

INFORMATION SHEET MEMBERS

September 2015

This note is designed to help your daily life at CORE. (also at w.uclouvain.be/en-43626.html)

1. WHO IS WHO

President : Philippe Chevalier
 Research Director : Maurice Queyranne
 Executive Director : Francisco Santana Ferra
 Co-Directors : Per Agrell, Paul Belleflamme and Sophie Béreau

2. ADMINISTRATIVE STAFF

	office	ext.		office	ext.
Axelle DEPIREUX	b.130	74349	Fabienne HENRY-Vanrobaeys	b.230	74340
Catherine GERMAIN-Mertens	b.128	74321	Anne-Marie PESSLEUX	b.228	74344
Alain GILLIS	b.140	74304	Francisco SANTANA FERRA	b.231	74338

Francisco Santana Ferra heads the administrative staff. CORE's administration is handled by him. You are welcome every day from 2.00 -5.00 pm.

Axelle Depireux is in charge of the Operation Research Group (seminars, DP & Reprints OR), CORE fellows and EDEEM fellows programs, the Newsletter and Facebook. She is also in charge of the CESCO group (Center for Supply Chain Management).

Catherine Germain is in charge of the Econometric Group (seminars, DP & Reprints ES), EDP program, practical things such as general information, reception, visitors, logistical matters, expense notes, travel & insurance forms.

Fabienne Henry is in charge of the Economic Group (seminars, DP & Reprints ET), the Research Director report and the UCL Research Inventory.

All the administrative assistants are in charge of CORE web site, the organization of meetings and events, day-to-day supply.

Accounting is handled by *Anne-Marie Pessleux*.

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 am till 6.30 pm 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 also need your card to get out (green button only for emergency). Always close your office when absent, beware of thieves. If something happens, call the emergency service (ext 72222), or the guards on 72424. Report broken items to *Catherine Germain* or to Service de Maintenance (ext 78989).

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). These rooms can be reserved for **doctoral courses** (no more for Bachelor/Master courses), conferences, meetings, ...

3.4. Meeting Rooms

There are two meeting rooms b-101 and b.243, they also have to be booked (see Catherine Germain)..

3.5. Bulletin Boards

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

3.6. 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 THE LOUNGE CLEAN after use, if you spill coffee, please 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 *Le Soir* arrive daily; *The Economist* arrives weekly. **THEY SHOULD STAY IN THE LOUNGE.**

4. 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), copies and printings. The allowance per academic 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	300 euros
Research Associate and Associate Fellows	300 euros
Post Doc. Fellows or researcher with Ph. D.	300 euros
Doctoral Students (paid by UCL or Belgian funds)	250 euros

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 cost of some items.

Printed black/white page	4 cents
Printed colour page	75 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/her visitors with his/her "personal" research funds, so that CORE funding is a last resort solution, 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 650 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.

3) **For visits of more than 10 working days**: CORE funds can be used (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 : 350 euros/week
- Others flats : 250 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.

CORE apartments availability for PhD students: the Excom has decided that the CORE apartments can be allocated to PhD students upon availability and only 2 weeks before their arrival in order to not block available slots for the other categories of visitors.

4) **Visitors staying at least one month** will not be charged for usage of CORE facilities (office, electricity, heating, computer connections or library services...). All costs (paper, printing, scan, ...) will be charged to the visitor or to the "personal" research funds of the inviting professor (30 €/month)

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. Per diem will never be paid to visitors.

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 CORE Board member. Forms are available from Catherine Germain or at the following web page <http://www.uclouvain.be/en-43630.html>

4.3. Rules for 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 Executive Director (Francisco Santana Ferra) **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 at the web page (<http://www.uclouvain.be/en-43626.html>) or from Catherine Germain. 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 Executive 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.

Only 3 stars hotels, 2nd class for trains and economy class for planes are accepted.

Exceptions MUST be asked PRIOR to the trip to the President of IMMAQ.

Forms must be filled in and given to Catherine Germain **within 4 weeks after return**, accompanied by the letter of acceptance of the paper presented and the attendency certificate delivered by the organizers.
Remind before travelling to check the validity of your passport; for various countries it should be valid 6 months after your return !

5. SCIENTIFIC LIFE

5.1. Discussion Papers Series

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 Executive 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. For more information see : <http://www.uclouvain.be/en-44508.html> or contact the administrative assistant in charge of your group.

5.2. Reprint Series

Let us know whether your paper will be or has been submitted to a journal and which one. If accepted, remember to send a PDF version of your paper to the administrative assistant in charge of your group so that your article can be included in our reprint series, our policy being to accept in this series all published papers written by permanent members or visitors during their stay at CORE.

5.3. Seminars

All the seminars take place in seminar room b-135 (see <http://www.uclouvain.be/en-43617.html>) and are announced at the entrance. (in room C035, in case of Workshop in b-135)

Economic seminars : **Mondays 4.00 pm**

Operation Research seminars : **Tuesdays 4.30 pm**

Trade & Economic geography seminars : irregular basis (often Thursdays)

Econometrics seminars : **Fridays 11.00 am**

REMINDER : Rules and allowances for CORE seminars

No honorary or per diem will be paid for seminars. Only travel and accommodation costs can be reimbursed.

Rules for travels are the same as for visitors, with possible exceptions : agreement of the CORE professor in charge of the seminar has to be asked before confirming the seminar (ET : P. Belleflamme; ES : S. Béreau; OR : M. Van Vyve).

For example, if a scientist invited for a seminar cannot find a fare for his/her trip of less than 350 euros, he/she should ask prior permission to buy a more expensive ticket with a clear indication of the amount needed. **The seminar organizer may allow a reasonable exception, but may also decide to cancel the seminar if the cost is judged too high.**

Expenses for seminars meals (dinner and lunches): The Excom has noticed that some seminars expenses for meals have been growing significantly. In order to avoid that, the Excom has decided that a reasonable cost for such expenses is up to **25 euros/person for lunches** and up to **50 euros/person for dinner**. The Excom also decide that from now on CORE will not refund wine for the lunches. As a guideline, three CORE members (possibly including Ph. D. students and postdocs working on a topic of interest to the visitor) should be invited at the initiative of the seminar organizer.

6. COMPUTING SERVICES

6.1. Who can help you

Should you need help for any computer related issue, (hardware and standard software) or to configure printers, feel free to call UCL Service Desk at 78282 (opening hours : 8.30 am to 5.30 pm from Monday to Friday) or email to 8282@uclouvain.be.

6.2 Printers, photocopiers

4 printers available :

- Printer 0 (P_0) : for members of floor +0 mainly,
- Printer 1 (P_1) situated on floor +1 (in the "Réserve") for members of floors -1, +0 and +1,
- Printer 2 (P_2), on floor +2 for members of floors +2 and +3,
- Printer D+3, for students in "Siberia", floor D+3.
- Printer_Color, on floor +1 (around the corner of the lift)

For connection, ask Catherine Germain for a code and she will contact the local computer responsible for installing the special software on your computer. Code also necessary to make copies & scan.

According to your category, a certain quota is predetermined in the machine; if printer is blocked, check with Catherine if quota is reached and she will upgrade it according to your credit left.

Paper is available near each printer or photocopier. If you notice that it's the last package, feel free to bring a box upstairs from room b-127. If the printer needs a new toner, please contact Catherine Germain.

Before printing ... think about money and trees.

7. LIBRARY

7.1. General

Alain Gillis and Sébastien Schillings handle of the IMMAQ library. The library is accessible through the corridor of floor 1 of CORE and ISBA. For those who have no key, please find hereafter the opening hours :

Monday to Friday

8.30 am - 12.30 pm and 1.30 pm - 4.30 pm

The library web page is: <http://www.uclouvain.be/en-323473.html>. For more information please contact the librarians at immaq-library@uclouvain.be.

7.2. Rules

For a good organisation and an optimal use of the library, please strickly follow the rules below :

Books

- Books can only be borrowed for **3 weeks**. This period can be extended for two more 3 week-periods, but the **agreement** of the librarians is requested.
- No more than **10 books** can be borrowed at the same time.
- **Some books can NOT be borrowed at all. They carry a RED LABEL.**
- If an IMMAQ 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 it in the mailbox of the library.
- Books to be returned must be put in the special box labelled "Return books here" (the white box at the entrance of the library).
- Borrowed books for which there is an **urgent request** should be made available within 24 hours. We remind you that the book can not leave your research centre.
- New acquisitions **CAN NOT** be borrowed during the first **2 weeks of the arrival**. This gives everyone the opportunity to consult them.
- To order a book please contact the person in charge of the scientific area. For more information contact the librarians at immaq-library@uclouvain.be.
- Once a year, the library makes an inventory. You will be asked to return all the books in your possession.

Journals

- **Journals can NOT be borrowed at all (all the journals are Red Labelled).**

Seminar Papers

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

DP and Reprints

- Discussion Papers and Reprints are available in the library for consultation only, but can be photocopied.

7.3. Copies

The copy machine of the library works with your university card that can be charged by the librarians (3 or 6 euros). It can also be used as a scan with a usb memory stick.

7.4. Other

A computer is available at the library. It can be used to consult the UCL catalogue (<http://bib.uclouvain.be/?theme=UCL&locale=en>) giving access to the complete IMMAQ books and journals collection, to consult the library network (<http://www.uclouvain.be/en-323473.html>) or to connect to the Internet. The computer is also connected to a printer.

Next to the lounge, you will find some information like new books, contents of recent journals, lists of recent CORE Discussion Papers and CORE Reprints

8. DAILY LIFE

8.1. Stationery

Self service available in the closet of offices b128 and b228, open from 09.00 am to 4.30 pm. CORE members are urged to use draft paper as much as possible.

8.2. Mailing

- Mail arrives at 9.00 am and leaves at 3.30 pm. 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 directly be charged to your annual allowance (see 4.1.).
- **Personal mail may not be sent through CORE.**

8.3. Copies and printings

- Copies and printings will be charged to your annual allowance (see 4.1.)
- **Copies and printings related to teaching duties must be made at the corresponding Department or School, 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 7 + his extension. To reach a person at the university from outside, dial 010/47+ her/his extension. Example : CORE secretariat ext 74321, from outside, dial 010/47.43.21.
- A list of the CORE member extensions is available on Life at CORE <http://www.uclouvain.be/en-451216.html> and hanging next to elevators or stairs.
- For university extensions, go to <http://www.uclouvain.be/repertoires.html>.
- Calls will be charged to your annual allowance.
- International calls using prepaid card are not permitted.
- Phones are now connected through internet and your computer. In case of problem, you should contact 78282, same as for computers.

8.5. Fax

CORE'S fax number is 010/47.43.01. The fax is installed in the "Reserve", floor 1, next to printer P1.

8.6. Reimbursement

All purchases should be done through university (computers and similar).

Although some smaller items are easier to be paid by yourself either cash (shop ticket) or by internet (with print of prove) and you can introduce an expense note.

If you want it to be reimbursed by expense note, YOUR PRIVATE ADDRESS has to appear on invoice/document (if any), never CORE address !

9. MISCELLANY

Official holidays are : January 1, Easter and Easter Monday, May 1, Ascension, Whitsun and following Monday, July 21, August 15, September 27, November 1, November 11, December 25 and 26.
UCL is closed between Christmas and New Year (no heating!).

Furniture : if a screw gets off your chair, please 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!

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e-mail : corsec-core@uclouvain.be; <http://www.uclouvain.be/en-core.html>