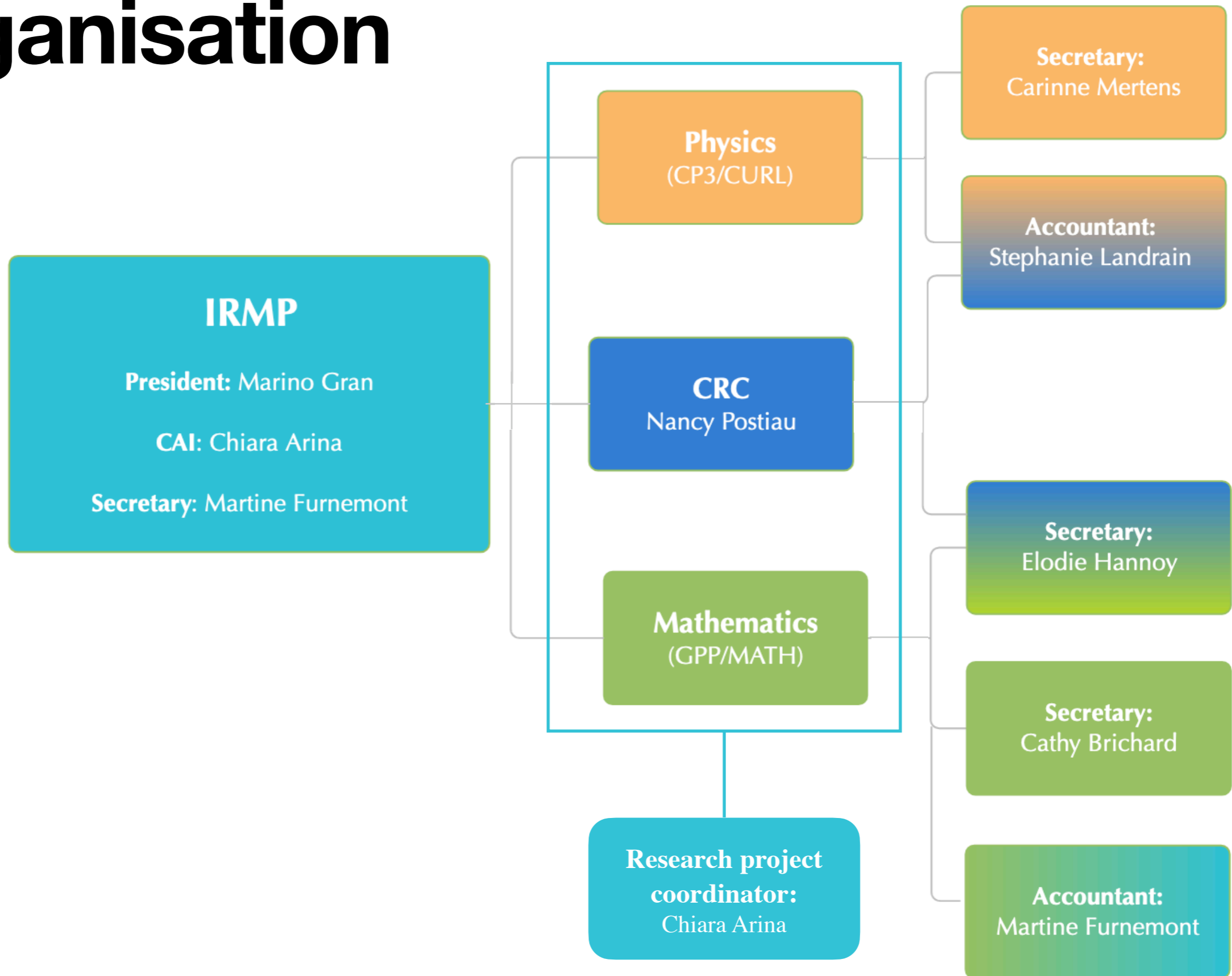


# **IRMP Administrative staff**

**A brief overview**

# Organisation



# Research secretaries

- Close assistance to promoters and new researchers to settle up in Belgium and to deal with the administrative formalities
- Key person for new arrivals
- Organization of numerous events in and outside the Institute
- Travel booking for visitors, personnel; room booking, office organisation, mail, welcome visitors, ...
- Responsible of the websites of IRMP and centers, intranet, ...
- Total 2.5 FTE
- Departure of C. Baras in 09/2023 (0.6 FTE)

	CP3/CURL	MATH/GPP	CRC
Carinne	100%		
Cathy		100%	
Elodie		25%	25%

# CLC

- Financial management of UCLouvain budgets and fundings, grants from Horizon Europe, FNRS, Region Wallonne, federal government, ...
- Accounting for travels, visitors, ...
- Invoicing, purchase orders, ...
- Stephanie and Martine have a load of work which is much larger than their actual FTE
- We have currently 1.5 FTE, departure of C. Thielens and L. Kruijfhooft (lost 1.5 FTE from physics side)
- Martine is also secretary of IRMP
- We are missing CLC FTE !

	CP3/ CURL	MATH/ GPP	CRC	IRMP	Atelier mécanique	CISM	Science Faculty
<b>Stephanie (100%)</b>	X		X			X	X
<b>Martine (80%)</b>		X		X	X		

# CAI and research project coordinator

- CAI —> administrative coordination of the institute, new role for the SST sector at UCLouvain
- Research project coordinator :
  - support for writing grant applications (ERC, MCSA doctoral network, EIC pathfinder calls, FNRS EOS, Region Wallonne, ...)
  - follow up of successful applications
  - main coordinator of a work-package of the Einstein Telescope INFRA-DEV European project (ET-PP, preparatory phase)
- Chiara Arina with 0.6 FTE