

COMMUNICATIONS **OFFICIELLES**

Les membres du personnel sont censés avoir pris connaissance des communications officielles ci-après.

OFFICIAL NEWS

Members of the personnel shall be deemed to have taken note of the news under this heading

EXECUTIVE BOARD SUMMARY

At its Sixty-seventh Meeting held on 8 May 1980, the Executive Board first heard a report from the Directors-General on the outcome of the April meetings of the SPC, FC, CC Programme Meeting and of the Special Council Session at which Professor H. Schopper had formally been appointed Director-General of the Organization for a period of 5 years from 1 January 1981.

It then heard a report on the Financial Situation of Projects and approved two Capital Projects, viz. "Low Energy Antiproton Ring (LEAR)" and "Renouvellement des Installations de Recherche de personnes".

The Board discussed at some length a draft Administrative Circular "The Crediting of Pension Rights for Members of the Personnel on Shift Work" and agreed to continue the discussion at a later date in the light of new proposals to be formulated by Personnel Division in consultation with the Divisions concerned and with the Staff Association.

The Executive Board agreed to the principle of an extension of the CERN Hostel and that a paper on the subject should be put forward to the June 1980 meeting of the Finance Committee. It noted that no cost would be incurred on the CERN budget for this new building which would be financed through the Housing Fund.

HORAIRES DU BUREAU DU COURRIER

Dès le 19 mai, le Bureau du Courrier adopte l'horaire hebdomadaire de 40 heures. Durant la période d'été (horaire CERN : 8h00-17h00), les retraits et dépôts de courrier au Bureau pourront se faire : de 8h00 à 11h45 et de 13h00 à 16h45. Le courrier éventuellement déposé après 16h45 ne peut être expédié le jour même. Les messagers font deux tournées complètes de collecte et distribution du courrier : une le matin et une l'après-midi; en outre, une tournée réduite aux secrétariats est effectuée en fin de matinée ou au début de l'après-midi.

Division du Personnel / Tél.5414

CIRCULAIRE ADMINISTRATIVE No.3 : STATUT ET REGLEMENT DU PERSONNEL

La Circulaire Administrative No.3 : "LES CONGES DANS LES FOYERS" est maintenant publiée. Elle est disponible au SECRETARIAT DE VOTRE DIVISION.

J.F. Barthélemy / Tél. 2855

The Executive Board approved the composition of the new Joint Training Board as follows:

Chairman:

M.G.N. Hine / DD

Secretary:

E. Fischer / PE

Ex-Officio Members:

L. di Lella / EP
(Chairman of the Academic Training Committee)

E. Fischer (ad interim) / PE
(Chairman of the Technical Training Committee)

Staff Association Members:

M. Benot / DD
A. Verdier / ISR

Co-opted Members:

M. Reinhartz / SPS
J. Schmid / EF

MAIL OFFICE HOURS

As of 19 May, the Mail Office has adopted a 40-hour working week. During the summer period (CERN hours : 8h00-17h00), mail may be collected from or deposited at the Mail Office from 8h00 to 11h45 and from 13h00 to 16h45. Mail deposited after 16h45 cannot be despatched the same day. The messengers make complete rounds of collection and distribution of mail twice per day, once in the morning and once in the afternoon; in addition, a round of secretariats is made either in the late morning or in the early afternoon.

Personnel Division / Tel.5414

ADMINISTRATIVE CIRCULAR No.3 : STAFF RULES AND REGULATIONS

The Administrative Circular No.3 : "HOME LEAVE" is now published. It is available at THE SECRETARIAT OF YOUR DIVISION.

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