

ZRR Formalities

Concerns all people wishing to access the laboratory,
regardless of their nationality and whether or not they work in a ZRR (restricted regime area).

Visiteurs/Visitors (in the sense of ZRR formalities)

Visitors are people who come to IJCLab on a **temporary basis, without exceeding 5 consecutive working days (Monday to Friday) and without directly participating in the scientific or technical activities of the laboratory.**

The visitors who have virtual or physical access to the ZRRs (currently nine areas) Visitors are required to register on arrival in the **visit register** and to indicate the time of departure from the laboratory. Physical **visit registers** are located near the accesses to the ZRRs, and an electronic declaration is possible by e-mail to registre-zrr@ijclab.in2p3.fr (see reverse). Visitors must be accompanied throughout their visit.

For **group visits** (classes, congresses, etc.): the list of visitors as well as the "notoriety circuit" followed on the premises by the visitors must be sent to the PPST coordinator 3 days before the event.

Stagiaires/Interns (in the sense of ZRR formalities)

Interns are students **up to M1 level or equivalent to BAC + 4**. They are subject to a declaration prior to their arrival and must be registered by the DARH on the list of internship declarations. They must have a signed internship agreement.

The intern doing an internship in a physical ZRR carries out his/her research or production activities under the supervision of the permanent staff working inside the ZRR. The internship supervisor must receive any draft of the internship report before public release.

Collaborateurs/Collaborators

Collaborators are people who come to **work, in a physical ZRR or outside, with the laboratory's staff on scientific or technical subjects**: M2 interns or equivalent to BAC + 5 level, PhD students, fixed-term contracts, long-term visitors, scientific collaborators, etc. **In order to be granted access to the laboratory, an individual and personal authorisation must be issued by the IJCLab director after agreement from the HFDS of the Ministry (MESRI) via the FSD of the University of Paris-Saclay.**

Information to be collected by the host (IJCLab member)

- information form for access to the laboratory, **fully completed**, available on IJCLab intranet,
- copy of the National Identity Card (French) or passport **valid at the time of application**,
- **detailed CV** of the collaborator with date and place of birth and if possible cell phone number, **without any blank period**
- **detailed description** of the scientific and/or technical activities,
- the host's **motivated explanation** of the choice of the collaborator,
- proof of funding of the visit, for example: salary, grant, reimbursement of mission expenses paid by IJCLab.

Procedure to follow: personal access authorisation must be obtained before the collaborator arrives.

On the basis of the above information, provided by the host to the DARH staff and/or the PPST coordinator, an application will be sent to the SDF of the University of Paris-Saclay, via a dedicated computer application with the information and documents requested above. **The maximum response time is 2 months**, to which should be **added 1 week for processing** by the DARH and **3 days** for the FSD of the University of Paris-Saclay. The hosts must contact the HR referent of the pole to which they belong.

The authorization for the collaborator to access the laboratory is notified by letter signed by the director of the laboratory, with a copy to the host. It is this authorisation that enables the additional formalities to be completed according to the status of the collaborator (employment contract, agreement).

The refusal of access authorisation issued by the MESRI does not mention any reason. The decision to refuse is notified to the person concerned by registered letter with acknowledgement of receipt (letter recommandée avec AR).

For your information

Since 1 January 2020, IJCLab is classified as "ZRR intégrale".

Permanent and non-permanent staff registered on T0 list as of 1 January 2020, visitors and interns (as defined in this document) are the only staff who can access IJCLab without a prior request for authorisation from the HFDS department of the MESRI.

The ZRR sign must be displayed at each of the possible entrances to the ZRR - Article 413-7 of the Penal Code.

The list of authorised persons and the register of visits must be made available to the FSD and the authorities.

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Glossary

- **Physical access to a ZRR** : people cross the material/physical (infrastructure) boundaries of the ZRR
- **Virtual access to a ZRR** : persons, via a duly authorised computer account for a specified period of time, can access secure partitions where scientific/technical data related to the protected activities are stored
- **DARH** : IJCLab HR division (division accueil et ressources humaines)
- **DU** : director of the laboratory (directeur d'unité)
- **FSD** : security and defence officer (fonctionnaire de sécurité et de défense) of the University of Paris-Saclay, in charge of the protection of the scientific and technical potential for IJCLab and through whom all IJCLab requests transit
- **HFDS** : ministry head of the FSDs of all universities and research organisms (haut fonctionnaire de défense et de sécurité)
- **T0 liste as of 1 January 2020** : list of permanent and non-permanent staff from the five founding laboratories of IJCLab on 1 January 2020
- **List of physical ZRR**
 - Building 100A and M : 2nd basement, A802 (91F144ZRR1) ; 1st basement, A912b (91F144ZRR2) ; 2nd floor, CHIMÈNE area of the Energy and Environment Pole (91F144ZRR3 and 91F144ZRR4)
 - Building 106G : rooms G003a and G003b (91F144ZRR5)
 - Building 106GA (91F144ZRR6)
 - Building 107H : delimited zone according to the Labour Code with regard to the risk of exposure to ionising radiation (91F144ZRR7)
 - Building 109N : experimental area called « Rotonde » and machine hall (91F144ZRR8) ; « carburation » area (91F144ZRR9)
- **MESRI** : Ministry for higher education, research, innovation (ministère de l'enseignement supérieur, recherche, innovation)
- **PPST** : legislative framework for the protection of national scientific and technical potential
- **Zone de confiance / Zone of confidence** : all buildings outside the 9 physical ZRRs
- **ZRR** : a restricted-regime area (zone à régime restrictif), in France, is an area with restricted access for the protection of the national scientific and technical potential
- **ZRR intégrale** : only certain buildings or areas of buildings are classified as ZRR. Apart from the personnel whose names appear on the T0 list, visitors and interns (as defined in this document), all personnel must obtain prior authorisation before arriving at the laboratory

ZRR register (only for visitors, in the sense of ZRR formalities, see front side)

- **Physical** : located near the 9 physical ZRRs
- **Online** : by mail at registre-zrr@ijclab.in2p3.fr with the following information
 - Name of visitor:
 - First name of visitor:
 - Married name (if applicable):
 - Date of birth:
 - Place of birth:
 - Citizenship:
 - Employer:
 - Name and surname of the host:
 - Date and time of start of visit:
 - Date and time of end of visit:
 - Physical ZRR to be visited: