



Editorial

In this "back to school" period, here is the 6th issue of *Trait d'union* which is accompanied by a new satisfaction survey. I strongly invite you to share all your remarks, suggestions and criticisms to Marie-Paule so that this letter, which was first published mid September (2 years ago!), continues to evolve and can meet your expectations while maintaining its editorial line, which is to inform you and remind you of certain directives issued by our supervisory bodies. The results of the survey will be presented in the next newsletter in December.

This issue begins with the "Logistics - Equipment" section by presenting the importance of the physical inventory, an activity that some of you have already started and which is essential to prepare the move to the ONCOLille building in 2022. Working groups will be set up by Delphine TAILLIEU.

The letter continues by presenting a focus on the activities of the members of the general secretary with the arrival of Stève MBAYE and the creation of two departments: "Purchases - Markets" and "Contracts and Valorization of Research".

Finally, I would like to congratulate the PhD students of the Plasticity team who fully invested themselves in the Science Festival so that Canther could be present and their selection by *France Bleu Nord* for the chronicle "Bring your science".

Isabelle VAN SEUNINGEN
Laboratory director

Summary

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Vous pouvez transmettre
vos remarques, commentaires ou
suggestions à :

marie-paule.ducourouble@inserm.fr

Logistics - Equipment

The moving time will begin in 10 months, so it is time to prepare for it and to take advantage to update the physical inventory of the laboratory, as it must be done at least every four years.

Everyone is concerned by the inventory process

The physical inventory corresponds to the census of real tangible (e.g. a computer) or intangible (e.g. a software program), identifiable fixed assets (which excludes maintenance and rentals) with a lifespan of more than one year and an invoice amount equal to or greater than **800 euros** (excluding VAT) for ULille, **1,000 euros** for CNRS or **1,600 euros** for Inserm. This procedure leads to a record including: (i) the order number, (ii) the designation, (iii) the brand, (iv) the serial number, (v) the location, (vi) the identification of the user of the good, (vii) the date of putting into service. Each organization must be able to produce the status of its assets at any time and locate each asset: (i) an authorizing inventory lists non-fungible assets, which cannot be individualized, creating identification labels with an inventory number to be affixed to the assets, when possible; (ii) an accounting inventory allows the calculation of depreciation. These two inventories are regularly adjusted and validated by the physical inventory. **The unit director is responsible for the property of his/her unit** and may designate a property and inventory correspondent.

A list of materials operating costs, even though the cost may be higher than the threshold, has been defined because of their relatively short life span (electrodes for pH meters, tanks for electrophoresis, pipettes, automatic micro-pipettes, lamps, etc.) or because they are parts or accessories that replace the original ones or spare parts (trays for stirrers, objectives for microscopes, computer cards, etc.).

When a fixed asset is no longer in use, obsolete or out of service, public accounting regulations and state regulations must be respected: **contact Bruno Lesage, Inventory referent**. This service will give its opinion and eventually draw up a destruction report which must be signed by the person responsible for the property and the Regional Delegate.

Any theft of equipment must be reported by the person responsible for the property to the police station and to the Regional Delegate.

Note: The materials, of a small size, are mobile or easily movable; The equipment is not mobile (Order of 11-06-2013 on the rules of good practice tending to guarantee the biological security and safety...).

General Secretary

Véronique LABBÉ

- Implementation of the policy and objectives defined by the management
- Assisting and possibly representing the Director.
- Coordination and supervision of the general secretary services.
- Proposal of a budget:
 - Control of the distribution of budgets and their execution,
 - Follow-up and analysis of expenses.
- Preparation of requests for resources from the supervisory authorities.
- Implementation of communication actions.
- Staff support and their hierarchical managers for the annual activity files.
- Laboratory publications collecting.

Prevention, Health and Safety at work

Delphine TAILLIEU

- Coordination and animation:
 - Prevention assistants,
 - Persons competent in the management of specific risks.
- Risk management:
 - Prevention plan for external interventions,
 - Control, maintenance of equipment (PSM, fume hood, centrifuges, scales, autoclaves...),
 - Implementation of prevention measures,
 - Follow-up of the elimination of biological or chemical waste.
- Management of the Cancer building.
- Improvement of working conditions (QWL).

Human Ressources

Périne DURIEZ

- Reception and follow-up of permanent and contractual personnel.
- Update of arrivals and departures. .
- Recruitment of personnel:
 - Recruitment requests,
 - Renewal of contracts.
- Management of trainees:
 - Administrative follow-up (Agreements...)
 - Payment of gratuities
- Laboratory publications collecting.

Training courses Correspondent CNRS, Inserm, ULille

Finances

Bruno LESAGE

- Coordination of the service.
- Follow-up and information on budgets :
 - Installation of credits,
 - Justification of research contracts.
- Validation of orders in compliance with the regulations and the legitimacy of expenses.
- Management of specific files (waste, platform statements...)

Inventory referent

Financial managers: Valérie CENDRÉ
Marie-Paule DUCOUROUBLE

- Purchases - Interventions of providers :
 - Entry and follow-up of orders (reception , service done...),
 - Management of orders - archiving,
 - Follow-up of available credits .
- Missions :
 - Help with the reservation of accommodation and transportation tickets
 - Entering mission orders ,
 - Follow-up of the file (reimbursement of expenses).

Purchasing - Markets

Stève MBAYE

- Purchases
 - Tracking of purchases by NACRES code.
- Contracts :
 - Advice and assistance on contracts managed by the supervisory bodies,
 - Setting up of new common contracts the laboratory.

Purchasing referent

Contracts and Valorization of Research

Stève MBAYE

- Calls for projects (CFP)
 - Follow-up,
 - Information to researchers,
 - Help with administrative and financial forms/files.
- Relations with the valorization agencies.
- Assistance to researchers in the administrative and financial implementation of their projects.



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Stève MBAYE
Bruno LESAGE
Véronique LABBÉ

Internal Relations

Satisfaction survey 2021

This issue is accompanied by a **satisfaction survey to be completed before October 22, 2021** to know your opinion on the various sections traditionally covered in *Trait d'union*, i.e.: Organization - Administration, Finance, Internal Relations, External Relations, Logistics - Material, Calendar as well as on the letter itself. The questions are open, so all remarks and suggestions can be made.

The next issue will present your answers and possible solutions to satisfy a maximum of readers.

Graphic charter - Canther email address

Since September 1st, all members of the laboratory have a common e-mail address format facilitating the visibility of the laboratory. Please adopt it!



Decree EPE Univ. of Lille 2022

A decree dated september 20, 2021 creates, as of January 1, 2022, the experimental scientific, cultural and professional public establishment (EPE) called « University of Lille » (ULille-2022) for a period of 4 years. This EPE is made up of the current **University of Lille**, two higher national schools (arts and industries textiles, **ENSAIT**, and architecture and landscape of Lille, **ENSAPL**), the Institut of Political Studies of Lille (**Sciences Po Lille**) and the Higher School of Journalism of Lille (**ESJ Lille**).

<https://www.universitedelille2022.fr>

Elections for central council representatives are scheduled from **Monday, November 8 (9:00 a.m.) to Wednesday, November 10 (4:00 p.m.)** and the election of the **President** of ULille-2022 by the Board of Directors on **December 7**.

Rooms for sports, tournaments, challenges

Good news, the project presented in the framework on the first participatory budget for the staff of the University of Lille 2022 has been selected and will therefore be submitted again to a vote which should take place **between October 18 and 29, 2021** on the dedicated platform :

<https://grandplace.universitedelille2022.fr>.

Delphine will contact you to confirm.

External Relations

ONCOLille Animation Group

Since the beginning of the year, the ONCOLille Animation group has been reactivated; it offers a meeting every Thursday at 11:00 a.m. and will organize in 2022 the 1st international congress in oncology of the Institute (ONCOLille Days).

A few changes have occurred since the list of members was published in issue 3 of *Trait d'union*. The 9 members of the Canther laboratory are Alexis CORTOT, Dimitra GIKKA, Chann LAGADEC, Albin POURTIER, Florence RENAUD, Xavier THURU, Vincent SENEZ, Isabelle VAN SEUNINGEN, Audrey VINCENT.

The representatives of the other laboratories of the institute are : Anne-Sophie VIGNION, Olivier MORALES and Laurent MORTIER for the OncoThAI laboratory, Loïc LEMONNIER and Lionel POULIN for the Phycell laboratory, Delphine GRYNBERG for the SCALab laboratory, Sophie DABO for the LPP laboratory, Nicolas DEBARSY for the LEM laboratory.

The group also includes representatives of the PRISM laboratory, Marie DUHAMEL, Isabelle FOURNIER and Michel SALZET, and from the UGSF laboratory, Sophie GROUX-DEGROOTE and Tony LEFEBVRE.

The general secretary of ONCOLille, Véronique LABBÉ, is invited.

Participation in the Science Festival

At the beginning of October, as part of the 30th anniversary of the Science Festival (*Fête de la Science*), various events are organized. Thus, the University of Lille wanted to highlight the research of doctoral students in a scientific journey "From discovery to emotions: The research journey".

In this context, doctoral students from the "Plasticity" team is involved in the animation of a workshop out of the ten workshops organized on the site of the *Relais Nature of the Parc de la Deûle* in Santes on Saturday 2 and Sunday 3 October from 2:00 pm to 6:00 pm for the general public, free entry subject to the presentation of a health pass (and on Monday 4 and Tuesday 5 for schoolchildren, from CM1 to Terminale).

This workshop entitled "Cancer vs. therapies: On the trail of resistance" is a fun and interactive investigation to discover and better understand the migration of cancer cells, the resulting cellular invasion and the tumor microenvironment as well as the resistance of cancer cells to therapies such as chemotherapy or radiotherapy (see attached poster).

Canther will also be featured on *France Bleu Nord* in the Sunday program "Ramène ta science".

<https://sciencesinfusent.univ-lille.fr/>

Securing computer stations

1. Lock your workstation.
2. Use a different password for each resource (to store passwords, the KeePass application can be used).
3. Laptops, external hard drives and USB sticks must be encrypted (desktop computers should be).
4. Only a business cell phone can be connected to a business computer.
5. Use only an institutional email address for professional and collaborator exchanges (forwarding via an operator is forbidden).



The Quality

How can it be used?

After having discussed the "why" of a quality approach (QA), this text addresses the "how" part because a QA must be chosen, explained and understood to facilitate its implementation. Some terms are marked with an asterisk because they will be developed in the next issue.

The different steps classically referenced are **easy but more laborious**.

1. **Management must demonstrate its commitment** by defining commitment objectives, responsibilities and by providing human and financial resources at least once a year. It cannot delegate its role and must hold a management review*.

2. The choice of **a standard**; a standard can be an organizational framework without necessarily going as far as a certification. The ISO 9001:2015 standard supports the implementation of a **quality management system*** (QMS) without imposing a technology or a method. The organization, the project can, without obligation, be clarified by the description of processes and their mapping in a **quality manual*** (QM).

A process approach integrating the PDCA* cycle is based on the identification and management of processes and their interactions. It highlights the relational dimension, needs and expectations, facilitates dialogue and cohesion with a risk-based approach (e.g. implementation of preventive action to eliminate potential non-conformities).

Scientific production (number of publications, average impact factor) is an indicator of research activities.

3. The **definition of a perimeter** is important to determine the activities retained; Space control makes it possible to describe it correctly by taking into account the interfaces. This perimeter will evolve over time.

4. The identification of **a referent** who pilots, leads, helps and advises. The ISO 9001:2015 version no longer requires a person in charge; it recommends the formalization and the writing of documented information as much as necessary.

5. The **implementation of a QMS**, a strategic decision that can be seen as a tool for the transmission and enhancement of know-how: Two or three objectives must be determined to define the important points, the desired improvement. This can contribute to the improvement of the communication and help the evaluation by higher authorities. It is not a documentation system.

6. The **determination of the participants** because each person concerned can be a force of proposal having a role to play in the improvement of his working conditions, in the development of his working environment; it is a team work. A QA is federative because it allows exchanges and a better vision of the roles of each person.

7. The **establishment of an inventory** using the existing as a basis in order to complete it, to identify the weak or strong points to consolidate, correct or prevent the risks of dysfunction.

8. The **setting of short-term objectives**, i.e. achievable, measurable and temporal steps defined for the achievement of the objectives.



www.linkedin.com/company/canther/

www.linkedin.com/company/oncolille/



@Canther_Lille



www.oncolille.eu

16-09	ONCOLille - Seminar Vanessa DEHENNAUT (Canther) - 11 h
23-09	ONCOLille - Seminar Faruk SHAIK / Yasmine TOUIL (SMMiL-E / Canther) - 11 h
30-09	ONCOLille - Seminar Stacy MALAKER (Invited / PRISM) - 18 h
07-10	ONCOLille - Seminar Salomon MANIER (Canther) - 11 h
	12 th Symposium of Prevention Assistants (ULille, CNRS, Inserm, Centrale de Lille, ENSAIT and IPL)
14-10	ONCOLille - Seminar Cristian PREDA (LPP) - 11 h
23-10 to 8-11	All Saints' Holidays
21-10	ONCOLille - Seminar Sarah TROUVILLIEZ (Canther) - 11 h
28-10	ONCOLille - Seminar to be defined
	Night of 30-10 to 31-10: Winter time (-1 h)
4-11	ONCOLille - Seminar Sullivan FONTESSE (SCALab) - 11 h
18-11	ONCOLille & Alliance Cancer - 1 st Journée scientifique Tumorothèque
25-11	ONCOLille - Seminar Nicolas JONCKHEERE (Canther) - 11 h
2-12	ONCOLille - Seminar to be defined
9-12	ONCOLille - Seminar Quentin LEMAIRE (UGSF) - 11 h