

ROUND TABLE DISCUSSION ON FURTHER TRAINING OF SECRETARIES

Tuesday 22 January 1985 at 11.30 a.m., Barrack 593 - room 11

This Round Table Discussion is the first one in a series organized by secretaries who have attended the courses given by Niven Charvet and Shelle Rose. All Cern secretaries who wish to be informed about further training possibilities are welcome to attend the meeting.

Agenda :

1st part : Presentations

- Summary of Cern's training programme on management and related skills, past and future by Erhard Fischer and Jean Huguenin, Education Services. (Detailed written material on this programme will be available).
- The objectives of the courses given for secretaries by Niven Charvet and Shelle Rose, Paris.
- The results achieved by these courses presented by one of the participating secretaries.
- The work of the Joint Training Board by Philippe Bernard, Chairman of the JTB.

2nd part : General discussion and questions between secretaries and all invited speakers, together with Norman Blackburne/PE.

The meeting is planned to last not longer than 60 minutes, but the discussion might go on informally.

For further information, contact Gisela Maus, tel. 2438 or Christa Parthe, tel. 4619.

INFORMATIONS

GENERALES

GENERAL INFORMATION

NOTE TO CERN USERS

A working group has been set up to look into the various aspects of personnel registration procedures at CERN, including the registration of users. The aim is to try to streamline procedures wherever possible. Any user with comments on existing procedures, suggestions for improvement, questions, etc. is welcome to contact the appropriate ACCU member (see list below). This should be done as soon as possible, and preferably by mid-February at the latest.

MEMBERSHIP OF ACCU 1984/1985

AUSTRIA	G. Leder
BELGIUM	to be appointed
DENMARK	G. Damgaard
FRANCE	M. Boratav
	J. Feltesse

GERMANY	K. Kleinknecht
	H. Siebert
GREECE	C. Kourkoumelis
ITALY	F. Bradamante
	V. Gracco
NETHERLANDS	K. Bos
NORWAY	A. Klovning
SPAIN	E. Higon-Rodriguez
SWEDEN	A. Hallgren
SWITZERLAND	M. Werlen
UNITED KINGDOM	M. Albrow
	D. Websdale

W. Blair
Sen. Administrator/EP

RAPPEL
DE LA BANQUE SBS
RENOUVELLEMENT DES
CARTES EUROCHEQUE

Les titulaires des cartes Eurocheque peuvent retirer leur carte de nos guichets comptabilite (batiment principal).

Tel. 2790, 2791

RAPPEL
LIMITATIONS DANS LA CONDUITE
DES VEHICULES CERN

Toute personne travaillant sur le Site du CERN et titulaire d'une autorisation de conduire les vehicules CERN, qui ferait Pobjet d'une decision de retrait du permis de conduire national, est tenue de ne plus conduire les vehicules CERN durant la periode de retrait de son permis.

En effet, la delivrance d'une autorisation de conduire les vehicules CERN est assortie de l'obligation d'un permis de conduire en cours de validite.

Division SB
Groupe Transports

DIRECT DIALLING

The volume of incoming telephone calls directed to the central CERN telephone exchange rather than to individual telephone numbers has again increased to a level which is causing problems. Please ensure in all your contacts with people off the CERN site that you give your 'direct' telephone number so that your incoming calls will not burden the central exchange. In all correspondence off the site, please do not forget to fill in your 'direct' telephone number. Thank you.

PE Department
Tel. 2152

- OBJETS TROUVES SUR LES SITES**
DU 4 DECEMBRE 1984 au 3 JANVIER 1985
- 06.12 un couteau trouve a la cantine 'Tortella'
 - 17.12 un foulard, trouve salle de conference du bat. 5
 - 20.12 une trousse d'ecolier et un collier de dame
 - 03.01 une boucle d'oreille composee d'un grand anneau, trouvee au rez-de-chaussee du bat. 4.

Ces objets sont a reclamer au Service de Secours et du Feu, bat. 65.

AUX CORRESPONDANTS DE M. LOHR

Veuillez noter que le no. de telephone 3715 n'est plus affecte a M. Lohr. Ce numero repond actuellement a **J. BRENDLE, SPS/DI**.

Merci de votre comprehension.

J. Brendle

RESTRICTIONS ON DRIVING CERN VEHICLES

Persons working on the CERN Site and holding a CERN driving licence who have their national driving licence suspended are forbidden to drive CERN vehicles during the period of suspension.

CERN driving licences are issued only to persons holding a valid national driving licence.

SB Division
Transport Section

PROCHAIN CONCERT

Jeu**di** 7 fev**rier** 1985 a 20 h

Grand Auditorium du CERN

L'Orchestre de Chambre du Namurois

Programme:	
G.F. Haendel	Concerto en <i>re</i> mineur, Op. 6, N° 10
J. Haydn	Adagio pour violoncello et cordes
J.S. Bach	Concerto en <i>re</i> mineur BWV 1043, pour deux violons el cordes
V. d'Indy	Concerto pour piano, flute, violoncelle et cordes avec le concours du Trio Isselee
J.L. Balthazar	Pieces pour saxophone et cordes
J.S. Bach	Concerto brandebourgeois N° 5, en <i>re</i> majeur

Billets: Fr.12.-en vente uniquement le soir du concert des 19h en to fiction des places disponibles

A VIS IMPORTANT A UX A BONNES

N.B. Le nombre de places dans l'Auditorium giant limile', les abonne's susceptibles de ne pas venir a ce concert sont pries de le /aire savoir, afin que d'autres personnes puissent beneficier de leur place, en telephonant a G. Adam/SPS, tel. 4813, recherche 13-4006. Merci.