



HR EXCELLENCE IN RESEARCH

Open Transparent and Merit-based Recruitment Policy (OTMR) of the Institut de physique du globe de Paris (IPGP)

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IPGP OTM-R POLICY

The Institut de physique du globe de Paris is a world-renowned geosciences research institute, founded in 1921, associated with the CNRS, an institution-component of Université Paris Cité and comprising more than 500 people, IPGP covers all disciplines of earth and planet sciences through observation, experimentation and modelling, at all scales of time and space.

The research themes are structured through 4 major unifying themes: Interiors of the Earth and planets, Natural risks, Earth system, Origins.

The IPGP is coordinator of 5 national observation services in volcanology, seismology, magnetism and erosion : SNOV, BCMT, GEOSCOPE, OBSERA, INSIGHT/FSS in particular, the permanent observatories of the IPGP monitor the 4 active French volcanoes from overseas in Guadeloupe, Martinique, Réunion and Mayotte (REVOSIMA).

The IPGP hosts powerful computing facilities and state-of-the-art experimental and analytical facilities, and has leading technical support.

The IPGP's Department of Training and Doctoral Studies offers its students courses in geosciences that combine observation, quantitative analysis and modelling and reflect quality, the richness and thematic diversity of the research conducted by IPGP teams.

The policy of support for excellence in research at Université Paris Cité and IPGP, aimed at strengthening the attractiveness and international influence of both institutions and their successful integration into the European Research Area, is fully integrated into the European human resources strategy for researchers, also known as HRS4R. The aim of this initiative is to improve the practices of research institutions and bodies in the field of ethics, recruitment and working conditions for researchers.

Within the framework of the European Research Area (ERA), the European Union has sought to promote the attractiveness of the research profession, encourage mobility and build real career prospects. To achieve these objectives, the European Commission drew up a European Policy for Researchers and a Code of Conduct for the recruitment of researchers in 2005, both of which define the roles, the responsibilities and rights of researchers, but also those of their employers. The Policy and Code (C&C) aims to ensure attractive research careers and improve recruitment and working conditions for researchers in Europe.

The IPGP has therefore been involved in preparing a nomination for the label, which was voted on by its board of directors on 20 June 2021.

Through this label, the IPGP affirms its commitment to develop its management of jobs and career paths and to guarantee the best professional environment for its researchers at a time of significant societal and environmental changes. These objectives aim to ensure the employability of staff and enable researchers, young and more experienced, to flourish, develop their skills and knowledge and boost their careers.

Waiving recruitment processes

Although IPGP has fully adhered to the principles of the HRS4R label, exceptions may be possible, especially when urgent recruitment is funded by specific research programmes requiring previously identified candidates.

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1. The staff of the Institute

Staff working at IGP are permanent staff, but the institute is constantly recruiting contract staff.

- Permanent staff are civil servants who are recruited by competitive examination, transfer or secondment to take up permanent employment in the public service. Public servants are governed by laws and decrees.
- Contract staff are personnel who are recruited under public law contracts, by the Institute, for a limited period to compensate for the absence of the regular staff, to perform particular functions for which no official body exists or pending the appointment of regular staff.

At the IGP, about 50% of the staff being agents hosted by the CNRS and Université Paris Cité, this policy will also mention recruitment procedures related to this population.

1. Permanent teacher-researchers

1.1. Lecturers and university professors

The lecturers and university professors are permanent staff who contribute to the accomplishment of a dual public service mission: teaching and public research.

The teacher-researchers participate in the development of their research and ensure that knowledge is transmitted through their teaching for initial and continuing training, including Where appropriate, the use of information and communication technologies. They provide guidance, counselling, tutoring and guidance to students and contribute to their occupational integration. They organize their teaching in pedagogical teams in all university courses and in liaison with the professional circles. They shall establish cooperation with public or private undertakings to this end.

They contribute to the training of teachers and lifelong learning.

Their mission is also to develop, expertise and coordinate basic, applied, pedagogical or technological research as well as the exploitation of its results. They participate in scientific and technological development in liaison with the major research organizations and the social and economic sectors concerned. They contribute to the cooperation between academic research, industrial research and all production sectors.

They participate in the examination and competition boards.

They contribute to the dialogue between science and society, particularly through the dissemination of culture and scientific and technical information. They may assist in the conservation and enrichment of collections and archives entrusted to institutions and may be charged with documentary activities.

They contribute to the international scientific and cultural community in the transmission of knowledge and training through research. They also contribute to the progress of international research. They may be assigned international cooperation missions.

They participate in the collective life of the institutions and participate in the councils and bodies provided for by the education code and the research code or by the statutes of the institutions.

University professors are primarily responsible for providing teaching services in the form of

courses and for directing research units.

1.2. Assistant physicists and the physicists

The assistant physicist and the physicist initially divided into two sections (Planetary Sciences and Astronomy), are now divided into 3 separate sections: Internal Earth, Continental Ocean-Atmosphere Surfaces (SCOA) and Astronomy.

The staff assigned to each of the three sections of the CNAP (physicists and assistant physicists for the section Terre Interne) are under the responsibility of the Ministry of National Education. The assistant physicist and the physicist. must carry out the following three missions: basic and/or applied research, missions of general interest, teaching and training. They are required to perform service tasks, namely: the collection, conservation and exploitation of observation data in natural environments. This is the specificity of the assistant physicist and the physicist. At least half of their time is devoted to research.

1.2 The permanent researchers

Research Officers and Directors of research are officials from public scientific and technological institutions who contribute to the performance of the following research tasks:

- The development of knowledge;
- Their transfer and application in enterprises, and in all areas contributing to the progress of society;
- Informing citizens in the context of the national open science policy and disseminating scientific and technical knowledge to all members of the population, especially young people;
- Participation in initial and continuing training (mainly in research organizations and higher education institutions);
- The construction of the European research area and participation in European and international cooperation in research and innovation;
- Research administration;
- Scientific expertise.

1.3 Contract staff

1.3.1 Temporary Teaching and Research Assistants (ATER)

The ATER are public law contract staff who prepare a thesis or wish to participate in higher education recruitment competitions while teaching. They provide a teaching of 128 hours of course or 192 hours of tutoring or 288 hours of practical work per year or any equivalent combination.

They may perform their duties on a part-time basis. However, their teaching service may not be less than 64 hours of course time, 96 hours of tutoring or 144 hours of practical work per year or any equivalent combination.

In all cases, the A.T.E.R. participate in the various obligations that their teaching activity entails: supervision of students, control of knowledge and examinations.

1.3.2 Associate or invited teachers

Associate or invited teachers are professionals who have the professional experience to perform

teaching duties and/or part-time or permanent researchers.

1.3.3 Contract researchers and post-doctoral staff

Contract researchers and post-docs are recruited to perform research functions.

They hold a doctorate and are recruited under public law contract. The contract is for the researcher to carry out a research activity in connection with a project selected under an international or national call for projects or defined by the institution.

The proposed activity must provide the researcher with professional experience complementary to the PhD or his expertise allowing him to deepen his research practice, facilitate their professional transition to permanent positions in public or private research and take on scientific responsibilities within the institution, as appropriate.

1.3.4 Contract doctoral students

Doctoral students are students preparing their PhD which is a training in, and by, research. The contract doctoral student's service may be exclusively devoted to research activities related to the preparation of the doctorate or include the following complementary activities:

- An educational mission, including in the field of continuing training, for a service equal to at most one third of the annual teaching service of teachers and researchers;
- An assignment in the fields of dissemination of scientific and technical information and exploitation of research results, which may not exceed 32 working days per year;
- An expert's report carried out in a company, a local authority, an administration, a public institution, an association or a foundation, the annual duration of which may not exceed thirty-two working days.

The total duration of additional activities entrusted to the contract doctoral student may not exceed one sixth of the annual working time in the public administrations and institutions of the State provided for in article 1 of Decree no. 2000-815 of 25 August 2000 on the organization and reduction of working hours in the public service of the State and in the judiciary.

Notwithstanding the preceding paragraph, the exercise of the complementary activities provided for in the doctoral contract may be postponed, during the execution of the contract, by one or two years, at the request of the contractual doctoral student after advice from the director of the doctoral school, the supervisor and the director of the research unit or team concerned.

2. The recruitment process

The permanent and contractual staff of the Institut de physique du globe de Paris are recruited in accordance with the main recruitment principles of the public service, which aim to assess only the skills and qualities of candidates. In addition, the IPGP has committed itself to a process of combating discrimination and promoting gender equality in all its recruitment processes.

All the recruitment of permanent teachers and/or researchers is dematerialized, on platforms of the Ministry, Université Paris Cité or CNRS depending on the type of recruitment.

The recruitment process consists of five steps:

- a. Publication of tenders
- b. Submission of applications
- c. Selection (review of applications and hearings)
- d. Results (validation by the authorities of the employer institution, if applicable, and communication)
- e. Taking up the post

However, there are specific features in the recruitment process according to the types of personnel.

Processes differ depending on the nature of the recruitment (permanent or temporary) and the proposed job.

1. Recruitment of permanent teacher-researchers

The processes differ according to the nature of the proposed job: lecturers, university professors, assistant physicists or physicists.

1.1. Lecturers and university professors

The IPGP has few jobs as lecturers and university professors, the majority of the jobs in these two bodies assigned to the Institute are Université Paris Cité (UPCité) jobs.

Thus, after the IPGP and UPCité bodies have validated the annual job campaign, the recruitment procedure followed for these teacher-researchers is that of Université Paris Cité.

In addition, with a few exceptions, the lecturers and professors of university assigned to the IPGP are all attached to section CNU (National Council of Universities) 35 - Structure and evolution of the Earth and other planets.

- Organisation of recruitment

The recruitment of lecturers and university professors is carried out by competitive examination, by transfer or by secondment in the same campaign, known as 'as we go along', because it does not follow the precise ministerial calendar.

- a. All information on positions, applications and results can be consulted on the Ministry's Galaxie website: <https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>
- b. Additional information on UPCité's recruitment procedure is available on the institution's website: <https://u-paris.fr/recrutement-des-enseignants-chercheurs/>
- c. Job offers for positions assigned to the IPGP are published on the institute's website: <https://www.ipgp.fr/institut/recrutement/> and on Euraxess.

The organisation of recruitment is managed by each university:

- a) Candidate registration campaign
- b) Selection committee meetings: examination of applications, candidate hearings and ranking.
- c) Validation of results by the university councils and notification of candidates on the ministerial platform.
- d) Reception of successful candidates (administrative file, reception of new arrivals, integration into the post) once the wishes of the ranked candidates have been managed and the teacher-researchers appointed by the Ministry.

- Regulations / reference texts

- Decree no. 84-431 of 6 June 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.
- Order of 6 February 2023 relating to the general terms and conditions for transfers, secondments and competitive recruitment of lecturers, university professors and junior professors.

1.2. Assistant physicists and physicists

The assistant physicists and physicists assigned to the IPGP are all attached to section CNAP (Conseil national des astronomes et physiciens) 81 - Terre interne.

Once the annual employment campaign has been validated by the Institut National des Sciences de l'Univers and the Ministry of Higher Education and Research, the recruitment procedure is managed entirely by the CNAP 81 - Internal Earth section.

- Organisation of recruitment

Assistant physicists and physicists are recruited by competition, transfer or secondment.

Regarding recruitment by competition:

- a. All information relating to posts, applications and results can be consulted on the Ministry's Galaxie website: https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/cand_CANOPUS.htm
 - b. Additional information on the CNAP 81-Internal Earth recruitment procedure is available on the section's website: <http://wwwobs.univ-bpclermont.fr/lmv/CNAP-TI/>
- **The main stages in the competitive recruitment process:**
- c. Candidate registration campaign
 - d. Meetings of the CNAP section: examination of applications, candidate hearings and ranking.
 - e. Reception of successful candidates (administrative file, reception of new arrivals, integration into the post) following the ranking by the CNAP section and confirmation of candidates' wishes and appointment of teacher-researchers by the Ministry.

Regarding recruitment by transfer :

Two transfer requests are distinguished: the one with less and the one with more than three years of activity.

Transfer with less than three years of employment

- a. Favourable opinions from sending and receiving establishments are mandatory
- b. The section opinion is advisory but mandatory. The transfer file must include:
 - Advice from the boards (1) of both institutions
 - A scientific dossier of up to 15 pages, including:

- Synthesis of current work for research, teaching and observation
 - Research, teaching and observation projects
 - The opinion of the IPGP Director
- c. The entire file is sent to the NFPC's management department in the department, whose address is specified below, which transmits to section 81-Internal Earth:

Ministry of Higher Education and Research
HRB A 2-1
72 rue Regnault F-75243 Paris Cedex 13

Transfer with more than three years of activity

- a. Only IPGP opinion is required
- b. The section opinion is advisory but mandatory. The transfer file must include:
- The opinion of the IPGP academic board and, if possible, the opinion of the academic board of the home institution
 - A scientific dossier of up to 15 pages, including
 - Synthesis of current work for research, teaching and observation
 - Research, teaching and observation projects
 - The opinion of the IPGP Director
- c. The entire file is sent to the CNAP's management department in the department, whose address is specified below, which transmits to section 81- Terre Interne:

Ministry of Higher Education and Research
HRB A 2-1
72 rue Regnault F-75243 Paris Cedex 13

Regarding recruitment by secondment:

The section's favourable opinion is mandatory for an application to be posted.

Section 81-Terre Interne limits the duration of reception to 2 years, renewable once, except in exceptional cases such as the management of a volcanological observatory with a mandate of more than four years.

Section 81-Internal Earth rules on the examination of a scientific file containing:

- Maximum 10 pages describing the research, teaching and service task project
- The opinion of the IPGP Director and, where appropriate, the head of the Observation department to which the agent is attached
- The opinion of the IPGP board

The entire file is sent to the department's NFPC management service, whose address is specified below, which transmits to section 81-Internal Earth:

Ministry of Higher Education and Research
HRB A 2-1
72 rue Regnault F-75243 Paris Cedex 13

Once the Internal Earth section 81 has given its favourable opinion, the IPGP assigns the recruited officer to a position of assistant physicist. e or of a physicist, according to his original body.

- The regulatory texts/reference texts for recruitment by competition, transfer and secondment
- Decree no. 86-434 of 12 March 1986 on the status of the Corps of Astronomers and Physicists and the Corps of Assistant Astronomers and Assistant Physicists
- Order of 15 January 2013 on the general terms and conditions for recruitment operations to fill positions as an astronomer and physicist and as an assistant astronomer and assistant physicist

2. Permanent researchers

The IPGP does not have a research officer or a director of research of research, all the jobs in these two bodies assigned to the institute are CNRS jobs.

Thus, after the Institut National des Sciences de l'Univers (INSU) has validated the annual job campaign, the recruitment procedure followed for these researchers is that of the CNRS.

In addition, with a few exceptions, the research officers and the reception directors of research assigned to the IPGP are all attached to section CNRS (National Scientific Research Committee) 18 - Earth and terrestrial planets: structure, history, models.

- The organization of recruitment

The recruitment of research officers and research directors is carried out by competition, transfer or secondment.

Regarding recruitment by competition, all information relating to the recruitment procedure, positions, applications and results can be found on the CNRS website: <https://carrieres.cnrs.fr/concours-externes-des-cherchers-h-f/>

The main stages of recruitment by competition:

- a. Candidate Registration Campaign
- b. Section 18 meetings: reviews of applications, hearings of candidates and filing.
- c. Reception of the winners (administrative file, welcome of newcomers, integration into the position) at the end of the management of the candidates' wishes and nomination of researchers by the CNRS

Regarding recruitment by transfer:

Researchers at the CNRS have the opportunity to move internally.

At any time and upon request, the incumbent researcher may apply for a change of assignment which is assessed on the fly. The researcher first receives the opinion of the Directors of the Home and Host Units. Negative opinion from the original Unit Director (DU) does not stop the procedure. Researcher ends the application to the scientific directorate of its institute or institutes concerned. The decision on mobility is taken by director of the institution concerned inform the regional delegation concerned.

The opinion of the National Committee is not required by regulation but may be requested by the institute.

In order to examine an application for internal mobility, the CNRS may consider its own scientific policy, in addition to the opinions of the DUs and the personal scientific project.

Regarding secondment recruitment:

Each year, the CNRS also welcomes seconded research staff or agents from other research organizations, subject to compliance with the limit of employment in the institutes concerned, favourable opinions of the sections and the decision of the P-RDG, on the proposal of the institutes.

Requests for secondment are processed on a case-by-case basis.

The researcher shall first seek the advice of the director of his or her home institution and the host unit. Negative opinion from the home institution's director does not stop the procedure. Researcher. It sends its request to the scientific directorate of the host institute concerned.

The opinion of the National Committee is required by regulation and requested by the institute.

The decision to move is made by the director of his home institution and the host unit. The latter shall inform the regional delegation concerned.

In order to consider a request for secondment, the CNRS may consider its own scientific policy, in addition to the opinions of the DU, the National Committee and the personal scientific project.

- Regulatory texts/reference texts

- Search code - items R4211.-1 to R422-49
- The management guidelines for the mobility of research staff, engineers and technicians of the CNRS

3. Contract agents

3.1. ATER

The recruitment procedure for temporary teaching and applied research attachés at IPGP is that of Université Paris Cité, in order to harmonise our processes and be fully managed by the Department of Training and Doctoral Studies (DFED).

Thus, all the vacancies are published on the IPGP website, as well as on UPCité's website for those where the university is an employer.

- The organization of recruitment
 - a. Candidate registration campaign: The calendar, modalities and job profiles or research/teaching disciplines are available on the IPGP website.
 - b. Selection committee meeting: reviews of application files, auditions of candidates and classification, except for ATER positions where the selection is made on file.
 - c. Validation of the results before the IPGP and UPCité councils, then information to candidates by the DFED
 - d. Reception of the winners (administrative file, reception of newcomers, integration into the post)
- Regulatory texts/reference texts
 - Decree no. 88-654 of 7 May 1988 on the recruitment of temporary teaching and research attachés in public higher education institutions

3.2. Associate or invited teachers

The procedures for recruiting associate or invited teachers applied to IPGP are those of Université Paris Cité, in order to harmonize our processes and be fully managed by the Department of Training and Doctoral Studies (DFED).

- The organization of the recruitment of associate teachers
 - a. All vacancies are published on the IPGP website, as well as on UPCité's website for those where the university is an employer.
 - b. Candidate registration campaign: The calendar, terms and conditions and job profiles or research/teaching disciplines are available on the IPGP website.
 - c. Reviews of application files, auditions of candidates and ranking by my career path managers
 - d. Validation of the results before the IPGP educational board, then information to candidates by the DFED
 - e. Recipient Welcome (administrative file, newcomer welcome, onboarding)
- Organizing the recruitment of visiting teachers
 - a. Discussions within the teams to identify guests (minimum duration of an invitation: 1 month; maximum duration: 2 months)
 - b. Transmission, by team leaders, to DFED and Deputy Director. International relations of

- the IPGP, from the team's list of requests;
 - c. Collect data on the guests (status, identity, CV, duration of the invitation...)
 - d. Processing of applications and preparation of files for transmission to the IPGP Scientific Council (SC)
 - e. File review by the PMPI SC and establishment of a main and complementary list of guests retained on each of the 2 establishments according to the available months
 - f. Transmission of results (UP Cité and IPGP guests), by the DFED, to the team leaders in the HR departments of the IPGP and UPCité
- Regulatory texts/reference texts
 - Decree no. 85-733 of 17 July 1985 concerning lecturers and professors from associated or invited universities.

3.3. Contract researchers and post-doctoral staff

Contract researchers and post-docs are recruited as the time goes by.

The recruitment procedure described below applies to those recruitments for which the IPGP is an employer.

- The organization of recruitment if the proposed contract is for a minimum of 1 year
 - a. Publication of the job offer, in French and English, for at least 1 month on the Choisir le service public sites, Euraxess and IPGP. If necessary, job offers are also posted on the France Travail website, LinkedIn and APEC
 - b. Studies of applications for pre-selection of candidates for interview by the recruiter. e
 - c. Interview(s) by the recruiter and, if applicable, by HRD
 - d. Recruiter's ranking of applications and HRW's salary proposal
 - e. Welcome of the successful candidate (administrative file, welcome of newcomers, integration into the position)
- Regulatory texts/reference texts
 - General Public Service Code - Articles L332.24 to L332.26
 - Decree n° 2021-1450 of 4 November 2021 on the post-doctoral contract under public law provided for in article L. 412-4 of the Research Code

3.4. Contract doctoral students

- The organization of recruitment

Two recruitment procedures are distinguished:

1. The candidate. Contact directly a researcher or HDR teacher-researcher at the ED STEP'UP (see the sites of the different laboratories) to develop together the candidate's research project. The researcher then submits the subject to the ED STEP'UP.
2. The candidate. Consult the list of thesis topics on the ED STEP'UP website and contact the researcher or associate researcher in the topic that interests him.

The thesis topics are published every year between October and May, applications are open between February and June.

If the thesis subject is funded, ED STEP'UP offers the candidate an admission interview upon receipt of the application.

If the thesis subject is linked to a Doctoral Contract of the institutions, the candidate. e participates in the ED STEP'UP competition, which runs as follows:

- a. Subject is submitted to STEP'UP ED by the candidate
 - b. Submission of application documents
 - c. Hearings
 - d. ED STEP'UP Board meeting to validate admissions
- Regulatory texts/reference texts
 - Research code - Articles D412-1 to D412-12