TEMPLATE 2: HR STRATEGY - ACTION PLAN

Name Organisation under review: UNIVERSITE DE BRETAGNE OCCIDENTALE

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Web link to published version of organisation's HR Strategy and Action Plan: https://www.univ-brest.fr/

SUBMISSION DATE: 21ST DECEMBER 2017, RESUBMISSION ON THE 15TH OCTOBER 2018

1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	1054
Of whom are international (i.e. foreign nationality)	94
Of whom are externally funded (i.e. for whom the organisation is host organisation)	230
Of whom are women	422
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	769
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	103
Of whom are stage R1 = in most organisations corresponding with doctoral level	160
Total number of students (if relevant)	20 142
Total number of staff (including management, administrative, teaching and research staff)	854
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	34 208 822
Annual organisational direct government funding (designated for research)	5 409 177
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	6 308 195
Annual funding from private, non-government sources, designated for research	2 821 933
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	

The University of Brest has made its multidisciplinary nature a true strength in its teaching missions and research policies. A key player in Finistère's economic development, UBO is keen to fully assume its role as a local and accessible university offering a wide range of courses for all.
Building on the strengths that Brest offers as a major maritime city and on its close proximity to major research organizations, UBO has developed a transdisciplinary research approach around 4 strategic areas: The Ocean; Health, Agronomy and Materials; Maths and ICT; and Humanities and Social Sciences.

2. NARRATIVE (MAX. 2 PAGES)

I. Ethical and Professional Aspects:

At UBO, in addition to the French regulations that ensure research freedom and recognized ethical principles, compulsory training sessions on research ethics and integrity are organized for PhD students. Moreover, the Media and Technical Support Service for Teaching Activities (SIAME) offers Ethics training for all UBO staff.

The Department of Research, Innovation and Economic Development (DRIVe) of UBO and the Technology Transfer Office (SATT Ouest-Valorisation) provide support to its researchers in protecting their results and collaborations with the industrial sector.

Anti-plagiarism software is made available to all on the UBO intranet.

UBO's policy against anti-discrimination is well-known. Indeed, in 2017, UBO adopted an overall strategy plan for disabled people and appointed a representative in charge of gender equality.

French legislation determines staff rights and obligations, and each year UBO organizes a "welcome day" for the newly recruited staff and provides them with documents and Charters on the university's rules.

A plan has been designed for preventing psychosocial risks. Furthermore a permanent working group in charge of well-being at work and a crisis unit have been set up. Indeed, preventing sexual and moral harassment at work is one of UBO's priorities.

Specific staff management training sessions have thus been organized for every lab and/or service director and/or team leader. A specific training session is compulsory for people managing staff.

Since 2017, workshops on "well-being at work" called "ABERS" have been organized at UBO.

Yet, in spite of strong efforts to communicate and inform about the existing tools made available at UBO, it must be admitted that not all the objectives have yet been reached. The survey made in June 2017 within the framework of the HRS4R process showed that the existing anti-plagiarism tool, while known, was not sufficiently used, nor were the IPR rules easily accessible.

Moreover, the information and welcome documents provided at UBO are not sufficiently known and are only available in French.

Despite different measures taken to prevent psychosocial risks at university, a survey launched in 2016 among PhD students revealed some dysfunctions in their supervision.

II. Recruitment and selection:

Rules for recruitment and selection of experienced researchers (R2 to R4) complying with French regulations are given in different vade mecum for selection committees as well as for ad hoc recruitment commissions which address gender equality and collegiality.

Nevertheless, depending on the research domain, compliance with UBO's non-discrimination policy can be difficult to respect in terms of diversity.

Moreover, UBO's Charter for Contractual Researchers does not correspond to the specific status of Postdoctoral researchers.

III. Working Conditions and Social Security:

In addition to French legislation, which guarantees job equality, protection and neutrality, UBO has drawn up a Charter on "well-being at work" and created a work group for its implementation and follow-up.

UBO has also a partnership with APEC (employment agency for high level graduates) and the French Job Centre (Pôle Emploi) to improve employability of contractual researchers.

UBO offers regular training sessions on economic development, added value and Intellectual Property Rights.

Since July 2012, UBO has had an ombudsman responsible for conflict resolution for the university community.

As part of its internationalization policy, UBO actively participates in the running of the EURAXESS International Mobility Centre to improve the hosting of foreign researchers (visa, documents…). UBO has also built an international residence, called *Résidence Nelson Mandela*, to host the visiting researchers.

In spite of its strong will to foster international attractiveness and of existing communication tools in foreign languages, the HRS4R survey highlighted the need to improve accessibility of the non-French speaking researchers to important regulation texts and information such as the Charters.

It should also be noted that, despite UBO's Charter for Contractual Researchers, UBO finds it difficult to support Postdoctoral researchers in their career development due to their lack of status in French legislation. It is indeed difficult to equate the Human Resources quality process with the reality of needs in research, especially concerning budgetary aspects, which can lead to employment instability.

IV. Training and Development:

In addition to the French national legislation on PhDs, UBO together with the other local higher education institutions has adopted a Charter for the PhD students within the framework of the local higher education policy. A committee for the follow-up of PhD students is now compulsory together with a unique annual report draft. At UBO, these committees now cover all research domains.

Training in Human Resources management or in legislative aspects for PhD supervisors is still lacking, however, particularly for supervisors and Postdoctoral researchers.

3. ACTIONS

Please provide a list of all actions to be undertaken in this HR strategy. The list must be accompanied by an extended version in which the actions are described in more detail. The overview must contain at least the following headings: Title action – timing – Responsible Unit – Indicator(s) / Target(s).

Title action	Targeted recommendation	Timing	Responsible Unit	Indicator(s)	Target(s)
I.1.1_Transmit "the European Charter for Researchers" and "the Code for Conduct for Recruitment of researchers" by mail to the heads of labs and doctoral schools to be displayed in the labs.	1	Spring 2018	Office of Research, Innovation and Economic Valorisation (DRIVe)	Charter and Code displayed.	34 laboratories and 11 Doctoral school heads R1 to R4 researchers
I.2.1_Draw up a research integrity training and dissemination policy.	2, 3	Autumn 2018	Research Vice President and 1st Vice President	Supervisory Board approval	34 laboratories and 11 Doctoral schools R1 to R4 researchers
I.2.2_Appoint a research integrity referee.	2, 3	Autumn 2018	Research Vice President and 1st Vice President	Referee appointed	R1 to R4 researchers
I.2.3_Inform the heads of laboratories about UBO's Research Ethics Committee.	2, 3	Spring 2018	Research Vice President and 1st Vice President	1 information session per year during UBO's Research Commission's meeting.	34 laboratories R1 to R4 researchers
I.2.4_Provide information on the Research Ethics Committee and ethical rules in UBO's "Research Newsletter"	2, 3	Autumn 2018	Research Vice President and 1st Vice President, Communication Department (COM)	Once a year	34 laboratories and 11 Doctoral schools R1 to R4 researchers
I.2.5_Display the ethical rules in the labs.	2, 3	Spring 2018	Office of Research, Innovation and Economic Valorisation (DRIVe)	Once a year	34 laboratories and 11 Doctoral school heads. R1 to R4 researchers.
I.2.6_Create an on-line electronic leaflet about ethics and research integrity.	2, 3	Spring 2018	Office of Research, Innovation and Economic Valorisation	10% increase in views per year	R1 to R4 researchers

			(DRIVe), Department of ICT support services (DISUN), ICT Vice President, Communication Department (COM)		
I.2.7_Promote research integrity (anti-plagiarism) on UBO's Research webpage.	2, 3	Spring 2018	Office of Research, Innovation and Economic Valorisation (DRIVe)	Creation of the Office of Research, Innovation and Economic Valorisation Tool Box	R1 to R4 researchers
I.2.8_Organize training sessions and conferences on research integrity and ethics.	2, 3	Spring 2018 Autumn 2019	Office of Research, Innovation and Economic Valorisation (DRIVe)	180 PhD students 100 attendees	R1 researchers R2 to R4 researchers and university community
I.3.1_Write articles about research integrity in UBO's "Research newsletter".	2, 3	Autumn 2018	Office of Research, Innovation and Economic Valorisation (DRIVe), Ethics Committee, Communication Department (COM)	Once a year	34 laboratories and 11 Doctoral schools R1 to R4 researchers
I.4.1_Set up a working group between the central departments and the laboratories to draw up an internal Charter on the contractual researchers' rights and obligations.	4, 5, 6	Autumn 2018	Human Resources Department	Supervisory Board approval	34 laboratories and 11 Doctoral schools R1 to R4 researchers
I.4.2_Translate the "Charter for Contractual Researchers" and "UBO welcome leaflet" into English.	4, 5, 6	Autumn 2018	Human Resources Department	Charter for Contractual researchers and UBO welcome leaflet translated	34 laboratories and 11 Doctoral schools R1 to R4 researchers UBO staff
I.5.1_Provide information about the researchers' rights and obligations.	2, 3, 4, 5, 6	Spring 2018	Innovation and Economic Valorisation Vice President	Information and link on the Office of Research, Innovation and Economic Valorisation (DRIVe) website	34 laboratories and 11 Doctoral schools R1 to R4 researchers

				to the National Institute of Industrial Property (INPI) website, integration of the documents into the Tool Box	
I.5.2_Translate the documents about the researchers' rights and obligations into English.	2, 3, 4, 5, 6	Spring 2018	Innovation and Economic Valorisation Vice President	Documents translated and on line	34 laboratories and 11 Doctoral schools R1 to R4 researchers
I.7.1_Support PhD students	7	Autumn 2018	Office of Research, Innovation and Economic Valorisation (DRIVe)	Appointment of a PhD student representing the PhD students	R1 researchers
I.7.2 Create a guide about administrative, social and financial issues for PhD students.	7	Autumn 2018	Office of Research, Innovation and Economic Valorisation (DRIVe)	Appointment of a liaison administrator representing the Doctoral Schools	R1 researchers
I.8.1_Inform about signature rules and process in scientific papers.	2, 3, 4, 5, 6, 7, 8	Continuous	Office of Research, Innovation and Economic Valorisation (DRIVe), Documentation Department (SCD)	Once a year	Heads of the 34 laboratories R1 to R4 researchers
I.9.1_Foster dissemination events and actions.	9	Continuous	Communication Department (COM)	Minimum 30 dissemination events per year	UBO community and general public
I.10.1_Elaborate Doctoral contracts aimed at disabled PhD students.	10	Autumn 2018	Office of Research, Innovation and Economic Valorisation (DRIVe), Students Department (DEVE)	1 contract per year	R1 researchers
I.10.2_Support the research teams who welcome disabled persons.	10	Continuous	Human Resources Department liaison administrator in charge of disability issues	1 training session per year 12 to 15 trainees per year	R1 to R4 researchers All staff
I.10.3_Continue and reinforce the policy in favour of the	10	Continuous	Human Resources Department	See action plan about disability (2017-2021)	

recruitment of disabled persons.					
I.10.4_Translate the guides and Charters against discrimination displayed in the labs in English.	*10*	*Autumn 2018*	*Human Resources Department*	*Checked in labs*	*34 laboratories R1 to R4 researchers*
I.10.5_Set up a specific Research or Thematic Retraining Leave (CRCT) when returning from maternity or paternity leave.	*10, 27, 33*	*Autumn 2019*	*1st Vice President*	*1 specific Research or Thematic Retraining Leave (CRCT) a year*	*R3 to R4*
I.10.6_Publish the statistics about gender balance.	*10, 27*	*Continuous*	*Human Resources Department*	*Once a year in the social assessment report*	*All UBO staff*
I.11.1_Set up a working group between the heads of labs and the Human Resources Department to improve conditions for contractual researchers' (contract, salary, evaluation, recognition, status…).	*11*	*Autumn 2018*	*Human Resources Department, Research Vice President*	*Implementation of the UBO Charter for Contractual Researchers*	*34 laboratories R2 to R4 researchers*
I.11.2_Draw up a Charter for Postdoctorates at UBO based on the existing model for PhD students.	*11 to 16*	*Autumn 2018*	*Research Vice President, Human Resources Department*	*Implementation of the UBO Charter for Contractual Researchers*	*R2 researchers*
I.11.3_Draw up an evaluation form for the Post doctorates.	*11 to 21*	*Autumn 2018*	*Research Vice President, Human Resources Department*	*Evaluation form created and used*	*R2 researchers*
II.12.1_Develop an Open, Transparent and Merit based (OTM-R) Recruitment policy in compliance with the European Commission's recommendations.	*12 to 21*	*Spring 2020*	*Human Resources Department* *Office of Research, Innovation and Economic Valorisation (DRIVe)*	*OTM-R policy in place Check list completed*	*R1 to R4 researchers*
II.12.2_Elaborate a Charter for Contractual Researchers with a specific salary grid.	*12*	*Autumn 2018*	*Human Resources Department* *Office of Research, Innovation and Economic Valorisation (DRIVe)*	*Supervisory board approval and vote*	*R1 to R4*

II.12.3_Publish all vacancies in English on UBO and EURAXESS sites.	12	Spring 2018	Research Vice president	Vacant positions published	34 laboratories
II.12.4_ Create an English friendly platform of consultation of UBO's rules and work conditions.	12 to 21	Spring 2020	Communication Department	Publication of the webpage	R1 to R4 researchers
II.13.1_Organize training sessions for selection committees' chair-wo-men to inform them about the European Charter and Code.	12 to 15	Continuo us	Human Resources Department	Training sessions organised	R2 to R4 researchers
II.16.1_Send to the chair-wo-men of the selection committees points of the European Charter for researchers and Code.	16	Continuo us from Spring 2018	Human Resources Department		To all the chair-wo-men of the selection committees
III.23.1_Ensure that security rules are well known and understood, and have them translated into English.	23	Autumn 2018	Security and hygiene engineer and prevention administrator in labs	Documents displayed in labs. Check list completed by the Security and hygiene engineer	34 laboratories R1 to R4 researchers
III.24.1_Translate UBO's webpage dedicated to well-being into English	24	Spring 2018	Communication Department	Webpage published	R1 to R4 researchers All UBO staff
III.25.1 _Provide access to UBO's career development services to Postdoctorates in compliance with UBO's "Charter for Contractual Staff".	25	Autumn 2018	Human Resources Department	Competence reports and/or training sessions	R2 to R1 researchers
III.26.1 _Draw up a salary grid for contractual researchers.	26	Autumn 2018	Human Resources Department	Supervisory board's assessment and vote	R2 to R4 researchers
III.27.1_Set up a Gender Equality Commission.	10, 27	Spring 2019	Gender Equality administrator	Gender Equality Commission set up Appointment of Department	R1 to R4 researchers All UBO staff

				Equity Referees	
III.29.1_Inform about the funding opportunities for international mobility.	*29*	*Continuous*	*European and International Affairs Department*	*3 calls for proposal per year Increase of mobility*	*R1 to R4 researchers All UBO staff*
III.30.1_Set up a working group on work modulation	*28, 30*	*Autumn 2019*	*Human Resources Department*	*Working group set up*	*R2 to R4 researchers*
III.31.1_Write an annex to UBO's working contract about IPR rules.	*31, 32*	*Autumn 2018*	*Human Resources Department Office of Research, Innovation and Economic Valorisation (DRIVe)*	*New contracts from September 2018*	*R1 to R4 researchers*
III.34.1_Renew the Ombudsman's mandate	*34*	*Spring 2018*	*President*	*Ombudsman mandate renewed*	*R1 to R4 researchers All UBO staff*
III.34.2_Publish the ombudsman's annual report on UBO's website.	*34*	*Spring 2018*	*1st Vice President*	*Written report presented to the UBO supervisor board*	*R1 to R4 researchers All UBO staff*
III.34.3_Translate the ombudsman's report into English and publish on UBO's website.	*34*	*Autumn 2018*	*1st Vice President*	*Publication of the report in English*	*R1 to R4 researchers All UBO staff*
III.35.1_Set up a working group about the representation of "LRU" researchers in internal committees.	*35*	*Autumn 2019*	*Human Resources Department*	*Setting up of the working project group*	*R1 to R4 researchers*
III.35.2_Ensure the committees' representatives are known to the community.	*35*	*Autumn 2018*	*Communication Department*	*Photos of the representatives published on the website*	*R1 to R4 researchers*
IV.37.1_Organize training sessions for PhD supervisors on their rights and obligations	*36, 37, 40*	*Continuous*	*Office of Research, Innovation and Economic Valorisation (DRIVe)*	*Once a year*	*All PhD supervisors 150 supervisors*
IV.39.1_Support English paper writing and publication.	*39*	*Spring 2018*	*Office of Research, Innovation and Economic Valorisation (DRIVe)*	*10 training sessions 20 researchers per year*	*R1 to R4 researchers*

As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please also list the web link where this strategy can be found.

Actions addressing the implementation of Open, Transparent, Merit-Based Recruitment principles:

In France recruitment and selection of researchers are determined by law.
The running of the selection committees in higher education is set out in the Code established by the General Human Resources Board of the French Ministry of Education, Higher Education and Research. Through their composition and collegiality, the committees guarantee the equity of applications. The members of the committees are proposed by the university president and are nominated by a restricted session of the Academic Board. The list of the members of the committees is made public at the beginning of their work session.

Job offers, the recruitment procedure schedule and the applications are published via the GALAXIE portal on national website of the Ministry responsible for higher education: http://www.enseignementsup recherche.gouv.fr. They are also to be found on EURAXESS JOBS.
At UBO, a Charter for Contractual Staff and a vade mecum for selection committees have been drawn up.
Assessment procedures for researchers, research engineers and Research and Teaching Temporary Assistants (ATERs) are determined by the Education Code and Research Code (Art. L. 114-1 à L. 114-3, L. 114-3-1 à L. 114-3-7). The Higher Education and Research Appraisal Board is an independent administrative authority that regularly evaluates activities of the French universities, especially research activities. The National Council of Universities (CNU) is in charge of the researchers' career development, which follows specific criteria.
Researchers are also evaluated when applying for a promotion, such as grants for research or supervising PhD students, or their qualification or recruitment as a university professor.
The French universities represented by the Council of French University Presidents (CPU) signed a national Charter for ethics in research positions and a national expertise Charter on the 22 December 2009.
These Charters are part of the international texts, especially the European Charter of 2005. Their implementation is foreseen by the establishments.
In addition to this national and European framework and because of a lack of specific rules for Postdoctoral researchers, a Charter for the Contractual Researchers is to be created at UBO.

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4. IMPLEMENTATION (MAX. 1 PAGE)

The Executive Committee set up to oversee the HR review process will act as an implementation committee overseeing the progress of the action plan. This Committee will be led and chaired by Béatrice Thomas-Tual, R4 researcher and European and International Vice President. Nathalie Queffelec, European Research Manager at the European and International Affairs Department will act as HRS4R Project Manager to ensure the smooth running of the action plan's implementation.

The committee is composed of representatives from all the central departments and services in charge of research HR issues at UBO.

The Executive Committee will use the specific mailing list hrs4r-comop@listes.univ-brest.fr created at the launch of the HRS4R process to communicate and be well known in the university community.

The research community will be represented at different levels. First, the Executive Committee will include researchers from R1 to R4 of different age and be gender balanced. It will be regularly informed about the progress of the action plan through the Research Commission of the university (twice every six months in accordance to the action plan).

Communication to the overall university community will also be done through information to the governance commissions twice a year in the following commissions: Technical Committee, and Supervisory Board.

The Executive Committee will meet every 3 months to ensure a smooth running of the action plan. It will then liaise with the Steering Committee (President's Bureau group) to inform them about the action plan's progress.

Once validated, the progress report will be made available on UBO's HRS4R webpage.

By having realistic and measurable objectives the action plan will be followed to completion. A responsible unit has been clearly identified for each action and will be in charge of the implementation and timeliness of the action.

Most of the HRS4R recommendations were already part of UBO's research HR strategy. UBO has long been taking steps to fill the gaps between HRS4R recommendations and its internal practices, particularly regarding contractual researcher status, Postdoctoral researchers and improving communication on existing tools and regulations. The gap-analysis identified actions already undertaken by UBO but which were insufficient in scope, and these have been improved, e.g., the HR welcome kit for newly recruited staff, which has been enriched and made available to all.

Moreover, the HR4SR process has been officially validated by the Supervisory Board of the university, which is the uppermost governance level. The quality of the Human Resources policy at UBO is continuously being improved.

Progress will be monitored through indicators defined in the action plan whose follow-up will be ensured by the Executive Committee in charge of measuring progress, implementation and any delay or deviation.

Each unit responsible for an action will be in charge of writing a progress report to be sent to the Executive Committee, which will meet every 3 months to check that progress has been made.

The HRS4R mailing list will help facilitate communication to the Executive Committee and with the units responsible for actions.

A 6-month progress report will be prepared by the Project Manager and presented to the Research Commission and Steering Committee for validation. Any change, deviation and delay will be analyzed, explained and validated.

Based on the conclusions of the progress reports, assessment of the progress will be prepared and made by the Executive Committee.

The reports will be transmitted to the reviewers and a review meeting will be organized for the reviewers on site.

N°	TASKS	RESOURCES	Timeline label
1	**I. Ethical and professional aspects**		
2	I.1.1_Transmit "the European Charter for Researchers" and "the Code for Conduct for Recruitment of researchers" by mail to the heads of labs and doctoral schools to be displayed in the labs.	Office of Research, Innovation and Economic valorisation (DRIVe)	Office of Research, Innovation and Economic valorisation (DRIVe)
3	I.2.1_Elaborate a research integrity training and dissemination policy.	Research vice-president and 1st vice-president	Research vice-president and 1st vice-president
4	I.2.2_Appoint a research integrity referee.	Research vice-president and 1st vice-president	Research vice-president and 1st vice-president
5	I.2.3_Inform the heads of laboratories about UBO's Research Ethics Committee.	Research vice-president and 1st vice-president	Research vice-president and 1st vice-president
6	I.2.4_Inform on the Research Ethics Committee and ethical rules in UBO's "Research Newsletter"	Research vice-president and 1st vice-president and Communication Department	Research vice-president and 1st vice-president and Communication Department
7	I.2.5_Display the ethical rules in the labs.	Office of Research, Innovation and Economic valorisation (DRIVe)	Office of Research, Innovation and Economic valorisation (DRIVe)
8	I.2.6_Create an on-line electronic leaflet about ethics and research integrity.	Office of Research, Innovation and Economic valorisation (DRIVe) and Department of ICT support service, ICT vice-president, Communication Department	Office of Research, Innovation and Economic valorisation (DRIVe) and Department of ICT support service, ICT
9	I.2.7_Promote research integrity (anti-plagiarism) on UBO's Research webpage.	Office of Research, Innovation and Economic valorisation (DRIVe)	Office of Research, Innovation and Economic valorisation (DRIVe)
10	I.2.8_Organize training sessions and conferences on research integrity and ethics.	Office of Research, Innovation and Economic valorisation (DRIVe)	Office of Research, Innovation and Economic valorisation (DRI
11	I.3.1_Write articles about research integrity in UBO's "Research newsletter".	Office of Research, Innovation and Economic valorisation (DRIVe) and Communication Department	Office of Research, Innovation and Economic valorisation (DRIVe) and Communication Depar
12	I.4.1_Set up a working group between the central departments and the laboratories to elaborate an internal Charter on the researchers' rights and obligations.	Human Resources Department	Human Resources Department
13	I.4.2_Translate the "contractual researcher Charter" and "UBO welcome leaflet" in English.	Human Resources Department	Human Resources Department
14	I.5.1_Inform about the researchers' rights and obligations.	Innovation and Economic Valorisation vice-president	Innovation and Economic Valorisation vice-president
15	I.5.2_Translate the documents about the researchers' rights and obligations in English.	Innovation and Economic Valorisation vice-president	Innovation and Economic Valorisation vice-president
16	I.7.1_Support PhD students	Office of Research, Innovation and Economic valorisation (DRIVe)	Office of Research, Innovation and Economic valorisation (DRIVe)
17	I.7.2 Elaborate a guide about administrative, social and financial issues for PhDs students.	Innovation and Economic Valorisation vice-president	Innovation and Economic Valorisation vice-president
18	I.8.1_Inform about signature rules and process in scientific papers.	Innovation and Economic Valorisation vice-president and Documentation Department	Innovation and Economic Valorisation vice-president an
19	I.9.1_Foster dissemination events and actions.	Communication Department	Communication Department
20	I.10.1_Elaborate Doctoral contracts aimed at disabled PhDs.	Office of Research, Innovation and Economic valorisation (DRIVe) and Students Department (DEVE)	Office of Research, Innovation and Economic valorisation (DRIVe) and Students Department (
21	I.10.2_Support the research teams who welcome disabled persons.	Human Resources Department	Human Resources Department
22	I.10.3_Continue and reinforce the policy in favour of the recruitment of disabled persons.	Human Resources Department	Human Resources Department
23	I.10.4_Translate the guides and Charters against discrimination displayed in the labs in English.	Human Resources Department	Human Resources Department
24	I.10.5_Set up a specific Research or Thematic Reconversion Leave (CRCT) when returning from maternity or paternity leave.	1st vice-president	1st vice-president
25	I.10.6_Publish the statistics about gender balance.	Human Resources Department	Human Resources Department
26	I.11.1_Set up a working group between the heads of labs and the Human Resources Department to improve the contractual researchers' situation (contract, salary, evaluation, recognition, status…).	Human Resources Department	Human Resources Department
27	I.11.2_Elaborate a Charter for Post-doctorates at UBO on the existing model for PhDs students.	Research Vice-president and Human Resources department	Research Vice-president and Human Resources department
28	I.11.3_Elaborate an evaluation form for the Post doctorates.	Research vice-president and 1st vice-president	Research vice-president and 1st vice-president
29	**II. Recruitment and selection**		
30	II.12.1_Develop an Open, Transparent, and Merit based (OTM-R) Recruitment policy in compliance with the European Commission's recommendations.	Human Resources Department	Human Resources Department
31	II.12.2_Elaborate a Charter for contractual researchers with specific salary grid.	Human Resources Department, Research vice-president, DRIve	Human Resources Department, Research vice-president, DRIve
32	II.12.3_Publish all vacancies in English on UBO and EURAXESS sites.	Research vice-president	Research vice-president
33	II.12.4_Create an English friendly platform of consultation of UBO's rules and work conditions.	Communication Department Human_Resources Department	Communication Department
34	II.13.1_Organize training sessions for selection committees' chair-wo-men to inform them about the European Charter and Code.	Human Resources Department	Human Resources Department
35	II.16.1_Send to the chair-wo-men of the selection committees points of the European Charter for researchers and Code.	Human Resources Department	Human Resources Department
36	**III. Working conditions and social security**		
37	III.23.1_Ensure that security rules are well known and understood, and have them translated in English.	Security and Hygiene engineer and prevention administrator in labs	Security and Hygiene engineer and prevention administrator in labs
38	III.24.1_Translate UBO's webpage dedicated to well-being in English.	Communication Department	Communication Department
39	III.25.1 _Give access to UBO's career development services to the Post-doctorates in compliance with UBO's "Contractual Staff's Charter".	Human Resources Department	Human Resources Department
40	III.26.1 _Elaborate a salary grid for contractual researchers.	Human Resources Department	Human Resources Department
41	III.27.1_Set up a Women/Men Equity Commission.	Women/Men equity administrator	Women/Men equity administrator

Projet : HRS4R - RESUBMISSION - OVERALL_PROJECT_DELIV
Date : Mer 15/10/18

| Tâche | Jalon ◆ | Tâche reportée | Avancement reporté | Tâches externes | Regrouper par en-tête |
| Avancement | Récapitulative | Jalon reporté ◇ | Fractionnement | Récapitulatif du projet | Échéance ⇩ |

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N°	ℹ	TASKS	RESOURCES	2018 Tri 4	2018 Tri 1	Tri 2	Tri 3	Tri 4	2019 Tri 1	Tri 2	Tri 3	Tri 4	2020 Tri 1	Tri 2	Tri 3	Tri 4	2021 Tri 1	Tri 2	Tri 3
42		III.29.1_Inform about the funding opportunities for international mobility.	European and International Affairs Department																
43		III.30.1_Set up a working group on work modulation.	Human Resources Department																
44		III.31.1_Elaborate an annex to UBO's working contract about the IPR rules.	Human Resources Department, Research vice-president, DRIve																
45		III.34.1_Renew the Ombudsman's mandate.	President																
46		III.34.2_Publish Annual report of the ombudsman on UBO's website.	1st vice-president																
47		III.34.3_Translate the ombudsman's report in English and publish on UBO's website.	1st vice-president																
48		III.35.1_Set up a working group about the representation of "LRU" researchers in internal committees.	Human Resources Department																
49		III.35.2_Ensure visibility of committees' representatives.	Communication Department																
50		**IV. Training and development**																	
51		IV.37.1_Organize training sessions for PhDs supervisors on their rights and obligations.	Office of Research, Innovation and Economic valorisation (DRIVe)																
52		IV.39.1_Support English paper writing and publication.	Office of Research, Innovation and Economic valorisation (DRIVe)																

Gantt bar labels:
- 42: European and International Affairs Department
- 43: Human Resources Department
- 44: Human Resources Department, Research vice-president, DRIve
- 45: President
- 46: 1st vice-president
- 47: 1st vice-president
- 48: Human Resources Department
- 49: Communication Department
- 51: Office of Research, Innovation and Economic valorisatio
- 52: Office of Research, Innovation and Economic valorisatio

Legend:
Tâche	Jalon ◆	Tâche reportée	Avancement reporté
Avancement	Récapitulative	Jalon reporté ◇	Fractionnement
			Tâches externes
			Récapitulatif du projet