



**CENTRE DE RECHERCHE
DES CORDELIERS**

15 rue de l'École de Médecine 75006 Paris
www.crcordeliers.fr

December 2023

**WELCOME BOOKLET
CENTRE DE RECHERCHE DES CORDELIERS**

Introduction

The mixed research unit U1138 - Cordeliers Research Center created in January 2014, is placed under the triple supervision of Inserm, Sorbonne University and Université Paris Cité, with the participation of CNRS and AP-HP. It is directed by Jessica Zucman-Rossi since January 2019.

It brings together 16 research teams on the Cordeliers Campus in which more than 550 people, researchers, biologists, clinicians, engineers and technicians, PhD students, post-docs and trainees work with a common objective: to reinforce scientific excellence and synergies around a multidisciplinary research activity in oncology, immunotherapy, pathophysiology, genomics, bioinformatics and medical ethics.

High-performance tools for imaging, genomics, cell culture, functional exploration and bioinformatics are available to researchers in the Center's technological platforms. These platforms are certified ISO 9001 and NFX 50-900. They are open to the entire scientific community.

The CRC is located on the Campus des Cordeliers, a support service of Sorbonne University that provides services and resources to the various units located on the site.

This welcome booklet will help you take up your position.

The General Secretariat located in Bat B, 2nd floor elevated is at your disposal.

Catherine d'Astier, Secretary General

Catherine.dastier@inserm.fr

01 44 27 64 53 – 06 08 23 91 60



Campus des Cordeliers – Location of CRC teams, platforms and administration



CENTRE DE RECHERCHE DES CORDELIERS

Localisation
des équipes,
des plateformes,
et de l'administration.

CRC EQUIPES:

Escalier (A) :

- 25 C. DESDOUETS 1^{er} étage
- 11 G. KROEMER 2^{ème} étage
- 28 J. ZUCMAN-ROSSI 1^{er} étage

Escalier (A²) :

- 26 P. LAURENT-PUIG RDC

Escalier (B) :

- 17 F. BEHAR-COHEN 2^{ème} droite
- 12 M. ARTHUR 3^{ème} gauche

Escalier (D) :

- 22 S. ZOHAR 1^{er} étage

Escalier (E) :

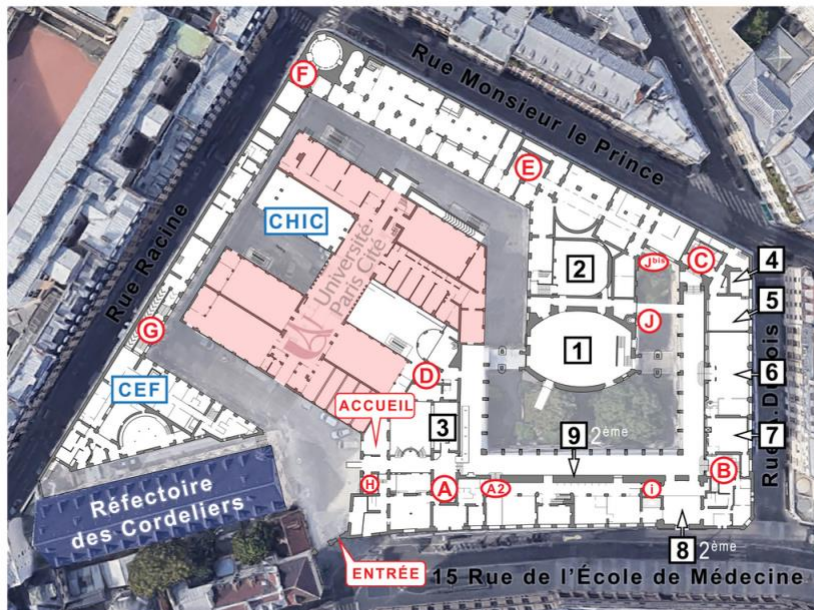
- 05 A. BERDAL 2^{ème} gauche
- 08 F. FOUFELLE 3^{ème} gauche
- 24 S. COLNOT 1^{er} droite
- 13 I. CREMER 3^{ème} droite
- 15 J. GALON 3^{ème} droite
- 16 S. LACROIX-DESMAZES 4^{ème} droite
- 19 S. SUSIN 2^{ème} droite

Escalier (F) :

- 27 MF. MAMZER 2^{ème} Mezzanine

Escalier (J) bis :

- 03 G. CRAMBERT RDC



ACCÈS CAMPUS:

- ACCÈS VISITEUR:**
15, Rue de l'École de Médecine
- ACCÈS LIVRAISON:**
15, Rue de l'École de Médecine
- ACCÈS PARKING:**
Parking Saemes
21, Rue de l'École de Médecine

(E) Escaliers

■ Bâtiment en surélévation

CRC PLATEFORMES:

- CEF** Centre d'explorations fonctionnelles Esc (G) RDC & 1^{er} étage
- CGB** Plateau Technique de Génotypage Esc (F) 2^{ème} étage
- CHIC** Centre Histologie Imagerie Cytométrie RDC bât. surélévation
- OPS** Plateforme OncoPhénoScreen Esc (A) 2^{ème} étage
- L2** Esc. (F) 2^{ème} étage
- L3** Esc. (E) 2^{ème} étage

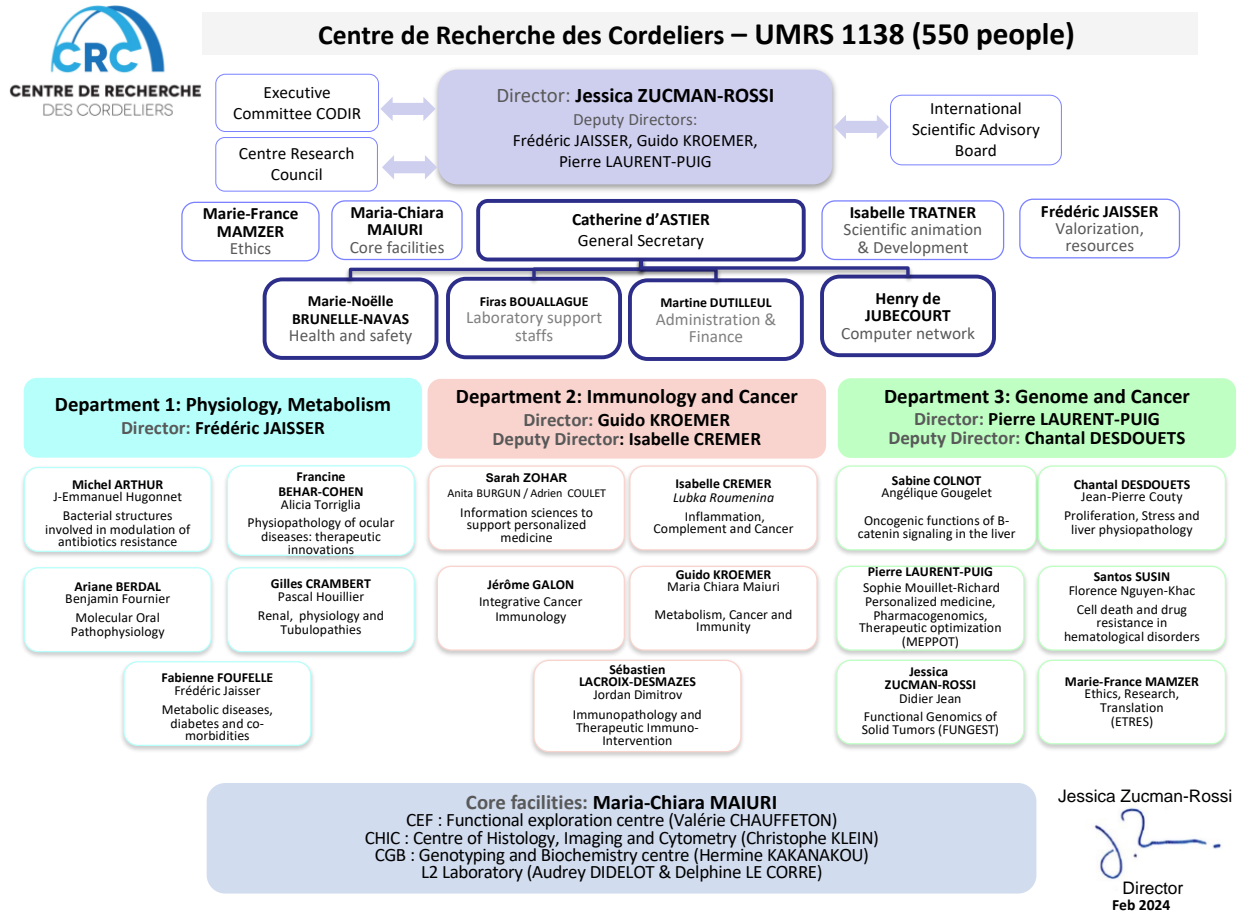
CRC ADMINISTRATION:

- CRC** Secrétariat général & communication Esc. (B) 2^{ème} mezzanine
- CRC** Pôle gestion Esc. (C) 1^{er} étage & Esc. (A) RDC

SALLES & AMPHITHEATRES:

- RDC (accès PMR)**
- 1 Amphithéâtre Farabeuf
- 2 Amphithéâtre Bilski-Pasquier
- RDC (accès 1er sous-sol)**
- 3 Salle Danton
- RDC accès par Escaliers (C)**
- 4 Salle de réunion
- 5 Salle des thèses
- RDC entre Escaliers (B & C)**
- 6 Salle Marie Curie
- 7 Salle Club
- 2^{ème} étage accès par Esc. (B)**
- 8 Amphithéâtre G. Roussy
- 9 Salle Pérec

CRC Organigram - Research teams, platforms and services



Your first steps

- You must approach your **team manager** and provide a copy of your employment contract or internship agreement.

He/she will register you in the GoogleSheet Team and guide you in your new position.

You must then contact the prevention assistant (PA) of your team and agree on an appointment for the regulatory reception of occupational risks in your laboratory. During this meeting, you will be given your certificate of training in awareness of the risks in the laboratory, which is necessary in order to be authorized to work shifts or in conditions of isolated workers (see

below). If you have not followed this regulatory and compulsory training, the prevention assistant will register you for the Neo training.

NEO is a pedagogical platform with different modules, which allows newcomers to be trained in safety and risk prevention (prevention module, chemical risk, biological risk and fire risk). At the end of the training course (lasting about 1 hour), a certificate is issued and signed by the Director of UMRS 1138, Jessica Zucman-Rossi.

<https://neo.inserm.fr>

For more information, please contact your team's prevention assistant or the CRC Prevention Officer, Marie-Noelle Navas.

- Access to the buildings is by means of a personal badge, a key or an access code given to you by your manager
For access to the Cordelier Campus before 7:00 am and after 7:00 pm or on weekends and holidays 24 hours a day, you must request authorization from your team's PA, who will collect the NEO training certificate, make the registration and request authorization to work shifts. A swipe card will then be issued by the campus administration. This card will also give you access to the CHIC, the Danton room and the nitrogen room (ground floor, E floor).

NB: Any person who works outside of working hours is considered a lone worker. Isolated work must be occasional and justified by an obligation of continuity of activity and not by an organizational problem. It is subject to the rules specified in the Prevention Guide.

Your email addresses

- **Apply to Isabelle TRATNER to be listed in the CRC website directory** (isabelle.tratner@upmc.fr) and fill the form: <https://docs.google.com/forms/d/e/1FAIpQLScrulBldnhN1mVKKW5Bzgea8zOHYMYfYxKN9oII52FnCsaNjg/viewform>

Provide: name, first name, name of your lab/platform/department, email address, status (student, post-doc, researcher, technician, etc...)

You will receive a login and password that will allow you to (1) access CRC intranet resources such as platform reservations, meeting rooms, (2) complete/edit your profile (required).

- **Your email addresses:**
 - a) Send a request for a Sorbonne University email address to Catherine d'ASTIER (catherine.dastier@inserm.fr)

This address will allow you to access the intranet of the CRC website and to use the resources of the scientific platforms. It will also allow you to connect to the WIFI through Eduroam.

To check your SU emails: <https://zcs.sorbonne-universite.fr/>

Hotline SU (telephony and mail problems...) :

<https://hotline.sorbonne-universite.fr/plugins/portail/front/portail.php>

b) An Inserm mail address can be requested via the following site:

<https://www.sirene.inserm.fr/formulaire/form/inscription>

This address is essential to connect to InsermBiblio (<https://insermbiblio.inist.fr/>) and to the Inserm Sirène site for training requests (agents from all supervisory entities) and vacation requests (agents paid by Inserm) (<https://www.sirene.inserm.fr>)

For information and for any request to reset an Inserm account, requests should be sent to: support.dsi@inserm.fr / Phone: 01 44 23 67 89

For more information: <https://pro.inserm.fr/rubriques/services-et-supports-informatiques/mon-mot-de-passe-inserm>

> **To consult your Inserm mails, connect to:** <https://mail.inserm.fr/>

Scientific life of the unit and Communication

- Find all the information about the CRC on the website www.crcordeliers.fr/
- Several highlights of the unit's scientific life include: weekly seminars, technical workshops, the Center's scientific day... and the reception of schoolchildren and the general public during the Fête de la science, or of high school students within the framework of the Apprentice Researchers program throughout the year.
- Inform the communication service of your achievements in order to promote them: publications, thesis defenses, HDR, prizes, funding, etc.
- A weekly newsletter is published: you can propose information of interest to the whole CRC community
- You can make requests for reagents or materials within the CRC. Send your request to: sciences-crc@listes.sorbonne-universite.fr (subject to moderator)

> Follow the CRC on **Twitter** (@CRCordeliers) and **LinkedIn** (Centre de Recherche des Cordeliers)

Useful contacts

Direction CRC et Secrétariat général			
Jessica ZUCMAN-ROSSI	Director	jessica.zucman-rossi@inserm.fr	06 01 07 78 75
Catherine D'ASTIER	Secretary General	catherine.dastier@inserm.fr	01 44 27 64 53 06 08 23 91 60
Marie-Noelle NAVAS	Prevention Officer	marie-noelle.navas@inserm.fr	01 44 27 90 42 07 63 99 50 32
Martine DUTILLEUL	Finance & HR Manager	martine.dutilleul@u-paris.fr	01 44 27 64 22
Isabelle TRATNER	Director of Communication	isabelle.tratner@upmc.fr	01 44 27 64 17
Gestionnaires			
Dalila HAKER	Team Crambert Team Colnot	dalila.haker@crc.jussieu.fr	01 44 27 50 03
Isabelle RICARD	Team Zohar / Behar-Cohen	isabelle.ricard@crc.jussieu.fr	01 44 27 64 85
Shu KOVATS	Team Berdal / Foufelle	shu-chiung.kovats@crc.jussieu.fr	01 44 27 55 89
Lucia RUSSO	Team Desdouets / Zucman-Rossi	Lucia.russo@sorbonne-universite.fr	01 44 27 64 37
Esther PEROUMAL	Direction & Team support Esc A	esther.peroumal@crc.jussieu.fr	01 44 27 54 20
Arlette OUMAR-MALEPOU	Team Cremer / Galon	arlette.malepou@sorbonne-universite.fr	01 44 27 44 96
Fatou SARR	Team Arthur/ Susin/ Lacroix- Desmazes	fatou.sarr@sorbonne-universite.fr	01 44 27 91 00
Pascale MAZOYER	Team Laurent-Puig / Mamzer	pascale.mazoyer@parisdescartes.fr	01 44 27 54 20
Mehdi BENNACI	Team Kroemer / Coordination / Platforms	mehdi.bennaci@inserm.fr	01 44 27 76 67
Alieddine GHOBRIINI	Direction	alieddine.ghobrini@sorbonne-universite.fr	01 44 27 64 37
Campus des Cordeliers			

Marie DONATIEN	Manager	marie.donatien@sorbonne-universite.fr	01 44 27 68 90 06 10 84 59 46
	Reception Desk		01 44 27 68 96
To request access to the campus with a parking		https://lime3-app3.sorbonne-universite.fr/index.php/389833?lang=fr	
To request a technical intervention		https://lime3-app3.sorbonne-universite.fr/index.php/764465?lang=fr	
To request a reservation for a classroom or a meeting		https://lime3-app3.sorbonne-universite.fr/index.php/218321?lang=fr	

What to do in case of an accident at work, on the way to work?

In order to be recognized, all work-related accidents must be reported according to a specific procedure using the employer's forms. In the case of certain accidents, the work doctor ensures a specific medical follow-up as in the case of blood exposure accidents. Do not give your "carte vitale" to pay for the care resulting from an accident at work.

Any accident (at work or on the way to work) must be declared to your employer within 48 hours.

The various employer forms are available upon request from CRC Management or on the CRC intranet, under Occupational Health and Safety, "Workplace Accident Reporting" tab.

Do not forget to mention any accident in the Health and Safety Register

> **CRC intranet site:** <https://www.crcordeliers.fr/extranet/accueil-extranet/> and go to the "Occupational Health and Safety" folder

Coordonnées des médecins du travail

Personnel INSERM

Médecine du travail de la Délégation Régionale IDF Paris Centre Est:

Docteur Aurélie Rousselet: aurelie.rousselet@inserm.fr

Demande de RDV pour une visite médicale : medprev.idf@inserm.fr; Tel: [01.49.28.46.57](tel:01.49.28.46.57)

Personnel Sorbonne Université / CNRS

Service Médecine de prévention: smp@sorbonne-universite.fr

Accueil: de 8h30 à 17h30, du lundi au vendredi. Tel: 01 44 27 76 20

Campus Pierre et Marie Curie, Barre 55-56 niveau Jussieu

Infirmières santé au travail: 01 44 27 23 07

Demande de RDV pour une visite médicale: 01 44 27 39 33

Si votre appel n'aboutit pas, c'est que la ligne est déjà occupée. N'hésitez pas à rappeler ou à laisser un mail avec votre numéro de téléphone, sur la boîte infirmierie@sorbonne-universite.fr, les infirmières vous rappelleront dans les plus bref délais.

Pour des raisons d'organisation de service, si vous êtes dans l'impossibilité de vous rendre à la visite médicale, veuillez prévenir le service au numéro suivant : 01 44 27 39 33.

Personnel Université Paris Cité

Médecins du travail Campus Saint-Germain des Prés:

Docteur Mireille Podchlebnik : mireille.podchlebnik@u-paris.fr (ex Diderot)

Docteur Laurent Zavidovique : laurent.zavidovique@u-paris.fr

Pour une demande de rendez-vous, merci de contacter :

Madame Lydia Amphiarus : lydia.amphiarus@u-paris.fr

ou Madame Wided Marzouk : wided.lajili@u-paris.fr