

Last Name, First Name of Contract Researcher:



CHARTER FOR HOSTING CONTRACT RESEARCHERS¹

PREAMBLE

INED hosts and hires French and international contract researchers, who may be young post-docs or more experienced researchers working on INED collaborative research projects. This internal charter defines their hiring and working conditions, in line with the content of the European Charter for Researchers². We have committed to a hosting policy providing excellent conditions for conducting and showcasing their research and advancing their career development. In particular, INED lays great emphasis on a proper match between the duration of their contracts and the achievement of their research project and wishes to ensure the independence of their research.

There are two ways of hiring contract researchers at INED. Post-doctoral researchers (contract researchers who have obtained a PhD within the past three years³) are hired each year for general posts on the recommendation of INED's post-doctoral selection committee. Other contract researchers (post-doctoral or more confirmed) are hired for specific research projects at the initiative of tenured researchers at INED (hereafter "specific-profile contract researchers"). For some projects, INED also hosts contract researchers paid by other institutions ("associate contract researchers").

This charter specifying the roles and responsibilities of each party must be signed at the start of the contract by the contract researcher, their mentor(s) and the head of the host research unit, whatever their mode of entry into INED. It is a moral commitment from the signatories, as research partners, to comply with a code of good practice concerning proper support and facilities and a scholarly environment of benefit to the researchers' professional development.

¹ December 2022 version.

² Accessible at https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf

³ In accordance with Decree n° 2021-1450 dated 4 November 2021 relating to public sector post-doctoral contracts as provided for in Article L. 412-4 of the Research Code: https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000042752212

DEFINITIONS AND OBJECTIVES

Definitions.

- A **contract researcher** must have a doctorate or equivalent. They may apply for a post before obtaining their doctorate but must have submitted their thesis by the time the contract starts. A contract researcher is temporarily hosted by INED for a research activity connected to the project of their host unit. They are members of an INED research unit (or two).
- **Post-doctoral** applies to contract researchers who have obtained a PhD within three years and were hired by INED in accordance with Decree n° 2021-1450 dated 4 November 2021 relating to public sector post-doctoral contracts as provided for in Article L. 412-4 of the Research Code⁴.
- The **mentor** is the researcher in charge of the project for which the contract researcher is hired. In the case of post-doctoral researchers hired on the recommendation of INED's selection committee, the mentor is generally the researcher who sponsored the candidate's application. Whatever the case, the mentor provides scholarly support for the contract researcher and ensures that they are responsible for their work.

Objectives.

The aim of hiring a fixed-term contract researcher to enhance the host unit's scientific activity must also include contributing to training through research and the researcher's career development. INED considers it to be our duty to do everything to ensure that the time spent here by our contract researchers is a valuable stage in their careers in terms of skills acquired and future prospects.

HIRING CONDITIONS

Hiring profile.

The post must correspond to a researcher profile (conducting research) and not be confused with an engineer profile (supporting research). The activities of contract researchers may be as varied as those of INED's tenured researchers (producing articles, preparing surveys, etc.). As is customary with academic work, the contract researchers must be allowed enough time (at least 20% of their total working time) to:

- disseminate and publish their earlier research (particularly their theses) or scholarly research not directly linked to the project for which they were hired;
- advance their integration into the research community (attendance at seminars, conferences; networking; applications to calls for tender);
- acquire skills enabling them to find appropriate posts in the academic world or some other sector.

⁴ If the three-year threshold is passed during the contract period, the post-doctoral status is maintained until its completion, since it was defined at the start of the contract. Any subsequent contract will be for a "contract researcher".

Mobility principle.

Like other French public institutions with a scientific and technical vocation (EPST), INED applies the principle of equal treatment for applications from French nationals and non-nationals. Mobility is also recognised as a way of enhancing researchers' career development.

- When applications are being considered, INED values university and research experience outside France.
- In general, INED strongly encourages applications from young researchers who did not work at INED for their doctorate and who have working experience outside.

Remuneration.

- Contract researchers hired by INED receive remuneration of an amount based on objective criteria (professional experience, donor's financial regulations) and for post-docs according to the French civil service pay scale as laid down by decree. INED pays on their behalf and that of every category of contract employee the pension and welfare contributions required of any public employer.
- Within the conditions and limits laid down by the Research and Civil Service Codes concerning simultaneous ancillary employment, contract researchers may be authorised to undertake additional paid activities.

Duration.

- Subject to exceptions, the duration of contracts varies from one to three years (ideally 24 months).
- The duration of the contract must be appropriate for the project for which the contract researcher is hired; ideally it should include a period for publishing results.
- A contract is only to be extended in exceptional circumstances if the necessary funding can be obtained for an explicitly agreed implementation objective. This must be arranged in advance, in order not to unsettle the researcher's employment and working conditions.

Advertising posts.

- Annual calls for post-doctoral and contract research applications are advertised as widely as possible in the scientific community and on the INED website.
- No post may be advertised without the previous agreement of INED management.⁵

Selection procedures.

- Selection must comply with the principles of transparency and equal treatment of candidates. The selection procedures are adapted to the type of call for applications or contracts. For post-doctoral researchers for general posts, selection is done by the INED international selection committee, comprising ten internal and external eminent scholars. For contract researchers for a specific post, selection is organised by the host unit researchers.
- The selection must be approved by INED management before any hiring.
- After the selection process, applicants selected for an audition and/or ranked must be informed of the strengths and weaknesses of their applications. The hiring panel is also available to answer questions from any other applicant.

⁵ Accessible at https://www.ined.fr/fr/recherche/accueil_post_doctoral/appel-candidature/ as well as other job offers at <https://www.ined.fr/fr/institut/nous-rejoindre/cdd-stages-apprentissage/>

ROLES AND COMMITMENTS OF THE CONTRACT RESEARCHER

Contract researchers undertake to work on the project for which they have been hired while preparing for their future careers. Their activities must properly balance their own interests and those of the project they are working on. They are encouraged to form as many links as possible with any INED researchers who may be able to advise them in how they do their research, publicise their results and find a job. To execute their research successfully and gain as much as possible from their time at INED, they undertake to comply with the set of good practices listed below.

Project execution. To gain as much as possible from their time at INED, the contract researcher undertakes to:

- Establish a work plan as soon as they arrive. This work plan should be defined together with their mentor at a meeting held when the contract researcher arrives. At this point, their career plans will be discussed as well as any key points for their future as a researcher (see interview guide in Appendix). A discussion of what will happen after the end of the contract is the best way of ensuring an effective hosting of the contract researcher at INED;
- Maintain regular contact with their mentor, by arranging regular meetings with them (ideally at least once a quarter). If these meetings result in important decisions or ideas for the future, they may be recorded in a joint short report by contract researcher and mentor;
- Alert their mentor without delay of any difficulty arising in their research, and/or the post-doctoral affairs co-ordinator and/or the head of the host unit, whether that difficulty is of a financial, relational, psychological or material nature. Such information must naturally remain confidential.
- Contribute to documenting INED's research work – uploading any publications and papers to our open archive Archined, helping with the annual Scientific Activity Analysis and Monitoring (MASAS) return.

Academic life. Contract researchers at INED are affiliated to one main research unit and may also be affiliated to a secondary one. Like other researchers, they are required to take part in the activities of their main unit and help with such things as coordinating a section for the newsletter, holding seminars, being involved in a research unit project.

Code of ethics. The contract researcher undertakes to comply with the rules and best practice of scholarly research,⁶ in particular:

- Work so organised as to keep track of major stages in their research,⁷ including any discontinued lines of research;
- Respect for the confidentiality of certain documents, results or data, particularly relating to forthcoming publication or those embargoed by the publisher;
- Compliance with current regulation for the protection of personal data and use of such data for the sole purpose of research;⁸

⁶ In doubtful cases, contract researchers are advised to contact our Scientific Integrity Officer (RIS), Professional Ethics/Whistleblower Protection Officer (*déontologie/alerte*) and/or Ethics Committee.

⁷ A regularly updated data management plan (DMP) is of great use in organising and anticipating all stages in the data lifecycle. It is a formal document detailing how you obtain, record, analyse and use your data both during and after your research project. It specifies the methods and processes used to create, supply, maintain, preserve and protect your data. The *Grand Équipement Documentaire* (GED) provides courses and support in managing DMPs.

- Respect for intellectual property rules and avoidance of any form of plagiarism that may lead to disciplinary proceedings and even civil or criminal action;
- Citation of INED as per our charter⁹ in the author affiliation line of any papers, publications or other form of publicity carried out during their hosting period at INED;
- Agreement with INED's open science policy.

Compliance with INED administrative rules. The contractual researcher undertakes to:

- Comply with INED's current rules of procedure;¹⁰
- Generally be present on INED premises, and inform their mentor of their office hours. As for all INED researchers, working from home is allowed, and mobile working is accepted. INED employees, however, need a letter of assignment (which may be permanent) whenever they work outside INED premises, even within the Paris region (Île-de-France);
- Accept only such other tasks or sources of remuneration as allowed by INED's current rules on holding multiple posts.¹¹

Training, dissemination and career advancement. Contract researchers are invited to take advantage of all of INED's networking and support resources for their career advancement in the academic community or some other sector.

- To develop their skills, contract researchers will attend training courses given by INED, request specific outside training from the training management department, and run workshops themselves.
- To disseminate their research work and continue to improve their oral presentation and discussion skills, contract researchers will present their work at internal INED seminars at various stages in their research: unit meetings, INED Mondays (*Lundis de l'Ined*), etc.
- Research quality is mainly assessed by peer review when the research is disseminated in scholarly publications or papers at national and international conferences. Publications are also a key factor in career advancement. Contract researchers are therefore encouraged to take part in conferences and produce articles presenting their results. Resources are made available for them by INED to attend conferences (when a communication is accepted, to chair a session, join a roundtable discussion or organise a scholarly event jointly or alone) and support the drafting of articles in French or English to be published in whatever form (working paper, peer-reviewed journal article, etc.).
- Contract researchers are encouraged to work together with other researchers, especially at INED, in preparing publications. In such cases, the list of authors should reflect each researcher's contribution in accordance with publication standards¹².

⁸ Here contract researchers must coordinate with the Data Protection Officer (DPD) when dealing with personal data. Some forms of processing also need to be officially recorded (e.g. data from French national health data systems [SNDS]).

⁹ http://intraned.ined.fr/c/document_library/get_file?uuid=4ed0d81c-f236-49fb-9c35-caf32bcdb66a&groupId=10165

¹⁰ Accessible at https://intraned.ined.fr/group/ined/admin?p_p_id=20&p_p_lifecycle=1&p_p_state=exclusive&p_p_mode=view&_20_struts_action=%2Fdocument_library%2Fget_file&_20_folderId=17422&_20_name=DLFE-4404.pdf

¹¹ Concerning permission to take on multiple posts, see Decree n° 2016-1173 dated 29 August 2016 https://www.legifrance.gouv.fr/loda/id/JORFTEXT000033076338?init=true&page=1&query=2016-1173+&searchField=ALL&tab_selection=all

- In order to assess the career advancement of the contract researchers we have hosted, INED undertakes to monitor our contract researchers for five years following their time with us. To that end, contract researchers will be asked to answer the annual survey of the careers of researchers hosted by INED during their thesis or post-doctoral work (DDD survey), designed to enhance our support for our contract researchers' career advancement.

Post-contract entitlements. On completion of the contract, the contract researcher is eligible for a period of one year to all the entitlements described in the Table of Rights, Entitlements and Obligations of Contract Researchers in Appendix.

ROLES AND COMMITMENTS OF THE MENTOR

The role of the mentor is to support the contract researcher in carrying out their research project and to ensure that they are properly integrated at INED. The mentor must also support them in developing their career plans and their transition to another more permanent post.

Execution of research project. The mentor undertakes to:

- Support the contract researcher in implementing a realistic incremental work plan that will enable them to disseminate the research results during the post-doctoral contract;
- Not to give the contract researchers tasks outside and prejudicial to their research work in order to make up for any shortage of technical or administrative resources;
- Be available to respond in a timely manner to the contract researcher's requests, particularly to hold progress meetings (at least one per quarter) or re-read intermediate results. At all events, the timing for the delivery of and comments on the research results should be systematically agreed with the contract researcher;
- Identify as early as possible any critical situation (obstacle or difficulty) and help to implement solutions (redefinition of research questions, different data source, etc.) so that the contract researcher's project can proceed properly;
- If necessary, warn the contract researcher in a timely manner that their work does not comply with the agreed schedule or the required academic standards;
- Inform the contract researcher of the citation rules when they disseminate their research (papers and publications).

Requirements and resources. The mentor undertakes to:

- Forward to the relevant INED department, after consulting with the contract researcher and the post-doctoral affairs co-ordinator, any problems the researcher may have with their official paperwork (INED status, residence permits for non-EU researchers, etc.) so that their research work may proceed smoothly;

¹² Putting one's name to an article represents scholarly research in a manner that goes beyond formal considerations, which may justify being mentioned in the acknowledgements. An author must have substantially contributed to the drafting of the article (definition of topic and/or methodology, analysis of the data, interpretation of the results, drafting, advanced revision), must have approved the version submitted for publication, must be able to present and defend the results in public. These criteria are standard in most academic associations and universities that publish their rules of ethics concerning authorship. Examples are <http://rio.msu.edu/authorshipguidelines.htm> and <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#three>

- Inform and advise the contract researcher concerning all the resources available at INED (IT, internal and external training, documentation, administrative support, etc.);¹³
- Set aside, according to available resources and even before the contract researcher arrives, the budget required for their participation in academic conferences and meetings outside INED;
- Ensure that the funding required to pay remunerations and implement the research is planned for the entire duration of the contract;
- Assess the contract researcher's training needs and see that these are met;
- If necessary, support any official requests to enable the contract researcher to obtain the data required to execute their research;
- If necessary, ensure that the contract researcher is properly trained and equipped to prevent any physical or psychological risk while executing their research;
- Advise the contract researcher about the departments and officers (scientific integrity, professional ethics/whistleblower protection, female-male equality, racism and antisemitism, ethics committee) they may need, and inform them of the appropriate procedures;
- Support the contract researcher in looking for a new job before the end of their contract.

Public use of research. The mentor undertakes to:

- Assess the time required for the research, if the mentor is responsible for the project, and for disseminating it, at least as a submission to a peer-reviewed journal relevant to the researcher's contract;
- Encourage the contract researcher to showcase their work within and outside INED, i.e., ensure that they are informed of the possibilities for seminars or conferences; encourage them to publish their work in the most appropriate academic journals (even as working papers) even before the end of their contract; help them assess the consequences of their choices (particularly where publication rules place restrictions on the author's rights);
- Comply with the rules, best practice in matters of professional ethics in scholarly research, particularly concerning the choice and positioning of the authors, which should reflect the contract researcher's actual major intellectual contribution to the publications based on their research;
- Help the contract researcher to join and actively participate in national and international research networks;
- Be aware, in particular, that if the contract is sponsored by INED for of at least one year, the contract researcher is entitled to ask the mentor for an annual assessment interview to discuss project progress, further requirements (resources, training, etc.) and career plans (see interview guide in Appendix).

¹³ All the research services available are listed in the Policy on Hosting PhD Students at https://www.ined.fr/fichier/s_rubrique/91/politique.accueil.doctorantes.et.doctorants_dec2022.fr.pdf.

ROLES OF THE HEAD OF THE HOST RESEARCH UNIT

Alongside the mentor, the head of the host research unit has the responsibility to ensure that the contract researcher is properly integrated into INED, and more especially the research unit. To that end, the unit head undertakes to:

- Arrange for the contract research to speak at unit meetings; ideally a presentation of their project and/or previous research within a few months of arriving and, later, a presentation of the results of the research they have been doing at INED;
- According to the unit's projects and requirements, invite the contract researcher, like any other researcher, to take part in the unit's research promotion activities, but not at the expense of their own work;
- Ensure that the contract researcher's activities are included in the unit's budgets, including those drawn up before the contract researcher arrives;
- Be attentive to any questions the contract researcher may raise concerning their working conditions and the prevention of occupational risk; the contract researchers may also approach INED's risk prevention officers, the post-doctoral affairs co-ordinator or staff representatives (union officials);
- Provide any information they have about contract researchers' careers in the unit's activity reports.

MONITORING AND ARBITRATION PROCEDURES FOR HOSTING

- Hosting arrangements for contract researchers are summarised in Appendix 1.
- The post-doctoral affairs co-ordinator is the first person for contract researchers and mentors to ask about hosting matters.
- Every year on the first Monday in October, the post-doctoral affairs co-ordinator holds a welcome afternoon for all new doctoral, post-doctoral and contract researchers and presents the broad outlines of our hosting policy and the resources available to junior researchers.
- The co-ordinator regularly holds meetings with all the contract researchers to take stock of how they are treated at INED and share views on unsolved problems.
- In the case of any failure to comply with the principles laid down in this Charter, any signatory may inform the post-doctoral affairs co-ordinator or INED management. They may also inform the trade unions. For matters in dispute, a mediator may be appointed by the management. At all events, both parties will receive an equal hearing. If difficulties persist, the matter may be referred to the Joint Advisory Committee (CCP) competent with respect to non-tenured staff.

Contract researcher
(first name, last name):

date:

Signature:

Mentor
(first name, last name):

date:

Signature:

Director of INED
François Clanché

date:

Signature:

Head of host unit
(first name, last name):

date:

Signature:

APPENDIX 1.

HOSTING PROCEDURES FOR CONTRACT RESEARCHERS AT INED

	CONTRACT RESEARCHER	FORMER CONTRACT RESEARCHER
Hiring	By selection committee or a tenured researcher	Automatic status of all contract researchers who have spent at least one year at INED, for a <u>maximum period of one year</u> from the end of their contract
Activities	- Min. 20% of time for dissemination of personal work (publications) or career advancement (training, job applications, etc.) N.B. Use of this time must be explicitly discussed with mentor. It is guaranteed for any contract researcher.	None required
Obligations		
Time on INED premises	To be defined with mentor	Not required
To cite INED in publications	Refer to INED's publication presentation principles	
To belong to one or two research units (one main unit)	Membership and involvement	Membership
To sign the Charter for Hosting Contract Researchers	Yes	Yes
To comply with INED regulations: rules of procedure, IT charter	Yes	Yes
To comply with GDPR and observe data confidentiality	Yes	Yes
To convene an initial meeting and follow-up meetings	Yes	Yes
To inform doctoral and post-doctoral affairs coordinator of final departure date and return access badge	Yes	Yes
Access to INED funding		
Remuneration	INED employee	No remuneration from INED
Payments from project budgets (particularly for conferences and research missions)	Yes	No
Funding for long-term missions (DRIP)	Yes (during contract period)	No
Access to other INED resources		
Office and IT workstation	Two-person office, if available	All-purpose office, to be booked
IT account	Yes	Yes
Page on INED website	Yes	Yes
GED library loans and other resources	Yes	Yes
Reprographics	Yes	No
Restaurant	Yes (subsidised price)	Yes (full price, possibly from project budget)
Internal INED training courses	Yes	Yes, low priority
External INED training courses*	Yes	No
Administrative and legal services and support (e.g., data protection registration, response to calls for applications)*	Yes	No (subject to low-priority exceptions, e.g. response to calls for tender)

Translation, publishing*	Yes	No (except: dissemination of research done at INED; low priority in budgetary arbitration)
Welfare benefits		
AAES (association for mutual aid and social action for employees)	Yes, (by law for contracts > 6 months)	No
National insurance cover (illness, unemployment, pension, etc.)	Yes	n.a.
INED contribution to daily travel expenses	Yes	No
Maternity leave, sickness leave	In accordance with employment law**	n.a.
<p>N.B. The two types of research post are mutually exclusive. * Access to these resources requires prior agreement from the mentor. ** E.g. An INED employee who takes maternity leave will be paid by INED if she has been employed for at least 6 months. INED will claim these daily allowances from the CPAM health insurance agency. If she has been employed for less than a total of 6 months, she will receive the allowances directly from the CPAM. In budget terms, the funds are made available. Maternity and any other leave is subtracted from the duration of the contract and consequently does not extend it. The general rule is that the employee stops work in her 7th month of pregnancy (6 weeks before term + 14 days' prenatal sick leave). n.a. Not applicable</p>		

APPENDIX 2

GUIDE TO CONDUCTING THE INITIAL MEETING AND ANNUAL REVIEW

It is recommended that the contract researcher and their mentor should meet at the start of the contract to discuss the new researcher's work plan and career projects. The aim is to avoid any misunderstanding that might arise during the contract and also prepare for the post-contract period.

Where the contract is sponsored by INED for at least one year, the contract researcher is entitled to ask the mentor for an annual assessment interview to discuss project progress, further requirements (resources, training, etc.) and career plans.

During this meeting, the following points might be addressed (non-exhaustive list, and some only relevant to initial meeting):

- Research project: content and contribution expected from the contract researcher. What are the researcher's obligations?
- What career projects does the researcher have for after this contract?
- Relations between contract researcher and mentor. How much will they be working together? When and for what reason may or should the contract researcher ask for help from their mentor? How often should they meet?
- Work plan: define realistic objectives with as detailed a timetable as possible.
- Projects for publication for the research project and outside it? Names on publications: who and in what order?
- Distribution of "non-project" time that the contract researcher may devote to disseminating their own research. Practical arrangements must be agreed on (and possibly revised later) so that the contract researcher can actually benefit from their personal working time, which must not be merely residual (the time left over when all the rest of the work has been done).
- Identification of skills to be developed and ways of acquiring them (training courses, work with a senior researcher, self-improvement, etc.)¹⁴, both for the research project and future career.
- Access to project data at the end of the contract: will the contract researcher still be able to use the project data? On what basis? What is the intellectual property position with respect to the data produced by the contract researcher?
- Any possible risks associated with the project?

¹⁴ The list of training topics may be a long one. Each post-doc must choose those most relevant to their career objectives: time management; collaborative research, perhaps in an international team (after working alone on their thesis); effective article writing (choosing the right journal, etc.); project management; writing a grant proposal; networking for finding a job; reviewing manuscripts/articles; responsible conduct of research ownership of intellectual property and tangible research materials, publication practices and responsible authorship, rights of collaborators, human subject research, research misconduct, conflict of interest), etc.

- Availability of resources for, say, attending conferences. Up to what amount? Conditions of eligibility? How much prior notice to give to have a budget allocation?
- Is there anyone else at INED the contract researcher should contact for career advancement, including getting a job?
- Conditions for contract renewal?

To avoid any later misunderstandings, it is suggested that a written report of the results of this initial meeting, and any subsequent ones, should be kept by both parties.

APPENDIX 3

GLOSSARY

Selected French administrative terms as translated in this Charter.

<i>CCP, Commission consultative paritaire</i>	Joint Advisory Appeals Committee
<i>CDD, contrat à durée déterminée</i>	temporary contract
<i>chargé d'études de 1ère catégorie</i>	Category 1 researcher (civil service)
<i>chercheur contractuel</i>	contract researcher
<i>chercheur référent</i>	mentor
<i>congé pathologique</i>	prenatal sick leave
<i>CPAM, Caisse primaire d'assurance maladie</i>	health insurance agency
<i>Délégué.e aux affaires doctorales et postdoctorales</i>	doctoral and post-doctoral affairs co-ordinator
<i>DRIP, Direction des relations internationales et partenariats</i>	Department of International Relations and Partnerships
<i>indemnités journalières</i>	daily allowances
<i>iPOPs, laboratoire d'excellence : individus, populations, sociétés</i>	[one of the hundred "Laboratories of Excellence" selected in 2010 by the French Ministry of Higher Education and Research]
<i>profil ouvert</i>	general post
<i>recours</i>	appeal
<i>règlement intérieur</i>	rules of procedure
<i>SCSP, Subvention pour charges de service public</i>	public service subsidy
<i>titre de séjour</i>	residence permit
<i>titulaire</i>	tenured
<i>unité d'accueil</i>	host unit
<i>UR, unité de recherche</i>	research unit
<i>valorisation</i>	dissemination, publication, use