

WELCOME GUIDE

Team 7 : ERES



Research Team in Social Epidemiology

Website : <http://www.iplesp.upmc.fr/eres/>

Novembre 2019

Welcome to the Pierre Louis Institute in Epidemiology and Public Health at Inserm/Sorbonne Université!

You have just joined Team 7 of the Pierre Louis Institute of Epidemiology and Public Health (UMRS 1136 of Inserm and Sorbonne University UPMC): the Research Team in Social Epidemiology (ERES)

The purpose of this guide is to provide you with information about your work environment.

For more information about the Pierre Louis Institute, please visit the institute's website:

<http://www.iplesp.upmc.fr>

For more information about the ERES team, please visit the team's website :

<http://www.iplesp.upmc.fr/eres>

If you still have questions, do not be shy, please ask questions!

Chapter 1. Presentation of the Pierre Louis Institute in Epidemiology and Public Health

The Pierre Louis Institute of Epidemiology and Public Health is a Mixed Unit in Health Research (UMRS 1136) affiliated with Inserm (the National Institute for Health and Medical Research) and Sorbonne Université. The institute is headed by Mr. Fabrice Carrat. He is assisted, in his function, by Mrs. Dominique Costagliola, deputy director and Mrs. Marianne Bailly, general secretary.

The Institute consists of 7 research teams.

- Team 1 (P.Y. Boëlle): Surveillance and modeling of communicable diseases (SUMO).
- Team 2 (F. Carrat): HIV Cohorts, Hepatitis and Coinfections (CLIVIR)
- Team 3 (A.G. Marcellin/C. Katlama): Therapeutic Strategies for HIV and Associated Viral Diseases (THERAVIR)
- Team 4 (B. Chaix): Environments, Mobility and Health (NEMESIS)
- Team 5 (I. Annesi-Maesano): Epidemiology of allergic and respiratory diseases (EPAR)
- Team 6 (F. Tubach): Epidemiology, health products and organization of care (PEPITES)
- Team 7 (M. Melchior): Research Team in Social Epidemiology (ERES)

Chapter 2. Overview of ERES

The general objective of the Research Team in Social Epidemiology (ERES) is to better understand the various factors and processes that may cause or result from social differences in health at the population level. Based on a theoretical model largely inspired by Dahlgren & Whitehead and in a perspective of public action in line with Marmot & Wilkinson, our research project includes both the study of social inequalities of health and the study of some of the determinants of health that contribute to these inequalities, including the residential environment, working conditions, social intergration and migratory origins. Particular attention is paid, among other aspects of health, to chronic diseases, mental health, primary care utilization and screening. As elsewhere in Europe, these topics are recognized as political priorities in France and our ambition is also to provide research results that can help professionals and decision-makers to develop new responses to emerging social risks and for the most vulnerable social groups.

ERES bring together researchers, engineers and students (November 2019, 10 researchers and university staff, 8 post-doctoral and 2 contract researchers, 10 engineers and 10 doctoral students). Headed by Maria Melchior, ERES is the main research team in social epidemiology in France.

Chapter 3. Administrative information

The postal address of the Pierre Louis Institute is:

Inserm UMRS 1136
Faculté de Médecine St Antoine
27, rue Chaligny
75571 Paris cedex 12

The ERES team you are joining is located on the 3rd floor of the Saint-Antoine Faculty of Medicine building.

Documents of reference

The reference documents of the Pierre Louis Institute are the following, please read them:

1. the IPLESP rules and procedures which apply to all staff
2. the ERES welcome guide
3. the IPLESP data processing guide
4. the INSERM welcome guide:
<https://www.rh.inserm.fr/Inserm/IntraRH/RHAccueil.nsf/LivretAccueil.html?OpenPage>

Upon your arrival

Upon your arrival, your manager updates the Institute website by completing a form with your name (specifying, among other things, your function and your location). This automatically generates an IT and email account for you, as well as your registration in ERES and IPLESP mailing lists.

Data processing account

After your arrival in the unit, you will be assigned a computer and Grégory Pannetier or Guillaume Dusallant (IT engineers), will give you access to an e-mail account.

This e-mail account will allow you to access the Institute intranet.

You can connect to the IPLESP intranet in two ways:

- via your email iplesp (.... @ iplesp.upmc.fr) and your password;
- By using the following generic account: login: public, password: umr1136

For more information about the Institute computing system, please, read the computer booklet.

Softwares

In general, all team members have a computer workplace (possibly shared for a part-time staff) equipped with Office, an Internet browser, e-mail and statistical analysis software (SAS by default or on-demand STATA or SPSS). This basic software is installed by Grégory Pannetier (office 308) or Guillaume Dusallant (office 807).

For additional software, you must contact your manager; you can ask if a license is available or if the software must be purchased. Installation of any pirated software is prohibited and exposes you to penalties.

E-Mails and webmail

You have the possibility to use your email account from a distance, provided you ask Grégory Pannetier or Guillaume Dusailant to open you an account with a password:

<https://webmail.sta.iplesp.upmc.fr>. The computer booklet provides all information regarding email access.

You can also connect to the Inserm webmail: <https://webmail.inserm.fr/roundcube/>

You should receive all group messages from the Institute (via the u1136@iplesp.upmc.fr or u1136sta@iplesp.upmc.fr or equipe7@iplesp.upmc.fr email addresses). If this is not the case, please contact Grégory Pannetier or Guillaume Dusailant.

ERES shared file

An ERES shared folder is accessible on the shared server.

You will find all relevant texts and reference documents (including administrative) concerning the team, the Institute and our guardianships.

Seminars

ERES organizes weekly seminars on Thursday afternoon (from 11:30 to 13:00), either team meetings or scientific seminars (presentation of results, presentation of projects, bibliographic seminar, external speakers). The precise schedule is available in an Excel file in the ERES shared folder.

The Institute organizes several seminars among different teams (for example regarding methodological issues). The program is available on the IPLESP website.

Training continues

The Institute staff (statutory, fixed-term or temporary) is invited to get regular information about training opportunities offered by Inserm.

The list of proposed courses is available on the Inserm HR website (Practical HR) : <http://www.rh.inserm.fr> and via Inserm's weekly newsletter.

To sign up for a training course you must register online: <https://www.sirene.inserm.fr/>

In case training you need is not offered by Inserm's in-house training, if you are paid by Inserm, you can apply for individual training (also via <https://www.sirene.inserm.fr/>).

Any request for advance training must be formulated via Gaia (<https://www.gaia2.inserm.fr/>) temporary Inserm staff or via Eva3 (<https://www.eva3.inserm.fr/>) for researchers. For temporary staff, information is collected in April by Véronique Massari. This allows regional training managers to establish their training plans for the following year.

Véronique Massari is responsible for information regarding training opportunities for the Institute and ERES.

For Sorbonne Université staff, the training department, is at the following address:

Campus Jussieu, 4 place Jussieu, Tour 14/24 - 5th floor. Reception : 01.44.27.82.82,

Fax : 01.44.27.82.93, formation.continue@upmc.fr. Person in charge : Christine.perrin@upmc.fr.

Scientific documentation

The site <http://insermbiblio.inist.fr/> gives access to Pubmed, Web of Science and many scientific journals.

Your access code is your email address ...@inserm.fr and your password is the same that for Sirene site.

Sorbonne Université online resources are on the following site:

http://www.jubil.upmc.fr/fr/ressources_en_ligne2.html. There is no password, the IP address of your computer will be directly identified. Among the services offered, there are online catalogs of university libraries.

Mail

Mail can be posted on the 3rd floor Room 307 (it is picked up every day in the afternoon). All letters to be sent can be put in the purple bag provided for this purpose.

For questionnaires and bulk letters, you must notify the Post Office before 12AM: 01 44 46 16 49

Chapter 4. Purchasing

All purchases (goods, services, consumables, documentation, software, etc.) require a "pre-order form" (available in the ERES shared folder) and need to be accompanied by an estimate of the price. This form must be completed with the help of your manager (who will indicate the source of funds that will be use) and signed by the budget manager and by Maria Melchior. Institute administrative assistants (Marie-Jacqueline Cherubin and Jessica Moinet) will make the order.

Once the delivery is received, it must be controlled by the person who placed the order and the delivery receipt has to be transmitted to the managers who trigger the payment. If purchase orders are not verified, there is no recourse for non-compliance. If the delivery notes are not returned to the managers, the suppliers cannot be paid.

It is not possible to arrange for advance payment, and no refund after the event is possible.

Chapter 5. Travel

All travel must be authorized by Inserm or Sorbonne University (depending on the employer). In the absence of an authorization, your trip will not be considered as work-related and will not be covered in case of accident. Additionally, no reimbursement of related expenses will be possible.

Travel authorization forms are available in the ERES shared folder.

This request for authorization must be accompanied by :

1. Proof of travel (letter of invitation, meeting, conference program, etc.)
2. Desired transportation schedules.
3. The desired accommodation (for travel in France for INSERM and for all Sorbonne Université trips)

The travel authorization must be signed by the manager of your team.

Once signed, the authorization form must be sent to the Institute administrative assistants: Marie-Jacqueline Chérubin (Marie-Jacqueline.Cherubin@inserm.fr) and Jessica Moinet (jessica.moinet@inserm.fr) **at least 15 days before the date of travel.**

The reservation of train/plane tickets and accommodation must be done via the selected providers.

For INSERM:

- ***Train/plane tickets (VELOCE21)***
- ***Hotels in France (HCORPO)***

For Sorbonne Université :

- ***Ticketing (Globéo Travel)***
- ***Hotels in France and abroad (globéotravel)***

Each person can have an account to pre-book tickets/accommodation online.

You have the possibility to use your own vehicle. However, the use of a personal vehicle requires the attachment of this vehicle to Safir (www.safir.inserm.fr) beforehand. Fees will be covered only if needed.

For travel abroad: a fixed per-diem is granted according to the number of nights and meals of the trip, according to a fixed grid.

Meetings outside of the unit

For certain meetings (scientific committee, seminar, congress ...), the team can take care of travel expenses for collaborators outside of the Institute.

You need to contact the administrative assistants as soon as possible to find out the steps to take. The invited person will also have to fill out a request for travel form.

After your return from travel.

Need to complete the request for refund and transmit it with original bills to the managers or to inform them if no refund is requested. This information must be communicated in the month following the trip.

Chapter 6. Other useful information

Key staff at the St Antoine site of the Institute

Guillaume Dussaillant : Head of the Saint Antoine site Computing Center of the Institute

Grégory Pannetier : Troubleshooting and routine computer maintenance

Yves Dorléans : Health and Safety Prevention Assistant

Véronique Massari : Training

Laptop

In case of need (travel, presentation, etc.), a team laptop and video projector are available.

Photocopiers and printers

The copiers-printers-scanners (photocopy_301 and photocopy_307) are in offices 301 and 307. The ink cartridges are managed and distributed by Grégory Pannetier (office 308).

Notebooks, pens, pencils...

All necessary notebooks, pens are available in the closet of the lounge (307 Nicolas Vignier' office). Paper is in office 307.

Infirmery

An emergency kit is in office 307.

Keys

Each office has an electronic key (under the responsibility of a staff member) that also opens door 10 to the ground floor (access between the Saint-Antoine Faculty and the Saint-Antoine hospital). When a key is deactivated, a box located near the reception desk on the ground floor allows you to reactivate it.

Meeting Room Reservation

The person in charge of reservations of classrooms on floors 1 and 2 is Eric Rousseau (eric.rousseau@upmc.fr).

Conference call

Inserm provides a tool for organizing conference calls or videoconferences.

<https://renavisio.renater.fr/>

Use your Inserm / Sirene login and password to log in.

Paid vacation

Your vacation varies with the duration of your contract, your contract and your employer. Please read the Rules of Procedures and contact the administrative assistants if you need additional information.

For staff paid by Inserm (holders or contractors), requests for vacation days can be made on the Sirene website (<https://www.sirene.inserm.fr>) and will be validated by Maria Melchior. When connecting to Sirene for the first time, you need to register. To register, simply click on "access request" that appears on the first screen of Sirene and fill out the form. Your username is your Inserm email address. You will receive a password.

For staff paid by other employers (ex. SU, CNRS), there are no specific procedures.

The duration of your vacation cannot exceed 30 consecutive days.

For staff on statutory or fixed-term contracts at Inserm, after one year of employment it is possible to have a time savings account (CET) to save unused vacation days. To benefit from this measure you must complete the "Application to open an account" on Sirene.

Lounge, cafeteria

A refrigerator, coffee machine and microwave are at your disposal in the lounge room (305). A shared coffee machine and kettle are also available in room 301.

To benefit from a cafeteria card that allows you access to the Saint-Antoine Hospital cafeteria, you must contact the Institute administrative assistants (Marie-Jacqueline Chérubin and Jessica Moinet).

On the ground floor of the Saint-Antoine Faculty building, you will find two coffee machines next to office 05, and a cafeteria in The Clock Building of the Hospital.

Social services – CLAS

For staff paid by Inserm: CAES offers travel, family holiday, sports, leisure and cultural subsidies. The Local Social Action Committee (CLAS) is the local representative of the CAES. The person responsible for the Institute is Béatrice Leloirec (Beatrice.leloirec@iplesp.upmc.fr). For more information, please check the CAES Inserm website: <http://caes.inserm.fr/en/>

For staff paid by SU, the SU social service offers similar financial aids. For more information, please check the SU website:

http://www.upmc.fr/fr/espace_des_personnels/pour_vous/action_sociale/guide_des_prestations_et_formulaires_a_telecharger.html

Foreign researchers

A bilingual guide relative to international mobility is available to help foreign staff in all administrative procedures (social security and supplementary insurance registration, opening of a bank account, bank loan application, access to social housing etc.).

Nouchka Tellez (01 44 23 64 71), nouchka.tellez@inserm.fr)

For more information please see:

<https://rh.inserm.fr/nous-rejoindre/Personnels-etranangers/Pages/default.aspx>

Foreign staff can also refer to the following sites:

EURAXESS paris center <http://www.ciup.fr/access/> (regional center of the European Community for the mobility of researchers) which offers English-language help to foreign researchers who move to France, and guides them in administrative and legal procedures (housing via CIUP). On the site there is a guide on moving to France. The EURAXESS center also works in coordination with the Alfred Kastler National Foundation (<https://www.fnak.fr/>), which offers interesting health insurance agreements (in English).

Specific requests from the Faculty of Medicine

Please contact the Institute administrative assistants at the Saint-Antoine site, Marie-Jacqueline Chérubin and Jessica Moinet, by email. For example for:

- Visits, televisions, radios
- Requests for repairs in the offices of the Faculty of Medicine
- Requests for a classroom or meeting on the Faculty of Medicine

Welcome to IPLESP !