Directive concerning collective emails

LEX 6.3.3

25th June 2007, status as at 13th April 2018

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Article 1 Organisational measures

1 Collective emails are exclusively an internal management information tool. They allow specific groups of addressees to be contacted regarding subjects that concern them professionally.
2 Such emails are on no account a debating platform; they essentially convey facts offering clear and concise information to the persons concerned.
3 All information, in accordance with current policy, must be sent in French and English.
4 Any requests for the diffusion of information to a collective list may be subject to moderation (see attached list).
5 The role of moderators is to authorise the diffusion of messages in accordance with paragraphs 1, 2, 3 and 7. When in doubt, the EPFL General Consult will be consulted.
6 Representatives of groups and of the EPFL Assembly (AE) may use collective emails solely to send information directly related to a consultation.
7 All persons or bodies who use collective emails e.g. unions, recognised partners or presidents of associations and foundations undertake to comply with principles 1 and 2 above (differentiation between information and opinion, abstention from personal attacks) whenever they use EPFL electronic means to send information to their members.
8 For information, debates and exchanges of opinion are possible in blogs and the EPFL internal newsletter.
9 Any generation or use of lists of collective messages intended to circumvent the present measures will be considered as an abusive use of the IT facilities placed at the disposal of EPFL members in accordance with LEX 6.1.1 and 6.1.2.
10 Any complaints regarding the abusive use of collective messages are to be sent to the General Counsel, who will take appropriate measures as justified by the situation.

Article 2 Entry into force

1 The present directive entered into force on 25th June 2007, version 1.5, status as at 13th April 2018.

On behalf of the EPFL Direction:

President: Martin Vetterli
General Counsel: Susan Killias
Annex

1) List of persons exempt from moderation.
2) Moderators of lists considered ‘sensitive’.
3) Obligation for units to appoint moderators (2 per list) for distribution lists of over 200 addressees, failing which the messages will be blocked.

List of persons or addresses@epfl.ch exempt from moderation:

For:

personnel.epfl@epfl.ch

Martin Vetterli
Madeleine von Holzen
Monique Gilliéron
Helene Füger
dii-e@epfl.ch
dii-intendance@epfl.ch
parking@epfl.ch
pcc@epfl.ch
securite@epfl.ch
dsp@epfl.ch
susanna.swann@epfl.ch

For:

etudiants.epfl@epfl.ch

Martin Vetterli
Madeleine von Holzen
Laurent Ramelet
Antoine Bianchi
Pierre Vandergheynst
Daniel Chuard
securite@epfl.ch
dsp@epfl.ch
Moderators for “sensitive” distribution lists

The main moderator (highlighted in yellow) is the first to receive the request for diffusion. If he/she does not reply to this request within 2 hours, the request will be sent to the other moderators.