

COMMUNICATIONS **OFFICIELLES**

Les membres du personnel sont censés avoir pris
connaissance des communications officielles ci-après.

OFFICIAL NEWS

Members of the personnel shall be deemed to have
taken note of the news under this heading

CERN STAFF REVIEW 1985

General guidelines

I. INDEFINITE APPOINTMENT

1. Professional categories 2 to 5 :

a) To be **reviewed** for an indefinite contract, a staff member must **either** :

- (i) be over 30 years of age and have completed two years' service on 30 June of the review year; **or**
- (ii) if aged 30 years or less, have completed five years' service on 30 June of the review year;

and, in addition, be employed on a fixed-term contract on a post of unlimited duration.

b) To be **awarded** an indefinite contract, a staff member must :

- (i) be at least 30 years of age with a minimum of three years' service; **or**
- (ii) have a minimum of six years' service; **and**
- (iii) have a proven record of achievement which meets the following conditions :

c) The candidate must have :

- proved his ability to apply his professional qualifications, knowledge, experience and acquired skill in carrying out his work;
- shown flexibility in adapting to varied assignments or situations in jobs where this is necessary;
- shown willingness to use his abilities to serve the best interests of the Organization, and to assume responsibility when called upon to do so;
- proved that he is able to work effectively as a member of a team where this is required.

2. As in previous years, an exceptional procedure is considered appropriate in view of the low rate of indefinite appointments for experimental and theoretical physicists (codes 102/103).

II. ADVANCEMENT

3. Advancement from the entrance grade of a job is possible, subject to satisfactory progress on the part of the staff member. Staff recruited on one of the following entrance grades (or on a lower grade in the category concerned) may be promoted to the next higher job grade as an entrance grade promotion, without a time or numerical restriction, once only. Further promotions will be subject to normal advancement guidelines. Such cases must be agreed in accordance with the normal job classification and divisional promotion procedure.

Entrance grades

Category 1	:	Grade 8/9*
2	:	8/9 *
3	:	6 (HNC/BTS) 5 (ONC/BT)
4	:	4 (completed apprenticeship)
5a	:	8/9 *
5b	:	6 (HNC/BTS) 5 (ONC/BT)
5c	:	4 (completed apprenticeship)

* Grade 9 = Doctorate or equivalent

4. Advancement following an internal transfer to a post classified and published in a higher grade, which has involved a substantial change in assignment and which requires the possession of higher educational qualifications, is not possible before a minimum of six months. The higher job grade foreseen at the time of transfer must be confirmed by an evaluation interview when promotion is proposed.
5. Proposals to attribute a higher grade to a particular job will be based on a complete job evaluation, including the examination of past changes in job assignment, present and future needs for work at the higher grade level and latent or proven capabilities of the job holder. Advancement to the thus established higher grade can be proposed by the Division or Department Leader concerned subject to a minimum stay in the lower grade of three years. Normally such advancement will take place at, or above, the step cross-over point.
6. Division, Department, Group or Project Leaders should ensure that staff members assigned to inter-divisional projects are taken into consideration when proposals are being prepared.
7. The promotion numbers by Division and Department to be the reference basis for 1985 will be decided and announced at a later date.
8. Where jobs have already been recognised as justifying a higher grade the job-holder will normally be considered on a priority basis. Except in a case where the person concerned has received written notification of a refusal to grant promotion, accompanied by the necessary supporting statements, promotion takes place within two years following the date on which the higher grade was attributed to the post.
9. Promotions satisfying the criteria governing entrance grades and transfer in paragraphs 3 and 4 above will be granted in addition to the ones mentioned in paragraph 7.

10. As in previous years, a limited number of candidates may be put forward for promotion on the grounds of exceptional merit, as follows:

- a) proposals are to be submitted on Proposal Form (PE 469) indicating explicitly why the candidate is considered exceptional in relation to other staff employed on similar work;
- b) one 'merit' promotion will normally be granted where there are 15 or fewer promotions in each Division/Department, and two where there are 16 or more;
- c) promotion on the grounds of exceptional merit will not change the evaluation of the post which will remain based on the general definition of grades given in Annex R C 1 of the Staff Regulations. Where the personal grade is higher than the maximum grade defined for the professional category in question, further advancement will only be possible following a change of category.

III. CHANGES OF PROFESSIONAL CATEGORY

11. A proposal for a change of category must, as a minimum, meet the following conditions:

- a) The evaluation of the post must have confirmed grade 7 to justify a change to category 3, and grade 9 for a change to category 2 or 5a.
- b) The candidate must be at least in the grade below the maximum grade of his present category.
- c) Proposals for changes of category into 2 and 5a must first be submitted to the Senior Technical and Administrative Assistants Committee (STAC).

IV. REVIEW PROCEDURE

12. Indefinite appointments

- a) The Personnel Department will issue lists to Divisions and Departments of all those eligible for consideration on age and service grounds, and inform candidates of their eligibility.
- b) After consultation with Divisions and Departments, the Personnel Department will arrange for references to be collected and the final recommendations to be prepared on the Proposal Form (PE 469).
- c) For staff in codes 102/103, the proposals will be discussed, in the first instance, by the Division Leaders concerned with their senior staff. The resulting recommendations will then be considered by the Director-General in consultation with the Directors and Division Leaders concerned. All indefinite appointment proposals will then be presented to the Management Board.

13. Advancement

- a) Proposals for promotion for Senior Staff in grades 11 and above, will be considered by a Committee of members of the Management Board and of the Senior Staff.
- b) Divisions and Departments will prepare a list of posts which they wish to submit for a job evaluation study. Changes in job assignments are to be notified on the Job Information Form (PE 464), and sent with all other relevant information and documents, notably organizational charts, to the Personnel Department so that satisfactory arrangements can be made for interviews and evaluation discussions.

c) Proposals for promotion, or changes in category, are to be made on the Proposal Form (PE 469) giving details of the work assignment and delegated responsibilities.

d) The cases of Senior Technical and Administrative Assistants will be handled by the Committee of the same name, according to the procedure introduced in 1982.

e) The results of the review will be discussed at the Management Board before presentation to the Director-General via the Directorate.

V. CALENDAR

14. Indefinite Appointment review

October 1984

First list of prospective candidates for indefinite appointments given to Personnel Officers for discussion with respective Divisions and Departments.

November 1984 - February 1985

Final list of candidates for indefinite appointment issued by Personnel Department. Candidates informed of indefinite appointment procedure. Comments and references obtained by Personnel Department.

March 1985

Final proposals agreed for presentation to Management Board.

Management Board - April 1985

Indefinite appointment proposals examined.

May-June 1985

a) Director-General's decisions implemented and candidates informed of results.

b) At the end of the indefinite appointment review, all potential candidates in professional codes 102/103 who have completed four years of service are informed of their contract situation.

15. Advancement

November - December 1984

a) Agreement reached on list of posts to be reviewed.

b) Job Information Forms (PE 464) prepared and forwarded to Personnel Department together with all relevant documents.

January - April 1985

a) Interviews and evaluation discussions.

b) Results discussed with Division and Departments Leaders.

Management Board - May 1985

Promotion proposals presented and final decisions taken by Director-General after consultation with Directorate.

May - June 1985

Decisions implemented and candidates informed of the results which take effect on 1 July 1984. Future review dates of all staff promoted will be changed to July where necessary.

30 September 1985

Closing date for receipt of appeals against job classification and non-promotion decisions. In this regard, there can be no appeal against a refusal to grant a

promotion 'on the basis of merit', that is, a promotion which would grant the member of the personnel a higher grade than that of his post, nor against non-

Les fonctionnaires et membres de leur famille qui ont une

CARTE DE LEGITIMATION SUISSE

délivrée par la Mission permanente de la Suisse près les Organisations internationales, dont l'échéance est prévue pour la fin de cette année, sont priés de l'envoyer au Département du Personnel, pour prolongation de validité. **Les membres du personnel titulaires voudront bien envoyer leurs cartes à Mme E. Deluermoz, Section des Dossiers et Remboursements, les boursiers et attachés à Mme M. Burri, Section des Boursiers et Attachés.**

Veuillez joindre trois photos passeport pour l'établissement d'une nouvelle carte dans tous les cas où une prolongation de validité n'est plus possible faute de place.

L'ATTESTATION DE FONCTION

délivrée par le Ministère français des Relations extérieures, dont l'échéance est prévue pour la fin de l'année, doit être envoyée selon la même procédure, soulignée plus haut.

Attention :

Vu le nombre très élevé de cartes à traiter, il ne sera pas possible d'établir des attestations en remplacement de celles-ci. Veuillez donc faire des photocopies avant votre envoi.

Si vous êtes en possession de cartes périmées, l'Organisation ne prend aucune responsabilité en cas de difficultés avec les autorités de la Police ou de la Douane.

Département du personnel
Tél. 3238

SEMINARS SEMINAIRES

Monday 29 October

EF SEMINAR

at 11.00 hrs – EF Conference Room
(bldg. 13, 2-005)

Physics with relativistic ions

by C.W. FABJAN / CERN

During two brief periods in 1986 and 1987 oxygen ion beams with energies up to 3.2 TeV are scheduled for experimentation at the CERN-SPS. In collisions on heavy targets energy densities in hadronic matter might be achieved similar to those which existed in the early Universe. We will review some of the major physics issues and the experimental strategies devised to explore this new field of subnuclear physics.

promotion to the grade attributed to the post, within two years from the date on which the grade was attributed to the post.

Members of the Staff and their families holding

SWISS 'CARTES DE LEGITIMATION'

due to expire at the end of this year, should send them to Personnel Department for extension of the period of validity by the Swiss Permanent Mission to the International Organizations. **Staff Members should send their cards to Mrs. E. Deluermoz, Records and Claims Section, and Fellows and Paid Associates to Mrs. M. Burri, Fellows and Associates Section.**

Please note that if the card has no space for further validation, three passport photographs should be sent with the old card so that a new card may be prepared.

ATTESTATIONS DE FONCTION

issued by the French 'Ministère des Relations extérieures' due to expire at the end of this year should also be renewed according to the above procedure.

N.B.

In view of the considerable number of cards to be renewed, it will not be possible to issue attestations to replace them; so please keep photocopies.

If you are in possession of invalid cards, the Organization will not take any responsibility in case of difficulties with the Police or Customs authorities.

Personnel Department
Tel. 3238

Wednesday 31 October

THEORETICAL SEMINAR

at 14.00 hrs – TH Conference Room

The inverse scattering method and the effective action in any number of dimensions

by H. DE VEGA / Paris VII

A method to find instantons or solitons of one-loop effective actions is presented.

Monday 5 November

at 11.00 hrs – EF Conference Room
(bldg. 13, 2-005)

Data communication networks in CERN

by J.M. GERARD / CERN

The continuing growth in power and capabilities of mini-computers and microcomputers has brought with it an increased demand for effective data communication