

INFORMATION SHEET MEMBERS

September 2011

This note is designed to help your daily life at CORE. (also on <http://www.uclouvain.be/en-43634.html>)

1. WHO IS WHO

President : Luc Bauwens

Research Director : François Maniquet

Administrative Director : Francisco Santana Ferra

Co-Directors : Philippe Chevalier and Vincent Vannetelbosch

2. ADMINISTRATIVE STAFF

	office	ext.		office	ext.
Isabelle COLYN	b230	4349	Fabienne HENRY-Vanrobaeys	228	4340
Micheline DELIZE- Matthieu	230	4345	Anne-Marie PESSLEUX	228	4344
Catherine GERMAIN-Mertens	128	4321	Francisco SANTANA FERRA	231	4338
Alain GILLIS	d140	4304	Sylvie MAUROY	130	4315

Francisco Santana Ferra heads the administrative staff. CORE's administration is handled by him. You are welcome every day from 14:00 -16:00.

Catherine Germain is executive secretary. She is in charge of practical things like information, reception, visitors problems (housing, salaries), bills, copy cards, expense notes, travel & insurance forms, ...

Accounting is handled by *Anne-Marie Pessleux*.

Fabienne Henry and *Sylvie Mauroy*, are in charge of the scientific secretariat as well as day-to-day supply, copy cards, express mail. *Micheline Delize* is in charge of the fellows, the EDP and EDEEM fellows. All secretaries take in charge the organization of conferences.

Alain Gillis and *Sébastien Schillings (IMMAQ)* handle the library.

If you have any question, suggestion or comment regarding administration, please mention them to Francisco Santana Ferra.

3. GENERAL

3.1. Building

The building is open from 8:00 till 18:30 during the week, and has to be closed during the night and week-ends. If you want to enter the building after hours, you need to have your university card activated (see *Catherine Germain*). You can leave the building without a card by pushing the green button. Always close your office when absent, beware of thieves. If something happens, call the emergency service (ext 2222), or the guards on 2424. Report broken items to *Catherine Germain* or to Service de Maintenance (ext 8989).

3.2. Mailboxes

Mailboxes are located at the lounge floor (First floor).

3.3. Seminars Rooms

There are three seminars rooms (B-135, C035, D360). A reservation has to be made to use these rooms (see *Catherine Germain*- catherine.germain@uclouvain.be). These rooms can be reserved for courses only until 14:00.

3.4. Bulletin Boards

- entrance floor (-1) :
- seminar announcements
 - meetings and conferences
 - courses
 - job and fellowship offers
- lounge floor (1) :
- library news
 - social news
 - seminars and visitors, scientific events at CORE

3.5. Lounge

Coffee and tea are to be paid to Catherine Germain (€8 per month). For simplicity, we suggest a yearly payment : for permanent members and long term visitors: 11 months or €88.

Keep lounge **CLEAN after use**, if you spill coffee, you clean it! Throw all meals packages in garbage! Wash your own dishes and put them back in cupboard. There is no cleaning lady for the lounge, everybody is responsible for it.

Le Monde and *The Herald Tribune* arrive daily; *The Economist* and *Le Soir* (MAD) weekly (Wednesday). **THEY SHOULD STAY IN THE LOUNGE.**

4. **NEW** : RULES FOR THE USE OF CORE RESOURCES

4.1 Allowance for persons working at CORE

Each person working at CORE is entitled to an annual allowance to cover expenses for phone calls, fax, xerox, postal mail (stamps), and printing. The allowance per year depends on the type of appointment and is indicated in the table below for a full time worker. The allowance of a part time worker is adjusted proportionally to the percentage of part time work.

	General allowance/year (full time equivalent)
Faculty Members	400 euros
Associate Fellows	400 euros
Post Doc. Fellows or researcher with Ph. D.	400 euros
UCL Doctoral Students	300 euros
Visitors	According to their status (Prof or Post.Docs / PhD) (see 4.2.4.)

All expenses in excess of the allocated allowance will be charged to "personal or individual" research funds if available, or in last resort to the individual personally. The next table shows the tariff of some items.

Printed black/white page	4 cents
Printed colour page	75 cents
Xerox page	3 cents
DHL	full cost

Every person working at CORE will receive a quarterly statement of expenses, indicating the expenses incurred since the beginning of the academic year.

4.2. Rules and allowances for visitors

A visitor is a person invited by a professor working at CORE for scientific purposes, **with prior approval of the executive committee**. As a corollary, no scientist can « invite » himself/herself to CORE, and a visitor is duly expected to work full time at CORE during his/her visit.

A working day is a day of the year other than a Saturday, Sunday, official holiday, or day when the University is closed by decision of its ruling bodies.

The inviting professor should take in charge his visitors with his "personal" research funds, so that CORE funding is again a solution of last resort, to which the following guidelines apply.

Rules

1) Short visits of one or two working days will not be funded, because such visits are not favored. This does not apply for visits linked to a seminar presentation at one of the CORE seminars.

2) For **short visits from 3 to 10 working days** : CORE budget funds

Travel (including airport commuting) is reimbursed with a maximum of 350 euros for travels from inside Europe, and 700 for travels from outside Europe, without possibility to cumulate both amounts.

Accommodation will be in CORE flats when available, otherwise an hotel room will be booked and paid by CORE.

Per diem will never be paid on CORE funds. It can only be paid from "personal" research funds of the inviting professor.

All expenses in excess of the maximum amounts mentioned above or other expenses will be charged on the "personal" research funds of the inviting professor or directly to the visitor.

3) For **visits of more than 10 working days**: CORE funds can be used (again in last resort) for accommodation up to 2 weeks (10 working days) in CORE flats when available, after that time the visitor or the inviting professor will be charged according to the following tariff :

- SAXO flat : 300 euros/week

- Others flats : 200 euros/week

Booking long in advance is advised as it is very difficult to find housing in LLN and office space at CORE. Ask Catherine Germain for availability.

All expenses in excess of the maximum amounts mentioned above or other expenses will be charged on the "personal" research funds of the inviting professor or directly to the visitor.

4) **Visitors staying at least one month** will not be charged for usage of CORE facilities (office, electricity, heating, computer connections or library services...) and will receive an allowance as CORE members. Any costs in excess of the allowance will be charged to the visitor or to the "personal" research funds of the inviting professor if this has been agreed upon.

Procedure

Requests for visits must be submitted to the Excom well ahead of the actual visit. Any CORE member may submit a visit, but any request must be signed by a Professor appointed as member of the CORE Board. Forms are available from Catherine Germain or the web page

<http://www.uclouvain.be/en-43630.html>

4.3. Scientific Travels

Principles

The use of CORE funding for travel requires that

- 1- the recipient presents a paper at a conference (including at a poster session provided it is officially on the program) or workshop or equivalent event, when the organizers do not cover fully the cost of the invitation;
- 2- available "personal or individual" research funds be used before CORE funds;
- 3- external funding, through FNRS (especially for trips) has been asked for **IN DUE TIME** so that **CORE funding may only serve as a last resort solution.**

Procedures

1) Application : an application for CORE travel funds must be submitted to the Administrative Director **at least 3 months ahead of departure (for travels inside Europe) and 4 months ahead of departure (for travels outside Europe)**. Such an application will not be considered unless an application for funding by FNRS (or other available sources) has been filled in due time, a copy of which must accompany your application. The application forms for FNRS and for CORE are available from Catherine Germain. The CORE form is also available at the web page (tba). The final decision is taken by the Research Director.

N.B : an application (to FNRS) can (and typically should) be introduced before your paper is accepted for presentation. If external funding fails and you have no "personal or individual" research funds, you can ask CORE to participate. In order to be refunded by CORE, **travel expenses must have been approved by the Administrative Director beforehand.** Ask Catherine Germain for CORE application forms.

2) Reimbursement : for air travel/train, on the basis of boarding passes/train tickets, and an invoice (or e-ticket and/or any proof of paiement) in all cases. For airport commuting, only public transportation is eligible (no taxi is allowed). For registration fees, on the basis of an invoice or proof of payment. Forms must be filled and given to Catherine Germain **within 4 weeks after return**, accompanied by the letter of acceptance of the paper presented and the participation form delivered by the organizers.

5. SCIENTIFIC LIFE

5.1. Discussion Papers

CORE publishes a Discussion Paper series to which you are invited to submit papers written during your stay at CORE. Articles undergo an internal refereeing process under the responsibility of the Research Director. Papers are submitted via the Administrative Director. You are welcome to suggest the name of a referee. The refereeing process is mostly informal and hopefully consists in an open discussion between the author and the referee. Final decisions are made by the Research Director on recommendation of the referee. See : <http://www.uclouvain.be/en-44508.html>

- Books to be returned must be put in the special box labelled "Return books here" (the white box at the entrance of the library).
- New acquisitions can NOT be borrowed during the first **2 weeks**. This gives everyone the opportunity to see newly arrived books.
- Only CORE and STAT members can borrow books. These also include CORE and STAT visitors (postdocs and visiting professors). Other users (for example students) can **only consult** books and journals.
- If a CORE or STAT member wants to take any book out of the library, he (she) should write his (her) name and the date on the white card inside the cover and put this in the mailbox of the library.
- Once a year, the library draws up an inventory. You will be asked to return all the books in your possession.
- Ordering of books should be made through the person in charge of the scientific area.

Journals

- **Journals can NOT be borrowed at all (all the journals are Red Labelled).**
- Binding of journals will be spread over several periods of the year. Therefore some journals may be temporarily unavailable.

Seminar Papers

- Seminar announcements and papers are presented on the drawers in the library.

7.3. Copies

The copy machine of the library works either by charging your university card, or by paying to the librarians (3-6-9-30 euros).

It can also be used as a scan with a usb memory stick.

7.4. Other

A computer is available in the library. It can be used to consult the UCL catalogue (<http://www.bib.ucl.ac.be>) giving access to the complete CORE/STAT books and journals collection, to consult the library network (<http://www.core.ucl.ac.be/services/library.html>) or to connect to the Internet (and consult other libraries). The computer is connected to a printer.

Next to the lounge, you will find some information like contents of recent journals, lists of recent CORE Discussion Papers and CORE Reprints. Discussion Papers and Reprints are available in the library.

8. DAILY LIFE

8.1. Stationery

Self service available in the closet of offices 130 and 228, open from 9:00 to 15:30. CORE members are urged to use draft paper as much as possible.

8.2. Mailing

Mail arrives at 9:00 and leaves at 15:30. Drop your letters to be mailed in the box on your floor. Always put CORE address on the envelope. Use CORE address labels on large envelopes. Do not forget to add the new mandatory information : L1.03.01. Mail within the university does not need stamps, use the brown university envelopes "courrier interne".

Incoming mail will be distributed in the wooden mailboxes on the first floor.

Taxipost, DHL or other mailing services will be charged to your annual allowance.

Personal mail may not be sent through CORE.

8.3. Copies

Copies will be charged to your annual allowance (cf 4.1.)

A big xerox machine is installed in room B-127 (to be opened with the 'common key' or a special code). The xerox machine of the library only works with your university card or special cards (see librarians).

A system allowing the use of magnetic cards is installed on the machine in B-127. Cards are available from Catherine Germain, Fabienne Henry and Sylvie Mauroy (50, 100, 500 & 1.000 units, respectively 2,5, 5, 25 and 50 euros). Do not forget to put your name on the card.

Copies related to teaching duties must be made at the corresponding Department or Institute, **not at CORE.**

8.4. Telephone

Dial 0 to get an external line.

The UCL general telephone number is 010/47.21.11. You can reach a person within the university without cost by dialing his extension. To reach a person at the university from outside, dial 010/47+ her/his extension. Example : CORE secretariat ext 4321, from outside, dial 010/47.43.21.

A list of the CORE extensions is available in Catherine Germain's office. For university extensions, go to <http://www.uclouvain.be/repertoires.html> and lists are hanging next to elevators or stairs.

Calls will be charged to your annual allowance.

International calls using prepaid card are requested to be limited to emergency as a certain amount is also charged to CORE extension.

8.5. Fax

CORE'S fax number is 010/47.43.01. The fax is installed in the "Reserve", floor 1, to be opened with the common key.

9. MISCELLANY

Official holidays are : January 1, Easter and Easter Monday, May 1, Ascension, Whitsun and Monday (Pentecôte), July 21, August 15, September 27, November 1, November 11, December 25 and 26.

CORE is closed between Christmas and New Year (no heating!).

Furniture : if a screw gets off your chair, pls screw it back immediately, otherwise it get lost! CORE has some tools, it is the responsibility of everybody!

Heating: Do not forget to switch your heating on LOW temperature when you leave for a couple of days, respect the environment and the money of university!