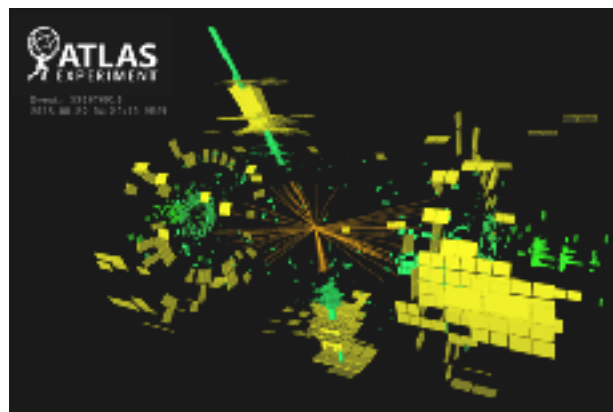


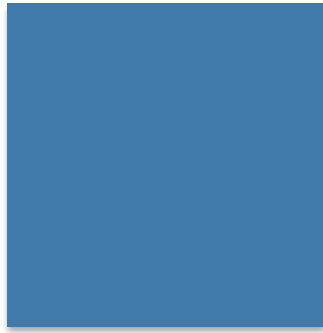
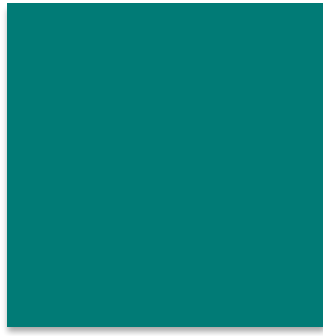
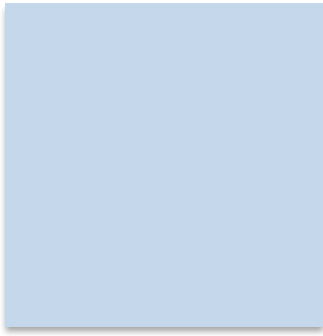
WELCOME BOOKLET

LPNHE



WELCOME BOOKLET

LPNHE



Welcome to the LPNHE

We welcome you to the Nuclear and High-Energy Physics Laboratory (LPNHE). This guide was designed in order to make your arrival and your daily procedures inside the laboratory easier.

Table of contents

THE LPNHE TODAY...	8
RESEARCH GROUPS	10
TECHNICAL DEPARTMENT	11
ADMINISTRATIVE DEPARTMENT	12
LIFE IN THE LABORATORY	13
THE INSTITUTIONAL AUTHORITIES	14
COMMITTEES AND CULTURAL AND LEISURE ASSOCIATIONS	15
PRACTICAL LIFE IN THE LABORATORY	16
PREPARING FOR YOUR ARRIVAL AT THE LPNHE	17
Registration forms	17
Access to the laboratory	18
ON ARRIVAL...	19
What should you do when joining the lab ?	19
Restauration service	19
Information technology	20
Phone and office books	21
The different departments of the laboratory	21
Technical or computing difficulties : GLPI ticket	23
HUMAN RESOURCES	24
HOLIDAYS AND OTHER LEAVES	25
TELEWORK	26
TRAINING COURSES	26
Requesting for training courses	26
French training courses for non-francophones	27
The professional training course leave (CFP)	27
Skills assessment	27
Training course to prepare for administrative examinations and competitive exams	27
Validation of the assets gained through experience (VAE)	27
Professionalisation time at the CNRS	28
CAREER MANAGEMENT OF THE PERMANENT STAFF	28

Annual report of the researchers' activities (CRAC) at the CNRS	28
Annual file of the IT's activity at the CNRS	28
Academic career management	29
BUSINESS TRIPS (MISSIONS)	30
MISSIONS	31
Long-term missions	31
PREPARE YOUR MISSION	32
MANAGE THE TRIP, TRANSPORT, HOUSING WITH SIMBAD	33
RETURNING FROM YOUR MISSION	34
THE CORPORATE CARD	35
HEALTH AND SAFETY	36
ORGANISATION	37
HEALTH AND SECURITY	37
In case of a fire	37
In case of accidents or injuries	39
Defibrillators and first-aid cupboard	39
Administrative procedures in case of accidents	39
Preventive medicine	40
In case of theft or intrusion	40
RADIATION PROTECTION	40
MAJOR RISKS ENCOUNTERED AT THE LPNHE	41
GENERAL INFORMATION FOR FOREIGNERS	43
VISA and RESIDENCE PERMIT	44
Visa	44
Residence permit	44
HOUSING	46
Where to look for accommodation ?	46
General information :	46
BANK ACCOUNT, SALARY and TAXES	47
Bank account	47
Salary and taxes	48
HEALTH INSURANCE - « MUTUELLE »	49
Health insurance	49

« Mutuelle » insurance	50
PhD PROCEDURE	51
INTEGRATION AND FOLLOW-UP	52
THESIS QUALIFICATION - « COMITÉ DE SUIVI DE THESE » (MID-THESE)	52
LIFE OUTSIDE THE LPNHE	54
CULTURAL LIFE	55
TRANSPORT SERVICE IN PARIS	55
APPENDIX	56
ORGANISATION CHART	57
USEFUL CONTACTS	58
PREVENTION ASSISTANT (AP), COMPETENT PERSON IN RADIATION PROTECTION (PCR), WORKPLACE FIRST-AIDERS (SST)	60
GLOSSARY	61
USEFUL ADDRESSES	62
FOR FURTHER DETAILS	63
LEGAL NOTICE	64

THE LPNHE TODAY...

The Nuclear and High-Energy Physics Laboratory (LPNHE) is a Joint Research Unit (UMR) of the National Institute of Nuclear Physics and Particle Physics (IN2P3 : <https://in2p3.cnrs.fr>), the Sorbonne Université and the Université de Paris. Established in 1971, the LPNHE is an experimental research laboratory in the fields of Elementary Particles physics, Astroparticles and Cosmology. 150 people are currently working in this laboratory (researchers, lecturers, PhD students, engineers, technicians and administrators) and participate in a dozen international scientific projects focused on four specific themes of research: origins of masses and fundamental interactions, matter-antimatter asymmetry and flavors, dark matter and dark energy, nature and origin of high energy cosmic rays.

The LPNHE depends on the CNRS Délégation Paris B (<http://www.dr2.cnrs.fr>) which helps and advises the administration of units. (<http://www.dr2.cnrs.fr>)



RESEARCH GROUPS

The laboratory is engaged in several great experimental programs, pursued within international collaborations with very large research infrastructures located all over the world, such as particle accelerators and observatories.

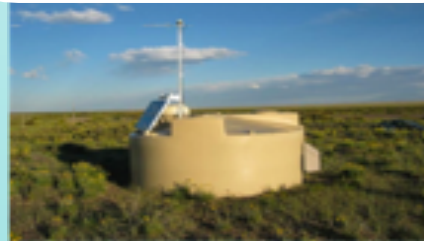
Fundamental masses and interactions

- ATLAS (CERN)
- ILD Calice (futur)



Nature and origins of high energy cosmic radiations

- AUGER (Argentine)
- HESS (Namibie)
- CTA (futur)
- DAMIC
- XENON (Italie)
- DARKSIDE (Italie)



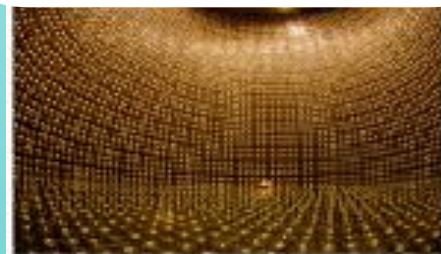
Dark matter and dark energy

- SNLS, SNF, skymapper (Australie, Hawaï, Chili)
- SNDICE et SkyDICE (Hawaï, Australie)
- DSA
- LSST (Chili, futur) / SSP,
- eBOSS, DESI (Etats-Unis, futur)



The matter-antimatter asymmetry

- LHCb (CERN) T2K,
- NA61/WA105 (CERN)
- COMET (Japon)/PMPP (futur)
- SHiP (CERN)



TECHNICAL DEPARTMENT

The laboratory's technical department is organized in four services coordinated by the technical director of the laboratory: Electronics and Instrumentation, Mechanics, Information Technology and Facility Management.

The director of technical services

... supervises the laboratory's technical department and the management of technical rooms (computer rooms, cleanrooms which access requires a training course and specific procedures and which are managed with the facility management, electronic tests rooms, mechanical workshop). He aims at monitoring the laboratory's technical projects and especially the allocation of human resources in these projects.

Mechanical Service

...is in charge of designing fabricating and testing the mechanical systems that consequently have to be integrated in experiences. The service is required to build these sets on the experience sites like observatories or large accelerators.

Computing Service

...is in charge of developing software applications and analyzing the data from scientific experimentations. They moreover provide the interface to the users and are in charge of the proper functioning of the laboratory's information system. They also manage the node of the grid computing (GRIF) of the LPNHE.

Electronics and Instrumentation Service

...employs engineers and technicians who participate in the development of instruments for physics projects using large accelerators, in astroparticles or in cosmology. The service is in charge of the conception, the realization, the testing, the characterization and the follow-up of electronic systems according to strict criteria imposed by these projects.

Facility Management

...is in charge of the laboratory's logistics (service vehicle, meeting rooms equipment, telephony, furniture, keys management). They take care of the organization studies for the premises and of the proper functioning of the laboratory's technical installations according to the hygiene and health rules.

ADMINISTRATIVE DEPARTMENT

Administration

Human Resources

The human resources (RH) center of the laboratory is in charge of the permanent and non-permanent staff's management in the laboratory, in relation with the CNRS delegation Paris B and the universities that oversee the laboratory, Sorbonne Université and Université de Paris.

Financial Management

The financial management center sets up credits and is in charge of budget monitoring. They also handle administration matters like orders and bills.

Communication

The communication center is in charge of the logistic and technical organization of conferences and scientific events as well as the internal communication in the laboratory. It is also in charge of the external communication with the general public by participating for example in the organization of the Fête de la Science (<https://lpnhe.in2p3.fr/spip.php?article628>) or in the European program of Masterclasses (<https://lpnhe.in2p3.fr/spip.php?rubrique240>). The Fête de la science is a scientific event destined to the general public. The LPNHE takes part, with the Sorbonne Université, in setting up and animating educational workshops on the laboratory's research themes. On this occasion, the laboratory welcomes nearly 1 500 visitors. The laboratory's technical and scientific staff gets solicited to run stands.

Documentation

The laboratory has a documentary collection made of about 2 000 works and scientific journals distributed into several rooms. A large part of the collection can be consulted in the room 12-22.103 (see page 19 to understand how rooms of the LPNHE are organized). The collection management is done by a library correspondent who is in charge of subscribing to scientific periodical journals as well as purchasing new books. An automatic loan machine was set up in order to make the borrowing of works easier.

LIFE IN THE LABORATORY

Life in the laboratory is cadenced by several types of meetings: work meetings, information meetings, institutional meetings, ... The purpose of information meetings is to make the communication between the staff or the scientific results sharing easier. Institutional meetings concern the laboratory's functioning in different domains. The meeting dates are available on Indico at the following address: <https://indico.in2p3.fr/category/25/>

The laboratory staff also has access to committees and cultural and recreational associations (see next page).

Seminars

On Monday at 2 pm, a speaker external to the laboratory is invited to hold a seminar on a scientific subject that relates to the different themes of the laboratory. You can find the program for the next seminar at the following address : <https://indico.in2p3.fr/category/46/>

The Biennale

The biennale is the occasion for the entire staff to get outside of the conventional setting of the laboratory for a few days, in order to discuss the laboratory's activities, its place and its future in the short and long-term. This event is organized every two and a half year and is also the occasion to establish what has already been done in the life and the current affairs in the laboratory, and talk about eventual improvements.

Friday's Meeting

Friday's meetings are weekly meetings concerning the entire staff, the presence of which is highly expected. They take place at 11 am in the amphitheater Georges Charpak (Level Saint-Bernard, Patio 22-33) or in the Seminar room (1222-RC-08). The purpose of these meetings is to make the communication with the whole staff easier. There, general, administrative and technical questions are approached as well as the advances made by the researchers and the PhD students in their work. Every newcomer is introduced at the Friday meeting following their arrival. Generally, a meeting of newcomers takes place at the beginning of December. Every newcomer can do a little presentation.

THE INSTITUTIONAL AUTHORITIES

The laboratory has several representative instances employing elected and nominated members. The members' list is available for consultation on the laboratory's website at the following address: <https://lpnhe.in2p3.fr/spip.php?article167>

The Laboratory's Council (CL)

The CL plays a consultation role for the subjects linked to the general working of the laboratory such as the budget, the human resources' management or the training courses' policy through research. 12 members are in this council and they are elected through direct universal suffrage in two rounds. They are elected for four years and meet three times a year.

The Scientific Council (CS)

The CS makes sure to set up a scientific policy that is consistent with that of its administrative supervision (CNRS – IN2P3, Sorbonne Université, Université de Paris). The purpose of the council is to provide its opinion on the scientific experiences, the policy of research contracts, the policy of research results' valorization and the diffusion of the scientific information. 11 members are in this council, nominated or elected for three years and meet once or twice a year.

The IT (Engineers and Technicians) staff's commission of the laboratory (CPL)

The IT (Engineers and Technicians) staff's commission of the laboratory (CPL) is a consultation instance representative of the Laboratory's Council. It is made of the director, three members elected among the ITA (Administrative Engineering Technicians) and two members nominated among the ITA by the laboratory's head. Every ITA is eligible. This commission has to give an opinion on accelerated progresses, rank or corps change and granting of tenure. They listen to the staff and help to prevent conflicts.

The Local Committee for Health and Safety and Working Conditions (CLHSCT)

The CLHSCT assists the director of the laboratory with issues related to health, safety and working conditions inside the laboratory while taking into account the remarks written in the health and security register at work. The CLHSCT is made of 16 members, among whom there are preventive medicine specialists coming from the different administrative supervisions. They meet once a year.

COMMITTEES AND CULTURAL AND LEISURE ASSOCIATIONS

For the Sorbonne Université staff

<http://www.asso.upmc.fr/clic/wp/>

The CLIC association (Recreation Information Culture Committee) offers its members preferential prices for tickets, conferences and familial outings. This association also offers them particular services such as the access to a video library.

For the CNRS staff

<http://www.caes.cnrs.fr/>

The CAES (Action and Mutual Social Support Committee) is an association that takes the form of an enterprise committee for the CNRS staff. This committee regroups a national instance and regional instances that are more or less equivalent to the regions and to the different delegations of the CNRS. The CAES offers the CNRS staff a service dedicated to holidays, leisure time and sports and cultural activities.

Sport on the campus

<https://daps.upmc.fr/gestion/planning>

Sorbonne Université offers to CNRS staffs but also Sorbonne Université and Université de Paris staffs a wide variety of sport lessons. To subscribe, you need to log in to your intranet with your Sorbonne Université codes after having entered in the « inscription » section.

PRACTICAL LIFE IN THE LABORATORY

PREPARING FOR YOUR ARRIVAL AT THE LPNHE

Registration forms

Every newcomer, whether temporary or permanent, must be signaled and introduce themselves to the executive secretary (12-22.121) who is also in charge of the human resources. There are different registration forms and different supporting documents that have to be provided according to the newcomer's status:

- Intern: <http://lpnhe.in2p3.fr/spip.php?article821>
- PhD student: <http://lpnhe.in2p3.fr/spip.php?article822>
- Researcher or ITA under a fixed-term contract: <http://lpnhe.in2p3.fr/spip.php?article824>
- Researcher or associated ITA: <http://lpnhe.in2p3.fr/spip.php?article868>
- Visitor: <http://lpnhe.in2p3.fr/spip.php?article823>



Access to the laboratory

Access during the day

The Jussieu campus is open from 7 am to 9:30 pm, from Monday to Friday.



Access outside the conventional hours

Outside of these hours, the access to the laboratory requires an authorization as well as the acquisition of an access card given by the Sorbonne Université security service. For further information, you can contact the executive secretary or the facility management. The office number matches for example 12-22.119: Building 12-22 (access through Tower 12 or 22) - 1st floor - office 119.

ON ARRIVAL...

What should you do when joining the lab ?

Be aware of the rules of procedure and the IT policy

You must download both of the documents, sign up your responsibility commitment and bring it back to the secretariat :

Rules and regulation (at the bottom of the page) : <http://lpnhe.in2p3.fr/spip.php?article167>

IT policy : https://atrium.in2p3.fr/nuxeo/nxdoc/default/f94b7fcd-1d4f-4b63-85e5-5b102ba80333/view_documents?tabIds=%3A

How to get a key

The access to the laboratory and the offices requires a programmable key (Kaba key). Key management is ensured by the facility management (see page 59) and the key must be retrieved from the executive secretary.

Mail and supply service

The laboratory possesses a room intended for sending and receiving mail (12-22.140). Mailboxes are available to send and receive mail. If you need supplies, you can contact Hager Baalouchi (12-22.134).

Restoration service

The following establishments have an agreement with the CNRS:

- The Sorbonne Université staff restaurant is accessible for the CNRS, Sorbonne Université and Université de Paris staff (F Building - first floor - 4 place Jussieu).
- The restaurant of the Ministry of Research (AURA, 1 rue Descartes) is accessible for the CNRS staff only.

In order to access to these restaurants you will need a card. To have a card, forms are available at the executive secretariat.

Information technology

✉ How to configure your professional e-mail address Zimbra

A professional e-mail address will be given to you. You will receive the information regarding the laboratory through this address. To configure this address, you can make a request to the laboratory's computing service (office 12-22-126).

To log in : <https://lpnhemail.in2p3.fr/?loginOp=logout>

Large files transfer

If you want to share your larger files, the computing service has designed a hosting website that enables you to store your files online. You only have to identify yourself and upload your file on the website. The website then sends you by e-mail the link that you can share. <https://lpnhe.in2p3.fr/uploads/login.html>

Atrium

ATRIUM is a shared documentary platform of IN2P3. Its aim is to facilitate sharing, retention, security of documents, as well as information accessibility within IN2P3.

Each laboratories has a dedicated space where they can manage the hierarchy and the access right through local administrators, (contact : atrium_lpnhe@lpnhe.in2p3.fr)

The users, via their credentials can access only to folders for which they have the rights. They have their own personal space that they can configure (bookmarks, shared documents ..) and synchronise it with several computers.

To obtain your credentials, you will have to make a request to the local administrators of the ATRIUM (Didier LAPORTE and Patricia WARIN-CHARPENTIER).




For more information on ATRIUM :

- Presentation of ATRIUM : <https://indico.in2p3.fr/event/10325/material/slides/0.pdf>
- ATRIUM's website : https://atrium.in2p3.fr/nuxeo/view_home.faces?conversationId=ONXMAIN

Printing

To print you need a PIN code.

1. You can create this PIN code yourself with the following link : <https://lpnimp.in2p3.fr> or contact the computing service
2. Once you have created the PIN code, you can print from your computer
3. Enter your PIN code on the printer before taking the document
4.  Don't forget to log out of the printer after each use.



For more information on IT resources :
https://lpnhe.in2p3.fr/spip.php?article92#outil_sommaire_4

Phone and office books

IN2P3 - LPNHE Directory : <http://annuaire.in2p3.fr/>

CNRS Directory : <http://www.cnrs.fr/fr/une/annuaires.htm>

Sorbonne Université Directory : <https://www.annuaire.upmc.fr/upmc/indexPage.upmc>

The different departments of the laboratory

Geo-location of the staff and the equipment

<https://lpnhe.in2p3.fr/quietou/locaux/index.php>

The tool "quietou" is a geo-location tool of the premises, the equipment and the staff of the LPNHE. This tool helps to visualize the location of the offices of the different people who work there, the printers and the meeting rooms on a detailed plan of the laboratory.

How to book a room, equipment or vehicles

The laboratory has a space dedicated to booking meeting rooms (conference call, video conference), self-service multimedia equipment (video projectors, computers) as well as service vehicles: <http://lpnhe.in2p3.fr/booked>. You can access to it with your laboratory username and password (same as for Zimbra).

For visitors and PhD students, booking rooms or equipment is made under the responsibility of a permanent member of the laboratory. This member has to make sure that the equipment or the room is correctly used and that they are properly returned.



To book a vehicle...

Drivers must have a valid driving license for the territories that are crossed during the trip.

Any breach of the Highway Code leading to a sanction or a fine is at the expense of the driver.

CERN Missions

Note that for trips to the CERN in Switzerland, the laboratory has an on-site car that is to be booked through a particular procedure. You can contact the facility management for further information.

Other missions

If you want to use a LPNHE vehicle, you first have to book it on : <http://lpnhe.in2p3.fr/booked>. To log in, use the same codes as for Zimbra

Click on the section « Planning » then « réservation »

Salles ▼

Matériels multimédias

Portables Informatique

Salles

Véhicule

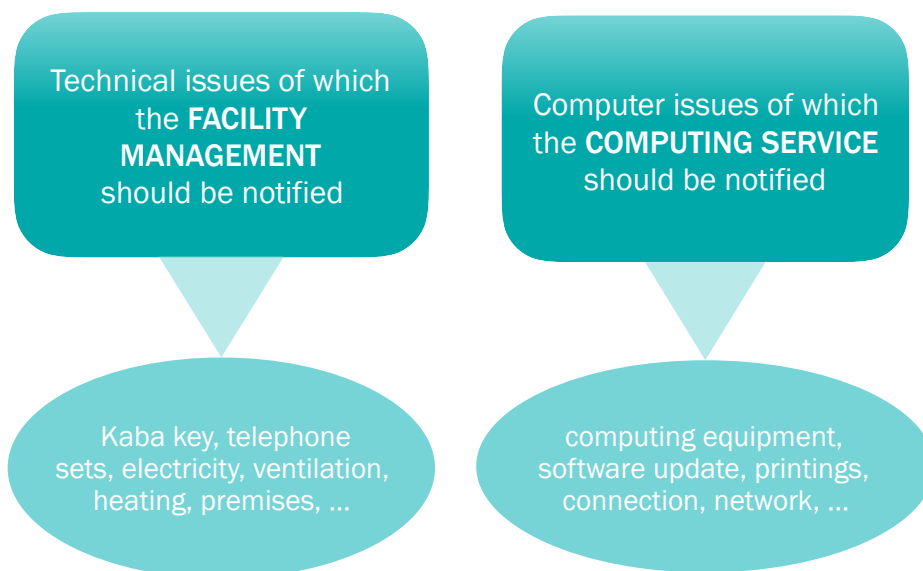
The facility management books the car

Then the administration delivers the driving authorization.

The facility management will give you keys and the « Total » card for fuel and tolls in France.

Technical or computing difficulties : GLPI ticket

In case of a technical or computer mishap, you need to write a ticket on GLPI (Free Management of the Computing Equipment). This service enables you to quickly notify a computer or a technical mishap and to follow the progression of its resolution.



You need to fill in a certain number of fields when the ticket is created (exact nature of the issue, priority level, service in charge of the resolution, ...).

If you want to report a mishap, please go to the assistance tab, in the ticket section, and click on the "+" icon to add a new ticket.

<https://lpnhe.in2p3.fr/glpi/>

HUMAN RESOURCES

HOLIDAYS AND OTHER LEAVES

You benefit from :

- 44 days of holidays per year
- 2 days of « jours de fractionnement »

You can open a CET (Compte Epargne Temps) on **ARIANE** which allows you to save in order to get more leaves, compensations or pension savings. More information on : <https://www.service-public.fr/particuliers/vosdroits/F585> You can manage it on **AGATE**

To manage your annual days off, your missions, your training courses, your CET

To manage decision, attestation... documents issues or to consult documents sent by the DR...



<https://agate.cnrs.fr>



<http://ariane.cnrs.fr>

You can...

You will find...

- Request for **holidays**
- Manage your professional absences (missions, training courses)
- **Manage your compte épargne-temps** (for the CNRS staff only).
- Synchronize your holidays with schedules of messaging
- ...

- Declaration of sickness leave. **You must give an attestation to the secretariat.**
- Request for :
 - o telework
 - o training course subscription
 - o The partly repayment of the transport card
 - o a CET
- Declaration of work accident

To know how to use AGATE : <https://www.dgdr.cnrs.fr/drh/conges/Memos-AGATE.pdf>

Exhaustive list on <http://carrieres.cnrs.fr/fr/ariane>

To log in to **AGATE** or **ARIANE**, you must use your username and password from **JANUS**, given by the secretariat :

<https://cas.cnrs.fr/cas/login>

TELEWORK

According to article 2 of the decree on teleworking, teleworking « means all form of work organisation in which functions which could have been executed by an agent in the laboratory are done outside these premises. Teleworking is regular and is done voluntarily using new information and communication technologies. »

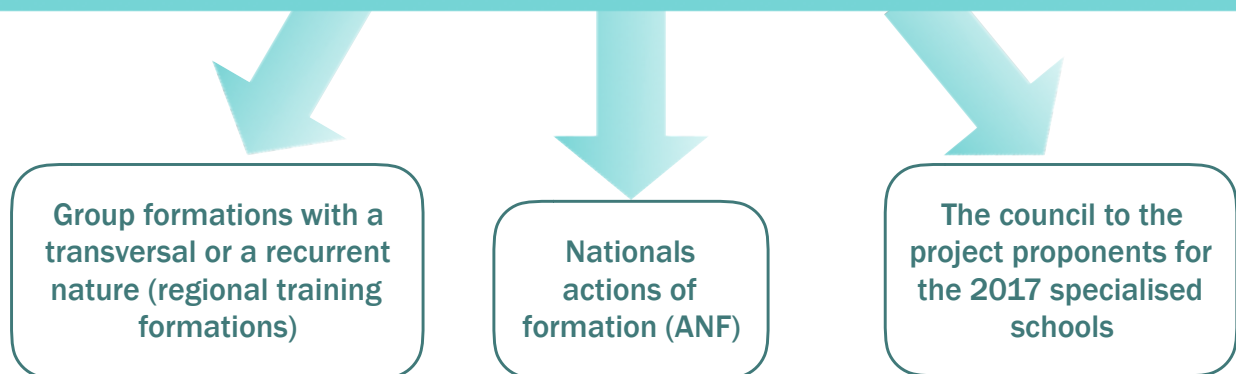
Generally, teleworking represents one day per week for an agent having full-time positions. The agent must be reachable during teleworking and in one place, in principle, in his domicile. It is accessible to agents having a fixed-term contract under certain conditions.

TRAINING COURSES

Inside the laboratory, the training course correspondent (CoFo) is in charge of the training course management. (see page 59)

Requesting for training courses

The « Formation du Service Mutualisé Ile De France » pole supports on the behalf of the regional delegations and unit researches of Ile-De-France :



In this context he plans and coordinates all of these formations action that are being deployed on Ile de France regional sites (Gif-sur-Yvettes, Meudon, Villejuif, Ivry-sur-Seine and Paris) or on the national territory for national actions and specialised schools)

In order to enroll for a training course offered by the DR2 (Délégation Paris B), you need to fill in the training course requesting form and inform the person in charge. That form has then to be approved by the training course correspondent (CoFo) and signed by the laboratory's director. In order to make the training course management possible, you are required to inform the executive secretary once the training course is done. **The days that are dedicated**

to the training course must be given on AGATE.

Information and registration (with the Janus codes) : <https://formation.ifsem.cnrs.fr/delegation/ifsem>

French training courses for non-francophones

All foreigners can attend French training courses offered on the platform mentioned above. **Alliance Française** is an association which also offers French training courses. To apply to it, contact the secretariat.

The professional training course leave (CFP)

The professional training course leave (CFP) that can last up to three years depends on the agent's initiative. The agent, permanent or not, can take a training course **related to the professional activity he is practicing**. In order to know whether your training course is eligible for CFP or not, to know the CFP conditions, please log in to : <https://www.moncompteactivite.gouv.fr/cpa-public/ma-formation>

Useful links on training courses:



- **Sorbonne Université** : http://www.upmc.fr/fr/espace_des_personnels/pour_vous/se_former.html. You will find conditions and additional information on training courses in the « Formation » section of the intranet
- **Training Memo CNRS** : http://www.dgdr.cnrs.fr/drh/competences/documents/memo/fich-methodo_1-2.pdf

Skills assessment

The skills assessment is a review of the agent's skills and helps define a professional project.

Training course to prepare for administrative examinations and competitive exams

If they want to prepare for administrative examinations or competitive exams (you can find a list there : <https://www.concours-fonction-publique.com/recherche/concours?sf=3&sort=>), agents can benefit from an adapted training course that can last up to 5 days.

Validation of the assets gained through experience (VAE)

The validation of the assets gained through experience (VAE) helps, thanks to professional

experience or any other type of experience acquired during your life, in obtaining a diploma, a title or a recognized certification.



For more information on the skills assessment, the training course in order to prepare for administrative examinations and competitive exams and VAE, contact your training course correspondent or the DR

Professionalisation time at the CNRS

The professionalisation time at the CNRS that can last up to 6 months aims at **preparing agents to positions that needed new work methods**. During this time, agents can alternate between their activity and block release training. More information on : <https://www.cci.fr/web/la-formation-continue/la-reglementation/-/article/La+professionalisation/les-periodes-de-professionalisation>

CAREER MANAGEMENT OF THE PERMANENT STAFF

Annual report of the researchers' activities (CRAC) at the CNRS

Researchers have to report their activities by writing an "annual report of the researchers' activities" (CRAC). It has to recap the essential points of their researches and activities. Researchers are evaluated by their peers every 5 semesters.



For further information on terms and conditions, you can visit the general management's website for human resources:
<http://www.dgdr.cnrs.fr/drh/default.htm>

Annual file of the IT's activity at the CNRS

The IT staff of the CNRS has to fill in the annual file of activity. Jointly written with the person in charge of maintenance, the annual file's purpose is to review the activities and the skills of the agents.

The BIATSS staff (Library, Engineers, Administrators, Technicians, Social and Health) of the university follows a similar procedure.



For further information :

- CNRS : <http://www.dgdr.cnrs.fr/sirh/>
- Sorbonne Université : http://www.physique.upmc.fr/fr/informations_iatos.html

Academic career management

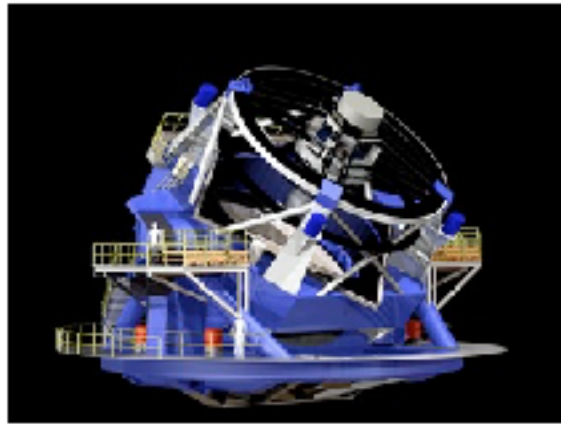
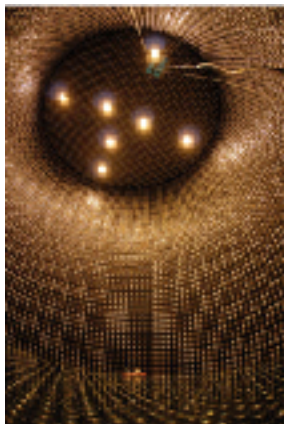
A career management for the University teaching staff (“enseignants-chercheurs”) is currently being set up by the CNU (National Council of Universities). It is synchronized with the establishments’ evaluation waves. Thus, the teaching staff is invited to deposit at their CNU section a career management file every five years.

BUSINESS TRIPS

(MISSIONS)

MISSIONS

From a legal point of view, an agent who is in a mission is a “service agent who was given a mission order for a full duration that cannot exceed 12 months and who is travelling for the service’s execution outside of their administrative residence and outside of their family residence”. Before leaving for the mission, it is necessary to get an official paper, the mission order, that insures the agent during his business trips.



Long-term missions

Missions which last more than 90 days are under certain conditions. If you are concerned, please contact your manager to have more details.

PREPARE YOUR MISSION

Mission request



Your mission request must be done through the web interface at the following address : <http://lpnhe.in2p3.fr/missions>

If you want to make sure that your mission is optimally treated, your mission request has to be addressed to **the referent manager (see p.58)** at least 7 days before your departure date. It must be given with the mission order request and the preliminary agreement to the person in charge of the budgetary corps.

Whatever country you are visiting, each agent must fill in the application SAME (Simbad), give his phone number on which he is reachable during all the mission and subscribe on Ariane (even in Europe). It enables you to get informed through text messages or e-mails of the safety recommendations that you have to follow or of the eventual issues that could arise in the country. Ariane website: <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>. In any case, you must travel with your mission order.

Departure abroad



Is it a country at risk ?

- Contact the administrator to know if the country of arrival is at risk.
- The defense and security functionary (FSD) from the CNRS delegation must give their approval (it must be asked for 1 month before the departure date). If the FSD does not give their approval, the agent is forbidden to do the business trip. The requisition form is available on the CNRS intranet, section « CNRS pratique/partir en mission/Avant la mission »
- If you want to know the safety recommendations of the Ministry of Foreign Affairs depending on the different countries, you can visit the following address : <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>

Do you need a visa ?

- Download visa request on : <http://www.visasdevoyages.com/>
- Collect the needed elements and give your file to the administrator

Means of transport



- On principle, the use of your personal vehicle to go to the mission site is not authorized. Contact the secretariat to have more information
- To book a vehicle from the laboratory : <http://lpnhe.in2p3.fr/booked>
- Book your travel tickets on SIMBAD : <http://www.dgdr.cnrs.fr/achats/agence/simbad.htm>

Housing (see following page)

To book a hotel in France, please go on SIMBAD. More information on the following page.

Complete your request on <http://lpnhe.in2p3.fr/missions>.
Your administrator will give you your mission order. **You must manage your professional absences on AGATE before your departure.**

MANAGE THE TRIP, TRANSPORT, HOUSING WITH SIMBAD



The Simbad portal is a travel agency, transportation and lodging service that proposes offers linked to agreements made with several companies for booking transportation tickets (plane, train, vehicle rental, ...) in France and abroad as well as accommodations in France.

If you want to log in to **SIMBAD**, you need to use your Janus ID.

You can use your username and password from **JANUS** to log in to **SIMBAD**. You can find...



Transport

Book a plane ticket
Book a train ticket
Rent a vehicle



Hébergement

Book a hotel night in metropolitan France



Missions à l'étranger

Inform compulsory data for all foreign missions



Demande de devis

Ask for a quote for a complex travel, or a group travel (+ 10 people)



Gestion des profils

Inform my traveller profile

To book a housing abroad, you can use websites as Booking. **WARNING : RESERVATIONS DONE BETWEEN INDIVIDUALS AS ON AIRBNB GET NOT REPAYED**



For further information, you can visit the following addresses:
<http://www.dgdr.cnrs.fr/achats/agence/fichiers/Aide-utilisateurs.pdf>

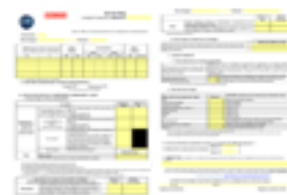
RETURNING FROM YOUR MISSION

As part of a business trip, the CNRS grants mission allowances (dealing with stay costs as well as transportation costs).

To get repaid, you must without fail :

1. Fill in an expense statement and sign it

You can find expense statements clicking on the link of the following page : <https://lpnhe.in2p3.fr/spip.php?rubrique309>,



Creation of the file to be repay

2. Join payment receipts, including:

- Original receipt for bills (hotel bill, train ticket, boarding pass, electronic tickets, ...)
- Additional pieces (conference program mentioning the care of some of the accommodation costs, ...)

3. Join your mission order

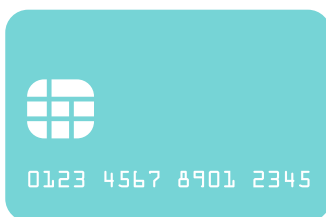
4. Bring it back to your administrator

Additional supporting documentation may be required. All of this information is detailed on: <http://lpnhe.in2p3.fr/spip.php?rubrique306>

It does not matter if you have incurred expenses during your mission, you must fill in the expense statement.

The file is given to the DR for liquidation and repayment.

THE CORPORATE CARD



The agents are encouraged to take a Corporate card that pays for the expenses related to the missions since advances on missions are exceptional.



Bank withdrawals are possible with the corporate card, within the limit of their « plafond »



The corporate card is international and you can use it both in France or abroad to make purchases.



It includes a deferred debit that permits the refund of the professional expenses before that the amount is being debited.



This card is valid for 3 years and it's automatically renewed and sent to your home every 3 years as a registered mail.

This card is combined with the carrier's personal account and allows them to postpone the payment during 45 days. « CNRS » will be mentioned on the card and will allow you to cover the following expenses :

Related to missions : transports and accommodation (when they are not covered) or additional expenses (registration fees, passport, visa, vaccination ...)

Catering (in the limit of the ceiling imposed by the CNRS)

In order to get a Corporate card, you should have the approbation from the direction of the unit or from the manager of your department. You will have to fill up a request form next to your financial department and the accountant as well. Then you will have to forward a copy of your ID, a direct debit autorisation and a RIB/IBAN.



For more information :

- CNRS intranet, « CNRS pratique » > « partir en mission » > « carte corporate »
- BNP Paribas website : http://cartesentreprise.bnpparibas.com/ce_internet_public/accueilInternetPublic.builder.do
- Telephone Number (support) : 0810 002 181

HEALTH AND SAFETY

The health and safety rules in the laboratory meet both the demands of the CNRS and of the overseeing universities. The local Committee for Health and Safety and Working Conditions (CLHSCT) is assigned with ensuring that the rules are respected and offering solutions so as to improve the safety and hygiene conditions in the laboratory.

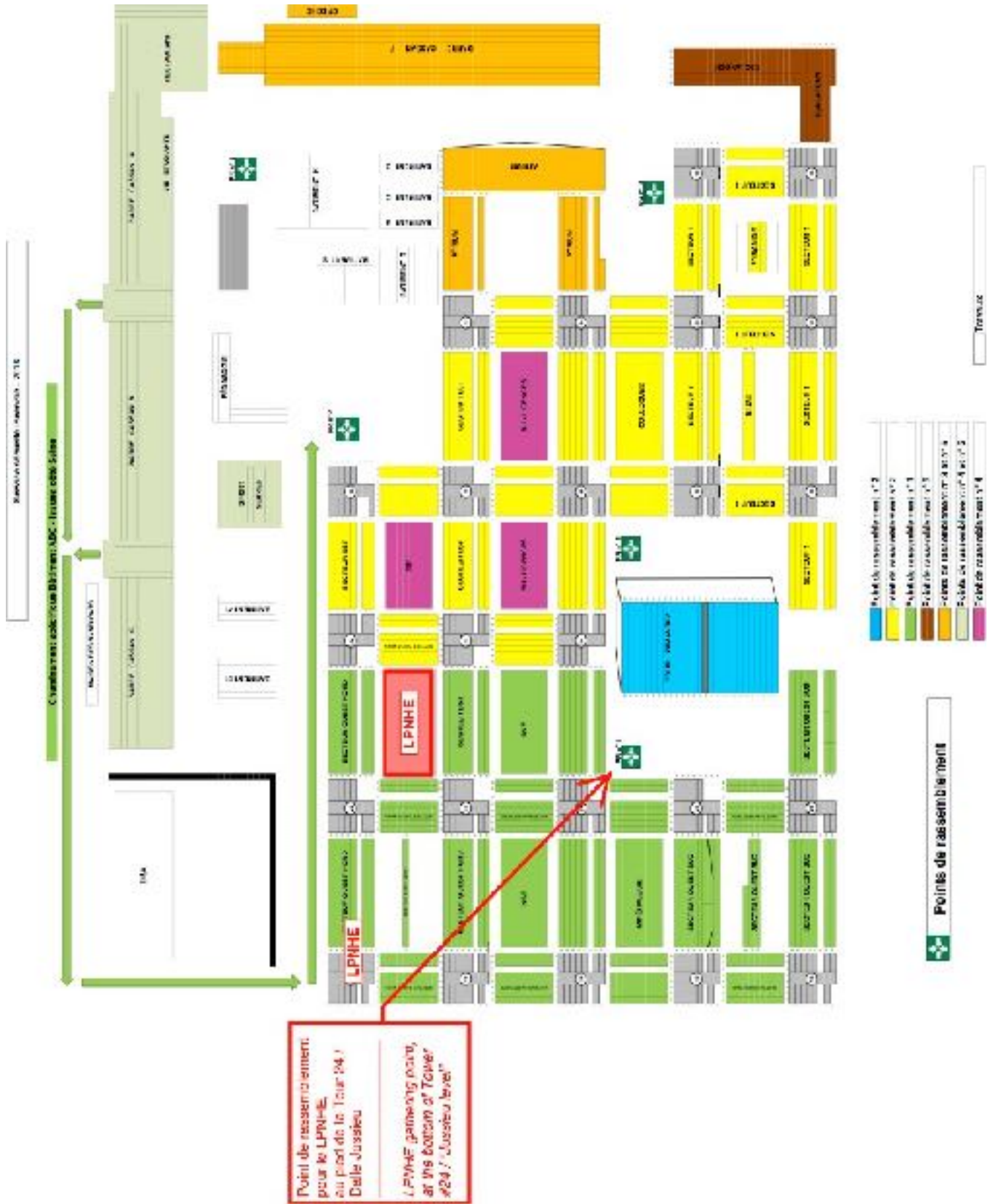
ORGANISATION

The laboratory has two prevention assistants (AP). They are in charge of preventing risks concerning the health or the security of the laboratory's agents and advise the director about health and safety issues. Within the laboratory, several workplace first-aiders (SST) (see list in appendix) are trained to alert the competent authorities and give first aid to the eventual casualties.

HEALTH AND SECURITY

In case of a fire

If an outbreak of fire occurs, you have to push the nearest call point to set off the fire alarm and call the 18 or the 01 44 27 55 55 (fire security service of the Sorbonne Université from a cellphone). You must calmly leave the premises and join the gathering place as shown on the plan. Do not use elevators. Do not block the fire doors from closing.



In case of accidents or injuries

In case of a severe accident or injury, you must immediately call the emergency service at the 18 then inform a workplace first-aider. In case of a minor accident or injury, you can directly go to the infirmary of the Jussieu campus located on the first floor of Tower 55.

Defibrillators and first-aid cupboard

The laboratory is equipped with three external automatic defibrillators (DAE) that can analyze the heart activity of a person who is in cardiac arrest. They are designed so that they can be used by anyone. One of the three defibrillators is set up on the ground floor (“rez-de-chaussée”) in the internal corridor connecting the rotunda 12 to the rotunda 13. The other one is installed in the cafeteria on floor 1 in room 12-22-102. The last one is located in the reception hall of the Charpak amphitheater (patio 22-33). The laboratory is also equipped with three first aid cupboards located at the same place as the defibrillators for the first two cupboards. The third one is situated in the assembly workshop of the patio 22-33.

Administrative procedures in case of accidents

CNRS Staff

- Every accident must be declared in the following 24 hours by the victim (or their successors) to the line manager (secretariat office 1222-1-21; telephone number: 01 44 27 41 80).
- You can find the work accident papers at the secretariat or on the following link: <http://www.dgdr.cnrs.fr/drh/protect-soc/documents/formulaires.pdf>.
- Complete forms and join a medical certificate from your doctor without fail and give it to the secretariat
- When you come back, you must give a final certificate to the secretariat

Sorbonne Université Staff

Contact your administrator from Sorbonne Université and report it to the secretariat.

Université de Paris Staff

Contact your administrator from Université de Paris and report it to the secretariat.

Preventive medicine

The preventive medicine specialist of the **CNRS** is a doctor in charge of the medical care of the agents employed by the CNRS. He is situated in the CNRS headquarters.

You can contact Arnauld Vasseur, preventive doctor at the 01 44 96 44 19

The agents employed by the **Sorbonne Université** can contact the health house of the campus (Tower 55, Jussieu level) where several doctors are present.

Phone number : 01 44 27 39 33

The agents employed by the **Université de Paris** can contact the preventive medicine service of the **Université de Paris** (Grands Moulins Building):

Phone number : 01 57 27 89 60

In case of theft or intrusion

In case of theft or intrusion, you must immediately contact the university's security service at the 01 44 27 26 27 and notify the problem to them. In case of theft you need to make a statement at the closest police station (see the "useful addresses" section) and give the theft report to the facility management who ensures the complaint's follow-up.

RADIATION PROTECTION

The person competent in radiation protection (PCR) (see page 61) aims at guaranteeing the staff security. They go to sensitive sites to guarantee the control of the radioactive sources in the laboratory. They are in charge of the dosimetric monitoring of the exposed agents.





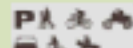


















Any agent who has to manipulate radioactive sources or go to sites where they risk exposure to radiation must notify it to the PCR in order to establish the monitoring imposed by the regulations.

During a trip to a site under surveillance, the agent will have to conform to the site's instructions and the site will deliver a dosimeter if necessary for the stay's duration. Under those conditions, the agent will also have to carry a personal dosimeter for which he will ask the PCR or the LPNHE.

It is forbidden to carry a radioactive source with oneself, inside or outside the laboratory. Any transport must be done in compliance with the current regulations. In that case you need to contact the PCR to know the modalities.

MAJOR RISKS ENCOUNTERED AT THE LPNHE

Type of risk	Associated hazard Pictograms	Localization concerned projects
in your daily work		
Fire in the premises		Any premises
Prolonged work on computers → Musculoskeletal disorders	 	Any office, any work station
Accidents while travelling	 	Between home and the laboratory, during missions in France or abroad
For experiences and services		
Electric hazard (tests on powered up equipment)		Any experimental room, server room
Use of chemical products → flammable → corrosive	 	"Printed circuit board" room (1222-SS-01), facility management room (1213-SS-03)
Use of machine tools		Mechanical workshop (1222-RC-05), metrology workshop (1222-RC-07), electronics manufacturing workshop (1222-SS-03)
Use of bridge cranes		Assembly workshop (2203-RC-09)
Manual handling material (packages, heavy equipment, ...)	 	Any premises
Use of compressed neutral gas (nitrogen, argon) → Asphyxiation risk in case of leakage	 	Cleanrooms (1222-SS-06a / 06b / 08 / 10), seal rooms (1222-SS-09 / 13)
Use of laser diodes		LSS7 in cleanroom 1222-SS-06a
Use of UV light source		LSS7 in cleanroom 1222-SS-06a and in test room 1213-SS-07 CNLS in test room 1222-SS-10
Use of sealed radioactive source		Upgrade-ATLAS in test room 1222-SS-14, LSS7 in cleanrooms 1222-SS-06a et 06b
During your missions		
Work in a zone of exposure hazard to ionizing radiation		CERN-Geneva, JPARC-Tokai, TANDEM-IPN Osce.
Mission in countries with a risk of infection		PESS Namibia
Work at a high altitude → Hypoxia, hypothermia risk	 	FNLS at the CFHT-Hawaii, LSS7 Chile

You have to ensure your security and the security of the people close to you: the person in charge of the group or the service will show you the risks you're facing in your activity and has to give you the necessary instructions and protection gears.

In any case, you can ask the Prevention Assistants for advice.

URGENCES

Ayez le bon réflexe !

APPELS D'URGENCE

≥ En cas d'incendie, d'accident, de blessures, de malaises et aussi pour tout problème hors des heures de bureau

le **18**

ou le **01 44 27 55 55**
sécurité incendie > depuis un portable

≥ Une agression, un vol, une dégradation à signaler ?

le **7 26 27**

service sûreté

NUMÉROS UTILES

≥ Un problème lié à un risque professionnel ?
biologique, chimique, radioactif, ambiances de travail...

le **7 59 55**

service hygiène et sécurité

≥ Un problème technique ? électricité, fuite d'eau...

le **7 20 20**

service des travaux

≥ Un problème de planning ?

le **7 62 37**

service d'appui
à la fonction d'enseignement

à chaque problème rencontré,
un service, un numéro !

UPMC
SORBONNE UNIVERSITÉS

TO PRINT AND TO DISPLAY IN YOUR OFFICE

http://ufr925.ent.upmc.fr/modules/resources/download/ufr925/Presentation_faculte/documents_administratifs/fiche_numero_urgence.pdf

GENERAL
INFORMATION
FOR FOREIGNERS

VISA and RESIDENCE PERMIT

Visa

To have a visa, you need to contact French embassy to know which documents you need. You will need your **Convention d'Accueil¹**, for sure.

Residence permit

If you are staying in France for a short period (less than 3 months), your visa is sufficient. If you are staying in France for a long period, you can ask for a « Titre de Séjour (TS) Scientifique-chercheur ». You always need your visa to ask for a « Titre de Séjour Scientifique-Chercheur ».



Beware that the main document for any legal procedure regarding your employment in the laboratory is (together with your contract) the « Convention d'Accueil », given by your employer. This document states several details concerning your job and contract.

The « Prefecture » is the local government institution that issues residence permits.

If you are employed by the CNRS, the CNRS will take care of the « Convention d'Accueil » and the appointment for you to get a « Titre de Séjour ». If you are employed by universities, you should get an appointment for any procedure.

Website of the « prefecture » : <https://www.prefecturedepolice.interieur.gouv.fr/Demarches/Particulier/Ressortissants-etranagers/Ressortissants-etranagers>

More information for researchers on : <http://www.ofii.fr/le-visa-long-sejour-valant-titre-de-sejour-vls-ts>

More information for students on : <http://www.ofii.fr/visa-de-long-sejour-titre-de-sejour-pour-les-etudiants>



Beware that, most likely, people in the « Prefecture » will not speak English. Basic notions of French may get through the whole procedure without many issues.

Depending on whether or renewal request and on duration of your permit, the fee to pay for the TS may vary from 60 to 250 euros, approximately. Make sure you get an appointment in time, particularly if you have a previous visa (e.g. student) or residence permit for renewal that is going to expire soon. Try as early as three month prior to the expiry date of your old visa/

¹ If you are employed by the CNRS, the CNRS will be in charge of all these procedures. If you are employed by universities, you need to contact the Human resource service

permit. If you cannot get an appointment before the expiry date, delay fees around few hundred euros will incur on top of the regular fee.

At the « prefecture », once you have completed your request, you will be given a temporary document called « récépissé » while your card is produced. The « prefecture » will notify you via postal mail when your card is available to be collected (normally within two months after the appointment). You'll have to pay the fee the day you get it.

It is advisable to have the following documents (and copies of them) for any procedure regarding the residence permit in the « Prefecture ». :

- Identification document (with photograph) where your civil state is stated. A passport should suffice
- « Convention d'Accueil »
- 3 photos. You can take it in a small booth (« photomaton ») which you can find in some supermarkets/metro stations
- A document to validate your home address (proof of residence), no older than three months. Could be any of the following :
 - ▶ Electricity bill. If you have a contract with the French electricity public company (EDF), take a recent bill or go directly to your account on their webpage (in English) and ask for the « ATTESTATION TITULAIRE DE CONTRAT », which can be downloaded automatically with the current date.
 - ▶ Receipt of rental payment. It is called in French « quittance de loyer ». You can ask our landlord/lady for it.
 - ▶ Host attestation.
 - ▶ Your contract with the LPNHE.
 - ▶ Birth certificate. You should have it officially translated in French. In some cases, consular offices are able to provide an « extrait de l'acte de naissance » which serves the same purpose.
 - ▶ ...



Here you can find the official translators in France :
<https://www.annuaire-traducteur-assermente.fr>

HOUSING

Where to look for accommodation ?

If you are a student...

CROUS : <https://trouverunlogement.lescrous.fr>

Cité Universitaire : <http://www.ciup.fr/maisons/demande-logement/>

If you are not a student...

Pap : <https://www.pap.fr>

Se loger : <https://www.seloger.com>

Real Estate Agencies



To have information on housing if you are a student : http://sciences.sorbonne-universite.fr/fr/international/venir-etudier-a-sorbonne-universite/accueil_d_etudiants_etrangers/logement.html

General information :

In France, residence owners often ask for a guarantor (in French « caution » or « garant ».) The guarantor is somebody that formally engages in paying your rent in the case of any problem. If you are new in the country and don't do not have contacts or acquaintances who could serve as your guarantor, you should mention it to the owner. In many cases it is possible to work around this requirement if you show your work contract.

Upon signing the contract, you should also pay a deposit (French « dépôt de garantie »), usually three times as much as the monthly rent, on top of your normal rent. For example, if your rent costs 400 euros, you should pay 1600 euros for the deposit and first month of rent. This extra 1200 euros should be returned when you leave. Often residence owners also ask for bank account details, but if you do not have one yet, you can explain your situation and show your work contract (this is not really mandatory).



You may benefit from an allowance which is called « Allocation Personnalisée au Logement » (APL) for the first year living in France if you are foreigner and have a residency permit. It aims at helping you to pay housing.

It is important to know that before signing the contract you should make a revision of the apartment (called « état des lieux »), and make sure that the place is in good condition and appliances work properly. Any fault or defect should be written in the revision document, as it is going to be revisited by the end of the contract. Do not hesitate to signal any faults and/or take photographs.

In most cases, the tenant (you) is (are) compelled to take a home insurance (« assurance de logement ») that covers issues such as theft and fire. This kind of insurance can be arranged with your bank and normally can be done within a few days after moving in.

To rescind your contract you should notify your landlord/lady one month in advance with a registered letter (« lettre recommandée ») if you rented a furnished apartment and three months in advance otherwise. This period must be stated in the contract.

BANK ACCOUNT, SALARY and TAXES

Bank account

After signing your contract with the LPNHE, you will receive your wage by the end of the month. For that, you need to open a French bank account.



Generally, banks in France close on Mondays and are open on Saturdays. To open your bank account you need to ask for an appointment (« rendez-vous »)

To open a bank account, your bank manager (in French « conseiller ») will ask you to provide the following documents :

- An identity document : ID card or passport
- A proof of your residence in France (tax notice, title deed, electricity bill, rental contract...)
- Your work contract



If you are a PhD student you can ask in your bank about advantages for students. Sometimes there are discounts or special regimes based on age ranges as well.

In France, it is not common to have a credit card, so when you use your bank « debit card » (called « carte bleue » in French) the withdrawal of your money from your account is done at the time. Make sure to ask in the bank how much money you can withdraw each time, for a month or your « plafond » (the maximum amount of money you can have at your disposal) in your bank contract. In some cases, there could be different « plafonds » for money withdrawals and for card purchases, with different time periods; for example, you can have weekly limit for cash withdrawals and for card purchases. Sometimes, if you need to make a purchase for a big amount you need to apply for an authorisation in your bank.

Ask how you can obtain your bank account information (Relevé d'Identité Bancaire - RIB), as it will be frequently asked.

Salary and taxes

In France, income taxes are deducted directly from the salary. The net salary is the salary given to the employee once all mandatory social debits have been deducted from the gross salary. To help you to read the payslip at the end of the month called « Fiche de paie » or « Bulletin de salaire », you can go on : <https://www.dgdr.cnrs.fr/mpr/pratique/guides/bulletin-salaire.htm>. It justifies your remuneration.

If you earn a salary paid in France by a French employer, then you still need to file a tax return (« déclaration de revenus »). It means that every year you need to file a tax return specifying the previous year's income. This is compulsory. The figure to mention is the « cumul net imposable », i.e. the net taxable income of all of contracts in the previous year.



You need to file your tax return between mid-April and mid-May. Be careful, the deadline changes every year.

The first time you do the procedure, it has to be done using a paper form, which must be posted to the local « Centre des finances publiques » of your area of residence. The form is either « Cerfa 2042 » or « Cerfa 2042 NR » (Non-Resident). Both are available on the French tax authorities website :

- Cerfa 2042 - NR : https://www.impots.gouv.fr/portail/files/formulaires/2042-nr/2019/2042-nr_2652.pdf

- Cerfa 2042 : https://www.impots.gouv.fr/portail/files/formulaires/2042/2019/2042_2680.pdf

Or at your local Tax Office.



Normally your first year of salary in France will not incur in any tax payment ; from the second year onwards, you will start paying them. Also, it is important to know that it is possible that a tax agreement exists between France and the country where you were a tax resident before coming to France. Depending on the country you may not pay taxes for the first two years in France. For all conventions, check the website : <https://www.impots.gouv.fr/portail/international>

HEALTH INSURANCE - « MUTUELLE »

Health insurance

After your arrival in France, you should demand your « carte vitale », the necessary document to visit a medical doctor, hospital, etc. In order to ask for this card you should go to CPAM (Caisse Primaire d'Assurance Maladie) and submit the following documents :

- Form called « Demande d'affiliation au régime général des personnes n'ayant jamais été immatriculées » (form 751). More information on : <https://demarchesadministratives.fr/demarches/demande-de-premiere-carte-vitale>
- An identity document : ID card or your passport
- The bank identification (Relevé d'Identité Bancaire - RIB)
- If you were born outside France, you should present a copy of your birth certificate (with your parent's name). Present a copy in the original language, and the translated version. The translation should be official; each country has different rules, check this with your French country embassy
- If you receive a salary, a copy of your work contract and your last payslip
- If you come from a country outside the EU, you should present a copy of your « carte de séjour » (valid)



In France, you should know that before visiting any medical specialist you should have an appointment with your general practitioner or family doctor, or you will not be entitled to a refund from your French health insurance.

For more information :

If you are a student : <https://www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-france/vous-venez-etudier-en-france>

If you are a researcher : <https://www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-france/salarie-expatrie-ou-detache>

« Mutuelle » insurance

The goal of a « mutuelle santé » insurance is to cover partly or fully the health expenses that are not covered by the mandatory health insurance (social security regime).

The « mutuelle » insurance (also « complémentaire santé ») completes (fully or partly) the reimbursements of the social security. However, unlike the social security, having a « mutuelle » is optional.

You can arrange a « mutuelle » insurance, for example, through your bank. It costs in average between 350 and 1200 euros per year.

PhD PROCEDURE

INTEGRATION AND FOLLOW-UP

For PhD students to have a follow-up of quality thesis, a sponsorship has been settled at the LPNHE. When the PhD student arrives, he chooses a godfather/godmother among a list of voluntary researchers. The PhD student and his sponsor mustn't be part of the same research team. They meet regularly several times in the year. Without taking away the prerogatives of the thesis supervisor, the sponsor pays attention to the successful conduct of the thesis.

The settlement of the portal of the PhD students at the LPNHE on <http://lpnhe.in2p3.fr/doctorants/> is also a way to help them. This website contains many information on their thesis (theme, director, year of the thesis defense, ...) and on their situation after thesis. It constitutes the foundations of a network of former doctoral students.

In addition, multiple student-only meetings are held once a month in the "Journal Club". During these gatherings, hot topics from various scientific or non-scientific fields are discussed. It is a nice place for students to express themselves freely.

THESIS QUALIFICATION - « COMITÉ DE SUIVI DE THESE » (MID-THESE)

Every year during the PhD, there is an individual control procedure, whose goals are :

- To verify the status of your thesis
- To propose solutions to any difficulties encountered (environment and working conditions)
- To verify the status of the modules and other mandatory points
- To know your wishes and career plans upon completion of your PhD

After your presentation the jury will offer some recommendations, and decide if you are allowed to proceed with your thesis. The jury is composed by members of the research units and having one sponsor in it is highly advised.

The thesis qualification is composed of the following steps :

- Oral presentation of your thesis work (15 mn)
- A discussion with the jury, in which they will ask you question about your current work (10 mn)
- An interview (5 min) with you (in absence of your supervisor present)
- An interview (5 min) with your PhD supervisor
- A final discussion about your work, during which the jury will issue their decision.



If you need more information on the PhD procedure, there is a guide on this website : <http://ifd.sorbonne-universite.fr/fr/a-propos-de-l-ifd/nos-publications/guide-du-doctorant.html>

LIFE OUTSIDE THE LPNHE

CULTURAL LIFE

- Many public museums such as Le Musée du Louvre or Le Musée d'Orsay are free for people who are less than 26 years old. Some are free on the first Sunday of each month such as Le Centre Pompidou and others free for all. Find more information on <https://www.parisinfo.com/decouvrir-paris/guides-thematiques/paris-gratuit/musees-et-monuments-gratuits-a-paris/les-musees-et-monuments-gratuits-a-paris#Ancre%206>
- If you want to engage in an association, this website <https://jemengage.paris.fr> give you all missions proposed in Paris by many associations.
- If you want to make sports, you can find information on <https://www.paris.fr/sport>
- You can find more general information on Paris' life on <https://www.paris.fr>

TRANSPORT SERVICE IN PARIS

You can have monthly or annual pass to travel through « Ile-de-France ».

- If you are more than 26 years old, you can subscribe to the **navigo pass** on <http://www.navigo.fr/je-gere-ma-carte/>
- If you are student or you are less than 26 years old, there is a special card which is cheaper and makes you benefit from many good plans (discounts in some shops, in cinemas...). It is called **Imagine R** : <https://www.imagine-r.com>

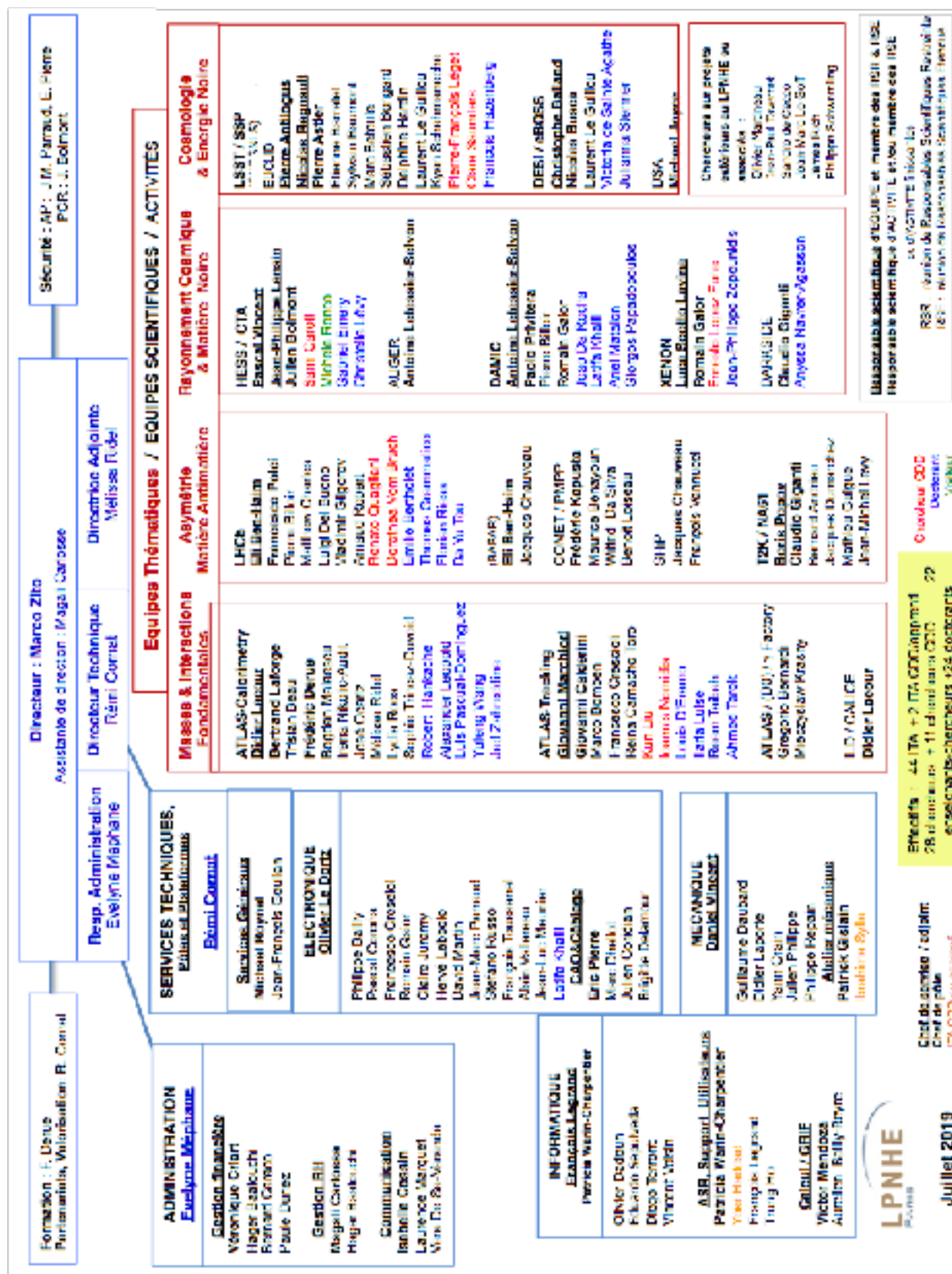
If you daily use public transport, the CNRS is paying a part of your subscription. You can ask the secretariat the get the form.

- The interactive plan of the RER, metro, bus, noctiliens (overnight busses) and airports are on <https://www.ratp.fr/plan-metro>



APPENDIX

ORGANISATION CHART





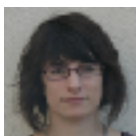





USEFUL CONTACTS

Name	Position	Office	Telephone
Marco Zito	Director	12-22.123	01 44 27 48 36
Mélissa Ridel	Deputy Director	12-22.132	01 44 27 48 18
Evelyne Méphane	Administration Manager	12-22.119	01 44 27 63 17
Rémi Cornat	Director of Technical Services Valorization Correspondent	1222-1-28	01 44 27 41 66
Magali Carlosse	Executive Secretary Human Resources	12-22.121	01 44 27 41 80

Frédéric Derue	Training Course Correspondent	12-13.104	01 44 27 47 52
Isabelle Cossin	In charge of communication	12-13.120	01 44 27 68 95
François Legrand	Information Technology	12-22.116	01 44 27 23 26
Olivier Le Dortz	Electronics and Instrumentation	12-22.114	01 44 27 73 55
Daniel Vincent	Mechanics	1213-RC/ SB-10	01 44 27 75 39
Michael Roynel	Facility Management	1213-RC/ SB-08	01 44 27 72 58
Reina Camacho-Toro	Friday's Meeting	12-22.15	01 44 27 47 54
Luca Scotto Lavina	Friday's Meeting	12-22.217	01 44 27 41 79
Mathieu Guigue	Seminars	12-22.117	01 44 27 ?? ??
Sébastien Bongard	Seminars	12-13.118	01 44 27 72 53
Laurent Le Guillou	Library Correspondent	12-13.112	01 44 27 73 29

PREVENTION ASSISTANT (AP), COMPETENT PERSON IN
RADIATION PROTECTION (PCR),
WORKPLACE FIRST-AIDERS (SST)

Staff	Position	Photo	Telephone / Office
Jean-Marc Parraud	AP / SST		Phone number: 74191 Office: 1213-RC-20
Eric Pierre	AP		Phone number: 77257 Office: 1213-RC-22
Julien Bolmont	PCR		Phone number: 74166 Office: 1222-1-28
Bernard Andrieu	SST		Phone number: 72321 Office: 1222-2-25
De Sa-Varanda	SST		Phone number: 76328 Office: 1213-1-05
Marc Dhellot	SST		Phone number: 74178 Office: 1213-RC-15
Philippe Repain	SST		Phone number: 74190 Office: 1222-RC-12
Patricia Warin-Charpentier	SST		Phone number: 77269 Office: 1222-2-14

GLOSSARY

[ANF](#) : Action Nationale de Formation (National Training Action)

[ANR](#) : Agence Nationale de la Recherche (National Research Agency)

[AP](#) : Assistant de Prévention (Prevention Assistant)

[BAP](#) : Branche d'Activité Professionnelle (Branch of Professional Activity)

[CAES](#) : Comité d'Action et d'Entraide Sociale (Action and Mutual Social Support Committee)

[CAP](#) : Commission Administrative Paritaire (Administrative Joint Commission)

[CET](#) : Compte Epargne Temps (Time Saving Account)

[CERN](#) : Conseil Européen pour la Recherche Nucléaire (European Organization for Nuclear Research)

[CL](#) : Conseil de Laboratoire (Laboratory's Council)

[CLAS](#) : Comité Local d'Action Social (Local Committee for Social Action)

[CLIC](#) : Comité Loisirs Informations Culture (Recreation Information Culture Committee)

[CLHSCT](#) : Comité Local d'Hygiène, de Sécurité et des Conditions de Travail

(Local Committee for Health and Safety and Working Conditions)

[COFO](#) : Correspondant Formation (Training Correspondent)

[CPL](#) : Commission des Personnels IT du Laboratoire (IT staff of the Laboratory's Commission)

[CRCT](#) : Congé Recherche ou Conversion Thématique (Leave for Research or Thematic Conversion)

[CS](#) : Conseil Scientifique (Scientific Council)

[CSP](#) : Cellule de Suivi de Projet (Project Monitoring Cell)

[DA](#) : Directeur Adjoint (Deputy Director)

[DAE](#) : Défibrillateur Automatisé Externe (External Automatic Defibrillator)

[DGGE](#) : Délégation Globale de Gestion Financière du CNRS (Global Financial Management Delegation of the CNRS)

[DGDR](#) : Direction Générale Dédiée aux Ressources (General Management Dedicated to Resources)

[DIF](#) : Droit Individuel à la Formation (Individual Right to Training)

[DT](#) : Directeur Technique (Technical Director)

[EC](#) : Enseignants Chercheurs (Lecturers, Teaching staff)

FSPE : Fonctions Susceptibles d’Etre Pourvues (Positions that are likely to be filled)

GLPI : Gestion Libre du Parc Informatique (Free Management of the Computing Equipment)

IN2P3 : Institut National de Physique Nucléaire et de Physique des Particules (National Institute of Nuclear Physics and Particle Physics)

IT : Ingénieurs Techniciens (Engineering Technicians)

ITA : Ingénieurs Techniciens Administratifs (Administrative Engineering Technicians)

NOEMI : Nouveaux Emplois Offerts à la Mobilité Interne (New Jobs Open to Internal Mobility)

PCR : Personne Compétente en Radioprotection (Competent Person in Radiation Protection)

RA : Responsable Administratif (Administrative Head)

RIBAC : Recueil d’Informations pour l’observatoire des Activités des Chercheurs (Information Collection for the Researchers’ Activities)

RS : Responsable Scientifique (Scientific Head)

RTT : Réduction du Temps de Travail (Reduction of Working Time)

SPRH : Service du Personnel et des Ressources Humaines (Staff and Human Resources Service)

SST : Sauveteur Secouriste du Travail (Workplace First aider)

UMR : Unité Mixte de Recherche (Joint Research Unit)

VAE : Validation des Acquis de l’Expérience (Validation of the Assets Gained Through Experience)

USEFUL ADDRESSES

LPNHE : Sorbonne Université - Campus Pierre et Marie Curie, Mailbox 200, 4 place Jussieu - 75005 Paris

- Metro line 7 or 10, « Jussieu » station
- Website: <http://lpnhe.in2p3.fr>

CNRS - Délégation B : 16 rue Pierre et Marie Curie – 75005 Paris

- RER B, « Luxembourg » station or bus line 21, 27, 38, 82, 85, 89
- Telephone number: 01 42 34 00 00 / Fax: 01 43 26 87 23
- Website: <http://www.dr2.cnrs.fr/>

Université de Paris: 5 rue Thomas Mann – 75013 Paris

- Metro line 14 or RER C, « Bibliothèque François Mitterrand » station
- Telephone number: 01 57 27 57 27
- Website: <https://u-paris.fr>

Sorbonne Université : 4 place Jussieu – 75005 Paris

- Metro 7 or 10, « Jussieu » station
- Telephone number: 01 44 27 44 27
- Website: <http://www.upmc.fr>

Commissariat de Police : 4 rue de la Montagne Sainte-Geneviève – 75005 Paris

- Metro 10, « Maubert-Mutualité » station
- Telephone number: +33 1 44 41 51 00
- Website: <https://www.prefecturedepolice.interieur.gouv.fr/Vous-aider/Accueil-du-public/Accueil-du-public/Vos-commissariats/5eme-arrondissement>

FOR FURTHER DETAILS

Activity Report

<http://lpnhe.in2p3.fr/spip.php?article82>

Rules and regulations

<http://lpnhe.in2p3.fr/spip.php?article167>

IT policy of the LPNHE

<http://lpnhe.in2p3.fr/spip.php?article296>

Temporary contract policy at the CNRS

<http://www.dgdr.cnrs.fr/drh/actualites/2014/Charte-CDD-CNRS-V20150320.pdf>

LEGAL NOTICE

Cover Pictures

« One of the four mirrors of the H.E.S.S telescope in Namibia » © : ASPERA / H.E.S.S. collaboration

« Un boson de Higgs se désintègre en 4 leptons dans cette collision enregistrée par le détecteur ATLAS le 18 mai 2012 » © ATLAS

Photos on page 5

« Observatoire Pierre Auger » © LPSC Grenoble

« ATLAS » © Serge Bellegarde, 03/10/2006, CERN <http://cds.cern.ch/record/989405>

« Inside of the Super-Kamiokande Detector » © The T2K Collaboration 2013
<http://t2k-experiment.org/gallery/super-kamiokande/>

« Skymapper » http://en.wikipedia.org/wiki/Siding_Spring_Observatory#mediaviewer/File:SkyMapper_and_2.3m.jpg

+ [ajouter nouvelles images \(cf version française\)](#)

+ P.50 : <https://www.imagine-r.com>

+ [Section « general information for foreigners » - largement inspiré du livret du LPC \(copiés-collés actualisés et adaptés au LPNHE\)](#)