation

6 months + 1 day during the year is 55%

3 months + 1 day consecutively is 55%

Between 55% and 100%, Swiss and French cards are issued.

NOTE: CERN must be notified of any subsequent changes to a user's annual average presence via EDH (Contract Amendment form) within 30 days. See more about [contract amendment](#) later in this course.

6.7 Work permit and residence permit

Work permit and residence permit



Why is the annual average presence at CERN so important?



The CERN sites straddle the French – Swiss border. Team members therefore need a permit from both Host States to work at CERN and a residence permit for the country in which they reside.

Swiss card

FI French card

EF French card





The CERN sites straddle the French–Swiss border. Team members therefore need a permit from both Host States to work at CERN and a residence permit for the country in which they reside.

Swiss card

Work permit and residence permit


Why is the annual average presence at CERN so important?

The CERN sites straddle the French – Swiss border. Team members therefore need a permit from both Host States to work at CERN and a residence permit for the country in which they reside.

Swiss card




FI French card

EF French card



Work permit for CERN users living in Switzerland.

NOTE: Generally the same expiry date as the CERN contract.



Swiss card

Work permit for CERN users living in Switzerland.

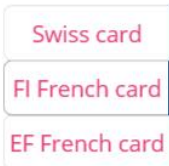
FI card

Work permit and residence permit

Why is the annual average presence at CERN so important?



The CERN sites straddle the French – Swiss border. Team members therefore need a permit from both Host States to work at CERN and a residence permit for the country in which they reside.



Residence permit for CERN users living in France.



FI French card

Residence permit for CERN users living in France.

EF card

Work permit and residence permit

Why is the annual average presence at CERN so important?



The CERN sites straddle the French – Swiss border. Team members therefore need a permit from both Host States to work at CERN and a residence permit for the country in which they reside.



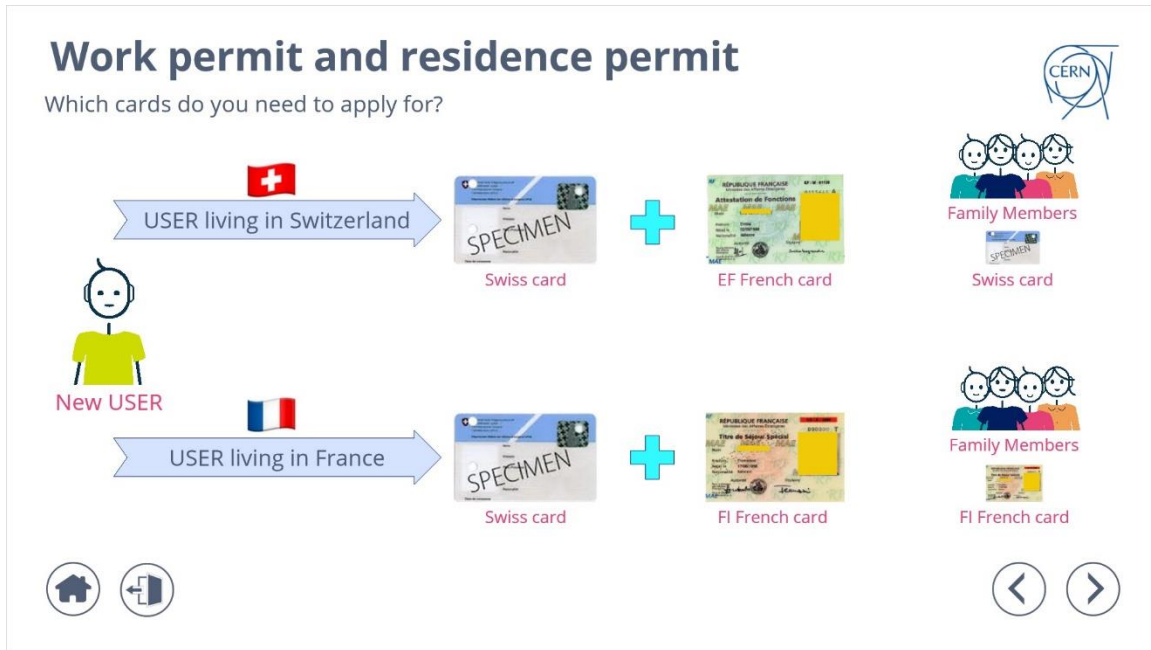
Work permit for CERN users living in Switzerland.



EF French card

Work permit for CERN users living in Switzerland.

6.8 Work Permit and Residence Permit



6.9 Convention d'accueil

Convention d'accueil

(Hosting agreement)



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

Users from outside the European Economic Area or Switzerland with a $\leq 50\%$ average presence at CERN are not eligible for French and Swiss cards (work and residence permits).

The "convention d'accueil" should be requested from the secretariat of the experiment / group Secretariat and provided to the Users Office upon registration or in the ten days following arrival.

Original document duly dated and signed by the user.

ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH
Laboratoire Européen pour la Physique des Particules
European Laboratory for Particle Physics

CONVENTION D'ACCUEIL
D'UN CHERCHEUR OU ENSEIGNANT-CHERCHEUR ÉTRANGER

en vue de l'admission au séjour en France, en qualité de « scientifique », d'une personne non-ressortissante de l'Union européenne, de l'Espace Économique Européen ou de la Confédération suisse, invitée par le CERN, Organisation internationale intergouvernementale agréée à cet effet, pour y exercer une activité de recherche ou d'enseignement de niveau universitaire

L'ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE (CERN), ayant son siège à Genève, Suisse (adresse postale pour le courrier posté en France : Site de Prévessin, F-01631 CERN Cedex) et exerçant ses activités de part et d'autre de la frontière franco-suisse,

Nom du représentant du CERN, ci-après dénommé « le référent » : _____
Qualité du référent : _____
certifie accueillir en qualité de chercheur ou d'enseignant-chercheur,
Nom (M., Mme, Mlle) : _____ Prénom(s) : _____
Date de naissance : _____ Lieu de naissance : _____
Nationalité : _____

entre le _____ et le _____
Adresse pendant le séjour : _____
et s'engage à ce qu'il bénéficie d'une couverture santé pour la durée de son séjour ainsi que d'une couverture contre les accidents qui pourraient survenir à l'occasion de son travail de recherche ou d'enseignement au sein du CERN, en application de l'article 6 de la directive n°2005/71/CE du Conseil du 12 octobre 2005, relative à une procédure d'admission spécifique des ressortissants de pays tiers aux fins de recherche scientifique.

Le référent, responsable de l'accueil du chercheur ou de l'enseignant-chercheur, atteste sur l'honneur l'exactitude des déclarations portées sur ce document :
Fait à Genève, le _____ Signature du référent : _____
Le chercheur ou l'enseignant-chercheur atteste sur l'honneur l'exactitude des déclarations ci-dessus :
Fait à _____, le _____, Signature du chercheur : _____

Sceau du poste diplomatique ou consulaire français Cachet de la Sous-préfecture Cachet du Service des Relations avec les Pays-hôtes du CERN

-Téléphone: +41 22 767 51 52 ; Télécopie: +41 22 767 95 45 CERN/DG-RH/110518

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

Users from outside the European Economic Area or Switzerland with a $\leq 50\%$ average presence at CERN are not eligible for French and Swiss cards (work and residence permits).

They are nevertheless required to be in possession of a hosting agreement, known as a "convention d'accueil", which serves as a work permit for France.

The "convention d'accueil" should be requested from the secretariat of the experiment/ group and provided to the Users Office upon registration or in the ten days following arrival.

Original document duly dated and signed by the user.

7. The team leader administrative duties while team members are at CERN

7.1 While team members are at CERN

While team members are at CERN

Establishing a team
Appointing a team leader
Home Institution Declaration
Responsibilities of the team leader
Before team members arrive at CERN
While team members are at CERN
Preparing for a team member's departure
Conclusion

CERN

TOTEM
CERN 2016

7.2 Registration formalities and integration

Integration

Registration formalities and integration

Click to add text



Team leader

Ensure their integration

Help with administrative formalities

You, as a team leader, are here to ensure that your team members integrate into CERN life and life in the local area.



Office

Team



Team members

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



Housing





Ensure their integration


You, as team leader, are here to ensure that your team members integrate into CERN life and life in the local area.

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

Administration

Registration formalities and integration

Click to add text




Team leader

Ensure their integration

Help with administrative formalities


You, as a team leader, are here to help your team members with the administrative formalities pertaining to their contracts of association.



Other formalities
EDH Contracts - French and Swiss cards - Team Leaders - Tagation - Duty travel

Contract amendment



Contract termination





Team members

<https://usersoffice.web.cern.ch/other-formalities>

<https://usersoffice.web.cern.ch/settling-in>







Help with administrative formalities

You, as team leader, are here to help your team members with the administrative formalities pertaining to their contracts of association.


<https://usersoffice.web.cern.ch/other-formalities>

<https://usersoffice.web.cern.ch/settling-in>

7.3 Integration at CERN


Integration at CERN

Information overview



Team leader

Your role as team leader is to inform your team members about CERN rules and regulations, as well as about the services in place to support them.






Team members

Rules & Regulations

Representation

Requirements

Services



Your role as team leader is to inform your team members about CERN rules and regulations, as well as about the services in place to support them.

Rules & regulations

Integration at CERN

Information overview



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Team members

Rules & Regulations

Representation

Requirements

Services

- Staff Rules and Regulations
- Code of Conduct
- Data Privacy
- Computing Rules
- Safety and Security Rules




Rules & regulations

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- Code of Conduct
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Representation


Integration at CERN

Information overview



Team leader

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Team members




Rules & Regulations

Representation

Requirements

Services

- ACCU
(Advisory Committee of CERN Users)
- [Staff Association](#)




Representation

- ACCU (Advisory Committee of CERN Users)
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Requirements

Integration at CERN

Information overview



Team leader

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Team members




Rules & Regulations

Representation

Requirements

Services

- Health insurance
- Social security
- Duty travel



Requirements

- Health insurance
- Social security
- Duty travel

Services

Integration at CERN

Information overview



Team leader

Your role as team leader is to inform your team members about CERN rules and regulations, as well as about the services in place to support them.



Team members

Rules & Regulations

Representation

Requirements

Services

Ombud

Diversity & Inclusion programme

Social Affairs

Medical Service

Service Desk

Onboarding

Training



Services

- [Ombud](#)
- [Diversity & Inclusion programme](#)
- [Social Affairs](#)
- [Medical Service](#)
- [Service Desk](#)
- [Onboarding](#)
- [Training](#)

7.4 Data Privacy at CERN

Data Privacy at CERN

<https://privacy.web.cern.ch/office-data-privacy-odp>



Data Privacy
at CERN





Team leader

Users must comply not only with the data privacy policy of their home institute, but also with that in force at CERN. Note that specific data privacy measures apply to the [organisation of events at CERN](#) (whether in-person or online).



Team members

1. Take or review the [mandatory e-learning](#) on Data Privacy at CERN

If you have more questions:

2. Visit the [Office of Data Privacy's website](#).
3. Contact the Office of Data Privacy: privacy.protection@cern.ch





<https://privacy.web.cern.ch/office-data-privacy-odp>

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7.5 Duty travel

Duty travel

<https://admin-eguide.web.cern.ch/en/procedure/duty-travel>



Team leader



Should your team members need to travel for official duty purposes on CERN and third party accounts, the appropriate steps must be followed:

1. Complete the [Duty Travel Request](#) in EDH at least 14 days in advance, specifying the budget code.
2. The **experiment's secretariat** will make travel arrangements (if needed, via CWT) . Please note that travellers should not pay for their own travel.



Team members



Secretariat
of the experiment



<https://admin-eguide.web.cern.ch/en/procedure/duty-travel>

Should your team members need to travel for official duty purposes on CERN and third-party accounts, the appropriate steps must be followed:

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2. The experiment's secretariat will make travel arrangements (if needed, via CWT. Please note that travellers should not pay for their own travel.

7.6 Health insurance

Health insurance

<https://usersoffice.web.cern.ch/health-insurance-information>



Team leader





Team members

All users must have health and accident insurance providing adequate cover in Switzerland, France and any countries visited on duty travel for themselves and their accompanying family members.

"Adequate cover" means that cover must include:

- protection against occupational illnesses and occupational accidents;
- all types of illnesses and accidents;
- emergency cases;
- maternity;
- treatment in the event of epidemics and pandemics (e.g. COVID-19);
- mental health (i.e. psychologist and psychotherapy support);
- a sufficiently high limit for maximum medical expenses per case (i.e. at least 500 000 EUR per case).





<https://usersoffice.web.cern.ch/health-insurance-information>

All users must have health and accident insurance providing adequate cover in Switzerland, France and any countries visited on duty travel for themselves and their accompanying family members.

"Adequate cover" means that cover must include:

- protection against occupational illnesses and occupational accidents;
- all types of illnesses and accidents;
- emergency cases;
- maternity;
- treatment in the event of epidemics and pandemics (e.g. COVID-19);
- mental health (i.e. psychologist and psychotherapy support);
- a sufficiently high limit for maximum medical expenses per case (i.e. at least 500 000 EUR per case).

7.7 Diversity and Inclusion

Diversity and Inclusion

<https://diversity-and-inclusion.web.cern.ch/>


Diversity is one of CERN's core values and should be respected and promoted at all times, in all its forms.

You should be an inclusive team leader and:

- **seek and listen to** diverse voices
- **embrace** differences
- **create** equal opportunities
- **ensure** fair treatment
- **foster** a collaborative work environment

Resources on diversity and inclusive leadership available to team leaders:

- Read [5 Disciplines of Inclusive Leadership](#) (14 page whitepaper)
- Watch [Inclusion begins with I](#) (3' video)
- Participate in ['Taking the Lead' – Creating a culture of respect](#) (2.5 hour workshop).



<https://diversity-and-inclusion.web.cern.ch/>

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7.8 Contract amendment

Contract amendment



For contract extension or amendment use the online [Contract Amendment form](#)

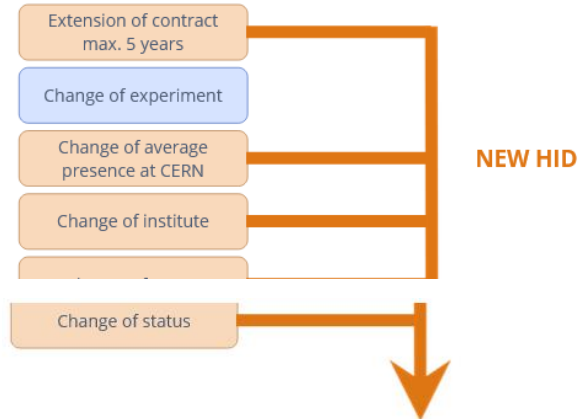
HR & Training

- Appraisal Report (MERIT)
- CHIS - Spouse Health Insurance & Professional Income Declaration (SHIPID)
- Change of Family And Personal Situation
- Contract Amendment for Users, COASs and VISCs**
- Declaration of Situation of Dependent Children
- Declaration of situation of dependent children Overview
- Emergency Contacts
- External Training Request
- Induction Interview (Fellows)
- Induction Interview (Staff)
- Learning Hub

Learning Hub

Local Address Change

Options



<https://edh.cern.ch/Document/Personnel/UserCheckList>

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

HOME INSTITUTION DECLARATION (HID)

Full name of the candidate:

Address and address of the home institution:

Signature (print name) of the candidate with COASs (Day/Month/Year):

Signature (print name) of the home institution:

For contract extension or amendment use the online [Contract Amendment form](#)

Options

- Extension of contract max. 5 years
- Change of average presence at CERN
- Change of institute
- Change of status
 - The abovementioned points require a new HID
- Change of experiment


<https://edh.cern.ch/Document/Personnel/UserCheckList>

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

7.9 Change of personal information

Change of personal information

Change of family and personal situation / local address



HR & Training

Appraisal Report (MERIT)

CHIS - Spouse Health Insurance & Professional Income Declaration (SHIPID)

Change of Family And Personal Situation

Contract Amendment for Users, COASs and VISCs

Declaration of Situation of Dependent Children

Declaration of situation of dependent children Overview

Emergency Contacts

External Training Request

Induction Interview (Fellows)

Induction Interview (Staff)

Learning Hub

Local Address Change

[Change of family and personal situation](#)



[Local address change](#)

Copy of original document(s) (birth certificate, marriage certificate, decree of naturalisation, copy of passport, etc.).



+

Official translation of the document(s) in English or French.

Swiss and / or French card(s) of the user and family members should be returned to the Users Office, if applicable.



NOTE: CERN must be notified of any changes within 30 days.



[Change of family and personal situation](#)

Copy of original document(s) (birth certificate, marriage certificate, decree of naturalisation, copy of passport, etc.).
Official translation of the document(s) in English or French.

[Local address change](#)

Swiss and/or French card(s) of the user and family members should be returned to the Users Office, if applicable.

NOTE: CERN must be notified of any changes within 30 days.

8. Admin role of the TL preparing the departure of the TM

8.1 *Preparing for a team member's departure*




8.2 Contract termination





Contract termination


<https://usersoffice.web.cern.ch/contract-termination-administrative-matters>

Your team member should follow the termination procedure and return any items owed: Swiss and French cards, access card, etc.

You should ensure the departure formalities are completed.

 Team leader


TERMINATION SHEET - Users, COAS, VISCs
To be handed over to the Users Office on your last day of work, duly completed and signed by the services concerned.
Open office opening hours: Monday, Tuesday, Thursday, Friday 09:00 to 12:00 and 13:00 to 16:00. Wednesday 10:00 to 16:00.
Name: _____ CERN ID number: _____ Last day of work (dd/mm/yyyy): _____
Contact details for future correspondence:
Address: _____ Phone: _____
Email: _____

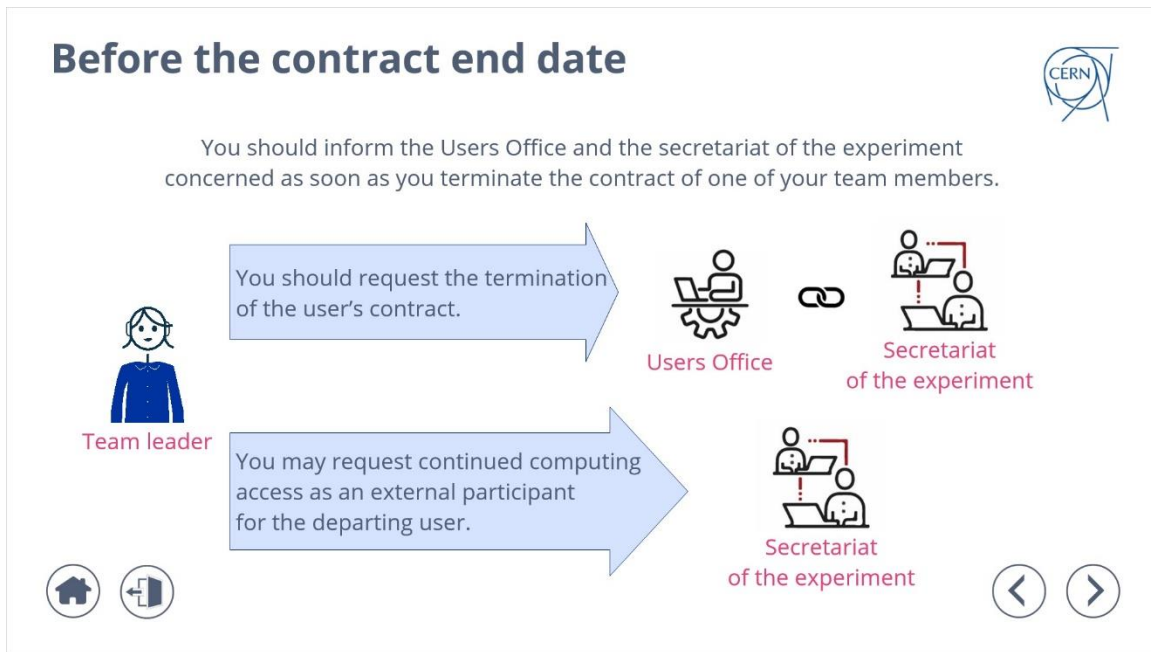
Service	Action required	Date and signature of the service
Registration Service	Return your and your family's access cards.	
Equipment / Goods Services	Return your computer, mobile phone, tools, instruments and any other piece of equipment.	
Individual Protection Service	Return your dosimeter. You can check your dosimeter dose record on CDS .	
Reduction Services Service	Return or transfer the responsibility for your reduction amount(s).	
Mobility Centre	Contact the French Customs Office to cancel your plates. Rue de Genève, 2120 Geneva, Suisse Tel: +41 79 572 71 85 / +41 79 572 71 84 usersoffice@cern.ch Send the cancellation document provided by the Customs Office to usersoffice@cern.ch .	
Destination Service	Arrange the removal of your personal effects from France or Switzerland.	N/A
Library	Return borrowed items.	

<https://usersoffice.web.cern.ch/contract-termination-administrative-matters>

Your team member should follow the termination procedure and return any items owed: Swiss and French cards, access card, etc.

You should ensure the departure formalities are completed.

8.3 Before the contract end date



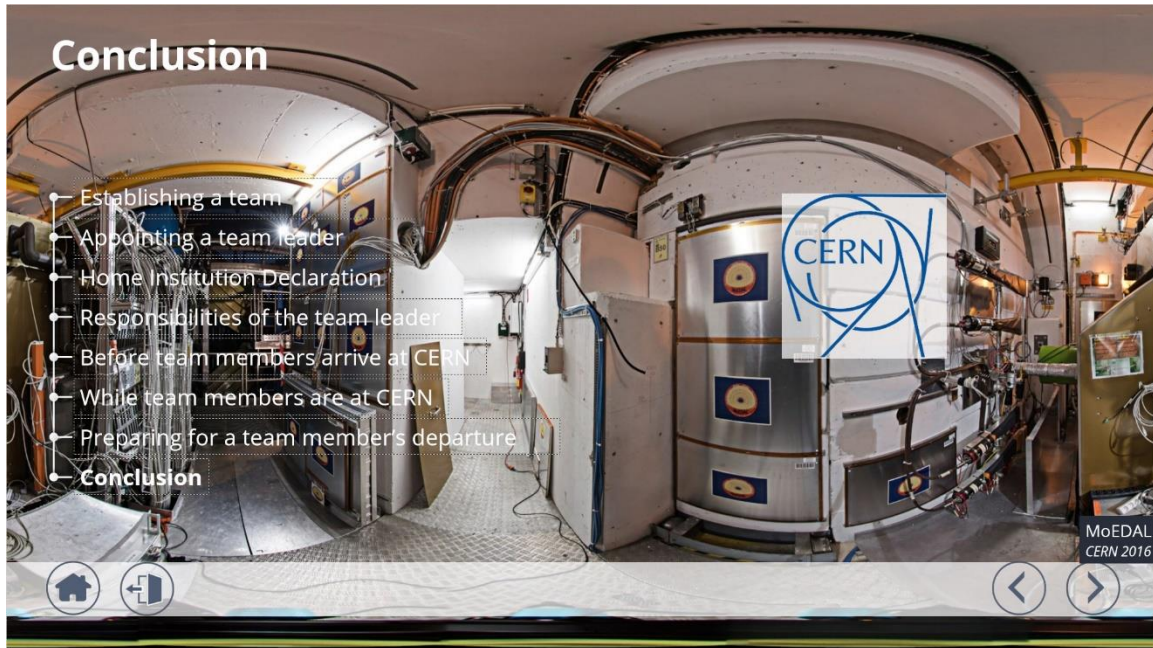
You should inform the Users Office and the secretariat of the experiment concerned as soon as you terminate the contract of one of your team members.

You should request the termination of the user's contract.

You may request continued computing access as an external participant for the departing user.



9. Conclusion

9.1 Conclusion



9.2 Useful resources

Useful resources



team leaders' e-learning

You can consult the content of this course at any time via the [CERN Learning Hub](#), even after taking the test.
You can also download the [glossary](#).





Users Office website

The [Users Office website](#) contains all the information and latest news you and your team members might need to navigate work and life at CERN.

Team leader FAQ pages

These pages compile the Users Office's answers to all of your frequently asked questions on the subject of [responsibilities](#), [role activation](#) and [appointment](#).

If you can't find what you're looking for using the above resources, please contact the Users Office by [email](#) or via the [Service Portal](#).



Notes:

Team Leaders' e-learning

You can consult the content of this course at any time via the [CERN Learning Hub](#), even after taking the test.

You can also download the glossary.

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9.3 Thank you for your attention!


Thank you for your attention!







To complete this module, please close this window, go back to the **'MY LEARNING'** page and click on **'Exam(s)'**.



To complete this module, please close this window, go back to the "My Learning" page and click on "Exam(s)".