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# CHARTER FOR HOSTING CONTRACT RESEARCHERS

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## PREAMBLE

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With the increase in contract-based research at INED and other research bodies, more young PhD researchers, sometimes known as “post-doctoral” researchers have been hired for temporary posts. With a view to these young researchers’ career development, INED has decided to adopt an internal charter defining the hiring and working conditions, in line with the content of the European Charter for Researchers<sup>1</sup>. INED hereby undertakes a policy of supporting its new colleagues’ personal and professional 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 their independent work of research.

There are two ways of hiring contract researchers at INED. Post-doctoral researchers (contract researchers who have obtained a PhD within the past five years) are hired for general posts on the recommendation of INED’s post-doctoral selection committee. Other contract researchers (with or without PhDs) are hired for specific research projects at the initiative of tenured researchers at INED (“specific-profile contract researchers”). For some projects, INED also hosts contract researchers paid by other institutions (hereafter “associate contract researchers”).

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<sup>1</sup> Accessible at [http://ec.europa.eu/eracareers/pdf/eur\\_21620\\_en-fr.pdf](http://ec.europa.eu/eracareers/pdf/eur_21620_en-fr.pdf). INED’s Charter for Contract Researchers is also largely based on INRA’S charter for doctoral researchers and young post-docs hired on contract, Pierre and Marie Curie University’s code of conduct for the hiring, employment and career development of post-doctoral researchers and “Enhancing the Postdoctoral Experience for Scientists and Engineers, A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies” (National Academy Press, Washington DC, 2000).

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 not legally binding but represents INED's institutional commitment concerning the contract researcher's working conditions and a moral commitment from the signatories to comply with a code of good practice. It is also signed by the Director of INED, who guarantees the new researcher's working conditions in the Institute.

## DEFINITIONS AND OBJECTIVES

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### Definitions

- A contract researcher has a doctorate or equivalent and belongs to an INED research unit (or two). 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 the host unit.
- **Post-doctoral** applies to contract researchers who have obtained a PhD within five years of the date when they were hired by INED on a post-doctoral contract<sup>2</sup>.
- 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.
- Appendix 3 contains a **glossary** of French administrative terms.

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

## HIRING CONDITIONS

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**Hiring profile.** The post must correspond to a researcher profile and not be confused with an engineer profile. The activities of contract researchers may be as varied as those of INED's tenured researchers (producing articles, preparing

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<sup>2</sup> If the five-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".

surveys, etc.). In every case 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 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.

### **Mobility principle**

- Mobility is widely recognised as a way of enhancing researchers' career development and is strongly encouraged by INED. Consequently, it is not desirable to host on a post-doctoral contract a candidate who has had their doctoral contract at INED and no outside professional experience.
- As part of INED's commitment to promoting the international side of research, it applies the principle of equality of treatment for non-French candidates and undertakes to implement a hosting policy favourable to foreign nationals and French nationals with experience in another country.

### **Remuneration**

- Contract researchers hired by INED receive remuneration of an amount based on objective criteria (professional experience, donor's financial regulations) and the French civil service pay scale for Category 1 researchers. 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 law concerning simultaneous ancillary employment, contract researchers may be authorised to undertake additional paid activities (teaching, commercialisation of research, consultancy, expert opinion, etc.).

### **Duration**

- Subject to exceptions, the duration of contracts varies from one to three years (ideally one year, renewable once or twice).
- The duration of the contract must be appropriate for the project for which the contract researcher is hired, so as to avoid a succession of temporary short-term contracts in a single team; 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 working conditions.

### **Advertising posts**

- Calls for applications are advertised as widely as possible in the scientific community some two months before the final date for submitting applications. At the very least, they are posted on the INED website.
- The information circulated covers: the number of posts available, skills and knowledge required, topic (if necessary an precise description of the post profile), the research project the candidate will join, scientific disciplines involved, duration (including opportunities for renewal), salary (gross and net), resources available (particularly for attending conferences), selection criteria and procedures (including closing date).
- No post may be advertised without the previous agreement of INED management.

### **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. For contract researchers for a specific post, selection is organised by the host unit researchers. For post-doctoral researchers for general posts, selection is done by the INED selection committee, comprising ten internal and external eminent scholars.
- The selection must be approved by INED management before any hiring.
- After the selection process, all applicants must be informed of the strengths and weaknesses of their applications. An acceptance letter will be sent to the successful applicant reiterating all the conditions of employment (as already detailed in the call for applications).

## **RIGHTS, ENTITLEMENTS AND RESPONSIBILITIES OF THE CONTRACT RESEARCHER**

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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 careers plans will be discussed and 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 continual 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 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 relational, psychological or material nature. Such information must naturally remain confidential.

**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 all the activities of their main unit and help with such things as coordinating a section for the newsletter, holding seminars, being involved in a unit research project.

**Code of ethics.** The contract researcher undertakes to comply with the rules of scholarly research, in particular:

- Respect for the confidentiality of certain documents, results or data;
- Protection of individual data and use of such data for the sole purpose of research;
- Respect for intellectual property and avoidance of any form of plagiarism<sup>3</sup>, an offence that may lead to disciplinary proceedings not excluding criminal prosecution;
- Citation of INED in the author affiliation line of any papers, publications or other form of publicity carried out during their hosting

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<sup>3</sup> Good examples of what is or isn't plagiarism may be found in French at <http://www.uottawa.ca/plagiat.pdf> and in English at <http://www.uottawa.ca/plagiat.pdf>

period at INED (see Table of Rights, Entitlements and Obligations of Contract Researchers in Appendix).

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

- comply with INED's current rules of procedure<sup>4</sup>;
- generally be present on INED premises; or in exceptional cases inform their mentor of their office hours. INED employees require a letter of assignment (which may be permanent) whenever they work outside INED premises.

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

- To develop their skills, contract researchers are encouraged to 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 are encouraged to present their work at internal INED seminars at various stages in their research: unit meetings, INED Mondays, 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 and support the drafting of articles in French or English to be published in whatever form (working paper, 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 standards<sup>5</sup>.

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<sup>4</sup> [http://intraned.ined.fr/c/document\\_library/get\\_file?uuid=4ed0d81c-f236-49fb-9c35-caf32bcdb66a&groupId=10165](http://intraned.ined.fr/c/document_library/get_file?uuid=4ed0d81c-f236-49fb-9c35-caf32bcdb66a&groupId=10165)

<sup>5</sup> Putting one's name to an article represents scholarly research in a manner that goes beyond formal considerations. 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

- In order to appreciate the career advancement of the contract researchers it has hosted, INED undertakes to monitor its contract researchers for five years following their time with us. To that end, contract researchers will be asked to answer requests for information about developments in their careers.

**Post-contract entitlements.** On completion of the contract, the contract researchers 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 RESPONSIBILITIES 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 their research work intended to make up for any inadequate 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 timely manner that their work does not comply with the agreed schedule or the required academic standards;

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standard in most academic associations and universities that publish their rules of ethics concerning authorship. One example is <http://rio.msu.edu/authorshipguidelines.htm>

- ensure that the contract researcher complies with the citation rules when disseminating their research (papers and publications).

**Requirements and resources.** The mentor undertakes to

- inform and advise the contract researcher concerning all the resources available at INED (IT, internal and external training, documentation, administrative support, etc.);
- plan, 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;
- ensure that the contract researcher's papers are in order (status at INED, residence permit) so as to be able to carry out their research work properly. If this is not the case, the mentor will support them in obtaining the right papers, with the help of the INED post-doctoral affairs department or other relevant departments;
- assess the contract researcher's training needs and ensure 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 not to run any unnecessary physical or psychological risk while executing their research;
- support the contract researcher in looking for a new job before the end of their contract.

**Public use of research.** The mentor undertakes to

- suggest to the contract researcher research topics that can be disseminated within a reasonable time and at reasonable risk;
- plan, as part of the contract, the time necessary to complete the contract researcher's work and disseminate it;
- 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 as soon as possible in the most appropriate academic journals (even as working papers); help them assess the consequences of their choices (particularly where publication rules place restrictions on the author's rights);



- help the contract researcher to join and actively participate in national and international research networks.

## 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;
- provide information about contract researchers' careers in the unit's activity reports.

## MONITORING AND ARBITRATION PROCEDURES

- Every year, the post-doctoral affairs co-ordinator holds a meeting with all the contract researchers to take stock of how they are treated at INED and share views on unsolved problems.
- If necessary, contract researchers can appeal to the Joint Advisory Appeals Committee competent with respect to non-tenured staff.
- 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. 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.

**Contract researcher**  
(first name, name):

date:  
Signature:

**Mentor**  
(first name, name):

date:  
Signature:

**Director of INED**  
*Magda Tomasini*

date:  
Signature:

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

date:  
Signature:

## APPENDIX 1.

### RIGHTS, ENTITLEMENTS AND OBLIGATIONS OF POST-DOCTORAL AND CONTRACT RESEARCHERS AT INED

	CONTRACT RESEARCHER	ASSOCIATE CONTRACT RESEARCHER (employed outside INED)	FORMER CONTRACT RESEARCHER
Hiring	By selection committee or a researcher	Application to the office of the associate dean for post-doctoral affairs, decision by management.	Automatic status of all contract researchers who have spent at least one year at INED, <b>for a maximum period of one year from the end of their contract</b>
Activities	<p><u>Hired by a researcher:</u></p> <ul style="list-style-type: none"> <li>- Min. 20% of time for personal work (publications, job applications, etc.)</li> </ul> <p>N.B. Use of this time must be explicitly discussed with mentor. It is guaranteed for a post-doc researcher.</p> <p><u>Hired by the committee:</u></p> <ul style="list-style-type: none"> <li>- may devote themselves entirely to their research project</li> <li>- max. 20% of time for leadership work or research management</li> </ul>	To be defined with mentor	None required
<b>Obligations</b>			
To work at INED premises	Between half- and full-time <u>unless</u> otherwise justified (to be defined with mentor)	To be defined with mentor	Not required
To cite INED in publications	<p>Yes, for all publications following research begun at INED, including after the time spent at INED. N.B. After completing their time at INED,</p> <ul style="list-style-type: none"> <li>- a former contract researcher may add the citation INED on condition they have the explicit agreement of their former mentor</li> <li>- if the researcher has another affiliation, which they are allowed and wish to cite, they must mention in a footnote that their research began at INED.</li> </ul> <p>Note: The INED logo may be used in documents published by contract researchers (e.g., survey questionnaires), with the agreement of their mentor.</p>		
To belong to one or two research units (one main unit)	Membership and involvement	Membership and involvement	May participate in former research unit's activities, without being formally a member.
To sign the Charter for Hosting Contract Researchers	Yes	Yes	In practice, already signed
To comply with INED regulations: rules of procedure, IT charter	Yes	Yes	Yes
To convene an initial meeting and follow-up meetings	Yes	Yes	Yes
<b>Access to INED funding</b>			
Remuneration	INED employee (public service subsidy, ministerial post-doc, iPOPs and other funding)	No remuneration from INED	No remuneration from INED
Payments from project budgets (particularly for conferences and research missions)	Yes	Yes	Low priority in management decisions
Funding for long-term missions (DRIP)	Yes (during contract period)	Depends on situations	No
<b>Access to other INED resources</b>			
Office and IT workstation	Own space, if justified by attendance time	Own space, if justified by attendance time	Shared, as available
IT account	Yes	Yes	Yes

Page on INED website	Yes	Yes	Yes
Library loans ("young researcher" card)	Yes	Yes	No
Reprographics	Yes	Yes	No
Restaurant	Yes (subsidised price)	Yes (subsidised price)	Yes (full price, possibly from project budget)
Internal INED training courses	Yes	Yes	Yes, low priority
External INED training courses*	Yes	Yes, <u>but</u> priority goes to INED employees	No
Administrative and legal services and support (e.g., data protection registration, response to calls for applications)*	Yes	Yes	No (subject to low-priority exceptions, e.g. response to calls for applications)
Translation, publishing*	Yes	Yes	No (except: dissemination of research done at INED; low priority in approval)
<b>Welfare benefits</b>			
Child disability allowance	Yes, (by law for contracts > 6 months)	No	No
INED national insurance cover (illness, unemployment, pension, etc.)	Yes (unless funded by Campus France)	No	No
INED contribution to daily travel expenses	Yes (including Campus France)	No	No
Maternity leave	In accordance with employment law**	Not covered by INED	n.a.
<p>N.B. The three types of research post are mutually exclusive.  * Access to these resources requires advance agreement from the mentor.  ** A contract researcher 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).</p>			

## APPENDIX 2

### GUIDE TO CONDUCTING THE INITIAL MEETING

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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. During this meeting, the following points might be addressed (non-exhaustive list):

- 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? Signatures on publications: who and in what order?
- Work plan: define realistic objectives with as detailed a timetable as possible.
- Projects for publication for the research project and outside it?
- 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.)<sup>6</sup>, 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

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<sup>6</sup> 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.

the intellectual property position with respect to the data produced by the contract researcher?

- Any possible risks associated with the project?
- Availability of resources for, say, attending conferences. Up to what amount? Conditions of eligibility? How much 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 subsequent ones, should be kept by both parties.

## APPENDIX 3

### GLOSSARY

Selected French administrative terms as translated in this Charter.

<i>AES, Allocation d'éducation spéciale</i>	child disability allowance
<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 aux affaires postdoctorales</i>	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