

1. Goals

The present directive defines the competences regarding mobile telephony at EPFL. It also lays out the regulations regarding the allocation, use, management and monitoring of mobile telephony¹.

2. Scope of application

The present directive applies to all personnel employed by EPFL².

The President, Vice-Presidents, Faculty Deans and College Directors may issue individual, more restrictive regulations relating to their own field of activity.

3. Notes

This directive will be modified according to future technological developments, notably with regards to computer telephony. Specific regulations regarding the use of PDA will be issued in a separate document.

4. Revisions

All requests for revisions are to be addressed to the Vice-President for Human Resources and Operations.

5. Background

EPFL is equipped with two telephone switchboards which serve approximately 6000 fixed stations, for staff use.

The School additionally possesses an internal mobile telephone network, based on GSM and CMN (Corporate Mobile Network) technologies. This network is destined for persons whose role justifies the possession of a mobile telephone.

6. Allocation regulations

- 6.1 The purchase and inventory management for mobile phones, as well as the subscription registration and invoicing are the exclusive competence of EPFL, represented by the Real Estate and Infrastructures Department (DII). Direct mobile phone purchases by personnel are not reimbursed by EPFL, regardless of the source of funding in question.

7. Beneficiaries

- 7.1 Personnel or groups who, for security reasons, must be immediately contactable for interventions, notably:
- Personnel of technical intervention groups (GIT),
 - Samaritans,
 - SDIS (Fire safety and rescue service),
 - Breakdown services (strong current, weak current, heating, sanitation, CAMIPRO, etc.)

¹ By mobile telephony is understood the possibility of calling or being called by mobile telephone from anywhere on the EPFL site as well as in zones covered by Swisscom in Switzerland or abroad.

² Or employed by the ETH Board (Professors) or by the Federal Council (President).

7.2 All persons who form part of the EPFL personnel who can justify the allocation of a mobile telephone through the nature of their activities. Each request will be validated by a member of the Direction, the Faculty Dean or the College Director to whom the person is linked.

8. Options of use

EPFL proposes the following options of use:

8.1 *Basic offer:* the basic offer allows for the use of mobile telephones on an internal basis on the School's telephone network. It also permits the user, from anywhere in Switzerland:

- to call any internal number connected to the EPFL telephone switchboard;
- to receive calls from any internal number connected to the EPFL telephone switchboard, or from any station connected to a public network.

8.2 *National network extension:* this offer includes all of the services in the *basic offer* and allows the user access to the national network. A contribution is requested from each beneficiary (fixed price for private use of the mobile telephone).

8.3 *International network extension:* This offer includes all of the services listed under points 8.1 and 8.2, as well as access to the international network. A contribution is requested from each beneficiary (fixed price for private use of the mobile telephone). Requests regarding this offer must be duly justified.

8.4 The contribution amount as referred to in paragraphs 8.2 and 8.3 is set by the VPRHO. All modifications are to be communicated to users.

9. Monitoring

9.1 The DII issues a set of statistics regarding mobile telephony costs on a monthly basis.

9.2 The DII issues a set of statistics regarding communication costs per staff member on a bi-monthly basis. These statistics are transferred to each staff member for informational purposes.

9.3 The DII personally informs any user for whom the cost of communication charges is considered high.

9.4 Where necessary, the DII may, with the approval of the VPRHO, request justification of spending.

9.5 In the case of misuse and in accordance with the VPRHO and the Direction of the Faculty/College/Presidency/Vice-Presidency, the DII shall request the partial or full reimbursement of communication charges.

10. Disputes

All disputes regarding the interpretation of the present regulations and directives will be amicably resolved between the Direction of the Real Estate and Infrastructure Department and the beneficiary concerned.

In case of disagreement, the Vice-President for Human Resources and Operations will settle the dispute.

11. Entry into force

The present directive replaces that of 1st October 2001 and enters into force on 1st October 2005.

Lausanne, 30th September 2005.

EPFL – Secretary General
Secretary General
Susan Killias

EPFL – Vice-Presidency for Planning and
Logistics
Vice-President
F-L. Perret