

Internal regulations of the ESE Unit

Adopted by the Unity Council on May 29, 2015 and reviewed on October 15, 2015, February 27, 2017, December 04, 2017, December 13, 2018, April 15, 2019, September 06, 2020, updated on July 30, 2023.

PREAMBLE

The Ecology, Systematics and Evolution Unit (ESE), hereinafter referred to as the "Unit", is a *joint research unit (UMR) based at the University of Paris-Saclay (UPSaclay) and supervised by UPSaclay, CNRS and AgroParisTech.*

These internal regulations have been submitted to the Unity Council for approval.

Its purpose is to specify in particular the application in the Unit :

- General organization,
- General and permanent rules governing working hours, vacations, etc., and the use of premises and equipment,
- Occupational health and safety regulations,
- Provisions to protect scientific and technical potential (PPST)
- Information and information systems security regulations.

These internal regulations are complementary to those of other guardianships. In the event of contradiction, the most restrictive provisions shall prevail. Any change in the regulations applicable to the Unit's parent establishments applies de facto to the Unit, even if the present internal regulations make no mention of it.

Any modification will be submitted to the Unity Council for approval, and may be the subject of an amendment or new internal regulations.

It applies to all personnel assigned to the Unit, including non-tenured staff and trainees.

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1-Unit

1-1-Locations and components of the Unit

The Unit occupies the entire 2nd floor and some rooms on the first floor of building 680 IDEEV, located at 12 route 128, 91190 Gif-sur-Yvette (plans in appendix C).

The unit has seven teams:

- Biodiversity dynamics and macroecology (BioM)
- Microbial Diversity, Ecology and Evolution (DEEM)
- Plant Diversity and Evolution (DEP)
- Plant Ecophysiology (EV)
- Evolutionary Genetics and Ecology (GEE)
- Ecological Processes and Anthropic Pressures (PEPA)
- Trajectoires EcologiqueS et Société (TESS)

The office of the director, Nathalie Frascaria-Lacoste (door 2019, ext. 5 46 97), and that of the unit's executive assistant, Nathalie Lecat (door 2020, ext. 5 64 92), are located in the southwest wing (sector 0). The 2 deputy directors, Stéphane Bazot (door 2217, ext. 5 71 36) and Bruno Colas (door 2226, ext. 5 44 70) are located in the north-east wing, in sector 2 (see map in Appendix C).

1-2- Unit Council

1-2-1- Its role

The Board has a consultative role and issues an opinion on all matters relating to scientific policy, the management of funding (detailed in Appendix 1) and human resources, and the organization and operation of the Unit.

Both permanent and non-permanent staff elect the Unit Director every five years (i.e. each time a contract is signed), provided the latter have been with the laboratory for more than a year. The Unit Council must ratify this appointment. The director then nominates the deputy directors, whose appointment is validated by the Unit Council. The supervisory authorities also validate the Unit Council's choice.

1-2-2- Composition and election procedures

- Members by right: the Unit Director, who chairs the Unit Council, and the Assistant Directors.
 - Elected members :
 - a) the Unit's team leaders, elected by their team's permanent and non-permanent staff who have been with the laboratory for at least 1 year, at the time of each contractualization;
 - b) representatives of each college :
 - College 1, comprising researchers and teacher-researchers, with 2 elected members,
 - College 2, comprising ITA and IATSS staff, with 2 elected members,
 - College 3, comprising PhD students, post-docs and contract staff, with 1 elected member;

College, all teams included, in a two-round uninominal ballot, elects these representatives. Representatives of colleges 1 and 2 are elected for 5 years (the duration of a contract), while the representative of college 3 is renewed each year in an election held on the occasion of the non-permanents' day.

- Appointed members: certain staff members are appointed to the Unit Board by the Unit Director in such numbers that the sum of appointed and ex officio members represent between $\frac{1}{3}$ and $\frac{1}{2}$ of the total.

In the event of unavailability, a Board member may be replaced. *Ad hoc* guests may attend Board meetings, depending on the subject under discussion.

All Board members (ex officio, elected and appointed) are entitled to vote.

1-3- Annual General Meeting

The Ordinary General Meeting comprises the entire Unit's staff. It meets at least once a year.

2- Human resources

The personnel required to run the Unit are assigned to it by decision of the tutelles, which remain the individual employers of their staff. As either CNRS, Université Paris-Saclay or AgroParisTech employs the Unit's staff, the internal regulations are based on the official texts of these three supervisory bodies.

All new permanent or contract staff are asked to fill in an individual information form (Appendix A3), which should be given to the Unit secretariat: door 2020, south-west wing (sector 0).

2-1- Working hours

For all Unit staff, the **effective working week is 35 hours, i.e. an annual working week of 1607 hours, in accordance with** the French Labor Code. Employees working more than 35 hours a week are entitled to additional days off in compensation for reduced working hours (RTT). The working week for each full-time staff member of the Unit is based on a 5-day work cycle (depending on the supervisory authority, this cycle may be adjusted on an individual basis with the agreement of the Unit Director and the Personnel Department). It is calculated in accordance with the regulations of each supervisory authority (see appendices B).¹⁻³

Teachers-researchers at UPSaclay and AgroParisTech must manage their own schedules.

The unit's reference working hours start at 9 a.m. and end at 6 p.m. on working days. A lunch break of a minimum of 45 minutes and a maximum of 2 hours **is compulsory**. With the agreement of the team leader or the unit manager, and subject to service requirements, certain staff may work hours that differ from the reference time slot.

For the **University's technical and administrative staff**, a daily break of 20 minutes included in the lunch break is counted as working time, giving a **weekly working time of 36h50** (35h10 of actual work + 1h40 of breaks). At the start of each academic year, UPSaclay technical and administrative staff are required to provide the Unit secretariat with their weekly work schedule, so that a form can be sent to the University's personnel department (appendix B).⁴

For **CNRS staff** (all bodies and grades), working time corresponds to actual working time. It does not include the lunch break. The **weekly working time** for CNRS staff is **38h30**.

For teleworking at **CNRS** online teleworking procedure: <https://carrieres.cnrs.fr/wp-content/uploads/2023/05/20210312-Guide-Teletravail.pdf>

It is open to CNRS staff who have volunteered to work from home, with the exception of apprentices and trainees, and who have acquired at least 6 months' work experience. Any request to telework must be discussed with the employee's line manager, and is subject to approval by the manager and management. The request may be refused on the grounds of service requirements. The request must correspond to tasks that can be carried out remotely, and comply with the criteria listed in the teleworking guide published by the CNRS. Telecommuting for medical reasons has already existed for several years, and is subject to a specific procedure.

For UPSaclay staff, the teleworking procedure is described online: <https://portail.universite-paris-saclay.fr/ressources-humaines/Pages/Outils-RH.aspx>

Telecommuting requires:

1°- on an individual level:

☑ that the agent has sufficient autonomy to carry out this type of work; as a reminder, it is up to management to support agents in developing their autonomy;

☑ that the agent meets the other prerequisites, in particular with regard to the material conditions set out below (equipment and other provisions).

2°- on a collective level:

☑ that it is compatible with the interests of the service, whose organization must evolve with a view to reaffirmed delegations, flexibility and individualized management;

☑ that the common framework of the charter and everyone's understanding of it guarantee the cohesion of the working group;

3°- in terms of activities:

☑ that the nature of the activities is compatible with this type of organization.

☑ in accordance with the order of November 3, 2017, the following activities are not considered eligible for teleworking:

o reception activities or a physical presence on the administration's premises with third parties (agents, users, pupils, students, apprentices, trainees, etc.) or because of the specific material equipment required to carry out the activity or to care for animals;

o external activities taking place outside the administration's premises ;

o activities requiring on-site processing for security reasons (IT, confidentiality or sensitive nature of the documents to be processed).

Telecommuting staff work alternately on the university's premises and at their telecommuting location, according to a number of options. The days spent teleworking are specified in the individual agreement, with fixed and floating days. Fixed days are regular and scheduled, with no possibility of carrying over from one week to the next in order to preserve the organization of services. However, if a teleworking day has to be cancelled due to service requirements, the supervisor may, at the request of the teleworker concerned, allow the day to be carried over to another day of the same week. During the year of experimentation, the arrangements for fixed days are as follows: - weekly frequency, with a **maximum of 2 days per week**. The week runs from Monday to Friday. - Monthly, with a **maximum of 8 fixed days per month**. In the case of a 4.5-day working week: in this case, the ½ day worked corresponds to 4.06 hours. ☐ Or in the case of agents working 90%: in this case, the ½ day worked corresponds to 3h41.

On-site presence has priority. Teleworking cannot be used against the smooth running of the department. Thus, an employee cannot refuse a trip, a meeting or training, because a teleworking day has been scheduled. However, the supervisor must ensure that teleworking days are scheduled, in particular by using the technical means at his/her disposal (e.g. attendance at a videoconference meeting). As far as possible, the department manager ensures that all staff in a department are present on the same day of the week. He/she is entitled to decide on the teleworking day chosen by the employee, in order to set up an organization that ensures the smooth running of the department. In the case of fixed days, **the time spent at the place of assignment may not be less than two days per week**. If a week is reduced (due to holidays, illness, training, missions, leave, etc.), the minimum number of days of presence will be respected as far as possible. Requests for floating days may derogate from this rule in order to carry out specific work, subject to the agreement of the line manager.

A longer working week entitles UPSaclay staff (technical and administrative staff) and CNRS staff (all staff) to ARTT days.

For AgroParisTech **technical and administrative** staff, a daily break of 20 minutes included in the lunch break is counted as working time, giving a weekly working time of **38 hours** (36 hours 20 minutes of actual work + 1 hour 40 minutes of breaks); see appendix B3.

At AgroParisTech, the teleworking regulations for 2023 are as follows (extract from the memorandum on teleworking from January 1 to December 31, 2023, reference RH, téléT, version 1.3 of October 28, 2022):

*"Telecommuting is **not a right**, but is subject to service requirements. The time spent at the place of assignment may not be less than **two days per week, regardless of the employee's workload. Authorization is subject to the opinion of the employee's superior**. It gives rise to an authorization decision signed by the General Manager. Teleworking employees must comply with working time regulations: maximum daily and weekly working hours, minimum daily and weekly rest periods, working hours. They are available to their employer during all teleworking periods, and can be reached by e-mail and/or telephone by all colleagues and professional contacts. Telecommuting is based on the a priori assurance that the employee will be able to carry out his or her duties **autonomously**".*

Further information can be found on the AgroParisTech intranet.

2-2- Solidarity days

In application of the modified law n°2004-626 of June 30, 2004, CNRS employees of the Unit are required to perform a 7-hour solidarity day, accomplished as follows:

One day's RTT is given by the agent, with the excess 42 minutes (a typical day for a CNRS agent is 7h42) recovered in the form of a break.

2-3- Leave

The number of days of annual leave and the number of days of flexible working time (RTT) are set in accordance with the statutory and regulatory provisions defined by the employee's employer. The provisions (circulars) of the 3 supervisory bodies are applicable.

The granting of leave is subject to prior application via AGATE TEMPO or ENT software, depending on the agent's supervisory authority.

Leave is granted subject to service requirements. Leave (annual and RTT) is monitored within the Unit under the responsibility of the Unit Director.

For **UPSaclay technical and administrative staff**: the number of days off is 39 working days, including split days, for a 36:50 working week. To this must be added the 13 days of leave granted under the "Aménagement de la Réduction du Temps de Travail" (ARTT) scheme for overtime work. This leave must be booked and managed via <https://webapplis.di.u-psud.fr/conges>. Annual leave may be carried forward until January 31 of the following year. Days not used by this date are permanently lost, unless they have been saved in a time savings account (CET).

For **CNRS staff** (all agents): the number of days of leave is 32 working days per calendar year, for a weekly working time of 36.15 hours. To this must be added the 13 days of leave granted under the ARTT (for a 38.30-hour working week) and one or two days of split annual leave (one day if the employee takes 5, 6 or 7 days outside the period from May 1 to October 31, and two days if he or she takes eight or more days during the same period). For more details: <http://www.dgdr.cnrs.fr/drh/conges/vos-droits.htm>. Leave must be requested and managed via the **Agate-Tempo** software. Absence from work may not exceed 31 consecutive days (leave is calculated from the first to the last day, without deducting Saturdays, Sundays and public holidays). Annual leave and RTT days not used during the calendar year may be carried forward to February 28 of the following year. Days not used by this date are forfeited unless they have been saved in a time savings account (CET).

For **AgroParisTech technical and administrative staff**: the number of days of leave is 50 working days per academic year (1^{er} September to August 31) for a reference work cycle of 42 weeks of 38 hours. Technical staff must apply for leave using the Ohris application, which is optional for teaching-research staff.

2-4- Time Savings Account (TSA)

Any permanent or non-permanent employee of UPSaclay, who has been continuously employed for at least one year in a State administration, a public administrative establishment of the State or a local public teaching establishment, can open a CET. It should be noted that UPSaclay has not set up a CET for teacher-researchers.

The conditions under which the CET may be funded and used are set out in Decree no. 2002-634 of April 29, 2002, as amended, and its implementing decree of January 20, 2004, as amended.

For **UPSaclay administrative and technical staff**: the CET can be credited via the ENT software no earlier than November 1 and no later than December 31 at the end of the reference year. The number of days credited to the CET is calculated as the difference between 45 days of statutory annual leave (which cannot be exceeded) and the total number of days of leave taken during the reference year, provided the employee has taken at least 20 days of leave during the year. Example: an employee who has taken 32 days' leave may deposit 13 days in a CET (45-32). Leave days not taken within the authorized carryover to the following year cannot be registered on the CET.

For **CNRS staff**: the CET can be credited via the Agate-Tempo software no earlier than November 1 and no later than December 31, at the end of the reference year. To put days on the CET, the employee must have taken at least 20 days of leave during the year. Leave days not taken within the authorized carryover to the following year may not be credited to the CET. The CET is managed and monitored by the human resources department of the CNRS Ile-de-France 4 delegation.

For **AgroParistech staff**, see Appendix B1

2-5- Absence for medical reasons

These regulations apply to all Unit personnel (all corps, grades and supervisory bodies).

Any unavailability due to illness must, except in cases of force majeure, be duly justified and reported to the Unit Director within 24 hours. Within 48 hours of stopping work, the employee must produce a medical certificate. For CNRS staff, it is imperative to declare the absence due to illness on ARIANE within 48 hours. UPSaclay and AgroParistech staff must send their sick leave to Nathalie Lecat within 48 hours.

2-6-Occupational medicine - Infirmary

The unit is not attached to any infirmary.

Employees benefit from medical monitoring:

- for UPSaclay and AgroParisTech staff: Dr Berthier, building 336, extension 5 72 63

- CNRS staff: Dr Marchaut Bâtiment 4, DR4, 01 69 82 33 13.

-for AgroParisTech staff, contact nurse Véronique Morel Bât B 1er étage Bureau B1.23 on the Palaiseau site, 01 89 10 03 31 (doctor Mme Bodin).

All employees are required to attend all medical appointments.

2-7- Training

The Unit's training plan is submitted to the Unit Council for approval. The Unit's training correspondent, Virginie Héraudet, informs and advises staff on their training needs and requests. Together with the Unit Director, she helps draw up the Unit's training plan. For UPSaclay training courses, a link on the University intranet provides access to the training list.

Each line manager is responsible for informing and advising his or her staff.

2-8- Doctoral students, interns and volunteers

Non-UPSaclay doctoral students, interns and volunteer collaborators must be in possession of a signed agreement. The agreement must specify whether fieldwork or travel to another location is planned during the internship.

Trainees are required to sign an internship agreement issued by the school where they are enrolled, and to take out civil liability insurance.

Volunteer employees must also be in possession of a medical certificate from their attending physician declaring them fit for work, and a certificate of entitlement issued by the social security system.

Doctoral students can contact their doctoral school for recommendations and instructions on how to carry out their research and defend their thesis.

Thesis (or internship) supervisors are required to familiarize their doctoral students (or interns) with the present internal regulations, to have them fill in the forms to be sent to the Unit's secretariat or to the prevention officers, and to train them in the correct use of equipment and in safety when handling products or instruments that may present a risk of any kind.

3- Unit premises and services

3-1-The IDEEV building (appendix C)

3-1-1- Opening/closing and access to premises

Access to the premises requires a personal badge. Access to your office and any rooms you need to use requires either a key or an access code, or your badge (programmed in advance). To obtain these different means of access, please contact your team manager.

The basement of the main building houses a parking lot with 94 spaces, divided between the 3 IDEEV laboratories. For ESE, we have 39 spaces: n°3 to n°11, n°24 to n°53.

Two of these spaces (nos. 10 and 11) are for electric vehicles, and two others (nos. 52 and 53) are for people with reduced mobility (PRM). The plan in Appendix C5 summarizes this information.

Access doors to IDEEV buildings are locked from 7pm. Between 11 p.m. and 6.30 a.m. and at weekends, these access doors are connected to an alarm. If you need to work during these unusual hours, please notify the 2 security guards by sending an SMS to 0625334731.

The buildings are partially open to the public: non-IDEEV staff may come by invitation (for meetings, courses, repair of faulty equipment, etc.). They can come up to the main entrance door of the main building (see Appendix C1) and ring the bell. At present, a receptionist is present in the IDEEV entrance hall every morning until 1:30 p.m. You can notify her in advance of any outsiders who need to see you (name, day, time). When the hostess is not present, or for visitors arriving at other IDEEV access points, there is at least one videophone on each floor, connected to the various access points on the IDEEV premises, allowing access to people without badges. In the ESE laboratory, Bouygues in room 2020, currently Nathalie Lecat's office, arbitrarily installed this videophone.

Everyone is responsible for the safety and smooth running of the unit, while respecting the work of others. Any abnormal situation must be reported immediately to a team leader or one of the Prevention Assistants (Paola Bertolino or Christophe Hanot). If an unknown person is present on the premises, it is advisable to ask them why they are there.

3-1-2- Use of premises

Staff are required to keep the premises clean and tidy. In the offices, cupboards and shelves are provided for your storage. It is forbidden to clutter up the corridors (carts, boxes, etc.). Only convivial areas may be furnished, not corridors.

Only people authorized to drill holes are allowed to do so. Please contact them if necessary.

Agents must comply with the Health and Safety instructions set out in Chapter 4.

Before leaving their workstations, operatives are asked to secure their equipment, switch off machines, close doors and windows, and switch off lights.

Anyone leaving the unit (transfer, retirement, end of internship, end of contract, etc.) must vacate the premises and return all means of access (key, badge, etc.).

3-1-3- Workshop

The IDEEV workshop is located on the first floor of the IDEEV building: Room 0118 on the first floor (see plan in Appendix C3).

Only people with specific clearance can use the machine tools in the so-called workshop rooms. At ESE, Alain Sévère holds the authorizations to use the machine tools in this room.

3-1-4- Conference rooms

On each floor, in the south-west wing (patio 2), meeting/conference rooms are available, with capacities ranging from 15 to 100 people, all equipped with projection screens and wifi. A computer room is available on the first floor. All these rooms are named after personalities emblematic of IDEEV's research themes. Their location and capacity are shown in Appendix C4. These rooms can be booked via the University's room reservation site on Cirrus <https://portail.universite-paris-saclay.fr/Pages/mon-tableau-de-bord.aspx>.

3-2- IDEEV greenhouses (building 680) and gardens

Users of the greenhouse must have read the regulations and met with greenhouse staff before each new trial (Virginie Heraudet). Those in charge of trials must ensure that all their staff (including trainees and students) working in the greenhouse have also read these rules.

Access and opening hours :

Greenhouse access is by badge. Badge requests must be made to greenhouse personnel. IDEEV opening hours are 7 a.m.-9 p.m., Monday to Friday.

To contact the greenhouse manager: Virginie Héraudet poste 01.69.15 32 18

Greenhouse use outside working hours :

Greenhouses may not be used outside opening hours, except in exceptional circumstances. The main manipulations involved in running a trial must be scheduled during the hours when greenhouse personnel are present. In case of absolute necessity of observations or small manipulations outside these hours, always inform the IDEEV janitor (06.78.06.87.86), the greenhouse staff and at least one work colleague, of the day and time of your visit.

An office is open on working days during school vacations.

Growing space rental :

Reservations for greenhouse growing sites must be made at least 15 days before the trial is due to start, by filling in a rental form available on the greenhouse website or from greenhouse staff. Growing sites are allocated for a maximum of 12 months, renewable. Rentals are invoiced every six months. Rental rates are approved annually by the UFR Sciences.

Those responsible for greenhouse trials must meet with Greenhouse staff before they are set up in the greenhouse, and then visit them regularly.

Those in charge of trials must indicate the particular pathological risks of their plant material, as well as any special instructions for their crops.

Health and safety instructions :

Biological control is preferred, but phytosanitary treatments may be used if necessary and if the experimental protocol allows.

Phytosanitary treatments are carried out by greenhouse personnel, who are the only ones authorized to use these products. Phytosanitary treatments are carried out on Friday mornings or evenings. A warning is posted in the treated area of the greenhouse, and registered users are also notified by e-mail. It is strictly forbidden to enter treated areas during and after the day of treatment. Greenhouse staff reserve the right to refuse parasitized plant material, or to quarantine it for as long as necessary. Do not use any chemical products without informing the greenhouse staff. Do not connect electrical appliances without consulting greenhouse personnel.

Do not modify the climate and electrical controls of the greenhouse's centralized management system. If you notice any anomaly (breakdown, technical problem or problem with the plants), you must contact the greenhouse staff or BYES Maintenance staff (breakdown or technical problem).

The use of emergency exits is reserved for emergency evacuation, in the event of a fire alarm for example. They cannot be used as shortcuts. Do not obstruct them.

Specific rules for greenhouses, climatic chambers and rooms in confinement S2 :

Access to S2 cultivation equipment is by badge and keypad from the S2 inner airlock. Access is reserved for users with specific S2 containment level requirements. The decision to use the S2 containment level depends on the level of biological risk for the crops and the organisms present in the crops, after agreement between the trial managers and the greenhouse manager, and after a favorable response to the request for approval for the use of genetically modified organisms in S2 greenhouses, issued by the French High Council for Biosafety.

It is the responsibility of those in charge of greenhouse trials to inform greenhouse personnel about the biological risk of crops and organisms grown in greenhouses.

Gowns and overshoes must be worn in S2 containment areas. This equipment is personal (label or felt-tip mark). They are available in the airlock and must be stored in the locker or on the coat hooks.

At the end of the test, cultures and test organisms must be destroyed by autoclaving.

Only sampled or harvested parts may be taken out, in sealed boxes and bags.

Tools and cultivation equipment (pots, etc.) are specific to the confined area. Users should consult greenhouse personnel for practical use of S2 equipment.

Only use the emergency exit at the end of the greenhouse gallery in the event of a real emergency (as its use would lead to a breach of containment S2).

Sources :

- Haut Conseil des Biotechnologies manual for the contained use of genetically modified organisms (Cf III.4 p188 for "Transgenic plants or plants with genetically modified organisms")
- CNRS biohazard guide - Les cahiers de prévention Santé Sécurité Environnement

3-3- Prohibitions

Pursuant to Article L.3511-7 of the French Public Health Code, smoking is prohibited in the workplace (see Appendix B5).

It is strictly forbidden to bring pets onto the premises (see appendix B6).

Alcoholic beverages may not be consumed in the workplace, except with the exceptional authorization of the Unit Manager, within the legal limits (Appendix B6bis).

The organization of meetings and drinks outside normal hours must be declared to the Director of the Unit and to the University's security service.

3-4- Unit Management and Secretariat Department

The administrative department, comprising the management and secretarial services, provides assistance and support to the unit's research teams. It works in close collaboration with the administrative departments of the laboratory's supervisory bodies.

The management department is responsible for all day-to-day management of the unit, from setting up recurrent credits and research contracts, to drawing up orders and mission orders for the laboratory's permanent and non-permanent staff, and tracking invoices. Files are processed in compliance with financial and accounting rules, as well as with administrative management procedures imposed by the supervisory authorities.

The department manager, Sandrine Dessaints (part 2018, ext. 5 65 30) is responsible for the overall management of the unit.

The Unit's managers, Naya Halluin, room 2016, and Nadia Livet, room 2015, have their offices in the south-west wing. They remain available for any further administrative information.

Please note that all orders must be processed and validated by one of the above-mentioned managers. It is forbidden to place an order directly with a supplier by fax or e-mail (risk of non-payment of invoice).

You can download all documents and information (forms, procedures, etc.) via the Unit's intranet by logging on to the "Administration" section (in the blue banner at the bottom of the page, under the Internet tab).

The unit's secretariat acts as an interface between the unit director and laboratory staff. Nathalie Lecat, management assistant, ensures that administrative documents relating to human resources (management of the unit's permanent, contract and trainee staff) are properly transmitted. She is responsible for monitoring internship agreements, hosting agreements, payment of internship bonuses, etc. (south-west wing, room 2020, ext. 5 64 92).

3-5- Mail, telephone

The UPSaclay mail service visits IDEEV 3 times a week, on Mondays, Wednesdays and Fridays. The mailroom is located between the 2017 and 2018 offices, in the South-West wing (see map in Appendix C2). The University's internal mail and administrative mail with the CNRS in Gif do not require postage.

During the vacations, the University's postal service operates at a slower pace, so a member of the Unit is in charge of taking mail to and from the site.

3-6- Catering

To eat, staff can either use the two kitchens on the 2nd floor in the south wing, named "Garrigue" and "Forêt de nuage" respectively (see map in Appendix C2); or go to one of the CROUS canteens. To use these restaurants, you must first open an IZLY account to obtain your CROUS canteen card, according to the procedures listed in Appendix D.

There is a CESFO restaurant on the plateau. To use this restaurant, you must obtain a certificate from the Unit secretariat. A card and badge will then be issued to you by CESFO, the organization in charge of catering. The card must be renewed every year.

Other catering outlets exist around IDEEV

There are also convivial areas throughout the 2nd floor for coffee breaks, among other things.

4- Health and Safety

4-1- Personnel involved and rules of conduct

It is the Unit Director's responsibility to ensure the safety and protection of the staff under his or her authority, and to safeguard the property at his or her disposal. With this in mind, he (she) sets the laboratory's health and safety rules in consultation with the Unit Council, and appoints the prevention officers (PAs) whose role is to assist and advise him (her). The two ESE HAs are Paola Bertolino (bur. 2123) and Christophe Hanot (bur. 2112) for building 680 IDEEV.

Other Unit staff support the PAs in specific tasks:

- First aiders (Sauveteurs Secouristes du Travail) (list in appendix A3)
- Evacuation officers (list in appendix A4)

The unit's Health, Safety and Working Conditions Committee (CHSCT) comprises :

- representatives of the University's health and safety department
- the University's prevention doctor
- the Unit Director
- representatives of each college in the unit
- the 2 AP
- unit administrator
- the greenhouse manager

This committee meets once a year. The minutes of the unit's CHSCT are available on the unit's intranet site.

While it is the responsibility of the manager to ensure the safety and protection of staff, each individual must also take care of his or her own safety and that of others, by complying with the instructions set out below.

The emergency numbers to call in the event of an incident or accident are listed in Appendix A5.

4-1-1- Use of chemistry and BM rooms

All new arrivals wishing to work in the unit's BM rooms must first undergo training with a member of the reception team.

As a general rule, please consult the specific operating charters and the people in charge of the rooms and equipment.

Users must leave the rooms clean after any use; it is not the responsibility of the person in charge to clean up or tidy up. Gowns and gloves must be worn in workrooms where hazardous products are used (BET, acrylamide, formaldehyde, etc.).

On the other hand, lab coats and gloves are prohibited in offices, coffee rooms and other premises not used for experiments.

Toxic waste must be placed in special containers, using appropriate lids. Be sure to affix the appropriate transport slip to each container *before* filling. Contact the HA to obtain one.

Large quantities of chemicals must be stored in the ground floor storage rooms (0102, 0103, plan in appendix C3). Intermediate storage rooms are available on the second floor (2102, 2306, plan in appendix C2) for common products and smaller quantities of solvents. Chemicals must be stored in cabinets appropriate to the hazard they represent.

It is forbidden to store volatile flammable products in refrigerators. Workbenches and/or fume cupboards must contain only the quantity of products required for the day's experiments. Toxic volatile products must be handled under fume cupboards. Some fume cupboards have a small ventilated cupboard nearby for storing small quantities of volatile products **for short periods (a few days for the duration of the experiment)**.

All users must be aware of the hazardous nature of the products they use, and know what to do in the event of an emergency. In addition, users must notify the manager when a stock of a common product runs low.

All premises presenting a particular risk (chemical, biological, etc.) are specially marked. An intervention sheet with standardized pictograms and the contact details of the people responsible for the room is affixed to each door (awaiting delivery from the UFR sciences H&S department).

4-1-2- Use of scientific instrumentation

No one may use an instrument without having informed the person in charge. They must also be trained in the use of this equipment. Any problems encountered must be reported to the person in charge.

Each piece of laboratory equipment has a person responsible for its operation and maintenance (servicing, adjustments and ordering consumables). Instructions for use must be attached to the equipment, along with a sheet listing the contact details of the manufacturer, distributor and person in charge. The manager is responsible for maintaining a minimum level of technical watch, to keep abreast of updates, new accessories and changes to maintenance contracts.

4-1-3- Refrigerators and freezers

Refrigerators are dedicated to the work of the Unit, and at least one refrigerator is reserved exclusively for food products. Food products must not be stored in the cold rooms.

Room 0104 on the first floor of the IDEEV main building (see plan in Appendix C3) is designed to accommodate freezers (-20° and -80°). The -20° freezer in this room is dedicated to incoming and outgoing parcels, or to occasional use. There are -80°C freezers in the building, belonging to specific teams and marked on the freezer doors. A shared -80°C freezer is available for occasional use (order pending). For any need, contact the person who manages this equipment, whether "team" or "common", to have a compartment assigned to you and store equipment there if required.

4-1-4- Disposal of waste, solvents, batteries, ink cartridges

Producers or holders of chemical waste must store it in rooms on the ground floor.

Chemical waste is stored in room RdC 0111 before disposal.

Waste from care activities involving infectious risks (DASRI, yellow containers) must be stored in room RdC 0106 before disposal.

Waste electrical and electronic equipment (WEEE) must be stored in room RdC 0107 before disposal. Location of these rooms in Appendix C3.

The University's Health and Safety department collects the waste and distributes containers and labels specific to each type of waste to laboratories that request them via the Abylaweb interface (<https://abylaweb.universite-paris-saclay.fr/>). Empty containers are available in room 2341 and on the shelves of room RdC 0106. Each container must be fitted with a label appropriate to its contents, mentioning the type of actual product contained and specifying the UMR ESE, before being stored in the appropriate room listed above. In the case of liquid waste, make sure that the cans are only $\frac{3}{4}$ full. Don't wait until the storage room is full before requesting removal, react when the room is about half-occupied.

On the second floor of IDEEV is a box for collecting used ink cartridges in front of the 2018 rooms and in the printer room in the NE corner of the building, near room 2218 (floor plan of 2^{ème} in Appendix C2).

As far as batteries are concerned, their disposal is the responsibility of each producer, who is responsible for depositing them in the appropriate containers available in most retail outlets.

4-1-5 Animal experimentation

Anyone working on a vertebrate animal model (permanent or non-permanent) is required to have animal experimentation accreditation. To obtain this accreditation, you need to attend a training course approved by the CNRS (please note that there are several levels: it is recommended to attend level 1 training, which enables you to be responsible for other people). To find out more, consult the training sections on the CNRS website or contact Alain Puget (alain.puget@ipbs.fr).

After completing the training course, you must apply to the DSV (Direction départementale des Services Vétérinaires de l'Essonne, Bd de France, 91010 Evry) for a certificate of accreditation, including a training certificate, a description of your experiments and research project, a photocopy of your identity card and an extract from your criminal record. To keep animals in the laboratory, it is also necessary to apply for a certificate of competence, again from the Prefect, for the species being studied. Each authorization is granted for a specific experiment and species. The laboratory must have rooms suitable for laboratory animals, qualified staff, and an animal welfare advisor, membership of an ethics committee, an animal monitoring register and a veterinary advisor.

4-2- Conducting research with integrity and responsibility

According to the European Charter for Researchers (2005), "Researchers must be aware that they are accountable to their employers, funders or other related public or private bodies, and are also ethically accountable to society as a whole. In particular, publicly-funded researchers are also responsible for the efficient and reasoned use of taxpayers' money". **This implies adherence to the principles of honesty, integrity and accountability, principles which are reiterated in the *Singapore Declaration on Research Integrity*** (see Appendix B4).

Discrimination and harassment (moral and sexual) in the workplace cannot be tolerated. Such conduct falls within the scope of public law and is punishable by law. More generally, no form of aggression (physical or verbal), intimidation, inappropriate behavior or insults will be tolerated in the unit under any circumstances. Any person suffering them or becoming aware of them must report any such acts as soon as possible to the unit management and/or the relevant departments of the establishments.

Gender equality is a fundamental right enshrined in law and must be respected in all its dimensions.

For further information, please refer to the CNRS guide "Practicing research with integrity and responsibility" available at: <http://www.cnrs.fr/comets/IMG/pdf/guide2017-fr-2.pdf>

Information on ABS and the Nagoya Protocol (as regulations are gradually being put in place, it's up to researchers to check that information is up to date).

The Nagoya Protocol came into force in 2014, and has now been ratified by 119 countries, including France and 20 other European countries. This means that the French government is committed to verifying its correct application, and to providing for sanctions in the event of failure to do so (fines, prohibition on applying for authorizations or funding, repayment of funding).

For all research and development on genetic resources (including their genetic or biochemical composition), it is therefore necessary to have the appropriate authorizations, which depend on the country where the genetic resource was collected (even if collaborators from this country are involved in the study); authorizations must be requested before starting the research. For all research and development, it is therefore necessary to check which laws apply in the country of collection at the time of harvest (any harvest prior to the law governing the use of a country's genetic resources is not subject to this law, provided there is a reliable record of the date of collection, such as a manipulative notebook). This applies regardless of where in the country the genetic resources are collected (private or public; the state is sovereign over the use of its genetic resources, even if it does not own them). The law also applies to the knowledge of indigenous peoples on the use of genetic resources, and therefore also to social science questionnaires.

To check the law that applies in a country and to get in touch with contacts, the following sites are useful, although it's up to the researcher to make sure they're up to date

<https://absch.cbd.int/search>

<https://www.fondationbiodiversite.fr/fiches-pays-relatives-a-la-reglementation-apa/>

For European projects, a "due diligence" declaration is required on the European site, but these must be filed by national research organizations, which are not yet ready for 2020. Webgate.ec.europa.eu/declare/web/domain

For harvests on French soil, there is a specific portal for commercial research, and you must wait for authorization before starting the project.

On the subject of "indigenous peoples' knowledge", there are no indigenous peoples in France (because we are an indivisible people), but there are certain communities of inhabitants (Wallis and Futuna, French Guiana), so no authorization is required in mainland France for knowledge linked to the use of genetic resources.

There are exemptions in France from the Nagoya Protocol for fundamental research: domesticated species ("whose evolution has been influenced by man to meet his needs") and their relatives, and model species published in the JO :

<https://www.legifrance.gouv.fr/eli/arrete/2019/9/3/ESRR1914569A/jo/texte>

Exemptions in France for 3 years from October 2019 for micro-organisms;

In all cases, keep as much information as possible on harvests and exercise due diligence (do everything reasonable to apply the law and keep a record of it).

For other organizations, please email apa@developpement-durable.gouv.fr to request authorization for research, enclosing a list of your samples:

<https://www.ecologique-solidaire.gouv.fr/acces-et-partage-des-avantages-decoulant-lutilisation-des-ressources-genetiques-et-des-connaissances>

<https://www.enseignementsup-recherche.gouv.fr/cid127438/les-plates-formes-d-enregistrement-pour-l-utilisation-de-ressources-genetiques-et-de-connaissances-traditionnelles-associees.html>

4-3- Working alone

Agents who need to work hours that are outside campus opening hours (7 a.m. - 7 p.m., Monday to Friday), or on certain public holidays, must apply to the University for permission to do so, with the agreement of their team leader and the Unit Director. They will be issued with a nominative access card, which may be requested by security staff. In addition, a personal access badge may be issued for access to the campus by car outside opening hours.

Isolated working situations must remain exceptional, and must be managed in such a way as to ensure that no agent works in isolation at a point where he or she could not be rescued at short notice in the event of an accident or fire. The agent must comply with the instructions listed below:

- Isolated work must be devoted to non-hazardous tasks;
 - Prior authorization from the Unit Manager, which has been forwarded to the security service;
- Be accompanied by a person with a secure means of communication, or fill in and give to a third party the form (appendix A6) explaining the procedures to be followed in relation to your status as a lone worker;
- Fill in the entry/exit register (where is this register? or call the janitor on 06-78-06-87-86) for the building where you are doing your isolated work, indicating your precise location (floor, wing, room number);
- Don't lock yourself in, have a corded telephone within easy reach;
- Do not intervene in the premises and/or on the plant's technical installations (electrical cabinets and panels, etc.).
- Do not access terraces and crawl spaces.

4-4-Technical services

Unit staff are not authorized to carry out technical interventions on the premises. All requests must be made via the dedicated website managed by BYES, the service provider responsible for maintaining our building for the duration of the PPP:

<https://www.fasap-bouygues-es.fr/s/login/?language=fr>

ID: fasap.es@universite-paris-saclay.fr

MdP : FasapESE2023:

4-5- Travel, company or personal vehicles and field work

All fieldwork must be carried out at least in pairs with at least one permanent employee or PhD student.

4-5-1-Ordre de Missions

All Unit staff (permanent and non-permanent) travelling in the course of their duties must be in possession of a mission order issued prior to the mission by the Unit Director. In particular, this document ensures that the employee is covered for work-related accidents, and enables reimbursement of expenses incurred during missions. However, a mission order is not required for travel to or from the family residence (commune of residence) or administrative residence (communes of Orsay, Bures, Gif and Saclay).

Employees who have to travel directly from their home to an occasional workplace without passing through their usual administrative residence are covered in the event of a workplace accident if they are in possession of a mission order.

It's a good idea to take a first-aid kit (for foreign and field missions) and a means of communication (for all types of travel) with you on your mission.

The unit's management department processes requests for travel orders—Staff who frequently visit the same site can request a permanent mission order (valid for the current year, **essential for the use of company vehicles**). You can download all the information and forms you need to prepare a mission from the Unit's intranet.

For missions in France and the European Union, you must submit your request for a mission order to the unit managers no later than 2 weeks before the start of the mission.

For missions abroad (outside the EU), you must contact the management department no later than 4 weeks before the start of your mission. **The regulations require prior authorization from the Sécurité Défense official for missions to so-called "high-risk" countries. In this case, you must take out travel insurance to cover repatriation, emergency medical care and hospitalization (each department has its own insurance policy covering these agents).**

All employees are responsible for ensuring that their vaccinations are up to date. Ideally, you should consult your occupational physician (Dr Berthier, bât 336 for UPSaclay staff, Dr Bodin for AgroParisTech or Dr Marchault for CNRS staff) before leaving.

Before embarking on their first assignment, all new arrivals are asked to contact the unit's management department.

4-5-2-Service vehicles

The unit has two service vehicles, which can only be driven by permanent unit staff and post-docs and PhD students (to be verified with their supervisors), and only after obtaining authorization from the University. Vehicle reservations are made via the University's reservation website <https://portail.universite-paris-saclay.fr/Pages/mon-tableau-de-bord.aspx>. For all requests, observations or incidents, please contact the vehicle fleet manager by e-mail: Alexandre Morfin. All vehicles must be returned clean, with the tank at least half-full and the logbook signed. Folders containing keys, vehicle registration documents, insurance papers and the vehicle logbook, to be filled in each time a vehicle is borrowed, are to be picked up on the first floor, in room 0113 (the EV team's freeze-drying room, see map in appendix C3). Please note that, by default, only members of the EV team, and only those authorized to use the Unit's vehicles, have a pass to open this room, which must remain locked. All personnel authorized to use the vehicles must therefore ask their team manager to

modify their badge to gain access to room 0113. Vehicles are parked on the outside parking lot of the IDEEV main building (north-west patio).

The unit also has three electric bicycles that can be borrowed. Bikes can be reserved via the University's reservation website <https://portail.universite-paris-saclay.fr/Pages/mon-tableau-de-bord.aspx>. For any requests, observations or incidents, please contact the bike park manager by e-mail: Alexandre Morfin. All vehicles must be returned clean, with the battery at least half-charged and the tires inflated. Maintenance equipment and electric bike keys are kept in storage room 2136, on the second floor (central corridor) in the low office cupboard. This room is freely accessible. The bicycles are stored in the IDEEV bicycle garage on the first floor (see Appendix C1).

4-5-3 Personal vehicle

Before using his or her personal vehicle for any business trip, the employee must apply for a dedicated permanent mission order (documents available on the laboratory's intranet). Each year, the employee must provide the management department with: a copy of his or her driver's license; a copy of the vehicle's green card and up-to-date registration document; and a certificate of business travel insurance.

4-6- Instructions in the event of accident or fire

Information on what to do in the event of an accident or fire is posted on notices (evacuation plan, emergency numbers, names of first-response team members, etc.). A health and safety register is available in the main building (rack in the second-floor hall, near the elevators), as well as a register in the greenhouse (rack on the east access wall). You must record any incident or accident with the HA. You can also note any suggestions or observations you may have concerning risk prevention and the improvement of working conditions.

Unit management (the director or one of his or her deputies) must be informed immediately of any accident occurring in the course of work, commuting or on official business involving staff working in the Unit, so that it can be reported to the victim's employer. The Cerfa form for reporting accidents at work or commuting accidents is available in Appendix A7.

Any incident or accident related to the employee's professional activity must be reported to the occupational medicine department (for first aid, registration and possible referral to an outside service) and to the Prevention Assistant.

5-Confidentiality, publications and communications, intellectual property

5-1- Confidentiality

The Unit's work is by definition confidential.

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

Any person welcomed into the Unit, without any statutory or contractual link with the Unit's supervisory bodies, must have signed a welcome agreement by the date of his/her arrival in the laboratory, stipulating in particular the confidentiality, publication and intellectual property provisions applicable to any results he/she may obtain or contribute to obtaining during his/her stay in the Unit.

5-2- Laboratory notebooks

All the unit's research staff are required to keep a laboratory notebook to ensure that the results of their work are monitored and protected. The notebook guarantees traceability and the transmission of knowledge. It is also a legal tool in the event of litigation. Two models exist. They are available from Patricia Le Thuaut (room 2017, South-West wing, sector 0), who holds the register showing the identity of staff with a numbered notebook. Laboratory notebooks belong to the Unit's supervisors and are kept in the laboratory, even after a staff member has left (in some cases, a copy may be left with the agent).

5-3- Publications and communication

Publications by members of the Unit must show that they belong to the Unit and to the supervisory bodies. The signature must be in single-line mode, in the following form:

Université Paris-Saclay, CNRS, AgroParisTech, Ecologie Systématique Evolution, 91190, Gif-sur-Yvette, France.

In the case of researchers and teacher-researchers attached to an institution that is not a supervisory body of the ESE Unit (Sorbonne University, for example), we recommend retaining the single-line signature mode, with the institution in question appearing alongside the supervisory bodies.

All distribution of information on paper, electronic media or web pages must comply with the graphic charter of each supervisory authority.

Staff may under no circumstances use or refer to the company names, logos or trademarks of the trustees for any purpose other than scientific communication, without the express prior written authorization of the said trustees.

5-4- Website creation

The Director of the Unit and representatives of the Unit's supervisory bodies must authorize the creation of websites, blogs and other Internet publications concerning the work of one or more of the Unit's staff.

The dissemination of information on the Unit's work is authorized only on the Unit's official website, with the agreement of the Unit's Director and, where applicable, in compliance with the contractual provisions of the agreements under which such publications are made.

5-5- Intellectual property

The results obtained within the Unit belong to UPSaclay, CNRS and AgroParisTech, with the exception of those protected by copyright or managed by specific contracts. Inventions and economic rights to software obtained within the Unit belong to the Unit's 3 trustees in application of articles L.611-7 and L.113-9 of the French Intellectual Property Code, and in accordance with agreements between the said trustees.

In all cases, only the CNRS, UPSaclay and AgroParisTech are entitled to register the corresponding intellectual property rights, unless otherwise stipulated in specific contracts.

Employees must lend their full support to procedures for protecting the results of work in which they have participated, and in particular to any patent application, its maintenance and defense, both in France and abroad. He must take care not to publish or disseminate information about his discovery before the patent application procedure, which would then be impossible to file.

UPSaclay, CNRS and AgroParisTech undertake to mention the inventors' names in patent applications, unless the inventors object.

The provisions of the present article are applicable to personnel attached to the Unit as well as to personnel hosted within the Unit.

5-6- Obligation to provide information to the Unit Director

Staff must inform the Unit Director of all collaborative projects, particularly international ones, as they require formal authorization from the supervisory ministry before signature, and of all Unit grant applications with public and/or private partners.

A copy of all contracts must be given to the Unit Director after signature.

6- IT

The IT consultant is Nicolas Moulonguet (nicolas.moulonguet@universite-paris-saclay), room 2124 (sector 1, North-West).

The use of IT resources is subject to the rules set out in the IT charter (Appendix A8), which you are required to sign. This charter is above all a code of good conduct. Its purpose is to specify the responsibilities of users, in accordance with the law, and it must be signed by all new arrivals and given to one of the IT staff.

6-1- Code of conduct

The use of unlicensed software is prohibited. It is forbidden to install and use unlicensed programs (under penalty of being held liable in the event of inspection).

We recommend using free GNU-licensed software (e.g. R for statistical calculations, Scilab for modeling and scientific computing, etc.).

Users are responsible for backing up any data they wish to keep.

6-2- Computer hardware

Office IT equipment purchased by teams must be sourced from current suppliers. It is advisable to seek prior advice from IT specialists.

For printing needs, the unit has network printers. For reasons of economy, individual printers are not recommended, except for certain departments that require greater confidentiality (management, unit secretariat, management department).

The Unit has shared photocopiers. Please reserve photocopying for work-related activities.

UPSaclay manages the network (operation and equipment). IT staff are given free rein and are responsible for removing the equipment for recycling.

6-3-Unit website

The Unit administers a server hosted on UPSaclay, url: <https://www.ese.universite-paris-saclay.fr/>. Any user can access the website via the intranet and then the private area, using e-mail identifiers. Requests must be made in advance to the webmaster, Nicolas Moulonguet.

A personal page is created for each member of a research team after sending a photograph to the webmaster (Nicolas Moulonguet, ext. 5 72 84). This page can be enriched with a CV, a description of research activities and publications. The webmaster is responsible for specifying the conditions and recommendations for use of this page.

6-4- Electronic mail

The Unit uses Zimbra, the UPSaclay http messaging system. Subscribers log on to: <http://hermes.universite-paris-saclay.fr>, using their login and password from the UPSaclay Adonis directory. All newcomers must therefore be registered in the Adonis directory beforehand by the IT staff.

The e-mail address is: prenom.nom@universite-paris-saclay.fr

The email ID is: firstname.lastname

The Adonis directory is used directly to populate the Unit's website directory.

6-5- Mailing lists

The Unit uses ZIMBRA, the UPSaclay messaging system.

Any newcomer to the Unit can subscribe to the ese mailing lists: tous.ese@universite-paris-saclay.fr and [semIDEEV](#) managed by the SYMPA server, by contacting the list owner: Nicolas Moulonguet. What's more, each new team member is automatically added to the team's mailing list, because of his or her entry in the Adonis directory. The team mailing lists are:

[name of équipe.ese@universite-paris-saclay.fr](#)

The ITA/ IATOSS representatives have set up an exchange group to which all technical and administrative staff from the three supervisory bodies can subscribe by sending an e-mail without text in the body of the message to the following e-mail address: sympa@groupes.renater.fr .

6-5- Mailing lists

The Unit uses ZIMBRA, the UPSaclay messaging system.

biom.ese@universite-paris-saclay.fr

deem.ese@universite-paris-saclay.fr

dep.ese@universite-paris-saclay.fr

ev.ese@universite-paris-saclay.fr

gee.ese@universite-paris-saclay.fr

pepa.ese@universite-paris-saclay.fr

tess.ese@universite-paris-saclay.fr

7- Scientific events

SemIDEEV are popularization seminars in English on evolution, population genetics and ecology, or on societal issues that may be linked to social problems. **They take place every Friday at 12 noon sharp, in the conference room on the ground floor of the IDEEV building.** Participation in SemIDEEV is compulsory for doctoral students in the Unit.

To receive the SemIDEEV program by e-mail, send an e-mail to sympa@u-psud.fr with the following content only: SUB SemIDEEV. Sciences First name Last name Address. If you would like to propose a seminar, please contact the SemIDEEV manager.

Team meetings are organized. Ask your team manager for details.

Every two years, the Unit's staff meet to review the scientific activity of the various teams and define future directions.

The non-permanent day (annual) takes a closer look at their activities. Anyone can attend. On this occasion, doctoral students elect their representative to the Unit Council.

APPENDICES

