CENTRE DE LUTTE CONTRE LE CANCER LEON BERARD
Chercher et soigner jusqu'à la guérison

HOSTING AGREEMENT

Ref CLB: I-5167-01

BETWEEN THE UNDERSIGNED:

The **CHIANG MAI UNIVERSITY**, a public university, located at 239 Huay Kaew Road, Mueang District, Chiang Mai, 50200, Thailand
Represented by its Dean of the Faculty of Science, **Professor Dr Piyapong NIAMSUP,**
Hereafter referred to as "**INSTITUTION**"

AND

The **CENTRE LEON BERARD,** a Comprehensive Cancer Center established as a nonprofit private Healthcare institution (ESPIC) by virtue of article L.6162-1 of the French public health code resulting from the law n°2009-879 of July 21, 2009 (code SIRET 779 924 133 00019 ; code FINESS: institution 690 000 880 ; Code APE : 8610Z), located at 28, rue Laennec, 69373 LYON CEDEX 08, France, and represented by its General Director, Professor Jean-Yves BLAY,
Hereafter referred to as the "**HOST**" or "**CLB**"

The INSTITUTION and the HOST shall hereafter be referred to individually as the "**PARTY**" and collectively as the "**PARTIES**".

WHEREAS

CLB is a major comprehensive cancer center with a national, regional and international span. It is assigned with three core missions: Care, Research and Education. CLB has developed over the years a high level expertise in translational, preclinical and clinical research in the field of cancer. CLB hosts one of the largest cancer research center in France and has established on site with its academic partners, a framework of experts, labs and technology platforms, all dedicated to the development and validation of proprietary and industrial innovative cancer therapies.

AND WHEREAS

Under the frame work of its international academic programs, the INSTITUTION is promoting its PhD student to train and work overseas in the field of Oncology. This International academic program foresees that the INSTITUTION remunerates and finances the accommodation of the PhD student through the sponsorship and granting of the Royal Golden Jubilee (RGJ) Ph.D. scholarship awarded by the National Research Council of Thailand under the Ministry of Higher Education, Science, Research and Innovation. The INSTITUTION grants permission that the student work on research projects within a French research team and that the INSTITUTION understands that the student still remains under the legal responsibility of the INSTITUTION which ensures their administrative, social and legal protection.

AND WHEREAS,
Within the framework of the collaboration between the INSTITUTION and the CLB, the CLB, represented by Patrick MEHLEN (hereinafter the "HOST MANAGER"), has agreed to host in his team a PhD student of the INSTITUTION for a period of one (1) year in order to work on the research project described in APPENDIX 1 (hereafter the "RESEARCH PROJECT"),

AND WHEREAS,
the INSTITUTION has selected the PhD student, Miss Natnapa Jaitan, born on May 14 1998, of Thai nationality, and residing at 112/1, Moo 4, Mueang District, Lampang, 52100, Thailand (hereinafter the "STUDENT"), whom it will place at the disposal of the CLB to carry out its missions on the premises of the HOST, located at 28 rue Laënnec, F-69373 Lyon cedex 08, FRANCE.

IN CONSEQUENCE OF WHICH IT IS AGREED AS FOLLOWS

ARTICLE 1 - OBJECT

The purpose of this Agreement is to define the terms and conditions of the stay of the STUDENT in the premises of the CLB and to clarify the scope of its work on the RESEARCH PROJECT defined by CLB.

ARTICLE 2 - DURATION

This Agreement shall become effective on July 1, 2026 and shall remain in effect until June 30, 2027.

ARTICLE 3 – CONDITIONS OF HOSTING IN THE PREMISES OF THE HOST

3.1 The STUDENT will be welcomed in the premises of the HOST and within the teams of Patrick MEHLEN whose contact details are mentioned here below:

Patrick MEHLEN
Director of the Lyon Cancer Research Center
Team leader : « Apoptosis, Cancer and Development »

Centre Leon Berard

28 rue Laennec,

69373 LYON cedex 08

CHENEY B

FRANCE

patrick.mehlen@lyon.unicancer.fr

3.2 While working on the site of the HOST, the STUDENT may also be required, at the request and under the responsibility of the HOST MANAGER, to work in the laboratories of the Lyon Cancer Research Center (CRCL), (altogether hereinafter the "LABORATORY"), which is located onsite at CLB and of which the CLB is one of the founders and supervisors.

3.3 The STUDENT will have access to the collective facilities of the HOST. Access to the human and material resources necessary for the realization of the missions to which the STUDENT is assigned, and in particular the realization of the research project will be done within the technical and budgetary limits defined by the HOST MANAGER and can be revised at any time. The STUDENT will be able to have access to a place of restoration for its lunches on the site, according to the practices in force within the CLB and the LABORATORY.

3.4 The materials, equipment and data made available to the STUDENT by the HOST, the LABORATORY and Dr. Mehlen will be strictly and solely used for the purposes of the RESEARCH PROJECT, within the constraints of care, research and teaching at the site, and to the extent that it does not disrupt the operation of the HOST and LABORATORY's operations and services.

Access to any team, platform, and premises of the site will be systematically under the agreement and control of the HOST, through the intermediary of the HOST MANAGER mentioned in article 3.1, within the limits of the activities of the RESEARCH PROJECT, and according to their availability. The equipment shall be used under the authority and responsibility of the Director of the CLB, who may terminate such use in case of negligence or misconduct, in particular if it compromises confidentiality and/or endangers the sustainability or safety of the equipment, of the persons or their environment. In this case, the HOST and the INSTITUTION agree to meet in order to determine together the possibility of continuing or not their collaboration.

3.5 No computer or electronic equipment belonging to the STUDENT or to the INSTITUTION or a third party may be used by the STUDENT on the premises and/or in connection with the CLB computer systems and network. Only equipment made available to the STUDENT by the CLB may be used by the STUDENT while on the HOST's site. The provision of this equipment to the STUDENT by the CLB during their stay on the CLB site shall be subject to financial compensation owed by the INSTITUTION to the CLB.

3.6 All results, materials, programs, and data made available to the STUDENT or generated by the STUDENT during the term of this Agreement shall be returned in full to the CLB at the end of the STUDENT's hosting and/or the expiration of this Agreement. Any communication of Results, materials, programs, or data, by oral, written, or electronic means, to representatives of the INSTITUTION or to third parties is prohibited and shall require the written consent of the Director of the CLB during the term of the agreement and for ten (10) years after the expiration of this Agreement.

ARTICLE 4- COST

4.1 In consideration of the hosting of the STUDENT at CLB for the realization of the RESEARCH PROJECT in the premises of the HOST for the one (1) year duration of the agreement, the INSTITUTION shall pay the HOST the total sum of zero euros (0 euro). No sum shall be due by the HOST to the INSTITUTION nor to the STUDENT for any expenses incurred by the travel, stay, housing and the hosting of the STUDENT in France and at CLB.

4.2 The INSTITUTION remains entirely responsible for directly covering all expenses necessary for the travel, expenses and accommodation, of the STUDENT on French territory within the framework of this agreement and its stay at CLB. In particular, it is the responsibility of the INSTITUTION to manage directly or liaise with authorities to organize and pay all costs associated with travel, immigration formalities, installation fees, housing, food expenses, insurance, salaries, scholarships, social security charges, taxes, and other legal coverage necessary for the arrival and presence and work of the STUDENT on French territory and on the premises of the CLB in accordance with French law, CLB regulations, and the directives of French local authorities.

ARTICLE 5 - INTELLECTUAL PROPERTY

Subject to the rights of any French third parties, all results, materials, programs and data resulting from the RESEARCH PROJECT and all results, materials, programs and data resulting from all work carried out by the STUDENT during the term of this Agreement (hereinafter the "Results"), shall be the exclusive property of the HOST. The INSTITUTION further agrees to assign or cause to be assigned by the STUDENT all rights that he/she may have in a personal capacity in said Results, for the benefit of the HOST.

ARTICLE 6 – RESPONSIBILITY – INSURANCE

6.1 The STUDENT will remain under the legal hierarchical authority of the INSTITUTION, and in particular of:

Associated Professor Dr Pathrapol Lithanatudom

Tel: +66 92 490 4269

Email: pathrapol.l@cmu.ac.th

who will be the privileged point of contact of the HOST and the HOST MANAGER for any question relating to the STUDENT and to the execution of this agreement.

6.2 The INSTITUTION will continue to assume all social and fiscal obligations towards the STUDENT as prejudice to possible recourse against the third parties responsible.
Consequently, the INSTITUTION must ensure that all appropriate insurance policies are taken out to cover the risks incurred by the STUDENT, in particular the risk of work-related accidents, occupational diseases and any legal or health related issues.

6.3 Notwithstanding, the STUDENT shall personally undertake to comply with the internal rules and regulations of the HOST and the LABORATORY, as well as any other obligation, whether it be of safety, hygiene, confidentiality and more generally legal and regulatory, applicable to the personnel present on the HOST site, including on the hospital premises of CLB, as detailed in the Internal Rules and Regulations of the HOST, as attached in appendix 2. These shall be signed by the STUDENT.

6.4 The PARTIES shall each be liable, under the conditions of common law:
- for damage caused by their agents or personnel under their authority
- damage that the materials and equipment of which they are respectively owners damage to the other PARTY or to third parties,
- damage resulting from the use of equipment or materials belonging to the other PARTY.

Each PARTY undertakes to take out and maintain in force for the duration of this Agreement an insurance policy covering the consequences of its civil liability in tort, quasi-tort and contract for bodily injury, property damage, or consequential or non-consequential damage that may be caused by one of the PARTIES to the other PARTY or to third parties, their employees or their property as a result of the performance of this Agreement.

ARTICLE 7 - CONFIDENTIALITY

It is understood that the fields of activity of the CLB the LABORATORY, and all research units housed on the CLB site are highly competitive and confidential. The STUDENT and the INSTITUTION recognize, moreover, that the access of the STUDENT to the premises, offices and laboratories of the CLB, exposes him permanently to information which must remain the entire property of the CLB (hereinafter the "Confidential Information").
Consequently, the INSTITUTION and the STUDENT agree not to publish, communicate to a third party, a partner, including any other employee of the INSTITUTION and including under confidentiality agreement, or disclose in any way whatsoever any type of Information emanating from the CLB and/or belonging to the CLB or its partners, without prior written agreement from the CLB management. This confidentiality obligation includes any Confidential Information in connection with the RESEARCH PROJECT. In the context of this agreement, "Confidential Information" refers to all documents or data of any nature whatsoever, whether of economic, commercial, medical, pharmaceutical, scientific, organizational, technical or non-technical nature, written or oral, confirmed in writing or not, and regardless of the form, medium or mode of communication emanating from the HOST or the LABORATORY, of which STUDENT or the INSTITUTION may have had direct or indirect knowledge under this agreement. It is understood that personal data and more particularly patient data are also considered strictly Confidential Information.

However, information shall not be considered as confidential Information if the receiving Party can prove:

(i) that it was already officially disclosed by mutual written agreement between the Parties,

(ii) it was publicly available at the time of disclosure by the other Party, or became publicly available after disclosure through no fault, neglect or default of the other Party, or
(iii) it has already received them from a third party in a lawful manner, or without breaching the obligations of confidentiality or restricted use contained in this Article, or
(iv) at the time of disclosure by the other Party, it was already in possession of the information;
(v) their disclosure was required by the application of a mandatory legal or regulatory provision, or by the application of a final court decision or arbitration award

In application of this confidentiality agreement, all results, materials, programs, and data made available to the STUDENT or generated by the STUDENT during the term of this Agreement shall be returned in full to CLB at the conclusion of the STUDENT's hosting and/or the expiration of this Agreement. Any communication of results, materials, programs, or data, by oral, written, or electronic means, to representatives of the INSTITUTION or to third parties, is prohibited and shall be subject to the written consent of a legal representative of the CLB during the term of the agreement and for ten (10) years following the expiration of this Agreement.

All such confidentiality obligations shall be effective as of the date of execution of this Agreement, and shall remain in effect for the duration of this Agreement and for ten (10) years following the expiration of this Agreement.

ARTICLE 8 - TERMINATION

8.1 This Agreement shall be terminated by operation of law in the event of cessation of activity, dissolution or amicable liquidation of the INSTITUTION.

In the event that the INSTITUTION or the STUDENT is subject to a safeguard procedure, judicial recovery or judicial procedure or liquidation, the present Agreement shall be terminated as of right by the HOST after formal notice sent to the administrator which has remained unanswered for more than one (1) month, in compliance with the provisions of articles L622-13, L641-10 and L641-11-1 of the French Commercial Code.

8.2 This Agreement may be terminated as of right by either Party in the event of non-performance by the other Party of one or more of the obligations contained in its various clauses.

Such termination shall become effective two (2) months after the complaining PARTY has sent a registered letter with acknowledgment of receipt stating the reasons for the complaint, unless, within this period, the defaulting PARTY has fulfilled its obligations or has provided proof of an impediment due to force majeure, as defined in Article 1218 of the French Civil Code and recognized as such by the case law of the French courts.

The exercise of this right of termination does not exempt the defaulting PARTY from fulfilling the obligations entered into until the effective date of termination.

8.3 In the specific case of non-compliance with the Internal Regulations or the Confidentiality Clauses by the STUDENT or by any staff of the INSTITUTION, the time limit applicable to a termination of the present agreement may be reduced to one week after the sending by the CLB of a registered letter with acknowledgement of receipt, to the INSTITUTION, setting out the grounds for the complaint.

8.4 Regardless of the causes of termination, the Parties acknowledge that all the terms of the Intellectual Property (Art. 5), Liability-Insurance (Art. 6) and Confidentiality (Art. 7) articles will remain fully valid for a period of ten (10) years.

ARTICLE 9 - COMPLETENESS AND LIMITS OF THE AGREEMENT

9.1 This Agreement expresses the entire obligation of the PARTIES with respect to its subject matter. It supersedes all exchanges between the PARTIES in connection with its subject matter.

9.2 This Agreement may be amended or renewed only by an amendment signed by the representatives of the PARTIES, duly authorized for that purpose.

ARTICLE 10 - LITIGATION - APPLICABLE LAW

10.1 This Agreement shall be governed by the laws and regulations of France.

10.2 In the event of any difficulty concerning the validity, interpretation or performance of this Agreement, the PARTIES agree to resolve their dispute amicably.
If no amicable settlement is reached within three (3) months from the first notification of the dispute, the dispute shall be brought before the competent courts of Lyon.

10.3 This section shall remain in effect notwithstanding any expiration or termination of this Agreement.

Signed electronically,

CENTRE DE LUTTE CONTRE LE CANCER LEON BERARD
Chercher et soigner jusqu'à la guérison

Signed in Chiang Mai Date : 06-Aug-2026 | 12:06:23 CEST

Signed by:
A9CB6624471C44F...

Professor Dr Piyapong NIAMSUP
Dean of the Faculty of Science of the INSTITUTION (INSTITUTION)

Signed in Lyon, Date : 06-août-2026 | 08:45:47 PDT

Signé par :
Jean-Yves Blay
8B9E5BD880E54EE...

Dr Jean-Yves BLAY
General Director of the HOST (CLB)

Paraphe
PN

Signed in Chiang Mai Date : 06-Aug-2026 | 17:35:34 CEST

Signed by:
Sutthathorn Chairuangsri
70E87A91E6CB418...

Asst Prof Dr Sutthathorn Chairuangsri
Head of Department of Biology

Signed in Lyon, Date : 17-août-2026 | 17:23:43 CEST

Signé par :
Patrick Mehlen
4958CF58A7E743C...

Patrick MEHLEN
The HOST MANAGER

Signed in Chiang Mai Date : 06-ส.ค.-2026 | 12:38:17 CEST

Signed by:
Pathrapol Lithanatudom
F4121FD848E4431...

Assoc Prof Dr Pathrapol Lithanatudom
Advisor

Signed in, Lyon Date : 06-Aug-2026 | 12:59:01 CEST

Signed by:
Natnapa Jaitan
CC3E201D0013449...

The STUDENT, **Natnapa Jaitan**
Date and Place of Birth: May 14 1998, LAMPANG
Permanent home address: 112/1, Moo 4, Mueang District, Lampang, 52100, Thailand

APPENDIX 1:

Research project

Régulation par la Netrine-1 de la signalisation associée à CD147 dans les organoïdes de cancer colorectal métastatique

Contexte et justification

Le cancer colorectal (CRC) demeure l'une des principales causes de mortalité liée au cancer dans le monde, la maladie métastatique représentant la majorité des décès. Malgré les progrès importants en chimiothérapie et en thérapies ciblées, la résistance aux traitements, les rechutes tumorales et la progression métastatique restent des défis cliniques majeurs. De nombreuses données indiquent que ces processus sont favorisés par la plasticité tumorale et par la persistance de populations de cellules souches cancéreuses (CSC) dotées d'une forte capacité d'auto-renouvellement et de survie. La Nétrine-1 est une protéine sécrétée, apparentée aux laminines, fréquemment surexprimée dans le CRC et identifiée comme un régulateur clé de la progression tumorale. En interagissant avec ses récepteurs à dépendance, notamment UNC5B, la Nétrine-1 favorise la survie cellulaire et a été associée à la transition épithélio-mésenchymateuse (EMT), à l'acquisition de propriétés de cellules souches et à un mauvais pronostic clinique. Des travaux récents de notre équipe utilisant des organoïdes dérivés de tumeurs de patients (PDTO) issus de métastases hépatiques de CRC ont montré que la Nétrine-1 augmente l'auto-renouvellement des CSC via les cellules tumorales exprimant UNC5B et mettent en évidence un mécanisme de signalisation paracrine impliquant la sécrétion de la protéine « Trefoil Factor » 3 (TFF3). Ces résultats soulignent le rôle central de la signalisation Nétrine-1 dans le maintien d'états tumoraux agressifs. Cependant, les voies en aval par lesquelles la Nétrine-1 régule le comportement tumoral restent encore mal comprises. CD147 (EMMPRIN/Basigin) est une glycoprotéine transmembranaire fortement exprimée dans le CRC et associée à la progression tumorale, l'invasion, la métastase, l'adaptation métabolique et un mauvais pronostic. Des études récentes ont identifié CD147 comme un médiateur essentiel des voies de signalisation induites par TFF3 dans le CRC, notamment via l'activation de STAT3. Ces observations suggèrent que la signalisation associée à CD147 pourrait constituer un effecteur majeur en aval de la plasticité tumorale induite par la Nétrine-1. Les organoïdes dérivés de tumeurs de patients constituent un modèle préclinique pertinent, conservant les caractéristiques génétiques, moléculaires et phénotypiques des tumeurs métastatiques. À l'aide de deux modèles PDTO établis à partir de métastases hépatiques de CRC, l'un naïf de chimiothérapie, l'autre traité à la chimiothérapie (Folfox) ce projet pilote examinera si la Nétrine-1 régule la signalisation associée à CD147 et déterminera la contribution de CD147 à l'auto-renouvellement et à la survie induits par la Nétrine-1 dans le CRC métastatique.

Hypothèse

Nous faisons l'hypothèse que la signalisation Nétrine-1 favorise la plasticité tumorale dans le cancer colorectal métastatique via la modulation des voies de signalisation associées à CD147. Ainsi, l'inhibition de CD147 devrait réduire l'activation de STAT3 dépendante de la Nétrine-1 et altérer l'auto-renouvellement des organoïdes.

Objectifs

1. Caractériser l'expression de CD147 et les composants de la voie Nétrine-1 dans les organoïdes de CRC métastatique et les tissus appariés. Analyse de l'expression et de la distribution de Nétrine-1, UNC5B et CD147 dans les organoïdes dérivés de métastases hépatiques (naïfs et pré-traités) et dans les tissus correspondants.

2. Déterminer si la Nétrine-1 régule la signalisation associée à CD147. Évaluation de l'impact de la Nétrine-1 sur la signalisation CD147-dépendante et l'activation de STAT3 dans les organoïdes métastatiques.

3. Définir la contribution fonctionnelle de CD147 à l'auto-renouvellement et à la survie induits par la Nétrine-1. Étude de l'effet de l'inhibition génétique ou pharmacologique de CD147 sur la croissance, la survie et la formation secondaire d'organoïdes.

Regulation of CD147-Associated Signaling by Netrine-1 in Metastatic Colorectal Cancer Organoids

Background and Rationale

Colorectal cancer (CRC) remains one of the leading causes of cancer-related mortality worldwide, with metastatic disease accounting for the majority of deaths. Despite significant advances in chemotherapy and targeted therapies, treatment resistance, tumor recurrence, and metastatic progression remain major clinical challenges. Extensive evidence suggests that these processes are driven by tumor plasticity and the persistence of cancer stem cell (CSC) populations with a strong capacity for self-renewal and survival. Netrin-1 is a secreted protein, related to laminins, that is frequently overexpressed in CRC and has been identified as a key regulator of tumor progression. By interacting with its dependent receptors, notably UNC5B, Netrin-1 promotes cell survival and has been associated with the epithelial-mesenchymal transition (EMT), the acquisition of stem cell properties, and a poor clinical prognosis. Recent work by our team using patient-derived tumor organoids (PDTOs) from CRC liver metastases has shown that Netrin-1 increases the self-renewal of CSCs via UNC5B-expressing tumor cells and highlights a paracrine signaling mechanism involving the secretion of the "Trefoil Factor " 3 (TFF3). These results underscore the central role of Netrin-1 signaling in maintaining aggressive tumor states. However, the downstream pathways through which Netrin-1 regulates tumor behavior remain poorly understood. CD147 (EMMPRIN/Basigin) is a transmembrane glycoprotein highly expressed in CRC and associated with tumor progression, invasion, metastasis, metabolic adaptation, and poor prognosis. Recent studies have identified CD147 as a key

mediator of TFF3-induced signaling pathways in CRC, particularly through the activation of STAT3. These observations suggest that CD147-associated signaling may constitute a major downstream effector of Netrin-1-induced tumor plasticity. Patient-derived tumor organoids (PDTOs) constitute a relevant preclinical model, preserving the genetic, molecular, and phenotypic characteristics of metastatic tumors. Using two PDTO models derived from CRC liver metastases—one chemotherapy-naive, and the other treated with chemotherapy (Folfox), this pilot project will examine whether Netrin-1 regulates CD147-associated signaling and will determine the contribution of CD147 to Netrin-1-induced self-renewal and survival in metastatic CRC.

Hypothesis

We hypothesize that Netrin-1 signaling promotes tumor plasticity in metastatic colorectal cancer by modulating CD147-associated signaling pathways. Thus, inhibition of CD147 should reduce Netrin-1-dependent STAT3 activation and impair organoid self-renewal.

Objectives

1. Characterize the expression of CD147 and components of the Netrin-1 pathway in metastatic CRC organoids and matched tissues. Analysis of the expression and distribution of Netrin-1, UNC5B, and CD147 in organoids derived from liver metastases (naïve and pretreated) and in corresponding tissues.

2. Determine whether Netrin-1 regulates CD147-associated signaling. Evaluation of the impact of Netrin-1 on CD147-dependent signaling and STAT3 activation in metastatic organoids.

3. Define the functional contribution of CD147 to Netrin-1-induced self-renewal and survival. Study the effect of genetic or pharmacological inhibition of CD147 on growth, survival, and secondary organoid formation.

APPENDIX 2:

Internal Rules and Regulations of the Cancer Research Centre of Lyon

Internal Rules and Regulations of the Cancer Research Centre of Lyon

UMR INSERM 1052 / CNRS 5286 / Centre Léon Bérard

PREAMBLE

The Cancer Research Centre of Lyon, CRCL (hereafter referred to as the "Unit") is a Joint Research Unit ("Unité Mixte de Recherche", UMR) affiliated to the INSERM, the CNRS, the Claude Bernard Lyon 1 University (UCBL) and the Leon Berard Centre (CLB). It can also draw up agreements with other partners, such as the University Hospital of Lyon ("Hospices Civils de Lyon", HCL). The Unit is constituted of several subunits across Lyon: within the Cheney A, B and D buildings of the CLB, within the INSERM laboratories located at the Cours Albert Thomas, and within UCBL buildings of the Rockefeller Medical Faculty and the Lyon-Sud University (Pierre-Bénite).

The following rules and regulations have been approved by the Board of Directors, the Strategic Advisory Council of the CRCL, and the Planning Committee of the CRCL, which met on the 5th of May, 11th of May and 29th of June 2017, respectively.

The current document presents the rules and regulations applicable throughout the Unit, with regards to:

- Its general organization
- Work time (working hours, vacations…), using research premises and equipment
- Health and safety at work
- Information security and IT systems at the workplace
- Protection of intellectual property (scientific and technical capacity)

This document is complementary to that of the CLB (Appendix 1), which comprises 18 of the 23 teams of the CRCL, and to those provided by the INSERM, CNRS and UCBL. In the event of discrepancies between several of these rules and regulations, the strictest provisions should be applied/followed.

Any modification brought to this document will have to be validated by the Board of Directors, the Planning Committee and the Strategic Advisory Council. This may lead to the inclusion of additional clauses or to re-editing the entire document.

All of the members of the Unit, including temporary staff and internships, should comply with these rules and regulations.

Any modifications brought to the rules and regulations of the different structures of affiliation should also be followed by members of the Unit, even though these are not incorporated in the present document.

CENTRE DE LUTTE CONTRE LE CANCER LEON BERARD
Chercher et soigner jusqu'à la guérison

SUMMARY

Chapter 1: Governance and functioning

Section 1: General functioning of the Unit (CRCL)

1.1 General Assembly

The General Assembly encompasses all of the members of the CRCL. The Assembly regularly meets once a year, usually at the beginning of the year, and can be called upon by the Director whenever an important message has to be communicated to all of the members or an important decision regarding the Unit and requiring their assistance has to be taken. During these assemblies, the Director generally presents the progress of the Unit over the last year and the general orientation/perspectives/deadlines for the up-coming year(s).

1.2 Strategic Advisory Council of the Centre/Laboratory

1.2.1 Composition

The Strategic Advisory Council of the Centre is composed of 20 members:

- 3 members by right of their position: the Director, the two Deputy Directors
- 3 appointed members: the Finance Manager, the HR/Strategy Development Manager, the Logistics and H&S Officer
- 14 elected members: 6 researchers/lecturers/hospital practitioners, 4 PhD/post-docs, 4 technical staff representatives

1.2.2 Responsibility

This advisory board is informed by the Director of all the important events partaking the Centre including:

- the status of the Unit, the research program and its coordination, the team turn-over
- financial support required by the Unit and distribution of funds granted
- policy regarding research contracts of the Unit
- policy regarding technology transfer and the dissemination of scientific data
- HR management
- policy regarding training through research
- the ongoing training program and that of the up-coming year
- drawing conclusions from the feedback provided by the French National Committee for Scientific Research (CoNRS) and Scientific panel(s) they depend upon
- any issues relating to the functioning and organization of the Unit, which may affect the working conditions of CRCL members.

Furthermore, the Council is informed of the professional progress of non-permanent researchers, particularly regarding their application for permanent positions, and is approached in the context of the recruitment of technical staff prior to drawing up the report at the end of their probationary period.

The Council is also informed of all of the important events occurring within the Unit and discusses organizational, financial management or administrative issues arising at the CRCL. This Advisory board also shares problems encountered by staff or material issues, of which it is aware, and is required to make proposals to improve the functioning of the CRCL.

The Council may be approached by the Board of Directors or the Planning Committee to provide advice or complete certain missions. Furthermore, it may make recommendations to the Director on any matter which has been raised for debate.

In accordance with French laws, the Council should be consulted prior to the appointment of a new Director.

The Council appoints one of its members to sit on the Board of the Planning Committee. According to the issues addressed the representative provides a concise feedback to the other members of the Strategic Advisory Council, on matters relating to the organization and functioning of the Unit.

During the 5-yearly assessment of the CRCL by the French High Council for Evaluation of Research and Higher Education (HCERES), the Council organizes the schedule of the visiting Committee, to encounter representatives of each group of individuals (researchers/lecturers, engineer/technicians, PhD/post-docs), and lists the important aspects to be raised for discussion (recruitments, careers, organization…).

The Council is informed by the Director of the scientific orientation and strategies of the different structures of affiliation, and on their impact on the Unit.

1.2.3 Functioning

The meetings of the Council, which take place approximately three times a year, are chaired by the Director or one of his representatives. The Council members can be gathered at the request of the Director or by mutual consent of at least 1/3 of the members. The Director may invite individuals whose presence proves relevant. The Chairman validates the provisional agenda of each meeting and this is communicated to the other members eight days prior to the next meeting. Furthermore, he establishes and signs a report on the conclusions drawn during the meeting. Members of the Council can diffuse the information shared during these meetings either orally or via electronic means to the different groups of individuals. The final meeting report is available to all members of the CRCL via the extranet.

Members of the Council are elected/appointed for the duration of the Council mandate. Any member leaving the Council, no longer belongs to the Council and has to be replaced according to his/her means of appointment (election/appointment…). This also applies to members who have changed their status.

1.3 Board of Directors, Executive Committee, Planning Committee, International Scientific Advisory Board

The Board of Directors (Appendix 3).

Four people sit on the Board, namely the Director, the Deputy Director(s), and one the co-Directors of the "Immunity, virus and inflammation" Department. The Director may invite any member of the Centre or people from outside the CRCL to join the Board of Directors according to the agenda. The Board of Directors meets once every two months, alternating with the meetings of the Planning Committee, at the initiative of the Director.

The Board of Directors discusses and defines all aspects of the overall scientific strategy of the Centre, the organization, functioning and working conditions. It organizes the internal monitoring of teams, taking into account potential weaknesses or conflicts. It priorities the emergence and recruitment of researchers, or external teams, as well as the requests for technical staff (engineer, technicians, and administrative, maintenance or facility management staff) to structures of affiliation on behalf of CRCL teams. It allocates dedicated and shared work spaces. It makes the general budgeting decisions as well as those for the purchase of common consumables and heavy/medium-duty equipment. It takes urgent decisions regarding the Unit.

The advice is given or decisions are taken in accord with the majority of members, given that each member has a right to one vote. In case of a tied vote, the Director has the casting vote.

The Executive Committee (Appendix 4).
This committee is made up of the Director, the Deputy Director(s), the Director(s) and Deputy Director(s) of the Departments, the Finance Manager, the HR/Strategy Development Manager, as well as permanent researchers or staff of the CRCL who wish to take part in strategic cross-disciplinary missions aimed at improving the CRCL. The Director may invite members of the CRCL or outsiders, whose presence proves relevant according to the agenda.
The Executive Committee deals for instance with international influence and attractiveness; relationships with the structures of affiliation and local-regional associations; the management of calls for tenders and the interaction with funding agencies; the strategic development and the recruitment policy; the evolution of technologies, facilities and equipment; training and teaching; internal scientific activities, scientific events and communication. The Committee meets once every two months. The final meeting report is approved by the Director before being forwarded to the other members of the Committee. The Executive Committee reports back to the Planning Committee on the progress of the missions it handles.

The Planning Committee (Appendix 5).
This Committee includes the Director of the CRCL, the Deputy Director(s), the Director(s) and Deputy Director(s) of the Departments, Team Leaders, the Finance Manager, the HR/Strategic Development Manager, a representative member of the Strategic Advisory Council, and guests whose presence is justified by the agenda of the meeting. Members of the Planning Committee can appoint a representative in case they are unavailable/absent. The Committee meets once every two months, alternating with the meetings of the Board of Directors.

The Committee makes propositions on the structure of the Departments, which are then validated by the Board of Directors. The Planning Committee validates the scientific orientation of the Unit by prioritizing common team projects and innovation. The Committee is also involved in coordinating scientific activities, presentations and acts both as spokesperson and trouble shooter with regards to human and material concerns arising at the CRCL in order to improve the functioning of the Unit. The Committee also deliberates on the arrival of new teams, before approval by the Board of Directors and structures of affiliation. The advice is given or decisions are taken in accord with the majority of members, given that each member has a right to one vote. In case of a tied vote, the Director has the casting vote. The Finance Manager, the HR/Strategy Development Manager, and the member of the Strategic Advisory Council, do not have the right to vote.

The final meeting report is approved by the Director before being forwarded to the other members of the Committee. The Team Leaders are then in charge of disseminating the outcome of the meetings to their team members. To that effect, the agenda of each meeting is forwarded to all of the members of the Unit.

The International Scientific Advisory Board (Appendix 6)
These 8 external scientists, chosen for their scientific expertise, their strategic vision of research and their international reputation in the fields of research of the CRCL. It provides advice to the CRCL on its ongoing research projects, on its scientific strategy as well as on the arrival of new teams. It meets at least once a mandate (every 5 years) to give advice on the activities of the CRCL. The Unit may correspond with the Advisory Board at any time to seek for advice.

1.4 Organization of the Unit

The CRCL is a Centre under the joint supervision of its structures of affiliation, namely the Inserm,
CNRS, the Université Claude Bernard Lyon I and the Centre Léon Bérard (CLB). An organizational chart of the CRCL is presented in Appendix 7.

The Director

The candidates for the positions of Director or Deputy Director(s) of the Unit are put forward by the Board of Directors, before being appointed through the joint decision of the structures of affiliation.

The Director is responsible for managing the CRCL, at the scientific, administrative and financial levels, as well as for promoting its international visibility and for chairing the Board of Directors. The term of office is five years, renewable once.

The Director reports to the structures of affiliation and to the International Scientific Advisory Board on the activities and development of the Unit. The Director, after approval by the Board of Directors, is in charge of handling annual requests for resources from the structures of affiliation and of distributing these resources within the CRCL. The Director deals with unresolved conflicts within the Departments or Teams. The Director, after consulting the Board of Directors, may assign specific tasks to individuals or groups on an ad hoc basis. The Director also provides a strategic vision of research within the Unit in light of its assessment by the HCERES, this entails defining its scientific orientation and structuring its prevailing research program.

The Director is supported in these courses of action by the Deputy Director(s). Furthermore, they assist the Director in his/her managerial duties and may be requested to take responsibility for enforcing/fulfilling some of these duties. They can also replace and represent the Director if necessary. The Director also relies on members of the Board of Directors to fulfil his/her managerial functions, and on the Finance Manager and HR/Strategy Development Manager for administrative or financial missions.

<u>The structuration of research within the Unit</u>

The Departments

The Departments are created by the Director for a 5-year renewable period. They combine teams with shared scientific interests, which are purposefully grouped together to facilitate scientific interactions between teams of a given Department with similar scientific concerns, to smoothen scientific interactions around different topics and to provide scientific monitoring and administrative management meeting the needs of the teams.

Each Department is led by one or several Heads of Department and Deputy Director(s), who are committed to attending the several different boards (Board of Directors, Executive Committee, and Planning Committee). In addition, they organize the scientific activities/events, and deal with all research related matters within their Department.

Depending on financial constraints, the Heads of Department may regulate the funds allocated to their Department.

The Teams

The Teams include researchers, lecturers, hospital practitioners, administrative and technical staff, technical and middle management staff from the CLB, post docs, PhD students and students or trainees working on the same subject and placed under the supervision of the Team Leader. The scientific activity of the Team is assessed by the HCERES, while their creation or dissolution is handled by the structures of affiliation.

Following the recommendations made by the HCERES, a Team which is not approved has to decide of its own future and that of its team members. In the event of staff redistribution within the Unit, the reallocation of personnel must be ratified by the Board of Directors, responsible for informing the structures of affiliation. Alternately, the Board of Directors can agree on the emergence of Teams that have so far not been ratified by the structures of affiliation, and as

such include them in their organizational chart. In any case, the structures of affiliation are notified of changes brought to the organizational chart.

The Board of Directors must agree on the arrival of a new Team. Each Team requests its inclusion, for a 5-year period, into the scientific Department that best represents its field of study.

Work space (offices, laboratories) is provided to the Teams by the Board of Directors. It is up to the Team leaders to manage the flow of personnel within their team according to the work space available. Under exceptional circumstances, changes can be brought to these work spaces in accordance with the Director of the Department housing the Team involved and with the consensus of the CRCL Management.

Each Team is responsible for writing and submitting fund applications. The CRCL Administrative/ Management Department should be informed of all requests and the feedback obtain, whether positive or negative. The Team manages its own funds and their redistribution, the Administrative Officer of the Team monitors the management of these resources in accordance with the finance department of the Regulatory Body (generally a structure of affiliation).

Any internal transfers of permanent researchers, lecturers and technical staff must be approved by the Director after consultation with the Board of Directors.

In the event that a Team should leave the CRCL, the redistribution of their equipment is subjected to negotiations by the Planning Committee and the Board of Directors.

Team Leaders are committed to reporting any arrival or departure of staff to their Administrative Officer, enforcing health and safety rules within their Team, and to preventing any person from working until they have officially signed an employment contract or an agreement.

The Platforms

The animal housing facility, the washing facilities, the CLB flow cytometry platform, the biosafety level 3 laboratory (P3) and the microscopy platform (PIC) are either managed directly by the CRCL or of by a partner/structure of affiliation.

Access to certain platforms is limited to members aware of and committed to applying the rules and regulations specific to the platform, which delineate its internal organization and functioning. Managing staff of these platforms meet at least once a year as a steering committee responsible for evaluating the proper functioning of the platform and their resources available, for setting the prices of their services and for discussing the evolution of the platforms.

The Administrative/Management Department

The Administrative/Management Department includes administrative staff assigned to the CRCL by the structures of affiliation and partners. This department is supervised by the Finance Manager.

The Department ensures all administrative and financial management of the CRCL, in line with the Regulatory Bodies and structures of affiliation (state subsidy management, Team-specific resources, management of platforms, drawing up temporary contracts, replacements, bonuses, missions etc.).
This Department keeps the database of CRCL members up-to-date.
The Administrative Officers hand out the H&S booklet to all newcomers who are also requested to sign a document acknowledging their commitment to H&S procedures.

The Director is assisted by the Finance Manager and HR/Strategy Development Manager for all administrative management issues, including:
-Ensuring the congruence between financial and human resources at the CRCL, in conjunction with the structures of affiliation, in accordance with rules and regulations.
-Supervising the activities of the Administrative/Management Department.
-Providing a breakdown of annual endowments and ensuring their implementation
-Preparing the annual report given to the Board of Directors and discussed by the Planning Committee.
-Assisting the Director in the management of human resources
-Ensuring the transfer of staff assessment reports (engineers, technicians,… ITA IATOS) to the structures of affiliation
-Representing the CRCL at regional analysis committees of the structures of affiliation for the interfiling of applications for promotions.
-Managing shared non-scientific staff
-Handling the important issues in collaboration with the technical and scientific managers involved.

Research and Knowledge Transfer Committee
This Committee is composed of researchers and clinicians of the CRCL with experience in the promotion of research, as well as the Deputy Director of the Translational Research and Innovation Department of the CLB and the HR/Strategy Development Manager of the CRCL. This committee should ultimately be extended to include representatives of the structures of affiliation. The committee invites CRCL researchers to discuss the relevance and potential of their scientific work. It also makes decisions on the steps to be taken in terms of scientific improvement: additional experiments to be conducted, possible scientific collaborations, market studies, scientific protection through patenting… This committee meets every two months, the dates can be found on the CRCL extranet.

1.5 Gaining access to Information Systems (SI) of the Unit

Access to Information Systems, including sensitive protected scientific data, is described extensively in the Security Policy for Information Systems (PSSI) of the Unit. Naturally people unrelated to the Unit cannot gain access to the SI of the Unit without authorization of the Director.
Members accessing SI resources have to read and comply with the SI rules and regulations described in the PSSI charters of the Unit.

1.6 Gaining access to research premises

PRELUDE
People joining the CRCL have to have signed a contract or internship agreement. The Team Leader is responsible for informing their Administrative Officer of new arrivals. The Administrative Officer is in charge of filing documents related to new arrivals and adding new members to the organizational chart of the CRCL. The new member will be given an H&S booklet, a copy of the present Rules and Regulations and will sign a document declaring that he/she will comply with these rules. The supervisor of the new member is responsible for providing further information on H&S rules.

If the new member is foreign, he/she must also comply with these rules and regulations. Internship allowances should also comply with the regulations.

The Administrative/Management Department must be informed of all members definitely leaving the CRCL (in case of resignation, transfer, retirement, end of internship or contract…).

The access badge, lab coats, IT equipment, lab book and results all have to be handed over to the Unit. People not working at the CRCL are only allowed on the premises upon authorization of the Director or under certain circumstances, namely union rights regulations or an emergency.

Gaining access to the Léon Bérard Center (CLB)

The Cheney A and D of the CLB house CRCL researchers and can only be entered using a personalized magnetic badge. The badge is provided to all workers of the CLB (including Team members, platform supervisors, internships…), irrespective of their status, and is inactivated at the end of their contract.

Badge requests are handled by the Administrative Officer of the Team and by the HR Department of the CLB. According to the position and missions of the worker, the badge is activated for certain premises. The badge allows all workers to gain access to CLB hospital and administrative facilities, regardless of the position held, as well as to the common canteen. According to their specific needs, staff may be authorized to enter restricted areas with their badge, such as the biosafety level 3 laboratory, the animal housing facility, radioactivity research labs…).

To enter the hospital center, main Reception area n°1 (28 rue Laennec, Lyon, 69008), the badges are not necessary. A badge activated gate is located at the level of the Boulevard Jean XXIII.

Parking spaces are available in the CLB visitor's car park, some spaces are restricted to middle management. Visitors of the Unit should be directed to the Reception area of the Cheney D, where they are to await their host(s). They can also wait at the level of the main hospital Reception.

Outside of normal working hours, members of the CRCL working in the Cheney A and D must make security staff of the CLB (main Reception area) aware of their presence on site. The premises where they will be working (building/floor) and whether they will be using a security device for isolated workers (PTI), must be communicated. Members should also inform security when they leave the premises.

Gaining access to the Cours Albert Thomas premises

To gain access to the buildings located at the 151 Cours Albert Thomas, visitors should use the intercom and select "U1052" before pressing the ring button. Alternately, members will be given a badge by the Administrative Officer, Marie-Agnès Vittoz, on the day of their arrival, restricting their access to that site only. The badges are personalized and should not be lent to another person. According to their specific needs, staff may be authorized to enter restricted areas with their badge, such as the biosafety level 2 or 3 laboratories.

Outside of normal working hours, only members with a badge can enter the buildings. As of Saturday 4 pm onwards and until Monday morning, the building is protected by an alarm. Please contact Marie-Agnès Vittoz for more information on the procedures to follow at the week-ends.

Gaining access to the Rockefeller Medical and Pharmacy Faculty

The CRCL laboratories located on the Rockefeller site also have a restricted access. A personalized badge is given to all CRCL members working on the Rockefeller site. Badge requests are handled by HR personnel (contact: Zineb Bousfiha). According to their specific needs, staff may be authorized to enter restricted areas with their badge, such as the animal facility, car park, biohazard waste storage room….

The entrance to the labs is a gate situated at the 8 avenue Rockefeller, Lyon 69008.

The laboratories remain accessible outside of normal working hours and even over bank holidays (Christmas, summer holidays) and week-ends with the badge. However, during these periods, CRCL members working on site must inform security staff of their presence (ground floor or call 04 78 77 28 05). The premises where CRCL members will be working (building/floor) and whether they will be using a security device for isolated workers (PTI), must be communicated. Members should also inform security when they leave the premises.

Gaining access to the Medical and Midwifery Faculty of Lyon-Sud

The main entrance (Area 1) to the Medical and Midwifery Faculty of the Lyon-Sud hospital center is located at 165 chemin du Grand Revoyet, 69310 Pierre Bénite.

The research laboratories, located on the first floor of the faculty, can only be accessed via a personalized magnetic badge. This badge is given to all members of the “Centre d’Etude, de Recherche et de Valorisation en Oncologie” working on the premises for a duration exceeding 3 months. Badge requests are handled by the HR department of the Faculty, through the Administrative Officer of the hosting Team. According to their specific needs, staff may be authorized to enter restricted areas with their badge, such as the animal facility, flow cytometry...

Outside of normal working hours, members with a badge can enter the laboratories via the lateral doors situated on the northern and southern wings of the Faculty. Members may not enter the building alone and should be at least two working together outside of working hours. Non-permanent staff should have the contact details of their supervisor(s) in case of an emergency.

Parking spaces are available in the visitor’s car park, members only car park or student car park.

Chapter 2: Human resources (HR)

Section 2: Work duration

The staff needed for the proper functioning of the Unit are recruited/appointed by the structures of affiliation, which remain the employers of such staff. Each CRCL member has to comply, for the following section, to the specific rules and regulations of his/her structure of affiliation. Public service staff of the UCBL (staff appointed by the Claude Bérard University), should refer to the management and reduction of work time charter drawn up on September the 1st 2017 (see Appendix 8).

CRNS, INSERM and University staff: the yearly working time is set at 1,607 hours. This duration includes 7 hours that represent the hours worked by the member in the context of the day of solidarity (for further information please refer to section 4.3 of the present document).

For CLB staff: the yearly working time is set at 1574 or 1498 hours, without counting the holidays, for a 32h or 35h contract, respectively.

Section 3: Working hours

3.1 Weekly working hours

All members of the CRCL have to comply with the working hours and work duration specific to the weekly working hours and annual leave set by their employer according to the statutory and regulatory dispositions of the structure of affiliation, though the needs of the Unit must also be taken into account.
The weekly working hours for members of the CRCL working full-time is fixed by their employer at:

- 38h30 for the Inserm and the CNRS over 5 days
- 37h30 for university staff over 5 days
- 35h or 32h for the CLB over 5 days (depending on contract)

Members working pat-time on an 80% contract or less, are the only ones allowed to work less than 5 days a week.

These working hours reflect actual hours of work and do not include the lunch break. They are set as follows:

- 7h42 for Inserm and CNRS staff
- 7h30 for UCBL staff
- 7h48 for CLB personnel

The official working/opening hours are from 7.30 am to 8 pm. All personnel must be present on site between 9.30 am and 4 pm.
If necessary for the job and after approval by the Director, a member may be authorized to work outside of these set hours. They must then comply with the specific rules and regulations of the premises they use, as well as those related to the safety of isolated personnel.

3.2 Constraints and after hours on-call duty

Following the EU directive 2010/63 UE, a daily monitoring of experimental animals housed in the AniCan facility has to be implemented. To this end, after hour on-call duties are organized for week-ends and bank holidays. These are generally conducted at a distance over the phone to check the environmental parameters of the facility (temperature, level of humidity, the difference in pressure between the animal housing rooms), but may require the on-site presence of the member in the event of an emergency. An alarm rerouting system is set up to

contact the on-call member and organize the intervention of the company in charge of handling the emergency. Experimental animals included in a project requiring WE and bank holiday monitoring, as per ethics committee approval, should be checked by their handler or project manager (researcher, post-doc, PhD student, technician).

CRCL members involved in on-call duties for the monitoring of environmental conditions are:

- Isabelle PUISIEUX, Middle-management Biologist, Head of the AniCan platform
- Bastien KANIEWSKI, Technical engineer, CNRS, Strategic officer of AniCan
- Manon PRATVIEL, Assistant engineer, CNRS, Support officer area N-1 of AniCan
- Roland REVEL, Technician, CLB, Support officer area N-2 of AniCan
- Thomas Barre, Assistant engineer, CLB, Support officer of the Imaging area

All of the researchers, post-docs, PhD students and technicians managing animal handling projects and requiring WE or bank holiday monitoring may gain access to the platform. They must write their name on the registry as they enter and leave the platform.

Section 4: Vacations

4.1 Annual leave and time off

The numbers of days of annual leave and the days granted as work-time arrangements are set by the employer according to the current statutory or regulatory provisions.

For CNRS and INSERM personnel working full-time (100%):
A member working 38 hours and 20 minutes per week is allowed:

- 32 days of annual leave (counting work days exclusively from Monday to Friday) per year (1st of January to the 31st of December)
- 12 days reduced work time (RTT or TOIL days) (13 days less the Solidarity day)
- An additional day is granted (fractionation day) if you take 5 to 7 consecutive days between the 31st October and the 1st of May, two days are granted if you take 8 days off in that period of time.

Part time workers are also allowed annual leave and reduced work time compensations based on their weekly work hours. For instance, a part time worker working 4 days a week or 80% is allowed 26 days of annual leave (32x4/5). However, a part time worker working 80% over 5 days is allowed the same number of days as a full time worker (i.e. 32 days).

In the event of a part time position, the reduced work time compensatory days (RTT) are calculated according to the number of hours worked. In effect, a part time worker working 4 days a week at 80% will have fewer compensatory days, while those working 80% over 5 days have as many RTT as full time workers.

The additional fractionation days are the same whatever the number of hours worked.

Bank holidays, decided by the Ministry of State Administration as paid time off, cannot be recovered even if these bank holidays occur on days that are not worked by part time workers.

The days the Unit is closed are decided each year by the Director of the Unit and according to the Institute hosting it. The days the Unit is closed are deduced from the RTT days, unless they coincide with the day the part time worker does not work. Consistently, if this day coincides with a bank holiday, maternity/paternity leave, and days off for adoption or training, this day has to be restored to the staff.

For University staff, the total number of days off/annual leave is of 45 days, to which can be added 2 fractionation days and 2.5 days recovery, less the Solidarity day, i.e. 48.5 days for a full time worker. These provisions apply to all staff, engineer, administrative, technicians, permanent or temporary staff.

For CLB personnel, they should check the collective agreement of the CLB and their particular contract (based on yearly working days for middle management or weekly working hours of 32 or 35h for other staff).

4.2 Eligibility and use

4.2.1 Eligibility

Leave is granted at the discretion of the team leader or head of platform, subject to operational requirements.

For all of the members of the CRCL, annual leave and days off have to be declared according to the procedures imposed by their employers.

4.2.2 Conditions for taking leave/time off

INSERM, CNRS, and University personnel have to take at least 20 days off per year. Though one cannot take 31 consecutive days off (this period includes the first and last days as well as Saturdays, Sundays, and Bank holidays).

For INSERM and CNRS staff, 10 days of unused annual leave or RTT can be carried over at the 31st of December and only until the last day of February of the next year. Any unused days at that date will be lost unless they have been transferred to a time saving account before the 31st of December (see below).
For CLB staff, the days of annual leave accumulated between the 1st of June of the year N-1 and the 31st of May of the year N have to be taken between the 1st of June of the year N and the 31st of May of the year N+1. The carry-over of unused RTT is allowed within a certain limit set by the HR director (usually 5-8 days).

The monitoring of annual leave/RTT is conducted by the supervisors of the Unit.

4.3 Day of solidarity in favor of pensioners and disabled people

In accordance with a French law dating back to 2004, members of the Unit have to work 7 hours (a work day) in favor of pensioners and disabled people. The dispositions for that day are taken by each of the structures of affiliation of the Unit.

4.4 Time saving account ("Compte épargne temps" CET)

For the permanent staff of the CNRS and INSERM:
All personnel having worked in a State institution for over a year is allowed to open a time saving account.

A CET can only be opened at the specific request of the agent, who is sole responsible for this decision which can be made at any time during his/her career.

The objective of a time saving account is to allow staff to accumulate unused annual leave, which would otherwise be lost, in order to take this leave at a later time. To do so, a specific form (available on the CNRS and INSERM websites) must be completed once a year, between November the 1st and December the 31st of the calendar year, of the days of leave (annual and/or TOIL) unused before that date and not carried over.

The use of the CET is subjected to two limitations:
- The individual must have taken at 20 days off (annual leave or TOIL) that year
- The individual cannot save more than 26 days per year

If the number of days saved by December 31 exceeds 20 days, the agent must decide/inform his institution before January the 31st of the following year how he/she wishes to use that (those) extra day(s) (any day(s) over the 20 day cut-off). The total number of days saved in the account may not exceed 60 days.

The institutions will not agree to add time on the CET if this request is not done using the official form.

For CLB personnel, A CET can only be created before July the 31st and to do so the individual must save at least one day. The individual can then add/take days until end of December. The maximum number of days that can be saved for CLB staff is written in the company agreement n°46, CLB staff should ask their HR advisor for questions relating to CET at the CLB.

Section 5: Absences

Absence for medical reasons

Any sick leave must be justified and reported to your Team Leader or direct supervisor within 24 hours, except under exceptional circumstances. Within 48 hours of the sick leave, the individual must produce send/give a medical certificate to their HR department. Furthermore, the HR/Strategy Development Manager must be informed of any work interruptions and must sign a return to work certificate, drawn up by the Administrative/ Management Department.

Any bodily injury arising during the course of professional activity should be immediately reported to the health and safety at work and be registered, and if applicable be declared as an occupational accident.

Other absences: such as those linked to family events, medical examinations, exam preparations…can be granted according to the institution of affiliation of the individual (CNRS, INSERM, CLB…).

Section 6: Missions

Any personnel traveling as part of their work must have signed a mission order (and keep a copy with him/her), established prior to mission, and countersigned by the Director of the Unit. This document is mandatory and ensures that the individual is insured with regards to occupational accidents.

For missions abroad in several foreign countries (high risk), CNRS and INSERM personnel should first obtain the authorization from the Defense and Security Official.

If the individual travels from his/her home directly to the temporary workplace without stopping off at his/her normal workplace, he/she must carry a mission order.

In the event that the individual travels in his/her own car (please ensure that your insurance covers occupational accidents) or that of his/her workplace, the Director of the Unit must give his written consent beforehand.

Chapter 3: Health and safety at work

Section 7: Staff in charge of health safety and risk assessment

7.1 Director of the Unit

The Director of the CRCL is responsible for the proper functioning of the center and for ensuring that members abide by the rules and regulations and that they work in a safe environment. The Director is also responsible for up keeping material resources, protecting assets and preserving the environment in accordance with current rules and regulations, as well as with the safety requirements of each structure of affiliation. Team leaders and supervisors are also held responsible for enforcing these safety measures.

The Director of the CRCL ensures that a risk assessment is conducted at least once a year and at each step of the evolution of the structure (e.g. structural modification…).The Director establishes a clear list of preventive measures to be implemented in priority. He is responsible for drawing up a risk assessment document ("document unique d'évaluation des risques" DUER) and for transferring it to the rightful authorities (a copy should be sent to the safety advisors of the different structures of affiliation). The Director of the unit ensures that all of the members abide by the current rules and regulations of the Unit and those partaking the Work Code.

Owing to the size of the CRCL and to its multi-site location, the Director assigns several Risk Assessment Assistants under his/her direct authority, who will have been trained beforehand and who will assist the Director in all matters relating to health and safety. The Director is also assisted by the Logistics and H&S Officer.

7.2 Risk assessment assistant

His/her role entails risk assessment strategies, implementing a risk assessment policy, as well as enforcing health and safety rules and procedures within the Unit. Risk assessment assistants are responsible for informing and sensitizing staff working in the labs on health and safety issues. These assistants can be contacted by all members of the Unit regarding any relevant information for their own work in the laboratories.

An official letter outlining the missions of the risk assessment assistants and the actions they may take, is provided to each assistant. These missions include:
- preventing hazards that may endanger the health and safety of workers,
- improving of risk assessment methods and the workplace environment,
- improving our understanding of health and safety issues and the specific techniques to resolve them,
- ensuring the proper use of the health and safety register,
- welcoming new members and ensuring that they are trained in the prevention of risks they might encounter at their workplace.

Appointing risk assessment assistants does not alleviate the Director's own responsibilities in that matter.

Several assistants are appointed at the CRCL, due to the size of the Unit (> 450 members) and to make sure a H&S assistant is present on each site (CLB, CAT, Rockefeller, Lyon-Sud), and at least one assistant per floor. All assistants share the same skills (Appendix 9).

7.3 Fire hazard officer

Fire wardens, in charge of evacuating the CRCL premises and guiding staff to safety in the event of a fire, are listed in Appendix 10.

7.4 Staff with relevant skills in risk management

-Staff with skills in radiation protection: Hubert Lincet, Lecturer at the UCBL (within the team of M. Le Romancer, Cheney D 4th floor) and Hélène Delage, Assistant Engineer at the CNRS (within the team of J.J. Diaz, Cheney A 4th floor).
-In charge of the biological safety level 3 laboratory: Catherine Biota, Middle-Management at the CLB (Cheney B 5nd floor) and Maud Michelet, Technical Engineer at the INSERM (for the Cours Albert Thomas site).
-In charge of the P-PAC animal facility: Isabelle Goodard, Middle-Management at the CLB (Cheney A – Ground level), strategic manager: Thomas Barre, Technical Engineer at the CNRS.
-In charge of waste management: Logistics and H&S Officer: Catherine Biota, Senior Technician at the CLB (Cheney B, 5nd floor).

The person in charge of radiation protection must follow a specific training. This person is appointed by the Director of the CRCL, with the approval of the Board of Directors. An official letter of appointment, signed by the person appointed, by the Director of the Unit, the official employer (the structure of affiliation of the person) and of the site housing his/her team. This letter should detail the missions and scope of action of the person in charge of radiation protection.

7.5 Members of the consulting body

Risk assessment assistants receive their directives from the Director of the Unit. However, the Logistics and H&S Officer is responsible for compiling and coordinating documents and actions with regards to health and safety, and interacts directly with the network of assistants. This network or Health and Safety Committee meets three times/year and comprises the Director of the Unit or his/her Deputy, the risk assessment assistants and if necessary the Health and Safety Engineers of the structures of affiliation.

The Health, Safety and Working Conditions Committees of the structures of affiliation are informed of the health and safety issues raised during these meetings and may in turn advise the Unit on all H&S issues.

7.6 Responsibility of Unit members

All members of the CRCL must attempt at all times to ensure their own safety at work and that of their colleagues, as well as that of the environment. Everyone should be concerned about their own safety and that of others. In accordance with French rules and regulations, staff are compelled to undergo medical examinations at their recruitment and/or after long periods of leave (long-term sick leave, maternity leave…). If an individual does not abide by these safety rules or attend compulsory medical visits they may penalized.

Section 8: organization of preventive measures within the Unit

8.1 Medical monitoring of staff

All of the members of the CRCL are followed by GPs from their respective structures of affiliation (at least every 5 years or according to their responsibilities – work-related risks of exposure to hazardous materials- or health).

The Director is responsible for making sure that members of the Unit attend their compulsory visits to:

- Dr. C D'Aubarède for CLB staff (04 78 78 29 57)
- Dr. AM Thomas for INSERM staff (04 72 13 88 80)
- Dr. L Rocher for CNRS staff (04 75 69 26 89)
- Dr. N Baborier for UBCL staff (located at Rockefeller: 04 78 77 75 74)

8.2 Specific preventive measures according to the activity and risks associated

It is compulsory to wear lab coats and gloves in all of the labs of the CRCL. It is strictly forbidden to eat, drink or smoke in the labs.

Individual protective gear is available to gain access to biosafety level labs (L2, L3), animal housing facilities or radiation laboratories, including overshoes, hair net, goggles, gloves, mask and apron. Please refer to the internal rules and regulations of the respective labs/platforms for more information, especially with regards to gaining access to those premises.

Safety gear/equipment is also available within the labs: biosafety cabinets, fume hoods, ductless fume hoods (a hood for toxic substances which recycles the air), fire alarm units, fire extinguishers, eyebaths, safety showers, fire blankets, defibrillators…

8.3 organization of interventions

Fire-evacuation simulations are regularly organized by the CLB.

Evacuation guidelines in the event of an alarm: all members must immediately leave their work station/desk/bench. Windows and doors in offices must be closed (not locked) to prevent diffusion of fire and damage. Close all gas outlets. Leave the premises as calmly as possible and find the nearest emergency exit. Do not back track, or use lifts. Meeting points are located in front of the buildings. Each person should be able to confirm the whereabouts of their colleagues and ensure that they have safely left the building. Please await further instructions before re-entering the building.
Appendix 11: List of rescue/first aid workers
Appendix 12: Emergency phone numbers

8.4 Actions to be taken in the event of an incident associated with a specific activity

In the event of an incident linked with a specific activity, the following actions should be take:
-either the member uses a first aid kit available on each floor in case of a slight unease (malaise), cut, superficial wound. The member can also contact a first aid worker
-or he/she can contact the workplace GP or an ambulance.
Appendix 12: Emergency phone numbers

It is strictly forbidden to drive someone who has had a workplace injury in your own car. In the event of a bleeding cut you must wear gloves to handle the injury.

While awaiting for help/paramedics, stay calmly next to the injured person and comfort him/her. In case of gas intoxication/poisoning, air the premises.

8.5 Work-related incident

The Director of the Unit and/or your team leader must be informed of any work-related accident/injury, on site, during your journey to/from work or during missions. The injured member must contact the Logistics and H&S Officer of the CRCL to complete all admin-related paperwork (e.g. reporting the incident to the employer in the injuries register).

The reasons behind the incident can subsequently be analyzed with a risk assessment assistant in that specific area, with a risk assessment advisor or a GP if necessary.

8.6 Safety training

The Director of the Unit must ensure that the members of the Unit, especially new arrivals, are properly trained in all issues relating to their safety at work, and if need be a specific safety training adapted to their working conditions. Proof of this training must be recorded by the Unit.

Training of new arrivals: risk assessment assistants of the CRCL use the NEO platform to form new arrivals in workplace safety, as soon as they join the lab and whatever their status.

Other training provided: these are decided with the risk assessment assistant. Additional safety training will have to be integrated in the training program of the Unit. This includes in particular training on how to use an autoclave (for the laundry unit and biosafety level 3 laboratory), and workplace fire safety training.

8.7 Registries

A Health & Safety register is available on site for members of the Unit in order to report observations and/or suggestions in order to improve risk management and working conditions. This register should also be used to report all incidents or accidents occurring in the Unit. The register must be counter signed by someone in charge of the register after each new report. Several registers are available: one is located in the office of the Logistics and H&S Officer (Cheney D 2nd floor), another is situated in the Cheney A (3rd floor within the team of P. Mehlen), and others can be found on the different sites of the CRCL (CAT, Rockefeller and Lyon Sud).

If a member deems that a situation may be dangerous (or pose an immediate risk), he/she must inform their supervisor directly. The member can also inform the Health, Safety and Working Conditions Committees of his/her structure of affiliation, which keeps track of reports of imminently dangerous situations. If a special "imminently dangerous situation" procedure is triggered, the Committee will have to investigate the situation and cause of workplace incident.

8.8 Safety measures for invited trainees and external companies

- Trainees/internships and invited scientists

The arrival of trainees or visitors must be organized beforehand. Trainees must have signed a training/internship agreement before being allowed into the labs or onto the site. Visitors should report to the main reception desk (Cheney D or A ground floor) and must be meat there by the person inviting them. They should be guided and accompanied around the CRCL to visit the premises.

- External companies
In the event of an external intervention by a company (building…) a preliminary safety inspection visit should be conducted. For such inspections, each of the sites housing the CRCL (the CLB, CAT, Rockefeller, Lyon Sud) has its own protocol.

8.9 Working alone

It is strongly advised not to work alone, or to do so as little as possible or under exceptional circumstances. Such circumstances must be organized so that rescue/first aid workers can rapidly reach the individual working alone in the event of an incident.

The Director of the Unit must ensure proper working conditions and organization to limit instances where members need to work alone, or if this is not possible, must provide them with a written authorization to work outside of working hours, as long as that they work in twos.

In the event that hazardous works/experiments are to be conducted outside of normal working hours and/or in isolated/distant laboratories, members must be accompanied or install alternative preventive measures. A risk assessment (enclosed in the main document) will have to be performed. The Director of the Unit will subsequently implement appropriate preventive measures, either in the work organization as such or technical arrangements.
Please refer to the dispositions and recommendations made by the CNRS (Appendix 13) for working alone.

Within the CRCL, procedures for working outside of normal working hours are detailed in the article 1.6. For most sites (except for the CAT), members must report to security upon arrival on site and when leaving outside of working hours, should carry a lone worker monitoring device linked to the security unit (this device is set off if the worker finds him/herself on the ground – from fainting/falling…). For the CAT, a video surveillance linked to an alarm is set up, please refer to the rules and regulations for working alone in those premises.

Section 9: Are absolutely forbidden on the premises

9.1 Pets

Pets are forbidden within the premises.

9.2 Smoking

It is strictly forbidden to smoke on the CLB site or on all CRCL premises.

9.3 Alcohol and illicit drugs

It is forbidden to be on the premises under the influence of alcohol, or to drink alcohol on the CLB site and on CRCL premises/labs.

Alcoholic drinks are only allowed for special occasions/festivities and after approval of the Director of the Unit, alcoholic beverages should in those instances be followed by a meal. Members are certainly not allowed to go beyond the limit set by the French law/highway code.

The Director of the Unit must ensure that a drunk person leaves his/her work station, if it entails hazardous materials, for his/her safety and that of co-workers. It is also forbidden to carry or deal illicit substances within the CRCL premises.

Chapter 4: Code of conduct, confidentiality, publications and communications, intellectual property

Section 10: Code of conduct

The National code of conduct for research integrity, see Appendix 14, signed by the CNRS and INSERM, details good practice criteria (good practice measures), i.e. rigorous and reliable scientific approaches to be used in the context of all national and international partnerships.

All members of the CRCL, irrespective of their status, within the framework of their own research or as support to researchers, must comply with research integrity principles, with respect to (i) legal and regulatory principles, (ii) sound research methodologies, (iii) communication (especially publications), (iv) their responsibility in teamwork (especially as supervisors), (v) impartiality and independence of their assessments and expertise, (vi) collaborative studies and working multiple jobs (vii) training. See code of conduct for more details on the different aspects. Falsifying or altering data and plagiarism are the major misconducts to research integrity. Such behavior/occurrences should be denounced and if confirmed, severely punished.

Section 11: Confidentiality, publications and communications, intellectual property

11.1 Confidentiality

Work conducted by Unit members is strictly confidential.

Consequently, all members of the Unit must keep all knowledge of scientific, technical or any other origin, confidential irrespective of the source. This also goes for knowledge on products, specimens, biological material, equipment, software, protocols and expertise or any other skills/elements acquired at the CRCL that should not be communicated to the public, including their own projects and that of their colleagues. These strict confidential rules are essential until the work/knowledge is disseminated publicly (via publications, conferences, media…).

Non-permanent staff, internships/trainees must sign a confidentiality chart as soon as they integrate the CRCL, unless they have signed a similar document beforehand. For public presentations at conferences or interactions around projects with outside researchers/individuals (public/private), signing a confidentiality agreement is strongly advised. Protection of industrial property departments of the structure of affiliation can help draw such agreements.

This confidentiality does not apply to researchers reporting their annual progress to their employers (structure of affiliation: CNRS, CLB, INSERM, UCBL…), since such communication is limited to an internal usage and does not constitute a breach to intellectual property laws. These measures should not impede the writing or submission of a PhD thesis by a researcher, internship or trainee, the viva of which can if necessary (e.g. in case of industrial partners) be held in closed committee. Rules determining the level of confidentiality of data and data systems, document tracking systems and data mapping systems, as well as rules and regulations regarding safeguard measures for data and data systems are detailed in the Data Protection Charter and in the Charter and security policy for information systems of the Unit.

11.2 Publications and communications

11.2.1 Pre-authorization of the Director of the Unit

Members of the CRCL can upon authorization of the scientific leader of the project and in accordance with the contractual clauses of the agreements within the framework of which these publications (i.e., with their structures of affiliation or other collaborators) are conducted, publish part of or all of the work carried out at the CRCL.
Aside from this, publications and communications should abide by current legislations, especially regarding:

- personal data (must be declare to the CNIL or the National Commission on Informatics and Liberty),
- the rules and regulations drawn up by the charters and security policy for information systems of the structures of affiliation, in the event that the object of the publication is under license or protected by industrial property agreements,
- author copyright for text, images, recordings, videos…

11.2.2 Formal signature of the Unit used in publications and communications

Publications from Unit members should clearly state their structures of affiliation, *as per* the current 5-year mandate of the Unit.

As such, by common concertation of the structures of affiliation the signature shared by all members of the Unit is as follows (see Appendix 15):
Univ Lyon, Université Claude Bernard Lyon 1, INSERM 1052, CNRS 5286, Centre Léon Bérard, Centre de Recherche en Cancérologie de Lyon, Lyon, 69XXX, France.
N.B. Alter the postcode according to the geographical location of the team and add any other potential affiliations (e.g. service clinic HCL) or those of non-CRCL-based co-authors.

An update of the documents (articles, reviews, theses…) published by members of the Unit is compiled 3 times/year by the Director's Assistant (Claire Couvreur). These publications must list the funding bodies, as well as specific requirements of these latter.

11.2.3 Logos and brands

Members are forbidden to use the official logos and brands of the structures of affiliation in other contexts than scientific dissemination, without previous authorization of these structures.

For the structures of affiliation of the CRCL, such authorizations must be sought from the communications manager of the regional INSERM and CNRS delegations or from the communications department of the UCBL or CLB.

11.2.4 Design of websites

The creation of a website, blog or other means of communication via internet presenting the work of one or several members of the Unit, must seek prior authorization from the Director as well as from representatives of the structures of affiliation.

Dissemination of work conducted by the Unit is only allowed on the official website of the Unit, upon agreement of the Director, and if necessary in accordance with the contractual clauses of the agreements within the framework of which these publications are conducted.

Of note, the Director of the Unit is responsible for the information published on the server hosted by the Unit (launching and management of IT servers) (c.f. http://www.urec.cnrs.fr/article408.html).

Similarly to a traditional publication, an IT server must have a "Director of publications" responsible for the information provided by the server. This function can only be held by the Director of the Unit. The server must conform to national rules and regulations regarding the media and other standard means of communication.

All paper-, web-, IT-based dissemination of information by the CRCL must respect the graphical charter of the structures of affiliation, especially the presence of their logo.

11.3 Laboratory handbooks

All members of the Unit working in laboratories must keep an updated laboratory notebook in order to ensure the monitoring and protection of their research.

This notebook ensures the traceability and transmission of knowledge. It can also represent a legal tool in the event of legal dispute.

Different models are available by the regional delegations of the CNRS and INSERM or via the academic promotion departments of the other structures of affiliation.

These lab notebooks belong to the structure of affiliation and should be kept safe within the laboratories after the departure of the member of the Unit (a copy can in some cases be given to the agent).

11.4 Intellectual property

Inventions and software property rights obtained within the Unit belong to the structures of affiliation. As such, the structures of affiliation are sole responsible for protecting data obtained by teams of the Unit, in particular for submitting/safeguarding intellectual property rights. Members of the Unit must freely comply with rules and procedures for protecting their results and in particular in the event of a patent filing, for patent maintenance and defense, both nationally and internationally. The structures of affiliation are committed to adding the names of the inventors in patent filing submissions, unless these refuse.

Any person joining the Unit, without an official contract (no internship agreement or temporary or permanent contract) with the structures of affiliation, must sign upon his/her arrival at the lab a hosting agreement incorporating confidentiality clauses, for publications and intellectual property, which are applicable to the results he/she may obtain during his/her stay within the Unit.

11.5 Situations requiring the consent of the Director of the Unit: contracts, funding applications and grants obtained.

All agents must inform the Director of the Unit of all collaborative projects, especially international collaborations, since they require prior to their signature a formal authorization of the Ministry of Higher Education and Research, as well as all funding applications from public or private partners.

A copy of each contract must be handed to the Director of the Unit following its signature.

The purchase of equipment or recruitment staff must by formally addressed to the Director of the Unit, the HR/Strategy Development Manager and the Finance Manager.

Chapter 5: General provisions

Respect the principles of secularism and neutrality
The principle of freedom of conscience and religion of each member of the Unit cannot replace the respect of the principles of secularism and neutrality applicable to all activities undertaken within the CRCL (on-site as much as off-site, during professional missions).

Consistently, any member displaying, during his/her work, his/her religious or political convictions in particular by wearing any religious/political symbol or clothing, goes against the laws of the country and of the present rules and regulations.

Prudence and probity
All members must show the highest level of prudence and probity in their written or oral interactions within the Unit, with respect to the organization of the Unit, the qualitative judgement of superiors, and to personal opinions shared with colleagues.

Internet
During working hours, the only websites that should be consulted are work-related. A brief and reasonable consultation of websites, the contents of which are neither illegal nor immoral and do not affect the reputation of the CRCL, for personal reasons is authorized. However, the time spent on those websites must be subtracted from working hours.

It is forbidden to:
- Download non-professional files from internet
- To visit non-professional websites dedicated to radio stations, TV, music, and social media during working hours.

Outside of working hours, during the consultation of social networks (Facebook, Twitter, Blogs, Forums…) prudence is strongly advised. As such, members of the Unit are forbidden to diffuse information concerning the structure, its staff, its functioning and organization.

Section 12: Disciplinary measures

Any infringement of the rights and obligations of state-financed staff can lead to disciplinary actions.

For members of the CNRS or INSERM, these sanctions are attributed by the Regional Delegation for sanctions belonging to the first group (warning or reprimand) and by the President of the CNRS/ CEO of the INSERM for sanctions belonging to the other groups.

For members of the Lyon 1 University and CLB, disciplinary actions are taken according to the rules and regulations applicable to all staff.

Section 13: Training

13.1 Training representative

The Training Representative (COFO/CNRS or CoF/INSERM) of the Unit ensures along with the Director that all of the training needs and objectives are met. The HR/Strategy Development Manager is a training representative for the CRCL.

The Training Representative is in charge of designing, organizing, implementing and monitoring the training program, in association with HR/training advisers and the structures of affiliation, which receive a copy of the training program.

The Representatives inform the staff of training activities that may be of interest to them, provide advice on their procedures in close collaboration with their superior.

13.2 Training through research

The supervision of internships by a tenured or temporary member of the Unit must be authorized by the Team Leader. Any internship conducted or partially conducted within the laboratories must be legally binding by an internship agreement, prior to the beginning of the internship.

PhD students must sign the thesis Charter by their Doctoral School (BMIC).

Section 14: Use and security of information systems

The use of the IT systems of the Unit must comply with the dispositions stated in the Charter for the protection of information systems of the Unit (Charter SSI for the CNRS or partners; see Appendix 16).

This Charter, which provides information on the good practice guidelines of users in according with the law, must be signed by all new members of the Unit.

The use of IT systems is also regulated by security Charters (Charter and security policy for information systems PSSI) in accordance with the scientific and technical protection of intellectual property (also included in the Appendices).

The protection of information systems officer (CSSI) assists and advises the Director of the Unit for the establishment of action plans to implement the PSSI and for monitoring this implementation. The officer informs and sensitizes the Unit staff of the procedures relative to the protection of IT systems. He/she is at the interface between members of the Unit and the IT department in the event of an IT incident implicating the staff of the Unit and communicates this incident to his/her superior.

Section 15: Use of collective technical resources

The platforms
The animal housing facility, the washing facilities, the CLB flow cytometry platform, the biosafety level 3 laboratory (P3) and the microscopy platform (PIC) are either managed directly by the CRCL or of by a partner/structure of affiliation.

The Administrative/Management Department
The Administrative/Management Department includes administrative staff assigned to the CRCL by the structures of affiliation and partners. This department is supervised by the Finance Manager.

Section 16: Duration of validity of the current rules and regulations

The rules and regulations included in this document must be followed as from the date of signature of the document by all of the representatives of the structures of affiliation. This document can be modified following the appointment of a new Unit Director, upon his/her initiative of that of the structures of affiliation following a significant evolution in the rules, in accordance with all of the current mandatory regulatory consultations.

Section 17: Advertising of the current updates to the rules and regulations

The current rules and regulations are communicated to members of the Unit through paperboards located in several buildings of the Unit.

This document is also available online on the extranet of the CRCL website.

Lyon, November the 30th 2017

Signature of legal representatives of the structures of affiliation