

European HRS4R Award

Human resources strategy
for researchers at Université Côte d'Azur

Action plan milestone
2022-2024

INTERNAL REVIEW



1. Organisational Information

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1466.9
Of whom are international (i.e. foreign nationality) *	266.1
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	138
Of whom are women *	609.6
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	1051.4
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	52.5
Of whom are stage R1 = in most organisations corresponding with doctoral level *	363
Total number of students (if relevant) *	30234
Total number of staff (including management, administrative, teaching and research staff) *	3029
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	106306367
Annual organisational direct government funding (designated for research)	65541957

RESEARCH FUNDING (figures for most recent fiscal year)

€

Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)

38522901

Annual funding from private, non-government sources, designated for research

2241509

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

Université Côte d'Azur (UCA) is one of the leading French universities. Recognized as an initiative of excellence (IDEX) in 2016, it unites the major institutions in higher education and research in the region. Université Côte d'Azur is committed to pursuing its transformation and achieving excellence with the aim of ranking among the top research-intensive universities while maintaining strong regional roots and an international outreach.

UCA has 117 multidisciplinary research units, more than 4,000 staff members involved in research, innovation, and teaching, and more than 300 degree programs for close to 32,000 students.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.



Strengths and Weaknesses (Initial Phase)

French legislation already provides a framework that protects the freedom of research and the intellectual property of researchers. Université Côte d'Azur (UCA), however, wishes to be more strongly engaged in implementing actions in favor of research integrity and ethics.

Significant resources going beyond what the law requires have been invested in helping researchers uphold the ethical rules that govern their activity.

Key measures include:

- Appointment of an ethics and deontology officer.
- Inclusion of an article on ethics in the internal regulations of each research unit.
- Implementation of “ethics and scientific integrity” training programs and workshops for doctoral students and researchers.

Our efforts must now focus on the dissemination of ethical and deontological principles across the different fields of research of our university. We noticed that the practices of researchers in different disciplinary fields needed to be harmonized and that resources and training were lacking.

As regards professional aspects, UCA has a well-structured intellectual property policy that governs issues relating to copyright, patent filing, software protection, technology maturation and transfer to society. Our strengths are for example:

- A department of research, valorization, and innovation, which provides assistance to all researchers by raising awareness about professional conduct issues and offering individual support for grant proposals (with four lawyers specialized in intellectual property).
- Training programs are available on how to conduct research and develop a new project.
- UCA preserves the publication rights of researchers in the research contracts it signs with third parties by strictly controlling requests for modifications and by limiting the deadlines.
- Faculty members can obtain a reduced teaching load to develop their research at the beginning of their career.
- Personal protection and data protection systems have been implemented.

- Scientific outreach actions involving researchers are organized for the benefit of the public.

We have identified the need to focus our future efforts on highlighting and recognizing researcher commitment in these different actions. We also need to improve the dissemination of information by creating adapted and innovative resources in order to provide better support to all researchers in their professional practices. Our co-authorship policy is not fully harmonized, especially in the sciences.

Strengths and Weaknesses (Interim Assessment)

Ethics, scientific integrity and professional conduct are the responsibility of well-identified representatives within the institution and with university partners.

With the support of ad hoc ethics committees, the ethics and scientific integrity officer investigates breaches of ethics in an adversarial procedure. If necessary, this officer conducts an investigation with the help of experts from within or outside the institution, which may lead to mediation. The Alert officer for deontology and religious freedom issues has been recruited and works to prevent conflicts between individuals. She also informs people about the regulations governing the life of the university and the rules of professional conduct, in particular with regard to the rules governing the holding of multiple positions, religious neutrality, etc. A co-authorship policy discussion has begun and will be formalized.

Information campaigns and advice are provided to the entire research community. However, further measures have been planned to strengthen this area.

An ethics and deontology guide specific to UniCA themes could meet the needs of researchers. It will be created jointly with the Graduate Schools following discussions organised during workshops. A charter that defines each discipline's criteria for contributing to a publication as an author is also planned and will be co-drafted with researchers.

As regards professional aspects:

UniCA has set up measures to support researchers with the promotion and dissemination of their work (open science), with innovations and with their responses to calls for projects.

Regarding Open Science, the university library has created a service to provide researchers with publication and data assistance. Open Science Master Classes and resources are proposed to doctoral students and researchers (translation services, manuscript revision, and access to advanced bibliometric tools such as Scopus, Scival, Web of Science, etc.) by the IDEX programme.

UniCA has developed an active strategy to promote Open Science and has appointed a VP for this area.

The dialogue between science and society is one of the institution's strengths, with the recent appointment of a VP for this area. Recognised events and the deployment of a network of officers for each research unit, for example, contribute to this objective.

However, additional measures have been planned to strengthen this area.

A platform that gives access to all the open calls for proposals and allows keyword searches will be created based on an AI programme.

The "Science with and for society" award (regional network that includes national research institutions) will be organised again to increase funding and visibility. An innovative training programme in scientific outreach and public communication will be offered to researchers.

Remarks (max 500 words)



Strengths and Weaknesses (Initial Phase)

Regarding the recruitment of research staff: the advertisement of job openings, the selection of candidates, and the composition of juries (for the recruitment of R1 research support personnel) and of committees (for the recruitment of faculty and researchers) comply with the applicable national regulations:

- The procedures are online and are carried out at the national level (Galaxie, BIEP, and Web-ITRF), which ensures a wide dissemination of openings.
- Gender equality is respected in the jury composition.
- The researchers who organize recruitments have a large number of internal administrative resources at their disposal.
- Any problem encountered during the recruitment process may be communicated to the human resources department in charge of teaching & research staff and to the VP HR, the VP equality, and the ethics officer.

A) Regarding the recruitment of teaching & research staff (enseignants-chercheurs - EC):

- An instruction guide is sent to the selection committee chairs and a meeting is organized each year to share information about the merit-based selection criteria and to present the resources available.
- Teaching & research staff selection committees have a regulatory framework that guarantees transparency and a merit-based judgement.
- Job profiles and selection criteria are disseminated before recruitment.
- Concerning the selection, two reports are drawn up for each candidate.
- Mobility is taken into account.

We have also identified several areas for improvement:

- Job openings are not systematically published on the most suitable platforms and are not always visible on an international scale.
- The information provided to selection committees may be improved.

- Candidates do not systematically received feedback after recruitment interviews.
- The assessment of non-bibliometric soft and hard skills may be improved (teaching, supervision, administrative commitment, team leadership, participation in scientific outreach, research dissemination (Open Science), and family considerations (maternity and paternity leave), mobility, etc.).

B) Regarding career development for teaching & research staff:

- The rules relating to statutory career development provide an appropriate regulatory framework (seniority is taken into account and qualifications are recognized).
- All teaching & research staff members may request a meeting with the HR department to discuss their career and be advised regarding possibilities of development or retraining.

However, we noticed weaknesses, such as:

- A lack of individualized support for teaching & research staff as regards their career development and mobility.
- Information about professional career development criteria is not sufficiently disseminated.
- Teaching commitments and engagement in the institution's activities are not sufficiently taken into account in career development.

C) Concerning the recruitment of doctoral students and postdoctoral fellows:

- The methods for recruiting postdoctoral fellows vary depending on the research unit.
- Good practices implemented locally are not always formalized and shared. The framework imposed by research unit supervisory authorities meets the OTM-R criteria.

Some research units take non-bibliometric skills into account in their selection criteria (management, career break, mobility).

D) Concerning support for doctoral and postdoctoral careers:

- Doctoral students may participate in an annual mentoring program.
- Depending on the research unit, doctoral students may receive advice from their local unit.

We noticed above all that more support is needed for the recruitment of postdoctoral fellows and that their career development needs more structure.

Strengths and Weaknesses (Interim Assessment)

Concerning recruitment and selection:

UniCA has issued an HR strategy plan that includes HRS4R actions. Recruitment processes have been mapped and documents are now available to committees selecting teaching & research staff. A new procedure requires research units to publish postdoctoral offers on at least two platforms, including EURAXESS.

Management guidelines relating to pay, promotions and career development for teaching & research staff, published by the Ministry, have been implemented by UniCA. The OTMR approach has been adopted and is systematically applied for these recruitments. UniCA has made these principles more visible in its documents. The OTMR principles are presented in a strategy document and in a guide for selection committee members. The participation to activities to promote scientific knowledge and disseminate scientific culture and management skill are criteria provided to the recruitment committee for teachers researchers.

A Marie Curie Cofund project led to the creation of new material to better implement these principles and it was used to recruit doctoral students in a very specific field. The IDEX programme created material for postdoctoral students applying for permanent employment or applying for funding for a European project. A Junior researcher excellence grant programme was created.

However, further measures have been planned to strengthen this area.

Deployment of the ATS (Assistant Tracking System) recruitment software has been delayed. It will be created in connection with a national simplification project locally led by UniCA (Gillet Mission).

Concerning career development

UniCA has launched a mobility and career action plan that offers career development measures and support (such as mobility and career advisers) for all staff including researchers. The intranet website has been updated to include more information (remuneration for example).

Non-bibliometric criteria have been included in career development data: commitment to the institution, management, outreach, administrative commitment, commitment in recognised organisations, etc.

Management guidelines promoted by the Ministry will help researchers advance their career and increase their remuneration, and will improve the appraisal system. Communication on simplified access to international mobility has been stepped up. UniCA participates in CoARA (Coalition for Advancing Research Assessment) working groups to improve the Coalition's assessment [YVDD1] practices. The "Collegium of Advanced Studies" programme offers flexible working hours and an operating budget to the selected researchers.

However, other measures have been planned to strengthen this area.

A think-tank on the balance between the teaching & research assignments will be set up shortly (action scheduled later in the action plan). A specific mentoring system for researchers will be designed.

[YVDD1]Pas sûre de ceci? D'UniCa ou de CoARA ? Et quelles mesures ?

Remarks (max 500 words)

Working conditions*



Strengths and Weaknesses (Initial Phase)

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The quality of the working environment provided to researchers is essential to achieve excellence in research and teaching. Therefore, we ensure that a suitable work environment is provided with funded research projects. As part of this commitment, the institution's usual policy is to deploy and pool existing university resources.

UCA practices are compliant with and go beyond the national regulatory framework both in terms of HR and of health and safety. For example:

- UCA has implemented projects of excellence to improve working conditions for starting and current researchers, and to increase its attractiveness (Welcome Center, Mob4all, COFUND).
- We have been engaged for several years in a university-wide Quality of Work Life (QWL) process in collaboration with the Committee of Health, Safety and Working Conditions (CHSCT).
- We carry out a health and safety assessment every year and a risk prevention program.
- We have organized a network of prevention officers in the research units.
- In connection with QWL and work-life balance, key initiatives have been implemented such as teleworking and the right to disconnect.
- A multiannual action plan for gender equality has been adopted. It engages UCA to implement actions that promote gender equality, reduce inequalities and discrimination, and promote equal access to positions of responsibility.
- Statutory measures and specific actions intended for staff with disabilities have been deployed.
- UCA provides legal support to its researchers on issues related to intellectual property and co-author rights.
- UCA applies the law that provides for the legal protection of public servants and specifies the means and time limits for appeal.
- Teaching & research staff and doctoral students are represented on all the institution's bodies and committees.
- Complaints and appeals are subject to an appropriate process.

We have identified several areas that could be improved:

- Research platforms could be better pooled.
- Mediation resources and provisions are not fully known.
- The added value of pedagogical and administrative responsibilities should be taken into account in the assessment of teaching & research staff.
- The information is available, but it is not collected by all researchers.

Strengths and Weaknesses (Interim Assessment)

Concerning the inclusion policy:

The inclusion policy has been deployed through a number of actions in favour of all staff and of the research community in particular. The institution is rolling out a gender equality plan and is mobilising the entire community in its deployment and co-construction.

The disability policy adapts processes to the specific needs of the relevant staff and raises awareness within the community. Funding is targeted at doctoral students.

Existing resources have been given more visibility.

The recruitment committees have been informed about non-discrimination recruitment and unconscious bias (teaching & research staff, etc.)

Access to disability and inclusion measures has been increased: Mob4all (incoming and outgoing international mobility), disability doctoral grants (national, regional or institutional).

The recruitment process for researchers (doctoral students, postdoctoral students, teaching & research staff, administrative support staff) has been adapted for candidates with disabilities.

However, further measures have been planned to strengthen this area.

Recruitment committees for all staff categories will be informed about non-discriminatory recruitment and unconscious bias.

A gender equality plan is being co-built with the staff community including researchers. A new research theme focuses on improving gender equality measures for researchers. The MORE3 report is used.

Concerning working conditions:

UniCA is committed to a quality of life and working conditions (QLWC) action plan for researchers and all staff. A national agency (ANACT) is providing support with its implementation.

Existing resources have been given more visibility.

The institution's QLWC approach is implemented among researchers through calls for QLWC projects.

Workshops have been organized to improve communication between teaching & research staff and administrative staff. QLWC Awareness-raising campaigns have been held in research units. Coworking spaces for teleworking have been created on three

The working spaces and equipment available to the research community have been improved and a database of scientific platforms, used across all university components, was created.

A Welcome Centre and faculty members are available to help incoming mobility staff settle in.

Further measures have been planned to strengthen this area.

Coworking spaces for teleworking should be created on all campuses.

Day-care centres or schools for UniCA staff children and in particular for incoming mobility staff should also be offered (depending on budget possibilities).

Concerning the prevention of professional risks, UniCA deploys measures to prevent, raise awareness of and manage occupational risks. A network of safety and prevention correspondents in the research units is run by the prevention advisor. Reporting tools are available and victim support services have been set up. A harassment and psychosocial risks counselling unit and a violence and discrimination counselling unit have been set up.

A mediation centre specialising in conflict management was created.

However, additional measures are needed to strengthen this area.

New budget incentives should be developed and means should be provided to monitor risk prevention and keep documents updated on campuses.

A unified digital system to improve the coordination of risk prevention actions and measures should be implemented in line with the simplification mission initiated with UniCA's local partners.

Remarks (max 500 words)

Training and development*



Strengths and Weaknesses (Initial Phase)

Because professional training is an important lever of professional career development, UCA offers customized continuous training programs (teaching, pedagogy, innovation, languages, communication, professional efficiency, management) in person or remotely.

Our strengths:

- A training program based on seminars and workshops was designed to improve competencies and knowledge of the tools specific to research and to the researcher's field.
- An online skill development platform provides resources.
- An agreement was signed by UCA community partners (CNRS, INRIA, IRD, INRAE) to pool training programs and offer a wide range of training courses and workshops for researchers including doctoral students.
- Doctoral schools and the center for doctoral studies are particularly vigilant to ensure compliance with good practices and ethical principles regarding the training of young researchers, notably in the subordinate relationship between doctoral supervisors and their students.
- The internal regulations of the College of Doctoral Studies were drafted on February 20, 2017 and a Doctoral Charter on February 20, 2017 to frame doctoral activities and the assignments of doctoral supervisors and co-supervisors.
- A training program in doctoral supervision was implemented for doctoral supervisors.
- A management track was introduced for the unit directors, assistant directors, and team leaders.

We identified the following weaknesses:

- Even if a large number of training courses are available, researchers do not all take advantage of the information provided.
- We also notice that training programs are not sufficiently followed by doctoral students.
- Support systems for doctoral students such as a mentoring program are available but are not systematically enforced.

Strengths and Weaknesses (Interim Assessment)

The services offered by the doctoral studies department to doctoral students are more visible.

The training policy shared with the university components includes a wide range of professional courses for doctoral students. Training in doctoral supervision and campaigns to encourage participation in disciplinary training courses have been relaunched.

Existing resources for doctoral students, in particular counselling units, support and mentoring programmes, have been made given more visibility.

Academic and scientific training has been increased in the doctoral schools.

Training courses to raise awareness of psychosocial risks and gender-based and sexual violence have been organised for doctoral students. They have been informed of existing alert and support measures.

However, additional measures have been planned to strengthen this area.

Further academic and scientific training programmes should be offered along with professional open badge certifications.

A person dedicated to professional integration has recently been recruited. In particular, she will help doctoral students to build up a professional network. The new doctoral student VP is currently working on a new satisfaction survey for doctoral students.

Remarks (max 500 words)

Have any of the priorities for the short- and medium term changed? (max 500 words)

The short- and medium-term priorities in research and human resources remain those defined by the re-elected President and his team. The HRS4R action plan has been used to define the strategy with the departments.

The aim of our 5-year action plan was to set out a roadmap for the departments. The actions set out in the action plan are fully integrated into the departments' short- and medium-term objectives.

Université Côte d'Azur was created in January 2020 as an experimental university. It has been awarded the major national label of "IDEX"

initiative of excellence.

After an assessment by the High Council for the Evaluation of Research and Higher Education (<https://www.hceres.fr/en/> (<http://www.hceres.fr/en/>) evaluation-hceres), it obtained the status of major educational institution in 2024. This has allowed us to confirm and strengthen our partnership policy with the university components that voted in favour of the HR strategic plan. HRS4R HR actions are integrated in this plan and thus strengthened.

A national simplification project led locally by Université Côte d'Azur (Gillet Mission) will propose measures in June 2024 to simplify administrative processes.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

Elections of the new governance team were held in December 2023. The new presidential team was appointed at the end of January.

The new presidential team dedicated to HR now includes a VP HR, a VP Research, a VP Social Policy, Equality, Diversity (who is the direct sponsor of the project) and a HR development project manager, previously VP HR. This plan provides a framework for university-wide initiatives with Université Côte d'Azur's partner institutions. An HR development project manager is dedicated to research issues within the HR department and will follow up the HRS4R project for the HR department. The Université Côte d'Azur HR strategy at both the national and institutional level, is consistent with the actions proposed in this action plan. The strategy is continuously converging.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

A change of service provider for the website is underway. A full translation of the web pages is planned for the end of 2024. The hrs4r website has been translated into english and highlights the actions implemented. It is accessible to the entire research community.

Université Côte d'Azur is a laureate of several PIA national research investment programmes (PIA, Investment for the Future Programme) run by the French Ministry of Research: SFRI, SIGNALIFE, 3IA, R2D2. Université Côte d'Azur has developed a significant proportion of its own resources. It has expertise in calls for projects, with 163 projects submitted in 2023 and €24.8 M obtained by the International & Europe

department. Université Côte d'Azur has obtained funding to create a university innovation centre (PUI) aimed at six key areas: awareness-raising and training, detection of innovative projects, platforms and expertise, partnership research, technology transfer, creation of innovative businesses. The volume of projects creates a burden on the services. At the same time, it reinforces project management skills.

A simplification mission (Gillet Mission) was created to streamline research support processes in connection with the local research partners (CNRS, INRIA, IRD, INSERM, INRAE). This initiative should create a culture based on internal project calls and spread project-based management within the different research partners.

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Proposed ACTIONS

Action 1

Replace the current Ethics Committee for Non-Interventional Research (CERNI) by a Research Ethics Committee (CER)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 1. Research freedom	Jan-22	Ethics and deontology officer	CER is created and its missions are communicated to the community
(+/-) 2. Ethical principles			
Current Status	Remarks		
COMPLETED	The CER is active and now fully recognized. https://univ-cotedazur.eu/ethical-and-academic-responsibility/ethics-and-scientific-integrity		

Proposed ACTIONS

Action 2

Create and lead a network of ethics committees with partners of Université Côte d'Azur, the network of universities (French or foreign)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 1. Research freedom (+/-) 2. Ethical principles	Jan-24	Ethics and deontology officer	The network is created and meetings are organized at regular intervals
Current Status	Remarks		
COMPLETED	Université Côte d'Azur belongs to the national networks of the Ethics and scientific integrity officers and the CER federation. Exchanges of information and best practices are shared to raise global overall standards. https://univ-cotedazur.eu/ethical-and-academic-responsibility/ethics-and-scientific-integrity		

Proposed ACTIONS

Action 3

Create and update a website dedicated to ethical and professional conduct

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 1. Research freedom	Dec-22	Ethics and deontology officer	The website is created and accessible to the community
(+/-) 2. Ethical principles			

Current Status	Remarks
COMPLETED	The website was created and, updated. A comprehensive input form enables allows researchers to identify the topics they wish to be investigated. The form has been enriched with a A sustainable development section was added to the form. https://univ-cotedazur.eu/ethical-and-academic-responsibility/ethics-and-scientific-integrity

Proposed ACTIONS

Action 4

Appoint an ethics/alert officer

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 1. Research freedom			
(+/-) 2. Ethical principles		Ethics and deontology officer, VP	
(+/-) 10. Non discrimination	Mar-22	Social Policy, Equality-Diversity	The ethics/alert officer is appointed
(+/-) 23. Research environment			
(+/-) 24. Working conditions			

Current Status	Remarks
COMPLETED	The deontology/alert officer was recruited and works is working very actively with the Ethics and scientific integrity officer. Information and advice have been provided. https://univ-cotedazur.fr/universite/responsabilite-ethique-et-universitaire/ethique-et-integrite-scientifique/referent-deontologie-laicite-alerte/laicite

Proposed ACTIONS

Action 5

Provide training on research ethics (tutorial videos)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	Dec-24	Ethics and deontology officer, VP Valorization and Innovation, VP Doctoral and Postdoctoral Policy	Tutorial videos are created and are accessible to the community
(++) 3. Professional responsibility			
(+/-) 5. Contractual and legal obligations			
(++) 6. Accountability			
Current Status	Remarks		
IN PROGRESS	Ethical training for doctoral students have has been organized and filmed on January 23. These videos are available in long form on the website. https://univ-cotedazur.eu/ethical-and-academic-responsibility/ethics-and-scientific-integrity		

Proposed ACTIONS

Action 6

Organize "Let's talk about ethics" workshops within research units on themes such as intellectual property, ethical and professional conduct, data ownership, partnerships and research dissemination

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 1. Research freedom			
(+/-) 2. Ethical principles		Ethics and deontology officer, VP Valorization and Innovation, VP Research and innovation	Workshops are offered and held in research units.
(++) 3. Professional responsibility			
(+/-) 5. Contractual and legal obligations	Jul-26		
(++) 6. Accountability			
(+/-) 8. Dissemination, exploitation of results			
Current Status	Remarks		
IN PROGRESS	Ethical workshops on freedom of expression are scheduled for 2024. New themes suggested by research unities will be proposed.		

Proposed ACTIONS

Action 7

Create a guide presenting the principles of ethics, scientific integrity, and professional conduct and disseminate it

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	Jun-23	Ethics and deontology officer	A guide for ethics, scientific integrity, and professional conduct is developed and is accessible to the community

Current Status	Remarks
EXTENDED	The guide is scheduled to be produced in December 2024. The website already refers to a French ethical charter.

Proposed ACTIONS

Action 8

Join the federation of ethics committees

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	Oct-21	Ethics and deontology officer	Membership in the federation is obtained
Current Status	Remarks		
COMPLETED	Done in advance. https://www.federation-cer.fr/		

Proposed ACTIONS

Action 9

Draw up a charter that defines each discipline's criteria for contributing to a publication as an author

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles			
(+/-) 5. Contractual and legal obligations			
(-/+) 31. Intellectual Property Rights	Jun-23	Ethics and deontology officer	The charter is drafted and is accessible to the community
(+/-) 32. Co-authorship			
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		
EXTENDED	A co-authorship policy discussion has begun and will be formalized. The guide is scheduled to be produced in June 2025.		

Proposed ACTIONS

Action 10

Recommend the MOOC on data protection (CNIL : National Data Protection Commission)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	Jun-22	Ethics and deontology officer, DPO	Information about MOOCs is communicated on the Internet and by Email
(+/-) 7. Good practice in research			
(+/-) 23. Research environment			
Current Status	Remarks		
COMPLETED	Completed on the website and by email. https://univ-cotedazur.eu/ethical-and-academic-responsibility/ethics-and-scientific-integrity .		

Proposed ACTIONS

Action 11

Set up a network of coordinators in charge of knowledge transfer, innovation and partnership to assist researchers connected with CNRS.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles			
(++) 3. Professional responsibility		VP	A network of coordinators for the UCA community is created, their assignments are formally defined and communicated to the community
(+/-) 4. Professional attitude		Valorization and	
(+/-) 5. Contractual and legal obligations	Dec-22	Innovation, VP Research and	
(++) 6. Accountability		innovation	
(+/-) 8. Dissemination, exploitation of results			
Current Status	Remarks		
COMPLETED	Completed in advance. Network already structured organised and active. https://univ-cotedazur.fr/recherche-innovation/valorisation-de-la-recherche-reseau-des-cpvi/correspondants-partenariat-valorisation-innovation-cpvi		

Proposed ACTIONS

Action 12

Benchmark platforms listing national and international calls for proposals *

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	Dec-22	VP Valorization and Innovation, VP Research and innovation	Assessment and analysis of the benchmark study
(++) 3. Professional responsibility			
(+/-) 4. Professional attitude			
(+/-) 5. Contractual and legal obligations			
Current Status	Remarks		
EXTENDED	Benchmarking was started and is scheduled to end in June 2024.		

Proposed ACTIONS

Action 13

Create a platform that gives access to all the open calls for proposals and allows keyword searches (by discipline, date open and closed, funding provided, issuing organization, etc.) and sends alerts **

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	Dec-25	VP Valorization and Innovation, VP Research and innovation	The specifications are defined and the platform is created
(++) 3. Professional responsibility			
(+/-) 4. Professional attitude			
(+/-) 5. Contractual and legal obligations			
Current Status	Remarks		
IN PROGRESS	Resources financed by Université Côte d'Azur accelerator project. Platform will be delivered in December 2024.		

Proposed ACTIONS

Action 14

Update information on the website regarding research and knowledge transfer by including the regulatory texts and contracts applicable to research projects

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 4. Professional attitude			
(+/-) 5. Contractual and legal obligations		VP Valorization and Innovation, VP Research and innovation	The website is updated
(++) 6. Accountability	Dec-22		
(+/-) 8. Dissemination, exploitation of results			
(+/-) 25. Stability and permanence of employment			
Current Status	Remarks		
EXTENDED	Postponed to December 2024. Already completed: identification of model agreements, drafting of a communication plan, inventory of applicable texts.		

Proposed ACTIONS

Action 15

Schedule regular meetings for research units or Graduate Schools (EURs) with research, innovation department and/or the research and innovation governance team

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 4. Professional attitude	Dec-22	VP Valorization and Innovation, VP Research and innovation	Annual meetings are scheduled
(++) 6. Accountability			
Current Status	Remarks		
EXTENDED	Postponed to December 2024. Regular meetings were held, but not with an annual provisional calendar (difficulty in coordinating the agendas of all stakeholders).		

Proposed ACTIONS

Action 16

Encourage the use of online timesheets (cf. European projects) in Ohris (a time management software)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(++) 6. Accountability	Dec-25	Center for European and Local Authorities	Teaching & research staff are encouraged to enter their timesheets on Ohris
Current Status	Remarks		
COMPLETED	A user procedure has been implemented. https://univ-cotedazur.fr/recherche-innovation/services-aux-chercheurs/labellisation-hrs4r/hrs4r-un-accompagnement-du-suivi-financier-des-projets-de-recherche		

Proposed ACTIONS

Action 17

Provide more visibility to the major advances in research and innovation (success stories) within UCA

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	Dec-23	VP Valorization and Innovation, VP Research and innovation, Communication department	Video clips presenting projects completed are accessible to the community
(+/-) 8. Dissemination, exploitation of results			
(+/-) 9. Public engagement			
Current Status	Remarks		
EXTENDED	The research units have identified innovations made in their unit		

Proposed ACTIONS

Action 18

Simplify and secure access through the UCA website to tools that promote open science

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 8. Dissemination, exploitation of results	dec 2024	VP Documentary Policy and Open Science, VP Digital Transformation, University library director	The open science research page is created on the UCA website
(+/-) 9. Public engagement			
Current Status	Remarks		
COMPLETED	Updated website with online help available. https://univ-cotedazur.fr/recherche-innovation/science-ouverte		

Proposed ACTIONS

Action 19

Increase the dissemination of research work on the Internet

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 8. Dissemination, exploitation of results	Jun-26	VP Documentary Policy and Open Science, University library director	Number of articles published on research dissemination websites (HAL SHS, ReveL, Cairn, etc.)
(+/-) 9. Public engagement			
Current Status	Remarks		
COMPLETED	The open access rate for Université Côte d'Azur was 6 points higher than the national rate in 2021. https:// univ-cotedazur.fr/recherche-innovation/science- ouverte . A digital humanities engineer is funded at the centre for humanities (MSHS) to help disseminate data.		

Proposed ACTIONS

Action 20

Develop calls for proposals to fund scientific outreach

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 9. Public engagement	Dec-24	Scientific Culture Officer	Number of calls for proposals funded for scientific outreach projects
Current Status	Remarks		
IN PROGRESS	Organization process initiated with research units.		

Proposed ACTIONS

Action 21

Develop participatory research projects

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 8. Dissemination, exploitation of results	Jun-23	Scientific Culture Officer	Number of participatory research projects submitted to UCA
(+/-) 9. Public engagement			
Current Status	Remarks		
COMPLETED	Participatory science developed with research unities around in projects : ECOSEAS project CI3P, OTECCA https://science-societe.univ-cotedazur.fr		

Proposed ACTIONS

Action 22

Obtain the "Science with and for society" award (regional network that includes national research institutions)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 9. Public engagement	Jun-22	Scientific Culture Officer	The award is obtained
Current Status	Remarks		
EXTENDED	New application for the award on January 31, 2024		

Proposed ACTIONS

Action 23

Increase the visibility of actions coordinated by the scientific and technical culture unit

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 9. Public engagement	Dec-22	Scientific Culture Officer	Communication actions are carried out to highlight the actions of the scientific and technical culture unit
Current Status	Remarks		
COMPLETED	Visibility increased via a communication plan: service presented in booklet, partnership with The Conversation, social networks, internal newsletter, email. The centre for humanities (MSHH) has opened a CanalU internet conference broadcast.		

Proposed ACTIONS

Action 24

Offer training in scientific outreach and public communication

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 9. Public engagement	Sep-27	Scientific Culture Officer	Training programs on scientific outreach and public communication are organized
(+/-) 38. Continuing Professional Development			
(+/-) 39. Access to research training and continuous development			
Current Status	Remarks		
IN PROGRESS	Discussions have started.		

Proposed ACTIONS

Action 25

Create a network of science and society coordinators from each laboratory in charge of outreach and communication

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 8. Dissemination, exploitation of results (+/-) 9. Public engagement	Dec-24	Scientific Culture Officer	A network is formed with the science outreach coordinators of each laboratory (their assignments were formally defined and communicated to the community)
Current Status	Remarks		
COMPLETED	Network created in research units. https://science-societe.univ-cotedazur.fr/nos-correspondants-des-labos		

Proposed ACTIONS

Action 26

Provide a recruitment toolkit that complies with OTMR criteria and is adapted to the different contracts covered by the Research Programming Law (junior professor chairs, fixed-term contracts for specific assignments, and postdoctoral contracts)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment	Dec-24	VP Human Resources and Organizational Development, VP Social Policy, Equality-Diversity, VP Doctoral and Postdoctoral Policy, VP Research and innovation, VP Disability Policy, Head of Disability unit, Deputy General Director of Services HR and Modernization	A toolkit is created to help recruit researchers and is accessible to the community
(+/-) 13. Recruitment (Code)			
(+/-) 14. Selection (Code)			
(+/-) 15. Transparency (Code)			
(+/-) 16. Judging merit (Code)			
(+/-) 21. Postdoctoral appointments (Code)			
(+/-) 25. Stability and permanence of employment			
(+/-) 26. Funding and salaries			

Current Status Remarks

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	The Management Guidelines set by the Ministry have led to greater formalization of recruitment process. The recruitment guide for teaching & research staff has been updated to include OTMR criteria. It will be a model.

Action 27

Use ATS (Assistant Tracking System) recruitment software to improve compliance with OTMR criteria

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			
(+/-) 13. Recruitment (Code)	Jun-23	VP Human Resources and Organizational Development	The software is deployed
(+/-) 14. Selection (Code)			
(+/-) 15. Transparency (Code)			

Current Status	Remarks
EXTENDED	Software finally not selected. A new solution will be chosen and implemented in December 2025.

Proposed ACTIONS

Action 28

Disseminate the cofund BoostUrCareer recruitment kit (developed for doctoral students) within the community

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			
(+/-) 13. Recruitment (Code)			The cofund recruitment kit is distributed and is accessible to the community
(+/-) 14. Selection (Code)		Center for European and Local Authorities	
(+/-) 15. Transparency (Code)	Jun-22		
(+/-) 26. Funding and salaries			
(+/-) 29. Value of mobility			
Current Status	Remarks		
COMPLETED	Kit disseminated. Extension to all doctoral students is under consideration. https://univ-cotedazur.fr/recherche-innovation/services-aux-chercheurs/labellisation-hrs4r/plan-daction-hrs4r-2022-2027-1		

Proposed ACTIONS

Action 29

Advertise more teaching & research openings in English (on academic networks, social networks, Euraxess, etc.)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment	Dec-25	VP Human Resources and Organizational Development	A process is deployed for advertising teaching & research openings in English
(+/-) 13. Recruitment (Code)			
(+/-) 14. Selection (Code)			
(+/-) 15. Transparency (Code)			
Current Status	Remarks		
IN PROGRESS	Since 2023, a new process requires research units to publish postdoctoral offers on at least 2 platforms, including EURAXESS		

Proposed ACTIONS

Action 30

Help recruitment committees implement OTMR criteria (open, transparent, merit-based recruitment) by updating the guide

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment		VP Human Resources	The recruitment guide is updated and is accessible to selection committees
(+/-) 14. Selection (Code)		Organizational Development, Head of Faculty Administration	
(+/-) 15. Transparency (Code)	dec 23		
(+/-) 16. Judging merit (Code)			
Current Status	Remarks		
COMPLETED	The recruitment guide for teaching & research staff has been updated to include OTMR criteria. Intranet : https://intranet.univ-cotedazur.fr/ressources-humaines/recrutement-carriere-et-mobilite/recrutement/guide-cds-2023-vf-110123		

Proposed ACTIONS

Action 31

Define new selection criteria other than bibliometric (teaching, supervision, administrative commitment, collaboration, participation in scientific outreach, mobility, etc.)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 14. Selection (Code)			
(+/-) 16. Judging merit (Code)			
(+/-) 17. Variations in the chronological order of CVs (Code)			
(+/-) 18. Recognition of mobility experience (Code)	Dec-25	VP Human Resources and Organizational Development, Head of Faculty Administration, VP Research and innovation	A list of criteria is proposed by the working groups
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 20. Seniority (Code)			
(+/-) 29. Value of mobility			

Current Status Remarks

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	The participation to activities to promote scientific knowledge and disseminate scientific culture and management skill are criteria provided to the recruitment comitee for teachers researchers. Other criteria needs expressed by researchers and the VPs will be identified in 2024-2025

Proposed ACTIONS

Action 32

Encourage the incoming and outgoing mobility of permanent researchers by clarifying and promoting the regulatory mobility possibilities offered

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 18. Recognition of mobility experience (Code)	Dec-25	VP Valorization and Innovation, VP International Development and External Relations, VP Human Resources and Organizational Development, VP Research and innovation	Web pages dedicated to mobility are created
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 29. Value of mobility			
Current Status	Remarks		
IN PROGRESS	Intranet pages updated.		

Proposed ACTIONS

Action 33

Develop communication material on the possibilities of access to international mobility initiatives (Ulysseus, Pause program, etc.)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 18. Recognition of mobility experience (Code)	Dec-25	VP International Development and External Relations	Communication material regarding international mobility initiatives is created
(+/-) 29. Value of mobility			

Current Status	Remarks
COMPLETED	Application for international staff mobility has been simplified with an online form on the intranet: https://glpi.univ-cotedazur.fr/plugins/formcreator/front/formdisplay.php?id=197

Proposed ACTIONS

Action 34

Consider setting up a system to provide advice and support at key moments of a researcher's career

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 11. Evaluation/ appraisal systems	dec 24	VP Human Resources and Organizational Development, VP Research and innovation, VP training	A career development scheme to be experimented is proposed
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 20. Seniority (Code)			
(-/+) 28. Career development			
(-/+) 30. Access to career advice			
Current Status	Remarks		
IN PROGRESS	Collective intelligence workshops with researchers forecasted in 2024 to identify researchers' needs.		

Proposed ACTIONS

Action 35

Create a single HR department for mobility and career development in charge of organizing career counseling and orientation interviews

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 11. Evaluation/ appraisal systems			
(+/-) 19. Recognition of qualifications (Code)			
(-/+) 28. Career development	Dec-25	VP Human Resources and Organizational Development	A mobility and career development service is created
(-/+) 30. Access to career advice			
(+/-) 37. Supervision and managerial duties			
(+/-) 40. Supervision			
Current Status	Remarks		
COMPLETED	Department created. intranet : https://intranet.univ-cotedazur.fr/ressources-humaines/recrutement-carriere-et-mobilite/mobilite/plan-daction-carriere-et-mobilite		

Proposed ACTIONS

Action 36

Offer mobility and career development support to researchers with specific needs

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination			
(-/+) 28. Career development			
(-/+) 30. Access to career advice	Dec-25	VP Disability Policy, Head of Disability unit	A support system is created
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		
COMPLETED	Included in the career mobility action plan. A career mobility consultant helps staff with specific needs. intranet https://intranet.univ-cotedazur.fr/ressources-humaines/recrutement-carriere-et-mobilite/mobilite/plan-daction-carriere-et-mobilite .		

Proposed ACTIONS

Action 37

Define new criteria for professional advancement other than bibliometric that ensure gender equality (teaching, supervision, administrative commitment, collaboration, participation in scientific outreach, mobility, etc.)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 9. Public engagement			
(+/-) 11. Evaluation/ appraisal systems			
(+/-) 19. Recognition of qualifications (Code)		VP Human Resources and	
(+/-) 20. Seniority (Code)		Organizational Development, VP Research and	
(+/-) 22. Recognition of the profession		innovation, VP training, VP	A list of criteria is proposed by the working groups
(-/+) 28. Career development	Dec-25	Documentary Policy and	
(-/+) 30. Access to career advice		Open Science, VP	
(-/+) 31. Intellectual Property Rights		Social Policy, Equality-	
(+/-) 37. Supervision and managerial duties		Diversity	
(+/-) 40. Supervision			

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	Non-bibliometric criteria have been included: commitment to the institution, management, outreach, administrative commitment, commitment in recognised organisations, etc. New criteria will also be added. Université Côte d'Azur is involved in Coara working groups about career assessment.

Proposed ACTIONS

Action 38

Create a mentoring program to improve the integration and career development of newly recruited teaching & research staff

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 11. Evaluation/ appraisal systems	Dec-24	VP Human Resources and	A mentoring program is created and is accessible
(+/-) 22. Recognition of the profession		Organizational Development,	
(+/-) 27. Gender balance		VP Social Policy,	
(-/+) 28. Career development		Equality-	
(-/+) 30. Access to career advice		Diversity, Head of Staff Training	
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		
IN PROGRESS	Doctoral mentoring program already implemented. https://univ-cotedazur.fr/recherche-innovation/doctorat-phd/etre-doctorant/mentorat/mentorat-uca		

Proposed ACTIONS

Action 39

Create an online guide to explain the pay system (public service pay scales, profit-sharing bonus, how seniority is calculated, how to combine compensations, etc.)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 20. Seniority (Code)			
(+/-) 22. Recognition of the profession			
(+/-) 25. Stability and permanence of employment	Dec-25	VP Human Resources and Organizational Development	An online pay guide is published
(+/-) 26. Funding and salaries			
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		
COMPLETED	The intranet page was created and has been updated https:// intranet.univ-cotedazur.fr/ressources-humaines/ remuneration		

Proposed ACTIONS

Action 40

Create “career development” training programs in collaboration with departments, research units and former elected members of the Academic Council and the National Council of Universities

GAP Principle(s)	Timing (at least by year’s quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 11. Evaluation/ appraisal systems		VP Human Resources and Organizational Development	Career development training programs are created
(-/+) 28. Career development	Dec-22		
(-/+) 30. Access to career advice			

Current Status	Remarks
EXTENDED	This course will be added to a researcher training programme. Discussions with national research organizations have been planned. A shared training market already exists and is locally shared with these partners on other topics. Postponed to December 2024.

Proposed ACTIONS

Action 41

Create a working group to discuss how to help teaching & research staff find a balance between their different assignments

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 22. Recognition of the profession	Dec-24	VP Human Resources and Organizational Development, VP Research and innovation, VP training	Methods to balance assignments are proposed by the working group
(-/+) 28. Career development			
(-/+) 30. Access to career advice			
(-/+) 33. Teaching			
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		

IN PROGRESS

The Management Guidelines set by the ministry provide better salary acknowledgement. Dedicated discussion forums on the subject of workload are forecasted in 2024.

Proposed ACTIONS

Action 42

Deploy the actions of the gender equality action plan and have them steered by a monitoring committee

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination (+/-) 27. Gender balance	Dec-24	VP Human Resources and Organizational Development, VP Social Policy, Equality-Diversity	A steering and monitoring committee is created
Current Status	Remarks		
IN PROGRESS	Université Côte d'Azur has created a department dedicated to professional and gender equality. The 2021-23 gender equality action plan has been reviewed, and a large number of actions have been carried out. The new plan has been drawn up in consultation with staff. https://intranet.univ-cotedazur.fr/ressources-humaines/egalite-et-diversite/plan-action-egalite-femme-homme-2022-en-v2		

Proposed ACTIONS

Action 43

Educate recruitment committees (for doctoral students, postdoctoral fellows, teaching & research staff, administrators and assistants, etc.) about methods of recruitment without discrimination and unconscious bias

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination		VP Human Resources and Organizational Development, VP Social Policy, Equality-Diversity	Information is disseminated and meetings are held with recruitment committees
(+/-) 12. Recruitment			
(+/-) 13. Recruitment (Code)	Dec-22		
(+/-) 14. Selection (Code)			
(+/-) 22. Recognition of the profession			
Current Status	Remarks		
IN PROGRESS	Completed for with selection committees of teachers teaching & research staffers , selection boards for promotion and competitions. The HR strategy plan has planned the its extension dissemination to all selection committees, post-doctoral ones in particular. univ-cotedazur.eu/ethical-and-academic-responsibility/equal-opportunities		

Proposed ACTIONS

Action 44

Provide people with disabilities with better access to support initiatives such as Mob4all (for outgoing and incoming international mobility)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Dec-24	VP Disability Policy, Head of Disability unit	Assessment of the number of mobility assignments
(+/-) 24. Working conditions			
Current Status	Remarks		
COMPLETED	The programme exists and has been promoted through communication campaigns, but only a little few of the teacher-researchers have used it . https://mob4all.ulyseus.eu/		

Proposed ACTIONS

Action 45

Appoint a racism and discrimination officer

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Dec-22	VP Social Policy, Equality-Diversity	A racism officer is appointed
(+/-) 23. Research environment			
(+/-) 24. Working conditions			

Current Status	Remarks
IN PROGRESS	An RH staff member acts as and is on duty. The nomination will take place with the new presidential team.

Proposed ACTIONS

Action 46

Provide people with disabilities with better access to support initiatives such as disability doctoral fellowships (national, regional or institutional)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Dec-24	VP Disability Policy, Head of Disability unit	Assessment of the number of scholarships
(+/-) 24. Working conditions			

Current Status	Remarks
COMPLETED	A grant (doctoral contract) for disabled doctoral students has been obtained by the Ministry. The doctoral department provides information on the campaigns for awarding these doctoral contracts. Academic excellence grants are awarded by the institution to doctoral students who pursue their studies. https://www.enseignementsup-recherche.gouv.fr/fr/contrats-doctoraux-handicap-campagne-nationale-2023-88393

Proposed ACTIONS

Action 47

Adapt the process for recruiting researchers (doctoral students, postdoctoral fellows, teaching & research staff, administrators and assistants, etc.) to applicants with disabilities

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination			
(+/-) 12. Recruitment			
(+/-) 13. Recruitment (Code)	Jun-23	VP Disability Policy, Head of Disability unit	The recruitment process is adapted to candidates with disabilities
(+/-) 14. Selection (Code)			

Current Status	Remarks
COMPLETED	Recruitment by the research units can be adapted during the recruitment phase. The Disability department provides support. Accommodations during the recruitment process is have been implemented. https://univ-cotedazur.fr/universite/responsabilite-ethique-et-universitaire/handicap/je-suis-membre-du-personnel-ou-souhaite-le-devenir/postuler-a-universite-cote-dazur-1

Proposed ACTIONS

Action 48

Make an inventory of the scientific equipment of the different platforms, create a database of equipment and associated skills, and keep it updated

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 23. Research environment	Dec-23	VP Valorization and Innovation, VP Research and innovation, officer of scientific platforms	A database of equipments and associated skills is created
Current Status	Remarks		
COMPLETED	An inventory has been made of the scientific equipment of the different platforms have been inventoried and a website was created : https://services-numeriques.univ-cotedazur.fr/plateformes		

Proposed ACTIONS

Action 49

Systematically provide workstations that meet the specific needs of researchers in their institution or for remote work

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Jun-23	VP Disability Policy, Head of Disability unit	Assessment of the improvements made
(+/-) 23. Research environment			
(+/-) 24. Working conditions			
Current Status	Remarks		
COMPLETED	Workstations are systematically adapted for disabled persons on campus and are also adapted at home for teleworking.		

Proposed ACTIONS

Action 50

Improve access to digital resources for researchers with visual or hearing impairments

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Dec-27	VP Disability Policy, Head of Disability unit	Tools to improve digital accessibility are deployed
(+/-) 23. Research environment			
(+/-) 24. Working conditions			

Current Status	Remarks
IN PROGRESS	Software licences providing these services will be purchased, and a VP for Disability will directly manage this project.

Proposed ACTIONS

Action 51

Extend access to remote work to third places or coworking spaces

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 23. Research environment	Dec-24	VP Social Policy, Equality-Diversity, HR Projects Director	An online reservation platform for coworking spaces is created
(+/-) 24. Working conditions			

Current Status	Remarks
IN PROGRESS	A platform for online reservation of coworking spaces has been created but communication has not been done.

Proposed ACTIONS

Action 52

"Create spaces where the researcher community can meet and share practices linked with their profession "

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(++) 6. Accountability			
(+/-) 8. Dissemination, exploitation of results		VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	Spaces are created for interaction between researchers on key topics
(+/-) 22. Recognition of the profession	Dec-23		
(+/-) 23. Research environment			
(-/+) 33. Teaching			

Current Status	Remarks
EXTENDED	Workshops with PhD students and researchers are scheduled for June 2024 to discuss workload, available resources and work-life balance. Postponed to December 2024.

Proposed ACTIONS

Action 53

Disseminate more widely the provisions of the right-to-disconnect charter

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-23	VP Social Policy, Equality-Diversity, HR Projects Director	Communication actions are carried out about the right-to-disconnect charter
(+/-) 24. Working conditions			
Current Status	Remarks		
COMPLETED	The action was completed. In particular, creation and distribution of camera masks headsets were created and distributed to raise awareness about disconnection rights.		

Proposed ACTIONS

Action 54

Find ways to provide placement in daycare centers or schools for UCA staff and in particular for incoming mobility staff

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-24	VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	An analysis of daycare center placement needs for UCA is carried out and the criteria for access are defined
(+/-) 24. Working conditions			
(+/-) 29. Value of mobility			
Current Status	Remarks		
IN PROGRESS	Provision of cots for staff was evaluated. Budget defined was high and will need to be approved.		

Proposed ACTIONS

Action 55

Boost the university's quality of work life (QWL) initiative for researchers by issuing QWL calls for proposals

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 24. Working conditions	Dec-25	VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	A call for QWL proposals is issued to fund innovative initiatives put forward by researchers to improve well-being at work
Current Status	Remarks		
COMPLETED	2 projects funded (themes : homophobia, electric bicycle).		

Proposed ACTIONS

Action 56

Acquire a unified digital system to improve the coordination of risk prevention actions and measures

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-23	VP Social Policy, Equality-Diversity, Risk Prevention Advisor	A digital tool is proposed by a working group
(+/-) 23. Research environment			
(+/-) 24. Working conditions			

Current Status	Remarks
EXTENDED	Benchmarking of the tools used by the university components is ongoing. Postponed to December 2024.

Proposed ACTIONS

Action 57

Find incentives for and means to support risk prevention and keep documents updated

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-23	VP Social Policy, Equality-Diversity	An action plan is produced by a working group
(+/-) 23. Research environment			
(+/-) 24. Working conditions			

Current Status	Remarks
EXTENDED	Inclusion of prevention aspects in department budget negotiations has been proposed to the governance by the prevention officer. Postponed to December 24.

Proposed ACTIONS

Action 58

Create an occupational health and safety protection center for the university community in charge of harmonizing best practices and leading joint efforts

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-22	Head of Risk Prevention Unit, General Director of Services	An occupational health and safety center is created
(+/-) 23. Research environment			
Current Status	Remarks		
EXTENDED	Action changed into cooperation and exchange of services among Université Côte d'Azur's components.		

Proposed ACTIONS

Action 59

Create a unit that provides counseling and support for individuals dealing with psychosocial risk/moral harassment and a unit in charge of preventing violence and discrimination, and of helping victims and witnesses

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research			
(+/-) 23. Research environment	Dec-22	VP Social Policy, Equality-Diversity	Units are created
(+/-) 24. Working conditions			
(+/-) 34. Complains/ appeals			

Current Status	Remarks
COMPLETED	The unit that provides counseling and support for individuals dealing with psychosocial risk/moral harassment and the unit in charge of preventing violence and discrimination, and of helping victims and witnesses have been created. https://univ-cotedazur.signalement.net/entreprises

Proposed ACTIONS

Action 60

Create a mediation center specialized in conflict management

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 7. Good practice in research	Dec-24	VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	A mediation center is created
(+/-) 24. Working conditions			
(+/-) 34. Complains/ appeals			
(+/-) 36. Relation with supervisors			
Current Status	Remarks		
COMPLETED	A mediation centre was created. https://intranet.univ-cotedazur.fr/ressources-humaines/qualite-de-vie-au-travail/maison-de-la-mediation		

Proposed ACTIONS

Action 61

Improve the training of doctoral supervisors (teaching & research staff recently promoted to supervise research (HDR, ie qualification to supervise research), and doctoral co-supervisors with an exemption)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 28. Career development	Dec-23	VP Doctoral and Postdoctoral Policy, Head of Doctoral School administration	Assessment of the percentage of doctoral supervisors trained in doctoral supervision
(+/-) 36. Relation with supervisors			
(+/-) 37. Supervision and managerial duties			
(+/-) 38. Continuing Professional Development			
Current Status	Remarks		
COMPLETED	Doctoral supervision training is available and 2 sessions are held each year.		

Proposed ACTIONS

Action 62

Train doctoral supervisors in charge of doctoral students with disabilities

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Dec-24	VP Doctoral and Postdoctoral Policy, VP Disability Policy, Head of Disability unit	Assessment of the number of doctoral supervisors trained.
(+/-) 36. Relation with supervisors			
(+/-) 37. Supervision and managerial duties			
(+/-) 38. Continuing Professional Development			

Current Status	Remarks
IN PROGRESS	Training for all managers supervising at least one person with a disability will be included in the university-wide management training programme.

Proposed ACTIONS

Action 63

Communicate more about the resources available to doctoral students, notably counseling and mentoring

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 22. Recognition of the profession	Jun-23	VP Doctoral and Postdoctoral Policy, VP Social Policy, Equality-Diversity, Head of Doctoral School administration	Communication actions are carried out about support systems available for doctoral students, postdoctoral fellows (mentoring, training programs, counseling, etc.)
(-/+) 28. Career development			
(+/-) 36. Relation with supervisors			
(+/-) 37. Supervision and managerial duties			
Current Status	Remarks		
COMPLETED	Communication campaign managed by the doctoral department. https://univ-cotedazur.eu/doctorate-phd/before-the-doctorate		

Proposed ACTIONS

Action 64

Organize a campaign to motivate researchers to acquire more training and develop their skills

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 38. Continuing Professional Development	Dec-24	VP Doctoral and Postdoctoral Policy, VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	A communication campaign is launched
(+/-) 39. Access to research training and continuous development			
Current Status	Remarks		
EXTENDED	Postponed to December 24. The HR department has organized a university-wide information campaign on ongoing training. It will organise a more focused campaign.		

Proposed ACTIONS

Action 65

Offer more academic and scientific training programs via current training programs or new professional certifications (BoostUrCareer) that increase employability and develop skills

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 39. Access to research training and continuous development	Dec-25	VP Doctoral and Postdoctoral Policy, VP Social Policy, Equality-Diversity, VP Human Resources and Organizational Development	Training courses are available
(+/-) 40. Supervision			
Current Status	Remarks		
IN PROGRESS	The software for issuing open badges already exists and will gradually be deployed for doctoral courses.		

Proposed ACTIONS

Action 66

Offer more academic and scientific training programs via doctoral schools

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 39. Access to research training and continuous development	Dec-23	VP Doctoral and Postdoctoral Policy	Assessment of the number of training hours per doctoral school
(+/-) 40. Supervision			
Current Status	Remarks		
COMPLETED	Disciplinary or academic training courses were attended by 580 students in 2021-2022 compared to 760 in 2022-2023, reflecting a 30% increase.		

Proposed ACTIONS

Action 67

Creation of a recruitment policy document based on OTMR criteria for teachers researchers

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			
(+/-) 13. Recruitment (Code)			recruitment policy
(+/-) 14. Selection (Code)	dec 2023	HR department	document based on
(+/-) 15. Transparency (Code)			OTMR criteria
(+/-) 16. Judging merit (Code)			created
Current Status	Remarks		
NEW	New action completed. The OTMR criteria are a main part of the HR recruitment policy		

Proposed ACTIONS

Action 68

Support for post-doctoral students applying for permanent positions at the site or applying for funding for a European project. "Young researcher excellence grants" programme funded by IDEX

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment	june 23	IDEX research Department	Communication action made to Support for post-doctoral students applying for permanent positions at the site or applying for funding for a European project.
(+/-) 13. Recruitment (Code)			
(+/-) 21. Postdoctoral appointments (Code)			
(-/+) 28. Career development			
Current Status	Remarks		
NEW	New action completed.		

Proposed ACTIONS

Action 69

Participation in the working groups of CoARA to advance research assessment practices and methods, in favour of a fairer, more transparent and more accountable process.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 11. Evaluation/ appraisal systems	april 23	IDEX research Department	Participation in the working groups of CoARA
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 22. Recognition of the profession			
(-/+) 28. Career development			
Current Status	Remarks		
NEW	New action completed. An expert from our university participates to the workshops.		

Proposed ACTIONS

Action 70

Implementation of Workshops to improve the support provided the teachers researchers through discussion between them and the schooling departments

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 24. Working conditions	dec 2022	QLWC support	Workshops implemented
(-/+) 33. Teaching			

Current Status	Remarks
NEW	New action completed. Aiming to improve the sustain to researchers by identifying each other's needs.

Proposed ACTIONS

Action 71

Creating a inventory of researchers' skills. (encourage the establishment of partnerships with companies, local authorities, associations and other academic bodies wishing to benefit from our expertise)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 8. Dissemination, exploitation of results		VP	
(+/-) 19. Recognition of qualifications (Code)	dec 23	Valorization and Innovation	Register created
(+/-) 22. Recognition of the profession			
Current Status	Remarks		
NEW	New Action. Directory created and increasingly filled by the researchers. https://univ-cotedazur.fr/recherche-innovation/inventaire-competences		

Unselected principles:

(++)35. Participation in decision-making bodies

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *: <https://univ-cotedazur.eu/services-for-research-scientists/the-hrs4r-award> (<https://univ-cotedazur.eu/services-for-research-scientists/the-hrs4r-award>)

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

This HRS4R action is fully aligned with the UCA HR strategy and quality of work-life strategy. The approach for open, transparent, and merit-based (OTM-R) research recruitment is perfectly in line with the values defended by the presidential team of our institution. Beyond research, the improvements will benefit the entire university staff.

Advertisement of job openings and applications

Candidates can find the job openings on Euraxess, the website of the French Ministry of Higher Education and Research, and on the local UCA website. The openings include all the information needed for each position: the recruitment timeline, the application procedures (fully online) and the composition of the selection committee. All recruitment procedures are determined by national regulations, published in a decree and communicated to all candidates, researchers and university staff via the ministry and university websites. Openings are advertised in compliance with transparency requirements and provide details of the job description, the expected competencies, and the university contact persons.

In order to clarify the rules and procedures for recruitment and above all to provide assistance to the institution's staff, plans have been made to create and deploy a recruitment kit for researchers (action 26).

Action 43 will ensure that all job openings are written in gender-neutral language.

Action 29 will provide for publication of teaching & research staff openings in English (on academic networks, social networks, Euraxess, etc.).

Selection and evaluation

All recruitments go through a recruitment jury or a selection committee or a recruitment commission. These juries are identified as key players that ensure equal treatment of candidates and contribute to prevent discrimination.

Jury members have an obligation of impartiality, objectivity, and neutrality. Candidates are then shortlisted, and the candidates who best meet the criteria for the position are interviewed.

When recruiting teaching & research staff, a selection committee is set up to fill each position. The rules and procedures for setting up selection committees are posted on the intranet. Information is sent to the selection committee chairs each year before the committees start their work. Appropriate procedures have been implemented for the recruitment of teaching & research staff on contract.

An ad hoc selection committee or recruitment commission is set up for each recruitment.

For the recruitment of doctoral students, an ad hoc recruitment jury interviews each candidate.

Training in how to conduct a recruitment interview is offered to all staff likely to participate in an examination jury or recruitment committee.

The selection criteria will be re-examined to take into consideration teaching, administrative, supervision, and institutional responsibilities, and to include a fair assessment of career breaks, atypical career paths, and mobility (action 42).

Action 30 will help selection committees implement OTMR criteria (open, transparent, merit-based recruitment, dissemination on the website of the selection criteria). Selection committees will be provided with assistance (standard responses) to ensure that they provide individual feedback to unsuccessful candidates.

During the selection process, research units will be educated about OTMR criteria (open, transparent, merit-based recruitment) (action 30).

The instruction guide for selection committees will be updated to take into account the OTMR criteria (action 30).

The role of women in research professions is also a concern for our university. We will therefore continue, among other things, to ensure gender equality within selection committees and doctoral juries, as has already been the case for several years.

All selection committees will be trained to recognize unconscious bias (action 43).

Recruitment based on merit and a wide range of competencies

When recruiting staff on contract or for permanent positions via examinations, the competencies required for the position are published in the recruitment advertisement or the job description.

When recruiting doctoral students: the decree of February 22, 2019 defines the competencies of doctoral graduates and includes the doctorate in the national directory of professional certifications.

Working conditions

To increase our university's attractiveness, we will continue to pay special attention to working conditions, including in research laboratories.

Remote work has been introduced and is appreciated. Shared workspaces will gradually be provided for researchers on the various UCA campuses. To ensure a better work-life balance, QWL actions will continue (reserved placement in daycare centers, promotion of a regulated use of digital tools under the right to disconnect (action 53)).

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

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

The deployment of the OTMR principles is supported by dedicated actions in the plan.

The principles have been set down in a policy document approved by the previous and current presidential team. It details their implementation at the various stages of recruitment. (https://univ-cotedazur.fr/medias/fichier/hrs4r-otmr-unica-2024-en_1711527287490-pdf?ID_FICHE=1053391&INLINE=FALSE)

Advertisement of job openings and applications

- Since 2023, a new process requires research units to publish postdoctoral offers on at least 2 platforms, including EURAXESS.
- All job openings are written in gender-neutral language (e.g., <https://univ-cotedazur.fr/universite/travailler-a-universite-cote-d-azur/annonces-offres-d-emplois/recrutement-enseignement-et-recherche/recrutement-enseignants-enseignants-chercheurs>)

Selection and evaluation

The OTMR principles are repeated in the recruitment guides designed for selection committees.

The selection committees are provided with a checklist to help detect partiality or selection bias.

Information has been provided to the recruitment committees about non-discrimination recruitment and unconscious bias. The recruitment processes have been adapted for candidates with disabilities: recruitment committees are informed.

Selection committees are provided with assistance (standard responses) to ensure that they provide individual feedback to unsuccessful candidates.

Recruitment based on merit and a wide range of competencies

When recruiting staff on contract or for permanent positions via examinations, the competencies required for the position are published in the recruitment advertisement or the job description.

Working conditions

To increase our university's attractiveness, we will continue to pay special attention to working conditions, including in research laboratories. A Welcome Centre and faculty members are available to help incoming mobility staff to settle in.

The quality of life and working conditions (QLWC) action plan continue to steer significant measures.

Remote work is very popular and is a factor of attractiveness in recruitments. Shared workspaces are provided for researchers on 3 Université Côte d'Azur's campuses with a booking system.

Surveys and discussion forums are organised for the staff. They help to collect researchers' opinions on their working conditions and the ways to improve them.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL:

https://univ-cotedazur.fr/medias/fichier/hrs4r-otmr-unica-2024-en_1711527287490-pdf?ID_FICHE=1053391&INLINE=FALSE (https://univ-cotedazur.fr/medias/fichier/hrs4r-otmr-unica-2024-en_1711527287490-pdf?ID_FICHE=1053391&INLINE=FALSE)

4. Implementation

General overview of the implementation process: (max. 1000 words)

The objectives of the charter and the code are fully in line with UCA's policy of supporting excellence in the field of research. Our actions aim to increase our attractiveness and international outreach within the European research area. UCA has embarked in the HRS4R process under the leadership of the president and the governance team. The HRS4R process is part of a broader quality improvement initiative that involves drafting procedures for all processes in each area of activity, and regularly monitoring and improving them.

The Vice-President Social Policy, Equality, Diversity is the strategic manager of the project for UCA. The process is being carried out jointly with the Côte d'Azur Observatory (OCA), which has also submitted an endorsement letter.

A project team was set up in August 2020 and has been meeting every week. The strategic steering committee (COPIL) approved the strategic plan, the communication plan, the gap analysis, and the action plan. Working groups bringing together researchers from all levels have been set up to draft the gap analysis and the action plan.

Action implementation schedule:

The action plan will be implemented in two main phases. The completion deadline for the first set of actions will be the end of 2024. These actions correspond to concrete measures implemented for researchers, which should motivate researchers to further engage in the process. Strategic actions that involve deeper changes to the system have been planned for after 2024.

To make sure the action plan is implemented on schedule, **the project team** will meet monthly to monitor progression.

Its role will be to:

- Coordinate and supervise implementation of the actions of the plan.
- Report to the monitoring steering committee and to the governance on the progress of the action plan.

A dashboard will be produced for this purpose. It will specify the deadlines, deliverables, and indicators for each of the actions. It will serve as a steering tool to measure progress accomplished and objectively report it to governance.

Trade union representatives will be able to give their opinion throughout implementation of the action plan by participating in the working groups.

The researcher community will also provide input throughout implementation of the action plan via the working groups and via our governing bodies. Members of the research community will also be able to submit their questions to the HRS4R officers appointed in the laboratories.

The fact that our main partners (CNRS, Inserm, INRIA, IRD, INRAE) have already obtained the “HR Excellence in Research” award and have started to deploy their action plan is essential and means that we will move forward together by pooling good practices throughout the Côte d'Azur region.

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

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

A reverse schedule was drafted and followed.

Since December 2022, the project director has regularly been monitoring progress with the people responsible for the actions. The project director has been in contact with all persons responsible for action plans potentially linked to the HRS4R approach (HR strategy plan, working conditions (QLWC) action plan, sustainable development and social responsibility award project, gender equality plan etc.).

The project team met every two weeks (VP gender equality and social policy, project director, project administrative assistant)

The self-assessment of the project's action plan began from may 2022 with individual progress reviews frequently carried out with the people in charge of the actions under each specific theme. Discussions focused on progress accomplished in the actions and the adjustments to be made in order to draft the revised action plan for the next 3 years. The people in charge of the actions were asked to provide the project team with proof that the actions had been carried out correctly, in order to guarantee the traceability of each stage.

The process is being carried out jointly with the Côte d'Azur Observatory (OCA) with whom shared actions are assessed.

How have you involved the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

UniCA has gradually created a network of HRS4R officers. Several meetings have been organised with the officers. The doctoral schools have been kept informed of progress and asked for their opinion.

Communication about existing tools and regulations in the university has been improved and this effort must continue.

A webinar was organised with the university's ONR components (CNRS, INRIA, IRD, INSERM, INRAE) to present the main existing measures. We were inspired by some actions initiated by these key research institutes.

A meeting to present the HRS4R Report was organized with the doctoral schools. The HRS4R officer's missions were presented to doctoral students, with a call for applications. Likewise, a meeting to present the HRS4R report was organized with the administrative managers, presenting the HRS4R officer's missions and calling for applications.

The HRS4R report was presented at the annual general meeting of research unit directors and the role of HRS4R officers.

A communication plan is being implemented with the researcher community:

- Creation of a presentation film: <https://youtu.be/W0Zr8VH02e4> (<https://youtu.be/W0Zr8VH02e4>) Communication on the implementation of actions through news items created on the website Dissemination of the logo and information about the approach on the UniCA website
- Creation of an HRS4R tag on the website to bring together all the actions contributing to the approach Dissemination of information in newsletters, to officers, webinars, etc. <https://univ-cotedazur.eu/services-for-research-scientists/the-hrs4r-award/news>
- Updating of the staff guide

Do you have an implementation committee and/or steering group regularly overseeing progress?*



Detailed description and duly justification (max. 500 words)

The project team, led by the VP gender equality and social policy, meets every 2 weeks to monitor the project's progress.

The project team carries out regular reviews with the departments responsible for the actions in order to monitor the implementation of the action plan and ensure that the persons responsible for actions are fully involved and attentive to the timetable. It informs management and governance of the project's progress.

An implementation committee meets with the departments responsible for implementation.

The steering comity meets and approves a complete report of the actions implemented.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's * research strategy, overarching HR policy



Detailed description and duly justification (max. 500 words)

The implementation of the HRS4R approach is one of the strategic objectives of the institutional project.

The action plan was approved by the Supervisory Board in 2022. Staff involved as project managers received a bonus for their participation in this recognised and strategic project.

An HR strategy plan was voted in 2023. It includes the HRS4R actions.

The gender equality plan, the sustainable development plan (in progress), the quality of life and working conditions (QLWC) action plan include some HRS4R actions. The HRS4R project is also enhanced by these plans. The HRS4R project and its actions are fully integrated in the university's strategy.

HR actions are included in this strategy and reinforced. HRS4R is part of the section of the 2021-2025 strategic plan regarding the HR quality process.

The VP HR, VP Research, VP Social Policy, Equality, Diversity (who directly sponsors the project) and a HR development project manager, are involved in the HRS4R strategy and are members of the steering committee. HRS4R is supported at the institution's uppermost level and is one of the HR Department's strategic objectives.

The High Council for the Evaluation of Research and Higher Education considers that HRS4R is an asset for the institution's strategy and its partnerships with other university components.

The academic institutions that belong to Ulysseus (European University) are encouraged by UniCA to obtain the award. The Kompass project has been set up to help all Ulysseus members obtain the HRS4R award, which UniCA was the first to achieve. Joint actions will be pursued with institutions that will be recognised in the future.

How has your organisation ensured that the proposed actions would be also implemented?*



Detailed description and duly justification (max. 500 words)

The project team meets every two weeks. The Vice-President Social Policy, Equality, Diversity monitors progress with the help of the project director who monitors the implementation of the actions in the HRS4R plan and ensures that the main milestones are reached.

Regular meetings are held with the departments responsible for assessing the progress of their deployment. These meetings also serve to identify and resolve any difficulties. The planning of certain actions and deadlines is adapted when necessary. The reasons for exceeding deadlines are identified and reported. Individual reporting meetings are organised between the project director, the officers and the project manager twice a year and can be more frequent depending on the departments' involvement in the strategy, the number of actions it is responsible for, and the type of action to be implemented.

The steering committee is kept informed of progress, sets the priorities and approves the report.

The actions shared with OCA ([https://www \(http://www.oa.europecollege.eu/en\)\)](https://www.oa.europecollege.eu/en).o.a.europecollege.eu/e (<http://www.oa.europecollege.eu/en>))n (<http://www.oa.europecollege.eu/en>)) that are part of its own HRS4R action plan, are monitored with our local partner.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

Each action manager has a table showing their own actions, the timetable and the indicators for measuring the results.

The project team carries out regular reviews with the departments responsible for the actions in order to monitor the implementation of the action plan with the anticipated schedule. It ensures that the persons responsible for actions are fully involved and attentive to the timetable. It informs management and governance of the project's progress.

A template of the action plan with a filter on the scope of the different actions is provided to those responsible for the actions so that they can share the progress made.

47% of the 66 actions in the plan have already been completed in two years.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

We will continue to manage the progress indicators and monitor implementation of the actions with the departments concerned.

To evaluate the impact of implementation of the 40 principles on the activities of researchers, we will organise a new survey that will be sent to all researchers. This will allow us to evaluate the progress made directly by collecting their opinion.

A PMO team is currently developing a project management community of practice. This could benefit the HRS4R process and KPI management.

For overall management, we will continue to use the Project Management tools such as macroplanning templates, the reporting templates.

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

The action plan will be revised. Working groups will be organised on the 4 main themes.

Meetings with the HRS4R officers will be organised. All categories of researchers (R1 to R4) will be able to express their needs. New actions will be developed based on these findings and the results of the survey will be sent to the research community.

We will continue to work with the national research organisations (CNRS, INRIA, IRD, INSERM, INRAE) to share our best practices. They are our local research partners in the Côte d'Azur area. We were inspired by some action initiated by these key research institutes.

We will begin to prepare for this visit in more depth about a year before by setting up a reverse schedule shared with all stakeholders.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

Action plan:

- Actions shared with OCA (included in its own HRS4R action plan): 1,2,5,6,7,11,13,26,27,48,51,52,54,58,59,60,61,62,64,65,66

* : Subject to PIA4 funding.

The project was presented to the newly elected governing team. They were enthusiastic about the development of this ambitious project.

The process will continue to be part of the university's strategy: locally with its research institute partners and in connection with the Ulysseus European University. Its member institutions are encouraged by Université Côte d'Azur to obtain the award. Once they have been recognized, joint actions will be pursued.

