"Civil Service Self-Assessment Framework" (Cadre d'Auto-évaluation des Fonctions publiques, CAF)
D: There is no action, nor significant project contributing to this goal.
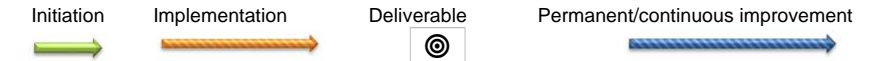*C: An action plan has been defined, preliminary discussions are ongoing.*
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UM HRS4R Strategy Updated action plan
2020-2023

Initiation Implementation Deliverable Permanent/continuous improvement

# action plan 2020-2023	CAF* rating	Old action # 2017-2019 plan	Items of the Charter and Code 1 Research freedom; 2. Ethical principles; 3. Professional responsibility; 4. Professional attitude; 5. Contractual and legal obligations ; 6. Accountability; 7. Good practice in research; 8. Dissemination, exploitation of results; 9. Public engagement; 10. Non discrimination; 11. Evaluation/ appraisal systems ; 12.Recruitment; 13. Recruitment (Code); 14.Selection (Code); 15. Transparency (Code); 16. Judging merit (Code); 17. Variations in the chronological order of CVs (Code); 18. Recognition of mobility experience (Code); 19. Recognition of qualifications (Code); 20. Seniority (Code); 21. Postdoctoral appointments (Code); 22. Recognition of the profession; 23. Research environment; 24. Working conditions; 25. Stability and permanence of employment; 26. Funding and salaries; 27. Gender balance; 28. Career development; 29. Value of mobility; 30. Access to career advice; 31. Intellectual Property Rights; 32. Co-authorship; 33. Teaching; 34. Complains/appeals; 35. Participation in decision-making bodies; 36. Relation with supervisors; 37. Supervision and managerial duties; 38. Continuing Professional Development; 39. Access to research training and continuous	Status as of 03/2020 (A: Achieved; OG: On-going; TBA: To be achieved; NEW)	C&C principles	Target date	Leading dept	Indicators	2020				2021				2022				2023			
									Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Actions under Ethical and Professional Aspects Part																								
1	C	I-5.2	Deliver an Information System to collect and share Intellectual Property data	OG	5 - 6 - 8 - 31	Q1 2021	DIPA	IS Deployment																
2	C	NEW	Facilitate access to information on academic and scientific activities at UM (promote successes with internal and external dissemination; deployment of a on-line researchers' directory).	NEW	8-9	Q4 2023	SCOM	No. of published portraits, Hall of Fame delivery, on-line researchers' directory delivery																
3	B	I-10.1	Complete the offer of English-language information and documents (for internal and external use)	OG	10	Q1 2021	DRI	No. of translated webpages and documents																
4	B	I-10.2	Identify main administration departments and offices requiring foreign language skills	OG	10	Q2 2021	DRH	No. of identified departments/offices																
5	C	NEW	Facilitate dialogue, exchange and sharing on best practice among UM staff categories (Create a work group on the specific needs of early stage researchers (R1-R2); organize mixed workshops on Administrative/Technical and Administrative/Research issues)	NEW	5 - 22 - 25 - 28 36-37	Q4 2021	DRED	"Early stage researchers" group creation date, and no. of meetings/year; launching date of mixed workshops, and no. of workshops																
6	C	NEW	Continue to implement paperless procedures and administrative streamlining efforts	NEW	24	Q3 2021	DSIN/ DPIL	Newly deployed tools Tool use rate																
7	C	NEW	Create a committee to work on harmonizing procedures and liaising with research organizations (on aspects that may be treated locally)	NEW	7 - 23 - 35	Q3 2021	DRED/V PR	Committee creation date and no. of meetings/year; participating research organizations; topics treated per year																
Actions under Recruitment Part																								
8	C	II-13.4	Publication of the OTM-R charter (procedure for Open, Transparent, Merit-based Recruitment)	OG	10 - 13 - 14 - 15 - 16 - 17 - 18 - 19 - 20 - 21	Q4 2020	DRH	Publication on institutional website																
9	C	NEW	Disseminate, enforce OTM-R principles through training sessions (via UM's HR officers network) and track indicators from the annual social report	NEW	12-13	Q2 2021	DRH	No. of dissemination actions and workshops; no. of "Recruiting without Discrimination" brochures distributed; social report																
10	C	NEW	Extend OTM-R principles to UM doctoral employment contracts	NEW	13 - 14 - 15	Q2 2021	DRED	No. of doctoral positions published in line with OTM-R principles																
11	C	II-16	Produce a specific Post-doc recruitment guide with selection criteria that include the diversity of a researcher's missions (team, project or laboratory management; mobility; mentoring and supervision; training and more) for hiring, bonus granting, and staff promoting purposes	OG	13 - 14 - 15 - 16 - 17 - 18 - 19 - 20 - 21	Q3 2020	DRH	Publication of the Post-doc recruitment guide																

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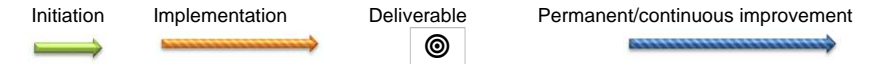*D: There is no action, nor significant project contributing to this goal.*
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Status as of 03/2020 (A: Achieved; OG: On-going; TBA: To be achieved; NEW)

# action plan 2020-2023	CAF* rating	Old action # 2017-2019 plan	Description	Status 03/2020	C&C principles	Target date	Leading dept	Indicators
Actions under Working conditions and Social security Part								
12	C	NEW	Continue efforts to achieve gender balance: implementing a gender equality plan	NEW	13 - 24 - 27	Q1 2021	DVC	Social report
13	A	III-23.2	Deployment of a series of digital services to improve exchanges, communication and data storage.	OG	23	Q2 2020	DSIN	Use rate of researchers' accounts
14	C	NEW	Develop a profit-sharing and/or value-creation scheme (individual and collective) for staff involved in UM-managed research contracts that contribute to the reputation of the University	NEW	26	Q3 2022	DRH	Publication of scheme and no. of beneficiaries
15	A +	III-24	Implement HR welcoming services for researchers, including specific consideration for staff with disabilities	OG	10-24	Q4 2021	DRH	HR welcoming services implemented
16	D:	III-26.1	Implement a policy to attract and retain promising young researchers, post-docs and senior researchers (Chairs, tenure-tracks, arrival package)	OG	26	Q3 2022	DRH	Publication of the policy; no. of attracted staff
17	A	III-26.2	Continue promoting education: award annual prizes for education	OG	11 - 19 - 33	Q1 2021	MUSE	No. Research-Professors awarded with prizes for education/year; No. Candidates; No. laureates (candidates /laureates ratio)
18	C	NEW	Communicate on career advancement/tenure calendars and procedures	NEW	13 - 15 - 28 - 39 - 40	Q3 2021	DRH	No. of dissemination actions
19	B	III-30	Raise awareness for all staff members (PhD, Professor, Research-Professor, Researcher, and Admin.) to work towards a personalized career plan (with the support of the "Career Support and Monitoring" team in HR department)	OG	28 - 29 - 30	Q1 2021	DRH	No. of supported staff/year
20	A	III-31	IP good practice: Provide a shared and consolidated view on research projects and call-for-projects; optimize the monitoring, management and control of the patent portfolio	OG	5 - 6 - 8 - 31	Q2 2022	DIPA	Deployment and use rate of LEGISWAY software
21	C	III-33.2	Monitoring researchers employed by research organizations to recognize their contribution to training (MUSE project: liaising with research organizations to share/harmonize practices)	OG	11 - 19 - 33	Q1 2021	MUSE	Production of "Adjunct professor" charter & no. of researchers involved in more than 64 training hours/year
Actions under Education Part								
22	D:	IV-39	Offer training sessions in line with the institution's strategic goals (Open Data, Green Plan, nutrition plan, and more)	OG	38-39	Q4 2021	DRH	No. trained staff
23	C	NEW	Training sessions on managerial skills development extended to all heads of structures (departments, offices, research structures, educational structures, institutes, schools…)	NEW	37 - 38 - 39 - 40	Q4 2021	DRH	No. trained staff