



Responsibilities of the Home Institution and of the CERN Team Leader

This document defines the responsibilities of the Home Institution and the CERN team leader in their relations with CERN.

Introduction

An institution which participates in an experiment or project at CERN can send personnel to work at CERN as part of a “team”. The team is represented by a team leader. An institution may participate in more than one experiment or project, in which case it must set up one team per experiment or project.

The team members, including the team leaders, are granted the status of an Associated Member of the Personnel (MPA)¹ at CERN, typically the USER status, and as such are subject to CERN’s Staff Rules and Regulations. By virtue of their status, MPAs may be granted privileges by the Host States, Switzerland and France, and must comply with the provisions laid down by the Host States.

Responsibility of the institution in its relations with CERN with respect to the team leader and the team members

The authorised representative of the institution must appoint a team leader and one or two deputy team leaders before sending personnel to CERN. To this end he/she must complete and sign the appointment form which CERN provides for this purpose.

The appointment of the team leader and his or her deputies is subject to the agreement of the spokesperson of the experiment or the experiment’s contact person.

The appointment of a team leader and deputy team leader remains valid for as long as the appointed person meets all the conditions required for the function concerned and for a maximum of 5 years. The appointment is renewable under the same terms. Upon the expiry of the appointment of a team leader or deputy team leader, the institution must renew the appointment or appoint a new person forthwith.

When sending a team member to CERN the institution must complete and sign the [Home Institution Declaration](#).

¹ With the exception of team leaders representing CERN, who have the status of Employed Members of the Personnel. The definition of their responsibilities is outside the scope of this document.

By doing so, and as specified in the form, it signs that it understands and certifies that, for the duration of the team member's contract of association at CERN:

- the team member will be an associated member of the personnel of CERN and subject to its Staff Rules and Regulations. As such, he/she will not be employed by CERN, nor covered by its social insurance scheme;
- he/she will be employed by the home institution or another institution, enrolled as a student, or in receipt of a grant or of a retirement pension;
- social insurance is the responsibility of the home institution and, failing this, of the team member; in particular, the team member will make sure that he/she has medical insurance that is adequate in Switzerland and France for him/herself and accompanying family members, which shall include cover for occupational illness and accidents for him/herself;
- the team member has adequate financial resources to support him/herself and accompanying family members;
- the institution will ensure continuing compliance with the above conditions.

The institution is further responsible for

- informing the [Users Office](#) as soon as possible of any changes in the information given in the Home Institution Declaration and in the Registration Form for the team members;
- informing the [Grey Book Secretariat](#) as soon as possible of any changes in the institution's structure, address or contact details;
- following up on any information or request from CERN regarding the institution's team members;
- complying with all other obligations contained in the document [General Conditions applicable to Experiments at CERN](#), in which CERN's role as the Host Laboratory of the experiment is also defined.

Practical instructions regarding the appointment

The institution must use the relevant form² provided by CERN to inform CERN about the nomination of the responsible team leader and deputy team leader(s).

The team leader and the deputy team leader(s) must be appointed together in the same document for an initial appointment and for any appointment thereafter. A new form submitted replaces the previous one for the roles indicated in the form.

This form must be completed and signed by an authorised representative of the institution; it must also be signed by the appointed persons to certify that they agree and accept the related responsibilities.

The institution sends the completed and signed form to the secretariat of the experiment at CERN.

It is then forwarded by CERN to the spokesperson of the experiment or the experiment's contact person, who certifies by signing the form that he/she agrees with the nomination. This completes the appointment.

² <http://usersoffice.web.cern.ch/forms-recapitulation>

Responsibility of the team leader and the deputy team leader

The team leaders and their deputies are responsible for:

- exchanging information between CERN and the institution on administrative matters and any other matters concerning the team members;
- ensuring that the team members are aware of CERN's Staff Rules and Regulations and Code of Conduct and of the obligation to comply with them at all times in the context of their work for CERN;
- ensuring that the team members are aware of the CERN Safety Rules and procedures and of the obligation to comply with them at all times when working at CERN;
- ensuring that the team members attend the CERN Safety Course for Newcomers and other CERN Safety courses required for their work;
- ensuring that the team members are aware of the CERN Computing Rules and of the obligation to comply with them at all times in the context of their work for CERN;
- initiating the online pre-registration of new team members and verifying the electronic or paper registration forms and the contract modification or extension form before signing them;
- specifying in the team members' pre-registration or registration form and in the contract modification or extension form the experiment name, the team members' average presence at CERN (also called yearly 'residence percentage') and their expected overall period of association with CERN;
- following up the preparation of the invitation letter by CERN if the new team member is subject to visa restrictions and ensuring the follow-up of the necessary steps to obtain the visa;
- ensuring that the new team member is welcomed into the team and introduced to his/her work place and to the local area;
- verifying and signing the registration form as the guarantor for external experiment participants³ from their institution;
- informing the [Users Office](#) and the experiment secretariat as soon as possible of any changes to the conditions specified in the signed Home Institution Declaration and/or registration documents of the team members;
- informing the [Grey Book Secretariat](#) of changes in the structure, address or contact details of the home institution;
- complying with requests by CERN to provide and sign documents or provide authorisations for the team members;
- ensuring that the team members are aware of and complete the termination formalities before leaving CERN, in particular those relating to the return of Swiss and French Host State documents, CERN access cards, dosimeters and radioactive sources, the completion of tax formalities in the Host State in which they have resided and, if applicable, the regularisation of private cars registered under tax-free conditions in France with the French customs.
- holding a CERN computing account, informing CERN of their preferred e-mail address and using the appropriate administrative information systems provided by CERN to exercise their duties.

³ Personnel from the institution who participate in the experiment but are not sent to CERN can be registered as external participants. The team leader acts as a guarantor on the institution's behalf.