

Appointment or change of Team Leader and/or Deputies from a Collaborating Institute in an Experiment or Project

Whenever the institute Team Leader changes, a new form replaces the previous one, hence the name and signature of each signatory must appear on the form.

For each change of deputy, a form must be signed by the Team Leader and the new deputy.

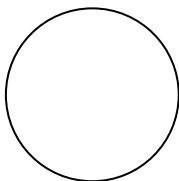
1. Experiment/Project	_____		
2. Collaborating Institute	_____		
	Name		
	Town	Country	Institute Code
3. Team Leader	_____		
	Name	First name	CERN ID
4. 1st Deputy Team Leader	_____		
	Name	First name	CERN ID
5. 2nd Deputy Team Leader	_____		
	Name	First name	CERN ID

I take note of the Team Leader's responsibilities, as detailed on the reverse side of this form, and agree to fulfil them to the best of my abilities.

_____	Signature of Team Leader
Date	
_____	Signature of 1st Deputy Team Leader
Date	
_____	Signature of 2nd Deputy Team Leader
Date	

I take note of the Team Leader's responsibilities as described on the reverse side of this form, and hereby authorise the above-mentioned persons to act on behalf of the institute.

Collaborating Institute Management



_____	First name
Name	

Position held in the Institute (e.g. Head of Department/Head of Administration)	

Date	Signature of Institute Management

Agreement and signature of the Spokesperson or Contactperson of the experiment/project

_____	Signature
Date	

This form should be completed, signed and sent to the experiment/project secretariat at CERN (or to the Grey Book secretariat if the experiment/project has no secretariat) e-mail : Grey.Book@cern.ch fax: 00.41.22.766.82.97

Team Leader Responsibilities

Each Collaborating Institute in an experiment or project performed at CERN nominates a Team Leader who is responsible for ensuring that all members of the team (paid academic, research, technical and administrative staff and registered students) are aware of the CERN regulations and obligations, and of the need to comply with them at all times whilst on the CERN site.

For a team member to become a CERN User, a registration form must be signed by the Team Leader after verification that the information written on the form is correct.

Similarly, the extension of a User contract requires the Team Leader's signature on a Check-List form.

The Team Leader must ensure that the person concerned:

a) has a proper contract of employment with, or is registered as a student at, the Collaborating Institute

b) is fully insured against illnesses, accidents and disability, whether occupational or non-occupational in France and Switzerland

c) has financial support (minimum 2800 CHF per month, considered to be the minimum necessary to live in the region) has correctly declared the expected % presence at CERN

The Team Leader should be aware of visa requirements and make sure that the Team member take the necessary steps to obtain one, if required, well in advance of coming to CERN.

If the Team Leader is occasionally present on the CERN site, it is recommended that he/she appoints one or two Deputies, who are more regularly present, to act on his/her behalf.

Team Leaders must have a CERN ID number, i.e. they must be registered with CERN as a participant in the experiment or project.

Each Collaborating Institute sending team members to CERN shall remain responsible as employer for the medical surveillance of its team members and, in the case they are to work in conditions deemed to constitute special risks (e.g. radiation controlled areas), shall supply a certificate of medical fitness on first arrival at CERN. This responsibility covers also registered students sent onto the CERN site as team members.

Team Leaders shall ensure that the team members they send to work at CERN are aware of and are trained to respect the CERN Safety rules. Team members shall attend the CERN safety course(s) for newcomers, any compulsory CERN safety course, and all specific safety courses deemed necessary by the Collaboration.

The Deputy Team Leaders have the same responsibility as the Team Leader!