	Title action	2016	2017	2018	2019	2020	2021	Responsible Unit	Indicator(s) / Target
Strengthen research freedom									
1	Formalize a concept of belonging to a research unit	➡ ✓						Research Division + Human Resources Division	A reference document was drafted, approved by the University Supervisory Board, and distributed to research unit personnel.
2	Clarify the definition a contributor/ creator to a research unit scientific programme	➡ ✓						Research Division	A reference document was produced in consultation with the research units and the UTC's Scientific Committee.
3	Set up a working group piloted by UTC's Scientific Committee on Ethics and Technological culture	➡		✓		➡		Scientific Committee	Number of Scientific Committee InfoActions: 2. Number of meetings: 0.
4	Inform about Ethics (including Plagiarism)	➡					➡	Research Division + Doctoral School	Number of training sessions: 1 series of 9 talks on research ethics and scientific integrity. Number of trainees: 240 PhD candidates.
Make good recruitment practices systematic									
5	Publish all job offers (vacancies) on EURAXESS		➡ ✓	➡			➡	Human Resources Division	Number of vacancies published on Euraxess as a proportion of the total number vacancies (per annum).
6	Formalize all information required for the publication of a vacancy (job offer)		➡ ✓	➡			➡	Human Resources Division	A memo containing a checklist
7	Formalize a process for a report to each candidate / applicant		➡		➡			Human Resources Division	Production of a template (for the summary of the interview with the applicant)
Improve the way visitors are received									
8	Make sign a charter to all newcomers: confidentiality, conflicts of interests		➡	➡				Human Resources Division	Drafting of a charter
9	Write a guide for newcomers (in French and in English)		➡	➡				Human Resources Division	Drafting of a guide
10	Organise a welcome day for newcomers in the Research Unit (Research Unit, DRH)		➡	✓ ➡			➡	Human Resources Division	Number of participants as a percentage of invitees: 29%
11	Clarify the writing of agreements for guest researchers		➡	➡				Internal Services Division	Drafting of a procedure Drafting of a template
Cultivate a stimulating work environment									
12	Write a frame for the standardization of Research Units' internal regulation		➡	➡ ✓				Internal Services Division	Drafting of a template to be used in the formulation of internal regulations.
13	Transfer a copy of each Research Unit's internal regulation to the DGS	➡	➡ ✓					Internal Services Division	Number of internal regulations documents deposited with Director of Internal Services: 8 (*i.e.* all UTC research units).
14	Complete the work contract (+ English version for information as an Annex)		➡	➡				Human Resources Division	Drafting of a special clause relating to intellectual property / Translation of the employment contract into English (as an annex to French version)
15	Set up a training session for managers	➡					➡	Human Resources Division	Number of managers who attended the whole training session: 13 in 2017, 26 in 2018. Number of supervisors who attended the supervision training session: 8 in 2018.
16	Set up an Annual Day for PhD supervisors				➡	➡		Doctoral School	In progress.
17	Communicate about potential training sessions	➡					➡	Human Resources Division	Number of researchers trained per year: 128 in 2017.
18	Communicate about the instruments for mobility (incoming/outcoming) and support the applicants	➡					➡	Research Division + Human Resources Division	Drafting of a short descriptive short note for each of the mobility programmes concerned: there are currently 2 outgoing programmes. Number of researchers supported (incoming/outgoing): - Outgoing: 2017= 8 PhD candidates, 2018= 3 PhD candidates (WIP). - Outgoing : 2018= 6 researchers

	Title action	2016	2017	2018	2019	2020	2021	Responsible Unit	Indicator(s) / Target
19	Implement an Information portal for Researchers: opportunities, Research funding calls, mobilities, training sessions, PEDR, links and contracts with CNRS (for Joint Research Units), etc				→→	(yellow)		Research Division	Unimplemented
20	Create a service for the follow-up of Post-doctoral fellows in the Doctoral School					→→	(yellow)	Doctoral School	Unimplemented
21	Develop tools for the improvement of PhD candidates' salary treatment	→ (yellow)	⇢ (dashed)	⇢	→	→	→ (yellow)	Research Division + Doctoral School + Human Resources Division	Average salary for PhD students in 2018: 1,500€ per month.
Support and assist researchers' partnership activities									
22	Each Researcher contacts his/her Project Officer at PIPATT (DR) before/during/after a research project	→ (yellow)	══════	══════	══════	══════	══► (green)	Research Division	Number of contacts made as a proportion of the number of projects registered in the database: 100%
23	Each Researcher records his/ her Proposal to a Call into the Research Database	→	→ (yellow)	══════	══════	══════	══► (green)	Research Division	Number of projects registered in the database
24	Organize an internal kick-off meeting for each Research Project (DR, researcher, DAF, DRH)	→	→ (yellow)	══════	══════	══════	══► (green)	Research Division	In progress. Number of internal kick-off meetings as a proportion of the total number of projects (per year): 100%
25	Write a UTC guide for Intellectual Property	→	→	→	→ (yellow)			Research Division	In progress.
26	Organise twice a year a Contracts Committee (DR, DAF)				→	→► (yellow)		Research Division	Unimplemented at the moment
27	Create the possibility of a sabbatical leave for research	→	→ (yellow)	gelé				Research Division	Unimplemented
28	Encourage / incite the participation to the development of the European Research network		→	→	→ (yellow)			Research Division	In progress.
Disseminate the results of research									
29	Implementation of an institutional archive (database) for publications/articles		→ (yellow) ✓	══════	══════	══════	══► (green)	University Library	Done
30	Organize training sessions to use the institutional archive			→ (yellow)				University Library	Number of training sessions Number of persons trained
31	Release and respect the rules of embargo for publications			→ (yellow)				University Library	Drafting of a note with rules Number of contacts BUTC about embargo rules
32	Define a single Database and record each publication/ article in it		→ (yellow)	══════	══════	══════	══► (green)	University Library	Setting up a single database Number of publications / articles recorded: 110 (since July 2018) / 450 average per year
33	Support Researchers to communicate via the website of the Research Unit / the Research Team/ the Researcher				→	→	→► (yellow)	Research Division + Communication	