

OPERATIONAL CIRCULAR NO. 2 (REV. 3)
Issued by the Human Resources Department

This operational circular was examined by the Standing Concertation Committee at its meeting on 24 September 2015

Applicable to:
**Members of the personnel
and other persons concerned**

Person responsible for the matter concerned:
The Director-General

Date: **December 2015**

Previous texts cancelled and replaced by this operational circular: Operational Circular No. 2 (Rev. 2), entitled “*Conditions of access to the fenced parts of the CERN site*” – September 2014, and its subsidiary documents.

In the interests of readability, this circular has been drafted using the masculine gender only. However, its provisions apply to both men and women, except where it is clear from the context that they concern one sex or the other exclusively.

CONDITIONS OF ACCESS
TO THE FENCED PARTS OF THE CERN SITE

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Preamble

The European Organization for Nuclear Research (CERN) is an international, intergovernmental organisation. Its activities are carried out on land placed at its disposal by the Republic and Canton of Geneva, the Swiss Confederation and the French Republic. All this land constitutes the CERN site, of which the fenced parts and the underground installations are inviolable.

In accordance with the agreements reached between France, Switzerland and CERN governing the Organization's legal status, the CERN site is placed under the authority and control of the Director-General as the Organization's chief executive officer. The latter is thus empowered to issue internal rules applicable to all persons entering the CERN site with the aim of establishing thereon the conditions necessary for the exercise of the Organization's functions.

To this end, the Director-General issues rules laying down the conditions of access to the fenced parts of the site and the corresponding preventive measures essential to ensuring the protection of people and property on the CERN site. Access to the site does not, however, exempt the persons concerned from the requirement to comply with the other applicable rules of law.

The Director-General therefore adopts the present operational circular.

I. SCOPE AND PRINCIPLES

1. This operational circular applies within the fenced parts of the CERN site and in the underground installations, hereinafter referred to as the “site”. It applies to all persons, other than the agents of the Host States responsible for controlling the use of the Tunnel linking the different parts of the site.
2. The Director-General appoints a member of the personnel to be responsible for access control and for ensuring the proper implementation of this operational circular.
3. Access to the site is restricted to the persons referred to in Section II below.
Persons entering the site shall comply with the conditions of access set out in Section III below, the associated implementation measures and any relevant rules applicable on the site.
4. This operational circular, in particular the provisions of Section III below, may be supplemented by implementation measures adopted by the Director-General following consultation with the Staff Association.

II. PERSONS AUTHORISED TO ENTER THE SITE

The following persons are authorised to enter the site:

5. **Members of the CERN personnel**, i.e. any person whose CERN contract stipulates that he belongs to one of the categories defined in Article S I 2.01 of the Staff Rules;
6. **Contractors’ personnel**, i.e. any person required to provide a service on the site within the framework of a contract concluded by CERN or on CERN’s behalf who is not a member of the CERN personnel;
7. **Beneficiaries of the CERN Pension Fund** as defined in Article I 1.06 of the Rules and Regulations of the Pension Fund, always provided that they are actually in receipt of payments from the Fund;
8. **Members of the Council**, a committee or another subordinate CERN body as defined in Article V, § 12 of the Convention for the Establishment of a European Organization for Nuclear Research, and Industrial Liaison Officers;
9. **Family members**, as defined in Articles S IV 1.01 and 1.02 of the Staff Rules, of a member of the CERN personnel or of a beneficiary of the Pension Fund, always provided that the latter is actually in receipt of payments from the Fund;
10. **Members of clubs run by the Staff Association**;
11. **Organisers of scientific, industrial, cultural or charity events** authorised by the Director-General;
12. **Visitors to a scientific, industrial, cultural or charity event** upon invitation authorised by the Director-General;
13. **Persons taking part in an organised group visit** authorised by the Director-General;

14. **Individual visitors**, i.e. any person visiting, for private or professional reasons, a person present on the CERN site, provided that a member of the CERN personnel, a member of the Council, a committee or another subordinate CERN body or an Industrial Liaison Officer has agreed to vouch for the compatibility of the visit with CERN's activities;
15. **Persons holding special permits**, i.e. any person who does not belong to one of the categories defined in §§ 5 to 14 above but holds a special permit granted by the Director-General.

III. CONDITIONS OF ACCESS

16. **Access points**: persons entering or leaving the site must use the access points defined by the Director-General.

Except in the case of exemptions authorised by the Director-General, goods deliveries must be made at the Goods Reception on the Meyrin site (Building 194) or the Prévessin site (Building 904), using Gate D or the Prévessin site entrance respectively.

17. **CERN cards**: except in the case of exemptions defined in this circular or authorised by the Director-General, any person entering the site shall be in possession of a card issued by CERN certifying that he is authorised to enter the site. The Director-General defines the types of cards and the relevant conditions of issue and withdrawal.

If the Director-General so decides, this card must be worn where it can be easily seen.

18. **Site guards**: all persons present on the site shall submit to the checks carried out by the site guards in pursuance of the tasks entrusted to them by the Director-General.

19. **Card readers, video monitoring systems and other technical equipment**: all persons present on the site shall submit to checks by card readers, video monitoring systems and other technical equipment authorised by the Director-General.

20. **Restricted access areas**: all persons present on the site shall comply with the special conditions governing access to certain areas of the site defined by the Director-General.

21. **Vehicle identification, road traffic and parking**: access to the site is authorised for passenger cars, vans, campervans, motorcycles, mopeds and bicycles. Except in the case of exemptions authorised by the Director-General, other categories of vehicles, notably caravans, trailers, quadbikes, boats and aircraft, are not authorised.

Except in the case of exemptions authorised by the Director-General and in the case of bicycles, all drivers shall facilitate the identification of their vehicle when on the site:

- a) either by displaying a sticker issued by CERN in a visible position at the front of the vehicle;
- b) or via special registration plates specific to CERN issued by the Host States (431 K, 431 CD and 431 CMD for France, CD 07 for Switzerland);
- c) or via special diplomatic registration plates issued by the Swiss authorities to members of States and organisations represented on the CERN Council, CERN committees or other subordinate CERN bodies.

The Director-General defines the types of sticker and the associated conditions of issue and withdrawal.

The driver shall take responsibility for all risks inherent in owning and driving his vehicle on the site.

The Director-General defines the specific conditions governing parking. In the event of non-compliance with the rules or if necessary for the proper functioning of the Organization, a vehicle may be moved without the prior agreement of the owner at his expense.

22. **Visitors to scientific, industrial, cultural or charity events and participants in organised group visits:** visitors to scientific, industrial, cultural or charity events and participants in organised group visits shall comply with any special instructions given by the Director-General.
23. **Individual visitors:** individual visitors shall take the most direct route to their meeting point and shall leave the site immediately once the meeting is over.
24. **Persons under 16 years of age:** persons under 16 years of age shall be accompanied and supervised at all times by an adult who shall take responsibility for them. Except in the case of exemptions authorised by the Director-General, they shall not be entitled to enter hazardous areas, particularly workshops, laboratories, experiment halls and Designated Radiation Areas.
25. **Objects and animals:** the Director-General may decide to ban certain objects from being brought onto the site.

Except in the case of exemptions authorised by the Director-General, it is forbidden to bring animals into the site.
26. **Refused access:** the Director-General may refuse a specific person(s) and/or vehicle(s) access to the site if he so deems necessary to ensure compliance with this operational circular or considers that exceptional circumstances so require.

IV. FINAL PROVISIONS

27. **Information:** the Director-General takes any information measures he deems necessary to ensure compliance with this operational circular and the associated implementation measures.
28. **Computer files and stored information:** the rules of the Organization determining the principles relating to the storage, protection, consultation and amendment of personal data apply both to computer files concerning CERN cards and vehicle stickers and to information gathered by the site guards and/or card readers, video-monitoring systems or other technical equipment.
