



WELCOME PROCEDURE

UMR 224 MIVEGEC



13 JANUARY 2025
IRD OCCITANIE
911 Avenue Agropolis 34394 Montpellier

Welcome Procedure

OBJECT

This procedure defines the responsibilities and arrangements for planning, preparing, executing and monitoring the arrival of trainees in the unit, in line with IRD's internal reception procedure.
It involves researchers, technical staff, administrative managers and trainees.

REFERENCE DOCUMENTS

ISO 9001 : 2015 standard
IRD internal welcome procedure

WELCOME PROCEDURE

- The supervisor follows the “procedure for allocating a pitch to a new host”, available on (intranet and/or synology?)
- The supervisor contacts us to submit an application via: accueil-mivegec@ird.fr

In order to anticipate requests as far as possible, and to respect the 6-week deadline for sending applications imposed by PEPS, please send your applications 2 months before the start of your stay.

Welcome Procedure

INTRODUCTION OF THE APPLICATION

Receipt of request :

- IRD forms to be completed and signed + list of documents to be supplied to us
 - Areas to which access is restricted by the center (L2 bacteriological, L2, insectarium, P3, animal house) => submit the request for access to high-risk premises (if possible before the start of the course, in consultation with the supervisor).
 - For the animal house, please also submit the form for working in the animal house.
 - Specify that the entire application must be returned to us at least 2 months before the start of the course.
 - Ask whether the site allocation procedure has been completed.
 - Ask whether it is necessary to open an IRD e-mail address (via IRD Compte from SAP Portail) and send an e-mail to Valérie Delplanque to register on the MIVEGEC lists if the stay is longer than 1 month.
 - Ask the supervisor to complete the “welcome of new staff” form and forward it to his or her DS managers for validation.
 - As soon as the administrative welcome is complete, forward the completed “**trainees, PhD students and partners**” file to the person in charge of scientific welcome to prepare the laboratory visits with the relevant PAs (see scientific welcome procedure).
- ❖ A “**prevention & safety skills base**” training course is offered once a month to make new arrivals aware of IRD's health, safety and prevention rules and general regulations.
Registration is systematically carried out by the IRD's management assistant after new entrants have been entered into the IRD database. They are notified by e-mail.

Welcome Procedure

List of documents **MUST** be returned by the supervisor:

- Completed “newcomer” form

FOR ALL :

- New welcome form “according to status
 - Confidentiality agreement
 - Lab access form (if access is required)
 - Premises and canteen access form
-
- Health insurance certificate
 - Civil liability certificate
 - Certificate of financing
 - Identity document
 - RESUME

Documents sent to guests to complete, sign and return to the MIVEGEC manager in charge of reception

Personal documents to be provided by guests to the MIVEGEC manager in charge of reception.

FOR TRAINEES (from 3rd grade to university students) :

- Internship agreement
- Photocopy of student card
- BANK DETAILS
- VISA (if from abroad)
- Passport (if from abroad)

*** All hostings attached to the UMR's other supervisory bodies (UM, CNRS, INRAe) no longer go through PEPS* (see p.5).**

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FOR THE PHD STUDENTS :

- Certificate of scholarship

ONLY FOR DOCTORANTS FROM SOUTHERN COUNTRIES: if the amount of the scholarship is less than €15,000 (poverty line), you must apply for a scholarship supplement from Campus France with the agreement of your supervisor.

Scholarship supplement procedure to be discussed with the management department.

- Student card
- VISA (if from abroad)
- Passport (if from abroad)

FOR PARTNERS / POST-DOCS / COLLABORATORS :


- Proof of financing (contract, payslip, etc.)
- VISA (if foreign)
- Passport (if foreign)

❖ The “Convention d'accueil chercheur” is provided by the “Gestion des accueils” if required to obtain the VISA*.
point 4 of the agreement requires a research stay agreement if the stay exceeds 2 months*.

When the file is complete :

- Send the electronic file to the Partners, Students and Trainees Center* (PEPS*)

Welcome Procedure

 PEPS returns the internship agreement signed by IRD:

- Send the internship agreement by e-mail to the student for final signature.
- The fully signed agreement must be returned to PEPS to finalize the file.

❖ WELCOME TO OTHER TUTORS (CNRS, UM, INRAe..) AT IRD :

This procedure applies to all staff members, except trainees, from the UMR's other supervisory bodies.

- The IRD badge application form is completed and sent to acces-dro@ird.fr via BAR.
- Réséda creation form completed and sent to BAR

❖ PROCEDURE FOR WELCOMING CNRS TRAINEES

An internship file must be prepared and sent to DR13 dr13-srh-stagiaires@cnrs.fr via BAR at least 6 weeks before the intern's arrival. This file includes: internship agreement, ID card, bank details, bonus simulation, student card, civil liability certificate, health insurance card, HR welcome form, IRD badge application form, “new arrivals” form.

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❖ PROCEDURE FOR WELCOMING UM TRAINEES

- Send the internship file to UM dfe-stage@umontpellier.fr via BAR 6 weeks before the intern's arrival. The file includes: internship agreement, CNI, RIB, bonus simulation, student card, IRD badge application form, Réséda creation form, “new entrants” form.

All the documents you need to know about working at IRD are available on the MIVEGEC intranet site.

✚ SCIENTIFIC WELCOME PROCEDURE

On the day of arrival, the “welcome guest” receives the Mivegec Welcome Booklet, which he or she must read during the 1st week of the stay, before entering the manipulation laboratories:

For all :

- welcome booklet (the newcomer must read it and validate the acknowledgement of knowledge, online <https://enquetes.ird.fr/index.php/388461?lang=frlivretaccueil>)
- satisfaction survey (to be validated at the end of the stay, online <https://enquetes.ird.fr/index.php/737493?lang=frsatisfactionstagiaire>)

Depending on the activities to be carried out during the stay, hand over the corresponding documents:

- Access sheet for high-risk areas
- L2 rules and regulations

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Technical activities (molecular biology, insectarium, etc.) :

- Skills inventory form (newcomers must complete this form and have it checked by their technical supervisor each time a new technique is taught. Once all techniques have been acquired, the form must be validated, online at <https://enquetes.ird.fr/index.php/411349?lang=frvalidationcompetence>)

- Molecular biology activities => contact Déborah Garcia to arrange a visit to the laboratories

- Access to the electrophoresis room (BET) => hand in the electrophoresis room rules and regulations and contact Arnaud Berthomieu, who will organize a visit to the room and sign the document. Once the tour has taken place, the newcomer must sign the rules and return them to the host.

For access to the Vectopôle, requests for access to high-risk premises must be submitted to the platform's technical managers, Bethsabée Scheid, and visits are carried out by the prevention assistants:

- I1 Marie ROSSIGNOL
 - I2 Arnaud BERTHOMIEU
 - I3 Davy JOLLE (please note that I3 access times are subject to medical procedures, with delays of up to 2 months).
- A specific procedure is in place for L1, L2 and L2 healthy cell contact:
- L2 Bacterio :Remy Froissart
 - L2 Parasito Anne Laure Banuls
 - L2 Healthy cell Rodolphe Hamel

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INTERNSHIP GRATIFICATION

If an internship bonus is paid :

- Retrieve the internship agreement signed by all parties (MANDATORY)
- Print out a gratuity simulation (from the Service Public website: <https://www.service-public.fr/simulateur/calcul/gratification-stagiaire>)
- Fill in and sign the Procès-Verbal d'Installation (PVI) form
- Fill in the bonus decision and administrative certificate for the current month (to be done each month)
- Create a Purchase Order (PO) in the trainee's name and attach all supporting documents, i.e. : Agreement, Decision, CA, signed PO, RIB and PVI.
- Make a copy of the file to be filed and send a dematerialized version to PEPS for transmission to the manager of the unit management department.

If the trainee does not exist in SIFAC :

- Create the trainee in SIFAC using transaction XK01 :
- Complete the supplier creation request form, and provide the agent's bank details and ID card.
- As soon as the trainee has been created, go to “Display supplier” transaction XK03 and submit the attached documents.

*Gratuities on credits :

- **CNRS:** are managed directly by DR13 after the internship file has been forwarded by the MIVEGEC Reception Manager.
- **UM:** awards set up by the BAR according to the procedure imposed by the UM.

ARCHIVING

Everything is done electronically. Non-permanent staff are now recorded in the CNRS Réséda tool, which tracks all the unit's personnel.

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END-OF-STAY REMINDER E-MAIL

An e-mail is sent every 3 months to the generic address mivegec-tous to remind non-permanent staff to fill in and validate the scientific welcome forms (satisfaction survey / knowledge validation form) online, to enable us to evaluate our indicators (appendix 1).

Evolution table :

Created on 07/11/2019

Modified on 10/09/2024 with additional information

Next review before 05/09/2025

Version	Date	Création	Rédaction	Vérification	Approbation
V1	07/11/2019	Création	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V2	31/03/2020	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V3	08/12/2020	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V4	19/05/2022	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V5	05/09/2023	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V6	05/03/2024	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V7	10/09/2024	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD
V8	13/01/2025	Modifications	J.PLA SORIANO	M.ROSSIGNOL	F.SIMARD



Welcome Procedure

APPENDIX 1

Welcome Procedure

Partage

julie.pla@ird.fr

Re: [mivegec-tous] RAPPEL PROCEDURE ACCUEIL / RETOUR DOCUMENTS ACCUEIL SCIENTIFIQUE

De : julie pla <julie.pla@ird.fr>

mar., 20 juin 2023 15:27

Expéditeur : mivegec-tous-request@listes.ird.fr

Objet : Re: [mivegec-tous] RAPPEL PROCEDURE ACCUEIL / RETOUR DOCUMENTS ACCUEIL SCIENTIFIQUE

À : mivegec-tous <mivegec-tous@listes.ird.fr>

Répondre à : noreply@ird.fr

Vous trouverez ci-dessous le lien téléchargeable pour les pièces qui constituent le dossier d'accueil. ****Petite nouveauté**** : un fichier unique a été créé pour les accueils inférieurs à 30 jours consécutifs

<https://filesender.renater.fr/?s=download&token=200b6d50-c0a8-4f93-bdb5-8b4b779d8bde>

Bon après-midi
Julie

Julie PLA SORIANO
Gestionnaire administrative
UMR 224 MIVEGEC - IRD-CNRS-UM
Délégation Régionale Occitanie
Institut de Recherche pour le Développement
911 avenue Agropolis - BP 64502-34394
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Email : julie.pla@ird.fr
En télétravail les lundis, mercredis et vendredis

De: "julie pla" <julie.pla@ird.fr>

À: "mivegec-tous" <mivegec-tous@listes.ird.fr>

Envoyé: Mardi 20 Juin 2023 14:13:35

Objet: [mivegec-tous] RAPPEL PROCEDURE ACCUEIL / RETOUR DOCUMENTS ACCUEIL SCIENTIFIQUE

Bonjour à tous,

[English version below](#)

[Version en español a continuacion](#)

Je me permets de vous rappeler le délai du dépôt des dossiers d'accueil complet (tout type d'accueil) **1 mois avant le début du séjour**. Ce délai n'étant pas respecté, le PEPS se verra le droit de refuser de traiter l'instruction des dossiers.

Avant d'établir le dossier d'accueil, merci de bien vouloir nous contacter via l'adresse générique : accueil-mivegec@ird.fr afin que nous vérifions s'il est physiquement possible d'accueillir une nouvelle personne pour les dates souhaitées (si le séjour dépasse les 6 mois, le placement passe par les chefs de DS. Idem si les bureaux non-permanents 336/306 ne sont pas dispo).

Je vous rappelle également que les stages gratifiés ne peuvent excéder 6 mois consécutifs, soit 924h. Je mets en PJ les informations nécessaires à faire ressortir sur la convention de stage selon la tutelle utilisée (budget de la gratif)

Merci de bien vouloir me faire parvenir les **fiche de satisfaction + fiche de validation des compétences** pour celles et ceux qui arrivent au terme de leur séjour :

<https://enquetes.ird.fr/index.php/411349?lang=frvalidationcompetence>

<https://enquetes.ird.fr/index.php/737493?lang=frsatisfactionstagiaire>

[A la fin de votre séjour, il vous est demandé de solder et laisser votre badge cantine à la restauration de l'IRD.](#)

Je compte sur tous les encadrants pour relancer vos étudiants, collaborateurs, CDD pour récupérer ces documents ainsi que sur tous les responsables de DS de bien vouloir compléter le fichier "nouveaux entrants" dans collab-net-mivegec ([BDD-nouveaux-entrants version 09_2022 - Feuilles de calcul Synology Office \(mivegec.fr\)](#)) à chaque nouvelle arrivée svp (fichier joint). Pour ceux n'ayant pas les documents pour constituer le dossier d'accueil, vous les trouverez dans le lien ci-dessous (téléchargeable sur l'intranet MIVEGEC)

Welcome Procedure

version 09_2022 - Feuilles de calcul Synology Office (mivegec.fr) à chaque nouvelle arrivée svp (fichier joint). Pour ceux n'ayant pas les documents pour constituer le dossier d'accueil, vous les trouverez dans le lien ci-dessous (téléchargeable sur l'Intranet MIVEGEC) :

<https://filesender.renater.fr/?s=download&token=e05fceb4-6ad4-449e-b76a-0bd39dd862cc>

I would like to remind you of the deadline for submitting complete reception files (all types of reception) 1 month before the beginning of the stay. If this deadline is not respected, PEPP will have the right to refuse to process the application. Before establishing the reception file, please contact us via the generic address : accueil-mivegec@ird.fr so that we can check if it is physically possible to welcome a new person for the desired dates (if the stay exceeds 6 months, the placement goes through the DS managers. Ditto if non-permanent offices 336/306 are not available). I would also like to remind you that gratified internships cannot exceed 6 consecutive months, i.e. 924 hours. I am attaching the necessary information to be included on the internship agreement according to the tutelage used. I would like to remind you of the deadline for submitting complete application forms (all types of reception) 1 month before the beginning of the stay. If this deadline is not met, PEPP will refuse the right to process the files. Thank you for sending me the satisfaction forms + skills validation forms for those who are coming to the end of their stay:

<https://enquetes.ird.fr/index.php/411349?lang=frvalidationcompetence>

<https://enquetes.ird.fr/index.php/737493?lang=frsatisfactionstagiaire>

At the end of your stay, you will be asked to pay and leave your canteen badge at the IRD restaurant. I count on all the supervisors to follow up your students, collaborators, CDD to recover these documents as well as on all the persons in charge of DS to complete the file "new entrants" in collab-net-mivegec (<https://collab.net.mivegec.fr/oo/r/pPouAanZSmtatFSz1oIUhklh3DohY94u#tid=1>) at each new arrival please (attached file). For those who do not have the documents to make up the reception file, you will find them in the link below (downloadable from the MIVEGEC Intranet):

<https://filesender.renater.fr/?s=download&token=e05fceb4-6ad4-449e-b76a-0bd39dd862cc>

Les recuerdo el plazo para presentar los expedientes completos de recepción (todo tipo de recepción) 1 mes antes del inicio de la estancia. Si no se respeta este plazo, el PEPP tendrá derecho a negarse a tramitar los expedientes. Antes de preparar el expediente de acogida, póngase en contacto con nosotros a través de la dirección genérica: accueil-mivegec@ird.fr para que podamos comprobar si es físicamente posible acoger a una nueva persona para las fechas deseada (Si la estancia es superior a 6 meses, la colocación pasa por los jefes de DS. Lo mismo se aplica si no se dispone de oficinas no permanentes 336/306). También le recuerdo que las prácticas remuneradas no pueden superar los 6 meses consecutivos, es decir, 924 horas. Adjunto la información necesaria a incluir en el convenio de prácticas según la tutela utilizada. Gracias por enviarme los formulario de satisfacción + el formulario de validación de competencias para los que están llegando al final de su estancia :

<https://enquetes.ird.fr/index.php/411349?lang=frvalidationcompetence>

<https://enquetes.ird.fr/index.php/737493?lang=frsatisfactionstagiaire>

Al final de su estancia, se le pedirá que pague y deje su credencial de comedor en el servicio de restauración del IRD. Cuento con todos los supervisores para que hagan un seguimiento de sus alumnos, colaboradores, CDD para recuperar estos documentos así como con todos los responsables de DS para que completen el fichero "nuevos entrantes" en collab-net-mivegec (<https://collab.net.mivegec.fr/oo/r/pPouAanZSmtatFSz1oIUhklh3DohY94u#tid=1>) a cada nueva llegada por favor (anexo). Para los que no disponen de los documentos que componen el expediente de recepción, los encontrará en el siguiente enlace (descargable en la intranet de MIVEGEC) :

<https://filesender.renater.fr/?s=download&token=e05fceb4-6ad4-449e-b76a-0bd39dd862cc>

Merci de votre collaboration.

Je reste disponible si besoin,
Très bonne journée à tous.

Welcome Procedure

ANNEXE 2 : rappel suivi des fiches

Partage

julie.pla@ird.fr

[mivegec-tous] RAPPEL SUIVI FICHES DE VALIDATION DES COMPETENCES/FICHES DE SATISFACTION

De : julie pla <julie.pla@ird.fr>

mar., 11 juin 2024 16:04

Expéditeur : mivegec-tous-request@listes.ird.fr

Objet : [mivegec-tous] RAPPEL SUIVI FICHES DE
VALIDATION DES COMPETENCES/FICHES DE
SATISFACTION

À : mivegec-tous <mivegec-tous@listes.ird.fr>

Répondre à : noreply@ird.fr

Bonjour à tous,

Les premiers départs de nos stagiaires de Master arrivent, je me permets donc un rappel quant à la validation des fiches de compétences et fiche de satisfaction avant la fin du séjour :

<https://enquetes.ird.fr/index.php/411349?lang=frvalidationcompetence>

<https://enquetes.ird.fr/index.php/737493?lang=frsatisfactionstagiaire>

Merci aux encadrants de faire suivre ce mail à vos étudiants et/ou partenaires concernés
svp.

Comptant sur votre collaboration,
Bonne journée
Julie

Julie PLA SORIANO
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Tél. + 33 (0) 467 41 61 71
Email : julie.pla@ird.fr
En télétravail les lundis, mercredis et vendredis

Welcome Procedure

ANNEXE 3 : rappel suivi fichier nouveaux entrants

Partage

julie.pla@ird.fr

[mivegec-tous] RAPPEL SUIVI FICHER NOUVEAUX ENTRANTS

De : julie pla <julie.pla@ird.fr>

mar., 30 avr. 2024 14:20

Expéditeur : mivegec-tous-request@listes.ird.fr

📎 1 pièce jointe

Objet : [mivegec-tous] RAPPEL SUIVI FICHER NOUVEAUX
ENTRANTS

À : mivegec-tous <mivegec-tous@listes.ird.fr>

Répondre à : noreply@ird.fr

Bonjour à tous,

Je me permets de vous rappeler les bonnes pratiques de l'utilisation du fichier nouveaux entrants "Mivegec-collab" : À chaque nouvel arrivant non-permanent à Mivegec, les encadrants doivent compléter puis envoyer la fiche de renseignement à leur responsable de DS afin que celui-ci puisse compléter le fichier nouveaux entrants (fiche de renseignement ci-joint).

À ce jour, plusieurs personnes manquent dans ce fichier. Je vous remets le lien ci-dessous pour vérification et mise à jour svp :

[BDD-nouveaux-entrants version 09 2022 - Feuilles de calcul Synology Office \(mivegec.fr\)](#)

Comptant sur votre collaboration,
Bonne journée
Julie

Julie PLA SORIANO
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En télétravail les lundis, mercredis et vendredis

 Renseignement nouveau entrants DS.docx
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