



Rules and regulations

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Introduction

The École des hautes études en santé publique (EHESP) is a public scientific, cultural, and professional institution (EPSCP). EHESP is a major institution under the joint supervision of the French Ministry of Solidarity and Health and the French Ministry of Higher Education and Research. The institution is a member of the network of public service schools (RESP), France Universités (bringing together the executive directors of French universities) and the conférence des grandes écoles (CGE), of The Association of Schools of Public Health in the European Region (ASPHER), of the network of French-speaking public health organisations (REFESP) and signatory of the French charter for ethical conduct in research (Charte française de déontologie des métiers de la recherche).

Located in Rennes and Paris, the school is an academic unit of the University of Rennes (experimental public establishment), in accordance with Decree no. 2022-1474 of 22 November 2022.

EHESP is a platform dedicated to teaching and research in public health in France and internationally, and it is organised into four departments (human and social sciences / management institute / quantitative methods in public health / environmental health sciences) as part of an interdisciplinary project including accredited research centres in particular. EHESP offers training courses for senior civil servants (government and hospital services), honors degree and national master's degree courses for a French and international audience, specialised master's degrees, doctoral courses as well as an extensive lifelong training offer.

The purpose of these rules and regulations of the École des hautes études en santé publique (EHESP) is to supplement the statutes, as set out in Decree no. 2006-1546 of 7 December 2006, in order to define the internal operating rules of the institution. It is supplemented by schooling rules which lay down the rules that apply to all learners (including civil service students) with regard to the framework and organisation of the training offer, the organisation and rules of schooling, the conditions for the validation and award of diplomas and the rules applicable in terms of discipline.

Any failure to comply with the provisions of these rules and regulations may be subject to disciplinary proceedings or prosecution.

Title I - Common provisions: rights, obligations and freedoms¹

CHAPTER I – GENERAL PROVISIONS

SECTION 1/RIGHTS AND FREEDOMS

ARTICLE 1 - FREEDOM OF ASSOCIATION AND ASSEMBLY

Freedom of association and assembly are ensured and exercised within the framework of the regulations in force and in compliance with the fundamental principles of the French law of 1 July 1901.

Prior authorisation from management is required to set up associations within the school. A copy of the statutes is provided to the director of EHESP as soon as the association is created.

¹ These provisions apply to staff and students, and generally to all natural and legal persons present within EHESP.

Prior authorisation from the General Secretariat is required to use a room, the authorisation taking the form of a temporary occupation agreement.

Any events taking place on the school's premises must be subject to a prior written request for authorisation from the director.

In addition, associations organising celebratory or social events must sign the Charter for celebratory or social events organised by associations at EHESP, available from the department of education and student's union, and comply with its provisions.

The school reserves the right to reconsider its decision where educational or safety requirements demand it.

There must be no confusion between the school and the organisers of the meetings or events, who remain solely responsible for the content of the presentations.

ARTICLE 2 - FREEDOM OF ASSOCIATION

The right to unionisation is guaranteed by the regulations in force. It can be exercised by both staff and students.

Unions are entitled to meet on the premises of the institution, to display on signs reserved for this purpose and to dispose of a room, according to the regulations in force.

Article 3 - Freedom of expression and dissemination of information

Article L. 811–1 of the French Code of Education provides for users to "have freedom of information and expression with regard to political, economic, social and cultural issues. They shall exercise this freedom individually and collectively, on the condition they do not affect teaching and research activities and they do not disturb public order".

Billposting, distribution of leaflets or flyers shall take place in common areas of passage and on the noticeboards provided for this purpose, outside classrooms.

All documents must feature the name of the association X, or of the person legally responsible for it, as well as the legal notice "Do not litter".

The ways and means of posting and distributing flyers or posters are set out in a special charter: Charter for billposting at EHESP (Rennes campus)

Freedom of information and expression by electronic media is freely exercised under the following conditions:

- in order to ensure digital sobriety and efficient dissemination of information, e-mails sent to all via GSEHESP are moderated by the communications department, except for union information which remains unmoderated or messages from the school's management;
- e-mails to all students, via the address apprenants@eleve.ehesp.fr, remain moderated by the department of education and student's union;
- the communications department must be contacted in advance, at least 3 weeks before communicating about an action or event in order to jointly define a dedicated communication plan.

The individuals and organisations who sign and distribute the communications are solely responsible for their content (see practical guidance on communication).

SECTION 2/LIVING TOGETHER

The school exemplifies strong values that are inclusion, fairness and diversity and it is committed to gender equality and the fight against discrimination.

ARTICLE 4 - GENERAL CONDUCT

People's behaviour (including acts, attitudes, language or conduct) shall:

- conform to public order and to the proper running of the school;
- be compatible with the conduct of teaching, research (classes, exams, etc.), administrative, sporting and cultural activities and, in general, with any events authorised on the school's various sites;
- abide by the principle of secularism within the public service;
- protect the health, well-being and safety of persons and property;
- be in line with the image and good standing of the school and its staff and users.

Generally speaking, the behaviour of individuals must comply with the commonly accepted rules in terms of respect for others, good manners, as well as with the laws and regulations in force.

Furthermore, it should be recalled that the fact of causing others, whether unwillingly or not, to be subjected to or to commit humiliating or degrading acts during events or meetings, known by the term fresher initiation, is considered a criminal offence, punishable under the conditions set out in the French criminal code.

ARTICLE 5 - MENTAL HARASSMENT AND SEXUAL AND GENDER-BASED VIOLENCE

EHESP is aware that sexual and gender-based harassment and violence exist in the field of higher education and research, and has therefore set up a system to prevent, warn and process reports and alerts.

A dedicated procedure is in place, the terms of which can be consulted online.

In addition, EHESP provides a service comprising dedicated representatives for victims of harassment, who are able to show them in the right direction when it comes to reporting harassment, in particular the human resources department, staff representatives, the social worker, the occupational physician and the elected representatives of students and doctoral students.

The following are considered punishable offences under the conditions set out in the French Criminal Code:

- "the act of harassing others with repeated remarks or behaviours with the purpose or effect of degrading working conditions likely to harm their rights and dignity, impair their physical or mental health or jeopardise their professional future" (Article 222-33-2)

- “repeated remarks or behaviour imposed on a person with sexual or gender-based connotations that either harm their dignity due to their degrading or humiliating nature, or create an intimidating, hostile or offensive situation against them” (Article 222–33 of the French Criminal Code).

Harassment may give rise to a disciplinary measure independent of the implementation of criminal proceedings.

ARTICLE 6 - AN INCLUSIVE SCHOOL: INTEGRATION OF STAFF WITH DISABILITIES

EHESP cultivates a policy for the inclusion of students and staff with disabilities. Disability experts are appointed and can be contacted at the² education department (students) and the human resources department (staff)³.

In addition, this policy implies a global approach that makes all buildings accessible and by integrating this adaptability into the school’s multi-year investment projects.

EHESP is also committed to a digital accessibility approach.

SECTION 3/INTELLECTUAL HONESTY

Methodological rigour and intellectual honesty must prevail when producing and disseminating knowledge. Every production must be original and personal, whether it be classes, pieces of work or documents. Plagiarism is considered a serious violation of university ethics.

Reproduction of an original work without the consent of its author is illegal and is classified as forgery by the French intellectual property code. Only short citations are allowed. The obligation to always properly distinguish what has been borrowed from others in productions, by systematically and clearly citing the authors and their sources, also concerns content produced by tools using generative artificial intelligence.

Students and staff are required to refer to the anti-plagiarism charter, created by the school.

Allegations of breach of scientific integrity are managed by the Scientific Integrity Officer (see section SIO).

The school reserves the right to use plagiarism detection software.

Plagiarism may be subject to disciplinary measures, independent of the implementation of criminal proceedings.

SECTION 4/CONDITIONS OF ACCESS TO AND USE OF EHESP RESOURCES

ARTICLE 7 - CONDITIONS OF ACCESS TO EHESP RESOURCES

Access to EHESP resources (multi-service badge or card, IT resources, restaurant, documentation service) is subject to the conditions specific to each of the resources concerned.

The director of the school has the authority to extend the validity of access, notwithstanding the loss of user status, according to the terms and conditions they determine.

² See Article 34

³ See Article 29

The student card, a personal, nominative object, allows students to be quickly and unambiguously identified.

For EHESP users who have an individual multi-service card, this card is personal, non-transferable and must be returned when the conditions required to hold it are no longer met. The school is not responsible for fraudulent use of this card. The reissue of a card in the event of loss or damage is subject to payment of an amount determined by decision of the Board of Directors.

Any loan, exchange, falsification or attempted falsification of this card is prohibited and subject to measures, including disciplinary action.

ARTICLE 8 - INFORMATION SYSTEM SECURITY

EHESP's digital equipment policy determines the conditions for the allocation of and access to digital resources. Staff and users use these resources in accordance with the charter for the proper use of digital resources.

CHAPTER II - COMPLIANCE WITH HEALTH AND SAFETY RULES

ARTICLE 9– SMOKING BAN

By decision no. 28 of 31 May 2018, EHESP's Rennes campus has become a smoke-free site. All people visiting EHESP's site in Rennes are concerned by the smoke-free campus initiative. Far from entering into a repressive policy and wishing to promote this public health policy, EHESP has first of all chosen to use clear advertising to warn staff and users they are entering a non-smoking "area", with especially "smoke-free campus" totems placed at the different entrances and special features for smokers (smoker shelters on the edge of the campus, ashtrays).

Furthermore, the use of e-cigarettes is only permitted in outdoor areas.

ARTICLE 10 – OBSERVANCE OF SAFETY INSTRUCTIONS

Regardless of where they are located within the school, all persons must be familiar with and comply with the general and special safety instructions or those relating to their activity.

Where appropriate, reference should be made to the documents displayed or distributed within the school, in particular the welcome and safety booklet, as well as the general instructions relating to health and safety or the safety guide for staff, students, supply teachers and external workers on international assignments.

ARTICLE 11– INTRODUCTION OF SUBSTANCES OR EQUIPMENT

Except as part of an educational or research activity, or subject to the express authorisation of the director of EHESP, it is prohibited to introduce or transport any substance, equipment or instrument that is dangerous, illegal, harmful to health or contrary to health or public policy requirements on the premises of the school.

It is prohibited to consume or introduce alcohol within EHESP unless a waiver is granted by the director of the school in accordance with the provisions of the French labour code and the provisions of the charter for celebratory or social events organised by the associations at EHESP.

ARTICLE 12 – A CLEAN AND SUSTAINABLE CAMPUS

A fulfilling working and study environment implies the involvement of each and every EHESP community member in maintaining a clean and sustainable campus.

In accordance with the principles of sustainable development, and the school's sustainable development policy, all waste must be disposed of in the waste bins and collectors provided for this purpose. In general, all waste and debris is managed in compliance with the provisions relating to recycling, and within a treatment system that complies with the regulations in force.

All campus staff and users are responsible for contributing to this sustainable development policy by adopting ecoresponsible behaviour, particularly with regard to the consumption of fluids, lighting, electrical appliances, etc.⁴

Common areas and green spaces must be looked after.

CHAPTER III - PROVISIONS CONCERNING PREMISES

ARTICLE 13 - MAINTAINING ORDER AND HYGIENIC CONDITIONS ON THE PREMISES

The school's director is primarily responsible for order, hygiene and safety on premises allocated to the school. Their competence extends to the premises made available to all users and staff. It applies to all public or private services and bodies, present on the aforementioned premises.

The department heads⁵, under the supervision and responsibility of the director, are in charge of ensuring the safety and protection of the health of persons placed under their authority, and in particular of enforcing health and safety rules. The department heads must ensure that each member of staff has received the necessary training, according to their abilities, for the risks associated with their position and that they are aware of the safety instructions, and the heads must ensure that they are applied.

The director is competent to temporarily take any useful measures to ensure the maintenance of order, the safeguarding of the health and safety of staff and users through the temporary closure of premises, access bans, suspension of teaching, etc.

Any breach of order, of the hygiene conditions or safety of the premises may, if necessary, give rise to disciplinary proceedings

against the perpetrator. If necessary, the director may request the intervention of law enforcement.

⁴ See the intranet [page dedicated to EHESP's SD & CSR policy](#)

⁵ Members of the management committee and managers within the General Secretariat within the meaning of the health and safety welcome booklet

ARTICLE 14 – ACCESS TO THE CAMPUS AND THE DIFFERENT SCHOOL PREMISES

Specific operating rules for certain premises (LERES⁶, restaurant, etc.) may restrict access to these buildings.

Access may also be restricted for reasons relating to security in particular (Vigipirate plan, work sites, etc.) and be subject to proportionate control measures.

Pets are not allowed on the campus or on premises (including apartments; [refer to the specific housing regulations](#)), except for service dogs for people with disabilities or if expressly authorised.

ARTICLE 15 - TRAFFIC AND PARKING

Access to car parks is reserved exclusively for staff and users of the school.

The provisions of the highway code apply within the school campus, notwithstanding the speed limits specifically indicated on road signs.

It is forbidden to park outside the spaces provided for this purpose and, in particular, in areas reserved for persons with disabilities and in walkways or evacuation areas (stairwells, emergency exits). Access roads for fire or emergency vehicles are kept clear at all times.

The school declines any liability for damage, deterioration or theft caused to vehicles parked on the campus.

The school provides staff and users with charging stations for electric cars as well as a fleet of power-assisted bicycles and secure garages for non-motorised two-wheeled vehicles.

The use of equipment such as roller skates, scooters or others is prohibited inside the premises.

ARTICLE 16 - USE OF PREMISES

The premises are used for their allocated purpose, intended use and the public service missions assigned to the school. Any conversion or modification of premises (including changes to entrances or lock replacement) is subject to prior authorisation. Personal electrical equipment is prohibited.

The school premises can be used to host meetings or events, subject to obtaining the authorisations provided for in Article 1 of this title. External bodies using these services shall be informed of the existence of these rules and regulations, which are enforceable for them. The agreement on the provision of premises specifies how these rules and regulations can be accessed.

ARTICLE 17 - PERSONAL EFFECTS AND BELONGINGS

The school cannot be held liable for the loss of or damage to personal property, which should never be left unsupervised by the owner.

⁶ See list of acronyms in the appendix

Lost property is kept at reception for three months.

TITLE II – Provisions relating to staff

CHAPTER I – TYPES OF STAFF AND EMPLOYMENT RULES

ARTICLE 18 - EHESP STAFF

The school's staff include:

- civil servants (from different public services) assigned, seconded, seconded under contract or posted;
- contract staff under public law who may be recruited on a permanent position, on a position financed by own resources or, occasionally, as a replacement or as back-up;
- contract doctoral students;
- contract staff under private law (trainees, subsidised employment contracts, etc.).

As far as possible and provided that the staff concerned have transferable skills, the school offers permanent jobs in stable positions and strives to combat the lack of job security, within the framework set out by the regulations in force.

ARTICLE 19 - OTHER PERSONS AT THE SCHOOL

- Substitute teachers

Substitute teachers, who cannot be assimilated with school staff, are persons recruited under a casual teaching contract, according to the regulations in force, for short-term ad hoc assignments, and who must comply with public service obligations identical to those of public officials. Substitute teachers involving themselves in the educational and/or institutional life of the school may see them awarded the status of associate professor.

- Volunteer employees

The presence of volunteer employees within the school may be authorised under conditions specific to each activity. In all cases, a contract or agreement must be put in place and the school's management informed before anyone is hired.

- Hosted staff

Hosted staff work full time or part time within the school, while being employed by an external body, and offices and equipment belonging to the school are provided to them as defined by an agreement.

- Trainees

Trainees are persons welcomed to the school, under an agreement signed by the school as a host organisation, and who must comply with public service obligations identical to those of public officials. The procedures for welcoming trainees are specified in the trainee welcome charter attached to the rules and regulations.

- Temporary workers

In exceptional cases, people can be recruited as temporary staff.

ARTICLE 20 - RULES ON THE EMPLOYMENT AND ASSIGNMENT OF STAFF

Depending on the needs of the department, staff are assigned or provided within the different services or departments.

Matters relating to the personal situation of the allocated civil service administrative staff (such as unfavourable individual decisions in terms of recruitment, certification refusal, dismissal and discipline) are handled by the ministerial joint committee on the public service.

Matters relating to the personal situation of contract staff, including seconded staff, are handled by EHESP's joint advisory board.

Matters relating to the personal situation of teachers-researchers and experts are handled by the bodies mentioned in their statutes.

CHAPTER II - PRINCIPAL RIGHTS AND DUTIES OF STAFF

Volume 1 of the French civil service code specifies the rights and obligations of civil servants. They are exercised within the limits set by the regulatory framework.

ARTICLE 21 - PRINCIPAL RIGHTS OF STAFF

EHESP ensures rights recognised by the regulations can be exercised, in particular:

- the right to remuneration after services provided;
- the right to leave;
- the right to lifelong learning;
- the right to access their individual record;
- freedom of political, trade union, philosophical or religious opinions, etc.;
- freedom of expression;
- the right to unionisation;
- the right to strike;
- the right to participate in existing bodies by elected staff representatives;
- the right to the functional protection of the agent in the performance of their duties, provided that the agent's personal fault is not put in issue;
- the right to protection of whistleblowers.

ARTICLE 22 - INTELLECTUAL PROPERTY LAW

Civil servants and persons in similar positions who produce, without being specifically asked to, an intellectual work, shall retain the intellectual property rights to this work. However, they grant the school a non-transferable right of use limited to the performance of the public service missions it undertakes.

The production of an intellectual work is presumed to have been requested by the school where it is produced on site, during the hours of service and with the logistics and material means allocated by the school.

ARTICLE 23 - SPECIFIC RIGHTS OF TEACHERS-RESEARCHERS

In accordance with the constitutional principles of independence of academics, teachers and researchers enjoy full independence and freedom of expression in the course of their teaching and research , subject to the reservations imposed on them, in accordance with university traditions and the provisions of the French code of education, the principles of tolerance and impartiality (Article L. 952–2 of the French code of education).

As such, they benefit from a system that is specific to them as regards intellectual property rights (Article L. 131-3-1 of the French intellectual property code).

In addition, their work must abide by the principles of scientific integrity.

ARTICLE 24 - MAIN STAFF DUTIES

EHESP staff must comply with the obligations arising from the regulations in force, including:

- the obligation to serve, to perform the tasks entrusted with diligence and to meet service requirements;
- the obligation of professional secrecy and professional discretion;
- the obligation of discretion;
- the obligation of neutrality;
- the duty of information and impartiality towards users;
- the obligation to obey management except in the case where the order given is manifestly illegal and of a nature to seriously compromise a public interest;
- the obligation of non-cumulation of salaried activities and remuneration (waivers may be granted, for a certain number of them under the unique declaration system, in compliance with the regulations in force).

Some of these obligations are specified below.

- Principle of secularism

It is recalled, under the terms of Article L-141-6 of the French code of education, that the higher education public service is secular and independent of any political, economic, religious or ideological undertaking. It aims at the objectivity of knowledge. It respects diversity of opinions.

- Principle of neutrality

The principle of neutrality implies that the public service is provided in an identical manner to staff and users of the service, without taking into account their philosophical, political, religious or trade union opinions, or their origins.

- Obligation of discretion

In the exercise of their duties, civil servants, regardless of their rank in the hierarchy, must demonstrate discretion and measure in both written and oral expression, or in the use of ostentatious signs demonstrating their personal opinions, in particular political opinions, with regard to users and other public service officials.

- Professional discretion

In accordance with the laws in force and the rules of school life, civil servants, regardless of their rank in the hierarchy, must not disclose to the public any confidential information, documents or facts of which they may become aware of in the exercise of their duties .

ARTICLE 25 - DECLARATION OF TIES OF INTEREST

EHESP has a genuine ethics policy and, as part of a process to ensure transparency and to strengthen tools for preventing conflicts of interest, it has introduced an obligation to declare ties of interest for members of its governance bodies, members of the Management Committee and teachers, teacher researchers, expert teachers and associate professors employed by EHESP, all statuses combined.

ARTICLE 26 – DISCIPLINE

Any misconduct by a staff member in the exercise of or on the occasion of the exercise of their duties exposes them to disciplinary measures, irrespective of the penalties provided for in the French criminal code.

The rules governing the disciplinary procedures applicable to staff are listed in the statutory texts that apply to them respectively.

CHAPTER III - STAFF CAREER PATH

EHESP ensures it provides staff with the help they need to build and develop their professional careers, according to their skills and abilities.

Therefore, the school is fully committed to a lifelong training policy for its staff by setting up an annual training plan that meets the institution's objectives and ensures the development of the staff's skills.

In addition, the school's skills management policy promotes the mobility of its staff internally and externally.

These topics are discussed in the management guidelines available online.

CHAPTER IV - WORKING HOURS AND WORK ORGANISATION

The arrangements for organising working hours negotiated between the trade unions and management are attached to these regulations.

The provisions relating to working from home at EHESP are set out in the charter on working from home.

CHAPTER V - OCCUPATIONAL HEALTH AND PREVENTION

ARTICLE 27 - THE OCCUPATIONAL HEALTH AND PREVENTION DIVISION

There is an occupational health and prevention division within the human resources department. It deals with all matters relating to occupational health, working conditions and staff disability. It follows up on occupational accidents, tracks special leave, illnesses, vocational rehabilitation and work programme modifications.

This division works closely with the school's occupational physician, the multidisciplinary team at the university occupational medicine department, the social worker and the occupational psychologist.

ARTICLE 28 - PREVENTION OFFICER

The prevention officer advises and guides the manager on the general health and safety policy⁷. This person seconds the heads of department and prevention assistants in the deployment of this policy within the school's working units. In this way, it coordinates an occupational risk prevention approach and rules on community issues relating to occupational health and safety and working conditions.

This person also monitors the occupational health and safety register, which records any incidents or dysfunctions relating to health, safety and security observed by a user. It can be accessed in paperless format on the intranet or a paper version can be requested from the general reception desk on the site in Rennes and the site in Paris.

ARTICLE 29 - INTEGRATION OF STAFF WITH DISABILITIES - STAFF DISABILITY EXPERT

Within the occupational health and prevention division, this person studies the most appropriate compensatory measures, in liaison with the occupational physician, to ensure employees with disabilities are as independent as possible. Personalised follow-up upon induction is ensured. This approach is not limited to officials who are recognised as disabled workers.

The school is actively pursuing its programme to recruit disabled workers and has adopted a disability policy and a disability policy framework, available online.

Title III - Organisation and running of the school

CHAPTER I - GENERAL PROVISIONS

In accordance with the decree by which EHESP was founded, the school is managed by a director, assisted by a director of studies, a director of research and a secretary-general.

The school is organised into departments, divisions, centres and services. In partnership with national research organisations and other higher education and research institutions, it is the supervisory authority for joint research units (Unités Mixtes de Recherche - UMRs).

[The general organisation chart is available on the website.](#)

The school is administered by a Board of Directors (BoD) which issues resolutions, assisted by a Training Board (conseil des formations - CF) and a Scientific Board (conseil scientifique - CS) which issue opinions. The members and powers of each of the governance bodies are described by the French code of education and, by way of derogation, by the provisions of EHESP's constitutional decree. How they are organised and run is governed by their [specific rules and regulations adopted by each body, available online](#)

The departments are led by a director whose terms of appointment are defined in a memo.

EHESP has two subsidiaries that are simplified joint stock companies (SASU), with offices on its premises: EHESP Press Offices and EHESP-International.

⁷ See the general health and safety instruction

CHAPTER II - THE MANAGEMENT COMMITTEE

The Management Committee (CODIR) meets weekly and deals with the general and strategic policy of the institution. It is a body for decision-making, exchange and debate on any subject concerning the missions and life of the school.

The members of the CODIR, mentioned in the general organisation chart, and its statements of conclusions are available on the intranet and accessible to all staff.

CHAPTER III - OTHER INTERNAL COMMITTEES

- Training:

- School educational committee (Comité pédagogique d'établissement (CPE))

Led by the director of studies, the members include the director of the school, directors of departments, training managers (statutory and qualifying), internal directors and managers (SG, DR, DDFC, DRI, CApP, DSVE, SDA⁸, quality). This committee is both a place for exchanges on educational approaches and a place for joint production.

Meeting at least four times a year, these missions include:

- presentation of and discussion on new training projects
- exchange of teaching and/or educational practices;
- information on topics of common interest;
- development of new cross-cutting proposals.

- Training steering committee (Comité de pilotage de la formation (COPIL Formation))

Led by the director of studies, the members include the director of the school, and the following internal directors: DDFC, CApP, Departments, DR, DRI, Schooling and Student Life. Other departments, services and structures may be invited depending on the agenda (SDA, EHESP Press Offices, EHESP-International, etc.).

It has the following missions:

- contribute to the definition of EHESP's training strategy;
- arbitrate on the projects for implementing this strategy and their planning;
- regulate and conduct project reviews;
- arbitrate on any difficulties encountered;
- contribute to the preparation of the agenda of the CPE and CF.

Meeting at least six times a year, the training steering committee prepares the files requiring discussion and arbitration by management and/or the CODIR.

In addition to these committees, the study director meets at least once a month with the public service training managers (State and hospital) on the one hand, and the graduate training managers (masters and specialised masters) to discuss topics and problems specific to these two training categories.

⁸ See list of acronyms in the appendix

- Research and expertise

Led by the director of research, the training, expertise and research committee (FER), its members include the director of the school, the director of studies, the department directors and directors of the joint research units (UMR). Other divisions, departments and structures may be invited depending on the agenda.

Meeting at least four times a year, it is tasked with the following:

- contribute to the definition of EHESP's research strategy;
- arbitrate on the projects for implementing this strategy and their planning;
- regulate and conduct project reviews;
- arbitrate on any difficulties encountered;
- contribute to the preparation of the CS agenda.
- Sustainable development and corporate social responsibility (SD & CSR)

Led by the sustainable development and corporate social responsibility officer, the SD & CSR committee is responsible for managing the strategy and the cross-functional approach in this area and for monitoring the SD & CSR label's action plan according to the areas of the guideline (strategy and governance, training, research, environmental management, social policy and local and regional integration).

Meeting at least twice a year, its members include representatives of each department, division and service and student representatives.

- Projects

Internal steering committees are set up and meet regularly to implement, monitor and evaluate projects. These committees, led by the project manager(s), include the stakeholders concerned (representatives of the departments, divisions, or even students).

CHAPTER IV - STAFF-MANAGEMENT DIALOGUE BODIES

Like every public institution, EHESP regularly brings together the regulatory staff-management dialogue bodies, which are the social board of directors (comité social d'administratio - CSA), specialised training (formation spécialisée - FS) and the joint advisory committee (CCP). The way they are organised and run is governed by their own rules of procedure adopted by each body.

In order to contribute to and strengthen a regular internal staff-management dialogue, a monthly meeting is held between the school's management, human resources management and the unions in order to exchange information on various topics of general policy, human resources management and about the life of the school. The topics are included on the agenda after prior consultation with the unions.

The topics are included on the agenda after discussing them first with the unions. The reports can be consulted on the intranet.

CHAPTER V - STUDENT REPRESENTATION AND CONSULTATION

The representation and consultation of students are governed by EHESP's constitutional decree and [school regulations](#).

CHAPTER VI – EXPERTS.

ARTICLE 30 - DATA PROTECTION OFFICER

This person's main task is to advise the entities in order to analyse with them the impacts of the General Data Protection Regulation (GDPR) on the activities generating the collection, processing and dissemination of personal data and to put in place processes that comply with the new regulation. It keeps a register of the data collected and processed. The officer is responsible for managing compliance with the European Data Protection Regulation within EHESP, with regard to all processing implemented within the school. This position is regulated and defined in Articles 37 to 39 of the GDPR.

As such, the officer guarantees the right of access, rectification and opposition for any dispute or complaint under the control of the Commission Nationale de l'Informatique et des Libertés (CNIL) and receives complaints and requests from persons concerned by the processing

Staff and students can contact the officer at the dedicated email address: cil@ehesp.fr

ARTICLE 31 - SDCSR OFFICER

This person is responsible for:

- managing SD & CSR objectives;
- leading the SD & CSR steering committee;
- coordinating a collaborative approach with all stakeholders while maintaining the SD & CSR label.

Staff and students can contact the officer at the dedicated email address: ddrs@ehesp.fr.

ARTICLE 32 - ETHICS OFFICER

Pursuant to the French law of 20 April 2016 on ethics and the rights and obligations of civil servants, this officer is responsible for providing information and advice on the ethics issues facing staff, occasional employees and students. The officer also monitors the laws and regulations on ethical matters and, more broadly, plays a role in prevention and information with regard to the dissemination of ethical rules and principles, their interpretation and the risks involved.

Staff can contact the officer at the dedicated email address deontologue@ehesp.fr. The ethics officer is bound by the obligation to professional secrecy and discretion.

ARTICLE 33 - EQUALITY AND DIVERSITY OFFICER

This person is responsible for implementing actions aimed at raising awareness among EHESP staff and students on gender equality, and preventing any form of violence and harassment. As such, they manage the services welcoming and assisting victims of gender-based and sexual violence deployed within the school.

Staff and students can contact the officer at the dedicated email address: egalite@ehesp.fr

ARTICLE 34 - DISABILITY EXPERT FOR STUDENTS⁹

This person is responsible for welcoming and informing students at the school who are temporarily or permanently disabled. They arrange their training and examinations, in accordance with the recommendations made by the medical corps.

Students can contact the expert at the dedicated email address: referent-handicap@ehesp.fr.

ARTICLE 35 – SCIENTIFIC INTEGRITY OFFICER (RIS)

This person contributes to the definition and implementation of the school's scientific integrity policy, promotes good practices in this field and manages any shortcomings (fabrication and falsification of data, plagiarism, questionable research practices).

An allegation of breach of scientific integrity must be brought to the attention of the RIS (RIS@ehesp.fr), who will decide on the legitimacy of the allegation, process it if necessary and, after that forward their fully confidential and impartial report and conclusions to management (see procedure).

ARTICLE 36 - EXPERT ON SECULARISM, FIGHT AGAINST RADICALISATION, RACISM AND ANTI-SEMITISM

This person is responsible for promoting the principle of secularism within the school. They are tasked with providing information and advice and leading awareness-raising actions for staff and students. In this way, they provide advice and support in the implementation of the principle of secularism in order to anticipate, avoid or report any incidents brought to their attention.

Staff and students can contact the expert at the dedicated email address: referent.laïcité@ehesp.fr .

ARTICLE 37 - SECURITY AND DEFENCE EXPERT

The security and defence expert, appointed by the director of the school, is responsible for promoting and coordinating a defence and security culture in liaison with the authorities representing the State within the department and the defence and security zone.

This person ensures the consistency of the action priorities adopted by management in the following four areas: the protection of scientific and technical heritage, in particular with the experts from the laboratory for environment and health studies and research (LERES) and the institute for research in health, environment and work (IRSET) and the inherent measures for the protection of national defence secrecy; the protection of information flows with the Data Protection Officer and the Information Systems Security Officer in application of the European Personal Data Protection Regulation; the prevention and protection of property and persons visiting EHESP sites with the prevention officer; preparing and implementing defence and security plans, including the Special Security Plan for major risks with the support of the school's crisis unit.

⁹ The tasks of the staff disability expert as presented in Title II V – 3/

Appendix - List of acronyms

CA: Board of Directors

CAP: education support centre

CF: training committee

CNIL: commission nationale de l'informatique et des libertés - French data protection authority

CODIR: management committee

CPE: school educational committee

CS: scientific committee

DDFC: direction du développement et de la formation continue - development and continuous training division

DR: direction de la recherche - research division

DRI: direction des relations internationales - international relations division

DSVE: direction de la scolarité et de la vie étudiante - schooling and student life division

GDPR: General Data Protection Regulation

SDA: service documentation et archives - documentation and archives department

SASU: société par action simplifiée unipersonnelle - simplified joint stock company

SG: secrétariat général - general secretariat

UMR: unité mixte de recherche - joint research unit