



# WELCOME BOOKLET

You have just arrived... Welcome to Géoazur!

Your supervisor has just given you  
the Welcome Booklet of our Joint Research Unit.

Please, read it carefully.

It includes:

**A – Presentation of the Joint Research Unit Géoazur**

**B – Rules and Regulations**

**C – Information Technology Charter**

**D – Safety Instructions at Sophia Antipolis Location**

**E – Compulsory Steps at your Arrival**

**F – Appendices**

(Appendices include all the documents you have to fill in)

## A – Presentation of the Joint Research Unit Géoazur

**Géoazur** is a multidisciplinary Joint Research Unit affiliated to the UCA, CNRS and IRD. The major supervising institution is the Université Côte d'Azur (UCA). Created in 1996, Géoazur focuses on Geoscience research using combined analyses of the Earth, Ocean and Space. The central topics are Lithosphere Dynamics and the Metrology of the Earth and the Nearby Universe. The studies consider major societal stakes, including seismic, gravitational and tsunami hazards, and change in global mean sea level.

Géoazur's activities are part of the observation missions of the Côte d'Azur Observatory (OCA), serving the scientific community through dedicated centres for geodesy, seismology, gravitational movement and laser telemetry. Within the "Seabed Observation" framework Géoazur collaborates with the Villefranche-sur-mer Oceanology Observatory (OOV). Furthermore, Géoazur is actively involved in the Geoscience educational programmes of the UCA, and is in partnership with Sorbonne University

### Key Figures

- **3 Partners-Institutions:** Géoazur is affiliated to the Université Côte d'Azur (UCA), the Côte d'Azur Observatory (OCA), and has signed an agreement with Sorbonne University;
- **2 EPST:** Géoazur is a Joint Research Unit supported by both the CNRS (Centre National de la Recherche Scientifique, UMR 7329) and the IRD (Institut de Recherche pour le Développement, UR 082);
- **2 Overseas Branches:** one local branch in Ecuador, in partnership with the Polytechnic School of Quito; and another one in the South-West Pacific Ocean (Centre IRD de Nouméa, New-Caledonia; Service des Mines de Port-Vila, Vanuatu);
- **6 Thematic Teams:** ASTROGEO-GPM - Geodesy and Metrology of the Nearby Universe; MARGIN – Subduction and Seismogenesis ; EARTHQUAKES – Process, Forcing and Hazards, RISKS – from telluric and hydrologic Hazards to anthropised littorals Resiliences ; WAVES and IMAGING; GEOMATERIALS – Deformations and Transformations;
- **1 Associate Team** with CEREMA about gravitational and seismic movements in soils, rocks and structures
- **1 Technical Group** : Geochronology, Geomechanic, Mineralogy and Sedimentology
- **2 Engineering Centres:** Observatory (astronomy, seismology, geodesy, gravitational movements, seabed); R&D;
- Around 70 researchers, professors and associate professors; 40 engineers and technicians; 40 PhD/postdoctoral fellows; 20 shared services staff members.

### Géoazur in a Nutshell

- **Multidisciplinary Joint Research Unit** comprising geophysicists, geologists, geochemists, astronomers and metrologists.
- **Scientific topics** clearly identified: Lithosphere dynamics both on land and at sea; Metrology of the earth and the nearby universe; Geohazards.
- **Societal stakes:** Seismic, gravitational and tsunami hazards; Change in global mean sea level; Space debris monitoring,
- **Iconic regional targets:** the Alps and the Ligurian Sea.
- **International focus areas** covered by the IRD and the INSU: the Mediterranean Sea, the Andean Margin and the Caribbean.
- **Observation missions**
- Significantly involved in **Research & Development** in extreme environment observation: Seabed and Space geodesy; Laser telemetry and Time & frequency metrology.
- **Real synergy between research and training.**

Read more: <http://geoazur.oca.eu>

## B – Rules and Regulations

Set out by the General Assembly on 13 January 2014

### PREAMBLE

Institutional affiliations of the Joint Research Unit Géoazur (hereinafter: the Unit) are the Université Côte d'Azur (UCA), the French National Center for Scientific Research (CNRS), the French Research Institute for Development (IRD), and the Côte d'Azur Observatory (OCA). The Unit's institutional partner is Sorbonne University.

The draft text of the Rules and Regulations was submitted to the General Assembly for vote on 13 January 2014.

The Rules and Regulations are in compliance with the terms of the Rules and Regulations of supervisory institutions, especially the CNRS and OCA terms.

They shall apply to the whole staff of the Unit, including fixed-term contract staff and trainees.

Regulatory changes and developments at the supervisory institutions are *de facto* applicable to the Unit, even if they are not mentioned hereby.

### PART 1

#### GENERAL FUNCTIONING OF THE UNIT

#### ARTICLE 1 – BODIES AND THEIR ROLES, STRUCTURAL ORGANIZATION, RIGHT OF ACCESS TO INFORMATION TECHNOLOGY & THE PREMISES

##### 1.1 – General Assembly (GA)

The GA meets once a year at least, by the call of the Director of the Joint Research Unit or at the request of half of the members in position within the Unit for more than six months.

The GA holds decision-making authority on issues debated and decided by a majority vote of the present or represented members of the Unit. Any issue or question to be voted shall be placed on the GA agenda.

The agenda shall be circulated to all staff at least forty-eight (48) hours prior to the meeting.

The role of the GA, in particular, is to:

- Transmit major information about the Unit to the present staff;
- Elect the Director of the Unit by majority vote, in order to propose his candidature to the Institutions for the renewal of the Direction mandate;
- Vote on proposals for any change or creation in the organizational structure or functioning of the Unit;
- Vote on the Rules and Regulations;
- Vote on any text governing the functioning of the Unit within the context of institutional affiliations.

The results of the vote operated during the GA meeting shall be transmitted to all members of the Unit.

The Rules and Regulations lay down the functioning terms and the compositions of the Executive Board (EB) and the Scientific Committee (SC).

## 1.2 – Executive Board (EB)

### 1.2.1 – Composition and Appointment

#### Composition

The EB is composed of 20 members maximum:

- **Ex officio members:** the Director and Deputy Director(s)
- **Members appointed** by the Director at the start of the five-year contract agreed on with the Ministry of Higher Education and Research. They are subject to change by a mere decision at any time.
- **Elected members:** 5 Researchers, Professors or Associate Professors; 4 Engineer-Technician-Administrative staff (ITA); 1 non-permanent Researcher, Professor or Associate Professor (including PhD Student). One alternate member shall be elected for each full member.

The number of *ex officio* and appointed members together shall not exceed the number of elected members, *i.e.* 10 people.

External dignitaries/senior officials may possibly be part of the EB acting in an advisory capacity.

The duration of the EB member mandates is set to four years. Under exceptional circumstances the duration may be cut down or extended, especially when either the general organization of the Unit is changed or at the request of 1/2 of the GA members.

Elections are held within a maximum period of three months from the date of the CNRS Chief Executive Officer's decision that endorses the establishment or renewal of the Joint Research Unit.

The mode of balloting is direct elections using a bloc voting system (multimember plurality electoral system). In the event of a tied vote, the eldest person shall be deemed to be elected. Any elector shall be eligible.

#### Appointment

##### Electors are:

- Permanent staff of the Unit, paid by one of the supervisory agencies or another partner institution under a partnership or joint contract;
- Non-permanent staff in position within the Unit for more than six months.

Electors are divided into two electoral colleges, *i.e.* the Researcher-Professor College and the ITA College:

- **Researcher-Professor College** includes two sub-colleges which comprise:
  - o Permanent CNRS-IRD researchers and UCA-Sorbonne-OCA professors or associate professors;
  - o Non-permanent researchers, including PhD students in position within the Unit for more than six months.
- **ITA College** includes the ITA CNRS-IRD staff and the IATOS staff of the UCA and Sorbonne universities and the OCA.

Any EB member permanently leaving his/her position within the Unit automatically ceases to be a member of the EB and must be replaced by a new appointed or elected member, as the case might be.

### **1.2.2 – Responsibilities**

The EB has an advisory capacity.

It is consulted by the Director of the Unit on:

- Requests for budget resources and breakdown of budget allocations;
- Human resources management in terms of staff employment, career and work arrangements;
- Policies of technology transfer and dissemination of the scientific outcomes of the Unit;
- Policies of support to the academic education: budget, course curriculum and vocational training;
- Working out the continuing training program;
- ITA recruitment policy;
- Staff mobility;
- Any organizational or functioning action likely to impact staff employment and work arrangements.

The Director may consult the EB for any other issue related to the functioning of the Unit.

Pursuant to the Article 241-1 of the amended Decree No. 83-1260 of 30/12/83, the EB shall be consulted prior to the probation period report of the staff assigned to an Engineer-Technician-Administrative (ITA) tenured position.

Pursuant to the Article 18 of the amended Decree No. 82-993 of 24/11/82, the EB's advice is sought with respect to the appointment of the Director of the Unit.

The Board may report its comments when the Unit is assessed by one or more departments of the National Center for Scientific Research.

The Board is kept informed by the Director of the scientific policies of the supervisory institutions and their impacts on the development of the Unit.

### **1.2.3 – Functioning**

The EB shall be chaired by the Director of the Unit. It meets three times a year at least and is called by the chairman either on his/her own initiative or at the request of one third of its members.

On the invitation of the chairman, the Board may hear any person involved in the Unit's activities or asked for as an expert on any issue under the agenda.

The chairman shall determine the agenda of every meeting; this includes any issue within the competence of the EB, included in the agenda either on the chairman's initiative or at the request of one third of its members at least. The agenda shall be circulated to all staff of the Unit at least eight days prior to the meeting.

The chairman shall report the findings of every meeting and sign the document for dissemination. Rules and regulations may determine other functioning rules if needed.

## **1.3 – Scientific Committee (SC)**

### **1.3.1 – Composition**

The SC is composed of the Director, the Deputy Director(s), the team leaders and the Heads of the Observatory and R&D Centres of the Unit.

### **1.3.2 – Responsibilities**

The SC has an advisory capacity.

It gives the Director advice on scientific decisions. This relates on:

- Implementation of the scientific strategies of the Unit and its evolution, in order to meet the scientific challenges determined within the five-year contract agreed on with the Ministry of Higher Education and Research;
- Forward thinking on science over the long term.

### **1.3.3 – Functioning**

The SC shall be chaired by the Director of the Unit. It meets at the request either of its chairman or of one of its members, when needed.

On the invitation of the chairman, the Committee may hear any person involved in the Unit's activities or asked for as an expert on any issue under the agenda.

## **1.4 – The Directorate**

The Director of the Unit is appointed by the supervisory institutions jointly, upon advice from their own relevant bodies, as well as those of the Unit's Executive Board or, failing that, the Unit's General Assembly limited to the permanent staff.

The term of office is set to five years and may be renewed twice.

The Director shall assume the responsibilities as defined by the contract binding him/her to the Ministry of Higher Education and Research and the Unit's supervisory institutions, within the context of the establishment of the Joint Research Unit "Géoazur".

The Director shall be responsible for scientific, administrative and financial management. He/she shall implement scientific policies issued from all supervisory authorities.

He/she shall decide how to use all available resources.

In order to fulfill his/her mandate, the Director is supported by a Management Team to which he may delegate certain activities.

The Management Team members are appointed by the Director. It is composed of one or more Deputy Directors and the Administrative Manager.

The Director may delegate certain responsibilities to members of the Unit as appropriate. In such cases, the beneficiary of the delegation is invited to EB and SC meetings possibly, with an advisory vote, whenever the agenda meets his/her field of responsibilities.

The Director shall report on the resource use once a year at least, during the General Assembly.

The Director, upon advice from the EB, shall decide on the admission of new members.

The Director, upon advice from the EB, shall define the hosting procedures for unfunded PhD fellows and conditions for their access to the Unit's resources.

The Director shall set the tax rate to be charged on contract resources, upon advice from the EB. The tax rate includes 1/ the deduction for management fees from the supervisory institution in charge of such resources, and 2/ a levy that is ploughed back into the Unit general budget.

## 1.5 – Structural Organization

The Unit is organized in:

- Research teams – each team is led by one team leader who may be assisted by one deputy;
- Technical and Engineering Centres – each centre is led by one centre leader;
- Shared Services - each service is led by one manager;
- Support cells

All team/centre leaders and service managers are appointed by the Director, upon advice from the members of the concerned team or centre or service.

## 1.6 – Right of Access to Information Technology (IT)

The access to Information Technology facilities is restricted to the Joint Research Unit permanent and non-permanent staff. External people have to ask for special authorization from the Director.

Any authorized user who accesses IT facilities/materials receives the contents of the Unit's IT Charter, prior to his/her first connection.

## 1.7 – Right of Access to the Premises

Upon arrival, a new staff member is provided with an electronic badge for access to the buildings, and the key of his/her office.

Upon departure (resignation, transfer, retirement, completion of the internship/contract...), the departing person has to vacate the premises and give back all logistics means (badge, key...).

## PART 2 HUMAN RESOURCES

### ARTICLE 2 – WORKING TIME & HOURS, ACCESS TO OFFICES

#### 2.1 – Working Time

The actual annual working time is equal to 1607 hours. The implementation terms should be in accordance with the rules of the institution hosting the staff member:

**CNRS Staff:** Terms refer to the provisions set out in the amended Decree of 25/08/00, the 31/08/01 Order and the amended CNRS decision of 23/10/01.

**UCA Staff:** Terms refer to the measures adopted by the University pursuant to the 15/01/02 Order on the organization and reduction of working time in the decentralized services and institutions under the Ministry of Higher Education and Research.

**IRD Staff:** Terms refer to the No. 201A398 decision of 07/11/01 and the Rules of Procedure of the Montpellier Centre with respect to the staff working in Metropolitan France.

**Sorbonne University Staff:** Terms refer to the decision from the Committee of the Villefranche-sur-mer Oceanology Observatory, in accordance with the measures adopted by the ex-Pierre et Marie Curie University.

**Higher Education Staff of the OCA:** Terms refer to the 2000-815 Decree on the organization and reduction of working time in the State civil services.

## 2.2 – Work-Time Organization

### 2.2.1 – Weekly Working Time

The actual weekly working time for every full-time staff member should be in compliance with the rule set out by the host institution. It should be declared to the management services of the Unit at the beginning of the year with respect to the staff working in an institution offering multiple work cycles.

Part-time staff working up to 80% of the full duration may be allowed to work over a working week fewer than 5 days.

The working time should meet the “actual” working time as determined by the reference texts of the host institution.

### 2.2.2 – Flexible Working Time

In case of flexible working hours, they should be determined for each staff member accurately, in accordance with the host institution’s rules and regulations (See Appendix to Rules and Regulations).

### 2.2.3 – Occupational Mobility, Standby Time and Allowance

**ITA CNRS Staff:** In accordance with the CNRS decision No. 030017DRH of 13/02/03, the employment circumstances that may entitle to standby/hardship allowance are the following:

- Short-term onboard missions likely to be performed overnight or on Saturdays and Sundays;
- Dockside work following onboard missions and performed outside usual working hours;
- Onboard missions of medium duration (less than 15 days);
- Long-term onboard missions (more than 15 days);
- Observation work: night work, staggered hours, compulsory overtime. The Unit may widen standby/hardship allowance to field missions as far as resources permit.

**ITA IRD Staff:** Please refer to the No. 2023719 decision of 06/06/02 listing occupations that may be eligible for standby/hardship allowance.

**ITRF OCA Staff:** Please refer to the No. 2002-002 decision of 02/01/02.

**ITRF UCA Staff:** No specific provisions are set forth.

## 2.3 – Working Hours and Closings Periods

### 2.3.1 – Daily Hours

The reference daily working hours for every staff member shall be determined accurately and endorsed by the Director. It shall be in accordance with the Appendix to Rules and Regulations.

The standard opening hours of the Unit is scheduled **from 7am to 9pm, on weekdays**. The staff subject to operational requirements may implement staggered hours work arrangements, under agreement with the Director.

**All staff** should have to work for the daily/weekly work time fixed in the Appendix to Rules and Regulations, as determined by the host institution. Commuting between home and work is excluded from the work time.



The Unit's typical timeframe during which all members must be present at work is set to **10am – 12pm and 2pm – 4pm**.

For the whole staff the lunchtime break should last 45 minutes at least, without exceeding 2 hours. It must occur **between 12pm and 2pm**.

### **2.3.2 – Work outside Normal Working Hours**

**Access to offices outside normal working hours, as aforementioned, must be expressly and specifically identified and authorized by the Director. Any exceptional authorization shall be subject to the presence of two staff members at least in the premises.**

Staff, whose works classified as unsafe need to be performed outside normal working hours and/or on remote locations, must be either accompanied or equipped with reliable means of communication. In any case, these staff must pay attention to health and safety warnings posted in the provided premises.

### **2.3.3 – Closing Periods**

Closing periods of the Unit should be fixed by the Director at the beginning of the year, upon advice from the EB and under the rules in force in the host institution. These closing days must be counted as RTT days (RTT is the French acronym for “compensation time for extra hours worked under the French 35-hour work week law”).

## **ARTICLE 3 – LEAVE AND ABSENCES**

### **3.1 – Duration of Leave**

Vacation leaves cannot exceed 31 consecutive days, except in case of specific arrangements due to the closings of workplaces shared with partners. The leave duration is calculated from the first day to the last one, without deduction of Saturdays, Sundays and public holidays.

The staff may benefit from two additional days in case of vacation fractioning: one additional day if the staff member takes leave during 5, 6 or 7 days outside the period from 1 May to 31 October; two additional days if the leave is equal to 8 days at least.

From notice of 29 April 2013 given by the EB, all vacation leaves populated into the electronic form of the software AGATE/OHRIS (concerning CNRS, OCA, UCA and Sorbonne staff) or SORGHO (concerning IRD staff) should be validated by the Administration service of the Unit. Prior to entering the vacation data, staff members must have agreement from their immediate supervisors.

### **3.2 – Monitoring of Leave**

For organizational purposes, staff members should **request for a leave** and fill the AGATE/OHRIS or SORGHO e-form in with a 10-day notice.

Leave monitoring – annual leave, and compensation time for extra hours worked under the French 35-hour work week law (French acronym = RTT) – should be performed under the responsibility of the Director. Leave data may be communicated to the staff member's supervisory institution – especially in case of time savings accounts (French acronym = CET) – in accordance with the terms and procedures determined by the supervisory institution itself.

### 3.3 – Time Saving Accounts (French acronym = CET)

Any permanent or non-permanent staff member holding his/her position for one year at least may set up a time saving account. Though there is no provision with respect to UCA Professors and Associate Professors, nor for CNAP Researchers (OCA).

The terms for adding into a time saving account and using it are set by the amended Decree No. 2002-634 of 29/04/02 and the amended Enforcement Order of 20/01/04.

### 3.4 – Solidarity Day

The No. 2004-626 Law of 30/06/04 establishes the Solidarity Day principle for independence of elderly and disabled people.

Whit Monday is considered as a Solidarity Day by the supervisory institutions of the Unit. Staff members who wish to idle on Whit Monday should count it as one RTT day, also called “President Day” with respect to UCA staff.

### 3.5 – Absences

#### 3.5.1 – Absences on Medical Grounds

Any unavailability resulting from illness has to be properly justified and stated to the Director within 24 hours, except in emergency situations. Within the 48 hours following the work stoppage, the employee must provide a medical certificate stating the foreseeable duration of the unavailability.

Any accidental bodily injury happening within the context of professional life shall be reported to the Unit immediately.

#### 3.5.2 – Special Permissions for Absence

Special permissions for absence shall not count against vacation or RTT days.

They are granted rightfully in case of jury duty, pregnancy examinations...

They may be granted rightfully by the immediate supervisor who shall assess staff members' claims taking into account service requirements.

On request and upon presentation of proof, special permissions for absence shall be granted in the following circumstances:

- Family events (5 days max. in case of marriage or PACS (Civil Solidarity Pact) ceremony ; 3 days max. in case of death (or severe illness) of a close family member);
- Religious holidays;
- Professional competitions and occupational tests (1 day max. to prepare for the exam);
- Sick child or momentary difficulty of finding child care services;
- Move (2 days max.).

#### 3.5.3 – Missions

Any permanent or non-permanent staff member travelling in the performance of his/her duties must **hold a travel authorization** that shall be established before the start of the mission. The document is legally mandatory. It guarantees staff coverage with respect to occupational accident regulations.

Any staff member who needs to travel from his/her home straight to a casual work location, without reaching his/her usual workplace, shall be covered in case of an accident, provided he/she is holding a travel authorization including costs or free of charge.

Any staff member travelling in the performance of his/her duties between different places of work is covered *de facto*. Travel times between places of work are considered as actual work.

With respect to CNRS regulations, work travel towards high-risk countries shall require prior consent from the Defense and Security Official.

### **PART 3** **HEALTH AND SAFETY**

The Director shall be responsible for staff safety and security as well as the protection of the Unit's property. Nevertheless each staff member shall be concerned with his/her own safety as well as that of others.

#### **ARTICLE 4 – PERSONS CHARGED WITH HEALTH AND SAFETY**

##### **4.1 – Director of the Unit**

The Director shall take any appropriate actions to safeguard the safety and security of staff, facilities and property.

Upon advice from the EB and under his/her authority, the Director shall appoint one (or several) Prevention Officer(s) who shall assist and advise him/her on health and safety legislation.

The appointment of a PO does not affect the principle of accountability of the Director.

##### **4.2 – Prevention Officer (PO)**

The advisory and assistance role of the PO encompasses the risk assessment process, the adoption of a prevention policy as well as the implementation of health and safety rules.

The PO shall provide all staff with safety instructions and promote awareness of specific risks.

Upon new staff's arrival at the Unit, the PO provides them (whether permanent staff or not) with basic training course and useful information for achieving their work in compliance with the Unit's internal safety instructions. The PO schedules a visit of the premises which is concluded with the signature of a certificate in safety information. The document shall be signed by the two parties: the new comer and the PO. The latter shall keep the document.

In addition, annual and specific trainings are currently offered to every staff member of the Unit. At the present time, PO positions are held in both Buildings #1 and 4 in Sophia, and in Calern.

## ARTICLE 5 – ORGANIZATION FOR PREVENTION

### 5.1 – Safety Instructions

Safety instructions are reported into a document that is given to each new comer.

**Information about Health and Safety at Géoazur are also available on the intranet site in the French language at :**

**<https://www.geoazur.fr/INTRANET/wiki/bin/view/Main/ServicesGeneraux/HygieneEtSecurite/WebHome>**

### 5.2 – Accident at Work

The Director should be immediately informed about any occupational accident, occurring at the workplace, or on the commute, or during the course of a mission. The Director's report of accident should be notified to the injured people's employer(s).

An investigation should be conducted aiming at determining accident causes.

In the event of an incident or accident, first aid and rescue staff (French acronym = SST or PSC1) are available in both Buildings #1 and 4 in Sophia.

### 5.3 – Register

A Health and Safety Register is available so that the staff may record any comment, suggestion or proposal related to risk prevention and aiming at improving working conditions. Furthermore, any incident or accident should be recorded in the Health and Safety Register. The Register is available in the Health and Safety section on the intranet.

### 5.4 – Isolated Work

Isolated work situations should occur exceptionally and be managed so that a staff member does not work in an isolated location where emergency relief cannot be supplied.

### 5.5 – Compliances with Rules and Bans

Access to the premises shall occur in compliance with space allocation and health and safety rules, in respect for decency and good manners (proper use and cleanliness of facilities and premises).

Smoking is not allowed in any enclosed workplace, in compliance with the French law, and for fire safety reasons. Outside smoking areas have been designated:

- Building #1: at the two entrances to the building (main and secondary), and on the terrace;
- Building #4: at the main entrance to the building, and at the outdoor staircase on every floor.

Any person under the influence of alcohol or any other intoxicating substance is forbidden to stay in or enter the premises. The consumption of alcoholic beverages in offices is forbidden, unless exceptional authorization from the Director.

High-risk spaces and premises (chemical, radioactive...) shall be identified by warning signs and their access shall be regulated by a secure badge and key system.

PART 4  
CONFIDENTIALITY, PUBLISHING AND COPYRIGHT

ARTICLE 6 – CONFIDENTIALITY

By definition, the work of the Unit is confidential activity.

Consequently, the staff shall preserve the confidentiality of:

- Any scientific, technical... information, outcome, result, data... whatever the medium used;
- Any substance, sample, compound, equipment, device, software, methodology, expertise, or any other item not held in the public domain and acquainted during working processes within the Unit;
- Any job they or their fellow workers are in charge of.

Confidentiality is mandatory until the documents or items and/or information are or become part of the public record.

Non-statutory staff must sign a confidentiality agreement upon arrival at the Unit.

The “Information Technology Charter” of the Unit sets:

- Rules that classify information items and systems in terms of increasing confidentiality;
- Rules on the marking of documents and mapping using information systems;
- Rules on protection measures for information items and systems.

ARTICLE 7 – FORMALITY IN PUBLICATIONS AND COMMUNICATIONS

Publications by the staff of the Unit shall include all supervising institutions in the following order:

1. Université Côte d’Azur (written out fully)

2. The other institutions, beginning with yours.

CNRS, IRD acronyms are used, but ‘Observatoire de la Côte d’Azur’ and ‘Sorbonne Université’ must be written out fully.

3. the Unit acronym WITHOUT the Unit number.

*Exemples :*

• **if you are from UCA :**

*Dupont, Raoul, Université Côte d’Azur, CNRS, Observatoire de la Côte d’Azur, IRD, Géoazur*

• **if you are from OCA :**

*Dupont, Raoul, Université Côte d’Azur, Observatoire de la Côte d’Azur, CNRS, IRD, Géoazur*

• **if you are from CNRS :**

*Dupont, Raoul, Université Côte d’Azur, CNRS, Observatoire de la Côte d’Azur, IRD, Géoazur*

• **if you are from IRD :**

*Dupont, Raoul, Université Côte d’Azur, IRD, CNRS, Observatoire de la Côte d’Azur, Géoazur*

• **The Sorbonne University particular case:**

*Dupont, Raoul, Université Côte d’Azur, Sorbonne Université, CNRS, Observatoire de la Côte d’Azur, IRD, Géoazur*

The availability of publications on the intranet is compulsory.

ARTICLE 8 – LABORATORY NOTEBOOKS

Research staff shall be requested to keep a “lab notebook” in order to record and protect research results.

The lab notebook guarantees research results traceability and facilitates in-house knowledge transfer. It is the fundamental element offering proof for patenting. It can also be used in a court of law, particularly to settle disputes over intellectual property or to justify prior ownership.

A [Laboratory notebook specimen](#) is available on CNRS website in French/English languages. Various paper lab notebooks are available in “Délégation Régionale du CNRS” (Campus Azur CNRS) and other supervisory institutions.

The lab notebook is the property of the Unit’s institutional affiliations. It shall be kept at the Unit after the researcher’s departure. In some cases, a copy may be delivered to the researcher.

#### ARTICLE 9 – DISCLOSURE OBLIGATION TO THE DIRECTOR IN THE EVENT OF CONTRACTS, GRANT ALLOCATIONS, AND SELF-GENERATED INCOME

Staff shall be required to inform the Director about collaborative projects, grants and funding applications to public or private sector sources.

The agreement shall be submitted for approval to the Director. Upon signature, the Director shall be delivered a copy.

The Director shall be formally requested all equipment orders and staff hiring.

### PART 5 GENERAL PROVISIONS

#### ARTICLE 10 – DISCIPLINE

Any breach of public service staff rights and obligations may be subjected to disciplinary action.

#### ARTICLE 11 – TRAINING

##### 11.1 – Training

The training correspondent of the Unit shall help the Director to monitor and assess the training needs and requirements of staff to meet future corporate priorities.

He shall draw up the various stages of the training plan, including its implementation and assessment, in conjunction with the Training/Human Resources advisors of the institutional affiliations.

The training plan of the Unit is referred to the Human Resources departments of the supervisory institutions.

The training correspondent shall inform and advise staff members about their training needs and requests, with the cooperation of their supervisors.

##### 11.2 – Training through Research

The supervision of trainees by permanent or non-permanent staff shall be submitted for prior authorization to team/centre leaders, service managers or the Director of the Unit. Any internship partially completed in the Unit shall be based on a tripartite **internship contract** signed by the trainee and involved supervisory institutions **before the start of the internship period**.

PhD students shall sign the thesis charter of the hosting Doctoral School.

#### ARTICLE 12 – USE OF COMPUTER RESOURCES AND SECURITY OF INFORMATION TECHNOLOGY

The use of computer technology is submitted to the rules spelt out in the “Information Technology Charter” of the Unit. The IT Charter is above all a code of conduct. It states the legal responsibility of the users explicitly. New staff has to sign the on-site IT Charter in force.

#### ARTICLE 13 – SERVICE VEHICLES

Service vehicles belonging to:

- Either one of the supervisory institutions and seconded to the Unit;
- Or the Unit;

Might be used by staff members, provided that:

- The driver holds a valid French driving license;
- The driver holds a travel mission issued by the hosting institution;
- The driver has checked any passenger in the vehicle is holding a travel mission issued by his/her own hosting institution.

Insurance terms and conditions shall include all aforementioned occurrences.

It is strictly prohibited to make personal use of the service vehicles whenever it is not required for professional purposes.

In the event of an accident, any driver using a service vehicle without complying with the insurance conditions shall be liable to the civil and criminal courts.

In cases of traffic violations, any driver shall be liable to fines and penalties. For that purpose, it is required to maintain a logbook specific to each vehicle in order to clearly assign fault or determine civil or criminal liability.

In the context of occupational travels, and in anticipation of police control, any driver of a service vehicle has to be able to supply on request:

- His/her driving license;
- The certificate of registration of the vehicle;
- The certificate of insurance of the vehicle;
- The travel authorization signed by the hosting institution.

#### ARTICLE 14 – ENFORCEMENT OF THE RULES AND REGULATIONS

Rules and Regulations shall enter into force on the day they are signed by the last representatives of the supervisory institutions. They may be amended on the appointment of a new Director, on his/her own request or that of the supervisory institutions, in case of new regulatory requirements and in compliance with requisite regulatory consultations.

These Rules and Regulations cancel and replace the amended Rules and Regulations of 28/01/08.

The Rules and Regulations currently into force are available on the intranet.

APPENDIX TO RULES AND REGULATIONS  
FURTHER DETAILS ON LEAVE PER SUPERVISING INSTITUTION

1 – UCA, UNIVERSITÉ CÔTE D’AZUR

**Weekly Hours:** 35 hours – or 36 h 40 min in case of 20-minute daily breaks.

**Vacation Days** (permanent and contractual staff): 42 days (including 6 RTT days or compensation time for extra hours worked under the French 35-hour work week law) plus 3 closing days set by the President of the University (including Whit Monday which is considered as a Solidarity Day).

2 – IRD, FRENCH RESEARCH INSTITUTE FOR DEVELOPMENT

**Weekly Hours** (to be stated to the Director at the beginning of every year):

Hours	36 h 11 min	38 h 30 min
RTT days*	0	12

\* Or compensation time for extra hours worked under the French 35-hour work week law.

**Vacation Days:** 32 days + RTT

For each staff member, working hours are stated based on the principle of a fixed schedule for a one-year term. The lunchtime break is at least 45 minutes and has to be specified in each staff member's time schedule.

3 – CNRS, FRENCH NATIONAL CENTER FOR SCIENTIFIC RESEARCH

**Weekly Hours** (to be stated to the Director at the beginning of every year):

Hours	36 h 11 min	37 h	38 h	38 h 30 min
RTT days*	0	5	10.5	13

\* Or compensation time for extra hours worked under the French 35-hour work week law.

**Vacation Days:** 32 days + RTT

For each staff member, working hours are stated based on the principle of a fixed schedule for a one-year term.

4 – SORBONNE UNIVERSITY

In compliance with the ARTT (organization and reduction of working time French law) document available at the OOV (Villefranche-sur-mer Oceanology Observatory) <http://www.obs-vlfr.fr/>

**Weekly Hours:** 37 h 03 min – equal to 7 h 24 min per day including a 20-minute break

**Vacation Days:** 45 days + 2 days

5 – OCA, CÔTE D’AZUR OBSERVATORY

**Weekly Hours:** 37 hours

**Vacation Days:** 45 days

Concerning all OCA staff and users, “Direction” RTT days and the Christmas season closing are set by an internal memo established by the OCA Director.

Staff assigned to the Calern workplace is affected by the OCA internal memo.

SOLIDARITY DAY

The No. 2004-626 Law of 30/06/04 establishes the Solidarity Day principle for independence of elderly and disabled people.

Whit Monday is considered the default Solidarity Day by the supervisory institutions of the Unit.



## C – Information Technology Charter (IT Charter)

### 1. DEFINITIONS

The term “*computer resources*” shall mean the computational and management resources as well as remote facilities/materials, with direct access or cascade connection to the network managed by the involved body.

The term “*Internet services*” shall mean the provision of means for sharing and broadcasting information by local or remote servers – web, e-mail, forum, etc.

The term “*non-permanent*” shall mean invited users, or students, or staff members holding one-year contracts or less.

The term “*user*” shall mean a member who is granted access to computer resources and Internet services – including the non-permanent staff.

The term “*system and network administrator*” shall mean a user in charge of setting up and managing computer resources and networks.

The term “*unit*” shall mean an administrative body established by the CNRS or any other institution for performing its duties, such as research units, organizational departments and management divisions.

### 2. ACCESS TO COMPUTER RESOURCES AND INTERNET SERVICES

The right to access computer resources and Internet services shall be submitted to the teacher or supervisor or Director for prior authorization. The use of computer resources, Internet services and the network shall be permitted only in the context of professional occupation, in accordance with the legislation currently in force.

The professional occupation shall be as laid down in the GIP RENATER statutes to which the CNRS is bound, namely: research and education activities; technical developments; technology transfers; the dissemination of scientific, technical and cultural information; the experimentation of technological innovation; and all administrative and management occupations related to the aforementioned activities.

Sharing the computer resources of the unit and connecting devices to the network shall be submitted for authorization. The permissions shall be strictly those of the users and cannot be transferred to any third party, even momentarily. The permissions might be withdrawn at any time. Any permission shall end upon the termination or temporary stoppage of the professional occupation. The use of the computer resources of the unit by remote connection shall be subject to the protocols defined by system and network administrators.

### 3. RULES FOR PROPER USE AND SECURITY OF THE INFORMATION TECHNOLOGY

Any user shall be responsible for his/her use of the computer resources and the network he/she can access. It shall be his/her duty to contribute to the general security of the unit.

Resource use shall be rational and honest in order to avoid a temporary overload of the IT system and prevent any misuse or diversion for personal purposes.

#### **In particular:**

- ⇒ The user shall implement the security guidelines of the unit he/she belongs to – the User Charter for Computer Resources and Internet Services of the Joint Research Unit Géoazur;
- ⇒ The user shall ensure data protection and be responsible for the rights he/she might assign to any other user. It shall be his/her responsibility to protect his/her own data by using individual or collective backup media he/she can access;
- ⇒ The user shall report any attempt at violation of his/her computer account and any anomaly, disruption, technical defect, or virus he/she may detect;

- ⇒ The user shall comply with the rules implemented for software installation inside the unit;
- ⇒ The user shall choose secure passwords, keep them confidential and never forward them to third parties;
- ⇒ The user shall undertake not to give IT access to unauthorized users by using the hardware and software at his/her disposal;
- ⇒ The user shall not use computer accounts that are not his/her own accounts, and shall not obscure his/her true identity;
- ⇒ The user shall not attempt at reading, modifying, copying or deleting data that are not his/her own data. Especially he/she shall not modify files that include accounting or identification information;
- ⇒ The user shall not leave his/her workstation or any self-service workstation without disconnecting.

#### 4. CONFIDENTIALITY CONDITIONS

The user shall have restricted access to the information and documentation stored in computer systems, i.e. the user's access shall be limited to public information, shared workspaces and his/her own files. Especially, the user shall not be allowed to inspect or receive the contents owned by other users, even if they are not properly protected.

The rule shall apply to confidential correspondence and e-mailing which are not intended to the user as the [To], [Cc] or [Bcc] recipient. If while performing his/her work the user processes files under the law of Informatique et Libertés, he/she shall have beforehand received the approval of the CNIL (National Commission), in consultation with the Director of the unit and the Direction des Contrats et des Affaires Juridiques of the CNRS. The approval shall be valid only for the *process* as defined in the request – the approval is not applicable to the *file*.

#### 5. COMPLIANCE TO THE LEGISLATION WITH REGARD TO SOFTWARE AND CONTENTS

It is strictly forbidden to make copies of commercial software for any purpose, except backup copies in accordance with the conditions laid down in the French Code of Intellectual Property. In that case, copies shall be made by the user empowered by the supervisor of the unit for that purpose. Furthermore, the user shall not be allowed to install playful/game software and circumvent restrictions on software use.

The recovery, storage and disclosure of illegal information are forbidden. Such deeds constitute criminal offenses that can be prosecuted. Music and video data under copyright are covered by the legislation.

#### 6. PROTECTION OF THE INTEGRITY OF COMPUTER SYSTEMS

The user shall undertake not to cause disturbance to the functioning of computer systems and the network whether as a result of improper operating/handling, or any introduction of computer viruses and malware known collectively under generic names as Trojan horses, logic bombs, botnets, etc.

Any research or other work that may lead to the violation of the rule defined in the previous paragraph shall be run only under the authorization given by the supervisor of the unit in strict compliance with restrictions which have been established beforehand.

#### 7. USE OF INTERNET SERVICES – WEB, E-MAIL, FORUM...

The user shall access Internet services in the context of professional occupation in accordance with the rules and laws in force.

**In particular:**

- ⇒ The user shall not connect to a server other than in accordance with the provisions provided for, or without any authorization from the supervisors;
- ⇒ The user shall not engage in actions that knowingly endanger the security and functioning of the servers;
- ⇒ The user shall not impersonate another user and intercept correspondence between third parties;
- ⇒ The user shall not use Internet services in order to make available to third parties any confidential data or other information contrary to the legislation in force;
- ⇒ The user shall not send files to a server without any authorization by the supervisors;
- ⇒ The user shall demonstrate formal politeness towards his/her contacts during e-mail exchanges, online forums...
- ⇒ The user shall not express personal opinions unrelated to his/her professional occupation and liable to jeopardize the CNRS or any other affiliated institution;
- ⇒ The user shall respect laws, especially those related to the publication of offensive, racist, pornographic and defamatory motives or grounds.

The unit shall exclude without restriction any liability for deterioration of information and offenses committed by a user who would not comply with the rules.

## **8. ANALYSIS AND CONTROL OF THE USE OF RESOURCES**

In order to facilitate maintenance and technical management, the use of hardware and software resources as well as Internet exchanges may be analyzed and controlled in accordance with the legislation in force, and more particularly the law of Informatique et Libertés.

The servers dedicated to network services generate diaries (or logs) that provide detailed information about network activity and statistics, logged-in users, memory information and processes. To ensure sound resource management and security, system and network administrators may need to review the diaries including registered data.

## **9. REMINDER ON THE FRENCH LAWS**

Everyone using computer resources and Internet services on French soil must comply with the French legislation on Information Technology, especially:

- ⇒ The amended Law “Informatique et Libertés” of 06/01/78  
<http://www.cnil.fr/documentation/textes-fondateurs/loi78-17/>
- ⇒ The legislation on Computer Fraud (article 323-1 à 323-7 du Code Pénal)  
<http://www.legifrance.gouv.fr/affichCode.do?cidTexte=LEGITEXT000006070719&dateTexte=20120810>
- ⇒ The legislation on Intellectual Property  
<http://www.legifrance.gouv.fr/affichCode.do?cidTexte=LEGITEXT000006069414&dateTexte=20120810>
- ⇒ The 04/08/94 law on the Use of French Language  
[http://www.culture.gouv.fr/culture/dgff/lois/sommaire\\_loi.htm](http://www.culture.gouv.fr/culture/dgff/lois/sommaire_loi.htm)
- ⇒ The legislation on Cryptology  
<http://www.ssi.gouv.fr/fr/reglementation-ssi/cryptologie/legislation-francaise-et-communautaire-detaillee.html>

## 10. PENALTIES

The non-compliance of the IT Charter and the legislation in force shall lead to administrative and criminal penalties which are not mutually exclusive.

- **Administrative penalties:** In case of non-compliance, the IT group shall meet to discuss penalties to be implemented. According to the severity of the misconduct, it could request the suspension or deletion of rights to access computer resources and the network. Upon advice from the relevant bodies, serious offenses shall be punished administratively under the sentences laid down in disciplinary procedures.
- **Criminal penalties:** The Director of the Joint Research Unit may retain the right to ask the President of the CNRS or any other supervisory institution for criminal prosecutions, regardless of the implementation of administrative penalties.

## 11. ENFORCEMENT

The IT Charter shall apply to all staff of the Joint Research Unit whatever their status, and in general to any permanent or non-permanent staff using the computer resources of the unit as well as remote facilities/materials, with direct access or cascade connection to the network managed by the unit.

The IT Charter shall be appended to employment contracts for information. It may be modified over time.

**Approved by the Director of Géoazur  
August 2012**

## D – Safety Instructions at Sophia Antipolis Location

### INSTRUCTIONS IN THE EVENT OF A FIRE

**1 – ALERT:** Operate the nearest fire alarm call point.

**2 – ENSURE YOUR OWN ROUTE OF ESCAPE:** Evacuate the building by leaving by the nearest fire exit door, and proceed to the Fire Assembly Point (green signboard):



*The Fire Assembly Point of Buildings #1 and #4 is located at the bottom of the staircase that connects the two intermediate outdoor car parks.*

**Fire Wardens** have been appointed per building floor. They have the duty, on hearing the fire alarm, to ensure that no people remain inside the buildings. They shall report, at the Fire Assembly Point, to the persons responsible for safety in the buildings: the Geoazur Direction Team or, failing that, their Prevention Officers.

#### **Names of the Fire Wardens per floor – BUILDING #1:**

<b>Floor #3:</b>	Audrey Galve and Marc Régnier
<b>Floor #2:</b>	Ben Yates and Alexandre Dano
<b>Floor #1:</b>	Véronique Large and Valérie Valéro
<b>Floor #0 (ground floor):</b>	Jelena Giannetti
<b>Floors #-1/-2:</b>	Sylvain Gallet and Audrey Galve

#### **Names of the Fire Wardens per floor – BUILDING #4:**

<b>Floor #3:</b>	Olivier Laurain (western wing) Laure Combe (southern wing)
<b>Floor #2:</b>	Stéphane Bouissou and Isabelle Manighetti (western wing) Maurin Vidal (southern wing)
<b>Floor #1 (ground floor):</b>	Christophe Maron and Marc Sosson (western wing) Julien Ambre and Jenny Trévisan (southern wing)

**3 – WAIT FOR HELP AT THE FIRE ASSEMBLY POINT:** Do not obstruct Fire Emergency Services' operations. Leave free access to car parks and building entrances/exits.

#### **EMERGENCY PHONE NUMBERS:**

<b>Fire Fighters Services</b>	<b>(0) 18</b>
<b>SAMU (Medical Emergency Services)</b>	<b>(0) 15</b>
From a <b>mobile</b> phone, call preferably	<b>112</b>

## FIRE/EMERGENCY EVACUATION INSTRUCTIONS

On hearing the alarm, please take the following actions in a calm and orderly manner:

- **Collect** your personal belongings (jacket, handbag, keys, mobile phone);
- **Close** the windows and doors of your office (don't lock the doors) against the spread of fire;
- **Leave** by the nearest available fire exit (if smoke condition on your route, use an alternative fire exit);
- **Do not use lifts**, which may fill with smoke;
- **Never go back** or try to re-enter rooms/offices/premises to get something;
- **Proceed** to the Predetermined Assembly Point;
- **Pay special attention** to instructions given by the fire warden.

### ⇒ IMPORTANT POINTS:

#### 1) In the event of smoke in the corridors, and after smoke evaluation:

- Either do not leave your office and wait at a safe window and signal/call for help without opening the window (air suction);
- Or bend/crawl down to stay close to fresh air and get better visibility to reach the nearest fire exit.

#### 2) Take part in fire/emergency evacuation drills means behave responsibly and demonstrate solidarity.

## HOW TO BEHAVE IN THE EVENT OF AN ACCIDENT

Take action without endangering yourself (use a Self-Contained Breathing Apparatus in case of toxic atmosphere; switch electric power off in case of electric shock...).

Keep away the victim(s) and onlookers from the hazard area.

Then, examine the victim(s).

### ⇒ CALL EMERGENCY SERVICES:

#### **In the Event of a Disaster:** Fire, explosion...

Call (0) + 18  
112 from a mobile

#### **Medical Emergency:** Severe accident (loss of consciousness, chest pain...)

Call (0) + 15 (SAMU) OR (0) + 18 (Fire Fighters)  
112 from a mobile

Provide Emergency Services with:

- Your name and the landline number
- The nature of the emergency
- Specific hazards (possible worsening: risk of collapse, chemical exposure...)
- The exact location of the event
- The number of victims
- The severity of the emergency
- The initial actions that have been taken and the first aid performed
- Wait for instructions and advice before hanging up

Call a Rescuer.

Do not transport injured people in a private car.

⇒ **WHILE WAITING FOR EMERGENCY SERVICES:**

- Keep your head cool
- Stay by the injured person and comfort him/her
- In case of gas poisoning, ventilate the room properly
- Anticipate the arrival of Emergency Services to show them the way promptly

⇒ **LOCATION OF FIRST AID EQUIPMENT AND DEFIBRILLATORS:**

**Building #1**

First aid equipment is available in the 4 following locations:

Floor #0 (ground floor):	Kitchen
Floor #-1:	Patio corridor between rooms B117 and B118
Floor #-1:	OBS workplace
Floor #-2:	Garage

In case of cardiac arrest a semi-automatic defibrillator is available:

Floor #0 (ground floor):	Close to the Reception
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**Building #4**

First aid equipment is available:

Floor #1 (ground floor):	Washroom close to the Conference room
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In case of cardiac arrest a semi-automatic defibrillator is available:

Floor #1 (ground floor):	Opposite to the washroom close to the Conference room
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## E – Compulsory Steps at your Arrival

Upon arrival, you have to complete **the newcomer's tour by yourself** by reporting to the **five departments** (mentioned below) after having filled in the appended forms properly.

### 1 – ADMINISTRATIVE ASPECTS

#### MANDATORY

Once you have read the Rules and Regulations chapter in the welcome booklet, you must fill out the following forms:

- Personal Information Form (A0)
- Approval Form of Rules and Regulations at Géoazur (A1)
- Confidentiality Agreement Form (A2)

Please, present these forms to **Valérie Mercier, in charge of Human Ressources for the Administrative Service:**

Email : [valerie.mercier@geoazur.unice.fr](mailto:valerie.mercier@geoazur.unice.fr)

Phone : 04 83 61 86 92

Office B1/A.313

This information must be transmitted and will be archived in your file by Valerie.

### 2 – IT ASPECTS

#### MANDATORY

Once you have read the IT Charter in the welcome booklet, you must complete the Request Form for Access to Computer Resources (A3).

Please, present this form to **Caroline Ramel, in charge of arrivals for the IT Service:**

Email : [caroline.ramel@geoazur.unice.fr](mailto:caroline.ramel@geoazur.unice.fr)

Phone : 04 83 61 86 37

Office B1/A.326

Caroline will then proceed, if necessary, to the creation of your computer account, your Geoazur e-mail..

### 3 – HEALTH & SAFETY ASPECTS AT WORK

#### ONLY if you are physically present in our Sophia Antipolis buildings

The Prevention Assistants (AP) will give you Safety Information by presenting the rules of good practice and the safety instructions to follow on the site.

Please, contact the **Assistant de Prévention** of your building to schedule an appointment:

Email générique : [ap@geoazur.unice.fr](mailto:ap@geoazur.unice.fr)

- **Alexandre Dano**

Phone : 04 83 61 87 81

Office B1/A.405 (#2)

- **Julien Ambre**

Phone : 04 83 61 86 04

Office B4/121 (niveau 1)

- **Olivier Laurain**

Phone : 04 83 61 85 45

Office B4/334 (niveau 3)

Following the training, you must complete, sign and return the Certificate in Safety Information (Form A4) to your AP. This document certifies that we have informed you.



#### **4 –WEB PAGES, STAFF DIRECTORIES AND FACEBOOKS**

As we are a large laboratory, with teleworking possibilities, it is sometimes difficult to identify people. We therefore ask for a photo of you for our internal facebook (trombinoscope). If you accept it, we can also use this photo on the external Geoazur website and directory.

To authorise this, you must fill in the "Personal information on the web" form (A5).

Please, present this form to **Arnaud Berry, at the Internal Logistics Coordination Cell** (Arnaud can take pictures!):

Email : [accueil@geoazur.unice.fr](mailto:accueil@geoazur.unice.fr)

Phone : 04 83 61 87 51

Office B1/Accueil

The Internal Logistics Coordination Cell will take care of getting you on the intranet at least, and on the external web if necessary.

#### **5 – ACCESS TO THE LIBRARY**

**ONLY if you need to access documents in the Library (online or on loan)**, you have to fill out the online OCA form "[Library registration](#)".

For further information, please contact **Jelena Giannetti, in charge of Building#1 Library**:

Email : [jelena.giannetti@oca.eu](mailto:jelena.giannetti@oca.eu)

Phone : 04 83 61 86 00

Office B1/A.212

Jelena will assist you with book loans and purchases, requests for photocopies of articles, access to journals and online databases...

Please check the [OCA Library website](#) in advance.

## **F – Appendices**

The Appendices contain the administrative forms that you will need to fill out. They are available on the web at the following address with the whole arrival procedure:

[https://www.geoazur.fr/SICoordo/Accueil/index\\_en.php](https://www.geoazur.fr/SICoordo/Accueil/index_en.php)

The Administrative Service:

- Appendix 0 – Personal Information**
- Appendix 1 – Approval of Rules and Regulations**
- Appendix 2 – Confidentiality Agreement**

The IT Service:

- Appendix 3 – Request for Access to Computer Resources**

The Health and Safety Service:

- Appendix 4 – Certificate in Safety Information at Géoazur**

The Internal Logistics Coordination Cell:

- Appendix 5 – Personal Information on the Web**