

Dimension I : Ethical and professional aspects									
Objective : Increasing the visibility of existing mechanisms related to ethics and code of practice									
Assessment Form No	Target (*)	Action No	Description of the activity	Leader	Participating parties	Indicators / Activities	Status	Indicators / Comments	Next step
1	R1 R2 R3 R4	1.1.	Good practice guide	Euraxess Coord.	Institutes Faculties ADRE CDD	<ul style="list-style-type: none"> <li>List of 'Euraxess' contact persons within Institutes</li> <li>Work schedule</li> <li>Presentation of the report to the Works Council (Conseil d'entreprise)</li> <li>Publication of the guide (paper and/or electronic)</li> <li>Plan to distribute the guide to researchers</li> </ul>	↓	Major progress has been made in matters of research deontology: a new 'Research Ethics Commission' has been set up. The ruling has been reviewed. On this occasion, the powers of the Commission were even widened since it can now make recommendations to the university community. This information has been widely communicated to all researchers. The two actions that concerned the creation of a guide to good practices and the organisation of good practices workshops have not yet been implemented since their correct execution depends on the points evoked above.	→
1	R1 R2 R3 R4	1.2.	Good practice exchange workshops	Euraxess Coord.	Heads of the Institutes	<ul style="list-style-type: none"> <li>One workshop per year per institute or groups of institutes</li> <li>Invitation to the Heads of the institutes to organise the annual workshop</li> <li>N° of participants</li> </ul>	↓		↻
1	R1 R2 R3 R4	2.1.	Nomination of a new Ethics Committee	ADRE	VRPP ADRE CRCT	<ul style="list-style-type: none"> <li>Approval of the composition of the new Ethics Commission by the Academic Council</li> </ul>	✓	- Dedicated web page over the 'Research Ethics Commission' - Composition	→
1	R1 R2 R3 R4	2.2.	Revision of research ethics regulations	ADRE	VRPP Chairman of the Commission ADRE CRCT	<ul style="list-style-type: none"> <li>Approval of the new ethics regulations by the Academic Council (Conseil académique)</li> <li>Entry into force of the new research ethics regulations</li> <li>Publication of the Committee comments</li> </ul>	✓	- Dedicated web page over the 'Research Ethics Commission' - Ruling	→
1	R1 R2 R3 R4	2.3.	Coordination with local committees	ADRE	VRPP + PRR Chairman of the Committee ADRE Institutes	<ul style="list-style-type: none"> <li>List of 'Ethics' contact persons within institutes</li> <li>Types of solutions to be implemented</li> <li>Flow chart with roles, duties and scope of the committees</li> </ul>	✓	- Dedicated web page over the 'Research Ethics Commission' - Others Commissions and Committees	→
16	R1 R2 R3 R4	3.	Definition of a recurring communication strategy to all researchers on deontology and ethics in Research	AREC	HR AREC ADRE Chairman of the Commission	<ul style="list-style-type: none"> <li>Communication Plan</li> </ul>	✓	- "Un code de déontologie pour la recherché" (A code for research ethics) - Published in "La Quinzaine" - Folder 'Research ethics ruling'	→

Action completed : ✓  
Partially completed : ~  
Not completed : ↓

No new development : →|  
Action to finalise : →  
Extension / new action(s) : ↻

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Dimension II : Recruitment									
Objective : Improving the recruitment of all researchers in order to make it more open, transparent and fair									
Assessment Form No	Target (*)	Action No	Description of the activity	Leader	Participating parties	Indicators / Activities	Status	Indicators / Comments	Next step
2	R1 R2 R3 R4	1. 1.	Draw up researcher selection criteriology	HR	HR ADRE Institutes	• Selection criteria	↓	The 2 actions have not been implemented due to the priority given to the implementation of the 2 other projects essential for the institution which contribute greatly to the objective of the actions : - the implementation of a new online recruitment platform (see : <a href="http://www.uclouvain.be/481550.html">http://www.uclouvain.be/481550.html</a> ) and - the implementation of the newly created career of 'Research logistician' (see : internal memo concerning the career of 'research logistician').	→
2	R3 R4	1. 2.	Create a recruitment handbook aimed at developers who are called upon to recruit researchers.	HR	HR ADRE Institutes	• Material nature of the handbook (paper and/or electronic) • Communication plan to supervisors	~		→
3	R2	2. 1.	Increase openness to international recruitment of post-doctoral researchers	ADRE	ADRE	• Introduction of a COFUND for 2015-2019	✓	- « Proposal submitted to the EU – 12/2012 » - « Summary of the action which contract has been signed with the EU on 19/02/2014 »	↻
4	R1 R2 R3 R4	2. 2.	Increased visibility in the UCL portal of job opportunities for researchers (excluding FNRS and PAC for which this has already been done) in French and English	ADRE	ADRE AREC Institutes	• Improved visibility on the UCL portal • Euraxess Jobs Indicators • A 'Euraxess Jobs' coordinator who ensures the recurrence • Access to the "Job opportunities" page in English	✓	- Dedicated web pages over Euraxess ( <a href="https://www.uclouvain.be/en-euraxess.html">https://www.uclouvain.be/en-euraxess.html</a> )	→
4	R1 R2 R3 R4	2. 3.	Systemise the use of Euraxess Jobs for all categories or researchers (excluding FNRS)	AREC ADRE	AREC ADRE	• Communication plan aimed at promoting Euraxess Jobs to developers	✓	- Dedicated web pages over Euraxess ( <a href="https://www.uclouvain.be/en-euraxess.html">https://www.uclouvain.be/en-euraxess.html</a> )	→
16	R1 R2 R3 R4	3.	Increase visibility of UCL internationally as an employer drawing in particular on LID; complete the information compiled by LID, link Euraxess Jobs and LID	AREC	AREC LID	• Communication Plan • Development of information and links on the portal	✓	- Note : "Communication on recruitment – Dimension II"	↻

Action completed : ✓  
Partially completed : ~  
Not completed : ↓

No new development : →|  
Action to finalise : →  
Extension / new action(s) : ↻

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Dimension III : Working conditions and social security									
Objective A : Promoting equal opportunity between male and female researchers and working for a better gender balance in all aspects of research									
						Action completed : ✓	No new development : →		
						Partially completed : ~	Action to finalise : →		
						Not completed : ↓	Extension / new action(s) : ↻		
Assess ment Form No	Target ( * )	Action No	Description of the activity	Leader	Participating parties	Indicators / Activities	Status	Indicators / Comments	Next step
<b>Dimension III – A – Equal opportunities</b>									
5	R1 R2 R3 R4	1.	Update gender issues related to the research careers and research activities.	Euraxess Coord.	PRR + VRPP HR SPER UCL-Elles 'Actions positives group'	<ul style="list-style-type: none"> <li>Current state of existing initiatives and practices (Report)</li> <li>Recommendations</li> <li>Presentation of the report to the Works Council (Conseil d'entreprise)</li> </ul>	✓	<ul style="list-style-type: none"> <li>"Report on Gender Equality - 2013-2014"</li> <li>Dedicated web pages over the « Gender » : <a href="https://www.uclouvain.be/genre.html">https://www.uclouvain.be/genre.html</a></li> </ul>	→
5	R1 R2 R3 R4	2.	Encourage reflection: call on the UC-Elles 'Think Tank'	Euraxess Coord.	PRR VRPP	<ul style="list-style-type: none"> <li>Presentation of the recommendations of the 'Think Tank' to the Executive Board (Conseil Rectoral)</li> </ul>	✓	<ul style="list-style-type: none"> <li>UC-ELLES' note: "Towards greater equality among men and women at UCL"</li> </ul>	→
5	R1 R2 R3 R4	3.	Adoption of a program designed to promote equality between women and men	PRR VRPP	Academic council (Conseil académique)	<ul style="list-style-type: none"> <li>Approval of the programme</li> </ul>	✓	<ul style="list-style-type: none"> <li>Gender policy presented in the strategic plan 'LOUVAIN 2020' – Chapter 8 : Gender policy</li> </ul>	↻
<b>Objective B : Clarify complaint and appeal procedures</b>									
<b>Dimension III – B – Complain and appeals</b>									
6	R1 R2 R3 R4	1.	Identify and document the procedures available to members of the academic and scientific personnel in the application of SAMCA and RAMCS and other regulations	Euraxess Coord.	CRCT SPER HR AREC	<ul style="list-style-type: none"> <li>Material nature of documents (paper or electronic)</li> <li>Creating a specific 'information hub' type portal page bringing all the information together</li> </ul>	~	The regulations and procedures have been identified and documented. The results led to a reorientation of the project.	→
6	R1 R2 R3 R4	2.	Distribution and explanation of all the rules and procedures to researchers	AREC	HR	<ul style="list-style-type: none"> <li>Communication Plan</li> </ul>	↓	The action has not been implemented since its correct execution depended on the previous point (III.B.1.).	→
7	R4	3.	Promote a preventive approach to conflicts by organizing training for Deans and Heads of institutes in "management of psychosocial risks" and good practice exchange workshops	VRPP	HR	<ul style="list-style-type: none"> <li>Personalised invitation to each Dean and Head of institute</li> <li>No of participants in training and workshops</li> <li>Assessment presented in the activity report submitted each year to the training steering committee.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Training modules' specifications (Cahier des charges des modules de formation)</li> </ul>	↻

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Dimension IV – Training and career									
Objective A : Increase the quality of supervision, especially for young researchers									
						Action completed : ✓	No new development : →		
						Partially completed : ~	Action to finalise: →		
						Not completed : ↓	Extension / new action(s) : ↻		
Assessment Form No	Target (*)	Action No	Description of the activity	Leader	Participating parties	Indicators / Activities	Status	Indicators / Comments	Next step
8	R3	1.	Support the training of young academics	VRPP	SPER ADRE HR	<ul style="list-style-type: none"> <li>Schedule and agenda of welcome sessions for new academics</li> <li>Content of HR management information provided</li> </ul>	✓	<ul style="list-style-type: none"> <li>Letter of appointment and appendix</li> <li>A plan for the New IPM</li> <li>Strategic plan 'LOUVAIN 2020' – Chapter 7.</li> </ul>	→
		2.	Definition of the concept of 'workload' (charges-markers based on those in existence)		See : IV.B.2.				
9	R1	3. 1.	Creation of a handbook for future and current PhD students: information tool on the thesis issues, the status of the PhD student and management of doctoral studies	ADRE	ADRE CIO AREC	<ul style="list-style-type: none"> <li>Material nature and distribution of the notebook</li> <li>Communication plan to educate PhD students and developers on post-thesis issues, from the start of the thesis</li> </ul>	✓	<ul style="list-style-type: none"> <li>"VALO DOC LOUVAIN Memo" – Promotion of the standing and reputation of our university's PhD studies, PhD students and PhD graduates</li> <li>Dedicated web pages to PhD studies (FR and EN) <a href="http://www.uclouvain.be/doctorat.html">http://www.uclouvain.be/doctorat.html</a></li> </ul>	↻
10	R1	3. 2.	Definition of soft skills (Learning Outcomes) that can be acquired during the thesis	HR ADRE	ADRE CIO CDD/CODAL ADEF	<ul style="list-style-type: none"> <li>Creation of a repository of skills specific to PhD students</li> </ul>	~	<ul style="list-style-type: none"> <li>PhD Project: development of cross-disciplinary training and coaching to facilitate access to the labour market (FDP) – 31/01/2013</li> <li>Intermediary report (FDP) - 09/12/2014</li> <li>PPT presented to the Steering Committee (FDP) – 11/06/2015</li> <li>Project "Recognition of the potential of our PhD students/graduates in FWB" (RW – 16/10/2012)</li> <li>Half-yearly reports (RW) – end May 2013 – end November 2014 – end May 2015</li> <li>Courses already proposed: <a href="http://www.prodoc-academie-louvain.be/">http://www.prodoc-academie-louvain.be/</a>.</li> </ul>	↻
10	R1	3. 3.	Academic and non academic social and occupational integration from the beginning of the thesis: offer PhD students a soft skills development programme	HR	ADRE CIO	<ul style="list-style-type: none"> <li>Filing of a new FDP project</li> <li>Training modules for the acquisition of soft skills</li> </ul>	✓	<ul style="list-style-type: none"> <li>Project "Recognition of the potential of our PhD students/graduates in FWB" (RW – 16/10/2012)</li> <li>Half-yearly reports (RW) – end May 2013 – end November 2014 – end May 2015</li> <li>Courses already proposed: <a href="http://www.prodoc-academie-louvain.be/">http://www.prodoc-academie-louvain.be/</a>.</li> </ul>	↻
10	R1	3. 4.	Academic and non academic social and occupational integration at the end of the thesis	ADRE CIO	ADRE CIO	<ul style="list-style-type: none"> <li>Filing of a new FDP project</li> <li>Plan of action to be implemented in the PRODOC extension</li> </ul>	✓	<ul style="list-style-type: none"> <li>Collective coaching/workshops to facilitate access to the labour market: <a href="http://www.uclouvain.be/476287.html">http://www.uclouvain.be/476287.html</a>.</li> <li>Video clips: <a href="http://www.uclouvain.be/510540.html">http://www.uclouvain.be/510540.html</a>.</li> </ul>	↻
10	R1	3. 5.	Academic and non academic social and occupational integration at the end of the thesis: development of specific services	ADRE CIO	ADRE CIO	<ul style="list-style-type: none"> <li>Personal coaching: interviews</li> <li>Group coaching: seminars, specific conferences</li> </ul>	✓	<ul style="list-style-type: none"> <li>Collective coaching/workshops to facilitate access to the labour market: <a href="http://www.uclouvain.be/476287.html">http://www.uclouvain.be/476287.html</a>.</li> <li>Video clips: <a href="http://www.uclouvain.be/510540.html">http://www.uclouvain.be/510540.html</a>.</li> </ul>	↻
11	R1	3. 6.	Development of an integrated management tool for doctoral career and PhD students	ADRE	ADRE SGSI + others	<ul style="list-style-type: none"> <li>Specifications of IT development</li> <li>Implementation of the Steering Committee</li> <li>Development of the tool</li> </ul>	~	The action began but has not been completely implemented since its correct execution depends on the full development of the integrated research management tool REAL (Action IV. – B. – 1.3.).	→

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Dimension IV – B – Training							Action completed : ✓	No new development : →	
Objective B : Better career management							Partially completed : ~	Action to finalise : →	
							Not completed : ↓	Extension / new action(s) : ↻	
Assessment Form No	Target (*)	Action No	Description of the activity	Leader	Participating parties	Indicators / Activities	Status	Indicators / Comments	Next step
12	R1	1. 1.	Increase the quality of welcome and information for R1 to facilitate their integration into the work environment	Euraxess Coord.	Institutes Faculties CDD, LID SPER, ADRE, HR	<ul style="list-style-type: none"> <li>Welcome processes mapping (host processes)</li> <li>Identification of possible improvements</li> <li>Recommendations</li> <li>Approval of decisions to be implemented</li> </ul>	✓	- Recommendations presented in the strategic plan 'LOUVAIN 2020' – Chapter 3 : Internationalisation.	↻
13	R1	1. 2.	Clarify and explain the different career paths available to researchers within UCL.	VRPP HR	CDD, CRCT CORSCI SPER, ADRE, HR Institutes + Fac.	<ul style="list-style-type: none"> <li>Repository of skills and 'workload' in the research trades</li> <li>Indicators of "researcher" proficiencies (professionalization)</li> </ul>	✓	- Table summarising the scientific career paths at UCL - Information published on the UCL web, under the "Staff" tab.	→
11	R1 R2 R3 R4	1. 3.	Development of an integrated research management tool to increase knowledge of the researcher working environment	ADRE	ADRE SGSI	<ul style="list-style-type: none"> <li>Start of work on the project</li> <li>Specifications of IT development</li> <li>Implementation of the Steering Committee</li> <li>Recruitment of project manager</li> <li>IT development of the tool</li> </ul>	✓	- Research Application Louvain – REAL on the UCL research Portal : <a href="http://real.uclouvain.be/converis/publicweb/startpage?lang=2">http://real.uclouvain.be/converis/publicweb/startpage?lang=2</a>	→
14	R1	2.	Definition of the concepts of 'workload' (charges) (markers based on those in existence) and generalisation of good practices	VRPP	Faculties Institutes 'Collège des DAFs' ADRE	<ul style="list-style-type: none"> <li>Analysis of the practices of faculties and institutes</li> <li>Recommendations (Report)</li> <li>Adoption of recommendations by the Academic Council (Conseil académique)</li> <li>Material nature of the guide</li> </ul>	~	- Common research-teaching reference points (Balises recherche-enseignement pour les assistants au cadre - SSH). In the context of the 'LOUVAIN 2020' project (Chapter 7 - Optimised organisation), work has been done to modify the decisional process for the 3 sectors.	↻
16	R1 R2 R3 R4	3.	Promotion in the non academic world of skills that can be acquired during the PhD or while performing the research.	AREC	CORA CORSCI CIO ADRE	<ul style="list-style-type: none"> <li>Promotional actions integrated into the overall UCL 'Research' communication plan</li> </ul>	✓	- Note : Communication to promote the skills of PhD graduates – Dimension IV. – B3.	↻
16	R1 R2 R3 R4	4.	Promotion of the profession of researcher	AREC	ADRE CORA CORSCI	<ul style="list-style-type: none"> <li>Promotional actions integrated into the overall UCL Research communication plan</li> </ul>	✓	- Note : Communication concerning Dimension IV.- B.4.	→
15	R3 R4	5.	Develop the use of PAIC to manage the academic career	VRPP	CRCT IPM	<ul style="list-style-type: none"> <li>Plan of organisation of PAIC throughout the career</li> <li>Implementation of the plan</li> </ul>	~	The implementation takes some time and needs to be organized properly within the 3 sectors. - Note VRPP sur le PAIC - Canevas d'évaluation (see : //428597) - Timing envisagé pour une généralisation tout au long de la carrière	↻

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