

Legend :

Initial Timing 

Completed 

New Timing 

N°	Title action	Responsible unit	2018				2019				2020				2021				2022				Current status	Indicator(s) / Target(s)
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		
I.1.1	Transmit "the European Charter for Researchers" and "the Code for Conduct for Recruitment of researchers" by mail to the heads of labs and doctoral schools to be displayed in the labs.	Office of Research, Innovation and Economic Valorisation	✓																			Completed	Charter and Code displayed presented on the 29/06/19 to heads of labs by Office of Research, Innovation and Economic Valorisation (DRIVE) + on UBO's website : https://www.univ-brest.fr/menu/recherche-innovation/HRS4R+UBO/	
I.2.1	Draw up a research integrity training and dissemination policy.	Research Vice President and 1 st Vice President				✓																Completed	Nomination of a Research Integrity Referee (Daniel Le Couédic) on 01/09/18 + presentation of the research integrity training and dissemination policy at the Research Commission meeting on 04/04/19 + Research Commission approval of Charter on publications' rules on 02/04/19 + training sessions / 34 laboratories and 11 Doctoral schools heads R1 to R4 researchers.	
I.2.2	Appoint a Research Integrity Referee.	Research Vice President and 1 st Vice President				✓																Completed	Research Integrity Referee Daniel Le Couédic appointed (referent-integrite-scientifique@univ-brest.fr) on 1st September 2018 / R1 to R4 researchers.	
I.2.3	Inform the heads of laboratories about UBO's Research Ethics Committee.	Office of Research, Innovation and Economic Valorisation	✓																			Completed	Research Ethics Committee set up in 2017 but the members resigned in October 2017. The renewal of the Committee is planned for 2021 but with a broader scope, within the framework of the Brittany University Alliance (AUB) / 34 laboratories, R1 to R4 researchers.	
I.2.4	Provide information on the Research Ethics Committee and ethical rules in UBO's "Research Newsletter".	Office of Research, Innovation and Economic Valorisation						✓														Completed	Ethical rules published on https://www.univ-brest.fr/drive/menu/DRIVE/Pour-une-Recherche-responsable/Ethique-et-integrite-scientifique/ / 34 laboratories and 11 Doctoral schools heads (R1 to R4 researchers).	
I.2.5	Display the ethical rules in the labs.	Office of Research, Innovation and Economic Valorisation						✓														Completed	Charter and Code sent by email to the labs + presentation of the Charter and Code at Research Commission's meeting in 02/04/ and 20/06/19 + PhDs schools Training sessions on 20/11/18 et 12/03/19 / 34 laboratories and 11 Doctoral schools heads R1 to R4 researchers.	
I.2.6	Create an on-line electronic leaflet about ethics and research integrity.	Office of Research, Innovation and Economic Valorisation	✓																			Completed	Information available on UBO's Research webpage : https://www.univ-brest.fr/drive/menu/DRIVE/Pour-une-Recherche-responsable/Ethique-et-integrite-scientifique/ / R1 to R4 researchers.	
I.2.7	Promote research integrity (antiplagiarism) on UBO's Research webpage.	Office of Research, Innovation and Economic Valorisation					✓															Completed	Creation of the Office of Research, Innovation and Economic Valorisation's Tool Box available on UBO's Research webpage https://www.univ-brest.fr/drive/menu/DRIVE/Pour-une-Recherche-responsable/Ethique-et-integrite-scientifique#	
I.2.8	Organize training sessions and conferences on research integrity and ethics.	Office of Research, Innovation and Economic Valorisation	✓				✓	✓														Completed	Training sessions for PhD students (R1 researchers) organized on 19/02/19, 29/03/19 + 17/05/19 and for R2 to R4 researchers and university community on 09/11/17 / PhD students, R2 to R4 researchers and university community.	
I.3.1	Write articles about research integrity in UBO's "Research newsletter".	Office of Research, Innovation and Economic Valorisation					✓															Completed	"One year of research at UBO" published in 2019 / https://www.univ-brest.fr/digitalAssets/90/90880_90104_Bilan-Recherche-UBO_2019.pdf / 34 laboratories and 11 Doctoral schools heads R1 to R4 researchers.	
I.4.1	Set up a working group between the central departments and the laboratories to draw up an internal Charter on the contractual researchers' rights and obligations.	Research VP																				Extended	Research Commission Board approval instead of Administrative Board + annual information sessions on the rights and responsibilities of trainee lecturer-researchers + presentation given by the Digital, Data and Technology Service (DSIUN) on the information technology tools available at the UBO, including anti-plagiarism software / 34 laboratories and 11 Doctoral schools heads R1 to R4 researchers.	
I.4.2	Translate the "Charter for Contractual Researchers" and "UBO welcome leaflet" into English.	Office of Research, Innovation and Economic Valorisation																				In progress	Charter for Signature rules for UBO's scientific papers adopted at the Research Commission meeting on 04/12/18 / Heads of the 34 laboratories (R1 to R4 researchers).	
I.5.1	Provide information about the researchers' rights and obligations.	Office of Research, Innovation and Economic Valorisation	✓																			Completed	Information and link on Office of Research, Innovation and Economic Valorisation (DRIVE) website to the National Institute of Industrial Property (INPI) website (https://www.univ-brest.fr/drive/menu/DRIVE/Contrats/Regles-de-la-propriete-intellectuelle) + integration of the documents into the DRIVE Tool Box / 34 laboratories and 11 Doctoral schools heads R1 to R4 researchers.	
I.5.2	Translate the documents about the researchers' rights and obligations into English.	Office of Research, Innovation and Economic Valorisation																				In progress	Documents translated and on line / 4 laboratories and 11 Doctoral schools heads (R1 to R4 researchers).	

I.7.1	Support PhD students	Office of Research, Innovation and Economic Valorisation	✓																								Completed	Appointment of PhD student representing the PhD students / R1 researchers + strengthening of individualised supervision of PhD students in the "Doctorat Bretagne Loire - Ecole Des Docteurs" framework (Thesis Supervision Committee, Doctoral Charter: https://www.univ_brest.fr/digitalAssets/93/93131_charte-doctorat.pdf , new UBO guide on administrative and financial issues for PhD students) and Doctoral Centre (pole.doctoral@univ-brest.fr) created at the end of 2017 within the DRIVe.
I.7.2	Create a guide about administrative, social and financial issues for PhD students.	Office of Research, Innovation and Economic Valorisation																									In progress	Guide published / R1 researchers.
I.8.1	Inform about signature rules and process in scientific papers.	Office of Research, Innovation and Economic Valorisation				✓																					Completed	Charter for signature rules for UBO's scientific papers adopted at the Research commission's meeting on 04/12/18 / Heads of the 34 laboratories (R1 to R4 researchers)
I.9.1	Foster dissemination events and actions.	Office of Research, Innovation and Economic Valorisation																									Completed	Dissemination actions : DRIVE weekly newsletter + UBO's weekly newsletter + quarterly International newsletter + Dissemination events organized : annual Research Day... : https://actualite-recherche.univ-brest.fr/category/congres-colloque/page/2/ + outreach events : https://actualite-recherche.univ-brest.fr/category/sciences-pour-tous/
I.10.1	Elaborate Doctoral contracts aimed at disabled PhD students.	Human Resources Department				✓																					Completed	1 contract per year / R1 researchers.
I.10.2	Support the research teams who welcome disabled persons.	Human Resources Department					✓			✓																	Completed	Training sessions organised on 20/03/19, 04-06/11/19 and 09/12/20 / R1 to R4 researchers and all staff.
I.10.3	Continue and reinforce the policy in favour of the recruitment of disabled persons.	Human Resources Department				✓				✓																	Completed	UBO Disability Action Plan (2017-2021) + each year 1 or 2 positions aimed at recruiting people with disabilities + association with Cap emploi Disability Department to select candidates.
I.10.4	Translate the guides and Charters against discrimination displayed in the labs in English.	Human Resources Department								✓																	In progress	Checked in labs / 34 laboratories (R1 to R4 researchers).
I.10.5	Set up a specific Research or Thematic Retraining Leave (CRCT) when returning from maternity or paternity leave.	1 st Vice President	✓																								Completed	Research or Thematic Retraining Leave (CRCT) set up / R3 to R4.
I.10.6	Publish the statistics about gender balance.	Human Resources Department					✓				✓																Completed	Once a year in the social assessment report / all UBO staff.
I.11.1	Set up a working group between the heads of labs and the Human Resources Department to improve conditions for contractual researchers' (contract, salary, evaluation, recognition, status...).	Human Resources Department																									Extended	Research Commission Board approval / 34 laboratories and 11 Doctoral schools heads (R1 to R4 researchers).
I.11.2	Draw up a Charter for Postdoctorates at UBO based on the existing model for PhD students.	Human Resources Department																									Extended	Implementation of the UBO Charter for Contractual Researchers / R2 researchers.
I.11.3	Draw up an evaluation form for the Post doctorates.	Human Resources Department																									Extended	Evaluation Form created and used / R2 researchers.
II. Recrutement et and selection																												
II.12.1	Develop an Open, Transparent and Merit based (OTM-R) Recruitment policy in compliance with the European Commission's recommendations.	Human Resources Department																									In progress	OTM-R policy in place, check list completed / R1 to R4 researchers.
II.12.2	Elaborate a Charter for Contractual Researchers with a specific salary grid.	Human Resources Department																									Extended	Depending on implementation of the new French Research Programming Law, LPR n° 2020- 1674 on 24/12/20 / R1 to R4 researchers.
II.12.3	Publish all vacancies in English on UBO and EURAXESS sites	Research VP																									In progress	Vacant positions published in English / 34 laboratories.
II.12.4	Create an English friendly platform of consultation of UBO's rules and work conditions.	Human Resources Department																									In progress	Publication of the webpage / R1 to R4 researchers.

