

HRS4R label: planning the process

N° étape	Action	October 2021	November	December 2021	January 2022	February	March	April	May	June	July	August	September	October	November	December 2022	January 2023	February	March	April	May	June	July 2023
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1	Coordination Committee 1: presentation of the label, benchmark and discussions on the planned approach	28/10																					
2	Coordination Committee 2: timetable for the process and communication of the process to the research community			10/12																			
3	Consultation of university bodies (January-June 2022)==>Research unit directors 3 meetings: 1 meeting/pole: presentation of the label and discussion of the approach				11 et 12/01																		
4	Coordination Committee 3: framework for the approach (consultation, working groups, etc.) and feedback on the 3 meetings held to present the approach to research unit directors.				19/01																		
5	Consultation of university bodies (January-June 2022)==>Component directors: presentation of the label and discussion of the approach					02/02																	
6	Consultation of university bodies (January-June 2022)==>Technical Committee (TC): presentation of the label and discussion of the process						03/03																
7	Coordination Committee 4: feedback on the presentation of the approach to research unit directors, component directors and technical committee): new approach proposal						03/03																
8	Consultation of university bodies (January-June 2022) ==>Administrative directors of components, directors of central services, administrative directors of common services: presentation of the label and discussion of the approach.						07/03																
9	Consultation of governing bodies (January-June 2022) ==>Board of Directors: presentation of the label and discussion of the process . Approval of the charter and code, and approval to enter the labeling process						11/03																
10	Operational Committee (COMOP) 1: preparation of consultation with researchers : benchmarks of questionnaires and discussion of themes						17/03																
11	Coordination Committee 5: definitive organization chart for the process, terms of consultation with the research community						23/03																
12	Consultation of university bodies (January-June 2022)==> Plenary Academic Council (Research Commission + Training and University Life Commission): presentation of the label and discussion of the approach.						29/03																

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13	COMOP 2: drawing up the ethical and professional questionnaire							25/04																
14	COMOP 3: drawing up the HR questionnaire							3/05																
15	Coordination Committee 6: validation of 2 questionnaires (HR questionnaire and ethical and professional questionnaire)								15/05															
16	COPII 1: presentation of the approach (organization, planning, structuring) and validation of questionnaires									17/6														
17	Consultation of university bodies (January-June 2022)=>Health, safety and working conditions committee : presentation of the label and discussion of the approach.									26/6														
18	Consultation of research stakeholders : individual e-mail invitation to the research community (2 individual questionnaires)																							
19	COMOP 4: analysis of questionnaire results and preparation for COPIL 2																							
HRS Info Day 18/10/2022 (semaine 42)																								
Autumn vacations 2022 : 22/10 au 06/11/2022 (weeks 43-44)																								
20	COPII 2: HRS Info Day summary + presentation of questionnaire results; preparation of working groups																							
21	Submission of letter of commitment to the European Commission																							
22	COMOP 5: preparation of December 5 webinar																							
23	Webinar (individual e-mail invitation to the research community) to present the approach and summarize the results of the questionnaires.																							
Christmas vacation : 17/12/2022 au 02/01/2023 (weeks 51-52)																								
24	Meeting of the 4 thematic working groups Session 1 GT1 : 18/01/2023 GT2 : 17/01/2023 GT3 : 16/01/2023 GT4 : 20/01/2023																							
25	Meeting of the 4 thematic working groups Session 2 GT1 : 9/02 GT2 : 7/02 GT3 : 6/02 GT4 : 8/02																							
Winter vacations : 11/02 au 26/02/2023 (weeks 7-8)																								

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26	Meeting of the 4 thematic working groups Session 3 GT1 : 9/03 GT2 : 20/03 GT3 : 6/03 GT4 : 8/03																							
27	COMOP 6: WG assessment: summary and proposed action plan																							
28	COMOP 7: WG assessment: summary and proposed action plan (quite) and preparation for COPIL 3																							
29	COFIL 3: presentation of WG work prior to feedback																							
30	Restitution WG (grouping together the 4 thematic working groups): presentation of WG work summaries and proposed action plan.																							
Spring vacations : 15/04 au 01/05/2023 (weeks 16-17)																								
31	COMOP 8: HRS4R file preparation+ preparing COPIL 4																							
32	COFIL 4: presentation of pre-file (Gap analysis process, Gap analysis overview, OTM-R and action plan proposal)																							
33	Consultation with research stakeholders (individual e-mail invitation to the research community) : prioritization of action plan (between May 26 and June 16)																							
34	COFIL: Sending of consultation results and finalized dossier																							
35	Validation by governing bodies ==> Plenary Academic Council (Research Commission + Education and University Life Commission): presentation of consultation results and HRS4R dossier																							
36	Validation by governing bodies ==> Comité social d'administration d'établissement: presentation of consultation results and HRS4R dossier																							
37	Validation by governing bodies ==> Board of Directors: presentation of consultation results and HRS4R file for approval before submission to the European Commission website																							
38	File uploaded on the European Commission website																							
	Communicate (throughout the process) https://www.unicaen.fr/universite/axes-strategiques-et-grands-projets/vers-une-labellisation-hrs4r/	web page					web page			Newsletter Trait d'union				Web page	Newsletter Trait d'union				Web page				Newsletter Trait d'union + web page	

- HRS4R Coordination Committee
- Consultation of university authorities
- Operational Committee (COMOP) HRS4R
- HRS4R Steering Committee (COFIL)
- Direct consultation of the research community
- working groups (WG): participation of research stakeholders