ACTION PLAN

CY Cergy Paris Université

The action plan proposed here is the result of major consultations with researchers and the involvement of the administrative services which will implement the plan. The implementation phase of this action plan will follow the same collaborative process. The researchers and administrative services have thus worked together to prioritize the actions and put a calendar in place.

69 actions have been identified. They are distributed in three phases.

Phase 1, the most important, covers the first three years of implementation. The 55 actions of this phase include a precise calendar. The evaluation at the end of two years will enable us to adjust the plan for the following period. This involves the action plan in part 2 of this document.

Phases 2 and 3 include actions which require significant financial investment in infrastructure or in human resources. These have been scheduled either in 60 months (phase 2), or for a period after 60 months (phase 3). The response to certain actions depends, for example, on the construction of facilities or for a specific organization which is better planned in the long term.

The research community at CY Cergy Paris University has been consulted via an online questionnaire making it possible to distinguish the strengths and weaknesses of our human resource practices. Working groups then analysed the results and proposed an action plan which can be summarized in **11 objectives to be attained**:

- Develop expertise and improve communication in ethics, scientific integrity, and professional conduct

- Ensure better information about security for researchers at CY Cergy Paris University

- Develop and structure the dissemination of scientific culture in the institution's laboratories

- Facilitate the integration of researchers as soon as they arrive at CY Cergy Paris University and improve their access to information

- Make information available to non-French speakers

- Develop OTM-R recruitment practices through training and adapted processes

- Move from non-discrimination to inclusion

- Improve the welcome and framework for all doctoral students, taking into account QVT (Quality of Life at Work)

- Adapt training opportunities to the real needs of researchers and enlarge its accessibility to researchers

- Simplify administrative paperwork for incoming visiting researchers

- Improve access to and preservation of research data

The following action plan is organized according to the objectives identified.

PHASE 1:

	Proposed ACTIONS	*GAP Principle(s)*	*Timing (at least by year's quarter or semester)*	*Responsible Unit*	*Indicator(s) / Target(s)*
*Develop expertise and improve communication in ethics, scientific integrity, and professional conduct*
1	Constitute an ethics committee.	2, 3, 7	2T 2022	Scientific Integrity Officer	The committee on ethics will be approved by the institution's governing bodies Yes or no
2	Create an action plan to improve access to information about the existing missions and arrangements in matters of ethics and scientific integrity.	3, 4, 5, 7	1T 2022	Scientific Integrity Officer and Communications Office	Create an action plan Yes or no
3	Organize training on ethics and professional conduct, by discipline.	5, 31, 39	4T 2022	Scientific Integrity Officer + Doctoral and Post-Doctoral College for graduate students and postdocs + Human Resources Office for others	Number of training sessions planned Target: one training per year per discipline
4	Training to raise awareness about plagiarism among researchers.	3, 5, 38	4T 2021	Scientific Integrity Officer + Doctoral and Post-Doctoral College for graduate students and postdocs + Human Resources Office for others	Number of people reached Target: awareness raising for all graduate students and newcomers
5	Raise awareness about confidentiality and data protection.	7, 38	4T 2023	Service for Intellectual Property and Development (within the Research Division)	Number of people reached Target: awareness training for all researchers

6	Create a welcome brochure for newcomers (including researchers from the institution's partners) with contact information and resource people as well as information about ethical and professional conduct for researchers.	3, 4, 5, 7	3T 2022	Scientific Integrity Officer + Research Office + Human Resources Office	Distribution of a welcome brochure for newcomers Yes or no
7	Create an internet page dedicated to ethics (with definitions, rights and responsibilities of researchers, documentation and resource people).	3, 4, 5, 7	4T 2021	Scientific Integrity Officer + Research Office	Creation of an internet page on ethics Yes or no
8	Upload Hygiene, Security and Environment Office (DHSE) brochures on the CY website.	3, 4, 5, 7	3T 2021	Hygiene, Security and Environment Office	Proportion of brochures put online Target: all DHSE brochures to be put online
Ensure better information about security for researchers at CY Cergy Paris University					
9	Organize an annual lecture to raise awareness about data protection with Domestic Intelligence Services.	7, 23	1T 2022	Hygiene, Security and Environment Office	Number of lectures organized + number of participants at each conference. Target: one lecture per year
10	Prepare mobility brochures for incoming and outgoing staff.	7, 23	3T 2021	Hygiene, Security and Environment Office	Distribution of the two brochures Yes or no
11	Prepare a brochure on data protection.	7, 23	2T 2023	Hygiene, Security and Environment Office	Distribution of this brochure Yes or no
Develop and structure the dissemination of scientific culture in the institution's laboratories					

12	Create a working group to spread scientific culture: prepare an inventory and suggest a strategic plan.	3, 8, 9	3T 2023	Person responsible for the dissemination of scientific culture	Number of meetings of the working group Target: regular meetings until the strategic plan is completed
	Facilitate the integration of researchers as soon as they arrive at CY Cergy Paris University and improve their access to information				
13	Nominate people responsible for welcoming newcomers in each laboratory.	4, 28, 37, 40	3T 2024	Vice President for Research	Number of laboratories with a person responsible for welcoming newcomers. Target: a responsible person in each laboratory.
14	Create a formal description of the status of post-docs.	21, 28, 30	2T 2022	Teaching Personnel Division of the Human Resources Office,	Creation of the description Yes or no
15	Formalize the missions of the laboratory directors.	37, 40	1T 2022	Administration and Steering Committee of the Research Office	Number of mission letters sent to laboratory directors Target: one mission letter sent to each laboratory director
16	Evaluate the library holdings for research and in particular subscriptions to scientific journals in the university libraries to improve them.	23	3T 2022	Research support service of the university library	Evaluation of the library holdings completed Yes or no
17	Better inform people about how seniority is determined in each division.	26	3T 2024	Vice President responsible for university policies	Number of divisions which have distributed information about how seniority is determined Target: one communication per year in each division.
18	Develop the mission of a Career Counsellor for Researchers within the Office of Human Resources.	28, 30	4T 2024	Office of Human Resources	Identify a Career Counsellor within HR Yes or no

			Make information available to non-French speakers		
19	Translate into English the research pages of the website.	5, 10	4T 2021	Administration and Steering Committee of the Research Office	Proportion of pages translated into English Target: all the internet pages
20	Translate into English the website of the Human Resources Office.	5, 10	4T 2023	Human Resources Office	Proportion of pages translated into English Target: translate all the internet pages
21	Translate into English the brochures and supporting documents (of the Human Resources and Research Offices) available to researchers.	5, 10	4T 2023	Human Resources and Research Offices	Proportion of brochures and supporting documents translated into English Target: all brochures and supporting documents available to researchers
22	Translate into English the thesis charter and documents for doctoral students.	5, 10	4T 2022	Doctoral and Post-Doctoral College	Thesis charter translated (yes or no) and proportion of documents for doctoral students translated. Target: all documents for doctoral students translated
23	Translate into English the appeal procedures (of the Human Resources and Research Offices).	5, 10	4T 2023	Human Resources and Research Offices	Proportion of appeal procedures translated. Target: all existing procedures translated
24	Draft a model job description in French and in English.	10, 12, 13	2T 2022	Human Resources Office	Completed job description model in French and English Yes or no
25	Systematically post job descriptions in French and English.	10, 12, 13	3T 2022	Human Resources Office	Proportion of job descriptions in English Target: all job postings will be

					available in English
26	Publish job descriptions for temporary employees on international networks such as Euraxess.	10, 12, 13	4T 2022	Human Resources Office	Proportion of job descriptions for temporary employees published on Euraxess Target: all job descriptions for temporary workers funded through the research budget published on Euraxess
Develop OTM-R recruitment practices through training and adapted processes					
27	Increase training for recruitment committee members, including for BIATSS competitions.	12, 13, 14, 16, 17, 18, 19, 20	2T 2023	Human Resources Office	Number of people trained Target: one training per year + awareness raising for all members
28	Translate into English the guides for selection committees and juries.	10, 12, 13	2T 2022	Human Resources Office	Proportion of guides translated into English. Target: translate the committee guides.
29	Offer training about non-discrimination to selection committee members and recruitment juries.	10, 12, 13	4T 2022	Human Resources Office	Number of people trained Target: one training per year
30	Publish job descriptions and the members of the selection committees/juries for all tenured competitions on the CY website.	12, 13	2T 2022	Human Resources Office	Proportion of job descriptions and selection committee members posted on the website Target: all job descriptions and selection committee/jury members for tenured competitions published
31	Put together a working group to propose instruments for giving a response to each applicant for temporary jobs, indicating their strengths and weaknesses relating to the job description and tasks to be	15	4T2024	Human Resources Office	Create a working group Yes or no

	accomplished.				
32	Prepare a model job description with the following items: description of the mission, administrative tasks, specific responsibilities, participation in the life of the institution, type and length of contract, specific working conditions, place of work, department/site.	12, 13, 15	2T2022	Human Resources Office	Items included in the job description Yes or no
33	Add an optional paragraph of "Recommendations" to the job description which mentions the forthcoming request for references.	12, 13, 15	2T 2022	Human Resources Office	Paragraph about recommendations added Yes or no
Move from non-discrimination to inclusion					
34	Create an Equality Committee, with researchers representing the various divisions of the university.	10, 24, 27	1T 2022	Person responsible for Gender Parity and Director General of Services	Number of divisions with a responsible person Target: a person responsible for gender equality in each division
35	Propose training on non-discrimination, harassment, and gender stereotypes for supervisors and Human Resources personnel and those in positions relevant to hiring, promotion, job classification and rank	10, 24	1T 2023	Person responsible for Gender Parity and Human Resources Office	Proportion of supervisors and personnel trained. Target: train all related personnel
36	Develop a mentoring system for "Women in Science".	10, 24	4T 2022	Person responsible for Gender Parity, the Doctoral and Post-Doctoral College, Women in Science Committee, Doctoral and Post-Doctoral Services	Number of participants in the mentoring program Target: all doctoral students in sciences
Improve the welcome and framework for all doctoral students taking into account QVT (Quality of Life at Work)					

37	Organize an informational meeting for prospective doctoral applicants before the application deadline (following the Doctoral School calendars), to inform them about application requirements, how to apply, and how to register	36	3T 2021	Doctoral and Post-Doctoral Services	Number of informational meetings Target: one meeting per year per doctoral college
38	Prepare information for thesis supervisors on the orientation and supervision of doctoral candidates.	36, 37	3T 2022	Doctoral and Post-Doctoral Services	Information prepared Yes or no
39	Publish an online guide or training catalogue to reinforce the dissemination of tools to assist and accompany doctoral candidates.	39	4T 2021	Doctoral and Post-Doctoral Services	Guide or catalogue for doctoral students published on the web pages of the Doctoral and Post-Doctoral College Yes or no
40	Designate a room for doctoral candidates so they have a place to meet, to help the association of doctoral students thrive, to organize training, etc.	23	4T 204	Vice President for Research and the Real Estate Office	Room designated Yes or no
41	Put in place an observation mechanism on doctoral life within the Doctoral School (tool for reflection, recommendation and coordination between the Doctoral and Post-Doctoral College and Student Life Observatory (OVE) for the development of benchmarks.	23	3T 2022	Doctoral and Post-Doctoral Services	Creation of the observation mechanism Yes or no
42	Make head-hunters and regional professional networks aware of the value of the doctoral program.	28, 30	3T 2022	Career Center	Number of meetings organized with head-hunters and professional networks Target to be defined once a survey has been made of the potential in the area

43	Develop the position of Orientation/Career Counsellor for Young Researchers (Human Resources and/ or Doctoral College).	28, 30	2T 2022	Career Center	Counselor Identified Yes or no
44	Put in place training and coaching for the orientation and career planning of doctoral candidates.	28, 30	3T 2022	Doctoral and Post-Doctoral Services	Action plan and training Yes or no
Adapt training opportunities to the real needs of researchers and enlarge its accessibility to researchers					
45	Put in place a Committee for Training Researchers within the Doctoral and Post-Doctoral Services and the Human Resources Office on: transversal competences, disciplinary competences and training new researchers.	38, 39	2T 2022	Doctoral and Post-Doctoral Services and Personnel Training Service of the Human Resources Office	Number of meetings of the Committee for Training Researchers Target: two meetings per year
46	Open the training in the Doctoral and Post-Doctoral College to all faculty and administrative personnel.	30, 38, 39	3T 2022	Doctoral and Post-Doctoral Services and Personnel Training Service of the Human Resources Office	Proportion of trainings in the Doctoral and Post-Doctoral College open to researchers Target: open all trainings of the Doctoral and Post-Doctoral College to doctoral candidates
47	Develop training for supervisors, adapted to the researchers' responsibilities (quality of life at work, management, thesis supervision, etc).	37, 40	4T 2023	Doctoral and Post-Doctoral Services and Personnel Training Service of the Human Resources Office	Number of training sessions for supervisors Target: one training meeting per year
48	Identify the need for training within the laboratories in a more targeted manner: to take place during management discussions, the annual campaign to survey laboratories' specific needs, or during the	38, 39	4T 2021	Administration Services, Research Office, Personnel Training Service of the Human Resources Office	Needs identified during management discussions and during the professional reviews for BIATSS Yes or no

	professional reviews for BIATSS personnel.				
49	Provide researchers with information about training opportunities.	38, 39	3T 2021	Doctoral and Post-Doctoral Services and Personnel Training Service of the Human Resources Office	Number of communications provided about training Target: provide information twice a year to laboratories and doctoral students
50	Put in place common procedures for human resources and the Doctoral and Post-Doctoral Colleges to improve the inventory of needs and increase access to information about training opportunities for all laboratory personnel.	38, 39	4T 2022	Doctoral and Post-Doctoral Services and Personnel Training Service of the Human Resources Office	Procedures defined Yes or no
51	In order to adapt training to the constraints of researchers: propose training during university holidays or through a timetable suited to their needs.	38, 39	4T 2022	Personnel Training Service of the Human Resources Office	Number of trainings provided at an appropriate time Target: to be defined according to need
52	Institute thematic workshops of the type "HR café" and "Research café" to regularly spread information on different specific points at each meeting. The idea is to ensure the information is received.	30, 38, 39	4T 2022	Research and Human Resources Offices	Number of "HR cafés" and "Research cafés" organized Target: one "HR café" or "Research café" every semester
Simplify administrative paperwork for incoming visiting researchers					
53	Create a working group to improve the internal management processes for incoming international researchers.	18, 29	4T 2024	Office of International Relations, CY AS	Number of meetings of the working group Target: regular meetings of the working group until the improvements have been determined

54	Provide information about mobility opportunities offered by CY Cergy Paris University for doctoral candidates (Eutopia, Co-direction of theses, travel, promotion of the European label, etc.).	29	4T 2021	Doctoral and Post-Doctoral Services	Means of communication created on mobility options for doctoral students Yes or no
55	Map the mobility opportunities offered to researchers by the institution.	29	4T 2023	Director of International Scientific Development	Creation of a map of mobility opportunities for researchers Yes or no

PHASE 2 and 3:

*Develop the OTM-R recruitment practices through training and adapted processes*				
56	Publish on the website the OTM-R recruitment strategy of the institution (including that the institution is interested in atypical profiles).	12, 13	4T 2025	Human Resources Office	OTM-R strategy of the institution published Yes or no
57	Draft and publish more detailed job descriptions which include all the principles of OTM-R.	12, 13	4T 2025	Human Resources Office	Publication of job descriptions with OTM-R principles included Yes or no
58	Include accessibility information in job descriptions.	10, 12, 13	4T 2025	Human Resources Office	Proportion of job descriptions with accessibility information included
*Make information available to non-French speakers*				
59	Translate intranet documents into English.	5, 10	4T 2027	IT and Communications Offices	Proportion of Human Resources and Research Offices' documents translated into English Target: translate all the documents on the intranet
*Improve the welcome and supervision for all doctoral students, taking into account QVT (Quality of Life at Work)*				
60	Create a dedicated space for work and exchanges among doctoral students.	23	4T 2027	Infrastructure Office	Space designated for work and exchange for doctoral students Yes or no
61	Create a working group to consult relevant actors when the space is available to analyse the existing infrastructure and suggest improvements for its use (research rooms in SHS,	23, 24	4T 2027	Human Resources Office	Number of working group meetings Target: regular meeting starting from the response of State-Region Plan Contract

	suitable resources, etc).				
62	Further develop the welcome packs for newcomers to adapt them to their different statuses (practical information, key contacts, material…).	24	4T 2025	Human Resources Office	Number of packs offered to newcomers Target: one pack per number of statuses of newcomers
Develop OTM-R recruitment practices through training and adapted processes					
63	In the IGE/IGR (engineers) job descriptions within the laboratories include responsibility for technical help and project management for the users of the laboratory.	22	4T 2025	Human Resources Office	Mention of the technical role in the job descriptions for IGE/IGR Yes or no
Facilitate the integration of researchers as soon as they arrive at CY Cergy Paris University and improve their access to information					
64	Draft and publish a guide to present the institution and its working conditions.	23, 24	4T 2025 to 4T 2027	Communications, Human Resources and Research Offices	Guide about the institution and working conditions published Yes or no
65	Prepare job descriptions with specificities linked to their status for post-docs, doctoral candidates, teaching assistants….	22, 28	4T 2025	Human Resources Office	Number of job descriptions published. Target: one description per status

66	Put in place workshops on professional practices to inventory best practices and the mechanisms put in place; see if they need to be adapted and propose improvements.	7	4T 2027	Research Office	Number of workshops organized Target: two annual workshops to share experiences
	Improve access to and preservation of research data				
67	Put in place a working group on the institution's global Data Management Plan (DMP).	7, 8	4T 2025 to 4T 2027	IT Office, university library, Research Office	Number of meetings of the DMP working group Target: regular meetings (four times per year) until the Data Management Plan is implemented by the laboratories
	Simplify administrative paperwork for incoming visiting researchers				
68	Internal paperwork for visiting researchers to be simplified.	29	4T 2025 to 4T 2027	Office of Human Resources	Decrease the number of steps and documents
69	Put in place a working group to reinforce links with Euraxess for career development and administrative assistance for researchers.	24, 28	4T 2027	Research Office	Number of meetings of the working group. Target: regular meetings until the action plan is implemented.