

INFORMATIONS GENERALES GENERAL INFORMATION

TO ALL MEMBERS OF THE PERSONNEL

Temporary work for children of members of the personnel

During the period mid-June to mid-September 1998, there will be a limited number of vacancies for temporary work at CERN (normally unskilled work of a routine nature) which will be made available to children of members of the personnel (that is, anyone holding an employment or association contract with CERN). It should be noted that candidates must be aged between 18 and 24 inclusive on the first day of the contract, and that they must have insurance cover for both illness and accident. In view of the limited number of vacancies available, no children previously appointed at CERN under this scheme can be considered. The duration of all appointments will be 4 weeks, the allowance being CHF 1440.- net for this period.

Application forms can be obtained from Paula BARRIERE, Human Resources Services (by using the slip below or by electronic mail to Paula.Barriere@cern.ch).

Completed application forms must be returned to this Service by 3 April at the latest. The results of the selection will be available on 27 April.

Please send me an application form 'Temporary work for children of members of the personnel'.

Name

Division

US TAX RETURNS

CERN has received the following information from the U.S. Consular Agency in Geneva :

For US tax filers, the America Center of Geneva is offering free tax counseling by volunteers trained by the US Internal Revenue Service and providing IRS forms.

Further information may be obtained from :

The America Center of Geneva

World Trade Center II (Geneva Airport)

Monday to Friday 10h00 - 13h00

(Parking in basement/Bus 10 or 18, stop "Tour de contrôle")

Tel : 788-0000

Fax : 788-0010

Mailing address : 11 Route de Pregny, 1292 Chambésy/Geneva

Personnel Division
Tel. 73634

FRENCH INCOME TAX

NOTE :

- The French tax authorities have informed the Organization of the new income declaration procedure applicable to members of the CERN personnel domiciled in France. The main changes concern Unpaid Associates and Users (cf. § 3.2).
- Personnel Division wishes to emphasise that it is not in a position to provide individual members of the personnel with advice on taxation. Members of the personnel wishing to obtain information on their tax position in France are requested to contact the French tax authorities, either at the information desks organised at the places and times given below or directly at their local tax offices ("Trésorerie" and/or "Centre des Impôts").

I— Declaration of income for 1997

All members of the CERN personnel domiciled in France, whether French citizens or not, are required to complete a declaration of income ("Déclaration des revenus") for 1997. Those members of the personnel who have not complied with this formality by the given deadline will receive a letter of reminder ("mise en demeure") from the French tax authorities.

1. General

- The deadline for despatching the declaration is 30 March 1998 at midnight.
- The tax authorities normally send out an income declaration form to all those who filed one the previous year. If, however, you have not received one by 16 March 1998 you should obtain it directly at your "Centre des Impôts", "Trésoreries" or "Mairie". CERN does not have tax declaration forms.
- We advise you keep a photocopy of the duly-completed duplicate of your declaration and, where appropriate, of your certificate of remuneration
- You are earnestly requested to enter the word "CERN" to the right of your signature on the first page of the 1997 income declaration form ("Déclaration des revenus 1997").

Please now refer to the information relating to your personnel category :

Staff members / fellows : § 2.1

Paid associates / project associates : § 2.2

Students : § 2.3.1

Unpaid associates / users : § 2.3.2 et § 3

2. Members of the personnel in receipt of a remuneration or payment from CERN

2.1 Staff members and fellows (in receipt of a remuneration from CERN)

2.1.1 French staff members and fellows residing in France in 1997

French staff members and fellows residing in France in 1997 are required to declare their income, including their CERN remuneration. To that end, Finance Division will send them a certificate of CERN remuneration for 1997 (one copy only). Members of the personnel who have not received one should inform the SALARIES OFFICE (tel. 73904). This certificate must be attached to the declaration of income.

CERN remuneration should be declared, in French francs, on Forms 2047 'Revenus encaissés hors de France' and 2042 'Déclaration des revenus 1997' in box AJ if you are signing the declaration, or in box BJ if your spouse is signing it (part 1 of the form, page 3, under the heading 'TRAITEMENTS, SALAIRES'). Do not enter your CERN remuneration in the box 'CONVENTIONS INTERNATIONALES, FONCTIONNAIRES INTERNATIONAUX, TRAVAIL À L'ÉTRANGER' (part 8, page 6, PH).

2.1.2 Non-French staff members and fellows residing in France in 1997

Non-French staff members and fellows residing in France in 1997 are required to complete an income declaration form ("Déclaration des Revenus") even if they have no income other than their CERN remuneration (this is so that their family status may be taken into account in their assessment for local tax) as follows :

- They must complete the first two pages of the declaration form.
- They are not required to state their CERN remuneration on the form.
- They must declare any other source of income (of French origin) in the relevant boxes.
- In all cases they are required to state their nationality by entering "*Fonctionnaire CERN de nationalité (state your nationality)....*" in the box "AUTRES RENSEIGNEMENTS" on the last page of the form.

2.1.3 Non-French staff members and fellows residing in France in 1997 and considered as permanent residents ("résidents permanents") in France

Non-French staff members and fellows who, at the time of their appointment by CERN, were already gainfully employed and subject to income tax in France are considered as permanent residents ("résidents permanents") and attributed the same tax status as French members of the personnel. They must declare their CERN remuneration in the box 'CONVENTIONS INTERNATIONALES, FONCTIONNAIRES INTERNATIONAUX, TRAVAIL À L'ÉTRANGER', (part 8, page 6, PH). Certificates of CERN remuneration may be obtained from the Salaries Office (tel. 73904). They must declare any other source of income (of French origin) in the relevant boxes.

2.2 Paid associates and project associates (in receipt of payment from CERN)

2.2.1 French paid associates and project associates residing in France in 1997

French paid associates and project associates residing in France in 1997 are required to declare their income, including the payment they receive from CERN. To that end, Finance Division will send them a certificate of CERN remuneration for 1997 (one copy only). Members of the personnel who have not received one should inform the SALARIES OFFICE (tel. 73904). This certificate must be attached to the declaration of income.

Payments by CERN should be declared, in French francs, on Forms 2047 'Revenus encaissés hors de France' and 2042 'Déclaration des revenus 1997' in box AJ if you are signing the declaration, or in box BJ if your spouse is signing it (part 1 of the form, page 3, under the heading 'TRAITEMENTS, SALAIRES'). Do not enter the amount paid to you by CERN in the box 'CONVENTIONS INTERNATIONALES, FONCTIONNAIRES INTERNATIONAUX, TRAVAIL À L'ÉTRANGER' (part 8, page 6, PH).

2.2.2 Non-French paid associates and project associates residing in France in 1997

Non-French paid associates and project associates residing in France in 1997 are required to complete an income declaration form ("Déclaration des Revenus") even if they have no income other than the amount paid by CERN (this is so that their family status may be taken into account in their assessment for local tax) as follows :

- They must complete the first two pages of the declaration form.
- They are not required to indicate the amount paid by CERN on the form.
- They must declare any other source of income (of French origin) in the relevant boxes.
- In all cases they are required to state their nationality by entering "attaché CERN de nationalité (state your nationality)...." in the box "AUTRES RENSEIGNEMENTS" on the last page of the form.

2.2.3 Non-French paid associates and project associates residing in France in 1997 and considered as permanent residents ("résidents permanents") in France

Non-French paid associates and project associates who, at the time of their association with CERN, were already gainfully employed and subject to income tax in France are considered as permanent residents ("résidents permanents") and attributed the same tax status as French members of the personnel. They must declare the amount paid to them by CERN in the box 'CONVENTIONS INTERNATIONALES, FONCTIONNAIRES INTERNATIONAUX, TRAVAIL À L'ÉTRANGER', (part 8, page 6, PH). Certificates of CERN remuneration may be obtained from the Salaries Office (tel. 73904). They must declare any other source of income (of French origin) in the relevant boxes.

2.3 Other associated members of the personnel in receipt of a payment from CERN

2.3.1 Students residing in France in 1997

Students residing in France in 1997, whether French citizens or not, are required to complete an income declaration form ("Déclaration des Revenus") even if they have no financial support other than the allowance paid by CERN (this is so that their family status may be taken into account in their assessment for local tax) as follows :

- They must complete the first two pages of the declaration form.
- They are not required to state the allowance paid by CERN on the form.
- They must declare any other source of income (of French origin) in the relevant boxes.
- in all cases they are required to state their nationality by entering "Etudiant CERN de nationalité (state your nationality)...." under the heading "AUTRES RENSEIGNEMENTS" on the last page of the form.

2.3.2 Unpaid associates and users residing for over six months in France in 1997 in temporary receipt of a subsistence allowance paid by CERN

Unpaid associates or users residing in France for more than six months in 1997 and in receipt of a temporary subsistence allowance (maximum 6 months) are not liable for income tax on that allowance, which therefore does not need to be declared.

3. Members of the personnel not in receipt of any payment from CERN

These members of the personnel are subject exclusively to ordinary French law and may not invoke or derive benefit from the exceptional arrangements set out in § 1 and 2.

3.1 Unpaid associates and users in receipt of a remuneration from an institution established in France

- If they are domiciled in Switzerland, Unpaid Associates and Users who receive a remuneration from a French institution must send their declaration to the Centre des Impôts des non-résidents - 9 rue d'Uzès - 75002 Paris by 30 April 1998 at the latest.
- If they are domiciled in France they are subject to ordinary French law.

3.2 Unpaid associates and users residing for over six months in France in 1997 in receipt of a remuneration from an institution established outside France

Unpaid associates and users residing in France for over six months and in receipt of a remuneration from an institution outside France must :

- Complete the first two pages of the declaration form.
- Enter the word "CERN" at the bottom of the first page, on the right.
- Write: "attaché non payé/utilisateur au CERN, de nationalité (state your nationality)....rémunéré par ... (state name and address of funding institution). Impôts payés en(state the country where you pay tax)" on the last page of the form, in the box "AUTRES RENSEIGNEMENTS".

The French tax authorities reserve the right to ask these persons at a later date to provide proof of tax payment in another country.

II— Payment of the tax levied on CERN salaries and payments for 1996

The portion of tax under the heading "Remboursable par le CERN" on the tax assessment notice is paid directly by CERN to the relevant tax office..

- If you have already paid this portion please inform the Salaries Office, Finance Division, in writing.
- If the words "Remboursable par le CERN" do not appear on your tax assessment notice, please inform Personnel Division immediately - Tel. 73634/74128.

III— Members of the personnel who took up their duties in 1997 and are liable for tax in France

The procedure for payment by provisional instalments does not apply to the tax on the remuneration paid by CERN to members of the personnel who took up their duties before 1 July 1997.

IV— Staff members who retired in 1997

The portion of tax under the heading "Remboursable par le CERN" on the tax assessment notice is paid directly by CERN to the relevant tax office.

- If you have already paid this portion please inform the Salaries Office, Finance Division, in writing.
- If the words "Remboursable par le CERN" do not appear on your tax assessment notice, please inform Personnel Division immediately - Tel. 73634/74128.

V— Exchange rate for 1997

For 1997, the certificates of CERN remuneration have been drawn up in French francs at the average annual exchange rate of FF 3.90 for 1 CHF.

List of information desks organized by the French tax authorities

Ain :

- | | | | |
|---------------------------------|---|------------------|-----------------------------------|
| • Mairie de Ferney-Voltaire | : | Monday 16 March | (09.00 to 12.00 – 13.00 to 16.30) |
| • Mairie de Gex | : | Monday 17 March | (09.00 to 12.00 – 13.00 to 16.30) |
| • Mairie de Saint-Genis Pouilly | : | Tuesday 24 March | (09.00 to 12.00 – 13.00 to 16.30) |
| • Mairie de Divonne-les-Bains | : | Tuesday 24 March | (09.00 to 12.00 – 13.00 to 16.30) |

Haute-Savoie :

- Centre des Impôts d'Annemasse : from Monday 16 March to Monday 30 March
(08.30 to 11.30 – 13.30 to 16.30)
 - Centre des Impôts de Thonon : from Monday 16 March to Monday 30 March
(08.30 to 11.30 – 13.30 to 16.15)
 - Centre des Impôts d'Annecy : from Monday 16 March to Monday 30 March
(08.30 to 11.30 – 13.30 to 16.30)
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COLLECTE DE SANG

Une collecte de sang, organisée par le Centre de Transfusion sanguine de Genève
aura lieu au CERN aux dates mentionnées ci-après

Toutes les personnes intéressées sont les bienvenues et pourront se présenter à leur convenance :

Mardi 17 mars de 09.00 à 16.30 h
Rez-de-chaussée du bâtiment 504 – Restaurant no 2

Si vous possédez déjà une carte indiquant votre groupe sanguin – ou une carte de donneur de sang – veuillez,
s'il vous plaît, l'apporter avec vous. Merci d'avance à toutes et à tous.

BLOOD DONORS CAMPAIGN

a blood donors campaign, organized by the Centre de Transfusion sanguine of Geneva, will be held
at CERN on the following dates

All interested persons are welcome and may come at any time :

Tuesday 17 March from 09.00 to 16.30 hrs
Ground-floor of building 504 – Restaurant No2

If you already have a card giving your blood group or a blood donor's card,
please bring this with you. Thank you.



Participez vous aussi à la journée Portes Ouvertes, nous avons besoin de votre aide!

We need your help, please volunteer for the Open Day!

Le Service des Visites organise une journée portes ouvertes le samedi 4 avril 1998. En plus du public habituel du samedi, nous attendons des milliers de visiteurs principalement en provenance des régions de Genève et du Pays de Gex.

La collaboration de toutes celles et ceux qui ont envie de participer est essentielle pour cet évènement. Veuillez indiquer votre préférence:

- | | |
|--|---|
| ☐ Réception centrale/accueil points de visite des expériences | ☐ Physique dans la rue |
| ☐ Web café (navigation sur le WWW) | ☐ Centre de calcul |
| ☐ Physiciens au Microcosm | ☐ Salles de contrôle |
| ☐ Physiciens/ingénieurs aux sites d'expérience LEP Pt.1/2/4/6/8 | ☐ Coordination départ des navettes |

Horaires:

Un T-shirt, un ticket repas, un bon boissons pour la journée ainsi qu'une invitation à un cocktail dînatoire seront offerts à chacun des participants.

Nom/Prénom:.....Division:.....

Prière de retourner ce formulaire complété au Service des Visites - AS, Merci!

The Visits Service organizes an Open Day on Saturday 4 April. We are expecting thousands of visitors, mostly from Geneva and the Pays de Gex areas, in addition to our standard Saturday public.

***Your voluntary collaboration is essential for the success of this event.
Please indicate how you would like to help:***

- | | |
|--|---|
| ☐ Central reception/Welcome desk at the experiments | ☐ Physics in the street |
| ☐ Virtual reality demonstration | ☐ Computer centre |
| ☐ Duty physicist in Microcosm | ☐ Control rooms |
| ☐ Physicists/engineers on experimental sites LEP Pt.1/2/4/6/8 | ☐ Coordination of shuttle departures |

Shifts:

Each helper on duty on the Open day will receive a T-shirt, a lunch ticket, a drink ticket for the day and an invitation to a cocktail.

Name/Surname:.....Division:.....

Please return the completed form to the Visits Service - AS. Thank you!