

## Action plan HRS4R – L’Institut Agro – AGROCAMPUS OUEST

<b>Proposed ACTIONS</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year’s quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s)/Target(s)</b>
<b><i>A - Integrity, Ethics: Improve awareness and communication about integrity and ethics via the various channels available (dematerialised or not).</i></b>				
Action 1 : Propose tools (e.g: quiz: evaluate knowledge on the subject, then encourage reflection and provide training	2, 3, 9	1st semester 2022	Professor Yannick Outreman (Integrity Officer) + contact for the teaching departments and research units	Number of tools in place Number of courses; number of course participants Number of participants/use of tools
Action 2 : Coordinate ethical and integrity training throughout the institution for both staff and students.	2, 3, 9 39	2nd semester 2023	Professor Yannick Outreman (Integrity Officer) HR department	Number of courses offered Number of course participants Satisfaction questionnaire/expression of needs
<b><i>B - Integrity, Ethics: Strengthen prevention and checks for misconduct regarding ethics and scientific integrity</i></b>				
Action 3 : Publish the code of ethics signed by the institution and reiterate the names and duties of the integrity and ethics officers	2, 3, 9	1st semester 2022	Professor Yannick Outreman (Integrity Officer) + contact for the teaching departments and research units	Number of documents viewed online Number of emails and frequency Monitoring/feedback and shared experience: consultation with teams
Action 4 : Establish and publish procedures for complaints about misconduct regarding ethics and integrity.	2, 3, 9 34	1st semester 2022	Professor Yannick Outreman (Integrity Officer)	Implementation of the procedure for recourse for breach of ethics, integrity and deontology.
<b><i>C - Data Management: Ensure reliable use and management of research data</i></b>				
Action 5 : Train and raise awareness amongst researchers about open science and publication using open access (open archives, copyright, article processing charges)	3, 8, 9 31	1st semester 2022	Central documentation service and contacts in the teaching departments and research units	Open access publication rate (gold/green); rate of academic staff with HAL profile; number of academic staff trained to deposit on HAL

Action 6 : Communication actions about data protection and the role of the data protection officer	3, 5, 7 31, 32	1st semester 2022	Central documentation service	Number of actions for the organisation of awareness-raising/training about data management (legal, DMP, Fair, etc.)
<b><i>D - Recruitment: Assist with creating OTM-R recruitment procedures</i></b>				
Action 7 : Prepare a recruitment guide featuring guidelines (OTM-R policy) and procedures for the entire recruitment process including posting vacancies (with a standard job description in English and French), candidate selection for all types of positions, etc.	10 12 to 21	2023	HR department	Implementation of the recruitment guide for research professionals Follow-up of candidates from under-represented groups (staff with a disability), foreign candidates. Implementation of an OTM-R quality control system including design of a grid for qualitative assessment of candidate adequacy for proposed positions and written feedback to unsuccessful candidates.
Action 8 : Provide training for people with recruiting responsibilities about the steps in the process.	10, 12 to 21, 27 38	2022	HR department	Number of training sessions for future recruiters organised; number of recruiters trained by category (permanent, temporary, etc.); % of recruiters trained/total recruiters by category
Action 9 : Organise supervisor training in partnership with joint research units and PhD programmes	10, 12 to 21, 27 38	2022	HR department	Number of supervisor training sessions organised
<b><i>E - Recruitment: Develop international recruitment</i></b>				
Action 10 : Develop use of EURAXESS for posting vacancies.	10 13	2022	HR and international relations departments	% of EURAXESS published vacancies/total (by job category); increase the proportion of foreign candidates in competitive exams
Action 11 : Develop the use of English in HR documents	10 13, 15	2022	HR and international relations departments	Number of documents available in English
Action 12 : Provide English courses for recruiters and teams	10 38	2022	HR and international relations departments	Number of joint actions with the Rennes international mobility centre and Université d'Angers for languages and integration (europa.eu/information/centres/universit%C3%A9-dangers)

Action 13 : Improve integration conditions and access to information for newcomers (courses in English/French, administrative procedures, onboarding process)	10 22, 23	2022	HR and international relations departments	Number of courses in French as a foreign language Updates to administrative documentation Adapted newcomer integration system
<b><i>F - Training - working conditions: Improve career guidance for all staff including academic staff</i></b>				
Action 14 : Consider setting up a career review meeting for academic staff based on feedback about practical experience in other institutions (frequency and details to be discussed).	28	2022	HR department Research department Education and school life department Senior management	Number of think tanks organised; develop a guide for career reviews.
<b><i>G - Training - working conditions: Improve access to continuing scientific/technical training for researchers (in partnership with INRAE in joint research units)</i></b>				
Action 15 : Expand the training offer and encourage and optimise processing requests for training in annual appraisals (except for academic staff: R3, R4) or after exchange with research unit directors for academic staff.		1st semester 2022	HR department Departments and units	Number of courses by staff category
<b><i>H - HR management: Create a mentor programme for the institution</i></b>				
Action 16 : Propose mentoring for newly recruited academic staff (R3) by an experienced or senior academic staff member (R4).	23 40	2022: Defining statuses 2023: Deployment	Senior management HR department Education and school life department	Implement the mentoring system and procedure Organise an integration day
Action 17 : Reduce hours of teaching services for all newly recruited academic staff (R3)	33	2022/2023	Senior management Education and school life department	Establish a system for department memos

Action 18 : Formalise and apply guidance for the supervision of PhD students with the goal of obtaining accreditation to direct research.	21, 22, 23 36, 37		HR department Research department	Number of academic staff who have received assistance able to apply for accreditation to direct research (HDR) (after 5 years of recruitment for lecturers, R3).
<b><i>I - Working conditions: Convey a clear and global vision of the institution and department/unit strategy</i></b>				
Action 19 : Organise regular meetings for the institution, departments and units to communicate about strategic direction and ongoing projects.	4, 11, 36, 37, 40, 35	2021/2022	Senior management	Number of meetings organised (general meetings, strategy information meetings) Number of reports of meetings organised
Action 20 : Reflect about communication channels and ways to optimise information sharing	x	2021/2022	Senior management	Number of communication channels used Number of documents used