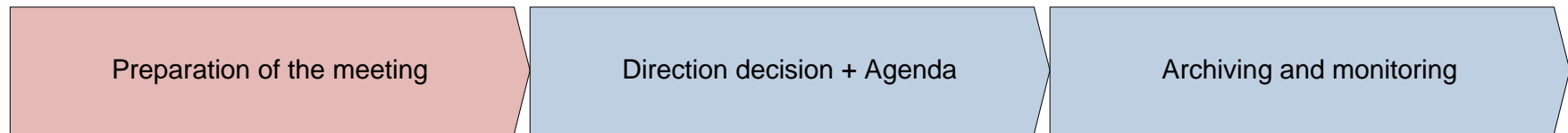


Processus	Responsable de processus	Auteur	EPFL
Direction decision: process overview	Susan Killias	DG, MC	



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Processus				Responsable de processus	Auteur	EPFL							
Direction meeting: preparation of the meeting				Susan Killias	DG, MC								
Input	Processing	Output	ID Processus	Description	Support materials								
	<pre> graph TD A[EPFL Unit Preparation of the complete file] --> B[EPFL Unit Request to a Direction Member] B --> C[Dir, SG/GeC Assessment of the file] C -- no --> D[Dir, SG/GeC Return to the requesting unit] C -- yes --> E[Dir, SG/GeC Notify the SG of an item for the agenda] E --> F[Secretary General Decision to put the subject on the agenda and file checks] F --> G[Secretary General Distribution of documents] G --> H([Direction meeting]) I[Complete file] --> A J[Complete file] --> C K[Complete files] --> F L[Complete Direction dossier] --> G M[C1 control] --> F N[Complete Direction dossier] --> O[Complete file] </pre>			<p><u>Preparation of complete files</u> Any unit wishing to submit a subject to the Direction must prepare a complete file. Files should include the following:</p> <ul style="list-style-type: none"> Cover page: introduction / background / information about decisions expected from the Direction. 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. Proposal: description of the request (including any appendices). 									
				<p><u>Request to a Direction member</u> 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.</p> <p><u>Décision de soutien ou non du point</u> The Vice President/Dean/College Director, Secretary General or General Counsel assesses the file and decides whether to submit the topic to the Direction</p> <p><u>Agenda of the Direction meeting</u> 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.</p>									
				<p><u>File transmission and approval</u> 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 Direction dossier (agenda and all files) may be finalised by Thursday noon.</p>									
				<p><u>Distribution of documents</u> On Thursday afternoon, the SG distributes the Direction dossier to allow Direction Members to make themselves acquainted with the documents submitted for decision.</p>									
				<p>The Direction meeting takes place</p>									
<p>Légende:</p> <p>Key control</p> <p>Automatic control</p> <p>Manual control</p>				<table border="1"> <thead> <tr> <th>Document name</th> <th>Current version</th> <th>Old version</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>20170101_LEX 1.1.1_annexe2_EN.vsd</td> <td>01.01.2017</td> <td>21.07.2016</td> <td>2/3</td> </tr> </tbody> </table>	Document name	Current version	Old version	Page	20170101_LEX 1.1.1_annexe2_EN.vsd	01.01.2017	21.07.2016	2/3	
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Processus				Responsable de processus	Auteur	EPFL
Direction meeting: after the meeting				Susan Killias	DG, MC	
Input	Processing	Output	ID Processus	Description	Support materials	
				<p>Decision-making The EPFL Direction makes a decision on each item on the agenda:</p> <ul style="list-style-type: none"> • 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. 		
				<p>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.</p> <p>In general, the VPE is notified of decisions regarding education, while the VPFI is copied on decisions which have a financial impact.</p> <p>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.</p>		
				<p>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.</p>		

Légende:

- Key control
- Automatic control
- Manual control

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