

Internal regulations of the research unit LPPI

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PREAMBLE

The Laboratoire de Physicochimie des Polymères et des Interfaces (EA2528), (hereinafter referred to as the “Unit”) is located at CY Cergy Paris Université - Site de Neuville - 5 mail Gay Lussac, 95031 Neuville sur Oise.

The present internal regulation (IR) and its appendices have been submitted to the Laboratory Council for approval at its meeting on 11 April 2025.

The purpose of the IR is to specify its application and organization within the Unit:

- its governance and operations;
- rules governing human resources and using the premises and equipment;
- occupational health and safety regulations;
- information and information systems security regulations;
- regulations governing the protection of personal data;
- provisions relating to protecting scientific and technical potential (PPST).

The present IR is complementary to that of CY Cergy Paris Université.

Any IR modification must be submitted to the Laboratory Council for approval.

The IR applies to all staff assigned to the Unit, including contract staff and civil service interns. Interns, emeriti, persons who have been invited or associated with a contract who are not CY Cergy Paris Université staff are also bound by the provisions of the present IR.

Any changes to regulations applicable to CY Cergy Paris Université apply to the Unit, even if not mentioned in this Internal Regulation.

It is specified that the term “Director” used in this Internal Regulation is generic and refers to both male and female directors.

Chapter 1 - Governance and Operation of the Unit

Article 1: Management of the Unit

1.1 The Unit Director

1.1.1 Appointment

The Unit Director (DU) is appointed by the CY Cergy Paris Université President, after consulting the relevant bodies and the Laboratory Council¹.

1.1.2 Duties

The DU is responsible for

- chairing the Laboratory Council
- managing the Laboratory's scientific policy in accordance with the scientific policy of the supervisory bodies;
- ensuring the management of the Unit's staff in compliance with the institution's rules and procedures;
- reporting any identified needs to the supervisory authority;
- presenting a scientific and financial report for the previous year to the General Assembly at least once a year;
- approving Unit expenditures;
- coordinating the provision of information requested internally or externally by the unit (activity reports, communication initiatives, HCERES reports, etc.);
- ensuring compliance with occupational health and safety procedures, in coordination with the units, departments and/or managers in charge of these procedures within the supervisory authorities;

Each year, the DU provides a list of staff assigned to its Unit on January 1, specifying the status of each member.

1.2 Deputy Director(s)

The DU may be assisted by a Deputy Director. The Deputy Director is appointed from among the Unit's staff by the CY Cergy Paris Université President, on the DU's recommendation and after consulting the Laboratory Council. The Deputy Director assists the Director, particularly in their representational duties. In the absence of the Director, the Deputy Director takes over the day-to-day running of the Laboratory. The Deputy Director has delegated signing authority.

Article 2: General Assembly

The General Assembly comprises all persons exercising functions within the Unit. It meets at least once a year, convened by the DU, who sets the agenda.

It is chaired by the DU, who presents a report on the Unit's activities.

The annual activity report of the Research Laboratory, the projects of team, or research axis leaders, developments in the Laboratory and, more generally, any information concerning developments in research and its environment are presented to the General Assembly.

The General Assembly may make recommendations which are submitted to the Laboratory Council for approval.

¹ The Director's term cannot exceed the duration of the multi-year contract, and the DU may not serve more than 2 consecutive terms.

Meeting notices are sent by e-mail to Unit members at least 15 days before the meeting date, together with the agenda and all documents required for the meeting.

Any Unit member may ask the DU, at least 8 days before the meeting date, to add a question to the agenda relating to the conduct of the Unit. This change to the agenda is required when the request is made by at least a quarter of the Assembly members.

Article 3: Laboratory Council

3.1 Composition

The Laboratory Council is made up of ex-officio members and elected members defined as follows:

- ex-officio members: the DU and, where applicable, the Deputy Director, as well as all permanent members from tenured professor-researchers and assimilated positions whose main affiliation is to the Laboratory, professor-researchers on “long” contract and all members from among ITA or BIATSS staff assigned to the Laboratory.
- 4 elected temporary members:
 - 2 doctoral students elected by their peers in a single college
 - 2 other temporary members (ATER, Postdoctoral fellows, etc.) in a second college

Elections for these members are by direct suffrage and a two-round ballot by list. All voters are eligible. At least one month beforehand the DU sets the date of the ballot and publishes the electoral lists and the ballot terms and conditions, in particular:

- the rules governing the conduct of the ballot (date, venue, timetable, etc.);
- the terms and conditions of the vote (specifying, in particular, the possibility of voting by mail or electronically);
- the terms and conditions for submitting candidacies (deadline, documents to be submitted, etc.).

The term of office of the elected members of the Laboratory Council corresponds to the duration of the multi-year contract.

Any Laboratory Council member who permanently leaves the Unit where they were serving ceases to be a member of the Council and, if they were an elected member, must be replaced by election.

3.2 Skills

The Laboratory Council has an advisory role. It is consulted by the DU, in accordance with the powers delegated to bodies of CY Cergy Paris Université, and issues an opinion on:

- the Unit's scientific orientations;
- the structure and operation of the Unit, in terms of human and financial resources;
- relations with the institution and external partners;
- any other aspect relating to the Unit (international relations, promotion, communication, etc.).
- adopting and modifying the Unit's IR;
- appointment of the DU and Deputy Director;
- the consequences to be drawn from an opinion formulated by the HCERES;
- the Unit's research contract policy;
- the Unit's technology transfer policy and dissemination of scientific information;
- the strategy for training through research;
- current and future staff training programs;
- any measures relating to the Unit organization and operation that are likely to have an impact on staff working conditions.

Occupational health and safety issues must be discussed at least once a year by the Laboratory Council.

F3SCT will be consulted on major development projects affecting health and safety or working conditions.

In addition, it may be called upon to draw up documents in response to requests from the institution, particularly on the classification of Unit projects.

The DU may invite to the Laboratory Council any non-member whose expertise is deemed relevant to the agenda. These invited persons are present only for those items on the agenda for which their presence has been requested, and are in any case absent for items relating to the individual management of staff members, in particular concerning proposals for promotion.

The Laboratory Council is kept informed by the DU of CY Cergy Paris Université's scientific policy and its impact on the Unit's development.

The Laboratory Council is chaired by the DU. It meets at least 3 times a year.

The agenda is circulated by the DU to members at least 8 days before the Council meeting. It is accompanied by all the documents required for the meeting. The agenda may be supplemented at the request of more than one-third of Board members.

Resolutions are passed by a simple majority of votes cast by members present or represented. Refusal to vote, blank votes, and abstentions are not counted in calculating the majority. A secret ballot is compulsory at the request of any member present, and for any deliberations of the Council concerning persons designated by name.

The Council can only validly deliberate if half of its members are present or represented. If no quorum is reached, the DU issues a second meeting notice with the same agenda; the meeting may then be validly held, regardless of the number of members present or represented. This second meeting may not take place less than five days or more than one month after the first.

A Council member unable to attend a meeting may give a proxy to another member of the same Council. No member may hold more than two proxies.

The DU signs and distributes the minutes of each meeting.

Article 4: Unit Organization

The Laboratory is constituted and operates as a single team. The allocation of resources is discussed and decided by the Laboratory Council.

The Laboratory Director appoints a member of the Laboratory to welcome each newcomer. This person is a key contact for administrative questions and career advice.

Article 5: Access to Premises

All staff are provided a multiservice card giving them access to the sites, parking lots, and laboratories, provided they are on the Unit's payroll. Buildings are accessible from 8 am to 8 pm.

Access to the premises outside the referenced working hours defined in the present IR must be expressly authorized by the DU.

For periods corresponding to university vacations, the Director defines in advance the dates on which the Laboratory will be closed. When the Laboratory is declared closed, access to the premises is exceptionally accessible to persons wearing a badge and subject to the conditions described above.

Access to the premises is subject to security directions (Vigipirate, PPST).

Persons not taking part in Unit activities may not have access to the premises without the DU's authorization, except in situations provided for by the regulations governing trade union rights, or in the event of an emergency.

Anyone leaving the Unit (resignation, transfer, retirement, end of internship, end of contract, etc.) must vacate the premises and return to their manager or to the DU all means of access (key, badge, etc.) and computer and scientific equipment provided by the Unit.

The contact the relevant services and, if necessary, the assistant for risk management (AP) for disposing or storing chemical products, the disposal, cleaning, or storage of equipment used, and, if necessary, the decontamination of the workstation.

A sign-out sheet must be signed and handed in before leaving the premises.

Any internship carried out at the Laboratory within the framework of Articles L 124-1 and fl. of the Education Code must be subject, before the internship begins, to a multi-party internship agreement² signed by the intern, the relevant supervisory authority, and other parties referred to in the model set out in the Decree of 29 December 2014.

Any person welcomed into the Unit to carry out research must have signed, by the date of their arrival, an employment contract, a hosting agreement, or an internship agreement stipulating, in particular, the provisions relating to hosting, confidentiality, publications, and intellectual property applicable to the results they may obtain or may contribute to obtaining during their time with the Unit.

When outside companies are brought to the Unit to carry out work or operations involving risk, a visit to minimize risks and, where appropriate, a plan to minimize risks, must be drawn up.

Article 6: Consulting Laboratory Organizations

If the situation so requires, and in accordance with the establishment's internal regulation, meetings may be held online. The Laboratory must follow the institution's technical recommendations.

² This agreement must include provisions relating to hospitality, confidentiality, publications, and intellectual property applicable to any results that the intern may obtain or contribute to obtaining during their internship with the Unit.

Chapter 2 - Human Resources

The staff required for the Unit to function is assigned to it by the supervisory authority which remains the individual employer of its agents. Each agent assigned to the Unit is governed, with regard to the provisions of this chapter, by the statutory provisions specific to their employment framework and the rules in force in the employing institution.

Employees are required to perform their duties in accordance with ethical principles. In particular, they are required to respect the principles of neutrality and secularism. Research carried out within the Laboratory must meet the criteria of ethics and scientific integrity as described in the National Charter of Ethics for Research Professions. All staff are invited to read this charter, which is available on the website, in the research section: www.cyu.fr/ethique-et-integrite-scientifique.

A scientific integrity officer is also in place to, among other things, investigate any breaches of scientific integrity that are brought to their attention. The scientific integrity officer's duties, the procedure for referring cases to them, and the procedure for investigating cases are described on the institution's website www.cyu.fr/ethique-et-integrite-scientifique.

If required for certain research projects, or if a researcher wishes to be accompanied by an Ethics Committee to implement specific protocols, the project leader must consult the Research Department.

CY Cergy Paris Université is committed to a quality approach to recruit and support researchers throughout their careers (Human Resources Strategy for Researchers – HRS4R). This approach is based on two fundamental documents, which set out the principles, requirements, roles, responsibilities, and duties of researchers, their employers, and funding agencies: the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Each researcher is invited to consult these two documents, which are available on the website: <https://www.cyu.fr/human-research-strategy-for-researchers>.

Article 7: Working Hours Circular

The terms and conditions governing working hours, schedules, leave, time savings accounts and research savings accounts, absences, and teleworking are described in the working hours circular, which is updated annually and available on the intranet.

Article 8: Traveling for Work and Training

All employees traveling for work purposes (missions) must be in possession of a signed travel authorization issued prior to departure. This document ensures that the employee is covered by regulations governing workplace accidents.

Employees traveling directly from their home to a temporary workplace without going through their usual administrative workplace must be in possession of a travel authorization.

The DU must give prior authorization if the employee uses an administrative vehicle or their personal vehicle.

Each agent must be in possession of a travel authorization issued by their employer, even if the latter is not the funding body.

Work travel undertaken by university agents and work travel funded by the university require prior written authorization from the President of the university, after consulting with the competent authority responsible for risk analysis.

During assignments, particular attention must be paid to compliance with actual daily working hours, daily rest periods, and actual weekly working hours. The employee remains under the responsibility of the employer for the entire duration of the assignment. They continue to be subject to this Internal Regulation.

- Before their departure on assignments abroad, the employee must also:
 - o register on the Fil d'Ariane website: <https://pastel.diplomatie.gouv.fr/fildariane>
 - o consult the website of the Ministry of Foreign and European Affairs
 - o complete an assignment declaration and send it to the Defence Security Officer (fsducp@ml.u-cergy.fr) so that CY Cergy Pontoise Université is always able to assist in case of emergency
 - o contact the DPI (<https://assistance.cyu.fr>) to obtain a repatriation insurance certificate from MAIF
- Before leaving on work travel, agents must assess the risks to which they may be exposed. To help them do this, a form is available on the website:
 - o country-specific risks (<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>)
 - o terrorist, geopolitical, and civil unrest/crime risks
 - o health risks
 - o activity-related risks
 - o driving
 - o external research activities

For all assignments in countries with terrorist, geopolitical, and civil unrest/crime risks as listed on the MAEE website, the agent must obtain the Laboratory's approval, contact the Defence Security Officer (fsducp@ml.u-cergy.fr) to obtain specific recommendations, and have their travel authorization signed by the President.

For all work travel in countries presenting particular health risks, the agent must make an appointment with the occupational health physician so that they can check whether the traveller's state of health is compatible with health conditions, check their vaccinations, and give them any advice that may be necessary.

Chapter 3 - Risk Prevention, Health, and Safety at Work

In accordance with Article L 4122-1 of the Labor Code, it is the responsibility of each person to take care of their own health and safety as well as that of others affected by their actions.

Article 9: Prevention Stakeholders

9.1 The DU

The Unit Director must ensure the health, safety, and protection of agents under their authority, safeguard property, and protect the environment.

After consulting with the Laboratory Council, they appoint an assistant for risk management (AP) under their authority, to assist and advise them on risk prevention and safety. Depending on the size of the Unit and the risks associated with its activities, they may appoint several APs within the Unit.

This appointment must be approved by the institution.

9.2 Assistant for Risk Management (AP)

The assistant(s) for risk management (AP) who assist and advise the DU in the area of prevention, health, and safety are appointed by the DU after consulting the Laboratory Council.

Their role is to advise and assist with risk assessment, implement a prevention policy, and enforce health and safety rules within the Unit.

Assistants for risk management work in conjunction with the Health, Safety, and Environment Department (DHSE) which is responsible for implementing CY Cergy Paris Université's prevention policy.

The name(s) and contact details of the assistant(s) for risk management, their role, and their duties are specified in the appendix to this internal regulation.

9.3 Fire Safety Team Members and Persons Competent in the Field of Risk Management

This data is centralized and available on the GPUC network and displayed in the Laboratory. The Laboratory reports any change of contact person to the Health and Safety Department via GPUC.

Article 10: Organization of Prevention Within the Unit

10.1 Medical Monitoring of Agents

Agents receive medical monitoring at intervals determined by the occupational health physician (at least every four years or special medical monitoring depending on exposure to specific risks and/or the agent's health). If necessary, the DU must implement the recommendations made by the occupational health physician on the employee's medical fitness form.

The occupational health physician can be contacted by email at: medecine-travail-personnels@cyu.fr and the office can be reached by telephone at 01 34 25 66 09.

10.2 Single Document for Assessing Occupational Risks

The DU maintains and updates the single document for assessing risks (DUER) at least once a year. It is presented to the internal advisory body within the Unit or, failing that, to the Laboratory Council.

This document is made available to the Unit's staff and the competent body via GPUC. Staff members may contact the Unit's assistant for risk management.

10.3 Safety Training

The DU must ensure that employees under their authority, particularly new recruits, have received safety training and, where applicable, specific training tailored to their job.

Training for new recruits: the DHSE provides training on the general organization of safety within CY Cergy Paris Université during the new recruits' seminar. Assistants for risk management provide training on the specific organization of the Unit and the specific risks associated with it.

Other training: this is defined in consultation with the AP. Safety training may be included in the institution's training plan.

10.4 Records

An occupational health and safety logbook is available for staff to record any observations and suggestions relating to risk prevention and improving working conditions. It can also be used to report any incidents or accidents that have occurred in the Unit.

The logbook is available via GPUC. Staff can contact the assistant for risk management, who will record their observations.

Anyone who has reasonable grounds to believe a work situation presents a serious and imminent danger to their life or health, as well as any defects they observe in the protection systems, provides the information to the assistant for risk management who enters the information in the serious and imminent danger report (RDGI). If the assistant for risk management is absent, a member of F3SCT must be contacted directly or via the DU.

10.5 Receiving External Individuals

Interns and visitors: the reception of interns and visitors must be organized and supervised. For persons coming from high-risk countries, the host shall inform the Unit Director, the FSD, and the DHSE Director in advance, who may issue an opinion and provide safety instructions to ensure a safe welcome.

External companies: a prevention visit and, if necessary, a prevention plan must be carried out when external companies are working in the Unit.

10.6 Working Alone

Working alone must remain exceptional and be managed in such a way that no employee works alone in a location where they cannot be rescued quickly in the event of an accident. At CY Cergy Paris Université, a lone worker monitoring system (PTI) has been put in place.

It is the DU's responsibility to implement appropriate work organization and monitoring to prevent situations of isolated work and, failing that, to issue authorizations for work outside working hours, subject to the requirement that there be at least two people present.

In the event that dangerous work must necessarily be carried out outside normal working hours and/or in isolated or remote locations, agents must be accompanied or implement appropriate compensatory measures. The DU shall ensure that notes relating to isolated work are distributed.

The DU shall indicate the proposed organization within the Department or workstation.

Non-permanent staff may not enter without the presence of permanent staff, except for doctoral and post-doctoral students with the explicit and justified approval of the Laboratory Director.

10.7 Emergency Response Organization

The following are posted in the Laboratory:

- emergency evacuation instructions;

- emergency equipment location (fire extinguishers, defibrillators);
- emergency telephone numbers;
- contact details and location of the workplace first responders in the Unit;
- measures to be taken in case of fire.

10.8 Accidents at Work

The DU must be informed immediately of any accident at work, on the way to or from work, or during work travel involving an agent working in their Unit, so that they can report it to the employer of the accident victim.

The AP must report it to the HR Department and to the DHSE.

An analysis must be carried out to determine the causes of the accident: the DHSE organizes a root cause analysis involving the DU, the AP, the victim or witness, and one or two F3SCT representatives. The occupational health physician may also participate if appropriate. The results of this analysis are attached to the accident report entered in GPUC.

10.9 Specific Preventive Measures Depending on the Activity and Risks

Laboratories are accessible from 8 am to 6 pm. Outside these hours, authorization must be requested from the DU and the person or persons in charge.

Article 11: Prohibitions

11.1 Bringing Pets on Premise

Pets are strictly prohibited on the Unit's premises.

Guide dogs or dogs accompanying persons with a disability card may only access the Unit's premises when authorised by the DU.

11.2 No Smoking or Vaping

In accordance with Article L.3512-8 of the Public Health Code, smoking is prohibited in the workplace.

In accordance with Article L.3513-6 of the Public Health Code, vaping is prohibited in enclosed and covered workplaces provided for collective use.

11.3 Alcohol Consumption

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

Consuming alcoholic beverages in the workplace is prohibited unless specifically authorized by the DU.

The DU must remove from their workstation any person who appears to be intoxicated and whose condition poses a risk to their health and safety, as well as to that of others in the vicinity.

Article 12: Confidentiality, Publications, and Communication

12.1 Confidential Information

The Unit's work is, by definition, confidential.

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

This confidentiality obligation remains in force as long as this information is not accessible to the public.

For any presentation or exchange of the Unit's unpublished research and results with public and/or private partners, whether natural or legal persons, a confidentiality agreement between the parties concerned must be signed. The university's Research Department may be contacted for this purpose.

The confidentiality obligation shall not prevent researchers assigned to the Unit from fulfilling their obligation to prepare their annual activity report for the institution to which they belong, as this communication for internal use does not constitute disclosure within the meaning of industrial property laws.

The provisions of this article shall also not prevent a researcher, doctoral student assigned to the Unit, or intern hosted by the Unit from defending a thesis or dissertation, which may be done, if necessary and on an exceptional basis, in private in accordance with the procedures in force.

Any person leaving the Unit (due to resignation, transfer, retirement, end of internship, end of contract, etc.) must provide access to any information or data of any kind that they have obtained or contributed to obtaining during their assignment and that is necessary to continue the concerned team's research or its exploitation.

12.2 Open Science

Open science aims to make scientific research and the data it produces accessible to everyone at all levels of society, in accordance with the FAIR principles (Findable, Accessible, Interoperable, Reusable). Not all research data is intended to be open or disclosed, and there are exceptions that take into account other concerns such as specific confidential data, whether due to its personal nature, because of industrial competition, or for essential or regulatory national interests. Data openness is understood according to the European Community's expression "open as much as possible, closed as necessary."

With this in mind, Law# 2016-1321 for a Digital Republic established a right to open data from research that is half-funded by public funds.

In this context, and as soon as possible in accordance with the provisions relating to confidential information and the protection and exploitation of results, the Unit's staff will endeavour to widely disseminate to the public the scientific information resulting from their work.

The decision to disclose or protect research data may be taken in consultation with the CY Cergy Paris Université Research Department.

12.3 Publications and Communication

12.3.1 Information from the DU

Notwithstanding the provisions of Article 16.1, the Unit's staff may, in agreement with the scientific project manager and in accordance with the contractual provisions of the agreements under which these publications are produced, publish all or part of the work they have carried out within the Unit. The DU will be informed of the publication of this work.

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

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

12.3.2 Formalities of Publications and Communication

Publications by Unit staff must indicate their connection with the institution, as set out in the publication signature charter, voted on by the institution's board on April 13, 2021. The charter is available on the website: <https://www.cyu.fr/publications>.

Unit staff are required to comply with the communication rules described therein.

For the Laboratory, publication headings are standardized as follows:

Name of the author(s):

Laboratory name: CY Cergy Paris Université, LPPI, F-95000, CERGY, France

A copy of all publications (articles, journals, theses, etc.) must be added to the Unit's database by one of its authors, the “corresponding author” if applicable.

These publications must also include any references required by the organization contributing to funding the work that led to the publication.

As part of the policy to promote the accelerated development of Open Science, all scientific publications resulting from research at least half funded by public funds and eligible for deposit in open archives under the law Pour une République Numérique will be archived permanently and made accessible in the HAL national open archives.

For CY Cergy Paris Université, the university Library's Research Support Service can assist with any questions relating to publication.

Unit staff are required to comply with the communication rules in force at CY Cergy Paris Université.

12.3.3 Creation and Use of Institutional Online Communication Services

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

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

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

These pages may not contain any private, non-professional information, unless specifically decided within the Unit and authorized by the supervisory authorities.

12.3.4 Logos and Trademarks

Under no circumstances may staff use or refer to the corporate names, logos, or trademarks of CY Cergy Paris Université for any purpose other than scientific and educational communication without the prior express written authorization of the said supervisory authorities.

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

Any total or partial reproduction of the trademarks or logos of the Unit's institution without its express authorization would constitute an infringement within the meaning of Articles L.713-2 and fl. of the Intellectual Property Code. Furthermore, the unauthorized use of the institution's corporate name constitutes an offense within the meaning of Articles 1240 and 1241 of the Civil Code.

This request for authorization must be submitted to the CY Cergy Paris Université Communications Department.

The use of logos and graphic elements may only be authorized in accordance with the CY Cergy Paris Université graphics charter.

12.3.5 Laboratory Notebooks

All research staff in the Unit are required to keep a Laboratory notebook in order to ensure the monitoring and protection of the results of their work.

The notebook ensures the traceability and transmission of knowledge. It is also a legal tool in the event of a dispute, as it can be used to prove the authorship of the data.

Notebooks are available from the CY Cergy Paris Université Research Department.

Laboratory notebooks belong to the institution and are kept at the Unit, even after a staff member leaves. Copies for personal use by users, i.e., the authors of the notebook, are permitted.

Laboratory notebooks must be regularly signed by the project manager.

Article 13: Intellectual Property

Inventions and property rights relating to software obtained within the Unit belong to the institution in accordance with Articles L.611-7 and L113-9 of the Intellectual Property Code.

Interns or emeritus staff undertake to transfer to the institution the industrial property rights attached to the results they may obtain or contribute to obtaining during their internship or emeritus position within the Laboratory. The terms of this transfer will be set out in a subsequent agreement.

The results protected by copyright that the Unit's staff may obtain or contribute to obtaining also belong to the institution under specific rights transfer agreements signed independently.

In all cases, the institution alone has the right to protect the results of the Unit's work and, in particular, the right to file the corresponding intellectual property patents.

The Unit's staff must lend their full support to the procedures for protecting the results of the work in which they have participated, including possibly filing a patent application, maintaining a patent in force, and its defence, both in France and abroad.

The institution undertakes to ensure that the names of inventors are mentioned in patent applications unless they object.

13.1 Obligation to Refer to the Responsible Services (CY Cergy Paris Université Research Department: Contracts, Grant Decisions, and Own Resources)

Unit staff must refer any collaboration project to the Research Department.

The CY Cergy Paris Université President is the only person authorized to sign a contract on behalf of the Laboratory.

After the contract has been signed, the Research Department shall provide a copy of the contract to the scientific project manager and the DU.

Any purchase of equipment or recruitment of staff must be formally requested from the DU.

Chapter 5 - Data Protection in Information Systems - Protection of Personal Data

Article 14: Use of IT Resources and Information Security Systems (ISS)

The Unit works with the Digital Department (D Num) and the Defence Security Officer (FSD) on the use of the Unit's IT resources and the conditions of access to IS in accordance with the institution's strategic policy. The RSSI, D Num, and FSD assist in implementing an operational Information System Security Policy (PSSI) for the Unit.

The use of the Unit's IT resources and the conditions of access to the Unit's IS are also in accordance with the ISS Charter and the PSSI of CY Cergy Paris Université.

Preventive measures for data security when an agent goes on assignment are specified in the guide available on the internet.

Article 15: Protection of Personal Data

Personal data processed by the Unit is carried out in accordance with European Data Protection Regulation No. 2016/679 of 27 April 2016, Law No. 78-17 of 6 January 1978, as amended, relating to information technology, files, and civil liberties, and any national regulations adopted in application of these texts (collectively, "data protection regulations").

Article 16: Use of Collective Technical Resources

The Laboratory operates on the principle of a single team. Thus, all persons working in the Laboratory have the same access rights to the various devices (after being trained by the person responsible for the device and after reserving them in advance via the dedicated website) and to the consumables necessary to carry out their experiments.

Any device malfunction or defect in a consumable must be reported as soon as possible to the persons responsible.

Common areas are open to all. It is everyone's responsibility to leave them in good condition (clean and functional) after use.

Article 17: Sustainable Development

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

Article 18: Archiving

The Unit's archives constitute the Unit's memory. Archives are understood to mean all documents and data produced and received in the course of the Unit's activities. They must be preserved and, where appropriate, disposed of in accordance with the conditions laid down in the Heritage Code.

Article 19: Entry into Effect and Amendments

The internal regulation, together with all the annexes, shall come into effect on the date of signature by the institution. They may be amended at the DU's initiative or at the request of the supervisory authorities after consulting relevant bodies.

Upon the appointment of a new DU, this internal regulation shall be handed over to them by the supervisory authorities.

Article 20: Publicity

This internal regulation, together with all its appendices, shall be brought to the attention of staff by means of notices displayed on the Unit's premises and by any other means.

They may be consulted on the Laboratory's website.

Done at Cergy, on April 11, 2025.

Signature of the representatives of the institution.

Approval by the Director of the Unit.

Annexe

Duties of the Assistants for Risk Management

The role of the Assistant for Risk Management is defined within CY Cergy Paris Université's Safety Department.

The assistant is appointed by the Unit Director after the Unit Council has been consulted. The decision to appoint the assistant is approved by CY Cergy Paris Université's Health, Safety, and Environment Department (DHSE).

The proposed candidate must be motivated by safety issues and willing to undergo the necessary training. Their competence and position must be recognized by all Unit staff.

They work closely with the CY Cergy Paris Université risk management advisor and the occupational health physician.

Under the responsibility of the Director, they ensure that regulatory obligations are properly applied in the Unit in terms of both operations and infrastructure.

They propose preventive measures of all kinds to the Unit Director and ensure that those recommended by the prevention and safety engineers, members of the inspection bodies, and occupational health physicians, and which have been approved by the Director, are implemented.

They provide secretarial support and monitor the work of the Unit's special health and safety committee, if one exists.

They raise awareness among the Unit's staff of the need to comply with safety instructions and rules and participate in their training.

They inform new arrivals to the Unit of the provisions of the internal regulation, the specific risks encountered in the Unit, and best practices for preventing them.

They lead the working group responsible for risk assessment.

They ensure that first aid is available in the event of an accident and that a specialized first response team is in place in the event of specific risks.

They participate in visits to the facilities carried out by members of the control and advisory bodies.

They draw lessons from accidents and incidents that have occurred in the Unit and communicate them to the risk management and safety engineers and occupational health physicians.

They keep up to date the occupational health and safety register (RSST), in which any employee of the Unit may request that their observations and suggestions relating to preventing occupational risks and improving working conditions be recorded.

In the case of specific risks (eg ionizing radiation), the assistant's tasks must be coordinated with those of the persons responsible for these specific risks.

Assistants for risk management LPPI:

- Séverine Alfonsi
- Alexandre Michaud