

especially important for the lower grades of the CERN staff.

At its meeting on 29 October the Consultative Committee on Employment Conditions considered a draft of its report to Finance Committee and Council on the review of CERN salaries. Member States delegates suggested a number of changes and additions, which will be incorporated in a new version to be examined at the next meeting on 9 December.

The Committee also approved a document specifying the calculation of the salary index for 1986. It recommended an adjustment of 3.42%, which would safeguard the relationship between the CERN salary scale and the Swiss salaries used as the basis for comparison.

Finally the Committee agreed that the Chairman, in his report to Council in December, should recommend that this body should be confirmed as a standing tripartite advisory committee to Council, with equivalent status to Finance Committee and the Scientific Policy Committee.

- du fait de la forte répercussion sur l'équilibre de la Caisse de l'indexation des traitements et - dans une moindre mesure des pensions - les conséquences en seront également mentionnées à l'avenir.

Bien que la décision du Conseil ne réponde qu'insuffisamment aux espoirs du personnel, le débat, tant au Comité des Finances qu'au Conseil, a montré clairement qu'elle était la meilleure qu'on puisse obtenir dans les circonstances présentes. La quatrième étape qui est maintenant accordée reste financièrement significative et laisse la possibilité de versements complémentaires. Elle acquiert de ce fait une importance particulière pour les bas grades du personnel du CERN.

A sa réunion du 29 octobre, le Comité consultatif sur les conditions de l'emploi a considéré son projet de rapport au Comité des Finances et au Conseil sur l'examen des traitements du CERN. Les délégués des Etats membres ont suggéré plusieurs modifications et additions; celles-ci seront reprises dans une nouvelle version qui sera examinée à la prochaine réunion, le 9 décembre.

Le Comité a approuvé également un document précisant le calcul de l'indice des traitements pour 1986. Il a recommandé une adaptation de 3,42%, qui préserverait la relation entre le barème des traitements du CERN et les salaires suisses employés comme base de comparaison.

Enfin, le Comité a approuvé que le Président, dans son rapport au Conseil en décembre, recommande que cet organe soit confirmé en tant que Comité consultatif tripartite permanent auprès du Conseil, avec un statut équivalant à ceux du Comité des Finances et du Comité des Directives scientifiques.

COMMUNICATIONS OFFICIELLES

Les membres du personnel sont censés avoir pris connaissance des communications officielles ci-après. La reproduction même partielle de ces informations par des personnes ou des institutions externes à l'Organisation exige l'approbation préalable de la Direction du CERN.

OFFICIAL NEWS

Members of the personnel shall be deemed to have taken note of the news under this heading. Reproduction of all or part of this information by persons or institutions external to the Organization requires the prior approval of the CERN management.

CERN STAFF REVIEW 1986 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) if aged 30 years or less, have completed five years' service on 30 June of the review year; **or**

(ii) be over 30 years of age and have completed two 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 : (Article R II 1.21 of the Staff Regulations)

- (i) have a minimum of six years' service; **or**
- (ii) be at least 30 years of age with a minimum of three 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 for experimental and theoretical physicists (codes 102/103) in view of the low percentage of indefinite appointments likely to be awarded to them.

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 (NC/BT)
4	:	4 (completed apprenticeship)
5a	:	8/9*
5b	:	6 (HNC/BTS) 5 (NC/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 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. The promotion can be granted outside the quota if the transfer has involved a substantial change in assignment and requires the possession of higher educational qualifications.
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 1986 will be decided and announced at a later date.
8. 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.

9. 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.

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 the 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 basic lists of potential candidates to Divisions and Departments of all those eligible for consideration on age and service grounds.
 - b) Division and Department Leaders may propose additions to the list. They may also indicate any candidates for whom they would consider a decision to be premature; the latter should be notified accordingly.
 - c) The final list is prepared by the Personnel Department which then informs candidates of their eligibility, asking whether they wish to be considered.
 - d) 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).
 - e) For staff in codes 102/103, in the first instance each proposal will be discussed by the Division Leader with senior colleagues. The resulting recom-

mendations will then be considered by the Director-General in consultation with the Directors and Division Leaders concerned.

f) All indefinite appointment proposals will then be presented to the Management Board and to the Director-General for decision.

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 1985

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

November 1985 - February 1986

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 1986

Final proposals agreed for presentation to Management Board.

Management Board - April 1986

Indefinite appointment proposals examined.

May-June 1986

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 1985

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 1986

a) Interviews and evaluation discussions.

b) Results discussed with Division and Departments Leaders.

Management Board - May 1986

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

May - June 1986

Decisions implemented and candidates informed of the results which take effect on 1 July 1986. Future review dates of all staff promoted will be changed to July where necessary.

30 September 1986

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

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.

LES CARTES SPECIALES ET ATTESTATIONS DE FONCTION FRANCAISES

délivrées par le Ministère français des Relations extérieures, dont l'échéance est prévue pour la fin de cette année,

doivent être envoyées 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.

Si vous ne renouvelez pas vos cartes, des mesures peuvent être prises conformément aux Statut et Règlement du Personnel, article R II 5.01.

Département du Personnel
Tél. 3238

A TOUS CEUX QUI ADRESSENT DES LETTRES A L'EXTERIEUR

Chaque fois que vous tapez une lettre, assurez-vous de toujours indiquer, à l'endroit prévu à cet effet dans l'en-tête, le numéro de téléphone direct du signataire (ou de toute autre personne à même de donner des renseignements); par exemple, si le numéro de téléphone interne est xxxx, indiquez 83xxxx immédiatement après 'Direct : (022)'.

Nous demandons votre aide afin d'éviter la surcharge de travail inutile que représente, pour nos standardistes, une grande partie des appels venant de l'extérieur. En effet, la plupart des demandeurs pourraient atteindre directement leur correspondant au CERN s'ils en connaissaient le numéro de téléphone interne.

Grâce à votre coopération les standardistes pourront offrir le meilleur service possible à tous.

Groupe Réception
Tél: 2152

RAPPEL - NOUVELLE VIGNETTE D'ACCES POUR LES VEHICULES PRIVES

Les personnes autorisées à pénétrer sur le domaine du CERN sont rappelées qu'une nouvelle vignette d'accès pour les véhicules privés est disponible à la Réception principale, Bâtiment 55; elle remplace l'ancienne vignette et devra être retirée avant la fin de cette année. Pour l'obtenir, il faut être muni d'un document de légitimation délivré par un Etat-hôte ou d'une Attestation du Département du Personnel.

Les membres du personnel qui sont en possession d'une vignette 'T' nominative pour emprunter, au moyen d'un véhicule privé, le tunnel reliant les différentes parties du domaine du CERN, peuvent l'utiliser aussi pour accéder au domaine du CERN; ils peuvent également, s'ils le désirent, obtenir la nouvelle vignette d'accès.

La vignette peut être, soit apposée sur le pare-brise du véhicule, soit présentée à la demande du gardien.

Groupe Réception
Tél: 6622

A REQUEST TO LETTER-WRITERS

When you type a letter, please always give the direct-dialling telephone number of the sender (or of another person who can respond to enquiries) in the space provided on the letterhead, i.e. if the internal telephone number is xxxx, put 83xxxx in the space following 'Direct: (022)'.

We are asking you to help in this way because our telephone operators are overloaded with calls from outside CERN. Most of these calls could have been made directly to the person wanted, had the caller known what number to dial.

Your co-operation will help the operators to give the best possible service to everyone.

Reception Group
Tel: 2152

REMINDER - NEW ACCESS STICKER FOR PRIVATE VEHICLES

Persons authorized to enter the CERN site are reminded that a new access sticker is available from the Main Reception, Building 55; the old stickers will have to be replaced before the end of this year. To obtain the sticker, either an identity card issued by a Host-State or an Attestation from Personnel Department must be shown.

Members of the personnel possessing 'T' stickers issued in their names, authorizing the use of their private vehicles to pass through the tunnel linking the different parts of the CERN site, may also use these stickers to enter CERN; they may obtain the new access sticker in addition, if they so wish.

The sticker should be fixed to the vehicle's windscreen or shown to the guard on request.

Reception Group
Tel : 6622

SEMINARS SEMINAIRES

Monday 11 November

PROTON SYNCHROTRON AND
SYNCHRO-CYCLOTRON COMMITTEE

Open session

at 10.00 hrs - Council Chamber

1. *Introductory remarks from the Chairman.*
2. *Proposal : Nuclear charge radii in the region of shape isomerism at Z less than or equal to 80 (Atlanta-CERN-Madrid-Mainz; PSCC/85-36/P85; 85-37/S85; H.J. Kluge).*
3. *Proposal to study the beta-decay properties of extremely proton-rich nuclei (Aarhus-CERN-Copen-*

hagen-Darmstadt-Göteborg-Madrid; PSCC/85-54/P89; 85-55/S89; P.G. Hansen).

4. *ISOLDE experiments under the code IS01 (C. Thibault).*
5. *Proposal : Feasibility study for antihydrogen production at LEAR (CERN - Heidelberg - Karlsruhe; PSCC/85-45/P86; 85-46/S86; H. Poth).*
6. *Proposal : The Crystal Barrel - Meson spectroscopy at LEAR with a 4 π neutral and charged detector (Crystal Barrel Collaboration; PSCC/85-56/P90; 85-57/S90; H. Koch).*
7. *Proposal for tests of time reversal and CPT invariance at LEAR (Birmingham-Coimbra-Delft-*