

APPENDIX 1 – Model of Organizational Regulation (OR) for Scientific Platforms

Each Scientific Platform (ScP) must define its operating rules in an organizational regulation. These rules must be in line with the principles set out in the UNIGE directive on scientific platforms, as well as with the guidelines in the UNIGE Memento. These rules must be made accessible to all platform users and collaborators. These rules can be adapted and modified throughout the life of the platform, according to their relevance and needs.

This document, reviewed by a legal expert from the Rectorate, must be approved by the platform's scientific committee and proposed for validation to the boards of the relevant structures, i.e. the Department, Section, Faculty, or Center before being forwarded to the Research & Grants Office (RGO). These rules must include the following elements:

Presentation of the research platform:

- Describe the missions, services offered, and activities of the platform.
- Provide the link to the platform's website, which is regularly updated.
- Specify the tools and instruments provided by the ScPs (description of equipment, number of units of each tool/instrument).
- Describe the technical expertise and support offered by the platform.

The governance of the platform

- Define the bodies involved in the management of the platform, at minimum the scientific committee, the management team, and the users' assembly.
- **Provide the composition and role of the scientific committee or steering committee:** The organizational regulation establishes procedures for the appointment of the scientific director, members of the scientific committee, the duration of their terms, their renewal process, and the working methods of the committee, which must meet at least twice a year. The OR describes the role of the scientific committee, which primarily includes composing the operational team, recruiting the operational director, establishing and updating the investment plan, identifying strengths and weaknesses in operation, supporting and supervising development projects conducted by the platform, and validating the annual activity report. The scientific committee listens to and incorporates the needs of users in its decisions. It represents the interests of the platform to funders, leaders, and committees of affiliated structures, and/or external partners. The composition of the scientific committee must be clearly stated on the platform's website.
- **Provide the composition and role of the operational team:** The operational team typically includes an operational director or manager, technical and scientific collaborators, administrative staff, and optionally a co-director. This team is responsible for implementing the strategy and measures recommended by the scientific committee, organizing the services provided by the platform, setting up and adapting administrative and technical procedures, managing the platform on a day-to-day basis, particularly in terms of human resources and finances, invoicing internal and external users, proposing investments, and implementing development projects.
- **Provide the composition and role of the users' assembly:** The organizational regulation (OR) specifies the qualifications of the individuals who make up the assembly, the frequency of consultations open to all users, the method of collecting and transmitting opinions, proposals, and criticisms expressed by the assembly.
- **Specify the existence of a group of super-users for the large platforms.**
- **Specify the composition and role of a potential strategic council** to guide the strategic development of large platforms, validates major investments, performance mandates, etc.

The funding model of the platform

- Specify the investments that enabled the launch of the platform, indicating in particular the financial sponsors involved.

- Specify the financial resources required to maintain and operate the platform, as well as those needed for any equipment renewal.
- Present the financing plan chosen to ensure the long-term viability of the platform's activities.

The access conditions to the platform

- Describe the pool of users interested *a priori* in the services of the platform.
- Describe the procedure to be followed to be recognized by ScP as a regular or occasional user.
- Indicate whether an application must be submitted to obtain access to the platform, and if so, specify the submission and response deadlines and procedures.
- Provide information on the conditions for autonomous use of the equipment. Indicate whether training is mandatory or recommended to become familiar with the technology before using the equipment and platform autonomously,
- Indicate whether training courses are organized by the ScP and, if so, provide details on the registration procedure, duration, dates, and cost of the training.
- Determine the support provided to users and the possibilities for personalized supervision by the platform's operational team.
- Inform users of security measures to be observed when accessing the platform, indicate the name of the contact person and recommended measures in the event of an incident.
- Specify whether a document setting out the terms and conditions of platform's use exists.
- Specify the type of contract to be drawn up for external partners, academic or non-academic, who wish to use the platform, and whether there are any restrictions on access.
- Indicate whether some of the services are to be provided by a member of the operational team, and if so, the deadlines for sending samples and the means of transfer.

The current pricing for users

- Specify whether platform membership fees are charged to external members.
- Mention the invoicing process and invoice tracking.
- Attach a user fee schedule for each type of service, indicating the cost per session or per sample. This schedule varies according to the status of the user, who may be (1) a UNIGE member or an academic member of a collaborative network involving UNIGE, (2) an academic member external to the UNIGE or to collaborative networks involving the UNIGE, or (3) a non-academic person:

Services	UNIGE member or academic member of a collaborative network involving UNIGE	Academic member external to UNIGE, or to collaborative networks involving UNIGE	Non-academic users
Service Description 1	COST	COST	COST
Service Description 2	COST	COST	COST

Management of physical or digital data generated by the platform

- Specify the type and format of data generated by the PSc, the means and locations of data sharing, and the cybersecurity standards to adhere to²¹.
- Specify how long data will be kept on the platform's servers, the conditions for exporting data, and the data deletion procedures.
- Encourage researchers who need to establish a data management plan (DMP) to consult the Scientific Information Division (DIS).

²¹ [Sécurité de l'Information / Cybersécurité](https://cybersecurite.unige.ch/) (2021). <https://cybersecurite.unige.ch/> (in French)

Security of property and individuals

- Indicate the maximum capacity of simultaneous users on the platform.
- Specify how equipment, tools, or instruments usage protocols are made available and their location.
- Indicate if insurance policies are in place for the equipment.
- Determine the measures to be taken in case of malfunction of machines, tools, or instruments.
- Determine responsibilities in case of equipment damage by a user²².
- In case of equipment obsolescence or platform closure, indicate the recycling procedures in place.
- Indicate precautions to be taken and treatments to be applied if the platform requires and/or generates the use of toxic products.
- Ensure compliance of equipment with technical and safety standards according to STEPS.

Valorization of the platform in academic contributions

- Indicate the need to mention the platform in publications of results produced thanks to it.
- Indicate how the PSc wishes to appear in publications using results produced thanks to it.

Practical information: booking, access to premises, and contact details

- Specify the address and opening hours of the premises where the ScPs is located.
- Describe the booking procedures to access the ScPs (website, PPMS, Calpendo, email address, etc.) and provide the direct link.
- Specify cancellation procedures and penalties in the event of a no-show.
- Specify whether priority is given to certain users (e.g., members of the Faculty or Center, University members, members of partner institutions of the platform).
- Specify reservation times and duration of use per user, team, etc.
- Specify the reservation opening period (how far in advance is it possible to book and until when, any restrictions based on user status).
- The regulation should indicate the entity to which the platform is attached and the contact persons of the operational team.

Effective date of the regulation -- / -- / ----

²² [Signaler une anomalie, un incident ou un presque accident](https://memento.unige.ch/doc/0182) (2015). memento.unige.ch/doc/0182 (in French)