

IMPLEMENTATION MEASURES

Subsidiary document to Operational Circular No. 2 (Rev. 3)

In accordance with § 4 of Operational Circular No. 2 (Rev. 3) on the conditions of access to the CERN site, hereinafter referred to as “the Circular”, and following consultation with the Staff Association, the Director-General hereby adopts the following implementation measures.

§ 16 of the Circular - Implementation measures relating to access points

16.1 The main access points and their respective locations, uses and opening hours are listed in the table entitled “*Main Access Points*” in Annex I¹.

§ 17 of the Circular - Implementation measures relating to CERN cards

17.1 Types of CERN card

The CERN card is a card, usually made of plastic, the size of a credit card. It may have a bar code, an RFID (radio-frequency identification) system or a magnetic strip.

The different types of CERN card, their holders and their respective features are listed in the table entitled “*Types of CERN Card*” in Annex II.

17.2 Formalities to be completed before issue

Before going to the card issue point, the individual concerned must have completed all the necessary formalities with the relevant services specified in the table entitled “*Types of CERN Card*” in Annex II.

Persons agreeing to vouch for an individual visitor as described in § 14 of the Circular must satisfy themselves that the visitor’s presence on the CERN site is compatible with the rules in force on the site, in particular those relating to access control, safety and the maintenance of public order.

17.3 Period of validity

A CERN card that does not bear the photograph of its holder is valid only if accompanied by an official identity document.

A CERN card is valid for as long as its holder belongs to the corresponding category of persons (see §§ 5 to 15 of the Circular). However, a maximum period of validity, depending on the type of card, is specified in the table entitled “*Types of CERN Card*” in Annex II.

Outside CERN’s normal working hours of 7.00 a.m. to 7.00 p.m., CERN cards issued to contractors’ personnel (see § 6 of the Circular) are valid only if accompanied by the form “*Notice of work outside the hours considered to be ‘normal working hours’*”, provided in Annex III, duly completed, signed and distributed.

CERN cards may be renewed if all the relevant conditions are met.

¹ In accordance with the relevant international agreements, Gate E (Charles de Gaulle) and the Tunnel linking the different parts of the site are not considered to be access points within the meaning of § 16 of the Circular. Their more restrictive conditions of use are defined in documents CERN/DSU-DO/RH/8200, “The Tunnel linking the CERN sites – Rules for use” and CERN/DSU-RH/12222/Rev. 2, “Rules for the use of Gate E”.

17.4 **Number of cards issued**

Each person may hold only one valid CERN card.

17.5 **Use**

CERN cards are issued on a strictly personal basis. They may not be lent to any other person.

17.6 **Return**

A valid CERN card must be returned to the Organization when its holder ceases to belong to the corresponding category of persons (see §§ 5 to 15 of the Circular).

Similarly, a valid CERN card must be returned to the Organization if, pursuant to § 26 of the Circular, the Director-General refuses its holder access to the site.

17.7 **Loss and theft**

The loss or theft of a valid CERN card must be declared immediately via the Service Portal or the Service Desk. The cardholder must then request a new card from the Registration and Access Control Service.

17.8 **Exemptions**

Without prejudice to other provisions, the following persons are exempt from the obligation to hold a CERN card:

- a) participants in organised group visits (see § 13 of the Circular), provided that a person acting on behalf of the CERN Visits Service or an employed member of the personnel accompanies them at all times from their arrival on the site until their departure from it;
- b) individual visitors (see § 14 of the Circular), provided that the organiser of the visit (see § 5 of the Circular) accompanies them at all times from their arrival on the site until their departure from it;
- c) holders of special authorisations (see § 15 of the Circular), particularly those in possession of business cards performing duties on behalf of CERN or one of its on-site concessionaires (post office, bank, restaurant, travel agency, etc.), provided that they take the most direct route to their destination and, once their duties have been fulfilled, leave the site immediately.

17.9 **Identification of persons**

Without prejudice to other provisions, all persons present on the site must keep their face fully visible at all times, except in cases justified on medical grounds (e.g. flu face masks) or professional grounds (e.g. dust masks).

§ 18 of the Circular - Implementation measures relating to the duties of the site guards

18.1 **General check**

The task of the site guards is to check, throughout the site, the identities of persons and vehicles, their access permits and the goods they are transporting. To this end, they are authorised to:

- a) request the presentation of an identity document, a CERN card, a registration certificate (*permis de circulation* or *certificat d'immatriculation*) and a vehicle sticker and to note down the details;

- b) inspect a vehicle, including its boot and engine compartment, except in the case of exemptions granted by the Director-General (e.g. in the case of cash transportation by high-security vehicles);
- c) seize goods likely belonging to the Organization that are being transported without the appropriate accompanying documentation, except in the case of personal effects such as mobile phones, cameras and laptop computers;
- d) stop a vehicle for as long as required to carry out the necessary checks;
- e) refuse access to persons or vehicles not complying with the Circular.

Persons entering or leaving the site must facilitate the smooth completion of these checks.

18.2 **Checking deliveries**

Persons delivering goods may be given a delivery slip to be signed by the recipient of the goods and/or to be given to the site guard on leaving the site.

§ 19 of the Circular - Implementation measures relating to authorisation by card readers, video monitoring systems and other technical equipment

19.1 The following types of check are performed by the card readers:

- a) Simple check - The validity of the CERN card is checked;
- b) Detailed check – The validity of the CERN card and any special permits or conditions required for access to restricted access areas (see § 25 of the Circular) are checked and the identity of the CERN cardholder is recorded in a database containing information on entrances and exits.

The checks performed by the card readers may be temporarily or permanently supervised by a site guard or another authorised person.

19.2 The Director-General may authorise the installation and use on the site of video monitoring systems not intended for exclusively scientific purposes but for the protection of persons and property. In the event of the use of a fixed video monitoring system, a sign featuring an image of a video camera must be displayed.

19.3 The information collected by card readers and video monitoring systems is considered to be personal data and is treated in accordance with the Organization's data protection rules.

§ 20 of the Circular - Implementation measures relating to restricted access areas

20.1 The main restricted access areas and the services competent to provide information about special access conditions are specified on the website of the service concerned.

§ 21 of the Circular - Implementation measures relating to vehicle identification, road traffic and parking

21.1 **Vehicle identification**

With the exception of bicycles, all vehicles on the site must be equipped with registration plates.

21.2 **Number of vehicles authorised on the site**

Without prejudice to other provisions, each person is authorised to have just one vehicle on the site.

21.3 **Types of vehicle stickers**

The CERN vehicle sticker shows the period of validity of the sticker as well as the registration number of the vehicle concerned. The following types of CERN vehicle sticker exist (cf table in Annex IV):

- a) Annual CERN stickers are issued to the holders of blue “C”, red “E”, green “R”, white “M”, yellow “A” or black “V” CERN cards, who belong to the corresponding category of persons for the whole of the calendar year concerned;
- b) Temporary CERN stickers are issued to the holders of blue “C”, red “E”, white “M”, yellow “A” or black “V” CERN cards, who do not belong to the corresponding category of persons for the whole of the calendar year concerned, and to holders of orange “P” CERN cards;
- c) “Laissez-passer” stickers are, in principle, issued to holders of short-term CERN visitor cards.

Exceptionally, holders of blue "C", red "E", white "M" or black "V" cards are also entitled temporarily to hold a "laissez-passer" sticker for the temporary replacement of a vehicle that has either an annual or a temporary CERN sticker or registration plates referred to in §21, sub-sections b) and c) of the Circular.

21.4 **Formalities to be completed before issue of the sticker**

Annual and temporary CERN stickers should preferably be applied for electronically via the relevant CERN webpage, or otherwise from the Registration and Access Control Service. Applications for "laissez-passer" stickers must be made directly at the CERN Reception.

21.5 **Issue point**

Annual and temporary CERN stickers are issued at the Registration and Access Control Service or via the internal mail, while “laissez-passer” stickers are issued at the CERN Reception.

21.6 **Period of validity**

The annual CERN sticker is valid for one calendar year.

The period of validity of temporary CERN stickers is determined by the period during which the holder belongs to the corresponding category of persons.

The period of validity of “laissez-passer” stickers is determined, for short-term visitors, by the period of validity of the holder’s CERN card and, for the other categories of authorised persons, by the period during which they will use the replacement vehicle.

Stickers may be renewed provided that all the relevant conditions are met.

21.7 **Number of stickers issued**

As a general rule, only one sticker is issued per person.

Moreover, holders of blue “C” cards may apply for a second annual or temporary CERN sticker for the vehicle of a family member who is over 18 years of age and holds an “F” family card, or for a second vehicle registered in their own name.

21.8 **Use**

CERN stickers are issued solely for the vehicle bearing the registration number shown. They may be neither reproduced nor lent.

CERN card-holders shall make sure that, if they lend out a vehicle bearing a CERN sticker, any persons who might use that vehicle to enter the Organization's site are authorised to do so.

21.9 **Return**

Valid stickers must be returned to the Organization as soon as the conditions of issue cease to be fulfilled and, in particular, when the vehicle is no longer in the possession of the individual concerned.

Similarly, a sticker must be returned to the Organization if, in accordance with § 26 of the Circular, the Director-General refuses the person to whom it is registered or the vehicle access to the site.

21.10 **Loss and theft**

The loss or theft of a valid CERN sticker must be declared immediately via the Service Portal or the Service Desk. The person concerned must then request a new sticker from the Registration and Access Control Service.

21.11 **Exemptions**

Without prejudice to other provisions, the obligation to display a sticker to facilitate the identification of a vehicle does not apply to persons granted a special authorisation (see § 15 of the Circular), in particular to those using the vehicle to perform duties on behalf of CERN or its on-site concessionaires (post office, bank, restaurant, travel agency, etc.), provided that they take the most direct route to reach their destination and, once their duties have been completed, leave the site immediately.

21.12 **Duration of parking**

Parking on the site is limited to five (5) consecutive working days, except in designated long-stay car parks for a period of time agreed with the Registration and Access Control Service in the case of duty travel.

§ 25 of the Circular - Implementation measures relating to the ban on bringing certain objects onto the site

25.1 Bringing dangerous products onto the site for non-professional reasons is prohibited, except in the case of exemptions granted by the Director-General or by the Occupational Health and Safety and Environmental Protection Unit.

The following products in particular are considered to be dangerous: weapons, ammunition and explosives, radioactive material, flammable or toxic gases, liquids and solids, substances liable to self-ignite, substances that emit flammable gases on contact with water, oxidising agents, organic peroxides, toxic and infectious substances, corrosive substances and substances presenting a bacteriological hazard.

§ 26 of the Circular - Implementation measures relating to refused access

26.1 The refusal of access to a person and/or a vehicle takes immediate effect. Notice of refusal is deemed to have been received no later than one week after its recorded delivery to the last address officially communicated to CERN by the individual concerned.

26.2 Failure to comply with a ban on a vehicle's entry may result in its being immediately impounded at the owner's risk and expense.

§ 27 of the Circular - Implementation measures relating to information

27.1 This operational circular and the relevant implementation measures may be consulted, in particular, on CERN's website and at the Registration and Access Control Service.
