

# SECTION OF SUPPORT TO RESEARCH (SSR)

## OFFICE OF DIRECTOR OF ADMINISTRATION AND FINANCE

### Director of administration and finance

Mr David Allen (until April 2016)  
Dr Tamás Landesz

### Administrative officer

Ms Virginie Vocanson

### Assistant (Documents)

Ms Agnès Meneghel

### Administrative assistant

Ms Nathalie Lamandé

## ADMINISTRATIVE SERVICES OFFICE

### Administrative services officer

Ms Elisabeth Françon

### Administrative assistant

Ms Sophie Servat

### Assistants (Procurement)

Ms Sandra Lejeune (until March 2017)  
Ms Fabienne Lelong  
Mr Didier Louis  
Ms Sandrine Macé

### Assistant (Registry)

Mr François Deloche

### Assistant (Security and building management)

Mr Jean-Alain Pedil

### Secretary

Ms Valérie Rut

### Support staff

Mr Thomas Cler (Laboratory maintenance)  
Mr José Garcia (Laboratory and administration)  
Mr William Goudard (Space maintenance)  
Mr Antoine Hernandez (Driver)  
Mr Michel Javin (Reprography)  
Mr Hafed Lamouchi (Electronic maintenance)

Ms Séverine Sarboni (Reception) (until August 2017)

## RESOURCE MOBILIZATION, BUDGET, AND FINANCE OFFICE

### Administration and finance officer

Ms Angkana Santhiprechachit

### Resource mobilization and grant officer

Dr Olaf Kelm

### Budget officer

Ms Editta Odame

### Finance officers

Ms Julie Goux  
Mr Rommel Nidea

### Assistants (Budget)

Mr Thomas Odin  
Ms Madeleine Ongaro  
Mr Franck Rousset

### Assistants (Accounts)

Ms Christine Abou-Rizk (until January 2016)  
Mr Samuel Billard  
Mr Pascal Binet  
Mr Christian Mah  
Ms Laurence Piau  
Ms Adèle Séguret

### Assistants (Resource mobilization)

Ms Véronique Chabanis  
Ms Nathalie Lamandé (until January 2016)  
Ms Claire Salignat

### Support staff

Mr Olivier Badadan (until June 2016)

### Trainees

Ms Eneried Jaramillo (until September 2017)  
Ms Julie Muller (until June 2016)  
Ms Mariam Safi (until June 2017)  
Ms Anna Schmutz  
Mr Valentin Sorgue (until June 2017)

## HUMAN RESOURCES OFFICE

### Human resources officer

Ms Dina D'Amico

### Assistants (Human resources)

Ms Catherine Bassompierre  
Ms Maud Bessenay  
Ms Julianna Soos (Training)

### Secretary

Ms Sophie Sibert

### Central Secretarial Services (CSS)

Ms Dominique Bouchard  
Ms Nandini Deleu  
Ms Andreea Spanu

### Staff physician

Dr Pierre-Olivier Dondoglio (until July 2016)  
Dr Chantal Ferracin

### Secretary to IARC Staff Association Committee and Staff physician

Ms Isabelle Poncet

### Relocation assistant

Ms Christine Astier

## INFORMATION TECHNOLOGY SERVICES

### Head, Information Technology Services

Mr Philippe Damiecki (until September 2017)  
Mr Francisco Lozano

### IT officers

Mr Philippe Boutarin  
Mr Christopher Jack

### Assistants (Informatics)

Ms Lucile Alteyrac  
Mr Nicolas Tardy

### Support staff

Mr Sébastien Agathe (Informatics technician)  
Mr Théodore Cholin (Web development technician)  
Mr Rémi Valette (SharePoint and .Net developer)

The role of the Section of Support to Research (SSR) is to support the achievement of IARC's scientific objectives through efficient and effective management of the Agency's resources and provision of administrative services, ensuring accountable risk mitigation and implementing strategies to strengthen capacities and maximize IARC's impact.

The Section is made up of the specialized administrative units that manage and provide services intrinsic to the successful implementation of the Agency's scientific programme in the areas of: (i) Resource Mobilization, Budgeting, and Financial Management; (ii) Human Resources Management; (iii) Procurement, Conference Services, Office Administration, and Building Management; and (iv) Information and Communications Technology. SSR ensures that the Agency's activities meet the highest standards of management, efficiency, and accountability in the use of the funding made available by its Participating States and donors.

In addition to the regular provision of services, during 2016–2017 the SSR team's achievements in four areas have contributed substantively to the continued efforts to maintain IARC's status as a leader in the ever-changing international research environment.

During the biennium, SSR spearheaded the review of IARC's key administrative processes in an effort to simplify, streamline, and re-engineer the workflows of the most frequently used contractual modalities. The resulting automated eWorkflows operating in a SharePoint environment aim to increase efficiency, accelerate clearance procedures, and reduce administrative burden across the Agency.

Notable progress has been made, in cooperation with our host country, in preparing for the construction of a new state-of-the-art IARC building in Lyon. The public tender for a combined design and build was launched by the Métropole de Lyon in May 2016. IARC has actively participated in the assessment, shortlisting, and decision-making process. The new building is scheduled to be inaugurated in 2021. Alongside working towards the construction of IARC's future premises, SSR continued to ensure that IARC's scientific activities were not interrupted by the continued technical failures experienced in the current premises. In view of several incidents with varying degrees of severity, a formal IARC Business Continuity Plan and Disaster Recovery Plan has been put in place to ensure a smooth response to anticipated and unexpected events. In addition,

in view of the escalating international terrorist threat and specifically events in France during 2016–2017, significant efforts were made towards reinforcing IARC's security measures and response capacity.

Major efforts were made to mobilize additional external financial resources to deliver the approved programme of work in line with the IARC Medium-Term Strategy for 2016–2020. SSR continues to ensure effective management of resources entrusted to IARC, as consistently recognized by the WHO external auditors. Important efforts were made to further enhance IARC's project management capacity, reporting tools, and outreach. New data analytics tools were introduced during the biennium, such as an expanded Project Portal and a new Management Dashboard, helping to further enhance transparency, effective oversight, and financial reporting.

Several measures were implemented aimed at enhancing the development, motivation, and productivity of personnel. The revised IARC Learning and Development Framework comprises innovative approaches to ensure that IARC personnel are equipped with the right competencies to meet the current and future needs of the



Agency. Specialized training sessions were provided focusing primarily on technical requirements. To overcome budget constraints, face-to-face training sessions were complemented with online courses and novel group-based learning methods. IARC also implemented the revised compensation package for

personnel in the professional and higher categories as from 1 January 2017. A new electronic recruitment system was introduced in 2017.

SSR remains committed to the principle of continuous quality improvement, striving to further improve the Agency's

processes and support services, inter alia by collecting feedback through a yearly services survey. SSR also holds biannual town hall meetings to communicate the Section's objectives and planned activities, and holds information sessions when required to explain new policies and procedures.