

Ph.D. student Handbook 2022

Let's start the Ph.D. thesis with confidence...

Association CEA des Thésard.e.s d'Île-de-France (ACTIF)



Contents

1	Welcome to the CEA!	1
1.1	CEA, in short	2
1.2	CEA's four main missions	2
1.3	CEA's acronyms	3
2	ACTIF	5
2.1	ACTIF committee	5
2.2	ACTIF events	6
2.3	Participate in ACTIF events	6
3	A Ph.D. thesis at the CEA	7
3.1	Useful sheets	7
3.2	Doctoral School	7
3.3	(Re-)Enrollment for Ph.D. thesis	7
3.3.1	Enrollment for the first year with ADUM	7
3.3.2	Re-enrollment	9
3.3.3	Student card	9
3.4	Administrative procedures and information for people based in Saclay	10
3.4.1	Renewal of access badge to CEA centers	10
3.4.2	Borrow a car	10
3.4.3	Access to email outside of outlook	10
3.4.4	Remote Storage Space	10
3.5	Scientific library and archives of the CEA	10
3.5.1	IST, support for research	10
3.5.2	Services offered by the library	11
3.5.3	Services offered by the archives	11
3.5.4	Open Science	11
3.6	Annual report	12
3.7	Research papers, defense and manuscrit	12
3.8	Missions	13
3.8.1	Before the mission	13
3.8.2	During the mission	14
3.8.3	After the mission	14
3.8.4	Allowances for mission	14
3.9	Additional training and support for professional integration	14
3.9.1	The action of the INSTN	14
3.9.2	Bernard Gregory Association	15
3.9.3	Academic training	15

3.10 Teaching vacations	15
3.11 How to get help in case of a problem	16
4 Arrival at the CEA	17
4.1 First steps at the CEA	17
4.2 Additional arrival procedure according to the home centre	18
4.2.1 Nano-Innov	18
4.2.2 Information on the training "Safety awareness and handling of fire extinguishers" at FAR	18
4.2.3 Personal vehicle for FAR	18
4.3 Human Resources Information	18
4.3.1 Working hours	18
4.3.2 Day's leave	18
4.3.3 Sigma	19
4.3.4 Payroll	20
4.4 Housing	20
4.4.1 Partners	20
4.4.2 Looking for permanent housing?	20
4.4.3 Looking for temporary accommodation?	21
4.5 Health	21
4.5.1 Health insurance	21
4.5.2 Supplementary insurance	21
4.5.3 In case of accident or fire at the workplace	22
5 Practical information about CEA Saclay	23
5.1 The Saclay CEA center in brief	23
5.2 The institutes present at the Saclay center	23
5.3 Go to CEA Saclay	24
5.3.1 Address	24
5.3.2 CEA bus	24
5.3.3 Public transport	24
5.3.4 Your transport card	25
5.3.5 Reimbursement of transport costs	25
5.4 Usefull phone numbers	25
5.5 Restauration	25
5.5.1 Where to eat at CEA Saclay	25
5.5.2 Price	26
5.5.3 Means of payment	26
5.5.4 Nano-Innov	27
5.5.5 Opening hours	27
5.6 The center's local services	27
5.6.1 Leisure library (Building 471)	27
5.6.2 Ferme Trubuil	27
5.6.3 Banking services	28
5.7 Associative life	28
5.7.1 Artistic and Cultural Association of the CEA of Saclay	28
5.7.2 Association Sportive du CEA Saclay	28
5.7.3 Association Centrale/Locale des Activités Sociales (ACAS/ALAS)	28
5.8 Laboratory visits	29

5.9	Map of the center	29
6	Practical info CEA Fontenay-Aux-Roses (FAR)	31
6.1	The CEA center in Fontenay-aux-Roses	31
6.1.1	Biomedical research and innovation	31
6.1.2	Rehabilitation and dismantling	32
6.2	The institutions present in the Fontenay-Aux-Roses center	32
6.2.1	Institutes & Laboratories attached to the Fontenay-aux-Roses center	33
6.3	Go to CEA FAR	34
6.3.1	Address	34
6.3.2	By car	34
6.3.3	Public transport	34
6.3.4	Reimbursement of transport costs	35
6.4	Useful numbers	36
6.5	Restaurant	36
6.5.1	Where to eat at CEA Fontenay-aux-Roses?	36
6.5.2	Self	36
6.5.3	Takeaway	37
6.5.4	"Club" Room	37
6.6	Map of the center	37
7	Advice and tools	38
7.1	Development tools	38
7.1.1	Jetbrain's tool	38
7.1.2	Git	38
7.2	Writing tools and services	39
7.2.1	Grammaly	39
7.2.2	DeepL	39
7.2.3	Overleaf	39
7.2.4	Zotero	39
7.2.5	Compilatio	39
7.2.6	Templates	39
7.2.7	Document proofreading service	39
7.3	Bibliography	39
7.3.1	Bibliographic sources	39
7.3.2	Feed aggregator	40
7.4	Communication tools	40
7.4.1	Phones	40
7.4.2	MyCEA	41
7.4.3	Skype Business and CEA Video Conferencing	41
7.4.4	Talkspirit	41
7.4.5	Signal	41
7.4.6	Email sorting rules	42
7.5	Useful links	42
8	Authors and acknowledgments	44

Chapter 1

Welcome to the CEA!

Dear Ph.D. students,

It is an absolute pleasure to welcome you to the CEA. You are about to start one of the most building and fulfilling adventure of your life.

We prepared this guidebook for you to get off to a good start. It will give you essential information for your new Ph.D. life. Please read it carefully to prepare yourselves for the transition, meet your academic goals, and enjoy your time here. We hope these few pages will help you avoid some traps as you begin your first three research years. Feel free to participate in the events organized by our association throughout the year, especially the welcome of the new Ph.D. students.

The Institut National des Sciences et Techniques Nucléaires (INSTN) and the Association CEA des Thésards d'Ile-de-France (ACTIF) are here to help you during your Ph.D., from day one to your Ph.D. defense and beyond. The INSTN manages the administrative part of your thesis and organizes training sessions for you. ACTIF, on the other hand, is there to entertain you from time to time and make you feel at home in this new environment. Besides, ACTIF is at the service of Ph.D. students from all departments and laboratories of the CEA centers in Saclay and Fontenay-aux-Roses.

Seize this opportunity to live, learn, work and share with scientists and students from around the world and in various research fields. They will also play an essential role in your formation. Get involved! Learn to be a researcher, publish your results, and debate about them. Join associations, play sports, and take advantage of your wealth of opportunities. And above all, remember that you now belong to a fantastic community of researchers, staff, and students. They will be pleased to help you make the most of this incredible journey. Once in a while, get out of the libraries and labs and join an ACTIF event to get your mind off things! Your time here will be thorough, rich, and meaningful.

On behalf of the ACTIF and the INSTN, we welcome you to the CEA and wish you the best in all your academic and professional projects.

1.1 CEA, in short

Founded in 1945 by the General de Gaulle, the CEA (Commissariat à l'énergie atomique et aux énergies alternatives) plays a central role in research, development and innovation, at national scale. The research fields of the CEA can be divided into four areas: low-carbon energies (nuclear and renewable), technologies for information and Health, very large-scale research infrastructures (TGIR), and defense and global security. The CEA relies on excellent fundamental research and supports the industry in these four main areas. Considered an expert in its fields of competence, the CEA is fully integrated into the European research area and has an increasing impact on a global scale.

The CEA is implanted all over the country with nine centers. Four are civilian (Cadarache, Grenoble, Marcoule, and Paris-Saclay), and the other five belong to the DAM (Direction des Applications Militaires).

Seven Regional Platforms of Technological Transfert (PRTT) are over the country. They allow local companies to have access to the CEA's innovative technologies.



Figure 1.1: CEA's centers and PRTT.

In 2021 the CEA represented: a 5.6 billion euros budget for nine research centers, including 16.556 permanents jobs, 1.697 Ph.D. students and post-doctoral students, 5.307 scientific publications, 710 priority patents registered in the name of the CEA, and 37 mixed research units.

1.2 CEA's four main missions

1. **The national defense mission:** The CEA deals with managing nuclear warheads, from conception to dismantling. The CEA's mission is to maintain the French nuclear deterrent; design and build nuclear power plants and engines for ships of the French Navy.
2. **The mission on low-carbon energy, nuclear energy, and renewable energy:** With the DES (Direction des Energies), the CEA supports the french nuclear industry and defense. The CEA contributes to maintaining the nuclear power plants and prepares the industry's future with new reactor concepts (4th generation SMR). The CEA performs

active research on new means of energy production: nuclear fusion and solar energy.

3. **The technological mission for industry:** The CEA participates in the country's industrial recovery through developing and transferring technologies. The CEA supports the scientific community by bringing its expertise in scientific tools (particle accelerators, cryotechnologies, instruments for fundamental physics and chemistry).
4. **Fundamental research for materials and life science:** The CEA contributes to French scientific influence owing to fundamental research. This knowledge helps to create breakthrough innovations. Through its expertise in radiation physics, the CEA carries out research of excellence in astrophysics, climate, and environmental sciences.

1.3 CEA's acronyms

It is sometimes difficult to find your way around. As in any company, the CEA has developed its own *language*. Here are the main acronyms that will help you decipher this new dialect quickly!

Direction	
DAM	Direction des Application Militaires
DES	Direction des Énergies
DRF	Direction de la Recherche Fondamentale
DRT	Direction de la Recherche Technologique
For everyday	
AACCEA	Association Artistique et Culturel du CEA de Saclay
ACAS	Association Centrale des Activités Sociales
ACSEL	Archives Sérielles En Lignes
ADUM	Accès Doctorat Unique et Mutualisé
ALAS	Association Locale d'Activités Sociales
BLG	Bureau Local de Gestion
B3 / BIII	Bruyères-le-Châtel
CI (1)	Chef d'Installation
CI (2)	Correspondant Informatique
CGRH	Chargé de Gestion des Ressources Humaines
CQSE	Cellule Qualité Sécurité Environnement
CRA	Compte-Rendu d'Activité
DRHRS	Direction des Ressources Humaines et des Relations Sociales
ELPS	Equipe Locale de Premier Secours
FAR	Fontenay-aux-Roses
FLS	Formation Locale de Sécurité
INB	Installation Nucléaire de Base
IRSN	Institut de Radioprotection et de Sûreté Nucléaire
ISI	Ingénieur Sécurité d'Installation
IST	Information Scientifique et Technique
INSTN	Institut National des Sciences et Techniques Nucléaires
MAP	Module d'Autorisation de Publication
PPI	Plan Particulier d'Intervention
RDO	Réseau de Diffusion d'Ordres
RIEA	Restaurant Inter-Entreprises et Administration
SAC	Saclay
SAE	Système d'Archivage Electronique
SHFJ	Service Hospitalier Frédéric Joliot
SISG	Section Intendance et Services Généraux
SRHS	Service des Ressources Humaines et des relations Sociales
SST	Service de Santé au Travail
STLI	Service Technique Logistique et Informatique
SVDC	Section Vie Du Centre

Chapter 2

ACTIF

The Association CEA des Thésard.e.s d'Île-de-France (ACTIF) aims to support students and young researchers – essential for CEA research – during their careers. As such, ACTIF aims to:

- Welcoming and informing newcomers.
- Facilitate contact and exchanges between ACTIF members.
- Promote their training and professional integration.

ACTIF is also an intermediary, leading Ph.D. students, interns, or post-doctoral students to various CEA organizations.

2.1 ACTIF committee

All doctoral and post-doctoral students of the CEA centers in Île-de-France (B3, FAR, and SAC) are automatically members of ACTIF. The 2022/2023 ACTIF committee is composed of:

- Valentin GILBERT, president (valentin.gilbert@cea.fr)
- Gaëlle SANDILLON, vice-president (gaelle.sandillon@cea.fr)
- Julien RODRIGUEZ, vice-president (julien.rodriguez@ea.fr)
- Jonathan FONTAINE, treasurer (jonathan.fontaine@cea.fr)
- Vagisha NIDHI, treasurer-adjunct (vagisha.nidhi@cea.fr)
- Sarah UNGEHEUER, general secretary (sarah.ungeheuer@cea.fr)
- Alexandra DETRILLE, communication manager and representative (alexandra.detrille@cea.fr)

Active members are:

- Nicolas MORON
- Joël PETIT
- Miriam RIQUELME-PEREZ
- Adrien ROBERTY
- Guillaume ROUMAGE

- Simon TOLLEC
- Olivier TRUFFINET

2.2 ACTIF events

ACTIF organizes many events, sometimes in partnership with numerous associations of young researchers in Île-de-France or collaboration with associations of other CEA centers in France. Three poles are concerned:

- Social: facilitate contact between CEA doctoral students with the organization of after-works, Ph.D. lunches, and hikes, welcoming of new Ph.D. students.
- Scientific, e.g., technological installations visits, organization of conferences.
- Professional, e.g., meeting with companies through hackathon events.

2.3 Participate in ACTIF events

You can find the latest news on our networks:

- Our website: <https://actif-cea.github.io/>
- Our GitHub: <https://github.com/Actif-CEA/>
- Our Facebook page: <https://www.facebook.com/actifcea/>
- Our LinkedIn group: <https://www.linkedin.com/groups/4756440/>

We need new motivated members to help us develop and innovate to meet your expectations. Hoping to see many of you at our events, we wish you good luck and all the pleasure of going to the end of this experience!!!

Chapter 3

A Ph.D. thesis at the CEA

3.1 Useful sheets



You can find helpful sheets in the Useful sheets tab on ADUM and at <https://www.universite-paris-saclay.fr/en/research/doctorante>.

3.2 Doctoral School

Two advisors supervise your three years of doctoral studies from two institutions: one from your doctoral school and the other from your host laboratory at the CEA. In some cases, the same person may fulfill both functions.

Each doctoral student joins a research team or unit affiliated with a doctoral school. Doctoral schools are responsible for the scientific training of doctoral students and preparing them for a scientific career by offering them an academic framework to work and learn.

Through training, seminars, and internships, doctoral students discover many opportunities and professions in different settings, from universities to industry to the public sector. This system aims to strengthen the role of doctoral training by providing doctoral students with professional and professionalizing training in the field of research.

3.3 (Re-)Enrollment for Ph.D. thesis

Registration and re-registration procedures may vary depending on the doctoral school and the university to which the student belongs. Get in touch with your supervisors for more information.

3.3.1 Enrollment for the first year with ADUM

- Sign up for ADUM Candidature (<https://www.adum.fr/candidature/index.pl>) and apply to your Ph.D. thesis.



Take care! Your Ph.D. subject might be reserved to a well-defined email address. Ask your advisor: in that case, you won't be able to apply on your subject if the mail address you used to sign up does not match the one on the Ph.D. subject.

- Complete the application form:
 - Interests not related to studies.
 - Letter of motivation written for the thesis application.
- Sign and submit the application form. Your advisor must then validate it.
- Pay the Contribution to Student and Campus Life (CVEC): <https://cvec.etudiant.gouv.fr/>.
- Sign up on ADUM: <https://www.adum.fr/>.
- In the **My Profil** section, fill in the required tabs (Civil status, Contact information, etc.).
 - *Status and Funding*: funding type is indicated on the application form on ADUM Candidature.
 - *Individual Training Contract*:
 - * For the estimated schedule for the research work, you can use the information on this document: https://hal.inria.fr/inria-00394970/file/Calendrier_revisionnel_These_1.2.pdf.
 - * For the modalities of supervision, indicate how often you meet your advisor, mid-term follow-up, and annual activity reports.



Some departments provide information for individual training contracts: you can ask your advisor.

- The *Documents to be attached* may vary depending on your doctoral school/university. For Paris-Saclay university, you need to attach a single PDF file in the following order:
 1. Copy of ID or passport, or for international students, copy of residence permit and visa.
 2. Copy of master's degree or certificate of achievement.
 3. For cotutelle thesis: copy of cotutelle agreement and registration certificate of the other university.
 4. Copy of any document concerning financing support during the thesis (copy of the scholarship certificate, employment related to the thesis: copy of the employment contract, employment not related to the thesis: copy of employment contract, three last salary sheets, self-employed workers: copy of tax notice).
 5. Copy of social welfare situation certificate.
 6. Copy of CVEC fee payment certificate.

7. Copy of Insurance certificate for civil liability (home insurance).

You can follow the registration process on the ADUM homepage. When everything is validated, the digital certificate of attendance is available.



Don't forget to re-register at the beginning of each academic year! If your contract ends after December 31, the last year of your contract, you will have to re-register.

3.3.2 Re-enrollment

- Validate (again) the fields in the ADUM tabs.
- The *Documents to be attached* may vary depending on your doctoral school/university. For Paris-Saclay university, you need to attach a single PDF file in the following order:
 1. Copy of ID or passport, or for international students, copy of residence permit and visa.
 2. If there is a transfer from one university to another, a copy of the certificate is needed.
 3. Thesis follow-up form.
 4. Proof of funding for the thesis. For scholarship holders, please provide proof of attribution of the scholarship. For employees, please provide an employment contract. For self-employed persons, please provide a tax assessment.
 5. A copy of the co-supervision agreement and proof of registration in this other establishment is required for co-supervised theses.
 6. Copy of CVEC fee payment certificate.
 7. Copy of Insurance certificate for civil liability (home insurance).

3.3.3 Student card

To obtain your student card, you can email the secretariat of your doctoral school. It may be possible to send it by mail. There is a student mail associated with the card.

While waiting for your student card, do not hesitate to use your schooling certificate (to be asked at the secretariat of the doctoral school or downloadable on ADUM once the registration is validated).



The student card allows you to have discounts in a large number of places (cinema, discount on computer equipment, etc).

3.4 Administrative procedures and information for people based in Saclay

3.4.1 Renewal of access badge to CEA centers

You must renew the badge for the CEA Saclay center every year. The sticker on the badge indicates the week's number for the renewal. Visiting the badge office in Saclay allows you to update your badge. Avoid Mondays or the first days of the month to limit waiting time. However, you will not be able to renew your badge more than one month before its expiration.

3.4.2 Borrow a car

At Nano-Innov, you have the possibility to borrow cars. Please contact your secretary to know the procedure.

3.4.3 Access to email outside of outlook

Access to the emails can be done outside outlook. Go to <https://webmail.cea.fr/>, then indicate your usual identifiers: initials + card number, and password from MOBI-Pass + your secret code.

3.4.4 Remote Storage Space

All CEA researchers have access to a secure remote storage space hosted by the CEA. Don't hesitate to contact your CI to find out how to access it.

3.5 Scientific library and archives of the CEA

The scientific library of the CEA center of Saclay provides research-level document collections. It is located in building 526 and is open on Mondays, Tuesdays, Thursdays, and Fridays from 1:00 to 4:30 pm. Outside these opening hours, the library can also be accessed by appointment. Contact 01 69 08 26 60 or [https://Bibliotheque-Saclay@cea.fr](mailto:Bibliotheque-Saclay@cea.fr). The catalog is available online at <https://epicea.intra.cea.fr/Default/accueil-epicea.aspx>.

3.5.1 IST, support for research

Scientific and Technical Information (IST) is a tool to support research. The CEA provides numerous resources for its researchers and doctoral students:

- more than 4000 scientific electronic journals;
- more than 10000 electronic books including some "Handbooks";
- about ten bibliographic databases;
- bases of standards, patents and chemistry.

The IST Portal is accessible via <https://portail.intra.cea.fr/ist>. For inquiries, contact the IST professionals: contacts-ist@cea.fr.



The CEA has its bibliometric database: <http://www-bbc1.intra.cea.fr:8000/>.

3.5.2 Services offered by the library

In addition to the loan of books, the supply of documents (photocopies of articles, reports, and theses from the CEA libraries) is a service accessible through the library catalog. This service also allows you to obtain copies and/or to borrow documents not available at the CEA in external libraries, whether French or foreign. Depending on the suppliers and the distribution conditions established by the publishers, these documents can be loaned temporarily, provided in the form of photocopies or digitized files.

The service on the CEA collections is free; only the service in external libraries is subject to a fee for your affiliated laboratory.

3.5.3 Services offered by the archives

The Paris-Saclay Archives Unit collects, processes, preserves, and communicates the current and intermediate paper archives of all the units on the Saclay, Fontenay-aux-Roses, and Evry sites, including the UMRs, etc.

In the electronic domain, the Archives Unit is involved in the project to set up an electronic archiving system (SAE), called Vitam/In, and participates in developing good digital archiving practices accessible to all on this space: <https://espace-archivage-numerique.intra.cea.fr/SitePages/Accueil.aspx>.

- **Collect:** Since the CEA produces public archives, the unit collects the archives that must be preserved according to the legal deadlines in force. Suppose your unit has transferred documents to the Archives Unit. In that case, you can request rights to the "research" module of the national ARCADIA application. At the end of your thesis, you can use another module to prepare a transfer of your documents to the center's archives. You can also access the series of serial documents (notes and technical reports, minutes, ...) kept in the ACSEL database (<http://deutzia.intra.cea.fr:8180/acsel/>).
- **Maintain:** the Archives Unit has storage facilities on each site (Saclay and Fontenay-aux-Roses) and keeps about 10 linear km of paper archives in its stores.
- **Communicate:** reading rooms are available at the Saclay and Fontenay-aux-Roses sites. Consultation of the archives is possible by appointment.
- **Advice:** This service is provided to all CEA units on all CEA sites in Paris-Saclay, for both paper and electronic archives.

For any contact, please reach archivesPSAC@cea.fr.

3.5.4 Open Science



CEA supports open access publishing and open science: <https://portail.intra.cea.fr/science-ouverte>

The Open Science Passport is also available: https://www.ouvrirlascience.fr/wp-content/uploads/2021/10/SO_21-10-14-WEB-FR.pdf.

For any question concerning the management of your data (help with the organization of files, data storage, deposit in warehouses,...) and the drafting of a data management plan (deliverable required in certain calls for projects): you can send an email to donnees-recherche@cea.fr.

3.6 Annual report

Each year, you will be asked to write an activity report intended for the scientific direction of your pole, the INSTN, and/or the possible industrial or regional partners for the co-financed theses. You must submit the activity report at the end of the calendar year.



Ask your supervisor for the required model for the writing of this report.

3.7 Research papers, defense and manuscript

MAP You must use the MAP tool for all publications. This tool guarantees the quality of scientific production and protects patentable information. There is also an automated export to HAL-CEA. Contact your supervisors to learn more about the use of this tool.

Schedule your defense! You must inform the INSTN of the date and place of your thesis defense. Your thesis supervisor will give you all the necessary information about the evaluation jury. You have the possibility of reserving and renting a room or an amphitheater at the INSTN for your defense. If you wish to book a room at INSTN, please contact accueil-insta@cea.fr (01.69.08.43.05).

The doctors' oath



Following the law for research, the regulatory framework of the doctorate has evolved with the creation of the Oath of the Doctors.

The doctor's oath is part of a package that includes, in addition to the oath, a commitment to the principles of scientific integrity.

The oath is the following: *In the presence of my peers. With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results.*

The oath can be taken in English or French, and will be mandatory as of January 1, 2023.

Promote your thesis! After defending your thesis, you wish to disseminate it to the scientific community and make it known to potential employers. Remember that you, as the author, are the only person who can authorize the doctoral school to do so. When submitting your archival

version, give your consent for your thesis to be published online on the portals: www.theses.fr and Europe E - Theses Portal.

The new STAR application (Signalement des Thèses électroniques, Archivage et Recherche) of the Agence Bibliographique de l'Enseignement Supérieur (ABES) will then export the diffusion version of your thesis to different servers, according to the choices of each institution of defense (your university). Within a few months, your thesis will be deposited on the French server HAL (or TEL) and on an OAI-PMH reservoir, regularly harvested by the European thesis database (DART).

Preservation In order to ensure the conservation within the CEA, you must send a copy of your manuscript to the Paris-Saclay Library, preferably by email in pdf format (ThesesCEA@cea.fr), or by mail in a paper version. Your manuscript will be archived in the CEA thesis collection (available on the intranet: <https://epicea.intra.cea.fr/default.aspx>) and if necessary in the international INIS database of the IAEA (<http://www.iaea.org/inis/>).

3.8 Missions

3.8.1 Before the mission

The procedure for booking transportation and/or hotels may vary depending on the lab. For labs using *traveldoo*, the procedure is as follows. The reservation of transportation to the event (conferences, symposiums, meetings, etc.) is done via traveldoo accessible through the sigma space (see section 4.3.3) : click on *Missions and mileage allowances* > click on *online booking application*. For the first use, remember to fill in your profile. Once you have identified the route, fill in the mission order and send it to the secretariat, which will be responsible for booking the tickets.



For missions abroad, sending another form to the security correspondent may be necessary.



Anti-covid procedures vary from country to country (and may be more restrictive than in France): obligation to wear a mask and/or a certain type of mask, vaccination passport, etc. Find out more before you leave.

Some useful links

- Intranet page *I'm going on a mission*:
https://portail.intra.cea.fr/Pages/Vie%20pratique/Vie_P_Mission.aspx
- SRHS intranet page *My missions*:
<https://portail.intra.cea.fr/cadarache/DSTG/SRHS1/Pages/Gestion%20Personnelle/Mes-missions.aspx>
- Good practice for travel:
https://portail.intra.cea.fr/daps/Documents/Accords%20nationaux/d%C3%A9placement%20professionnel/guide%20des%20bonnes%20pratiques%20CEA_VOYAGES.pdf
- How to use traveldoo
https://portail.intra.cea.fr/daps/_layouts/15/WopiFrame.aspx?sourcedoc=/da

[ps/Documents/Accords%20nationaux/d%C3%A9placement%20professionnel/agence%20de%20voyage/3.%20TRAVELD00_mode%20d%27emploi.pptx&action=default](https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html)



You can register on Ariane to be alerted as soon as possible of major changes in your country of destination: <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>

3.8.2 During the mission

If you are employed by the CEA, the CEA will reimburse you for your travel expenses at the actual maximum cost, upon presentation of receipts.



Be sure to keep your receipts and invoices!

Hotel and restaurant expenses are reimbursed at the time of the liquidation of the mission according to a precise scale.

3.8.3 After the mission

The reimbursement of mission expenses is done after the mission has been liquidated, which is done in the sigma space. The mission expense sheet is to be filled in and transferred to the secretariat.

3.8.4 Allowances for mission

The reimbursement of mission expenses abroad is based on a fixed amount and not on an invoice as in France. The scale of amounts can be consulted on line on the website: https://www.economie.gouv.fr/dgfp/mission_taux_chancellerie/frais with the following breakdown: 40% for accommodation, 20% for lunch, 20% for dinner and the last 20% for the extra. Transportation is reimbursed separately.



Keep in mind that some countries have specific entry requirements. Visit the website of the embassy or consulate of your destination country for specific information on their entry requirements.

3.9 Additional training and support for professional integration

3.9.1 The action of the INSTN

The INSTN offers a series of training sessions for doctoral students. These training sessions aim to:

- Make doctoral students aware of their place in the innovation sphere
- Acquire the keys to understanding the professional and socio-economic world
- Identify the range of career opportunities in the research sector

- Facilitate the acquisition of cross-disciplinary skills through the experimentation of techniques, methods, and tools specific to the valorization of research.

INSTN organizes seminars and workshops to help you manage your thesis, broaden your business world knowledge and prepare your career after your doctorate. Do not hesitate to contact the INSTN and the research training correspondents of your institute for any questions or information.



Only certain courses are financed by the CEA; contact your supervisors or the INSTN for more details.

You can find the list of training courses offered by the INSTN for doctoral students at the following address https://instn.cea.fr/type-de-formation/formation-continue/?_publics_specifiques_fc=doctorant.

3.9.2 Bernard Gregory Association

The Association Bernard Gregory (ABG) proposes job offers (permanent contracts, post-doctorate, etc.) as well as a set of training courses, accessible at the following address <https://www.abg.asso.fr/en/vue/vous-etes-doctorant>.

3.9.3 Academic training

Each doctoral student must validate a certain number of scientific and transversal training hours. Contact your doctoral school to find out the exact details.

The training courses are divided into blocks of competencies, described at this address: <https://www.legifrance.gouv.fr/jorf/id/JORFARTI000038200995>. At the end of the doctorate, the doctoral student will have to justify that his/her thesis and complementary training have enabled him/her to acquire skills in each of these blocks.

A training course on ethics and scientific integrity is compulsory, which can be available via the MOOC of your doctoral school. Please get in touch with your supervisors for more details on this point.

ADUM trainings The ADUM platform offers a set of training courses : Training > Catalogue. Some training courses do not fit into the framework of the above-mentioned skill blocks.

Summer School Summer schools are privileged training sessions lasting several days (2/3 days to one week). They allow you to take courses and meet doctoral students, post-doctoral fellows, and researchers worldwide. Each summer school has its theme. Ask your supervisors to find out which school best suits your field of research. Summer schools are generally not free of charge.

3.10 Teaching vacations

During their thesis, doctoral students are allowed to do teaching vacations at the university or in schools. Several solutions are possible to find offers:

- Teaching vacancies are posted on ADUM.

- Contact the training managers directly.



Teaching assignments are not mandatory to validate the thesis. On the other hand, it is a significant asset for doctoral students who wish to pursue an academic career (post-doc, lecturer, etc.).

3.11 How to get help in case of a problem

At some point during the thesis, tensions or conflicts arise between the doctoral student and his/her supervisor(s). When such a situation arises, one should not remain alone and talk about it quickly. Indeed, the problem may get worse, with harmful consequences on the research project and mental health. It is easier to solve a small problem.

When the situation is detected early, minor adjustments may be sufficient. But in some cases, the solution may be to change supervisors or to stop the Ph.D. Conflicts can be varied: relating to working conditions, discrimination, harassment, poor supervision, incompatibility of working methods, scientific divergence, etc.

To solve the problem, it is recommended:

- talk about it with colleagues, doctoral students and/or with a union representative so as not to be left alone (do not hesitate to contact us);
- if possible, to have a discussion on the subject with the supervisor while being accompanied;
- notify the hierarchy (head of the laboratory/department), with a written record, who will be able to mediate informally (and take sanctions if necessary) and monitor the situation and the other non-permanents working with this supervisor;
- to talk to the doctoral school, either during the follow-up committee if the problem has been resolved, or at any time during the year to launch the official conflict management procedure. This procedure is necessary to decide on important changes such as a change of supervisor.

To limit the risks of negative consequences, one can advise not to isolate oneself socially, to have contact with the other members of the laboratory and the other doctoral students of the center to exchange one's situation in a climate of confidence; and not to isolate oneself scientifically either, to have scientific exchanges with other people of the team than the supervisor, to have their feedback and to benefit from their expertise, in particular during the laboratory meetings.

Chapter 4

Arrival at the CEA

4.1 First steps at the CEA

Your first day at the CEA is very important. You will have to follow the following steps in order to validate the different administrative stages of your arrival. Please note! Only steps 1 to 4 take place on the first day. You will find the maps of the Saclay and Fontenay centres on pages 30 and 37, respectively.



For information, the Evry site was attached to Fontenay-aux-Roses and all the others to Saclay.

Now, all are attached to Saclay, but there are still some small differences, hence the fact that some informations is only valid for Fontenay-aux-Roses (FAR) or Saclay (SAC).

1. Report to the North Gate (SAC) or Building 77 (FAR) at the badge station (follow the arrows). Your reception laboratory has carried out all the necessary procedures to ensure that your arrival is registered in the system. You will need to present your identity card or passport. You will then be given your CEA badge. **In the case of Saclay, this badge will be deactivated after 3 weeks if you do not complete your security training by then.** You must systematically show your CEA badge when entering the centre and when asked by an FLS agent.
2. Activate your catering account. To do this, go to building 143 - room 40 for SAC, building 03 for FAR. Attention, in the case of SAC, the plans are obsolete: restaurant 3 is closed and the Catering Badge Office has moved to building 464!
3. Go to your laboratory. You will receive an arrival circuit for new arrivals, with the names of the people you need to know: secretariat, IT correspondent, installation security staff (ELPS).
4. Carry out the safety training at the latest 3 weeks after your arrival. This training is done through e-learning and is available at <http://www-saclay.cea.fr/Phocea/Page/index.php?id=984>. You will receive further information by email. Do not forget to send the training certificate to the appropriate person once the training is over.

If your badge is lost or stolen, please inform the badge station (SAC - Porte Nord; FAR - Bât.77, RDC) as soon as possible. Please remember that your badge is also your canteen card. Also

note that your badge is only valid for one year: remember to renew it before it expires!

4.2 Additional arrival procedure according to the home centre

4.2.1 Nano-Innov

If your unit is assigned to Nano-Innov, you will be given a second badge on arrival. This badge will be used to access Nano-Innov but keep the other one preciously, it will be used to pay at the Restaurant Inter-Entreprise et Administration de Palaiseau, in addition to allowing you to access the Saclay site.

4.2.2 Information on the training "Safety awareness and handling of fire extinguishers" at FAR

This training concerns all new arrivals at the Fontenay-aux-Roses centre. Completion of the training is a prerequisite for the final validation of the entry badge to the centre. It takes place every first Tuesday of the month. The invitation to the training will be given to you by the HRMC when you take up your post. It will contain the date of your training (1st session after you take up your post) and all the practical details (day, place, programme). As soon as the training is completed, the badge is valid without any particular action on your part.

4.2.3 Personal vehicle for FAR

Employees and visitors of CEA FAR are not allowed to enter the centre with their personal vehicle unless they have a special authorisation. To obtain it, fill in the form "CEA vehicle access" or "CEA 2-wheel access" available on the FAR Intranet: <http://intranet-paris-saclay.cea.fr/Phocea/Page/index.php?id=142&ref=135>.

4.3 Human Resources Information

4.3.1 Working hours

At Saclay (including Nano-Innov) and Fontenay, the working hours are from 8.30am to 5.10pm with a 42 minute break at midday, except under special conditions. In fact, at the CEA, the annual working time is 1603 hours, i.e. 35 hours per week on average over the year. Note that it is possible to adapt these schedules with the agreement of your advisors.

A "weekday" HNO (Horaires Non Ouvrables, non-working hours) access authorisation is required to enter the centre between 8.45 p.m. and 7 a.m. on working days, and a "weekend" HNO authorisation to come and work on Saturdays, Sundays, public holidays and imposed JRTT. When the centre is closed (mid-August and end of the year), CEA staff and external companies are allowed in on the basis of a nominative list and justification. The application forms for HNO are available at the following addresses:

- SAC: <https://www-saclay.cea.fr/Phocea/Page/index.php?id=25>;
- FAR: <http://intranet-paris-saclay.cea.fr/Phocea/Page/index.php?id=141&ref=135>.

4.3.2 Day's leave

At the CEA, an employee has, for a full year:

- 23 days of RTT (in fact 24, minus the solidarity day), divided into free RTT and imposed RTT with closure of the centre (imposed RTT varies according to the year and the centre, consult <https://portail.intra.cea.fr/drhrs/Pages/cadre-de-vie/Conges-JRTT-CE-T.aspx>) (from 1 January to 31 December);
- 26 working days of paid holidays + 2 days of splitting (from 1 June N to 31 May N+1).

In addition, the following days are public holidays:

- 1 January;
- Easter Monday;
- May Day;
- May 8;
- Ascension Thursday;
- Whit Monday;
- July 14th;
- August 15th;
- November 1st;
- November 11;
- 25 December;
- national holidays not listed above but declared as such by the Government.



This list may be modified according to governmental decisions.

The day after Christmas and New Year's Day are also public holidays if they fall on a Sunday, the day before if they fall on a Saturday. The day of the local holiday of the establishment is considered a public holiday.

We advise you to take your RTT before taking your paid leave, as it is only valid for one year. Your paid leave can be carried over to the following year if you do not use it all in one year. As a doctoral student, paid leave can be taken in advance. Leave not taken at the end of the 3 years is lost. Your last year of your thesis will be very busy and most PhD students do not take their paid leave in the last year. We therefore advise you to take most of your leave in the first two years.

4.3.3 Sigma

Your Sigma space is your personal space on the Intranet. It is confidential and secure. Once logged in to your Sigma space, you can easily check, modify, update and manage your:

- personal and professional data ;
- RTT, paid leave, sick leave;
- missions ;

- Teleworking;
- details of the training courses you have attended since your arrival at the CEA.

To create your Sigma space and password, go to <https://espacesigma.cea.fr> > Registration, then follow the instructions on the screen.

4.3.4 Payroll

When you arrive at the CEA, you will be offered to receive your pay slip in digital format: <https://portail.intra.cea.fr/drhrs/Documents/FAQ%20bulletin%20num%C3%A9rique.pdf>. If you refuse, you will receive them in paper format.



It is absolutely necessary to keep all pay slips. Be careful not to lose them or throw them away by mistake.

You will need them in the future, especially for your pension. For more information and explanations about your payslip, go to <https://portail.intra.cea.fr/cadarache/DSTG/SRHS1/Pages/Gestion%20Personnelle/Description-du-bulletin-de-salaire.aspx>.

4.4 Housing

Are you arriving in the Ile-de-France region? The best solution is, of course, to find permanent accommodation before you arrive at the CEA. But you can always opt for temporary accommodation before you find your dream home!

4.4.1 Partners

Science Accueil, the Euraxess mobility center of the Ile-de-France Sud, is the privileged partner of CEA Saclay. It offers furnished accommodation to scientists, doctoral students, and trainees. "Science Accueil" has more than 3000 accommodations near Saclay. Important point: the owners know the scientists and do not require a guarantor. For more information, please contact <https://www.science-accueil.org/en/logement/>.

Héberjeunes is a service dedicated to student housing. Their offices are located at the University of Paris-Saclay. For more information: <https://www.heberjeunes.fr/?lang=en>.

If you are looking for accommodation in Paris, you can consult the website of the Cité Internationale Universitaire de Paris: <https://www.ciup.fr/en/>

The **SRHS** and the **DRHRS** are also there to help you search for accommodation! More information on the DRHRS assistance → <https://portail.intra.cea.fr/drhrs/Pages/cadre-de-vie/Logement.aspx>. More information on the assistance of the SRHS of Saclay → <http://www-saclay.cea.fr/Phocea/Page/index.php?id=1084>.

4.4.2 Looking for permanent housing?

Tips and tricks for finding permanent accommodation in Paris, the Paris region, or near Saclay:

- Internet websites such as <https://www.pap.fr>, <https://www.seloger.com/>, and <https://www.leboncoin.fr>. You can also post ads looking for accommodation: <https://gensdeconfiance.com/fr>.

- Facebook Groups: each city often has specific Facebook groups that can help you find a flat.
- Classified ads: newspapers such as "De Particulier À Particulier", local shops, etc.
- Real estate agencies, such as Fnaim, act as the owner's agent: <https://www.fnaim.fr/>.
- Private individual agencies. Warning: access to accommodation listings may be subject to a charge, <https://www.locservice.fr>.
- Hotel residences, such as Le Coupières in Gif-sur-Yvette, located 10 minutes by bus from CEA Saclay. <https://www.hotel-coupieres.com/>. Rooms from 55 euros per night.
- The student residences of the ARPEJ: Alexandre Manceau residence (<https://www.arpej.fr/en/residence/alexandre-manceau-partie-pour-etudiants/>) and Edgar Faure residence (<https://www.arpej.fr/en/residence/edgar-faure/>) or other. The offer has multiplied as the Saclay plateau is home to more schools and universities. Do not hesitate to widen the field of research, for example, toward Massy. These residences offer advantageous rents, accessible only if you are a student (which is the case for a Ph.D. thesis).

4.4.3 Looking for temporary accommodation?

Temporary accommodation allows you to settle in as soon as you arrive in France and then look for permanent housing. Several solutions are available to you:

- Hotels: there are several near the centre of Saclay: <https://irfu.cea.fr/Phocea/Page/index.php?id=198>.
- Hotel residences: consult the links on the **Science Accueil** site or the SRHS (agreements for temporary furnished accommodation, to be rented by the day, week or month).
- Youth hostels: <https://www.hifrance.org/>.
- The agencies of a private individual to a private individual.

Once you have found your accommodation, do not forget to notify all the administrations concerned, starting with the CEA, but also the banks, insurance companies, etc. See <https://www.service-public.fr/particuliers/vosdroits/F14128?lang=en> and also <https://www.service-public.fr/particuliers/vosdroits/R11193?lang=en> for details.

4.5 Health

4.5.1 Health insurance

In addition, if you arrive in France, you must register with the Assurance Maladie (<http://www.ameli.fr/>). This can take several months. The good news is that the CEA takes care of everything!

4.5.2 Supplementary insurance

As a CEA employee, you are automatically affiliated to Malakoff Humanis, the CEA's mutual insurance company, which is compulsory by collective agreement, and you are obliged to contribute to the basic scheme (automatic). Instructions for affiliation are given when you arrive at the centre.

Remember to cancel any other contracts to avoid any unpleasant surprises when the first medical reimbursements are made. It is possible to request an employer's certificate from the SRHS.

4.5.3 In case of accident or fire at the workplace

From an internal landline telephone, call **18**. On the Nano-Innov site, call **32**.

From a mobile phone, dial **01.69.08.22.24** for Saclay, **01.46.54.90.00** for Fontenay-aux-Roses or **01.69.08.05.15** for Nano-Innov.

In some buildings, you can use the red phones which allow you to contact the FLS instantly, which will locate you and intervene if necessary.

In all cases:

- It is forbidden to go to the infirmary by your own means;
- It is forbidden to be transported there by a colleague.

Chapter 5

Practical information about CEA Saclay

5.1 The Saclay CEA center in brief

The Saclay CEA center is a leading research and innovation site on a national and European scale. It is characterised by a great diversity of activities ranging from fundamental to applied research. Some 7,000 people work there. It plays a major role in regional economic development. Multidisciplinary, it carries out its activities in fields such as nuclear energy, life sciences, matter sciences, climate and environment, technological research and teaching. CEA Saclay is home to the CEA's headquarters and its training institute: the INSTN.

5.2 The institutes present at the Saclay center

- Directorate of fundamental research (DRF)
 - Institute of Theoretical Physics (IPhT - UMR 3681)
 - Institute for Research on the Fundamental Laws of the Universe (CEA-Irfu)
 - Institut des sciences du vivant Frédéric Joliot (CEA-Joliot)
 - Institut rayonnement - matière de Saclay (CEA-Iramis)
 - Laboratory of Climate and Environmental Sciences (LSCE - UMR 8212)
- Directorate of Technological Research (DRT)
 - List Institute (CEA List)
- Directorate of Energy (DES)
 - Directorate of Energy Programmes (DPE)
 - Dismantling, Nuclear Services and Waste Management Projects Directorate (DDSD)
 - Institute of Energy Systems Technology and Economics (CEA-I-TESE)
 - Institute of Applied Sciences and Simulation for Low-Carbon Energies (CEA-ISAS)
- National Institute for Nuclear Science and Technology (INSTN)

5.3 Go to CEA Saclay

5.3.1 Address

Due to the large surface area of the Saclay center and its off-center location, only GPS coordinates are available: N 48°43.441' - E 2°09.287'.s

5.3.2 CEA bus

The CEA Saclay has set up a large bus network to allow you to access the center without using your own vehicle or public transport. All buses arrive at the CEA at 8:30 in the morning and leave at 17:00 in the evening.

To find out how the CEA transport system works and which stops are served, please visit the following address: <http://www-saclay.cea.fr/Phocea/Page/index.php?id=1027>. Buses A0 and C12 stop in Orsay and allow you to access the Frédéric Joliot hospital service (DRF/JOLIOT/SHFJ) within the Orsay hospital.



There is the possibility of subscribing to SMS alerts to be quickly informed of changes to routes, due to works for example → <https://www.cea-smsbus.fr/>.

5.3.3 Public transport

CEA Saclay is located 25 km from Paris and less than 11 km from Versailles. The center is easily accessible by car (via the N118), and is very well served by a large bus network. For your first day, you will have to enter through the North Gate to collect your badge at the reception desk before entering the center (building on your right at the entrance, just before the barrier) or to go to Nano-Innov / Orme des Merisiers.

You can find an access map on: <https://www.cea.fr/Pages/le-cea/les-centres-cea/paris-saclay.aspx> (CEA website) or <http://www-saclay.cea.fr/Phocea/Page/index.php?id=930> (CEA intranet site).

To get to the Frédéric Joliot hospital (DRF/JOLIOT/SHFJ) in Orsay, take the RER B and get off at Orsay. The station is a five-minute walk from your workplace.

Useful sites for timetables, stops and routes:

- <https://www.ratp.fr>
- <https://me-deplacer.iledefrance-mobilites.fr/itineraire>
- <https://www.transilien.com>
- <https://www.transdev-idf.com>

In the same vein, it is strongly recommended to use an application, either IdF Mobilité (<https://www.iledefrance-mobilites.fr/>), Citymapper (<https://citymapper.com/paris?lang=fr>) or Moovit (https://moovitapp.com/index/fr/transport_en_commun-Paris-662), in order to be informed of the evolution in real time of the public transport that you wish to use, this recommendation applying particularly to the RER. This recommendation applies particularly to the RER, as strikes, works and various other incidents are unfortunately commonplace on the

network. The three applications mentioned above exist in mobile versions: check your favourite application catalog.

5.3.4 Your transport card

You may need or want a transport card to get around the Ile-de-France. Two options are possible and interesting for you:

- the annual Navigo pass if you are 26 years old or older,
- or the Imagine'R pass if you are under 26.

Both passes are sold for a week, a month or a year and give you access to all means of transport (metro, RER, bus, tramway and trains with very few exceptions) in the zones you choose when you subscribe.

If you subscribe to an Imagine'R pass, you must provide either a copy of your student card or a certificate of attendance for the coming academic year. Do not hesitate to ask your doctoral school for these documents. If your doctoral school is located outside of the Ile-de-France, ask the SRHS or INSTN for an additional attestation certifying that you are studying in the Ile-de-France. Application forms for both packages are available at RATP ticket offices and online, and payment can be made either in full at the time of application or by direct debit. More information on subscription forms, fares, conditions and payment can be found on <https://www.iledefrance-mobilites.fr/titres-et-tarifs> or <https://www.ratp.fr/titres-et-tarifs>.

5.3.5 Reimbursement of transport costs

If you have to take public transport to get to your place of work (Saclay or Orsay), your transport card can be reimbursed by the CEA up to 50 % (75 % on certain centers such as Saclay). To obtain reimbursement of your card, you can fill in the form "Demande de prise en charge des frais de transport". More information and the reimbursement form are available on the Intranet: <http://www-saclay.cea.fr/srhs/index.php> (tab "Vie courante" > "Transport").

5.4 Usefull phone numbers

To call the center from outside or from your mobile phone, replace the code 2 with 01.69.08 or 0033.1.69.08 from Table 5.1.

If you have any problems with your working facilities, please contact your line manager.

5.5 Restauration

5.5.1 Where to eat at CEA Saclay

Are you looking for a place to eat at CEA Saclay? The two restaurants in the center (as well as a sandwich shop and a more "chic" restaurant) offer a wide range of meals! Go to the Intranet to consult their menus! <http://www-saclay.cea.fr/Phocea/Page/index.php?id=856>.

If you are not on the Saclay site (e.g. on Nano-Innov), you can take advantage of Intercompany Catering offers. For more information, please refer to this link: <http://www-saclay.cea.fr/Phocea/Page/index.php?id=848&ref=856>.

Who to call?	Number(s)	Further information
Emergencies / FSL	18 01.69.08.22.24	To be saved in your mobile phone
Home North Door	2.32.90 2.33.91	
Badge station	2.90.36 2.16.94	Building 604, Room 48
Scientific Library	2.26.60	Building 526
Dining cards	2.76.12	In case of loss of the badge Building 143 - Room 40 Monday to Friday 9.30am - 2.30pm
Computer troubleshooting aka Infogérance or "le 33"	33	https://post.intra.cea.fr/ 01.69.08.00.33 from outside
Reprographie		Turn to the secretariat of his laboratory/department
Public transport service	2.37.54	2.24.85 in case of accident

Table 5.1: useful phone numbers

5.5.2 Price

This price section is only valid for the restaurants on the Saclay site. The RIEs have their own pricing model. The price of a meal for an ECA employee in the company canteens is fixed according to his/her category. The categories are determined according to salary. This rate corresponds to a typical 20-point meal including whatever you want. The first loaf of bread is free. For a total of 20 points, you pay the base price indicated for your category, i.e. 2.50 € for Ph.D. students (drinks, coffee and extra bread not included). When the meal you have composed corresponds to a total of more than 20 points, the price to be paid is higher than the basic price. The additional points are taken into account with a unit value of 0.13 euro. Drinks (except still and sparkling water at the fountains) are charged extra and the unit value of the point for drinks is fixed at 0.10 euro.



RIEA prices are different from those of the Saclay site.

5.5.3 Means of payment

Payment for meals is made with your CEA badge. Once your badge is loaded, you can use it as a credit card to pay for your lunches at the center. To load your badge, present it to the operator at the pre-loading desk. Each restaurant is equipped with a pre-loading station. The operator will credit your badge with the desired amount. Payment can be made in cash, by cheque or by credit card. You can also opt for post-payment. As the name suggests, this is a method of payment after the fact. Thus, you pay "after" having consumed your meals. Your monthly consumption will be debited from your bank account the following month. You no longer have to make any advance payments. This solution is of course free and without obligation. If you have a provisional badge, payment is made using the provisional catering card that was given to you when you signed your contract. This temporary card is topped up in the same way as the permanent card. When you obtain your definitive badge, you can transfer the balance of your

provisional card to your permanent badge at the pre-loading checkouts.

5.5.4 Nano-Innov

If your unit of assignment is at Nano-Innov, you can use Foodi (<https://www.foodi.fr/>) to top up your account. Please note that this is a different catering account from the one at Saclay, as the restaurant is not managed by the CEA, **but it is still necessary to go to the Saclay catering badge office to open this second account**. The activation of the Nano-Innov restoration account generally takes longer (1 to 2 days).

5.5.5 Opening hours

Horaires des Restaurants 2022		
	Ouverture	Fermeture
Restaurant 1 - bât. 521	11h30	14h00
Place Perret "vente à emporter"	11h15	14h00
Restaurant 2 - bât. 143	11h30	14h00
ROTONDE - Restaurant 4 - bât. 143	Ouverture le 19 avril	Du lundi 01 août au vendredi 26 août inclus
Service du soir, fin de semaine et jours fériés (assurés par le Restaurant 1)	11h45 18h45	13h00 20h00

Figure 5.1: Restaurant schedule

5.6 The center's local services

A large number of local services are available on this page: <http://www-saclay.cea.fr/pratique/index.php>

For the 2022 calendar of exhibitions and temporary sales in the hall of building 471, go to <http://www-saclay.cea.fr/Phocea/file.php?class=page&file=40/calendrier2022.pdf>.

5.6.1 Leisure library (Building 471)

The CEA's leisure library offers a wide variety of novels, comics and CDs for you and your children! Feel free to browse the site to consult the collections and reserve your books in advance on <https://oaasis.cea.fr/com/page/952> or by e-mail: alasblgsac.bibliotheque@cea.fr (01.69.08.57.41). The library is open every day from 12:15 to 14:15.

5.6.2 Ferme Trubuil

The Trubuil farm comes once a week to the center to distribute baskets of vegetables and fruit to employees. To benefit from this service, you must first register with your email address here: <https://www.fermetrubiulbot.fr/>. You can then order medium-sized vegetable baskets (8 euros) and large vegetable baskets (15 euros). It will be delivered to you on Thursdays between 12pm and 2pm in front of building 471.

5.6.3 Banking services

Two bank branches are present on the Saclay site:

The "**Banque Populaire Val de France**" branch of the CEA Saclay is available for all types of banking operations (account opening, daily operations, loans, investments...). This branch also has an ATM and a Moneo recharging terminal.

The "**BNP Paribas**" branch at CEA Saclay is available for all types of banking operations (opening an account, daily operations, loans, investments, etc.). The branch also has an ATM and a Moneo top-up terminal.

The opening hours are given here: <http://www-saclay.cea.fr/Phocea/Page/index.php?id=40>.

The **Company Savings Plan (PEE)** is available to all doctoral students employed by the CEA. This plan allows you to invest money in a blocked bank account, benefiting from advantageous tax conditions and a participation of the CEA in the savings you make. You can choose between several investment funds, depending on the level of risk and therefore profitability that you wish to obtain. The CEA supplements your contribution up to 40% for the first 1,000 euros paid in, then 20% beyond that. However, the CEA's contribution is limited to 700 euros per year. In order to benefit from the PEE, you must have been employed at the CEA for more than 3 months. The money invested in the PEE can be released at the end of your thesis contract, i.e. after 3 years. For more information, please visit https://portail.intra.cea.fr/Pages/Vie%20pratique/Vie_P_Epargne_Salariale.aspx.

5.7 Associative life

5.7.1 Artistic and Cultural Association of the CEA of Saclay

Come and meet the AACCEA team in building 471! Between piano lessons and wine tasting, the AACCEA offers 29 different activities. The AACCEA also offers you discounted tickets for the cinema, amusement parks, plays and exhibitions of the moment! Membership costs 8€ per year for you and your family!

For more information, contact Eric Hezode at 01.69.08.41.98 - eric.hezode@cea.fr or have a look at their website <http://aaccea.org/WP3/>.

5.7.2 Association Sportive du CEA Saclay

The ASCEA team welcomes you on Tuesdays, Thursdays and Fridays from 8.30am to 11.30am and from 12.15pm to 5.15pm in building 471. Come and practice your favorite sport, from tennis to diving, nothing escapes them! ASCEA offers more than 20 different sports.

Membership is only 20€ for CEA employees!

For more information, contact ASCEA at 01.69.08.33.54 - ascea.saclay@cea.fr or have a look at <http://www-saclay.cea.fr/ascea/>.

5.7.3 Association Centrale/Locale des Activités Sociales (ACAS/ALAS)

The national management of the social activities of the CEA works council, all centers combined, is entrusted to an association under the law of 1901: the ACAS, Association Centrale des

Activités Sociales. This association, of which you are members by right, is administered by your staff representatives.

ACAS is responsible, among other things, for managing social activities, investments, and the management of all ACAS and ALAS (Association Locale des Activités Sociales) staff. All of ACAS's actions are aimed at promoting holidays for CEA employees, retirees and their children.

The site <https://oaasis.cea.fr> refers to all the services offered by ACAS, including a leisure center, assistance with schooling, financial participation for air/train/boat travel to go on holiday, holiday vouchers, etc.

The mission of ALAS is to organize, manage and promote social, sporting and cultural activities for CEA/Saclay employees, trainees and retirees as well as their beneficiaries (see ACAS Note R1 and ALAS note on beneficiaries).

The Local Management Office For more information on the services provided by ACAS and ALAS, each CEA center has its Local Management Office (LMO). Please contact them for further information.

Registration to the Local Management Office of Saclay Concerning the registration to the Local Management Office of Saclay, you must send an email to blg.saclay@cea.fr with the following attachments:

- Copy of the work contract.
- PDF copy of the personal data in the Sigma tool (Go to your Sigma space, section "Personal, professional and external activities data" and generate the PDF corresponding to your personal data).
- If you have any, tax notices for the 2 years preceding your application and for the current year (if your application is made after July).
- A personal e-mail address.
- A mobile phone number.
- Spouse's date of birth (if you have one).

You can also ask your questions at: blg.saclay@cea.fr. Once you have your login details, you can connect to the ACAS website (<https://oaasis.cea.fr>).

5.8 Laboratory visits

The Lab'Show and Lab'Star are visits to CEA laboratories. They are only open to CEA employees with a permanent badge. More information on <http://www-saclay.cea.fr/Phocea/Page/index.php?id=1120>.

5.9 Map of the center

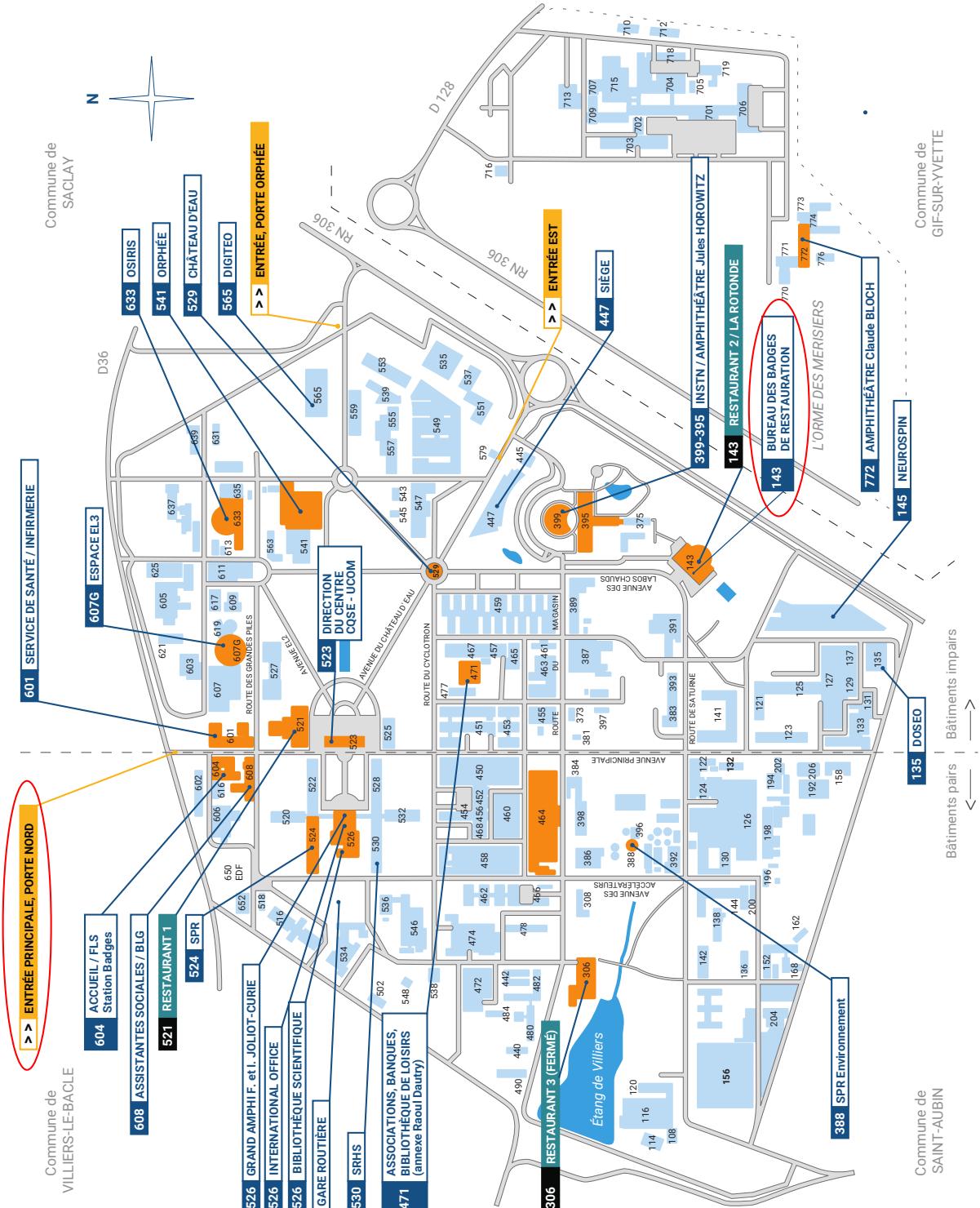


Figure 5.2: Saclay center map

Chapter 6

Practical info CEA Fontenay-Aux-Roses (FAR)

6.1 The CEA center in Fontenay-aux-Roses



Figure 6.1: Aerial view of the center and the main entrance to the Fontenay-aux-Roses center

From nuclear engineering to biological engineering, the CEA's research center in Fontenay-aux-Roses has confirmed its ability to respond to the demands of society: yesterday in the nuclear sciences for energy, today and tomorrow in the life sciences for health.

The CEA Fontenay-aux-Roses facility, part of the CEA Paris-Saclay center, is historically the first of the CEA research centers. It covers 10 hectares and has 1,200 employees.

6.1.1 Biomedical research and innovation

The Fontenay-aux-Roses center has been attached to the CEA's Basic Research Division (DRF in french) since 2016. Its ambition is to become a European research and innovation center for imaging and biomedical technologies. To this end, several facilities have been set up there since 2004:

- **2004:** Opening of the NeuroPrion platform, which aims to develop innovative research and investigation methods to remove the remaining uncertainties about prion-related risks in terms of public health and environmental protection.

- **2005:** Establishment of a technical irradiation platform that allows radiobiology researchers to study the effects of ionizing radiation on living organisms, in particular at low exposure doses.
- **2007:** Integration of sequencing (Genoscope-CNS) and genotyping (CNG) platforms dedicated, respectively, to genome analysis and the identification of genes potentially involved in common diseases such as asthma.
- **2008:** Launch of the MIRCen platform. This integrated preclinical imaging center aims to develop and validate new therapies for neurodegenerative (Alzheimer's, Parkinson's, Huntington's, multiple sclerosis, etc.), liver, heart and infectious diseases.

The center also houses the Institut de Radioprotection and Nuclear Safety (IRSN in french), which became independent in 2002.

6.1.2 Rehabilitation and dismantling

As the CEA's first research center, the Fontenay-aux-Roses site has played an essential role in the development of the national nuclear power industry **since 1946**. The first French atomic pile, **ZOÉ**, operated there **from 1948 to 1976**, and two generations of nuclear installations followed one another. These were gradually **shut down between 1982 and 1995**. Since January **2008**, the clean-up programme for the nuclear laboratories and installations at the Fontenay-aux-Roses center has been structured around the **Aladdin** project. Aladin has four major objectives: control of safety and security, control of human resources, control of costs and deadlines, and development of internal and external communication.

6.2 The institutions present in the Fontenay-Aux-Roses center

With nearly **700 scientists**, the CEA site in Fontenay-aux-Roses has an international reputation in the fields of imaging, new therapies, radiobiology, toxicology, infectiology and genomics. The skills in these fields are brought together in the **François Jacob Institute of Biology**.

The François Jacob Institute of Biology is mainly located on the Fontenay-aux-Roses and Evry sites of the CEA Paris-Saclay center. It groups together various departments:

- Infectious Diseases Models for Innovative Therapies (**IDMIT**)
- Stem Cells and Therapeutic Applications Laboratory (**LCSAT in french**, formerly STI, officially attached to the IDMIT department)
- Institute of Cellular and Molecular Radiobiology (**iRCM in french**)
- Molecular Imaging Research Center (**MIRCen**)
- Prion and Atypical Infections Service (**Sepia in french**)

Their work focuses on the following areas:

Developing new approaches to emerging and re-emerging diseases: The teams at **IDMIT** are dedicated to the study of emerging or re-emerging infectious diseases, their pathophysiology, as well as interactions between organisms and pathogens, such as HIV, Chikungunya, influenza and tuberculosis viruses... They develop new therapeutic, vaccine and prophylactic approaches.

Study the impact of radiation and toxic substances on living organisms: Researchers at the **IRCM** are working on cellular responses to ionizing radiation and certain toxic substances (nanoparticles, endocrine disruptors, etc.). They are particularly interested in the response of stem cells as well as the transmission mechanisms of the damage created by irradiation and their long-term consequences.

Designing innovative therapies: Multidisciplinary teams from **MIRCen** and **STI** (which became LCSAT on 1 January 2021) are developing new approaches to gene, cell and molecular therapies to treat genetic blood diseases (beta-thalassemia, sickle cell anemia) and neurodegenerative diseases (Alzheimer's, Parkinson's, Huntington's). They participate in their preclinical and clinical validation, as part of a translational research approach to accelerate the transition of innovations from the laboratory to the patient.

6.2.1 Institutes & Laboratories attached to the Fontenay-aux-Roses center

Within the institute, the CEA shares the joint supervision of several mixed research units with other public institutions: the **CNRS**, **Inserm** and the **universities of Paris-Sud, Paris Diderot, Paris Crêteil and Evry-Val-d'Essonne**. The institute is part of the life sciences cluster of the **University of Paris-Saclay, the Genopole d'Evry biocluster and the Vallée scientifique de la Bièvre**. It is part of the Medicen Paris Region competitiveness cluster in the field of innovative technologies for health and new therapies.

It is developing strong partnerships on specific themes (neurology, radiotherapy and oncology, rare diseases, infectiology), in particular with the **hospital centers** of Kremlin-Bicêtre, Saint-Louis, Antoine Béclère, the Gustave Roussy Institute, HEGP (Georges Pompidou European Hospital), Henri Mondor, the Sud Francilien Hospital. ... and the research centers and associated laboratories of the Pasteur Institute, the Brain and Marrow Institute (ICM), the Genopole of Evry...

The proximity of these major hospitals and associated research laboratories favours translational research through to validation by clinical trials.

Three **national research infrastructures** in biology and health, financed by the Investissements d'Avenir programme, are coordinated within the Institute: IDMIT, NeurATRIS and France Génomique.

It collaborates with **industrial companies** (Oxford BioMedica, GSK...) and hosts industrial teams collaborating with its research units: Servier, Bertin Pharma, Oncodesign, LFB (Laboratoire français du fractionnement et des biotechnologies)...

A number of **start-up** companies have been created thanks to the transfer of technologies from its research teams: **Theranexus, Acubens, Life & Soft**.

Other sections can also be found:

- Genomics Institute (**IG** in french) of Evry, National Genotyping Center (**CNG** in french) & National Sequencing Center (**CNS** in french).
- Keratinocyte Genomics and Radiobiology Laboratory (**LGRK** in french) in Evry.
- Genome Functional Exploration Laboratory (**LEFG** in french) in Evry.
- Haemato-immunology research department at Hôpital-Saint-Louis (**SRHI** in french) in Paris.

- Hosting and research laboratory with accelerated ions (**LARIA** in french) in Caen.
- Laboratory for radiology and genome studies (**LREG** in french) in Jouy-en-Josas.
- The teams of the Energy Department (**DES** in french) chargées de l'assainissement démantèlement.
- The Nuclear Safety and Security Directorate (**DSSN** in french) ; the General Nuclear Inspection of the CEA.
- The CEA archives.
- Support teams (security, technical infrastructure, general management).

6.3 Go to CEA FAR

6.3.1 Address

Centre de Fontenay-aux-Roses
18, route du Panorama – BP6
92265 Fontenay-aux-Roses

6.3.2 By car

From Paris, porte de Châtillon Take the D906 towards Montrouge/Clamart/Versailles. When you arrive at Place de la Division Leclerc, turn left onto Chemin de la Fosse Bazin. The CEA - Fontenay-aux-Roses is then indicated.

From Charles-de-Gaulle airport Take the A3 towards Marne la Vallée. Continue on the A4-A6(A10) towards Orly airport/Porte de Montreuil/Périphérique Sud. Stay on the Boulevard Périphérique. Take the Porte de Châtillon/D906 exit. At the traffic lights, turn left towards Montrouge centre/ Petit Clamart. Continue on the D906 towards Montrouge/Clamart/Versailles. When you arrive at Place de la Division Leclerc, turn left onto Chemin de la Fosse Bazin. The CEA - Fontenay-aux-Roses is then indicated.

From Orly airport

Take the A106 towards Paris/Villejuif/L'Hay-les-Roses. Take exit 5 L'Hay-les-Roses/Rungis ville/Rungis Silic. At the end of the slip road, turn left and right towards L'Hay-les-Roses. Cross the roundabout and continue towards the A6/Versailles. Turn right onto the D906 towards Clamart centre. Continue straight on the D906. When you arrive at Place de la Division Leclerc, turn right onto Chemin de la Fosse Bazin. The CEA - Fontenay-aux-Roses is then indicated.

6.3.3 Public transport

By RER B Station Fontenay-aux-Roses, then take bus 394 towards Issy Val-de-Seine RER. Stop : Stade du Panorama.

By metro line 13 Châtillon station, then tramway T6 direction Robert Wagner to the Division Leclerc stop.

By bus Lines 394 and 195, stop Stade du Panorama

Useful websites for timetables, stops and routes:

- <http://www.vianavigo.com>
- <http://www.transilien.com/web/site>
- <https://citymapper.com/paris?lang=fr>
- <https://www.iledefrance-mobilites.fr/>

For information on how to access the site, please refer to the map 6.2.

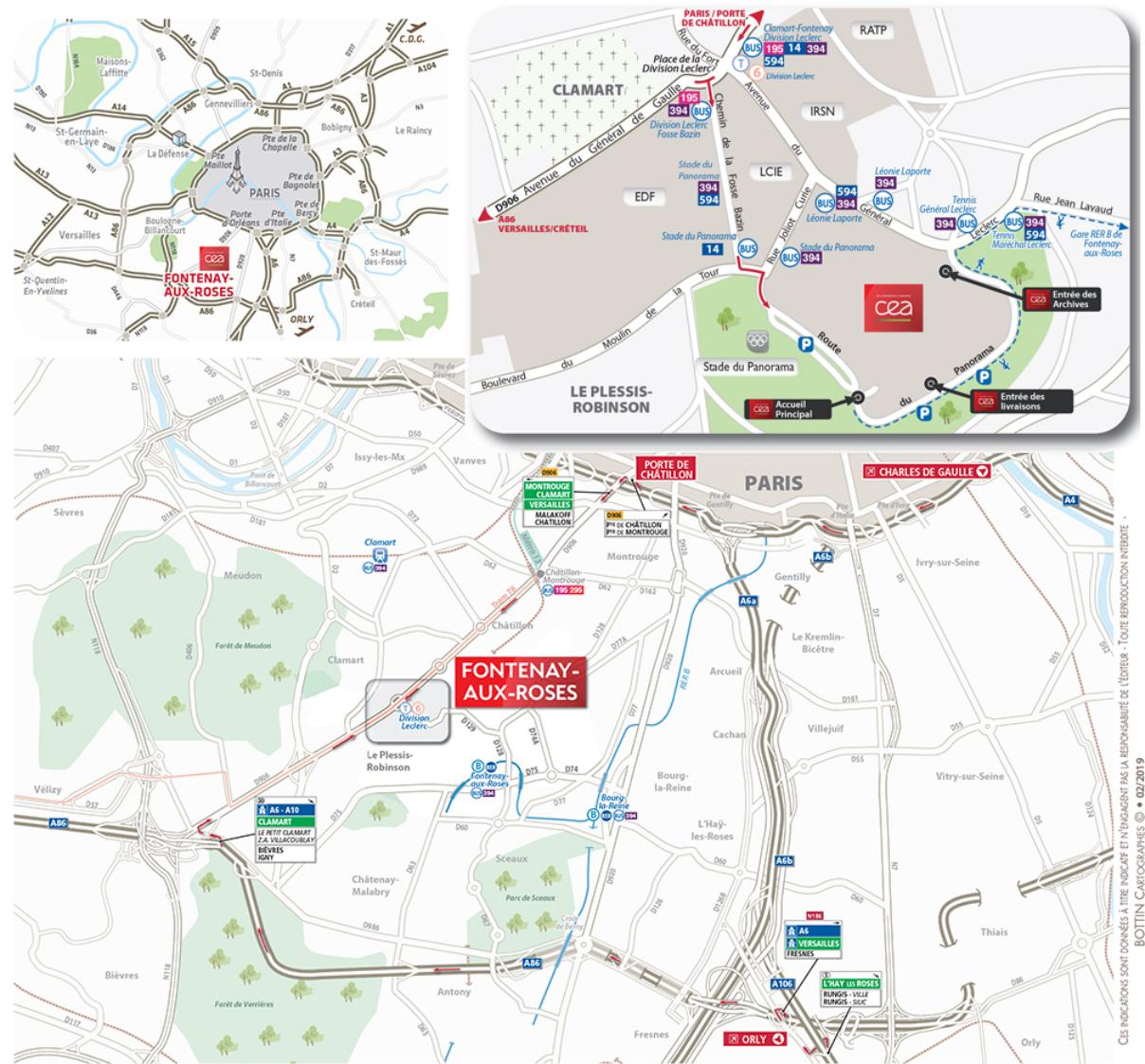


Figure 6.2: Access map of the Fontenay-aux-Roses center

6.3.4 Reimbursement of transport costs

If you need to take public transport to get to your place of work, your transport card may be reimbursed by the CEA up to a maximum of **70%**. In order to obtain reimbursement of your

card, please fill in the form "Request for reimbursement of transport costs". More information and the reimbursement form are available on the Intranet: http://www-far.intra.cea.fr/RH/liblocal/docs/Formulaire_Prise%20en%20charge%20des%20frais%20de%20transport%20en%20commun.pdf

6.4 Useful numbers

To call the center from outside or from your mobile phone, **01.46.54.70.80** or **0033.1.46.54.70.80** from abroad.

Emergency FAR site: fixed line **18**, Mobile **01.46.54.90.00**.

In other forms of contact, from the intranet you can access <https://portail.intra.cea.fr/Pages/Contact-Abonnements/Contact.aspx>.

6.5 Restaurant

6.5.1 Where to eat at CEA Fontenay-aux-Roses?

The CEA Fontenay-aux-Roses company restaurant offers a wide range of meals in different forms: takeaway, self-service and a "Club" room for special occasions. Go to the Intranet <http://www-far.intra.cea.fr> > Vie pratique > Menu du restaurant to consult the menus! The restaurant is located in **building 03, next to entrance C**.

6.5.2 Self

The cafeteria is open from **11:15 to 14:00h**. The room can accommodate up to 660 people. The self-service restaurant is not open in the evening, at weekends or on public holidays.

The **price** of a meal for a CEA employee is fixed according to his/her category. The categories are determined according to the salary. This price corresponds to a typical meal of **20 points**, including a starter, a main course and its side dish, a cheese and a dessert and a first ordinary loaf of bread. For a total of 20 points, you pay the basic price indicated for your category, i.e. **2.50€ for doctoral students, category A** (drinks, coffee and extra bread not included). When the meal you have composed corresponds to a total of more than 20 points, the price to be paid is higher than the basic price. The additional points are taken into account with a unit value set at 0.13€. Drinks (except still water at the fountains) are charged extra and the unit value of the point for drinks is set at 0.10€.

Payment for meals is made with your **CEA badge** (your badge must be encoded before first use at the badge office, bldg 17, door 29). Once your badge has been loaded, you can use it like a credit card to pay for your lunches at the center. To charge your badge, present it to the operator at the pre-loading desk. Each restaurant is equipped with a pre-loading station. The operator will credit your badge with the desired amount. Payment can be made in cash, by cheque or by credit card.

If you have a **temporary badge**, payment is made using the temporary catering card that was given to you when you signed your contract. This temporary card is topped up in the same way as the permanent badge. When you obtain your permanent badge, you can transfer the balance of your provisional card to your permanent badge at the pre-loading tills.

If you **lose your badge**, inform the SISG/CEA FAR, Restaurant Card Office, as soon as possible by calling 4.74.44 to block your card and prevent anyone else from using it.

6.5.3 Takeaway

The coffee corner is open every day from **11:15 to 14:30h**. You will find salads, sandwiches, wraps, anything you want to take away!

6.5.4 "Club" Room

The "Club" room offers a different menu each week with formulas ranging from 8,74€ to 13,11€. The Club Room can accommodate up to 70 people. You will also find breakfast served here after the medical visit to the Occupational Health Service from 8:30 to 10:30h.

6.6 Map of the center

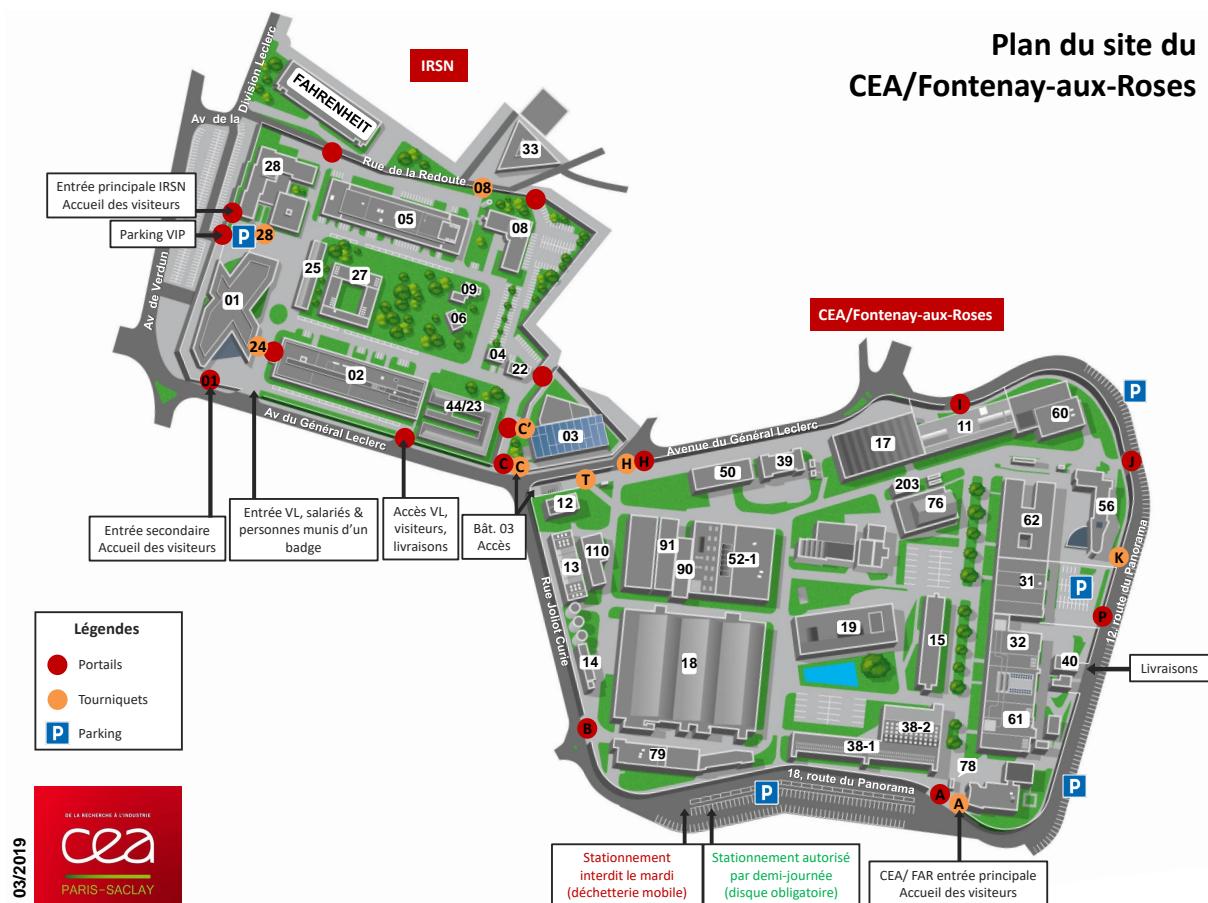


Figure 6.3: Map of the Fontenay-aux-Roses center

Chapter 7

Advice and tools

This section gathers practical tools that you could use during your Ph.D. thesis. Before using them, please ensure that your laboratory does not forbid their use.

The CEA blacklists some tools, and you incur sanctions if you try to use these tools on your laptop. The list is available at <https://www-s3i.intra.cea.fr/publi/utilisation/autorisations/start>. (Notice that Firefox is tolerated if you work on a Linux distribution, for now)

Your university may give you access to several tools; check their website to get the list of granted tools.



Do not hesitate to take time to choose your working tools, explore them, learn how to configure them (especially text editors or even IDEs for Ph.D. students doing programming). For Ph.D. students working with Linux, learn how to use classical commands such as `grep`, `cat`, `more`, `tree`, etc. More generally, mastering these tools will make your daily life more fluid and will allow you to avoid wasting time on superfluous tasks.

7.1 Development tools

7.1.1 Jetbrain's tool

If you are a Ph.D. student affiliated with the Paris-Saclay University, you have access to the JetBrains suit:

<https://www.jetbrains.com/fr-fr/community/education/#students>

Your university mailing address should suffice to get a license.

7.1.2 Git

Some labs have an internal git. Just ask your IT representative if it exists in your lab to get the access. It is strongly prohibited to push code on GitHub repository.

7.2 Writing tools and services

7.2.1 Grammarly

Paris Saclay University also gives access to Grammarly. This tool corrects and rephrases your English sentences. The subscription link is: <https://survey.centralesupelec.fr/index.php/p/559595?lang=fr>

The link to the tool is: <https://app.grammarly.com/>

7.2.2 DeepL

It is an automated translation tool based on deep learning methods. This tool also helps you to find synonyms given a specific context: <https://www.deepl.com/translator>

7.2.3 Overleaf

There is an Overleaf hosted by the CNRS and shared with the CEA. You can access it using this link: <https://plmlatex.math.cnrs.fr/>

7.2.4 Zotero

Zotero is a bibliographic management tool that stores and classifies your references. The tool automatically parses Metadata like authorship and year of publication from websites. You can use it to export a list of references in .bib format. BetterBibtex extension helps you to personalize citation keys.

7.2.5 Compilatio

Compilatio helps you to detect plagiarism. The Paris-Saclay University provides a free license for students: <https://www.compilatio.net/>.

7.2.6 Templates

The graphic charter of the CEA used to produce internal documents is available here: <https://portail.intra.cea.fr/multimedia/Pages/Charte%20graphique/Charte-Sommaire.aspx>

7.2.7 Document proofreading service

For Ph.D. students of the University of Paris-Saclay, free proofreading service for your scientific documents (articles, thesis, etc.) or not (CV) is available (<https://www.universite-paris-saclay.fr/en/academic-writing-center>).

7.3 Bibliography

7.3.1 Bibliographic sources

A list of websites can help you to start and update your bibliography. This list is not exhaustive but constitutes a good start:

- **Web Of Science** : an international database of scientific papers, with a lot of tools of research and visualization, access from the intranet <https://portail.intra.cea.fr/inst/Pages/Ressources/bases-bibliographiques/base-biblio-webofscience.aspx>

- **HAL** <https://hal.archives-ouvertes.fr/>: Open multidisciplinary archive with more than 1 million articles.
- **PubMed** <https://pubmed.ncbi.nlm.nih.gov/>: Open archive with many references in biomedicine.
- **ArXiv** <https://arxiv.org/>: Open archive with more than 2 million articles, mainly concerning physics, mathematics, informatics, biology, statistics, electronics, economy, systems science.
- **Connected papers** <https://www.connectedpapers.com/>: Graphical tool to explore article dependencies: good tool to perform bibliography.
- **Google scholar** <https://scholar.google.com/>: Google service to perform article search and article watch.
- **INIS** <https://www.iaea.org/resources/databases/inis>: a database concerning the pacifist uses of nuclear science and technology.
- **Resources made available by the CEA** (some of which are listed above): <https://portail.intra.cea.fr/ist> → tab Ressources.

You can be notified about any new publications using social media:

- Twitter
- Reddit

Most of the tools propose RSS feed and exports via API. You can automate the gathering of new articles using feed aggregation.

7.3.2 Feed aggregator

You can use RSS feeds aggregation tools to automate your technological watch. For that you can use Zotero or Outlook, or specific tools. A list of aggregating tools is given there : https://en.wikipedia.org/wiki/Comparison_of_feed_aggregators.

Example of an aggregator that is cross-platform and that is entirely free: <https://quiterss.org/>

7.4 Communication tools

7.4.1 Phones

The CEA internal numbers are composed of 4 digits, preceded by an area code. If you are calling the CEA from a CEA extension, the number will be 2.xx.xx for SAC and 4.xx.xx for FAR.

To call the center from outside or from your cell phone, replace the code 2 with 01.69.08 (or 00.33.1.69.08 from abroad), or the code 4 with 01.46.54.

Moreover, to call outside from the center, you must add a 0 in front of the number. The number will therefore be in the form 0.0x.xx.xx.xx.xx (or 0.00.33.x.xx.xx.xx.xx). For example, to call someone whose mobile number is 06.11.22.33.44, you would have to dial 0.06.11.22.33.44 or 0.00.33.6.11.22.33.44.

Calling FAR from SAC is like calling outside. Similarly, calling SAC from FAR is the same as calling outside.

7.4.2 MyCEA

The CEA communication department has developed an application called MyCEA. This application allows you to follow the internal and external news of the CEA. All the information can be found on https://portail.intra.cea.fr/Pages/Vie%20pratique/Vie_P_MyCEA.aspx.

7.4.3 Skype Business and CEA Video Conferencing

You can create web conference from outlook by scheduling a new event on your calendar (see fig7.1).

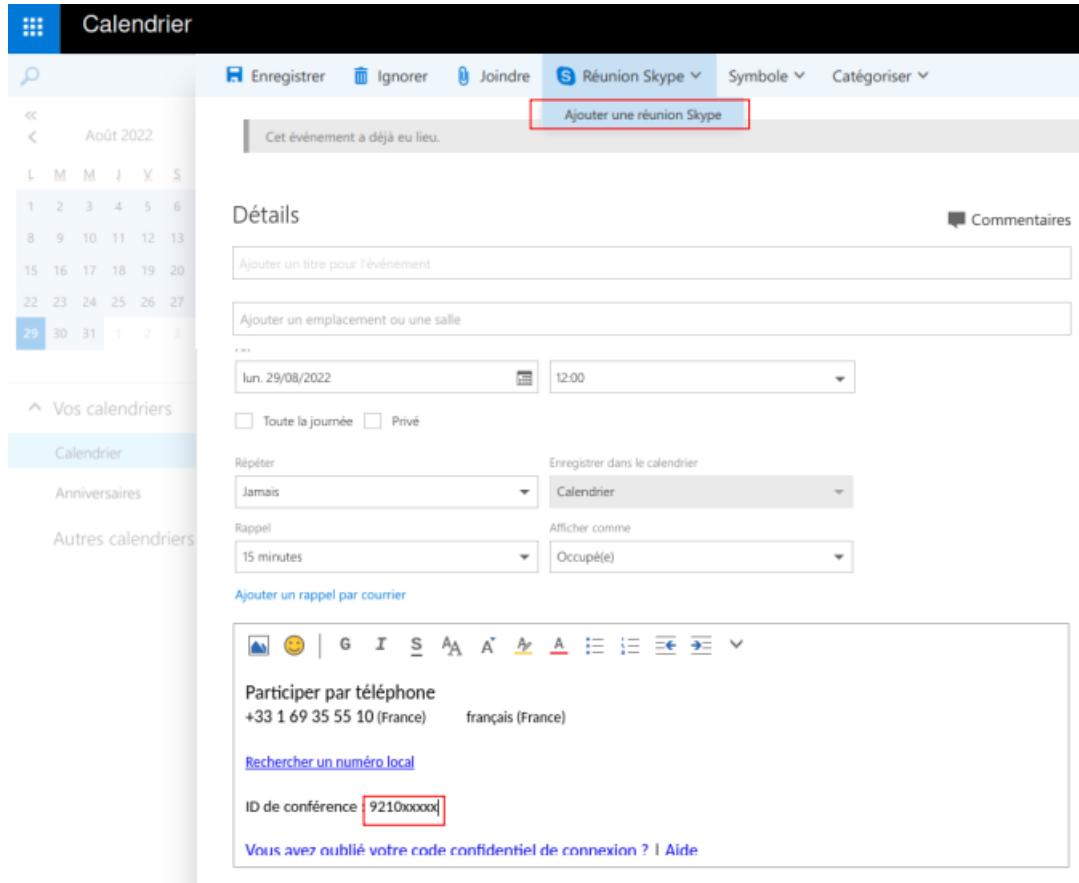


Figure 7.1: Creation of VC-CEA webconference

You can use web VC-CEA available at <https://vc.cea.fr/webapp/home> to join a conference. To connect to the meeting, use the id displayed in the schedule "99+id-conference".

7.4.4 Talkspirit

You have access to a discussion webapp with the CEA: <https://cea.talkspirit.com/>. Some labs use this webapp a lot, others don't.

7.4.5 Signal

Encrypted chatting application for mobile phone and laptop.

7.4.6 Email sorting rules

It is possible to sort your mail automatically with rules on your mailbox. To do this, go in Options > Courrier > Traitement automatique > Règles de boîte de réception. You have several choices of automation like move / copy / delete / transfer / redirect mails. This action is triggered when the conditions are full filled.

7.5 Useful links

Sites accessible from the Internet:

- ACTIF website: <https://actif-cea.github.io>;
- Webmail: <https://webmail.cea.fr>;
- Talkspirit: <https://cea.talkspirit.com>;
- Foodi (useful for Nano-Innov): <https://www.foodi.fr/>;
- Webconferences: <https://vc.cea.fr/webapp/home>;
- INSTN website: <https://instn.cea.fr/>;
- HAL CEA (Open archives): <https://hal-cea.archives-ouvertes.fr/>;
- CEA 360: https://www.cea.fr/lists/staticFiles/cea360/cea360/index_CEA360.html;
- Evento: <https://evento.renater.fr/>;
- PLM latex (Overleaf instance of the CNRS): <https://plm-latex.math.cnrs.fr/login?>;
- High performance computing at the CEA: <https://www-hpc.cea.fr/index.htm>;
- FactoryIA (Supercomputer for AI): <http://factoryai-doc.intra.cea.fr/README.html>.

Sites accessible from the Intranet:

- SIGMA space: <https://espacesigma.cea.fr/idp/>;
- Webmail: <https://mail.intra.cea.fr>;
- Intranet CEA: <https://portail.intra.cea.fr/>;
- Intranet SAC: <http://www-saclay.cea.fr/>;
- Intranet FAR: <https://intranet-paris-saclay.cea.fr/>;
- Intranet List: <http://list.intra.cea.fr/>;
- USCIPIEDIA (portal of the IT services of Paris-Saclay): <https://portail.intra.cea.fr/paris-saclay/informatique>;
- EPICEA (Scientific library): <https://epicea.intra.cea.fr/Default/accueil-epicea.aspx>;
- IST portal (Scientific and technical information): <https://portail.intra.cea.fr/ist>;
- Open science portal: <https://portail.intra.cea.fr/science-ouverte>;

- Instart Learning Experience (INSTN's e-learning): <https://www.instart-learning.eu/Account/loginChoice?rt=Lw==>;
- Gourmet: <http://gourmet-prod.intra.cea.fr:8000/gourmet>;
- MAP: <https://map.intra.cea.fr/sitepages/createur.aspx>;
- CEA 360: <https://portail.intra.cea.fr/Lists/StaticFiles/CEA360/cea360/index.html>;
- eRMess (site linked to authorizations): <http://applist2.intra.cea.fr/eRMess/>;
- IC2I (Community of computer correspondents of Paris-Saclay): <https://communaute-corinfo-saclay.intra.cea.fr/SitePages/Accueil%20de%20la%20communaut%C3%A9.aspx>;
- Wiki SSI (Documentary and collaborative space on Information Systems Security): <https://www-s3i.intra.cea.fr/start>.

Chapter 8

Authors and acknowledgments

This guide was written by:

- Guillaume ROUMAGE
- Adrien ROBERTY
- Valentin GILBERT
- Miriam RIQUELME PEREZ
- Nicolas MORON
- Joël PETIT

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Please get in touch with Guillaume ROUMAGE for any remarks or suggestions (guillaume.roumage@cea.fr).