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REGULATIONS OF THE CERN MUTUAL AID FUND

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PREAMBLE

The CERN Management and Staff Association acknowledge the need to help those who encounter unforeseeable financial difficulties. The Mutual Aid Fund was established for this purpose, in a spirit of solidarity and mutual support.

1. AIM

The aim of the CERN Mutual Aid Fund (hereinafter “Mutual Aid Fund”) is to provide financial assistance to persons who encounter unforeseeable financial difficulties.

2. BENEFICIARIES

2.1 Only the persons belonging to one of the following categories may benefit from assistance from the Mutual Aid Fund:

- members of the CERN personnel and their dependent family members;
- former members of the CERN personnel who are beneficiaries of the Pension Fund, and their dependent family members;
- former members of the CERN personnel and their dependent family members, provided that the request for assistance is made in the 12 months following the end of the contract of employment or association with the Organization.

2.2 During their term, the members of the Board, and their family members, are not entitled to apply for any assistance from the Mutual Aid Fund.

3. MANAGEMENT

3.1. The Mutual Aid Fund is managed by an independent Board.

3.2. On an annual basis, the Board presents to the Standing *Concertation* Committee (hereinafter “SCC”):

- 3.2.1. an activity report;
- 3.2.2. financial statements approved by the Staff Association’s auditors;
- 3.2.3. a draft budget.

3.3. The Chair, Vice-Chair, Treasurer and Deputy Treasurer shall register their signatures on the bank account of the Mutual Aid Fund. All payments shall require two signatures.

4. RESOURCES

4.1. The Mutual Aid Fund’s resources, which are collected upon request by the Board, shall be made up of contributions from:

- 4.1.1. the CERN Management;
- 4.1.2. the Staff Association.

- 4.2. In addition, the Board may receive:
 - 4.2.1. other contributions;
 - 4.2.2. cash donations.
- 4.3. If the total funds available to the Mutual Aid Fund fall below 5000 CHF (five thousand Swiss francs), the Board shall submit a request for additional contributions to the Staff Association and the CERN Management, stating the reasons for such request.

5. COMPOSITION OF THE BOARD

- 5.1. The Board shall comprise six (6) appointed members.
- 5.2. Each member's term shall be two years, with no limit on the number of terms.
- 5.3. The members of the Board shall comprise:
 - 5.3.1. four (4) members appointed by the SCC, chosen jointly by the Management and the Staff Association from among the employed members of the personnel;
 - 5.3.2. one (1) member appointed by the Advisory Committee of CERN Users ("ACCU"), chosen from among the associated members of the personnel who are "Users";
 - 5.3.3. one (1) member appointed by the CERN Pensioners Association ("GAC-EPA"), chosen from among the former members of the CERN personnel who are beneficiaries of the Pension Fund.
- 5.4. Any members who are unable to complete their term must inform the Board. The Chair shall subsequently inform the relevant body, which shall, in principle within one month, appoint a new member.
- 5.5. Members who are no longer members of the personnel and become beneficiaries of the CERN Pension Fund may continue to serve on the Board until the end of their term.

6. PREVENTION OF CONFLICTS OF INTEREST

The members of the Board shall comply with CERN's policy concerning conflicts of interest.

7. MANDATE OF THE BOARD

- 7.1. At its first meeting, the Board shall appoint a Chair, a Vice-Chair, a Treasurer and a Deputy Treasurer from among its members.
- 7.2. The Board is thereby formed with a two-year mandate.
- 7.3. The list of the Board's members and their respective functions shall be published in the CERN Bulletin and sent for information to the relevant bodies, including the Social Affairs service, the Staff Association, ACCU, the SCC and the GAC-EPA.

8. FUNCTIONING

- 8.1. The Board may receive requests and proposals for assistance from:
 - 8.1.1. persons who wish to receive assistance;

- 8.1.2. the Social Affairs service;
- 8.1.3. any other person.
- 8.2. Before assessing a request, the Board shall verify that the recipient of the assistance belongs to one of the categories listed in Article 2.
- 8.3. The Board may invite to its meetings, in an advisory capacity, representatives of the Social Affairs service and any other persons it deems appropriate.
- 8.4. Members of the Board may participate in the Board's meetings in person or remotely.
- 8.5. All requests and proposals for assistance shall be handled confidentially. The persons consulted are also required to observe this confidentiality requirement.
- 8.6. Any Board member who fails to observe the confidentiality requirement during their term of office will be immediately excluded from the Board and will be deemed to have resigned without the possibility for re-appointment.
- 8.7. The Board shall examine all requests or proposals for assistance at the earliest opportunity. The presence of five members at a meeting constitutes the required quorum.
- 8.8. As a general rule, the Board shall ask the Social Affairs service for a report on the known facts concerning the situation of the persons whose cases are referred to it. In addition, the Board may consult any other person or body whose opinion it considers useful.
- 8.9. The granting of assistance shall be approved by the majority of the members present at the meeting and by at least three votes in favour. In the event of a tie, the outcome that is the most favourable to the beneficiary prevails.
- 8.10. The Board has the discretionary power to decide how to respond to each request (approval of a donation or loan, advice, postponement, or rejection). However, unless under exceptional circumstances, a donation or loan should not be granted to make up for the absence or inadequacy of the social protection stipulated in Article S IV 2.05 of the Staff Rules. The Board is not required to justify its decisions.
- 8.11. The minutes of the Board's meetings shall include the reasons for each decision.
- 8.12. The minutes of the Board's meetings shall be distributed exclusively to the Board's members.
- 8.13. The Board's decisions are final. However, cases on which the Board has already issued a decision may be re-examined in the event of new developments.
- 8.14. Members of the personnel benefiting from a loan who leave CERN before having settled their debt shall contact the Board, which will decide how to proceed.
- 8.15. If a beneficiary fails to meet their commitments to the Mutual Aid Fund, the Board shall be released from the confidentiality requirement to the extent necessary to safeguard the Mutual Aid Fund's interests.

9. COMMUNICATION

The Staff Association and the Social Affairs service shall be responsible for informing all new members of the CERN personnel of the existence of the Mutual Aid Fund. Furthermore, they shall forward a copy of these regulations to any member of the personnel who so requests.

10. INTERPRETATION AND AMENDMENT

- 10.1. The Board shall refer any question concerning the interpretation of the present regulations to the SCC.
- 10.2. Any proposal to amend these regulations may be decided only at a meeting attended by at least three members of the Board, including its Chair, and enters into force only after approval by the SCC.
