Joint services of the Paris Observatory

Date de mise en ligne : jeudi 28 février 2013
The joint services of the Observatoire de Paris unites all the support services which guarantee the missions of the establishment.

The Library is a joint service of the Observatoire de Paris. The Observatoire de Paris is managed, under the authority of its President, by a Director General of Services, who coordinates all the activities of the administrative and technical services of the establishment.

General Directorate of Services

Director General of Services: Emmanuel Roques
Deputy: Marc Bruchet
Postal Address postale: 61, avenue de l'Observatoire - 75014 Paris
01.40.51.21.56 - Fax 01.40.51.22.07 (email)

Together with the presidency, the Director General of Services manages the administrative side of the establishment. As such, the General Directorate of Services ensures principally the coordination of the joint services.

Project Manager (Chargé de mission)

Yves-André Bernabeu
Postal Address postale: 61, avenue de l'Observatoire - 75014 Paris
01.40.51.74.70 - Fax 01.40.51.22.07 (email)

Manages for the Director General of Services a certain number of transverse files: restaurant and social activities, the project to welcome the public at Meudon, coordination of the project Faberlabo, the framework of the PRES Paris Sciences et Lettres.

Registrar's Office

Head: Géraldine Gaillant
Postal address: 61, avenue de l'Observatoire - 75014 Paris
01.40.51.21.70
(email)

This service manages the enrollment of masters and doctoral students at the Observatoire de Paris, as well as the deliverance of diplomas and transcripts at the end of the training.

More information....
Joint Services of the Observatoire de Paris

Financial and Accounting Directorate (Direction Financière et Comptable)

Director: Isabelle Aleci
Postal Address: 61, avenue de l’Observatoire - 75014 Paris
01.40.51.21.68
email

The financial and accounting directorate is under the authority of the head of financial services, who is also the accountant for the establishment.

Financial Directorate

The financial directorate is made up of:

• the liquidation and contract pole: this service manages the liquidation of outlay and income of the budgetary units of the Observatoire, ensures the invoicing and monitoring of the research agreements and contracts.

• the budgetary service: prepares the budgetary decisions of the Observatoire de Paris and monitors their execution.

• the procurement office: proposes and manages the implementation of the establishment's procurement policy. In particular, it ensures that the Observatoire de Paris signs regularly procurement contracts.

Accountant

The accountant checks that the expenses incurred by the ordnance officer of the Observatoire de Paris are in order, and makes the payment. She ensures the collection and receipt of the establishment’s income. She keeps the general accounts of the establishment, and maintains an accounting inventory of the its fixed assets. She prepares an annual financial account, and saves the justificatory documents.
Human resources directorate

Director : Anais Gilbert  
Postal address : 61, avenue de l'Observatoire - 75014 Paris  
01.40.51.21.66  
email  

The human resources directorate proposes and implements the policy for the management of personnel of the Observatoire de Paris, and the development of its human resources. It calls upon a personnel management pole, an examination office which organizes annual IRTF examinations, and a continued training and mobility pole which helps the personnel realize their professional project.

Computer Division of the Observatoire

Director : Stéphane Aicardi  
Postal address : 61, avenue de l'Observatoire - 75014 Paris  
01.40.51.76.29  
email  
website : dio.obspm.fr  

The DIO (Division Informatique de l'Observatoire - Computer division of the Observatory) is a service which manages all the joint information technology aspects of the Observatoire de Paris : system and network, computation, storage as well as the information technology system, from the office automation of the central services to the technical infrastructure of the Virtual Observatory.

Communications Directorate

Director : Sabrina Thiery  
Postal address : 61, avenue de l'Observatoire - 75014 Paris  
01.40.51.23.01  
email  

The job of the communications directorate is to implement the communication strategy of the Observatoire de Paris. It lays down the paths to follow in the development of both internal and external communication, contributes to public outreach at various levels, and highlights the teaching and research activities of the establishment.

Real assets and logistics Directorate

Director : (position currently available)  
Postal address : 5, place Jules Janssen - 92195 Meudon  
01.40.51.74.87  
email
The real assets and logistics directorate implements the policy for the logistics and for the management of the real assets, as well as for the development of the real assets of all the Paris Observatory's sites in Paris and in Meudon.

Safety and Security Pole

e-mail

This service provides reception and security on the Paris and Meudon sites. It also contributes to the establishment and implementation of actions to reduce security risks and health risks to personnel and users, and to protect assets and the environment.

Contracts and intellectual property service

Head: Aurélie Kasprzak
Postal address: 61, avenue de l'Observatoire - 75014 Paris
01.40.51.21.04
e-mail

This service helps laboratories in their contacts with institutional partners (Union Européenne, ANR, région Île-de-France, CNES, l'ESO, l'ESA) or with industrial partners (confidentiality, collaboration, consultancy service, mobility). As such, it participates in negotiations and in the wording of contracts, in the interests of the scientists and the Observatoire de Paris.

Legal Service

Head: Christine Dumont
Postal address: 61, avenue de l'Observatoire - 75014 Paris
01.40.51.23.64
e-mail

The legal department provides expert advice to the president and to the executive. It examines the effects of positive law and jurisprudence on the life of the observatory, identifies which rules will apply to complex situations, and ensures that the Observatory's rules of procedure and bylaws, as well as those of its departments and units, are legally correct. It also helps to settle disputes.