

### Table of Contents

|  |          |
|--|----------|
| <b>Vade mecum CReSPo 2021-2022</b> .....       | <b>1</b> |
| 1. <b>CReSPo members</b> .....                 | <b>1</b> |
| 2. <b>Pigeonholes and address</b> .....        | <b>3</b> |
| 3. <b>Common spaces</b> .....                  | <b>3</b> |
| 4. <b>Office supplies</b> .....                | <b>3</b> |
| 5. <b>Printer &amp; scanner</b> .....          | <b>3</b> |
| 6. <b>CReSPo website</b> .....                 | <b>4</b> |
| 7. <b>IT Department</b> .....                  | <b>4</b> |
| 8. <b>Financial support for research</b> ..... | <b>4</b> |
| 9. <b>Transport expenses</b> .....             | <b>5</b> |
| 10. <b>Covid rules</b> .....                   | <b>5</b> |

We are very pleased to welcome you at CReSPo (Research Center in Political Science) and hope you will enjoy your stay with us.

This vade mecum is a complement to the USL-B vade mecum which is available on the intranet:

[https://www2.usaintlouis.be/prive/pers/SPersonnel/version\\_2021\\_03\\_19\\_vade\\_mecum.pdf](https://www2.usaintlouis.be/prive/pers/SPersonnel/version_2021_03_19_vade_mecum.pdf)

#### 1. CReSPo members

Please find here the CReSPo members (Q1 2021-2022) with an office on 4<sup>th</sup> or 5<sup>th</sup> floor.

| Name              | Status          | Office | Birthdate |
|-------------------|-----------------|--------|-----------|
| BROGNA, Valentina | PhD             | 5016   | 1 JULY    |
| CANIHAC Hugo      | Postdoc         | 4001   | 30 APR    |
| COBUT, Loïc       | PhD             | 5001   | 17 SEPT   |
| DAHIN, Charlotte  | PhD & assistant | 5017   | 27 DEC    |

Vade mecum CReSPo 2021-2022

|                          |                 |      |         |
|--------------------------|-----------------|------|---------|
| DAMESTOY, Manon          | PhD             | 5002 | 21 MAY  |
| DAVIO, Thérèse           | Admin           | 4014 | 24 JAN  |
| DELMOTTE, Florence       | Professor       | 4006 | 5 AUG   |
| DI BONAVENTURA, Florence | PhD             | 5017 |         |
| FACCENDA, Fanny          | PhD & assistant | 5015 | 9 MAY   |
| GABORIT, Maxime          | PhD             | 5002 | 6 JUNE  |
| GEELS, Floriane          | Researcher      | 5007 | 23 AUG  |
| HOYE, Joshua             | Stagiaire       | 5006 | 12 FEB  |
| KANG, Yi Hyun            | Postdoc         | 5013 | 11 NOV  |
| KAVVATHA, Elena          | Assistant       | 5006 | 11 OCT  |
| KLIMIS, Manu             | Professor       | 5018 | 13 JULY |
| LESUEUR-BONTE, Franck    | PhD & Assistant | 5007 | 23 SEPT |
| MCDONALD, Louisa         | PhD             | 5006 | 4 MAY   |
| ORSINI, Amandine         | Professor       | 5005 | 2 MAY   |
| PAYE, Olivier            | Professor       | 5003 | 19 OCT  |
| THOMAS, Chloé            | PhD             | 5006 | 7 OCT   |
| VANDERBORGHT, Yannick    | Professor       | 5004 | 9 SEPT  |
| VERTONGEN, Youri Lou     | PhD & assistant | 5015 | 24 AUG  |

The CReSPo is currently (since January 1, 2021 and for a 3 year-period) directed by Amandine ORSINI.

The rector of the University is currently Pierre JADOUL.

The administrative officer at CReSPo is Thérèse DAVIO (4<sup>th</sup> floor, 4014).

## 2. Pigeonholes and address

The pigeonholes are located at the **reception desk** (Main entrance - 43 Boulevard du Jardin botanique). A general CReSPo locker is located there. You can ask for your mail to be sent to this address:

Université Saint-Louis - Bruxelles  
CReSPo / your name  
43, Boulevard du Jardin botanique  
B-1000 Brussels  
Belgium

Full-time academics and researchers have a locker in their name at the same place and address.

Please mention the university in French in your signature: Université Saint-Louis – Bruxelles (this is the official name).

## 3. Common spaces

Room 5014 contains a small, freely accessible **library** without any formality.

The room is used as a **meeting room** for all members of the university. Please indicate your name on the sheet on the door for your reservation.

The room includes a **fridge** for use by CReSPo members. Please clean it after use. Be sure to remove your **empty bottles**.

We used to eat together on the 5th floor terrace or in room 5014 at around 12:00, feel free to join us there.

## 4. Office supplies

Office supplies are available at 4014 (Therese's office) or in the corridor cupboard on the 5<sup>th</sup> floor (the key is in the 5001 office).

To order office supplies, please refer to the product number in the Lyreco catalog.

[https://www.lyreco.com/webshop/ENNL/welcome?language=en\\_NL&langCountry=ENNL&lc=ENNL](https://www.lyreco.com/webshop/ENNL/welcome?language=en_NL&langCountry=ENNL&lc=ENNL)

You can find an order form here:

<https://www2.usaintlouis.be/prive/pers/intranet/2997.html>

## 5. Printer & scanner

You have freely access to the printer on the 5<sup>th</sup> floor. Please make sure to print on both sides, just the necessary...

The printer can also be used as a scanner.

## 6. CReSPo website

As a CReSPo member, you certainly have a page on our website. If this is not the case, please inform Thérèse. Remember to regularly update your page (sending the relevant information to Thérèse).

<https://www.crespo.be/>

## 7. IT Department

IT department can be contacted directly at:

Helpdesk-it <helpdesk-it@usaintlouis.be>

You can also contact them via the web platform

<https://usaintlouis.atlassian.net/servicedesk/customer/portal/1>

The University provides you with an Office365 account. This account allows you to have the Office suite in the cloud or download it to your computer, tablet or smartphone. It also gives you access to other tools such as OneDrive - a tool similar to Dropbox, a folder that allows you to share documents - and Teams - software that allows you to make video calls, chat and work collaboratively. It also provides you with a calendar and a mailbox.

Before your arrival, it is possible to activate your office 365 account. Please refer to Helpdesk.

<https://usaintlouis.atlassian.net/wiki/spaces/FH/pages/1970798599/Activer+votre+compte+Microsoft+365+et+la+s+curit+MFA>

### **For emails:**

Go to the web page: <https://www.office.com> - to activate your Microsoft 365 account.

Enter your email address: name.surname@usaintlouis.be and your password.

**You do not need to "Create" an address.** Everything is already pre-configured for you.

Select "Belgium" - "Send me a code by SMS" - Enter your number without the 0 - Click the "Next" button.

Your account is activated and, thanks to your mobile phone, you will be able to unblock it yourself in case of connection problems.

You can finish this configuration and choose afterwards if you want to stay connected or not via your internet browser.

You now have access to the applications, online, of Microsoft. Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Teams.

## 8. Financial support for research

All expenses must be supported by an invoice and all invoices must be addressed in the name of the University and mention the **VAT number BE 0413.332.242.**

Each year CReSPo receives a grant from the research council of the university. This grant covers the costs of the center's operation.

The following expenses are eligible (Account Nr. 220 CReSPo), provided that they are in the interest of the center and its various research topics and that they are approved before.

- purchase of books or specific scientific materials
- subscription to scientific journals
- subscription to professional associations
- registration to conferences
- costs related to the center's website (hosting, webmaster etc.)
- costs of organizing seminars, study days, colloquia, etc.
- travel expenses
- printing and mailing costs
- translation and proofreading costs
- reception costs
- restaurant expenses
- purchase of audiovisual equipment if it is made available to the whole center and if it is justified by the specific scientific objectives of the center.

Other budgets (FSR, FNRS, PDR, ...) should be used as a priority if they exist.

## 9. Transport expenses

The travel expenses between your home and USL-B (public transport and bicycle) are reimbursed by the university. These are reimbursed with the salary of the month in which the request is received by the Human Resources Department.

You can request reimbursement of your transportation costs from the Personnel Department via an online form available here:

<https://www2.usaintlouis.be/prive/pers/intranet/773.html>

Do not hesitate to contact us for any question.

## 10. Covid rules

Please always refer to this page:

<https://www.usaintlouis.be/sl/3591.html>

A mask covering the mouth and nose (or comparable device) must be worn by all in university spaces, except in individual staff offices and in shared offices where the 1.5m distance is respected.