

DIVISION OF ADMINISTRATION AND FINANCE

OFFICE OF DIRECTOR OF ADMINISTRATION AND FINANCE

Director of administration and finance

Dr Hichem Lafif (until November 2011)
Mr David Allen

Administrative officer

Ms Virginie Vocanson

Secretary

Ms Anne-Magali Maillol

Assistant (Documents)

Ms Agnès Meneghel

ADMINISTRATIVE SERVICES OFFICE

Administrative services officer

Ms E. Françon
Mr Gérard Guillerminet (until July 2011)

Administrative assistant

Ms Sophie Servat

Assistants (Supplies)

Ms Fabienne Lelong
Ms Sandrine Macé

Assistant (Registry)

Mr François Deloche

Support staff

Ms Odile Drutel (Clerk - 50%)
Mr Antoine Hernandez (Driver)
Mr Michel Javin (Reproduction
equipment operator)
Ms Rita Kibrisliyan (Receptionist)
Mr Ludovic Ripert (Storekeeper)
Ms Valérie Rut (Secretary)
Ms Séverine Sarboni (Clerk, registry)

Support staff (Building maintenance)

Mr Patrice Barbieux
Mr Jean-Paul Bonnefond (until May 2010)
Mr José Cardia Lima
Mr William Goudard
Mr Hafed Lamouchi
Mr Jean-Alain Pedil

BUDGET AND FINANCE OFFICE

Administration and finance officer

Mr Philip Knoche

Finance officers

Mr Rommel Nidea
Ms Dorotea R. Pantua (until May 2011)

Budget assistants

Mr Charles Augros (until November 2011)
Mr Thomas Odin
Ms Madeleine Ongaro
Mr Franck Rousset

Finance assistants

Ms Françoise Florentin (Accounts)

Support staff

Mr Pascal Binet (Clerk, accounts)
Mr Dominique Hornez (Clerk, treasury)
Ms Lobna Boulegroun (Secretary)
Ms Adèle Séguret (Clerk, accounts)

HUMAN RESOURCES OFFICE

Human resources officer

Ms Dina D'Amico

Assistants (Human resources)

Ms Isabelle Battaglia
Ms Maud Bessenay

Secretary

Ms Sophie Sibert

Central secretarial services

Ms Marieke Dusenbergh
Ms Karine Racinoux

Secretary to IARC Staff Association

Committee
Ms Isabelle Poncet (60%)

Social adviser

Ms Christine Astier

Staff physician

Dr Dorothée Cuche

IARC GRANTS OFFICE

External relations officer

Dr Olaf Kelm

Secretary

Ms Jessica Fournera (until February 2011)
Ms Nathalie Lamandé

INFORMATION TECHNOLOGY SERVICES

Systems analyst

Mr Michel Smans (until January 2011)
Mr Philippe Damiecki

IT officers

Mr Philippe Boutarin
Mr Christopher Jack

Support staff

Ms Lucile Alteyrac (Assistant,
informatics)
Mr Nicolas Hernandez (Temporary
assistant, informatics)
Ms Brigitte Kajo (Clerk - 50%)
(until September 2011)
Ms Laurence Marnat (Secretary - 50%)



The objective of the Division of Administration and Finance is to manage and develop the administrative policies, resources, and infrastructure of the Agency in order to effectively support the implementation of its scientific programme and enable the accomplishment of the objectives set out in the IARC Statute. The administrative programme, developed in collaboration with the Director and the scientific groups, reflects and responds to their needs and those of the Agency as a whole. This Division coordinates the implementation of the programme through the development of administrative policies and services that promote a favourable working environment and ensure transparency and accountability throughout the Agency. Its main areas of activities were delivered through the Human Resources Services, the Conference, Office and Building Services, and Budget and Finance Services, complemented by the IARC Grants Office. The Administration also supervises the delivery and maintenance of state-of-the-art Information Technology Services.

During the period 2010-2011 the Administration and Finance team made great strides in making sure the Agency functions well and continuously moves towards greater efficiency and accountability standards. These efforts include the adoption of full accrual accounting standard (IPSAS), the continued improved utilization of the new ERP (SAP), an enhanced human resource management capacity, and negotiations with the Ville de Lyon on appropriate working facilities.