

Themes	To be filled in	Réf	Actions	Responsible	Updated as to 09/30/23
<i>Ethical and Professional Aspects</i>	Research Freedom	I-1	Display the Charter and Code at the entrance of each laboratory to make them accessible to teacher-researchers and researchers	DR/Dir Com	Ongoing
	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.	DR/ Référente "Intégrité Scientifique"	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	DR /DGS	Completed
	Intelligence Security	I-3-2	Offer business intelligence training to incoming ECs	FSD	Ongoing
	Professional Attitude	I-4	Communicate the research policy of public actors to ECs through targeted information	DR	Completed
	Contractual and Legal Obligations	I-5	Informing incoming ECs about intellectual property (IP): industrial IP and IP linked to copyright	DSAIC	Completed
	Responsibility	I-6	Extend the use of laboratory notebooks to all experimental science researchers	DR	Ongoing
	Good Practice in Research	I-7	Ensure awareness and regular monitoring of ZRR procedures.	FSD	Completed
	Dissemination and exploitation of Results	I-8	Make reference to the single signature compulsory in accordance with the commitments made in the UT	DR /DSAIC	Ongoing
	Public Engagements	I-9	Invite scientists to share and publicise their work with the general public	DR /DIR COM	Completed
	Non Discrimination	I-10	Offer an English version of documents and employment contracts to new recruits	DRH/COM	Completed/ongoing
Appraisal System	I-11	Raise awareness of HCERES reports by publishing a summary in the Newsletter	DGS/DR /DIR COM	Ongoing ?	
<i>Recruitment</i>	recruitment	II-12	Publish recruitment advertisements on Euraxess, in addition to systematic publication on the existing institution website	DRH	Completed
	recruitment	II-13	Publish Recruitment procedures	DRH	Completed
	Selection	II-14	Set up an annual meeting of all selection committee chairmen to clarify all recruitment procedures	DRH	Completed
	transparency	II-15	Responding to requests from recruitment candidates	DRH	Completed
	Merit based judgement	II-16	Reminder to the chairmen of selection committees of the elements relating to recruitment in the Charter and the Code	DRH	Completed
	Variation in the Chronological order of resumé	II-17	II-14	DRH	Completed
	Recognition of mobility experience	II-18	II-14	DRH	Completed
	Recognition of qualifications	II-19	II-14	DRH	Completed
	Seniority	II-20	II-14	DRH	Completed
Post Doc Appointments	II-21	Offer post-doctoral students training in entrepreneurship and job search skills	DRH/DR	Completed/ongoing	
<i>Social and Working Conditions</i>	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 (DR, 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).	DR/DRH	Action to be reviewed
	Recognition of the profession	III-22-2	Ensure that doctoral students are represented on the Scientific Advisory Board	DGS	Completed
	Research Environment	III-23	Supporting major scientific equipment programmes, coordinated at site level	DSAIC	Completed
	Working Conditions	III-24	Follow up the recommendations of the CHSCT occupational health and safety visits concerning the laboratories in an action plan	DRH/CPrévention	Completed
	Stability and permanence of employment	III-25	Offering the most stable fixed-term contracts, favouring employability based on financial aspects and regulations	DRH	Completed
	Funding and salaries	III-26	Publicise the salary scale for young post-doctoral researchers	DRH	Completed/ongoing
	genre equality	III-27	Raise awareness of the gender equality officer by regularly inviting him/her to CD labs	DR	Completed
	Carrer development	III-28	Raising awareness among teacher-researchers of the range of training courses available	DRH	Completed/ongoing
	Mobility valuation	III-29-1	Highlight outgoing mobility in promotion files	DRH / Président du	Completed
	Mobility valuation	III-29-2	Raise awareness of the Toul'box by including this information in the incoming mobility file	DRH/DRI	Completed
	access to career advices	III-30	Setting up a "Careers Advice Officer"	Président CAR	?
	Intellectual property rights	III-31	See I-5	DSAIC	
	CO Authorship	III-32	See I-5	DSAIC	
	Teaching	III-33	Allocate time off for administrative tasks performed by ECs in the timetable, reduce the teaching load and prohibit administrative demands during the first two years after taking up a post.	CAR+DRH	Completed
	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 Regional Director, the Human Resources Department, the unions and, as a last resort, the Administrative Court.	DGS/DRH	Completed
Complains and appeals	III-34-2	Systematically indicate the avenues of appeal for all negative responses/mediations	DRH	Completed	
Participation in decision making bodies	III-35	Participation of researchers and ECs in laboratory bodies and management committees (institution statutes)	DGS	Completed	
<i>Training</i>	Relations with supervisors	IV-36-1	Ensure that doctoral students are monitored (monitoring committee) by the UTs doctoral schools and doctoral school.	DR	Ongoing
	Relations with supervisors	IV-36-2	Follow-up of theses in accordance with regulations	DR	Ongoing
	Supervision and management duties	IV-37	Offer training to new scientific managers (lab directors, team leaders, etc.)	DRH	Completed/ongoing
	Continuing Professional Development	IV-38-1	Offer a range of management and English language training courses	DRH	Completed
	Continuing Professional Development	IV-38-2	Promote CRCT, mobility and CNRS delegations by developing appropriate information and procedures	DR/DRH	Ongoing
	Access to research Training and Continuous development	IV-39-1	Offer entrepreneurship and job search training to doctoral students, post-docs and contract staff	DR / DRH	Completed/ongoing
	Access to research Training and Continuous development	IV-39-2	Provide more information on the regulatory framework for ECs (ethics commission, secondment, secondment, self-employment, etc.).	DRH	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.	DR et VPCS	Completed