

Internal Rules of the Unit
Institute of Electronics, Microelectronics and
Nanotechnology - IEMN - UMR 8520 on 1^{er}
January 2022

The masculine gender is used in this document as a generic term for all functions.

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PREAMBLE

The Institute of Electronics, Microelectronics and Nanotechnology - IEMN is a Joint Research Unit (hereinafter referred to as the "Unit") located in the following premises

- Laboratoire Central de l'IEMN (LCI), CNRS, avenue Poincaré, Villeneuve d'Ascq
- Building P3, P4, P5, Cité Scientifique, University of Lille, Villeneuve d'Ascq
- Campus CNRS Haute Borne, IRCICA and IRI buildings, avenue de Halley, Villeneuve d'Ascq,
- JUNIA ISEN, Boulevard Vauban, Lille
- IEMN Valenciennes site: Lottmann building and Transport and Sustainable Mobility building, UPHF, Valenciennes
- Building C, Centrale Lille Institut, Cité Scientifique, Villeneuve d'Ascq

The main Unit's supervisory bodies (trusteeships) are

- The National Centre for Scientific Research (CNRS)
- The University of Lille
- The Polytechnic University of Hauts de France (UPHF)

and the secondary ones are

- JUNIA
- Centrale Lille Institute

The present Internal Regulations (IR) and its annexes have been submitted to the Laboratory Council for advice.

The purpose of the IR is to specify in particular the application and organisation in the Unit:

- of its governance and operation;
- rules on human resources, use of premises and equipment;
- occupational health and safety regulations ;
- information and information systems security regulations;
- of the regulations on the protection of personal data;
- provisions on the protection of scientific and technical potential (PSTP).

The specific provisions of the Unit's ZRR scheme are described in Annex 1

This IR is complementary to that of the University of Lille and the Faculty of Science and Technology (buildings P3 P4 P5), to that of the UPHF for the Valenciennes site of the IEMN, to that of the CNRS Campus Haute Borne, to that of JUNIA (ISEN) and to that of the Centrale Lille Institute.

Any modification of the IR shall be submitted to the Laboratory Council for approval, after consultation with the supervisory bodies.

The IR apply to all staff assigned to the Unit, including contractual agents and trainee civil servants. Trainees, emeritus members, and persons hosted or invited within the framework of an agreement who are not staff members of the supervising institutions are also required to respect the provisions of these regulations.

Any changes in the regulations applicable in the Unit's parent institutions apply to the Unit, even if they are not mentioned in this IR.

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Chapter 1 - Governance and functioning of the Unit

Article 1 - Management of the Unit

1.1 - The Director of the Unit

1.1.1 Appointment

The Director (hereinafter referred to as "the DU" throughout the document), and the Deputy Directors (hereinafter referred to as "the DUA" throughout the document) of the Unit are jointly appointed¹ by the Presidents of the main supervisory bodies, after the opinion of their competent bodies² and the Laboratory Council.

1.1.2 Responsibilities

The duties of the DU are specified in the general provisions applicable to the units annexed to the specific unit agreement.

In addition, the DU has the following specific powers

- chairs the Laboratory Council;
- presents to the Management Board and the Laboratory Council the provisional budget and the annual financial statement;
- prepares and implements the budget.

1.2 The Deputy Directors

The DUAs are appointed from among the staff of the Unit, jointly by the Presidents of the main supervisory bodies, on the proposal of the DU and after advice from the Laboratory Council. They also act as Scientific Director and Director of Technology.

The DU of the IEMN, assisted by the DUAs, ensures (or has ensured) with the help of the Management Board, the Laboratory Council, the Scientific Council and the Technology Council the following tasks

- Coordination of all research carried out by the IEMN and monitoring of the scientific quality of the work carried out,
- Drafting of the corresponding activity reports,
- Management of the IEMN Central Laboratory (LCI) and infrastructure expenses,
- Distribution of the credits received (allocations from the supervisory bodies, State-Region Plan Contract, contracts common to several establishments negotiated directly by the IEMN),
- Organisation of meetings of the Unit's Management Board, Laboratory Council, Scientific Council, Technology Council, Visiting Committee, Trusteeship Committee, International Scientific Council, Health and Safety Council (CHS)
- IEMN communication policy, media relations,

¹ For a maximum period of 5 years and may not serve more than 2 consecutive terms.

² For the CNRS: the National Committee for Scientific Research (CoNRS). For the University: the Research Commission, the Academic Council of the University.

- Human resources management policy of the IEMN in close liaison with the supervisory bodies,
- Valorisation and industrial relations policy.

1.3 Heads of Scientific Departments

The heads of the Scientific Departments are appointed by the DU from among the heads of the research groups attached to the said department.

1.3.1 Scientific policy and leadership

The head of the Scientific Department, in collaboration with the heads of the research groups concerned, is in charge of the scientific reflection and animation of his department.

The Head of the Scientific Department coordinates the drafting of documents (communication brochures, activity reports, etc.)

The Head of the Scientific Department organises arbitrations of various kinds (departmental resources, thesis grant applications, etc.), and presents and discusses them within the Unit's Executive Committee.

The Head of the Scientific Department is a driving force within the management team for the improvement of the Unit's functioning.

1.3.2 Resources

The Head of the Scientific Department manages the budget allocated to the Scientific Department and monitors the management of the department's human resources in collaboration with the heads of the department's research groups

1.3.3 Communication

The Head of the Scientific Department ensures the transmission of information between the Management of the Unit and the research groups (upward and downward information). He/she participates in the meetings of the Management Board of the Unit, for which he/she makes him/herself available as a priority. He/she also participates in all meetings useful for the development of his/her department and the smooth running of research within it.

1.3.4 Term of office

The Heads of Scientific Departments are appointed for a term of office corresponding to half the term of office of the Directorate, and may be renewed.

1.4 Research group leaders

The research group leader is elected by the permanent members of his/her group. He/she is then appointed by the DU.

1.4.1 Scientific policy and leadership

The research group leader is in charge of the scientific animation of his/her group.

The research group leader ensures the coherence and thematic articulation of the research topics carried out within the group (or teams if applicable).

The research group leader coordinates the drafting of documents (communication brochures, activity reports).

1.4.2 Resources

The research group leader defines, together with the project leaders, the financial policy of his/her group and has the delegation of signature for the purchase requests and missions emanating from it. He/she must present the financial statement to the group members at least once a year.

1.4.3 Communication

The research group leader is in charge of transmitting information to and from the Scientific Department Head and/or the Unit Director. He/she participates in meetings organised by the heads of Scientific Departments, in meetings of the heads of the Unit's research groups, and in all meetings useful for the development of his/her group and the smooth running of research within it.

1.4.4 Term of office

The duration of the mandate of the research group leaders is in line with the contractualisation of the Unit and the HCERES evaluation calendar. The mandate of the research group leader is renewable once.

1.5 The Executive Board

The DU is assisted by the Executive Board, which he chairs. The Board is composed of :

- of the DU
- of the two DUAs,
- the five Heads of Scientific Departments,
- the Secretary General
- possibly and depending on the agenda, guests. For example: prevention assistant(s) of the Unit, managers/coordinators of technology platforms.

The Executive Board meets on a bi-monthly basis. The agenda is set by the DU and circulated to members before the meeting. A record of decisions is drawn up with the Bureau members and circulated to the members of the Unit. The role of the Steering Committee is as follows :

- To ensure the day-to-day management of the IEMN,
- To discuss the Unit's requests with the supervisory authorities,
- To take decisions on the basis of the opinions of the various Councils: Laboratory Council, Scientific Council, Technology Council,
- Prepare the Evaluation Committees (HCERES) and Trustee Committees.

The Executive Board shall decide on any matter referred to it by the DU, in particular on :

- the scientific and technological orientations of the Unit (classification of thesis grants, internal calls for projects, prioritisation of equipment purchases);
- the structuring and functioning of the Unit, in terms of human and financial resources;
- relations with the Unit's main and secondary supervisors and external partners;

- any other aspect relating to the Unit (international relations, promotion, communication, etc.).

The Executive Board may have to draw up documents in response to requests from the supervisory authorities, in particular on the Unit's progress rankings and projects.

Any member of the Unit, regardless of his/her status, and any person from outside the Unit, may be invited by the DU to a meeting of the Steering Board when the agenda so requires. The invited member(s) shall be present only for those items on the agenda for which their presence has been requested and shall in any case be absent for items relating to the individual management of staff, in particular concerning proposals for promotion.

Article 2: General Assembly

The General Assembly includes all persons who perform functions within the Unit. It meets at least once a year and is convened by the DU who sets the agenda. It is chaired by the DU who presents a report on the Unit's activities.

The convocations are sent by e-mail to the members of the Unit, at least 15 days before the date of the Assembly.

Article 3 : Laboratory Council

3.1 Composition

The Laboratory Council of the Unit is composed of³ twenty full members and six surrogates:

- Ex-officio members (3)
- Elected members (10 full members and 6 surrogates)
- Appointed members (7)

The term of office of the members of the Laboratory Council shall be the same as that of the Unit.

3.1.1 Ex-officio members

The ex-officio members are :

- the DU
- the two (2) DUAs

3.1.2 Elected members

The elected members are divided into the following colleges:

- College of Researchers and Lecturers: five (5) full members + two (2) surrogates
- IT and Technical BIATSS College: two (2) full members and one (1) surrogate
- IT and BIATSS College Administration: one (1) full member and one (1) surrogate.
- Doctoral and Student College: two (2) full members and two (2) surrogates.

The elections shall be held within 3 months of the date of the creation or renewal of the Unit.

The elections are held by direct vote in a two-round, multi-party system. All voters are eligible.

³ The Council, including the DU, is composed of a maximum of 15 members; this number may however be increased to 20 when justified by the nature or size of the Unit (CNRS Decision).

Voters are :

(a) staff assigned to a permanent post allocated to the Unit,

b) subject to a minimum of one year's seniority in the Unit, fixed-term contract staff, doctoral students and apprentices participating in the Unit's activities and listed in the Unit's Human Resources database (APPSI on 1/1/2021)

Any member of the Laboratory Council who permanently leaves the Unit in which he/she served shall cease to be a member of the Council and shall, depending on whether he/she was an elected or appointed member, be replaced by election or appointment for the remainder of the term.

The DU shall fix the date of the ballot and publish, at least one month before it, the electoral lists and a decision specifying the arrangements for the ballot, in particular :

- the rules for the conduct of the vote (date, place, time, etc.);
- the voting arrangements (specifying in particular the possibility of postal or electronic voting);
- the procedures for submitting applications (deadline, documents to be provided, etc.).

3.1.3 Members appointed by the Management of the Unit

- The Secretary General (or equivalent)
- The Health and Safety Infrastructure Manager
- Five (5) other members appointed to ensure that the employers and locations of the Unit are representative

3.2 Competences

The Laboratory Council has an advisory role. Its opinion may be requested by the DU, in accordance with the competences of the supervisory bodies, on :

- the budgetary means to be requested by the Unit and the distribution of those allocated to it;
- the adoption and modification of the IR of the Unit;
- all measures relating to the organisation and operation of the Unit which may have an impact on the situation and working conditions of staff.
- the appointment of the DU and the Deputy Director.

The DU may consult the Laboratory Council on any other matter concerning the Unit.

The Laboratory Council is kept informed by the DU of the policy of the CNRS institute(s), as well as of the scientific policies of the Unit's other parent institutions and their impact on the Unit's development.

The Laboratory Council is chaired by the DU. It meets at least 3 times a year. The agenda is posted and circulated by the DU to the staff of the Unit at least 8 days before the Council meeting. It is accompanied by all the documents necessary for the meeting. The agenda may be completed at the request of more than one third of the members of the Council.

Decisions are adopted by a simple majority of the votes cast by the members present or represented. Refusal to vote, blank votes and abstentions are not counted in the calculation of the majority. A secret ballot shall be compulsory at the request of a member present and for any deliberation of the Council which concerns persons designated by name.

The Council shall only deliberate validly if half of its members in office are present or represented. If the quorum is not reached, the DU shall issue a second notice of meeting on the same agenda; the meeting may then be validly held regardless of the number of members present or represented. This second meeting may not take place less than 5 days nor more than one month after the first one.

Appointed members prevented from sitting may ask the elected substitute members of the same college to replace them. A member of the Council who is unable to attend a meeting and cannot be replaced by an alternate member may give a proxy to another member of the same Council. No member may hold more than two proxies.

The DU signs and ensures the distribution of the minutes of each meeting to the members of the Unit and to the supervisory authorities.

The DU may invite to the Council any non-member whose competence is deemed useful in relation to the agenda. Such invited persons shall be present only for those items on the agenda for which their presence has been requested.

Article 4 - Scientific Council

4.1 Tasks :

The Scientific Council is consulted by the Management and the Executive Board on any question related to the scientific policy of the Unit. In particular, it gives its opinion on the preparation of major deadlines (calls for structuring projects, evaluations, etc.), on the definition and life of flagship scientific projects and on the composition of the International Scientific Council. It suggests scientific animation actions, ensures an active scientific and technological watch, proposes strategic scientific orientations, and contributes to the scientific communication of the Laboratory. It can be consulted on the selection of internal projects, the scientific prioritisation of thesis subjects, the acquisition or renewal of technological and experimental equipment, in particular during joint meetings with the Technology Council.

In addition, it can be consulted on the following issues

- the technology transfer policy and the dissemination of the Unit's scientific information;
- status, programme, coordination of research, composition of groups ;
- the consequences to be drawn from the opinion formulated by the HCERES or the CoNRS sections to which the unit belongs;
- the policy on research contracts concerning the Unit;
- scientific projects of external colleagues wishing to join the Unit
- the creation of emerging groups or research groups
- training through research policy, in conjunction with the Unit.
- the Unit's technology transfer policy and dissemination of scientific information
- the scientific communication of the Unit, in particular via the IEMN newsletter;

4.2 Composition :

The Scientific Council is composed of 16 members:

- The Scientific Director who chairs the Board
- The five (5) elected members of the Researchers and Teacher-Researchers college of the Laboratory Council.
- Five (5) additional elected members and two (2) surrogate members of the unit
- Five (5) members of the unit appointed by the Management

The DU and the Director of Technology are permanent guests.

Other members of the Unit may be invited by the Director to a meeting of the Scientific Council when the agenda so requires, without having the right to vote.

One (1) member of staff may be invited as secretary to the meeting.

4.3: Election procedure :

The election of the five additional elected members is organised according to the same rules as for the election of the five titular members of the Researchers and Lecturers college of the Laboratory Council.

4.4: Operation :

- Plenary sessions, at least 3 per year
- Working groups organised according to needs
- Opinions transmitted in the form of written reports and transmitted in general distribution to the agents of the Unit, or restitutions before the Laboratory Council or the General Assembly.

Article 5 - Technology Council

5.1 Tasks :

The Technology Council (TC) has a consultative role and gives its opinion on the investments to be made, the technological orientations, the functioning and the animation of the platforms in general. Its mission is to :

- To define the future technological orientations of the Laboratory which will condition the investment policy of the Laboratory, for example:
 - Shared discussions with the Scientific Council
 - Consideration of infrastructure issues in budgets
 - Positioning on structuring calls for projects
 - Monitoring the evolution of pricing
- To have a global reflection on the structuring of the Laboratory's platforms (rationalisation, future evolution)
- Identify the skill needs of the platforms
- Identify the salient points of each platform to carry out enhancement actions
- To reflect on a better valorisation of the work of the ITs in the projects of the Laboratory
- Contribute to the IEMN newsletter
- To do scientific animation in the platforms
- To set up an annual day of presentation of the different tools of the platforms
- To set up mutualised collections of processes
- To enhance the value of technology.

5.2 Composition :

The Technology Council is composed of seventeen (17) members:

- The Director of Technology
- The Head of the Central Micro and Nano Manufacturing Facility (CMNF) and the Coordinator of the Multi Physics Characterisation Platform (MPCP) plus six (6) appointed ITs

- The two (2) Titular ITs (Technical IT college) of the Laboratory Council
- The Head of the Infrastructure Department
- Five (5) researchers or teacher-researchers appointed
- The DU and the Scientific Director are permanent guests
- Possible guests according to the agenda
- Possibility of inviting a member of staff to act as secretary to the meeting.

5.3 Operation :

The Technology Council is chaired by the Director of Technology. It meets at least 3 times a year. The meeting dates are planned in an annual agenda. Minutes are taken at the end of each Technology Council meeting and are circulated to the staff of the Unit.

Article 6 Promotion Review Committee

A Commission for the review of promotion files was set up at the IEMN in 2017. It is composed of researchers, teacher-researchers and engineers working in the laboratory on a voluntary basis, and who have some experience in writing and evaluating personnel files (juries for competitions, professional selections, participation in the work of the CAP or CPE, etc.)

Its role is to improve the promotion files and make them more visible to the various bodies, and thus to increase the chances of promotion for ITA and BIATSS colleagues at the IEMN *through* effective and pragmatic review and the production of recommendations on the files.

The members of this Commission sign and undertake to respect a confidentiality charter (model in Annex 2).

The Commission meets at the initiative of the Secretary General of the IEMN or a member of the IEMN management. On this occasion, the procedure applicable during the campaign will be recalled in general circulation, in particular as regards the distribution of files. The staff member gives his or her written consent to the review of his or her file. The files are only communicated in their entirety to the person(s) in charge of reviewing them.

The files are reviewed by fellow members of the committee, who may be organised in pairs of a body and grade higher than or equal to that for which the staff member is eligible, and preferably from different departments, platforms or groups.

The Commission looks at all the files of the agents proposed for promotion by their N+1 (IT) or at the initiative of the agent (BIATSS), if the agents concerned so wish, and before the classification is established by the Laboratory, in the event that a classification is required by the Employer Trusteeship.

Article 7 Organisation of the Unit

As of 1/1/2022, the IEMN is composed of 22 research groups and one emerging group, which are themselves attached, by their research themes, to five Scientific Departments of homogeneous size.

The IEMN relies on two major accredited platforms, the Centrale de Micro et Nano Fabrication (CMNF) and the Plateforme de Caractérisation Multi Physique (PCMP).

The laboratory reserves the right to create emerging groups after advice from the Scientific Council and validation by the Executive Committee. These emerging groups are created for a period of two years, and are transformed or not into research groups after advice from the Scientific Council and validation by the Board.

Article 8 Access to the premises

Access to the LCI is by badge only.

As of 1^{er} January 2022, a reception will be set up for visitors from Monday to Friday, from 8.30am to 12pm and from 1.30pm to 4.30pm (4pm on Fridays).

During working hours (Monday to Friday only):

The "research area" (concierge gate, reception hall, office corridors, extension) is open from 7am to 8pm Monday to Friday

The Platforms (CMNF - PCMP Near Field - PCMP CHOP - BIO L2) and laboratories (MITEC - MicroE - NCM - LEAF) are open from 8am to 7pm Monday to Friday

During non-working hours (extended access) :

The "research area" (concierge gate, reception hall, office corridors, extension) is open from 6.30 a.m. to 10.30 p.m. from Monday to Friday and from 8 a.m. to 6.30 p.m. at weekends and on public holidays

The platforms (CMNF - PCMP Near Field - PCMP CHOP - BIO L2) and laboratories (MITEC - MicroE - NCM - LEAF) are open from 7.30 am to 9.30 pm from Monday to Friday. No access to the platforms and laboratories at weekends and on public holidays

Access to the premises outside the reference working hours defined by this IR must be expressly authorised by the DU.

The LCI has two car parks that are accessible during the reference working hours: an outdoor car park that is accessible without a badge, and an indoor car park that is accessible with a badge.

Access to the premises is subject to the application of security instructions (Vigipirate, PPST, Annex 1 Provisions applicable to access to the Restricted Areas).

Persons not participating in the activities of the Unit may not have access to the premises without the permission of the DU, except in situations provided for in the regulations on trade union rights or in cases of emergency.

Any person leaving the Unit (resignation, transfer, retirement, end of training period, end of contract, etc.) must vacate the premises and return all means of access (key, badge, etc.) and computer and scientific equipment made available by the Unit to the person in charge or to the DU. He/she shall contact the competent services and, if necessary, the prevention assistant (PA) concerning the disposal or storage of chemical products, the disposal, cleaning or storage of the equipment used and, if necessary, the decontamination of the workstation.

Any internship carried out in the laboratory within the framework of Articles L 124-1 et seq. of the Education Code must be the subject, before the start of the internship, of a multi-party internship

agreement⁴ signed by the intern with the relevant supervisory authority and the other parties referred to in the model set out in the Order of 29 December 2014.

Any person welcomed into the Unit to carry out research work must have signed a hosting agreement by the date of his/her arrival, setting out in particular the provisions concerning hosting, confidentiality, publications and intellectual property applicable to the results that he/she may obtain or contribute to obtaining during his/her stay in the Unit.

The staff of the Unit shall inform the guests they receive of this IR and ensure that they comply with it.

When external companies intervene in the unit, a prevention visit and, if necessary, a prevention plan must be drawn up.

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⁴ This agreement must include provisions on hospitality, confidentiality, publications and intellectual property applicable to the results that the trainee may obtain or contribute to obtain during his/her internship in the Unit.

Chapter 2 - Human Resources

The staff required for the operation of the Unit shall be assigned to it by decision of the supervisory bodies, which shall remain the individual employers of their staff. Each staff member assigned to the Unit shall be governed, as far as the provisions relating to this chapter are concerned, by the statutory provisions specific to his or her field of employment and the rules in force in the employing institution.

Staff members are required to perform their duties in accordance with ethical principles. In particular, they are required to respect the principle of neutrality and secularity. They are subject to

- the CNRS ethics charter (BO CNRS, February 2020: <https://www.dgdr.cnrs.fr/bo/>)
- for the University of Lille, to the National Charter of Ethics for Research Professions of 26 January 2015 and the Research Charter adopted by the Research Commission on 25/04/2019.
- for Centrale Lille Institut: staff are subject to the principles of the 83-634 law on the rights and obligations of civil servants, including the principles of neutrality and secularism.
- for JUNIA: refer to the school's internal rules for the principle of neutrality.

If the employer is not one of the Unit's supervisors, the CNRS code of ethics automatically applies.

Article 9: Working hours

The annual working time is set at 1,607 hours with reference to the Labour Code. This duration takes into account the 7 hours of work due for the solidarity day⁵.

The methods of implementation in the Unit take into account the provisions of Decree 2000-815 of 25 August 2000, as amended, and its implementing decree of 31 August 2001, as well as those of the national framework

- of the CNRS dated 23 October 2001, as amended, and the working time management regulations,
- University of Lille (annual note on working time <https://intranet.univ-lille.fr/rerelations-humaines/temps-de-travail-des-personnels-biatss/>)
- of the UPHF on 21 July 2015 (deliberation 2015_43 on BIATSS and 2017-27 on teachers-researchers).
- Centrale Lille Institute (working time sheet)
- of the JUNIA adaptation agreement.

Article 10: Timetable

Weekly working hours :

Staff are required to respect the working hours and the duration of work fixed in accordance with the statutory and regulatory provisions relating to the weekly working time and leave fixed by their employer and taking into account the Unit's service requirements. The actual weekly working time for each staff member of the Unit working full-time is fixed on the basis of a 5-day working cycle. It is calculated according to the regulatory provisions. For CNRS staff it is 38h30

Only staff authorised to work part-time for up to 80% may work a weekly cycle of less than 5 days.

The working time corresponds to the actual working time. It does not take into account the lunch break, which may not be less than 45 minutes or more than 2 hours.

⁵ In application of law n°2004-626 of 30 June 2004 as amended, the Unit's agents are required to carry out a 7-hour solidarity day.

Hardship and standby duty

In the context of their duties, some staff members are required to endure particular work constraints that subject them to hardship and standby duty: staggered working hours, additional activities, etc. At the CNRS, these particular work constraints are governed by Decision No. 0300017 DRH of 13 February 2003 determining the job situations that may give rise to compensation for hardship and standby duty, as well as by Circular No. 030001 DRH of 13 February 2003 relating to such compensation.

Article 11: Leave

11.1 Annual leave and RTT

The number of days of annual leave and the number of days granted for the organisation of working time are fixed in accordance with the provisions of the Staff Regulations and the regulations as defined by the staff member's employer.

Conditions of granting

The granting of leave must be requested in advance from the person in charge (of the platform, unit, group or department, thesis director).

Requests for leave are entered for the staff concerned in the computer application made available to the Unit by each supervisory body (AGATE for the CNRS, Kélio for the University of Lille, Chronotime for the UPHF, HAMAC for Centrale Lille Institut, FIGGO for JUNIA). Leave is granted subject to service requirements.

Terms of use

For CNRS staff, absence from duty may not exceed 31 consecutive days (the duration of the absence is calculated from the first to the last day without deduction of Saturdays, Sundays and public holidays). The carry-over of annual leave and RTT days not used during the calendar year is authorised until 28 February of the following year.

University of Lille staff should refer to the University's working time management note available on the University's intranet:

<https://intranet.univ-lille.fr/relations-humaines/temps-de-travail-des-personnels-biatss/>

UPHF staff should refer to the University's working time management note available on the University's intranet.

Centrale Lille Institut employees should refer to the note on the management of working time available on the School's intranet.

JUNIA staff should refer to the working time management note available on the School's intranet.

Leave monitoring (annual and RTT) is carried out in the Unit under the responsibility of the DU or by the employers *via* the computer application:

- AGATE for CNRS staff
- Kélio for the University of Lille staff

- Chronotime for the UPHF
- HAMAC for Centrale Lille Institute
- FIGGO for JUNIA

If the employer is not one of the Unit's supervisors, refer to the specific rules of the employer. This also applies to doctoral students funded by the CIFRE scheme.

In all cases, leave must be taken taking into account the service requirements of the unit.

11.2 Time Savings Account (TSA)

Civil servants and contractual employees under public law who are continuously employed and have completed at least one year of service may open a time savings account according to the terms offered and defined by their employer.

Trainee civil servants, contractual agents under public law without one year's seniority, agents recruited on temporary contracts and CAEs, and apprentices are not eligible for this scheme.

Article 12: Absences

12.1 Absence for medical reasons

Sick leave :

Each member of staff in the unit who is ill is asked to inform his or her line manager of his or her unavailability on the same day;

CNRS modalities:

The sick staff member is required to :

- send the information to the CNRS according to the procedures defined by the institution: file the work stoppage on the Ariane HR platform within 48 hours and send the original by post;
- fill in a "certificate of return to work" via Ariane when they return to work, to indicate that they have effectively returned to work.

University of Lille modalities:

The staff member is obliged to send the sick leave within 48 hours to the SRH of the IEMN, which will forward it to the employer.

UPHF modalities :

The employee is required to send his sick leave within 48 hours to the secretariat of the Valenciennes site of the IEMN, which will forward it to the employer.

Centrale Lille Institute modalities :

The staff member is obliged to send his or her sick leave to the School's SRH within 48 hours.

JUNIA modalities :

The staff member is obliged to send his or her sick leave to the School's SRH within 48 hours.

If the staff member's employer is not a trustee of the laboratory, the staff member must send his sick leave within 48 hours to his employer's human resources department.

12.2 - Exceptional leave of absence and flexible working hours

Exceptional leave of absence and flexible working hours, with some exceptions, do not constitute a right for the staff member.

A non-exhaustive list of leaves of absence is defined by each employer.

It is up to the Unit's management to assess the request for exceptional leave of absence in the light of service requirements.

Article 13: Telework

In compliance with the requirements (guidelines, operational guide, etc.) of the supervisory authorities and taking into account the specificities of the Unit, telework is organised under the following conditions defined by each employer in the Unit:

- The procedures for processing applications are set by the employers;
- The number of fixed/floating days recommended or selected for telework should be in accordance with the employer's guidelines;
- Hours (normal hours of the unit, or specific hours for all or individual teleworkers, to be specified in the application for authorisation).

The provisions relating to the implementation of telework for the staff of the University of Lille can be consulted at the following address: <https://intranet.univ-lille.fr/qualite-de-vie-au-travail/teletravail/> and for the CNRS staff at the following address:

https://intranet.cnrs.fr/Cnrs_pratique/recruter/Pages/T%C3%A9l%C3%A9travail.aspx

Article 14: Mission and training

All staff members travelling on official business must be in possession of a signed mission order drawn up before the mission takes place. This document ensures that the staff member is covered by the regulations on accidents in the workplace, and requires the prior agreement of the FSD (Defence Security Officer) for high-risk countries (a list that is constantly changing).

A staff member who has to travel directly from his home to a casual workplace without passing through his usual administrative residence must necessarily be in possession of a mission order.

In the event that the staff member uses an administrative vehicle or his own vehicle, the DU must have given prior authorisation. The staff member using his/her personal vehicle must have insurance covering the risk of business travel.

Each member of staff must be in possession of a mission order issued by his or her employer, even if the latter is not the funder. This will be a mission order without costs if these are fully covered by another institution.

The CNRS internal regulations require prior authorisation from the CNRS Director of Security for CNRS agents or CNRS-funded missions to foreign countries known to be at risk (list on the CNRS intranet) or

beyond a certain number of days of missions per year or consecutively (so-called long-term missions), with the additional opinion of the Director of the CNRS institute to which the unit belongs.

Missions by University staff and missions financed by the University require prior written authorisation from the President of the University after advice from the competent authority responsible for risk analysis.

During missions, particular attention must be paid to the respect of the actual daily working time, the daily rest period and the actual weekly working time. The employee remains under the responsibility of the employer throughout the mission. He or she continues to be subject to the present IR.

Procedure for the CNRS: https://intranet.cnrs.fr/Cnrs_pratique/partir_mission/Pages/default.aspx

For the University of Lille: <https://intranet.univ-lille.fr/finances/depenses/missions/>

For the UPHF: missions are managed in dematerialised mode via demat OM: <https://mission.uphf.fr/>

For Centrale Lille Institut: See the guide to the institution's travel expenses.

For JUNIA: please refer to the School's travel policy.

Translation for information purposes, only the French version is authentic

Chapter 3 - Risk prevention, health and safety at work

In accordance with Article L 4122-1 of the Labour Code, it is the responsibility of each person to take care of his or her own health and safety and that of others involved in his or her actions.

Article 15: Prevention actors

15.1 The DU

The DU must ensure the health, safety and protection of the staff under his authority and safeguard property and the environment.

The DU appoints, after advice from the Laboratory Council, a prevention assistant (PA) under his or her authority to assist and advise him or her in the field of prevention and safety. Depending on the size of the Unit and the risks associated with the activities, he/she may appoint several PAs within the Unit. This decision is approved by the supervisory authorities.

The PA(s) is/were given a letter of assignment. Access to initial training for new PAs, as well as their ongoing training and retraining, is provided.

The appointment of PAs does not affect the principle of accountability of the DU.

15.2 The prevention assistant (PA)

The PA(s) assisting and advising the DU in the field of prevention, health and safety shall be appointed as specified in the general provisions applicable to units validated by the Trustees.

The name(s) and contact details of the PA(s), their role and tasks⁶ are specified on the Unit's intranet at the following address [https://intranet.iemn.fr/Documents LCI Officials/Life at LCI IEMN/Risk Prevention, Health and Safety at Work](https://intranet.iemn.fr/Documents/LCI%20Officials/Life%20at%20LCI%20IEMN/Risk%20Prevention,%20Health%20and%20Safety%20at%20Work) and by posting.

The role of advice and assistance covers the risk assessment process, the establishment of a prevention policy and the implementation of health and safety rules in the unit.

The PA verifies under the responsibility of the DU that the regulatory obligations are implemented in the operational structure (both in terms of operation and infrastructure).

He proposes preventive measures (practical and operational measures to improve the prevention of occupational risks) of all kinds to the DU and, after the latter's agreement, ensures that they are implemented, particularly those recommended by prevention advisers, members of inspection bodies and occupational physicians.

He participates in the work of the health and safety committee and working conditions of the operational structure. If there is no CHSCT, he/she takes part at least once a year in a meeting of the council representing the staff assigned to the structure during which health and safety at work issues are discussed (laboratory council, general assembly, etc.).

⁶ If more than one PA is appointed in the Unit, specify the roles and areas of competence of each.

Generally speaking, he/she makes the agents of the operational structure aware of the need to respect safety rules and regulations and participates in their training.

He/she informs newcomers to the operational structure of the provisions of the internal regulations, of the particular risks encountered in the operational structure and of good practices to prevent them and participates in their training.

It leads the working group responsible for assessing occupational risks.

It ensures that first aid is provided in the event of an accident, and that a specialised first response team is in place for specific risks.

He/she participates in the visits of the installations carried out by the members of the control and advisory structures.

It draws all the lessons from accidents and incidents in the operational structure and communicates them to the prevention advisers and occupational physicians.

He/she ensures that the occupational health and safety register is properly kept in conjunction with the prevention advisers and the occupational physicians.

It monitors the regulatory periodic inspections of the building's equipment (lifts, electricity, SSI, fume cupboards,).

15.3 Fire safety officers

The names, contact details and location in the Unit of :

- First responders,
- Evacuation officers (guide and support staff).

are published on the Unit's intranet at [https://intranet.iemn.fr/Documents LCI officials/Life at LCI IEMN/Risk prevention, health and safety at work](https://intranet.iemn.fr/Documents%20LCI%20officials/Life%20at%20LCI%20IEMN/Risk%20prevention,%20health%20and%20safety%20at%20work) and by posting.

15.4 Persons competent in a risk management area

The names, contact details and location in the Unit of :

- Competent person for radiation protection (PCR), C COINON (03.20.19.78.37 - office 004)
- Chemical safety referents, D. GUERIN (03.20.19.79.07 - office 147) A. BARRAS (CCHB campus, 03 62 53 17 23 - office 119)
- Safety referents, LCI LASER, S ELIET-BAROIS (03.20.19.79.30 - office 277 extension,) Valenciennes site: Nikolay SMAGIN (03.27.51.17.32 - office B318.)
- Confined space referents: L2 A SIVERY (03.20.19.79.59 - office 340); CMNF B GRIMBERT (03.20.19.78.43 - office 002) L2-L3 A. BARRAS (CCHB campus, 03 62 53 17 23 - office 119)
- Workshop manager, JM MALLET (03.20.19.79.93 - office R58 ground floor)
- Waste management managers, P DELEMOTTE (03.20.19.79.94 - office 029), C VERDIN (03.20.19.78.53 - office R158 ground floor)
- Psycho-social risk managers: colleagues who are suffering at work can contact the unit's management either directly or via a third party.

are posted on the Unit's intranet at [https://intranet.iemn.fr/Documents LCI Officials/Life at LCI IEMN/Risk prevention, health and safety at work](https://intranet.iemn.fr/Documents%20LCI%20Officials/Life%20at%20LCI%20IEMN/Risk%20prevention,%20health%20and%20safety%20at%20work), as well as on posters.

15.5 The members of the consultation body

If justified by the size of the workforce or the occupational risks, the DU may propose, after consultation with the Laboratory Council, the creation of a commission in charge of addressing occupational health and safety issues. The prevention advisors and occupational physicians of the main supervisory bodies may attend the meetings of this body.

In the absence of such a committee, occupational health and safety issues should be discussed at least once a year in the Laboratory Council. In this case, the PA(s) shall be invited to participate.

The CHSCTs of the supervising institutions (the CRHSCT for the CNRS) are informed of the health and safety issues dealt with by this body. The members of the CHSCTs are listed on the Unit's intranet at the following address: [https://intranet.iemn.fr/Documents Official IEMN LCI/Life at LCI IEMN/Risk prevention, health and safety at work](https://intranet.iemn.fr/Documents%20Official%20IEMN%20LCI/Life%20at%20LCI%20IEMN/Risk%20prevention,%20health%20and%20safety%20at%20work), as well as by posting.

Article 16: Organisation of prevention within the Unit

16.1 Medical surveillance of staff

Employees are subject to medical monitoring at intervals defined by the occupational physician (at least every five years or special medical surveillance depending on exposure to specific risks and/or the employee's state of health).

The DU must ensure that every staff member in the Unit attends the occupational health service's convocations.

Each employee may individually request the occupational medicine service of his employer.

The names and contact details of the occupational physicians of the laboratory's supervisory bodies are indicated on the Unit's intranet at the following address: [https://intranet.iemn.fr/Documents Official IEMN LCI/Life at LCI IEMN/Risk prevention, health and safety at work](https://intranet.iemn.fr/Documents%20Official%20IEMN%20LCI/Life%20at%20LCI%20IEMN/Risk%20prevention,%20health%20and%20safety%20at%20work)

16.2 Single risk assessment document

The DU maintains and updates the single risk assessment document (DUER) at least annually. It is presented to the unit's internal consultative body or, failing that, to the Laboratory Council

This document is available to the Unit's staff and the competent body (CHSCT and CRHSCT for the CNRS) at the AP LCI Office (office 029) - AP CCHB IRI Office (office 119 - CNRS Haute Borne Campus)

16.3 Safety training

The DU must ensure that the staff under his or her authority, in particular newcomers, have received safety training and, if necessary, specific training adapted to their workstation. He or she must ensure that this is traceable. The safety training described in points 16.3.1 and 16.3.2 must be followed.

16.3.1 Training in occupational risk prevention via the NEO-CNRS application :

Upon arrival at the IEMN, each employee will be confronted with various risks, both directly related to his or her own activity and to the working environment.

They will have to follow a dematerialised training course enabling them to be aware of the risks surrounding them and the means of protection available to them to guard against them. The training course is available at: <https://neo.cnrs.fr>

16.3.2 Training of new entrants provided by the Unit :

Three to four times a year, in two modules

1°) The IEMN and general security, risks encountered in the Unit

2°) Working in clean rooms and the specific risks of the IEMN

- Module 1 of this training is mandatory for all new entrants (including those who do not work in cleanrooms)

- Module 2 is mandatory for all new entrants who will be working in cleanrooms and/or using chemicals in the LCI arc laboratories.)

This training for new entrants is organised by the PA, in collaboration with the head of the CMNF and the LASER and CHEMICAL referents.

16.3.3 Other training :

They are defined in consultation with the PA. Safety training courses (SST, electrical authorisations, battery clamps, etc.) must be included in the training plan of the Unit's supervisors.

16.4 Records

An occupational health and safety register is available to staff to record all observations and suggestions relating to risk prevention and the improvement of working conditions. It is used to report accidents at work, incidents that have occurred, operating anomalies and to make comments or submit ideas for improving working conditions. All observations and suggestions are referred to the DU and allow for the implementation of corrective/preventive actions.

It is available to all staff at the office of the prevention assistant, Pascal DELEMOTTE - RDC office 029 at the LCI.

A register of reports of serious and imminent danger to public health or the environment is made available to staff representatives at the CRHSCT, who record their opinion under the conditions set out in Article 5-8 of Decree No. 82-453. This register, listed and stamped with the CRHSCT stamp, is kept under the responsibility of the regional delegate (or the head of the host establishment) to which the unit belongs. The DU informs the staff of the location of this register, which is defined by the regional delegate or the head of the hosting institution to which the Unit belongs.

It is available to all staff at the office of the prevention assistant, Pascal DELEMOTTE - RDC office 029 at the LCI.

16.5 Reception of external persons

Trainees and visitors: The reception of trainees and visitors must be organised and supervised: visits to a ZRR Unit, which are characterised by their temporary aspect and their absence of direct participation in the scientific and technical activities of the Unit, are subject to authorisation by the DU. The latter must alert the competent FSD of any planned visit deemed sensitive. If necessary, the FSD will contact the competent territorial services.

Visitors include persons who come to the ZRR to teach or to be taught, if the teaching does not lead to a thesis or doctorate.

Interventions justified by an imminent risk to life, safety of persons and property are not subject to the provisions on visitor access to the premises.

At least three (3) days before the visit, a request must be sent to the DU. The authorisation granted by the DU may not exceed two weeks. When the access authorisation concerns a student, it specifies that, in addition to being limited in duration, it is strictly limited in the day to the time of presence required by the course.

Visitors can only enter the premises with a temporary badge.

The DU must ensure that the visit register is kept up to date and may be requested at any time.

On arrival, visitors must enter their surname, first name, date and place of birth, nationality, organisation, date and reason for the visit in a register. They also provide proof that they are the person who has been authorised by producing a valid official identity document. Failure to produce the official identity document will result in the person concerned being refused access to the premises.

This directory must be declared to the Data Protection Officer (DPO).

Visits are always carried out in the presence of permanent reception staff appointed in the visiting application to control, accompany and supervise visitors.

They must respect the visit area described in the visit request.

Beforehand, the subjects that should not be discussed in the presence of visitors will have been defined.

The security measures of the Unit are brought to the attention of the visitors by the accompanying person.

In the event of an incident during the visit (leaving the circuit, taking photographs, etc.), the accompanying person must inform the DU immediately.

Visits can only take place during working hours.

External companies: When external companies intervene in the Unit, a prevention visit and, if necessary, a prevention plan must be drawn up. The prevention plan must be signed by the PA (for the LCI, Mr Pascal DELEMOTTE, RDC 029 - for the CNRS Haute Borne campus, Mr Alexandre BARRAS, 1^{er} floor 119)

16.6 Lone working

Isolated working situations should remain exceptional and should be managed in such a way that no staff member is working in isolation at a point where he or she could not be rescued as soon as possible in the event of an accident.

It is the responsibility of the DU to implement appropriate work organisation and supervision to prevent lone working situations, and, failing that, to issue authorisations to work outside working hours, subject to a minimum of two people.

If dangerous work must necessarily be performed outside normal working hours and/or on isolated or remote premises, it is mandatory to be accompanied or to implement appropriate compensatory measures.

The DU ensures the dissemination of the respective notes of the supervisory authorities on lone working, in particular on the Unit's intranet site.

The DU indicates the proposed organisation within the department or at the workplace.

16.7 Rescue organisation

A memorandum prepared, distributed and updated under the responsibility of the DU specifies:

- emergency evacuation instructions ;
- the frequency of evacuation drills and the obligation for all unit personnel to participate in them;
- the distribution of emergency equipment (fire extinguishers, defibrillators);
- emergency numbers ;
- the contact details and location in the unit of the first aiders at work.

This note is available on the Unit's intranet at the following address: [https://intranet.iemn.fr/Documents LCI Officials/Life at LCI IEMN/Risk prevention, health and safety at work](https://intranet.iemn.fr/Documents/LCI%20Officials/Life%20at%20LCI%20IEMN/Risk%20prevention,%20health%20and%20safety%20at%20work), as well as by posting.

16.8 Accident on duty

The DU or PA must be informed immediately of any accident in the course of duty, commuting or on mission of a staff member working in his or her Unit, so that he or she can report it to the employer of the victim of the accident within 48 hours.

An analysis to define the causes of the accident should be carried out: preferably before the declaration, under the responsibility of the PAs, with the agent's manager, possibly the platform or technological resource manager, the DUs and DUAs, the Secretary General. If necessary, the prevention advisers, occupational physicians and CHSCT representatives may participate in the analysis.

16.9 Specific prevention measures according to the activity and risks / Conduct(s) in the event of an accident related to a specific activity

The premises at risk and prevention measures are described in the single risk assessment document. General or specific safety training sessions are regularly conducted, indicating for each case what to do in the event of an incident or accident linked to the use of dangerous products, procedures or equipment (sources of ionising radiation, dangerous chemical agents, pathogenic biological agents, distillation, pressurised equipment, etc.).

Article 17 Prohibitions

17.1 Introduction of domestic animals

The introduction of pets into the premises of the Unit is strictly forbidden.

Access to the premises of the Guide Dogs Unit or accompanying persons with a disability card is automatic. On the other hand, access to certain specific premises (animal house, experimentation rooms, etc.) may require prior authorisation from the DU (list of premises to be specified).

17.2 No smoking or vaping

In application of article L.3512-8 of the public health code, smoking is prohibited in the workplace.

Pursuant to Article L.3513-6 of the Public Health Code, smoking is prohibited in enclosed and covered workplaces for collective use.

If rooms or areas are provided for smokers, indicate their location. For example: LCI entrance on the car park side

17.3 Alcohol consumption

It is forbidden to enter or remain in the Unit while intoxicated.

The consumption of alcoholic beverages on the work premises is prohibited unless exceptionally authorised by the DU.

The DU must remove from his or her workstation any person who is apparently intoxicated at a workstation that is dangerous to his or her health and safety and to that of other persons in the vicinity.

Translation for information purposes, only the French version is authentic

Chapter 4 - Confidentiality, publications and communication, intellectual property

Article 18 Confidentiality, publications and communication

18.1 Confidential information

The work of the Unit is by definition confidential.

Consequently, staff directly involved in the Unit's activities, as well as visitors, are required to respect the confidentiality of all information of a scientific, technical or other nature, whatever the medium, as well as of all products, samples, compounds, biological materials, equipment, software systems, methodologies and know-how or any other element not in the public domain of which they may become aware as a result of their stay in the Unit, of the work entrusted to them and of that of their colleagues.

This obligation of confidentiality remains in force as long as the information is not in the public domain.

For any presentation and exchange of the Unit's research work and results with public and/or private partners, whether individuals or legal entities, a secrecy agreement must be signed by the parties concerned. The competent services of the CNRS (the Partnership and Valorisation Services) or of the University may be contacted for this purpose.

The obligation of secrecy shall not preclude the obligation of researchers assigned to the Unit to draw up their annual activity report for the organisation to which they belong, as this communication for internal use does not constitute a disclosure within the meaning of the laws on industrial property.

The provisions of the present article shall not prevent the defence of a thesis or dissertation by a researcher, a doctoral student assigned to the Unit or a trainee hosted by the Unit, which may be done, if necessary and exceptionally, in camera, according to the procedures in force.

The rules determining the classification of the level of confidentiality of information and information systems, the rules for marking documents and mapping information systems, as well as the rules concerning the protection measures applicable to this information and information systems are set out in the Unit's Information Systems Security Charter (ISS Charter) and are detailed in the Unit's operational PSSI (Information Systems Security Policy).

Any person leaving the Unit (resignation, transfer, retirement, end of internship, end of contract, etc.) must give access to any information or data of any kind that he/she has obtained or helped to obtain during his/her assignment and that are necessary for the continuation of the research work of the team concerned or for its development.

18.2 Publications and communication

18.2.1 Information from the DU

Notwithstanding the provisions of Article 19.1, Unit staff may, after informing the DU and the scientific leader of the project where appropriate and in accordance with the contractual provisions of the agreements under which these publications are made, publish all or part of the work they have carried out within the Unit.

In addition, all publications and communications, including institutional ones, regardless of the medium used (paper, web, etc.), must comply with the legislation in force, in particular concerning

- personal data,
- the applicable PPST,
- print and online media law,
- intellectual property rights, in particular copyright on texts, images, sounds, videos, etc.

Concerning filming in the laboratory, it is necessary to inform the DU and the communication service of the "hosting" supervisory authority in order to put in place the official "filming or shooting authorisation" documents provided for this purpose.

18.2.2 Formalism of publications and communication

Open science: The National Plan for Open Science makes open access mandatory for publications and for data from project-funded research. In addition, the 2020 research programming law includes open science in the missions of researchers and teacher-researchers and sets a target of 100% of publications in open access.

Open science aims to make scientific research and the data it produces accessible to all and at all levels of society, in accordance with the FAIR (Easy to Find, Accessible, Interoperable, Reusable) principles. Not all research data is intended to be open or disclosed, and there are exceptions that take into account other concerns such as specific data that are confidential, whether because of their personal nature, for reasons of industrial competition, or for fundamental or regulatory interests of states. Open data is understood to mean, in the words of the European Community, "open as far as possible, closed as far as necessary".

With this in mind, Law No. 2016-1321 for a Digital Republic introduced a right to open data on research financed half by public funds.

The publications of the Unit's staff show the link with the supervising institutions according to the terms defined in the five-year agreement or in the specific agreement of the Unit. The publication signature charter validated by all the supervisory bodies can be consulted via this link: https://lillometrics.univ-lille.fr/fileadmin/user_upload/laboratoires/lillometrics/chartes_labos_juin20/charte-signature_UMR_8520_-_2021.pdf

In the framework of the policy in favour of the accelerated development of Open Science, the authors of publications will endeavour to meet the demands of the three main trusteeships of the laboratory formalised in their "open science" plans and roadmaps. Thus, all the references of the scientific production (articles, reviews, theses, ...), of which all or part of the work was carried out at the Unit, will have to be entered in the HAL open archive <https://hal.archives-ouvertes.fr/>. The addition of the full text in pdf to the HAL reference is strongly encouraged. To do so, the appropriate pdf copy will be uploaded preferably by one of the authors, or sent to publications@iemn.fr upon acceptance or publication.

Any publication citing results that have used resources present in the Renatech centres must state in the acknowledgements: "This work was partly supported by the French Renatech network". This acknowledgement covers all work carried out within the CMNF (except the L2 laboratory), as well as on the PCP pole of the PCMP.

These publications should also include any endorsements required by the body contributing to the funding of the work leading to the publication.

The Unit's staff must respect the rules of communication in force within the supervisory authorities, namely

For the CNRS, these rules are explained in the guides and thematic procedures accessible on the CNRS intranet in the "Practice" section.

For the University of Lille, these rules are explained in the graphic charter via the dedicated website at the following address: <http://identite.univ-lille.fr/bienvenue-sur-la-charte-graphique-de-luniversit%C3%A9-de-lille>

For other trusteeships, please contact the respective communication departments.

18.2.3 Creation and use of institutional online communication services

As soon as it is possible in view of the provisions on confidential information and the protection and exploitation of results, the Unit's staff will endeavour to disseminate the scientific information resulting from their work widely to the public.

The decision to open up or protect research data may be taken with the relevant supervisory departments: the Partnership and Valorisation Department for intellectual property, the Data Protection Delegation for personal data and the Security Directorate for questions relating to sovereignty.

The publication director who is responsible for the information that is accessible and published on the Unit's institutional online communication services (website, social networks, scientific blogs) is the legal representative of the information systems host.

The DU ensures compliance with the regulations in force as well as with the instructions, notes and internal circulars of the supervisory bodies concerning any publication on the Unit's institutional online communication services. He/she is responsible for editing.

The dissemination and publication of scientific information on the Unit's work is only authorised on the Unit's institutional communication tools after authorisation by the DU, in compliance with the contractual provisions of the agreements under which these publications are made.

For the CNRS, the publication of information on institutional communication tools must comply with the SSI charter <https://www.ssi.ens.fr/textes/cnrs/cnrs-fr.pdf> and the circular on the conditions of use of social networks, which can be consulted at the following address: <https://www.dgdr.cnrs.fr/bo/2016/BO-decembre-16.pdf> section 03.03. These pages may not contain any non-professional information of a private nature, unless a specific provision has been decided upon within the Unit and authorised by the supervisory authorities.

For the University of Lille, any dissemination of information on paper or computer media, or web page from the Units must comply with the graphic charters of the parent institutions (which can be consulted at the address for the University of Lille: <https://identite.intranet.univ-lille.fr/>), as well as the PSSI of the hosting institution and its application document for web sites (<https://ssi.univ-lille.fr/docs-et-liens>). The website must mention the name of the hosting institution.

18.2.4 Logos and trademarks

The staff may not use or refer to the names, logos or trademarks of the trusteeship(s) for any purpose other than scientific communication, without the prior express written authorisation of the trusteeship(s).

Any commercial use of these elements or of the Unit's name, in particular to present commercialised products, is prohibited.

In any case, the Unit's staff does not have the power to authorise a third party to use the marks and signs of the Trusteeships.

Any total or partial reproduction of the trademarks or logos of the Unit's guardianships without their express authorisation would constitute an infringement within the meaning of articles L.713-2 et seq. of the intellectual property code. Furthermore, the unauthorised use of the corporate name of the guardianships constitutes a fault within the meaning of articles 1240 and 1241 of the civil code.

For the CNRS, this request for authorisation must be submitted to the communication department of the regional delegation to which the unit belongs communication@dr18.cnrs.fr

For the University of Lille: this request for authorisation must be submitted to the Communication Department communication@univ-lille.fr

For other supervisory bodies, contact the various communication officers.

18.3 Laboratory notebooks

All research staff in the Unit are required to keep a laboratory notebook to ensure that the results of their work are monitored and protected.

The book guarantees traceability and the transmission of knowledge. It is also a legal tool in the event of a dispute.

Various models are available from the CNRS Regional Delegation or from the development departments of other supervisory bodies.

The laboratory notebooks belong to the Unit's supervisors and are kept at the Unit, even after the departure of a staff member. Copying for the personal use of the users, i.e. the writers of the notebook, is allowed.

Notebooks should be collected from the IEMN general shop.

Article 19 Intellectual property

The inventions and economic rights on the software obtained within the Unit belong to the trusteeships of the Unit in application of article L.611-7 and L113-9 of the intellectual property code and in accordance with the agreements made between the said trusteeships.

Trainees or emeritus members undertake to transfer to the Unit's supervisory bodies the industrial property rights attached to the results they may obtain or contribute to obtaining during their traineeship or emeritus period within the laboratory. In return, a transfer price will be fixed in a subsequent agreement.

Copyrighted results that the Unit's staff may obtain, or contribute to obtaining, also belong to the Unit's trusteeships by virtue of specific, independently signed contracts for the transfer of rights.

In all cases, the Unit's supervisory bodies alone have the right to protect the results of the Unit's work and in particular the right to register the corresponding intellectual property rights.

The Unit's staff must give their full support to the procedures for protecting the results of the work in which they have participated, and in particular to the possible filing of a patent application, the maintenance of a patent and its defence, both in France and abroad.

The trusteeships undertake that the names of the inventors will be mentioned in the patent applications unless they object.

19.1 Obligation to inform the relevant supervisory authorities (partnership and development departments at the CNRS-SPV): Contracts, grant decisions and own resources

The Unit's staff must inform the competent services of the managing supervisory authority (the Partnership and Valorisation Services) of any collaboration project in accordance with the procedures defined in the five-year agreement. In particular, any collaboration with a public or private partner outside Europe requires authorisation from the Defence Security Officer (FSD) by contacting the relevant supervisory departments.

After signature of the contract, the competent services of the managing supervisory authority (the Partnership and Valorisation Services) will give a copy of the contract to the scientific leader of the project and to the DU.

All purchases of equipment and recruitment of staff must be formally requested from the DU.

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Chapter 5 - Data protection in information systems - Data protection

Article 20: Use of computer resources and information systems security (ISS)

The use of the Unit's IT resources and the conditions of access to the IS are subject to security rules which are detailed in the Unit's operational PSSI, which is consistent with the PPST (Protection of the scientific and technical potential) mechanism, particularly for virtual access to documents.

The use of the Unit's IT resources and the conditions of access to the Unit's IS also comply with the IS Charter of the Unit's host, in line with the Charter of the other supervisory authority.

The DU is responsible for defining the Unit's operational PSSI, based on that of the CNRS or one of the supervisory bodies, without prejudice to the applicability of the State's PSSI. He/she is responsible for and guarantees its implementation within the Unit and with the staff.

The DU appoints two persons responsible for information systems security (CSSI), after consultation with the supervisory authority's information systems security officer (RSSI).

The CSSI assist and advise the Director in the elaboration of the Unit's operational PSSI and of the implementation action plan and its follow-up in connection with the PPST correspondent. They inform and raise awareness among staff working in the Unit about the implementation of information system security instructions. They are the point of contact for reporting IS security incidents concerning the Unit's staff and information systems and report incidents to the IS functional chain described in the Unit's operational PSSI.

As of 1^{er} January 2022 the CSSI are David LE GUILCHER and Gauthier DE SMET who can be reached on 0320197801 in office 049.

All persons must keep the information transmitted at the level of confidentiality defined by the sender.

Only persons participating in the Unit's activities have access to the Unit's information systems after authorisation by the DU and after having read the ISS Charter in force within the Unit and that of their employer.

The above-mentioned documents are published and available at the following address

- CNRS SSI Charter: https://intranet.cnrs.fr/protection_donnees/seformer-sensibiliser/Pages/decisions-notes-cnrs.aspx
- IEMN IT Charter : [https://intranet.iemn.fr/Documents IEMN LCI/Le SI Officials](https://intranet.iemn.fr/Documents/IEMN_LCI/Le_SI_Officials)
- SSI Charter of the University of Lille: <https://ssi.univ-lille.fr/docs-et-liens>
- Unit's operational PSSI: [https://intranet.iemn.fr/Documents LCI/IS Officials](https://intranet.iemn.fr/Documents/LCI/IS_Officials)

In addition, staff members are subject to the internal regulations of their employer.

20.1 Specific rules for the use of video-conferencing tools in the framework of the Unit's PPST.

The IEMN's supervisory bodies have set up video-conferencing tools which are recommended in the framework of the **Protection of the Scientific and Technical Potential (PPST) of the IEMN**:

- Renaviso, a solution proposed by RENATER, compatible with IEMN video rooms
- Appointment (videoconference) solution proposed by RENATER
- BBB (BigBlueButton) available via the ENT of the University of Lille

- BBB3 solution only for sensitive uses (bbb-3.univ-lille.fr)
- TIXEO (available on request directly from the FSD of the University of Lille: fsd@univ-lille.fr (licence distributed individually))

The other solutions, notably Zoom, are not validated by all of our supervisory bodies, and in particular by the CNRS, which hosts the LCI and the CCHB. **They are not compatible with the IEMN's PPST and PSSI (Information Systems Security Policy), and are therefore not authorised solutions for exchanging information on sensitive subjects: sensitive and/or undisclosed technologies or results, intellectual property, development, contracts with sensitive public or private partners, etc.** Meetings on sensitive subjects may be organised at the initiative of partners using these unauthorised solutions. **In this context, it is up to each of us to remind ourselves of our security obligations in our exchanges, and to switch the meeting to authorised tools.**

With regard to Zoom, in view of the general terms of service, a disclaimer (warning message) has been put in place. This disclaimer will remind each user of his or her obligations with regard to the PPST, and of the risks that he or she incurs and causes the Unit and its supervisory bodies to incur in the event of using the application on subjects relating to the PPST.

Article 21: Protection of personal data

The Unit's processing of personal data is implemented in accordance with the European Data Protection Regulation n°2016/679 of 27 April 2016, Law n°78-17 of 6 January 1978, as amended, relating to information technology, files and freedoms and any national regulations issued in application of these texts (together "the data protection regulations").

The DU is the controller of all personal data processing in the Unit.

The Data Protection Officer (DPO) competent to accompany the DU concerning the compliance of the unit's personal data processing is the one of the CNRS: dpd.demandes@cnrs.fr.

Unit staff who process personal data, whether on paper or digitally, inform the DU, who ensures the lawfulness of the processing and compliance with data protection regulations, in conjunction with the competent DPO.

The staff of the Unit shall ensure the protection of personal data that they process in the course of their work.

Article 22: Use of collective technical resources

Specify the conditions and rules for the use of collective or shared equipment and resources:

- Meeting rooms: reservations via the IEMN services portal: <https://portail.iemn.fr/>
- General shop: Contact Christine VERDIN (Office R158 03 20 19 78 53)

Article 23: Sustainable development

The Unit is committed to sustainable development and ensures that its general operations take better account of environmental impacts.

The DU appoints a Sustainable Development Officer after consultation with the Executive Board.

Article 24: Archiving

The Unit's archives constitute the Unit's memory. By archives is meant all documents and data produced and received in the framework of the Unit's activity. They must be preserved and, if necessary, disposed of in accordance with the conditions laid down in the heritage code.

Article 25: Entry into force and amendments

The internal regulations, taken together with all its annexes, come into force on the date of signature by the Trusteeships and abrogate the internal regulations on 01/01/2015. They may be amended at the initiative of the DU or at the request of the guardians. The trusteeships will agree on the need to go before the competent bodies.

On the appointment of a new DU, these rules of procedure shall be handed over to him/her by the guardians.

Article 26: Advertising

These rules, together with all annexes, shall be brought to the attention of staff members by means of posters in the premises of the Unit and by any other means.

It is available on the Unit's website at <https://www.iemn.fr/institut/presentation-de-linstitut/RI>. An English translation will also be available for information purposes, the French version being authoritative.

Done in Lille, on ...

Signature of guardianship representatives

National Centre for Scientific Research
The Regional Delegate
Christophe MULLER
Lille, le

University of Lille
The President
Régis BORDET
Villeneuve d'Ascq,

Polytechnic University Hauts de France
The President
Abdelhakim ARTIBA
Valenciennes, on

JUNIA
The Director
Thierry OCCRE
Lille, le

Centrale Lille Institute
The Director
Emmanuel DUFLOS
Villeneuve d'Ascq,

Visa of the Director of the Unit

Thierry MÉLIN
Villeneuve d'Ascq,

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ANNEX 1: Provisions applicable to access to the Restricted Areas (RA)

A unit falls under the protection of scientific and technical potential (PPST): either as a ZRR unit with or without sensitive premises in application of art. R 413-5-1 of the Criminal Code, or as a protected unit when it falls within a protected sector set out in the annex to the order of 3 July 2012 and the risk rating is greater than zero.

As such, **the IEMN Unit is classified as a fully restricted area**, whose perimeter covers the LCI for the physical and virtual part and the other sites for the virtual part.

Access can only be granted during the Unit's working hours as defined in Art. 8. Access to the premises outside working hours is expressly and specifically authorised by the DU.

In addition to the following provisions, the reinforced protection of the Unit and its themes is ensured by the rules of the present IR relating to access to premises, confidentiality, publications and communication, intellectual property, use of IT resources and ISS.

Article 27.1: The actors of the PPST

The competent Security and Defence Officer (FSD) is the one of the CNRS: Philippe GASNOT, Director of Security of the CNRS.

The DU is responsible for the PPST in his or her Unit in accordance with the applicable regulations.

It appoints, after approval by the supervisory authorities, a PPST correspondent to assist it in this task. The proposed PPST correspondent is Frédéric LEFEBVRE.

In the event of an incident, the DU must notify the relevant FSD without delay. He/she may call in the police to ensure the safety of the people and to protect the knowledge and know-how of the Unit. He/she reports immediately to the supervisors.

Article 27.2: Access to ZRR buildings

Access to ZRR buildings includes both physical access to the premises and remote access to the ZRR and to the IT resources hosting the ZRR data, wherever they are located.

As the IEMN Unit is classified as a fully restricted area, the procedure for accessing a restricted area is compulsory for all staff of the Unit, as well as for all external persons intervening for an assignment or a service.

The authorisation of access to an ZRR is valid for all ZRRs of the same Unit, unless otherwise advised by the DU or the HFDS.

Article 27.2.1: Conditions of access for persons directly involved in the scientific and technical activities of the Unit

Access authorisation (reception) is compulsory for persons who participate directly in the scientific and technical activities of the Unit, whether they are assigned staff (civil servants, contract staff), trainees (M2), doctoral students, persons participating in a research activity, in training, or performing a service, including regular computer maintenance.

The authorisation is issued by the head of the institution designated for the PPST or his delegate (for the CNRS: the Regional Delegate), after a formal favourable opinion from the HFDS of the Ministry of Research.

The person concerned must formalise his or her request for access via the FSD's ASSAV application.

In the event of refusal, the decision is notified to the person concerned by registered letter with acknowledgement of receipt or equivalent. No reasons need be given for the decision.

Where access is granted, the DU shall ensure that the person concerned is aware of these rules and the operational PSSI.

The possession of a badge is mandatory for access to the Unit. A badge is allocated to temporary staff (trainees, doctoral students) after consultation with the PPST correspondent and the DU.

New entrants awaiting a badge must sign in and out at the reception desk of the Unit.

Article 27.2.2 : Access conditions for visitors

Visits to a ZRR Unit, which are characterised by their temporary nature and the absence of direct participation in the scientific and technical activities of the Unit, are subject to written authorisation by the DU. He/she must alert the competent FSD of any visit project deemed sensitive, which may require the opinion of the HFDS.

At least 3 days before the visit, a request should be sent to the DU via the application <https://visites.iemn.fr>. The authorisation granted by the DU may not exceed two weeks.

When the authorisation of access concerns a student, it specifies that, in addition to being limited in duration, it is strictly limited in the day to the time of presence required by the course of study. In this case, the authorisation may be granted for the duration of the course without exceeding one "academic" year.

The visitor can only access the premises with a temporary badge. They may not have access to the laboratory's computer resources and networks.

The DU must ensure that the register of visits is kept and may be requested at any time.

On arrival, the data of the visitors are recorded in this register: their name, first name, date and place of birth, nationality, organisation, as well as the date and reason for the visit. Visitors must be able to attest to these details.

This register must be registered with the DPD in the Unit's register of personal data processing.

Visits must be made in the presence of designated staff who are responsible for verifying the identity of the visitor and accompanying him/her.

They must necessarily respect the awareness circuit defined by the DU when the ZRRs were created.

Beforehand, the subjects that should not be discussed in the presence of visitors will have been defined (foresee the internal modalities of the Unit that allow to define the subjects discussed and to update them).

The security measures of the Unit are made known to the visitors by the accompanying person. Visitors must not have access to the sensitive materials, knowledge and know-how (physical and digital data) that led to the classification of the laboratory as a "ZRR".

In the event of an incident during the visit (leaving the circuit, taking photographs, etc.), the accompanying person must immediately inform the DU, who will report the incident to the FSD.

Article 27.3: Access to sensitive premises sheltered by the ZRR

No premises are identified as sensitive in the sense of the ZRR, and do not require additional formalities concerning access by persons outside the Unit.

Article 27.4: Publication and communication

The DU makes staff aware of the need not to disseminate sensitive information.

For the protected scientific sectors, any communication, including teaching, whether in the form of a symposium, seminar or congress, is subject to authorisation by the HFDS upon referral to the competent FSD.

The trainee carries out his/her research activities under the supervision of the Unit's PPST correspondent. His or her supervisor must, where appropriate, draw the attention of the DU to the risks inherent in the dissemination of information contained in the draft report, particularly if it concerns a sensitive speciality. The DU may require the trainee to withhold information which, if disseminated, could jeopardise the PPST.

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APPENDIX 2: Confidentiality Charter Review Panel



CHARTE DE CONFIDENTIALITÉ SUR LA LECTURE DES DOSSIERS DE PROMOTIONS

Entre M

Et l'IEMN UMR8520, représenté par son Directeur Thierry MÉLIN.

1. Dans le cadre des travaux du comité de relecture des dossiers des collègues promouvables et proposés par leur hiérarchie, M s'engage à respecter une obligation de discrétion professionnelle concernant toutes les informations professionnelles et personnelles portées à sa connaissance dans l'exercice de cette mission.
2. Dans le même cadre, M s'interdit de divulguer ou d'utiliser ces informations professionnelles et personnelles tant à l'intérieur qu'à l'extérieur de l'IEMN.
3. Cette obligation de discrétion s'applique sans limite de temps ni de lieux, et restera active y compris en cas de mobilité de M vers un autre laboratoire ou organisme.

Fait à Villeneuve d'Ascq le

en double exemplaire, dont un pour chaque partie.

L'Agent M

Signature (précédé de la mention « lu et approuvé)

Le Directeur de l'IEMN

Signature (précédé de la mention « lu et approuvé)