

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

	Revised action plan HRS4R 2018 – 2021	Current Status	Timing	Responsible Unit	Indicators
HRS4R action plan					
50.	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"> • Organisation of a kick-off event for the action plan 2018-2021 • Presentation of the HRS4R at each University Welcome Day for newly hired researchers • Presentation of HRS4R and EURAXESS at min. 3 events/academic year (others than welcome days) • At least one publication/year in the ULB internal newsletter • Number of links on the University website to EURAXESS pages
Recruitment and welcoming					
11.	Thanks to the implementation of an e-recruitment tool, providing personalised information to all 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 2020, then continuous (update of the content)</i>	<i>HR Department</i>	<ul style="list-style-type: none"> • Number of information topics available in the e-recruitment tool • % of applicants who get the personalised information
19.	Recognition of the PhD degree for members of the administrative staff, 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"> • % of concerned administrative staff whose salary situation is analysed and revised when necessary
51.	Improving the communication/ advertisement about the EURAXESS Jobs website in order to increase the number of publications	<i>New action</i>	<i>First phase: December 2019 Then: continuous</i>	<i>HR Department</i>	<ul style="list-style-type: none"> • At least 1 publication/year in the ULB internal newsletter • Number of publications on EURAXESS Jobs
52.	Development of an e-recruitment tool for the recruitment of academic and scientific staff paid by the ULB budget in order to	<i>New action</i>	<i>December 2019 (development) – September 2020 (test phase with 4 faculties) – December 2020</i>	<i>HR Department</i>	<ul style="list-style-type: none"> • Number of applicants using the e-recruitment tool instead of the former system

	facilitate the process for the applicants and the administration		(production – all faculties)		
53.	Thanks to the implementation of an e-recruitment tool, communication of a summarised brochure on career opportunities to all applicants for an academic position	New action	December 2020, then continuous (update of the content)	HR Department	<ul style="list-style-type: none"> Number of online consultations of the brochure
54.	Thanks to the implementation of an e-recruitment tool, drafting and communication of a brochure about main funding schemes and mechanisms applicable to ULB researchers, to all applicants for an academic position	New action	June 2021	Research Administration Department	<ul style="list-style-type: none"> Number of online consultations of the brochure
55.	Strengthening of the recruitment and selection procedure of the “chaires profilées” (academic position in a specific teaching field) and communication of guidelines to staff and selection committees, involved in the procedure in order to reach 50% of selections respecting the full procedure.	New action	September 2021	Authorities	<ul style="list-style-type: none"> Number of staff informed Number of selections respecting the procedure
56.	Improving the welcoming procedure (events) for newly hired researchers in order to increase by 25% the number of participants	New action	June 2021	HR Department	<ul style="list-style-type: none"> Number of participants
57.	Improving communication about the annual renewal procedure of ULB fellowships to all concerned researchers and distributing the “Guide to doctoral and postdoctoral fellowships” to all newly hired (post-)doctoral researchers on a fellowship.	New action	Continuous	HR Department	<ul style="list-style-type: none"> Number of researchers informed
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"> Number of communication actions when a new version of the Coordinated Text is approved by relevant bodies Number of online consultations of the Coordinated Text when a new version is approved by relevant bodies Report on enforcement
59.	As part of the implementation of the MSCA-COFUND (2018-2023), consolidation, extension and evaluation of in-house competences regarding call management, attraction of excellent international postdoctoral researchers and on-site welcoming services, including delivering of repository of evaluators available to assess the excellence of project submissions across all disciplines	New action	September 2021	Research Administration Department	<ul style="list-style-type: none"> Infographic for each of the three calls that represents a number of key statistics (e.g. number of submissions, diffusion channels used for publicity, number of evaluators involved, number of candidates above an “excellence” threshold, nationalities, disciplines, gender, age and family situation for the accepted fellows).

	and drawing up of 3 guides (for applicants, fellows and evaluators).				<ul style="list-style-type: none"> • Organisation of one double welcoming moment (collective and individual meeting) for each cohort of arriving fellows
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"> • Launch of new online directory of research units
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"> • Launch of new online CV
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"> • Achievement and results of the test Phase
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"> • Number of electronic purchase orders made by the researchers
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	New action	March 2019	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> • Availability of training offer in a centralised online catalogue • Number of views of the catalogue • Publication of one newsletter/month about training offer • Number of units involved in coordinating the training offer • Organisation of one coordination meeting a year • Number of researchers attending transferable skills training a year
63.	Implementation of a professional development programme for newly hired academic staff, reaching at least 33% of them	New action	December 2021	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> • Number of participants • Results of evaluation by participants
64.	Implementation of a mentoring programme for newly hired	New action	May 2021	EURAXESS Career Development	<ul style="list-style-type: none"> • Number of participants • Results of evaluation by participants

	academics, reaching at least 33% of them (pilot-project + evaluation)			Centre for researchers	
65.	Reflection about regular follow-up of the professional development of academic staff	New action	June 2020	Authorities	<ul style="list-style-type: none"> Corresponding recommendations, approved by relevant bodies Communication to all academic staff
66.	Evaluation of current training programme for thesis supervisors and development of an updated programme in cooperation with partner universities in Belgium.	New action	June 2019 : phase 1 (evaluation current programme) September 2020 : phase 2 (evaluation reshaped programme)	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> Results of evaluations by participants
67.	Increase awareness among doctoral candidates and supervisors about progress monitoring/transparency tools that can be used with supervisors/supervisory committee.	New action	June 2020	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> Number of presentations of the tools Number of doctoral candidates and supervisors informed
68.	Development and implementation of a career development and training programme for postdoctoral researchers combined with the creation of an online platform that (a) enables each fellow to keep track of his/her individual career development plan and (b) that allows them to enrol for trainings of their interest.	New action	June 2022	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> Infographic after each IF@ULB cohort that contains a key numbers (e.g. number of trainings followed, number of modules that were included in the individual career development plan, popularity and evaluation for each training/event).
69.	Raise awareness among researchers and administrative staff about personalised coaching about career development offered by Focus Research to ULB researchers in order to increase by 10% the number of participants.	New action	June 2020	EURAXESS Career Development Centre for researchers	<ul style="list-style-type: none"> Number of participants Number of administrative staff informed Organisation of one presentation a year about services offered by Focus Research
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.)	New action	December 2018	Research Administration Department	<ul style="list-style-type: none"> Results of evaluation by participants Number of participants Memo about organisation of next training programme
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.)	New action	December 2018	Research Administration Department	<ul style="list-style-type: none"> Evaluation of the first Ethics week Number of participants Memo about structure of next events

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"> Recommendations regarding back-up tools
72.	Improve the protection of Intellectual Property generated by the doctoral candidates with updated regulations and related documents and forms	New action	December 2018	Research Administration Department	<ul style="list-style-type: none"> Number of doctoral candidates informed Number of forms filled in
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"> Publication of the English version on the ULB website
74.	Advocate use of the Belgian online tool for Data Management Plan (https://dmponline.be)	New action	Summer 2021	Research Administration Department	<ul style="list-style-type: none"> Number of created DMP Number of DMP submitted and accepted by the European Commission
75.	Maintain and improve the ULB Open Access support in compliance with the 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"> Number of visits of the ULB Open Access webpages Number of articles available on Open Access in the ULB institutional repository Number of researchers who were individually supported to achieve H2020 Open Access compliance
76.	Advocate use of author identifier systems such as ORCID	New action	December 2021	Libraries Department	<ul style="list-style-type: none"> Number of ULB researchers with an ORCID ID
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"> Number of APC invoices identified
78.	Formulate recommendations to academic authorities for providing researchers with suitable research data infrastructure and support	New action	December 2020	Libraries Department	<ul style="list-style-type: none"> Report presenting recommendations and action plan Creation of working groups and appointment of members by relevant authority
79.	Provide information and guidance on research data management and FAIR principles	New action	December 2020	Libraries Department	<ul style="list-style-type: none"> Creation of webpages on RDM Number of visits on the RDM webpages
80.	Set up a learning and training programme to develop RDM skills for concerned administrative staff	New action	December 2021	Libraries Department	<ul style="list-style-type: none"> Number of information and training sessions Number of participants Results of evaluations by participants
81.	Raise awareness and promote Open Science culture and practices	New action	December 2019	Libraries Department	<ul style="list-style-type: none"> Webinars and podcasts and events Number of participants to webinars and events Number of views of webinars and podcasts

Others					
44.	Expanded online website in English, particularly where information on careers is concerned: after listing all pages available, drawing up of a list of pages to be translated, including planned schedule	Ongoing	Step 1 : June 2021 (planning) Step 2 : September 2024 (translations)	HR Department	<ul style="list-style-type: none"> • Planning validated by relevant authorities • Number of translated documents according to planning
45.	Translation into English and online version of main documents including general information and regulations, particularly at the level of the Human Resources Department: after listing all documents available, drawing up of a list of documents to be translated, including planned schedule	Ongoing	Step 1 : June 2021 (planning) Step 2 : September 2024 (translations)	HR Department	<ul style="list-style-type: none"> • Planning validated by relevant authorities • Number of translated documents according to planning
82.	Development of the University Diversity Plan (non-discrimination and promotion of diversity: gender, sexual orientation, disabilities, origin, etc.).	New action	October 2021	Authorities	<ul style="list-style-type: none"> • Approval of Diversity Plan by relevant bodies • Award of the Actiris Diversity Label • Creation of a set of indicators to be used during the implementation of the action plan
83.	Analysis of the factors of persistence/drop-out of doctoral candidates and recommendations for improvement	New action	June 2020	Research Administration Department	<ul style="list-style-type: none"> • Statistics about persistence/drop-out • Approval of recommendations for improvement by relevant bodies
84.	Reflection and drafting of a memo on the recognition of supervising and teaching activities of the scientific staff	New action	June 2020	Authorities	<ul style="list-style-type: none"> • Communication sent to all Faculty Deans • Communication about the memo to all scientific staff