



STUDIECENTRUM VOOR KERNENERGIE
CENTRE D'ETUDE DE L'ENERGIE NUCLEAIRE

INSTITUTE FOR

COMMUNICATION, GENERAL SERVICES, ADMINISTRATION



CSA deals with communication and knowledge management and coordinates courses on the fundamentals and applications of nuclear research. CSA also comprises the supporting administrative, financial, logistic and central technical services, as well as human resources and ICT.

GENERAL OBJECTIVE

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STRATEGIC PRIORITIES

The purpose of the regrouping of the supporting services is to form a larger coherence and to ensure a better follow-up of the tasks carried out for the general management and the other institutes. According to the general principles defined in the broad guidelines of the reorganisation, 3 lines of force must be emphasised:

- The rate of data transmission and of feedback to the different users by an increased use of the existing tools and this in collaboration with the strategic cell.
- The centralisation of competences (e.g. accounting, informatics, technical services) that allows to ensure sufficient permanence and create synergism between people who carry out equal or complementary tasks.
- A cost-benefit analysis in order to direct SCK•CEN to outsourcing for tasks that are not part of our main activity.

EXPERT GROUPS

Human Resources Management (HRM)

The Human Resources Management (HRM) aims at an optimal use of the personnel in function of the strategic objectives to be reached. HRM takes care of the correct application of the current labour agreements, stimulates personnel mobility and realises promotional opportunities by means of competence management and an adapted personnel evaluation and coaching system. Daily tasks are for instance the personnel and wages administration and the management of trainees.

Purchase, Accounting and Budget (PAB)

The Purchase, Accounting and Budget (PAB) expert group takes care of the dissemination of financial information with regard to the various stakeholders of SCK•CEN.

Next to the management of the purchase and the sales cycle, the insurance management, the control of the finances and the drawing up of the budgets, one of the main activities of the PAB expert group is to provide correct financial reports.

Communication, Education and Knowledge Management (CEK)

The CEK expert group has been set up in order to inform about the tasks, the expertise and the vision of SCK•CEN, to promote the information supply and to stimulate a debate culture. The CEK activities must lead to knowledge maintenance, facilitate innovation and enlarge the social basis for nuclear applications. Via internal knowledge management, education, coordination of information flows and openness for debate, CEK will direct its activities in and outside our institution, on the national and the international level, within the scientific world and toward the general public. As regards content, our communication is based on our scientific and technical expertise and it requires a transdisciplinary approach and a continuous reflexion on our position and our targets.

Information and Communication Technology (ICT)

The central informatics service takes care of the informatics infrastructure, the users support and the development of new informatics applications.

The informatics infrastructure is made up of a very performant network, an extensive server park with large storage capacity, a modern pc park and a calculation cluster.

The help desk offers large and qualitative support for all ICT users, the administrative, technical and scientific staff.

In support of communication and knowledge management, intranet, internet and extranet sites are developed and kept up-to-date. For European research projects, project portals are set up that promote collaboration between the researchers and make administrative work lighter.

Logistics (LOG)

This service comprises the following tasks: distribution of the internal and external post, planning of transport, translating of documents, assuring the good functioning of the telecommunication tools, management of the domain and the social infrastructure like the residential quarter, the sporting club and the club-house.

Central Technical Services (CTS)

The technical infrastructure is managed by the Central Technical Services (CTS). Next to the design and construction of new buildings and installations, CTS takes care of the maintenance of buildings, roads, bridges, parking places, plants and technical installations (heating system, ventilation, compressors, cooling, roller bridges, lifts, electricity grid, lighting, telephone, alarms, water distribution, sewer system, ...). The CTS group is also in charge of the environment administration and control (water, air and soil pollution).

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