


ANNEX 1

PRESENTATION OF THE UNIT

Title of the Unit / Unit Code / Location	Laboratory of Translational Imaging In Oncology – U1288 LITO Centre de Recherche - Bâtiment 101B - 110, rue Henri Becquerel 91401 ORSAY Cedex
Date of creation of the Unit/Renewal	01/01/2020
the Director/ the Research Unit Director	Mrs Irène Buvat
Name of Assistant Research Unit Director <i>If existing</i>	n/a
Assistant Director's Mission (3 lines)	n/a
Scientific description/ Themes (5 lines)	<p>The laboratory of Translational Imaging in Oncology (LITO) is organized in two research groups with complementary activities:</p> <p>The Biomarkers for Phenotype Imaging group develops and evaluates novel radiotracers and new molecular and functional imaging protocols, using Positron Emission Tomography (PET), Magnetic Resonance (MR), and Ultrasound Imaging (US) for cancer applications.</p> <p>The Integrated Radiomics for Precision Medicine group develops original quantification and image analysis methods, including Artificial Intelligence approaches, to extract the most precise and comprehensive information from medical images. This group also combines the imaging features with other types of data (clinical, biological, pathological, etc) to assist decision support.</p>
Guardianship	INSERM / Institut Curie / PSL
Names of the teams and the Manager	<p>Group 1 – New Biomarkers for Phenotype Imaging: BIP (18 members)</p> <p>Group 2 – Radiomics for precision medicine: RIM (23 members)</p>
Delegation of signature of the Director of the Unit and scope	Frédérique Frouin, for contracts of interns managed by Inserm

Names of the members of the Laboratory Board By body	<p>Elected members (at least 51% of the Unit Board, i.e. at least 5 people), divided into 3 colleges:</p> <p>- College 1: 1 member representing permanent EPST (=Inserm and CNRS) researchers in the Unit + 1 alternate: Fanny Orlhac and Carole Thomas (alternate) 1 member representing the Unit's PH (MD and PharmD) + 1 alternate: Marie Luporsi, Hervé Brisse (alternate), Laurence Champion (alternate)</p> <p>- College 2: 2 members representing the unit's ITAs (PhD research engineers, non-PhD engineers, technicians, administrative staff) + 1 alternate: Christophe Nioche, Claire Provost, Kevan Rezai (alternate)</p> <p>- College 3: 1 member representing the Unit's non-permanent staff, including at least 1 doctoral student + 1 alternate: Julie Auriac, Juliette Dindart (alternate)</p> <p>Appointed members (College 4): 4 people The Director: Irène Buvat Group Leaders : Nina Jehanno et Frédérique Frouin The Prevention Assistant : Frédérique Frouin The competent person in radiation protection: Romuald Pain for RadExp.</p>
Prevention Assistant (PA)	- Frédérique Frouin
Competent person in radiation protection (PCR) or Referent	- Romuald Pain (RadeXp)
Laser safety referent <i>If necessary</i>	- n/a
L2/L3 Referent(s) <i>Specify the room</i>	Frédéric Pouzoulet (RadeXp)
Workshop manager <i>If existing</i>	n/a
Unit Training Correspondent	- Frédérique Frouin
<i>Line</i> <i>To be added according to the Unit</i>	
Date of submission of the Rules of Procedure to the Laboratory Board	4 july 2023
Date and signature of the Director/Unit Manager	4 july 2023 

ANNEX 2

FUNCTIONAL ORGANIZATION CHART OF THE UNIT

Organizational Chart on June 01, 2023

(Total 42 members: 26 permanent members)

Director - LITO U1288

BUVAT Irène (BIP Group Leader) Research Director (DRCE) - HDR CNRS

Group – NEW BIOMARKERS FOR PHENOTYPE IMAGING: BIP (18 members)

THOMAS Carole	Research Scientist (CRCN) - HDR	Inserm
DE MARZI Ludovic	Research Engineer (IR)	Curie
HUGUET Samuel	Research Engineer (IR)	Curie
POUZOLET Frédéric	Research Engineer (IR)	Curie
PROVOST Claire	Research Engineer (IR)	Curie
REZAÏ Keyvan	Research Engineer (IR)	Curie
CREHANGE Gilles	Professor practitioner (PUPH)	UVSQ
CHAMPION Laurence	Hospital Practitioner (PH)	Curie
HUCHET Virginie	Hospital Practitioner (PH)	Curie
JEHANNO Nina	Hospital Practitioner (PH)	Curie
LUPORSI Marie	Hospital Practitioner (PH)	Curie
MALAISE Denis	Hospital Practitioner (PH)	Curie
MAMMAR Hamid	Hospital Practitioner (PH)	Curie
SEBAN Romain David	Hospital Practitioner (PH)	Curie
TISSOT Hubert	Hospital Practitioner (PH)	Curie
FOUQUE Julien	Pharmacist (PharmD)	Curie
MADAR Olivier	Pharmacist (PharmD)	Curie
SITARZ Mateusz Krysztof	Postdoctoral Researcher (PhD) - <u>CDD</u>	Curie

Group - RADIOMICS FOR PRECISION MEDICINE: RIM (23 members)

FROUIN Frédérique (Group Leader)	Research Scientist (CRHC) - HDR	Inserm
ORLHAC Fanny	Research Scientist (CRCN)	Inserm
HOVHANNISYAN Narinée	Research Engineer (IR) - <u>CDD</u>	Curie
NIOCHE Christophe	Research Engineer (IR)	Inserm
DIAKITE Adam	Engineer (IECN) - <u>CDD</u>	Curie
FOKEM FOSSO Hornella	Engineer (IECN) - <u>CDD</u>	Curie
BRISSE Hervé	Hospital Practitioner (PH)	Curie
MALHAIRE Caroline	Hospital Practitioner (PH)	Curie
RAMTOHUL Toulis	Hospital Practitioner (PH)	Curie

SERVOIS Vincent	Hospital Practitioner (PH)	Curie
GIRUM Kibrom WOFF Erwin	Postdoctoral Researcher (PhD) - <u>CDD</u> Postdoctoral Visitor Institut Jules Bordet	Curie
AURIAC Julie BEDDOK Arnaud BUI Trung Kien CAPTIER Nicolas	PhD Student Univ. Paris Saclay (1 st year) PhD Student Visitor PhD Student Univ. Paris Saclay (1 st year) PhD Student Univ. PSL (3 rd year)	Curie (<i>ANR</i>) Curie (<i>ANR</i>) Curie (<i>PRAIRIE</i>)
DINDART Juliette REBAUD Louis RONGA Maria-Grazia	PhD Student Univ. Paris Saclay (1 st year) PhD Student Univ. Paris Saclay (3 rd year) PhD Student Univ. Paris Saclay (3 rd year)	Univ.Paris-Saclay (<i>Ministère</i>) Siemens (<i>CIFRE</i>) Thalès (<i>CIFRE</i>)
COMTE Victor DROGUET Mathilde NICAISE Benjamin OURAHOU Mohamed	Master 2 Student Université Grenoble Alpes Master 2 Student Effrei Paris Master 2 Student UPSaclay Master 2 Student INSEA school Rabat	

ANNEX 3

SPECIFIC ORGANIZATION OF THE UNIT

Methods of implementation, composition and operation of the Research Unit

1. The Unit Board

1.1 Composition

Elected members (at least 51% of the Unit Board, i.e. at least 5 people), divided into 3 colleges:

- College 1:

- 1 member representing permanent EPST (=Inserm and CNRS) researchers in the Unit + 1 alternate: Fanny Orlhac and Carole Thomas (alternate)
- 1 member representing the Unit's PH (MD and PharmD) + 1 alternate: Marie Luporsi, Hervé Brisse (alternate), Laurence Champion (alternate)

- College 2 :

- 2 members representing the unit's ITAs (PhD research engineers, non-PhD engineers, technicians, administrative staff) + 1 alternate: Christophe Nioche, Claire Provost, Kevan Rezai (alternate)

- College 3 :

- 1 member representing the Unit's non-permanent staff, including at least 1 doctoral student + 1 alternate: Julie Auriac, Juliette Dindart (alternate)

Appointed members (College 4): 4 people

- The Director: Irène Buvat
- Group Leaders: Nina Jehanno et Frédérique Frouin
- The Prevention Assistant: Frédérique Frouin
- The competent person in radiation protection: Romuald Pain for RadeXp.

The term of office of the members of the Unit Board corresponds to that of the Unit, except for College 3 where replacements will be necessary during the term of office

1.2 Responsibilities of the Unit Board members

In application of the decision of the Inserm's President-Director General relating to Inserm's research units and other formations, the opinion of the Unit Board is obligatorily required in the following matters:

- Writing the unit's activity reports;
- Scientific and budgetary policy and allocation of resources;
- The composition and internal organization of the unit;
- Recruitment of contractual and permanent staff;
- Proposals for the establishment of newly recruited staff at the end of their probationary period;

- The evolution of the unit at the end of its life;
- Plans to merge with other research programs;
- Choices in terms of promotion, information and training;
- Proposals for further training;
- Issues relating to working conditions, health and safety at work;
- Applying the rules of ethics and integrity and the collective rules of discipline;
- Replacement or renewal of the unit director during the life of the unit.

The Unit Board may also be consulted on any other matter relating to the life of the Unit.

1.3. How the Unit Board works

- The Unit Board meetings are chaired by the unit director or, where appropriate, by the deputy director.
- The Unit Board must be able to meet as and when necessary, and at least three (3) times a year during working hours, when convened by its Chairman, either at his initiative, or at the request of the majority of Board members.
- Unit Board meeting dates are sent to members at least 15 days before the scheduled date of the meeting, together with the agenda and related documents.
- The Chairman sets the agenda for each meeting. All matters falling within the remit of the Unit Board which are requested in writing to the Chairman by at least 10% of the members of the Board shall be added to the agenda.
- If the full member is present, the alternate member may, with the full member's agreement, attend meetings, but will not be entitled to vote.
- The Unit Board shall meet validly if at least half of its members are present or represented. If a member of the Unit Board is absent or prevented from attending a meeting, he or she may be represented by his or her alternate, who may sit with voting rights. If the full member is present, and subject to his/her agreement, the alternate may take part in meetings without the right to vote.
- The Chair, on his or her own initiative or at the request of one of the members of the Unit Board sent to the Chair of the Board at least eight (8) days before the meeting is due to take place, may convene experts, from among or outside the staff of the unit, to be heard on a point on the agenda. Experts have a consultative vote and are not counted in the quorum.
- Opinions of the Unit Board are adopted by a majority of its members present or represented. Each member has one vote of equal value. In the event of a tie, the Chairman has the casting vote.
- Minutes must be taken of the meetings of the Unit Board. They shall be drawn up within fifteen (15) days of the meeting by the Chairman or any other person appointed by him for this purpose. The minutes must be validated by the members of the Unit Board. To do this, they are sent to the members for their opinion, who have a period of fifteen (15) days from the date of receipt of the draft to make their observations. In the absence of a response by the end of this period, their agreement to the terms of the minutes will be deemed to have been reached. The minutes are finally adopted within five (5) weeks of the date of the meeting.

2. General Assembly

The General Assembly includes all the staff of the unit. It is convened on the initiative of the unit director at least once a year.

3. Financial resources of the Unit and budget execution

The financial resources of the Unit consist of three components :

- The Inserm contribution, which is fixed and set for the 5-year duration of the Unit contract.
- The Institut Curie contribution, which is revisited every year based on the number of staff present in the Unit and external contracts that have been obtained in the two previous years.
- The external contracts obtained through academic grants, calls for funding by academic bodies, national and international calls, and support by private companies.

The yearly budget is presented every year during the General Assembly, and the status of expenses is explicitly presented at each Unit Board meeting. Any expense exceeding 5,000 euros has to be approved by the Unit Board before being incurred.

LIST OF REGULATIONS, REFERENCE CHARTERS AND DECISIONS

Institut Curie Research Center

1. Decision of the bodies creating, renewing, merging the Unit (JO)
2. Agreement between the partners (Management of the Research Center)
3. Agreement on working time at the Institut Curie Research Center (Intranet)
4. Regulations on the status of Institut Curie Research Center personnel (Intranet)
5. Institut Curie Research Center internal rules (Intranet)
6. Telework agreement at the Institut Curie Research Center (Intranet)
7. Note on isolated work (Intranet)
8. Computer charter (Intranet)
9. Charter for information systems (Intranet)

Public services - Trusteeships

Documents freely available on the internet

10. Law n° 83-634 of July 13, 1983 on the rights and obligations of civil servants
11. Law no. 84-16 of January 11, 1984 on the statutory provisions relating to the civil service of the State
12. Decree n°84-972 of October 26, 1984 concerning annual leave for State employees
13. Decree no. 2000-815 of August 25, 2000 on the organization and reduction of working hours in the State civil service and in the judiciary
14. Decree of January 15, 2002 implementing decree no. 2000-815 of August 25, 2000 and relating to the organization of work in the decentralized services and establishments of the Ministry of National Education
15. Ministerial decree of July 28, 2004, implementing decree no. 2002-634 of April 29, 2002, on the creation of a time savings account in the State civil service, in the decentralized services and establishments under the authority of the Ministry of National Education and in the establishments under the authority of the Ministry of Higher Education
16. Order of August 28, 2009 for the application of decree no. 2002-634 of April 29, 2002, as amended, creating a time savings account in the State civil service and in the judiciary
17. Circular n° 2019-144 of September 24, 2019 (National Education, MENJ-MESRI-DGRH C1-2)
18. Guide to public purchasing (June 2020) on the organization of purchases and the rules of public ordering
19. Instructions Nr 122942DAJ concerning occupational health and safety at CNRS
20. Decree No. 2012-571 of April 24, 2012 on health, safety and working conditions committees in public higher education institutions under the authority of the minister in charge of higher education
21. National Charter of Ethics for the Research Profession (CNRS - January 2015 - Ratification 2019)
22. Fight against harassment - Procedure CNRS - Circular on the treatment of sexual harassment situations in the workplace (revised July 2022)
23. Charter on secularism in schools (MENJ - Circular n° 2013-144 of September 6, 2013)
24. Information Systems Security Policy (ISSP) at the CNRS
25. Instruction n° DAF-DPACI-RES-2007-002 of January 15, 2007 concerning the treatment and conservation of the archives of CNRS delegations and Research Units

Documents reserved for the collaborators of the Trusteeships

- 26. Agreements on telework of the supervisory authorities (CNRS, INSERM, Paris Sorbonne University, Paris-Saclay Unit, University of Paris)
- 27. Note on travel to countries at risk (CNRS)
- 28. Instructions on exceptional leave of absence and CNRS service facilities of June 18, 2012
- 29. Decision approving the CNRS information systems security charter DEC133249DAJ
- 30. <https://intranet.cnrs.fr/>
- 31. <https://pro.inserm.fr/>