



## POLICY TO PROTECT AT-RISK GROUPS

# NATIONAL INSTITUTE FOR ORIENTAL LANGUAGES AND CULTURES - INALCO

## I. The Institute, its missions and its actions

Since it was founded in 1795, the National Institute for Oriental Languages and Cultures (Inalco) has been offering courses and conducting research on the languages and cultures of Central and Eastern Europe, Asia, Oceania, Africa, the Middle East, and the populations of the Americas, as well as on the history, geography, societies, political and economic systems, and cultural realities and developments in the countries in these regions. Conveniently located in central Paris on rue de Lille (7th arrondissement) and in the new Paris Rive Gauche neighborhood near the French National Library (13th arrondissement), Inalco has remained faithful to its mission of teaching languages while incorporating the Eastern world into the French education system by giving students a chance to learn languages that have been deemed useful in politics and business.

As a public university under the authority of the French Ministry of Higher Education and Research with the status of *grand établissement*—the category defining France’s most prestigious research and higher education institutions—Inalco (also known as Langues O’) is the direct descendant of the School for Oriental Languages created by the National Convention in 1795. Over the centuries, Inalco has become a one-of-a-kind institution in the world that welcomes students and instructors from across the globe. Its missions are outlined in [Decree no. 90-414 of May 14, 1990, on the National Institute for Oriental Languages and Cultures](#).

Inalco offers courses in more than 100 languages and cultures, awarding both national degrees (bachelor’s, master’s, doctorate) and Inalco degrees. Inalco is the only institution that offers such a diversity and

breadth of courses and linguistic and cultural understanding of today's world, all under one roof. Attentive to its students' employability, Inalco has also expanded its professionally oriented programs in international business, intercultural communication and training, language teaching, international relations and multilingual natural language processing.

Inalco has a joint department in continuing education that offers courses tailored to the specific needs of businesses and public services, and a department that offers classes in French as a foreign language to international students. Inalco's 14 research units, half of which are jointly supervised by the research agencies, produce top-notch scholarship on the cultural regions in the major humanities and social science disciplines.

### Key dates

**1795** The École spéciale des langues orientales (Special School for Oriental Languages) is founded

**1914** The school becomes affectionately known as Langues O'

**1971** The school is renamed the Institut national des langues et civilisations orientales (National Institute for Oriental Languages and Cultures, or Inalco)

**1985** Inalco is recognized as a *grand établissement*, the category defining France's most prestigious research and higher education institutions

**2010** Inalco becomes a founding member of the Sorbonne Paris Cité university consortium

**2011** Inalco centralizes all its courses under one roof at 65, rue des Grands Moulins in Paris

**2020** The renovated research center in Paris's 7th arrondissement is inaugurated

### Student body

- 8,000 students
- 120 different nationalities
- 2,000 students of foreign origin
- 68.1% women, 31.9% men
- Average age: 29

### Staff

- 235 tenured faculty
- 128 contract faculty
  - 101 permanent administrative and technical staff
  - 64 contract administrative and technical staff

## Research and academic events

- 14 research units, including 5 in partnership with the CNRS
- A doctoral school with 308 doctoral students
- Over 100 international academic events per year

## Culture

- Over 250 cultural events per year
- Partnered with 4 festivals
- 15 student cultural organizations
- 1 alumni association

## Inalco is comprised of:

- 12 departments: Africa and the Indian Ocean, South Asia and the Himalayas, Southeast Asia and the Pacific, Arab Studies, Chinese Studies, Korean Studies, Hebrew and Jewish Studies, Japanese Studies, Russian Studies, Eurasia, Europe, Languages and Cultures of the Americas
- 5 professional tracks: International Business, International Relations, Intercultural Communication and Training, Language Teaching, Multilingual Natural Language Processing

## II. Our values

In all its day-to-day activities, and in keeping with the regulatory texts that govern it, Inalco embodies the values that shape it. These values are as follows:

- Respect for diversity and differing opinions and beliefs: to make all individuals feel that they belong to the school community, where everyone is equal and respected
- Objectivity and academic rigor: to guarantee the independence and ethics of faculty and their research
- Humanism and protection of knowledge and people: because these issues are essential for young adults and the generations of today and tomorrow

- Creation of dialogue between cultures: to foster improved understanding among nations in the 21st century
- Safeguarding of equal rights and opportunities: to guarantee everyone equal treatment and access to the same opportunities to succeed

### III. Why does Inalco need a Policy to Protect At-Risk Groups?

In addition to its administrative staff, Inalco welcomes students and instructors from all over the world. Among these more than 8,000 people per year, we have identified the following at-risk groups:

- Students with refugee or asylum-seeker\* status
- Students in a situation of insecurity
- Students with disabilities
- At-risk students
- At-risk Inalco employees

These groups, as well as other at-risk groups within the Inalco community, must have access to special services that can prevent the identified risks that apply to them, and if these risks do transpire despite the preventive measures in place, they must receive appropriate support. Refugee students,\* the core target of this policy, are especially vulnerable and at risk due to their background, which may have triggered a number of psychological and physiological traumas. Consequently, they receive more focused protection.

Two initiatives epitomize Inalco's commitment to implementing this policy: the Hospitality, Mediations, Migrations (Hospitalité, Médiations, Migrations – H2M) interuniversity degree, and Inalc'ER, the only initiative of its kind in France, renamed "DU Passerelle" (transitional degree) in fall 2020.

The H2M interuniversity degree was created in 2019 to train mediation professionals in the public services. It is geared toward future social welfare or human resources workers specialized in receiving migrants: NGO mediators and leaders, local community welfare officers, social workers and so on. This degree program provides an inclusive, collaborative training co-created with and among the target groups, marshaling their linguistic and cultural knowledge. For the first year, 20 students enrolled in this program.

The Inalc'ER program—known as DU Passerelle beginning in 2020—is a transitional program created in January 2017 by Inalco with support from the Agence Universitaire de la Francophonie (AUF). It offers refugee or asylum-seeker students a chance to get a university education with an eye toward their future employment, by relying on

their own language and accentuating their source culture. These features make this program the only one of its kind in France. Students may take French classes as well as classes in their native language; this gives them an opportunity to interact with other students who are studying their language. To date, around 60 students have enrolled in this program.

This Policy to Protect At-Risk Groups must also provide a common frame of reference for all Inalco stakeholders in order to prevent any true risk or sense of discrimination against or exclusion of a particular individual.

This document also outlines the mechanisms and protocols tailored to specific situations, and names one or more people in charge of the various actions to be implemented.

It was adopted by the Board of Directors on May 15, 2020, and it has been distributed to all of Inalco's students and staff. These are key steps that illustrate Inalco's concrete actions to protect the most vulnerable people.

Staff who work directly with and monitor the most vulnerable students—more specifically, those in the Hospitality, Mediations, Migrations interuniversity degree program and the Inalc'ER (DU Passerelle) program—will be formally asked to pledge to abide by this document.

## IV. Foundations of Inalco's Policy to Protect At-Risk Groups

As relevant, Inalco bases its Policy to Protect At-Risk Groups on the legal texts in force in France. The duties of the Inalco staff are governed by several constitutional and legal texts that address obligations and ethics, namely:

- The general principle of universal equality before the law, stated by the Declaration of the Rights of Man and of the Citizen of 1789, and restated in the 1958 constitution, which also establishes the principles governing equality before the public service
- [Law no. 83-634 of July 13, 1983, on the rights and duties of civil servants](#) outlines the rules, principles and duties of staff members in the performance of their job
- [Law no. 84-16 of January 11, 1984, on the statutory provisions relating to the civil service of the State](#)
- [Law no. 2016-483 of April 20, 2016, on the professional ethics and rights and duties of civil servants](#) (update of the 1983 law)
- [Law no. 2001-1066 of November 16, 2001, on combating discrimination](#) and [Law no. 2008-496 of May 27, 2008, transposing into national law various EC provisions to fight discrimination.](#)

In addition, Inalco draws on the special provisions of the French [Education Code](#), [Research Code](#), [National](#)

[Charter for Research Integrity](#) and [Code on Relations Between the Public and the Administration](#), which has been in force since January 1, 2016.

Inalco has three main governance bodies: the Board of Directors, the Academic Board and the Board of Teaching and Student Life. The president's team comprises the Inalco president, the vice chairs of the boards, committees and central entities, the chief executive and the lead policy officers, including one gender equality representative, one racism and anti-Semitism representative and one academic integrity representative.

In addition, Inalco's Board of Directors has adopted [internal rules and regulations \(\*règlement intérieur\*\)](#) that are made available to all staff and students. The articles of the internal rules and regulations are derived from legislative and regulatory documents. This document describes the bodies and committees created at Inalco's initiative, and its book II lays out a comprehensive code of conduct for the school.

The table below lists the measures currently in force at Inalco to prevent the specific risks that apply to its at-risk groups.

Note: These rules and regulations are a living document and are always subject to change based on Inalco's activities and governance structure.

Type of risk identified		Inalco document referring to it	Targeted measures
Harassment	Sexual harassment and violation of an individual's rights and dignity	<a href="#">Inalco internal rules and regulations</a> (Art. 57, p. 40)	Reference to the <b>French Penal Code (Article 222-33 and 222-33-2)</b> . School discipline section Daylong awareness campaign
	Risk of harassment related to student organizations and unions active at Inalco	<i>Charte de la vie étudiante pour l'égalité, contre le harcèlement et les discriminations (Charter of Student Life for Equality and Against Harassment and Discrimination)</i> (2019, 2 pages)	Commitment by organizations' leaders to complete a training on gender equality and combating harassment  Commitment to report back to members of the organization on these trainings Penalties stipulated in the event of a breach of the principles stated in the <a href="#">Charte de la vie associative étudiante (Student Organization Charter)</a> .
	Risk of providing insufficient information on harassment	Booklet <i>Halte au harcèlement (End Harassment)</i> (2020, 8 pages) Follow-up to the booklet <i>Lutter contre le harcèlement sexuel à l'USPC (Combating Sexual Harassment at USPC)</i> (2016, USPC)	Definition of forms of harassment (see appendix I) Outline of Inalco's antiharassment mechanisms Contact information of resource people (see appendix II): gender equality representative, racism and anti-Semitism representative, student organizations, occupational medicine, social workers, safety coordinators, counseling center, unions, Harassment Awareness Day
	Risk of providing insufficient information on sexual harassment	The handbook <a href="#">L'Inalco s'engage contre le harcèlement sexuel (Inalco Commits to Combating Sexual Harassment)</a> (2020, 2 pages) draws on the partnership between Université Sorbonne Paris Cité (USPC) and the Institut en Santé Génomique-Woman Safe	Implementation of an education campaign by providing all community members with a handbook to familiarize them with sexual harassment and help them recognize it more easily. This handbook defines sexual harassment through examples, offers strategies for responding and protecting oneself, and provides a list of internal and external contact people victims may reach out to.

Cyberbullying	Online harassment, spreading of false rumors, etc.	Booklet <i>Halte au harcèlement (End Harassment)</i> (2020, 8 pages)	Definition of cyberbullying Description of Inalco's antiharassment mechanisms Contact information of resource people (see appendix II): gender equality representative, racism and anti-Semitism representative, student organizations, occupational medicine, social workers, safety coordinators, counseling center, unions, Harassment Awareness Day
Discrimination	Discrimination and	<a href="#"><i>Inalco internal rules and regulations</i></a> (Art. 77:	Reference to <a href="#"><b>Law no. 83-634 on the rights and duties of</b></a>



	breach of obligations by civil servants (obligation of discretion)	<i>Laïcité</i> [strict separation of church and state], neutrality and discretion, p. 45)	<a href="#"><u><b>civil servants and the Conseil d'État's advisory opinion no. 217017 of May 3, 2000:</b></u></a> prohibition on making "statements constituting proselytism or discrimination" Reference to <a href="#"><u><b>Law no. 2008-496 of May 27, 2008, defining discrimination.</b></u></a>
	Discrimination  in all its forms by the organizations and unions active at Inalco	<i>Charte de la vie étudiante pour l'égalité, contre le harcèlement et les discriminations</i> (2019, 2 pages)	Reference to the definition of discrimination by the <b>defender of rights</b>  Article 1 on organizations and unions: commitment to respect the diverse composition of the decision-making bodies without distinction or discrimination  Article 2 on nondiscriminatory communication and elimination of racist, anti-Semitic, homophobic and transphobic terms and representations  Support of Inalco's Equality Office and Office of Student Life, support of gender equality representative and racism and anti-Semitism representative  Penalties stipulated in the event of a breach of the principles stated in the Charter
	Risk of providing insufficient information on discrimination	Booklet <i>Stop à la discrimination (End Discrimination)</i> (2020, 9 pages)	Definitions of types of discrimination (see appendix I)  Contact information of resource people (see appendix II): safety coordinator of the Human Resources Department  <a href="#"><u><b>Article 225-1 of the French Penal Code version in force since</b></u></a>

			<b>November 20, 2016</b>
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	Disability Day and related information resources (posters, online posts)	Once per year since 2016: Disability Awareness Day  Interactive educational workshops  Booths staffed by partner organizations: Arche France, BULAC, Chiens guides de Paris, Handicap International, International Visual Theater, Interuniversity Service for Preventive Medicine, Starting Blocks
	Booklet <a href="#"><u>Réussir ses études avec un handicap (Thriving Academically with a Disability)</u></a> (2019, 28 pages)	Information on rights and commitments  Information on accessibility of the facilities  Information on enrollment procedures and how to get accommodations in the learning environment  Information on evacuation procedures in the event of a fire alarm  Information on contact people and resource people at the school
Discrimination in all its forms by students or student organizations that are active at Inalco	<a href="#"><u>Internal rules and regulations of the Solidarity Fund for the Development of Student Initiatives (FSDIE)</u></a> , (2017, Art. 4.4.3, p. 3)	Obligation of the project leader to abide by the <b>Charter of Student Life for Equality and Against Harassment and Discrimination</b>
Discrimination	<i>International Women's Day</i>	Once per year since 2017: academic conference, educational workshops

			<p>to bring people together to reflect on and analyze sex discrimination; film screenings, roundtable discussions, participatory games by student organizations</p> <p>Roundtable on the situation in Kurdistan (2020), roundtable titled "Gender Equality? Two Steps Forward, One Step Back" (2020, FIDH partnership), partners' booths, documentation, resource people</p>
	Discrimination in all its forms	Mission statement appointing the gender equality representative (2019, 1 page)	<p>Description of the duties of the <b>gender equality representative</b></p> <p>This initiative has existed since fall 2014</p>
	Discrimination in all its forms	Mission statement appointing the racism and anti-Semitism representative (2019, 1 page)	Description of the duties of the <b>racism and anti-Semitism representative</b>
	Disability discrimination	Building permit accessibility instructions (2006, 3 pages)	The accessibility instructions issued concurrently with the building permit list all the fittings that must be compliant.
		Assessment report: <i>Accessibilité aux personnes Handicapées (Accessibility for People with Disabilities)</i> (Bureau Veritas, 2011, 52 pages)	Purchase of special equipment for the visually and hearing impaired (p. 3 of accessibility certificate, see below)
		Accessibility certificate (2015)	<p>Purchase of special equipment for the visually and hearing impaired (p. 3)</p> <p>Reservation of specially fitted spaces (p. 3)</p>

			Creation of a team of 10 disability representatives trained in welcoming and supporting people with disabilities
		National regulations on disability and accessibility	The school complies with the usage rules on accessibility and disability: <a href="#"><u>Law no. 2005-102 of February 11, 2005, for equal rights and opportunities, participation and citizenship of people with disabilities</u></a>
Risk of providing insufficient information on resources for staff with disabilities	<i>Action sociale, santé, sécurité au travail 2019-2020 (Social Welfare, Occupational Health and Safety 2019–2020)</i> (prevention booklet, 2019, 4 pages) Inalco intranet, last accessed 03/31/2020		Activities and duties of the “social welfare, occupational health and safety” division Duties: 1/ Prevent of occupational risks 2/ Occupational health and safety Manage actions with regard to people with disabilities 3/ Safety 4/ Social welfare Liaise with the social worker, manage the corresponding budget, implement suitable measures in the event of financial problems 5/ Safety coordinator Help implement occupational health and safety rules at Inalco
Risk of providing insufficient information on resources for students with disabilities	Booklet <a href="#"><u>Réussir ses études avec un handicap (Thriving Academically with a Disability)</u></a> (2019, 28 pages)		List of accessibility measures implemented at Inalco for students with disabilities Description of academic support, campus life support, exam accommodations Description of the Disability Office Contact information of resource people (see appendix II): Disability Office
Risk of providing insufficient information on resources for students	Disability Day and related information resources (posters, online posts)		Once per year since 2016: Disability Awareness Day Interactive educational workshops Booths staffed by partner organizations: Arche France, BULAC, Chiens guides de Paris, Handicap International, International Visual Theater, Interuniversity Service for Preventive Medicine, Starting Blocks

	with disabilities		
	Denial of accessibility to people with disabilities	<a href="#"><i>Inalco internal rules and regulations</i></a> (Art. 16, Health, Safety and Working Conditions Committee, p. 18)	Reference to two ministerial decrees: <a href="#"><b>no. 82-453 of May 28, 1982, no. 2012-571 of April 24, 2012</b></a> Composition of the Health, Safety and Working Conditions Committee: Inalco president, chief executive, HR director, 6 employee representatives, 6 alternates Expanded structure: 2 additional student representatives Handles issues related to preventing occupational health and safety risks
	Denial of accessibility to people with disabilities	Booklet <a href="#"><i>Rôle et missions du CHSCT (Role and Duties of the Health, Safety and Working Conditions Committee)</i></a> (2015, 4 pages)	Description of the role and duties of the Health, Safety and Working Conditions Committee: - Regarding occupational health and safety - Regarding working conditions
	Lack of reception procedures for foreign students	"Bienvenue en France" certification (2019) "Bienvenue en France" resources – RFP response (2019)	Through the request for proposals titled "Bienvenue en France" issued by the French Ministry of Higher Education, Research and Innovation, Inalco received funding to improve the reception of international students through three main initiatives: - Implementation of a mentorship system - Expansion of the French as a foreign language (FLE) program - Improvement of multilingual resources, services and offerings (translation into English of documents for international students, English classes for staff, increase in number of courses taught in English)
	Lack of reception procedures for vulnerable foreign students, e.g., refugees	Inalc'ER program (since 2017), to be renamed DU Passerelle (fall 2020)	Created with the support of the Agence Universitaire de la Francophonie (AUF), it aims to provide remedial French classes for students who are refugees or asylum seekers so they can enroll in one of Inalco's bachelor's degree programs or one of the other short professionally oriented programs. Students in the program can enroll concurrently in courses taught in their native language.  In addition, a dedicated counseling center opened in September 2019.

Lack of reception procedures for vulnerable foreign students, e.g., refugees	Hospitality, Mediations, Migrations (H2M) interuniversity degree (fall 2020)	<p>The objective of the H2M interuniversity degree is to train, prepare for jobs and award degrees to mediators, mainly refugees and asylum seekers.</p> <p>The program aims to recognize and award degrees for these students' linguistic and cultural skills in the field of mediation and community interpreting. It is implemented in partnership with the Université de Paris V Descartes (Anthropology Department).</p>
Lack of reception procedures for socially vulnerable students	<p><a href="#">Internal rules and regulations of the Solidarity Fund for the Development of Student Initiatives (FSDIE)</a>, (2017, Art. 6, p. 6) Assistance provided by CROUS (Regional Center for Student Affairs)</p>	<p>Nonrecurring social support for students (aid covering housing, equipment and transportation fees) Support for students seeking assistance from CROUS</p>
Lack of support mechanisms for vulnerable staff	<p><a href="#">Inalco internal rules and regulations</a> (Art. 16, Health, Safety and Working Conditions Committee, p. 18)</p>	<p>Reference to two ministerial decrees: <a href="#">no. 82-453 of May 28, 1982</a>, <a href="#">no. 2012-571 of April 24, 2012</a> Composition of the Health, Safety and Working Conditions Committee: President (or the president's representative, the chief executive), HR director 6 permanent staff representatives (6 alternate staff representatives) In its expanded structure, 1 permanent student (1 alternate student) must be added.</p> <p>Invited members: safety coordinator, safety assistants, occupational health physician, social worker and members of the counseling center. Handles issues related to preventing occupational health and safety risks</p>
Lack of	<p>Booklet <a href="#">Role and Duties of the Health, Safety and Working Conditions Committee</a> (2015,</p>	<p>Description of the role and duties of the Health, Safety and Working Conditions Committee:</p>

	support mechanisms for vulnerable staff	4 pages)	<ul style="list-style-type: none"> <li>- Regarding occupational health and safety</li> <li>- Regarding working conditions</li> </ul>
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## V. Our commitments

### A / Identified risks and related protection actions

To protect at-risk groups and mitigate the risks that have been identified, Inalco has implemented a number of rules and targeted measures that come under the umbrella of a special protection policy. Prevention is one of the tools deployed to educate the relevant staff members with the aim of preventing and detecting incidents of harassment or discrimination that these at-risk groups may be victims of. A number concrete **actions**, which are detailed in the table above, have been in place for several years. Inalco has also created its own **tools** to combat discrimination and harassment.

In the event that the prevention measures do not protect against the identified risks, Inalco has set up procedures to help victims file a formal complaint should they wish to do so. Inalco will do everything it can to help victims successfully navigate the process to put an end to the discrimination or harassment they have suffered. This process involves the representatives, the Legal Affairs Department and other staff members in a position to mobilize people who can respond properly and who have the knowledge required for this type of situation.

For each type of risk or group of risks identified, the students in question may refer to the contact people and entities listed in **appendix II** to this document and direct their claim accordingly.

### Other actions:

Inalco is committed to giving the most at-risk groups an opportunity to participate in all events that could be directly relevant to them. These include the "Campus Life Days," days devoted to women's rights (March), Antidiscrimination Day, Disability Awareness Day, Health and Well-Being Days, and Inalcuturelle Day. This will also be the case for any other event geared to



at-risk groups. These events are held every year, and the dates may vary based on Inalco's master calendar. Generally speaking, at-risk groups will have access to all the cultural and academic events organized at Inalco.

## **B / Adoption, distribution and revision of the Policy to Protect At-Risk Groups**

The task force created to implement and oversee the drafting of the Policy to Protect At-Risk Groups has four members: the deputy vice president for research services and technology transfer, the safety coordinator, the Foundation and Alumni Network assistant, and the director of research services and technology transfer.

This document was adopted by Inalco's Board of Directors at its meeting on May 15, 2020. The chief executive, deputy vice president for research services and technology transfer, and the director of research services and technology transfer are responsible for its implementation.

The Policy to Protect At-Risk Groups is signed by the Inalco president and will be referenced in the school's [internal rules and regulations](#).

This document will be distributed through Inalco's official mailing lists (email to staff and users, and staff involved more closely in the reception of at-risk groups), through social networks, the website and the intranet. It will be shared with:

- The interim body Association de Préfiguration Inalco-Langues'O
- The alumni network in France and abroad
- The Association des anciens élèves et amis des Langues O' (Association of Friends and Alumni of Langues O' – AAEALO)
- The directors and managers of Inalco's different departments
- The directors of Inalco's research units
- The director of Inalco's doctoral school
- The leaders of Inalco's student organizations
- The Inalco bodies, committees, boards, representatives and policy officers listed on page 3 of this document
- Institutional partners

This document may be presented to new students during orientation days or occasional events on combating discrimination and/or harassment. This document will be included in the onboarding documents for staff assigned to Inalco during orientation days for new staff.

An anonymous survey will be conducted annually among the at-risk groups to assess their satisfaction with the implementation of this protection policy. A report will be presented to these groups after the survey is completed in conjunction with the staff members who receive these groups and monitor their studies.

**C / Inalco’s action plan**

ACTION	Person responsible	Deadline
<b>1 - Adoption of the Policy to Protect At-Risk Groups</b>		
Finalization of the Action Plan (preliminary)	Deputy vice president for research services and technology transfer, Foundation and Alumni Network assistant, director of research services and technology transfer	May 4, 2020
Finalization of the Policy to Protect At-Risk Groups and Action Plan	Idem	May 11, 2020, to be confirmed
Approval and signature of the Policy to Protect At-Risk Groups	Inalco Board of Directors, Inalco president	Following the Board of Directors meeting of May 15, 2020
<b>2 - Revision of the Policy to Protect At-Risk Groups and distribution</b>		

Identification of the relevant people at Inalco for distribution of the Policy to Protect At-Risk Groups (beyond the university degree)	Communication Department in conjunction with the Foundation and Alumni Network assistant	Between June and September 2020
Publication of the Policy to Protect At-Risk Groups on the website and intranet, social networks Inalco Newsletter for students, administrators and faculty, alumni network, department directors, foreign and institutional partners	Idem	Between June and September 2020
Harmonizing of existing documents: internal rules and regulations	Attorney, in conjunction with the chief executive, human resources director, Foundation and Alumni Network assistant, and director of research services and technology transfer	Between June and December 2020
Review during staff back-to-school days	Safety coordinator	September 2020 (to be confirmed)
Translation of the Policy to Protect At-Risk Groups into English	To be done in conjunction with the revamping of Inalco's institutional website, a project being spearheaded by the Communication Department	Based on the timeline for revamping the website, to be determined
Approval of the English translation of the Policy to Protect At-Risk Groups	See above	See above

### 3 - Protection actions

Identification of specific risks for refugee students and adjustment of protective actions (including the complaint collection and processing system)	Based on topics: Social worker, counseling center (through December 2020) Interuniversity degree director and relevant faculty	To be amended and adjusted as much as on a case-by-case basis  during the
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	interuniversity degree administrative assistant, director of Inalc'ER program, safety coordinator, attorney to assist with procedures	2020–2021 academic year
Development of educational modules on protection and the Policy to Protect At-Risk Groups for Inalco Improvisational Theater Workshop	Safety coordinator with the Cultural Action and Events Department	Single session 2020–2021 to be determined
In dialogue with the HR Department --> Educational events during orientation days for new staff  Training for faculty: "Understanding Sexist and Sexual Violence" (by registration, limited spots) Training open to all staff (network of Île-de-France training managers, by registration, limited spots) Management of psychosocial risks Disability awareness: legal framework Disability awareness: human framework Disability awareness: technical framework, accessibility of the facilities Gender equality in the civil service Recognizing and identifying sexual or sexist violence	Safety coordinator  Human Resources Department (Workforce Planning Division)	September 2020  2020/2021 sessions to be determined
Campus Life Days Focus on at-risk groups and outreach on these topics	Registrar and Student Life Department	2020/2021 dates to be determined
List of contact people and departments available for vulnerable people (academics, housing, languages) to be shared with key people	H2M interuniversity degree director / H2M interuniversity degree administrative assistant	1st semester 2020–2021

ACTION	Person responsible	Deadline
<b>4 - Collection and processing of complaints</b>		

<p>Publicize the existence of the Bichat Hospital counseling center (available until December 2020 to Inalc'ER and H2M students):</p> <p>A mental health counseling center catering to exiled students at the Bichat Hospital (Paris 18th arrondissement), funded by the Agence Universitaire de la Francophonie (AUF). 2021 renewal contingent on the acquisition of new funding.</p> <p><u>Note:</u> The Paris CROUS operates a counseling center for students in need. Staffed by a clinical psychologist from APASO-Paris (Association pour la prévention, l'accueil, le soutien et l'orientation), these visits are confidential, free and outside the academic environment of the population targeted by this Policy to Protect At-Risk Groups.</p> <p>Student feedback mechanism: see what can be implemented in terms of an anonymous questionnaire and issue of processing and taking action on the complaint</p>	<p>Department of the Registrar and Student Life, director and administrative assistant of the H2M interuniversity degree, safety coordinator, Communication Department</p> <p>H2M director (administrative office / registrar supervised by the degree director) / Information Systems and Digital Resources Department</p>	<p>Updating of existing documents, website, presentation during back-to-school days for H2M students</p> <p>During 2020–2021</p>
<b>5 - Implementation and follow-up</b>		
<p>Questionnaire: collect feedback from students/stakeholders on the Policy to Protect At-Risk Groups/implemented measures</p>	<p>H2M director (administrative office / registrar supervised by the degree director) Technical support from the Information Systems and Digital Resources Department</p>	<p>2020–2021 academic year</p>
<p>Revision of the Policy to Protect At-Risk Groups every 6 months (first year)</p>	<p>Inalco-Langues'O Association + Inalco Board of Directors</p>	<p>Idem</p>
<p>Annual revision of the Policy to Protect At-Risk Groups</p>	<p>Inalco-Langues'O Association + Inalco Board of Directors</p>	<p>Idem</p>

Review and reinforcement of protocols	Directors of H2M and the Inalc'ER program, counseling center, SIUMPP, lawyer social worker, gender equality representative racism and anti-Semitism representative, chief executive, Inalco-Langues'O Association	Idem
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**Jean-François Huchet**

President

Paris, May 25, 2020

Jean-François Huchet

