HRS4R - ACTIONS PLAN - SYNTHESIS

ACTIONS PLANS HRS4R	ACTIONS RESULTS

Themes	To be filled in	Réf	Actions	Responsible	Updated as to 08/31/26
Ethical and Professional Aspects	Research freedom	I-1	Display the Charter and Code at the entrance of each laboratory to make them accessible to teacher-researchers and researchers	Research Director / Com Director	Completed
	Ethical principles	I-2	Include a reference to the University of Toulouse (UT) Ethics Committee on Non-interventional Research (CERNI) in the internal regulations (IR) of laboratories, to guarantee the ethics of research protocols involving the human person.	Research Director / Scientific Integrity Referent	Ongoing
	Professional responsibility	I-3-1	Extend the plagiarism charter to ECs and researchers (by amending appendix 3 of the INSA IR) and communicate it widely	Research Director / General Services Manager / Scientific Integrity Referent	Ongoing
	Intelligence / Security	I-3-2	Offer business intelligence training to incoming ECs	Defense security officer	Completed/Recurring
	Professional attitude	I-4	Communicate the research policy of public actors to ECs through targeted information	Research Director	Completed/Recurring
	Contractual and legal obligations	I-5	Informing incoming ECs about intellectual property (IP): industrial IP and IP linked to copyright	Financial valuation of research Director	Completed/Recurring
	Responsibility	I-6	Extend the use of laboratory notebooks to all experimental science researchers	Research Director / Scientific Integrity Referent	Ongoing
	Good practices in research	I-7	Ensure awareness and regular monitoring of ZRR procedures. Regularly assess the relevance of restricted zones (ZRR) in sensitive laboratories	Defense security officer	Completed/Recurring
	Dissemination and exploitation of Results	I-8	Make reference to the compulsory single signature in accordance with the commitments made in the UT	Research Director	Ongoing
	New charter 2023 : pillar 3, part 1 - Research environment	I-8-bis	New action 2024 in the plan : communication support and guidance for research projects	Com Director	Completed/Recurring
	New charter 2023 : pillar 1, part 3 - Open science	I-8-ter	**New actions 2025** in the plan (new charter 2023) : to promote unhindered dissemination of research results, methods and products	Library Director / Research Director	Completed/Recurring
	Public Engagements	I-9	Invite scientists to share and publicise their work with the general public : quai des savoirs, researchers' night, newsletter, ESOF 2018	Research Director / Com Director	Completed/Recurring
	Non Discrimination	I-10	Offer an English version of documents and employment contracts to new recruits	HRD / Com Director	Ongoing
	Appraisal System	I-11	Raise awareness of HCERES reports by publishing a summary in the Research Newsletter	General Services Manager / Research Director / Com Director	Completed/Recurring
Recruitment	Recruitment	II-12	Publish recruitment advertisements on Euraxess, in addition to systematic publication on the existing institution website	HRD	Completed
		II-13	Publish Recruitment procedures	HRD	Completed/Recurring
	Selection	II-14	Set up an annual meeting of all selection committee chairmen to clarify all recruitment procedures	HRD	Completed/Recurring
	Transparency	II-15	Responding to requests from recruitment candidates	HRD	Completed/Recurring
	Merit based judgement	II-16	Reminder to the chairmen of selection committees of the elements relating to recruitment in the Charter and the Code	HRD	Completed/Recurring
	Variation in the chronological order of résumé (career breaks)	II-17	cf.II-13/II-14	HRD	Completed/Recurring
	Recognition of mobility experience	II-18	cf.II-13/II-14	HRD	Completed/Recurring
	Recognition of qualifications	II-19	cf.II-13/II-14	HRD	Completed/Recurring
	Seniority	II-20	cf.II-13/II-14	HRD	Completed/Recurring
	Post Doctorate Appointments	II-21	Offer post-doctoral students training in entrepreneurship and job search skills	HRD / Research Director	Completed
Social and Working Conditions	Recognition of the profession	III-22-1	Support the doctoral students' association (financial and administrative support) (17) - Action deleted. - COPIL 10/03/23: Proposal for a new action: structuring communication between INSA (Research doctor, HR, etc.) and all doctoral students in each of the laboratories that have an agreement with INSA (e.g. by identifying one or more doctoral student correspondents and an INSA E-C correspondent in each laboratory).	Research Director / HRD	Obsolete
		III-22-2	Ensure that doctoral students are represented on the Scientific Advisory Board	General Services Manager	Completed/Recurring
	Research environment	III-23	Supporting major scientific equipment programmes, coordinated at site level	Financial valuation of research director	Completed/Recurring
	Working conditions	III-24	Follow up the recommendations of the F3SCT (Specialized Training in Health, Safety and Working Conditions) occupational health and safety visits concerning the laboratories in an action plan	HRD/Prévention consultant	Ongoing
	Stability and permanence of employment	III-25	Offering the most stable fixed-term contracts, favouring employability based on financial aspects and regulations	HRD	Completed/Recurring
	Funding and salaries	III-26	Publicise the salary scale for young post-doctoral researchers in GEDIT	HRD	Completed/Recurring
	Gendre equality	III-27	Raise awareness of the gender equality officer by regularly inviting him/her to the laboratories management committee	Research Director	Completed/Recurring
	Carrer development	III-28	Raising awareness among teacher-researchers of the range of training courses available	HRD	Completed/Recurring
	Mobility valuation	III-29-1	Highlight outgoing mobility in promotion files	Chairman of the board of directors	Completed/Recurring
		III-29-2	Raise awareness of the Toul'box by including this information in the incoming mobility file	HRD/Director of international relations/ Research Director	Completed/Recurring
		III-29-3	New action 2024 in the plan : Promote international influence through a dynamic partnership strategy	Director of international relations	Ongoing
		III-29-4	New action 2024 in the plan : Promote the activities of the international relations department and international development opportunities for Ces	Director of international relations	Completed/Recurring
	Access to career advices	III-30	Setting up a “Career Advice Referent "	HRD	Completed
	Intelectual property rights	III-31	Voir I-5	Financial valuation of research director	Completed/Recurring
	CO authorship	III-32	Voir I-5	Financial valuation of research director	Completed/Recurring
	Teaching	III-33	▪ Allocate time off for administrative tasks carried out by ECs in the hourly equivalent reference frame (REH). ▪ Reduce the teaching workload for new recruits; prohibit administrative demands for the first two years after taking up a new post.	HRD + Chairman of the board of directors	Completed/Recurring
	Complains and appeals	III-34-1	Reminder of existing bodies in the event of conflict: the Consultative Commission for Doctoral Students on Contract (CCDC), mediation by the Research Director, the Human Resources Director, the unions and, as a last resort, the administrative court.	General Services Manager / HRD	Completed
		III-34-2	Systematically indicate the legal remedies for all negative responses/mediations	HRD	Completed/Recurring
	Participation in decision making bodies	III-35	Participation of researchers and ECs in laboratory bodies and management committees (institution statutes)	General Services Manager	Completed/Recurring
Training	Relations with thesis / internship directors	IV-36-1	Ensure that doctoral students are monitored (monitoring committee) by the UTs doctoral schools and doctoral school.	Research Director	Completed
		IV-36-2	Follow-up of theses in accordance with regulations (ecree of August 26, 2022)	Research Director	Ongoing
	Supervision and management duties	IV-37	Offer training to new scientific managers (lab directors, team leaders, etc.)	HRD	Completed/Recurring
	Continuing professional development	IV-38-1	Offer a range of management and English language training courses	HRD	Completed/Recurring
		IV-38-1-bis	New action 2024 in the plan : publicise the INSA Group's range of professional training courses abroad, relayed by the International Relations Department	Director of international relations	Completed/Recurring
		IV-38-1-ter	New action 2024 in the plan : to promote the professionnal training opportunities available as part of the ERASMUS+ study abroad programs	Director of international relations	Completed/Recurring
		IV-38-2	Promote CRCT, mobility and CNRS delegations by developing appropriate information and suitable procedures	Research Director/HRD	Completed/Recurring
	Access to research training and continuous development	IV-39-1	Offer entrepreneurship and job search training to doctoral students, post-dotorals and contract staff	Research Director / HRD	Duplicate
		IV-39-2	Provide more information on the regulatory framework for ECs (ethics commission, secondment, secondment, self-employment, etc.).	HRD	Ongoing
	Supervision	IV-40	Regulatory work and support from the Director of Research and the Scientific Advisory Board. Monitoring of new entrants for 2 years by the Research Department.	Research Director and scientific advisory board vice president	Completed/Recurring