

ACTIONS PLANS HRS4R					ACTIONS RESULTS
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Themes	To be filled in	Réf	Actions	Responsible	Updated as to 08/31/24
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 / 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.	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	Completed - September 2024 charter being updated
	Intelligence / Security	I-3-2	Offer business intelligence training to incoming ECs	Defense security officer	Ongoing / See INSA GROUP action plan
	Professional attitude	I-4	Communicate the research policy of public actors to ECs through targeted information	Research Director	Completed
	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
	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
		I-8	Make reference to the compulsory single signature in accordance with the commitments made in the UT	Research Director / Financial valuation of research director	Ongoing
	Dissemination and exploitation of Results	I-8-bis	<b>New action in the plan</b> : communication support for researchers	Com Director	Ongoing
	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
	Non Discrimination	I-10	Offer an English version of documents and employment contracts to new recruits	HRD / Com Director	Completed / Ongoing
	Appraisal System	I-11	Raise awareness of HCERES reports by publishing a summary in the Newsletter	General Services Manager / Research Director / Com Director	Out of date / To be reviewed for the next HCERES wave

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
	Selection	II-14	Set up an annual meeting of all selection committee chairmen to clarify all recruitment procedures	HRD	Completed
	Transparency	II-15	Responding to requests from recruitment candidates	HRD	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	HRD	Completed
	Variation in the chronological order of résumé (career breaks)	II-17	cf.II-13/II-14	HRD	
	Recognition of mobility experience	II-18	cf.II-13/II-14	HRD	
	Recognition of qualifications	II-19	cf.II-13/II-14	HRD	
	Seniority	II-20	cf.II-13/II-14	HRD	
	Post Doctorate Appointments	II-21	Offer post-doctoral students training in entrepreneurship and job search skills	HRD / Research Director	Completed / Ongoing

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	Project under consideration
		III-22-2	Ensure that doctoral students are represented on the Scientific Advisory Board	General Services Manager	Renewal in progress
	Research environment	III-23	Supporting major scientific equipment programmes, coordinated at site level	Financial valuation of research director	Completed
	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	Completed
	Stability and permanence of employment	III-25	Offering the most stable fixed-term contracts, favouring employability based on financial aspects and regulations	HRD	Completed
	Funding and salaries	III-26	Publicise the salary scale for young post-doctoral researchers in GEDIT	HRD	Completed / Ongoing
	Gendre equality	III-27	Raise awareness of the gender equality officer by regularly inviting him/her to the laboratories management committee	Research Director	Ongoing
	Carrer development	III-28	Raising awareness among teacher-researchers of the range of training courses available	HRD	Completed / Ongoing
	Mobility valuation	III-29-1	Highlight outgoing mobility in promotion files	Chairman of the board of directors	Completed
		III-29-2	Raise awareness of the Toul'box by including this information in the incoming mobility file	HRD/Director of international relations	Completed
		III-29-3	<b>New action in the plan</b> : Promote international influence through a dynamic partnership strategy	Director of international relations	Completed
		III-29-4	<b>New action in the plan</b> : Promote the activities of the international relations department and international development opportunities for Ces	Director of international relations	Project
	Access to career advices	III-30	Setting up a "Career Advice Referent	HRD	Project
	Intellectual property rights	III-31	Voir I-5	Financial valuation of research director	
	CO authorship	III-32	Voir I-5	Financial valuation of research director	
	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
	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
	Participation in decision making bodies	III-35	Participation of researchers and ECs in laboratory bodies and management committees (institution statutes)	General Services Manager	Completed

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	Ongoing
		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 / Ongoing
	Continuing professional development	IV-38-1	Offer a range of management and English language training courses	HRD	Completed
		IV-38-2	<b>New action in the plan</b> : publicise the INSA Group's range of professional training courses abroad, relayed by the International Relations Department	Director of international relations	Completed
		IV-38-2	Promote CRCT, mobility and CNRS delegations by developing appropriate information and suitable procedures	Research Director/HRD	Ongoing
	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	Completed / Ongoing
		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 / Ongoing

# INSA OTM-R Policy



HR EXCELLENCE IN RESEARCH

INSA OTM-R Policy

UPDATED AS TO 08/31/24

Open

Merit Based

Transpare nt

Evaluation

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Système OMT R

1

Have we published our recruitment policy online "OMT R" (English and French)

HRS4R manager project

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(+++)

2

Do we have an internal guide outlining the “OMT R” procedure for all types of positions Researchers

HRD

-

+

-

(- + -)

3

Are the people involved in the process adequately trained?

HRD

+

+

+

(+++)

4

Do we use e-recruitment tools?

HRD

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-

(+ + -)

5

Do we have a Quality Control on "OMT R"?

HRD

-

-

-

(- - -)

6

Does our “OMT R” policy encourage external applications?

HRD

+

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+

(+++)

7

Is our “OMT R” policy in line with policies to attract foreign researchers?

HRD

+

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+

(+++)

8

Is our “OMT R” policy in line with the attractiveness policies of “under-represented groups”?

HRD

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+

(+++)

9

Is our “OMT R” policy in line with attractive working conditions policies?

Project manager working quality of life, HRD

+

+

+

(+++)

10

Do we have the means to check that the most appropriate researchers are applying for open positions?

HRD

-

-

-

(- - -)

Phase Publication et Candidatures

11

Do we have guidelines and publication forms (Euraxess)?

HRD

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(+ + -)

12

Do we include all OMT R elements (Job offer content) in our publications?

HRD

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-

(- + -)

13

Are we systematically using the EURAXESS platform?

HRD

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-

-

(- - -)

14

Do we use other publishing tools?

HRD

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+

+

(+++)

15

Are we simplifying administration for candidates?

HRD

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+

(+++)

Phase Sélection

16

Do we have clear rules for setting up Selection Committees?

HRD

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+

(+++)

17

Do we have clear rules on the composition of Selection Committees?

HRD

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+

(+++)

18

Do selection committees have equal representation for men and women?

HRD

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+

(+++)

19

Do we have clear rules to help selection committees judge merit in order to recruit the best candidates?

HRD

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+

(+++)

Phase Nomination

20

Are all candidates informed of the end of the process?

HRD

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+

(+++)

21

Do we give feedback to all auditioned candidates?

HRD

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+

(+++)

22

Do we have an adequate system for possible appeals and complaints?

HRD

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(+++)

Analyse Générale

23

Do we have a system in place to assess whether the OMT R process is achieving its objective?

HRD

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(+++)