Université de technologie de Compiègne
HRS4R Action Plan 2022-2024

		Action	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status 2021	Remarks	
Ethical and professional aspects	Research ethics, scientific integrity	1	**Educate people about research ethics and scientific integrity** **Host and/or organise a conference / symposium / workshop on research ethics and scientific integrity** Training given to a scientific integrity educator and implementation of Ethics workshops for researchers	1, 2, 7, 8, 9	2023 - S2 and 2024-S2	a researcher + Doctoral School	Number of Ethics workshops for researchers Number of conference/workshop organised about Ethics and Scientific Integrity Number of participants	Cycle of 11 lectures on research ethics and scientific integrity: in 2017-2018 (and still available on line). Number of participants: 240 PhD candidates. Training given to a scientific integrity educator: 1 in 2018. Training course on scientific integrity (PhD candidates): 18 PhD candidates in 2019 and 2021 (2020: restrictions due to the pandemic). Information forum on scientific integrity for all researchers: 2 in 2019.	Carried over from the 2016-2021 action plan, point 4 – Educate people about ethics (including plagiarism)	Communication / Development
		2	**Adopt the French National Charter for Research Integrity**	2	2022 - S2	Research Division	Adoption by the University's supervisory board of the French National Charter for Research Integrity: yes/no.			Development
		3	**Specify the roles of UTC referents** Specify the roles and the referral mechanisms for the UTC referents for ethics, scientific integrity, and data protection (DPO). Communicate internally on the appointment, roles, and referral mechanisms for the UTC referents for ethics and scientific integrity.	3, 4	2023 - S1	Scientific Advisory Committee (roles) and Internal Services Division (procedures)	Number of contacts / subjects treated by each referent Number of presentation done by referents (welcome days for students and for the staff...)	The referents have been appointed by the UTC management		Communication
		4	**Integrate technology and sustainable development** Raise awareness. Embed sustainable development issues in research.	3, 9	2024 - S1	Research Division	Number of assessments			Development
	Open Science	5	**Raise awareness in relation to open science** Communicate internally on the appointment and the role of the open science referent. **Give guidance in implementing open access:** Continue to teach researchers how to deposit publications on HAL / Inform and communicate about the open access policy via the digital workspace (intranet) **Give guidance in implementing open data:** Raise awareness and inform about changes in the rules in relation to opening up data / Define an open data strategy for UTC	7,8,9, 32	2023-S1	Research Division	How many researchers/PhD candidates who enrolled for Sorbonne University's open science MOOC. How many awareness-raising initiatives in relation to open science (presentations, flyers, etc.). How many training sessions and number of researchers trained How many training sessions on managing data How many researchers given training about the Data Management Plan	An open science section was added to the digital workspace in the first semester of 2021		Development
	ip activities	6	**Produce a UTC guide on intellectual property** Production of documentation and information sheets relating to specific cases encountered in practice, as requested by researchers Existing guides will be posted on the intranet	3, 31,32	2023-S1	Research Division	Guide produced		Carried over from the 2016-2021 action plan, point 25 – Produce a UTC guide on intellectual property	Extended
		7	**Give guidance in seeking funding for research projects**	5	2023-S2	Research Division	Communicate about the monitoring tool. - Chart the different funding possibilities - Communicate about incoming/outgoing mobility schemes (also features in Career development) How many workshops / how many researchers trained - Charting done - Corresponding section put in place			Communication

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Section		#	Action	Codes	Period	Division	Indicator	Current status	Carried over	Type
Support and assist researchers' partners		8	**Give guidance in relation to the valorisation of research**	3, 4, 5, 6, 32	2024-S1	Research Division	Give training in relation to intellectual property via information sheets and recreational workshops - Teach PhD candidates about the valorisation of their thesis project (course organised by the Doctoral School) - Draw up a blueprint jointly with valorisation / technology transfer / intellectual property stakeholders both inside the University and outside (regional, national and European levels) - Improve communications about the SATT LUTECH technology transfer acceleration company and its various tasks / roles / areas of intervention at UTC - Raise awareness, communicate, and provide training workshops in the use of the TOGETHER application - How many training sessions / how many researchers trained - How many PhD candidates trained - Blueprint drafted - Memo about SATT LUTECH - How many TOGETHER training sessions / how many researchers trained - How many projects given assistance			Communication/ Development
		9	**Give guidance in evaluating and positioning research at UTC, to help meet the needs of research units, of authors, and of the University**	2, 11, 23	2023-S2	BUTC	How many bibliometric reports produced			Communication
		10	**Give guidance in relation to patent and trademark search**	5, 6	2022-S2	BUTC	How many requests and reports produced			Formalisation
Recruitment and selection		11	**Formalise a process for providing feedback to all applicants** Drafting of a HR summary sheet by the HR Direction	15	2024-S1	Human Resources Division	Number of feedbacks to the candidates	Summary sheet for interviewing prospective PhD candidates: since 2020	Carried over from the 2016-2021 action plan, point 7 - Formalise a process for providing feedback to all applicants	Extended
		12	**Offer one or more training courses for prospective recruiters on stereotypes and non-discrimination in the recruitment process**	10,14	S2-2022	Human Resources Division	How many training sessions offered How many people trained			Development
		13	**Improve the way newcomers are received** Have two colleagues, one each from the Human Resources and International Relations divisions, working in partnership to answer questions from foreign researchers wishing to apply for positions at UTC. Help staff members in completing administrative procedures. Handbook for receiving newcomers to the lab.	7	2023-S2	Human Resources Division	Number of staff supported into their application	Multilingual guide made available to future arrivals to help prepare their move to UTC/France/Compiegne: done in 2021. "Bienvenue en France" accreditation: since 2020. French as a Foreign Language (FFL) Centre of Excellence: since 2020. Erasmus+ Charter 2021-2027.	Carried over from the 2016-2021 action plan, point 8 - Have all newcomers sign a charter: confidentiality, conflicts of interests and point 9 - Produce a guide for newcomers (in French and in English)	Development
		14	**Optimise the management of non-tenured personnel** Establish a framework for the management of non-tenured academic staff.	26	2022-S1	Human Resources Division	A guide created			Development
Carrer advancement		15	**Track the careers of young researchers**	30, 17, 18, 19, 21	2022-S2	Research Division + Education division	Number of researchers followed	Currently: scrutiny after 2 years by two elected UTC committees, and then after 5 years to take stock in relation to a 10-year time horizon.		Formalisation
		16	**Communicate about visiting professors** Internally (recognising the exp. of mobility) and externally.	29	2022-S2	Research Division + Communication Division	How many visiting professors hosted. How many articles written			Communication
		17	**Give guidance to research fellows and academic personnel in relation to their orientation and career advancement** Support and assist staff wishing to engineer a career transition	28, 30, 17, 18, 19, 20, 25, 35	2022-S1	Human Resources Division	Number of projects supported			Development
		18	**Provide mentoring for young researchers and academic personnel** Mentoring of young academic staff by their more experienced peers. Mentoring by the UTC Innovation Foundation.	30, 33	2023 - S2	A researcher	Number of reserachers mentored Number of mentors			Development

		#	Action		Timeline	Division	Indicators	Progress notes	Carried over	Type
Working conditions	Support for researchers	19	**Communicate about possibilities for mobility (geographical, between research themes, between sectors)** Communication about the various mobility schemes (at the UTC level, the level of the administrative region, the national level, and internationally). Communication about research leave.	29	2023-S2	Research Division + Human Resources Division	Number of researchers supported by a mobility action	Drafting of templates for each mobility scheme: 2 existing templates for outgoing mobility. Number of researchers given support (incoming/outgoing): Outgoing: 2017 = 6 PhD candidates, 2018 = 6, 2019 = 3, 2020 = 2 (WIP). Outgoing: 2018 = 6 researchers. Visiting Researcher incoming mobility scheme: approved by the Scientific Advisory Committee in 2020.		Formalisation/ Communication
		20	**Develop ways to give PhD candidates a higher monthly income**	22, 26	2024 - S1	Research Division + Human Resources Division + Doctoral School	Average salary for PhD candatdes per academic year	Average salary for PhD candidates in 2018: €1,500 net per month. This has not changed.	Carried over from the 2016-2021 action plan, point 21 - Develop ways to give PhD candidates a higher monthly income	Extended
		21	**Make more forms and administrative documents available in English** Have forms and administrative documents translated into English. Make these documents in English available via the UTC website and digital workspace.	10	2024-S1	Human Resources Division	Number of documents in English Number of procedures translated into English			Formalisation
		22	**Make more information on Human Resources topics accessible via the digital workspace** Bring up to date the Human Resources information and documents that are already posted (concerning different categories of personnel, careers, competitive recruitment procedures, training courses on offer inside and outside UTC, etc.). Add new sections.	28, 30	2022-S2	Human Resources Division	Number of articles published in Actu UTC per subject Number of communication (welcome days, bodies...)			Communication
	Non-discrimination	23	**Communicate about UTC's strategy in relation to disability and about the relevant contact persons / Raise awareness of disability issues** **Create initiatives to raise awareness of disability issues.** Nominate members of teaching staff as disability contacts for students pursuing the different curricula. Communicate and raise awareness about the self-training tool on digital accessibility (developed by the Teaching Support Cell).	10	2023-S1	Disability referents + Preventive medicine + Teaching Support Cell	How many requests for adapting work stations. Number of actions about the disability Number of staff trained Number of staff aware of digital accessibility			Communication / development
		24	**Set up a steering committee for equality and diversity** Communicate about the appointment, role, and referral mechanisms for the equality referent. Update of the Gender Equality Plan (GEP) Monitor the consistency and interlinkage between policies relating to employment equality, disability, and all forms of discrimination.	10,27,34	2022-S2	Human Resources Division	Number of procedures with the equality referent Dissemination of the updated GEP Number of communication actions about the GEP			Development
		25	**Raise awareness of possible unconscious biases and stereotypes on the part of personnel involved in recruitment interviews, supervisors, and members of the committee for equality and diversity** Help combat stereotypes, prejudices, and discriminatory speech and attitudes **Train staff to conduct recruitment interviews** Set up a training course aimed at personnel involved in the recruitment of non-tenured researchers (research engineers, PhD candidates, post-doctoral fellows, non-tenured academic staff): Human Resources Division, Doctoral School, research units, academic staff.	10	2022-S2	Human Resources Division + Communication Division	Number of awareness-raising activities Number of staff informed and trained			Development
		26	**Set up training courses for all UTC supervisors, staff, and students, to help combat discrimination and sexual and gender-based violence** Raise awareness of and prevent abusive behaviour	10	2022-S2	Human Resources Division + Communication Division + Education Division	Number of awareness-raising activities Number of staff informed			Development

Quality of life at work, Psychosocial risks	27	**Help people to know their work environment better** Organise group events in formal and informal settings to bring people from different laboratories together and to encourage exchanges and collaborations	23,24	2023 - S2	HRS4R Project Group + Communication Division	Number of events organized Number of participants			Development
	28	**Balance people's professional and personal lives** Work in partnership with Compiègne nurseries and Compiègne municipal administration Extend teleworking	24	2023 - S1	Human Resources Division	Number of contacts and collaborations developed Number of staff in teleworking			Development
Training and development	29	**Set up an Annual Day for PhD supervisors** Establishing a framework. Annual Day for PhD supervisors around research themes.	36, 37, 40	2022 - S1	Doctoral School	Number of participants per year		Carried over from the 2016-2021 action plan, point 16 - Set up an Annual Day for PhD supervisors	Extended
	30	**Extend training possibilities for academic staff and researchers** Set up a working group to identify needs in relation to personalised training for academic staff and researchers. Include a range of training courses aimed at academic staff and researchers: management, project management, intellectual property, research funding, etc. Include a range of training courses aimed at directors of research units and team leaders	38	2023-2	Human Resources Division + Research Division + research units	Number of participants in the working group Number of courses proposed Number of participants per training courses			Development
	31	**Offer courses taught through the medium of English** Offer more courses taught in English for the benefit of non-Francophones (non-tenured researchers, PhD candidates).	38, 39	2023 - S1	Human Resources Division + Doctoral School	Number of courses offered in English Number of participants per course			Development
	32	**Extend scientific teaching at the PhD level** Offer more scientific teaching at the PhD level by academic staff and targeting PhD candidates, post-doctoral fellows and masters students.	39	2023 - S1	A researcher per research unit	Number of courses offered Number of participants per course			Development
	33	**Offer courses in innovation and entrepreneurship** Offer courses in innovation and entrepreneurship aimed at all researchers.	37, 38	2024 - S1	Direction for socio-economic partnership and entrepreneurship	Number of courses offered Number of participants per course			Development