



**How the CMS Secretariat can help
you?**

Our Team



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Opening Hours :
Monday to Friday
8h30 - 17h30

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Laetitia Pommepuy



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COVID-19 Returning on site quick guide

- ✓ Follow [COVID -19 mandatory course](#)
- ✓ Fill in the [self-declaration form](#)
- ✓ Get informed about the [on-site measures](#)
- ✓ Get your [Proximeter](#)
- ✓ [FAQ COVID 19](#) related questions
- ✓ COVID 19 – Self-testing @CERN
 - Take the [e-learning course](#)
 - Sign-up for a saliva self-test using the [Plamed tool](#) and choose among the 11 collection points and time slots that suits you best

Useful links for the newcomers

Activity	Services	To do
Registration in the CMS database	CMS secretariat	Send an email only to CMS.Secretariat
Activation of a CERN computing account/ computing account issues	Service desk	Send an email with a copy of your passport only to the Service Desk or Submit a ticket
EDH password	Service desk	Send an email with a copy of your passport only to the Service Desk or submit a ticket
Request for an office space/registration in the office	CMS Secretariat/The Supervisor	Send an email to CMS.Secretariat
Key to the office	CMS Secretariat	Submit a Key Request in EDH
Bank details registration	EDH	Submit a Bank Details Request in EDH
Electronic access	EDH	Submit an Access Request in EDH

Where to find information?

Activity	Source
Check person's information (office number, email address, phone number)	<u>Phonebook</u>
Check the location at CERN	<u>CERN Map</u>
Book a meeting room	<u>Indico</u>
Complete e-courses	<u>Learning HUB</u>
CMS related information	<u>Internal Pages</u>

➤ **CMS Secretariat Website**

➤ **CMS Newcomers website**

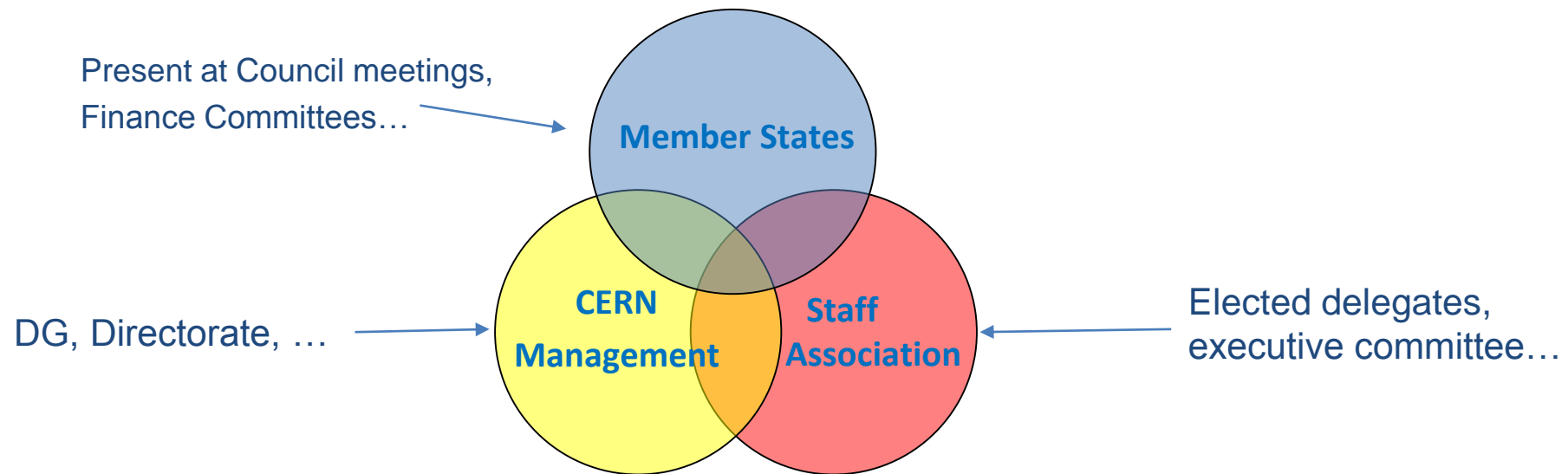
Welcome !

The CERN Staff Association is here to represent you.



CERN Staff Association - Our mission

- To advise and defend all CERN members of Personnel, including USERS
- To safeguard the rights and defend the interests of the families of CERN staff and of the beneficiaries of the CERN Pension Fund.
- To represent the staff's position during negotiation with CERN management



A governance model based on Concertation

Who are we ? What do we do?

- Total members: 1551
- Engineers, secretaries, physicists, technicians, accountants, fire fighters... from all over the world. Our diversity is our strength
- You can become a member of the Staff Association
 - For USERS, LD, Fellows and other newcomers: 50CHF/year
- Your delegates are elected every 2 years
- We support the CERN clubs: <http://home.cern/cern-people/clubs>
- We run the CERN Kindergarten and pre-school for kids 4 months to 6 years of age

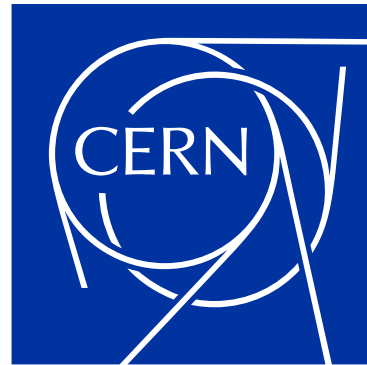


Le Jardin des Particules
crèche et école de l'Association du Personnel du CERN

ECHO 

- We organise public meetings and publish a bi-weekly news bulletin to keep you informed
- Want to know more and/or join us: <http://staff-association.web.cern.ch/>
- Or contact me: Martin.Gastal@cern.ch





home.cern