

SECTION OF SUPPORT TO RESEARCH (SSR)

OFFICE OF DIRECTOR OF ADMINISTRATION AND FINANCE

Director of administration and finance

Dr Tamás Landesz

Administrative officer

Ms Virginie Vocanson

Assistant (Documents)

Ms Agnès Meneghel

Administrative assistant

Ms Nathalie Lamandé

Secretary

Ms Séverine Coutelier

ADMINISTRATIVE SERVICES OFFICE

Administrative services officer

Ms Elisabeth Françon

Project manager

Mr Sylvain Lubiato

Administrative assistant

Ms Sophie Servat

Principal assistant (Procurement)

Ms Fabienne Lelong

Assistants (Procurement)

Ms Sandra Lejeune

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 Bruno Amara (Maintenance)

Mr Thomas Cler

(Laboratory maintenance)

Mr Yannick Condomines (Reception)

Mr Henri Cordier

(Laboratory and administration)

Mr José Garcia (Laboratory and administration) (until July 2018)

Mr William Goudard

(Space maintenance)

Mr Antoine Hernandez (Driver)

Mr Michel Javin (Reprography)

Mr Hafed Lamouchi

(Electronic maintenance)

Trainee

Ms Salomé Rieu (until August 2019)

RESOURCE MOBILIZATION, BUDGET, AND FINANCE OFFICE

Administration and finance officer

Ms Angkana Santhiprechachit

Resource mobilization and grant officer

Dr Olaf Kelm (until March 2019)

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 Belinda Annibaldi

Mr Samuel Billard

Mr Pascal Binet

Mr Christian Mah

Ms Laurence Piau

Ms Adèle Séguret

Assistants (Resource mobilization)

Ms Maud Bessenay (until March 2019)

Ms Véronique Chabanis

(until March 2019)

Ms Claire Salignat (until March 2019)

Trainees (Resource mobilization)

Ms Mathilde Boisserin

(until March 2019)

Ms Amandine Devouassoux

(until November 2018)

Ms Daria Plotkina

(until September 2018)

Ms Anna Schmutz

(until March 2019)

HUMAN RESOURCES OFFICE

Human resources officer

Ms Dina D'Amico

Associate human resources officer

Ms Catherine Bassompierre

Assistants (Human resources)

Ms Maud Bessenay (until August 2018)

Ms Julie Buguet

Ms Julianna Soos (Training)

Secretary

Ms Sophie Sibert

Central Secretarial Services (CSS)

Ms Dominique Bouchard (until May 2018)

Ms Séverine Coutelier

Ms Nandini Deleu

Ms Jennifer Nicholson

(until October 2019)

Ms Andreea Spanu

Staff physician

Dr Michel Baduraux (Consultant)

Dr Chantal Ferracin (until May 2019)

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 Francisco Lozano

IT officers

Mr Philippe Boutarin

Mr Christopher Jack

Assistants (Informatics)

Mr Sébastien Agathe

Ms Lucile Alteyrac

Mr Hafed Lamouchi

Mr Nicolas Tardy (Bioinformatics)

Mr Rémi Valette

Support staff

Mr Théodore Cholin (Web development) (until June 2019)

Mr Benjamin Danet (User support)

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 2018–2019 the achievements of the SSR team 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 continued to spearhead 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 enhanced automated eWorkflow environment based on SharePoint aims to further increase efficiency, accelerate clearance procedures, and reduce administrative burden across the Agency. IARC's reporting tools have been further improved through the launch of an automated Business Intelligence (BI) solution, which enables close-to-real-time reporting of fund status, human resources statistics, procurement statistics, and asset information. Complemented by an innovative IARC Management Dashboard, the BI solution has further strengthened the monitoring and oversight capacity of 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 headquarters building in Lyon: the Nouveau Centre. In May 2016, the public tender for a combined design–build project was launched by the Métropole de Lyon. In January 2018, the contract was awarded to the design–build team presenting the offer with the best value for money. IARC has actively participated in the

assessment, shortlisting, and decision-making process, and is also part of the expert panel providing input on design. The design studies were under development between January 2018 and September 2019. Work will start in 2020, and the new building is scheduled to be inaugurated in 2022. Alongside working towards the construction of IARC's future premises, SSR continued to ensure that IARC's scientific activities were not interrupted for more than a couple of days 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. With regard to the escalating international terrorist threat, and specifically events in France during 2018–2019, significant efforts have also been made towards reinforcing IARC's security measures and response capacity.

The IARC Specific Guide on Engagement with Non-State Actors was developed to provide clear operational guidance, complementing the implementation of the WHO Framework of Engagement with Non-State Actors (FENSA) at the Agency. SSR continued to support the

Aerial view of the future IARC Nouveau Centre. © ART & BUILD, architect s.a.



Director in efforts to mobilize additional external financial resources to deliver the approved programme of work, in line with the IARC Medium-Term Strategy for 2016–2020. These included work on funder intelligence, monitoring of funding opportunities, and outreach before the transfer of the Resource Mobilization Office to the Office of the Director in March 2019.

SSR continues to ensure effective management of IARC accounts, retaining compliance with the International Public Sector Accounting Standards (IPSAS), validated by WHO external auditors on an annual basis.

Several measures were implemented aimed at maximizing the professional and personal potential of personnel and fostering a work environment that supports collaboration and excellence. The revised IARC Learning and

Development Framework comprises innovative approaches to ensure that IARC personnel are equipped with the required competencies to meet the current and evolving objectives and needs of the Agency. In light of budget constraints, face-to-face training sessions were complemented with online courses and novel group-based learning methods. Furthermore, a learning credit approach is being piloted over a 2-year period with the aim of encouraging and recognizing the participation of all personnel in formal and informal learning activities that strengthen and develop leadership, performance, and team and/or group management skills.

During the second part of the biennium, the Quality of Work Life (QWL) at IARC work plan was developed and launched. The plan aims to ensure and promote the following four pillars of QWL at the Agency: (i) a respectful and harmonious

environment; (ii) opportunities for growth and development; (iii) well-being and a work–life balance; and (iv) a culture of collaboration and teamwork (team and performance management). The work plan is being implemented by SSR in collaboration with the Staff Association Committee (SAC) and the Early Career Scientists Association (ECSA) to ensure harmonization of various Agency-wide initiatives contributing to QWL.

SSR remains committed to the principle of continuous quality improvement, striving to further enhance the Agency's processes and support services, inter alia by collecting feedback through regular service surveys. 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.