



## Editorial

Before the traditional summer break, I invite you to read the 5th letter which will continue to be published in parallel with the CANTHER Newsletter, the first issue of which was published on June 18. The format of the *Trait d'union* letter should not be changed unless you make comments in the questionnaire that will accompany the next issue in September. This will be an opportunity to remind you that the letter has been around since October 2019.

While the previous issue had communication as its theme, this issue addresses the theme of trainee training. In addition, this letter reminds us of the principles of competitive bidding via quotations, for purchases not using *Easylab* or *UGAP*, and the importance of delivery or intervention orders to be sent to the Finance Department.

Isabelle VAN SEUNINGEN  
Laboratory Director

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You can transmit,  
Your comments or suggestions to:  
marie-paule.ducourouble@inserm.fr

## Organization - Administration

The summer period leads to some absences and therefore some disruptions in the General Secretary divisions, notably from Monday 2<sup>nd</sup> to Friday 20<sup>th</sup> August ; as far as possible, continuity of service is ensured, particularly for the Finance division.

Please note that the **university is closed from Friday 23<sup>th</sup> July to Sunday 15<sup>th</sup> August**, so there will be no orders possible, except for vouchers on endowment, via this manager during this period. Furthermore, no orders can be placed on credits managed by **Inserm from Friday, July 30<sup>th</sup> to Friday, August 6<sup>th</sup>**, as the management tool SAFIr is closed.

For a better visibility, you will soon be invited to use a mail signature according to the Canther charter that you can complete by adding your personal information. This signature will include the logo of ONCOLille, Institute of Interdisciplinary Research in Cancerology.



www.oncolille.eu

## Internal Relations

The year 2020 and its constraints have reinforced the focus on Quality of Life at Work (QLW). The improvement of the latter reduces psychosocial risks and therefore represents a real prevention.

In May 2020, Delphine TAILLIEU responded to the 4<sup>th</sup> national call for QLW projects organized by the CNRS HR Department. The project presented *Canther's Cohesion Day* is one of the 41 files selected. The funding covers 70% of the planned expenses.

In addition, in June, as part of the *Personnel Month*, the University of Lille proposed a participatory budget to carry out projects, submitted and supported by the agents, concerning the improvement of the workplaces.

Delphine TAILLIEU has proposed the fitting out of the ONCOLille sports hall. In order for this initiative to be retained, **do not hesitate to support the project *Des salles pour faire du sport, des tournois, des challenges*** (Rooms for sports, tournaments, challenges) submitted by Périne DURIEZ **by voting before Monday, July 19<sup>th</sup>**, 1<sup>st</sup> step of the consultation. Delphine TAILLIEU transmitted all the information in an email dated July 01 (13:53).

## Finance

**A** quote.

A competitive bidding process is always recommended, and even required, for any purchase allocated to a project funding, a contract with an association (*Arc, Ligue contre le Cancer...*); for any other type of funding, it is advisable to contact Bruno LESAGE. In the long run, the funder may refuse to take charge of expenses that will therefore remain the responsibility of the managing organization that advanced the funds (CNRS, Inserm, ULille).

There is no need for competitive bidding when the applicant uses a contract or the UGAP purchasing center.

The applicant must choose a relevant offer, economically the most advantageous on a single criterion (e.g. cost) or on several non-discriminatory ones (e.g. cost and delivery time). The comparison must be made on equivalent bases.

The preparation of a quotation has a cost; it is therefore necessary to avoid soliciting companies unnecessarily by multiplying the requests in order to secure the procedure. Without excessive formalism, a copy of a catalog page is accepted when several catalogs are consulted or when the product is not substitutable (an attestation of non-substitutable product - APNS - must be completed and accompanied the Inserm Requisition - DA -).

A request for a quotation from a supplier must include a deadline for the response (minimum 2 working days); once the deadline has passed, only the suppliers who have responded are put out to tender. The fact of requesting a quotation without obtaining a response attests to a competitive bidding process (the request must be kept and transmitted as proof of the purchase request). Companies whose quotes are rejected must be notified in writing, by email, prior to the creation of the DA.

The quotes, the APNS must be sent to the managers with the DA on the generic address of the Finance division.

A preferred bid is a business proposal offered by a vendor; it is absolutely not a contract. There is no commitment on the part of a managing agency and the vendor has no exclusive rights.

**A** receipt, delivery note (BL) or intervention note (BI), is an accounting document that formalizes and attests to the proper receipt of a good or service and will serve as a trigger to launch the billing procedure.

A BL makes it possible to note that the object of an order was indeed received. Without reservation, it establishes that the reception is in conformity with the request, that the good or the service was accepted.

A BL must be dated and initialed (clear inscription of the first name and initial of the name); in the absence of date or signature, it is not a proof anymore. The receiver can make a reservation on the condition of the goods. The applicant checks and specifies whether the receipt is total or partial and then sends the document to the manager of his team within two working days. The signature of a BL means acceptance of the goods.

In the absence of a delivery note, it is requested to keep and transmit a possible delivery note issued by the carrier or a photo of the product as well as a certificate of service done which must be completed by the applicant (the Finance department often transmits this document following the observation that an invoice cannot be processed because of a non made reception).

For some equipments, an intervention (commissioning, maintenance, control...) is scheduled; this service generates a BI. It must be signed and dated by the service provider and the person who supervised the intervention.

In the same way as the BL, the BI must be transmitted to the manager to trigger the entry of the service done.

**Reminder: Any intervention**, requested via a credit managed by the CNRS or Inserm, **by an external service provider must be the subject of a prevention plan** drawn up by Delphine TAILLIEU for the Cancer, IRCL and SN3 buildings; for the IBL, the Prevention Department is responsible for this.

## External Relations

The 5 faculties of **Health Engineering and Management (ILIS)**, **Medicine**, **Odontology**, **Pharmacy** and **Sport and Physical Education Sciences (FSSEP)** have merged to form the **Health and Sport Sciences** Training and Research Unit (**UFR3S**) of the University of Lille.

Following elections, the decanal team is :

Dean: Dominique LACROIX  
First vice-dean: Guillaume PENEL  
Éric BOULANGER - Research  
Damien CUNY - Finance and Patrimony  
Sébastien DHARANCY - Multi-professional Coordination Health Training  
Hervé HUBERT - HR, IS and Quality  
Caroline LANIER - Lifelong Learning  
Thomas MORGENROTH - Territory - Partnerships  
Claire PINÇON - Campus Life  
Dorian QUINZAIN - Student  
Vincent SOBANSKI - International and Communication



## Human Resources - Training

Following the decision of a researcher to accept to host a trainee and the agreement of his team leader, the arrival is planned.

### What to do ? Who to contact?

#### To prepare the arrival

As soon as the decision has been made and validated, the future host must **notify Périne DURIEZ**, Canther's HR manager, by e-mail using the document New Entrant : Hosting request by the supervisor. **Périne DURIEZ will then contact the trainee** for all the necessary steps and will be available for any questions.

Ideally, all administrative procedures should be initiated at least 45 days before the beginning of the planned internship.

#### To prepare the reception

##### One week before the date

The supervisor ensures that all administrative procedures are completed with **Périne DURIEZ**. He/she must also make sure that the trainee has a working space.

A badge will be requested and given during the first day.

##### The D-day

The trainees **hosted in Cancer and IRCL must present themselves at Périne DURIEZ's office before joining their scientific supervisor**. Périne DURIEZ will meet the trainees from the two other sites regularly.

**Within three days, the trainee is entrusted to the Prevention Assistant (PA)** of the team to tour the building as part of the risk presentation. The PA ensures that the trainee is registered on the NEO safety training platform.

### Hosting Agreement

The hosting agreement must be **signed by the trainee, by the mentor then sent to Périne DURIEZ** for the signature of the host organization, one of the three tutelles of the laboratory.

This document has a legal value, binding the parties by a written commitment.

### Internship ?

The laboratory is a host site for various types of internships, the results of which are at least a report, a dissertation or an oral presentation with an evaluation.

#### Observation internships

The internship **in the 9th Grade** is mandatory. The objectives are to discover the economic and professional world, to be confronted with the concrete realities of work and, if possible, to clarify one's career plans.

This internship usually takes place during the second quarter.

High school students **in the 10th Grade** may do an additional internship, but it is not mandatory.

#### Internships for higher education

Students preparing for a BTS complete their theoretical training with an internship that should prepare them to be directly operational upon graduation. On their return, they write a report that will be graded and often they will defend it in front of a jury.

DU students (University diploma also called DE, establishment diploma)

Bachelor students (L2, L3)

Master students (M1, M2)

Immersion allows students to discover life in a professional environment, techniques and above all to practice, to meet other students to get information and thus to refine their career path.

Any internship lasting more than eight weeks must be accompanied by a bonus (contact Périne DURIEZ for the cost).

For the academic year **2020-2021**, the laboratory welcomed **96 trainees**:

3 college students, 2 high school students,  
8 BTS, 2 DU,  
5 L2, 20 L3,  
36 M1 and 20 M2.

In addition, the laboratory is also a **host site for visits lasting a few hours**.

It should be noted that this type of presence on the premises occupied by the laboratory's teams is governed by the same rules as for internships, particularly with regard to insurance to cover any risk; an **agreement** or at least an **exchange between the educational institution and Canther's HR department is mandatory**.

### Note

*July - August is the period for writing the Unit Training Plan (PFU) requested by CNRS, so do not hesitate, whatever your employer, to communicate your wishes for permanent/continuous training to Périne DURIEZ, CNRS, Inserm and ULille training correspondent.*

# The Quality

Quality is the ability of a set of characteristics to satisfy, to meet requirements so that a thing is more or less commendable according to a scale of practical values.

External or internal, it can be implemented for a product, a service or a system.

Quality is a technical, deontological and economic necessity. It is implemented via a **Quality approach (QA)** which is an **organizational approach**.

A QA clarifies the organization, the project, improves the functioning by optimizing it to make the work more efficient, transmits knowledge and perpetuates the acquired knowledge. The information is identical for all, the quality of life at work is improved; everyone knows his or her place in the chain of activities.

A QA is **everyone's business, from management to the base**; a sharing of motivations on the stakes of organizing activities more efficiently, guaranteeing control of results, optimizing the efficiency of human, technical and financial resources and communicating objectives with a clear vision.

## Why?

Why' is the first question; a **crucial point** that is not easy to deal with, but which allows us to **lay a solid foundation**.

Faced with several observations (retirement, transmission of knowledge essentially oral...), a QA formalizes the practices and thus perpetuates the know-how, standardizes the approaches. A QA breaks down operations into major activities, deals with anomalies and malfunctions generally according to the Plan - Do - Check - Act principle, structures information, documentation must be useful, usable and used, and facilitates decision-making on the basis of objective and indisputable data. **The issues** are first to identify: (i) what are **the reasons**, (ii) **who is concerned**.

Research activities are complex, multiform, changing and non-linear, resulting from a combination of individual talents, collective work, knowledge and know-how; the aim being to produce scientific knowledge to better know, better explain and better understand. **Researchers create quality by applying quality management principles**: (i) management of relations with interested parties (principle of courtesy and loyalty in working relations), (ii) customer orientation (principle of good management on behalf of a third party), (iii) evidence-based decision-making (principle of honesty). Public research institutions have developed internal quality networks: Qualité en Recherche (QeR) for the CNRS, Réseau Inserm Qualité (RIQ) at Inserm, Association pour la Qualité en Recherche et en Enseignement Supérieur (QuaRES), an inter-institutional network that includes the CNRS, Inserm, and the Universities...

Within the framework of a QA, **the use of a standardized laboratory notebook is a reasonable short-term** and quantifiable objective which allows an improvement of the reliability of the data, the traceability, the reproducibility of the data i.e. a better control of the results. to ensure the quality

Search / Find: Two facets of the same activity

*Searching: Continuous activity that provides a form of excitement.*

*Finding: A punctual state that leads to relaxation. But satisfaction would bury all happiness.*

*As soon as we reach our goals, others are quickly found.*

*This renewal maintains the dynamics of our identity; we define ourselves with the objectives.*

03-06	ONCOLille - Seminar	Stéphan HARDIVILLÉ (UGSF) - 11 h
10-06	ONCOLille - Seminar	Martine DUTERQUE (Canther) - 11 h
17-06	ONCOLille - Seminar	Akissi Stéphanie DIBY (LEM) - 11 h
18-06	<b>Canther - Rehearsals for M2 thesis defense</b>	
24-06	ONCOLille - Seminar	Martha BAYDOUN (OncoThAI) - 11 h
25-06	<b>Canther - e-café Inserm</b>	- 9 h 30- 11 h
01-07	ONCOLille - Seminar	Zoltan TAKATS (Imperial College London/PRISM) - 11 h
06-07	ONCOLille - Establishment of the first stone of the institute	- 16 h



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## June - July - August

n°	lun.	mar.	mer.	jeu.	ven.	sam	dim	n°	lun.	mar.	mer.	jeu.	ven.	sam	dim	n°	lun.	mar.	mer.	jeu.	ven.	sam	dim
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