

TEMPLATE 4: ACTION PLAN

Case number:

Name Organisation under review:

INSTITUT DE PHYSIQUE DU GLOBE DE PARIS (IPGP)

Organisation's contact details:

SUBMISSION DATE:

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	361
Of whom are international (i.e. foreign nationality)	124
Of whom are externally funded (i.e. for whom the organisation is host organisation)	104
Of whom are women	50%
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	201
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	59
Of whom are stage R1 = in most organisations corresponding with doctoral level	101
Total number of students (if relevant)	
Total number of staff (including management, administrative, teaching and research staff)	497

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	40 MIO EUR
Annual organisational direct government funding (designated for research)	28,8 MIO EUR
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	9,2 MIO EUR
Annual funding from private, non-government sources, designated for research	2 MIO EUR
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
<p>A world-renowned geosciences organisation, the IPGP has a 100 year-long history of studies of the Earth and the planets from their core to their outermost fluid envelopes through observation, experimentation and modelling. Particular focus is placed on long-term observations, which are essential in the study of natural systems. The IPGP is in charge of certified observation services in volcanology, seismology, magnetism, gravimetry and erosion through its permanent observatories in Guadeloupe, Martinique and Reunion Island and in Chambon-la-Forêt in mainland France. Since 2019 IPGP is an integral part of University of Paris keeping its legal entity.</p>	

2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE:

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES

Ethical and professional aspects	<p>The analysis of ethical and professional aspects has shown that an important part of what the institution hopes to achieve has been already partly or fully implemented. IPGP is a well-established world-wide recognized institution that has succeeded in:</p> <ul style="list-style-type: none"> - giving many opportunities for research and career: infrastructure (i.e. vulcanological and seismic observatories), equipment (e.g. performant calculation clusters and state of the art analytical platforms); - establishing professional links but also creating a social network at national and international level; - empowering early-stage researchers through e.g. internal call for projects, mobility grants; - Nomination of a number of referents e.g. integrity representative, referent for harassment. <p>The shortcomings derive from lack of formalization of the existing tools (e.g. ethics charter or according policies) and lack of trainings on these tools (e.g. anti-plagiarism software).</p>
Recruitment and selection	<p>IPGP has been following national regulations of recruitment and selection. The permanent staff recruitment is done through means of national competition, secondment, or employees transfer, follows legal rules of MESRI. The selection of PHD researchers is done at first stage by a thesis supervisor and finally decided by the doctoral school commission on admission. Procedures for recruitment of contracted staff exist and re regularly updated. Recruitment and selection of European research positions fully follows the principles of Code. All recruitments are merit-based and follow the principle of non-discrimination for national and international staff. IPGP recognizes</p>

	<p>mobility experience, as well as accepts other than research experience.</p> <p>The weaknesses are noted in the lack of formalized procedures, including lack of transparency in informing unsuccessful candidates.</p>
<p>Working conditions</p>	<p>The regulation of working conditions is done on national level, and applied at IPGP. IPGP strengths are in particular</p> <ul style="list-style-type: none"> - the security and disability infrastructure are in place; - Employment and social benefits of permanent staff are guaranteed by the State, - Contracted staff has access to career advice, and personal development through large international networking; - The institution provides funding for research to several categories of its employees e.g. after return from observatories or a nomination on permanent position; - Each staff member has a possibility to participate in decision-making; - Gender balance issues are strongly addressed at IPGP. <p>The identified weaknesses are</p> <ul style="list-style-type: none"> - Lack of formal procedure for complaints; - Lack of the salary grid for contractual researchers.

<p>Training and development</p>	<p>Among the strengths, multiple issues can be noted:</p> <ul style="list-style-type: none"> - IPGP doctoral school has full set of procedures for supervision, follow up, and development of early stage researches; - A multi-level supervision system is in place, and permits to address personal development issues at all levels; - A training unit exists within IPGP HR department. The unit regularly disseminates training possibilities. <p>The minor weak points include encouraging ESR to take team responsibilities, and reporting.</p>
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3. ACTIONS

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organisation's HR Strategy dedicated webpage(s):

<p>*URL:</p>

Please fill in a sum up list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis:

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/s emester)	Responsible Unit	Indicator(s)	Target(s)
<i>Free text -100 words max</i>	<i>Retrieved from the GAP Analysis</i>				
Description sheets of available analytical platforms and observatories are to be regularly upgraded and made more accessible to all the staff.	1.1. Research freedom	0-6	Heads of platforms and observatories & Communication or IT	<ul style="list-style-type: none"> • Number of updated sheets/ Number of total sheets >90% 	Publication on their respective web sites (i.e. platform, observatories) of updated sheets
Technical and administrative skills database is to be updated on IPGP internal Website.	1.1. Research freedom	18-24	HR Communication	<ul style="list-style-type: none"> • List of skill category • 90% of technical skills in database • 70% of administrative skills in database 	Creation of a database and publication of the internal network of IPGP
Dissemination of existing sources of funding, structure and national and international calls is to be reinforced.	1.1. Research freedom	6-12	Bureau des contrats. Direction: partnership and research, DFED IT	<ul style="list-style-type: none"> • 2 emails per call sent to chercheur@ipgp.fr, pari@ipgp.fr, Team leaders@ipgp.fr. • 1 email to announce call and give link to intranet web page • 1 email to recall dead line of the calls 	Intranet repository web page with the list of ongoing calls with appropriate links and deadlines updated regularly
Set up access to juridical support of UP legal services in case of need for scientific projects.	1.1. Research freedom	6-12	Direction: partnership Bureau des contrats.	<ul style="list-style-type: none"> • 1 presentation of the UP juridical support to one of the monthly Team leaders meeting • Numb of requests to UP per year 	Definition of procedure to contact UP services and designation of an UP-staff contact point for IPGP within UP services
Promote the knowledge of Foundation "Université de Paris" and of its activities to support multidisciplinary and innovative projects.	1.1. Research freedom	18-24	Communication Team leaders	<ul style="list-style-type: none"> • 1 presentation of the Foundation-UP • Number of projects submitted to the Foundation-UP calls over a 2 years period 	Foundation-UP weblink on IPGP website Banner announcing Foundation-UP news 1 visit of the Foundation-UP representative at one of the

					<i>monthly Team leader meetings</i>
Elaborate and disseminate an IPGP ethical charter with core-values and principles.	1.2. Ethical principles	6-12	<i>Direction IPGP ethical representatives HR</i>	<ul style="list-style-type: none"> • Presentation of the charter to Administrative Board and scientific and educational councils. • Creation of an open webpage within the IPGP web site presenting IPGP ethical core-values and principles. • Email the charter document to each IPGP staff via all@ipgp.fr with signature request • Number of staff signing charter/total staff > 50% 	Elaborated ethical IPGP Charter
Reinforce the communication on ethical principles on IPGP website.	1.2. Ethical principles	18-24	<i>IPGP ethical representatives Communication</i>	<ul style="list-style-type: none"> • Number of staff signing charter/total staff > 90% • IPGP's ethical representative reports published on IPGP intranet 	Increasing the number of staff signing the charter
Generic training on the fundamental ethical principles of research, including specificities at IPGP on monitoring telluric risks, for all IPGP staff (junior and senior) is to be initiated.	1.2. Ethical principles	18-24	<i>IPGP ethical representatives</i>	<ul style="list-style-type: none"> • 100% of IPGP's PhD trained • 100% of IPGP's Post-Doc trained 	Annual days on ethical principles including IPGP's specificities on monitoring telluric and environmental risks
Coordination of IPGP ethical representatives with the UP ethical committee	1.2. Ethical principles	0-6	<i>Direction IPGP ethical representatives Communication</i>	<ul style="list-style-type: none"> • Participation of the IPGP's representative to UP's ethical committee • Links made on IPGP website with webpages of the UP ethical committee 	Increasing the number of joint activities (IPGP-UP) on topics related to ethical principles
Training day dedicated to research integrity and responsibility for all junior and senior researchers is to be organized.	1.3. Professional responsibility	18-24	<i>DFED Communication IPGP ethical representatives</i>	<ul style="list-style-type: none"> • Number of junior staff taking the course > 70% • Number of senior staff taking the course > 70% 	Creating an online training course on IPGP's intranet dedicated to research integrity and responsibility

Software to avoid plagiarism are to be made available to staff on the intranet.	1.3. Professional responsibility	6-12	IT service DFED Communication Team leaders	<ul style="list-style-type: none"> Nb of Master thesis self-controlled by software before defense/Total number of master thesis >90% Nb of PhD self-controlled by software before defense/Total number of PhD >90% 	Web page dedicated to plagiarism with link to software download.
Training for use of plagiarism software is to be provided.	1.3. Professional responsibility	6-12 12-18	DFED Team leaders	<ul style="list-style-type: none"> 100% of new master and PhD trained 70% of junior and senior staff trained 	An annual session of training for new master students, PhDs and Post-doc staff All permanent junior and senior staff trained
Promoting train travel for trips smaller than 1000 km.	1.3. Professional responsibility	6-18	Direction Team leadersq Project leaders	<ul style="list-style-type: none"> Budget for plane trips <1000km reduced each year. Nb of plane trips < 20% of total nb of trips to destinations within 1000km 	Restricting the use of plane for trips smaller than 1000km to day trips (when necessary) or to destinations not easily accessible by train
Promoting remote access for external experts and colleagues to meetings for PhD mid-term committee, project progress reports and deliverables.	1.3. Professional responsibility	0-6	DFED Project leaders Team leaders	<ul style="list-style-type: none"> Proportion of trips for PhD committees and meetings < 20% Proportion of trips for IPGP managed projects and meetings < 20% 	Restricting trips for external experts to thesis jury. Decrease the number of trips which are not necessary for research projects
Calculate IPGP teams' carbon footprint.	1.3. Professional responsibility	18-24	Team leaders DFED Greenglobe Direction	<ul style="list-style-type: none"> Publication of IPGP's yearly global carbon foot print in IPGP's annual report, including DFED carbon footprint Presentation of the IPGP's budget to one of the yearly greenglobe meetings 	Selection of a carbon foot print tool by greenglobe Reduce IPGP's teams carbon footprint
Systematic CO ₂ compensation when long distance flights are used to go to	1.3. Professional	6-12	Project leaders Team leaders Greenglobe	<ul style="list-style-type: none"> Selection by the board of trustees of a compensation program 	Survey of carbon compensation programs by greenglobe Presentation of the respective

major annual conferences abroad.	responsibility		Board of trustees	<ul style="list-style-type: none"> • Include budget for CO2 compensation in travel costs of projects • Make eligible CO2 compensation as a mission cost for IPGP financial services 	program to the Administrative Board (CA)
Improve compliance of researchers with their obligations regarding funding agencies and partners (reporting, etc.)	1.4. Professional attitude	12-18	Bureau des contrats	<ul style="list-style-type: none"> • Number of trainees/Total number of project leaders > 70% 	Training of new project leaders to obligations compliance
Chart of conduct for projects with private contractors is to be established.	1.4. Professional attitude	6-12	Bureau des contrats Board of trustees Project leaders	<ul style="list-style-type: none"> • the Chart of conduct available on the intranet • 100% of PI have signed this charter when they establish connection with private contractors 	Elaborate the Chart of conduct Validation of the charter by the Administrative Board (CA)
Ensure that benefits (non-monetary) sharing is guaranteed when collaborations with low-income countries are engaged.	1.4. Professional attitude	6-12	Scientific council Ethical representatives Project leaders	<ul style="list-style-type: none"> • All collaborations with low-income countries must comprise activities to benefits (education, dissemination, training, internships ...) 	Benefits of project outcome for low-income countries are mentioned in all conventions of collaboration
Elaboration of official acknowledgement forms to be downloaded from IPGP Website (platforms, infrastructure, funding sources etc.).	1.5. Contractual and legal obligations	12-18	Communication Scientific council Ethical working group Observatories' directors Platform's PIs DFED Project PIs Team leaders	<ul style="list-style-type: none"> • Numbers of publications with relevant acknowledgments / total IPGP number of publications > 70% • 100% PhD thesis respecting acknowledgments charter • 100% Master thesis respecting acknowledgments charter 	List of acknowledgment forms Publications of forms on the intranet Website

Publication on the website of the main regulations that may apply to IPGP research activities (environment, Nagoya Protocol, guidelines, etc.).	1.5. Contractual and legal obligations	12-18	Communication	<ul style="list-style-type: none"> Creation of a webpage dedicated to main regulations 	Regulations are available on the website and systematically updated
Compliance with the contractual rules of the work during the PhD thesis monitoring committees and during the PhD defense.	1.5. Contractual and legal obligations	0-6	DFED	<ul style="list-style-type: none"> 100% of PhD candidates have signed the PhD charter 100% of PhD advisors have signed the PhD charter 	All PhDs and PhD advisors are informed of rules
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.	1.5. Contractual and legal obligations	12-18	HR Project leaders	<ul style="list-style-type: none"> 100% of staff in a project trained 	On-line training or UP training announced on IPGP intranet training web page One dedicated seminar every two years
To implement digital notebooks for users of the PARI analytical platform and other laboratories (training, verification, curation), for field work.	1.6. Accountability	6-12	IT department Platforms Team leaders	<ul style="list-style-type: none"> Nb digital notebook/Nb of instrument > 50% Nb of trained platform staff/Nb of total platform staff > 70% 	1 digital notebook per platform instrument
To open an IPGP data repository (under management of IPGP data center, with data traceability).	1.6. Accountability	18-24	IPGP data center IT Communication Team leaders	<ul style="list-style-type: none"> 100% of IPGP's research teams have access to repository space Numb of research team's staff trained to use repository tool / Total numb of team's staff > 70% 	Selection of a common repository management tool for IPGP research teams and platform instrument Open 500 Terabits of data repository space within data

						center
Better communication of safety rules, these rules are to be displayed in French and English	1.7. Good practice in research	12-18	Team leaders Team's Health and safety referee	<ul style="list-style-type: none"> • Numb of laboratory facilities displaying notes/ total number of laboratories facilities > 90% • 100% of Health and safety notes translated from French to English 	Improving safety for the use of laboratory facilities	
Create a Database of risks for every laboratory room.	1.7. Good practice in research	0-6	Team's leader Team's Health and safety referee	<ul style="list-style-type: none"> • Publication of the List of risks • Numb of labs with described risks/ Total numb of labs >90% • Numb of labs with described risks in database/ Total numb of labs 	Inventory of risks and risk description Database of risks available on IPGP's Intranet for each laboratory facility	
The IT, HR and Defence and Security services are to formalize the internal rules of GDPR in the IPGP.	1.7. Good practice in research	12-18	IT, HR and Defence and Security services	<ul style="list-style-type: none"> • Publication of the List of rules • Numb of formalized rules/ Total numb of listed rules >90% 	Inventory of IPGP's GDPR rules Rules available on IPGP's Intranet	
To nominate Data Protection Officer.	1.7. Good practice in research	0-6	Direction IT Data center	<ul style="list-style-type: none"> • DPO presentation at one of the monthly Team leader meetings • Generic DPO email address for inquiries: dpo@ipgp.fr 	Nomination of DPO	
IPGP is to enforce to put in HAL all the articles accepted for publication.	1.8. Dissemination, exploitation of results	12-18	Team leaders Project leaders DFED	<ul style="list-style-type: none"> • Number publication deposited on HAL-UP / total number of IPGP's publications > 50% • Number of yearly publications Hal deposited after 2020 / Total number of IPGP's yearly publications after 2020 > 70% 	In the next two years, >50% of all publications of IPGP research staff deposited on https://hal-univ-paris.archives-ouvertes.fr via the dedicated IPGP link of the UP open archive page. N three years, all IPGP publications on HAL	
Improve communication channels to	1.8.	18-24	Direction Board of	<ul style="list-style-type: none"> • One dedicated Administrative Board meeting to define topic 	1 IPGP/Policy maker meeting every 2 years on one targeted	

transfer scientific main findings to policymakers.	Dissemination, exploitation of results		trusties Communication Team leaders	<ul style="list-style-type: none"> Creation of meeting's organizing comity 1 meeting in 2023 	topic proposed by the Administrative Board
To generalize data management plan (DMP) for all research data.	1.8. Dissemination, exploitation of results	6-12	Data center Communication Team leaders Scientific council Platforms Observatories	<ul style="list-style-type: none"> Creation of an intranet DMP page 1 general seminar on DMP recommendations (from U, CNR, ANR, ...) and on previous DMP initiatives by French institutions 	UP-DMP tool dissemination on IPGP intranet : https://archivesic.ccsd.cnrs.fr/sic_01690547/document
To define indicators for non-discrimination so as to establish policies or ethical charter on this aspect.	1.10. Non-discrimination	12-18	Ethical representatives Scientific council communication	<ul style="list-style-type: none"> definition of indicators by IPGP's ethical representatives from inputs from IPGP community, CNRS, UP, French universities and institutions Publication on IPGP's web page of IPGP's charter of ethics, deontology and scientific integrity 	Define 4 top indicators of ethical risk (such as Pressure to compromise organizational standard, Observed misconduct, Reporting of observed misconduct, Retaliation against reporters) Establish a charter on good practices in agreement with UP and CNRS charters
To extend the gender training day to other types of discrimination and to unconscious biases for all IPGP staff members.	1.10. Non-discrimination	18-24	Communication Ethical representatives	<ul style="list-style-type: none"> Number of staff attending training /total number of staff > 70% 	On-line training or UP training announced on IPGP intranet training web page
To elaborate and vote at the administration council the charter of the contractual employees.	2.12. Recruitment	12-18	HR Board of trusties	<ul style="list-style-type: none"> 1 Board of trusties meeting to vote the charter Charter available on ad hoc IPGP's intranet page 	Charter prepared and voted by the Board of trusties
To standardise recruitment announcements with adding an	2.12.	0-6	HR Team leaders	<ul style="list-style-type: none"> Template available on ad hoc IPGP's intranet page Template presentation during 	Template of recruitment announcements updated

obligatory statement for all recruitments on non-discrimination.	Recruitment			<i>one of the monthly Team leader meetings</i>	
To extend the practice of publishing the positions on a resource such as EURAXESS JOBS to all positions.	2.12. Recruitment	0-6	HR Team leaders	<ul style="list-style-type: none"> • guideline available on ad hoc IPGP's intranet page • guideline presentation during one of the monthly Team leaders meeting • Number of positions published on EURAXESS/ Total number of open positions > 90% 	Publication of a guideline for systematic publication of positions on EURAXESS
All the position openings are to follow a specific format pre-defined with the involvement of the Human resources department.	2.13. Recruitment (Code)	0-6	Team leaders HR	<ul style="list-style-type: none"> • guideline available on ad hoc IPGP's intranet page • guideline presentation during one of the monthly Team leaders meeting • Number of positions following guideline/ Total number of open positions > 90% 	Publication of a guideline 100% of recruitment openings are using the guideline
Elaborate a common template for official IPGP PhD and Post-Doc offers, following the EU rules.	2.13. Recruitment (Code)	6-12	HR Bureau des contrats DFED	<ul style="list-style-type: none"> • Template available on ad hoc IPGP's intranet page • Template presentation during one of the monthly Team leaders meeting • Number of offers following template/ Total number of PhD and Post Doc offers > 90% 	Publication of a Template
Elaborate a frame for the first-step selection of PhD and Post-Doc made by project leaders or foreseen PhD mentors.	2.13. Recruitment (Code)	6-12		<ul style="list-style-type: none"> • Template available on ad hoc IPGP's intranet page • Template presentation during one of the monthly Team leaders meeting • Number of selections following template/ Total number of PhD and Post Doc offers > 90% 	Publication of a Template
Finalize procedures for recruitment of contractual staff	2.14. Selection (Code)	12-18	HR	<ul style="list-style-type: none"> • Number of recruitment following procedure/ Total number recruitment > 90% 	Procedure of recruitment available

Subscribe to the DORA initiative (https://sfdora.org)	2.14. Selection (Code)	0-6	Board of trustees Direction	<ul style="list-style-type: none"> IPGP Board of trustees vote for the signature to the DORA initiative IPGP in the list of signers as an institution(https://sfdora.org/signers/?_signers_keyword=IPGP) 	Sign the Dora initiative
To add to the “Procedures for recruitment of contractual staff” the obligation to inform unsuccessful candidates.	2.15. Transparency (Code)	0-6	HR	<ul style="list-style-type: none"> Number of notifications/ Number of unsuccessful candidates > 90% 	Template of Notification letter of unsuccess Modification of the recruitment charter
The salary grid proper to IPGP’s contractual staff is to be elaborated and include the seniority increase. The modality of the increase has to be discussed and voted at the Administrative Board.	2.20. Seniority (Code)	12-18	HR Board of trustees	<ul style="list-style-type: none"> Board of trustees voting on the new salary grid 	The grid is available and voted
The fixed-term contracts are to have a proper seniority indexation grid.	2.20. Seniority (Code)	12-18	HR Board of trustees	<ul style="list-style-type: none"> Board of trustees voting on the fixed term contracts salary grid 	The grid is available and voted
In the Charter of the contractual researchers, the seniority increase has to be addressed and applied.	2.20. Seniority (Code)		HR		The grid is available and introduced to the Charter
Recruitment committees for post-docs	2.21.	6-12	HR Team leaders	<ul style="list-style-type: none"> Number of committees following the rule / Number of total 	Procedure of recruitment available

are to be the rule (like for PhD candidates).	Postdoctoral appointments (Code)		<i>Project PI</i>	<i>comities > 90%</i>	
Enhancing of professional experience system is being elaborated jointly with Université de Paris and CNRS and will be followed and disseminated in IPGP.	3.22. Recognition of the profession	0-6	<i>HR</i>	<ul style="list-style-type: none"> Documents downloadable from the IPGP intranet 	Documents collections
Training for first aid and safety procedures to staff doing remote field work is to be done.	3.24. Working conditions	18-24	<i>Training unit Defense and Security agent</i>	<ul style="list-style-type: none"> Number of trainees/Number field work expeditions > 70% 	<i>Production of a training course including IPGP's field work specificities Safety kit (cellular phone, ...) available for all remote field work</i>
To enforce regular visits to occupational health physicians for all the IPGP staff (permanent and fixed-term).	3.24. Working conditions	18-24	<i>HR</i>	100% of visit attendance	1 visit/year/staff
To improve the procedure for first year fixed-term contracted PhD or Post-doc to ensure rapid first salary payment.	3.26. Funding and salaries	6-12	<i>HR Scientific council</i>	<ul style="list-style-type: none"> Number of first month salaries paid at the end of 1st month/ Number of due first month salaries for PhD &/or Post-docs > 90% 	First salary paid at the end of the month of engagement
Actively seek female candidates for key positions in IPGP, including for IPGP director.	3.27. Gender balance	18-24	<i>Direction Board of trustees Search comity</i>	<ul style="list-style-type: none"> Composition of Search comity for IPGP director available on IPGP web page Searchcomity@ipgp.fr generic email 	Nomination by the Board of trustees of a gender balanced search comity 1 year before the position of director is to be open.

Enforce Gender balance for mid-term PhD evaluation committees.	3.27. Gender balance	0-6	DFED	<ul style="list-style-type: none"> 100% of the mid-term committees are gender balanced 	Gender balanced comity Rule added in the PhD charter signed by the PhD candidate and the PhD advisor
To introduce annual interviews for researchers who feel need for it.	3.28. Career development	18-24	Direction Scientific council	<ul style="list-style-type: none"> Introduction of this procedure at one of the monthly Team leaders meeting 100 % of requests satisfied 	Written report of the interviews (after agreement of the researcher) available to the team leaders concerned
To introduce annual interviews for team leaders with the IPGP directors.	3.28. Career development	0-6	Direction	<ul style="list-style-type: none"> 100% of team leaders are granted at least 1 interview with the direction/year 	Written reports of interviews (after agreement of the team leader) available to the team and if necessary to other teams
To promote the pooling of technical and administrative resources between teams and services.	3.. Value of mobility	0-24	Direction, HR Scientific Council	<ul style="list-style-type: none"> >20% of administrative staff is pooled between several teams or is affiliated to two administrative services >50% of requested transfers to another team/obs/service successful 	Regular updates of the skills repository on Intranet Nomination of one vice-director of IPGP in charge of technical and instrumental development
To elaborate 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.	3.32. Co-authorship	6-12	Scientific council Team leaders Direction	<ul style="list-style-type: none"> 90% of IPGP publications follow the charter Charter presentation in one of the monthly Team leaders meeting Diffusion of the charter via all@ipgp.fr 	Publication of the charter on Intranet dedicated web page
Make a formal procedure for complaints, available to all, and included in the IPGP ethics charter.	3.34. Complains/ appeals	12-18	Ethics representatives DFED Project leaders Direction	<ul style="list-style-type: none"> procedure presentation in one of the monthly Team leaders meeting procedure presentation each year for the new PhDs and Post-docs in ad hoc meetings 	Procedure is available on Intranet

Nominate a moderator independent from the IPGP direction that could help individuals settling conflicts without the need of a formal complaint. Possibly outsource this mission. Going through this step could be mandatory before a formal complaint is filed.	3.34. Complains/ appeals	12-18	Direction Board of trustees	<ul style="list-style-type: none"> • procedure presentation in one of the monthly Team leaders meeting • procedure presentation each year for the new PhsD and Post-doc in ad hoc meetings • all requests taken in charge by the moderator 	Nomination of a moderator
Encourage training on conflict management.	3.34. Complains/ appeals	18-24	HR Team leaders	<ul style="list-style-type: none"> • 50% of team leaders attended training of conflict management at least once per mandate. 	Training programs available on the intranet web page.
Team leaders are to report regularly to the scientific council.	4.36. Relation with supervisors	6-12	Team leaders Scientific council	<ul style="list-style-type: none"> • 100% of SC meeting listen to 2 team leaders 	Scientific council (SC) hears 2 team leaders per CS meeting
To guarantee at least one team meeting per trimester for all teams.	4.36. Relation with supervisors	12-18	Team leaders Direction	<ul style="list-style-type: none"> • 100% of the team leaders held 1 meeting /trimester 	Team leader charter published on the intranet webpage
A management course is to be followed by team leaders at least once during the mandate.	4.37. Supervision and managerial duties	18-24	HR Team leaders	<ul style="list-style-type: none"> • 50% of the team leaders followed the training course 	Training programs available on the intranet web page.
A mission letter is to be addressed to every team responsible when starting the function.	4.37. Supervision and managerial duties	18-24	Direction	<ul style="list-style-type: none"> • Publication of the letter on the intranet web page • 100% of the team leaders received and signed the letter when nominated 	Drafting the mission letter

To elaborate a charter of the team leader duties.	4.37. Supervision and managerial duties	18-24	Direction	<ul style="list-style-type: none"> 100% of the team leaders received and signed the charter when nominated 	Drafting the charter
To encourage team leaders to offer the possibility to PhDs and post-docs to take responsibilities within their team.	4.38. Continuing Professional Development	18-24	Team leaders Direction	<ul style="list-style-type: none"> Post-docs and PhDs are given responsibilities within their teams, IPGP or UP. 	Action included in the team leader charter
To indicate the availability of trainings in the welcome booklet.	4.39. Access to research training and continuous development	0-6	HR Communication DFED	<ul style="list-style-type: none"> procedure presentation in one of the monthly Team leaders' meetings procedure presentation each year for the new PhDs and Post-doc in ad hoc meetings 	Link to the training calendar website available in the welcome booklet
To communicate on workshops, summer schools, ... (participation and teaching possibilities).	4.39. Access to research training and continuous development	12-18	Communication DFED Team leaders	<ul style="list-style-type: none"> procedure presentation in one of the monthly Team leaders meeting procedure presentation each year for the new PhDs and Post-doc in ad hoc meetings 	Summer schools' program available on the Intranet
Post on the intranet the training programs offers.	4.39. Access to research training and continuous development	6-12	HR Communication	<ul style="list-style-type: none"> procedure presentation in one of the monthly Team leaders meeting procedure presentation each year for the new PhDs and Post-doc in ad hoc meetings 	Trainings calendar available on the Intranet
Nominate a mentor for new permanent staff.	4.40. Supervision	12-18	Direction Team leaders	100% of new staff has a mentor	Mentor nomination procedure given in the welcome booklet

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 the case, please make the link between the OTM-R checklist and the overall action plan.

A steering committee will oversee the OTM-R checklist and make sure that by the end of the 1st phase the check list results reach at least +- level for all the points.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

4. IMPLEMENTATION

General overview of the expected implementation process:

A steering committee for the implementation of HRS4R action plan will be created. It will be

composed of independent representatives of the direction and of the involved departments, as well as representatives of the research community (?) The steering committee will hold 2 sessions/year to oversee the process, and report to the Administrative board yearly.

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Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Checklist	*Detailed description and duly justification
How will the implementation committee and/or steering group regularly oversee progress?	<ul style="list-style-type: none"> - Twice a year the committee will hold a meeting to check the process of actions listed for the period in the implementation timeline (cf. GANTT); - The administrative board will review the process yearly.
How do you intend to involve the research community, your main stakeholders, in the implementation process?	The research community representatives will take part in the work of steering committee.
How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R	The written guidelines, procedures and charters will make the core of HR department functioning. The implementation of those will be overseen by

is recognized in the organisation's research strategy, as the overarching HR policy.	the Director for central services.
How will you ensure that the proposed actions are implemented?	The two-level supervision will be set up : a steering committee overseeing the implementation of actions that will be controlled by the Administrative board.
How will you monitor progress (timeline)?	The steering committee will oversee the timeline twice a year.
How will you measure progress (indicators) in view of the next assessment?	The quantitative indicators are to be measures by the internal and external (reports) documentation. The qualitative indicators will be evaluated by the questionnaires distributed among researchers.

Additional remarks/comments about the proposed implementation process:

(free text, 1000 words maximum)

