Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Description sheets of available analytical platforms and observatories are to be regularly upgraded and made more accessible to all the staff.	1. Research freedom	0-6	*Heads of platforms and observatories & Communication or IT*	• *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. Research freedom	18-24	*HR Communication*	• *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*
Set up access to juridical support of UPCité legal services in case of need for scientific projects.	1. Research freedom	6-12	*Direction: partnership Contracts Office*	• *1 presentation on UPCité's legal support at one of the team leaders' monthly meetings.* • *Number of requests to UPCité per year*	*Definition of the procedure for contacting UPCité's services and designation of a contact point for the IPGP within UPCité's services.*
Promote the activities of the Fondation d'Université Paris Cité in funding multidisciplinary and innovative projects.	1. Research freedom	18-24	*Communication Team leaders*	• *1 presentation of the Foundation-UPCité Number of projects submitted to the Foundation-UPCité calls over a 2 years period*	*Foundation-UP weblink on IPGP website* *Banner announcing Foundation—UPCité news* *1 visit of the Foundation-UPCité representative at one of the monthly Team leader meetings*

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Disseminate an ethics charter common to the IPGP and UPCité with fundamental values and principles. Reinforce communication on ethical principles on the IPGP website.	1. 1.2. Ethical principles	6-24	*Direction IPGP Ethical Representatives HR Communication*	• *Presentation of the charter to the Board of Directors and the Scientific and Teaching Councils.* • *Creation of a web page on the IPGP website presenting the IPGP's values and ethical principles.* • *E-mailing of the charter to each IPGP staff member via all@ipgp.fr with a request for signature.* • *Number of employees having signed the charter/total number of employees > 90%.* • *Reports from the IPGP ethics representative published on the IPGP intranet.*	*The IPGP and UPCité joint ethics charter* *Increase the number of employees who have signed the ethics charter*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
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	*IPGP ethical representatives, DFED*	• *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 UPCité ethical committee	1.2. Ethical principles	0-6	*Direction IPGP ethical representatives Communication*	• *Participation of the IPGP's representative to UPCité's ethical committee* • *Links made on IPGP website with webpages of the UPCité ethical committee*	*Increasing the number of joint activities (IPGP-UPCité) on topics related to ethical principles*
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*	• *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.*

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Promote train travel for trips smaller than 1000 km.	1.3. Professional responsibility	*6-18*	*Direction* *Team leaders* *Project leaders* *DFED*	• *Proportion of trips for doctoral student committees and meetings < 20%.* • *- Proportion of travel for IPGP-managed projects and meetings < 20%.* • *- Budget for air travel <1000km reduced each year.* • *- Number of air trips < 20% of total number of trips to destinations less than 1000km away.*	*Reduce the number of trips that are not necessary for research projects.* *Limit the use of air travel for journeys of less than 1,000 km to day trips (when necessary) or to destinations that are difficult to reach by train.*
Promote remote access for external experts and colleagues to meetings for PhD mid-term committee, project progress reports and deliverables.	1.3. Professional responsibility	*6-18*	*Direction* *DFED* *Project leaders* *Team leaders*	• *Proportion of trips for PhD committees and meetings < 20%*	*Reduce the number of trips that are not necessary for research projects.* *Limit the use of air travel for journeys of less than 1,000 km to day trips (when necessary) or to destinations that are difficult to reach by train.*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Calculate the carbon footprint of IPGP teams using the tools set up at IPGP and UPCité.	1.3. Professional responsibility	18-24	*Team leaders* *DFED* *Greenglobe* *Direction*	• *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 footprint tool by greenglobe in conjunction with the UPCité teams working on the subject.* *Reducing the carbon footprint of IPGP teams.*
Systematic CO_2 compensation when long distance flights are used to go to major annual conferences abroad.	1.3. Professional responsibility	6-12	*Project leaders* *Team leaders* *Greenglobe* *Board of trusties*	• *Selection by the board of trustees of a compensation program* • *Include budget for CO_2 compensation in travel costs of projects* • *Make eligible CO_2 compensation as a mission cost for IPGP financial services*	*Survey of carbon compensation programs by greenglobe* *Presentation of the respective program to the Administrative Board (CA)*
Charter of conduct for projects with private contractors in conjunction with UPCité.	1.4. Professional attitude	6-12	*Contracts Office* *Board of trusties* *Project leaders*	• *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)*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Ensure that benefits (non-monetary) sharing are guaranteed when collaborations with low-income countries are engaged.	1.4. Professional attitude	6-12	*Scientific council Ethical representatives Project leaders*	• *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*
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*	• *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*	• *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*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Together with Université Paris Cité, 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*	• *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*
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*	• *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*	• *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*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
The IT, HR and Defense and Security Services are to formalize the internal rules of GDPR in the IPGP. To nominate Data Protection Officer.	1.7. Good practice in research	12-18	IT, HR and Defence and Security services Direction	• Publication of the List of rules • Numb of formalized rules/ Total numb of listed rules >90% • DPO presentation at one of the monthly Team leader meetings • Generic DPO email address for inquiries: dpo@ipgp.fr	Inventory of IPGP's GDPR rules Rules available on IPGP's Intranet 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	• 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 transfer scientific main findings to policymakers.	1.8. Dissemination, exploitation of results	18-24	Direction Board of trusties Communication Team leaders	• One dedicated Administrative Board meeting to define topic • Creation of meeting's organizing comity • 1 meeting in 2026	1 IPGP/Policymaker meeting every 2 years on one targeted topic proposed by the Administrative Board

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
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*	• *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*
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*	• *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*
Extend the gender training day to other types of discrimination and unconscious prejudice for all IPGP staff through joint actions with UPCité.	1.10. Non-discrimination	18-24	*Communication Ethical representatives*	• *Number of staff attending training /total number of staff > 70%*	*On-line training or UPCité training announced on IPGP intranet training web page*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Elaborate and vote at the administration council the charter of the contractual employees.	2.12. Recruitment	12-18	HR Board of trusties	• 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
All the position openings are to 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. 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	Team leaders HR SPR DFED	• 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 and a template 100% of recruitment openings are using the guideline
Finalize procedures for recruitment of contractual staff	2.14. Selection (Code)	12-18	HR	• Number of recruitment following procedure/ Total number recruitment > 90%	Procedure of recruitment available

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Add to the "Procedures for recruitment of contractual staff" the obligation to inform unsuccessful candidates.	2.15. Transparency (Code)	0-6	*HR*	• *Number of notifications/ Number of unsuccessful candidates > 90%*	*Template of Notification letter of unsuccess Modification of the recruitment charter*
A salary scale specific to the IPGP must be drawn up and include an increase for seniority. The terms and conditions of increases must be discussed and voted on by the Board of Directors. Fixed-term contracts must have an appropriate seniority indexation grid. In the Charter for Contract Teachers, seniority increases should be addressed and applied.	2.20. Seniority (Code)	18-24	*HR* *Board of trusties*	• *Board of trusties voting on the new salary grid*	*The grid is available and voted*
Recruitment committees for post-docs are to be the rule (like for PhD candidates).	2.21. Postdoctoral appointments (Code)	6-12	*HR* *Team leaders* *Project PI*	• *Number of committees following the rule / Number of total comities > 90%*	*Procedure of recruitment available*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Improvements to the professional experience system are being developed jointly with UPCité and will be monitored and disseminated at the IPGP.	3.22. Recognition of the profession	0-6	*HR*	• *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	*Training unit Defense and Security agent*	• *Number of trainees/ Number field work expeditions > 70%*	*Production of a training course including IPGP's field work specificities Safety kit (cellular phone, ...) available for all remote field work*
Enforce Gender balance for mid-term PhD evaluation committees.	3.27. Gender balance	12-18	*DFED*	• *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*
Introduce annual interviews for researchers who feel need for it.	3.28. Career development	18-24	*Direction Scientific council*	• *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*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Introduce annual interviews for team leaders with the IPGP directors.	3.28. Career development	0-6	*Direction*	• *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*
Promote the pooling of technical and administrative resources between teams and services.	3.. Value of mobility	0-24	*Direction, HR Scientific Council*	• *>20% of administrative staff is pooled between several teams or is affiliated to two administrative services* • *>80% of requested tranfers to another team/obs/service successful*	*Regular updates of the skills repository on Intranet*
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*	• *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*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Set up a formal complaints procedure, accessible to all, and included in the joint ethics charter of the IPGP and UPCité.	3.34. Complains/ appeals	*12-18*	*Ethics representatives DFED Project leaders Direction*	• *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 trusties*	• *procedure presentation in one of the monthly Team leaders meeting* • *procedure presentation each year for the new PhD and Post-doc in ad hoc meetings* • *all requests taken in charge by the moderator*	*Nomination of a moderator*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Encourage training on conflict management and elaborate a common action with UPC.	3.34. Complains/ appeals	18-24	*HR* *Team leaders*	• *50% of team leaders attended training of conflict management at least once per mandate.* • *Training in conflict prevention and management provided at UPCité, particularly for unit and component directors but also offered to all staff.*	*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*	• *100% of SC meeting listen to 2 team leaders*	*The Scientific Advisory Board (SAB) hears all the team leaders over the course of a term of office.*
Guarantee at least one team meeting per trimester for all teams.	4.36. Relation with supervisors	12-18	*Team leaders* *Direction*	• *100% of the team leaders held 1 meeting / trimester*	*Team leader charter published on the intranet webpage*

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Elaborate a charter of the team leader duties. A mission letter is to be addressed to every team responsible when starting the function.	4.37. Supervision and managerial duties	18-24	Direction	• 100% of team leaders received and signed the charter when they were appointed. • Publication of the letter on the intranet • 100% of team leaders received and signed the letter when they were appointed.	Drafting the charter Drafting the mission letter
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	• Post-docs and PhDs are given responsibilities within their teams, IPGP or UPCité.	Action included in the team leader charter
Indicate the availability of trainings in the welcome booklet.	4.39. Access to research training and continuous development	0-6	HR Communication DFED	• 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

Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)	Target(s)
Communicate on workshops, summer schools, ... (participation and teaching possibilities).	4.39. Access to research training and continuous development	*12-18*	*Communication DFED Team leaders*	• *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*	• *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*