

Action Plan – Université de Poitiers



N°	Proposed ACTIONS	GAP Principle(s)	Timing (by semester)	Responsible Unit	Indicator(s) / Target(s)
1	Mapping of all personnel	22. Recognition of the profession	S2 2020 to S2 2021	Human Resources and Social Relation Office	Map of all personnel according to job profiles
2	Translation (EN) of the “guide for PhD candidate and PhD supervisor”	36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	S2 2020	Research and Doctoral Studies Office	Translated guide
3	Define training programme for supervisors of early career researchers	3. Professional responsibility 4. Professional attitude 36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	S2 2020 and S1 2021	Human Resources and Social Relation Office and Research and Doctoral Studies Office	Training programme
4	Organization of training programme for supervisors of early career researchers	3. Professional responsibility 4. Professional attitude 36. Relation with supervisors	S2 2021 (and following semesters)	Human Resources and Social Relation Office	Number of recurring training sessions

		37. Supervision and managerial duties 40. Supervision			
5	Mapping of training programmes related to pedagogy and/or supervision	33. Teaching 36. Relation with supervisors 37. Supervision and managerial duties 38. Continuing Professional Development 39. Access to research training and continuous development 40. Supervision	S2 2020 to S2 20210	Human Resources and Social Relation Office	Map of training programmes
6	Online platform for training on pedagogy and supervision	33. Teaching 36. Relation with supervisors 37. Supervision and managerial duties 38. Continuing Professional Development () 39. Access to research training and continuous development 40. Supervision	S1 2022 and S2 2022	Human Resources and Social Relation Office	Online platform
7	Recruitment of a Career counselling Officer	28. Career development 30. Access to career advice	S2 2020	Human Resources and Social Relation Office	Recruited Officer

8	Mapping of internal resources in career counselling	28. Career development 30. Access to career advice	S2 2020 to S2 2021	Human Resources and Social Relation Office	Map of internal resources in career counselling
9	Define training programme on career development	28. Career development 30. Access to career advice	S1 2022 and S2 2022	Human Resources and Social Relation Office	Training programme
10	Dissemination of national regulations for recognition of inter-sectoral mobility and mixed careers	5. Contractual and legal obligations 17. Variations in the chronological order of CVs 18. Recognition of mobility experience 29. Value of mobility	S1 2021 (and following semesters)	Human Resources and Social Relation Office	Recurring message to all personnel
11	Preparation of a charter for “responsible research”	1. Research freedom 2. Ethical principles 3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligations 6. Accountability 7. Good practice in research	S2 2020 and S1 2021	Research and Doctoral Studies Office and Legal Affairs Office	Charter for “responsible research”
12	Mapping of ethical practices and appointment of Scientific Integrity Referent	2. Ethical principles 3. Professional responsibility Professional attitude 5. Contractual and legal obligations 6. Accountability	S2 2021 to S2 2022	Research and Doctoral Studies Office, Human Resources and Social Relation Office and Legal Affairs Office	Map of ethical practices and appointed Scientific Integrity Referent

		7. Good practice in research			
13	Definition of the recruitment conditions and criteria for Teachers-Researchers	5. Contractual and legal obligations 10. Non discrimination 11. Evaluation/ appraisal systems 12. Recruitment 13. Recruitment 14. Selection 15. Transparency 16. Judging merit	S2 2020 and S1 2021	Academic Council and Human Resources and Social Relation Office	Guide for recruitment of Teachers-Researchers
14	Dissemination of the guide for recruitment of Teachers-Researchers	5. Contractual and legal obligations 10. Non discrimination 11. Evaluation/ appraisal systems 12. Recruitment 13. Recruitment 14. Selection 15. Transparency 16. Judging merit	S2 2021 (and following semesters)	Human Resources and Social Relation Office	Recurring message to all personnel
15	Harmonization and transparency of recruitment procedures for early career researchers under contract	12. Recruitment 13. Recruitment 14. Selection 15. Transparency 16. Judging merit (Code) 19. Recognition of	S2 2020 to S2 2021	Human Resources and Social Relation Office	Guide for recruitment of early career researchers under contract

		qualifications (Code) 20. Seniority 21. Postdoctoral appointments (Code)			
16	Dissemination of the guide for recruitment of early career researchers under contract	12. Recruitment 13. Recruitment 14. Selection 15. Transparency 16. Judging merit (Code) 19. Recognition of qualifications (Code) 20. Seniority 21. Postdoctoral appointments (Code)	S1 2022 (and following semesters)	Human Resources and Social Relation Office	Recurring message to all personnel
17	Mapping of specific situations of early career researchers	12. Recruitment 13. Recruitment 14. Selection 15. Transparency 16. Judging merit (Code) 19. Recognition of qualifications (Code) 20. Seniority 21. Postdoctoral appointments (Code)	S1 2021 and S2 2021	Human Resources and Social Relation Office	Map of specific situations of early career researchers
18	Mapping of internal practices regarding working flexibility	24. Working conditions	S2 2020 to S2 2021	Human Resources and Social Relation Office	Map of internal practices regarding working flexibility
19	Preparation of an official	24. Working conditions	S1 2022 and S2 2022	Human Resources	Official memorandum

	memorandum on working time			and Social Relation Office	on working time
20	Inclusion in the training plan for teachers-researchers of health and safety obligations	23. Research environment	S2 202 to S2 2021	Hygiene and Safety Office and Human Resources and Social Relation Office	Updated training plan for teachers-researchers
21	Mapping of Prevention Assistants	23. Research environment	S1 2022 and S2 2022	Hygiene and Safety Office	Map of Prevention Assistants
22	Inclusion in the training plan for early career researchers of health and safety obligations	23. Research environment	S2 2020 to S2 2021	Hygiene and Safety Office and Research and Doctoral Studies Office	Updated training plan for early career researchers
23	Development of an e-learning platform on health and safety obligations for early career researchers	23. Research environment	S1 2022 and S2 2022	Hygiene and Safety Office and Human Resources and Social Relation Office	e-learning platform
24	Preparation of the framework agreement for the employment of differently-abled people (FIPHFP framework agreement)	10. Non discrimination	S2 2020 and S1 2021	Human Resources and Social Relation Office	FIPHFP framework agreement
25	Implementation of the FIPHFP framework agreement	10. Non discrimination	S2 2021 to S2 2022	Human Resources and Social Relation Office	Implementation of the activities listed in the FIPHFP framework agreement
26	Actions towards disability awareness and support	10. Non discrimination	S2 2020 (and following semesters)	Human Resources and Social Relation Office	Recurring message to all personnel
27	First courses to Teachers-	10. Non discrimination	S2 2020 and S1 2021	Human Resources	Training programme

	Researchers on the integration of people with disabilities			and Social Relation Office	
28	Development of training to Teachers- Researchers on the integration of people with disabilities	10. Non discrimination	S2 2021 (and following semesters)	Human Resources and Social Relation Office	Updated training programme
29	Organization of seminars on factors of quality of life at work	24. Working conditions 25. Stability and permanence of employment	S2 2020 and S1 2021	Human Resources and Social Relation Office	Seminar series programme
30	Implementation of a training plan on Sport, Health, Well-being	24. Working conditions 25. Stability and permanence of employment	S2 2021 and following semesters	Human Resources and Social Relation Office	Training plan on Sport, Health, Well-being
31	Multi-annual "Matrimonial" programme	27. Gender balance	S2 2020 and following semesters	Human Resources and Social Relation Office	"Matrimonial" activity programme
32	Implementation of a training programme on gender balance towards Teachers and Researchers at all stages	27. Gender balance	S2 2020 and following semesters	Human Resources and Social Relation Office	Training programme
33	Establishment of a vigilance group for gender-based non-discrimination and a "Gender and anti-harassment" module in training programmes of Teachers and	27. Gender balance 34. Complains/ appeals	S1 2021 and following semesters	Human Resources and Social Relation Office	Vigilance group and training module

	Researchers at all stages				
34	Visits of all laboratories from all disciplines by Euraxess Center staff	18. Recognition of mobility experience 29. Value of mobility	S2 2020 and following semesters	International Relations Office (hosting Euraxess Center)	Number of visits
35	Training on "Application for visas and residence permit" (all personnel)	18. Recognition of mobility experience 29. Value of mobility	S2 2020 and following semesters	International Relations Office (hosting Euraxess Center) and Human Resources and Social Relation Office	Number of training sessions and trained personnel
36	Euraxess news presented at each meeting of the network of international relations contact points within Colleges and laboratories	18. Recognition of mobility experience 29. Value of mobility	S2 2020 and following semesters	International Relations Office (hosting Euraxess Center)	Number of meetings
37	Implementation of a procedure for identifying international guests, including for short-term visits	18. Recognition of mobility experience 29. Value of mobility	S2 2020	International Relations Office (hosting Euraxess Center) and Human Resources and Social Relation Office	Procedure for identifying international guests
38	Info days to international guests	3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligations 23. Research environment 24. Working conditions	S1 2021 and following semesters	International Relations Office (hosting Euraxess Center) and Human Resources and Social Relation Office	Number of info days

39	Strengthening of the MIPI (Mission for International projects Engineering)	8. Dissemination, exploitation of results 26. Funding and salaries 29. Value of mobility 31. Intellectual Property Rights	S2 2020 and S1 2021	International Relations Office, Research and Doctoral Studies Office and Cooperation and Valorisation of Research Office	Number of international projects supported by the MIPI staff
40	Update of the MIPI data base on international cooperation	8. Dissemination, exploitation of results 18. Recognition of mobility experience 26. Funding and salaries 29. Value of mobility 31. Intellectual Property Rights	S2 2021 and following semesters	International Relations Office, Research and Doctoral Studies Office and Cooperation and Valorisation of Research Office	Updated MIPI data base
41	Update of the MIPI web page	8. Dissemination, exploitation of results 18. Recognition of mobility experience 26. Funding and salaries 29. Value of mobility 31. Intellectual Property Rights	S2 2020 and following semesters	International Relations Office, Research and Doctoral Studies Office and Cooperation and Valorisation of Research Office	Updated MIPI web page
42	Update of University presentation material in English	8. Dissemination, exploitation of results 18. Recognition of	S2 2020	International Relations Office and Research and Doctoral	Updated University presentation material in English

		mobility experience 26. Funding and salaries 29. Value of mobility		Studies Office	
43	MIPI info days	8. Dissemination, exploitation of results 26. Funding and salaries 29. Value of mobility 31. Intellectual Property Rights	S1 2021 and following semesters	International Relations Office, Research and Doctoral Studies Office, Cooperation and Valorisation of Research Office and Human Resources and Social Relation Office	Number of MIPI info days
44	Single web page for the mobility of PhD candidates	18. Recognition of mobility experience 26. Funding and salaries 29. Value of mobility	S2 2020	International Relations Office and College of Doctoral Schools	Web page
45	Continuation of concertation for international cooperation strategy	35. Participation in decision-making bodies	S2 2020 and following semesters	CURI (Commission for University International Relations)	Number of CURI meetings
46	Organisation of awareness-raising days (to all personnel) on intellectual property and valorisation of research	8. Dissemination, exploitation of results 9. Public engagement 31. Intellectual Property Rights 32. Co-authorship	S2 2020 and following semesters	Cooperation and Valorisation of Research Office	Number of awareness-raising days
47	Creation of a specific web	8. Dissemination,	S1 2021 and S2 2021	Cooperation and	Specific web page

	page on intellectual property and valorisation of research with link to MIPI web page	exploitation of results 9. Public engagement 31. Intellectual Property Rights 32. Co-authorship		Valorisation of Research Office	
48	Development of guidelines for implementing the “innovation ecosystem” strategy	8. Dissemination, exploitation of results 9. Public engagement 31. Intellectual Property Rights 32. Co-authorship	S2 2020 to S2 2021	Cooperation and Valorisation of Research Office	Guidelines for implementing the “innovation ecosystem” strategy
49	Creation of a “Innovation Hub”	8. Dissemination, exploitation of results 9. Public engagement 31. Intellectual Property Rights 32. Co-authorship	S1 2022 and S2 2022	Cooperation and Valorisation of Research Office	Dedicated center for innovation (“Innovation Hub”)
50	Creation of an online platform to promote academic results	8. Dissemination, exploitation of results 9. Public engagement	S2 2020 and S1 2021	Research and Doctoral Studies Office and Cooperation and Valorisation of Research Office	Online platform
51	Creation of a guide for Intellectual Property Rights and Co-authorship	31. Intellectual Property Rights 32. Co-authorship	S2 2021	Research and Doctoral Studies Office and Cooperation and Valorisation	Guide for Intellectual Property Rights and Co-authorship

				of Research Office	
52	Dissemination of the guide for Intellectual Property Rights and Co-authorship	31. Intellectual Property Rights 32. Co-authorship	S1 2022 and following semesters	Cooperation and Valorisation of Research Office	Recurring message to all personnel