

EPFL Direction Decision-Making Process

12 July 2016, status as at 01.01.2017

Objective

In order to provide a procedure which clearly describes the various steps leading to decisions by the EPFL Direction, this document aims to:

- Set out the various stages;
- Manage requests for decisions made in Direction meetings;
- Make sure the necessary information is available within the set deadlines;
- Guarantee that requests for a decision are clear;
- Tighten the management of such requests;
- Ensure process transparency;
- Streamline the steps from the request to notification of the decision;
- Maintain a comprehensive history of all decisions.

Coordination

Coordination of the EPFL Direction decision-making process is shared between the Secretariat General (SG – organisation of meetings) and the General Counsel (GEC – validation / drawing up of decisions).

In this capacity the onus is on these two units to inform and assist the persons involved in Direction meetings.

Procedure – before the meeting

Preparation of complete files

Any unit wishing to submit a subject to the Direction must prepare a complete file. Files should include the following:

1. Cover page: introduction / background / information about decisions expected from the Direction.
2. A draft decision setting out the key aspects of the subject on which a decision is expected in a clear and concise manner, including in particular:
 - Name of the unit submitting the request;
 - Reference to any previous meetings in which the item may already have been discussed;
 - Statement of items to be ruled on by the Direction, such as:

- Brief description of the subject of the decision;
 - Implementation / subsequent action to be taken or changes to be considered, with effective dates;
 - Any necessary resources (HR, funding), as well as the origin of such resources;
 - Notification of the decision, either to the person in charge of the action for implementation, or for information to the persons concerned (mention the persons' names and positions);
 - Any other element deemed useful for the document's relevance;
 - Appendix to the decision: specify any appendices and attach a list thereof.
3. Proposal: description of the request (including any appendices).

The person having prepared the file should indicate contact information so that they may be contacted if needed.

Direction decision templates: in order to simplify such requests, SG/GeC provide a general framework containing the main headings. These models are available on the server under 0.1.1 "Administrative Management" in the folder entitled "[Direction decision templates](#)."

Support by a Direction Member (including SG and GeC)

Units wishing to submit a topic to the Direction should forward the relevant file to a Member of the Direction (President, Vice President, Secretariat General or General Counsel). They may also do this through a School Dean or College Director.

The Direction Member assesses the file and decides whether to submit the topic to the Direction:

- If the VP/Dean/College Director, Secretary General or General Counsel decides to submit the file to the Direction, he/she notifies the SG and forwards the complete file to the latter;
- If the VP/Dean/College Director, Secretary General or General Counsel decides not to submit the file to the Direction, he/she notifies the requesting unit.

File transmission and approval

The complete files (see above) are transmitted to the SG for preparation of the Direction meeting at the latest on Wednesday evening before the following Monday meeting.

The SG decides which items to include on the agenda. The President approves the agenda for Direction meetings.

The files are then checked (and completed if applicable) on Thursday morning so that the complete dossier for the Direction meeting (agenda and all files) may be finalised by Thursday noon.

Distribution of documents

On Thursday afternoon, the SG distributes the Direction dossier to allow Direction Members to make themselves acquainted with the documents submitted for decision.

Procedure – after the meeting

Decision-making

The EPFL Direction makes a decision on each item on the agenda:

- If the EPFL Direction approves an item, the Direction decision is signed by the General Counsel;
- If the EPFL Direction wishes to amend a decision, the file is returned to the person who submitted it. The decision is modified accordingly and signed by the General Counsel;
- If the Direction wishes an item to be reworked or complemented, the file is returned to the person who prepared it. The file can then be put on the agenda for a subsequent Direction meeting.
- If the EPFL Direction rejects an item, the file is returned to the person who prepared it.

Notification

Notification of decisions: depending on the type of decision and on the persons/units concerned, the SG sends out notifications for implementation and/or information.

In general, the VPE and the VPR are notified of decisions regarding education and research, while the VPFI is copied on decisions which have a financial impact.

In addition, once they have been approved by the Direction, decisions submitted by Faculty Affairs and regarding Professors are communicated by Faculty Affairs, who ensure in particular that they are notified to the VPE and the VPR, the School Dean, HR, and where applicable to the Financial Service or to the GEC for accreditation.

Follow-up

The SG lists the decisions in a table whose "follow-up" heading serves to keep the schedule of actions and deadlines up-to-date.

The SG maintains a repository to find Direction decisions chronologically (years/months) or by topic.

Process approved by:

Name	Date
Susan Killias	01.01.2017