

IARC Postdoctoral Fellowship Charter

Welcome to IARC as a postdoctoral researcher

A period of postdoctoral training at the International Agency for Research on Cancer (IARC) provides a unique opportunity for cancer research training in an international environment with high profile research activities. Compared to traditional postdoctoral fellowships, IARC postdoctoral researchers have manifold opportunities to establish an international network, become involved in multinational studies or consortia, or meet renowned researchers in their field collaborating with or working at IARC. The programme is designed to provide young researchers with a strong foundation for a career in cancer research.

The training period, under the guidance of an IARC Scientist, provides an opportunity:

- 1) to apply knowledge acquired in basic and PhD training in a first-rate research programme; and
- 2) to gain experience in conducting research in an international environment; and
- 3) to develop the skills required to become an independent scientist.

In order to fully benefit from this opportunity the Agency has put in place this "Charter", which describes the opportunities and commitments expected of the postdoctoral researchers, the supervisor and the Agency during the period of training. The Charter covers postdoctoral scientists who either have been awarded a competitive IARC Postdoctoral Fellowship for Training in Cancer Research within the framework of the official, peer-reviewed Programme (hereinafter sometimes referred to as "Fellows"), or those who are supported by funding from individual research groups at the Agency (hereinafter sometimes referred to as "Postdocs"). It is intended that the training experience is independent of the source of financial support. The terms "postdoctoral scientist" and "postdoctoral researcher" are used interchangeably in this document and refer to either "Fellows" or "Postdocs". The acronym ECS stands for Early Career Scientist.

Research areas

The objective of IARC is to promote international collaboration in cancer research. The Agency is interdisciplinary, bringing together skills in epidemiology, laboratory sciences and biostatistics to identify the causes of cancer and underlying mechanisms so that preventive measures may be adopted and the burden of disease and associated suffering reduced. A significant feature of IARC is its expertise in coordinating research across countries and organizations; its independent role as an international organization facilitates this activity. The Agency has a particular interest in conducting research in low and middle-income countries through partnerships and collaborations with researchers in these regions.

Disciplines covered are: epidemiology (descriptive - including cancer registration techniques - analytical, genetic, molecular as well as evaluation of preventive interventions), biostatistics, bioinformatics, and areas related to mechanisms of carcinogenesis including molecular and cell biology, molecular genetics, epigenetics, and molecular pathology. There is an emphasis on interdisciplinary projects.

Duration and supervision

IARC Fellows:

The duration of an IARC Fellowship is two years, with a report to the Fellowship Selection Committee during their first year (i.e. in March). The purpose of the report is for the Committee members to monitor progress, offer feedback on research already conducted and discuss future plans as well as any other issues that might be relevant to the Fellow's progress. Up to an additional three years may be approved by the Director subject to funding being available from other sources e.g. a grant within the research Group (cf. below).

It is anticipated that with widened experience gained from their stay at the Agency, the Fellows will return to their home institute, with the ability to make an increasing contribution to cancer research. As an international Agency with an interest in capacity building in LMICs, an important selection criterion is return home, especially with regard to candidates from LMICs: additional points will therefore be granted to applications from LMIC candidates who are likely to return to their country of origin.

Group-funded Postdoctoral Scientists:

Postdoctoral scientists funded by means other than the IARC Fellowship Programme, can remain at IARC for up to a maximum of five years. Once the initial application for a postdoctoral opportunity at IARC has been approved by the IARC Director, subsequent requests for extension up to and including a fifth year are initiated and submitted by the research Group, for clearance by the Director of Administration and Finance. Requests for extension are to be made on the related form available on the IARC Intranet. This form includes a section requiring the Group's comments on activities performed to date and reasons for the extension.

Each postdoctoral scientist is assigned at least one staff Scientist as a formal supervisor. The Head of the Research Section/Group, the Fellowship Officer and the Head of the Education and Training Group provide further advisory support.

Generic Training and Self-Learning

An important feature of the postdoctoral training programme at IARC is generic training. The objective of generic training is to provide Postdoctoral researchers with the opportunity to acquire a broad set of skills and competences necessary to develop a successful career in international cancer research.

A number of specifically tailored training courses and lectures are organized in the context of generic training, e.g. laboratory safety and good practices, grant writing, scientific writing, poster preparation/presentation and biostatistics, together with language classes, United Nations Basic Security in the Field (security for travel purposes), computer/laboratory technologies, ethical considerations and scientific information search and retrieval (see Annex 2).

In addition, on-going opportunities for training through self-learning in other important areas are available: presentation techniques are learned and enhanced through attendance and presentation at IARC Seminars, Science Cafés, laboratory meetings and journal clubs; experience in organization of major international meetings is acquired through observing or acting as secretariat at IARC meetings; supervisory skills and responsibilities are developed via the opportunity to serve as teaching assistants and faculty on the IARC Summer School, and by co-supervision of trainees and students.

As the specialized cancer research agency of the WHO/UN, IARC is keenly aware of the broader ethical and policy implications of the international collaborative research it leads. For young researchers this formative environment nurtures motivation, impartiality and commitment to public health.

Expectations

What you can expect from us

1. opportunities to put into practice knowledge acquired during your studies to date and in particular in your specific areas of competence;
2. participation in an on-going research project with a defined role and responsibilities;
3. receiving supervision, training and resources as necessary for the conduct of the project;
4. gaining research experience in international projects and the possibility to establish international networks;
5. opportunity to attend at least one national or international conference, dependent on having sufficient data to present a poster or make an oral presentation;
6. recognition of authorship, in major role when appropriate, in scientific publications and other outputs;
7. opportunities to develop skills in grant writing with the possibility to be named on grants, either as Co-PI or co-investigators;
8. exposure to an international, multicultural, multi-linguistic and multi-disciplinary environment;
9. an introduction to the opportunities, duties and constraints of the professional research world;
10. a unique and first-hand experience of the workings of IARC, part of the World Health Organization (WHO), Specialized Agency of the United Nations;
11. career development advice from supervisors, including an annual appraisal.

What we can expect from you

1. bring enthusiasm, fresh points of view and up to date scientific knowledge;
2. undertake the tasks and activities set out in the research training programme agreed with your supervisor at the start of the postdoctoral stay;
3. contribute to the overall planning and development of the research project as outlined in the programme;
4. publish and/or present the results of the research project and of other related activities, including a presentation at least once during your stay at an IARC Science Café;
5. attend in an accurate, timely and orderly fashion to the conduct of your research project;
6. demonstrate progress in relation to the level you had when arriving at IARC in:
 - knowledge of current cancer research issues as well as advances in the area of your project,
 - competence in techniques relevant to your work,
 - analysing data collected during the project and in interpreting and discussing the results of these analyses,
 - accurately and clearly reporting orally and in writing the project results,
 - ability to work independently,
 - planning new studies and formulating these as possible grant applications,
 - awareness of the public health implications of your work at national and international level;
7. show evidence of a globally satisfactory performance at the yearly evaluation;
8. attend generic training courses and lectures as appropriate to the conduct of your research project and to the widening of your scientific horizon in cancer research;
9. become familiar with the IARC Medium-Term Strategy and be able to place your research project within the context of that Strategy;
10. adhere to the IARC values of courtesy, honesty, generosity, independence and integrity in your work and interactions with everyone with whom you come into contact, respecting the cultural differences at IARC and being able to work with all nationalities;
11. comply with IARC's discipline and health and safety procedures, including attendance at safety training courses and occupational health monitoring where appropriate.



Annex 1

In practice

1. Upon arrival at IARC the postdoctoral researcher will report to the Fellowship Office to finalize the administrative formalities and for a brief introduction to the IARC Research Training and Fellowship Programme, whose main rules and procedures are summarized below.
2. Postdoctoral scientists do not have the status of an employee of IARC / WHO nor does the training period create an employee / employer relationship. From the administrative point of view, they retain the status of postdoctoral scientist (Fellow/Postdoc) and are subject to the rules and regulations governing trainees, students, postdoctoral and visiting scientists at IARC, within the IARC Research Training and Fellowship Programme.
3. An IARC Postdoctoral Fellowship / training award does not entitle postdoctoral scientists to benefit from the United Nations pension fund nor from the French social protection system (i.e. unemployment benefit / French state pension, etc.). It is the responsibility of postdoctoral scientists to make their own arrangements in this regard should they so wish.
4. When the postdoctoral researcher is paid by IARC, a monthly stipend will be paid based on IARC's own stipend scale which is internationally competitive. The stipend is paid at the beginning of each month. Postdoctoral researchers are therefore entitled to their first stipend on arrival.
5. In cases where postdoctoral scientists are fully funded by IARC, IARC will arrange for return travel for the postdoctoral scientist and in certain circumstances, for dependants.
6. Health insurance coverage will also be paid by IARC within its maximum liability and according to its rules.
7. Postdoctoral scientists have access to the Relocation Assistant's support available for consultation every Monday and Thursday. She can assist newly arrived people in adapting to the living conditions in Lyon (assistance in the search for suitable accommodation, assistance and advice on integration into the French community, etc.). She can also advise upon request, on personal matters such as child care, education, domestic help, insurance (flat/vehicle), etc.
8. IARC will provide office or laboratory space, computing facilities and laboratory supplies where applicable.
9. The normal workday at IARC is eight hours and the normal workweek 40 hours, not including the time taken for lunch break (45 minutes). However, some flexibility is possible at the discretion of the supervisor, provided that the person is in attendance for eight hours a day and is present during the core time, i.e. 9 a.m. to 12 noon and 2 p.m. to 5 p.m. Any absences during working hours must have the prior approval of the supervisor.
10. Postdoctoral scientists may take 2.5 days' annual leave of per month or 30 days per 12-month period in addition to the IARC official holidays, to be requested from and approved by the supervisor.
11. Postdoctoral scientists should set aside some of their 30 days of annual leave for emergencies such as illness in the family and paternity. In cases where the number of days' leave is insufficient, leave without stipend can be considered.
12. IARC-fully funded postdoctoral scientists who have been training at IARC for a minimum period of six months can take maternity leave for a maximum period of 16 weeks in total, financed by the budget that covers their stipend, potentially complemented by an IARC fund created to support maternity leave. At the end of a postdoctoral scientist's stay at IARC which included maternity leave, an extension may be required to complete the envisioned activities. Any stipend payment for this additional period will depend on the type of funds used and will be decided by, and be the responsibility of, the Section/Group Head.

13. Any absences during working hours for health reasons must be communicated to the supervisor and to Group's secretary (leave attendance clerk) as early as possible and during the day. In cases when sick leave exceeds 3 days, a medical certificate is to be sent to the IARC Medical Service, which will create a file for the person and follow-up as needed.
14. Postdoctoral scientists have access to the IARC Medical Service for (1) genuine emergencies, (2) illnesses or problems related to work, or (3) preparation in anticipation of duty travel.
15. Fellows/Postdocs must agree to follow the IARC health and safety rules, especially with respect to handling biological samples and radioactive or toxic products. All requirements and precautions are detailed in the Safety Manual which can be consulted in English and in French on the IARC Intranet under Policy documents.
(cf. http://intra.iarc.fr/vie-pratique/healthandsafety/Documents/safety_manual2009.pdf)
16. IARC has a strong policy on prevention of harassment and support is in place for anyone finding themselves in such a position. Full details can be found on the Agency's Intranet (<http://intra.iarc.fr/Documents/IARC-WHO%20Manual/HarassmentPolicy.pdf>)
17. The postdoctoral scientist is placed under the responsibility of an IARC supervisor. The supervisor must closely guide the postdoctoral scientist during his/her postdoctoral stay at the Agency, providing both training opportunities and guidance on career prospects (i.e. mentoring).
18. Postdoctoral scientists will undergo a formal career development meeting with their supervisor no later than one month after arrival at IARC, during which research and training priorities will be identified. There will be an annual review thereafter at which progress will be reviewed in relation to research and training. The outcomes of this meeting will be recorded on the attached form Annex 3.
19. Postdoctoral scientists will be supported by their supervisor in participating in a set of generic training courses which will be formally tracked through Annex 3 (specific certificates can also be provided by the Education and Training Group upon request). It is typically recommended that the postdoctoral scientist should attend 2-5 generic training courses per year.
20. Postdoctoral scientists may attend meetings at IARC on subjects of interest to their work (provided these meetings are neither restricted nor confidential), receive documentation and participate in the work of the Group and Section to which they are attached at a level corresponding to their educational and working background.
21. Postdoctoral scientists should gain experience in preparing grant applications; it is indeed increasingly important for postdoctoral scientists, either to succeed in obtaining research funds or, at least, to demonstrate that they have been actively engaged in such activities; should such an application be submitted, they can be named on grants, either as Co-PI or co-investigator, according to what is permissible within specific funding schemes, as long as there is a senior scientist involved in the grant jointly working with and supervising the postdoctoral scientist on the IARC activities. In some specific cases (i.e. awards targeting specifically postdoctoral scientists or students), postdoctoral scientists may apply for a grant as PI. In such cases, and according to what is permissible within specific funding schemes, the IARC supervisor should be Co-PI. The acceptance of a grant does not affect the contract of the postdoctoral scientist named in the grant. When funds are granted, issues regarding the length of stay/departure of the postdoctoral scientist are dealt with by the Director in coordination with the Section/Group head, including respecting the maximum allowed duration of stay at IARC.
22. Postdoctoral scientists must record their daily research activities, including every manipulation and experiment carried out in the Agency laboratories in an Electronic Laboratory Notebook (ELN). The login and password are to be obtained from the Group Secretary. When completing their ELN, postdoctoral scientists must follow the instructions described in the Standard Operating Procedures (SOP). Upon leaving the Agency, the postdoctoral scientist can copy (pdf) all or part of their lab book material for their own use and have access to data storage and retrieval, according to rules as applied to all IARC personnel.
23. Postdoctoral scientists shall be required to comply with the instructions given by their supervisor and by other senior IARC staff.

24. If applicable, the supervisor will report on scientific incompetence, absences, accidents, inappropriate behaviour or interruption of the stay to the Head of ETR for sanction up to and including termination of training.
25. IARC Postdoctoral Research Training Fellows are required to submit a report to IARC at the end of their fellowship. The IARC supervisor will also be asked to submit a confidential report on the work of the Fellow.
26. All publications must be approved by supervisors and cleared internally at IARC through the Manuscript Submission System before submission to a scientific journal or other publisher.
27. While they are not WHO staff, postdoctoral scientists must nevertheless comply with the WHO Staff rules concerning security and confidentiality. In addition, postdoctoral scientists must not disclose to any unauthorized persons, either during or after their postdoctoral stay, any information not already made public.
28. The use of the Agency's letterhead is restricted to official communications only, and these must be cleared by the Group Head.
29. Postdoctoral scientists who stay at IARC for a minimum of six months are entitled to IARC Business Cards. These can be obtained upon request from the Section Head, through the Fellowship Office to the Agency's Supplies Office.
30. Postdoctoral scientists who wish to end their training period before the official end date of their contract should inform the host group as early as possible, with a minimum of 30 days' notice in writing to their IARC supervisor and the IARC Education and Training Group (ETR). Termination of the stay with a shorter notice may be negotiated in certain circumstances.
31. A few months after their arrival at the Agency, postdoctoral scientists will attend an Entrance Interview with the Head of the Education & Training Group (ETR) and the Fellowship Office, to discuss training progress and any issues with arrival and settling in. At the end of the training period they will attend an Exit Interview to provide feedback on their experience at IARC. Intermediate meetings will also be offered as needed.

I certify that I have read the above information and will conform to it.

Signature Postdoctoral Scientist	Date:
Signature IARC Supervisor	Date:
Signature Fellowship Officer (<i>for Fellows only</i>)	Date:
Signature Head of Education and Training	Date:
Signature Director	Date:

Please send the signed original of this Annex to FEL

Annex 2

Generic Training – Courses and lectures

IARC is committed to training the Fellows, postdocs and students it hosts. Below are examples of courses and activities that are currently offered.

Courses

1. Generic Courses for Early Career Scientists

IARC provides opportunities for generic training to equip you with essential skills to enhance career prospects. Courses are taught by professionals from IARC or external experts. The list of courses is planned on a yearly basis (i.e. subject to change without notice). The table below lists the courses taught in 2016-2017.

Research Skills Development	Writing Skills
Basic UNIX for handling large datasets Cancer Pathology: Basic principles (twice) Causality in Cancer Epidemiology Data Analysis for Life Sciences 1: Statistics and R – MOOC Data Preparation and Formatting Data Science: Exploratory Data Analysis – MOOC Epidemiology for non-epidemiologists (twice) Galaxy: Introduction to Galaxy Galaxy: Administration and development of tools Galaxy: DNA Methylome Analyses Galaxy: Mutational Signatures Analyses with MutSpec Generalised Linear Models using Stata Introduction to Biostatistics Laboratory safety: Biological risks (twice) Linux Cluster	Effective Scientific Posters EndNote Basic (twice a year) EndNote Advanced (thrice) Grant Writing (twice) Open Access Workshop (thrice) Publishing in Scientific Journals (twice) PubMed Workshop Systematic Reviews Search Methodology (twice a year) Web of Science (twice a year) Zotero
Research Ethics	Communication Skills
Biomedical research ethics: an introductory course (twice)	Effective Interpersonal Communication Effective Presentation Skills IARC Learning week: Harassment session Instructor Development Course
IT Skills	Leadership and Management
Adobe Acrobat Pro. - PDF Mastery (online) Excel Intermediate Course	Financial Management (twice) Project Management Course (twice) Task Management (twice)

Language classes in English and French are offered to all persons working at the Agency (and spouses under the same preferential conditions) for a modest financial contribution. There are several levels for each language.

The calendar, detail of courses and application procedure are available on the IARC Intranet: <http://collab.iarc.fr/sites/LearningandDevelopment/default.aspx>

2. Mandatory courses

Health and Safety

Information about various Health and Safety guidance and regulations (Health and safety manual, safety questionnaire, safety slideshow).

Basic Security in the Field

Basic Security In The Field (BSITF) contains vital security information for personnel, family members and others covered by the UN Security Management System (UNSMS).

BSITF is mandatory for all individuals covered by the UN Security Management System, regardless of grade or function and is mandatory for all personnel, including Early Career and Visiting Scientists.

Advanced Security in the Field

The successful completion of Advanced Security in the Field (ASITF) training is required for official travel to any "field location" of all IARC personnel, including Early Career and Visiting Scientists. A field location is any location designated as a hardship duty station in the mobility and hardship scheme established by the International Civil Service Commission (ICSC).

Harassment Policy and Procedure

The aim of this session is to provide an understanding of the WHO/IARC Policy and Procedures on Harassment including the definition of harassment, the conflict resolution procedure and resources. Attendance is required for all personnel.

Specific training courses on laboratory safety at IARC

Each year training courses are given on specific topics relating to laboratory activities providing updates on new regulations, good laboratory practices and safe working procedures. The topics can include safe handling of biological and chemical agents such as blood samples, cell lines, radioisotopes and carcinogenic products, etc.

The calendar and detail of courses are available on the IARC Intranet: <http://collab.iarc.fr/sites/LearningandDevelopment/Pages/MandatoryandInstitutionalProgrammes.aspx>

Self learning

The IARC Seminar Series

Often it is easy to get so involved in your own research project that you lose sight of the big picture. This seminar series, which takes place once a month

- stimulates scientific communication and collaboration within the Agency,
- reports on scientific findings and discusses their impact and relevance,
- raises scientific hypotheses and suggestions on ongoing or planned projects,
- reviews and highlights important scientific breakthroughs which impact on cancer research and cancer prevention.

The Science Café

Knowledge not shared is knowledge lost. An important part of research is learning to explain your research to other scientists. Every week on Tuesday a Senior or Junior Scientist informally presents his/her ongoing work for discussion. During your stay at IARC your supervisor will arrange for you to present at least once at a Science Café.

Journal Club

What better opportunity to broaden your horizons, sharpen your critical thinking and develop your presentation skills than by joining a journal club in lab sciences or in epidemiology?

Organization of international meetings

Participation in the organization of one of the world-renowned IARC Monographs meetings on the Evaluation of Carcinogenic Risks to Humans will allow you to gain a unique insight in what is involved in setting up and running a major international meeting.

ECSA Scientific and Career Day

As a postdoctoral scientist at IARC, you are automatically a member of the Early Career Scientists Association (ECSA). Every year there is a day for all members of ECSA at IARC which is dedicated to interesting presentations and interactive seminars on important issues related to career development including a career panel with well-known international scientists. ECSA Day is initiated and organized by the ECSA organising committee and a sub-committee of ECS volunteers. ECSA Day gives members an opportunity to present their research and get feedback from their colleagues and peers while learning from each other and also an opportunity for ECSA members to get to know each other and build their scientific network.

IARC Day

An annual event celebrating truly exceptional achievements in cancer research:

- Roger Sohier Lecture
- Richard Doll Lecture
- Presentation of the IARC Medal of Honour
- Poster presentations of research at IARC

Cancer and Society Lecture

Once a year an invited guest will speak to all IARC personnel (scientific and administrative) about an aspect of cancer that touches society in general. The goal is to look up from our research and see how our chosen career field relates to a wider societal influence.

Twitter

You are invited to follow the IARC official Twitter account : @IARCWHO;
<https://twitter.com/iarcwho>

IARC Alumni

Within the LinkedIn® social network, the IARC Alumni Group is open to former IARC personnel, including postdoctoral scientists. The purpose is to create a community of people who have spent time at IARC in the past and to be able to keep them informed of activities and opportunities at the Agency in an informal manner.

The choice of LinkedIn® as a vehicle is deliberately meant to maintain a "light-touch" to the IARC Alumni. There will be no constitution, administrative structure or subscription.

You may wish to have a look at the IARC Alumni Group page:
<http://www.linkedin.com/groups?mostPopular=&gid=3713610>



IARC POSTDOCTORAL FELLOWS' CHARTER – ANNEX 3 ANNUAL PLANNING and DEVELOPMENT REVIEW FORM

Instructions:

Page 1, Part 1 (a) and (b) to be completed and signed within one month of arrival and a scan sent to ETR/FEL fel@iarc.fr.
Remaining sections to be completed at the end of the first year and a new review form started, upon extension.
All final completed Annual Planning and Development Review Forms are to be handed to ETR/FEL at Exit Interview.

NAME OF POSTDOCTORAL SCIENTIST:

NAME OF IARC SUPERVISOR:

SECTION/GROUP:

PERIOD COVERED: From

To

Part 1(a) Research training objectives:	(c) Postdoctoral Scientist	(d) Supervisor																		
Description of proposed programme: <i>(in about 300 words) – Objectives – Methodology - Expected outcome</i>	1= not achieved; 2= partly achieved; 3= fully achieved <table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="3">Self Review</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Self Review			1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1= not achieved; 2= partly achieved; 3= fully achieved <table border="1" style="width: 100%; text-align: center;"> <tr><td colspan="3">Supervisor's assessment</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Supervisor's assessment			1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(b) Planned objectives discussed at start of review period Date: _____ Postdoctoral Scientist's signature: Supervisor's signature:																				

IARC POSTDOCTORAL FELLOWS' CHARTER – ANNEX 3
ANNUAL PLANNING/DEVELOPMENT REVIEW FORM

NAME OF POSTDOCTORAL SCIENTIST:

NAME OF IARC SUPERVISOR:

SECTION/GROUP:

PERIOD COVERED: From

To

Part 2	Remarks
<u>Postdoctoral Scientist:</u>	
Please summarize tasks undertaken, training received, experience gained and skills acquired during this period:	
<u>IARC Supervisor:</u>	
Comments on the Postdoctoral Scientist's summary and his/her efforts to complete tasks assigned and acquiring relevant skills and experience:	

Date:

Signature of Postdoctoral Scientist:.....

Signature of Supervisor:

Signature of Section Head:

Signature of IARC Director: