ORIENTATION BOOKLET

Welcome to LAM (Laboratoire d’Astrophysique de Marseille)
This booklet aims to help you understand site operations and guide you through the procedures and documentation required during your stay.

The booklet is not exhaustive, but we hope it will be useful. Computer media are available to help you further discover our laboratory.

✓ The laboratory website: http://lam.fr

✓ The laboratory’s internal, and very useful, website: http://dircom.lam.fr/ (organization, operations, etc.)

Your supervisor, the administrative team and colleagues are happy to answer any questions you may have.

The management team welcomes you.
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Presentation

The Astrophysics Laboratory of Marseille is a joint research unit (UMR 7326) CNRS AMU (Aix Marseille University). The umbrella institute for astronomy at CNRS is the National Institute for Earth Sciences and Astronomy (INSU). The umbrella organization with the University is the Pytheas Institute’s Observatory for Earth Sciences and Astronomy (OSU) that brings together five major joint research units of which LAM is one.

- CEREGE : European Center for Environmental Geoscience Research and Teaching
- IMBE : Mediterranean Institute for Biodiversity and Maine and Continental Ecology
- LPED : Population, Environment and Development Laboratory
- MIO : Mediterranean Institute for Oceanology
- UMS Pytheas : A team of more than 100 people offering transverse services, including OHP (Observatoire de Haute Provence), multidisciplinary observation site and optimized technical platforms.

The Astrophysics Laboratory of Marseille’s main purpose is basic research in astrophysics. Our researchers work on small bodies, stars, exo-planets, galaxies and large structures in the universe.

The Astrophysical Data Center of Marseille (CeSAM), fifteen people strong, provides researchers with technical support for the mining of data obtained by the great instruments of the discipline and those developed at the laboratory.

One of the specificities that we share with some of the other great astrophysical laboratories is a large technical department richly endowed with resources and fifty people strong. We are developing instruments for the large ground (Chile, Hawaii . . .) and space telescopes.

We have numerous contracts with major agencies (CNES, ESA, NASA, ESO). Our technical expertise revolves around optics, opto-mechanics, and integration of optical instruments, as are clearly visible to you during a laboratory tour.

Our annual budget is around €6 million, excluding payroll. This strong technical component also allows us, beyond instrument development, to explore areas of technological innovation that can lead to enhancement activities, patents or start-ups.

The LAM building and its amenities make us one of the leading laboratories for astrophysics in France.
Contacts and Access

Astrophysics Laboratory of Marseille
Pole de l’étoile – Site de Château Gombert
38 rue Frédéric Joliot Curie
13388 MARSEILLE Cedex 13

Front Desk: 04 91 05 59 00
Fax : 04 91 62 11 90
Email : name.lastname@lam.fr

Laboratory Website and Social Media:
www.lam.fr and internal, very informative, website www.dircom.lam.fr

Laboratory Organization Chart

Organization chart : http://lam.fr/the-laboratory/direction-et-organisation/

The Management Team consists of one administrator, two deputy directors, one technical director, for the director, Jean-Gabriel Cuby.

You will be introduced to the entire team at a management meeting.

Jean Gabriel Cuby,
Director
Office 5976

Annie Zavagno,
Deputy Director
Office 4155

Marc Ferrari,
Deputy Director
Office 4191

Nataly Garcia ,
Administrator
Office 6950

David Le Mignant
Technical Director
Office 6947

Christian Surace
Project Manager
Office 6940

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The LAM’s Administrative Team, under the responsibility of Nataly Garcia consists of:

2 Human Resource Personnel

- Frédérique Lépine-Hébert
  Office 5901

- Aix-Marseille
  Office 5902

2 Mission Personnel

- Françoise Maxant
  From UMS Pythéas
  Office 4141

- Anne Marie Boschi
  Office 4152

- Agnès Le Baron
  Office 4121

1 European Contract and Project Personnel

- Ilia Todorov
  Office 4132

4 Purchase Order Personnel

- Christophe Sehim
  Office 6937

- Raphaël Oloron
  Office 5908

- Bernard Gilibert
  Office 6946

- Fabrice Jaubert
  Office 4180

The Ground and Space Based Instrumentation Department directed by David Le Mignant consists of 4 departments supervised by:

- Marc Jaquet
  MECHANICAL Service
  Office 5991

- Kjetil Dolhen
  OPTICS Service
  Office 4124

- Christophe Fabron
  TESTING Service
  Office 5961

- Pascal Landereiche
  Logistics Platform and Infrastructure Service
  Office 4182

The Astrophysical Data Center of Marseille (CeSAM) is supervised by

- Christian Surace
  Office 6940
Our Areas of Scientific Research and their Teams

GALAXIES-ETOILES-COSMOLOGIE

Lead:
Samuel Boissier/Sylvain de la Torre/Éric Jullo
Wiki.lam.fr/geco/FrontPage

SYSTEMES PLANETAIRES

Lead:
Magali Deleuil/Olivier Mousis

RECHERCHE & DEVELOPPEMENT

Optique-Instrumentation

Lead:
Emmanuel Hugot

We actively encourage you to personally discover the numerous faces (approximately 180) and jobs at our laboratory.
Building Hours and Alarm Schedule

Extract from the note: DRT-GEN-NOT-1029_HorairesAccesLabos_v1

You should be familiar with it in its entirety.

Building access is authorized for all building personnel from 6 am to 9 pm, Monday to Friday, excluding holidays and exceptional closures (RTT, other).

Visitors are only authorized in the building from 8:30-12:30 pm and 1:30-5 pm.

Visitors must check in at the front desk, indicate their host’s name, and wait in the lobby for their host to arrive.

For departures between 12:30 and 1:30 pm and after 5 pm, we thank you for accompanying your visitor and ensuring that he/she can exit the laboratory (thank you for opening the car barrier or pedestrian gate after 5 pm).

Deliveries take place between 9 am and 12:39 pm and 1:30 and 5 pm.

Do not open the entrance gate to delivery people outside of above stated delivery hours. Furthermore, visitors should be greeted personally by their host (please provide your phone number so that you can be reached).

The gate is open from 7 am to 7 pm.

During these hours use your badge to activate the entrance and exit barriers.

Outside these hours we ask that you monitor gate closures. Upon entrance, after parking your vehicle, please check to make sure that the gate is properly closed and that no one has surreptitiously entered. Upon exit, please wait until the gate has entirely closed behind you before riding/driving away (one full open/close cycle takes less than 3 minutes).
Your Safety

Your safety is important and is one of our priorities.

Pascal Landerecthe (4182) is the laboratory’s chief Work Safety Officer.

You are required to have a meeting with Pascal in order to learn about specific building safety rules. This meeting should take place during your first week at LAM.

If your work requires specific safety conditions, please refer to your supervisor for further information and training.

Work Safety Officer – Sauveteur Secouristes du Travail (SST)

Some laboratory personal have obtained a work safety officer certificate. They received first aid training. In the case of an accident, it is not necessary to be Worker Safety Officer trained to intervene.

In France, you are legally obligated to assist a person in danger (given the absence of danger to the person intervening). This assistance requires at the minimum a call for help.

Defibrillator

It is located at the building’s entrance near the front desk.

A defibrillator is used without prior training and a recording tells you how to proceed. It can save a life!

Pharmacy

Emergency pharmacies are located at various building locations and floors. They include first aid equipment.

You must inform Pascal Landerecthe, the laboratory’s chief Work Safety Officer if you used a first aid kit so that it can be restocked.
Emergency Phone Numbers

**SAMU/ Medical Assistance:**
- Dial 15
- Dial 112 from a cell phone

**Rescue:**

- Fire Fighters
  - Dial 18
  - Dial 112 from a cell phone

- Police
  - Dial 17

**Work Safety Officers at LAM (SST):**
- Dial 6789

**LAM:**

Persons to contact in the case of an emergency or anomaly
- David Le Mignant (Technical Director): 06 89 94 19 92
- Pascal Landerecthe (Work Safety Officer): 06 70 37 26 62
- Jean-Gabriel Cuby (Director): 06 73 40 84 18
Operations & Daily Life

Seminars, Coffee Club, Discussion Group
Events organized on a weekly basis. All information and calendars are available on lam.fr or team website.

Thursday Coffee Club
The laboratory gathers every Thursday morning, around research publication pre-prints. This is the Thursday Coffee Club, come and discuss with your colleagues.

The Laboratory Council
The Laboratory Council is chaired by the Laboratory Director. The council meets at least 4 times a year. It is convened by its Chairperson either of his/her own initiative or at the request of one-third of the members.

The Scientific Council
The Scientific Council is composed of members and alternates from among the laboratory's scientific research teams. The council meets at the request of the Chairperson or the laboratory Director to discuss strategic and scientific policies.

Documentation
Current LAM rules, regulations and procedures are available in various documents that you may find on our internal, very useful, website: www.dircom.lam.fr

Biblioplanets:
The aim of this document is to allow you to connect easily to « Biblioplanets » through the « ADS ».
You will find some information on the website of the OSU Pytheas :

http://www.osupytheas.fr/?-Procedures-de-connexion-


University Cafeteria:
LAM personnel may access the University Cafeteria (CROUS). Simply apply for a IZLY card, the form is available at Françoise Maxant desk.

Several restaurants or snacks are locate near our building, just to name a few you can lunch at: Terrasses du Midi (restaurant with a terrace), l'Escapade (sandwich hut), Oxford (salads including take-out), a bit further you will find several bakeries, a Quick, a Casino cafeteria as well as shops like Carrefour Contact or Dia Casino. There are small family-run restaurants in the village of Chateau Gombert.

A series of flyers about companies that deliver to the laboratory are available at the front desk.

Finally, the cafeteria in the LAM building lobby offers microwave ovens, refrigerators (please don’t forget anything inside), dishes and cutlery (self-wash), a food and drinks machine, a coffee machine and a water fountain.
Social Services and Help CNRS and AMU

**CNRS**

Social Worker agent:
Audrey RANGUIS ➔ 04 91 16 40 38

occupational health doctor:
Valerie LAPEYRE ➔ 04 91 16 41 12

**AMU**

Social Worker agent:
Marie Laure BOURDIN ➔ 06 48 94 92 31 ou 04 42 17 25 75

Bureau Faculté des Sciences de St Jérôme tous les vendredis et mercredi après-midi
bureau 026 (en face amphithéâtre Gaston de Saporta).

**Tous les jours** (8h/12h15 et 13h/16h30 sauf le jeudi : que le matin)

occupational health doctor:
Amélie CHAMPARNAUD ➔ 04 91 28 81 07

Occupational Psychologist:
Eve D’ANDREA POUSSARD ➔ +33(0)7 88 22 09 20

The Social Action Committees promote, organize, implement and manage any social, cultural, leisure, outing or sport events for CNRS and Aix Marseille University staff and their families.

Go to the social action committee website for further information.

**CAES The CNRS Social Action Committee**
The CAES functions as a social committee with CNRS agents and its institutes
Website: [http://www.caes.cnrs.fr/](http://www.caes.cnrs.fr/)
A CAES agent is on site at LAM every Friday morning.
The SCASC [http://scasc.univ-amu.fr/] accompanies all University staff on their professional and personal lives.

Work and the Environment

Saving Natural Resources

Each of us, during the course of our daily work, can be an active participant in the preservation of the environment by respecting a few simple guidelines:

Paper: print only if necessary, if possible in white and black, double-sided.

Paper recycling bins are at your disposal at the front desk. The bins are emptied in the lobby or photocopy rooms. This is the case for used batteries as well.

Electricity: turn off the lights when daylight is sufficient and disconnect unused devices. In summer, opt for natural ventilation rather than air conditioning, close doors and windows when the heating or air conditioning is on. Remember to turn off the lights and the heating or air conditioning when you leave a meeting room or office.
Notes:

Function / Job Title:

Initial contract dates (start and end):

Supervisor: ........................................ .............................Internal telephone: ....................

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