

HRS4R - 2024 update

Proposed actions	BPA Principle(s)	Calendar (to less per quarter/semestr of the year)	Responsible unit	Proposed actions	indicators	state of progress	comments and suggestions
AXIS 1							
COMMUNICATE to promote and inform the community (2022-2026)							
1.1 Introduce texts relating to the notion of freedom and ethical principles for researchers on the internal and external pages of the corporate website, as well as at research days.	1. freedom of research	1st half 2022	DR	Modify the internal and external pages of the corporate site, adding current texts and updating regularly if necessary.	Indicators : - publication date - article references	directed	
1.1 During the welcome day, include a section on the "Code of conduct for the recruitment of researchers" and the "European Charter for Researchers".	1. freedom of research	2nd half 2022	SRH	Annual frequency Completing the welcome booklet Integrating an ethical approach into the day's activities	Indicator : -participation rate of researchers	directed	recurring action
1.3 Provide information on possible consequences and verification steps throughout the careers of all researchers (R1 to R4) in the fight against plagiarism	3.professional liability	2nd half 2023	DR	Define these elements in the tools and methods used to combat plagiarism (dedicated working group)	Indicator : identifying tools to combat plagiarism, definition of their scope of action and setting up of available to researchers; - best practice guide and database supply	directed	Action to be extended until the end of 2025. The scientific integrity officer is appointed. The ethics officer has received support. The training department has set up a plagiarism detection procedure, to be applied in research. Provide information on their scope of action and tools in place (below)
1.3 Provide information on possible consequences and verification steps throughout the careers of all researchers (R1 to R4) in the fight against plagiarism	3.professional liability	2nd half 2024	DR	communicate about the best practice guide and the tools for combating plagiarism	Indicators : -training organization: number of participants -HRS4R survey response trends	new	based on the results of the HRS4R 2023 survey
1.3 Supporting and training in scientific publication practices and codes	3.professional liability	2nd half 2022 then regularly	Documentation service	Training, awareness-raising and support for researchers in scientific publishing: editorial advice, choosing the right journal... Train, raise awareness and support researchers in open science practices at INSA: organize events in connection with Open Access Week, organize training on the use of platforms archiving systems such as HAL and ORCID.	Indicator : - number of training courses and register of support provided per year - number of actions in favor of open science per year - % researchers registered on ORCID and HAL	directed	

1.3 Developing training and support for INSA and SATT on general intellectual property principles	3.professional liability	2nd half 2022 then continuous	DR INSA SAGJ companies	Organize meetings dedicated to intellectual property: at the start of the academic year, on Research Day Organize training sessions on intellectual property for researchers from R1 to R4: presentation of programs and mechanisms dedicated to each category of researcher. A SATT Conectus office is set up every two weeks at INSA to raise awareness and provide information on the principles of intellectual property. Draw up a legal study for the Final Year Project (PFE) and Technological Research Projects (PRT) concerning intellectual property applied during collaborations with companies.	Indicator : - number of events organized and researchers reached per year and per event - number and attendance at office hours - % of INSA researchers and other staff trained in intellectual property - legal study on the intellectual property of PRTs and PFEs	extended 1st half 2025	Action partially completed The legal study has begun The survey shows that researchers are dissatisfied in this respect. Complementary actions are therefore required (see below).
1.3 Developing training and support for INSA and SATT on general intellectual property principles	3.professional liability	1st half half-year 2025	DR INSA companies	organizing events to raise awareness and educate the research community about intellectual property. INPI (Institut National de la Propriété Intellectuelle) presentation at Research Day 2024 Training courses on promoting research	Indicator : - number of training courses, events and participants -HRS4R survey response trends	new	2 axes : 1 action on training development and intellectual property support 1 action strategy for research at insa (including legal study)
1.4 Implement a company policy that encourages collective research activities (including publications) and regularly inform employees of the rules to be observed in conducting their research and the benefits this brings.	4. Professional attitude	1st half 2022	DR	Define a research strategy and reflect on the actions of researchers in relation to their commitments and the dynamics of research (partnerships, etc.). Recruitment of a project manager to promote open science and assist researchers with research publications	Indicator : - recruit a project manager with these missions - develop a research strategy for the company	directed	the project manager has been in action for two years
1.4. Communicate on the various provisions of the charter and code of conduct for the recruitment of researchers, as well as the French charter of ethics for the research profession.	4. Professional attitude	1st half 2022	DR	Inform the INSA research community of the adoption of these charters and codes, and make them available on the establishment's internal and external pages.	Indicator : - information in the CRs of the Board scientific, general information mails - uploading documents to internal and external pages	directed	
1.5 Communicate more effectively on profit-sharing schemes via external and internal channels. INSA interns	5. Contractual and legal obligations	1st half 2024	DR INSA companies	Draw up a vade-mecum on the various systems	Indicators : - update internal and external pages with the necessary information - number of events and researchers sensitized to the subject of profit-sharing	extended 1st half 2025	In progress The patent bonus will be indicated in the vademecum and will be implemented in 2024 on 2023 actions. The vade-mecum is currently being drafted: creation of a procedure for each device Research promotion discussed at Research Day
1.5 Inform the research community and raise awareness of the various profit-sharing schemes available for inventions, software development and valorized work.	5. Contractual and legal obligations	2nd half 2023	DR INSA companies	Draw up a guide to the various profit-sharing schemes available for inventions, software development or work developed within INSA.	Indicator : -reference guide to aspects of the and profit-sharing schemes	extended 1st half 2025	a guide to the various schemes available.
1.6 Supporting and informing the rules governing the use of research funding at INSA Strasbourg, as well as operating procedures	6. Accountability (financial return, financial audits / research / ethics / data transparency)	1st half 2022 then regularly	DR	Draw up a guide to credit commitment and utilization procedures Draw up specific financial schedules for research: possibility of an intermediate RO dedicated to research Dematerialize financial appendices	Indicators : -credit utilization guide - formalizing budget management dialogues at the level of the rectifying budget and the initial budget - revision of standard documents for financial appendices	directed	Formalized in the form of documentation from the research department Dematerialization of financial appendices completed

1.7 Communicate about existing secure publication systems (HAL, UNIVOAK, SCOPUS, etc.)	7. Best practices in the research sector (health and safety, data protection, etc.)	1st half 2022 then regularly	DR	Draw up procedures and a best practice guide to assist researchers with their publications	Indicator : -best practice guidelines for referenced publications and journals	directed	
1.11 Raise the awareness of research professors and support them in their career management and possible career paths professional (grade, PEDR...)	11. Systems evaluation	1st half 2022	SRH	Provide information and support for applicants to merit-based grade advancement with the CNU and the establishment's restricted board of directors . Providing information and support for applicants to the Prime d'Encadrement Doctorale et Recherche (PEDR) Modify internal pages to present the ins and outs of the career tracking system	Indicator : - % on changes in the number of promotions grade - evolution curve for applications submitted and accepted applications over the last 5 years	directed	Support for career advancement grade is made The PEDR has been replaced by the RIPEC C3, which has been widely publicized. Both remain poorly understood and require new action Career management is no longer a priority at national level (see below).
1.11 Raise the awareness of research professors and provide them with support for career development and possible career changes professional (grade, PEDR...)	11. Systems evaluation	2nd half 2025	SRH	Supporting researchers in their career development Reinforcing communication on compensation schemes (particularly individual bonuses)	Indicator : - Number of career interviews - number of applicants for individual bonus	new	Set up a support system for researchers in conjunction with professional training Update internal pages to make individual bonuses more visible Increase the number of applications for promotion.
FORMALIZE to support and maintain existing systems (2022-2026)							
1.2 Formalize the appointment of a scientific integrity referent, an ethics committee and the drafting of an ethical code of conduct	2. Ethical principles	1st half 2022	INSA Management DR	Appoint the Scientific Integrity referent Integrating the Ethics Officer and the Scientific Integrity Officer to the company's CS Drawing up an ethical code of conduct for scientific matters Formalizing an ethics committee Establish a synergy between the ethics officer and the compliance officer scientific and ethical integrity.	Indicator : - code of ethical conduct - appointment of a scientific integrity officer - creation and definition of operation of an ethics committee	extended 1st half 2025	a code of ethical conduct is currently being drafted.
1.3 Reference the software deployed in the various INSA networks to combat plagiarism. Identify the type of support (anti-plagiarism tools) and how it is made available to researchers.	3. professional liability	2nd half 2023	DR	Draw up a list of existing software for the INSA group and the Alsace site Define the necessary support options.	Indicators : -identification of anti-plagiarism tools and their scope of action	extended 2nd half 2025	Find a link with what UNISTRA does (tools)
1.3 Benchmark the practices of doctoral schools and existing support tools for scientific disclosure (e.g. Unité Régionale de Formation à l'Information Scientifique et Technique (URFIST)). support from INSA's documentation department	3. professional liability	1st half 2025	DR	Draw up a list of scientific communication tools for the INSA group and the Alsace site Identify the tool chosen by INSA Strasbourg	Indicator : - setting up URFIST workshops - identification of a tool adapted to INSA's needs	in progress	Future action

1.5 Supporting the research community in promoting research work, particularly for young researchers	5. Contractual and legal obligations	1st half 2022 then regularly	DR	Strengthen and consolidate the commercialization strategy, particularly for young researchers, to inform them and raise their awareness of the issue.	Indicators : - research welcome note - guide to best practices for promoting research products and results presentation of young researcher schemes in particular	extended 1st half 2025	In progress R&D platform operating rules guide Assessment of the current state of research commercialization to inform strategy
1.8 Supporting researchers in the exchange of information scientific integrity and ethical principles on business-related issues	8. Dissemination and use of results	2nd half 2023	DR INSA Companies	Include in the code of ethical conduct issues relating to scientific integrity and ethical principles in relations with companies. These elements will be defined by the ethics committee and scientific advisory board.	Indicator : - include in the code of conduct and ethics the principles of integrity and ethics related to collaborations with companies	directed	The Code of Ethical Conduct has not yet been finalized, but all the relevant documents have been drawn up by the Scientific Integrity Officer and presented to the Scientific Council in 2023 and at monthly research meetings. : Principles and procedures for handling reports concerning scientific integrity. Two MOOCs dedicated to scientific integrity and research ethics. They are open to all students enrolled in a doctoral program at the University of Strasbourg. Sessions are organized on a regular basis: https://www.fun-mooc.fr/fr/cours/integrite-science-in-the-fields-of-research/ https://www.fun-mooc.fr/fr/cours/ethique-de-the-search Dilemma Game, a downloadable English-language application from Erasmus University Rotterdam, featuring case studies to deepen your reflections on scientific integrity: https://www.eur.nl/en/about-eur/policy-and-regulations/integrity/research-integrity/dilemma-game

<p>1.10 and 2.24 Information on the various principles of non-discrimination</p> <p>Appointment of an equality officer</p> <p>Creation of a disability master plan</p> <p>Awareness campaigns (disability and professional equality) Finalization of the VSSH system Organization of a monthly highlight dedicated to women</p> <p>INSA's female researchers to encourage them to take a more assertive approach to research.</p> <p>The gender equality plan provides for improvements in the following areas</p> <p>work-life balance</p> <p>private.</p>	<p>10. No-discrimination</p> <p>24- Working conditions</p>	<p>2nd half 2022</p>	<p>INSA</p> <p>Management SRH</p>	<p>Appointment of an equality officer within the company at 1st quarter 2022</p> <p>Pointing out the gender equality plan in all job offers (in working conditions)</p> <p>Finalizing the various devices :</p> <ul style="list-style-type: none"> - the creation of a disability master plan - adoption of the plan to combat sexist, sexual and homophobic violence by the establishment's governing bodies <p>implementation of awareness-raising training as part of the project to step up the fight against sexist and sexual violence at the Strasbourg site</p> <p>Launch of a new awareness-raising campaign on disability within the plant and awareness-raising on professional equality for all staff</p> <p>Organization of a monthly highlight dedicated to women</p> <p>INSA's female researchers to encourage them to take more assertive action towards research: take on research projects, promote and disseminate their research products and results more effectively, become mentors for female students who wish to become move towards research, focus more on mentoring science in high schools and other establishments.</p> <p>Inform INSA staff about these developments and modify internal pages</p>	<p>Indicators :</p> <ul style="list-style-type: none"> - an equal opportunities referent within the the - number of job offers that mention the gender equality plan - drawing up and distributing the master plan disability - adoption and implementation of a plan to combat gender-based, sexual and homophobic violence - organization of an awareness campaign on disability - organization of a campaign to raise awareness of gender equality in the workplace. all staff - organization of a monthly event dedicated to women researchers at INSA - Setting up VSS training courses 	<p>extended 2nd half 2025</p>	<p>The actions have been completed, with the exception of the disability master plan, scheduled for 2025.</p>
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DEVELOP new tools and practices for the community (2022-2026)

<p>1.3 Developing mentoring (training support)</p>	<p>3. professional liability</p>	<p>1st half 2023</p>	<p>DR</p> <p>Service communication</p>	<p>Develop tools to support mentors and mentees in research activities</p> <p>Inform and raise awareness among INSA students about research activities</p> <p>Present opportunities to go into research at the annual open days.</p>	<p>Indicators :</p> <ul style="list-style-type: none"> - provision of a useful support structure developed by a working group (e.g. concept maps) - awareness campaign for 3rd and 4th year INSA students, as well as during open days 	<p>directed</p>	<p>4 mentors as part of the Alsace site's doctoral program, extended to 2024. 2 meetings (speed meeting) and 1 training session on engineering careers in 2023 member of the Alsace site's mentoring COPIL.</p>
<p>1.7 Conduct a data management policy for the various research projects consistent with national and European open science policy</p>	<p>7. Good practices in the research sector (health and safety, data protection, etc.)</p>	<p>1st half 2022</p>	<p>DR</p>	<p>Developing a barometer of open science at INSA Strasbourg</p> <p>Develop the institution's open science policy in line with site and national policy</p> <p>Participate in joint support for research data management on the Alsace site</p> <ul style="list-style-type: none"> -recruit a person in charge of promoting open science and supporting researchers (one FTE) 	<p>Indicator :</p> <ul style="list-style-type: none"> - strategy development to open science - define a strategy for support, resources and their development in line with the Alsace site and national policy 	<p>directed</p>	
<p>1.7 Safeguarding, storing and securing research data</p>	<p>7. Good practices in the research sector (health and safety, data protection, etc.)</p>	<p>1st half 2022</p>	<p>DSIN</p> <p>DR</p>	<p>Define a secure storage and backup area for research data</p> <p>Develop a guide for researchers on research data management: data management plans, data reuse, etc.</p>	<p>Indicators :</p> <ul style="list-style-type: none"> - creation of the secure storage space and definition of its perimeter - creation of a user guide (storage, learning to organize and reuse) 	<p>directed</p>	

1.8 Draw up an intellectual property charter and a guide to opportunities for the commercialization and technology transfer of research.	8. Dissemination and use of results	1st half 2023	DR INSA Companies	Drafting the charter and guide with the help of SATT Conectus	Indicators : - creation and dissemination of an intellectual property charter and a guide to the possibilities for promoting and transferring research technology	extended 1st half 2025	Waiting for SATT to draw up the strategy for the guide
1.9 Raise awareness among researchers of the need and benefits of creating links between research themes (in their applied and fundamental aspects) and societal issues, and of the means of doing so.	9. Commitment to the company	1st half 2022 then regularly	DR	Identify research themes with possible links to societal issues	Indicators : - define INSA Strasbourg's research strategy, focusing on societal issues and backed by human and material resources	directed	
1.9 Draw up and implement INSA Strasbourg's Sustainable Development and Social & Environmental Responsibility Master Plan (SD DD&RSE).	9. Commitment to the company	2nd half 2026 and ongoing	DDRS Manager	The Sustainable Development and Corporate Social Responsibility Master Plan & Environnementale is structured around 6 axes, one of which focuses on research and innovation (12 actions)	Indicators : - existence of the master plan - action plan creation - implementation	new	The master plan has already been completed.

AXIS 2, 3 and 4

COMMUNICATE to promote and inform the community (2022-2026)

2.12, 2.16, 2.19, 2.20, 3.22 and 3.25 Inform on the various possibilities offered by the statutory decree on competitive recruitment for information purposes.	12. recruitment 16- Judging merit 19- Recognition of qualifications 20- Seniority 22- Recognition of the profession 25- Stability and continuity employment	2nd half 2022	SRH	Inform and raise awareness among all staff of current legislation, updating regularly if necessary.	Indicator : - modification of internal pages related to this subject (statutory decree)	directed	
2.13 Include the role of recruitment bodies in defining recruitment profiles on the internal website and in the welcome booklet.	13. Publication of positions	1st half 2022	SRH	Modify internal regulations Inform the community about the missions of the bodies on dedicated internal pages	Indicators : - a new version of the internal rules clarifying the missions of the various bodies - modification of internal pages by adding authority missions	directed	Confirmed by the survey, understanding is much better than 4 years ago
2.13 and 2.14 Communicate career information (can be consulted internally on the website)	13. Publication of jobs 14. Selection	1st half 2022	SRH	Complete welcome booklet and internal pages	Indicator : - SRH page completion date - date of update of welcome booklet	extended 2nd half 2024	A few internal pages to be completed The welcome booklet is in place
4.36 Remind students of the doctoral charter and the missions of doctoral schools on the internal doctoral students page, with an English version.	36. Relationship with thesis supervisors/interns	1st half 2022	DR	Entering doctoral students' internal pages	Indicator : - date of completion of DR pages	directed	

3.29 Communicate on texts related to various employee benefits The "transferability" of acquired rights (CET, bonuses, allowances social security) and the "portability" of rights linked to conditions of seniority in internal pages by simplifying their understanding.	29. enhancing mobility	2nd half 2024	SRH	Internal pages	Indicator : -SRH page completion	extended 2nd half 2024	In progress
FORMALIZE to support and maintain existing systems (2022-2026)							
2.12, 2.13, 2.16, 2.17, 2.18, 2.19, 2.20, 3.22 and 3.25 the recruitment charter in force by early 2022 will formalize all these rules, with a documented production of the recruitment process. Formalize the rules governing non-tenured workers in the OTM- strategy R Judgment of merit experience and experience mobility	12. recruitment 13. Publication of jobs 16- Judging merit 17- Variation in CV chronology 18- Recognition of mobility experience 19- Recognition of qualifications 20- Seniority 22- Recognition of the profession 25- Stability and continuity employment	2nd half 2022	SRH	Finalization of the company's recruitment charter.	Indicator : - validation by INSA authorities Strasbourg recruitment charter	directed	Done and understood (see HRS4R 2023 survey)
2.13 Publish job offers under EURAXESS	13. Publication of positions	1st half 2022	SRH	Publication of jobs	Indicator : - systematic publication of research jobs on Euraxess and in English from 2022 onwards	directed	
2.12 Produce a document on the cognitive biases involved in the recruitment procedures	12. recruitment 16- Judging merit	1st half 2024	SRH	Draw up a document on cognitive bias and systematically distribute it to jury members, along with the charter. recruitment.	Indicator : document preparation and distribution	new	the document has been drawn up and will be distributed to jury members from April 2024 onwards
2.15 and 2.17 Systematically provide for a jury of at least 3 people - as if already the case for other juries including SRH and DR, as well as gender balance, for each contract research recruitment.	15. Transparency 27- Gender balance	1st half 2022 then continuous	SRH	Formalize the rules for setting up juries for all recruitments, in line with the principles of the recruitment charter. Communicate this information at one of the facility's management briefings and whenever necessary for reminders.	Indicators : - finalize the strategy and put it online on the company website - promotion aimed at all researchers in the school newspaper - number of communications on the OTM-R strategy at various meetings.	directed	
2.21 Draw up a note on the recruitment and appointment procedures for PhD graduates to be published on the DR's internal pages.	21. Post-doctorate appointment	1st half 2023	DR	Build and communicate the note on internal pages	Indicator : - distribution of the memo and presentation at meetings information for the research community	directed	by the quality department
3.26 Examine the possibility of variable remuneration for doctoral and post-doctoral students, in line with project funding.	26. Financing and salaries	1st half 2023	SRH	Create a dedicated working group	Indicators : - creation of the working group (sign-in sheet) - protocol development and implementation	extended 1st half 2025	The question will mainly concern INSA co-financing, as research contract envelopes can already allow for this variability.

3.28 and 4.36 All contract staff (including researchers) are subject to annual performance reviews. Specify what is expected of researchers	28. Career development 36. Relationship with thesis/internship supervisors	1st half 2023	SRH	Set up a working group to draw up expectations Add dedicated elements to the annual report	Indicator : - update existing note, date of update	extended 2nd half 2024	Perfect the device. IGEs and IGRs on research contracts already have an annual interview Doctoral students benefit from this measure within the doctoral school. The situation of post-docs has yet to be clarified.
3.30 strengthen SRH's and the Research department's consulting activities, specifically for researchers.	30- Career advice	2nd half 2023	SRH DR	Create a career mobility support service within SRH for all employees at any stage in their career, whether permanent or temporary. or non-tenured Provide support for researcher mobility within the DR	Indicator : Creation of two activities	extended 2nd half 2025	Need for an additional SRH agent to enable a permanent internal system to encourage EC mobility on the basis of a call for applications (annual budget of €5,000).
3.34 Formalize the procedure for calling on the EN Ombudsman and the ESR	34. Complaints and appeals	1st half 2023	SRH SAGJ	Draw up the procedure, which specifies the prior internal referrals, and put it on line	Indicator : -online procedure	extended 1st half 2024	The procedure will be indicated on the internal pages of SRH
3.24 complete the rules of procedure	24- Working conditions	2nd half 2024	DGS SAGJ Strategy department	Update and complete the internal rules to facilitate the operation of the community, including the research community.	Indicator : Updating internal regulations	new	currently being drafted and submitted to the authorities in 2024
3.34 Provide staff with complaint tools and procedures, published on the school website. A system of improvement proposals will also be drawn up.	34. Complaints and appeals	2nd half 2024	SRH SAGJ	Inform staff about procedures for complaints and suggestions Set up a system to capture the facility on suggestions for continuous improvement	Indicator : -creation of a dedicated page on the school website	in progress	VSS and RPS procedures (including referrals) in place The integrity referent is in place (referral procedure soon to be online). Study of the creation of an internal page of proposals accessible to staff and regularly checked.
4.37 Take steps to inform the community of its rights and duties in terms of thesis supervision and co-supervision.	37- Supervision and management tasks	1st half 2023	DR	Define the notion of thesis co-supervision in line with the relevant doctoral schools.	Indicator : Note to the community	extended 2nd half 2025	Joint development work with doctoral schools.
4.38 and 4.39 Improve management of the staff training plan and communication on continuing training	38. Continuous professional development 39. Access to research training and continuous development	continuous and from the 1st half of 2022	SRH	Improve the creation and dissemination of training offers by targeting the right audiences.	Indicators : development and adoption of a guide to ongoing staff training and implementation of the personal training account at INSA Strasbourg: posting on external pages - online access to external training pages, particularly on the subjects of intellectual property management, open science, research data management, use of credits, etc. -improving SRH's internal pages on this subject	extended 2nd half 2025	Rethink the entire staff training system, in particular by redefining SRH's training and communication organization. Hiring of an apprentice at the start of the 2024 school year.
DEVELOP new tools and practices for the community (2022-2026)							
2.13 Include a document on the careers of teacher-researchers with the job advertisement on the website.	13. Publication of positions	1st half 202	SRH	Create the document on the careers of teaching researchers	Indicator : - include these elements in the facility's welcome booklet	directed	It is in line above the offers employment

2.16, 2.17 and 2.18, 2.19, 2.20, 3.22 and 3.26 Introduce a compensation system for non-tenured teaching and research staff (inspired by the one implemented for BIATSS contract staff): create a management protocol for non-tenured teaching and research staff.	16- Judging merit 17- Variation in CV chronology 18- Recognition of mobility experience 19- Recognition of qualifications 20- Seniority 22- Recognition of the profession 26. Financing and salaries	2nd half 2022	SRH	Create a working group dedicated to developing the protocol	Indicators : - creation of the working group (sign-in sheet) - protocol development and implementation	directed	The objective was surpassed, as a general protocol was finally drawn up, covering all the non-tenured staff, which makes it possible to have rules for all non-tenured staff, inspired by those for tenured staff.
3.28 and 4.36 Examine the possibility of including contract doctoral students in the professional interview system.	28. Career development 36. Relationship with thesis supervisors/interns	1st half 2024	SRH DR	Work of a dedicated working group	Indicator : - conclusions/working group minutes	directed	Thesis follow-up, with the thesis committee, seems sufficient.
3.31 The possibility of extending profit-sharing to all INSA staff is currently under study. Over the years, we will continue to expand our range of support services to meet the changing needs of researchers.	31- Intellectual property rights	2nd half 2022	SRH SAGJ DR	Define the roles of the establishment and its various staff, including the research community, in this area, and the implementation procedures.	Indicators : - Working group (sign-in sheet) - Implementation of proposals	extended 1st half 2025	Working group to be launched at CSA on February 26, 2024
3.32 A reminder of good co-authorship practices, with the definition of each person's role, will be made available to the entire research community. The Research Department will raise researchers' awareness of specific issues by providing first-level advice on writing practices and publishing choices (etc.).	32. Co-authors	2nd half 2022	DR	The person in charge of promoting open science (to be recruited in early 2022) will provide training on this issue, as well as on co-authorship and other specific aspects of open science.	Indicators : - Training organization (sheets emissary) - Best practice guide	directed	The guide to good practice in open science has been produced. The scientific integrity officer has integrated the issue of co-authors into his mission and has communicated on the subject.
3.24 creation of an annual staff barometer	24- Working conditions	1st half 2025 then continuous	SRH Management	Creation of an annual barometer on working conditions for all staff including research staff, to gather their opinions and feelings on the way the school operates.	Indicator : Barometer creation Annual survey production	new	

3.24 transforming the HRS4R survey into a simplified annual survey	24- Working conditions	1st half 2025 then continuous	SRH DR Quality	Split the HRS4R survey into two parts, with a double annual consultation that's quicker to complete.	Indicator : Transformation of the survey Communication on this evolution Production of the annual survey	new	
3.33 Evaluate requests to combine external activities with regard to research activities at INSA Strasbourg and their mutual enrichment and make decree no. 2017- 105 of January 27, 2017 on combining activities more accessible	33. Teaching	regularly	SRH	Report declarations to the Director of Research and to the Department Directors, who will be able to help clarify any unfavorable opinion by the Director.	Indicators : - Number of requests for which a decision was taken evaluation - Activity reports.	in progress	The prior declaration system introduced at national level after the drafting of the action plan undermines this objective. On the other hand, information on the rules of accumulation has been provided.
3.33 Evaluate the quantitative impact of complementary activities in relation to INSA Strasbourg's research activities, as well as their balance and interaction.	33. Teaching	1st half 2024 then continuous	SRH DR DF	Improve the overtime tracking tool to rationalize overtime among research professors Use the school's R&D platforms for training and research.	Indicators : - Overtime tracking tool - Drawing up a charter for the use of platforms	in progress	The aim is to have a high-performance monitoring tool to spot any potential problems. On the other hand, the school's underfunding in terms of headcount will not prevent a large amount of overtime. Regulations for the use of the platforms have been drawn up.
4.40 Consider an interview procedure for research professors within the research department	40. Support	2nd half 2024	SRH DR	Set up an annual exchange between each research team and the research department to present the highlights of the year, both in terms of activities and the difficulties encountered in carrying out their research activities.	Indicator : -formalize an annual exchange with each research team	directed	Since 2019, the Director of Research has organized a monthly meeting open to all research professors (agenda and presentation posted on teams).
4.40 Consider an interview procedure for teacher researchers within the department of research	40. Support	2nd half 2024 then continuous	DR	Meeting between the Research Director and the head of each team once a year to review progress and difficulties.	Indicator : Minute sign-in sheet	new	