

ORGANISATION EUROPEENNE POUR LA RECHERCHE NUCLEAIRE  
**CERN** EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

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ADVISORY COMMITTEE OF CERN USERS

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**Minutes of the 126<sup>th</sup> meeting held on 3 December 2019**

**Present (\* = part time):**

M. Aicheler, G. Bobbink, G. Boudoul, T. Cass\* (invited), G. Cavallo, E. Cennini\* (invited), T. E. Cocolios (replacing R. Lica), C. Decosse, B. Demirköz, E. Dimovasili, G. Duperrier, F. Ferri, M. Ferro-Luzzi, F. Gianotti\*, I. Glushkov, O. Gonzalez Lopez (replacing J. Terrón), A. Gorišek, M. Hauschild (Secretary), M. Jeitler, R. Jones, D. Kotliński, D. Lazić (Chair), L. Lejeune, A. Lipniacka, L. Lockwood\* (invited), M. Marquina, L. Masetti, L. Miralles, B. Mohanty, S. Nemecek, K. Rabbertz, E. Radicioni, G. Roy, S. Salter (replacing I. Haug), M. Stankevičius, M. Steinacher, S. Strandberg, T. Šušá (invited), R. Teuscher, M. Trzebiński, K. Vellidis, R. Vértesi, C. Warakaulle

**Apologies:**

L. Barak, F. Barão, C. Biino, M. Bona, A. Dubnicková, E. Elsen, D. Forkel-Wirth, J. B. Hansen, I. Haug, T. Hryn'ova, A. Irshad, W. Lerche, R. Lica, J. Terrón, M. Tytgat, H. Yoo

**Agenda**

- 1) Chairperson's remarks
- 2) Adoption of the agenda
- 3) Minutes of the previous meeting
- 4) News from the CERN Management
- 5) Report on services from SMB department
- 6) Report on services from IT department
- 7) CERN's carbon footprint
- 8) Duty travel + AC33: changes effective as of January 2020
- 9) Health insurance and social security
  - a) Information on A1 certificates in Germany
  - b) Health Insurance Survey by US LHC Users Association
- 10) Users' Office news
- 11) Matters arising
  - a) Update on Internal Taxation certificate change
- 12) Any Other Business
  - a) Car plates and home country
  - b) Charity sales in front of Restaurant 1
- 13) Agenda for the next meeting

## 1. CHAIRPERSON'S REMARKS

D. Lazić, Chairperson, opened the meeting, welcomed new Delegates and mentioned extended Delegates. Apologies for absences were mentioned from Delegates who could not attend the meeting.

### Welcome first Delegate from Croatia

**Croatia** became Associate Member on 10 October 2019, such that Croatia will be represented in ACCU by a Delegate.

**Tatjana Šuša** has been invited to this meeting as *ad hoc* representative for Croatia until the official nomination is received.

### Pending decisions

Finding **non-member State Delegates** for **Middle East & North Africa** and for **Eastern Europe** did not yet succeed.

## 2. ADOPTION OF THE AGENDA

At the last meeting in September 2019, beside the regular standing items, reports on the following topics were requested:

### a) CERN's carbon footprint

→ presentation by **Enrico Cennini** (CERN, Occupational Health & Safety and Environmental Protection Unit HSE, Group Leader of Controls and Environmental Protection Group)

### Additional topics:

### a) Duty Travel + AC33: Changes effective as of January 2020

→ presentation by **Lucy Lockwood** (CERN, Finance and Administrative Processes Department FAP)

### b) Health Insurance and Social Security

#### i. Information on A1 certificates in Germany

→ presentation by **Lucia Masetti** (German Delegate)

#### ii. Health Insurance Survey by US LHC Users Association

→ presentation by **Richard Teuscher** (NMS Delegate for the Americas)

### c) Matters Arising

#### i. Update on Internal Taxation certificate change

→ presentation by **Gregory Cavallo** (CERN-FAP representative)

#### d) Any Other Business

- i. **Car plates and home country**  
→ information by **Emilio Radicioni** (Italian Delegate)

Further issues brought up by Delegates since the last meeting were handled under AOB, if not already covered earlier.

### 3. MINUTES OF THE PREVIOUS MEETING

Following the distribution of the final draft minutes of the 125<sup>th</sup> meeting, no comments were received.

**The Minutes of the 125<sup>th</sup> meeting were adopted without modifications.**

### 4. NEWS FROM THE CERN MANAGEMENT (Fabiola Gianotti, Director General)

#### Scientific Programme

The Long Shutdown 2 (LS2) is progressing very well. One of the main goals is the upgrade of the injectors to achieve the beam intensity and brightness needed for the HL-LHC. The project is 80% complete, commissioning will start in 2020, to be followed by a ramp-up during Run 3 to reach the required performance for HL-LHC. Civil engineering work for HL-LHC is also on schedule. The underground excavation must be completed by the end of LS2 not to affect beam operation during Run 3.

New Nb<sub>3</sub>Sn magnets are foreseen for HL-LHC: inner triplets that will be installed in LS3 and four 11 T dipoles in 2 cryo-assemblies that are planned to be installed in LS2. The 11 T dipoles are not needed for Run 3 but the early installation is a good opportunity to gain operational experience and to see how they work. The first dipole has been tested some weeks ago, reached the design field of 11 T after 4-5 quenches and was successfully qualified for installation. The second dipole is under test right now, the two others will follow.

Upgrades of the LHC experiments are also proceeding well, but with some delays. At ATLAS it is not yet fully clear if one of the New Small Wheels (NSW) could be installed during LS2, and the decision will be taken mid-2020. The other NSW could be installed later, during an extended year-end technical stop.

All experiments asked for an LS2 extension by up to 3.5 months. At the moment, only 2 months can be granted, with the schedule to be revisited in June 2020. From the machine side, the LS2 extension would be used to train the magnets in view of a higher energy for Run 3.

## Update of the European Strategy for Particle Physics

The Strategy process is in its final phase and the drafting session of the document will take place end of January in Bad Honnef, Germany. Hope is that the Strategy update will indicate which type of future collider should be realized at CERN after LHC.

Currently, both R&D and design work for CLIC and FCC have been funded, but it will be difficult to continue in this way. The next step, i.e. preparing a Technical Design Report for the next update of the European Strategy in 6 years from now, requires more financial resources. The discussions with the local authorities about the construction of a new tunnel, and all the ensuing administrative preparation work, would also take 5-6 years. This work cannot start if there is no indication about a future collider from this update of the European Strategy.

## Enlargement

Croatia has joined as Associate Member on 10 October 2019. Estonia has applied for CERN membership and the process is ongoing.

## CERN and Environment

Quite some work has been done at CERN on an environmental protection, and substantial resources have been secured over the past years in the Medium-Term Plan. Measures implemented or being implemented aim at mitigating the possible impact of CERN on the environment (e.g. in terms of carbon footprint) and at saving and reusing energy. One particular example is the ongoing renovation of the East Area, where new magnets will lead to 90% lower energy consumption, and the reuse of the heat of the cooling towers at Point 8 to heat a nearby area in Ferney-Voltaire.

The plan is to release a public CERN environmental report by mid-2020.

## Science Gateway

The Science Gateway is progressing very well in terms of building permits, land reclassification and concession for the bridge linking both sides of the Route de Meyrin. The Canton is very supportive, allowing the various administrative processes to be done in parallel. Construction should start in the second half of 2020.

More donations were received: 5 MCHF from Lego and 2 MCHF from Rolex, such that a total of 66.5 MCHF out of 79 MCHF total cost have been secured.

## 5. REPORT ON SERVICES FROM SMB DEPARTMENT (Laetitia Lejeune, CERN-SMB)

### Service Management & Support

The volume of human generated tickets was steadily growing over the past years, but now seems stabilizing at around 85'000 tickets per quarter (70'000 requests, 15'000 incidents). Top five topics in 2019, where more than 40% of the tickets have been created, are: Guards Service; Person and Vehicle Registration; Service Management; Housing Service; and Accounts Payable Service.

Unfortunately, the feedback rate, which was stable at ~8% over a long time, went down to 6.1% of all "human" generated tickets. Only 2.2% of the feedback is negative, which is rather low. On average only 0.14% of all tickets in the third quarter of 2019 got a negative feedback, which is less than in earlier periods. Feedback is important to improve the service and everyone should be encouraged to give feedback.

The Service Management will get a renewed Service Portal in the first quarter 2020, with a more attractive look, an empowered search engine and better user experience. The new Service Portal is under test right now. More information will be given early next year.

### Housing

As already reported at the last ACCU meetings, there is a continuous drop of the occupancy rate w.r.t. 2018, in contrast to the expectations, where an increased use of the Hostel during LS2 was forecasted by the Technical Departments. Compared to LS1, there seems to be a rather different trend in LS2 for unknown reasons. Except in June and July, where the Hostel was largely occupied by Summer Students, the occupancy w.r.t. 2018 dropped by 10-15% in April, May and August, and by 4-5% in September/October.

The occupancy rate was also slightly impacted by the higher number of available rooms. The number of rooms on the Meyrin site, which are out-of-order for any reason, was significantly lower since May. Consequently, the number of nights that were lost because of out-of-order rooms was more than ten-times lower over the past 6 months.

In contrast to the Hostel, occupancy of the 13 apartments, that CERN are managing, is quite stable over the years and is between 82% and 86% over the past 4 years.

Housing issues are generating quite some amount of ServiceNow tickets with the majority of tickets for simple Hostel Bookings (14'000 in 2018). Second largest group are announcements by the private market offering apartments and houses (5'800 in 2018). This is followed by group Hostel Bookings (2'800 in 2018). Numbers for 2019 seem to be similar or slightly lower (less private market offerings).

Planning of infrastructure renovations of Building 38 has been finalized and is covering the following fields: safety upgrade (safety lighting, fire detection, evacuation sound system); electricity (cabling and lighting) and HVAC (system upgrade); sanitary renovation; and interior renovation of the rooms and corridors (painting, flooring). The procurement process is on-going.

Works affecting the rooms are planned to start by end of March 2020 and will continue for one year. Floors will be required to be closed one-by-one for safety reasons, open floors will continue to welcome guests. All works are planned to be finished by end of April 2021.

For the apartments, a study has been finalized to assess required renovations works, as well as furniture to be replaced. Next step are discussions related to budget, planning and contractors.

Users have reported occasional breaks of hot water and dryers in the St. Genis Foyer Schuman. CERN was aware on issues in the washing area, but not on these issues and will follow up.

A complete review of the Property Management System (PMS) has been done. The present version of the PMS software Fidelio is not Windows 10 compliant and will be upgraded early 2020. The new version will also bring additional features and improvements, also affecting the waiting list.

New rules and procedures on the use of the kitchen facilities are being finalized, to facilitate the use by all clients and to decrease the quantity of leftovers when clients depart. Implementation will start beginning of 2020 and more news will be given at the next ACCU meeting in March 2020.

### Catering

A user satisfaction survey is performed by Novae from 25 November to 5 December for all 3 restaurants at CERN. The survey is conducted by M.I.S. Trend for Novae and takes about 10 to 15 minutes to complete. It's web-based and available under <https://survey.mis-trend.ch/CERN19>, or as paper questionnaire at the restaurants.

Furniture will be removed from the terraces at all restaurants on 6 December for refurbishment, only a few chairs will be left. Full refurbishment of the tables is planned over the winter (tops and table legs). Operation is expected to be finished by beginning of February. Cleaning of all terraces is planned for December. The Restaurant staff is informed and if needed, posters will be displayed to inform clients.

Novae bought 9000 CERN open days cups for its 3 restaurants as an alternative to the plastic cups currently distributed, to compensate for the vanishing glasses. A communication inviting clients to return them will be placed next to the water fountains in each restaurant.

A new project, reCircle@CERN, has started together with *Novae* to improve sustainability. The concept aims to reduce disposable lunch boxes in restaurants in favour of reusable containers, the reBox. The response to the concept has been lower than expected. The communication campaign will continue and be reinforced in the next months, see also <https://www.recircle.ch/>.

Single use [plastic dishes will be banned from Geneva's public places](#) as of 1 January 2020. *Novae* is already mostly compliant and will continue its effort to eradicate plastic from its sites. Only PLA compostable dishes will become available in restaurants and cafeterias as from 1 January 2020. Plastic cups in vending machines will be removed as from 1 February 2020.

*Novae* also has started a “Bring Your Own Mug” initiative, which is soon being communicated. Clients bringing their own mug for coffee and tea are getting a reduction of 0.10 CHF in Restaurant 1 and 2 as well as the cafeterias and a reduction of 0.05 EUR in Restaurant 3.

Infrastructure upgrades of the restaurants are planned over and after the end-of-year break. In Restaurant 1, the next part of the floor will be renovated (first part was made one year ago). A new water fountain has been ordered as part of *Novae*'s investment plan. Work on water fountain pipes took place already in November. There are ongoing discussions for some urgent works to be done for back office operations (offices, basement staff sanitary, storage space).

Renovation of public toilets is also part of the consolidation plan; work details will be planned in an upcoming meeting. Broken lockers next to public toilets, which are free of use for anyone, have been replaced. There is no time limit for usage, but people should not leave their belongings in the lockers for an indefinite period of time and should remove all detritus.

A major upgrade is planned for Restaurant 3 – the free flow renovation project. Project goals are a better dispatch of service areas, to improve to general flow and to increase the service capacity up to 700 meals per day compared to 500 meals today.

The free flow layout has been finalised and constraints on health and safety have been integrated in the project. The floor will be re-done (light waxed concrete finish) and also electric cabling will need to be re-done due to state of the installation (not originally planned). Furniture will have a dark waxed concrete finish in the front and a light waxed concrete finish on top with a flashy green niche as a reminder of the opposite bar area. Furniture will be kept in view of usage at a possible future new building in Preveessin.

Works will start on 13 December and will last until the end of January. Reopening is planned on 27 January 2020. During the works a temporary solution will be provided at Restaurant 3. The bar will serve a selection of snacking, salads, hot dishes and desserts. This offer will be completed by the presence of the Food Truck.

Private parties in the Restaurant 1 extension continues to be difficult to manage, and often clients are disrespectful, when requested to comply with the rules in place. Costs for broken furniture and even broken windows are rather high and are not covered by the insurance. Hence, it will be difficult to continue to leave the extension at the free disposal of guests in the evenings and a revision of the rules is on-going with the CSR (Restaurants' Supervisory Committee). This might result in an earlier closure of the extension in the evening. Private parties then would need to be held at the inside of the restaurant with some hope, that people behave in a better way.

The Restaurant 1 Glassbox (served, private lounge) can be booked for lunch, dinner and receptions, with priority for CERN official activities, but also for private events. [Booking is made via a ServiceNow ticket](#), but the current booking rules leave room for misunderstanding. Because of some miscommunication, an official event by the Bulgarian community could not take place. The booking rules are being reviewed in the CSR, in view of clearer rules and better processing.

### Green plates

From January to November 2019, 212 green plate applications were submitted, 20 green plate applications still have to be approved by the French authorities (applications were sent since August). From April to November 2019, 111 green plates for cars were printed, green plates for motor bikes cannot be printed at CERN.

Owners of cars on green plates now have several options available if they want to register their car on regular French license plates. The formalities can be carried out through France Connect, but this requires to be French citizen or having a French social security number, which people with cars on green plates usually don't have. Alternatively, they can use the authorized "[Gexpress Carte Grise](#)" registration agency in Ornex for a little fee or any other authorized agency or garage.

### Industrial Exhibitions and Visits of Firms

As of 2020, the IPT department (Industry, Procurement & Knowledge Transfer) will take over the organization of industrial exhibitions.

In 2019, 9 events were organized for Greece, Sweden, Belgium, Poland, the Netherlands, Italy, Slovenia, the United Kingdom and Norway.

In 2020, the following events and dates are confirmed:

- 1-2 April 2020, Denmark@Cern
- 18-19 November 2020, France@Cern

In 2021, events are planned for Germany and the Netherlands, dates to be confirmed.



## Mobility

The CERN bike fleet now is at 480 bikes and fortunately, only few bikes were lost (1), stolen (4), or became out-of-order (13) from September to November 2019. Almost 50% of the fleet is always in use.

The Summer Students were covered by the service without any disruption. The maximum number of bikes in use was in July with 469 bikes and in August with 335 bikes. In all other months in 2019, less than 300 bikes were in use. This shows that the need for bikes never exceeded the current bike fleet of 500 bikes. However, some bikes need to be renewed and an additional order has been placed to continue fleet renewal. The additional bikes are expected during the first quarter 2020.

Proposals on bike path projects have been finalised on the Meyrin and Preveessin sites. They will be presented to the biking community and to the Mobility Working Group where ACCU has a representative.

Preparation for the car fleet renewal of rental cars is almost complete for the EP Department. The fleet will be reduced by 9% (13 cars) because of optimisation of needs. CERN is also providing shared cars for short-term use. Unfortunately, the free use of shared cars is misused for various reasons: From September to November there were 101 no-shows (vehicle is not picked up - no automatic release possible with current system), 31 abusive reservation time (original reservation of more than 4h or 14h), 5 vehicles not returned to station (car is not at its supposed location for pick-up) and 6 other reasons. Reporting is only done once per week and corrective measures are difficult with the present system, which cannot be changed over the next years. People, who misused the system are receiving reminders and after three reminders, are black listed and cannot use the car sharing for 6 months. In accordance with the Data Privacy Protection Policy, data on misuse with reminders will be kept for one year and then deleted.

A brand-new vehicle for the shuttle service (line 2) is in operation, with improved comfort, capacity increase (39 places) and an electronic display. Delays of the shuttle lines are continuously monitored. From September to November, line 2 (St. Genis Foyer) had a delay of less than 2 minutes in 68% of the circuits and in only 7% of the circuits the delay was more than 10 minutes. Line 4 (airport) had a delay of less than 2 minutes in 84% of the circuits and in only 3% of the circuits the delay was more than 10 minutes.

A new MapCERN version has been released and is available under <https://cern.ch/maps>. New features are a 3D map, itinerary options (pedestrian, bike, car) and a visible shuttle timetable, when clicking on a shuttle stop. A mobile application of MapCERN will follow by the end of this year, with the same functionalities as MapCERN.

CERN has launched a process to establish its Enterprise Mobility Plan (EMP), with the aim of identifying measures to improve the commuting and professional travel of its

personnel and collaborators. A [public presentation on mobility @ CERN](#) has been made on 20 September 2019.

### Environmental performance sticker needed in Geneva

From 15 January 2020, during periods of high atmospheric pollution, [access to the centre of the Geneva agglomeration may be subject to temporary driving restrictions](#) for motorized vehicles without a Stick'Air sticker for an authorized vehicle category.

This will apply to all motorized vehicles regardless of whether they are registered in Geneva or in another canton or country, with certain exceptions such as: vehicles with handicap stickers; vehicles used for professional transport of persons; bicycles and mopeds, including electric bicycles; and consular and diplomatic vehicles, including vehicles with Swiss CD and French CD plates. However, vehicles with green French **431 K plates are not exempt** and need a sticker.

A grace period for the adoption of the Stick'Air sticker will be granted until 30 March 2020. The French Crit'Air sticker (see [Bulletin No. 7-8/2017](#) of 15 February 2017) is also recognized in Geneva, as the requirements are identical and the numbering is equivalent. [Swiss Stick'Air stickers](#) can be obtained from the Office Cantonal des Véhicules, [French Crit'Air stickers](#) (€ 3.62) can be ordered online.

Note: Holders of vehicles registered on 431 K plates before 15 April 2009 do not have a double registration (green plates and regular French plates) and are not able to get a French Crit'Air sticker online. No alternative solution has been found yet.

### Waste elimination

In 2016, the Swiss law "*Ordonnance sur la Limitation et L'élimination des Déchets*" (OLED) insists not only on recycling waste but also on reducing the amount of waste (the best waste is no waste).

Goal is to reduce by 20% the total waste generated in offices, to increase the recycling ratio for waste generated in offices and to reduce costs of waste collect and treatment, by making everyone responsible of his own waste production.

CERN is experimenting with centralization of waste collection for offices. Waste bins will still remain at the offices, but instead of individual collections per office, it will be centralized on floor level with new voluntary sorting stations in 3 buildings: building 5 (procurement service), building 24 (HSE) and building 73 (site services, supply chain and service management), based on the following action plan:

- 1) collection of data on current waste production (done)
- 2) presentation to office occupants (done)
- 3) implantation of voluntary sorting stations (incinerable, paper, PET) and removal of office bins (in-progress, by the end of 2019)
- 4) collection of data, measure of impact (Q1 to Q3 2020)
- 5) conclusion and possible extension to other buildings (Q4 2020)

The CERN stores supply some 600'000 single-use plastic cups every year! Initially, 40'000 of the reusable cups ordered for the Open Days will be provided free of charge at CERN's water dispensers. After that, these reusable cups will receive a reference number for sale in the CERN stores, replacing the disposable cups currently stocked.

### Gas Supply

Gas supply contracts (Carbagas & Pangas) managed by SMB department are ending on 30 June 2020. Four options exist for gas containers, which are not CERN properties, but are owned by the gas companies:

- Return the container to a gas point before the end of 2019 and [inform the gas distribution service](#)
- Buy the container (transfer of property)
- Rent the container on monthly basis (no transfer of property)
- Pay a lump sum to use the container until it's empty and then return it (no time limit, no transfer of property)

[Prices depend on contract and container](#) and will be soon published on the service portal.

### Site Engineering

As part of the works related to the construction of the new Science Gateway, the kindergarten needs to be relocated. New location will be between buildings 5, 602 and the Esplanades des Particules. Construction of two new buildings 663 and 664 will start in 2020 and will be finished, including outdoor facilities, at the beginning of the new school year in August 2020.

The President of the Staff Association, G. Roy, commented that due to severe CERN budget cuts, the Staff Association had to inject money from its reserve into the buildings, which should not happen and which he regrets very much. The additional money from the Staff Association was necessary to preserve the good quality and sufficient space of the buildings to the children.

The mobility center also needs to be relocated and will be moved to the parking lot in front of the barracks, that are used by the CERN Clubs. Exact layout is still under study, relocation is planned for summer 2020.

The President of the Staff Association, G. Roy, commented that in the present layout, only 7 places are left for Club members, which is not acceptable and another solution must be found. Club members are both staff and Users, but also many external members, who need the parking space outside of the CERN fence. There is the danger that due to parking limitations, fewer external Club members will participate in the activities of the Clubs.

Further improvements are under study for Gates B and E. In addition to the double exit ways at Gate B, double entry ways are studied, which would allow an increased

storage length for cars and to introduce access control for cyclists. At Gate E, double exit ways are being studied. Works for both projects is foreseen at the end of 2020.

The new Porte de France Crossroad project has been finalized and was announced in the media. It will replace the current St. Genis roundabout. Basic element is a tunnel for the traffic in the direction between Thoiry and Ferney-Voltaire underneath the present roundabout (approximately between St. Genis Technoparc and St. Genis Foyer Hostel). At St. Genis, 800 Park+Ride places are planned and a high frequency bus line between St. Genis and CERN. The tram line that is currently ending at CERN is not expected to be extended towards St. Genis, though.

Current traffic (morning peak hours) is 1'179 vehicles per hour from France towards the Meyrin border, such that the road is already saturated. According to the hypotheses retained, the traffic will double by 2040 and the transit on the route de Meyrin (morning peak hours) entering the city would reach 2'100 vehicles, which would completely block the area.

The new set-up still needs to be optimized. In the current planning, the incoming and outgoing traffic from Gate E would be penalized compared to the present set-up. It is therefore important that two main improvements for CERN are taken into consideration by the local authorities:

- Addition of a preselection bypass from the RD884 (from Thoiry, over 350m), separated from the borderer traffic
- Addition of a direct bypass from St. Genis - Ferney towards Gate E (over 30m)

### Security Service

During CERN's end-of-year break from 21 December 2019 to 5 January 2020, there is only restricted access to the CERN sites, limited to essential personnel only. Existing IMPACT activities etc. will not be sufficient for access. The [procedure is documented on the CERN service portal](#).

Each department designates a person responsible for access rights during the end-of-year break. For CERN members of personnel (MPE and MPA), planned access is only granted if the name is entered in an *ad hoc* e-group before 20 December by the responsible person. Unplanned access during the break can be granted on a case by case basis, either by entering the name into the e-group by the responsible person (will take 4 hours to become active), or by an [Access Request in ADaMS](#) approved by the Control Room for Technical Infrastructure or the Head of Security (or its deputy).

For people other than members of personnel, a special access request needs to be made in ServiceNow. Personnel belonging to firms or subcontractors just have to fill in the usual AET (authorization outside working hours), departments don't need to put them in their e-group, but all AETs need to be signed by a CERN supervisor.

## Parking

Space for new buildings, parking and green space on the Meyrin site is currently extremely rare. New projects are more considered in terms of densification, heightening and demolition to build new buildings. Green space needs also to be preserved for the quality of the site!

On all new CERN projects, budgets do not allow to create new parking spaces. Costs are 45 kCHF per parking lot for underground car parks and 5 kCHF per parking lot for outside car parks, but there is no space available to build any. The issue is always discussed with the Swiss authorities in the frame of the site development overall project.

More parking space cannot be created, but there is an ongoing study of a system (mobile app) that will locate and show free parking space on site, helping to spend less time searching for an available parking lot. [Usage of public roads and car parks by contractors](#) in the scope of their works is managed and pre-approved by SMB's DSO.

At the Globe car park, no incidents (theft) have been reported to the Security Service, only a few material damages. Security Service is however not always informed but considering the video extracts requests, it seems that the inside of the site is more subject to incivility.

According to CERN's rules and regulations, it is not possible to register a child above 25 years of age to have a blue access card. If any example exists, this should be reported to the Security Service as this would be a bug in the system.

Vehicles declared by CERNois but driven by people not registered at CERN can still access the Globe car park as no security guards are at the entrance. Regular spot checks are done by the Security Service in order to limit those behaviors. Follow up emails are sent to the owner of the car to remind them that all vehicles accessing the CERN site can only transport people that have a valid access card.

Because of the construction of the Science Gateway, the Globe car park will disappear. As there is no space inside and outside the CERN fences, no replacement is possible and an underground car park would be too costly. However, most of the Globe car park is used for Park+Ride and by the Mobility Centre, that will be relocated. Only 30 vehicles per day are parked by Users or Staff, but there are many cars parked overnight. People need to be reminded that cars are allowed to park at CERN, including the Globe car park, for a maximum of 5 working days, when on duty travel. When on private travel, parking the car at CERN is not allowed.

## 6. REPORT ON SERVICES FROM IT DEPARTMENT (Tony Cass, CERN-IT)

### Subscription changes for CERN mobile phones on 28 November 2019

Mobile telephony subscriptions have changed as of 28 November 2019 to reduce costs for data access, especially in the Pays de Gex, and to support e-SIMs for smartphone users whose device is compatible with e-SIM. These users then can use a single phone both professionally (with an e-SIM provided by CERN) and privately (with a SIM card from a personal mobile phone subscription).

Following the change, users with an appropriate phone are also be able to use VoLTE (Voice over LTE), which should improve connectivity in France, and, if there is no mobile phone network connection, to make voice calls over a Wi-Fi connection at CERN or in Switzerland. Short numbering, e.g. 16-XXXX within CERN, will not work after some point in future and all users are recommended to store full numbers in their mobile phones.

Users with a former “Full” subscription will be migrated to the new “Standard” subscription. Other users will be migrated to the “Restricted” subscription. The “Standard” subscription includes voice from and to Switzerland and neighbors (France, Italy, Germany, Austria) and data (up to 1.5 GB at neighbors, then charged). Voice and data to and from other countries is charged. The “Restricted” subscription allows only voice from Switzerland and from France to CERN numbers and to surrounding Switzerland and France (numbers starting with +4122, +4121 and +33450), with data included in Switzerland and no data in France.

Costs are 10 CHF/month for the “Restricted” subscription and 20 CHF/month for the “Standard” subscription + additional charges for voice and data in other countries, if any. CERN mobile phones in France are no longer restricted to the Orange network, but can use any provider now for roaming.

Voice calls to numbers outside Switzerland and neighboring countries are much more expensive than before. People, who were used to make long phone conferences, e.g. with the US using voice on their mobile phones would see a large increase of costs.

Hence, it is highly recommended to use CERN landlines when calling abroad or to use data calls with a softphone solution such as Skype for Business (and the soon-to-be-introduced CERN Phone App) that enables one to use the landline number on the mobile phone. Even if there are data roaming costs outside of Switzerland and neighbors, the costs for using Voice over LTE are usually 10x lower than for voice calls. Using mobile phones for voice calls should be limited to areas without WiFi coverage.

An overview can be found in a [Bulletin article](#), more details on costs are provided in a [dedicated presentation](#) and on the [webpage of the CERN Mobile Phone Service](#) with many FAQs.

## 7. CERN'S CARBON FOOTPRINT (Enrico Cennini, CERN-HSE)

The 2016-2020 CERN Environmental Protection Strategy sets 11 domains of concern. Reducing CERN greenhouse gas (GHG) emissions is set as priority 1 under air protection.

The CERN Environment Protection Steering (CEPS) board was set at the beginning of 2017. The CEPS board defined, implemented and follows environment protection objectives in collaboration with the Departments/Experiments in charge. End 2019, new environment protection related objectives will be presented to the Enlarged Directorate for approval.

Although CERN is not under any formal obligation to report, it is the Organization's wish to publish a public facing environmental report. The report content will be submitted to the Enlarged Directorate for approval before the end of the year. The report conforms with the Global Initiative Reporting (GRI) standard - leading framework for sustainability reporting. Economic and social aspects of sustainability will not be addressed in this first report (only environmental ones).

To identify and prioritize CERN most significant environment protection aspects (materiality in the GRI jargon), a survey (internal/external) was organized. The survey defined the content of the report and will also provide input for the elaboration of the 2021-2025 CERN Environment Protection Strategy.

Accounting defined by the GHG Protocol and other norms is in line with the reporting requirements of the Kyoto Protocol (2005). Emission of GHG are expressed in tons of CO<sub>2</sub> equivalent (tCO<sub>2</sub>eq). Since 2011, CERN accounts Scope 1 and Scope 2 emissions. Scope 1 covers direct emissions by company facilities and vehicles, Scope 2 covers indirect emissions through the consumption of electricity, steam, heating and cooling for own use.

Not covered yet are other indirect GHG emissions (Scope 3) except for employee commuting. Scope 3 emissions are a consequence of the activities of the company, but occur from sources not owned or controlled by the company. Some examples of scope 3 activities are extraction and production of purchased materials; transportation of purchased fuels; and use of products and services. Scope 3 contributions are difficult to assess. Flights to conferences by CERN staff or travel to CERN by Users, which both should have a large contribution are not accounted yet due to these difficulties, also because of possible double counting in case of Users (accounted by CERN and/or by the home institution).

In 2017, CERN had an emission of 195'095 tCO<sub>2</sub>eq in Scope 1 and of 37'838 tCO<sub>2</sub>eq in Scope 2, giving a total of 232'933 tCO<sub>2</sub>eq. Employee commuting, which is part of Scope 3, accounts for additional 9'150 tCO<sub>2</sub>eq. Usually, Scope 2 is higher than Scope 1, but this is the other way around at CERN due to the particular situation, that much of Scope 1 is linked to emissions of fluorinated gases (F-Gas) and much less linked to combustion processes. Usually, combustion processes are the most contributing.

For comparison, Fermilab has an emission of 170 ktCO<sub>2</sub>eq (Scope 1 + 2), at BNL it is 130 ktCO<sub>2</sub>eq and at the Geneva University Hospitals HUG it is 110 ktCO<sub>2</sub>eq. Emission at CERN is very much related to accelerator and detector operation. During the Long Shutdown 1 in 2013 and 2014, the emission (Scope 1 + 2) was reduced to less than 150 ktCO<sub>2</sub>eq.

The vast majority of Green House Gas emissions, 142 ktCO<sub>2</sub>eq in 2017, is caused by the use of fluorinated gases in particle detectors. These are man-made gases, staying for centuries in the atmosphere, and contributing to the global greenhouse effect leading to climate change. Main gases of concern are hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and Sulphur hexafluoride (SF<sub>6</sub>). These so-called F-Gases are qualified as Greenhouse Gases, such as CO<sub>2</sub>, NH<sub>4</sub> and N<sub>2</sub>O. Their limitation, reduction and ban is covered by the Kyoto Protocol (signed in 1997 - entry into force in 2005).

F-Gases are used at the LHC experiments for detector cooling (HFCs & PFCs) and for particle detection (HFCs, PFCs & SF<sub>6</sub>) and are extremely volatile. A small fraction is vented and despite a good recirculation rate (90%) in gas distribution systems, fugitive emissions occur all along the supply network and at the detectors level (RPCs and CSCs), which is the main source of GHG emissions at CERN.

Hence, reduction or optimization of F-Gas emissions in the LHC Experiments is one of the primary goals to reduce CERN's GHG emissions. First steps started in January 2015, and a first revision of F-Gas reduction objectives was set in September 2017. R&D studies were defined and launched for optimization of F-Gas use in the LHC Experiments and the design of CO<sub>2</sub> primary chillers for ATLAS and CMS. A workshop on management and optimization of the use of fluorinated gases by the LHC experiments was held on the 26 February 2019, immediately followed by a second revision of the F-Gas reduction or optimization objective. The objective was also communicated to the Host States Authorities and press.

For detector cooling, F-Gas based cooling systems will be replaced by CO<sub>2</sub> based systems and/or water. For particle detection, leak search/repair and gas circulation optimization (ATLAS + CMS) will be done, with switching off the leaking ones, if needed. At ALICE and LHCb, detectors will be replaced and F-Gas recuperation systems will be implemented. These measures should lead to a 33% reduction in the GHG emission in the LHC experiments in 2024 compared to 2018, or a reduction of 54 ktCO<sub>2</sub>eq per year.

In addition to the 3 objectives to reduce GHG emissions, 8 other draft environmental objectives proposal will be proposed to the Enlarged Directorate for approval:

- Improving CERN effluents quality discharged into watercourses
- Conserving and enhancing CERN's natural, agricultural and forest areas
- Optimizing CERN electricity consumption
- Reducing the potential environmental impact of hazardous substances
- Optimizing CERN radiological environmental impact
- Increasing CERN waste recovery rate
- Optimizing CERN water consumption
- Improving CERN noise footprint



## 8. DUTY TRAVEL + AC33: CHANGES EFFECTIVE AS OF JANUARY 2020 (Lucy Lockwood, CERN-FAP)

Travel management at CERN is a heavy and expensive resource. Following a survey among travelers and travel arrangers it became evident that processes are unclear, with a high turnover of people treating travel, too many EDH documents, heavy validation of claims, no clear travel policy and the need of streamlining the process of arranging travel with the travel supplier.

CERN's travel rules are applicable to all travel that is processed through CERN, both travel paid from CERN owned money (CERN budget codes), but also travel that is paid from third-party accounts (formerly called team accounts), where money is owned by collaborations and institutes. About 20% of travel is made by Users on third party accounts processed through CERN. They should be treated equally than employed CERN members of personnel. Special funding rules, e.g. travel from EU funds can be used, but there should be equal treatment as much as possible.

To improve travel management, several scenarios were proposed, based on about 1000 replies from travelers and travel arrangers. All scenarios foresee e-supporting documents (receipts etc.), suppressing of CWT TPP documents (Third Party Payments), spot checks on claims, a streamlined approval chain and EDH documents and include minor expenses in sundries. The scenarios differ in the reimbursement model, accommodation booking and savings.

The scenarios were presented to the Enlarged Directorate and a scenario was approved where reimbursement is based on a mix of subsistence and real costs, with both transport and accommodation to be booked through an online booking tool.

The new scenario will have savings from travel arrangement (8.5 FTEs) and additional savings of more than 600 kCHF (reduced CWT fees and others). The risk of fraud is mitigated, as recommended by the internal audit. Travelers are treated equally independent of their status and funding, and it is legally sound.

A new [Administrative Circular 33](#) will be in place as of January 2020 with one set of rules for all travelers, as well as small changes to the Staff Rules and Regulations. Travel that started in 2019 will still be handled according to the old rules (old Staff Rules and Regulations and [Administrative Circular 19](#)). The FAP Department will be Duty Travel process owners and will treat Travel Claims (no longer HR Benefits). Use of the EDH Travel Request will be obligatory and the Online Booking Tool (traveldoo) or CWT for any travel booking. Self-booked tickets will not be reimbursed anymore, except in well justified cases.

The traveldoo Online Booking Tool will be used by Travel Arrangers for travel from January 2020 (phase 1). Objective is that all one way or return flights are to be booked online through the Online Booking Tool. Multi-leg or more complicated journeys will still be booked with the help of CWT ("offline"). It is expected that about 70% of the travel will be done through simple online booking and 30% by CWT. The Online

Booking Tool will be only for travel arrangers and managers at first instance, but will be open for travelers too, after more experience has been gained.

A budget envelope will be calculated in the EDH travel request document. If the actual price of tickets is exceeding the ceiling, the budget holder has to resign again the document. The EDH travel request and EDH travel claim document will be merged into a single document in the course of 2020, but this is not ready yet in January 2020. For the travel claim, electronic documents (e.g. taxi receipts) are accepted as supporting evidence. The traveler is advised nevertheless, to keep the paper documents until the process has finished.

The Daily Travel Allowance will change as of January 2020. Daily Travel Allowance (DTA) is intended to cover accommodation, meals and miscellaneous expenses during periods of duty travel (including during time in transit). If all duty travel expenses (transport, accommodation and meals) are paid on behalf of the traveler, no DTA shall be paid (e.g. events, workshops, collaboration weeks organized by CERN). In exceptional and duly justified circumstances, expenses that exceed the DTA may be reimbursed.

The DTA is now anchored to UN rates and cannot be reduced, as it was done in the past by some departments. However, travelers may, on a strictly voluntary basis, request reimbursement of their duty travel expenses at an amount lower than the DTA to which they are entitled.

Accommodation (including breakfast) will be up to 60% of the DTA in 2020, one meal (lunch or dinner) will count as 10% of the DTA (was 15% in 2019) and miscellaneous expenses will be 20% of the DTA (was 10% in 2019). Examples of miscellaneous expenses are: local transport including taxis, parking, taxes, tips, telephone and hotel internet.

Other necessary expenses may be paid or reimbursed on the basis of actual costs provided each individual item claimed exceeds 20 CHF. The following expenses are not reimbursable: Supplementary expenses for seat reservations, fast track services, upgrade, priority boarding, airport lounge access, expenses resulting from personal choice, personal expenses at the final destination, fines, cost for obtaining passports or other ID.

The system is capable to handle mixed travel, where part of the travel, e.g. transport is paid the institute through a third-party account and e.g. accommodation/DTA is paid through CERN.

Training sessions for travel arrangers and travel managers (main point of contact for travellers and travel arrangers in their department, to be nominated) will be held in December and January. The experimental secretariats are used to the User needs and are particularly trained in this way. The new travel rules will be communicated through the Bulletin and updated or new procedures will be in place ([admin e-guide](#), [Administrative Circular 33](#)).

Future planned improvements are merging EDH travel request and travel claim documents, auto-creation of leave request and automatic handling of personal leave. Also planned is the gradual automation of the travel arranger role; hotel and car rental bookings in the online booking tool (contract under negotiation with car rental companies) as well as training in the Learning Hub for travelers.

## 9. HEALTH INSURANCE AND SOCIAL SECURITY

### a) Information on A1 certificates in Germany (Lucia Masetti)

Germany has no centralized system like INFN in Italy or CRNS in France, where Users could get instructions on the A1 certificates, that are needed to certify the social security status in their home countries when on duty trip, e.g. to CERN. It's up to the individual institutes to provide and to handle A1 certificates.

An email was sent out mid-November to Users in Germany, together with regular notes from the last ACCU meeting, asking how their institute does this handling. 9 answers were received from 7 Institutes. Although still based on a low number of replies, this is sufficient for a first impression, together with own experience.

All institutes formally require application for an A1 certificate for every trip to any European country (sometimes also for other countries). Either the certificate itself, or, if it does not arrive in time, the request has to be carried along. There are 2 kinds of A1 certificates: short term for single trips and long term for up to 2 years and also for more than one country at once. For CERN both Switzerland and France are needed.

There is a very wide spectrum of application instructions: A1 certificates are either automatically provided or at least automatically requested together with the normal travel request. Depending on the different categories of contract and of travel, there are up to 3 pages of instructions, but sometimes no information on the web is provided by the institute.

Those who received instructions did request the certificate, at least the first time(s). Some (mostly those with automatic procedures) received the certificate quickly, in time for their travel, whereas some others received it after the end of the travel and then did not request it anymore. In one case, despite of a request in July and a reply shortly after that they are working on it, the certificate was not received until the date of the December ACCU meeting.

The A1 certificate is issued Germany-wide by the public health insurance companies or by the central pension fund for civil servants (and privately insured employees). Carrying no A1 certificate when on duty trip bears some risk of being fined. A case was reported, where participants of a conference were checked when entering the conference building.

CERN employed members of personnel are not affected by the A1 certificate. CERN has agreements with all Member States and Associate Member States, facilitating the

mission its personnel to the countries. Hence, CERN is not issuing A1 certificates for their employed members of personnel, when on duty trips.

Delegates are encouraged to investigate in their home countries the issuing of A1 certificates and to report back at the next ACCU meeting.

**b) Health Insurance Survey by US LHC Users Association (Richard Teuscher)**

The US LHC Users Association (US LUA) is composed of scientists and engineers who carry out research and development using the Large Hadron Collider experiments and accelerator systems. These include people based at CERN and those working mainly from their home institutions.

A survey on health insurance has been conducted among the US LUA members from July to September resulting in 106 replies, mainly by Post-Docs (43%), then followed by graduate students (24%) and senior faculty members (24%) and as well as junior faculty members (9%). Health insurance coverage was mainly taken only for the individual (60%), and to about equal amounts the individual with spouse (19%) or with family (21%).

The survey showed that primary health insurance while at CERN is rather diverse. The majority of US LUA members is insured via the home country (41.9%; Blue Cross, Blue Shield, OHIP etc.). Others are insured via CHIS/UNIQA (13.3%; not available for new Users anymore), local Swiss or French insurances (12.4%), travel insurances or similar (14.3%) and the Allianz Insurance for MPAs (18.1%), where people are insured over several years.

Frequently used health care providers are the La Tour Hospital (43%) and the Geneva University Hospitals HUG (35%), and to a lower amount hospitals or general practitioners in France/EU (10%) or Switzerland (9%).

The majority of Users had no difficulties and are satisfied with their insurance. However, graduate students are less satisfied than Post-Docs and they are less satisfied than Faculty Members. The satisfaction rate depends very much on the insurance type. Whereas all Users are satisfied with CHIS/UNIQA, only 45% of Users insured via the home country are satisfied. Satisfaction rate for local insurances is 62% and is 75% for the Allianz insurance.

Various valuable comments were given. Users insured via their home country complained on advanced payments to be made, that are difficult to reimburse and that the insurance may only cover emergencies. The costs of the Allianz insurance are considered high and longer coverage terms would be needed. There were also complaints that Allianz doesn't cover everything and that there are barriers to use.

The fact, that the US LUA Users in Allianz have several years of coverage on average, is in contrast to the statistics provided by Allianz, that only 6% of the insured people

were covered for more than 300 days. It seems that US LUA Users in Allianz are rather long-term Users and do not reflect the average population in Allianz.

Some Users use other options for insurance, sometimes for significantly lower costs as CHIS/UNIQA or Allianz. However, benefits need to be carefully checked if they comply with CERN's requirements for Users to include health and accident insurance (including protection against occupational illnesses and occupational accidents) providing adequate cover in Switzerland and France, as well as any countries visited on duty travel.

## 10. USERS' OFFICE NEWS (Michael Hauschild, Head of Users' Support)

### Allianz Health Insurance for MPAs

The Allianz Health Insurance for MPAs is available since 1 April 2015 for Users (MPAs in general) and its conditions and benefits are fulfilling CERN's requirements.

Conditions, benefits and prices are subject of an annual renewal. Next period will be from 1 April 2020 to 31 March 2021 and first discussions took place at a meeting on 4 November between CERN, Allianz, insurance brokers (Kessler S.A.) and a service provider (ANTAE).

Statistics provided by Allianz showed a growing number of MPAs, which is very positive. The average number of lives between 1 April 2019 and 30 September 2019 was 295 (253 in the same period 2018), which is an increase of 17%. Out of them, 32% were female, 68% male; 83% were MPAs and 17% family members. The vast majority of claims is spent in Switzerland (89%) and only 8% in France, 1% in Italy and 2% in all other countries (9). There were only 3 high claims (>10'000 €) in 2019 compared to 5 high claims in 2018.

Another topic was the possible change of the current scheme to a 12-months scheme, that is often asked by Users. The current scheme has different cover periods of 30, 60, 90, 120, 150, 180 days without automatic renewal, such that the MPA needs to reapply with all documents for extension and gets a new policy number. The current scheme has the same premiums for adults and children.

A possible new 12-months scheme would replace the current scheme by a single 12-months cover period only, but with the following requirements requested by CERN:

- monthly premiums are not higher than in the present 30 - 180 days scheme
- automatic extension of insurance contract under same policy number
- monthly payment preferred rather than a single annual payment
- earlier cancellation with 1-month notice + a pro-rata reimbursement of paid premiums, if needed
- different premiums for adults (higher) and children (lower)

Comments by Allianz were that one can either have current scheme or new 12-months scheme, not both in parallel, that the change is complex, might be risky and needs to

be studied. No detailed proposal was presented yet with possible price tags. There is no deadline to work on the new scheme, priority is given to work on renewal of current scheme. If a proposal would be available and agreed by ACCU, implementation could be done at any time (needs ~2-3 months for preparation).

Premiums for the coming period starting 1 April 2020 depend entirely on the “loss ratio” of the past year, which are the earned premiums of insured MPA community versus claims spent and admin costs. There was a favorable development over the past year with more lives and premiums, less claims spent such that a premium reduction seems likely, but depending on the further development. A premium proposal by Allianz is expected to be available by mid-January, no additional benefits or possible deductions are presently under discussion.

Premiums in general are rather volatile, as they are based only on a one-year development of a small community and with high fluctuations in claims. Under discussion is to base premiums on 3-years development with defined corridors in advance e.g. depending on positive/negative development, which would reduce the fluctuations.

#### Health Insurance Cover Certificate + European Health Insurance Card

Users can consult the CERN Medical Service in case of medical problems or seeking advice, which is no problem in case of small issues. However, sometimes more checks or treatment is required, that may include transport to a hospital with additional costs. Any such additional costs should be covered by the Users’ health insurance. Users should be aware on their health insurance coverage and have a certificate with them. In some cases, Users appearing at the Medical Service had no idea on their coverage and had no certificate.

The European Health Insurance Card (EHIC) is not mandatory but very useful as it gives access to medically necessary, state-provided healthcare during a temporary stay in any of the EU + EFTA countries (includes Switzerland). It helps for payments at hospitals as the hospital contacts the insurance company directly and is also appreciated by CERN Medical Service. EHICs are issued by [national health insurance providers](#). There is also more information available on the [EU webpages on employment, social affairs & inclusion](#).

#### Posted workers and A1 (social security) certificate

The EU has defined a set of regulations with rights and rules for posted workers: [EU Regulation 883/2004](#). A ‘posted worker’ in the sense of the regulation is an employee in one EU or EFTA Member State (includes Switzerland) who is sent by his employer to carry out a service in another EU or EFTA Member State on a temporary basis. Employees from outside the EU or EFTA area are not affected.

Posted workers need an A1 certificate on the social security situation of the employee. According to the EU regulation, after postings longer than 24 months, posted workers

can either switch to the social security system of the host country **or** apply for an extension and remain covered in the home country.

In December 2017, the Federal Social insurance Office (OFAS) in Berne indicated, at a first glance, that the regulation could possibly not be applicable to CERN's Users, given their special status as MPAs.

There was no update since, but more issues were raised recently: institute faculty members are civil servants and would be no posted workers in the sense of the EU regulation, but this could not be the case for students and Post-Docs etc. The question of A1 certificates is also related to the question if Users are considered as posted workers or not.

Since September, CERN Legal Service and Host State Relations were in contact with Swiss Mission and Swiss Authorities again to clarify these questions. Swiss Authorities replied that Users **are** posted workers (are subject to EU Regulation 883/2004) in contrast to the earlier statement from December 2017 (however, at a first glance) and as a consequence, Users **need** an A1 certificate.

A particular problem occurs for Users, who are posted to CERN for more than 2 years. The EU regulation usually requires posted workers after 2 years to join the social security system of the host country (i.e. Switzerland in case of CERN). However, because of the special agreements between CERN and Switzerland, it is not possible for Users to join the Swiss system (AVS), not even voluntarily. These Users therefore need to apply for a continuation to stay in the social security system of their home country. CERN Legal Service and Host State Relations will continue to discuss with the Swiss Authorities in this matter.

## 11. MATTERS ARISING FROM THE PREVIOUS MEETING

### a) Update on Internal Taxation certificate change (Gregory Cavallo, CERN-FAP)

#### Finance matters

New "[Conditions applicable to the opening and use of Third-Party Accounts](#)" have been published, clarifying rules, definitions and nature of the service provided. A Team Third-Party Account (formerly called Team Account) can be either a collaboration account or a visiting research Team Account. Third-Party Accounts are not exempt from VAT payments as it is money processed by CERN, but not owned by CERN. All Third-Party Account Managers (TAM) have been informed by e-mail.

As of 1 January 2020, new limits will be in force for subsistence processed through a Third-Party account on behalf of a Collaboration or Institution, as announced already in 2017.

A new memo clarifies the implementation and [details are available as admin e-guide](#). A maximum of 5'163 CHF/month (2019 price) now can be paid, for a maximum of 8 years, starting to count on 1 January 2020. The revised maximum amount in 2020 prices will be known later in December, after the Cost Variation Index has been approved by Council.

### Internal Taxation certificate change

As of 2019, the Internal Taxation certificate for occasional (i.e. non-statutory) subsistence allowance processed through Third-Party Accounts has stopped. The last certificates were issued on February 2019, for the year 2018. The taxable amount on the certificate was 0, whether the User received a subsistence or not.

The Staff Rules and Regulations stipulates that CERN shall levy an internal tax on the financial and family benefits paid by CERN (not by Third-Parties). Occasional (i.e. non-statutory) subsistence processed by CERN on behalf of a Third-Party are not subject to internal taxation. This means that MPAs with status USER, COAS, VISC, who receive occasional subsistence are affected by the change. Other MPAs, like TECH, DOCT, PJAS etc. are not affected as for those, the subsistence is part of their contract (statutory) and they continue not to pay taxes on the subsistence allowance. 83% of the Users do not receive any subsistence allowance. These Users, if needed, nevertheless can receive a statement of subsistence allowance, even at 0, in French and English.

17% of the Users do receive subsistence allowance and for those Users, CERN has published or will update guidelines, how to fill their tax declaration forms.

For Switzerland, guidelines for tax declaration are unchanged.

For France, the nature of the payment does not change (for Users, a subsistence allowance). Taxation depends on the national legislation of each country, based on the individuals' declaration(s).

Only Users who must fill a tax declaration according to French law are affected. France asks to declare all revenues in the same category: *Traitements, salaires, pensions, rentes*. Depending on the situation, up to 3 boxes need to be filled on the French tax declaration:

- Revenues already taxed in another country:  
→ *Salaires de source étrangère avec crédit d'impôt égal à l'impôt français*
- Revenues not taxed in another country (i.e. subsistence allowance):  
→ *Autres salaires imposables de source étrangère*
- The situation of the Users entitles them to declare their costs for coming/living in the region as professional expenses (*frais professionnels, frais de déplacement, double résidence, etc.*). These costs are deducted from the *salaires imposables*:  
→ *Frais reels*

The subsistence allowance is a taxable income in France if the User must fill a tax declaration as per French law and the subsistence allowance is not a taxable income



in the “origin” country. Taxable does not mean that the subsistence allowance is systematically taxed. Income tax may be due if the taxable income, after deduction of the professional costs, divided by the number of shares ("parts"), is higher than the [threshold](#) (was 9'964 € + 10% forfeit for 2018).

CERN cannot answer the question if an individual User needs to pay taxes in France. Out of 12'675 Users, 2'215 (17%) have received a subsistence allowance in 2019, where 880 (7%) have received more than 12'200 CHF (9'964 € + 10% forfeit) and reached the threshold, but only 220 (1.7%) have a home address in France such that the subsistence allowance for these Users would be taxable in principle.

However, this estimate neither considers the family situation of the Users, nor the individual's tax situation or the possibility to deduct professional costs (including rent, electricity, etc.) or any other deduction permitted by French law. The list of possible deduction is quite wide, but is not exactly defined. Hence, it is expected that the number of Users, who actually need to pay taxes will be much lower.

The [admin e-guide](#) and [FAQ](#) on tax certificates and taxation in France are currently being updated. The statements on subsistence allowance will be ready for February 2020 as foreseen. CERN is still in contact with Switzerland to set public sessions and good progress was made recently. CERN has agreed with the SIP Bellegarde for regular public sessions and private meetings on appointment at CERN in 2020. First sessions are expected in spring 2020.

## 12. ANY OTHER BUSINESS

### a) Car plates and home country (Emilio Radicioni, Italian Delegate)

Italian Users, even if staying at CERN for more than 50% of their time, are still considered Italian residents due to recent changes of Italian laws. As Italian residents, they are not entitled to drive cars with foreign number plates, e.g. regular French plates or green French plates.

There is a list of exceptions for several international organizations, but CERN is not on this list. A case was reported where a car registered on French green plates was withheld by Italian police for a long time.

So far, only Italian Users are affected, but similar laws may apply in other countries.

### b) Charity sales in front of Restaurant 1 (Evangelia Dimovasili, Cypriote Delegate)

Charity sales are held in front of Restaurant 1 since many years. Rules and regulations for such events are currently under revision. This concerns both the question, who takes the responsibility for the event, but also questions concerning sales and selling food.

The Staff Association is in contact with the Legal Service on this matter.

**13. PROPOSED TOPICS FOR THE NEXT MEETING (Tuesday, 10 March 2020)**

- Report(s) by ACCU representatives:
  - Housing Service review meeting (if held)
- New Users' Office website
- Election of ACCU Chairperson

[Michael Hauschild](#), 3 December 2019

Presentations from the meeting can be found with the minutes on the ACCU web site at: <http://accu.web.cern.ch/>