

SECTION OF SUPPORT TO RESEARCH (SSR)

OFFICE OF DIRECTOR OF ADMINISTRATION AND FINANCE

Director of administration and finance

Dr Tamás Landesz

Administrative officer (Legal/contracts)

Ms Virginie Vocanson

Assistant (Documents)

Ms Agnès Meneghel

Administrative assistant

Ms Nathalie Lamandé

Secretary

Ms Séverine Coutelier

ADMINISTRATIVE SERVICES OFFICE

Administrative services officer

Ms Elisabeth Françon

Project manager

Mr Sylvain Lubiato

Administrative assistant

Ms Sophie Servat

Principal assistant (Procurement)

Ms Fabienne Lelong

Assistants (Procurement)

Ms Sandra Lejeune

Mr Didier Louis

Ms Sandrine Macé

Assistant (Registry)

Mr François Deloche

Assistant

(Security and building management)

Mr Jean-Alain Pedil

Secretary

Ms Valérie Rut

Support staff

Mr Bruno Amara (Maintenance)

Mr Thomas Cler

(Laboratory maintenance)

Mr Yannick Condomines (Reception)

Mr Henri Cordier

(Laboratory and administration)

Mr William Goudard

(Space maintenance)

Mr Antoine Hernandez (Driver)

Mr Michel Javin (Reprography)

Mr Hafed Lamouchi

(Electronic maintenance)

RESOURCE MOBILIZATION, BUDGET, AND FINANCE OFFICE

Administration and finance officer

Ms Angkana Santhiprechachit

(until November 2021)

Resource mobilization and grant officer

Dr Olaf Kelm (until February 2020)

Ms Claire Salignat

Budget officer

Ms Editta Odame

Finance officers

Ms Julie Goux

Mr Rommel Nidea

Assistants (Budget)

Mr Thomas Odin

Ms Madeleine Ongaro

Mr Franck Rousset

Assistants (Accounts)

Ms Belinda Annibaldi

Mr Samuel Billard

Mr Pascal Binet

Mr Christian Mah (until February 2021)

Ms Laurence Piau (until January 2021)

Ms Adèle Séguret

Mr Nils Viala

Assistants (Resource mobilization)

Ms Maud Bessenay

Ms Véronique Chabanis

Ms Claire Salignat

(until November 2020)

Trainees

Ms Coline Bancel

Ms Emmanuelle Gaucherand

Ms Amel Mesbah

Ms Anna Schmutz

Ms Mahée-Théa Viton

HUMAN RESOURCES OFFICE

Human resources officer

Ms Dina D'Amico (until January 2020)

Mr David Kavanagh

Associate human resources officer

Ms Catherine Bassompierre

Assistants (Human resources)

Ms Julie Buguet

Ms Julianna Soos (Training)

Secretary

Ms Sophie Sibert

Central Secretarial Services (CSS)

Ms Severine Coutelier

Ms Nandini Deleu

Ms Andreea Spanu

(until February 2020)

Staff physician

Dr Michel Baduraux (until July 2021)

Secretary to IARC Staff Association Committee and Staff physician

Ms Isabelle Poncet

Relocation assistant

Ms Christine Astier

INFORMATION TECHNOLOGY SERVICES

Head, Information Technology Services

Mr Francisco Lozano

IT officers

Mr Philippe Boutarin

Mr Christopher Jack (until August 2021)

Assistants (IT support/development)

Mr Sébastien Agathe

Ms Lucile Alteyrac

Mr Benjamin Danet

Mr Hafed Lamouchi

Mr Nicolas Tardy (Bioinformatics)

Mr Rémi Valette

The main role of the Section of Support to Research (SSR) is to ensure the smooth operations of IARC and to enable the achievement of the Agency's scientific objectives. With the start of the new IARC Medium-Term Strategy 2021–2025 and the new IARC organizational structure as of 1 January 2021, SSR was renamed as the Services to Science and Research Branch.

SSR is made up of six specialized operational units, which provide services intrinsic to the successful implementation of the Agency's scientific programmes: (i) Office of the Director of Administration and Finance, including legal support and data protection; (ii) Budget and Finance Office, including supporting resource mobilization activities; (iii) Human Resources Office, including staff training and capacity-building; (iv) Administrative Services Office, including procurement, conference services, building management, and security; (v) Information Technology Services, including telecommuni-

cations; and (vi) Publishing, Library, and Web Services, including publications production and copyright management (which became part of SSR in January 2021 as part of the restructuring). SSR ensures that the Agency's activities meet the highest sector standards of resource management, operational efficiency, and accountability in the use of the funding made available by its Participating States and donors.

In addition to the regular provision of daily operational services, during 2020–2021 the following achievements of SSR contributed substantively to maintaining IARC's leadership status in the ever-changing international research environment.

SSR continued to spearhead the review of IARC's core values, which represent the Agency's DNA, and helped embed these values in every aspect of the Agency's work. During the biennium the Quality of Work Life initiative was launched;

this is an important programme that aims to ultimately improve the quality of science at IARC. Based on broad consultation with IARC personnel, multiple working groups, involving volunteers from across the Agency, have been set up in four target areas: (i) working in a respectful and harmonious environment, (ii) opportunities for growth, training, and development, (iii) well-being and work–life balance, and (iv) team and performance management.

Notable progress has been made, in close cooperation with our host country, in the construction of a new state-of-the-art IARC headquarters in Lyon: the Nouveau Centre building. The First Stone Ceremony was held in February 2020 with the participation of the IARC Scientific Council and local dignitaries. Work on the building has progressed well since then, despite the challenges created by the COVID-19 pandemic. The new building is scheduled to be finished in time to enable its occupation



by the end of 2022. As well as working towards the construction of IARC's future premises, SSR has continued to ensure that the Agency's scientific activities are not significantly interrupted by the continued technical failures experienced in the current premises.

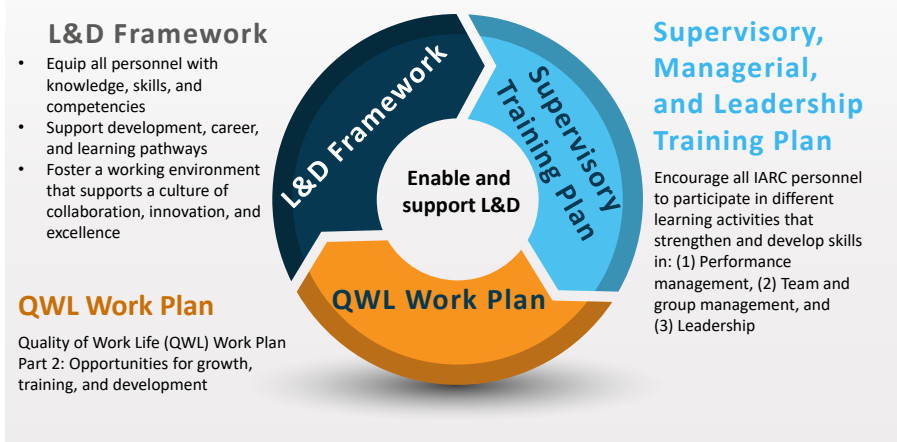
As a result of the COVID-19 pandemic, SSR activated the Agency's Business Continuity Management Team to guide IARC personnel through the various periods of lockdown, applying a phased approach. SSR adapted the current premises to be compliant with WHO and host country health and safety measures as well as health protocols, while ensuring that daily operations and scientific work can continue uninterrupted. Effective teleworking was enabled through the use of the latest cloud-based communications, collaboration, and productivity platforms, and the expansion of the virtual private network (VPN) technology to all IARC personnel. Several additional services for virtual meetings, electronic workflows, and electronic signatures made it possible for work to continue seamlessly.

The IARC Specific Guide on Engagement with Non-State Actors was updated and further simplified to provide clear operational guidance, complementing the WHO Framework of Engagement with Non-State Actors (FENSA).

SSR supported the Director in efforts to mobilize additional external financial resources to deliver the approved programme of work, in developing an IARC Investment Case to help resource mobilization efforts, and in launching the new IARC Medium-Term Strategy 2021–2025.

SSR continued to ensure effective management of IARC accounts, retaining compliance with the International Public Sector Accounting Standards (IPSAS), validated by WHO external auditors on an annual basis. The Agency continued to receive unqualified (or fully compliant) audit opinions from the External Auditors throughout the biennium. In 2021, for the first time, IARC received no recommendations from the External Auditors and managed to close all prior year recommendations successfully.

Enable and support continuous Learning and Development (L&D)



In addition, SSR continued to put in place measures aimed at maximizing the professional and personal potential of personnel, and fostering a work environment that supports collaboration and excellence. Because of constraints resulting from the COVID-19 pandemic, face-to-face training sessions were replaced by online courses and novel group-based learning methods.

An innovative scientific leadership programme comprising various modules was launched in 2021. The first cohort of students included senior and mid-level scientific managers at IARC. The second cohort also included external scientists from low- and middle-income countries as well as scientists nominated by IARC Participating States.

SSR remains committed to the principle of continuous quality improvement, striving to further enhance the Agency's processes and support services by, among others, collecting feedback through regular service surveys. Five impact areas devised by SSR to enable IARC to fulfil the IARC Medium-Term Strategy 2021–2025 and to help build a learning and adaptive organization fit for the 21st century are (i) faster delivery of results, (ii) pooling of resources, (iii) technological innovation and advancement, (iv) fit for Open Science, and (v) culture shift and personal growth. SSR holds monthly Administrative Town Hall meetings to communicate SSR objectives and planned activities and to explain new operational policies and administrative procedures of general interest.

