

CENTRE *for* ECONOMIC
P E R F O R M A N C E

CEP Staff Handbook



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

October 2008

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Welcome From John Van Reenen & Steve Machin

Dear Colleague

We'd like to take this opportunity of warmly welcoming you to the CEP and very much hope you will enjoy your time with us, whether you are working for us, studying here or visiting us. The vision of the CEP is to push forward the frontier of knowledge in the social sciences, but to do so in a way that informs practical policy making. You will be contributing to a very large and ambitious intellectual agenda.¹ The attached guide and the website links should help you navigate through this and to find out how to set yourself up.

The Centre is big, with some 120 research staff and postgraduate research students working on some 60 projects in one of the six programmes: Labour, Productivity, Education & Skills, Macro, Globalisation, Wellbeing. It's important therefore that communications are good and there are a number of ways we try to keep in touch with one another and through which you can get advice and assistance:

- You should on arriving book a meeting with your programme director (or project leader if a different person) to discuss your research plans and initial research work. It's better never to sit on a problem but to have regular meetings with them to discuss things so that you are clear about the work you are doing over the coming period. For research assistants or those starting off as research officers these meetings will probably be every week or two.
- For questions wider than those to do with the projects on which you are engaged, e.g. on career development, Stephen Machin, Research Director, and in 2008/9 Acting Director whilst I am at Stanford, is always available (book an appointment via Linda Cleavelly) Nigel Rogers the Centre Manager will also be happy to help on most questions or to point you in the right direction.
- Once a year, usually in the Autumn, in common with other academic staff at LSE, a more formal appraisal of your work takes place. This is confidential to you and your appraiser and is an opportunity to discuss progress and any problems over the last year, for you to get feedback on performance, to discuss future plans, career development, and any training needs. Once again, however, don't wait for an appraisal if there is an issue you are concerned about: if in doubt, ask Nigel Rogers first.
- When possible we will locate you with a group of staff working on similar issues so that you can benefit from asking their advice. Past experience shows that researchers can save several weeks' work re-inventing the wheel simply by asking around – and there is much experience in the Centre which you should not hesitate to tap. We also have an excellent Data Manager, Tanvi Desai who runs the Centre's comprehensive Data Archive and knows all the ins-and-outs of different datasets and collates the Centre's experience of working on them.
- We ask all centre members to attend at least one of the 6 seminars series running weekly. Some of these are work in progress meetings, less formal than usual seminars and useful for testing out your ideas on others. We also give you the opportunity of meeting and discussing your work with the many speakers visiting us from overseas and post a weekly signup list. We run conferences and workshops throughout the year; all centre staff are welcome to attend these.
- All need to attend the programme meetings which discuss progress of projects, future plans and which take place in Jan/Feb and in May.
- All attend our Staff Annual Conference held over two days in May usually in Cambridge where there are paper presentations from each of the programmes so that everyone can find out what is going on outside their own programme and project. This is also a really pleasant social occasion.
- We hold a welcome party in mid-October for all staff and students and a Christmas Party just after the end of term.

As you'll find from the manual the Centre makes many facilities available to you including specialist data library, IT support, help with conference fees, kitchen, workstation, free printing, sandwich lunch etc. There are a few things we in turn ask of all who join the centre

¹ http://cep.lse.ac.uk/research/overview/work_programme.pdf

- We expect you to be at the Centre most days of the week: space is at a premium and our motto is “Use it or Lose it”! If your workspace is found regularly unused, it will be recycled or shared with the next person on the long waiting list. Keep Linda Cleavelly – responsible for all office space - informed.
- As well as writing top quality papers for publication, we want everyone to contribute to the Discussion Paper Series, the most important initial outlet for the Centre’s work; as well as being distributed electronically to over 3000, these also go on the CEP and REPEC websites from which there is a very high number of downloads. Citations of CEP papers were ranked by REPEC as the highest in Europe for comparable research institutions.
- It is vital our work gets known about in the outside world, in fact our funding depends on our impact. We expect everyone to look for opportunities to publicise their work, with the help of our part-time journalist Romesh Vaitilingam; he will help you write and place an article in the press and in CentrePiece, the magazine of CEP research which he edits and which is widely read by policymakers and in the press. We will occasionally call on you to attend publicity meetings where we plan what to publicise when; ESRC occasionally put on good Meet the Media courses, which we’ll get you to go on.
- We want to hear from you of all presentations you have made on radio, tv and to non-academic audiences. We normally collect these annually from you so please keep a note or let us know as they occur or you’ll forget. Again, our funders view this as crucially important. We need to always increase the size of our contacts lists and ask you to regularly let the admin know of any policy/academic or other contacts you make who should be receiving CEP output or invited to events. Forward any emails with distribution lists of academic/policy networks which have emailed you.
- We need you to contribute as necessary to requests for information, writing pieces for annual report/ brochures etc. which our donors require of us; generally though, the centre runs a minimum bureaucracy policy
- We expect you to help keep the centre – individual working areas, the kitchen area, the printers – tidy, clean and secure and to help the centre keep its costs low by using resources (telephone, printing, copying) economically and sustainably.
- We ask you to minimise disturbance to others when working in the open plan areas by keeping conversations with colleagues and on the phone very quiet. If you are having long conversations these should be carried on in a room (See Linda) or in the Social Space.
- CEP is open plan and valuables are more at risk if you let strangers ‘tailgate’ you through the entrance to the CEP. If you see someone you don’t recognise please ask who they’ve come to see or alert one of the admin staff – out of hours ring security on 666.

We look forward to meeting you personally and in the meantime wish you all the best at the Centre.




John Van Reenen
Steve Machin

The manual from p7. consists of a brief A-Z of information about the Centre after a brief introduction on how it's run. You should consult this A-Z in getting yourself set up during your first week at the Centre during which you need to arrange the following:

Week One

1. **Workspace**, keys and storage (Linda Cleavelly)
2. **Contract**: return your contract in person to Human Resources, Tower 3, take your passport with you (Mary Yacoob)
3. **LSE Card** for Library and entry to this building and the Centre out of hours
4. **IT**: See Anita Bardhan-Roy to arrange user account, email, get your server space: do NOT save anything on your local PC drive (SEE IT below) : consult IT website <http://rlab.lse.ac.uk/it/default.asp> **Data**: arrange access to the LSE Research Lab Data Library (Tanvi Desai).
5. **Photo**: get your photo taken for the web (Anna Graham)
6. Write a **short note about yourself** (your research interests, where you've just come from) so that we can inform the rest of the Centre (send to Linda Cleavelly)
7. **Website**: write a short biography for the website: (get access via Jo Cantlay)
8. Arrange a **meeting with your programme director** by emailing, phoning them or knocking on their door
9. **Read this manual!** Look at <http://cep.lse.ac.uk/>
10. Locate where to get **stationery**, where to **post** and receive **mail**, where to **copy** and **fax**, where to **print out**, and where to make **tea and coffee**

Who's Who

Research

John Van Reenen	Director of Centre (in Stanford Oct 08-June 09: but contactable at j.vanreenen@lse.ac.uk)
Steve Machin	Programme Director, Productivity, Innovation & Intellectual Property Acting Director 2008/9 and Director of Research ((R460, 7443, s.j.machin@lse.ac.uk) appointments through Linda Cleavelly
Alan Manning	Labour Markets Programme Director, (R451, a.manning@lse.ac.uk)
Sandra McNally	Education Programme Director, (R449, 7579, s.mcnally@lse.ac.uk)
Emmanuel Ornelas	Globalisation Programme Directors (Ornelas 5175, F5.30; Prof.Redding in
Steve.Redding	Yale 2008/9, but reachable on s.j.redding@lse.ac.uk)
Francesco Caselli	Programme Director, Macro (S 677, 7513, c.pissarides@lse.ac.uk)
Richard Layard	Programme Director, Wellbeing (R453, 7281, appts via Marion O'Brien)

Administration (based in Zone 1&2)

Nigel Rogers	Centre and Research Laboratory Manager R458 7596
Linda Cleavelly	PA to Directors & Asst to Centre Manager (All office & induction issues; visitors) R459 7049
Jo Cantlay	Events Coordinator (Seminars, Conferences) Zone 2, 7285
Helen Durrant	Publications, Discussion Papers & Dissemination Coordinator Zone 2, 7395
Anna Graham	Administration & Communications, responsible for Office services, Information, Seminars,
Mary Yacoob	Finance, Personnel Contracts, Expenses, Library, Pay Timesheets Zone 2, 6963
Romesh Vaitilingam	romesh@compuserve.com Economic Journalist part-time (assists in writing up & placing work in press: help with tv/radio interviews; edits CentrePiece)
Marion O'Brien	Assistant to Richard Layard & Wellbeing Programme R457, 7048
Annie Barry	Assistant to Richard Layard R4z2b, 3599

IT Support

Nic Warner	IT Manager – based in STICERD R534 x 7432 In overall charge of IT(not first port of call)
Anita Bardhan Roy	Information Manager based in CEP– email and IT account; software and hardware issues R455, x7796 a.bardhan-roy@lse.ac.uk
Jo Joannes	Information Systems Administrator: hardware problems R543, x 7433 j.joannes@lse.ac.uk

About the Centre

Background

The Centre, set up in April 1990 by the Economic and Social Research Council (ESRC), is the largest social science research centre in the UK. Its remit is to study the economic performance of firms at the level of the firm, the nation and the global economy. It is recognised as one of the leading applied economics research centres in Europe: of the 12 most cited economists working in Britain today, 6 are based in the Centre. In 2003 it was awarded the Queen's Anniversary Prize for Higher Education.

The Centre has around 120 research staff and students including associates based at other universities in the UK and abroad. Administrative and IT support are provided by a further 10 staff. The Centre also hosts the DfES Centre for the Economics of Education (CEE) and works closely with the new Spatial Economics Research Centre, run by Henry Overman.

The centre's income is approximately £2m a year - half its funding coming from ESRC and the other half is raised project by project from government (DfES, DTI, Treasury) from research foundations Leverhulme Trust, Esmee Fairbairn Foundation, Sutton Foundation, Nuffield, the European Commission, and from business.

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

The CEP is one of the four centres in the LSE Research Laboratory which is on the 4th and 5th floors of the newly refurbished Lionel Robbins Building. The other groups are Financial Markets Group (FMG, 4th floor), Spatial Economics Research Centre, (4th floor) Suntory and Toyota International Centres for Economics and Related Disciplines (STICERD 5th floor), and the Centre for Analysis of Social Exclusion (CASE 5th floor).

While the centres within the Research Laboratory will maintain their individual identity, there are increasingly joint projects and joint organisation of support such as IT and Data Services between them.

The Centre's Research:

All staff and PhD students are assigned to one of the Centre's 6 programmes :

<u>Programme</u>	<u>Director</u>
Labour Markets	Alan Manning
Education & Skills	Sandra McNally
Globalisation	Emmanuel Ornelas (2008/9) Steve Redding (based Yale 2008/9)
Productivity, Innovation & Intellectual Property	Luis Garicano (2008/9) John Van Reenen (Stanford 2008/9)
Macro	Francesco Caselli
Wellbeing	Richard Layard

For an overview of the questions the Centre is addressing go to its website and look at the project list at http://cep.lse.ac.uk/research/overview/work_programme.pdf

The CEP Website

<http://cep.lse.ac.uk> 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.

Centre Organisation

How the Centre is Run

John Van Reenen directs the Centre with the help of the Research Director, Prof. Stephen Machin, the Centre Manager, Nigel Rogers, and Directors of the six programmes. These form the Centre's management committee which meets twice termly. Each programme comes together for its own weekly seminar during term, holds a programme meeting to discuss progress with objectives twice annually, and usually runs one conference every 18 months. The Centre as a whole comes together for an off-site two-day conference held annually in May and an Annual Report meeting around January where work is reviewed and applications for resources for the following academic year are made. As well as these group meetings, project directors meet on a regular basis with their researchers to progress the research and meet project deadlines. Finally, a dissemination meeting is held every term with key researchers to discuss which current policy debates and events in the political calendar our research should inform.

The Centre's programme of work is planned on a five year cycle, a major part of it around its application for core funding from ESRC. But Centres need to be flexible and respond to new world, data and intellectual developments and the agenda is constantly being refined and developed. The planning mechanisms tends to be "bottom up" with members of the Centre feeding their research plans to Programme Directors who sift and arrange projects before finalising the programme strands and overall balance with the Director and Research Director. Where proposed projects fall outside the main ESRC programme, researchers are encouraged and helped to raise funding from other agencies.

Research Organisation

Some definitions may help: a **programme** will usually include several individual projects (currently there are 60, described at http://cep.lse.ac.uk/about/overview/cep_programme.pdf). As staff join us, they will usually be allocated to a particular programme and project although their work need not be confined to just one of these. 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 or 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.

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 paid for a day or two's 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.

Supervision of research - Researchers are in frequent interaction with project directors. The introduction from the director covers most points on how the research is managed.

A-Z GUIDE

Annual Leave / and Sickness Leave

If you want to take annual leave (25 days per year), clear the days with your programme director/ project manager first and let Linda Cleavely know. You should ring Linda Cleavely (955 7049) if you are unable to come in because of illness and again when you return to work. A Doctor's note should be given to her if 7 or more days (including weekends) are taken off.

Appraisal

Appraisal of research staff takes place annually in the Michaelmas term and is based around the LSE procedure for academic staff. This is an opportunity to discuss progress and any problems over the last year, for staff to get feedback on performance, to discuss future plans, including the possibility of applying for research funding, career development beyond the end of the CEP contract, and any training needs.

You and your appraiser are given forms by Linda Cleavely and you arrange a meeting with your appraiser which is based around your written statement of work, output, and training needs. Based on the meeting, the appraiser writes down comments and suggested targets for the coming year's work, further training etc. which you see and agree/ comment on. The appraisal is confidential to appraiser and appraisee. Although appraisal is not directly related to the promotions process, discussion about the conditions for promotion can take place during the meeting. (see promotion)

Budgets

Most of CEP's money is tied up in staff appointments needed to complete its five-year programme of work. However, funds are available for new project start-ups, pump priming, occasional research assistance, conference travel, data etc. and are normally applied for at the same time as the submission for the annual report in January, for spending from the following October. If you have missed this deadline, you can still contact Nigel Rogers, Centre Manager, having obtained the backup of your programme director. See Conferences below

Building Faults

Broken bulbs, desks, doors and shelves falling apart, or any other structural problems, let Anna Graham know (a.graham@lse.ac.uk or if you want immediate action, complete an estates maintenance form from <http://www.lse.ac.uk/collections/estatesDivision/serviceRequest/> (print a copy of this before sending). Let Anna know if no one responds from the Estates Office.

CentrePiece Magazine: <http://cep.lse.ac.uk/centrepiece/default.asp>

Everyone is encouraged to write an article for CentrePiece, the Centre's non-technical magazine of research, which comes out 3 times a year. 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. Romesh Vaitilingam, an economic journalist employed part time by the Centre, 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; articles are often cited in the press and downloaded from our website.

Conference Calls

To organise a conference call where there is more than one caller physically present you can borrow from Linda Cleavelly a machine with a speaker phone which allows several people to join in the conversation with the speaker at the other end.

To make a call joining with callers phoning from different extensions and outside lines, LSE uses Instant Meeting Service, an audio-conferencing facility www.lse.ac.uk/directory/quickrefguide.pdf. Having agreed the timing of the conference call, the number to dial up is 0207 098 0715 and the participant code you'll be asked for is 7152381. If you are the leader of the call, the leader code is 7744256.

Conference & Seminar Presentations at CEP

Powerpoint: For seminar presentations, you need to use the computer in the conference room, not your own laptop. Simply bring your presentation on a USB memory stick and plug into grey USB cable on top of lectern. Full instructions are listed on the lectern. If you have any problems please see Jo Cantlay or a member of the IT team. You should take time before your presentation to work out which button operates what!

Conference Funding

To help staff get their work known and to give experience to younger staff, we contribute to travel and accommodation costs of those presenting papers at important conferences. Get backing of your programme director and send estimate of costs and paper title to Mary Yacoob. She can normally get a decision quickly. We normally restrict staff to one conference a year. Departmental Staff and PhD students are expected to raid departmental funds first before approaching CEP. Budget fares should be sought wherever possible, (admin can advise) and thus booking in advance is important. Papers presented at conferences should always include the presenter's attachment to the Centre for Economic Performance, LSE. The title page and abstract of the paper must be attached to all receipts (only originals can be accepted) when submitted along with the expenses form to Mary Yacoob (R4z1b, ext 6963). We ask all attending conferences to bring back a list of conference attendees in order for us to update our contacts databases.

Contracts

Return a signed copy of your appointment letter to the Human Resources Department at the School. In order for your contract to be validated and to get your first salary, you must go to the HR Dept (1st floor Tower 3) to show them your passport in order for them to check your eligibility to work in the UK as required by the Asylum and Immigration Act 1996. All staff (except visitors) are required to do this and an LSE card for the library, and out of office hours building entry, cannot be issued by the Library Reception until this has been done.

Most staff contracts are funded by time limited grants and the Centre cannot guarantee extension of your contract beyond. Nevertheless it encourages and supports staff in applying for other project funding if there is potential for an extension of the research and to pursue related and quality work. You should raise with your programme director and Nigel Rogers the possibility of applying for further funding 6 months before your contract is due to end. Read up section on "Funding". Terms and Conditions of Research staff are at <http://www.lse.ac.uk/collections/humanResources/pdf/researchStaffTandCsAug2006.pdf>

Courier/DHL/UPS

LSE has a courier postal service for emergency posting - see Mary Yacoob m.yacoob@lse.ac.uk. You will need to pay CEP back for use of this service unless it is for pressing centre business.

Cycle to Work Scheme

Eligible staff have the opportunity to buy bicycles and cycle safety equipment, for commuting purposes, free of income tax and National Insurance and partially free of VAT. Purchase is made by means of a lease agreement and via the LSE payroll salary sacrifice scheme. In order to qualify for this scheme, members of staff must have completed three months of employment and their contract of employment must not be due to expire before the end of the lease period (which runs for 12 months). Staff may select a bicycle of their choice from a large selection of partner retailers. Payments made over the course of the lease period are classed as a reduction in salary and members of staff who are UK taxpayers will normally benefit from a tax and NI saving of between 29.4 and 41 per cent.

For more information and for details on eligibility, please contact Human Resources. <http://www.lse.ac.uk/collections/payAndInformation/Cyclescheme.htm>

Data Services

The Data Service provides data support to all members of the Research Laboratory. The Data Library can be accessed by anyone who is registered on the RLAB network and has signed an access agreement. Details of some of the datasets held in the library can be found on the RLAB Data website. <http://rlab.lse.ac.uk/data> .

To access the Library, or for data support contact the Data Manager, Tanvi Desai (t.desai@lse.ac.uk R455, ext. 7740). It is particularly recommended that you arrange an appointment with her if you are carrying out primary data collection as she can advise on questionnaire design and data documentation.

The Data Service offers support to RLAB researchers in the following ways:

- Maintaining a large data library which includes a wide selection of UK and international micro and macro data sources.
- Finding datasets for specific research questions
- Assisting staff in negotiations for access to data through providers (such as ONS, governments departments, etc.)
- Accessing data held in the Library
- Licensing staff for restricted data
- Formatting data for convenient use in recognised statistical packages
- Checking errors in data and, where necessary, contacting the data providers for corrections
- Providing storage and archiving advice for data
- Software support for some statistical packages
- Support for staff using data for the first time
- Support and advice for primary data collection
- Providing paper publications for reference, including software manuals and geographical references, details of which are also available on the website.

When you use data in a publication, including Discussion Papers, it is essential and your responsibility that you have a valid license for all the datasets used in the publication. The Data Manager can advise you on licensing arrangements and help you to comply with them. NB. The registration form for accessing the RLAB library does not cover datasets that require additional licensing. It is your responsibility to ensure that you are legally licensed for all data you use and publish.

If you need any data that is not in the library, please contact the Data Manager so that we can be sure to avoid paying for something that is already held at the LSE. Before ordering data you should check with the Centre Manager that you have a budget for this.

Centre Staff must fully document their datasets and must supply the Data Manager with copies of any primary or derived datasets created while working at the Research Laboratory.

Discussion Papers & Working Papers

Helen Durrant is in charge. Any draft work which you circulate should start off life as a Working Papers (WPs). Before circulating any paper, no matter how limited the circulation, always obtain a number from Helen in R4z1c, ext 7395 to help identify it in the future. This is especially important when referring to papers in the Annual Report or when we get outside enquiries.

Discussion Papers: All staff should contribute to the Discussion Paper series since it is the main means of dissemination of the Centre's work prior to journal publication. To see how, look at <http://cep.lse.ac.uk/new/publications/submissions/default.asp>

DP's receive much attention - abstracts and links are sent out regularly to an email list of about 3500 and to REPEC, an international bibliographical database of economics papers, and many have very high rates of downloading from our website.

Before submitting a DP, first get the approval of your Programme Director. Wherever possible you should have aired a paper at a seminar before submission – this gives colleagues a chance to comment on the work produced. Once approval has been got from the Programme Director, Helen then prepares them for CEP website and circulates in batches to a very large electronic list of academic institutions worldwide.

Expenses / Conferences

Before incurring any expenditure that you want reimbursed by the Centre, you need to check with Nigel Rogers that you have a budget first. The only expenses normally claimable are towards the cost of attending major conferences if you are presenting a paper, the costs of project related data and books and business related travel. For those who are registered for the PhD, you should request funding first from your department before trying CEP. We also pay reasonable modest entertainment expenses for seminar speakers and seminar organisers.

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. When sending faxes, remember to dial '9' to get an outside line. The machine will only issue you with a copy of the fax if the transmission has failed.

Fees Remission

If you are employed as a full-time or part-time researcher and attending an LSE course, the School pays your fees or a proportion of them based on your part-time commitment (NB the scheme does not cover hourly paid staff). When registering with Graduate Admissions, you should take a copy of your letter of appointment with you.

Fire Drill

When you hear the fire alarm, leave the building immediately by the nearest fire exit and proceed to the assembly point – outside the LSE Medical Centre. Wait for the all-clear before re-entering the building. **DO NOT USE THE LIFT.**

CEP Fire Wardens:

Jo Cantlay Linda Cleavelly Tanvi Desai Helen Durrant

First Aid

See Health and Safety

Funding

If you are looking to raise research funding, a good place to start is on the Research and Project Development' Division's site which gives a list of current and recurrent funding opportunities: <http://www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/researchFundingNews/Default.htm#generated-subheading4>. If you are looking for funding to extend your contract, you should speak to your project manager and Nigel Rogers several months before your contract ends to discuss what the possibilities are since LSE requires that applications for project funding can be made only in association with LSE senior staff as principal applicants, and the application process can take time.

LSE's Research and Project Development Division (9th floor Tower 1) are ready to advise staff on funding outlets and staff and students of the LSE have access to <http://www.ResearchResearch.com>, a directory of research funders and current opportunities, from all computers on the internal network and the service is also accessible off-campus. To start using the service, you will need a password and username. Please email b.dheerjee@lse.ac.uk. It is often the case however that research staff who are beginning to publish work will want, and CEP encourages this, to apply for academic posts after working on a few projects in the Centre since the academic route currently remains the main way of achieving professional recognition, progression and longer term contracts. In many cases staff previously employed at CEP continue to work with the Centre as associates on taking up academic posts elsewhere. Nigel Rogers will be happy to advise.

Health and Safety

Local day to day health and safety issues are dealt with by the departmental safety coordinator, Helen Durrant (R4Z1c, Zone 1; x7395; email: h.durrant@lse.ac.uk). These include:

- accidents, incidents and work related ill health
- stocking the first aid box (located top right cupboard above sink area in the CEP social space)
- reporting defects and possible hazards around the workplace or with work equipment
- arranging for staff volunteer training (first aid, fire action)

CEP's fully certificated First Aider is Tanvi Desai (R455b, Zone 3; x7740; email: t.desai@lse.ac.uk). Please notify her immediately of any incident requiring first aid assistance.

If, for any reason our CEP volunteers are not available to help, ring Security on x666 and/or the LSE's Safety Advisor, Ann O'Brien (x3677; email: ann.o'brien@lse.ac.uk).

IT Services

Nic Warner, IT Manager
(tel: 020 7955 7432, email: n.s.warner@lse.ac.uk) R534 (STICERD)

Anita Bardhan-Roy, Information Manager MONDAYS & TUESDAY IN PERSON: WED-FRI
by Email or go direct to Joe Joannes
(tel: 020 7955 7796, email: a.bardhan-roy@lse.ac.uk) R455 (next to CEP Social Space)

Joe Joannes, Information Systems Administrator WED - FRI
(tel: 020 7955 7433, email: j.joannes@lse.ac.uk) R534 (STICERD)

IT services at the Centre are provided by the LSE Research Laboratory IT team. We provide PCs with core packages, and help and advice in the use of technology to support the academic work of the Centre. For all IT help we strongly recommend you visit the RLAB IT website <http://rlab.lse.ac.uk/itsupport/> where there is a variety of help manuals, guides and downloads for your IT problems and requirements.

Getting your IT and Email Account

Once you have received your contract please sign and return all forms to LSE Human Resources (HR) as soon as possible. As soon as HR have your details email Linda Cleavelly with your name as it appears on the contract AND your date of birth and we will set up your IT and Email account.

If you are already a member of the LSE as a student or member of staff, please forward your LSE email address in advance to Linda and we will set up your account so that you can log onto a Research Laboratory computer. Do not disclose your password to anyone. If you pass on your account details you are breaking the LSE IT Code of Conduct and enabling others to access your personal details. For security reasons you should change your password at regular intervals.

Instructions are available on the Change your LSE and RLAB Password page: http://rlab.lse.ac.uk/itsupport/help/start/change_your_password.asp

Getting Started

Once you receive your IT Account and Email details you can log onto any RLAB computer.

The IT Staff will show you how to get started, connect to your email and connect you to the local printer and show you how to save your work. Instructions on how to log onto an RLAB computer and your email are available on our "Getting Started" pages at <http://rlab.lse.ac.uk/itsupport/help/start/default.asp>

Backing up and Saving your Work

All staff must take responsibility for backing up their work and making sure that their PCs and files are protected from viruses. Work should NEVER be saved on the hard disk (C:) but on your personal networked user-space provided for you, known as your J: space. These files are stored on a server and backed up each night. If you cannot store all your files on the J: drive ask the IT Team first if it is possible to increase your quota. In most cases we can accommodate you.

If you have files that are not on your J: drive you must back up the remainder on alternative media. The IT team provides free CDs which can store between 650mb to 700mb and free DVDs which can store up to 4.7GB of data. For larger amounts you may have to think carefully about assigning part of your research grant to purchasing an external hard disk (or flip disk).

For full illustrated instructions on how to save and back up your work (including burning CDs and DVDs and saving work onto your J: space) see <http://rlab.lse.ac.uk/itsupport/help/backup/default.asp>

If you know you will need to store a huge amount of data you should contact us to discuss backup options and the possibility of increasing your storage allocation. In some cases this will involve discussion with your programme director and IT to increase the overall storage for the programme, for which a budget will be required.

Good Practice

- Save a copy of your important files to the J:drive - your RLAB networked user space. Please try not to save on C: but if you have to save files locally onto your RLAB PC, please save them to the My Documents folder.
- Organise your files into folders so you can find them easily and back them up easily.
- If you work in the main School you can save files to your H: space but you only have a quota of between 100MB - 500MB.
- Back up your files onto some form of 'removable' media i.e. CD, DVD or USB Memory Stick.

If you share a computer or use a public machine ALWAYS

- Save your files to the J: drive
- Back up your important files to CD or DVD or USB Memory Stick



REMEMBER!
**IT'S YOUR WORK - SO IT'S YOUR RESPONSIBILITY TO
SAVE YOUR FILES REGULARLY AND CORRECTLY.**

Virus Protection

All CEP and LSE computers should automatically be updated with the latest virus definitions for antivirus software and with Microsoft Windows security updates.

Full instructions on Virus Protection and downloading McAfee Anti-Virus Software for your own PC or laptop are available from http://rlab.lse.ac.uk/itsupport/help/start/virus_protection.asp

Laptops

The centre also has two laptops available for loan, for up to a maximum of ONE WEEK, for users needing to finish work at home, working on data collection outside LSE or going away on conferences. You must be a member of the CEP and have a desk in the centre to borrow this equipment.

We are only able to provide very limited support for personal laptops. The School also runs a Laptop Surgery for students and staff in Room S198, St. Clements Building. See <http://www.lse.ac.uk/itservices/remote/laptopsurgery/default.htm> for opening times and how to make an appointment. We will help you to connect to the network via plug in points, or wirelessly, and provide advice on how to install anti-virus software onto your machine. You are responsible for the security of your own laptop – there have been thefts in the past. We advise that you secure your laptops with security cables and lock them away when not using them.

Full instructions on how to connect your Laptop to the LSE Wireless Network are available from <http://rlab.lse.ac.uk/itsupport/help/start/laptops.asp>

However if you wish to connect your personal computer to the LSE network you MUST install and regularly update antivirus software. Make sure you have the latest Microsoft security patches and your antivirus software has been updated to the latest virus definitions. LSE strongly recommends McAfee VirusScan8. To find out how to protect your computer and download the latest antivirus updates, patches and utilities see both the RLAB webpage on Virus Protection http://rlab.lse.ac.uk/itsupport/help/start/virus_protection.asp and the LSE webpage on Network Security at <http://www.lse.ac.uk/itservices/remote/alert.htm>.

Worldwide/US/Europe to UK adaptors for non-UK plugs are available to buy from the LSE Student Union shop, Lower Ground Floor, East Building.

Presentations

The centre has a visualiser and computer connected to a projector for presentations in the CEP conference room. The visualiser allows people to present slides printed onto ordinary paper and project these onto a screen.

You do not need to print slides onto acetate or transparencies although an OHP (overhead projector) is also available. Powerpoint or Adobe PDF slides can be presented, using only the conference room computer.

To use the facilities in the conference room please contact Jo Cantlay (email: j.m.cantlay@lse.ac.uk, 7285) in the first instance. All Powerpoint and PDF presentations should be put on a memory stick for insertion into the USB port of the computer in the conference room.

Kitchen

Coffee, tea and milk are provided in the kitchen (Zone 3) – please help yourself, but remember everyone **must** take responsibility for keeping the kitchen and social area tidy. There is no one to tidy up after us. Please wash cups and cutlery after use and put things away. Any cups left out are usually removed. Bring your own mug/cup and hold on to it! Whilst waiting for the kettle to boil you could even wash up other's cups if they're there.

Journals

Most journals are now available electronically from your computer, and no password is needed from within the LSE. Go <http://www.lse.ac.uk/library/elelib.htm>.

Leave

HOLIDAY: Inform Linda Cleavelly of your holiday leave arrangements once you have cleared these with your programme or project director.

UNPAID: If you are taking unpaid leave, you need to gain formal permission of the Director and complete a form for the School to determine what you need to do about pension contributions while you are on leave.

SICKNESS: If you are ill and unable to come in you should tell Linda Cleavelly (955 7049) and notify her also of the day you return. A message will be passed to your programme director. You need to obtain a Doctor's Certificate if you are ill and away for 7 days (including weekends) or more.

MATERNITY: <http://www.lse.ac.uk/collections/employmentRelations/maternityAndPaternityPayAndLeave.htm>
<http://www.lse.ac.uk/collections/humanResources/pdf/researchStaffTandCsAug2006.pdf>

Library

LSE Library (The Lionel Robbins Building). Your staff card will allow you to gain access to the LSE library from the 4th floor but you will need to check out books from the Ground Floor Library Desk before coming back with them to the 4th floor, otherwise you'll set off book alarms. If you are not employed by the Centre get the form from Linda Cleavelly, R459.. See LSE Card ID / Library / Staff Card for further details.

Go to the LSE Library website for details of tours and see <http://elibrary.lse.ac.uk/journals> for downloading papers from electronic journals (mostly via JStor and Ingenta). You can access the Main Library Catalogue from <http://catalogue.lse.ac.uk/and> get help in using it from <http://catalogue.lse.ac.uk/help/> LSE Library Security.

LSE CARD ID / Library / Staff Card

This card gives you entry to the CEP and the Library and is also used as a copying card. Once you have returned and signed your contract to Human Resources you are put on the School's computer system and can then collect your LSE card from Library Reception (no appointment necessary) where you will be photographed and given a card over the counter. If you have no contract, (e.g. you are a visitor or associate) you can register for an LSE visitors/associates card by logging on to <https://library-3.lse.ac.uk/selfreg>, complete the form and submit it. You must also obtain a completed Loans Guarantee form from Linda Cleavelly which you must present to Library Reception. Please note: do not submit the electronic part of the application too far in advance – if Library Reception have not received the Guarantee of Loans form within two weeks of the electronic application being submitted the system will automatically wipe the details and you will have to start again. To avoid any delays in processing your application, please ensure you bring the correct documentation or ID with you.

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 approximately 10.00am and 2.00pm 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 a member of the admin staff. Note that we are unable to forward mail to former members of staff. If you are leaving the Centre please make alternative mail arrangements.

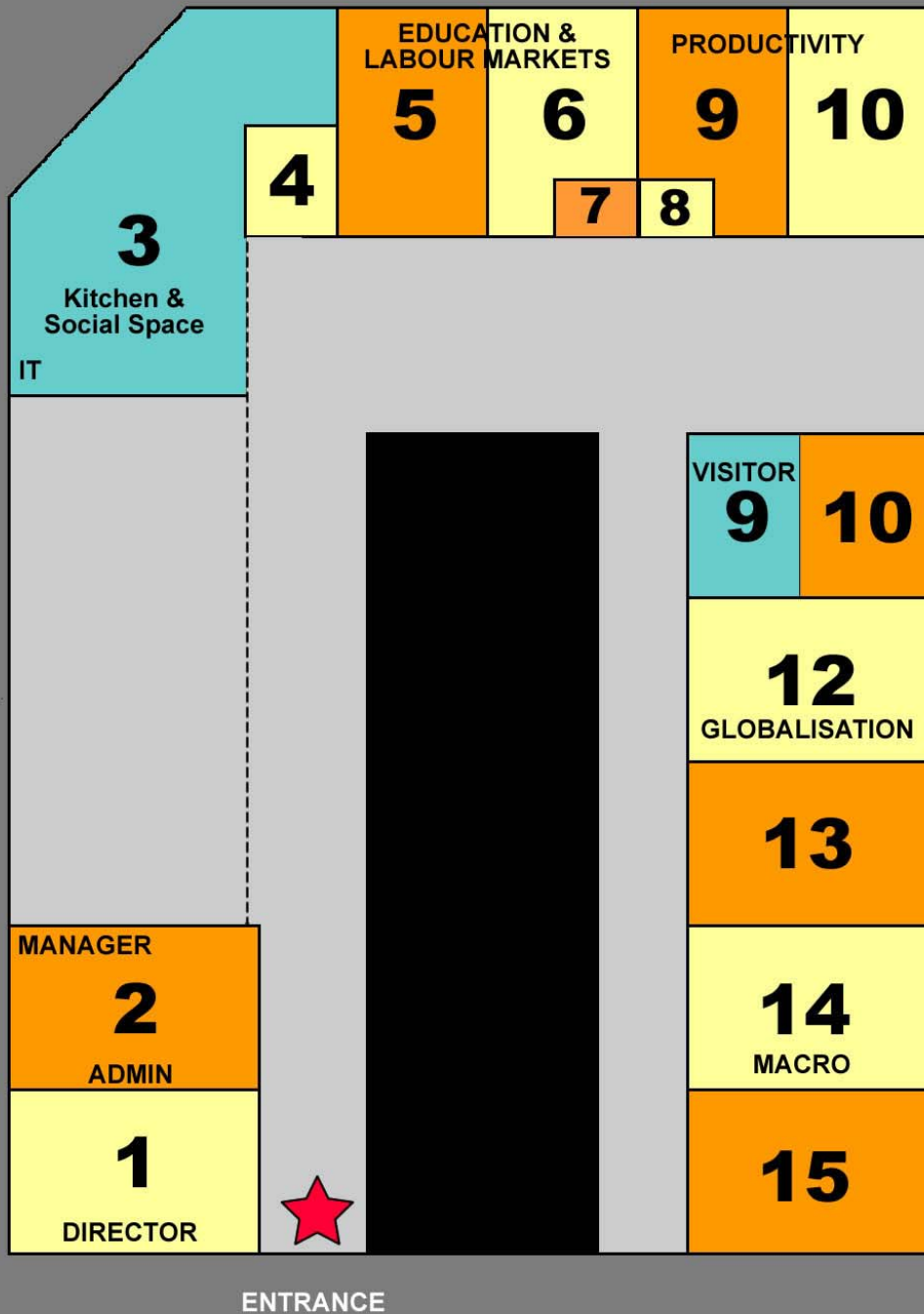
The post room deals with an ever increasing number of personal and valuable packages being delivered to the School. If you are expecting a personal parcel you must notify the post room (by phone ext 7989, and email postal.enquiries@lse.ac.uk) who will let you know when it arrives and you can collect it. (This applies to incoming “signed for” packages only.) If you do not notify the post room (or if you do but do not collect within two weeks) it will be delivered using the usual School postal system. However the post room will not accept responsibility for loss or damage.

Map

Finding your way round the Centre can be confusing since everywhere looks the same. The open plan workstations are located in a numbered zone, always beginning with the Zone number, followed by a letter, “a” being the workstation closest to the corridor “f” the one nearest to the window. So someone who’s in 9a will be at the desk in Zone 9 next to the corridor. To find which zone you’re in look for the grey signs above you. The Room numbers are preceded by the Letter R and followed by three digits e.g. R458 – to find out which Zone they’re in look at the room directory on the large sign as you enter the CEP; (or CEP list available at <http://cep.lse.ac.uk/support/phone.asp>). Once you get to the Zone, the names of people working in workstations and rooms in that Zone are displayed at the corridor end of the grey cabinets. See map below.

HOW TO FIND A CEP RESEARCHER

Look up the staff member's desk or office number and zone location then find corresponding zone on map below



Room Numbers at LSE begin with a letter signifying the building they're in, as in the map below. CEP is in the Lionel Robbins Building, R.



Meetings & Deadlines

As well as the seminars (see Seminars, also <http://cep.lse.ac.uk/events>), you can expect to be involved in the following meetings and admin deadlines:

May: An annual off-site two-day conference in May. Papers are presented by staff from each programme. All staff attends this event. Everyone submits a paper and the most interesting are presented at the Conference. This is a good way for the Centre to come together to find out what is going on in other programmes. It is also an enjoyable social event.

October to December: Appraisal Meeting with research supervisor (See Appraisal above)

October/January/May: Programme Meetings (organised by Programme Directors). All programme staff and students must attend their programme's meeting. Their purpose is: to review and plan work, decide on future dissemination, conferences, books. They also provide an opportunity of looking beyond the immediate project you are working on and to get the overall picture of the programme.

January: Annual Report Meeting In January all members of the Centre submit a Performance Indicator return and a written statement of their work in the past year and plans for the following year. This feeds into the Annual Report submitted to ESRC at the end of March and into a meeting for each programme which prepares for the report submission. Requests for resources (for research assistance, buyout, attendance at conferences) are also considered after this meeting.

Conferences, public lectures, book launches, press conferences. Throughout the year information about these will also be available on the noticeboards and the website. The Centre is on public show at many of these events and CEP staff are often expected to attend and host guests.

October/ December 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.

Dissemination Meetings – held by the Director and CEP journalist, Romesh Vaitilingam, these are run once a term for research staff to plan what upcoming research to publicise, how, and when.

Media Training – held once a year involving presentations and discussions with top journalists and videoed training in interview techniques

Noticeboards

When you get an article in a journal, please send Helen Durrant a copy for display on the entrance Noticeboard.

Office Space

Please contact Linda Cleavelly (R459) if there are any problems with your room or workstation. You can also pick up a key from her (cost £7.50 if you require a replacement). Although we hope to allow you to keep your office space from term to term, new research programme startups requiring different configurations of CEP's space will sometimes mean that we need to ask you to move to a different workstation. Demand for space outstrips supply and because of that we keep a keen eye out for workspaces that are not being used regularly and reallocate them: our motto on space therefore is **“Use it or Lose it!”** If you are going to be away from the Centre for more than a week please let Linda Cleavelly know, since we can temporarily put visitors there if we need to.

Opening & Closing Hours

Between the hours of 9.00 am and 6.30pm you can get in and out of the building without your LSE card, though you will always need it to get into CEP. Between 7am and 9am and from 6.30pm to 11.30 pm you can get in and out of the building only with your LSE card. If you are working late after 11.30 pm and leave the CEP office to go to the toilet or to go out you will NOT be able to get back in.

If you have to leave the building after 11.30 pm there is only one way out: - you cannot leave via the exit downstairs. You need to go over the bridge to the Economics Department; go down one floor and walk along to Geography Department over the Bridge to the Main Building through the 4th floor restaurant and then out through the ground floor of the Main Building. If you get stuck, ring 2000.

Pensions & Superannuation

If you are contracted for 50% or above of your time, the School assumes you will join the contributory Pension Scheme. If you want to opt out, or have any queries on the scheme contact Jenny Casey on j.a.casey@lse.ac.uk (7093). If you take unpaid leave you need to see Jenny!

Personnel

Terms and Conditions, details of rights to sick leave, maternity leave, etc will be found on the Human Resources website <http://www.lse.ac.uk/collections/humanResources/> Any problems with your contract, see Mary Yacoob.

Photocopying

We have two photocopy cards for Centre Staff for centre-related work which are kept in storage drawers located in R4z1a. When cards are needed, staff need to sign out from the folder (also kept in R4z1a) and sign them back in again after. To get copies, insert the card into the card reader and proceed to copy. If you have any problems with the machine or the card, please let anyone in admin know. If you have a very large job, please contact Reprographics directly <http://www.lse.ac.uk/collections/reprographics/howToUseTheSystem%20.htm>- you will need a budget code to enter onto the system, from Mary Yacoob.

Photos

Go to see Anna Graham (Zone 2) on arrival to have your photo taken both for the web and the “rogues gallery” so that everyone else knows who you are.

Phone List

CEP list available at <http://cep.lse.ac.uk/support/phone.asp>

LSE List available at <http://www.lse.ac.uk/directory/staff/name.htm>

Press & Publicity

We expect all staff to get their work widely disseminated regularly, not only via academic routes but via the quality press to reach the wider general public. We are fortunate to have Romesh Vaitilingam (romesh@compuserve.com), an outstanding economic journalist, working as a consultant with the Centre. He will help staff get their work in the papers and will be happy to advise on all aspects of tv and radio presentations also. Staff should also attend training put on both by LSE and ESRC in dealing with the media and LSE’s Teaching & Learning Centre runs termly sessions <http://tlcevents.lse.ac.uk/>. Alert h.durrant@lse.ac.uk if you appear in the papers or on TV/radio so that she can be prepared for further enquiries and can access the original research papers on which the publicity is based. If you have any important work that will receive media attention or if you are approached by journalists to discuss your work, please let the administration know. See also “Noticeboards” above.

Promotion

The Director, Research Director and Programme Directors consider each member of staff annually for promotion (Michaelmas Term) on the basis of their performance over the past year. A case needs to be made to the LSE Appointments Committee. There are two aspects to promotion: extra increments can be awarded within a particular grade for consistent excellent performance and taking on of extra responsibilities. Or promotion can be to a higher grade. For this to happen the nature of the job and its duties has to have increased in responsibility/ skill requirements: cases can be made based on taking greater responsibility for supervising other staff, projects; assuming greater independence in running the research and carving out one’s own research agenda. In the case of promotion from Research Assistant to Research Officer, it would normally be the case that the postholder would have obtained a doctorate, and would have an article(s) accepted for a refereed journal or would have taken on responsibility for a complex project. Further details can be found on the LSE website:

<http://www.lse.ac.uk/collections/payAndInformation/promotionOfAcademicSupportStaff/procedureForPromotionOfSupportStaff.htm>;

<https://www.lse.ac.uk/collections/payAndInformation/internal/frameworkagreementroleprofiles/Approved%20Research%20Staff%20Role%20Profiles.pdf>

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 (Occasional Research Assistants) - Claim forms available from Mary Yacoob in Zone 1. It is essential to submit these forms back to Mary for authorisation before the deadline as set by Mary (usually the 7th of the month or the 3rd 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.

Seminars

<http://cep.lse.ac.uk/events> (organiser j.m.cantlay@lse.ac.uk)

All members of the Centre must regularly attend at least one of the seminar series run weekly in term. They form the intellectual and communication focus of the Centre. To encourage you we normally provide a sandwich lunch. Links to papers are circulated in advance and some hard copies are available at the seminars.

Tuesdays 12.45 – 2.00: Labour Market Workshop – Work in Progress, internal seminar CEP Conference Room (unless otherwise indicated), organised by Alan Manning.
Tuesdays 5.00 – 6.30pm: Money Macro Workshop CEP Conference Room (unless otherwise indicated), organised by Francesco Caselli and Sylvania Tenreiro Bernardo Guimaraes.
Wednesdays 12.30 – 2.00: International Economics Field Seminar CEP Conference Room (unless otherwise indicated), organised by Daniel Sturm and Emmanuel Ornelas.
Fridays 13.45-15.00: CEP Capabilities, Competition and Innovation Seminar 5 th floor Conference Room LSE Research Lab (unless otherwise indicated), organised by Chiara Criscuolo.
Fridays 11.30 – 1.00: CEP Main Seminar (mainly Labour Markets) CEP Conference Room (unless otherwise indicated), organised by Barbara Petrongolo.
Fridays 11.30 – 1.00: Economics of Education Seminars (alternate weeks - held at IFS, CEP & Institute of Education), organised by Monica Costa Dias (IFS) and Sandra McNally (CEP)
Fridays 1.00 – 2.30 Urban and Regional Economics Seminar organised by Henry Overman

Stationery / Office Equipment

Standard items of stationery and office equipment can be found in the stationery cupboards near to Zone 2. If any item has run out see Anna Graham (Zone 2).

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 David Ealing, 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). (Contact HRPayroll@lse.ac.uk) Use form P38(s) to reclaim this if you are a student. Currently, the single person's allowance is approx. £5,035. 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 LSE: 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 applies, 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.

To make personal calls If you have outside dialling access, you should get personal calls charged automatically to your salary by keying in

*2 <LSE no at the top of your LSE card>#9<phone number>.

Voicemail: This is a centrally controlled answering service for every extension in LSE. Each phone extension has a mailbox which can be set to answer after your phone has rung a set number of times. To divert immediately to voicemail whilst you are away key in #988. (To de-divert, key in ##9). 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.

Voicemail from outside: You can access you voicemail externally by calling 020 7955 6880, then following the same procedure as above.

Training

Training is available to members of the Centre given by staff in CEP, LSE's Teaching and Learning centre and at outside organisations.

COURSE	DESCRIPTION & PROVIDER	WEBSITE
Presenting to the Media; Voice Coaching; Planning Research Projects: Obtaining Grant Funding; Writing For Publications; Conference Presentation Methods	A variety of short sessions put on by LSE's Teaching and Learning Centre. CEP occasionally organises sessions involving practice with filming and interviewing	http://teaching.lse.ac.uk/default.asp romesh@compuserve.com
Use of CEP Data Library	Occasional Sessions put on by Research Lab Data Staff	http://rlab.lse.ac.uk/data/default.asp
Using IT at CEP	Mostly web self-help and initial meeting with IT Staff, Anita Bardhan-Roy	http://rlab.lse.ac.uk/it/default.asp
Using LSE Library	Several tours and induction courses	http://catalogue.lse.ac.uk/

COURSE	DESCRIPTION & PROVIDER	WEBSITE
	provided by LSE Library. The virtual tour is probably sufficient	
Introduction to Stata	Small “hands-on” sessions (usually series of five) run by CEP researchers	If urgent, contact Tanvi Desai: with enough numbers she can get a course laid on
Quantitative Research Methods; microeconometrics;	Courses available at CEMMAP. Funds will be provided by CEP: Check first with your programme Director. Short Methodology Courses (for others than economists, although these are included) are also run by the new ESRC National Centre for Research Methods at Southampton University. Courses available at LSE’s Research Methodology Institute. Available to research staff as well as students	http://cemmap.ifs.org.uk/ http://www.ncrm.ac.uk/ http://www.lse.ac.uk/collections/methodologyInstitute/study/
Conferences	The Centre provides financial assistance to staff and postgraduates presenting papers at mainstream conferences. Permission should be sought first from programme directors before applying to Nigel Rogers for assistance.	n.rogers@lse.ac.uk ext 7596
Written English	If your first language is not English and you are experiencing problems with written English, Helen Durrant, who edits the Discussion Paper series, will be happy to give advice.	h.durrant@lse.ac.uk

Noise Levels

Please keep your conversations quiet or use the social space. Do not call across workstations or have conversations standing in the corridor right next to them since this disturbs those working. Check the ringer on your phone is set to low.

If you are a class teacher you should not hold your office hours in the open plan space, but should use the room set aside for office hours in the academic department concerned.

Performance Indicators

We need to report annually to our funders on the entire Centre’s work and the impact we have made on “the real world,” policy, in the press and media. 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. Helen Durrant will contact you in January 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!

Every time you give an interview or your work is written about in the press, you should let Helen Durrant know so that she can respond to enquiries from the public.

Security (emergency phone no: 666)

Although the CEP is relatively secure because of the locked door, we have had items stolen in the past. You should lock away any valuables, laptops, pda’s etc even if you leave your desk temporarily. CEP takes no responsibility for your personal property. The insurance excess for its own property is £1,000 per item.

Your LSE card provides entry to the Centre, the bridge from the St. Clements building, the 4th floor of the main library and the main entrance to the Research Laboratory on Portugal Street. Visitors will need to use an entry phone at the 4th floor entrance. Please don’t let strangers

“tailgate” you through the entrance – they should be directed to reception in Zone 1 or ring the bell.

If you see someone who you don't recognise wandering round the centre, please ask whom they've come to see or immediately alert one of the admin staff if you are in the least suspicious. If this happens out of normal working hours then ring Security on 2000. They may well just be lost, but it is better to check. We have been tricked a couple of times by good humoured thieves who involve us first in friendly jokey conversation before removing property from the desks.

Tidiness and Consideration for Others

As the CEP area is open plan, you will be in some ways 'on display'. You should keep your work area tidy and presentable and not leave anything on top of cabinets and cupboards. Do not use the floor around your desk as your filing system. Book and file storage is normally confined to the workstations, desk top and under desk cabinets. There is also storage space in storage cupboards at the end of the bank of workstations. See Linda Cleavely if you need more.

Keep the kitchen clean and tidy! Wipe up spills, do your washing up and put any rubbish in the bins. There is no one around to clean up after you!

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.

Web Biography

Each member of the Centre needs to complete and update regularly their web biography. Contact Jo Cantlay or Linda Cleavely for the link when you meet up for your IT induction on joining the Centre. Your link will be sent to you when you join.

Who's Who

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

Annie Barry Ext: 3599 E-mail: a.barry@lse.ac.uk

Personal Assistant to Richard Layard

Jo Cantlay Ext: 7285 E-mail: j.m.cantlay@lse.ac.uk

CEP Events coordinator

Administrator Centre for the Economics of Education (CEE)

Seminars & Conferences organisation Supplies ordering

Linda Cleavely Ext: 7049 Email: l.f.cleavely@lse.ac.uk

Personal Assistant to John Van Reenen, Director

Assistant to Nigel Rogers

Induction of new staff

LSE Card, Room, workstation, telephone allocation; visitors

Helen Durrant Ext: 7395 Email: h.durrant@lse.ac.uk

Publications administrator Discussion Paper Series Editor

Performance Indicators Annual Report preparation

Media & Dissemination

Anna Graham Ext:7595 Administration & Communications,

responsible for Office & Information Services, Seminars

Marion O'Brien Ext: 7048 Email: m.o'brien@lse.ac.uk

Personal Assistant to Richard Layard and Richard Freeman.

Nigel Rogers Ext: 7596 Email: n.rogers@lse.ac.uk

Centre Manager

Overall responsibility for administrative, personnel and financial management of CEP, Spatial and Economics Centre and Research Lab.

Resource Planning, Management Information

Grant applications, fundraising, contract negotiations

Reporting to funders, liaising with central School departments. Annual Report

Centre Management Committee, Policy Committee

Romesh Vaitilingam – Economic Journalist

The Centre's staff are also supported by a part-time journalist, Romesh Vaitilingam. He handles press contacts, organises special press seminars and lunchtime lectures, produces the tri-annual magazine of the Centre's work 'Centrepiece' and is amazingly effective at getting CEP work covered by the press. If you have something interesting to write, want help with presenting it to reach the wider public contact Romesh 07768-661095 romesh@compuserve.com

Mary Yacoob Ext: 6963 E-mail: m.yacoob@lse.ac.uk

Hours of work: 9.30am to 6pm – 3 days a week

Expense claims, petty cash

Occasional Research Assistant hours claims and contracts

CEP Library and book ordering

Publications sales

IT & Data Staff (See IT & Data sections above) are

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Nic Warner, IT Manager, R534, ext 7432 (STICERD). Email: n.s.warner@lse.ac.uk

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