

INFORMATION NOTE**ON THE RULES FOR USE OF THE TUNNEL LINKING THE CERN SITES
(CERN/DSU-DO/RH/8200)**

The Tunnel link between the various parts of the CERN site, hereinafter referred to as the Tunnel, is a special facility granted to the Organization by its Host States, France and Switzerland, to facilitate its operations. The general principles for the use of the Tunnel are laid down in agreements concluded between the Host States and between them and CERN. These principles are the subject of internal Rules laid down by the Organization, the Rules for use CERN/DSU-DO/RH/8200, hereinafter referred to as the Rules, failure to observe which may entail the application of disciplinary penalties. The purpose of this note is to summarize the Rules which are the only authentic text.

1. OPENING HOURS (CF. PARAGRAPHS 3 TO 5 OF THE RULES)**a) Normal opening hours**

The Tunnel is open from 07.00 to 19.00 hours from Monday to Friday, except for CERN's official holidays.

b) Opening in exceptional circumstances

Outside the normal opening hours, a member of the CERN personnel may ask for the Tunnel to be opened specially for the urgent passage of property belonging to CERN or the Institutes. The request must be made to the Fire and Rescue Service (tel. 74444) at least 20 minutes before the intended time of passage.

2. MOVEMENTS OF PERSONS (CF. PARAGRAPHS 6 TO 10 OF THE RULES)**a) Authorised movements**

The movement of persons through the Tunnel is permitted only for the purposes of official activities and solely for direct journeys between the various parts of the CERN site.

The use of the Tunnel is therefore forbidden, especially:

- i) for reaching the CERN site directly from a point outside it or *vice versa*, especially for going to or leaving the place of work;
- ii) for private journeys (e.g. to the bank, post office or restaurant).

b) Authorised persons

The only people authorised to use the Tunnel are (cf. also recapitulation below):

- i) members of the CERN personnel holding the identity documents required;
- ii) contractor's staff holding a Tunnel transit authorisation and the identity documents required who:
 - are transporting property belonging to CERN or the Institutes in authorised vehicles (cf. paragraph 4 below) or
 - are driving a CERN vehicle on behalf of the Transport Service;
- iii) people on official visits to CERN accompanied by a member of the personnel of at least grade 8.

No other people, including those holding a CERN card (in particular families of members of the personnel and Pension Fund beneficiaries), may use the Tunnel.

3. GOODS TRAFFIC (CF. PARAGRAPHS 11 TO 14 OF THE RULES)

a) Authorised movements

The transit of goods through the Tunnel is authorised only as part of the Organization's official operations and solely for direct journeys between the various parts of the CERN site.

b) Authorised goods

The only goods which may be taken through the Tunnel are those belonging to CERN or the Institutes. All other goods, therefore, particularly those belonging to CERN's contractors, must be taken via a customs office.

The transport of personal property is, however, tolerated if it does not have to be declared to the customs authorities, such as items in actual use and not subject to duty: clothing, jewelry and a watch actually being worn, certain sports items, records borrowed from the Staff Association Record Club, a pocket calculator, a car radio installed in a vehicle and a small musical instrument. This tolerance does not extend in any circumstances to video recorders/players, photographic equipment, televisions, video cassettes, sailboards, skis, two-wheeled vehicles, trailers, medicaments, foodstuffs (except for a "snack"), alcohol and animals.

c) Documents required

A duly completed and signed transfer slip must be carried with goods belonging to CERN or the Institutes taken through the Tunnel (cf. document FI-M/84/6260, March 1985, which stipulates *inter alia* that only members of the CERN personnel are authorised to sign transfer slips and that the latter are to be presented to the Site Guards on duty at the Tunnel and at the Entrance of the Prévessin Site).

4. MEANS OF TRANSPORT (CF. PARAGRAPHS 15 TO 19 OF THE RULES)

a) Transport of persons

The only means of transport which may be used by people traveling through the Tunnel are those indicated in the recapitulation below.

b) Transport of goods

Without prejudice to the provisions of the preceding paragraph, the only authorised means of transport for the movement of goods are:

- i) CERN vehicles, except the shuttle-buses,
- ii) private vehicles.

c) Pedestrians and two-wheeled vehicles

Pedestrians and two-wheeled vehicles are forbidden to use the Tunnel.

d) Driver's obligations

Before using the Tunnel, every driver shall ensure:

- i) that he/she is carrying his/her valid national driving license and the vehicle's documents ("carte grise", "permis de circulation" (certificate of registration), etc.);
- ii) that the provisions of the Rules relating to the people and/or goods carried by the vehicle are met.

e) Tunnel transit authorisation with private vehicle

Only a member of the CERN personnel may be authorised to pass through the Tunnel with a private vehicle.

5. CHECKS (CF. PARAGRAPHS 20 TO 22 OF THE RULES)

a) Duties of the Site Guards and the CERN Firemen

It is the duty of the Site Guards who have been especially authorised for this purpose by the Director of Administration and, if the Tunnel is opened specially, of the CERN Firemen to monitor the observation of the Rules and check the identity of people, vehicles, transit authorisations and the goods transported. For this purpose, they are authorised to:

- i) ask for the necessary identity and accompanying documents and note their details;
- ii) inspect a vehicle, including the boot and engine compartment;
- iii) seize any property belonging to the Organization being transported without the accompanying documents;
- iv) refuse to allow people and/or goods to pass.

b) User's duties

Anyone using the Tunnel must submit:

- i) to the checks made by the Site Guards or the CERN Firemen in accordance with the latter's duties;
- ii) to the card-reader checks, by inserting his/her CERN card into the control columns installed at the Tunnel;
- iii) to the checks made by the French and Swiss customs officers and the French police.

6. DISCIPLINARY MEASURES (CF. PARAGRAPHS 23 TO 25 OF THE RULES)

a) Members of the CERN personnel

Any failure to comply with the Rules by a member of the CERN personnel may entail the application of disciplinary measures as defined in Chapter II, Section 5 of the Staff Rules and Regulations. Other appropriate steps may also be taken, such as the person concerned being temporarily or permanently banned from using the Tunnel.

b) Contractors' staff

In the event of a failure by contractors' staff to comply with the Rules, CERN may temporarily or permanently forbid the offender to use the Tunnel or enter the CERN site. Similarly, any failure to comply with the Rules by contractors' staff will be immediately notified to the employer concerned, who shall take appropriate action.

c) Prosecutions brought by the French and Swiss authorities

The disciplinary measures referred to in the preceding paragraphs shall be taken independently of any prosecutions which the competent French and/or Swiss authorities may file against an offender.

7. INFORMATION, INTERPRETATION, APPLICATION (CF. PARAGRAPHS 26 AND 27 OF THE RULES)

The Rules are available at the Divisional Secretariats, the Users' Office, the Registration Service and Site Guards' check-point at the Tunnel.

The Service for Relations with the Host States (tel. 75152) can answer to questions concerning the interpretation and application of these Rules.

**RECAPITULATION
TUNNEL LINKING THE VARIOUS PARTS OF THE CERN SITE
(Meyrin, Prévessin, SPS and LEP sites)**

CATEGORY	BASIC DOCUMENTS REQUIRED	AUTHORISED MEANS OF TRANSPORT (excluding all others)			REMARKS
		Types of vehicles	Passenger	Driver	
(1) Members of the CERN personnel holding legitimization documents issued by the Host States	Three documents: - EITHER Legitimation document issued by the (French) Ministry of Foreign Affairs and Legitimation card issued by the (Swiss) Federal Department of Foreign Affairs (DFAE) and CERN card (blue) - OR "Attestation de fonctions" issued by the DFAE and Valid national identity card (if accepted by the French and Swiss regulations) or a passport (with visa if the French regulations so require and CERN card (blue)	Shuttle-buses	Yes	No	Goods A. Only goods belonging to CERN and the Institutes may be taken through the tunnel. B. No goods may be carried in the shuttle-buses. Vehicles C. All vehicle drivers must carry their valid national driving license and the vehicle documents (registration document, "carte grise" or "permis de circulation"). D. Members of the personnel must obtain authorization from their Division Leaders to use their private vehicles to pass through the Tunnel. Cards E. The CERN cards are strictly personal. Control F. The members of the CERN personnel and contractors' staff authorised to use the Tunnel must insert their CERN cards into the control columns installed at the Tunnel.
		Vehicles belonging to the Organization	Yes	Yes	
		Private vehicles (see comments: Vehicles D)	Yes	Yes	
		Vehicles leased or hired by the Organization	Yes	Yes	
(2) Members of the CERN personnel not holding legitimization documents issued by the Host States	Three documents "Attestation CERN" issued by the Users' Office or Personnel Division authorising use of the Tunnel and Valid national identity card (if accepted by the French and Swiss regulations) or a passport (with visa if the French and/or Swiss regulations so require and CERN card (blue)				
(3) CERN contractors' staff if authorised and transporting goods, belonging to CERN <i>Not authorised: staff on detachment from one contractor to another, and sub-contractors' staff</i>	Two documents : Valid national identity card (if accepted by the French and Swiss regulations) or passport (with visa if the French and/or Swiss regulations so require and CERN card (red)	Shuttle-buses or Vehicles belonging to the Organization	No Yes	Yes Yes	
(4) Official visitors (VIP) accompanied by a member of the CERN personnel (grade 8 and above)	One document : Valid national identity card (if accepted by the French and Swiss regulations) or passport (with visa if the French and/or Swiss regulations so require)	Shuttle-buses or CERN vehicles or Private vehicles	Yes Yes Yes	No No No	

THE TUNNEL MAY BE USED ONLY FOR THE PURPOSES OF WORK,
FOR OFFICIAL REASONS AND IN ACCORDANCE WITH THE INTERNATIONAL AGREEMENTS, ESPECIALLY THE
"SCHENGEN" AGREEMENTS.