

## Human Resources Strategy for Researchers (EURAXESS HRS4R) Action plan 2018-2021

	Revised action plan HRS4R 2018 – 2021	Current Status	Timing	Responsible Unit	Indicators
<b>HRS4R action plan</b>					
<b>50.</b>	Preparation and implementation of a communication plan aimed at improving the visibility of the HRS4R action plan and the EURAXESS initiatives within the University	<i>New action</i>	<i>First phase: February 2019 Then: continuous</i>	<i>Research Administration Department</i>	<ul style="list-style-type: none"> <li>• <i>Communication plan</i></li> <li>• <i>Number of researchers reached by each type of communication</i></li> </ul>
<b>Recruitment and welcoming</b>					
<b>11.</b>	Thanks to the implementation of an e-recruitment tool, providing personalised information for applicants according to their profile (full details of criteria and selection procedures, legal information such as salary scales, rules regarding seniority and qualifications, promotion criteria...)	<i>Ongoing</i>	<i>December 2019</i>	<i>HR Department</i>	<ul style="list-style-type: none"> <li>• <i>Availability of information</i></li> </ul>
<b>19.</b>	Recognition of the PhD degree for members of the PATGS, when a PhD is required for the position: analysis of the current situation and recommendations for internal measures	<i>Ongoing</i>	<i>December 2020</i>	<i>HR Department</i>	<ul style="list-style-type: none"> <li>• <i>Memo about current situation</i></li> <li>• <i>Recommendations for internal measures, approved by relevant bodies</i></li> </ul>
<b>51.</b>	Improving the communication/ advertisement about the EURAXESS Jobs website	<i>New action</i>	<i>First phase: March 2019 Then: continuous</i>	<i>HR Department</i>	<ul style="list-style-type: none"> <li>• <i>Increase of the number of publication on EURAXESS Jobs</i></li> </ul>
<b>52.</b>	Development of an e-recruitment tool for the recruitment of academic and scientific staff paid by the ULB budget	<i>New action</i>	<i>December 2019</i>	<i>HR Department</i>	<ul style="list-style-type: none"> <li>• <i>Launch of the tool</i></li> </ul>
<b>53.</b>	Thanks to the implementation of an e-recruitment tool, drafting of a summarised brochure on career opportunities of the academic staff, designed for applicants for academic positions	<i>New action</i>	<i>December 2019</i>	<i>HR Department</i>	<ul style="list-style-type: none"> <li>• <i>Availability of the brochure</i></li> </ul>
<b>54.</b>	Thanks to the implementation of an e-recruitment tool, drafting of a brochure about main funding schemes and mechanisms applicable to ULB researchers, designed for applicants for academic positions	<i>New action</i>	<i>December 2019</i>	<i>Research Administration Department</i>	<ul style="list-style-type: none"> <li>• <i>Availability of the brochure</i></li> </ul>

55.	Reflection about the improvement of the recruitment and selection procedure of the "chaires profilées" (academic position in a specific teaching field)	New action	September 2021	Authorities	<ul style="list-style-type: none"> <li>• Memo about the recruitment and selection procedure of the "chaires profilées"</li> </ul>
56.	Improving the welcoming procedure (events) for newly hired researchers	New action	June 2020	HR Department	<ul style="list-style-type: none"> <li>• Memo about new organisation of welcome days</li> <li>• Number of participants</li> </ul>
57.	Improving communication about the annual renewal procedure of ULB fellowships to all concerned researchers and giving to all new (post-)doctoral researchers on a fellowship the "Guide to doctoral and postdoctoral fellowships" when they are hired.	New action	Continuous	HR Department	<ul style="list-style-type: none"> <li>• Number of researchers informed</li> </ul>
58.	Communication about the revised University 'Coordinated regulatory text regarding the scientific and academic staff' and monitoring of its enforcement within each faculty	New action	November 2018 Then: continuous	HR Department	<ul style="list-style-type: none"> <li>• Communication actions</li> <li>• Report on enforcement</li> </ul>
59.	As part of the implementation of the MSCA-COFUND (2018-2023), extend in-house competences regarding call management, welcoming and attracting excellent international postdoctoral researchers.	New action	September 2021	Research Administration Department	<ul style="list-style-type: none"> <li>• Evaluation of expertise of concerned staff</li> </ul>

#### Online research/funding management tools

8.	Implementation of a new tool for the presentation of research, including research units and platforms	Ongoing	March 2019	Research Administration Department	<ul style="list-style-type: none"> <li>• Launch of new online directory of research units</li> </ul>
13.	New online version of the institutional CV, to be made more complete and usable, and to cover the three main missions and mobility	Ongoing	March 2019	Research Administration Department	<ul style="list-style-type: none"> <li>• Launch of new online CV</li> </ul>
60.	Development of an online appointment form for researchers paid by a contract based on external funds, including online monitoring of each step of the appointment procedure by supervisor and involved administrative departments.	New action	Test phase : December 2018	HR Department	<ul style="list-style-type: none"> <li>• Achievement and results of the test Phase</li> </ul>
61.	Implementation of an e-tool for purchases or material, equipment... in order to help verifying that legal rules are respected (e.g. Public tenders) and avoiding a misuse of financial resources.	New action	Implementation Phase I: December 2018 Test Phase II: December 2018 Implementation Phase II: December 2019 Final implementation: December 2021	Finance Department	<ul style="list-style-type: none"> <li>• Number of electronic purchase orders made by the researchers</li> </ul>

Training / professional development					
62.	Improve the coordination and presentation of all the existing transferable skills training sessions within the ULB EURAXESS Career Development Centre for researchers	<i>New action</i>	<i>March 2019</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>New presentation of the programme</i></li> </ul>
63.	Implementation of a career development programme for newly hired academics	<i>New action</i>	<i>September 2020</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Detailed career development programme</i></li> <li>• <i>Number of participants</i></li> <li>• <i>Results of evaluation by participants</i></li> </ul>
64.	Implementation of a mentoring programme for newly hired academics (pilot-project + evaluation)	<i>New action</i>	<i>June 2019</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Mentoring programme</i></li> <li>• <i>Number of participants</i></li> <li>• <i>Results of evaluation by participants</i></li> </ul>
65.	Reflection about regular follow-up of the professional development of academic staff	<i>New action</i>	<i>June 2020</i>	<i>Authorities</i>	<ul style="list-style-type: none"> <li>• <i>Corresponding recommendations, approved by relevant bodies</i></li> </ul>
66.	Evaluation of current training programme for thesis supervisors and development of an updated programme in cooperation with partner universities in Belgium.	<i>New action</i>	<i>June 2019</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Results of evaluations by participants</i></li> <li>• <i>Structure of the new programme</i></li> </ul>
67.	Increase awareness among doctoral candidates and supervisors about progress monitoring/transparency tools that can be used with supervisors/supervisory committee.	<i>New action</i>	<i>June 2020</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Number of presentations of the tools</i></li> <li>• <i>Number of doctoral candidates and supervisors informed</i></li> </ul>
68.	Development of a career development programme for postdoctoral researchers	<i>New action</i>	<i>March 2018</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Structure of the programme.</i></li> </ul>
69.	Raise awareness among researchers about personalised coaching about career development offered by Focus Research to ULB researchers.	<i>New action</i>	<i>June 2019</i>	<i>EURAXESS Career Development Centre for researchers</i>	<ul style="list-style-type: none"> <li>• <i>Increase in number of participants</i></li> </ul>
70.	Assess the outcome of the pilot-project of the advanced training course on research project development and management organised by the ULB and define how this training programme will be organised in the future (target audience, frequency, etc.)	<i>New action</i>	<i>December 2018</i>	<i>Research Administration Department</i>	<ul style="list-style-type: none"> <li>• <i>Results of evaluation by participants</i></li> <li>• <i>Number of participants</i></li> </ul>
71.	Assess the outcome of the first Ethics week co-organised by the ULB and the VUB and define how this event will be organised in the future (collaboration with the VUB, frequency, etc.)	<i>New action</i>	<i>December 2018</i>	<i>Research Administration Department</i>	<ul style="list-style-type: none"> <li>• <i>Evaluation of the first Ethics week</i></li> <li>• <i>Memo about structure of next events</i></li> </ul>

Open Science, results and data					
40.	Reflection on the provision of free tools for computer back-up by the Computing Centre	Ongoing	December 2021	Documentary Information Council	<ul style="list-style-type: none"> <li>Recommendations regarding back-up tools</li> </ul>
72.	Improve the protection of Intellectual Property generated by the doctoral candidates.	New action	December 2018	Research Administration Department	<ul style="list-style-type: none"> <li>Updated regulations and related documents and forms</li> </ul>
73.	Translation into English of the University Regulations regarding Intellectual Property, protection of results and copyrights	New action	January 2020	Research Administration Department	<ul style="list-style-type: none"> <li>Publication of the English version on the ULB website</li> </ul>
74.	Update of the Belgian online tool for Data Management Plan ( <a href="https://dmponline.be">https://dmponline.be</a> )	New action	Summer 2019	Research Administration Department	<ul style="list-style-type: none"> <li>Number of created DMP</li> <li>Number of DMP submissions to the European Commission</li> </ul>
75.	Revise the ULB Open Access support in compliance with the future Decree on Open Access in French-speaking Belgium, as well as H2020 Open Access rules	New action	December 2021	Libraries Department	<ul style="list-style-type: none"> <li>Revised Open Access webpages</li> <li>Number of articles available on Open Access in the ULB institutional repository</li> </ul>
76.	Advocate use of author identifier systems such as ORCID	New action	December 2021	Libraries Department	<ul style="list-style-type: none"> <li>Number of researchers with an ORCID ID</li> </ul>
77.	Implement an internal financial system to monitor expenses on Article Processing Charges (APC) for Open Access publications by ULB researchers	New action	December 2021	Libraries Department	<ul style="list-style-type: none"> <li>Number of APC invoices paid</li> </ul>
78.	Formulate recommendations to academic authorities for providing researchers with suitable research data infrastructure and support	New action	December 2019	Libraries Department	<ul style="list-style-type: none"> <li>Report presenting recommendations and action plan</li> </ul>
79.	Provide information and guidance on research data management and FAIR principles	New action	December 2020	Libraries Department	<ul style="list-style-type: none"> <li>Webpage on RDM</li> </ul>
80.	Set up a learning and training programme to develop RDM skills for concerned administrative staff	New action	December 2020	Libraries Department	<ul style="list-style-type: none"> <li>Programme of training on RDM skills for concerned administrative staff</li> </ul>
81.	Raise awareness and promote Open Science culture and practices	New action	December 2019	Libraries Department	<ul style="list-style-type: none"> <li>Webinars and podcasts</li> </ul>
Others					
44.	Expanded online website in English, particularly where information on careers is concerned	Ongoing	June 2021	HR Department	<ul style="list-style-type: none"> <li>Number of webpages in English</li> </ul>
45.	Translation into English and online version of main documents including general information and regulations, particularly at the level of the Human Resources Department	Ongoing	Continuous	HR Department	<ul style="list-style-type: none"> <li>Number of documents available in English</li> </ul>

<b>82.</b>	Development of the University Diversity Plan (non-discrimination and promotion of diversity: gender, sexual orientation, disabilities, origin, etc.).	<i>New action</i>	<i>September 2020</i>	<i>Authorities</i>	<ul style="list-style-type: none"> <li>• <i>Diversity Plan</i></li> <li>• <i>Award of the Actiris Diversity Label</i></li> </ul>
<b>83.</b>	Analysis of the factors of persistence/drop-out of doctoral candidates and recommendations for improvement	<i>New action</i>	<i>June 2020</i>	<i>Research Administration Department</i>	<ul style="list-style-type: none"> <li>• <i>Statistics about persistence/drop-out</i></li> <li>• <i>Approval of recommendations for improvement by relevant bodies</i></li> </ul>
<b>84.</b>	Reflection on the recognition of supervising and teaching activities of the scientific staff	<i>New action</i>	<i>June 2020</i>	<i>Authorities</i>	<ul style="list-style-type: none"> <li>• <i>Memo about recognition of activities</i></li> </ul>