The Direction of the Ecole polytechnique fédérale de Lausanne

based on Article 3, para 1, letter a of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne,

hereby adopts the following:

Section 1 – General provisions

Article 1 – Subject
1 The present regulations serve to define the structure and the organisation of the EPFL Core Facilities linked in an administrative context to the Vice Presidency for Research, (hereinafter ‘Facilities’), and to govern the areas of expertise and the tasks of their bodies.
2 A list of the Facilities and their respective areas of expertise may be found in the annex to the present regulations1.
3 The Facilities are assimilable to the central services in accordance with Article 23 of the Ordinance on the organisation of EPFL.
4 The authority of the bodies of a Facility shall be exercised with full respect for the law and general EPFL policy.

Article 2 – Facility missions
1 Within the context of its domain of expertise, the primary mission of a Facility is to provide EPFL researchers and internal and external partners with access to high-performance and client-oriented scientific equipment and service appraisals.
2 Their secondary mission is to contribute to furthering the techniques and methods of the Facility for the benefit of users and the promotion of EPFL, and thus to represent prominent and well-established poles of expertise for both the scientific community and EPFL.

Section 2 – Organisation

Article 3 – Facility bodies
The bodies of a Facility are as follows:
- Steering Committee
- General Assembly of Users
- Operational Direction

Article 4 – Steering Committee
1 Under the responsibility of its President, the main role of the Steering Committee is to guide the strategic development of the Facility, integrating the requirements of user entities, technological developments and all of the resources available. Within this context:
- It defines the Facility strategy and establishes its mandate for validation by the Vice President for Research;

1 Annex 1 – List and areas of expertise of EPFL Core Facilities
- It drafts and annually updates the five-year investment plan for primary requirements in terms of technology and services. This plan will be integrated into the general EPFL investment plan submitted to the EPFL Direction for validation as part of the EPFL budgetary process;
- It reports on the requirements of user entities and on the strengths and weaknesses of the workings of the Facility, and identifies opportunities and threats in terms of its development;
- It supports and supervises research and development projects led by the Facility;
- With the help of the Operational Director, it drafts the Facility’s annual report.

2 The Steering Committee is composed of 6 - 10 individuals, all EPFL members, including:
- A President – a professor appointed by the Vice President for Research, who shall notably ensure functional guidance alongside the Operational Director of the Facility;
- 5 - 9 members representing the user entities in an equitable manner, appointed by the Vice President for Research after consultation with the School Deans concerned, the President of the Steering Committee and the heads of user project communities.

3 Where necessary, the Steering Committee may also include 2 representatives from partner organisations or institutes (other research institutes, national or international programmes, external companies, etc.).

4 The President of the Steering Committee serves for a renewable term of 4 years.

5 Members of the Steering Committee serve for a term of 4 years, in principle renewable once.

6 In his/her role, the President of the Steering Committee reports to the Vice President for Research and works in close collaboration with the Director of Research Affairs and the Operational Director of the Facility.

7 The Steering Committee meets regularly (minimum 3 times per year) when convened by the President or at the request of 3 of its members.

8 The Director of Research Affairs, the Vice President for Research and the Operational Director are permanent guests at the meetings of the Steering Committee.

9 The President of the Steering Committee may invite other individuals depending on the subject of the meeting.

Article 5 – General Assembly of Users

1 The General Assembly of Users is a body for providing information, for reflection and for discussion.

2 It speaks out on the subject of user requirements with regards to objectives and measures to implement within the Facility.

3 It also speaks out on points that the Steering Committee submits to it for consultation, notably including the annual report.

4 The General Assembly of Users is composed of all EPFL users of the Facility registered as such during the previous year, as well as its Steering Committee, its Operational Director and its staff members.

5 It is chaired by the President of the Steering Committee.

6 The General Assembly of Users meets once per year when convened by its President or at the request of 10% of its members.

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2 Within the context of the present regulation, the term ‘user’ refers to those individuals belonging to user entities and who have been granted access to the Facility infrastructures and services.
**Article 6 – Operational Direction**

1. Hierarchically speaking, the Facility is directed by the Operational Director, who reports to the Director of Research Affairs.

2. Functionally speaking, the Operational Director reports to the President of the Steering Committee. In collaboration with the Director of Research Affairs, the Operational Director implements the strategy and measures for improvement periodically prepared with the President of the Steering Committee of the Facility and validated by the Vice President for Research.

3. The Operational Director organises and directs the services provided by the Facility within the context of its primary and secondary missions.

4. The Operational Director organises and leads the day to day running of the Facility, notably with regards to HR, finance (including invoicing of internal and external partners), organisation, procedure, investments, research and development.

5. The Operational Director is supported by his/her attached administrative, technical and scientific staff.

6. Via his/her DAR–ECO unit, the Vice President for Research provides support for the Operational Director with regards to financial planning, reporting and controlling, administration, regulations and governance, and with workflows and information systems.

**Section 3 – Final Provisions**

**Article 7 – Abrogation**

The following regulations are hereby abrogated:

- *Le règlement sur le centre interdisciplinaire de microscopie électronique – CIME, of 1st January 2002;*

- *Le règlement du Centre de Micronanotechnologie de l’EPFL (CMI) of 3rd September 1997 and its updated version of 16th October 2003;*

- All other regulations regarding the organisation of the CIME, CMI and SCITAS Centers and Facilities of EPFL.

**Article 8 – Entry into force**

The present regulation entered into force on 30th April 2018.

On behalf of the EPFL Direction:

President:  
Martin Vetterli  

General Counsel:  
Susan Killias