Action plan HRS4R – Sorbonne Université
Self-assessment 2023

		ACTIONS	INDICATOR(S) / OBJECTIVE(S)	PROGRESS	STATUS
ETHICS					
Dissemination of knowledge on ethics and scientific integrity	1	Improve communication and dissemination on ethics, deontology and scientific integrity. **Mission for Scientific integrity**	• Creation of communication materials in 2021 • Dissemination of communication materials in 2021 • At least 2 communication actions in 2021/22	Creation of a communication medium for conferences and an Open Science MOOC based on scientific integrity The website of Sorbonne University includes a page dedicated on the research ethics committee that review protocols for non-interventional research. A 9-member Scientific Integrity Delegation has been created at Sorbonne University with a threefold mission: (i) to promote a culture of scientific integrity throughout the university (ii) to answer questions about scientific integrity from researchers (iii) to receive and investigate complaints about scientific integrity violations.	**Completed**
	2	Train 30 Scientific Integrity Ambassadors, who will be able to deploy awareness-raising actions in the 3 faculties of the University. **Mission for Scientific integrity**	• 30 ambassadors trained and ready to intervene in 2022	22 Scientific Integrity Ambassadors have been trained,the action continues to reach goal of 30 ambassadors Action will extended until 2024	**Extended**
	26	Raise awareness of scientific integrity carried out by ambassadors for all staff (research units, training departments, central services) **Mission for Scientific integrity**	Seminars on scientific integrity organised by The ambassadors for all staff from 2023 (at least 1 seminar in each structure every five-year) from 2023 to 2026		**New**

Coordination of the entities in charge of Ethics, Scientific Integrity and Deontology	**3**	Animation of the coordination of the different initiatives and the work of the Scientific Integrity and Ethics referents as well as the legal advisor specialized in Deontology. A person in charge of coordinating said initiatives was appointed in September 2020. **Mission for a trusting, responsible and open science**	• At least 1 coordination meeting per year starting from 2021	Three working meetings were held. They provided an opportunity to discuss the coordination to be developed between the referents, to have a shared vision of the common mission "for a trusted, responsible and open science" and to begin developing a policy proposal in this area.	**Completed**
	27	To lead and federate the mechanisms put in place around scientific integrity, open science and research ethics in order to develop a trusting, responsible and open science. **Mission for a trusting, responsible and open science**	• Defining the framework for the institution's policy in 2023 • Production of materials and/or actions to raise awareness of the challenges of trusting, responsible and open science, and of the requirements and issues specific to scientific integrity, ethics and research ethics: video capsules and support for proposals initiated within the community. • Create training for researchers in the development of their skills in open science in 2024 • Linking training related to scientific integrity and open science in 2024		**New**
Dissemination of knowledge on professional liability	**4**	Improve communication and dissemination around legislative provisions on professional liability, for example in the form of a document common to the 3 faculties on the fight against plagiarism, which will be disseminated to all researchers. **Mission for Scientific integrity**	• Creation of communication materials in 2022 • Dissemination of communication materials in 2022 • 100% of newly recruited personnel trained on this topic in 2022	Communication materials have been created and are distributed during the training of new teacherresearchers. Training courses are systematically attended by all doctoral students.	**Completed**
Data protection awareness	**5**	Create a guide on data protection and data management for all researchers (R1 to R4) **Department of Information Systems Security**	• Creation of data protection and data management guide in 2022 • Dissemination of data protection and data management guide in 2022 • At least, 1 communication action based on data protection and data management in 2021/2022	Sorbonne University has increased the ambition of this action by aiming to create a data service bringing together information, services and contacts relating to research data (management, protection, archiving). The guide is currently being drafted Action extended in 2023	**Extended**

	28	Deploy a unique data portal at Sorbonne **Sorbonne Université library SACADO**	• Platform bringing together information, services and contacts relating to research data (management, protection, archiving, IP, etc.) in 2023		**New**
Creation of a data backup strategy	**6**	As a prerequisite for the creation of data backup strategies, carry out a census of the entire computer park. **Department of Information Systems Security**	• Mapping of the computer park for S2 2022	Rather than listing the entire computer park, a research data backup strategy has been developed by the university. It will be proposed to the researcher community in a future action.	**Completed**
	29	Implementing a backup strategy for researchers' data **Department of Information Systems Security**	• Implement a data backup strategy for researchers in 2023 • Disseminate this service to the research community via the research unit directors in 2023 • Monitoring the use of the service from 2024		**New**
	7	With regard to data encryption, create of a guide presenting all best practices to researchers and dissemination of this guide. This action is part of (and a necessary step towards) the university's ambition of creating a global data protection and backup strategy by 2025. **Department of Information Systems Security**	• Creation of an encryption best practices guide in 2022 • Dissemination of this guide in 2022	The technical note on the encryption of workstation hard disks has been produced and sent to the research units. This note will also be made available on the Sorbonne University hotline.	**Completed**
Dissemination around the Open Science policy	**8**	Implement dissemination and communication actions around the institution's Open Science policy and the related Charter. Online/remote events have already been organized in S2 2020, given the sanitary conditions. **Sorbonne Université Library**	• Creation of a MOOC around the Open Science policy in 2021 • Dissemination of the MOOC to all PhD researchers in 2022 • Implementation of a training and sensitization program for all researchers of SU in 2021 • At least 1 event dedicated to SU researchers in 2021 • At least 2 events per year for the general public starting in 2021	• Organisation of an Open Science Day for the Sorbonne University community on 14 June 2021 • Implementation of a training catalogue for PhD students and researchers on open science. • Organisation of a series of training courses on open science for doctoral students as part of Alliance 4EU+ • Creation of a MOOC on open science, launching the first session in March • Events organized by the Science, Culture and Society Department: Fête de la science, Les Festives, etc. Creation of a webpage on Sorbonne University website dedicated to open science:	**Completed**

Accompaniment of post-docs and contracted researchers	9	Improve knowledge on the population of post-doctoral researcher (number of years of presence, career following the Sorbonne Université post-doctorate...) via a job insertion survey within pilot research units in the first instance. **Research and Innovation Department**	• Between 5 to 10 research laboratories (different sizes, budgets, faculties, …) identified in 2021 • Creation and online publication of a questionnaire related to post-doctoral researchers in 2021 • Analysis of the job insertion survey for these pilot laboratories in 2021	• Career questionnaire sent to all postdocs leaving SU in 2019-2020-2021 • Analysis report produced and published on the HRS4R website	**Completed**
	10	In order to complete the existing principles, create a Post-Doctorate charter, in consultation with the different UFRs and faculties. **Research and Innovation Department**	• Creation of the Post-Doctorate Charter in 2021 • Dissemination of the Charter to all post-doctoral researchers and on SU internet website in 2021	The implementation of postdoctoral contract for new postdocs in public research organization and higher education, in accordance with article of law no. 2020-1674 of 24 December 2020, with specific provisions on post-docs supervision, training and career, has replaced the need of a separate Charter	**Completed**
	11	Propose adequate support measures and improve the awareness of research units about career support for post-docs and other contractual researchers. **DGSA Social relations and Faculties HR**	• Creation of the working group comprising the services and research units on career support for post-doctoral and contractual researchers in 2021 • Propose appropriate measures and make laboratories aware of the need to support the careers of post-doctoral and contractual researchers in 2022. • Formalise career management procedures adapted to post-doctoral and contractual researchers in 2022.	The working group was created in 2022, proposed a list of measures, and made plans for their implementation and funding: • Welcome days for post-docs in faculties • and research units • Creation of a welcome brochure • Career interview conducted by the supervisor • For postdoctoral supervisors, presentation of the timetable for the main stages of supervision during the contract • Creation of training on the research environment for supervisors.	**Completed**
	30	Provide support for post-docs and other contract researchers in their professional careers **DGSA Social relations and Faculties HR**	• Develop a catalogue of training courses available to post-doctoral researchers in 2024 • Offer post-doctoral researchers an appointment with a career mobility advisor in 2024. • Create a guide on the supporting for post-docs and other researchers on contract in 2024 • Perform an annual integration survey on postdoctoral researchers after their SU contract		**New**

Evaluation des chercheurs et chercheuses	**33**	Apply the principles of COARA (Coalition for Advancing Research Assessment) to the evaluation of Sorbonne University researchers. **DGSA Social relations and Faculties HR**	• Adapt EC promotion files and award application files according to COARA criteria (2026)		**New**

RECRUITMENT and SELECTION

Accompaniment of PhD researchers	**12**	Carry out a mapping of PhD researchers enrolled at Sorbonne University, whatever their status or type of remuneration, in order to best accompany them. **College Doctoral**	• Census of the population of PhD researchers and their status in 2021	The doctoral college has changed its data management system. This action has been postponed until all doctoral registrations have been transferred in the ADUM software (2023)	**Extended**
Support for the recruitment of contract researchers	**13**	Formalise the recruitment process for short-term contractual researchers (doctoral researchers and post- doctoral researchers, professors). **Research and Innovation Department**	• Creation of formalized recruitment process for contractual researchers in 2021	A flowchart describing the stages in the post-doctoral recruitment process has been drawn up. It involves actions between the human resources departments, recruiters and the heads of the research units involved. For doctoral students, the process is managed by the national ADUM platform.	**Completed**
Software platform	**14**	Sorbonne University, as part of a project financed by the Fonds pour la Transformation de l'Action Publique (FTAP), is working with several other institutions to design an IT recruitment solution adapted to large institutions. This solution should allow the centralisation of researcher's job advertisements and their systematic publication on EURAXESS, as well as improved data analysis and monitoring features, thus improving SU's ability to monitor the application of OTM-R principles. **DGSA Social relations and Faculties HR**	• Software development, installation and configuration in 2023	This work is being carried out in collaboration with the universities of Bordeaux, Strasbourg and Aix-Marseille for the selection of the service provider. The preparation for the deployment was carried out internally with the participation of post-docs, human resources departments, recruiters and heads of the research units. The provider has been contracted and the deployment for post-docs is scheduled for 2024. Recruitment of doctoral students will continue to be managed by the national ADUM platform. Action extended in 2024	**Extended**

	35	Analysis of recruitment platform indicators **DGSA Social relations and Faculties HR**	• Produce annual reviews of indicators for job publications, applications, recruitment and profiles from 2025		**New**
Availability of tools to assist in recruitment (good practices and sample documents)	**15**	Propose a job advertisement template including requirements and a reminder of OTM-R principles so that they are transparent and accessible to the candidates **Research and Innovation Department**	• Creation of job advertisements templates in 2021 • Availability of the job advertisements templates on the Intranet/in the recruitment guide in 2021	The model job description, including standard criteria for postdocs, has been created and will be distributed as part of the recruitment software (2024). Action extended in 2024	**Extended**
	16	Formalisation of standard answers to be provided to all researchers, in particular when their application has been unsuccessful, which could be managed automatically by the platform **Legal office**	• Development of standard feedbacks to be provided to researchers when they apply to a job in 2021 • Integration into the platform of said automatic feedback in 2023	Extended for distribution when the recruitmentsoftware will be deployed Action extended in 2024	**Extended**
	17	In order to ensure the respect of the best practices already in place in research units as well as equal treatment for all candidates, a comprehensive guide including procedures and examples will be provided to all associate professors and professors likely to recruit/be involved in a recruitment process. **DGSA Social relations and Faculties HR**	• Creation/improvement of a guide on recruitment best practices in 2021 • Dissemination of this guide to all researchers potentially involved in the recruitment process and publication of this guide on the intranet in 2021	The deployment of the recruitment platform will be accompanied by the distribution of a technical user guide for the software and a guide setting out the main principles of OTM-R recruitment Action extended in 2024	**Extended**

WORKING CONDITIONS AND SOCIAL SECURITY

Premises	**18**	Identify the needs of common workplaces and meeting places for researchers. **Research and Innovation Department** **Doctoral College**	• Via each faculty, create an inventory of all available workspaces in 2022 and identify the researchers' needs in common workplaces and meeting places. • New objective: provide an additional working room in the doctoral college building.	The list of meeting rooms and workspace is available to staff across the campus is available on the university intranet. A need was identified for working and meeting spaces dedicated to PhDs	**Extended**
Medical monitoring of doctoral researchers' mental health	**19**	Creation and implementation of reinforced medical monitoring and prevention measures concerning the psychosocial risks of doctoral students. This follow-up may be formalized by an annual medical interview **DGSA Social relations**	• Establishment of regular medical appointments for doctoral researchers New objectives: • publish information on medical monitoring services for doctoral students on the doctoral college website in 2023 • identify actions to be taken according to the problems identified during the medical monitoring of doctoral students	• Doctoral students on SU employment contracts are invited to medical check-ups • An enhanced medical surveillance protocol has been established for the medical monitoring of doctoral students since 1 January 2021. Among other things, it identifies physical and mental health risks	**Extended**

			• create a mental health and sexual and gender-based violence referent at the doctoral college in 2024		
Welcome if incoming mobilities	20	For incoming mobility, complete the reception system for foreign researchers by grouping together all the support initiatives for their installation, under the form of an International House **Life-long Education Department** **International relations departments** **Doctoral college**	• For incoming mobility, complete the reception system for foreign researchers by grouping together all the support initiatives for their installation, under the form of an International House. New objectives: • Set up a welcome portal for international researchers in 2024 • Make SU documentation available in English by 2024 • Create a central welcome office for international students and researchers in 2024 • Obtain the "Welcome to France" label in 2025 • Open new lodging accommodation for international researchers in 2026	The working group has been set up. There has been a delay in the creation of the international house due to the reorganisation of the International Development department.The action is followed-up by the "bienvenue en France" certification	**Extended**
Actions to combat gender inequalities and discrimination	21	Improve communication, awareness-raising and dissemination around gender equality and the fight against all types of discrimination. **Mission Equality**	• Communication actions for all SU employees around the Equality Charter (fight against all type of discrimination) in 2021 • Creation and implementation of a gender equality plan in 2021 • Communication actions for all SU employee around the gender equality plan in 2021.	• Communication actions implemented via theuniversity's website and weekly newsletter. – • The university has an externalised listening and support unit for sexual and gender-based violence. • Training is offered to all staff on sexual and gender-based violence • The action plan dedicated to professional equality was implemented in 2021 • A page dedicated to equalitybetween women and men has been created on • Sorbonne University website as well as a page against racism, anti-Semitism and anti-LGBT hatred	**Completed**

	32	Continue to implement the actions in the multi-year gender equality action plan for 2023-2025 **Mission Equality**	• Produce data on the comparative situation of men and women as part of the Single Social Report and compare it with national and European data in 2024. • Introduce training courses on equality in writing by 2023. • Take measures to encourage the elimination of pay gaps based on the diagnosis in 2025. • Participate in women and science theme days: fête de la science, international days from 2023 onwards • Organize conferences and seminars to raise awareness of stereotypes every year from 2023-2024		**New**
Dissemination of information on outgoing mobility	**22**	Promote information on mobility schemes and define procedures to formalise the status of associate professors and professors in mobility. **DGSA Social Relations**	• Creation of communication materials on all available mechanisms for researchers' mobility in 2021 • Publication of said materials on the intranet in 2021.	Communication on public-private mobility schemes has been carried out and is available on the staff intranet Communication materials on other mobility schemes will be postponed until 2024.	**Extended**

TRAINING

Follow-up of training courses for thesis supervisors	**23**	Develop follow-up training for researchers supervising theses **Doctoral college**	• Addition of a new training course on the recruitment of PhD researchers in addition to the initial 5-day training course already in place in 2022 • Development of processes to encourage young researchers to follow courses relative to PhD supervision in 2023	Postponed to 2023	**Extended**
Communication about the Personal Training Account	**24**	Develop and disseminate communication materials on the Personal Training Account and its use, particularly given the specific features of this system for public service employees. **DGSA Social Relations**	• Development of information materials about the Personal Training Account for researchers in 2021 (particularly on the creation of the personal CPF online account) • Dissemination of these information materials on SU intranet in 2021	• A Motion Design Video on the Personal Training Account has been produced. It is hosted on the intranet since February 2022 • Creation of a single mailbox for managing and monitoring requests on the Personal Training Account at Sorbonne University.	**Completed**

| Dissemination | 25 | Identify and ensure the proper dissemination of all documents and charters already developed by SU, and their translation into English. Ensure complete English translation of SU's website.
Communication Department | • Creation of HRS4R SU website in 2021
• Availability of charters list on HRS4R SU website and link to the documents in 2021
• Availability of guide list on HRS4R SU website and link to the documents in 2021
• Translation of : recruitment guide, calls for application templates, equality charter, open science charter, doctorate + post-doctorate charters in 2021
• New objective: Maintain updated HRS4R actions outputs on the wensite | Regular updating of the university's HRS4R page and translation of documents into English The action will continue along in order to provide updated information on the action plan outputs | **Extended** |