

ACTION PLAN FOR THE IMPLEMENTATION OF THE EUROPEAN CHARTER AND CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS

UPDATE APRIL 2014

Actions directly involving researchers

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Development of the services offered by the Rectorate	Establishment of an ethical commission	Definition of scope and aim of the commission Nomination of members, launch of the commission's work	2. Ethical principles 3. Professional responsibility 25. Co-authorship	Duty statement document available First meeting	Vice-rector Research, aR&D advisor, experts	Q3-2014 Q1-2015
<i>New action April 2014</i>						
Development of the services offered by the Rectorate	Set-up of a web platform for researchers' visibility	Identification of researchers' needs Set-up and launch of the platform	8. Dissemination, exploitation of results	Specifications available Number of active researcher pages	Vice-rector Research	End of 2014 Mid 2015
<i>New action April 2014</i>						

Actions involving human resources departments and persons in charge of staff conduct

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Establishment of an institutional quality system	Organisation of exchanges between schools of good HR practice relating to researchers (catalogues, workshops)	Organisation of an HR managers' meeting to discuss the charter Evaluation of the need for exchange (provision of an agenda and an electronic platform)	15. Transparency 16. Judging merit 17. Variations in the chronological order of CVs 19. Recognition of qualifications	Number of persons informed about the specific aspects of being a UAS researcher	HR manager at the Rectorate, HR managers of the schools/campuses	Spring 2013
<i>Status March 2014</i>	Meeting explaining the results of the gap analysis has been done, the action plan has been finalized with the HR manager of the schools (the 30 th of March 2012). Every year 2 meetings with the HR manager of the schools are dedicated to our action plan and the way to carry on with specific measures. Next step: the next meeting is planned in June 2014.					
Establishment of an institutional quality system	Encouragement of recognition of mobility experience (recognition of the value of an undertaking towards professional mobility and mobility opportunities during the appointment) Integration with the Dual Career Couple (DCC) programme	Definition of mobility experience (geographical, disciplinary and professional) Awareness-raising and communication measures Training measures Analysis of needs, project launch	18. Recognition of mobility experience 29. Value of mobility	Number of communication activities Number of persons trained Statistics	International adviser, institute managers, HR manager at the Rectorate Manager of the Equal Opportunities platform	Mid 2013 End of 2013 End of 2014 Autumn 2012
<i>Status March 2014</i>	The subject has been discussed in the HR manager meeting but no specific measures have been decided. Every school has its own practices. This is also a topic inside the "Groupe de pilotage de la nouvelle typologie des fonctions", involving the 5 school directions representing the HES-SO employers (put into action after a few representative and institutional advices : 2015/2016). Next step: this specific action has to be adapted in the schools' reglementations (2016/2017)					

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Development of the joint international dimension	Use of the Euraxess portal to publish the HES-SO job vacancies	Transfer to the Euraxess site of job vacancies submitted for the website after marking them as research, definition of the rules	13. Recruitment (code)	Number of HES-SO jobs offered on Euraxess Number of applications from abroad per job vacancy	HR manager at the Rectorate, HR managers of the schools, communications department	Mid 2012
<i>Status March 2014</i>	<p>This action is particularly difficult to realize. For the Rectorate, only a few jobs are related to the aR&D, very recently we try to interest candidates through the portal but the nature of the job is more in the management/administration than in the research. The selection fields were not precise enough for us. No one has sent his CV to us.</p> <p>For the schools, the translation in English is a barrier to the use of the portal. 2 schools proposed to act as a pilot but their experience (number of candidates, time to spend on the portal) was not good enough to encourage their colleges.</p> <p>Next step: in June 2014 (next meeting of the HR manager) we really have to insist in trying again the portal with different schools.</p>					
Development of the services offered by the Rectorate	Support for the implementation of mediation bodies or network	Information exchange in the form of a meeting with the HR managers Evaluation of needs and choice of structure Information to persons with the resources to act	34. Complaints/appeals 10. Non-discrimination	Number of cases handled internally within the network	HR manager at the Rectorate, HR managers of the schools/campuses, existing networks or mediators, mediation trainers	Spring 2012 Spring 2013 Mid 2013
<i>Status March 2014</i>	<p>A workshop on the subject of MSST (health and safety at work) has been organized, in which an expert in mediation has been invited to share his experience. A few competent people have been identified and the schools call them according to their needs.</p> <p>Next steps: evaluation of the network (November 2014)</p>					
Development of the services offered by the Rectorate	Highlighting of the training measures for researchers and addition of research training modules to the didactic training catalogue (DIDAC)	Analysis of the needs of the persons concerned Editing of new modules	38. Continuing professional development 39. Access to training	Number of new modules in the didactic training catalogue	Training adviser, educational adviser, campus/school AR&D managers	Mid 2013
<i>Status March 2014</i>	<p>New section "Chercheuses et chercheurs" put in place on the internal platform dedicated to training: didac.hes-so.ch. New training module "Comment mener et animer une équipe de recherche avec ses particularités" offered in May-June 2014. Specific training module on Euraxess: Course description available. Specific training module on research financing: Course description available.</p> <p>Next steps: identifying speakers and allocating resources to offer all three new training modules (September 2014).</p>					

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Development of the services offered by the Rectorate	Development of activities aimed at minorities or the disabled	List with benchmarking of the existing measures by school (evaluation of needs and chosen action) Nomination of representatives Analysis of needs, definition of the scope of action, launch	10. Non-discrimination	Internal document Accessibility of buildings and websites	Training adviser, management of the schools/campuses heads of fields of study	End of 2012 End of 2012 End of 2013
<i>Status March 2014</i>	Inventory of the actual accessibility, indications and needs into the 27 schools has been made and analysed. Some schools have already made their own recommendations. Representatives on regional level have been identified. Next step: the Rectorate will define the exact scope of a project called "HES-SO sans obstacle" (May 2014) in order to publish common recommendations (September 2014).					
Development of the services offered by the Rectorate	Promotion of the existing instruments relating to gender equality (guidelines, strategies, etc.)	The HR guide has to be updated now and the topic has to be enlarged to the diversity debate.	24. Working conditions (work-life balance) 27. Gender balance	Statistics on the number of women professors	Manager of the Equal Opportunities platform, school/campus Equal Opportunities managers	End of 2015
<i>New action 2014-2015</i>	Next step: the new guideline will be published before the end of 2014. The new and extended distribution is planned for the beginning of 2015.					

Actions undertaken within the scope of institutional work

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Implementation of the new agreement	Consolidation of the evaluation principles for researchers	Integration of the concept of evaluation in the typology	28. Career development	Implementation of evaluation procedures at cantonal level	Staff typology steering committee	2015
<i>Status March 2014</i>	The principle is written down in the Typology paper which is now subject to approval by the "Commission statutaire du personnel" composed of representatives of employers and employees. Next steps: consultation within the commission until October 2014, submission to the politic instance before the end of the year and implementation on a regional level between 2015 and 2016.					
Implementation of the new agreement	Definition of the specific criteria on appointment and promotion of non-academic professional experience, encouragement of the various possibilities for returning to research	Integration of these concepts in the typology	18. Recognition of mobility experience	Implementation of specific procedures at cantonal level	Staff typology steering committee	2015
<i>Status March 2014</i>	The principle (missing PhD can be balanced by aR&D experience) is written down in the typology paper which is now subject to approval by the "Commission statutaire du personnel" composed of representatives of employers and employees. Next steps: consultation within the commission until October 2014, submission to the politic instance before the end of the year and realization on a regional level between 2015 and 2016.					
Implementation of the new agreement	Integration of the consideration of postdoctoral researcher appointments and their implications for the institution	Integration of these concepts in the typology if necessary	21. Postdoctoral appointments	Implementation of specific procedures at cantonal level	Staff typology steering committee	2015
<i>Status March 2014</i>	This topic has to be related with the thema of "relève" and career. A concept and recommendations will be evaluated in 2015. Next steps: once the Typology paper will be validated, career development between the categories of functions will be discussed in order to propose different ways to access to job opportunities.					

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Implementation of the new agreement	Participation of researchers in "Conseil de concertation" and "Conseils participatifs"	Definition of participation concept First election of representative bodies	30. Participation in decision-making bodies	Rules of representation available Number of researchers elected	Project team Transition P3 "Participation"	Q3-2014 Q1-2015
<i>New action April 2014</i>						

Actions closed

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
Development of the services offered by the Rectorate	Identification of the joint internal processes, making them available use of the procedures and tools in force in order to facilitate the monitoring and transparency of projects	Inventory Better circulation of procedures; use of Intranet and Internet by campuses/schools	4. Professional attitude 5. Contractual and legal obligations	Internal document Number of documents placed online and website hits	AR&D adviser, campus/school AR&D managers	End of 2012 End of 2013
<i>Status March 2014</i>	Internal document "AGP / SAGE-X RAPPORT - Enquête sur les pratiques" available; serves as a basis for future development of the research project management tool AGP-Sage-X. Due to the variety of situations between schools and departments, a central publication of procedures is no longer seen as relevant. Action closed. Next step: improvement/further development of the research project management tool (outside Euraxess C&C action plan) Stakeholders involved: Head of aR&D of the different schools, presentation of the results to the former "Conseil de la recherche" and to the "groupe de répondant AGP" (representative group).					
Development of the services offered by the Rectorate	Compilation of a listing of ethical standards, especially those which relate to plagiarism, by field of study. Dissemination of these via the researcher portal on the Intranet/Internet	Inventory of ethical standards Upload to the portal	2. Ethical principles 3. Professional responsibility	Internal document Information published online and referenced	AR&D adviser, heads of fields of study, AR&D heads at the campuses/schools	End of 2012 Mid 2013
<i>Status March 2014</i>	Inventory of ethical standards done, answers received from 14 schools, 4 documents with specific contents related to the ethics of research. Due to the variety of approaches in the different schools and departments, a central publication of school-specific documents is no longer seen as relevant. Other actions: participation to a workshop of the Swiss academies of Science; link established with specialist. Action closed. Follow-up with a new action: An ethical commission shall be put in place by the end of 2014 Stakeholders involved: Head of aR&D of the different schools					
Development of the services offered by the Rectorate	Tracking with the publication of the Swiss review of research and its applications, Hémisphères	Two issues per annum	8. Dissemination, exploitation of results 9. Public engagement	Circulation, number of issues distributed and sold	AR&D adviser, editorial committee	End of 2013

Strategic objectives of the institution	Euraxess objectives/What	How	Principles	Indicators	Who	When
<i>Status March 2014</i>	Hémisphères (www.revuehemispheres.com) is published twice a year. Issue #6 was published in January 2014, distribution mostly via direct mailing to partners, 14'000 ex. printed, env. 900 ex. sold (bookstores and subscription) Action closed. Publication will be continued with two issues in 2014 Stakeholders involved: Editorial board with representatives of all the departments, researchers involved by redactors to build up the different papers. Broad internal and external diffusion (professors, researchers, potential research partners, other universities, political sphere and society at large).					
Development of the services offered by the Rectorate	Participation in the regional skills development programme for researchers (REGARD)	Establishment of workshops in line with the needs of UASs, provision of classrooms and financial support	28. Career development	Follow-up of registrations and satisfaction questionnaire sent to participants	Manager of the Equal Opportunities platform, university Equal Opportunities representatives	2013
<i>Status March 2014</i>	The workshop on applied research for women has been run already twice. Next edition will take place in June 2014 with contents improved based on participant feed-back. Action closed: The workshop will be carried on every year.					
Development of the services offered by the Rectorate	Promotion of the existing instruments relating to gender equality (guidelines, strategies, etc.)	Distribution of the existing HR guideline Analysis of the implementation of the work-life balance throughout the network	24. Working conditions (work-life balance) 27. Gender balance	Statistics on the number of women professors	Manager of the Equal Opportunities platform, school/campus Equal Opportunities managers	1st semester of 2012
<i>Status March 2014</i>	The distribution planed has been made through the gender network. Action closed: The feedbacks were good about the HR guideline and seems to be useful.					

Note on monitoring and progress evaluation

A dedicated workspace accessible to the members of the working group (3 persons) has been put in place with tasks corresponding to the different actions and a repository for documents (reports, documents related to ethical standards, training module descriptions, e.g.). Individual tasks are associated with a progress indicator (percentage of achievement) and task-specific indicators.

For each action of the plan (current document), an additional line indicates the current status of implementation (last status update March 2014, new tasks April 2014).