

Closing inventory procedure for the departure of a Head of Unit or closure of a Unit

LEX 4.1.2

of 1st December 2007, status as at 1st January 2021

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

Preamble

A closing inventory is drawn up in the event of the departure of a Head of Unit or the closure of a Unit at EPFL.

The aim of this closing inventory procedure is to document the various controls and actions which must be performed when a Head of Unit leaves and/or upon the definitive closure of a Unit.

Article 1 Scope of application

The present procedure refers to Chapter 12 of the Financial Regulations and is applicable to all those responsible for EPFL cost centers, notably regardless of function (full, associate, assistant and adjunct professors, Swiss National Science Foundation grant holders, and heads of services or sections). The Head of Finance & Controlling (RFF) or deputy for the school, college, transdisciplinary body or Vice Presidency coordinates the procedures and supports the Heads of Unit in order to ensure that they function smoothly. [An HR process for restructuring and closures](#) is set out to strengthen communication and support and to facilitate internal exchanges and the external re-employment of employees concerned.

Article 2 Sequence of operations

<i>Register of departures and Unit closures</i>	The EPFL Human Resources service (hereinafter HR) prepares an annual list of Heads of Units who will be leaving their post within the following 5 years. All new information regarding the (unplanned) departure of a Head of Unit or the closure of a Unit must be transferred to HR without undue delay and must be entered in this register.
<i>Verification of information</i>	HR coordinates and validates this information with the HR managers and the Head of Faculty Affairs.
<i>Communication</i>	This information, once consolidated and verified, is forwarded: a) to the EPFL Direction and to the College Deans and Directors for their respective Schools and Colleges; b) to the Internal Control and Risk Management service (hereinafter CIGR).

<i>Reverse schedule</i>	The Vice Presidents, School Deans and College Directors are responsible for drawing up a reverse schedule listing the actions to be taken up until the closure of the Unit (Annex 1). The HR Managers (hereinafter RRH) and Talent Management (hereinafter TM) support the employees concerned by these closures (see HR process for restructuring and closures of Units).
<i>Decision to close the Unit</i>	The Dean submits the request for the closure of the Unit to the Direction, who formalise the decision.
<i>Informing the members of staff</i>	The HR manager informs the Unit's members of staff with permanent contracts by letter of the reorganisation relating to the closure of the Unit.
<i>Informing the Head of Unit</i>	The Head of CIGR informs the Head of the Unit concerned of the initiation of the closing inventory procedure at least six months in advance. The RFF or deputy forwards this information to the School Central Services.
<i>Informing the ETH Board</i>	The President informs the ETH Board (via the APR) of the departure of the professor at least six months in advance.
<i>Closing inventory</i>	The Dean checks all of the elements included in the closing inventory with the Head of Unit (Annex 2). The closing inventory report is signed by the Head of Unit and the School Dean. The CIGR validates the closing inventory and forwards an annual report on laboratory closures to the EPFL Direction for informational purposes.
<i>Archives</i>	The CIGR files the reports and relevant documents in the archives.

Article 3 Entry into force

¹ The present procedure entered into force on 1st December 2007, version 1.5, status as at 1st January 2021.

On behalf of the EPFL Direction:

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