

UNIVERSITE DE BRETAGNE OCCIDENTALE

Implementation of the Human Resources Strategy for European Union Researchers (HRS4R) at UBO

Internal Review for Interim Assessment

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Introduction

The HRS4R strategy is based on the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The European Charter for Researchers is a set of general principles and requirements that concerns the role, responsibilities and duties of researchers and their employers or funding agencies. It aims to ensure that the relations between the different parties contribute to the success and performance, transfer and sharing of data, as well as the career development of researchers. The Code of Conduct for the Recruitment of Researchers is a set of principles and requirements aimed at improving recruitment, making the selection procedures fairer and more transparent, and propose various methods for assessing their merit. For example, merit should not only be measured based on the researcher's publications, but also on a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management and public awareness activities. The UBO is committed to respecting the principles of the Charter and the Code and, by a vote of its Supervisory Board on 28 January 2016, decided to engage in a concrete process to implement these principles in order to obtain the "HR Excellence in Research award".

On 20 December 2018, the University of Western Brittany (UBO) was the first Breton university to receive the "HR Excellence in Research award" from the European Commission following its European Human Resources Strategy for Researchers (HRS4R) review.

This recognition is a major advantage in obtaining funding. It notably helps the UBO to secure European funding (Article 32 in H2020), thus increasing the university's visibility and attractiveness both nationally and internationally.

HRS4R is a quality process based on the principle of continuous improvement, for which the UBO has set up regular monitoring with self-assessment and a revised action plan at the mid-term phase, the details of which are referred to below.

PART 1. Organisational information

STAFF & STUDENTS (year 2019)	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	1 168
Of whom are international (i.e. foreign nationality)	110
Of whom are externally funded (i.e. for whom the organisation is host organisation)	208
Of whom are women	472
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	804
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	97
Of whom are stage R1 = in most organisations corresponding with doctoral level	162
Total number of students (if relevant)	22 188
Total number of staff (including management, administrative, teaching and research staff)	922
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	41 399 730
Annual organisational direct government funding (designated for research)	26 942 284
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	6 428 572
Annual funding from private, non-government sources, designated for research	3 020 770

The University of Brest has made its multidisciplinary nature a true strength in its teaching missions and research policies. A key player in Finistère's economic development, UBO is keen to fully assume its role as a local and accessible university offering a wide range of courses for all.

Building on the strengths that Brest offers as a major maritime city and on its close proximity to major research organizations, UBO has developed a transdisciplinary research approach around 4 strategic areas : The Ocean ; Health ; Agronomy and Materials ; Maths and ICT ; and Humanities and Social Sciences.

Further details :

<https://www.univ-brest.fr/menu/universite/Pr%C3%A9sentation+UBO/>

PART 2. Strengths and Weaknesses of the current practice

I. Ethical and Professional Aspects

Regular training courses are provided by the UBO for the whole university community. Since 2017, annual information sessions on the rights and responsibilities of trainee lecturer-researchers have been organised by the Senior Vice-President and the Human Resources Department (HRD). Since 2018, training in scientific integrity, deontology and ethics has also been provided for different audiences. PhD students are legally required to undertake this training.

In addition, since 2018, trainee R3-level researchers (lecturers) attend a presentation given by the Digital, Data and Technology Service (DSIUN) on the information technology tools available at the UBO, including anti-plagiarism software.

The difficult task of quantifying the use of anti-plagiarism software is carried out by the Common Documentation Service (SCD).

Furthermore, personnel from the Office of Research, Innovation and Economic Valorisation (DRIVE) are on hand at the welcome day for new entrants to provide more information on the services, tools and training courses that are available to researchers (I.1.1, I.2.4, I.2.5, I.2.6, I.2.8, I.5.1 and I.3.1).

The UBO regularly organises events for the university community and the general public alike, and widely disseminates scientific culture (I.9.1).

However, it is difficult to quantify how much of an impact training courses and information sessions have on researchers. Certainly, for some postdoctoral researchers (R2) who start at the UBO on a short-term contract once the academic year is already underway, the timing of their arrival is at odds with the timeline of proposed activities.

In addition, researcher turnout is low for the UBO's annual "ABERS" conference on well-being at work.

Specific initiatives for early-career researchers (R1) have been developed, in particular the creation of an Implementation Committee that provides individualised supervision for every PhD student (I.7.1).

The welcome booklet for international staff, including PhD students, is available in French and English, and was created to help people come to grips with the administrative system that may be complicated to understand (I.7.2).

As well as mandatory training courses on ethics and scientific integrity for PhD students (R1) (I.8.2), a Charter for Authorship in Scientific Publications was adopted in December 2018 and a Scientific Integrity Referee was appointed in the same year (I.8.1).

Referents for early-career researchers (R2) are allocated for certain projects such as "ISblue", the Interdisciplinary Graduate School for the Blue Planet. This is a significant source of support for early-career researchers and is a provision that should be broadened.

As regards gender, in addition to the appointment of a new Gender Coordinator, a Gender Equality Committee was set up in 2018 with referents for each university component (I.10.4, I.10.5 and I.10.6). In accordance with the regulations, each year the Select Academic Council verifies that selection committees comply with equality regulations. A reminder of the obligation to ensure that gender equality is respected throughout the Lecturer-Researcher (LR) recruitment process has been added to the Vade-mecum for chairpersons of recruitment panels. The UBO also plans to introduce a gender equality plan that will be submitted to a vote by the Technical Committee on 8 March 2021 and by the Supervisory Board on 11 March 2021.

As regards disability, the UBO has adopted an ambitious disabilities policy that is based on the “Multi-annual Disability Plan (2017-2021)” and which provides support for departments that have staff with disabilities (I.10.2 and I.10.3).

Nevertheless, few lecturer-researchers (R3 and R4) provide information about their disability. In an effort to make welcome and information documents accessible to international staff, an English-language version of the welcome booklet (I.4.2, I.5.2, and I.10.4) has been created, as already mentioned above.

II. Recruitment and Selection

In addition to the national rules in force, a regularly updated vade-mecum, which includes points from the European Charter for Researchers, has been prepared for the chairpersons and members of the Selection Committee (II.13.1 and II.16.1).

The question of the salary level proposed for LRU-type fixed-term research contracts (under the 2007 Law on the Freedom and Responsibilities of Universities, LRU) raises a number of comments.

The years of postdoctoral research are not sufficiently valorised for the postdoctorates concerned, which has the effect of reducing the international attractiveness of the UBO (II.12.3). The Research Programming Law (LPR) will help to solve this problem.

Nevertheless, within the framework of such international excellence projects as SEA-EU (European University of the Seas), ISblue (Interdisciplinary Graduate School for the Blue Planet), “Bienvenue – Welcoming highly-talented international post-docs in Brittany”, and H2020, better remuneration may be awarded.

Moreover, the “recruitment” section of the UBO website needs to be translated into English (II.12.4) to increase its visibility for international candidates. The delay in translation is due to the overhaul of the entire UBO website, which is still under way.

III. Working Conditions and Social Security

An effort has been made to translate certain texts and communication tools. Institutional information is now also better displayed on the UBO website (III.35.2).

Nevertheless, continued efforts to translate texts and communication tools are necessary (III.23.1 and III.24.1).

In addition to the training courses and information sessions regularly organised at the UBO on valorisation and intellectual property for researchers of all levels (R1 to R4) and the academic community, a particular effort was made as regards postdoctorates who were able to follow international training organised in July 2019 by the Brest International Mobility Centre (CMI Brest), of which the UBO is an active member.

Moreover, international mobility for the whole academic community is widely encouraged (III.29.1).

Since 1 January 2020, CMI Brest staff have been integrated into the UBO, which has resulted in a better coordination of the activities carried out for foreign researchers. Hosting foreign researchers is no longer a hindrance to hiring, as shown by the high occupancy rate at the “Nelson Mandela” International Halls of Residence, which heightens the university’s international attractiveness.

This recent integration of CMI Brest staff into the UBO should enable better coordination and pooling of proposed future activities.

The UBO had a mediator whose non-renewable term could not be extended due to a lack of candidates (III.34.1, III.34.2 and III.34.3). The call for candidates is currently still open. In the meantime, the mediator is carrying out their duties on an interim basis.

IV. Training and Development

To provide more information for future thesis supervisors on obtaining their Accreditation to Supervise Research (HDR), an information session on supervisor rights and obligations was organised in 2019 (IV.37.1).

In addition, the Guide for Research Directors that currently exists in one of the doctoral schools (EDSML) should be the subject of a working group to produce a guide for UBO thesis supervisors. There are also more and more training activities for postdoctorates, such as the “Training Modules for Researchers, Brest, July 1st, 2019” training day organised by Brest International Mobility Centre (CMI Brest).

With the aim of supporting the internationalisation of research and training, the UBO runs English Academic Writing Workshops (AAES) with the support of the University Translation Bureau (BTU) and the Language Centre (Pôle Langues) (IV.39.1).

V. Have any of the priorities for the short and medium term changed?

No change is envisaged to the strategic priorities for the short and medium term.

VI. Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy?

The members of the Ethics Committee 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) (I.2.3), or on the basis of an agreement with the University of Angers due to the limited number of UBO-specific dossiers.

A Scientific Integrity Referee was appointed in 2018.

Moreover, the French government announced on 1 February 2019 that it intended to pass an ambitious multi-annual law to develop research (the Research Programming Law, LPR). This has slowed down the development of the new timeline of training courses on scientific integrity pending the implementation of this law by the university (draft law adopted at the end of December 2020).

Finally, progress is gradually being made as regards access to documents and/or information in English on the UBO website, with the support of the University Translation Bureau (BTU).

VII. Are any strategic decisions under way that may influence the action plan?

The entry into force of the Research Programming Law (LPR) and its application by the UBO will have an impact on the implementation of future actions (III.30.1).

The internal Charter for Contractual Staff must follow the recommendations of this recent law and then apply these within the university. A new definition of postdoctorates and their environment is planned (I.10.1, I.11.1, I.11.2, I.11.3, III.35.1).

This recent Research Programming Law (LPR) provides for numerous changes and a new framework for the status of contract researchers. It will thus be possible to use different types of contracts (public law, open-ended or fixed-term contracts) (II.12.1, II.12.2, III.25.1, III.26.1, II.31.1).

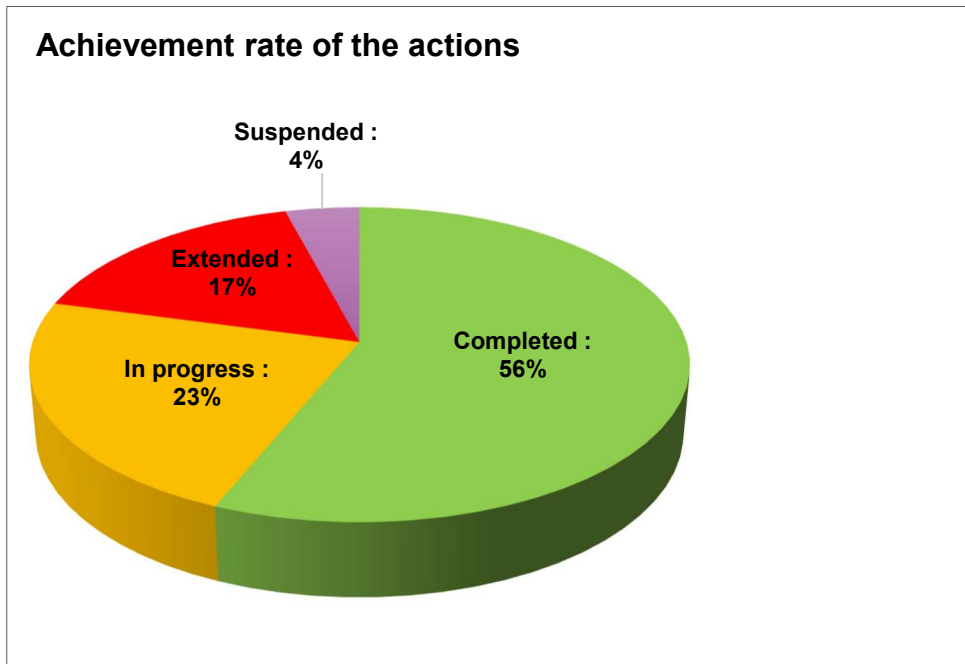
As part of the obligation of result under the 2019 Law on the Transformation of the public service, the UBO has begun drafting its gender equality plan, one action of which is to improve training for chairpersons of the recruitment panel (III.27.1).

PART 3.

I. Actions

The initial action plan included 48 actions.

Twenty-seven actions have been carried out, 11 are in progress, 8 have been extended and 2 could not be completed.








Actions in progress will be extended with the purpose of carrying them out to term.

The Implementation Committee did not consider it necessary to add too many new actions to the plan, which already contains 48, especially as it was necessary to extend 17% of the planned actions as they are linked to changes in the national framework (Research Programming Law, LPR).

Nevertheless, one new action has been added in relation to researcher training (R1 and R3 to R4): IV.37.2 “Establish a working group to prepare a Guide for Supervisors”.

II. Internal review of the initial action plan

UBO  <small>UNIVERSITY OF BRISTOL</small>  <small>RESEARCH</small>		Internal Interim assessment - Revised action plan 2020-2022																											
		Legend: Initial Timing  Completed  New Timing 																											
N°	Title action	Responsible unit	2018				2019				2020				2021				2022				Current status	Indicator(s) / Target(s)					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
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 British 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-responsible/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-responsible/Ethique-et-integrite-scientifique/ / R1 to R4 researchers.		
I.2.7	Promote research integrity (anti-plagiarism) 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-responsible/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 (DS&UN) 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 (NPI) website (https://www.univ-brest.fr/drive/menu/DRIVE/Contrats/Regles-de-la-proprete-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).		

I7.1	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.
I7.2	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.
I8.1	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)
I9.1	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/
I10.1	Elaborate Doctoral contracts aimed at disabled PhD students.	Human Resources Department			✓																Completed	1 contract per year / R1 researchers.
I10.2	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.
I10.3	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.
I10.4	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).
I10.5	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.
I10.6	Publish the statistics about gender balance.	Human Resources Department				✓			✓												Completed	Once a year in the social assessment report / all UBO staff.
I11.1	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, etc.)	Human Resources Department																			Extended	Research Commission Board approval / 34 laboratories and 11 Doctoral schools heads (R1 to R4 researchers).
I11.2	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.
I11.3	Draw up an evaluation form for the Post doctorates.	Human Resources Department																			Extended	Evaluation Form created and used / R2 researchers.
II. Recrutement et selection																						
I.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.
I.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.
I.12.3	Publish all vacancies in English on UBO and EURAXESS sites	Research VP																			In progress	Vacant positions published in English / 34 laboratories.
I.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.

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list¹

OTM-R checklist for organisations

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>+/-Yes, substantially</i>	http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>+/-Yes, substantially</i>	A charter for contractual staff last updated on 11/03/2016 is available on UBO's website : http://www.univ-brest.fr/drh/menu/BIATSS/Contractuels/BIATSS/Charte-des-contractuels-en-CDD
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>-/+ Yes, partially</i>	A vade-mecum for recruitment committees is available on UBO's website http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/ and sent to all committees members and presidents. Training programmes available
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>++ Yes, completely</i>	Web-based tool for (all) the stages in the recruitment process: GALAXIE : https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html CANDIDUBO : https://candidatures.univ-brest.fr/
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-- No</i>	https://candidatures.univ-brest.fr/
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>-/+ Yes, partially</i>	Trend in the share of applicants from outside the organisation: 35% of external recruitment in 2019.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-/+ Yes, partially</i>	Trend in the share of applicants from abroad: 35% foreign researchers.

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes, partially	Trend in the share of applicants among underrepresented groups (frequently women) 40% of women recruited in 2019. Discrimination is forbidden, equality in the recruitment process.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes, partially	Trend in the share of applicants from outside the organisation:35% of applicants from outside the organisation in 2019.
10. Do we have means to monitor whether the most suitable researchers apply?				-- No	Publication of job description and selection committee, trial period.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	EURAXESS : https://euraxess.ec.europa.eu/my GALAXIE : https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report ²]	x	x		++ Yes, completely	http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+%27U+BO/
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	The share of job adverts posted on EURAXESS is 25%. The share of job adverts posted on GALAXIE is 100%. The trend in the proportion of applicants recruited from outside the organisation/abroad is 35%.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	Pôle Emploi : http://www.pole-emploi.fr/accueil/ APEC : https://www.apec.fr/ CapEmploi (service for disabled persons): http://www.capemploi.com/ BIEP : https://www.fonction-publique.gouv.fr/biep HRD of higher education network.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵]	x			+/-Yes, substantially	Applications are made electronically.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) ⁴⁵]		x	x	++ Yes, completely	National rules : The French Education Code (https://www.legifrance.gouv.fr/codes/texte_lc/LEGI-TEXT000006071191/2018-09-12/) specifies the terms for the functioning of selection committees.

² <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	A vade-mecum for recruitment committees is available on UBO's website : http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	A vade-mecum for recruitment committees is available on UBO's website : http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-Yes, substantially	A vade-mecum for recruitment committees is available on UBO's website : http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
21. Do we provide adequate feedback to interviewees?		x		++ Yes, completely	http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	Average of 1 complaint per year..
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO/

III. Comments on the implementation of the OTM-R principles (Internal Review for the Interim Assessment)

The University of Western Brittany (UBO) has long aspired to be involved in a global quality approach to human resources that is perfectly integrated into the HRS4R approach, even before the European Commission recommended the integration of elements related to an open, transparent and merit-based recruitment policy (OTM-R). The UBO is committed to the principles enshrined in the OTM-R policy and will continue its efforts in this regard in order to work towards a stimulating and favourable working environment for its researchers that goes beyond the national legal framework.

As a reminder, in France, the recruitment and selection of lecturer-researchers is governed by legislation.

The French Education Code specifies the purview of the Higher Education Selection Committees, as established by the Directorate General of Human Resources of the Ministry of Higher Education, Research and Innovation.

Through their constitution and collegiality, the Selection Committees guarantee impartiality in the processing of applications.

The members of each university's Selection Committee are proposed by the president of the university and appointed during a select meeting of the Academic Council.

The composition of the Selection Committee is made public before its work commences.

Job vacancies, the timeline for recruitment procedures, and the composition of the applicants' files are published on the related area of the national portal GALAXIE which is accessible from the Ministry of Higher Education's website: <https://www.enseignementsup-recherche.gouv.fr/>.

These are also intended to be published on the EURAXESS JOBS website, which can be accessed at <http://ec.europa.eu/euraxess>.

The UBO has adopted a Charter for Contractual staff and created a Selection Committee Vade-mecum, which applies to the recruitment of both permanent and contract staff.

The assessment of researchers, permanent Research Engineers and Assistant Lecturers (ATERs) is governed by the French Education Code and the Research Code in particular (Articles L. 114-1 to L. 114-3, L. 114-3-1 to L. 114-3-7 of the Research Code).

The High Council for the Evaluation of Research and Higher Education (Hcéres), an independent administrative body, has the task of regularly assessing the activities of universities, particularly in the field of research. Career monitoring is the responsibility of the National Council of Universities (CNU) and is carried out in accordance with certain procedures.

Lecturer-researchers are also assessed when applying for a promotion, the awarding of the doctoral and research supervision allowance, the Accreditation to Supervise Research, or qualification or recruitment as university professors.

The universities represented by the Conference of University Presidents (CPU) signed a French Charter of Research Integrity on 29 January 2015 and a French Charter of Expertise on 22 December 2009.

These charters are an adaptation of the main international texts, in particular the 2005 European Charter for Researchers, and the responsibility for their implementation lies with the institutions.

National legislation has recently been supplemented by two texts that will have consequences on recruitment and career conditions for the UBO and whose common point is the extension of the recruitment of contract researchers for scientific projects or missions. The first is Law

No. 2019-828 of 6 August 2019 on the Transformation of the public service (Official Journal of the French Republic (JORF) of 7 August 2019), and the second, Law No. 2020-1674 of 24 December 2020 on Research Programming 2021 to 2030 and various provisions relating to research and higher education (JORF of 26 December 2020).

Postdoctoral contracts will be governed by the provisions in the latter law, which introduces a new way of recruiting university professors; the UBO will have to position itself as its use is subject to a quota.

Finally, respect for scientific integrity is now included in the Research Code: “Scientific integrity helps to guarantee the impartiality of research and the objectivity of its results”.

PART 4. Implementation

The implementation of the process was coordinated by the Project Committee set up at the UBO in March 2017 during the “HR – Excellence in Research” recognition application.

Renamed the “HRS4R” Implementation Committee in January 2019, after obtaining the “HR – Excellence in Research” recognition label on 21 December 2018, its composition was as follows:

Policy Coordination and Chair of the Project Committee:

- Béatrice Thomas-Tual, Lecturer-researcher (R4) and Europe and International Vice President.

Administrative Coordination:

- Nathalie Queffelec, European Projects Engineer in the Europe and International Department.

Permanent Committee members:

- Brigitte Bonin, Director General of Services;
- Martine Le Roux, Director of Human Resources;
- Marceline Goarant, Director of the Research, Innovation and Economic Development Department;
- Corinne Floch-Laizet, Administrative and Financial Manager of the European Institute for Marine Studies (IUEM), (a UBO internal school);
- Muriel Laurencin, PhD Student (R1), Doctoral School of Marine and Coastal Sciences (Ecole Doctorale de la Mer) ;
- Jacques Delarue, Lecturer-researcher (R4), Director of the Research Federation for human food and nutrition (Fédération de Recherche en Alimentation et Nutrition Humaines – FED 4216).

The HRS4R approach was presented to the whole scientific and university community during the Research Commission on 7 February 2017 and 3 July 2018, and also to the Technical Committee on 22 March 2018.

During the first two years of the HRS4R approach, the Implementation Committee focused on the actual launch and relied on the pilot actions for the technical implementation of the actions provided for in the initial plan.

The Committee met four times in 2018 (31 January, 18 April, 4 July and 12 September) and three times in 2019 (28 February, 17 May and 15 June) to assess the progress of the actions.

During these Implementation Committee meetings, each “responsible unit” presented the progress of the different actions for which they were responsible.

Each committee meeting was the subject of minutes and a quarterly progress report, as well as validation by the Steering Committee chaired by the President of the UBO, Matthieu Gallou.

The progress of the actions was the subject of a presentation to the UBO’s policy bodies: the Technical Committee (22 March 2018), and the Research Commission (3 July 2018).

Information for the scientific and university community was communicated through the UBO website via the HRS4R page, the “research newsletter”.

The UBO website has a dedicated “HRS4R” page: <https://www.univ-brest.fr/menu/recherche-innovation/HRS4R+UBO/>

A dedicated e-mail address (hrs4r-comop@listes.univ-brest.fr) meant that information could be transmitted between responsible units and the HRS4R Implementation Committee.

The exchanges, documents, progress reports, assessments and presentations were stored in a common Drive space dedicated to the members of the Implementation Committee and the responsible units group.

The visibility of the HRS4R approach at the UBO and the achievement of the “HR-Excellence in research” label was also ensured at regional level by a presentation made to other Breton universities and member institutions during the 7th interregional meeting of the Université de Bretagne Loire on 25 June 2019.

4.1. How have you prepared the internal review?

To carry out the internal self-assessment at month 24, two new members joined the Implementation Committee in 2020:

- Marina Rabineau, Research Director at CNRS (R3), Assistant Director of LGO (Ocean Geosciences Laboratory) at the European Institute for Marine Studies (IUEM), and member of the Supervisory Board;
- Maxime Peron, PhD Student (R1), Law and Political Sciences Doctoral School, and PhD Student representative elected to the Research Commission following Muriel Laurencin’s mandate.

The Implementation Committee held regular in-person meetings in 2018 and 2019 (see 4.1). Due to the COVID-19 health crisis, the self-assessment work and Implementation Committee meetings were held by videoconference in 2020 (15 October and 9 December). The Steering Committee (Bureau) was regularly informed of the progress of the work by the Chair of the HRS4R Implementation Committee, Béatrice Thomas-Tual.

The final self-assessment report and the forthcoming updated timeline were validated on 12 February 2021 and will be presented to the members of the Research Commission on 13 April 2021.

4.2. How have you involved the research community, your main stakeholders in the implementation process?

The research community has been involved since the beginning, firstly by including researcher and lecturer-researcher representatives (R1 to R4) in the Project Committee, and then in the “HRS4R” Implementation Committee, while striving to ensure that gender balance and representativeness were respected.

The research community has been regularly informed of the progress made on the action plan during the Research Commission sessions.

The research community has been particularly involved since, on the one hand, it was consulted on the choice of actions proposed in the initial plan, and on the other, the majority of these actions presuppose the community’s effective involvement in their implementation (cf. action plan).

Communication to the academic community has been carried out through the following governing bodies: the Technical Committee and the Research Commission.

4.3. Do you have an implementation committee and/or steering group regularly overseeing progress?

See points 4.1 and 4.2 for the Implementation Committee.

A group of responsible units has been set up to ensure the technical implementation of the process and its self-assessment. This group comprises the Human Resources Department (HRD), Department of Research, Innovation and Valorisation (DRIVe), Europe and International Department (DEI), Communications Department (COM), Gender Equality Officer, President of the University, Senior Vice President, Vice-President of Research, and the General Directorate of Services (DGS). There is a clearly identified responsible unit for each action, who guarantees successful completion according to the estimated timeline.

4.4. Is there any alignment of organizational policies with e the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy overarching HR policy?

The recommendations made within the HRS4R framework are observed by the UBO and are an integral part of its human resources strategy for research.

Nevertheless, weaknesses had been identified, particularly in relation to the status of contractual researchers and the situation of postdoctorates. These weaknesses were the subject of actions to be carried out but were delayed pending a national framework, which resulted in the recent adoption (December 2020) of the Research Programming Law for 2021 to 2030, which contains various research- and higher education-related provisions.

Communication about existing tools and regulations in the university has been improved and this effort must continue.

Following a self-assessment of the strengths and weaknesses of existing UBO practices, it was found that some of the actions already in place could be improved; for example, the staff welcome booklet was expanded and translated into English. This has since been made available to all staff, which was not previously the case.

The HRS4R procedure has been officially validated by the university's highest authority, the Supervisory Board. The HRS4R logo now appears on researcher job vacancies and mobility-related actions and is also promoted on the UBO website.

4.5. How has your organisation ensured that the proposed actions would also be implemented?

The implementation of the action plan was based on a strategy designed around clear, realistic and measurable objectives.

The planned actions have therefore been associated with indicators that can be measured over time and managed by a clearly identified leader (the responsible unit) to guarantee their successful completion according to the estimated timeline.

The associated deliverables are assessed by the Implementation Committee on the basis of the responsible unit's progress report: deliverable completed, in progress, extended or suspended.

The assessment was made every three months during the Implementation Committee meetings which judged the progress of the action plan.

4.6. How are you monitoring progress (timeline)?

See point 4.5.

4.7. How will you measure progress (indicators) in the view of the next assessment?

See point 4.5.

4.8. How do you expect to prepare for the external review?

The external assessment will be undertaken by the HRS4R UBO Implementation Committee in the same way as the end-of-cycle self-assessment.

The revised action plan will be regularly assessed.

Actions will be strengthened in compliance with the national framework (implementation of the Research Programming Law, LPR) and the gender equality at work policies.

The qualitative aspect of the implementation of the process will be improved through particular emphasis placed on the monitoring of indicators.

Scientific community communication will be increased by two new consultations (in survey form) in 2021 and 2022.

The UBO will thus continue its work of assessing and improving its human resources policy for researchers.