

ACTION PLAN

Update April 2021 and September 2021 following the remarks of the EC Consensus report

Acronyms:

- | | |
|--|--|
| - RAD: Research Administration Department | - PSS: Parliament of the Scientific Staff |
| - QUAT: Quality Assurance Team | - SC: Scientific Council |
| - VRR: Vice-Rector for Research | - IRD: International Relations Department |
| - HRD: Human Resources Department | - WG: Working group |
| - DSEM: Direction de la Sécurité, l'Environnement et la Mobilité | - MUMONS : Department for Scientific dissemination to the public |
| - CSI :Commission de Stratégie Institutionnelle | - DI : Department Infrastructure |
| - IPA : Insertion professionnelle et Alumni | |

Strengthening the ethical, societal and professional dimensions contributing to quality research.

Title action	Timing	Resp. Unit	Remarks	Current status	Indicators
1. Improving recurring communication strategy to all researchers	End of 2022	RAD	<ul style="list-style-type: none"> - New RAD web site (intranet) with all information about funding opportunities, mobility and IP issues - Videos ("Tutos de l'AVRE") explaining various subjects such as Dual use-Misuse, Open science, PhD, ... - Videos of presentation of Research institutes of UMONS - Update of the pages containing useful information for researchers in the UMONS web site 	Extended	<ul style="list-style-type: none"> • Numbers of videos - Target : 10/year • Numbers of views/visit webpages/video - Target : 1000 views /year during 2022 year then stabilisation

Title action	Timing	Resp. Unit	Remarks	Current status	Indicators
2. Increasing awareness on UMONS mission statement and societal commitments	2023	QAT	Formalization of UMONS' policy: <ul style="list-style-type: none"> - A new Strategic note of UMONS (Charter of Quality, Gender Policy, OTM-R Policy) will be prepared for the coming election of a new rectoral team (2023) 	Extended	<ul style="list-style-type: none"> • Redaction of the new strategic note
3. Developing the mentorship of young PhD students	End of 2022	PSS IPA	<ul style="list-style-type: none"> - Extension of the Program Ment'Out (mentoring program concerning the PhD students who are considering a professional career outside the academic world) - Development of a mentoring program for integration into the academic career 	Extended	<ul style="list-style-type: none"> • Number of Mentors (15 for the moment) • Numbers of mentees (10 for the moment) - Target: increase of 5 % per year
4. Developing doctoral programs for PhD students	November 2021 (catalogue) End 2023 (evaluation of participation)	IPA	<ul style="list-style-type: none"> - Setting up of a new training program catalogue on transferable skills (Communication Research, Tools and Data management Resilience & Well-Being Teaching Practices Entrepreneurship Career Management) 	Extended	<ul style="list-style-type: none"> • Existence and dissemination of the Catalogue • Number of participants/training Target : on average 8 participants/training
5. Setting up an Ethical Standard Commissions	2023	VRR	<ul style="list-style-type: none"> - A charter on ethical issues will be drafted by the Commission of Ethics 	In progress	<ul style="list-style-type: none"> • Publication of the Charter on ethical issues
6. Intellectual Property Rights	End of 2022	RAD	<ul style="list-style-type: none"> - Intellectual Property Day will be organised in 2022 - Efforts are made to sensitize our researchers about IP (information available on intranet, permanences in the different faculty, special courses) - Regulations on intellectual property that stipulate the means of protecting and exploiting the results obtained within the walls of the University and under its responsibility. 	Extended	<ul style="list-style-type: none"> • Number of participants to the IP Day/Trainings/Permanences - Target : 30% of researchers per year • Number of cases concerning IP issues handled

Improving information for potential candidates to ensure the transparency of our recruitment procedures

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
7. Revising HSR4R policy taking OTM-R into account	2023	HRD CSI	<ul style="list-style-type: none"> - The importance of the OTM-R principles and the HRS4R philosophy being integrated into the institutional strategy was stressed to the authorities, in particular the Rector. A new strategy note will be prepared in the context of the election of the new rector (or renewal of the current one). 	In progress	<ul style="list-style-type: none"> • Explicit mention in the new strategic note • Production of an awareness-raising webinar on the principles of OTM-R recruitment, accessible on a continuous basis
8. Expanding the distribution channels for job offers	January 2022	HRD	<ul style="list-style-type: none"> - Increase openness to international recruitment of doctoral and post-doctoral researchers (obligation for the Cofund C2W project) - Creation of a template for the job description, in order to help and standardize the recruitment of researchers, based on the template proposed by DRH and taking into account OTMR principles 	Extended	<ul style="list-style-type: none"> • Existence of a template for the job description, of guidelines about how to publish a job offer on Euraxess • Proportion of job description not explicitly compliant with OTMR principles : Target : constant diminution
9. Completing the current 'Employment' page	2022	HRD RAD	<ul style="list-style-type: none"> - Web page dedicated to scientific career at UMONS and link to information for Foreign students and Euraxess - Improving communication about those issues 	In progress	<ul style="list-style-type: none"> • Creation of new communication tools/channels
10. Pooling of selection resources and tools for head of units in charge of recruiting	2021-2022	HRD	<p>HRD give assistance "on demand" for recruiting process <i>Further actions planned:</i></p> <ul style="list-style-type: none"> - Creation of a section concerning good practices on recruitment will be inserted in the "vademecum" of Heads of departments - Creation of a "list of good practices" for recruitment based on OTM-R principles - Creation of a handbook for recruitment of researchers under EU funded projects 	Extended	<ul style="list-style-type: none"> • Evaluation of the number of "on demand" assistances • Proportion of recruitment procedures not explicitly compliant with OTMR

					principles : Target : constant diminution <ul style="list-style-type: none"> • Template and guide created and made available.
11. Systematizing the preparation of a recruitment report (form)	2022	HRD	<i>Further actions planned:</i> <ul style="list-style-type: none"> - Development of a set of indicators for the monitoring of recruitment process, with some researchers' categories (UMONS contracts, FNRS fellowships, assistants/researchers) - Apply this set of indicators for recruitment under EU funded projects - Identification of targets for the monitoring 	In progress	<ul style="list-style-type: none"> • Creation of forms and interview templates + user guide. • Existence of a satisfaction survey on the recruitment services offered by the HRD.

Enhancing our research capabilities by developing a proactive policy for foreign researchers as well as for disadvantaged groups

Title action	Timing	Resp. Unit	Remarks	Current status	Indicators
12. Setting up a Commission for Gender Equality	2022	Specific WG	Gender Action Plan will be achieved by the beginning of 2022.	In progress	<ul style="list-style-type: none"> • Existence of the Action Plan
13. Identifying possible working arrangements	2022	HRD	<ul style="list-style-type: none"> - Development of the homeworking during the pandemic and reflexion after the pandemic - Guides (homeworking and well-being during the pandemic, work and team organization after the pandemic...)& surveys+ ongoing support available from the HRD. 	In progress	<ul style="list-style-type: none"> • Creation of a guide on homeworking • Training, advice and support for heads of department available from the HRD

Title action	Timing	Resp. Unit	Remarks	Current status	Indicators
14. Promoting a preventive approach to conflicts	2024	DRH DSEM	<ul style="list-style-type: none"> - Appointment of "confidence persons" internal to the institution. - Possibility to contact an external prevention advisor. - Training for managers 	Extended	<ul style="list-style-type: none"> • Organisation of a new training for managers • Number of contact and follow-up with confidence person and the prevention advisor (regular reporting to the Ministry of Employment, Labour and social dialogue)

Contributing to a better recognition of courses and qualifications

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
15. Actively participating in the inter-university group identifying legal obstacles to mobility	2022	HRD- RAD	UMONS participates regularly to the Euraxess Steering Committee coordinated by CRef (<i>Conseil des Recteurs</i>) and to other dedicated working groups	Extended	<ul style="list-style-type: none"> • Proportion of participation to the meetings Target: minimum 80%
16. Better formalization and visibility of academic paths and individual achievements	2022	RAD	Implementation of a new tool (Sophia software) for automatically generating activity reports and CVs (teaching activities included). Researchers could directly interact and extract reports.	Extended	<ul style="list-style-type: none"> • Existence of the new tool

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
<p>17. Supporting the management of the teams in the research departments</p>	<p>Continuous</p>	<p>VRR HRD</p>	<ul style="list-style-type: none"> - HRD provides on demand to heads of departments information about external trainings for team manager. - Training catalogue available 	<p>Extended</p>	<ul style="list-style-type: none"> • Publication of the yearly catalogue and availability to all staff. <i>Rmq : This catalogue is evolving and is adapted according to the feedback from the staff.</i> • Number of trainings <i>Rmq : The figures for the last few years are not indicative (COVID 2020/21 situation) It is also difficult to estimate the number of training courses taken by scientific departments because they are often managed independently by the requesting department.</i>
<p>18. Supporting and valorizing mobility</p>	<p>2023</p>	<p>RAD IRD</p>	<ul style="list-style-type: none"> - "Fonds Franeau" financially supports the mobility of doctoral and post-doctoral researchers. This tool is managed by the UMONS's Research Council. 	<p>Extended</p>	<ul style="list-style-type: none"> • Evolution of funds dedicated to doctoral and post-doc researchers' mobility Target : increase of minimum 2,5%/year during 2 year

Supporting researchers' career development

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
19. Improving access to research training and ongoing development	November 2022	PSS, RAD, QAT IPA	- Setting up of a new training program catalogue : transferable skills (project management,, proposal writing, communication skills, Intellectual Property issues, Entrepreneurship, Technology Transfer, Responsible Research, Career development) Teaching practices and skills, Language courses)	Extended	Existence of the Catalogue
20. Further developing PhD-specific initiatives	2022	VRR	- Creation of a PhD College aimed to coordinate activities linked to the PhD, offering to PhD Students and their promoters visibility and place of expression. - Doctoral fellowships, financial support at the end of the thesis and dissertation thesis grant. Measure managed by the UMONS's Research Council - Perpetuation of a “ <i>mois du doctorant</i> ” (The aims were to highlight the work carried out by our PhD Students and to inform younger students (BAC) about research).	Extended	<ul style="list-style-type: none"> • Evolution of allocated budget : Target : increase of minimum 2,5%/year • Number of meetings of the PhD College Target : minimum 4/year • PhD's Level of participation (and evaluation) Target : increase of 15%/year during 2 years then stabilisation

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
21. Information on career development opportunities	2022	RAD, HRD IPA	<ul style="list-style-type: none"> - Reorganization of the Professional Integration and Alumni department with the creation of a specific post for the professional integration of doctoral and post-doctoral students - Systematic publication of job and internship offers on UMONS Career center platform. - Regular information on social media. - Newsletter « <i>Votre Projet Emploi</i> » - Sharing experiences through interviews with alumni (video) 	Extended	<ul style="list-style-type: none"> • Statistics of new registrations on the platform Target : increase of 10%/year • Statistics of consultations of the published job offers Target : 10 clicks/offer • Number of registration on event Target : minimum 1000/year • Number of video/interview : 10/year
22. Enhancing the quality of working conditions	2024	DI	<ul style="list-style-type: none"> - New infrastructures Acquisition and renovation of a 13,000 m2 building that will house the students and staff of the School of Law and the School of Humanities and Social Sciences 	Extended	<ul style="list-style-type: none"> • Existence and real use of this new class rooms, study rooms and offices

New actions

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
23. Improving the welcoming procedure for newly hired international researchers	2022	RAD	<ul style="list-style-type: none"> - Communication from the welcome desk for international researchers helping them to the integration and supporting them for all their administrative procedures (mutual, bank, housing, taxes...) via a Teams platform - Organization of 1 welcoming event (city tour) and 1 social event during the academic year 	New	<ul style="list-style-type: none"> • Euraxess Statistics : Evolution of the number of demands by thematic • Number of participants to event : Target : minimum 30/year • Number of publications and reactions via Teams group Target: minimum 2 publications/months
24. In the framework of the C2W Project, setting up of a quality management system.	2024-2026	RAD	<ul style="list-style-type: none"> - This quality management system should serve as a building block to improve other institution's projects. 	New	Assessment of the tools put in place and reproducibility
25. Implementation of a new platform for the presentation of research, including research units and platforms	2023	RAD DSI Research units		New	<ul style="list-style-type: none"> • Number of websites developed. Target : all units and platforms • Existence of the platform
26. Development and implementation of a career development and training programme for postdoctoral researchers	2023	RAD HRD IPA	<p>Organisation of summer school in the framework of the C2W project</p> <p>Sustainability of this type of training</p>	New	<ul style="list-style-type: none"> • Wide availability of the summer school programme • Accessibility of the database of the various speakers

Title action	Timing	Resp. Unit	Remarks	Current Status	Indicators
<p>27. Raise awareness and promote Open Science culture and practices</p>	<p>2022</p>		<p>Organisation of webinars</p>	<p>New</p>	<ul style="list-style-type: none"> • Existence of webinars and events Target : minimum 2/year • Number of views of webinars and podcasts Target : at least 30% of researchers have been informed