

## MODEL 1 - GAP ANALYSIS - PROCESS

Case number:

Name Organisation under review:

SUBMISSION DATE :

DATE OF APPROVAL CHARTER AND CODE: DELIBERATION 2022-028 OF 11/03/2022

### PROCESS

The HRS4R process should involve all management departments directly or indirectly responsible for researchers' HR issues. This would typically include the Vice-Chancellor for Research, the Head of Personnel and other administrative staff. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers from R1 to R4, as well as appointing a committee to oversee the process and a working group responsible for implementing the process.<sup>12</sup>

Please give the name, position and management line/department of the people directly or indirectly involved in the HRS4R process in your organisation:

Name	Position	Management line/Department
Lamri ADOUI, University Professor (R4)	President of the University of Caen Normandie	CIMAP Laboratory / UFR Sciences COFIL
Annie-Claude GAUMONT, University Professor	Vice-President for Research	University management team Research Committee LCMT Laboratory / UFR Sciences) COFIL
Eric LEROY DU CARDONNOY, University Professor	Vice-President for Research	University management team Research Committee University professor (ERLIS laboratory / UFR LVE) COFIL - GT1 Pilot

Elodie SAILLANT-MARAGHNI	Vice-President of the Board in charge of Human Resources	University management team Board of Directors University Professor (ICREJ laboratory/UFR Law, Economic and Social Administration, Public Administration) COFIL - GT2 co-pilot
Loïc LE PLUART, University Professor	Vice-President delegate, Partnership Research	University management team University professor (LCMT laboratory / UFR des Sciences) COFIL HRS4R- GT3 Pilot
Christophe ROCHAIS, University Professor	Vice-President delegate, International Development	University management team University Professor (CERMN laboratory / UFR Santé)
Mathilde LECHEVREL Senior Lecturer - HDR	Vice-President delegate responsible for sport, health and quality of life (GT3 expert)	University management team ABTE Laboratory/Health Faculty
Thierry MACHEFERT, teacher-researcher	Vice-President delegate, Culture and the Relationship between science and society (GT1 expert)	University management team INSPE
Arnaud TRAVERT, University Professor	Vice-President delegate, Equality, Parity and Civic Life	University management team LCS Laboratory/UFR des Sciences
Géraldine BODET	Director General of Services	University management team General Services Department COFIL - GT1
Véronique LEFILLIÂTRE-CAVEY	HRS4R Project Manager	General Services Department (DGS)
Sébastien LEFILLIATRE	Director	Human Resources Department (DRH) COFIL - GT2 co-pilot
Radia REZKI-MALEK	Deputy Director	Human Resources Department (DRH) GT2-GT3-GT4 business expert
Delphine MULLOIS	Head of the Teacher-Researchers	Human Resources Department (DRH)

	division (GT2 business expert)	GT2 business expert
Mélanie NOEL	Recruitment Officer, Teaching and Research Staff Recruitment Unit	Human Resources Department (DRH)
Gwendoline MARIE	Recruitment Officer, BIATSS Recruitment Unit	Human Resources Department (DRH)
Lucie FOURNIER	Human Resources Development Officer.  Disability correspondent	Human Resources Department (DRH)
Hélène TURROU	Deputy Head of the Research and Forecasting Office	Human Resources Department (DRH)
Aurélié MENARD	Director	Research and Innovation Department (DRI)
Estelle LIEGAULT	Division Manager	Research and Innovation Department - research transfer and valorization Unit
Esther CAMUS	Division Manager	Research and Innovation Department - Head of Doctoral Training Unit and the doctoral house
Audrey MALAYRAT	Division Manager	Research and Innovation Department Research Management Unit (DRI)
Patricia DANICAN	Research Project Manager	Research and Innovation Department Projects Engineering Division (GT business expert) (DRI)
Tiffany BOUET	International doctoral students manager	Department of Research and Innovation Doctoral Training Centre - Maison du doctorat (DRI)
Linda ORTHOLAN	Director	Communications Department (Dircom)
Aude HOUDAN FOURMONT	Director	Prevention Department (GT3 trade expert)
Christophe TURBOUT	Director	Information Systems Department (DSI) GT3 business expert
Alice LOFFREDO	Director	Steering Support and Continuous Improvement Delegation (DAPAC)
Selma TURALIC	Data Protection Officer (DPO)	Steering Support and Continuous Improvement Delegation (DAPAC)

	(GT1 trade expert)	
Julie NAFFRECHOUX	Director	Legal and Institutional Affairs Department (DAJI)
Laure HIMY-PIERI, teacher	University Open Science Coordinator (GT1 expert)	Director of Presses universitaires de Caen
Anthony Moalic,	Head of Research Support and Documentary Information System Department	Common documentation service (SCD)
Isabelle DEZ, teacher	The school's scientific integrity officer	Scientific Integrity Officer
Véronique GAUTHIER	Head of Information System Security (CISO) (GT1 business expert)	Information Systems Department (ISD)
Grégoire MOUTEL, University Professor - Hospital Practitioner	PU-PH, Head of the Forensic Medicine and Health Law Department at Caen Normandy University Hospital  Director of the Espace de Réflexion Ethique de Normandie (GT1 expert)	UFR Health / University Hospital Centre of Caen
Ingrid LAIGNEL	Administrative Director (GT2 trade expert)	UFR des Sciences
Emmanuel BUTEAU	EURAXESS Coordinator	Carré international Euraxess service centre
Yohann BREARD, Senior Lecturer - HDR	Director of Carré international	Carré international

Your organisation must consult its stakeholders and involve a representative community of researchers from R1 to R4, as well as appointing a committee to oversee the process and a working group responsible for implementing the HRS4R process. <sup>3</sup>

*The term "human resources" is used in the **broadest possible sense**, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002), regardless of profile, career "level", type of contract, etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups participated in the Gap analysis:

*Stakeholder group	*Consultation format	Results
Research unit directors (R3-R4)	Plenary meeting on 11 and 12/01/2022	Presentation of the approach (slide show presentation) and discussions of the process
Heads of components (R3-R4)	Plenary meeting on 02/02/2022	Presentation of the approach (slide show presentation) and discussions of the process
Technical Committee (R1 to R4)	Plenary meeting on 03/03/2022	Presentation of the approach (slide show presentation) and discussions of the process
Administrative directors of components, directors of central services and common services	Plenary meeting on 7/03/2022	Presentation of the approach (slide show presentation) and discussions of the process
Board of Directors (R1 to R4)	Plenary meeting on 11/03/2022	Presentation of the approach (slide show presentation) and discussions of the process
Full CAC (CR + CFVU) (R1 to R4)	Plenary meeting on 29/03/2022	Presentation of the approach (slide show presentation) and discussions of the process
Health, safety and working conditions committee	Plenary meeting on 23/06/2022	Presentation of the approach (slide show presentation) and discussions of the process
Researchers R1 to R4 (Invitation sent by e-mail to the research community)	Consultation of researchers between 1 <sup>er</sup> July and 16 September 2022	2 questionnaires en vue de réaliser le prédiagnostic -Ethics and professional aspects questionnaire (Axis 1)  -HR questionnaire (Axis 2, 3, 4)
Researchers R1 to R4 (Invitation sent by e-mail to the research community + internal letter)	Invitation to take part in a Webinar	Presentation of the approach and results of the 2 questionnaires + webinar and slide show available online  <a href="https://mediatheque-pedagogique.unicaen.fr/video/0849-hrs4r/97d9b00ff014a62f25c3aed955128ca8575b04022048fde3da0bf0201eb65e68/">https://mediatheque-pedagogique.unicaen.fr/video/0849-hrs4r/97d9b00ff014a62f25c3aed955128ca8575b04022048fde3da0bf0201eb65e68/</a>

		<a href="https://www.unicaen.fr/wp-content/uploads/2022/12/HRS4R-webinaire-2022-12-05-diaporama-presentation.pdf">https://www.unicaen.fr/wp-content/uploads/2022/12/HRS4R-webinaire-2022-12-05-diaporama-presentation.pdf</a>
Researchers R1 to R4 (participation on registration)	Working Group 1 Ethics	3 meetings between January and March 2023: to draw up a diagnosis based on the results of the consultation and propose actions for improvement. + 1 feedback WG (all WGs together) on 13 April 2023
Researchers R1 to R4 (participation on registration)	Working Group 2 Recruitment	3 meetings between January and March 2023: to draw up a diagnosis based on the results of the consultation and propose actions for improvement. + 1 feedback WG (all WGs together) on 13 April 2023
Researchers R1 to R4 (participation on registration)	Working Group 3 Organisation and working conditions	3 meetings between January and March 2023: to draw up a diagnosis based on the results of the consultation and propose actions for improvement. + 1 feedback WG (all WGs together) on 13 April 2023
Researchers R1 to R4 (participation on registration)	Working Group 4: Career, Mobility, Training, Supervision	3 meetings between January and March 2023: to draw up a diagnosis based on the results of the consultation and propose actions for improvement. + 1 feedback WG (all WGs together) on 13 April 2023
Researchers R1 to R4: (Invitation sent by e-mail to the research community)	Between 26 May and 16 June	Consultation on the proposed action plan: prioritisation of proposals
Full CAC (CR + CFVU) (R1 to R4 + excluding researchers)	Meeting of 28 June 2023	Presentation of the results of the consultation and the HRS4R file
Social Committee (R1 to R4 + excluding researchers)	Meeting of 29 June 2023	Presentation of the results of the consultation and the HRS4R file
Board of Directors (R1 to R4 + excluding researchers)	Meeting of 11 July 2023	Presentation of the results of the consultation and the HRS4R file for validation.

A web page for the community to follow the process: <https://www.unicaen.fr/universite/axes-strategiques-et-grands-projets/vers-une-labellisation-hrs4r/>

Please describe how the committee responsible for overseeing the process was appointed (maximum 200 words)

The steering committee is made up of 27 people: the 12 members of the coordination committee (the Chairman and 4 Vice-Chairmen, the Director General of Services, 3 department directors (DRH, DRI, Dircom), the deputy DRH and the HRS4R project manager), 13 researchers and 2 external members.

To form our COPIL, we invited 13 researchers with different and complementary profiles, taking into account several parameters:

- respecting the gender balance: 14 women and 13 men.
- respect the representation of the 3 research divisions (BI2SE, SHS, ST) by inviting 1 director/deputy director or director/deputy director from each division and by trying to respect the overall balance between the 3 divisions (initial balance BI2SE=5; SHS=6; ST=6 but a change of VP during the process has somewhat altered the balance which is now as follows: BI2SE =4; SHS=7; ST=6).
- to invite members of the university governing bodies: Board of Governors (CA), full Academic Council (CAC), University Administration Social Committee (CSAE).
- Invite business experts involved in HR or international issues, either from within the university (Euraxess, Carré international, research platform, laboratory finance department) or from outside (CNRS, INSA Rouen).
- involve researchers R1 to R4, trying to maintain a certain balance between the categories (4 R1 researchers, 5 R2 researchers, 4 R3 researchers, 7 R4 researchers but a change of VP during the process has somewhat altered the balance which is now as follows:4 R1, 5 R2, 3 R3, 8 R4).

The COPIL met 4 times throughout the process.

Please describe how the working group responsible for implementing the HRS4R process was appointed:

Free text 200 words maximum

Responsibility for implementation was entrusted on the one hand to the **HRS4R project manager** (reporting to the Director General of Services), who was in charge of implementing the project and monitoring it on a day-to-day basis, and on the other hand to an **operational committee** (COMOP) made up of 9 people:

- 4 Vice-Presidents (VP Research, VP Human Resources, VP International Development, VP Partnership Research), each responsible for leading a working group,
- the Director General of Services,
- 2 department directors (the director of the DRI, the director of the HRD) and the deputy HRD

- the HRS4R project manager.

The COMOP was responsible for the operational implementation of the COPIL's guidelines. In particular, it was responsible for coordinating the process, acting as an interface between the COPIL and the working groups, and drawing up a consultation for research stakeholders at the start of the process and a consultation at the end. Finally, it was responsible for proposing a draft action plan to the COPIL and the institution's governing bodies, based on the proposals for improvement put forward by the working groups.

It met 8 times between September 2022 and April 2023.



# HRS4R LABEL

## University of Caen Normandie - Organization chart

### Coordination committee

Defines the project structure (methodology, planning), liaises with the authorities, and ensures consistency with the university's strategy.

- Lamri Adoui, Président of the University of Caen Normandie
- Elodie Saillant-Maraghni, Vice-President of the Board of Directors in charge of HR
- Eric Leroy du Cardonnoy, Vice-Président for Research
- Annie-Claude Gaumont, Vice-Président for Research
- Christophe Rochais, Vice-président delegate for international Development
- Loïc Le Pluart, Professor, (R4), Vice-président delegate for Partnership Research
- Géraldine Bodet, Director General of Services
- Sébastien Lefilliatre, Director of Human Resources
- Radia Rezki-Malek, Deputy Director of Human Resources
- Aurélie Ménard, Director of ressearch and innovation
- Linda Ortholan, Director of Commiunications
- Véronique Lefilliatre-Cavey HRS4R project manager

### Steering committee(COPIIL)

Proposes the strategy; oversees the smooth running of the process, leads the approach, provide guidance, validates the draft action plan before presentation to the establishment's governing bodies.

- Lamri Adoui, Professor (R4), Président of the University of Caen Normandie
- Elodie Saillant-Maraghni, Professor, (R4), Vice-President of the Board of Directors in charge of Human Resources
- Eric Leroy du Cardonnoy, Professor (R4), Vice-président for Research
- Annie-Claude Gaumont, Professor (R4), Vice-présidente for Research
- Loïc Le Pluart, Professor, (R4), Vice-président delegate for Partnership Research
- Christophe Rochais, Professor (R4), Vice-président delegate for International Development
- Géraldine Bodet, Director General of Services
- Christophe Rosenberger, Professor (R4), Director of the GREYC, ST division
- Alexandra Merle, Professor (R4), Deputy Director of ERLIS, SHS division - directrice ED 558 HMPL (Histoire, Mémoire, Patrimoine, Langage)
- Céline Zatylny-Gaudin, Lecturer (R3), Vice director ofBOREA, BI2SE division
- Yohann Bréard, Lecturer HDR (R3), Director of Carré international, EC au CRISMAT, ST
- Gabriel de Bruyn, Lecturer (R3), research unit HISTEME, SHS division
- Benoît Haelewyn, Research Engineer (R2), Director du GIP CYCERON, BI2SE division
- Gaëtane Blaizot, IGH INSERM (R2), Strategic and Management Director, IR BB&@c
- François Legay, Research Engineer (R2), Board member, service unit CIREVE, SHS
- Valentin Miclon, Post-doctoral researcher (R2), CRAHAM, SHS division
- Edwige Orange, TECH (R1), Research Committee, UFR des Sciences, ST division
- Laetitia Birée, TECH (R1), member of CSAE, Direction de la prévention
- Emmanuel Buteau, Project engineer (R1), Euraxess coordinator, Carré international
- Sarah Porcher, Doctoral Student, ICRéJ, Faculty of Law, AES and public administration
- Céline GEORGES, RH Manager, CNRS
- Vincent Arnoux, Deputy Director of Research and International Cooperation, INSA Rouen Normandie
- Sébastien Lefilliatre, Director of Human Resources
- Radia Rezki-Malek, Deputy director of Human Resources
- Aurélie Ménard, Director of Ressearch and Innovation
- Linda Ortholan, Director of Communications
- Véronique Lefilliatre-Cavey, HRS4R project manager

### Operational Committee (COMOP)

Operational implementation of the COPIIL directives, coordination of the process, interface between the COPIIL and the working groups, development of a questionnaire for research actors; Development of the action plan based on working groups' proposal.

- Eric Leroy du Cardonnoy, Vice-Président for research
- Elodie Saillant-Maraghni, Vice-President of the Board of Directors in charge of Human Resources
- Christophe Rochais, Vice-président delegate for International Development
- Loïc Le Pluart, Vice-président delegate for Partnership Research
- Géraldine Bodet, Director General of Services
- Sébastien Lefilliatre, , Director of Human Resources
- Radia Rezki-Malek, Deputy Director of Human Resources
- Aurélie Ménard, Director of Ressearch and Innovation
- Véronique Lefilliatre-Cavey, HRS4R project manager

### Subject Matter Experts and Theme Resources

Technical expertise and advisory role on Charter and CodeMatters

### Thematic Working groups

Analyze the results of the questionnaire sent out to research actors, draw up a self-diagnosis, and suggest improvements in order to formulate the action plan.

#### Working Group 1

Thème : Ethical and professional aspects

- Leader : Eric Leroy du Cardonnoy
- Research stakeholders (R1 à R4)
- Member of COPIIL HRS4R
- Subject matter experts of the theme

#### Working Group 2

Thème : Recruitment and selection

- Leader : Elodie Saillant-Maraghni/DRH
- Research stakeholders(R1 à R4)
- Member of COPIIL HRS4R
- Subject matter experts of the theme

#### Working Group 3

Thème : Organization and Working conditions (prevention, health, safety / disability, non-discrimination, / support for research)

- Leader : Loïc Le Pluart
- Research stakeholders(R1 à R4)
- Member of COPIIL HRS4R
- Subject matter experts of the theme

#### Working Group 4

Theme: Training, professional mobility, career development, supervision

- Leader : Christophe Rochais
- Research stakeholders(R1 à R4)
- Member of COPIIL HRS4R
- Subject matter experts of the theme

Composition du comité de pilotage - Label HRS4R - (version au 01/03/2023)

	Prénom, NOM	Fonction	Structure de recherche/UFR ou direction	Pôle de rattachement	Corps-grade	Statut HRS4R (R1 à R4)	"Instances" représentées	Equilibre F/H
Représentants des pôles 1 directeur/directrice ou adjoint-e)	Alexandra MERLE	Directrice adjointe de l'UR ERLIS	UR ERLIS / UFR LVE Directrice ED 558 HMPL (Histoire, Mémoire, Patrimoine, Langage)	SHS	Professeur des universités	R4	Réunion des directeurs d'UR	F
	Christophe ROSENBERGER	Directeur de l'UMR GREYC	UMR GREYC / UFR des Sciences	ST	Professeur des universités (ENSICAEN)	R4		H
	Céline ZATYLYN-GAUDIN	Directrice adjointe UMR BOREA	UMR BOREA / UFR des Sciences	Bi2SE	Maître de conférences des universités	R3		F
Représentants des différentes catégories (R1 à R4) et membres des instances	Yohann BRÉARD	Enseignant-chercheur, Directeur du Carré international	UMR CRISMAT/Carré international	ST	Maître de conférences des universités - HDR	R3	CR et CAC	H
	Gabriel DE BRUYN	Enseignant-chercheur, Directeur adjoint de l'UFR H55	UR HISTEME / UFR H55	SHS	Maître de conférences des universités	R3		H
	Benoit HAELEWYN	Directeur général	GIP CYCERON	Bi2SE	IGR (BIATSS)	R2		H
	François LEGAY	IGR recherche	CIREVE / UFR H55	SHS	IGR (BIATSS)	R2	CA	H
	Valentin MICLON	Post-doctorant	UMR CRAHAM / UFR H55	SHS	Post-doctorant	R2		H
	Gaëtane BLAIZOT	Directrice stratégique et management	Institut de recherche BB@C (Cyceron)	Bi2SE	Ingénieure hospitalier (INSERM)	R2		F
	Emmanuel BUTEAU	Coordinateur	Centre de services Euraxess du Carré international	Carré international	IGE (BIATSS)	R1		H
	Laetitia BIRÉE	Technicienne de prévention des risques	Direction de la prévention	DP	Technicienne (BIATSS)	R1	CSAE	F
	Edwige ORANGE	Responsable du service financier du campus 2	UFR des Sciences	ST	Technicienne (BIATSS)	R1	CR et CAC	F
	Sarah PORCHER	Doctorante contractuelle	UR ICReJ / UFR Droit, AES et des administrations publiques	SHS	Doctorante	R1		F
Personnalités extérieures recherche	Vincent ARNOUX	Directeur adjoint	Direction de la recherche et de la coopération internationale	INSA Rouen Normandie				H
	Céline GEORGES	Directrice des ressources humaines par interim	Délégation régionale du CNRS	CNRS				F
Membres du comité de coordination et du COPIL	Lamri ADOUI	Président de l'université Caen Normandie	UMR CIMAP / UFR des Sciences	ST	Professeur des universités	R4	CA-CR-CFVU	H
	Elodie SAILLANT-MARAGHNI	Vice-Présidente du CA en charge des ressources humaines	UR ICReJ/UFR Droit, AES, AP	SHS	Professeur des universités	R4	CA	F
	Annie-Claude GAUMONT	Vice-Présidente Recherche	UMR LCMT / UFR des Sciences	ST	Professeur des universités	R4	CR et CAC	F
	Eric LEROY DU CARDONNOY	Vice-Président Recherche	UR ERLIS / UFR LVE	SHS	Professeur des universités	R4	CR et CAC	H
	Loïc LE PLUART	Vice-Président délégué aux relations partenariales	UMR LCMT / UFR des Sciences	ST	Professeur des universités	R4		H
	Christophe ROCHAIS	Vice-Président délégué au développement international	UR CERMN / UFR Santé	Bi2SE	Professeur des universités	R4	CR et CAC	H
	Géraldine BODET	DGS	Direction générale des services	DGS	DGS	Hors R1 à R4		F
	Sébastien LEFILLIATRE	Directeur	Direction des ressources humaines	DRH	Administrateur civil	Hors R1 à R4		H
	Radia REZKI-MALEK	Directrice adjointe	Direction des ressources humaines	DRH	APAE (BIATSS)	Hors R1 à R4		F
	Aurélie MÉNARD	Directrice	Direction de la recherche et de l'innovation	DRI	Administrateur de l'ENESR	R2		F
	Linda ORTHOLAN	Directrice	Direction de la communication	DIRCOM	IGR (BIATSS)	Hors R1 à R4		F
	Véronique LEFILLIATRE-CAVEY	Chargée de projet	Direction générale des services	DGS	APAE (BIATSS)	Hors R1 à R4		F

UMR : unité mixte de recherche  
UR : Unité de recherche

Représentation des 3 pôles

Bi2SE : 4

SHS : 7

ST : 6

Directions d'appui : 8

Personnalités extérieures : 2

Répartition par catégorie HRS4R

R1 : 4

R2 : 5

R3 : 3

R4 : 8

Hors R1 à R4 : 5

Personnalités extérieures : 2

Répartition F/H

14 femmes

13 hommes

total COPIL complet : 27 membres



# HRS4R - DEPLOYMENT OF THE APPROACH WITHIN THE UNIVERSITY OF CAEN NORMANDIE

