

SECTION OF SUPPORT TO RESEARCH (SSR)

OFFICE OF DIRECTOR OF ADMINISTRATION AND FINANCE

Director of administration and finance

Mr David Allen

Administrative officer

Ms Virginie Vocanson

Assistant (Documents)

Ms Agnès Meneghel

Secretary

Ms Anne-Magali Maillol

ADMINISTRATIVE SERVICES OFFICE

Administrative services officer

Ms Elisabeth Françon

Administrative assistant

Ms Sophie Servat

Assistants (Procurement)

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 José Cardia Lima (Technician) (until October 2014)

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)

Mr Ludovic Ripert (Storekeeper) (until October 2014)

Ms Séverine Sarboni (Reception)

GRANTS, 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)

Mr Pascal Binet

Ms Laurence Piau

Ms Adèle Séguret

Ms Christine Abou-Rizk (Temporary)

Assistants (Resource mobilization)

Ms Nathalie Lamandé

Ms Claire Salignat

Secretary

Ms Lobna Boulegroun

Support staff

Ms Belinda Annibaldi (Finance)

(Temporary) (until December 2014)

HUMAN RESOURCES OFFICE

Human resources officer

Ms Dina D'Amico

Assistants (Human resources)

Ms Catherine Bassompierre

Ms Isabelle Battaglia

(until December 2014)

Ms Maud Bessenay

Ms Julianna Soos (Training) (Temporary)

Secretary

Ms Sophie Sibert

Central Secretarial Services (CSS)

Ms Dominique Bouchard

Ms Nandini Deleu

Ms Marieke Dusenberg

Ms Carole Lastricani (until August 2014)

Staff physician

Dr Michel Baduraux (until April 2014)

Dr Pierre-Olivier Dondoglio

Secretary to IARC Staff Association Committee and Staff physician

Ms Isabelle Poncet

Relocation assistant

Ms Christine Astier

Consultant

Mr Rommel Arca (Training)

(until February 2015)

INFORMATION TECHNOLOGY SERVICES

System analyst

Mr Philippe Damiecki

IT officers

Mr Philippe Boutarin

Mr Christopher Jack

Assistants (Informatics)

Ms Lucile Alteyrac

Mr Nicolas Tardy

Support staff

Mr Sébastien Agathe (Informatics technician)

Mr Rémi Valette (SharePoint and .Net developer) (Temporary)

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 IARC's capacity.

The Section is made up of specialized administrative units that manage and provide services intrinsic to the successful implementation of IARC's scientific programme in the areas of: Resource Mobilization, Budget, and Finance; Human Resources; Procurement, Conference, Office Administration, and Buildings; and Information and Communications Technology. SSR ensures that the Agency's activities uphold 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 2014–2015 the SSR team's achievements in five 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 introduction of a new IARC intranet, with the aim of providing more complete and accessible information on the workings of the Agency. As part of this major project, a review of IARC's key administrative processes was carried out, resulting in the issuance of updated and new policies and procedures organized in a modern electronic interface for ease of use. In the continued effort towards streamlining, the re-engineered processes are being automated to increase efficiency and reduce workload across the Agency.

Notable progress was made with our host country's agreement to build a new IARC building and the commitment for the corresponding funding. During the biennium, IARC was fully engaged in the preparation of complete detailed specifications setting forth the anticipated requirements over the next 25 years, with highly appreciated support from Scientific Council members with recent experience in similar projects. Alongside looking at the future "Nouveau Centre", SSR

continued to ensure that IARC's scientific activities were not interrupted by the continued technical failings experienced in the current premises. In view of several incidents with various degrees of severity, a formal IARC Business Continuity Plan is now 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 2014–2015, enhanced understandings were reached with local authorities and several investments were made towards heightening IARC's security measures.

In parallel with the preparation of the IARC Medium-Term Strategy for 2016–2020, major efforts were made towards ensuring full funding of the ambitious goals set forth in the document. Most importantly for current and potential donors, SSR continues to ensure effective management of resources entrusted to IARC, as consistently recognized by the WHO external auditors. To better communicate how the ongoing activities at the Agency contribute to the overall strategic goals, the IARC Project Tree was introduced as a framework for the 2016–2017 budget



approved by the Governing Council, and several investments were made to enhance support to project management and reporting to improve the visibility of the efficiency and effectiveness of our projects. The enhancement of the IARC enterprise resource planning (ERP) system to render it compatible with the International Public Sector Accounting Standards (IPSAS) will further support transparency, effective oversight, and financial reporting.

Several made-to-measure and sustainable programmes aimed at enhancing staff development, motivation, and productivity were put in place. Principal among these is the IARC Learning and Development Framework, which sets forth an innovative means to ensure that IARC staff members are equipped

with the right competencies to meet the current and future needs of the Agency within the limited resources available. Efforts continue towards supporting IARC supervisors in carrying out their staff management functions through discussion sessions and targeted training, and an electronic platform to manage the yearly performance management and development process was implemented. In addition, the restructuring of several Groups within the Agency was supported in efforts to ensure alignment within the context of continuously evolving scientific and operational expectations.

The new IARC intranet was the first project implemented at IARC on the Microsoft SharePoint platform, introduced with the purpose of more

effectively managing and sharing knowledge across the Agency and with collaborators. Subsequent projects have introduced templates to capture and facilitate different types of collaborations within the Agency and with external collaborators. This is an exciting new area, which will continue in the next biennium with the implementation of modern document retention and management tools across IARC.

SSR strives to continually improve the Agency's processes and support services 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.