

## 1. Organisational Information

<i>STAFF &amp; STUDENTS</i>	<i>FTE</i>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	445.9
Of whom are international (i.e. foreign nationality)	95
Of whom are externally funded (i.e. for whom the organisation is host organisation)	20
Of whom are women	154
Of whom are stage R3 or R4= Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	261.6
Of whom are stage R2= in most organisations corresponding with postdoctoral level	42.8
Of whom are stage R1= in most organisations corresponding with doctoral level	141.5
Total number of students (if relevant)	4 089
Total number of staff (including management, administrative, teaching and research staff)	966
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	€102 885 085,50
Annual organisational direct government funding (designated for research)	€3 816 581
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations - including EU funding)	€17 569 255,26
Annual funding from private, non-government sources, designated for research	€7 831 709,32
ORGANISATIONAL PROFILE	
<p>The National Polytechnic Institute of Toulouse (Toulouse INP) was founded in 1969 by three engineering schools: INP-ENSAT (agriculture and life sciences), INP-ENSIACET (Institute of engineering in materials, chemical &amp; industrial engineering) and INP-ENSEEIH (Institute of engineering in electrical engineering automation, electronics, computer science, applied mathematics, hydraulics and telecommunications).</p> <p>Toulouse INP's main missions are: initial and continuing training; research (scientific and technological research, exploitation of results, and dissemination of scientific culture); national and international outreach through industrial partnerships; international cooperation; and professional integration and orientation.</p> <p>Toulouse INP offers engineering training, as well as integrated preparatory classes in more than 15 specialities; and is strongly linked with 17 research units in the region and nine doctoral schools.</p>	



## **2. Strengths and weaknesses of the current practice**

Thematic heading of the Charter and Code: Ethical and professional aspects

### Strengths

#### 6. Accountability

Sound, transparent and efficient financial management is governed by French law. Toulouse INP is regularly audited by the *Cour des Comptes* (supreme body for auditing the use of public funds in France) which ensures the regularity, efficiency and effectiveness of the management of the establishment. Toulouse INP's accounts are certified and the establishment complies with the codes and procedures put in place for public scientific, cultural or professional establishments (EPCSCP). Toulouse INP is also subjected every five years to an evaluation carried out by the High Council for Evaluation of Research and Higher Education (HCERES), which is an independent administrative authority in charge of evaluating higher education institutions, research organisations, amongst other structures. Every five years, Toulouse INP carries out a self-assessment that is a critical analysis of its operation and results. Toulouse INP's governance thereby makes sure to respect the legislative framework.

#### 8. Dissemination, exploitation of results

This is one of Toulouse INP's highest priorities. The use of OATAO (*Open Archive Toulouse Archive Ouverte*) an open institutional archive and HAL (multidisciplinary open archive) allows enhancing the work of researchers through open access to their publications. OATAO also allows archiving all defended theses within the institution (more than 1400 theses are online).

Toulouse INP is very much involved in all major events of dissemination of scientific and technical culture in Toulouse and the region.

The institution participates in events such as the European Researchers' Night where the public can meet researchers from Toulouse INP; or the 8th edition of the Euroscience Open Forum (ESOF), the largest European meeting on interdisciplinary work on science, innovation and relations with society. Moreover, to increase the socio-economic impact of research carried out in its laboratories; Toulouse INP is a partner, through the Federal University of Toulouse, of the Technology Transfer Accelerator Office called Toulouse Tech Transfert, created in 2012. TTT invests in maturation of projects to accelerate the transfer of results of public research towards companies. The role of TTT is to invest in industrial protection and maturation of research results to accelerate transfers to existing companies or new start-ups through licensing.

The Federal University of Toulouse and some of Toulouse's higher education institutions and research organizations - including Toulouse INP - have also jointly built the ANITI project (Artificial and Natural Intelligence Toulouse Institute). This project brings together more than 200 researchers from 33 research laboratories and some 30 companies with the support of local and regional authorities, in collaboration with social and economic stakeholders and associations. In particular, this project will promote synergies in research but also encourage technology development and transfer. Finally, Toulouse INP is also a partner of the Saint Exupéry Institute of Technological Research (IRT), whose mission is to explore and develop



technological breakthroughs through collaborative research in its three key areas (aeronautics, space and embedded systems).

## 9. Public engagement

Opening up to social diversity is one of Toulouse INP's commitments. Toulouse INP's students are therefore involved in the *Cordées de la Réussite - Rêves d'avenir* national outreach programme whose objective is to allow secondary school students from disadvantaged backgrounds to "Build dreams for the future". Approximately 200 secondary school students benefit from this support through individual tutoring, scientific workshops, educational outings, etc. These initiatives aim to encourage curiosity, aspirations and goals to pursue higher education in science. 70 engineering students from Toulouse INP's schools are involved in this programme. Student involvement is valued by Toulouse INP: a prize is awarded at the time of graduation to all students invested in the *Cordées* programme.

Toulouse INP also participates in the Preparatory Classes for Higher Education CPES-VIASUP, a stepping stone towards engineering training. CPES-VIASUP is aimed at high school graduates specialised in science and technology of industry and sustainable development (STI2D) and laboratory science and technology (STL), but also high school graduates with a science or engineering sciences diplomas and even professionals. The VIASUP preparatory classes help deserving and motivated students to pursue higher education in science. Over the school year, these students reinforce their scientific, technical and general knowledge and develop autonomy and efficient working methods. They also benefit from personalized follow-ups and support in the construction of their professional project. The goal is to enable them to continue their studies at Toulouse INP's preparatory classes (La Prépa).

Doctoral students at Toulouse INP who wish to teach or participate in the promotion of science have access to a mission to disseminate scientific and technical information (Dist) during their thesis.

Finally, each year Toulouse INP recognises the work of its researchers by awarding three prizes:

- Léopold Escande Award: rewards the best doctoral theses of Toulouse INP.
- Toulouse INP's Laurier prize: awarded to research teams for patent applications published over the preceding year.
- INP INNOV' Prizes for research teams who have made significant advances in science, those involved in major partnerships, and researchers who have contributed to significant publications.

Toulouse INP also participates in events such as the My Thesis in 180 Seconds competition, where doctoral students present their research topic in simple terms to a jury, as well as a diverse non-specialist audience. Toulouse INP is also actively involved in actions of dissemination of scientific information carried out by the Federal University of Toulouse.

## 10. Non discrimination

In addition to the national texts that offer guarantees in terms of non-discrimination, Toulouse INP has appointed a Gender Equality Officer, an advisor on secularism, racism and antisemitism, a mission coordinator on Equal Opportunities, as well as a



mission coordinator on Disabilities and eight focal points for disability-related issues in Toulouse INP's Schools and INP's preparatory classes (La Prépa). In addition, Toulouse INP's well-living committee (Bien vivre à l'INP) - whose main goal is to establish a dialogue with the university governance members to continuously improve the quality of life on all INP's campuses - may examine all issues related to non-discrimination.

## Weaknesses

### 11. Evaluation / appraisal systems

Although teacher-researchers are systematically evaluated when applying for a promotion; for a bonus for the supervision of doctoral students and for performing research (PEDR); at the employee's request; or in the case of applying for rank advancement (this also applies to civil servant research engineers), the evaluation of post-doctoral researchers and research engineers under contract is only carried out at the discretion of the head of the laboratory.

### 4. Professional attitude

Access to information on external funding mechanisms is irregular within Toulouse INP's research structures, particularly in Joint Research Units with multiple research organisations involved, which are all sources of information.

**Thematic heading of the Charter and Code:** Recruitment and selection

## Strengths

### 16. Judging merit

French legislation requires a wide range of evaluation criteria that has to be taken into account beyond bibliometrics for the recruitment of teacher-researchers. Evaluation forms are made available to the selection committee chairpersons to take into account different criteria.

### 18. Recognition of mobility experience

For all categories of researchers, the mobility experience is valued by Toulouse INP: it is one of the recruitment and internal promotion criteria (rank advancement). Doctoral students can obtain the "European Doctorate" Label if their doctorate has been prepared during a research internship period of at least three months in another European country.

### 20. Seniority

In accordance with Article 1132-1 of the Labour Code, Toulouse INP's job offers do not mention age. Furthermore, applicants are not obligated to prove experience within a specific institution or for a specific duration, the skills required are specified according to the needs of the position.

## Weaknesses

### 12 & 13. Recruitment

With regards to recruitment, although recruitment procedures for teacher-researchers, temporary teaching and research assistants (ATER) and civil servant research engineers are strongly regulated by law and applied at Toulouse INP's level, there is no specific unified procedure in Toulouse INP for the recruitment of contract researchers (research engineers under contract and post-doctoral researchers).



Toulouse INP is actively working on formalised recruitment procedures as of 2019.

## 15. Transparency

Toulouse INP must continue to make efforts to improve transparency in the communication of recruitment and selection procedures for its staff, and facilitate access to this information both internally and externally, in order to target external and/or international researchers who would like to join Toulouse INP. All recruitment procedures must be made available to candidates on the institution's website.

## 21. Postdoctoral appointments

There is a difficulty for Toulouse INP with regards to the recruitment and support of post-doctoral researchers in the development of their careers because of the heterogeneity of recruitment practices which depend solely on laboratories, as well as the difficulty in career follow-up of these particular employees.

**Thematic heading of the Charter and Code:** Working conditions

### Strengths

#### 23. Research environment

Toulouse INP works constantly to create an adapted, operational and functional research environment. To this end, the CHSCT (Health, Safety and Working Conditions Committee) which is a consultative and social dialogue body, addresses issues related to hygiene, safety and working conditions. It provides support to Toulouse INP's Technical Committee (CT) and meets at least 3 times a year. The CT is consulted on issues related to the organization and operation of Toulouse INP's services, jobs, workforce and skills management, and training.

Toulouse INP ensures that there are forums for dialogue to link the needs of researchers, laboratories and hosts. Furthermore, each School has specific forums for dialogue to guarantee a proper allocation of resources.

#### 24. Working conditions

Toulouse INP attaches great importance to the working conditions of researchers (and all its staff), which translates into the monitoring unit for working conditions that can listen to workers and support them; well-living committee in Toulouse INP (Bien vivre à l'INP), which aims to establish a dialogue with the university governance members to continuously improve the quality of life on all INP's campuses. In addition, measures such as the introduction of teleworking, the possibility of having flexible work arrangements, a reduction in the number of teaching hours for other responsibilities and accessible facilities for people with reduced mobility at campus level ensure an optimal working environment.

#### 25. Stability and permanence of employment

Toulouse INP complies with all legal provisions with regard to stability and permanence of employment: the Sauvadet law has been implemented (limitation of the duration of contracts) and Toulouse INP has clear and defined recruitment mechanisms.

#### 26. Funding and salaries

Salaries and social benefits for Toulouse INP's researchers are provided in accordance with the national legislation in force.



## 27. Gender balance

Gender balance is monitored yearly through Toulouse INP's Annual Social Report. This report is presented to the Supervisory Board and it monitors and sets targets to improve gender balance. Toulouse INP has a mission coordinator on gender equality who works in coordination with Toulouse INP's governance members and bodies to promote, support and evaluate gender mainstreaming in the institution's overall policy.

### Weaknesses

#### 30. Access to career advice

More efforts must be made to sensitize researchers regarding existing career guidance options: Toulouse INP will develop a welcome booklet for all of Toulouse INP's post-doctoral researchers (available in French and English), including a description of the possibilities of access to training, job opportunities, the procedure regarding internal conflict management, etc.

#### 35. Participation in decision-making bodies

With regard to participation in decision-making bodies, although fully governed by French legislation, Toulouse INP must improve the communication on these bodies as well as their functioning, renewal of terms and meetings. Toulouse INP must also facilitate access to the meetings calendar and reports.

**Thematic heading of the Charter and Code:** Training and development

### Strengths

#### 36. Relationship with supervisors

The Doctorate charter defines the relationship between the doctoral student and the research supervisor (amongst others). It is complementary to the Individual Training Agreement which describes the steps and the terms of this follow-up.

#### 37. Supervision and managerial duties

Amongst the available mechanisms for good career development, it is important to mention the reduction in the number of assigned teaching hours for junior associate professors during their internship year and mentorship when applying for the accreditation to supervise research (HDR).

#### 38. Continuing Professional Development

Toulouse INP's Teaching Dynamics service (DyP) advisors provide support to teacher-researchers in order to improve their teaching techniques. The DyP service also offers support to teacher-researchers to draft their file on enhancing teaching activities (IDEFI programme). Teacher-researchers can also request a leave for Research or Thematic Conversion (CRCT). Toulouse INP's researchers (and all Toulouse INP staff) have access to six training modules on organizational culture as well as access to training courses on the prefecture's platform SAPHIR through Toulouse INP's Human Resources Department. Many mechanisms exist today through Toulouse INP's Staff Training Plan to support staff wishing to apply to public servant jobs through recruitment competitive examinations (including a broad training programme on Toulouse INP and its environment, preparing oral recruitment competitive examinations).

#### 39. Access to research training and continuous development



Toulouse INP's researchers can find on the Intranet all information relating to existing mechanisms, as well as the Training Plan. Doctoral students can find information on specific doctoral training courses on the UFT website.

#### 40. Supervision

The Doctorate charter regulates the role of these supervisors.



## 3. Actions

	<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
1	Post-doctoral researchers and doctoral students: to allow staff to apply, job offers must be at least published on the website of each laboratory. All post-doctoral and doctoral topics must be published online (in French and English).	1. Research freedom	3rd Quarter 2019	Done at the request of the Vice President of Research in CoOpeR (report to be requested 6 months later on the number of job offers published).	Number of doctoral and post-doctoral job offers published on each laboratory website and / or on EURAXESS
2	Post-doctoral researchers and doctoral students: consider the possibility of reposting job offers from laboratories (under Toulouse INP's supervision and under convention) on the Toulouse INP website.	1. Research freedom and 22. Recognition of the profession	3rd Quarter 2019	DRED + Communications Service.	Number of doctoral and post-doctoral job offers published on Toulouse INP's website
3	Teacher-researchers: set up a non-compulsory review every three to five years carried out by at least a two-person team representing the training and research components (under the responsibility of the school Director).	1. Research freedom and 11. Evaluation/ appraisal systems	2nd Quarter 2020	Beforehand, the Vice President of Studies and Student Life Commission (CFVU) and the Vice President of Research will make School Directors aware of this approach in the Select Expanded Board of Directors (CODIRE) + Presentation in Academic Council (CAc) for validation.	Meeting minutes or presentation form the CaC meeting Number of a non-compulsory reviews carried out in each school
4	Doctoral students: As a minimum, an individual supervision committee meets within 18 months. Encourage doctoral schools to set up an interview / exchange through an individual monitoring committee of the doctoral student before the end of the 1st year.	1. Research freedom and 11. Evaluation/ appraisal systems	2nd Quarter 2019	Each doctoral school is in charge of setting up the follow-up committee + sensitisation by the Vice President of Research during the doctoral school's Council.	Meeting schedule of each Doctoral School's monitoring committee
5	Post-doctoral researchers: set up a review six months before the end of the post-doc with the Laboratory Director and/or the person responsible for the group/topic. The post-doctoral researcher's career plan must be discussed during this review.	1. Research freedom and 11. Evaluation/ appraisal systems	1st Quarter 2020	The template will be sent by HR to the lab director, and the Vice President of Research will provide information on this procedure to the Research Commission.	Percentage of doctoral students (whose contract ends during the year) reviewed (ratio of the number of post-doctorate interviews / number of doctorates ended during



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					the year)
6	In the event that a researcher requests to change laboratories (under INP management), the CaCFR must be informed.	1. Research freedom	2nd Quarter of every year	The Vice President of Research will recall this procedure annually in CoOpeR	Minutes of CACFR meetings
7	Mobility (teacher-researchers, research engineers, doctoral students): review and centralize the content of the Toulouse INP website to better explain all mobility opportunities (CRCT, temporary assignments, SMI).	1. Research freedom and 29. Value of mobility	4th Quarter 2019	HR relays opportunities of CRCT leave, temporary assignments + DRED transmits information on mobility by email and intranet.	Updated website (date of yearly update)
8	Take stock of current practices on ethics and bring out common ethical principles within Toulouse INP.	2. Ethical principles	1st Quarter 2022	HRS4R Subgroup n°1 in collaboration with mission coordinators on Gender Equality, Disability, etc.	Briefing note on formalised practices
9	Establish mandatory awareness training modules on gender-based and sexual violence and bullying for incoming teacher-researchers and HDR applicants This will be included in Toulouse INP's training plan, targeting incoming teacher-researchers and managers.	2. Ethical principles	4th Quarter 2020	HR	Development of training materials and deployment of the module in the training plan
10	Organising an annual training course on Intellectual Property and plagiarism targeting new recruits. This will be included in Toulouse INP's training plan, targeting incoming teacher-researchers and managers.	3. Professional responsibility	4th Quarter 2020	HR will include this in the Training Plan + and training courses will be led by the Joint Documentary Service (SCD) + SAIC.	Development of training materials and deployment of the module in the training plan
11	For external financing: draw on practices implemented by Toulouse's Paul Sabatier University and the CNRS (periodic mailings of the list of all open Calls for proposals classified by topic).	4. Professional Attitude	1st Quarter 2022	Study the possibility of a centralisation of the information and management of this list by the SAIC that will in turn relay emails to the Lab Directors.	Periodical reminders sent to laboratories
12	The term "post-doctoral researcher" needs to be clarified by Toulouse INP (as it is different from a researcher under contract). Consider the possibility of drawing up a charter for post-doctoral researchers	4. Professional Attitude and 22. Recognition of the profession	4th Quarter 2022	Charter elaborated by elected officials of the Research Commission in collaboration with HR + dissemination by	Charter for post-doctoral researchers developed Recruitment procedure for post-doctoral researchers

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	(based on the UFTMP's doctorate charter). This charter must include information on relevant bodies, support and training opportunities, as well as an article on the resources made available for the post-doctoral research project.	and 28. Career development		DRED and HR on Toulouse INP's intranet.	formalised
13	Improve communication on the role of HR in Toulouse INP's structures (mainly in labs).	5. Contractual and legal obligations	1st and 2nd Quarter 2020	HR	Memo sent to all laboratories
14	Provide standard cost records according to project types to formalize a preliminary estimate.	6. Accountability	1st Quarter 2021	SAIC	Standard costs record established by SAIC
15	Development of Toulouse INP's Information Systems Security Policy (PSSI) and user support.	7. Good practice in research	2nd Quarter 2020	Information Systems Department (DSI).	PSSI formalised by the DSIN
16	Include in Toulouse INP's Training Plan a training course on data protection.	7. Good practice in research	4th Quarter 2019	Information Systems Department (DSI).	Development of training materials and deployment of the module in the training plan
17	Improve communication on transversal actions, including those of Toulouse INP's well-living committee and actions undertaken by staff and student associations.	10. Non-discrimination	2nd Quarter 2019	Vice President of Studies and Student Life Commission + Communications Service.	Information on actions led by the committee is regularly updated on Toulouse INP's intranet.  Sustainable development and societal responsibility actions posted on social media by staff and student associations will be shared
18	Ask laboratories under INP management to include in their bylaws provisions concerning soft skills, harassment, discrimination and plagiarism as well as hygiene and safety rules.	10. Non-discrimination	2nd Quarter 2020	Drafting and proposal of rules: Research Correspondents + Vice President of Research + elements reviewed by Toulouse INP's legal service + presentation to CoOpeR	All laboratory bylaws will include the aforementioned provisions

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				members for approval.	
19	Develop Toulouse INP's website in English (improve access to information on international relations).	10. Non-discrimination	3rd Quarter 2019	DRED + SRI + Communications Service.	Toulouse INP's website in English is operational
20	Post-doctoral researchers: review the job title of this type of researcher on their contracts and evaluate the feasibility of using the term "post-doctoral researcher" (instead of research-engineer or engineer) in order to have detailed statistics on these profiles.	12. Recruitment	2nd Quarter 2019	HR	Contracts for post-doctoral researchers include the term "post-doctoral researcher" (instead of research-engineer or engineer)
21	Provide salary scales that take into account seniority to avoid an excessive disparity of salaries between post-doctoral researchers.	12. Recruitment and 21. Postdoctoral appointments (Code)	4th Quarter 2020	Proposal elaborated by HR + DRED + Vice President of Research and presented to the Research Commission.	Salary scales available to all laboratories
22	Publication of a recruitment procedure for teacher-researchers, ATERs, doctoral students, post-doctoral researchers and research-engineers consistent with the EC's "OTM-R package". For researchers under contract, include a realistic delay between publication and reply, taking into account laboratories under ZRR (restricted access area).	12. Recruitment and 14. Selection (Code) and 16. Judging merit (Code)	2nd Quarter 2019	HRS4R Subgroup n°5 (OTM-R) in collaboration with Quality, HR, and Communications departments.	Recruitment procedures published and available on Toulouse INP's intranet and website
23	Doctoral students and post-doctoral researchers: ensure the dissemination by email to all doctoral students and post-doctoral researchers and copying in the DRED (through doctoral schools or laboratory directors) of information on the opening of qualification campaigns.	13. Recruitment (Code)	1st Quarter 2020	HR	Yearly email sent to all doctoral students and post-doctoral researchers on the opening of qualification campaigns (information also available on the intranet)
24	Doctoral students and post-doctoral researchers: Study the possibility of centralising offers on the Toulouse INP website: possibility of finding thesis and post-doctoral subjects on the INP website in addition to the laboratories' sites. Create a link from the INP website to the websites of laboratories and doctoral	13. Recruitment (Code)	1st Quarter 2020	DRED and Communications Service.	Number of job offers (doctoral and post-doctoral subjects) published on Toulouse INP's website (annual monitoring)

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	schools.				
25	Ensure that all laboratories publish their offers on the EURAXESS website. Use and disseminate the EURAXESS template to all laboratories.	13. Recruitment (Code)	1st Quarter 2020	DRED and Quality department.	Number of job offers published on EURAXESS (annual monitoring)
26	Promote the participation of international personalities in selection committees.	14. Selection (Code)	1st Quarter 2020	CACFR.	Number of international personalities in selection committees (annual monitoring)
27	Before selection of doctoral candidates, make sure that the information on the recruitment process and the selection criteria are sent to candidates.	15. Transparency (Code)	1st Quarter 2020	Vice President of Research and DRED.	Dissemination of recruitment procedures to candidates
28	Draw the doctoral schools' attention to the authenticity of candidates' diplomas, accreditations and professional references.	19. Recognition of qualifications (Code)	4th Quarter 2019	DRED.	A reminder is sent by the DRED to doctoral schools
29	Encourage post-doctoral researchers to participate in training courses included in Toulouse INP's training plan.	21. Postdoctoral appointments (Code)	2nd Quarter of every year	HR and laboratory directors.	Dissemination of Toulouse INP's Training Plan on intranet Lab directors will be informed of this by email
30	Include post-doctoral researchers in training courses targeting junior associate professors (MCF).	21. Postdoctoral appointments (Code)	1st Quarter 2020	DyP service.	Information on these courses is sent to post-doctoral researchers
31	Consider the possibility of setting up a collaborative tool to enable teacher-researchers and research-engineers to collaborate remotely with international actors (filing of documents, agenda, etc.). Currently, the UFTMP has developed the SCOUT software that allows filing and exchange of documents at the Federal University level.	23. Research environment	4th Quarter 2022	Upon request from the Vice President of Research, the Information Systems Department (DSI) will take stock of all existing tools + CNRS and INRA existing tools will be taken into consideration. Proposal presented to the Research Commission and/or the CoOpeR.	DSIN's report on existing tools is presented presented to the Research Commission and/or the CoOpeR
32	Initiate discussions on the "right to disconnect".	24. Working	3rd	Well-living committee in	Discussion initiated by

		conditions	Quarter 2020	Toulouse INP (Cellule Bien vivre à l'INP).	Toulouse INP's Chancellor (included in Well-living committee meeting's agenda)
33	Improve access to information for young female researchers regarding the allocation of funding to support the return to work after maternity leave possibly followed by parental leave. Develop an updated inventory of existing mechanisms in other institutions (CNRS, INRA, etc.).	24. Working conditions	3rd Quarter 2020	HR	All information on mechanisms to support the return to work after maternity/parental leave is available on the intranet
34	Consolidate support to personnel wishing to prepare a civil service recruitment competitive examination. Strengthen existing mechanisms at the Federal University level.	25. Stability and permanence of employment	1st Quarter 2020	HR	Discussions undertaken with the Federal University Support mechanisms formalised
35	Improve access to information on post-doctoral contracts by developing an explanatory sheet for researchers regarding the post-doctoral contract (to streamline/have a general framework on post-doctoral contracts).	26. Funding and salaries	1st Quarter 2020	HR in collaboration with the SAIC.	Explanatory sheet developed and published
36	Add new indicators in Toulouse INP's Annual Social Report on men/women breakdown (e.g. women employed by Toulouse INP and HDR holders). Analyse these indicators.	27. Gender balance	4th Quarter 2019	The DRED provides these indicators to HR.	New indicators included in 2019's Annual Social Report
37	Cross-analyse data from the teacher-researcher's reference framework for time equivalencies (men/women breakdown as far as projects are concerned) and include this in the Annual Social Report	27. Gender balance	4th Quarter 2019	Commission for teacher-researcher's framework for time equivalencies - Toulouse INP's 2019 Annual Social Report	New indicators included in 2019's Annual Social Report
38	Publish information about elected members of CNU sections and recent news.	28. Career development	3rd Quarter 2019	Steering dept. + Representatives of the elected members of CNU sections + Communications Service	Information available and up to date in Toulouse INP's intranet
39	As a part of the recruitment process, the analysis of geographical, intersectorial, inter-disciplinary and trans-disciplinary and virtual mobility should be	29. Value of mobility	2nd Quarter 2020	Vice President of Studies and Student Life Commission.	Updated sheet including mobility analysis

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	included in the teacher-researcher's evaluation sheet.				
40	Provide a welcome booklet for all of Toulouse INP's post-doctoral researchers including a description of the possibilities of access to training, job opportunities, etc. (preferably available in French and English). Consider the possibility of including some of the content of the welcome booklet for doctoral students. This document should be complementary to the future Post-Doctorate Charter. In both doctoral and post-doctoral booklets and on Toulouse INP's website, explain the internal conflict management procedure (explain procedures available to doctoral students and post-doctoral researchers in case of conflict with their management).	<b>30. Access to career advice and 34. Complaints/ appeals</b>	4th Quarter 2022	Discussions to be initiated in Research Commission.	Welcome booklet developed
41	Implementation of a monitoring system of the teaching workload to suggest solutions to avoid work overload of teacher-researchers.	<b>33. Teaching</b>	3rd Quarter 2019	DyP Service.	Monitoring carried out by each school
42	Clarify the roles, responsibilities and projects of Toulouse INP's competent bodies regarding complaints and appeals (CHSCT, monitoring unit for working conditions, Mediation Commission) to facilitate referrals.	<b>34. Complaints/ appeals</b>	4th Quarter 2019	HR + Communications Service.	Information available and up to date in Toulouse INP's intranet
43	Ensure that all researchers covered by Toulouse INP's HRS4R Award are included in Toulouse INP's LDAP and thus have access to Toulouse INP's intranet at the time of their hiring.	<b>35. Participation in decision-making bodies</b>	1st Quarter 2020	Information Systems Department (DSI).	Monitoring carried out by the DSIN Formalised procedure for LDAP access
44	Communicate on the existence and disseminate the minutes of the meetings of the different bodies (University Supervisory Board, Studies and Student Life Commission, Research Commission and CoOper). This must be made available on Toulouse INP's intranet.	<b>35. Participation in decision-making bodies</b>	4th Quarter 2019	DRED + Communications service.	Minutes available in Toulouse INP's intranet  An email indicating the availability of these documents is sent
45	Start a discussion with the Research Correspondents on the means to track data and results (securing	<b>36. Relation with supervisors</b>	4th Quarter	Creation of a workgroup (Vice President of Research +	Discussion launched by the workgroup, action plan

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	research data).		2021	Research Correspondents + researchers) and presentation of the approach in CoOpeR, Research Commission and then in Laboratory Council.	presented in CoOpeR, Research Commission and Laboratory Council
46	The doctoral student's Individual Supervision form must be completed by the doctoral student every year in the ADUM system. Ensure that all doctoral schools use and complete this form on a yearly basis.	<b>36. Relation with supervisors</b>	2nd Quarter of every year	Vice President of Research.	ADUM forms updated on a yearly basis
47	Extend the practice of mentoring for junior teacher-researchers until tenure (at least 2 years).	<b>37. Supervision and managerial duties and 40. Supervision</b>	1st Quarter 2020	School Directors + Studies Directors (proposal to be presented in CAc).	Mentoring mechanism formalised in each school  Mentoring mechanism mentioned in recruitment procedure
48	Consider the possibility of including, during a CAcFR meeting, an overview of the mentee's integration after two years of mentoring.	<b>37. Supervision and managerial duties</b>	1st Quarter 2020	Proposal to be presented in CAcFR by the Vice President of Research.	Overview presented in CAcFR
49	Proofreading: support researchers applying to a Research and doctoral supervision grant (PEDR).	<b>37. Supervision and managerial duties</b>	1st Quarter 2020	CAcFR + HR + Vice President of Research.	Proofreading available every year
50	Improve communication on soft skills training (language courses, management, psychosocial risks , etc.)	<b>38. Continuing Professional Development</b>	2nd Quarter 2019	HR	Dissemination of Toulouse INP's Training Plan on intranet (this plan includes soft skills training)
51	Suggest an indicator concerning page views on Toulouse INP's intranet, especially the DyP Service and Training Plan headings (to collect and exploit annual data).	<b>39. Access to research training and continuous development</b>	2nd Quarter 2019	Communications Service.	Number of page views (annual data)

Actions to be undertaken in Toulouse INP's HRS4R, based on the weaknesses identified in the OTM-R:

<i>Proposed ACTIONS</i>	<i>OTM-R Principle(s)</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
Publication of OTM-R related documents on Toulouse INP's website and intranet	ALL	4 <sup>th</sup> Quarter 2019	HR	
An OTM-R policy for Toulouse INP will be drafted and published on Toulouse INP's intranet and internet websites	1		HR	<i>OTM-R policy published in Toulouse INP's website</i>
Publication of recruitment procedures for teacher-researchers, ATERs, doctoral students, post-doctoral researchers and research-engineers consistent with the EC's "OTM-R package".	All	2 <sup>nd</sup> Quarter 2019	HRS4R Subgroup n°5 (OTM-R) in collaboration with Quality, HR, and Communications departments	<i>Recruitment procedures for researchers up to date and published</i>
Consider the possibility of assigning a tutor to new HR arrivals involved in the recruitment process. This person oversees the new recruit on his arrival and throughout his first year and makes sure that the person has become familiar with the procedures (this should set as an objective during the first professional review). Creation of a checklist validated during the first professional review.	3	4 <sup>th</sup> Quarter 2019	HR	<i>Checklist developed by HR</i>

## **4. Implementation**

General overview of the expected implementation process:

The Core Working Group will monitor actions implementation with the designated persons and progress will be discussed and monitored by the Steering Committee as part of an annual internal self-assessment.

This internal self-assessment will be based on the templates available on the EURAXESS website. The Core Working Group will review Toulouse INP's strengths and weaknesses with regards to the 40 principles of the Charter and the Code and will indicate the changes brought about by the implementation of actions aimed at reducing the gap between the Principles and practice in Toulouse INP.

The Core Working Group will also indicate what measures have been put in place to embed the HRS4R process in internal procedures and in its internal and external communication.





In addition, the Core Working Group will take stock of possible changes to Toulouse INP's strategic priorities and priorities that could impact the implementation of actions or, more broadly, the achievement of results aimed at aligning the 40 Principles of the Charter and the Code.

This annual exercise will enable the Core Working Group to pinpoint possible changes to Toulouse INP's strategic directions and strategic priorities that may have an impact on the implementation of the actions or, more broadly, an impact on the achievement of results aimed at reducing the gap with the EC's 40 Principles of the Charter and the Code.

Finally, the actions of the plan developed during the initial phase will be reviewed, and achievements will be indicated for each of them. At the request of researchers and the governance of Toulouse INP (through the official bodies of consultation existing in the establishment: CODIRE, Research Commission, CoOpeR, etc.), new actions may be proposed.

### **How will the implementation committee and/or steering group regularly oversee progress?**

The steering committee that oversaw the working groups during the HRS4R initial phase will be in charge of overseeing the work and progress made during the implementation and renewal phases, thus ensuring continuity.

The steering committee will monitor progress made on an annual basis based on the HRS4R working documents: 1. Organisational information; 2. Strengths and weaknesses of the current practice; 3. Actions; 4. Implementation/Embedding the HRS4R process.

At the request of researchers and the governance of Toulouse INP (through the official bodies of consultation existing in the establishment: CODIRE, Research Commission, CoOpeR, etc.), new actions may be proposed.

### **How do you intend to involve the research community, your main stakeholders, in the implementation process?**

All of Toulouse INP's actions engaged within the HRS4R Award will be validated and approved by its governance bodies (in which researchers are present and represented): Toulouse INP's Supervisory Board, Operational Committee for Research, Research Commission.

It will also be possible to solicit the views and suggestions of researchers during the implementation of actions, through meetings, surveys or other means.

### **How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.**

Obtaining the "HR Excellence in Research" award is identified as one of Toulouse INP's main actions of the 2016-2020 multi-year contract signed with the Ministry of Higher Education, Research and Innovation. It is stated that obtaining this award



aims to increase Toulouse INP's attractiveness, giving an international visibility.

In addition, the request, implementation and renewal of this award will also be included in Toulouse INP's self-assessment submitted to the High Council for Evaluation of Research and Higher Education (HCERES) which aims to ensure that Toulouse INP is in compliance with the missions entrusted to it by the law and its statutes.

### **How will you ensure that the proposed actions are implemented?**

The Core Working Group will work closely with the people and departments responsible for the implementation of the actions, which will allow for a first stage of monitoring.

The annual reviews conducted by the steering committee will allow to assess progress of the actions planned for the year, and will allow this committee to propose reorientations if necessary, based on feedback provided by Toulouse INP's researchers.

### **How will you monitor progress (timeline)?**

The Core Working Group will work on the Gap Analysis document and will update the status of practices and procedures as well as indicators based on feedback from the people and departments responsible for implementing the actions.

### **How will you measure progress (indicators) in view of the next assessment?**

For each action, an indicator will be created, which will allow Toulouse INP to monitor the progress (in parallel with other tools). This progress will be recorded in periodic reports that will be submitted to Toulouse INP's CODIRE (Select Expanded Board of Directors), which brings together the steering committee of the HRS4R Label.

