

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2018FR309778

Name Organisation under review: UNIVERSITÉ BRETAGNE SUD

Organisation's contact details: Lysiane METAYER NOEL

SUBMISSION DATE: 06/07/2018

DATE ENDORSEMENT CHARTER AND CODE: 11/07/2017

### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues.<sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Management line/ Department
DUPONT Virginie	University Professor – R4	Vice-President Human Resources
GOGNIAT Guy	University Professor – R4	Vice-President Research and Development
CHAUVIN Christine	University Professor – R4	Vice-President International Relations
MANDIN Philippe	University Professor – R4	
PINTE Gilles	Lecturer – R3	
BOUTILLON Emmanuel	University Professor – R4	Advisor Scientific Integrity
PUGNIERE-SAAVEDRA Frédéric	Lecturer – R3	Director of a research laboratory

---

FISCHER-LOKOU Jacques	University Professor – R4	
LE MASSON Philippe	University Professor – R4	Director of the doctoral centre
LE BIDEAU Damien	Doctoral student – R1	

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career level, type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
HRS4R Project Committee	Three plenary meetings of the project committee (14 December 2017, 22 January 2018 and 14 February 2018) were needed to carry out this internal analysis with a view to identifying the priorities of an action plan to be implemented.	Each member helped, from the point of view of their own field of activity, to determine the existing state of play (strengths and weaknesses) of the establishment with regard to the principles of the Charter and the Code.  Skills-based sub-groups were formed, and face-to-face and electronic communications made it possible to work on the questions under discussion.
Research Commission	The work done by the project committee was presented regularly to the members of the research commission.	The progress of the HRS4R dossier was presented regularly to the research commission: 4 May 2017, 28 September 2017, 24 May 2018 and 31 January 2019.  The action plan was approved unanimously when the research commission met on 20 June 2019.

Joint technical committee	The work done by the project committee was presented to the joint technical committee.	The process was presented at proceedings in May 2017. The dossier was approved by the members (representatives of the administration and the unions) on 24 June 2019.
Board of Directors	The work was presented when the dossier got underway in 2017 and before it was submitted in 2019.	<p>The human resources strategy for researchers was presented to and validated by the Directors at the board meeting on 11 July 2017. The process then got underway at the Université Bretagne Sud on this same date.</p> <p>The governance was provided with regular progress updates at office and board meetings.</p> <p>The completed dossier was presented at a session on 5 July 2019.</p>
Scientific community	The scientific community was consulted by questionnaire in May 2018. Said questionnaire was sent to 524 people, including 292 R3 and R4 researchers, 160 R1 researchers and 42 R2 researchers.	<p>The process was presented by the president during public meetings with personnel in June 2018.</p> <p>The findings of the questionnaire were reviewed and made it possible to clarify certain aspects in terms of creating the action plan.</p> <p>An invitation to attend the discussion of the findings was sent to all those who took part in the surveys.</p> <p>For the towns of Lorient and Vannes, the discussion of the findings took place on 6 June 2019, in video-conference format in the boardroom.</p> <p>The presentation was broadcast to all of the scientific community.</p>

Please describe how was appointed the Committee overseeing the process (free text 200 words maximum):

The project committee comprised political, scientific and administrative members with a connection to the recruitment, working conditions and the work of the researchers. Their role was to:

- . Identify the specific questions to be studied out of the 40 gathered and the topics judged as priority: recruitment, ethics, working conditions;
- . Propose the make-up of working groups in line with the chosen topics;
- . Validate the suggestions for improvement put forward by the working groups, draw up an action plan with set goals to be achieved and progress indicators.

The project leader is a university professor (R4) and Vice-President of the Board of Directors. She ensures political support and keeps the relevant bodies informed of the progress being made.

The UBS chose not to recruit dedicated personnel to coordinate this project but to use people already in place. A project leader was appointed. A research engineer, she is responsible for the operational implementation.

The project committee is made up of a balanced selection of players from the UBS: politicians, scientists and office staff.

The project committee can invite experts to handle specific questions or create dedicated working groups.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process (free text 200 words maximum):

The involvement of the researchers (R1 to R4) was essential for this process.

The two vice-presidents (R4) connected to the research were appointed as political representatives. One is the vice-president in charge of research and development and the other is the vice-president in charge of international relations. Together with the project leader, vice-president of the board of directors, they form the trio of R4 members required to address every angle of the HRS4R methodology.

A representative panel of teacher-researchers are also present on the project committee: four university professors (R4) and two lecturers (R3), along with one doctoral student (R1).

The departments involved in recruitment, working conditions, international relations and research are also represented. These representatives are mainly department heads: the general manager, the human resources manager and her two office managers (one in charge of clerical and technical personnel, the other for the teaching staff and teacher-researchers). The university professor (R4) in charge of the doctoral centre brought his expertise to bear with regard to the doctoral students (R1).