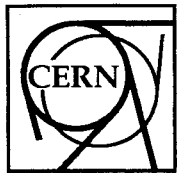


Bulletin ASSOCIATION du PERSONNEL STAFF ASSOCIATION



Siège: Genève, Suisse
Seat: Geneva, Switzerland

Les informations paraissant dans la rubrique "Association du Personnel" sont publiées sous la seule responsabilité de l'Association du Personnel du CERN.

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Original French 16 October 1992

SPECIAL MEETING OF THE STAFF COUNCIL, 8TH OCTOBER 1992

THE WORK OF THE RESOURCES PLANNING GROUP

Since a long time the Staff Association has insisted upon the absolute necessity of planning human resources; it had taken note of the announcement in April 1989¹, of the creation of a group for this purpose and it had learnt with even more interest, in December 1991, of the creation of the post of Associate Director for Forecast and Planning. In May, it had asked Christian Roche, who had been appointed to this post, to explain to the Staff Council his general duties, and how he planned to carry them out².

Since then, the complete investigation of CERN's resources has started so the Association asked Christian Roche to come and present a status report on this work. He was accompanied by W. Middelkoop, N. Blackburne, G. Lindecker, J-C. Gouache and P. Schmid. We summarise here their presentations as well as the discussion which followed them.

The meeting started at 15.30 with a general report by Christian Roche: in the middle of May, the Director General had confided to him the following mission:

To review the activities and resources, with particular attention to their human aspect, of all units of CERN (at group or service level and, if needed for special cases at section or even at individual level). For each unit (or groups of similar CERN units) you should propose qualitative and quantitative answers to the following questions:

1. What are its missions and justifications?
2. What are its present Human Resources (of all types)?
3. What are the Human Resources (of all types) consistent with its programme and therefore with its tasks and workload?
4. What are the financial resources (Personnel and Material) consistent with its programme and therefore with its tasks and workload as defined above?
5. Could these tasks be totally or partially contracted out (inside or outside CERN premises) and if yes, what would be the corresponding costs?

When preparing the answers to the above questions the basic assumption should be a 1996 horizon under the hypothesis that LEP 200 will be in full exploitation and that LHC construction will be underway within a total constant budget level of about 950 MCHF in 1992 prices.

In parallel you should explore the different aspects (human, financial, legal) of implementing solutions of the type of "First Employment" or "R&D" term contracts for new staff members and solutions of "part-time" or "job-sharing" for older staff members.

Report by Christian Roche

Christian Roche explained that, to fulfil this complex mission which covers all aspects of CERN's resources, human and financial, and to relate them to the programmes, he has formed a Steering Committee³, which he chairs, to co-ordinate two Task Forces:

- the first Task Force⁴ (Personnel Policy and Industrial Support Task Force) is studying **the general aspects of personnel policy**: an inventory of the various categories of human resources, number, cost, the possibility of redistributing activities between the different categories of personnel, part-time, job-sharing, advantages and disadvantages of these compared to early retirement;
- the second Task Force⁵ (Data Collection Task Force) is analysing the **activities and the resources of all the Groups at CERN**.

The timetable is very short, foreseeing the submittal of a report to the Director General in December of this year. This study should serve as the basis of the plans presented to the CERN Council in 1993. In addition to the hypotheses explained above should be added **other programmes defined by successive four year plans⁶ and the reduction of staff numbers to 2075 man years per year by 1996, decided in June 1991.**

Report by Wim Middelkoop

W' Middelkoop then present in a general way the preliminary studies of the **Personnel Policy and Industrial Support Task Force**: this has taken a very large perspective designed to compare several possible scenarios concerning:

- the human resources used and their existing legal basis (Staff Members and their different types of contract, Fellows, Paid and Unpaid Associates, Students, "coopérants", Industrial Support Personnel);
- internal mobility (reassignment, transfers, detachments) which sometimes poses problems due to the general shortage of personnel to fulfil the tasks of the Organization, because it causes "holes" in the "losing" unit;
- part-time working, for example on approaching retirement;
- job-sharing, for example two persons each working half-time to fill a full-time post, when this is feasible;
- early retirement, for which there exists no proposals by the Administration and for which no new plan is envisaged;
- recruitment (some 140 Staff Members have been recruited in 1992, including 17 research physicists and around 60 on posts of limited duration for research and development).

Following this report, Christian Roche stated that the two Task Forces will proceed to study not only the facts, but also the options.

Report by Gilles Lindecker

Glindecker then presented the enquiry and gathering of the data being carried out by the second Task Force:

- aim of the enquiry: a functional schedule for 1992 (missions, objectives, organization, activities), economic balance sheet for 1992 (resources, workload), basic information for the 1996 scenarios;
- conditions for the enquiry: use some preceding work and the central databases;
- constraints on the enquiry: short delay (end September), no persons specially assigned, possible scepticism of divisions and those responsible for them, overload of work, verification of the validity of the data collected;
- data to collect from the groups: missions, organization, activities, resources, responsibilities (personnel, material, services supplied); for this, after a pilot study with certain groups, a questionnaire was established and has been completed by Group leaders, with the help of the divisional planning officers (DPO) and the members of this task force; this questionnaire consists of a general part for each group and an individual sheet for each member of the personnel⁷; 80% of this data has been assembled, after consolidation and verification by the DPOs;
- analysis of the data on the basis of the "triplet" Action/Domain/PPA⁸, by statistical analysis, by functional analysis (main, secondary, and subsidiary, links between activities, appropriateness missions-activities, the final goal being physics experiments), by economic analysis (costs of the activities, match between resources and activities).

Questions and answers

The meeting then continued with questions raised by the members of the Staff Council, both written and sent in advance⁹ or oral:

Q: how will the foreseen reduction in staff numbers be achieved?

R (C. Roche): by following the plan presented in June 1992 (according to the line indicated at the end of 1990 when it was necessary to absorb the increases of salary in a constant personnel budget) in manipulating the balance between natural departures, early departures and recruitment; but the precise reply will come from the present studies;

Q: how will the expertise of the old staff leaving be transferred to the young who arrive?

R (C. Roche): this is a problem which depends upon the sector and which is the responsibility of each hierarchy; one possibility is to use part-time working as the time of retirement approaches;

Q: how can we build the LHC with less staff than now, when we already lack staff for the current programme of work?

R (C. Roche): perhaps not all of the current activities will be needed in the future: it will be necessary to re-examine the priorities; a certain number of the personnel already work for the LHC, the staff who work on the LEP 200 will be liberated;

the ensuing discussion demonstrated a preoccupation with the regular increasing average age of the staff, independent of individual performance; it was recalled that the Management had proposed a plan of rejuvenation to the CERN Council, which had refused it;

Q: last year, the Management stated in its document on the Scientific Activities of CERN and Budget Estimates "The recently completed exhaustive and thorough review of the human resources of CERN reassured the Management that the approved programme of CERN could only be achieved by keeping its staff involved in the Organization's "core" activities at the level proposed in Table 4 of this document¹⁰": what is the difference between the present review and that of last year?

R (C. Roche): this time, the review is global and considers both human resources and material resources;

Q: on what hypotheses are based the studies of the resources in the different sectors¹¹ of CERN which are just starting? is this a parallel exercise?

R (J-C. Gouache): no, the hypotheses are those already mentioned¹² plus the hypothesis that it will need some 600 man-years per year around 1996 to build LHC and its experimental zones, a number which comes from an analysis of the different activities needed and a comparison with the construction of LEP and HERA in Hamburg;

Q: why has there not been a similar evaluation of the personnel needed for the realisation of the LHC experiments?

R (P. Schmid): nothing is yet definite. The letters of intent have been submitted less than a week ago; it will also depend upon outside participation (visiting teams, industry); the numbers will be specified during the next three months;

Q: the Staff Association has a difference of opinion with the Administration in the Standing Concertation Committee as to how the revision of the Staff Rules And Regulations (SR&R) should start: the Association considers that the SR&R are a tool to implement a policy and it insists to discuss first the personnel policy which is refused: it therefore notices with surprise that this policy is being discussed elsewhere;

R (C. Roche): the Task Force is only studying facts (e.g. the cost of rotating staff, relative cost of a Fellow or of a Staff Member) and will not propose a personnel policy;

it was agreed that we should talk together when the time is opportune;

there is a claim for the development of part-time work and this should be studied not only from the financial aspect;

in reply to a remark, the representatives of the Management confirmed their intention to review the use of the different categories of personnel paid by CERN;

it was agreed that the Association would be informed of the results of this study. C. Roche recalling that he has and remains available for meetings similar to the present one;

Q: is not the approach chosen of identifying 600 man-years for the LHC project risky if, for example, the project

is delayed?

R: when a project is proposed there is always the risk that it will be delayed or even refused, hence it is necessary to insist upon the value of the project and be well prepared, particularly with good planning, to promote it;

following a remark that the Association receives information, but is not asked its opinion on the current studies, it was noted that the Association does not wait to be asked. C. Roche recalled that he is in favour of dialogue and openness and that he is always ready to consider opinions given in Management Committees or during his presentations in Divisional meetings (where the Association is represented) and that he has always replied positively to the invitations of the Association.

The meeting closed at 1800, without finishing all the questions.

¹ see Weekly Bulletin n°13/90, dated 26 March 1990, for example.

² see Weekly Bulletin n°23/92, dated 1 June 1992.

³ its members are: N. F. Blackburne/AS, J- C. Gouache/AT, G. Lindecker/DG, W. Middelkoop/PE and P. Schmid/PPE.

⁴ its members are: N. F. Blackburne, W. Middelkoop, M. Bénot/ECP, O. Barbalat/AC, M. Bühler-Broglin/AC, P. Schmid, B. Schorr/FI, B. Angerth/AT, H. Atherton/PE, A. Lecompte/ST, S. Rayson/PE.

⁵ its members are: G. Lindecker, J-C. Gouache, M. Bénot, N. F. Blackburne, J-D. Mandica/AG, A. Scaramelli/ST, J. Spalter/CN, D. Duret/PE, P. Schmid, P. Geeraert/FI, M. Nordberg/DG.

⁶ each year the Management submits to the CERN Council, to the Scientific Policy Committee and the Finance Committee a document called THE SCIENTIFIC ACTIVITIES OF CERN AND BUDGET FOR THE [NEXT FOUR YEARS]; in 1990, at the request of the Council, it submitted a ten year plan, of which a new version must be made for 1993.

⁷ in reply to a question, P. Schmid stated that this sheet must be completed for each member of the personnel paid by CERN (Staff Members, Fellows, Paid Associates, etc..).

⁸ for those of you who may not know, PPA itself is a triplet which represents the programmes of CERN (Programme, Project, Activity).

actions- research, conceive, conceptualize, design, study, plan, organize, negotiate, make prototypes, upgrade, conduct, direct, teach, construct, manufacture, produce programmes, document, draw, assemble, install /calibrate, measure/ test, commission, perform quality assurance, provide, improve, operate, exploit, utilize, execute, run procedure(s), maintain, repair, improve, adapt, update, support, assist, register, file, pack, transmit, check, key-in, photocopy, distribute, . These are classified into seven levels, with an eighth where there is no action - on leave, not operational (for CERN activities).

domains- research, specialized engineering, electronics, informatics, electrical and mechanical engineering, civil engineering, technical installations, site management, administration and general management, each of which is subdivided into particular domains, giving a total of sixty three domains.

PPA- programmes: research, accelerators and areas, technical support, administrative support, each being subdivided into projects (e.g. particle physics, data handling, research and development, financial management, personnel management, etc...), each of which is further subdivided into activities (e.g.. particle physics at ISOLDE, PS accelerator, special technologies, Directorate General), giving a total of sixty eight PPAs.

organic segments: the study also refers to organic segments: AC, AG, AS, AT, CN, DG, ECP, FI, MT, PE, PPE, PS, SL, ST, TH, TIS, these are subdivided, giving in total one hundred and fifty two segments.

⁹ certain of these were addressed during the reports.

¹⁰ giving the number of man years foreseen for 1992 (2995), 1993 (2855), 1994 (2745) and 1995 (2705).

¹¹ activities are split into four sectors: accelerators, research, technical support, administration.

¹² see above.

» » » » » » LES NUAGES S'AMONCÈLENT! « « « « « «

**BUDGETS! INDICES! SALAIRES! RECOURS! PENSIONS! STATUT ET
RÈGLEMENT! ETC...**

**Les réunions de fin d'année approchent! Il y a de sérieuses raisons de s'inquiéter!
L'Association va vous proposer**

UNE STRATÉGIE ET DES ACTIONS:

**le mardi 3 novembre à 16 heures
dans l'Amphithéâtre du site de Préveessin (bâtiment 864- 1-D02), en Français,**

**le mercredi 4 novembre à 16 heures
dans l'Amphithéâtre du Bâtiment principal,
en Français avec traduction simultanée en Anglais,
pour les divisions et services AC, AG, AS, AT, DG, FI, PE, PS et SL,**

**le vendredi 6 novembre à 10 heures 30
dans l'Amphithéâtre du Bâtiment principal,
en Français avec traduction simultanée en Anglais
pour les divisions CN, ECP, MT, PPE, ST, TH et TIS.**

Venez nombreux! nous aurons tous besoin les uns des autres!

» » » » » » STORM CLOUDS ON THE HORIZON! « « « « « «

**BUDGETS! INDICES! SALARIES! APPEALS! PENSIONS!
STAFF RULES AND REGULATIONS! ETC...**

**The meetings at the end of the year are approaching! There are very good reasons to be
apprehensive! The Association will propose to you**

A STRATEGY AND A SERIES OF ACTIONS

**Tuesday 3 November at 1600
Préveessin, Auditorium, Building 864 1-D02, in FRENCH**

**Wednesday 4 November at 1600
In French, with simultaneous translation into English
For Divisions and Services AC, AG, AS, AT, DG, FI, PE, PS, SL**

**Friday 6 November at 1030
Main Auditorium
In French, with simultaneous translation into English
For Divisions CN, ECP, MT, PPE, ST, TH, TIS**

Turn out in force! We need to be united!

DERNIER DELAI : VENDREDI 6 NOVEMBRE 1992

COTISATIONS

Nous vous rappelons que si vous cotisez à l'Association du Personnel ou à la fois à l'Association du Personnel et à l'Assurance perte de salaire, votre cotisation vous sera **prélevée automatiquement** sur votre salaire de **Novembre** selon l'ordre de prélèvement automatique que vous avez signé en 1985, ou après, sans avoir à remplir de nouveau formulaire.

Par contre :

Si vous voulez commencer à cotiser, ou changer, ou arrêter votre cotisation, vous devez nous retourner dûment rempli et signé le bulletin de prélèvement se trouvant dans les pages suivantes de ce bulletin.

Veuillez noter que vous devez cotiser à l'Association du Personnel pour pouvoir cotiser à l'Assurance perte de salaire.

* * *

DEADLINE : FRIDAY 6 NOVEMBRE 1992

SUBSCRIPTIONS

We would like to remind you:

If you already subscribe to the Staff Association, or to both the Staff Association and the Insurance against loss of salary, then your subscription(s) will be **AUTOMATICALLY** paid from your **November salary** according to the permanent authorization **you signed in 1985 or subsequently**.

If you wish to start subscribing, to change or to stop subscribing, then you **should complete the form** on the following page and send to the Staff Association secretariat.

Please note that to subscribe to the insurance against loss of salary, you must subscribe to the Staff Association.

* * *

COTISATIONS

Si vous n'êtes **PAS** cotisant à l'Association du Personnel et que vous souhaitez le devenir, veuillez remplir l'autorisation permanente de prélèvement ci-dessous et la retourner dûment signée, au Secrétariat de l'Association, pour le

6 novembre 1992
(Dernier délai)

Vous pouvez aussi utiliser cette autorisation pour annuler ou changer l'autorisation existante.

Deux (2) possibilités vous sont offertes:

- soit la cotisation **SEULE**,
- soit la cotisation **ET** l'assurance Perte de salaire.

AUTORISATION PERMANENTE DE PRELEVEMENT

Je, soussigné(e), autorise le Bureau des salaires à prélever sur mon traitement du mois de NOVEMBRE de CHAQUE ANNEE, à partir de 1992 (sauf modification de ma part):

- COTISATION SEULE, soit 0,10% (pour 1992) de mon salaire de base annuel, connu au 1er novembre de chaque année (ce taux est fixé annuellement par l'Assemblée générale ordinaire):

OUI ☐

NON ☐

- COTISATION (0,10%) **et** ASSURANCE PERTE DE SALAIRE (0,10%), soit 0,20% de mon salaire de base annuel connu au 1er novembre de chaque année:

OUI ☐

NON ☐

SUBSCRIPTIONS

If you do **NOT** already subscribe to the Staff Association and you wish **TO START** subscribing, then please complete the authorisation slip below and return it signed to the Secretariat of the Association, before

6th November 1992
(deadline)

You may also use this authorization to cancel or change an existing authorization.

There are two options:

- subscription **ONLY**
- subscription **AND** insurance against loss of salary.

PERMANENT AUTHORIZATION TO DEBIT SALARY

I, the undersigned, authorize the Salaries Office to debit my salary for **NOVEMBER** of **EACH YEAR**, from 1992 (until further notice):

- for the **SUBSCRIPTION ONLY**, i.e. 0.10% (for 1992) of my basic salary as of 1st November of each year (this rate is decided annually by the Ordinary General Meeting) :

YES ☐

NO ☐

- for the **SUBSCRIPTION (0.10%) plus** the **INSURANCE COVER AGAINST LOSS OF SALARY (0.10%)**, i.e. 0.20% of my basic annual salary as of 1st November of each year:

YES ☐

NO ☐

IDENTIFICATION

NOM / NAME :

Statut / Status:

Prénom / First name : Div. :

Mon autorisation est renouvelable chaque année, **PAR TACITE RECONDUCTION**, mais il est bien entendu que je pourrai modifier ma décision annuellement si je le désire.

*My authorization is **RENEWABLE WITHOUT NOTIFICATION** each year, but it is understood that I can change my decision annually, if I wish.*

Date : Signature:

GROUPEMENT DES ANCIENS DU CERN

La prochaine permanence du Groupement des Anciens du CERN se tiendra le :

MARDI 3 NOVEMBRE 1992
de 14h.00 à 17h.00

dans les locaux de l'Association du Personnel
Bâtiment 64 R-002

Les permanences du Groupement des Anciens du CERN sont ouvertes à tous les bénéficiaires de la Caisse de Pensions.

CREDIT SOCIAL DES FONCTIONNAIRES

Prochaine permanence du Crédit Social des Fonctionnaires le **vendredi 30 octobre 1992, de 14h.00 à 6h.00**, dans les locaux de l'Association du Personnel - Bât. 64-R002.

Vous pouvez prendre rendez-vous en téléphonant au 2819.

CLUBS

VELO



SAMEDI 24 OCTOBRE : Soirée annuelle, rendez-vous à 19h30, au chalet de Meyrin. SVP : pensez à confirmer auprès de Jeannot.

JEUDI 5 NOVEMBRE : Assemblée Générale à 18h00, salle de conférence TH, Bât. 4, 3ème étage.

N'oubliez pas que **votre présence est indispensable** pour faire avancer le "schmilblick".

AVIS aux "mordus et mordues": La grisaille est là, mais nous pouvons encore rouler quelques samedis avant que le grand froid n'arrive, **rendez-vous tous les samedis à 13h30**, piscine de Ferney-Voltaire, kilomètres et direction à la discrétion des participants.

GOLF CLUB

End of Season Competition/Dinner/Dance.

To round off a very successful golfing season we are organizing a "fun" competition followed by a dinner/dance on Friday 6th November.

Thanks to CGC member Paul Queru, who is also Captain at Esery, this will take place in the superb facilities of Esery Golf Club.

In the afternoon there will be a "scramble" competition with teams of up to 4 players, over 9 or 12 holes depending on atmospheric conditions.

Tee-offs will be from 12.30 to 14.00 and the greenfee 100 FF.

In the evening we shall be rejoined by those unable to participate in the competition for an aperitif and amuse-bouche offered by Esery Golf Club. This will be followed by dinner at around 20.00 with dancing animated by a real disc jockey (not a CGC committee member).

The cost of this splendid evening is only 50 FS to be paid at inscription to Rotraud MOHR (AS), or Les Coull (PS). All inscriptions must be made by 3rd November (the earlier the better). If you have a special requirement for the starting time please indicate this too - it takes about 45 minutes from CERN to Esery. The greenfee for the competition will be 100 FF to be paid as usual at the golf club.

AUTOMOBILE

Depuis le 12 octobre dernier, des remises sur les pneus sont consenties aux membres du Club Automobile, à savoir :

Pneus neige :	ESA	48% NET
	Autres marques	42% NET
	RUPP REGOMME	30% NET
Pneus d'été :	ESA	47% NET
	GOODYEAR	42% NET
	AUTRES MARQUES	40% NET