

1. What's the EURAXESS project?

The HRS4R label is awarded by the European Commission to institutions committed to the implementation of the forty principles of the "[European Charter for Researchers](#) and [the Code of Conduct for the Recruitment of Researchers](#)". This Charter aims to attract talent, promote scientific careers and make the European Research Area more attractive by improving working conditions for researchers worldwide.

In order to obtain or renew the label, Universities have to present an action plan every 36 months. This year, ULB has to present the action plan **2022-2025** to renew the label. The results will be provided by the EC in four weeks time.

2. Focus groups

In the framework of the HRS4R project and the context above mentioned, the Research Department launched a call for participants on September 2021 for the following focus groups:

- International Mobility of researchers
- Recruitment, selection, and hosting of researchers
- Career development, training, and skills development of researchers
- Open Science, data management, valorisation of results of research

The action plan 2022-2025 has therefore being built around the proposals made during the meetings with the groups, the current projects running at ULB and the institutional strategy.

The action plan can be found in the [HRS4R website of ULB](#).



MOBILITY OF RESEARCHERS FOCUS GROUP

Proposals:

1. Improvement and harmonisation of communication strategy about mobility opportunities on the ULB website together with the other relevant departments.
2. Better organisation between the International Service and the Research Department to harmonise communication practises about mobility. Appointing contact person or working groups to analyse the flow of information through common trainings and possible gaps in the communication strategy towards researchers.
3. Analysis together with the Welcome Desk of tools and services to implement with the aim to increase the mobility of female researchers, specially looking at family support. As part of this, workshops and other activities for networking and social and labour integration could be envisaged. Not only looking at family support but also for the researchers themselves.
4. Reflection about the measures in place pour post docs regarding gender balance.
5. Balance the 'parcour' of PhD.
6. Analysis of further provision of funds for short term research activities, i.e. training and networking, having into consideration the difference between the costs of the activities in the scientific domains.
7. Benchmarking of existing funds for mobility not only within the administration but also at the Faculties with the aim of harmonising the opportunities for PhD and other researchers in the different scientific domains.
8. Funds for translation, peer review docs to share internationally.
9. Single form entry for mobility for administrative and academic staff

OPEN SCIENCE FOCUS GROUP

Proposals:

10. Webinars/seminars on open science to avert misunderstanding that are easily reachable in the UV for example.
11. Q&A sessions that could address more specific issues than trainings so researchers feel addressed. i.e. how to create knowledge from opendata.



12. Learning process for researchers, starting with newcomers but also CAP training, in order to build a first level ambassadors.
13. Researcher's guide on OS and raise awareness on the needs of Open Science and its advantages. A toolkit on the reflection of similar initiatives in the Virtual University could be envisaged.
14. Portal for researchers in which services dedicated to them are available, i.e. cloud for back-up, training, career development
15. Data stewardess dedicated to research domains within Faculties, if this is not possible, perhaps a collaboration/helpdesk platform.
16. Contact points at Faculties, network data ambassadors.
17. Initiatives benchmarking on Citizen Sciences to list and access on the ULB website
18. Make Open Science webpage more visible.
19. Structured information, working group gathering experts from I.P. data management, GDPR, researchers, etc.
20. Guide for preregistration, and other specific fields of research similar to research data management (this could be added to the toolkit).
21. Guide of supervisors in English -TTO.
22. Badges to recognise knowledge in O.S. Each badge linked to the competences and recognition of publications. Recognition of OS should be more formal, thus a system of extra credits/extra funds for publishing could be envisaged.
23. Analysis of the initiatives on research assessment, valorisation OS, recommendation.
24. Following on the back up system action, other services within its environment will be developed, starting with the lab notebooks.
25. Raise awareness for supervisors/PhD during the meetings dedicated to them.
26. Development of harmonised Open Science strategy.
27. Coordination group of Open Sciences practises/actions.

SELECTION, RECRUITMENT AND WELCOMING OF RESEARCHERS FOCUS GROUP

Proposals:



28. Informal networking activities development through the Welcome Desk which supports integration, but also collaboration among the different research units, department and faculties. Departmental seminars for example.
29. Before and after checklist to help supervisors and team leaders with the welcoming of researchers. Training catalogue, deadlines on courses to also be provided beforehand.
30. Training on HR strategies for the recruitment researchers, i.e. management of interviews, how to read a CV and/or motivation letter, transparency practises, team management, rendering job posts more attractive, etc. Interview Guide could provide such knowledge.
31. Contact person in HR department and financial department in charge of the dossier of the researcher.
32. Capitalise foreign researchers.
33. Registering researchers after being recruited in order to start the welcoming process beforehand. That means, badge expedition, training offer, infrastructure access rights, etc to provide the research an automatic service. Knowing the start and departure dates could help to provide this service. Having an on-boarding service.
34. Researcher status, fellowships, to have a clear definition for external communication to be included in the Welcome guide.
35. Feedback/good practises benchmarking for welcoming practises research centres to harmonise the strategy within ULB.
36. Follow-up of the welcoming through mentorship of for early stage researchers
37. Study on the impact and efficacy of EURAXESS job posting depending on domain.
38. Formulaire d'inscription for last year PhD.
39. Researchers belonging to different faculties should have same strategy for publications and career development
40. Organise a meeting with the fellows after the arrival and before departure
41. Harmonising welcoming practises to correspond the timings of recruitment.
42. Department Finance, update web page, support for the Research Department regarding the development of budget for research projects.
43. Reflection on the welcome practises by the Authorities (VR, dean). Toolkit for Faculties.



TRAINING AND CAREER DEVELOPMENT FOCUS GROUP

Proposals:

44. Improve the visibility of the English training existing offer and analyse whether capacity corresponds to demand.
45. Development of a more targeted communication strategy, i.e. address directly supervisors when communication is for them
46. EURAXESS network to be integrated in newsletters.
47. Revamp the training website.
48. Network Career development for PhD contact points at Faculties.
49. Automate tools for career development to acquire competences
50. Training offer available for external users or researchers coming to ULB
51. Training for supervisors, i.e. how to detect early signs of drop out?
52. Training on scientific articles and thesis writing in French
53. Recommendations/framework on training depending on research stage and development of awareness raising.
54. Mentorship career development end of PhD
55. Training in international cooperation, needs of research within the field
56. Alumni surveys to collect data on PhD work opportunities
57. Targeted events for researchers for networking
58. Extend program for mentorship to post-docs/PhD.
59. Policies to support families during research career
60. Status of trainers, strengthening the training capacity of ULB. Advance on in-house expertise.

