

ACTION PLAN

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing (at least by year's quarter/semester)</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
Draft a researcher's guide that refers, in particular, to the fundamental principles of freedom of research, regardless of the researcher's status.	1. Research freedom	T1 2024	Human resources Research administration	Creation and distribution of the researcher's guide
Develop training courses on ethics and scientific integrity for the whole scientific community of UTT (beyond PhD students).	2. Ethical principles	T3 2024	Human resources Ethics and Scientific Integrity Advisor (REIS)	Creation of content and determination of speakers and audiences
Include this training in UTT training plan. Make sure to distinguish them from the training of doctoral students. Provide for these specific training courses to be given by people from outside UTT.	2. Ethical principles	T4 2024	Human resources REIS	Visibility in the training plan
Remind the ground rules in the researcher's guide. Include a reference to UTT's internal regulations and appointment decrees.	2. Ethical principles	T1 2024	Director General of Services (DGS) REIS Research administration	Dedicated article in the researcher's guide
Draft a charter on Open Science. This charter will enable UTT to provide itself with a framework of recommendations for research actors in order to support the development of scientific culture. Recall the existence and content of the Charter in the researcher's guide.	2. Ethical principles	T3 2024	REIS Research administration	Validation of the Charter by the authorities and dissemination
Describe the procedure for appointing the REIS and the members of the ethics commission, as well as their mode of operation. Refer to the official texts.	2. Ethical principles	T1 2024	DGS REIS	Dedicated article in the researcher's guide
Include a reference to the texts and decrees in the researcher's guide to	3. Professional responsibility	T1 2024	Human resources Research	Dedicated article in the researcher's guide

professional liability.			administration	
Include a reminder of the strategic objectives of UTT as well as a reference to the legislative texts recalling the rights and obligations in terms of professional attitude, in the researcher's guide.	4. Professional attitude	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Refer to the contractual and legal obligations in the researcher's guide.	5. Contractual and legal obligations	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Remind the legislation in the researcher's guide.	6. Accountability	T1 2024	Research administration	Dedicated article in the researcher's guide
Remind financial administrators, research units and unit directors of the existence of financial management training.	6. Accountability	T2 2024	Human resources	An initial reminder will be given to the extended research steering committee. These courses will then be included in the training plan.
Ensure that this procedure is identified in the audit launched by the REIS.	6. Accountability	T4 2024	REIS	The internal research regulations contain a paragraph on financial and budgetary management.
Refer to the legislative texts setting out the rights and obligations in the researchers' guide.	7. Good practice in research	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Draft and broadcast an institutional policy on Intellectual Property (Charter on Internal Intellectual Property Policy). Include a reference to this charter in the researcher's guide.	8. Dissemination , exploitation of results	T4 2024	UTT direction Valuation, Entrepreneurship , Intellectual Property (VEPI) advisor Research administration	Validation of the Charter by the authorities and dissemination
Formalise internal procedures.	8. Dissemination , exploitation of results	T4 2024	VEPI advisor	Drawing in the form of a process and dissemination to the scientific community
Train new recruits from	8.	T1 2025	Human resources	Creation of

the scientific community in the Intellectual Property code.	Dissemination , exploitation of results		VEPI advisor	content and determination of speakers and audiences Annual training report
Increasing the visibility of knowledge dissemination actions.	9. Public engagement	T1 2024	Communication	Visibility on the UTT website and media dedicated to Research
Increase the visibility of the actions implemented by the "non-discrimination", "gender equality" and "disability" plans.	10. Non discrimination	T2 2024	Communication Gender equality advisor	Visibility on communication channels for teams Dedicated internal conference
Ensure an attractive recruitment policy for female researchers.	10. Non discrimination	T3 2024	Human resources UR management	Validation by the authorities of this establishment and distribution policy
Improve the visibility of prevention and redress procedures.	10. Non discrimination	T2 2024	Human resources	Visibility on communication channels for teams
Publish job offers using inclusive communication.	10. Non discrimination	T3 2023	Human resources	Add this point to the HR procedure for publishing job offers
Include a reminder in the researcher's guide of the existence of the vademecum, validated by the Board of Directors on 15 December 2021, on the Recruitment of teacher-researchers at UTT.	11. Evaluation/ appraisal systems	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Drafting an OTM-R Policy in English and French on the UTT website	12. Recruitment	T4 2022	Human resources Communication	Validation by the authorities et diffusion
Formalise in French and English the recruitment procedures for permanent and contract staff.	12. Recruitment	T4 2023	Human resources	Availability of all documents and delivery to new entrants
Include a reminder in the researcher's guide of the existence of the vademecum, validated by the Board of Directors on 15 December 2021, on the	12. Recruitment	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide

Recruitment of teacher-researchers at UTT.				
Redesign the recruitment advert template. Write the advertisements in French and English, attach the institution's strategy. Specify that the ability to teach in English is one of the selection criteria.	13. Recruitment (Code)	T4 2023	Human resources Research administration Department of Training and Pedagogy (DFP)	Setting up for the 2023 employment campaign
Create a procedure for posting job vacancies online.	13. Recruitment (Code)	T4 2023	Human resources	Drawing in the form of a process and distribution to department managers
Diversify official recruitment channels (EURAXESS, Eut+, relevant dissemination channels).	13. Recruitment (Code)	T4 2023	Human resources	Visibility of UTT on these channels
Increase the visibility of UTT's website and in particular of job offers.	13. Recruitment (Code)	T4 2023	Communication Human resources	Creation of a test group of newcomers
Invite the scientific community, if it wishes, to communicate job offers via personal networks.	13. Recruitment (Code)	T4 2023	Human resources UR management	Information during an expanded Research Steering Committee
Include a reminder in the researcher's guide and on UTT's website of the existence of the vademecum and the HR Management Guidelines on the Recruitment of lecturers and doctoral students at UTT (in French and in English).	14. Selection (Code)	T1 2024	Human resources Research administration Communication	Dedicated article in the researcher's guide
Include a reminder in the researcher's guide on the existence of the vademecum, validated by the Board of Directors on 15 December 2021, on the Recruitment of teacher-researchers at UTT.	15. Transparency (Code)	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Publish the OTM-R Policy in English and French on UTT's website and all relevant distribution channels.	15. Transparency (Code)	T4 2022	Human resources DGS	Validation by the authorities Determination of the channels concerned and publication
Include a reference to the HR Management	16. Judging merit (Code)	T1 2024	Human resources	Dedicated article in the researcher's

Guidelines in the researcher's guide.			Research administration	guide
Recall that variations in the chronology of curriculums vitae should be taken into account as a positive development in professional careers: in the researcher's guide and in the procedures relating to the functioning of selection committees.	17. Variations in the chronological order of CVs (Code)	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Include in the researcher's guide a reference to the HR Management Guidelines on mobility.	18. Recognition of mobility experience (Code)	T1 2024	Human resources Research administration Communication	Dedicated article in the researcher's guide
Refer in the researcher's guide to the description of the classification/reclassification procedures for permanent and contract staff.	20. Seniority (Code)	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Include a reminder in the researcher's guide of the existence of the vademecum, validated by the Board of Directors on 15 December 2021, on the Recruitment of teacher-researchers at UTT.	21. Postdoctoral appointments (Code)	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Doctoral students are logically affiliated with UTT's Doctoral School. Clarify expectations in the researcher's guide in order to remind doctoral students that they belong fully to the activities of the research units and the institution.	22. Recognition of the profession	T2 2024	UTT direction Human resources Doctoral school Research department	Determination of an establishment policy (or confirm the existing one) Validation by the authorities
Intensify first aid training and ensure representation across teams and campus.	23. Research environment	T1 2025	Human resources	Number of people trained and assessment of the representativeness of trained personnel
Determine an institutional policy aimed at limiting/defavouring the use of mission contracts, with the exception of recruitment for specific funding.	25. Stability and permanence of employment	T3 2024	UTT direction Human resources	Determination of an establishment policy (or confirm the existing one) Validation by the authorities

Show the will to perpetuate research teams and specify that contractual employment offers are not equivalent to short-term insecurity.	25. Stability and permanence of employment	T4 2024	UTT direction Human resources	Internal and external dissemination of the establishment policy and annual report
Include a reference to the Management Guidelines in the researcher's guide and indicate the availability of the procedures for permanent staff.	26. Funding and salaries	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Remind and disseminate the institution's policy on gender equality.	27. Gender balance	T1 2024	Human resources Research department Communication	Dedicated article in the researcher's guide
Make equity/equality actions more visible within the Research Directorate.	27. Gender balance	T2 2024	Research department Communication	Draw up a report and distribute it on internal and external channels
Include a reminder to the HR Management Guidelines in the Researcher's Guide on career development for tenured and contractual researchers.	28. Career development	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Provide a dedicated support system for teacher-researchers within the Human Resources Department in order to promote lifelong learning.	28. Career development	T2 2025	Human resources UR management	Determine the device. Implementation. Draw up an annual report
Provide information on the different types of mobility and on hosting visiting researchers in the Researcher's Guide and include a reference to the HR Management Guidelines.	29. Value of mobility	T1 2024	Human resources International Relations Department (DRI) Research administration	Dedicated article in the researcher's guide
Develop services and infrastructure to facilitate the recruitment of foreign researchers and their families and the hosting of visiting researchers.	29. Value of mobility	T2 2025	UTT direction DRI	Determination of an establishment policy (or confirm the existing one) Validation by the authorities
Provide incentives to encourage the mobility of researchers (provision, funding).	29. Value of mobility	T3 2024	UTT direction Human resources	Determination of an establishment policy (or confirm

				the existing one) Validation by the authorities
Include a reminder, towards the HR Management Guidelines, of the career development modalities for tenured and contractual researchers in the researcher's guide.	30. Access to career advice	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Formalise the support system dedicated to teacher-researchers by setting up regular exchanges in order to raise researchers' awareness of their career development (expected qualifications, administrative formalities, etc.).	30. Access to career advice	T4 2024	Human resources	Determine the device. Implementation. Draw up an annual report
Ensure mission follow-up for researchers recruited on mission/work contract.	30. Access to career advice	T4 2024	Human resources Project manager	Determine the device. Implementation. Draw up an annual report
Draft and disseminate an institutional policy on Intellectual Property (Charter on Internal Intellectual Property Policy). Include a reference to this charter in the researcher's guide.	31. Intellectual Property Rights	T3 2024	DGS VEPI advisor	Determination of an establishment policy (or confirm the existing one) Validation by the authorities Dedicated article in the researcher's guide
Enhance and specify more finely the teaching missions in the job descriptions.	33. Teaching	T4 2023	DFP Human resources	Determination by the steering committee dedicated to the recruitment campaign and integration into the recruitment offers
Review the posting on the UTT website; currently, display of a researcher's affiliation to a RU only and not to the Direction of Training	33. Teaching	T4 2023	Human resources DFP UR management	Determination by the steering committee dedicated to the recruitment campaign and

and Pedagogy.			Communication	integration into the recruitment offers
Internal promotions must take into account: teaching activities, administrative activities (participation in the life of the establishment, responsibilities, advice, contribution to the development of the establishment's strategy) and research activities. Insert explanatory elements to this effect in the researcher's guide.	33. Teaching	T2 2024	Human resources DFP	Determination of an establishment policy (or confirm the existing one) Validation by the authorities Dedicated article in the researcher's guide
Train to teach.	33. Teaching	T2 2024	Human resources DFP	Determination of an establishment policy (or confirm the existing one) Validation by the authorities
Ensure the distribution of the teacher-researcher recruitment vademecum.	33. Teaching	T4 2023	Human resources DFP	Creation of a checklist of documents to be given to any new employee
Remind all new recruits of the notions and obligations.	34. Complains/ appeals	T1 2024	Human resources	Creation of a checklist of documents to be given to any new employee Dedicated article in the researcher's guide
Provide a reminder in the researcher's guide of the existing methods and intended for researchers from level R1 to R4.	34. Complains/ appeals	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Revise the composition and functioning of the Individual Monitoring Committee for doctoral students.	34. Complains/ appeals	T4 2024	Doctoral school Human resources	Dedicated article in the doctoral student's guide
Systematize communication campaigns during elections to emphasize the importance of the role of the authorities.	35. Participation in decision-making bodies	T3 2024	Human resources Communication	Determination of an establishment policy (or confirm the existing one) Validation by the authorities

Raise awareness of the role of the thesis director for anyone who undertakes this responsibility.	36. Relation with supervisors	T4 2023	Doctoral school Human resources	Plan interventions for the personnel concerned and draw up an annual report
Recall the existence of training on the subject of "Supervision and management tasks" in the training plan.	37. Supervision and managerial duties	T4 2024	Human resources	Send a specific communication to the personnel concerned
Develop mentorship for R2 level researchers to support them in their first years of practice.	37. Supervision and managerial duties	T4 2024	Human resources Research department UR management	Determination of an establishment policy Draw up an annual report
Strengthen support for doctoral students.	37. Supervision and managerial duties	T4 2023	Doctoral school Human resources	Determination of an establishment policy Draw up an annual report
Ensure that each researcher is offered an annual interview at which training issues will be discussed (this point will be specified in the researchers' career management charter to be drawn up).	38. Continuing Professional Development	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide
Include training on societal challenge, open to all, in the training plan.	38. Continuing Professional Development	T4 2024	Human resources	Visibility in the training plan
Be proactive in proposing training programs (including those outside the professional field) to support researchers throughout their careers, in their professional and personal fulfillment.	38. Continuing Professional Development	T1 2025	Human resources Research administration	Dedicated article in the researcher's guide with an annual meeting about training for all researchers
Identify training needs with teams of teacher-researchers for integration into the UTT training plan.	39. Access to research training and continuous development	T1 2025	Human resources UR management	Create a dedicated committee with regular meetings Draw up an annual report
Sensitize the scientific community to the benefits of training.	39. Access to research training and continuous development	T1 2025	Human resources UR management	Send a specific communication to the personnel concerned

Draw up an annual report on the participation of researchers in all types of events enabling professional development.	39. Access to research training and continuous development	T2 2025	Human resources UR management	Achievement and evolution of indicators
Insist on the need to offer a work/life balance for all researchers.	40. Supervision	T1 2024	Human resources Research administration	Dedicated article in the researcher's guide