

INFORMATIONS GENERALES GENERAL INFORMATION

FRENCH TAXES

NOTIFICATION OF JUNE 1996 ON 1995 INCOME DECLARATION

Members of the personnel who are not of French nationality are about to receive or have already received at their home addresses a document from the Centre des Impôts (CDI) [The Tax Office] in Bellegarde, which is drafted in a way that raises a number of questions.

The document comes in the shape of a pre-printed recto/verso form that includes an extract from a computer print-out containing the statement "*la déclaration que vous avez déposée ne comporte aucun revenu pour l'année 1995*" [i.e. the declaration you have made does not mention any income for the year 1995].

When requested to clarify the terms of the document, the Bellegarde Tax Office informed us that the standard *avis d'impôt sur le revenu* [income tax notification] forms had been amended at the national level this year and that the print-out message is intended only to confirm that the declaration had been duly recorded and to restate that "*lors de la souscription de votre déclaration vous n'avez déclaré aucun revenu*" [in submitting your declaration you have not declared any income].

The document acts inter alia as certification for certain procedures with different French authorities that you were exempt from taxes and that you had declared your situation to the French tax authorities in accordance with the regulations and the relevant practice.

As can be seen from the statement in paragraph 4 on the obverse side of the document, you only have to sign and date the declaration on your honour at the foot of page 1 if a French agency calls upon you to report to it income declared to the French Tax Administration.

Except in such a situation, the members of the personnel concerned are seriously advised to retain this document. It is also advisable not to provide the amount of income liable to taxation abroad and not to return it to the Bellegarde Taxation Office.

If necessary, more detailed information may be obtained directly from the Tax Office in Bellegarde (Tel: 50 56 69 40).

Personnel Division
73634 /74128

EDUCATION SERVICES EDUCATIFS



SUMMER STUDENT LECTURES

This week

Mon. 12 August	09.15	G. Veneziano	Dreams of a Finite Theory (1/1)
	10.15	G. Giudice	Introduction to Supersymmetry/Beyond the Standard Model (1/2)
	11.15	G. Giudice	Introduction to Supersymmetry/Beyond the Standard Model (2/2)
Tue. 13 August	09.15	Course Review	
	10.15	Course Review	
	11.15	Course Review	

These lectures are prepared for Summer Students but of course they are open to anyone at CERN. Many of these lectures treat topics at general level, so that they are a good opportunity for a staff member to find out more about something outside their daily work.

All lectures are given in English and held in the Auditorium. The complete programme (Word file) is available on WWW: <http://www.cern.ch/CERN/Division/PE/HRS/Recruitment/6.1pgm96.html>

La brochure unique contenant le programme des cours organisés par les Services Educatifs pendant l'année académique 1996-1997 paraîtra au mois de septembre. Vous pouvez cependant déjà obtenir tous les détails concernant les cours et les procédures d'inscription, ainsi que d'autres informations, en consultant les pages du WWW :

<http://www.cern.ch/Training>

Vous trouverez ci-dessous la liste des cours dont la description complète figure dans la brochure et sur le WEB. Les inscriptions sont prises dès à présent.

ENSEIGNEMENT ACADEMIQUE

ACADEMIC TRAINING

Lectures for postgraduate students

- *Beyond the Standard Model*
- *Quantum field theory*
- *Quantum chromodynamics*
- *Gaseous detectors*
- *Introduction to particle accelerators*

Regular lecture programme

- *Heavy quark physics*
- *State of the art in digital audio/video communications*
- *Design issues of superconducting magnets for LHC*
- *Higgs physics*
- *CP violation in K^0 and B^0 meson system*
- *Physics at the nanoscale :from imaging to electronics*
- *Cryogenics for large research instruments*

Summer student lecture programme

FORMATION EN LANGUES

LANGUAGE TRAINING

Formation en anglais

- Cours d'anglais général
- Cours d'anglais spécifique:
 - anglais pour réunion et présentation
 - anglais pour secrétaires
 - anglais pour l'informatique
 - anglais écrit (documents professionnels)
- Cours d'expression orale
- Autoformation guidée
- Autoformation non-guidée

French Training

- *General French courses*
- *Specific French courses:*
 - *Preparing professional documents*
 - *French for meetings*

The unified brochure containing the programme of the courses organised by Education Services during the academic year 1996-1997 will appear in September. However you may already obtain full details of the courses, the enrolment procedure, and other relevant information by consulting the World Wide Web:

<http://www.cern.ch/Training>

You will find below the titles of the courses, which are fully described in the brochure and on the Web. Applications may be sent as from now.

- Short courses:
 - oral expression
 - oral comprehension
 - writing
 - grammar
 - telephone
 - pronunciation
- Guided self-learning
- Non-guided self-learning

FORMATION ET DEVELOPPEMENT EN MANAGEMENT ET COMMUNICATION

TRAINING AND DEVELOPMENT IN MANAGEMENT AND COMMUNICATION

Management

Management

- *Appréciation des performances (MOAS)*
Performance appraisal (MOAS)
- *Préparez-vous à animer et à gérer une équipe au CERN*
Preparation for running and managing a team at CERN
- *Développer vos aptitudes au leadership*
Developing your leadership skills
- *Outils pratiques de management*
Practical management tools
- *Atelier de réflexion sur le CERN d'aujourd'hui et de demain*
Workshop on CERN today and tomorrow
- *Développer l'efficacité des équipes*
Developing teams

Communication interpersonnelle

Interpersonal communication

- *Communiquer efficacement (1e et 2e partie)*
Communicating effectively (1st and 2nd part)
- *Les outils de communication dans une équipe*
Communicating effectively in your team
- *Agir sur les processus relationnels*
Interacting with people

Développement des aptitudes personnelles

Developing skills

- Techniques d'exposé et de présentation
Making presentations
- Animer ou participer à une réunion de travail
Chairing or participating in meetings
- Négociation
Negotiating skills
- Techniques de communication écrite
Improving your writing skills
- *Effective, rapid reading*
- Formation et développement du personnel administratif
Training and development of administrative staff

Autres activités de formation - information

Other training activities - information

- Information sur les services administratifs et logistiques du CERN
Information on CERN administrative and support services
- Formation à l'entrée en fonction
Induction training
- Formation des guides du CERN
Training for CERN guides

GESTION DE PROJETS

programme commun de la Formation en Management et Communication et de l'Enseignement Technique

PROJECT MANAGEMENT

programme proposed jointly by Management & Communication and Technical Training

- Analyse fonctionnelle et définition d'un cahier des charges fonctionnel
Functional analysis and the definition of functional specifications
- *The basics of project management (in preparation)*

ENSEIGNEMENT TECHNIQUE

TECHNICAL TRAINING

Bureautique et techniques administratives

Office automation and administrative techniques

- MS-Project for Windows (1st and 2nd level)
MS-Project (1er et 2e niveau)
- Gestion de budget avec BHT
Budget Management with BHT
- Initiation au WWW
- *HTML Scripting: hands-on*
- Structuration de l'information
Information Mapping
- Introduction au Macintosh
- Introduction au PC
- Bureautique - Office Automation
WORD - EXCEL - FileMaker Pro
- Computer based training (CBT)
Windows 3.1 - WORD 6 (basic + advanced) - EXCEL 5 (basic + advanced) - ACCESS 2 (basic + advanced)
- Permanence Bureautique Mac et PC
(French, but questions in English are welcome)

Conception électronique

Electronics design

- Automatismes et Automates Programmables
- PCAD 8.0
 - programme de base
 - mise à jour (vers. 5 à 8)

- perfectionnement
- Compatibilité électromagnétique
- Lab VIEW - *LabVIEW*
 - cours de base - *basic course*
 - cours avancé - *advanced course*

Matériaux et conception mécanique

Materials and mechanical design

- Procédés de contrôle non-destructif
- AutoCAD (1er et 2e niveau)
- Présentation et applications des règles CODAP
- Calcul et conception des récipients sous pression
- Application des éléments finis à la chaudronnerie
- *Fibre Reinforced Composites*

Outils de développement de programmes

Software development tools

- *Introduction to software engineering*
- *An overview of the ES A software engineering standards*
- *ES A software engineering standards*
- *Object-oriented analysis and design*
- *Hands-on object-oriented design and programming*
- *C++ for particle physicists*
- *C++ programming*
- *Windows- C++ programming using the Microsoft Foundation Class Library*
- *Programmation en C*
C programming
- *JAVA programming language*
- *Objectivity/DB for C++ developers*
- **MATHEMATICA**
- *ORACLE Forms 4.5 - Essential Techniques*
- *ORACLE pour utilisateurs*
ORACLE for end-users
- *Developer / 2000 Forms 4.5 Advanced Techniques*
- *ORACLE Power Objects*

Sécurité - Safety

- Sécurité générale - *General safety*
 - Nouvel arrivant, notions de base
Newcomers: basic course
 - Nouveau TSO / *New TSO*
 - Secouriste auxiliaire / *First-aid volunteer*
- Conduite des appareils de levage
 - Sensibilisation à la sécurité levage
 - Conduite des ponts à commande radio
 - Cours pour cariste
- Sécurité électrique
 - Cours de base en sécurité électrique
 - Sécurité des installations Haute Tension
- Introduction à la radioprotection
Introduction to radiation protection
- Les bases de la radioprotection
- Sécurité de travail avec laser

Systèmes et réseaux

Systems and networks

- Introduction à Windows '95
Introduction to Windows '95
- *Supporting Windows NT 3.51*
- UNIX pour non-programmeurs
UNIX for non-programmers
- UNIX pour programmeurs
UNIX for programmers
- *UNIX systems administration*

Technologies spéciales

Special technologies

- Postes et systèmes à écoulement laminaire

RESTAURANTS

Plats conventionnés (déjeuner) semaine du 12 août

Fixed price main courses (lunch) week of 12 August

	No 1 - COOP Bât. 501 - Site Meyrin	No 2- DSR Bât. 504 - Site Meyrin	No 3 - Gén. de Rest. Bât. 866 - Site Prévessin		No 1 - COOP Bldg. 501 - Meyrin Site	No 2 - DSR Bldg. 504 - Meyrin Site	No 3 - Gén. de Rest. Bldg. 866 - Prévessin Site
Lundi-vendredi Samedi Dimanche	Heures d'ouverture: 07h00-01h00 07h00 - 23h00 07h00 - 23h00 Repas servis: 11h30-14h00 18h00-20h00 Prix (FS): a) 7.40 FS b) 8.70 FS	Heures d'ouverture: 06h30-18h00 Fermé sauf groupes Fermé Repas servis: 11h30-14h00 Prix (FS): a) 7.60 FS b) 8.70 FS	Heures d'ouverture: 07h00-18h00 Fermé Fermé Repas servis: 11h30-14h00 Prix (FF): a) 21.50 FF b) 25.00 FF	Monday-Friday Saturday Sunday	Opening times: 07h00-01h00 07h00 - 23h00 07h00 - 23h00 Meals served: 11h30-14h00 18h00-20h00 Prices (CHF): a) 7.40 CHF b) 8.70 CHF	Opening times: 06h30- 18h00 Closed except for groups Closed Meals served: 11h30-14h00 Prices (CHF): a) 7.60 CHF b) 8.70 CHF	Opening times: 07h00- 18h00 Closed Closed Meals served: 11h30-14h00 Prices (FRF): a) 21.50 FRF b) 25.00 FRF
Lundi	a) Lumpia de poulet Riz Courgettes b) Tendrons de veau Nouillettes Jardinière de légumes	a) Oeufs mollets florentine sur lit d'épinards Riz aux petits légumes Salade mêlée b) Cuisse de poulet, grillée tandori - P. gaufrettes Tomate provençale <i>KEBAB EN TERRASSE</i>	a) Brochette de dinde au gingembre Choux de Bruxelles b) Filet de perche du Nil sauce Nantua Riz Macédoine de légumes <i>ENTRECÔTE GRILLÉE</i>	Monday	a) Chicken spring roll Rice Courgettes b) Veal tenderloin Pasta Diced vegetables	a) Poached eggs with spinach b) Grilled leg of chicken in tandori sauce Fried potatoes Baked tomato <i>KEBAB ON TERRACE</i>	a) Turkey kebab with ging Brussels sprouts b) Nile perch fillet with Nantua sauce Rice Diced vegetables <i>GRILLED SIRLOIN STEAK</i>
Mardi	a) Croustilles de merlan Pommes nature Tomate b) Brochette de volaille Pommes rissoles Haricots verts	a) Boulettes de bœuf aux légumes croquants Carottes Vichy Salade verte b) Quenelles de brochet sauce Nantua Tagliatelle au beurre Haricots verts à l'ail	a) Oeufs brouillés à l'espagnole Épinards b) Rôti de bœuf Pommes frites Tomate provençale	Tuesday	a) Fish fingers Boiled potatoes Tomato b) Chicken kebab Sautéed potatoes Green beans	a) Fried meat balls with spring vegetables Boiled carrots Green salad b) Pike dumplings in Nantua sauce Buttered tagliatelle Green beans with garlic	a) Spanish-style scrambled eggs Spinach b) Roast beef French fried potatoes Provençal-style tomato
Mercredi	a) Steak haché d'agneau Pommes mousseline Légumes diététiques b) Rôti de veau Polenta Tomate	a) Saucisse de vienne en cage Pommes mousseline Salade verte b) Nasi-goreng de poulet Riz thaï Légumes chinois <i>KEBAB EN TERRASSE</i>	a) Florentine de veau sauce bordelaise Haricots verts b) Cuisse de poulet grillée Semoule de couscous Gratin de fenouil	Wednesday	a) Minced lamb steak Mashed potatoes Dietetics vegetables b) Roast veal Polenta (cornmeal) Tomato	a) Wieners on puff pastry Mashed potatoes Green salad b) Nasi-goreng of chicken with spring vegetables Thaï rice Chinese vegetables <i>KEBAB ON TERRACE</i>	a) Veal slice with spinach i red wine sauce Green beans b) Grilled chicken leg Couscous Baked fennel
Jeudi	a) Émincé de dinde Riz Carottes Vichy b) Sauté de porc au curry Spirettes Pois mangetout	a) Beignets d'éperlans sauce tartare - Pommes frites Salade verte b) Steak haché d'agneau à l'orientale Semoule Légumes de couscous <i>KEBAB EN TERRASSE</i>	a) Rognons de porc à la crème Blettes au jus b) Sauté de bœuf à la créole Torsades au beurre Carottes sautées	Thursday	a) Sliced turkey Rice Vichy carrots b) Curried pork stew Pasta Snow peas	a) Fish fritters with tartare sauce - French fried potatoes - Green salad b) Minced lamb steak in oriental sauce Couscous Couscous vegetables <i>KEBAB ON TERRACE</i>	a) Sliced pork kidneys in cream sauce Swiss chard b) Creole-style beef stew Buttered pasta Sautéed carrots
Vendredi	a) Saucisse de veau Pommes frites Broccoli b) Filet de truite Pommes nature Ratatouille	a) Couronne de riz financier - Salade verte b) Panaché de la mer à la crème d'aneth Pommes sautées Jardinière de légumes <i>KEBAB EN TERRASSE</i>	a) Gratin de fruits de mer Broccoli b) Echine de porc grillée Pommes boulangères Salsifis	Friday	a) Veal sausage French fried potatoes Broccoli b) Fillet of trout Boiled potatoes Ratatouille ¹	a) Rice ring with chicken dumplings - Green salad b) Selection of poached fish with dill sauce Sautéed potatoes Spring vegetables <i>KEBAB ON TERRACE</i>	a) Baked sea-food with cre Broccoli b) Grilled shoulder of por Baked sliced potatoes Salsify