HRS4R Action plan - Nantes University Hospital

Part	Action number	Actions	GAP Analysis item number	Indicators/target	Manager(s)	Deadline (how much time)
Ethical principles	**1**	**Communicate about the strategic research policy and promote discussions between researchers**	4 and 1	Research day set up Number of participants Satisfaction survey	DRI	Semester 2 - 2022
	2	**Encourage the distribution of results to the general public**	9	Number of public events involving the University Hospital (CHU)	DRI	Semester 2 - 2023
			9	Number of refusals to finance publications by the CHU	DRI	
	3	**Communicate and promote the ethical principles**	2	List of training courses related to ethics Number of training courses completed by researchers Number of communications about training courses	DRI / DAM	Semester 2 - 2023
	4	**Facilitate access to the bibliography via the Nantes University Hospital**	3	Authorised access to the bibliography	DRI	Semester 1 - 2023
	5	**Communicate about the use of public financing**	6	Number of views of the LireGo presentation	Direction des achats / DRI	Semester 2 - 2021
	6	**the Nantes University Hospital is participation in institutional committees in terms of ethics and communication**	2 and 34	University Hospital joined the Bretagne Pays de la Loire public private bi-regional ethics commission	PRH / DRI / PACQ	Semester 1 - 2024
			2	Creation of an internal ethics commission Number of communications about setting up committees (ethics communication brochure, oral presentations during staff	DRI	
	7	**Raise awareness of the valuation of research and communicate about the responsibilities of the Valuation Legal Service**	3, 5 and 8 and 31	LireGo update Number of views of the LireGo presentation (must be equal to the number of new arrivals)	DRI	Semester 1 - 2022
	8	**Raise awareness and provide training on the public procurement rules**	6	Creation of a tutorial Publication of the ethics charter on purchasing	DRI	Semester 1 - 2022
	9	**Improve the knowledge of good practices on data security**	7	Number of researchers trained Number of communications (brochure, staff meetings)	DRI / PACQ	Semester 1 - 2022
			7		DRI	

Working conditions	**10**	Better recognition and valuation for research engineers	22	"Hospital Research Engineer" job description created	PRH	Semester 2 - 2022
			32	Official communication to project holders on the association of research engineers as co-authors in the publications for the projects in which they have participated Development in the number of publications associating project manager	DRI	
	11	Better support for agents in their career development	30	Human Resources Manager appointed for the staff of the Mixed Research Units Human Resources Manager job description	DRI	Semester 1 - 2022
			30	Human Resources workshops implemented to prepare for career interviews Number of workshops in place in the year Number of people who have attended the workshops	DRI / PRH	
	12	Communicate about career development strategies	28	Management rules up to date and distributed	PRH / DRI	Semester 2 - 2021
	13	Better support for research agents by improving the communication of Human Resources information and communication about the available tools	23	Creation of mailing lists within the Research and Innovation Departement Number of communications centralised by the Research Unit Humain Resources	DRI	Semester 1 - 2022
			23	Systematic presentation of the Human Resources portal when inducting new starters Number of communications made about the Human Resources portal	PRH / DRI	
	14	Provide access to the University Hospital's network to all the Mixed Research Units agents	23	Functional access Number of Mixte Research Unit agents with access to the University Hospital's network (objective = 100%)	DSN	Semester 2 - 2022
	15	Improve the working conditions for research agents	23	Occupational health brochure	PRH	Semester 2 - 2023
			23	Single document	DRI	
			24	Monitoring of the number of people working remotely	PRH / DRI	
	16	Continue the involvement of Mixed Research Units personnel in the institutional meetings of the Research and Innovation Department	35	Mixed Research Units representatives identified in each meeting	DRI	Semester 1 - 2022
	17	Distribute Human Resources information, rights and duties when inducting a new starter or renewing a contract to ensure good integration	23	Documents distributed to new starters	DRI	Semester 1 - 2022
			3 and 5	Documents distributed to new starters	DRI	

Category	#	Objective	Ref	Indicator	Resp.	Timeline
Recruitment	18	Communicate about the recruitment policy	12 and 13	Recruitment procedure circulated	DRI	Semester 2 - 2021
			12 and 13	Recruitment procedure published online	PRH	
	19	Improve transparency in the job descriptions (salary scale)	26	Salary scale added to all job descriptions	PRH / DRI	Semester 1 - 2023
	20	Standardise the job descriptions between the different sectors	13	Standard framework for all sectors	DRI	Semester 1 - 2024
	21	Improve internal mobility (distribution, traceability, selection) by using the institutional application	13	Systematic use of the application	DRI / PRH	Semester 1 - 2023
	22	Better support for recruiters (managers) in the context of recruitments	14	Number of training courses publicised	DRI	Semester 1 - 2023
			14 and 19	Number of training courses completed by recruiters	PRH	
			12 and 13	Procedures distributed	DRI	
	23	Increase attractiveness by valuing the experience of research agents (foreign and private experience) in terms of salary	18 and 29		PRH	Semester 1 - 2021
			26 and 20	100% of private experience taken into account / Foreign (global) experience taken into account in terms of salary	PRH	
	24	Be more transparent in the selection of candidates (rejections)	15	Follow up responses with candidates	DRI	Semester 2 - 2022
	25	Improve non-discrimination (gender equality, disability)	27 and 10	Visibility of gender non-discrimination on job descriptions	PRH / DRI	Semester 2 - 2024
			10	Policy on disability non-discrimination published	PRH	
			27 and 10	Research associated with institutional promotion actions	PRH / DRI	
	26	Increase attractiveness by broadening the choice of candidates internationally	13	Number of positions published on Euraxess Job	DRI	Semester 2 - 2022
			13	Number of positions filled via Euraxess Job	DRI	
	27	Increase attractiveness by broadening the choice of candidates by taking into account unusual profiles	17	Integrate the attention of atypical profiles during recruitments in the executive recruiter training course	DRI	Semester 1 - 2023
	28	Set up indicators to assess the performance of the recruitment process	OTMR	Recruitment performance indicators	DRI	Semester 1 - 2023
Training	29	Enhance the range of training on offer (ad-hoc and new training) and communicate about it to the agents	38 and 39	Number of new and ad-hoc training courses listed with the Research Unit Humain Resources / Number of communications made to research agents	DRI	Semester 1 - 2022
	30	Provide better communications to agents about training procedures	38 and 39	Regular reminder of procedures / Number of census tables for completed training courses	DRI	Semester 1 - 2022
	31	Improve the training of managers in their daily assignments	40	Number of workshops completed by the Research Unit Humain Resources / Number of managers trained	DRI	Semester 2 - 2023
	32	Facilitate the exchange of practices by promoting handovers when taking up positions internally	37 and 40	Systematic handover	DRI	Semester 2 - 2021