

Directive on Consultation Procedures within EPFL

LEX 1.1.2

1 January 2002, status as at 1 January 2017

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Section 1 Scope

Article 1 Submission for consultation

¹ The following shall be put up for consultation:

- subjects on which consultation is required by the Federal bodies and ETH Board;
- subjects intended to be prescriptive, to be enacted by the Direction, affecting areas of general interest to EPFL;
- subjects coming under the joint Statement of Intent [Déclaration d'intention commune du domaine des EPF et des associations du personnel de la Confédération \(Polylex 4.6.0.1\)](#).

² Other subjects touching on areas of special concern to EPFL may also be put up for consultation.

³ It is up to the EPFL Direction to decide whether the above conditions are met.

Section 2 Consultation within EPFL

Article 2 Organisation

¹ Any consultation shall be the subject of a decision by the EPFL Direction to organise related procedures.

² The consultation shall be organised and led by the person in charge as appointed by the EPFL Direction.

Article 3 Bodies to be consulted

¹ On subjects arising from bodies higher than EPFL and subjects of a prescriptive nature, the following bodies shall be compulsorily consulted:

- EPFL Assembly (via its President);
- Schools and Colleges via their Council;
- General Services Council (administrative and technical staff outside Schools and Colleges), if it exists;
- EPFL Groups, via their associations i.e. APEL, ACIDE and AGEPOLY, in accordance with Articles 19 and 20 of the ETH Board Ordinance on the Zurich and Lausanne Federal Institutes of Technology [Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne](#) (via their respective Presidents);
- the Swiss Federal Employees' Association (APC) shall be consulted in accordance with Article 21 of the [Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne](#).

² For subjects with specific scope, only the bodies concerned shall be consulted in accordance with Articles 19 and 21 of the [Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne](#).

³ Any EPFL person and/or organisation may express themselves regarding the documents for consultation by submitting their opinion to the EPFL Assembly.

⁴ Consultation may be extended to further organisations or individuals outside EPFL involved in the subject, as decided by the EPFL Direction.

⁵ Responses by the bodies consulted shall be sent to the EPFL Assembly, which centralises and summarises them. The EPFL Assembly shall forward the standpoints and summary to the person in charge of the consultation.

Article 4 Deadline for response

¹ The deadline for responding to a consultation is set by the person in charge of the consultation:

- taking into account the deadline set by the higher bodies,
- taking into account the subject's importance.

² The deadline for transmission to the EPFL Assembly shall be at least four weeks. In case of emergency, a shorter deadline may be set.

³ In case of emergency, a consultation may be organised in the form of a conference of representatives of the groups of people concerned.

Article 5 Announcing a consultation

¹ The launch of a consultation procedure shall be the subject of a public announcement by the person in charge of the consultation. This announcement is distributed via the computer network to all persons within the EPFL (Email, WWW, etc.)..

² The consultation shall also be announced via an advertisement in the EPFL Flash newsletter.

Article 6 Announcement content

The announcement shall contain at least the following:

- name of the person in charge of the consultation;
- title of the document for consultation and reference to access the document;
- list of organisations consulted;
- broadcast mode;
- response deadlines;
- consultation time-frame.

Article 7 Broadcasting documents for consultation

The consultation material shall be distributed electronically.

Article 8 Publishing consultation results

¹ The EPFL Assembly shall provide the Direction with a report summarising the various standpoints. The EPFL Direction shall summarise the main discrepancies between the original document and opinions received.

² The EPFL Direction shall communicate its decision further to the consultation as well as the main discrepancies between the opinions expressed during consultation. The EPFL Direction shall notify the organisations consulted of the EPFL position as sent to the higher bodies.

Section 3 *Consultation within Schools/Colleges*

Article 9 Organisation

Consultations within Schools or Colleges shall be conducted in the framework of the School/College Council.

Section 4 Final Provisions**Article 10 Dispute procedure**

¹ Any inquiry or dispute concerning the application of these instructions shall be admissible, provided that it is filed before the decision was taken by the competent body. Any dispute shall be addressed first to the person in charge of the relevant consultation.

² In case of disagreement, the dispute shall be brought before the EPFL Direction which will decide after consultation with the EPFL Assembly, subject to the right of appeal set by Article 37, paragraph 2 of the [Federal Act on the Federal Institutes of Technology](#).

Article 11 Entry into force

This Directive enters into force on 1 January 2002, version 2.3., status as at 1 January 2017. It does not apply to consultations ongoing on the date of its entry into force.

On behalf of the EPFL Direction:

Patrick Aebischer
President

Susan Killias
General Counsel

Comment: this Directive has been reviewed as part of the 2017 reorganisation. No modifications were made to this directive as a result of the review.