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 respect@epfl.ch, who will take appropriate measures as justified by the situation.

**Article 2  Coming into force**

1 The present directive comes into force on 25 June 2007, version 1.4, status as at 1 January 2017.
Annexe

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 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

For:
etudiants.epfl@epfl.ch

Martin Vetterli
Madeleine von Holzen
Jean-Paul Festeau
Monique Gilliéron
Antoine Bianchi
Pierre Vanderghynst
Daniel Chuard
securite@epfl.ch
dsp@epfl.ch
## Directive concerning collective emails

### Moderators for “sensitive” distribution lists

<table>
<thead>
<tr>
<th>Distribution List</th>
<th>Moderators</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:susanne.satz@epfl.ch">susanne.satz@epfl.ch</a></td>
<td>Suzanne Satz, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:dani@epfl.ch">dani@epfl.ch</a></td>
<td>Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:nathalie.richard@epfl.ch">nathalie.richard@epfl.ch</a></td>
<td>Nathalie Richard, Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:isabelle.cahour@epfl.ch">isabelle.cahour@epfl.ch</a></td>
<td>Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:susanne.satz@epfl.ch">susanne.satz@epfl.ch</a></td>
<td>Suzanne Satz, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:dani@epfl.ch">dani@epfl.ch</a></td>
<td>Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:nathalie.richard@epfl.ch">nathalie.richard@epfl.ch</a></td>
<td>Nathalie Richard, Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:isabelle.cahour@epfl.ch">isabelle.cahour@epfl.ch</a></td>
<td>Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:susanne.satz@epfl.ch">susanne.satz@epfl.ch</a></td>
<td>Suzanne Satz, Jérôme Sasseau</td>
</tr>
<tr>
<td><a href="mailto:dani@epfl.ch">dani@epfl.ch</a></td>
<td>Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau</td>
</tr>
</tbody>
</table>

**Distribution list for “sensitive”**:
- susanne.satz@epfl.ch
- dani@epfl.ch
- nathalie.richard@epfl.ch
- isabelle.cahour@epfl.ch
- susanne.satz@epfl.ch
- dani@epfl.ch
- nathalie.richard@epfl.ch
- isabelle.cahour@epfl.ch

**Moderators for “sensitive” distribution lists**
- Suzanne Satz, Jérôme Sasseau
- Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Nathalie Richard, Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Suzanne Satz, Jérôme Sasseau
- Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Nathalie Richard, Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Suzanne Satz, Jérôme Sasseau
- Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Nathalie Richard, Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau
- Isabelle Cahour, Albertine Kolendowska, Daniel Chaud, Pierre-André Bossu, Jérôme Sasseau

### Other distribution lists

<table>
<thead>
<tr>
<th>Distribution List</th>
<th>Moderators</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:hassan.roger.sagedhi@epfl.ch">hassan.roger.sagedhi@epfl.ch</a></td>
<td>Hassan Roger Sagedhi, Nathalie Bodin, Marie-Line Studer, Vittoria Belmondo, Suzanne Killias, Jean-François Rico</td>
</tr>
<tr>
<td><a href="mailto:jean-van.hoehn@epfl.ch">jean-van.hoehn@epfl.ch</a></td>
<td>Jean-Van Hoehn, Suzanne Killias, Jean-François Rico</td>
</tr>
<tr>
<td><a href="mailto:jean-van.hoehn@epfl.ch">jean-van.hoehn@epfl.ch</a></td>
<td>Jean-Van Hoehn, Suzanne Killias, Jean-François Rico</td>
</tr>
</tbody>
</table>

**Distribution list for “sensitive”**:
- hassan.roger.sagedhi@epfl.ch
- jean-van.hoehn@epfl.ch
- jean-van.hoehn@epfl.ch

**Moderators for “sensitive” distribution lists**
- Hassan Roger Sagedhi, Nathalie Bodin, Marie-Line Studer, Vittoria Belmondo, Suzanne Killias, Jean-François Rico
- Jean-Van Hoehn, Suzanne Killias, Jean-François Rico
- Jean-Van Hoehn, Suzanne Killias, Jean-François Rico

---

Version 1.3