

The Direction of the Ecole polytechnique fédérale de Lausanne,

based on Articles 29 to 31 of [l'Ordonnance sur les finances et la comptabilité du domaine des EPF](#) ;

based on the [Directive du Conseil des EPF concernant la gestion des risques des EPF et des établissements de recherche](#);

based on the [Ordonnance on the Organisation of the Ecole polytechnique fédérale de Lausanne](#), hereby adopts the following:

Chapter 1 General provisions

Article 1 Subject matter

¹ These regulations define the mission, responsibilities and organisation of risk management and crisis management.

Chapter 2 Mission and operation of the Committee

Article 2 Mission

The role of the Risk Management Committee (CRM) is to:

- 1) Implement the School's risk management, for which the President of EPFL and the EPFL Direction¹ are ultimately responsible.
- 2) To advise and report to the President and the Direction on matters of risk management and insurance.
- 3) To periodically assess the risk and claims situation and to decide on mitigation measures where necessary.
- 4) To ensure the existence and consistent development of an effective ICS.
- 5) The CRM may take any measures necessary to fulfil its mandate.

Article 3 Organisation of work

¹ The CRM carries out its duties with the support of the Internal Control and Risk Management Department (CIGR).

² The CRM itself defines the priorities of its work within the framework of its mission.

³ It proposes a mode of operation, working procedures and risk management methodology defined in the Risk Management Manual.

⁴ The CRM adopts and updates a Risk Management Manual (hereinafter referred to as the «Manual»).

Article 4 Meetings

¹ The CRM meets as often as business requires, but at least four times a year.

² Meetings are confidential and members may not be represented.

³ CIGR provides the secretariat for the CRM.

⁴ Minutes shall be kept of the meetings.

¹ Art 4(1)(k) of LEX 1.1.1 Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne.

Chapter 3 Composition of the Risk Management Committee

Article 5 Composition of the Committee

¹ The CRM is composed of a committee chairman and members, all of whom are EPFL employees.

² The composition of the members, established on the basis of a representation of the various risk areas, is as follows:

- a. The Vice-President for Finance (Chairman of the CRM)
- b. The head of the CIGR department
- c. The Vice-President for Operations
- d. The Vice-President for Academic Affairs (Teaching and Research)
- f. The Director of the Department of Security, Safety and Facilities Operations
- g. The Director of Legal Affairs
- h. The Data Protection Officer (DPO)
- i. The Vice-President for Human Development
- j. The Director of Information Systems
- k. The Director of Communications.

Article 6 Guests

¹ Committee members may appoint other representatives as temporary or permanent guests.

² Guests have no decision-making powers within the Committee.

Article 7 Specific committees

¹ The CRM may set up specific permanent or temporary committees according to its needs or at the request of the Direction.

² The following standing committees shall exist. They are chaired by one of the members of the CRM and report regularly to it:

- a. The Information Security Committee
- b. The Security, Safety and Facilities Operations Committee

³ They organise themselves and define their priorities according to their own needs, in compliance with the procedures set out in the Manual.

Chapter 4 Risk management

Article 8 Scope of risk analysis

¹ The scope of analysis covers EPFL's risks.

² The scope of work may be extended as required.

Article 9 Risk-related responsibilities of the CRM

¹ The CRM is responsible for establishing and monitoring risks, in particular via specific committees, and for proposing measures to ensure their control.

² Insurance is one of the risk mitigation measures.

³ The CRM reports to the EPFL President and Direction on the status and progress of risk management issues.

⁴ After validation by the Direction, the CRM transmits the reporting of major risks to the CEPF's Internal Audit according to the requirements established by the latter.

Article 10 Risk management and insurance

¹ The CIGR implements coordinated management of the institution's risks in accordance with a method and process defined in the Risk Management Manual, which is included in the Compliance Guide.

² It supports unit managers in identifying risks.

³ Operational risk management is the responsibility of each employee as part of their job.

⁴ The CIGR manages and adapts the School's insurance policies as required. It advises employees, monitors and manages claims and analyses specific insurance cover requirements, with the exception of social insurance, which is managed by the Human Resources Department.

Article 11 Information and duty to report

¹ All employees, unit managers, directors, deans and vice-presidents are required to inform their superiors and, if necessary, the CRM, of any situation or threat that may be detrimental to EPFL.

² The President of the CRM informs the President and the EPFL Direction without delay of any sensitive issue or incident requiring a decision to be taken.

³ The EPFL President, in accordance with the CEPF Directive on the duty to inform, informs the CEPF if the situation so requires².

⁴ The provisions of the Directive concerning whistleblowing (LEX 1.8.1) are reserved³.

Article 12 Annual report

¹ The CRM shall produce an annual report for the attention of the President and the EPFL Direction. It is approved by the President. It shall be sent to the CEPF's Internal Audit and to the Swiss Federal Audit Office.

Chapter 5 Crisis Management

Article 13 Crisis management

¹ Depending on the event and its impact, crisis management shall be activated by the President or the Director of Security, Safety and Facilities Operations.

² The criteria for activating crisis management and the resulting organisation are defined in the Manual.

³ Incident management, as defined in the Manual, is the day-to-day responsibility of the relevant departments.

² Directive du CEPF sur le devoir d'information des EPF et des établissements de recherche en cas d'incidents particuliers du 5 juillet 2017.

³ LEX 1.8.1 Directive concerning whistleblowing at EPFL.

Chapter 6 Final provisions

Article 14 Repeal and entry into force

These Regulations came into force on 1st January 2025, status as at 1st January 2025. It replaces the previous versions of LEX 1.4.3.

On behalf of the EPFL Direction:

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