

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

1. Research freedom	-/+ = partially implemented	<p><u>Relevant legislation</u></p> <p>The decisions of the Constitutional Council and the articles of the Education Code validate and provide a framework for university autonomy, freedom of teaching and the management of higher education establishments, guaranteeing equal and transparent access to teaching and student selection. They also emphasise the importance of university governance, resource management and respect for the principles of public service and equal access to education.</p> <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). 	<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. • Visiting international collaborators are encouraged to interact with students and young researchers and develop independent projects. • 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. • Dissemination of existing sources of funding, structure and national and international calls, is regularly done. <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. • Set up access to juridical support to research, possibly in cooperation with UP legal services. • Promote the activities of Foundation of "Université Paris Cité" to fund pluridisciplinary and innovative projects.
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2. Ethical principles	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>The current law defines the public service mission of higher education, guaranteeing equal access and the regulation of courses. It also specifies the autonomy of universities in the management of research and teaching, the conditions for the authorisation of establishments and the accreditation of courses, while emphasising the importance of partnerships and the professional integration of graduates.</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 Paris Cité (UPCité). • One IPGP referent for harassment issues participating to the dedicated unit implemented at UPCité. • 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/ UPCité 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.
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3. Professional responsibility	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>These laws provide a framework for intellectual property rights and obligations in the field of education and creativity. They specify copyright, the protection of works and the exceptions applicable to teaching and research, while guaranteeing recognition for creators. They aim to strike a balance between the dissemination of knowledge and the protection of intellectual rights.</p> <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. 	<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 • Creation of the greenglobe discussion group at IPGP. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Softwares to avoid plagiarism will be made available to staff on the intranet. Training for use of plagiarism softwares will be provided. • Promoting remote meetings for PhD mid terms committee and project progress reports. <p>Calculate IPGP teams' carbon footprint.</p> <p>Favoring train travel for trips shorter than 1000 kms.</p> <ul style="list-style-type: none"> • Systematic CO₂ compensation when long distance flights are used to go to major conferences abroad.
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4. Professional attitude	+-	<p><u>Relevant legislation</u></p> <p>The legislation highlights the fundamental missions of education and research in France. They emphasise the role of higher education institutions in the transmission of knowledge, the development of research and innovation. Research is presented as a national priority, essential to scientific and technological progress.</p> <p><u>Gaps</u></p> <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><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 team about their activities and research plan; 5-year research plan. • 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"> • Chart of conduct for projects with private contractors in common with UPCité • Ensure that benefits (non-monetary) sharing is guaranteed when collaborations with low-income countries.
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<p>5. Contractual and legal obligations</p>	<p>-/+ = partially implemented</p>	<p><u>Relevant legislation</u></p> <p>These laws define the rules governing intellectual property in the fields of education and creativity. They provide a framework for copyright and the protection of works, while allowing exceptions for teaching and research. The aim is to ensure a balance between the dissemination of knowledge and respect for the rights of creators.</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. • Lack of knowledge of environmental regulations (European, regional and international) such as for example the Nagoya Protocol. 	<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 UPCité 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. • Elaboration of official acknowledgement forms (platforms, infrastructure, funding sources etc.) is available. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Publication on the website of the main regulations that may apply to IPGP research activities (environment, Nagoya Protocol, guidelines, etc.). • Together with UPCité, conduct trainings on the Nagoya Protocol and other European/ international regulations related to the environment and to IPGP research activities.
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6. Accountability	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>The law governs the management of public scientific, cultural and professional establishments. They specify the rules governing their administration, operation and resource management. The aim is to ensure effective governance that is adapted to the teaching and research missions of these institutions.</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. • No general data repository (in open access) at IPGP. • No clear guidelines regarding the GDPR (European Directive on data protection). 	<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). • Mandatory laboratory note books are distributed to all PhDs. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Opening of an IPGP data repository (under management of IPGP data center, with data traceability) at https://dataverse.ipgp.fr
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7. Good practice in research	-/+ partially implemented	<p><u>Relevant legislation</u></p> <p>Partially in compliance with Decree no. 82-453 of 28/05/1982 on health and safety at work and the prevention of risks of accidents at work, as well as the Data Protection Act 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. • 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.
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<p>8. Dissemination, exploitation of results</p>	<p>+-</p>	<p><u>Relevant legislation</u></p> <p>The law provides a framework for the missions and organisation of higher education and research establishments. They define the rules governing the promotion of research, the governance of institutions and their administrative operation. The aim is to promote innovation, the transfer of knowledge and the efficient management of institutions.</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://centrededonnees.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, UPCité). • 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.
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9. Public engagement	++	<p><u>Relevant legislation</u></p> <p>The law defines the fundamental missions of higher education institutions, such as the transmission of knowledge, the development of research and innovation. It also provides a framework for their organisation and responsibilities. The aim is to ensure that they operate efficiently in the service of education and research.</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 UPCité. • IPGP staff attend major Education fairs to promote its training courses.
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10. Non-discrimination	+/-	<p><u>Relevant legislation</u></p> <p>The laws in force are designed to govern the civil service, promote equal rights and combat discrimination. They define the rights and obligations of civil servants, and provide a framework for their recruitment, careers and mobility. They bring French law into line with Community law to better combat discrimination and improve access to permanent employment, as well as conditions for contract staff. Decrees specify the selection and promotion procedures for civil servants, and promote equal representation, particularly between the sexes on certain juries.</p> <p>Legislative provisions establish the protection of personal data, guarantee the confidentiality of statistics and promote the integration of disabled people into the civil service. At the same time, the creation of a Human Rights Ombudsman ensures that citizens' rights are respected and that discrimination is combated. Together, these texts support equal opportunities, inclusion and improved working conditions for all civil servants, while strengthening the transparency and accountability of the public administration.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Non-discrimination trainings have to be extended to other than gender dimensions such as disabilities, ethnical origin, nationality, etc. • Lack of awareness about unconscious bias. • Restrictive definition of excellence in science that ampers researchers to invest tasks of collective interest. 	<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><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 in partnership with UPCité.
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11. Evaluation/ appraisal systems	++	<p><u>Relevant legislation</u></p> <p>The texts governing the evaluation of research and higher education define the procedures for evaluating researchers and laboratories. The decree on the Haut Conseil de l'évaluation provides a framework for its role in evaluating public policy in these areas. Finally, a decree sets out the conditions of employment for non-tenured State employees, ensuring the management and protection of their rights.</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 progress and identify any potential conflicts with PhD mentor or team members. • IPGP researchers are evaluated ad-hoc for the attribution of RIPEC or promotions. • The IPGP scientific council evaluates projects submitted to IPGP and UPCité calls.
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Recruitment and Selection

12. Recruitment	+/-	<p><u>Relevant legislation</u></p> <p>The texts provide a framework for the status of public-sector employees and researchers, defining the conditions for recruitment, career development and personnel management. They specify the status of astronomers and physicists, as well as engineers and technical and administrative research staff. The decree relating to the personal files of civil servants formalises the management of information on electronic media. In addition, the decrees on contract staff and civil servants detail the general conditions of their employment, ensuring harmonised management and recognition of their rights and obligations.</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. • 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). • Recruitment announcements with adding an obligatory statement for all recruitments on non-discrimination are standardized. • The practice of publishing the positions on a resource such as EURAXESS JOBS to all opening 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.
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13. Recruitment (Code)	-/+	<p><u>Relevant legislation</u></p> <p>The Education Code provides a framework for the education system and higher education recruitment. They set out the principles and rules governing educational establishments and staff. The decree on the recruitment of temporary teaching and research assistants sets out the conditions for the recruitment, status and management of these staff in public higher education establishments.</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. 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>The Education Code governs the organisation of the French education system. It defines the status and working conditions of teacher-researchers and research staff in higher education establishments.</p> <p><u>Gaps</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. IPGP has signed the DORA initiative (https://sfdora.org). <p><u>Suggestion for improvement</u></p> <ul style="list-style-type: none"> Finalize procedures for recruitment of contractual staff.

15. Transparency (Code)	-	<p><u>Relevant legislation</u></p> <p>The articles of law govern the procedures for appointing members of juries and selection bodies for the recruitment and promotion of civil servants. They also govern conditions relating to career management and qualifications in the higher education sector.</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	++	<p><u>Relevant legislation</u></p> <p>The texts define the conditions for the recruitment, career and promotion of teacher-researchers in higher education establishments. They also establish the rules for career management and the criteria for promotion within the corps of teacher-researchers.</p>	<p><u>Already implemented</u></p> <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)	+	<p><u>Relevant legislation:</u></p> <p>The texts set out the conditions for access to teaching and research posts and specify the criteria for recruitment and promotion in higher education institutions. They also establish the rules relating to the qualifications and responsibilities of teacher-researchers within these institutions.</p>	<p><u>Already implemented</u></p> <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)	+-	<p><u>Relevant legislation</u></p> <p>The texts set out the rights and obligations of civil servants, particularly in terms of recruitment, career management and promotion. They also define the rules for administrative management, criteria for promotion and the responsibilities of civil servants, particularly in the bodies of teacher-researchers and other higher education staff.</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • Mobility experience is recognized.
19. Recognition of qualifications (Code)		<p><u>Relevant legislation</u></p> <p>Articles 26 1° and 46 1° of decree no. 84-431 of 6/06/1984 laying down the common statutory provisions applicable to teacher-researchers and laying down the special status of the body of university professors and the body of lecturers.</p> <p>Decree no. 92-70 of 16/01/1992 relating to the National Council of Universities.</p>	<p><u>Already implemented</u></p> <ul style="list-style-type: none"> • The recruitment for permanent positions follows the national legislation of recognition of qualifications.

20. Seniority (Code)	+/-	<p><u>Relevant legislation</u></p> <p>The texts set out the conditions for the recruitment, qualification and promotion of teacher-researchers in higher education establishments. They also define the rules for career management and performance assessment within these bodies.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> The indexation of the fixed-term contract position is not programmed. 	<p><u>Already implemented</u></p> <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. <p><u>Suggestion of improvement</u></p> <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.
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21. Postdoctoral appointments (Code)	+-	<p><u>Relevant legislation</u></p> <p>The texts govern the organisation and operation of the research and higher education sector, defining the procedures for recruiting and managing research staff. They also specify the rules governing the integration of researchers into higher education establishments and their status within the civil service.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> Recruitment procedures are not equivalent for post-docs and permanent researchers 	<p><u>Already implemented</u></p> <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>The texts provide a framework for the management, recruitment and status of researchers in public research establishments. They also define how research projects are to be funded and how the careers of scientific staff are to be organised, thereby regulating the public research sector.</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 UPCité and will be followed and disseminated in IPGP.

23. Research environment	+	<p><u>Relevant legislation</u></p> <p>The texts deal with the organisation and status of staff in public higher education and research establishments. They define the recruitment, career management and training procedures for public sector employees in these sectors. The circulars detail the application of the decrees and the implementation of reforms relating to human resources management in the civil service. The overall aim is to ensure better regulation and management of the careers of teaching and research staff in higher education and research.</p> <p><u>Gaps:</u></p> <ul style="list-style-type: none"> • Lack of legal expertise to help preparing confidential contracts between collaborators. 	<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 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 reserach. Researchers can be affiliated to numerous research teams, easily change team, after positive evaluation of the IPGP scientific council. • IPGP has a “Service Partenariat Recherche”, 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.
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24. Working conditions	+	<p><u>Relevant legislation</u></p> <p>The texts govern the recruitment, career management and promotion of teacher-researchers and staff in higher education and research. They define the conditions for access to posts, the criteria for promotion and the procedures for managing the careers of civil servants. The decrees also set out the rules for contract staff and the associated administrative procedures. Ministerial decisions specify the application of these rules, ensuring transparency and equality in the recruitment and management processes. The aim of all these texts is to guarantee fairer, more efficient and harmonised management of human resources in this sector.</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. Working equipment and space is available to all IPGP staff. • Announcement on universal risks (epidemies, 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.
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<p>25. Stability and permanence of Employment</p>		<p><u>Relevant legislation:</u></p> <p>The texts govern access to permanent employment and career management for civil servants in the State civil service. They define the terms and conditions for the recruitment, tenure and promotion of contract staff in public establishments. The 2012 law promotes access to permanent employment for contract staff, with specific measures for their integration. Rules specify the conditions and procedures for applying these reforms, strengthening the possibilities for tenure. The overall aim is to improve career management and guarantee equal opportunities in access to public services.</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.
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26. Funding and salaries	-	<p><u>Relevant legislation</u></p> <p>The texts provide a framework for the recruitment, career management and tenure of public employees in higher education and research establishments. They define the conditions of access to posts, internal promotion and the procedures for integrating contract staff. Rules specify the administrative procedures for managing human resources, with particular attention to recruitment and qualification criteria. The ministerial decisions and decrees relating to these texts detail the application procedures and guarantee equal opportunities and transparency in the processes. The overall aim is to ensure effective and fair career management, by regulating practices within the civil service.</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 from UPCité (UPCité appel d'offres plateformes et internal call UPCité, Stratex) are open to IPGP staff. • The salaries of permanent positions are regulated by the MESRI salary grid. <p><u>Suggestions for improvement</u></p>
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27. Gender balance	++	<p><u>Relevant legislation</u></p> <p>The texts define the missions and responsibilities of higher education institutions, as well as the conditions for the organisation and management of degrees and courses.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • Gender balance is not perfect for team leaders and for other leadership positions. 	<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. • 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 UPCité. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Enforce Gender balance for mid-term PhD evaluation committees.
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28. Career development	+	<p><u>Relevant legislation</u></p> <p>The texts set out the procedures for the recruitment, promotion and advancement of teacher-researchers, as well as the criteria for assessing their performance in higher education establishments.</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. • To introduce annual interviews for team leaders with the IPGP directors.
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29. Value of mobility	++	<p><u>Relevant legislation</u></p> <p>The texts provide a framework for the rights and obligations of civil servants, defining the terms and conditions of recruitment, promotion and career management. They also specify the conditions for promotion and disciplinary procedures applicable to civil servants in higher education and research establishments. Recent reforms aim to ensure fair career management and to strengthen transparency and equality in administrative processes.</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>The law sets out to improve conditions of access to public employment and equal opportunities, by introducing measures to promote the integration of disabled people into the civil service. These measures are designed to guarantee equal rights and opportunities for all applicants, particularly those with disabilities, in recruitment and career procedures.</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. • The supervisors make yearly assessment of career development needs of their technical staff.

31. Intellectual Property Rights	++	<p><u>Relevant legislation</u></p> <p>The articles of the French Intellectual Property Code define the rights relating to intellectual creations, including literary, artistic and scientific works. They specify the conditions for protecting creations, as well as the rules for managing copyright and patents, thereby guaranteeing that authors are recognised and remunerated.</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 works with UPCité legal services.
32. Co-authorship		<p><u>Relevant legislation</u></p> <p>The articles of the Intellectual Property Code govern the conditions for protecting literary and artistic works, as well as patentable inventions. They specify the rights of authors and inventors, as well as the procedures for transferring or assigning these rights, thereby guaranteeing the recognition and management of intellectual creations.</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>The articles of the law set out the conditions for the recruitment, promotion and advancement of teacher-researchers, as well as the criteria for assessing their performance in higher education institutions. They also define the rules relating to the administrative responsibilities and specific missions of teacher-researchers within their institutions.</p>	<p><u>Already implemented</u></p> <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>The texts govern the rights, obligations and careers of civil servants in the public service, in particular lecturers, and specify the procedures for recruitment, promotion and performance assessment. They also detail the organisational conditions of higher education establishments, covering aspects such as career management, tenure and access to administrative responsibilities. The aim of all these provisions is to guarantee fairness, transparency and respect for the rights of public employees, while ensuring effective management of human resources in higher education.</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 UPCité 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.
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35. Participation in decision-making bodies	++	<p><u>Relevant legislation</u></p> <p>Article 3 of decree no. 84-431 of 06/06/1984 defines the recruitment conditions and qualification criteria for teacher-researchers in higher education establishments, specifying the terms and conditions for their integration into the institutions.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • There is no representative of post-docs in governing bodies of IPGP. 	<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 governing bodies (i.e. Administrative Board, Scientific and Educational Councils) of IPGP.
Training and Development			
36. Relation with supervisors	-/+	<p><u>Relevant legislation</u></p> <p>The texts provide a framework for the organisation and management of higher education institutions, specifying the criteria for accrediting courses and the procedures for monitoring degrees. They also define the procedures for validating and recognising qualifications, to ensure compliance with educational and administrative requirements.</p> <p><u>Gaps:</u></p> <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. 	<p><u>Already implemented</u></p> <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. <p><u>Suggestions for improvement</u></p> <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	+/-	<p><u>Relevant legislation</u></p> <p>The conditions and procedures for recruiting teacher-researchers in higher education establishments, in relation to their integration into managerial and executive functions, according to their qualifications and specialisations, are defined by law.</p> <p><u>Gaps</u></p> <ul style="list-style-type: none"> • The team leaders are not trained to perform managerial duties. No mandate duration is currently defined for them. • The duties framework of the team responsible is not well defined. • Unclear definition of of team leader's duties 	<p><u>Already implemented</u></p> <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. <p><u>Suggestions for improvement</u></p> <ul style="list-style-type: none"> • Elaborate a charter of the team leader duties . A mission letter is to be addressed to every team responsible when starting the function.
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<p>38. Continuing Professional Development</p>	<p>+/-</p>	<p><u>Relevant legislation</u></p> <p>The rules governing the management, promotion and advancement of civil servants in management positions, as well as their responsibilities in the performance of their duties, are defined by law.</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 (UPCité, 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.
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<p>39. Access to research training and continuous development</p>	<p>+/-</p>	<p><u>Relevant legislation</u></p> <p>The law stipulates the conditions for recruitment and tenure of teacher-researchers, promotes access to research training and continuous development, and establishes assessment criteria that encourage commitment to research and professional development within higher education institutions.</p> <p><u>Gaps</u></p> <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. 	<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 development are discussed with direct supervisors at annual evaluation sessions. • 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.
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40. Supervision	+	<p><u>Relevant legislation</u></p> <p>The recruitment procedures for teacher-researchers, linked to access to training, research and ongoing development, based on specific criteria that encourage the development of skills and commitment to research projects, are defined by a Decree.</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.
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