



Portfolio
Structure of the laboratory

April 2024

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Figure 1: Cover of the [Welcome booklet](#) for newcomers

In addition to the scientific departments and shared services, the laboratory is supported by a number of committees and units. These are described below.

1- COMMUNICATION UNIT

The communication unit is responsible for the Unit's internal and external communications, working closely with the CNRS and University communications departments. As part of this role, the unit circulates information, provides feedback from researchers, runs social networks and plays an active part in outreach activities such as the Fête de la Science and summer schools, and organises visits to the laboratory by secondary and higher education students in conjunction with the University, the Graduate Schools, the ENS and associations.

The communication unit works with management to determine the communications strategy. Internally, the unit optimises the dissemination of information according to the audiences targeted in the communication plan. It organises internal events (Lab Days, New Entrants' Day, General Assemblies, etc.) and produces various media (new entrants' leaflets, new entrants' mugs, programmes, etc.). It also advises members of the laboratory on events. The communications unit has set up an intranet to provide everyone with a high level of information and a good understanding of how the laboratory operates and of administrative procedures. It also created a [Welcome booklet](#) (Figure 1) for newcomers ([French version](#)).

2- TECHNOLOGY TRANSFERT UNIT (CELLULE VALORISATION)

Objective: The Technology Transfert unit is the local contact for all questions relating to the valorization of the scientific and technological work conducted at LISN in the broadest sense of the term, such as: intellectual protection of inventions, setting up contracts for the exploitation of protected technologies, promoting free community software platforms, prematureation of projects, creation of start-ups, etc... All campaigns conducted by the unit are relayed on the laboratory's intranet.

Patents campaign: The Technology Transfert unit has organized a campaign to record patents issued by the laboratory - LISN, ex-LIMSI, ex-LRI. The aim of this campaign is to complete and consolidate all information related to the laboratory's development projects, and to present them in a practical and appropriate format, accessible from the institutional website and the intranet. Anyone with a patent in progress, or who has filed a patent application, is asked to inform the valorization unit. A form is available on the intranet for this purpose.

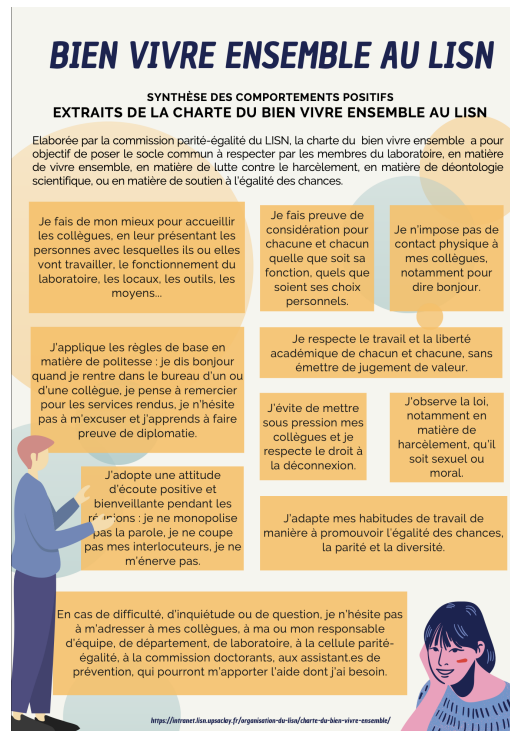


Figure 2: "Charte du bien vivre ensemble du LISN"

Platforms and software campaign: The Technology Transfert unit has organized an initial survey of the software and platforms created at LISN in May 2023. The incorporation of corpora is underway with the STL department and will be extended to any type of corpus. Campaigns to update LISN's scientific heritage will be proposed to the lab members. They can also contact the unit for any changes to the contents of this database.

3- PARITY AND EQUITY UNIT

The unit came into being in 2019 during meetings of working groups designed to build the foundations of the future lab, co-constructed by members of LRI and LIMSI.

The unit missions:

- Develop and monitor indicators on gender parity at LISN.
- Act as LISN's point of contact for our supervisory bodies' gender equality missions.
- Set up and lead a working group within the laboratory to improve gender equality and diversity in the broadest sense of the term.
- Make proposals to laboratory management.
- Raise awareness of equal career opportunities for women and men within the laboratory.
- Raise awareness among laboratory members of the impact of gender on their research work.
- Encourage and identify activities aimed at young people to increase the number of women in higher scientific studies.

Charter for Living Well Together at LISN: The unit's first achievement was the [Charter for Living Well Together at LISN](#) (Figure 2). This charter was drawn up in close collaboration with members of the Laboratory Council. The aim is to lay down a common foundation for all members of the laboratory, in terms of living together, combatting harassment, scientific ethics and supporting equal opportunities.

Calendar and process:

- March 2021: INS2I Parity Day, presentation of charters that have improved daily life in laboratories. Approval by the Laboratory Council of the draft LISN Charter for Living Well Together.

- September 2021: first meeting of the working group (GT).
- November 2021: first presentation to the Laboratory Council of a charter, drafted by the WG on the basis of examples of charters from other laboratories, with the aim of establishing a frame of reference.
- March 2022: second presentation of the charter and a 10-point memo.
- June 2022: presentation of the charter to the laboratory.

Other activities:

- Participation in INS2I Parity day;
- Creation of a Parity / Equality working group;
- Organization of a "Women's lunch" for discussing gender and parity questions with women members of the lab.

4- SUSTAINABLE DEVELOPMENT UNIT

The laboratory has a Sustainable Development Unit (LISN-DD), that addresses the impact of our research activities on the environment. LISN-DD is coordinated by Anne-Laure Ligozat and Adeline Pierrot. Two themes are being developed: the environmental impact of the laboratory's research operations (building, travel, purchasing, etc.); and the impact of its research themes.

Concerning the impact of research operations, the laboratory has been an active member of the [Labos 1point5](#) academic collective, supported and co-funded by CNRS, INRAE, ADEME and INRIA, since its creation in 2019. It has entered in 2021 the Labos 1point5 experiment which aims to explore different ways of reducing the carbon footprint of laboratories. Several types of actions were organized: actions to raise awareness, measure and reduce emissions.

In order to raise awareness about the environmental impacts of research practises, presentations were organized for the laboratory members: presentation from the Labos 1point5 collective in 2021; [climate fresk](#) in 2022 (Figure 3), a collaborative workshop that teaches the fundamental science behind climate change; exhibit about future energies in 2022; exhibit about the laboratory in 2030 (Figure 4) in 2022.

Concerning the measure of emissions, the commission carried out several GHG (greenhouse gas) reportings: of LIMSI for 2018 and 2019, and of LISN for 2019 (fictive) and 2022. These reports were presented to the laboratory in dedicated seminars and during general assemblies.

In order to support the members of the lab in the necessary transition, internal surveys are regularly organised. The results are made public and are available on the laboratory's intranet. In particular, a survey was used to determine the acceptability of certain emission reduction measures. These measures were then discussed



Figure 3: Part of the climate fresk at LISN

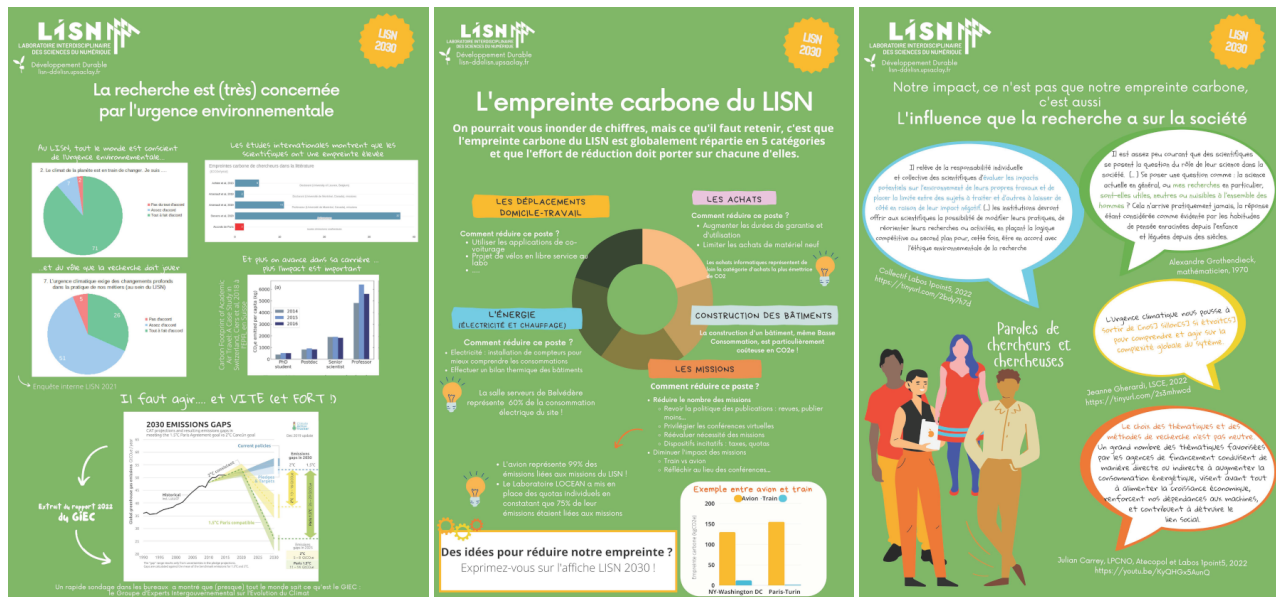


Figure 4: Posters from the LISN 2030 exhibition



Figure 5: SEnS workshop at LISN

at a general assembly in 2022, and voted on by the laboratory council in 2023. The measures voted are the following:

- It is recommended not to take the plane for activities concentrated in a single half-day.
- Air travel should only be used for long journeys of more than 5 hours by train (one-way from station to station) and/or for compelling reasons, given the very high impact of air travel (90% of travel-related emissions).
- The maximum warranty extension is systematically included for all IT purchases to encourage repair and re-use.
- Meals organised directly at LISN must include at least half vegetarian menus and must not include meat with a high environmental impact (beef, lamb, pork).
- LISN undertakes to finance a study to define a strategy for reducing fluid consumption (heating, electricity).
- Eventually, each LISN member will have a personal annual carbon quota for his or her travels, which can be carried forward for one year. The actual implementation of this quota will be decided each year by the Laboratory Council.

Finally, the commission also organized events to discuss research methods and themes: a prospective workshop in 2021 to explore the implications that the evolution of the digital sector could have for computer science teaching and research; a **SEnS workshop** in 2021 (Figure 5), that aims to answer to the question "Do the results of our research contribute to the construction of a world that corresponds to our values?"; a tutorial in 2023 on how to integrate carbon footprints of experiments into research papers.

5- CAREERS COMMITTEE

Objective: The aim of the LISN careers committee is to support staff in their career development when they apply for competitive examinations, or when their application is proposed by the laboratory, by providing them with help and support in writing their annual reports and applications on the one hand, and advice and support in preparing for oral examinations on the other. The committee's work feeds into management's policy of promoting choice.

The committee is not a decision-making body in terms of proposing or ranking candidates. As a reminder, management proposes a ranking of files, which is validated by the Laboratory Council. The careers committee was set up on the initiative of the laboratory's management, validated by the laboratory council, and its existence is mentioned in the laboratory's internal regulations. The laboratory's policy is to support all staff, whether permanent or contract, to take part in competitive examinations for the laboratory or other laboratories¹.

How it works: The Careers Committee is made up of engineers and technicians who volunteer to help their colleagues develop their careers. It has no decision-making powers, particularly as regards the classification of applications for promotion.

- Any member of the laboratory who would like help with his or her file can contact the committee by writing to comcarriereit@lisen.upsaclay.fr.
- Any agent eligible for promotion "by choice" (strongly recommended) Management, in the case of dossiers for promotion "by choice".

What can the LISN careers committee do for agents?

- Review of files
- Preparation for hearings

Members: The Careers Commission is currently made up of members with experience in competitive examinations and commissions as jury members and/or chairpersons: Gilles Adda, Bénédicte Daly, Laurent Darré, Cyril Grouin, Anne-Catherine Letournel.

Commitment: Members of the careers committee sign a [charter of commitment \(English version\)](#), covering in particular the following points : Objectivity and impartiality, Confidentiality, and Conflicts of interest.

6- EQUIPMENT COMMITTEE (COMMISSION MATÉRIEL)

The aim of the LISN equipment committee is to identify, classify and ensure that all new entrants (PhD students, permanent staff, contract staff) have the computer equipment they need for their activities. The commission has an annual budget, notified to it each year by management.

The committee is made up of a representative from each department and the heads of the SAMI service. The department representatives are responsible for collecting requests from the teams in their department. Each department organizes itself for this task, in particular to pre-classify requests, if necessary.

The committee also ensures that computers are recovered when members of the laboratory leave, and reused where possible.

The laboratory plans to fund a workstation for each newcomer to the laboratory whose funding does not provide for this (in particular for PhD students whose funding does not include equipment). The research team can supplement this funding with a more powerful machine

7- OFFICE SPACE COMMISSION (COMLOC)

The *Commission Locaux* (ComLoc) is in charge of allocating premises and managing space for research teams and services across the two sites: Belvédère and Plaine. The committee is led by two co-chairs, one representing each site, and is complemented by representatives from each research department and service.

¹ In 2023, all GRAFH contract employees who applied to the careers commission were successful in the competitions they entered.

The creation of LISN in 2021 led to a significant loss in space at the Plaine site, and required a revision of space allocation. The two co-chairs had multiple discussions with the different research teams and services before devising an occupancy plan. This plan ensures that each research team and service is assigned a set of contiguous offices proportionate to their average staff size. Additionally, the ComLoc identified and designated common areas, such as experimental rooms, which are shared among all laboratory members.

In case of space needs or requests, laboratory members can reach out to their representatives, who in turn engage with the co-chairs of ComLoc. Typically, ComLoc encourages local resolutions among neighboring teams. However, for more significant issues involving multiple teams, the ComLoc organizes meetings with all representatives.

Since 2021, matters related to space allocation have been minimal, requiring only a couple of actions at the laboratory level.

8- DOCTORAL STUDENTS' COMMISSION (COMDOC)

Members: The LISN doctoral students' commission (ComDoc) is made up of LISN permanent staff and doctoral students, from various departments and teams. Membership of the ComDoc is voluntary, subject to approval by the Laboratory Council and appointed by the directors.

The doctoral students' commission is independent of LISN's management and does not report to it. Members of the ComDoc may, when necessary, liaise with the doctoral school management, the Human Resources department, the disability mission, or the occupational physician.

Mission statement: The goal is to help ensure that the laboratory's theses run smoothly, and to smooth out any difficulties encountered by doctoral students and supervisors. These may be relational, personal or administrative problems, all of which make it more difficult to complete the thesis in peace. In these cases, ComDoc provides support, usually enabling the thesis to be brought to a positive conclusion. In some cases, the doctoral students' commission is also called upon by colleagues in need of advice or support, outside the context of any thesis.

In recent years, the number of members has fluctuated between 2 and 6 persons, depending on the time and availability. The principle remains the same: people join on a voluntary basis and leave when the need arises. People who need help are free to choose the committee member(s) they wish to contact.

People needing help can approach the committee directly, or be referred to it by their colleagues who have witnessed their difficulties, or by the occupational physician when a problem or a need for accommodation on medical grounds is detected.

Support methods: The support offered by the doctoral students' committee is human, not scientific, even if scientific discussions do emerge: the aim is to facilitate exchanges between doctoral students and their supervisors and/or to help colleagues overcome difficulties that make their work too complex. In some cases, one or two one-off meetings may suffice, while in other situations, it will be necessary to accompany colleagues by scheduling weekly meetings and very regular exchanges until all parties feel confident and in a position to stop calling on our "services", or until the thesis is defended: accompaniment can therefore last from a few months or weeks to a few years, depending on the case and needs.

Generally speaking, ComDoc provides regular support for 2 to 4 people or "pairs" over the course of a year, for periods ranging from a few months to several years. The person supported chooses the ComDoc members who will follow him or her, while taking care to avoid potential conflicts of interest. Generally speaking, support is not scientific, but purely human: ComDoc members act as a kind of catalyst for their colleagues.