

# **CENTRE HANDBOOK**

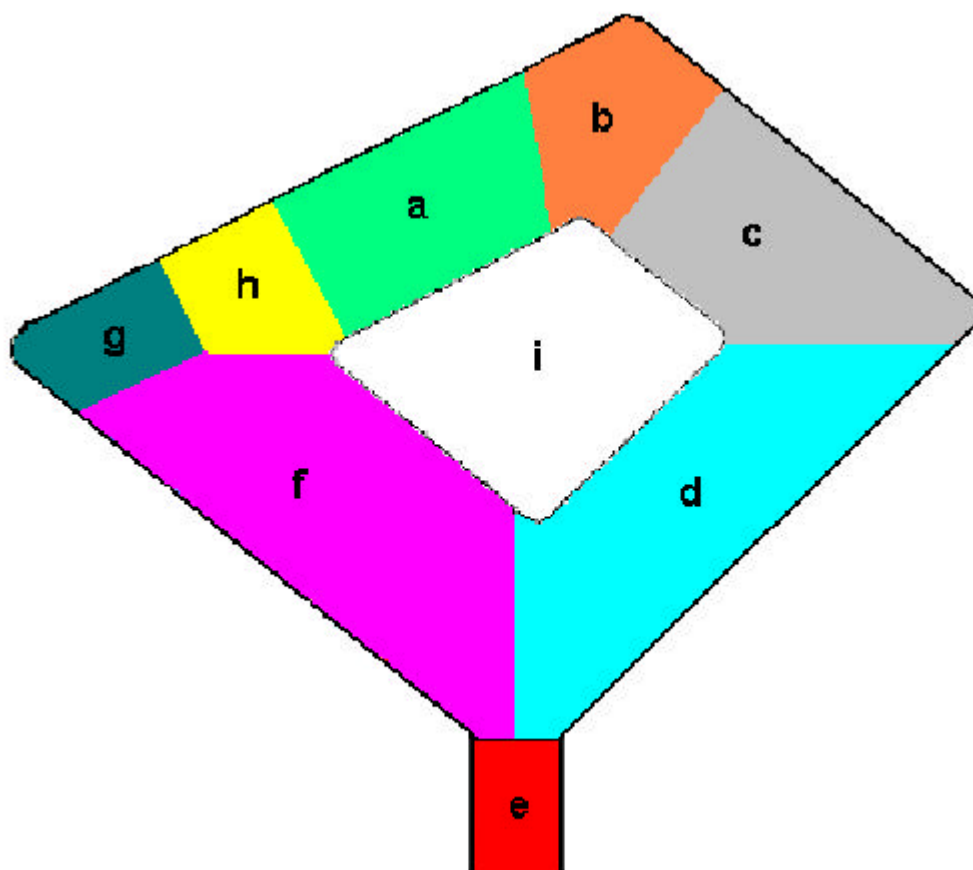
**Lionel Robbins Building**

**2001**

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## Finding your way around the CEP

An overview of the 4th floor of the Lionel Robbins Building



### Key:

<b>a</b>	Zones 1 – 2	Admin area. Rooms R457-R460
<b>b</b>	Zone 3	Social space / kitchen. Rooms R452-R456
<b>c</b>	Zone 4 – 11	Rooms R436-R449
<b>d</b>	Zone 12 – 15	Rooms R425-R435
<b>e</b>	Bridge to St. Clement Building	Emerging Markets room (R424)
<b>f</b>	Zone 16 – 23	Financial Markets Group (FMG)
<b>g</b>	R405	CEP Conference Room
<b>h</b>	Entrance / Reception area	Toilets / Lift
<b>i</b>	Main LSE Library	Contains reserved Research Laboratory desks and computers

## Introducing the Centre

### Introduction

The Centre was set up in April 1990 by the Economic and Social Research Council (ESRC) as an inter-disciplinary research centre with the remit of studying why some firms succeed while others don't and why some nation's economies work better than others. The Centre is large - with some 50 senior staff (research associates, senior research fellows and research officers), 30 research assistants (50% full-time and 50% part-time), and a strong team of support staff (computing, publicity, admin). In addition to this the Centre has 'satellites' at Aston and Sheffield and other associates in Bristol, Southampton, Harvard and Dartmouth College USA. Its staff are drawn from economics, accounting, management, geography, industrial relations, law, sociology and social psychology. The centre's income is approximately £1.7m a year with the majority of its funding coming from the ESRC. However, it also carries out work with funding from other bodies, including Rowntree, DfEE, DTI, Leverhulme Trust, Nuffield, European Commission and World Bank. This puts it in a relatively fortunate position compared to many other research units, which, to keep going, are often dependent on short-term, one-off consultancy projects.

To find out about the CEP's work read the *Application to the ESRC for the Centre 2000-2005*, a copy of which can be obtained from Helen or Alastair in Zone 2. It is also well worth looking at the CEP website...

The Centre's Website: <http://cep.lse.ac.uk>

The CEP website should be your first port of call for more information about the Centre. It provides you with up to date information about the Centre's seminars and events, lists of CEP publications (many of which are downloadable directly from the site), IT support, and information about the CEP Data library, as well as details of the Centre's research programmes and staff and a great deal more.

As a rule of thumb, if you have a question about the CEP, have a look at the website and you should be able to find the answer there.

The LSE Research Laboratory (<http://rlab.lse.ac.uk>)

The CEP is a member of the newly established LSE Research Laboratory. In addition to the CEP, this consists of the Financial Markets Group (FMG), the Suntory and Toyota International Centres for Economics and Related Disciplines (STICERD), and the Centre for Analysis of Social Exclusion (CASE). These centres are all based in the newly refurbished Lionel Robbins Building, with the CEP and FMG sharing the 4<sup>th</sup> floor and STICERD and CASE on the 5<sup>th</sup>. The Research Laboratory also has a number of desks on the 4<sup>th</sup> floor within the main LSE Library which and provide extra desks and computers for those working within the various centres.

While the centres within the Research Laboratory will maintain their individual identity, there will be an increasing overlap between them as more resources become shared, rather than being used exclusively by one of the centres or being duplicated within the Research Laboratory. For example, IT support has already gone from being two separate groups, dealing with STICERD and CEP individually, to one, centralised team, providing support for the entire Research Laboratory.

## Centre Organisation

### Senior Research Staff

The Centre's Directors are Professor Richard Layard and Professor Richard Freeman. The Research Director is Professor Tony Venables. To give the Centre coherence and to keep communications manageable, 5 semi-autonomous programmes have been set up, each with their own programme directors.

### **Labour Markets**

Programme Director: Professor Alan Manning

### **Technology and Growth**

Programme Director: Professor Chris Pissarides

### **Globalisation**

Programme Director: Professor Tony Venables

### **International Financial Stability**

Programme Directors: Professor Charles Goodhart and Professor Hyun Shin

### **Economics of Education**

Programme Director: Professor Steve Machin

As part of the Economics of Education programme, **The Centre for the Economics of Education (CEE)** also runs within the CEP. This Centre's director is, again, Steve Machin and is co-ordinated by Dr. Gavan Conlon, with administrative support from Hannah Duckworth (zone 2 desk c, ext. 7285)

### Research Organisation

Here are some definitions to help you understand the way the Centre works:

A **programme** will usually include several individual **projects**. As staff join us, they will usually be allocated to a particular programme and project. However, their work need not be confined to that programme or project. Projects are usually managed by both **programme directors** and **research associates** i.e. senior members of the Centre who are usually also faculty members of staff at LSE and elsewhere, and who are responsible for the management of their research assistants and research officers. **Research assistants** normally register for the Ph.D. and every effort is made to ensure that research carried out for the project can form part of the thesis. Frequently the thesis supervisor will be the person in charge of the project or programme. In some cases, research assistants work on more than one project and programme.

**Occasional Research Assistants** will normally be students studying for the Ph.D. in an area closely related to the work of one of the Centre's programmes. They are provided with a desk and computer in the Research Laboratory's area of the main Library, given access to the CEP's resources (social space, library, copiers etc) and are paid for 6 hours work per week as set by their research supervisor. This work will usually relate to their thesis area, but can be on any topic, according to the Centre's research needs at the time. The 6 hours limit (set by the Graduate Committee for Ph.D. students) is nominal; some weeks there will be no tasks set; in others, considerably more hours will need to be spent in completing the work assigned.

### Admin/IT Staff

The research staff are assisted in the day to day running of the Centre by the administrative staff and receive IT support from the Information Services team and Data support from the Data Manager and her assistant.

The admin staff are based in zones 1 and 2, just inside the main entrance to the Centre. They are:

Nigel Rogers – Centre Administrator (zone 2, R458; 7596)  
Gillian Lodge – Deputy Centre Administrator (zone 2 d; 7797)  
Marion O'Brien – Administrative Secretary (zone 1, R459; 7048)  
Mary Yacoob – Library and Finance (zone 1 b; 7284)  
Hannah Duckworth – Events Administrator; CEE Administrator (zone 2 c; 7285)  
Helen Durrant – Publications: DPs/CentrePiece (zone 1 c; 7395)  
Linda Cleavelly – Leverhulme Unions Administrator (zone 1 d; 7049)  
Alastair Brett – Publications/Administrative Assistant (zone 2 b; 7673)

The IT support team is based in room R455, in zone 3. They are:

Nic Warner – IT Manager (5<sup>th</sup> floor, R534; 7432)  
Anita Bardhan-Roy – Information Services Manager (zone 3, R455; 7796)  
Ben Ofori – Information Systems Manager (zone 3, R455; 6973)  
Irina Verhova – Information Systems Manager (5<sup>th</sup> floor, R534; 7433)  
Victor Teo – IT Support Assistant (zone 3, R455; 6973)  
There is further information about IT support later in this handbook, on page 11.

The Data support team is based in R443 in zone 9. They are:

Tanvi Desai – Data Manager (zone 9, R443; 7740)  
Joanne Roberts – Data Administrator (zone 9 b; 7806)  
There is further information about Data support later in this handbook, on page 12.

The Centre's staff are also supported by the **Public Affairs Unit**. The Public Affairs Unit is headed by Hugh Stephenson in room R454 (zone 3, 7793) and handles press contacts, organises special press seminars and lunchtime lectures. It is also responsible for producing the tri-annual magazine of the Centre's work 'Centrepiece'. If you have any questions about how best to disseminate your work, then don't hesitate to get in touch with Hugh, who will be pleased to help.

## **Practical Issues**

### Annual Leave/Holidays

Research Assistants, Occasional Research Assistants, Research Officers, Admin and IT staff should inform the Deputy Administrator, Gillian Lodge, of days to be taken as annual leave. RAs, RO's, admin and IT staff are required to complete leave forms (available from Gillian in zone 2).

### Bank Accounts

The School's bank is the National Westminster next to the Main Building, 65 Aldwych. It is used to dealing with staff and students from the School and as such it is relatively easy to set up an account there. Take your appointment letter with you or ask Gillian Lodge for a letter of introduction.

### Expenses

Expense forms are available from Mary Yacoob in zone 1. Receipts must be attached and all expenses must be approved by either your programme director or by Nigel Rogers or Gillian Lodge. If you have any queries about expenses please see Gillian Lodge. Give completed forms to Mary.

### Fax (020 7955 7595)

The fax machine is situated next to the admin area in zone 2. Faxes may only be sent for urgent Centre business. Please check the trays regularly for incoming faxes. Fax cover sheets are available from Alastair in zone 2. When sending faxes, remember to dial '9' to get an outside line.

### ID/Library/Staff Card

This card is extremely important. Apart from allowing you to use the Library and to take out books, the card is used as a swipe card to unlock the doors leading into the Centre and is needed for access to most other LSE buildings. To obtain a card you must take a completed application form (available from Alastair in zone 2) to the main library reception, on the ground floor of the Lionel Robbins Building.

### Mail

The pigeonholes are just inside the entrance to the centre in zone 1. Please check your pigeonhole daily for your own mail. Mail is collected from the trays underneath the pigeonholes at 10am and 2pm each day. Use internal envelopes for all correspondence within LSE. If sending to another college of the University of London, please put in plain envelope, marked ICMS (Inter-collegiate mail service). All mail will be sent second class unless stated otherwise. You must stamp personal mail yourself (checks are made by the LSE post room). If you are going to be away from the Centre for any length of time please inform Alastair. Note that we are unable to forward mail to former member of staff. If you are leaving the Centre please make alternative mail arrangements.

### National Insurance Number

To obtain your National Insurance number, go to your local Department of Social Security Office (DSS), taking your birth certificate or passport with you. In the meantime, the School will issue you with a temporary number.

### Personnel Matters for Full-time Staff

Return a signed copy of your appointment letter to the Personnel Office at the School. Fill in the 'bank details form' (which should have been sent to you with your appointment letter) to ensure that you get paid! Make sure that you have received a copy of the Terms and Conditions of Employment for Research Staff, again available from Personnel.

Alastair (zone 2) maintains the staff database at the Centre. If any of your personal details change (address, tel. no., etc.) please let him know.

Annual Leave - Research Staff should discuss when they wish to take leave with their Programme Director. Annual leave cards should then be signed by Gillian. (Cards available from Gillian in zone 2)

Sick Leave, Maternity Leave – Conditions are contained in Research staff handbook, available from Personnel.

Pensions & Superannuation - For more information contact E. Kennedy at the School (7093)

### Photocopying

The photocopier is located next to the social space in zone 3. If you are a full time member of staff you will be able to use your staff card in the photocopier once it has been validated by the reprographics department (on the first floor of Connaught House) who will give you a PIN number to activate it. There are also temporary photocopying cards available for use by ORAs and visitors. These can be borrowed from Alastair in zone 2, but must be returned after use, as they require regular recharging. For large scale copying you must use the School reprographic facilities. Details available from Alastair.

### Building repairs

Broken bulbs, desks, doors and shelves falling apart, or any other structural problems, let Nigel, Alastair or Gillian know.

### Salaries

Full Time Staff - Salary is paid at the end of the month directly into your bank account. A computerised salary slip will be sent to you at the Centre.

Hourly Paid Staff - Claim forms available from Mary Yacoob in zone 1. It is essential to claim before 14<sup>th</sup> of month (or by the 7<sup>th</sup> in April and December) to ensure payment on last day of month. Do **not** allow claims forms to accumulate and do not claim for more than six weeks at a time. You should not send the claim form direct to the salaries office at the School – they will return all forms not authorised by the centre.

### Stationery/Office Equipment

Standard items of stationery and office equipment can be found in the stationery cupboards next to zone 2. If you require other items please see or e-mail Alastair ([a.c.brett@lse.ac.uk](mailto:a.c.brett@lse.ac.uk))

### Tax

The LSE's Tax Office is London Provincial 10, Tyne Bridge Tower, Gateshead, Tyne and Wear, NE8 2DT telephone 0191 490 3500. For personal enquiries about tax, you can go to the local office, Lancaster House, 70 Newington Causeway, London, SE1 6DP or call them on 020 7397 7200. The LSE tax code to quote is 905/L364.

All employees are taxed at source unless the School's tax office has agreed with the employee's tax office that the employee may have self-employed tax status (Schedule D). A letter from the employee's tax office declaring this status must be submitted through N. Stallard, Finance Dept. LSE. For those who are paid less than the tax threshold during the year, it will be possible to reclaim tax after the end of the Tax Year (5th April). Use form P38(s) to reclaim this if you are a student. Currently, the single person's allowance is approx. £4,385. In April each year you will

receive your P60 form which will detail the amount of tax and National Insurance you have paid during the year.

### Telephones

To dial outside: Dial 9 for an outside line. Calls outside London usually have to be dialled through the operator, dial 0. You will be asked whether the call is personal or school business; if personal, the cost will be debited from your salary at the end of the month. If your number begins with a '7' or a '6' callers from outside can dial you direct without going through the switchboard, if they precede your number with 020 7955 (e.g. internal extension 7284 becomes phone number 020 7955 7284). If your number begins with a '3', it must be preceded by 020 7852 (extension 3284 becomes 020 7852 3284). If neither of these apply, outside callers have to ring the main LSE switchboard on 020 7405 7686 and ask for your extension.

To transfer a call to another extension: press "R" (recall) "\*" (star) plus the extension number you are transferring to. When number is answered, replace receiver. If no one answers, press "R \* 1" to get back to the caller.

To divert calls to another extension (e.g. whilst in someone else's office): Pick up receiver; press "# 9" and the extension you wish to divert your calls to. Replace receiver.

To 'un-divert' your phone: Pick up your receiver; press "# # 9" and replace receiver.

Voice-mail: This is a centrally controlled answering service for every extension in LSE. Each phone extension has a mailbox – to switch on voicemail dial #988. You can record a personal message for your voicemail (see LSE directory for info.). To retrieve messages, first dial 88. You will then be asked for your mailbox number, which is the extension number you are calling from. After this, when prompted, dial your PIN number (again, usually the extension no. you're calling from) then follow telephone instructions. If you do not answer your telephone after a set number of rings, the phone will automatically divert to voicemail.

You can access your voicemail externally by calling 020 7955 6880, then following the same procedure as above.

The LSE Telephone Directory (Brown Book) is available from Linda Clarkson, ext. 7463, Room A105, Main Building.

### Tea and Coffee

Coffee, tea and milk are provided in the kitchen (zone 3) – please help yourself, but remember everyone takes responsibility for keeping the kitchen and social area tidy. Please wash cups and cutlery after use and put things away. Bring your own mug/cup and hold on to it!

## Working at the Centre

### PhD Students

PhD students starting in the Centre should discuss with their supervisor ways in which their work can fit in with the objectives of one of our programmes. This helps PhD students to quickly become integrated into the work of the Centre and can help towards fixing on a PhD topic. PhD students working in the Centre have a good record of fast completion.

### Fees (PhD Students)

If you are employed as a full-time research assistant, the School pays your fees. When registering with Graduate Admissions, you should take a copy of your letter of appointment with you. If the Centre has agreed to pay your fees for another reason, obtain a letter confirming this from the Deputy Administrator, Gillian Lodge (zone 2).

### Libraries

LSE Library (The Lionel Robbins Building): If you take a contract letter of employment with the Centre to the Library, they will issue you with a borrower's ticket. If you are not employed by the Centre or are not a student here you can only get a reader's ticket. There are regular introductory tours that are very useful to go on. It is also worth remembering that you can access the Main Library Catalogue (WebCat) from any computer terminal.

Economics Department Library (EDARC, S66): It has a nearly complete, up-to-date collection of major and minor journal articles, plus many statistical publications. Ask for the key from S85.

CEP Library is in room R442. Mary Yacoob (zone 1, 7284) looks after the library. To gain access, you must complete a library form, which is available from Mary. This is a reference library only and books may not be removed. You must copy any material you need using the photocopier in the Library itself. Check here first for statistical sources and some journals: Employment Gazette, New Earnings Survey, Regional Trends, Economic Trends, IMF, International Financial Statistics, OECD, Economic Outlook and Employment Outlook, Economic Report of the President, etc. Please report any publications missing in the 'Book Lost' notebook on the table. You can also use this notebook to put forward books or journals that you would like CEP to order.

British Library Science & Business Library, Southampton Buildings, off Chancery Lane. - Excellent for business and science topics.

### Centre Publications

The Centre's output is mainly in the form of Working Papers (WPs), internal first draft documents circulated for discussion and comment (the writer should ensure they are circulated) which, if suitable, are worked up for inclusion in the Discussion Paper (DP) series. DPs are the flagship of the Centre's work and are widely circulated outside the Centre. Before circulating any paper, no matter how limited the circulation, always obtain a number from Helen Durrant in zone 1 to help identify it in the future.

Discussion Papers: DP's are the main means of dissemination of the Centre's work and there is a set procedure for their submission. Before submitting a DP first get the approval of your Programme Director. Note that wherever possible a paper should be aired at a seminar before submission – this gives colleagues a chance to comment on the work produced. Submitted papers should then be sent to the DP editor, Helen Durrant (zone 1) along with the relevant

submission form (available from Helen or from <http://cep.lse.ac.uk/papers>). All Centre publications must adhere strictly to an in-house style for presentation of equations, tables, figures, annexes, footnotes, references, acknowledgements, indexes and abstracts. These guidelines, again can be obtained from Helen or from the CEP website, at the above address. You will get into print much more quickly if you can help the DP editors by following their guidelines.

CentrePiece: The Centre also produces CentrePiece, a non-technical thrice-yearly magazine. The aim of CentrePiece is to bring the work of the CEP to a wider audience – policymakers, journalists and others who would not normally read academic journals. Hugh Stephenson, Head of the Centre's Public Affairs Unit, edits it and both welcomes and encourages contributions from all staff and students. The magazine has a circulation of over 3000 and is read by a number of leading politicians and journalists.

To get hold of a past CEP publication (including Working Papers), see Helen or Alastair. Many recent DPs can also be downloaded from our website.

For further information don't hesitate to contact Helen Durrant (zone 1, ext.7395) or Alastair Brett (zone 2, ext.7673).

### Performance Indicators

We rely on you to keep records of all your publications and ask you to be particularly careful to record all possible occasions when you disseminate your work - be it in a newspaper article, TV or radio appearance, professional journal, when you give advice to decision makers, produce a data set for public use or give a paper at a conference. The Publications Unit will contact you in early September asking you to complete a form recording all this information. This is a bore we know, but our donors take such activities as a serious indicator of our performance!

### IT Services

As mentioned earlier, following the move back to the Lionel Robbins Building, the research centres have come together to form the LSE Research Laboratory. This has led to the merging of the STICERD and CEP IT support staff into one team, as listed on page 5 of this handbook, who are responsible for the computer support of the entire Research Laboratory. IT services includes the provision of computer hardware, software and communications and presentation services such as printing and audio-visual resources. If you have problems with photocopiers, stationery, mail outs or telephones, please see the admin team, not the IT support staff.

Before you join the centre you should receive a short questionnaire and an application form to use the IT facilities at the LSE. Please send back the questionnaire to Anita Bardhan-Roy (R455, 7796) as soon as possible in order for your computing needs to be assessed.

To connect to the computer network (including email) you will need a username and password from LSE IT SERVICES. Take your contract letter and IT application form to the registration section of IT Services on first floor of the St. Clements Building. Once your computing registration details are finalised go to R455, where a member of the CEP IT team will set up your account. **You should also make an appointment for a 15 minute induction on how to use the IT facilities at the Centre.** Handouts detailing how to use software for the first time and solutions to common problems are available from our website <http://cep.lse.ac.uk/itsupport>.

If you have any IT related problems you can either drop in to room R455 personally, contact the team via email [cep-it@lse.ac.uk](mailto:cep-it@lse.ac.uk), or phone them on ext. 6973 or 7796 between 9.30am to 5.30pm. Requests for software and IT equipment should be made to Ben Ofori (R455, 6973). Please note that it is not always possible to allocate a personal computer to each new member of staff.

There are, however, some computers for general use in zones 9 and 10, which members of the Centre are able to use at any time. We also have facilities to backup files onto tape, CD and zip disk. There are 2 laptop computers and 2 portable printers for use outside the Centre, which can be booked by e-mailing [cep-it@lse.ac.uk](mailto:cep-it@lse.ac.uk). A projector is also available for presentations in the CEP conference room.

### Data Services

The Data Manager Tanvi Desai (R443, 7740) and the Data Administrator, Joanne Roberts (zone 9 b, 7806), provide data support to all members of the Research Laboratory. They can give advice on how to access and use the CEP data library and publicly available databases and how to set up your own. You should see Tanvi for advice on questionnaire design and data documentation. Centre staff must fully document their datasets and must inform Tanvi about them.

The CEP data library contains the major British labour market databases and a number of commonly used macro-economic data sets. This library can be accessed by anyone who is registered on the CEP network and has signed an access agreement (see Joanne). Abstracts of data sets held in the library can be found in the "Access" folder in the Data library (on the L:\ drive). To access some data it is necessary to have a license. For information about licenses please read the instructions in the access folder. If you need any data that is not in the library, please see Tanvi Desai or Joanne Roberts. It is vital that you speak to Tanvi or Joanne before ordering data, so that we can be sure to avoid you paying for something that is already held at CEP.

If you intend to make use of data during your time at CEP it is strongly recommended that you book a short appointment with the Data Manager to discuss your data needs.

The data library also holds some paper publications for reference (including some software manuals, geographical references etc.). To arrange to borrow these, please contact Joanne.

### Seeking Advice

No number of meetings can substitute for the advice and experience of other researchers in the Centre. If you are new here, and embarking on data analysis/collection, you should not hesitate to ask as many research staff as you can (especially research assistants who actually handle data all the time) for advice when starting work. The atmosphere in the Centre is busy but very informal and friendly and although everyone is expected to be self-reliant and self-motivated, you will find that people are more than willing to help if they can. Take more time than you think you will need to determine the best way to proceed. The day to day questions arising out of the project you are engaged in should be discussed with the senior member of staff running the project and if s/he is not available, with the Programme Director. If your programme director is away or you have more general problems working in the Centre, don't keep quiet about them; take them to Tony Venables, the Research Director. The CEP IT team (Anita Bardhan-Roy and Ben Ofori) can deal with computer problems, though you should ask a colleague first if it seems to be a fairly routine problem. Advice on Data sets is available from Tanvi Desai, the Data Manager. You will also always get a sympathetic ear and be pointed in the right direction for advice from Marion O'Brien, Administrative Secretary or Gillian Lodge, the Deputy Administrator.

### Room Allocation

We are expected by the School to be flexible in dealing with expansion of numbers of researchers, and therefore allocation of space is liable to change according to the needs of the various programmes. Members who are not working on Centre projects or co-working with full-time staff may be asked to hot desk/use a reserved workstation in the shared Library space on the 4<sup>th</sup> floor, with access to shared resources (social space, copiers etc.) in the Research Laboratory. The Programme Directors will review the allocation of space annually.

## Working in an Open Plan Office

As most of the Centre is open plan, the following guidelines regarding noise, security and tidiness must be followed.

### Noise

When walking round the Centre you should act as if you were in the Library, keeping any conversation as you are passing really hushed.

Try to minimise the volume and length of conversations at your workstations, both face-to-face and on the phone. Do not call across workstations. If you want to chat, go to the social space rather than using the open plan areas. If you want to make private phone calls, ask one of the admin staff who will find an empty room for you.

Work conversations with colleagues at your workstation should be kept really quiet. In one way the open plan spaces are a good way of stimulating conversations about work between staff working on related projects, but if these become extensive, people should use empty rooms (again, see admin staff to arrange) or the social space.

The social space has not been separated from the rest of the centre by doors because this would have cut off a large amount of light, however this does mean that noise levels in this area must be kept low.

Check the ringer on your phone is set to low.

Turn the sound off on your computer (e.g. no incoming email warnings). If you want to work with music, then do so using a pair of headphones.

### Security

Your LSE card provides entry to the Centre for members from the 4<sup>th</sup> floor entrance, the bridge from the St. Clements building and from the 4<sup>th</sup> floor of the main library. Visitors will need to use an entry phone at the 4<sup>th</sup> floor entrance.

If visitors come to the Centre we want them to meet with the person they've come to see and then leave, rather than hang around. Please do NOT invite people to see you at times you are not going to be in the Centre. If you are busy when someone comes to see you, you should ask him or her to wait in the reception area by the Conference room and then pick them up when you're ready.

Graduate students should not have their office hours in the open plan space, but should use the room set aside for office hours in the academic department concerned. When this is not possible they should check out with Nigel Rogers whether a Centre room can be used.

If you see someone who you don't recognise, please challenge them (politely) or alert one of the admin staff. They may well just be lost, but it is better to make sure than otherwise.

You will have a lockable drawer unit under your workstation and it is up to each individual to ensure that they lock away their valuables. The same applies to people in offices. The School does not reimburse individuals for stolen personal property. You are responsible for security of your own and the School's computer equipment. School computer equipment must be secured to an immovable object (See Anita Bardhan-Roy, Room R455).

Report any thefts to Nigel Rogers or Gillian Lodge.

All storage units are lockable, and you may prefer to keep your books in these rather than out on your desk.

Access to the building can be obtained via the 10 Portugal Street entrance using your LSE card, from 7 am to 12 am during the week and from 8am to 10pm over the weekend.

### LSE Library Security

You can get into the Library from our floor with your LSE card but will need to check out books from the Ground Floor Library Desk before coming back with them to the 4<sup>th</sup> floor, otherwise you'll set off book alarms. When re-entering the Centre from the Library, do not allow others to follow you through the open door without a swipecard, unless you recognise them as Centre staff.

### Tidiness and Consideration for Others

As the area is open plan, you will be in some ways 'on display' and it is essential to keep your area tidy and presentable.

Do not use the floor around your desk as your filing system. The walkways around the open plan spaces are fairly narrow and, for safety reasons, they should not be blocked.

Contract staff and those working on projects in the open plan areas will have additional storage space in storage cupboards at the end of the bank of workstations. Graduate students are expected to keep their books and files within the limits of their workstations. However, if you need extra storage, see Nigel Rogers.

Keep the kitchen clean and tidy! Wipe up spills, do your washing up and put any rubbish in the bins.

Please don't eat hot food at your desk – the smell is liable to bother your neighbours – please use the social space in zone 3

Bikes are not permitted on the research floor under any circumstances.

### Centre Community Responsibilities

The access to facilities, staff and events makes the Centre a very desirable place to be within the LSE. If we are to keep the place running efficiently, we require everyone using the Centre to observe basic civilities: i.e. never taking books out of the library; tidying and cleaning-up after themselves in the kitchens and elsewhere; arranging furniture as they found it following meetings in the Conference Room and Library. We do not have staff dedicated to these functions and while the administrative staff take on quite a few of the task involved, we really appreciate everyone contributing.

## Meetings, Seminars and Events

Hannah Duckworth (zone 2, 7285) is the events administrator of the centre. She will be happy to help you with any questions you have regarding events, and will keep you informed about forthcoming events and seminars throughout the year. Details of events are also available on our website at <http://cep.lse.ac.uk/events>.

### Seminars

During term time there is a regular programme of seminars and workshops, shown below. Full programme details for each term will be displayed on the Centre's noticeboards (in zone 3, outside the Conference Room and by the main entrance) and will also be available online. You will be kept informed about upcoming seminars by email.

<b>Mondays 1 – 2 pm: Interdisciplinary Management Seminar</b> CEP Conference Room (Unless otherwise indicated), organised by Tom Kirchmaier
<b>Tuesdays 12.45 – 2 pm: Labour Market Workshop</b> CEP Conference Room (Unless otherwise indicated), organised by Alan Manning
<b>Tuesdays 2 pm: Senior Staff 'Current Topics' Meeting</b> CEP Conference Room (Unless otherwise indicated), organised by Marion O'Brien
<b>Tuesdays 5.30 – 7 pm: Money Macro Workshop</b> CEP Conference Room (Unless otherwise indicated), organised by François Ortalo-Magne
<b>Wednesdays 12 – 1 pm: Macro/Trade Workshop</b> CEP Conference Room (Unless otherwise indicated), organised by Henry Overman/Steve Redding
<b>Thursdays 12.45 – 1 pm: International Financial Stability Seminar</b> CEP Conference Room (Unless otherwise indicated), organised by Hyun Shin
<b>Fridays 11.30 am – 1 pm: CEP/CEE Seminars (alternate weeks)</b> CEP Conference Room (Unless otherwise indicated), organised by Steve Redding/Steve McIntosh

### Meetings and Other Events

Because the Centre is so large and has staff working at different sites, it is often difficult for staff in one project to know what's going on in others. Therefore, in addition to our seminar program, we also hold:

**An annual two-day conference at Stoke Rochford**, Lincolnshire (usually held in May), where papers are presented by staff from each programme. All staff attend this event. Everyone submits a paper and the most interesting are presented at the Conference.

**Programme Meetings** (organised by Programme Directors and held in late September). All programme staff must attend the relevant meeting. Their purpose is: (a) to review the past year's work and discuss plans for the forthcoming year; (b) to finalise the programmes contribution to the Annual Report which is submitted to the ESRC in November; (c) to discuss with the Directors and Research Director potential bids for programme; (d) to discuss ways the programme can disseminate its work through conferences, public lectures, books or other publications.

**One-off events.** Through the year the Centre also holds individual events, such as conferences and lectures. Information about these will also be available on the noticeboards and the website.

**Parties.** A party is held in October each year to welcome new staff to the Centre. There is also a Centre Christmas party the week following the end of the Michaelmas term. A tradition of Friday coffee mornings has become established within the Research Laboratory. These are attended by researchers from FMG, STICERD and CEP and are extremely informal occasions. All of these events offer opportunities of getting to know the staff here.