

Operational Action Plan 2021-2024

Table 1 : Overview of the actions from 2015 (incl. status in 2017 and 2021)

Table 2 : Summary of the 2021-2024 Action Plan over time

Abbreviations:

ARD: Research Administration

CEIS: Council for Ethics and Scientific Integrity

HRS4R HR WG: Steering committee subgroup on HR

HRS4R GEP WG: Steering committee subgroup on Gender

SMAQ: Quality Department

RPS: Psychosocial Risk Department

Status coding of actions:

- Status 2017: new, initiated (implementation still started), ongoing (implementation in progress), running (action on track, will evolve soon to “completed”), completed
- Status 2021: (IT-Tool) new, in progress (implementation in progress), extended (scope, objective extended, leading to new results and/or indicators), completed

Table 1: Overview of the actions from 2015 (incl. status in 2017 and 2021)

Action #	Title	Status 2017	Status 2021	Timing	Responsible	Indicators
ETHICS						
1	Extension of the mission of the Board of Ethics and Scientific Integrity (CEIS) and Creation of a Committee for Ethics in Human and Social Sciences	Completed	Completed			New actions on ethics see below Actions 28 to 32
2	Information about CEIS, regulation and procedures + trainings	Running	Completed			
3	Seminars, courses and white papers on Ethics, Quality, Professional attitude in research	Running	Completed			
4	ULiege Annual day on ethics in research	Running	Completed			
GENDER AND DIVERSITY						
5	ULiege Gender and Diversity Action Plan for researchers	Initiated	Completed			Integrated in the Gender Equality Plan - See below Actions 33 to 39
SUPERVISION OF DOCTORAL CANDIDATES						
6	Development and promotion of trainings for supervisors	Ongoing	Completed			
7	Development and promotion of an induction seminary (3 days) for new doctoral candidates + English session	Running	Completed			
8	Development of roadmaps and communication tools for supervisors and doctoral candidates	Ongoing	Completed			
RESEARCHER'S DEVELOPMENT						
9	Definition and setting up of a periodic evaluation of researchers, incorporating the different aspects of the profession	Generalisation phase Initiated	In progress	1-2/2023	Research Council	<ul style="list-style-type: none"> - new scheme for senior academics - Existence of procedures for each level and status - #researchers evaluated per level
10	Development and sustainability of the training programme (entrepreneurship, leadership, networking) with an amplification of the offer in English	Running	Extended	1/2022	Administrator / ARD	Operational scheme of the structure (Y/N)

Action #	Title	Status 2017	Status 2021	Timing	Responsible	Indicators
11	Support to the career development and the integration of researchers in the non-academic world - focus on the doctoral candidates and post-docs in mobility	Ongoing	Completed			
12	Support to the career development and the integration of researchers in the non-academic world - focus on the non-permanent researchers	Ongoing	Completed			

SUPPORT TO RESEARCHERS

13	Increase participation to (inter)national working groups on research and career development	Ongoing	Completed			
14	Integration actions for new researchers	Running	Completed			
15	New structure R&I and actions for the optimisation of the support to researchers (funding, networking)	Ongoing	Extended	1/2022	Board	Y/N Doc structure
16	Practical support for the organisation of congresses and conferences	Ongoing	In progress	1/2023	ARD/COMM	Y/N
17	English version of the platforms myULiege Doctorat and Modus	Requested	Completed			
18	Access to support and facilities for the doctoral candidates (incl. Unique and recognise user account) and Alumni researchers	Requested	Completed			

OTM-R

19	OTM-R policy	Completed	Completed			
20	Systematic publication of job offers for researchers, integrated into Euraxess Jobs	Ongoing	In progress	2022	HRS4R HR WG	Regulation (Y/N) #advertised positions
21	Update and disseminate the Advertising forms according to the EU OTM-R group recommendations	Initiated	Extended	2022	HRS4R HR WG	Forms/Templates (Y/N) + Formal obligation to use templates (Y/N)
22	Compile and disseminate a "Good recruiting practices guide" including the actual rules and procedures for the recruitment of all researcher positions.	New	In progress	2/2021- 1/2022	HRS4R HR WG	Doc on the website (Y/N)
23	Organise training and awareness raising of all the new academics who are involved in the recruitment processes (see OTM-R policy)	New	Completed			
24	Study of the possibility of e-recruitment (application, selection) for avoiding discrimination against applicants who are to be interviewed (see OTM-R policy)	New	In progress	2023	HRS4R HR WG	Report and recommendations (Y/N)

Action #	Title	Status 2017	Status 2021	Timing	Responsible	Indicators
25	Establish quality control mechanisms of the OTM-R combined with the internal assessment of the HRS4R	New	In progress	2022	ARD + SMAQ	Structure and guidelines (Y/N)

Integration

26	Integrate reflexion and action with the Institutional Working Group on RH (WG-HRi):	Initiated	Completed			
27	Integrate reflexion and action with the Doctorate Council (DC):	Initiated	Completed			

New actions on Ethics

28	Revision of the Animal Ethics Committee online information		New	1/2022	CEIS	Pages online
29	Appointment of permanent staff for the development of actions regarding Research Data Management (RRDM)		New	2/2022	CEIS	Officer appointed (Y/N)
30	Dissemination of documentation on Conflict of Interest		New	2/2021-1/2022	CEIS	Publication on the website and research newsletter
31	Annual reporting of the Council for Ethics and Scientific Integrity to the board of Directors		New	1/2022	CEIS	Annual report
32	Training on ethics for newcomers, incl. how to fill an ethical checklist (if pertinent)		New	1/2022	CEIS	- #Trainings - #Evolution Attendance - Courses docs available on the Open Repository

Gender Equality Plan

33	GEP - Work-Life Balance and organisational structure (1) - Normalisation and recognition of remote working		New	2021-2022	HRS4R HR WG & GEP WG	Report and recommendations
34	GEP - Work-Life Balance and organisational structure (2) - Support for family friendliness, especially for international researchers		New	2/2022	HRS4R HR WG & GEP WG	- List of recommendation - Publication
35	GEP : Gender balance in leadership and Decision Making - Sessions and meetings for female researchers, PSRL seminars (Professional skills for researchers leaders) dedicated to females, Support for successful interviews, assertive writing		New	2022 to 2024	ARD & HRS4R GEP WG	- #events - #trainings - #participants

Action #	Title	Status 2017	Status 2021	Timing	Responsible for implementation	Indicators
36	GEP : Gender equality in recruitment and career progression - Inclusion of information on gender and diversity issues in OTM-R guides and forms		New	2022	HRS4R HR WG & GEP WG	docs
37	GEP : Integration of Gender Dimension into research and teaching content (1) - Gender balance in Conference Scientific Committee when meetings are supported by ULiege		New	1/2022	HRS4R HR WG & GEP WG	Nb Evolution %female
38	GEP : Integration of Gender Dimension into research and teaching content (2) - Training session on gender, diversity and equality for students and researchers	(Action 5)	In progress	2021 ss	HRS4R HR WG & GEP WG	#participants
39	GEP: Measures against gender-based violence, incl. sexual harassment - Prevention actions and support to researchers	(Action 5)	Extended	1/2023	HRS4R HR WG & RPS	- #researchers supported - #researchers sensitized

Table 2 : Summary of the 2021-2024 actions over time

		Status 2017	Status 2021	1/2022	2/2022	1/2023	2/2023	1/2024	2/2024
Researcher's development									
9	Definition and setting up of a periodic evaluation of researchers, incorporating the different aspects of the profession	Generalisation phase Initiated	In progress			x	x		
10	Development and sustainability of the training programme (entrepreneurship, leadership, networking) with an amplification of the offer in English	Running	Extended	x					
Support to researchers									
15	New structure R&I and actions for the optimisation of the support to researchers (funding, networking)	Ongoing	Extended	x					
16	Practical support for the organisation of congresses and conferences	Ongoing	In progress			x			
OTM-R									
20	Systematic publication of job offers for researchers, integrated into Euraxess Jobs	Ongoing	In progress	x	x				
21	Update and disseminate the Advertising forms according to the EU OTM-R group recommendations	Initiated	Extended			x	x		
22	Compile and disseminate a "Good recruiting practices guide" including the actual rules and procedures for the recruitment of all researcher positions.	New	In progress	x	x				
24	Study of the possibility of e-recruitment (application, selection) for avoiding discrimination against applicants who are to be interviewed (see OTM-R policy)	New	In progress			x	x		
25	Establish quality control mechanisms of the OTM-R combined with the internal assessment of the HRS4R	New	In progress	x	x				

Status 2017	Status 2021	1/2022	2/2022	1/2023	2/2023	1/2024	2/2024
-------------	-------------	--------	--------	--------	--------	--------	--------

New actions on Ethics

28	Revision of the Animal Ethics Committee online information		New	x					
29	Appointment of permanent staff for the development of actions regarding Research Data Management (RRDM)		New		x				
30	Dissemination of documentation on Conflict of Interest		New	x					
31	Annual reporting of the Council for Ethics and Scientific Integrity to the board of Directors		New	x					
32	Training on ethics for newcomers, incl. how to fill an ethical checklist (if pertinent)		New	x					

Gender Equality Plan

33	GEP - Work-Life Balance and organisational structure (1) - Normalisation and recognition of remote working		New	x	x				
34	GEP - Work-Life Balance and organisational structure (2) - Support for family friendliness, especially for international researchers		New		x				
35	GEP : Gender balance in leadership and Decision Making - Sessions and meetings for female researchers, PSRL seminars (Professional skills for researchers leaders) dedicated to females, Support for successful interviews, assertive writing		New	x	x	x	x	x	x
36	GEP : Gender equality in recruitment and career progression - Inclusion of information on gender and diversity issues in OTM-R guides and forms		New	x	x				
37	GEP : Integration of Gender Dimension into research and teaching content (1) - Gender balance in Conference Scientific Committee when meetings are supported by ULiege		New	x					
38	GEP : Integration of Gender Dimension into research and teaching content (2) - Training session on gender, diversity and equality for students and researchers	(Action 5)	In progress	x	x	x	x	x	x
39	GEP: Measures against gender-based violence, incl. sexual harassment - Prevention actions and support to researchers	(Action 5)	Extended			x			