

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

GAP ANALYSIS

The Charter and Code provide the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

<p>Status: to what extent does this organisation meet the following principles?</p>	<p>Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented</p>	<p>In case of --, -/+, or +/-, please indicate the actual “gap” between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation</p>	<p>Initiatives undertaken and/or suggestions for improvement:</p>
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Ethical and Professional Aspects

<p>1. Research freedom</p>	<p>-/+ = partially implemented</p>	<p><u>Relevant legislation</u> Decisions of Constitutional Council n° 83-165 DC of 20/01/1984, n° 93-322 DC of 30/07 1993, n° 94-355-DC of 10/01 1995, n° 94-358 DC of 26/01/1995 and n° 2010-20/21 QPC of 6/08 2010 as well as Articles L. 123-9, L719-1, L. 719-2, L. 952-2, L. 952-4 and L. 952-6 of the Education code</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> To promote the freedom of young researchers, often funded through projects, the IPGP has set up mobility grants for doctoral students, offering them the opportunity to build their own targeted project and their research network.
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		<p><u>Gaps</u></p> <ul style="list-style-type: none"> • Imperfect visibility among scientific staff on: <ul style="list-style-type: none"> a) Available funding b) Existing resources and services (analytical platforms; expertise) • Need to develop individual knowledge on Intellectual Property Rights (IPR). 	<ul style="list-style-type: none"> • Visiting international collaborators are encouraged to interact with students and young researchers and develop independent projects. • In addition to national and international calls, IPGP has set up an internal call for projects (e.g. facilitating proofs of concept) where all scientific staff is eligible. • The IPGP management board encourages any initiatives in research (internal emails regularly inform on new calls for projects). • A support office (called Contract office) exists in IPGP to assist researchers for construction and submission of national and international projects. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Description sheets of available analytical platforms and observatories are to be regularly upgraded made more accessible to all the staff. • Technical and administrative skills database has to be updated on IPGP internal Website. • Dissemination of existing sources of funding, structure and national and international calls, must be reinforced. • Set up access to juridical support to research, possibly in cooperation with UP legal services. • Promote the activities of Foundation of "Université de Paris" to fund pluridisciplinary and innovative projects.
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2. Ethical principles	-/+ partially implemente d	<p><u>Relevant legislation</u></p> <p>Articles L 123-6, L. 952-2, L. 952-6, L. 952-6- 1 et L. 952-15 of the Education code</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Lack of dissemination of online resources dedicated to the relevant existing charters or code of conduct. • Lack of ethics training, discussion or endorsement of ethical charters and codes. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • One IPGP scientific integrity representative appointed since January 2019, and coordinated with its peers at Université de Paris. • One IPGP referent for harassment issues participating to the dedicated unit implemented at Université de Paris. • Existing resources on ethics available on the website of the PhD programs. • Ethics training day is proposed by the doctoral school to new PhD students. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Elaborate and disseminate an IPGP ethical charter with core-values and principles. • Reinforcement of communication on ethical principles on IPGP website. • Generic training on the fundamental ethical principles of research, including specificities at IPGP on monitoring telluric risks, for all IPGP staff (junior and senior). • Ethical representatives at IPGP must coordinate with the UP ethical committee.
3. Professional responsibility	-/+ partially implemente d	<p><u>Relevant legislation</u></p> <p>Article L. 952-2 of the Education code Articles L. 111-1, L. 113-2, L. 113.5, L. 122-4, L. 335-2, L. 335-3 and L. 335-8 of the Code of Intellectual property</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • User charter (rights and duties of users) of platforms • Ethics training day at the PhD Program and dedicated web page

		<p><u>Gaps</u></p> <ul style="list-style-type: none"> • Plagiarism awareness is limited to PhD students. • Use of plagiarism software is left to the discretion of researchers. • The rules of intellectual property and data ownership are only discussed for doctoral students or on a case-by-case basis when setting up agreements. • Lack of recognition of the responsibility of researchers for minimizing the impact of their research on the environment, the trustworthiness of the overall collaborative research and individual responsibility for the trustworthiness of their own contribution. 	<ul style="list-style-type: none"> • Thesis charter adopted by Université Sorbonne Paris Cité (USPC) and implemented at IPGP/UP. • Creation of the greenglobe discussion group at IPGP. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Training day dedicated to research integrity and responsibility for all junior and senior researchers. • Softwares to avoid plagiarism will be made available to staff on the intranet. • Training for use of plagiarism softwares will be provided. • Favoring train travel for trips shorter than 1000 kms. • Promoting remote meetings for PhD mid terms committee and project progress reports. • Calculate IPGP teams' carbon footprint. • Systematic CO₂ compensation when long distance flights are used to go to major conferences abroad.
4. Professional attitude	+-	<p><u>Relevant legislation</u></p> <p>Article L. 123-3 of the Code of Education Article L. 112-1 of the Code of Research</p> <p><u>Gaps</u></p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Top down and bottom up reporting at all levels: monthly meetings with leaders of research teams (Team leaders), observatories and services; team meetings; meetings of scientific council; educational council and administrative board; yearly report by each

		<ul style="list-style-type: none"> • Lack of procedures for projects with private contractors. • No rule when collaborating with researchers from low-income countries to implement no-benefits sharing actions. 	<p>team about their activities and research plan; 5-year research plan.</p> <ul style="list-style-type: none"> • Minutes of monthly meetings with Team leaders, observatories and services is available at the IPGP intranet dedicated webpage. • Building accessibility to disabled people. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Improve compliance of researchers with their obligations regarding funding agencies and partners (reporting, etc.). • Chart of conduct for projects with private contractors. • Ensure that benefits (non-monetary) sharing is guaranteed when collaborations with low-income countries.
5. Contractual and legal obligations	-/+ = partially implemented	<p><u>Relevant legislation</u></p> <p>Article L. 952-2 of the Code of Education Articles L. 111-1, L. 113-2, L. 113.5, L. 122-4, L. 611-1 and further of the Code of Intellectual Property</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Non-systematic acknowledgement of sources of funding in publications. • Non-systematic publication on open access archives. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Contractual obligations are supervised by IPGP Contract office. • Tracking data is available at institutional level on all research activities. • IPGP and Université de Paris charter for affiliations on publications. • Tracking of samples (for rock samples from marine expedition, all assigned with an International Geo Sample Number IGSN). The publication on HAL (open archives) is now mandatory. <p><u>Suggestions for improvement</u></p>

		<ul style="list-style-type: none"> Lack of knowledge of environmental regulations (European, regional and international) such as for example the Nagoya Protocol. 	<ul style="list-style-type: none"> Elaboration of official acknowledgement forms to be downloaded from IPGP Website (platforms, infrastructure, funding sources etc.). Publication on the website of the main regulations that may apply to IPGP research activities (environment, Nagoya Protocol, guidelines, etc.). Compliance with the contractual rules of the work during the PhD thesis monitoring committees and during the PhD defense. Together with Université de Paris, conduct trainings on the Nagoya Protocol and other European/international regulations related to the environment and to IPGP research activities.
6. Accountability	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>Articles L. 719-5, R. 719-51 à R. 719- 112 and R. 719-113 à R. 719-171 of the Code of Education</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> Lack of training and written rules promoting clear and accurate records that will allow verification and replication of results (analysis, experiments, models) by others. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> Strong societal impact of observational activities. IPGP annual budget supervised by IPGP administrative board and Rectorat de Paris. Courses in the doctoral school on good laboratory practice (data acquisition, experimental procedures, ...). Open access to softwares and codes developed within research projects (Github, IPGP Data center). <p><u>Suggestions for improvement</u></p>

		<ul style="list-style-type: none"> • No general data repository (in open access) at IPGP. • No clear guidelines regarding the GDPR (European Directive on data protection). 	<ul style="list-style-type: none"> • Implementation of digital notebooks for all users of the PARI analytical platform and other laboratories (training, verification, coaching); for field work. • Mandatory laboratory note books distributed to all PhDs. • Opening of an IPGP data repository (under management of IPGP data center, with data traceability).
7. Good practice in research	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>Article L. 951-1-1 of the Code of Education Décret n° 82-453 of 28/05/1982 related to the Hygiene and Security at work and prevention of working accidents Law on data protection of 20/06/2018</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Absence of multi lingual safety displays in the laboratories. • No regular update of safety displays in the laboratories. • No common individual data backup. • No clear guidelines regarding the GDPR (European Directive on data protection) and no Data Protection Officer nominated at IPGP. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • The IPGP has a Defence and Security Agent, a security defence correspondent, and an assistant in risk prevention in each team. • An IT Charter is delivered with any new email address. • Hygiene and security Committee is functional at the IPGP supervising Hygiene in the laboratories and Premises, Internal (safety of laboratory manipulations, security in premises) and External (advice on safe travel) Security, and Environment (garbage collection). • In compliance to the GDPR rules, steps are undertaken to improve practices of personal data management. <p><u>Suggestions for improvement:</u></p> <ul style="list-style-type: none"> • Better communication of safety rules, these rules are to be displayed in multiple languages.

			<ul style="list-style-type: none"> • Create a Database of risks for every laboratory room. • The IT, HR and security services need to formalise the internal rules of GDPR in the IPGP. • Nomination of a Data Protection Officer.
8. Dissemination, exploitation of results	+ -	<p><u>Relevant legislation</u></p> <p>Articles L. 531-1 à L. 531-14 of the Code of Research; Articles L. 123-5, L. 123-6, L. 952-2-1, D. 123-2, to D. 123-7 et R. 711-10 à R. 711-16 of the Code of Education</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Not all IPGP articles are available in open access. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • All the open access IPGP articles are published on Hal archives. • Data obtained from observatories are made accessible to all through a portal (http://centredonnees.ipgp.fr/). • The annual IPGP Report is available on the IPGP website and distributed widely. • Training courses are offered by Université de Paris in research valuation (patenting, etc.), in Open Access (Hal) and Open Data (SATT ERGANEO, Université de Paris). • An infrastructure grouping all analytical instruments has been set up for improved management and visibility (PARI Platform) and similar initiative can be found for (1) computing resources with the Parallel Computing and Data Processing Service in Earth Sciences (S-CAPAD) or (2) data management (IPGP data center).

			<p><u>Suggestion for improvement</u></p> <ul style="list-style-type: none"> • IPGP should enforce to put in Hal all the articles accepted for publication. • Improve communication channels to transfer scientific main findings to policymakers. • Generalisation of data management plan (DMP) for all research data.
9. Public engagement	++	<p><u>Relevant legislation</u></p> <p>Articles L.123-2, L. 123-3, L. 123-5, L. 123-6 et L. 952-2 of the Education code</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • IPGP science is broadcasted and disseminated on Radio/TV/Journals/ youtube/twitter with official channels: @IPGP_officiel, IPGP youtube channel. • A specific team at IPGP is dedicated to communication and outreach activities: Mediaterrre Communication. • A “science fair” is yearly organised to promote geo-education and outreach for all. • IPGP is organizing an “open university program” open to citizens each year in collaboration with UP. • IPGP staff attend major Education fairs to promote its training courses..
10. Non-discrimination	+/-	<p><u>Relevant legislation</u></p> <p>Articles 6 to 7, 18 of the Law n° 83-634 of 13 July 1983 ; Articles 20 bis, 26 bis and 58 bis of the Law n° 84-16 of 11 January 1984</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Trainings at the doctoral school on gender issues in research professions. • The Gender Equality Group started its activity in January 2017.

		<p>;Articles ¹ to 5 of the Law n° 2008-496 of 27 May 2008 ; Article 55 of the Law <u>n° 2012-347 of 12 March 2012</u> ; Articles 1 and 4 of the Decree n° 2013-908 of 10 October 2013 ; Charter for the promotion of Equality and against discriminations of 17 December 2013 Article 7 bis of the Law n° 51-711 of 7 June 1951 ; Article 8 of the Law n° 78-17 of 6 January 1978 (modified); Article 13 of the Law n° 78-753 of 17 July 1978; Article 71-1 of the Convention of 4 October 1958 Law n° 2011-333 of 29 March 2011 ; Law n° 2011-334 of 29 March 2011 ; Decree n° 2011-905 of 29 July 2011 ; Articles L. 123-2 and L. 123-6 of the Education code; Article 1, 9 and 9-1 of the Decree n° 84-431 of 6 June 1984 ; Decree n° 2015-455 of 21 April 2015 Articles L. 712-3-II and L. 712-6-1-IV of the Education code Decree n° 2014-780 of 7 July 2014 Decree n° 2014-336 of 13 mars Article 16 of the Decree n° 2013-1310 of 27 December 2013 ; Article 6 sexies of the Law n°83-634 of 13 July 1983</p>	<p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • To define indicators for non-discrimination so as to establish policies or ethical charter on this aspect. • To extend the gender training day to other types of discrimination and to unconscious biases for all IPGP staff members.
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11. Evaluation/ appraisal systems	++	<p><u>Relevant legislation</u></p> <p>Articles L. 114-1 à L. 114-3, L. 114-3-1 to L. 114-3-7 of the Code of Research Decree n° 2014-1365 of 14/11/2014 Decree n° 86-83 of 17/01/1986</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • PhD candidates are followed during their PhD by the thesis committee to evaluate their work progresss and identify any potential conflicts with PhD mentor or team members.

			<ul style="list-style-type: none"> • IPGP researchers are evaluated ad-hoc for the attribution of PEDR or promotions. • The IPGP scientific council evaluates projects submitted to IPGP and UP calls.
Recruitment and Selection			
12. Recruitment	+/-	<p><u>Relevant legislation</u></p> <p>Decree n° 86-434 of 12/03 1986 chapter I Decree n° 2011-675 of 15/06/2011 Decree 86-83 of 17/01/1986 Law 84-16 of 11/01/1984 Decree n° 85-1534 of 31/12/1985</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • The vacancy publication is not bound by an explicit format specifying the work environment. • The non-discrimination matters are not specific in the job announcements. • Currently, not all the opening positions are published on international resources. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • For all permanent positions (researchers and CNAP, technical and administrative staff) recruitment either by means of national competition, secondment, or employees transfer, follows legal rules of MESRI. • Post doctorate researchers are recruited by projects supervisors on fixed-term IPGP contracts. • The recruitment of PHD students is done at first stage by the thesis supervisor. The final admission to the doctoral school is decided on the level of doctoral school commission that takes into account 1. the record of the thesis supervisor; 2. the quality of the candidate; 3. the novelty of the thesis topic. • All the vacancies are available on the IPGP internet site http://www.ipgp.fr/fr/lipgp-recrute and optionally, on other national websites. • All the European research positions are published on EURAXESS JOBS https://euraxess.ec.europa.eu/jobs.

			<ul style="list-style-type: none"> The time between the publication of the vacancy and the deadline for reply is realistic for applicants (on average 30 days for fixed-term contracts and 6 months for permanent positions). <p><u>Suggestion for improvement</u></p> <ul style="list-style-type: none"> To elaborate and vote at the administration council the charter of the contractual employees. To standardise recruitment announcements with adding an obligatory statement for all recruitments on non-discrimination. To extend the practice of publishing the positions on a resource such as EURAXESS JOBS to all opening positions.
13. Recruitment (Code)	-/+	<p><u>Relevant legislation</u></p> <p>Article L. 952-6 of the Education code Décret n° 88-654 of 7/05/1988</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> The job openings outside European-funded contracts should be more specific on additional information (working environment) of job announcements. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> The recruitment for European contracts follows the principles of the Code. <p><u>Suggestion for improvement</u></p> <ul style="list-style-type: none"> All the position openings should follow a specific format pre-defined with the involvement of the Human resources department. Elaborate a common template for official IPGP PhD and Post-Doc offers, following the EU rules.

			<ul style="list-style-type: none"> Elaborate a frame for the first-step selection of PhD and Post-Doc made by project leaders or foreseen PhD mentors.
14. Selection (Code)	+/+	<p><u>Relevant legislation</u></p> <p>Articles L. 952-6-1 and L. 952-15 of the Education code</p> <p>Articles 9, 9-1 and 9-2 of the Decree n° 84-431 of 6 June 1984</p> <p>Articles 14 to 17 and 27 to 29 of the Decree n° 86-434 of 12 March 1986</p> <p>The Decree n° 86-433 of 12 March 1986</p> <p><u>Gap</u></p> <ul style="list-style-type: none"> Lack of systematic ad-hoc committee for selection of post-doc candidates and non-permanent researchers and engineers. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> Permanent staff is selected following rules of the MESRI. Procedures for recruitment of contractual staff were introduced in 2019 and updated in February, 2020. <p><u>Suggestion for improvement</u></p> <ul style="list-style-type: none"> Finalize procedures for recruitment of contractual staff. Subscribe to the DORA initiative (https://sfdora.org).
15. Transparency (Code)	-	<p><u>Relevant legislation</u></p> <p>Article 4 du décret n° 2013-908 du 10 octobre 2013</p> <p>Article L. 952-6-1 du code de l'éducation</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> The practice of informing unsuccessful candidates is not common. 	<p><u>Suggestion for improvement:</u></p> <ul style="list-style-type: none"> To add to the "Procedures for recruitment of contractual staff" the obligation to inform unsuccessful candidates.

16. Judging merit	++	<u>Relevant legislation</u> Decree n° 92-70 of 16 January 1992 Articles 22 to 24 and 43 to 45 of the Decree n° 84-431 of 6 June 1984	<u>Already implemented</u> <ul style="list-style-type: none"> • The researchers at IPGP are recruited on the basis of their experience and qualification. • The researchers at IPGP are recruited on the principles of non-discrimination.
17. Variations in the chronological order of CVs (Code)	+	<u>Relevant legislation:</u> Article L. 952-2-1 of the Education code Art. 26 and 46 of the Decree n°84-431 of 6/06/ 1984	<u>Already implemented</u> <ul style="list-style-type: none"> • Previous teaching, research and observational activities are recognized. • Activity in private sector (e.g. providing expertise to technological start-ups) is recognized.
18. Recognition of mobility experience (Code)	+-	<u>Relevant legislation</u> Articles 13 bis, 14 and 14 bis of the Law n° 83-634 of 13/07/1983 Articles 1 to 12 and 14 to 39, 42 to 49 of the Decree n° 85-986 of 16/09/1985 Art. 10 to 14, 15 to 17, 33, 39, 46-4°d), 51 and 55 of the Decree n°84-431 of 6/06/ 1984	<u>Already implemented</u> <ul style="list-style-type: none"> • Mobility experience is recognized.

19. Recognition of qualifications (Code)		<u>Relevant legislation</u> Articles 26 1° and 46 1° of the Decree n° 84-431 of 6/06/1984 Decree n° 92-70 of 16/01/1992	<u>Already implemented</u> <ul style="list-style-type: none"> The recruitment for permanent positions follows the national legislation of recognition of qualifications.
20. Seniority (Code)	+/-	<u>Relevant legislation</u> Law n° 2004-391 of 4/05/ 2004 Decree n° 2009-462 of 23/04/2009 <u>Gaps</u> <ul style="list-style-type: none"> The indexation of the fixed-term contract position is not programmed. 	<u>Already implemented</u> <ul style="list-style-type: none"> The indexation of permanent staff salaries is based on Ministry ruling and applied. The IPGP scientific council values seniority for recommendation of maximum possible salary. <u>Suggestion of improvement</u> <ul style="list-style-type: none"> The salary grid proper to IPGP is to be elaborated and include the seniority increase. The modality of the increase has to be discussed and voted at the Administrative Board. The fixed-term contracts should have a proper seniority indexation grid. In the Charter of the contractual reserachers, the seniority increase has to be addressed and applied.
21. Postdoctoral appointments (Code)	+/-	<u>Relevant legislation</u>	<u>Already implemented</u>

		<p>Article L. 412-1 of Code of Research Decree n° 88-654 of 7 /05/ 1988 Article 4 of the Law n° 84-16 of 11/01/1984</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> Recruitment procedures are not equivalent for post-docs and permanent researchers 	<ul style="list-style-type: none"> The assistant lecturer (ATER) appointments are tightly circumscribed by the relevant legislation. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Recruitment committees for post-docs have to be the rule (like for PhD candidates).
Working Conditions and Social Security			
22. Recognition of the profession		<p><u>Relevant legislation</u></p> <p>Decree n° 2009-462 of 23/04/2009 Ministry ruling DGRH A1-2 n° 2010-0002 of 22/01/2010 Articles L. 412-1 and L. 412-2 of the Research code Decree n° 2009-464 of 23/04/2009</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> All the researchers, since the early stage research work, are under employment contracts. A formal job description exists for all technical and administrative staff, and all scientists in charge of observatories. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Enhancing of professional experience system is being elaborated jointly with Université de Paris and will be followed and disseminated in IPGP.
23. Research environment	+	<p><u>Relevant legislation</u></p> <p>Article L. 951-1-1 of Code of education Decree n° 82-453 of 28 /05/1982 Decree n° 2011-184 of 15/02/2011</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> IPGP is a unique institution combining three different missions (research, training and observation). The researcher joining IPGP is

		<p>Circular of the Ministry of State reform, decentralisation and public function of 31/12/2012 on the application of decree n°2011184 of 15/02/2011 (NOR : RFFF1221624C)</p> <p>Circular of the Prime minister n°5705/SG of 20/03/2014</p> <p><u>Gaps:</u></p> <ul style="list-style-type: none"> • Lack of legal expertise to help preparing confidential contracts between collaborators. 	<p>exposed to an environment giving many opportunities for research and career: infrastructure (i.e. volcanological and seismic observatories), equipment (e.g. performant calculation clusters and state of the art analytical platforms). Research teams can be rapidly created to support emerging fields of ressearch. Researchers can be affiliated to numerous research teams, easily change team, after positive evaluation of the IPGP scientific council.</p> <ul style="list-style-type: none"> • IPGP has a Contract office, called “Bureau des contrats”, dedicated to providing contractual and administrative support to researchers to applying to funding calls that also formalises links with other national and international research intitutions. • IPGP and its structures organise events that contribute to establish professional links but also create a social network at national and international level. • Projects for national and internal calls are reviewed internally and PI are prepared for interviews.
24. Working conditions	+	<p><u>Relevant legislation</u></p> <p>Article 1 of the decree n° 2000-815 of 25/08/2000</p> <p>Articles L. 952-4, L. 954-1 of the Code of Education</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Commodities are in place for the disabled personnel. • Security regulations of manipulations with chemicals are communicated to personnel.

		<p>Articles 6 and 7 of the decree n° 84-431 of 6/06/1984</p> <p>Ministry ruling DGRH A1-2 n° 2015-0013 of 4/05/2015</p> <p>Articles 37 to 40 of the Law n° 84-16 of 11/01/1984</p> <p>Decree n° 82-624 of 20/07/1982</p> <p>Decree n° 82-296 of 31/03/1982</p> <p>Decree n° 2002-1072 of 7/08/2002</p> <p>Article 133 o the Law n° 2012-347 of 12/03/2012</p> <p>Article 34, 34 bis, 35, 40 bis and 54 of the Law n° 84-16 of 11/01/1984</p> <p>Decree n° 84-474 of 15/06/1984</p> <p>Decree n° 84-972 of 26/10/1984</p> <p>Decree n° 2002-634 of 29/04/2002</p> <p>Decree n° 2015-580 of 28/05/ 2015</p> <p>Article 19 of the Decree n° 84-431 of 6/06/1984</p> <p>Ministry ruling of 25/02/2003</p> <p>Ministry ruling DGRH A1-2 n° 2012-0009 of 30/04/2012</p>	<p>Working equipment and space is available to all IPGP staff.</p> <ul style="list-style-type: none"> • Announcement on universal risks (epidemics, travel restrictions etc.) is regular. • All the technical rooms at IPGP are subject to an annual risk assessment in order to take the necessary measures to improve working conditions. • IPGP has recently introduced teleworking to all its permanent and fixed-term employees with the seniority in the institution of over 6 months. • Fire alarm trainings are organised annually; • The staff has access to external safety trainings and workshops (1 per year). <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Training for first aid and safety procedures to staff doing remote field work. • Enforce Regular visits to occupational health physicians for all the IPGP staff (permanent and fixed-term).
25. Stability and permanence of Employment		<p><u>Relevant legislation:</u></p> <p>Articles 4 and 6 bis of the Law n° 84-16 of 11/01/1984</p> <p>Decree n° 86-83 of 17/01/1986</p> <p>Law Sauvadet n° 2012-347 of 12/03/2012</p> <p>Decree n° 2012-631 of 3/05/2012</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • The permanent staff has a stable position in the institution and besides, can have secondments or transfers nationally and internationally without losing his/her position.

26. Funding and salaries	-	<p><u>Relevant legislation</u></p> <p>Article 2 of the decree n° 85-730 of 17/07/1985 Decree n° 2013-305 of 10/04/2013 Decree n° 2009-462 of 23/04/2009 Ministry ruling DGRH A1-2 n° 2010-0002 of 22/01/2010 Decree n° 89-775 of 23/10/1989 Decree n° 90-50 of 12/01/1990 Decree n° 2009-851 of 8/07/2009 Decree n° 2007-772 of 10/05/2007 Article 22 bis-II of the Law n° 83-634 of 13/07/1983 Article 7 of the law n° 84-16 of 11/01/1984 Decree n° 86-83 of 17/01/1986</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> The salary grid for fixed-term contracts is missing for IPGP. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> A research funding of 10k€ is attributed to each young scientist getting a permanent position. A annual internal call for scientific projects and equipment (up to 50 k€ per project) exists at IPGP and is supervised by the scientific council. The salaries of permanent positions are regulated by the MESRI salary grid. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> To introduce a salary grid for fixed-term contracts and to make it approved by the Administrative Board. To improve the procedure for first year fixed-term contracted PhD or Post-doc to ensure rapid first salary payment.
27. Gender balance	++	<p><u>Relevant legislation</u></p> <p>Articles L. 123-2 and L. 123-6 of the Education code</p> <p><u>Gaps</u></p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> The governing bodies (i.e. Administrative Board, Scientific and Educational Councils) of IPGP are gender balanced. The Gender Equality Group started its activity in January 2017.

		<ul style="list-style-type: none"> • Gender balance is not perfect for team leaders and for other leadership positions. 	<ul style="list-style-type: none"> • Several meetings and Women in Geosciences Workshop with four invited speakers have been held since. • The Group works towards definition of internal regulation(s) of gender-based misconduct. • The gender balance activities are coordinated with UP. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Actively seek female candidates for key positions in IPGP. In particular it would be timely to have female candidates for future IPGP director calls (in the coming 5 to 10 years). • Enforce Gender balance for mid-term PhD evaluation committees.
28. Career development	+	<p><u>Relevant legislation</u></p> <p>Articles 18-1 and 19 of the decree n° 84-431 of 6/06/1984</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Availability of trainings, identification of training needs. • Annual interviews of technical permanent staff. • Personalised follow up of the permanent and fixed-term staff by their supervisors and IPGP board. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • To introduce annual interviews for researchers who feel the need for it.

			<ul style="list-style-type: none"> To introduce annual interviews for team leaders with the IPGP directors.
29. Value of mobility	++	<p><u>Relevant legislation</u></p> <p>Articles 13 bis, 14, 14 bis and 24 of the Law n° 83-634 of 13/07/1983 portant droits et obligations des fonctionnaires</p> <p>Articles 10 to 14, 15 to 17, 39, 46 4° and 55 of the decree n° 84-431 of 6/06/1984</p> <p>Decree n° 2014-364 of 21/03/2014</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> Mobility for technical and administrative staff is rare between different teams or services 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> The permanent staff ensures secondments. IPGP researchers are regularly invited as researchers or professors in different national and international universities. Early-stage researchers are often going on secondments when they work for an international project. A mobility program exist for PhDs. IPGP staff can apply for a temporary leave and work as CNRS staff for one or two years. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Promote the pooling of technical and administrative resources between teams and services.
30. Access to career advice	+	<p><u>Relevant legislation</u></p> <p>Law n° 2004-391 of 4/05/2004</p> <p>Law n° 2007-148 of 2/02/2007</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> The HR department regularly disseminates information on available trainings including long-term career developpement trainings. Any IPGP staff can take a leave for training under legal conditions.

			<ul style="list-style-type: none"> The supervisors make yearly assessment of career development needs of their technical staff.
31. Intellectual Property Rights	++	<p><u>Relevant legislation</u></p> <p>Articles L. 111-1, L. 113-2, L. 113.5, L. 122-4, L. 611-1 and following of the code of intellectual property.</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> IPGP Contracts office ensures that intellectual property rights are protected in all research cooperation contracts. For licences IPGP turns to SATT (Société d'accélération du Transfert de Technologies, Tech Transfer Accelerator Society) and UP legal services.
32. Co-authorship		<p><u>Relevant legislation</u></p> <p>Articles L. 113-2, L. 113-3, L. 613-29 to L. 613-32 of the code of intellectual property.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> Informal but no official rule for co-authorship 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> Good practices exists such as master, PhDs or post-docs signing first author on their papers related to their projects. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Elaboration of IPGP publication charter setting out rules for the order of authors, the identification of each author's role, the participation of technical staff, the acknowledgements.
33. Teaching	++	<p><u>Relevant legislation</u></p>	<p><u>Already implemented</u></p>

		Articles 7, 40-2 to 40-5 and 58-1 to 58-4 of the decree n° 84-431 of 6/06/1984	<ul style="list-style-type: none"> All IPGP permanent researchers have teaching obligations. The early-stage researchers (post-docs or PhDs) have opportunity to teach undergraduate and master students.
34. Complains/ appeals	+	<p><u>Relevant legislation</u></p> <p>Articles 6, 11 and 11 bis of the Law n° 83-634 of 13/07/1983 Articles L. 712-6-2, L. 952-7, L. 952-8, L. 952-9, L. 952-21, L. 952-22, R. 712-9 to R. 712-46 of the Code of Education Articles 1-2 and 43-2 of the decree n° 86-83 of 17/01/1986</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> There is no clear procedure on the website and no resource person to internally address conflicts 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> The role of mediator is taken by one of the 5 deputy directors or by the director of IPGP. There is a de facto agreement with the UP to settle the eventual complains in case they must be proceeded outside IPGP. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Make a formal procedure for complaints, available to all, and included in the IPGP ethics charter. Nominate a moderator independant from the IPGP direction that could help individuals settling conflicts without the need of a formal complaints. Possibly outsource this mission. Going through this step could be mandatory before a formal complaint is filed. Encourage training on conflict management.
35. Participation in decision-making bodies	++	<p><u>Relevant legislation</u></p> <p>Article 3 of the decree n° 84-431 of 6/06/1984</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> All researchers have opportunity to be candidates and all researchers vote for the

		<u>Gaps</u> <ul style="list-style-type: none"> There is no representative of post-docs in governing bodies of IPGP. 	governing bodies (i.e. Administrative Board, Scientific and Educational Councils) of IPGP.
Training and Development			
36. Relation with supervisors	-/+	<u>Relevant legislation</u> Articles L. 612-7, D. 612- 37 to D. 612-47 of the Code of Education Decision of 07/08/ 2006 <u>Gaps:</u> <ul style="list-style-type: none"> Heterogeneity in the governing of each team with very variable meeting frequency and relationship with PhDs and post-docs. 	<u>Already implemented</u> <ul style="list-style-type: none"> Regular meetings of team leaders. Yearly meeting with the direction Follow-up meeting for each thesis is held once a year. Yearly professional interviews for the technical staff. <u>Suggestions for improvement</u> <ul style="list-style-type: none"> Team leaders should report regularly to the scientific council. Guarantee at least one team meeting per trimester for all teams.
37. Supervision and managerial duties	+/-	<u>Relevant legislation</u> Article 3 of the decree n° 84-431 of 6/06/1984 <u>Gaps</u> <ul style="list-style-type: none"> The team leaders are not trained to perform managerial duties. No mandate duration is currently defined for them. 	<u>Already implemented</u> <ul style="list-style-type: none"> The “Habilitation à diriger la recherche » degree authorises researchers to supervise PhDs Permanent researchers at IPGP have duties to ensure functioning of IPGP observatories. <u>Suggestions for improvement</u>

		<ul style="list-style-type: none"> • The duties framework of the team responsible is not well defined. • Unclear definition of of team leader's duties 	<ul style="list-style-type: none"> • A management course should be followed by team leaders at least once during the mandate. • A mission letter is to be addressed to every team responsible when starting the function.. • Elaborate a charter of the team leader duties
38. Continuing Professional Development	+/-	<p><u>Relevant legislation</u></p> <p>Article 22 of the Law n° 83-634 of 13/07/1983</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • PhDs post-docs are not invited to be associated to the administrative life of their team and to the process of decision making. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • IPGP promotes exposure of its students to R&D activities. During the annual Doctoral Congress, one full day is devoted to a meeting of students with R&D Institutions and industrial partners. • IPGP scientists are encouraged to take responsibilities in national (UP, CNRS, CNES, ANR,...) and international (NASA, ERC, ...) councils or committees or governing bodies <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Encourage team leaders to offer the possibility to PhDs and post-docs to take responsibilities within their team.
39. Access to research training and continuous development	+/-	<p><u>Relevant legislation</u></p> <p>Articles 4, 4-1 of the decree n° 84-431 of 6/06/1984</p> <p><u>Gaps</u></p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • The IPGP training unit regularly disseminates training possibilities to all staff. • Trainings to follow and personal developpement are discussed with direct supervisors at annual evaluation sessions.

		<ul style="list-style-type: none"> New IPGP staff should be regularly briefed on the existence of the training unit to use it at most for optimal personal development. 	<ul style="list-style-type: none"> IPGP offers a lot of seminars as learning opportunities. Some teams have organized regular reading groups. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> To indicate the availability of trainings in the welcome booklet. To communicate on workshops, summer schools, ... (participation and teaching possibilities). Post on the intranet the training programs offers.
40. Supervision	+	<p><u>Relevant legislation</u></p> <p>Article 3 of the decree n° 84-431 of 6/06/1984</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> There is no official mentoring for new permanent staff during their first year of activity at IPGP. 	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> Young researchers (without HDR) can co-supervise up to two PhDs and several master students. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> Nominate a mentor for new permanent staff.