Directive concerning collective email

25 June 2007, status as at 1st April 2014

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

**Article 1 Organisational measures**

1. Collective emails are exclusively an internal management information tool. They allow specific groups of addressees to be contacted regarding subjects that concern them professionally.
2. Such emails are on no account a debating platform; they essentially convey facts offering clear and concise information to the persons concerned.
3. All information, in accordance with current policy, must be sent in French and English.
4. Any requests for the diffusion of information to a collective list may be subject to moderation (see attached list).
5. Representatives of groups and of the EPFL Assembly (AE) may use collective emails solely to send information directly related to a consultation.
6. All persons or bodies who use collective emails e.g. unions, recognised partners or presidents of associations and foundations undertake to comply with principles 1 and 2 above (differentiation between information and opinion, abstention from personal attacks) whenever they use EPFL electronic means to send information to their members.
7. For information, debates and exchanges of opinion are possible in blogs and the FLASH internal newsletter.
8. Any generation or use of lists of collective messages intended to circumvent the present measures will be considered as an abusive use of the IT facilities placed at the disposal of EPFL members and may carry sanctions.

**Article 2 Coming into force**


On behalf of the EPFL Direction:

President: Patrick Aebischer
General Counsel: Susan Killias

Attachment: lists of persons exempt from moderation and moderators of “sensitive” lists
Lists of persons and addresses@epfl.ch exempt from moderation

For : personnel.epfl@epfl.ch
Patrick Aebischer
Jérôme Grosse
Monique Jaccard
Farnaz Moser-Boroumand
di-e@epfl.ch
dii-intendance@epfl.ch
parking@epfl.ch
pcc@epfl.ch
securite@epfl.ch
dsp@epfl.ch

For : etudiants.epfl@epfl.ch
Patrick Aebischer
Jérôme Grosse
Jean-Paul Festeau
Monique Jaccard
Cédric Junillon
securite@epfl.ch
dsp@epfl.ch

Moderators for “sensitive” distribution lists

<table>
<thead>
<tr>
<th>Distribution lists</th>
<th>Moderators</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:personnel.epfl@epfl.ch">personnel.epfl@epfl.ch</a></td>
<td>Suzanne Selz, Jérôme Grosse</td>
</tr>
<tr>
<td><a href="mailto:etudiants.epfl@epfl.ch">etudiants.epfl@epfl.ch</a></td>
<td>Nathalie Richard, Isabelle Caurier, Arlette Kelemenouka, Daniel Chuard, Pierre-André Baccou, Jérôme Grosse</td>
</tr>
<tr>
<td>personnel-assistant.epfl.ch</td>
<td>Nathalie Richard, Isabelle Caurier, Arlette Kelemenouka, Daniel Chuard, Pierre-André Baccou</td>
</tr>
<tr>
<td>etudiants-assistant.epfl.ch</td>
<td>Nathalie Richard, Isabelle Caurier, Arlette Kelemenouka, Daniel Chuard, Pierre-André Baccou</td>
</tr>
<tr>
<td>personnel-kitchen.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
<tr>
<td>etudiants-kitchen.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
<tr>
<td>personnel-kitchen1.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
<tr>
<td>etudiants-kitchen1.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
<tr>
<td>personnel-assistant1.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
<tr>
<td>etudiants-assistant1.epfl.ch</td>
<td>Hassan Saidigh, Nathalie Boeier, Maryline Studer</td>
</tr>
</tbody>
</table>

Version 1.3