

UNamur OTM-R Action PLAN : December 2020

Action	Reference to the OTM-R check-list	Calendar (quarter/se mester)	Persons/Units in charge	Other involved units	Indicators	Status	Remarks
<b>New documents to be generated</b>							
Definition of an OTM-R UNamur policy	1	T1 2019	• VRRH	• SRH • Euraxess unit • Euraxess committee • Rector's council (CR) • CA	• OTM-R policy	COMPLETED	<a href="https://www.unamur.be/recherche/euraxess/otmr">https://www.unamur.be/recherche/euraxess/otmr</a> <a href="https://www.unamur.be/en/research/euraxess/OTM-R">https://www.unamur.be/en/research/euraxess/OTM-R</a>
Development of a quality control system for the OTM-R policy	5	2020-2021	• VRQ	• SRH • Euraxess unit • Euraxess committee • CR • CA	• Document describing the quality control system for the OTM-R policy - Reports on this quality control (later)	IN PROGRESS	
Online informations regarding recruitment, welcoming, working conditions and researcher carrier	13	T3 2019	• VRRH	• SRH • Euraxess unit • Euraxess committee	• Web pages	COMPLETED	<a href="https://www.unamur.be/recherche">https://www.unamur.be/recherche</a> <a href="https://www.unamur.be/en/research">https://www.unamur.be/en/research</a>
Situation of the scientific staff ; to be conformed to the C&C	17	T4 2021	• VRRH	• Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA	• Revision of the regulations of the scientific staff	IN PROGRESS	
Development of guidelines for the recruitment of new scientific staff (along the lines of "Recruitment of new academics"	2 ;16 ;17 ;19	T4 2019	• VRRH	• Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA	• « Provisions for the recruitment of new scientific staff members » document	COMPLETED	<a href="https://www.unamur.be/recherche/profil-chercheur-r1-r2/carriere">https://www.unamur.be/recherche/profil-chercheur-r1-r2/carriere</a> <a href="https://www.unamur.be/en/research/r1-r2-researcher/career/">https://www.unamur.be/en/research/r1-r2-researcher/career/</a>
Development of guidelines for the promotion of new scientific staff (along the lines of the annex 6 of the regulations of the academic staff)	17 ;19	T3 2019	• VRRH • VRR	• Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA	• « Provisions for the promotion of scientific staff members » document	IN PROGRESS	
Drafting of an information brochure on OTM-R for UNamur recruitment officers « Quick win »	1	T2 2019	• SRH • Admin Com	• information to : • Academic body • Scientific body • VRRH	• Brochures	IN PROGRESS	
Feasibility study for the implementation of home working	9	T2 2020	• SRH	• VRRH • VRR • CR • CA	• Report on the feasibility of implementing the home working	COMPLETED	Internal document <a href="https://terranotra.unamur.be/sippt/procedures-documents/risques-psychosociaux/kit-survie-teletravail/view?searchterm=teletravail">https://terranotra.unamur.be/sippt/procedures-documents/risques-psychosociaux/kit-survie-teletravail/view?searchterm=teletravail</a> decision from the Board of directors
Introduction of a "feedback" into the recruitment procedure: systematic feedback on the follow-up given to the application and qualitative feedback on request on the strengths and weaknesses of each candidate interviewed. « Quick win »	20	T3 2019	• SRH	• VRRH	• Introduction of clauses relating to the obligation of "feedback" in the various documents relating to recruitment procedures.	COMPLETED	See point 7.1 in the document "Recruitment procedure for assistant professors" publicly available from page <a href="https://www.unamur.be/en/research/r3-r4-researcher/career">https://www.unamur.be/en/research/r3-r4-researcher/career</a>
					• Archiving of feedback to be provided to candidates and included in their applications	IN PROGRESS	
Establishment of a system to evaluate the implementation of the OTM-R policy	23	T1 2020	• VRRH	• SRH • VRQ • Euraxess unit • Euraxess committee • CR • CA	• Creation of a system to evaluate the implementation of the OTM-R UNamur policy	IN PROGRESS	
<b>Documents to be revised or updated to conform to the UNamur OTM-R policy</b>							
Revision of the UNamur recruitment Charter	2 ;11 ;12 ;17	T2 2020	• VRRH	• Academic body • Scientific body • Euraxess unit • Euraxess committee • CR • CA	• Updated UNamur recruitment Charter	IN PROGRESS	
Revision of the UNamur Recruitment Vademecum (in particular by including the "Provisions for the hiring of new scientific staff") « Quick win »	11 ;12	T4 2020	• VRRH	• Academic body • Scientific body • Administrative and technical staff body • Euraxess unit • Euraxess committee • CR • CA	• Updated UNamur recruitment vademecum	IN PROGRESS	
Revision of the regulations of the academic staff: integrate the "Provisions for the recruitment of new academics"-v C&C compliance	17	T4 2021	• VRRH • VRR	• Academic body • Euraxess unit • COPIL Statuts • Euraxess committee • CR • CA	• Updated regulations of the academic staff	COMPLETED	internal document <a href="https://terranotra.unamur.be/ca/syntheses-reunions/2019/decision-du-ca-699-seance-du-21-6-2019-et-annexes/CA%20699%20-%20Nouvelle%20procedure%20relative%20au%20recrutement%20et%20a%20l'engagement%20de%20nouveaux%20academiques-validee.pdf/view?searchterm=procedure%20de%20recrutement">https://terranotra.unamur.be/ca/syntheses-reunions/2019/decision-du-ca-699-seance-du-21-6-2019-et-annexes/CA%20699%20-%20Nouvelle%20procedure%20relative%20au%20recrutement%20et%20a%20l'engagement%20de%20nouveaux%20academiques-validee.pdf/view?searchterm=procedure%20de%20recrutement</a>
Review/creation of job offer templates that meet OTM-R requirements " Quick win "	11 ;12	T2 2019	• SRH	• Euraxess unit	• New job offer templates • Information documents for UNamur staff members	COMPLETED	See Recruitment procedure for researchers the documents "Recruitment procedures for assistants" and "Recruitment procedures for researchers" publicly available from page <a href="https://www.unamur.be/en/research/r1-r2-researcher/career">https://www.unamur.be/en/research/r1-r2-researcher/career</a>
Publication of the OTM-R policy on the UNamur website and on the Intranet	1	T2 2019	• SRH	• Euraxess unit • Admin COM	• Links toward corresponding pages on the UNamur website and on the Intranet	COMPLETED	<a href="https://www.unamur.be/recherche/euraxess/otmr">https://www.unamur.be/recherche/euraxess/otmr</a> <a href="https://www.unamur.be/en/research/euraxess/OTM-R">https://www.unamur.be/en/research/euraxess/OTM-R</a>
Information regarding the OTM-R			• Recteur		• Communication supports (CA decisions)		

UNamur policy towards all staff memebres	1	T2 2019	• VRRH	• Admin COM	• Communication supports (emails, web pages, brochure, ...)	IN PROGRESS	
Information to all UNamur staff on the existence of:		T2 2020	• Recteur				
- The Recruitment Charter		T4 2019	• VRRH				
- Provisions for the recruitment of scientific staff members	2, 16 ; 17 ; 19	T4 2019		• Admin COM	• Communication supports (CA decisions, emails, web pages, brochure, ...)	IN PROGRESS	
- Provisions for the recruitment of new academics staff members		T4 2021					
Information on the revision of staff regulations (academic/scientific)							
Posting of job vacancies focusing on research activities in English on the UNamur-jobs, Euraxess-jobs and other possible recruitment platforms	7	T2 2019	• SRH	• Research units • ADRE	• Links toward corresponding pages on the UNamur website	IN PROGRESS	
Translation into English of the web pages related to research at UNamur (for the international visibility of the University)	7, 9	T4 2021	• ADRE	• SRI • Admin COM • Research units	• Links toward corresponding pages on the UNamur website	COMPLETED	<a href="https://www.unamur.be/en/research">https://www.unamur.be/en/research</a> and <a href="#">clickaee links for next pages</a>
Communication campaign to promote Euraxess and the Euraxess-jobs platform (as a recruitment and application tool) " Quick win "	13	T2 2019	• Euraxess unit	• Admin COM	• Communication supports (emails, brochure, ...)+ links toward corresponding pages on the UNamur website	IN PROGRESS	
<b>Organisational changes and/or technical developments</b>							
Extension of PEPS to other categories of researchers	2, 4 ; 9 ; 15	T3 2019	• VRR	• SIU • SRH • VRRH • ADRE • Scientific body • CR • CA	• Extension of the PEPS online platform	IN PROGRESS	
Development of an organisational and technological solution to support e-recruitment (application management, videoconference support for interviews, etc.)	4	T3 2020	• SRH	• SIU • VRRH • Euraxess unit	• e-recrutement platform	DELAYED	
Set up a technical link between PEPS and the e-recruitment platform	4	T2 2021	• SIU	• VRRH • Euraxess unit		DELAYED	
Development of a workflow for posting researchers' job offers on both UNamur-Jobs and Euraxess-Jobs " Quick win "	13	T2 2019	• SRH	• SIU • VRRH • Euraxess unit		IN PROGRESS	