



SELF ASSESSMENT OF OUR ACTION PLAN



I. Ethical and professional aspects

1. Research freedom

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
No recognition of the legal status of "researcher" in Luxembourg law (except special conditions in labour law)	Researchers' careers defined by internal procedures and salary rules	Lobbying for an "official" recognition of the profession of "researcher"	All, continuously	A lot of work has been done about defining ethical principles and practices in Research (see 2). It's still on progress continuously with our Researchers	
	Access to scientific literature: Collaboration with Bibliothèque National du Luxembourg	Setting up an internal work group to better define needs	TBD	<p>Consortium BNL has been finalized: give access to electronics journals, data base scientifiques publishers/editors</p> <p>New www.findit.lu: Researchers has now access to the largest digital library in Luxembourg. Communication by news on Intranet done.</p> <p>A better access to the scientific literature contribute to more freedom to our Researchers as they can more easily compare their research and identify new methods.</p>	
	Access to relevant legislation and regulations only in French	Translate relevant legislation/ regulations and internal procedures and make them available on the intranet	Legal department "Owners" of procedures (end 2010)	New procedure about monitoring of technological and legal development has been written. We have recently define, inside CRP-Santé, a responsible person for each thematic. Some legislation and internal procedures has been translate and are published on intranet: Most used document, all procedures about Health and Security, all documents from our TTO	All our internal quality documents (procedures, forms and policy) will be soon available in English. Quality Manager is in charge, administrative procedures will be finalized for end 2012.

Yes	Still on going	Not yet, target has changed
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2. Ethical principles

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined	
Helsinki declaration	Draft of internal ethics code summarising and explaining key principles to be used at CRP-Santé.	Workgroup to finalize internal ethics code	Benchmarking on EU situation	We follow the European Code of Conduct for Research Integrity. This document is distributed to all new employee with the welcome pack. All projects are checked by the PMO service in order to make sure they meet legal requirements in the fields of ethics, data protection and animal welfare. PMO offers an active support to the researchers in the respective authorization processes.	We still have to summarize all our internal ethics rules in one code. A working group has been dedicated to this. Results by the end of 2013.	
Oviedo declaration			(HR 2010)	No actions required. Convention for the protection of Human Rights and dignity of the human being with regard to the application of biology and medicine: Convention on Human Rights and Biomedicine		
Good Clinical Practice			Approval by management and board	Drafting on internal code (WG 2011)	Done. New Policy on Good Clinical Practice has been approved : Inform consent, Conflict of interest, Management of adverse effect/event, Consent process, Complaints management, obligation to communication results to participant, ...)	
EU Directive on clinical trials				Approval by management (end 2011)	One directive has been already transposed. A working group has been defined to work on the other (Ministry, our responsible of our Cincial Unit, others member of National authorities). Procedures will respect GCP and ISO 9001	We don't have any impact about transposition of EU Directives but are active in working group with the Government
EU Directive on animal work					The EU directive still needs to be transposed into national law. Newertheless, experimental protocols already meet standards of the Directive.	

3. Professional responsibility

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
FNR regulations	Note by CEO on plagiarism 2008	Access to scientific literature Information campaign	See I.1 2010	Done. Done: we have organised a workshop/trainee with an external consultant from Geneve concerning the plagiarism.	
		Plagiarism to be included in the internal Code of Ethics	2011	We have define with our laywer a new internal procedure for "scientific misconduct" including "defendant rights", "possible consequence on labor law" etc ...	
		Plagiarism detection software, available at project management	2010, project manager	We have also develop within the PMO Unit our detection software for plagiarism. All academical project is scanned by the PMO and pass through the detection software.	

4. Professional attitude

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Governmental declaration 2009	Organisational strategy	Communication on strategy	CEO with communication manager, continuously (included in communication plan 2010)	New Performance contract 2011-2013 + Cityhall meeting with strategic points discuss. We have also a new electronic Newsletter launched by Communication department: Relevant strategy and goals are communicate within this newsletter to all our scientific contact.	Should keep on with communication on strategy. HR department will also report with a new flyer on HR Politics and Strategy for Researcher including the implementation of the C&C
Law on FNR Law on Data Protection Law on Biomedical Research	Project management procedure	Communication on funding regulations and opportunities Updating of project approval procedure Communication on project approval procedure	Project manager, continuously Project manager, Q1 2010 Project manager with communication manager, starting Q1 2010	Visit of the FNR (June 25th, 2012): about new Mobility funding. PMO informs regularly researchers on national and international funding opportunities and communicates amendments in funding rules and guidelines. Internal project management rules follow PMI methodology and are outlined in internal approval procedures.	Monitoring of all Project Management procedures
	Project management implementation	Implementation of semestrial meetings of project management and principal investigators/head of units	Project manager, implementation process ongoing	PMO organizes meetings with project investigators on a regular basis (several times a year) in order to follow-up project progression.	Semestrial meetings are not necessary because personalized contact is more efficient.

5. Contractual and legal obligations

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
<p>Labour law</p> <p>Law on AFR* (Aides à la Formation-Recherche : www.afr.lu)</p> <p>Law on FNR *(Fonds National de la Recherche Luxembourg : www.fnr.lu)</p> <p>Performance contract (PC) with government</p>	<p>Application of law (internal RH procedures)</p> <p>Work contracts for AFR grants</p> <p>Contracts for FNR grants</p> <p>Implementation process of PC</p>	<p>No further actions required</p> <p>Communication on PC obligations</p>	CEO/CFO	<p>Foreign Researcher's guide to Luxembourg: available on our website + flyers on request</p> <p>done new one for 2011/2013th signed. Working group on it : link between PC and quality process.</p>	
Law on IP rights	<p>Internal Intellectual Property Policy defining:</p> <ul style="list-style-type: none"> - Ownership of IP; - Rules for disclosures and detection; - Protection of IP (SOP for CDA and MTA); - Valorisation of IP and right to remuneration for Inventors <p>Signature of a partnership with VIB (Vlaams Interuniversitair Instituut Voor Biotechnologie -Flanders Interuniversity Institute for Biotechnology) allowing to benefit from VIB expertise for efficient IP protection and commercialisation and reconciling researchers with a smooth patenting process not seen as a bottleneck for their dissemination activities (publication and conferences)."</p>	<p>Revision of procedure</p> <p>Ongoing: no further action required"</p>	<p>TTO/CEO 2011</p> <p>TTO/CEO 2011"</p>	<p>YES.</p> <p>This policy is referred in all work contracts and in hosting contracts of visiting scientists from other institutions;</p> <p>Both Internal IP policy and VIB agreement allows TTO to build IP culture with researchers and within the researcher community of CRP-Santé, whose impact is measured according to several indicators, among which (a) number of meeting with researchers for IP protection, (b) the number of Invention disclosures received by TTO, (c) number of patent filing, (d) number of scientistst participating in scouting activities for IP valorisation"</p>	<p>Fostering participation of researchers to IP seminars such as those organised yearly by Luxinnovation, the National Agency for the Promotion of Innovation and Research in Luxembourg; or those organised in the Greater Region area.</p>
	Project management procedures	Providing online access to project management database	Project manager, to be fully implemented by end of 2009	PM Team has been reinforced with 1 ETP and work in close collaboration with TTO.	

6. Accountability

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Performance contract (PC) with government	Implementation process of PC	Communication campaign on funding and accountable use of taxpayer's money	CEO, CFO and communication manager, Q3 2010	<p>Done new one for 2011/2013th signed.</p> <p>All our Press release give information on return on investment about the taxpayer money. We also give presentation of our financial results during cityhall meetings.</p> <p>In our activity report, each year a budget section is included, this report is presented with a Press Conference. More than 70% of our expenses goes on our research projects.</p>	
Annual state budget	Financial rules and accounting principles	Update of procedures including full cost budgeting and depreciation procedures	CFO 2010	A work plan schedule has been established to ensure that nothing will be forgotten and that all the deadlines are met. As of budget 2013, a new approach of ABC (Activity Based Costing) costing will be introduced allowing the proper allocation of indirect (Overhead) cost and defining the potential cost saving actions.	
		Procedures for internal communication of relevant figures to interested parties	CFO and communication manager, Q3 2010	<p>We have a new web site divided in 2 parts :</p> <p>1) In our new professionnel internet website, there is a section dedicated to key figures.</p> <p>2) In the new public internet website, there is also a section with results. So financial results are well communicate.</p>	Procedure is not necessary

7. Good practice in research

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Health & Safety laws	Internal H&S policies	Update policies on a regular basis	H&S managers, continuously	<p>Organisation of the first Safety and Health Day (04/05/2012).</p> <p>Procedures TESS has been reviewed with ISO 9001.</p> <p>We have a Safety Audit each year.</p> <p>Internal Health, Environment and Safety Comite (COSE) has been lauched with regular meetings and periodic reports on incidents and progress.</p> <p>Tracking and set up concrete action plan for each accident/incident.</p>	
Law on data protection	Internal data protection policies within project management	Update policies on a regular basis	Project management & legal	Data protection policy exist. A new policy regarding Access to Personnal Data will be soon approved	
	Internal IT policies	Update policies based on IT audit from 2009	CIO, CFO, to be finished by end 2009	We had an external Security IT audit in December 2011 and have reinforced our IT security, new IT Process. We have also implemented electronic lab books with a policy on the use of the lab books.	

8. Dissemination, exploitation of results

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Law on innovation 2009	Collaboration contract with Luxinnovation signed in 2009	Define precisely user needs	TTO, CEO, Q1 2010	NOT YET. This is mainly related to the specificity of the economic landscape of Luxembourg, where only a few private actors (SMEs) active in the pharma-biotech sector exist. Private actors for joint product development and/or commercialisation of research results have therefore to be found abroad. Together with the researcher community of CRP-Santé, TTO therefore acts to increase the visibility of the expertises present in CRP-Santé towards private actors.	Fostering participation of researchers to networking events such as those organised by Luxinnovation in the context of the BioHealth Cluster or the Business Meets Research event, and/or to similar events organised in the Greater Region area. A new responsible for Biotech development has been hired in July 2012 by Luxinnovation, TTO should built contact with him by the end of the year.
	Collaboration contract with Vesalius *(private venture capitalist) signed in 2009	Training of TTO (Technology Transfer Officer) Annual scouting activities organised by TTO in partnership with Vesalius to identify in an early stage projects/discoveries with a potential of commercial application	Vesalius, CEO, CFO, HR, Q4 2009 TTO/CEO 2011	Successful participation of researchers (mainly head of Units and Senior Researchers) to scouting activities (on a voluntary basis); implementation of Vesalius recommendations to orientate the research activities for efficient value creation Signature of a partnership with VIB (Vlaams Interuniversitair Instituut Voor Biotechnologie -Flanders Interuniversity Institute for Biotechnology) allowing to benefit from VIB expertise for efficient IP protection and commercialisation and reconciling researchers with a smooth patenting process not seen as a bottleneck for their dissemination activities (publication and conferences).	
	Collaboration with Ministry of Economical Affairs and Foreign Trade	Maintain ad hoc interactions	CEO, CFO, as appropriate heads of units, continuously	At least yearly participation of researchers (Head of Units) in Economic Missions in foreign countries to highlight their expertise and increase their international visibility with the aim to develop scientific collaborations or PPP at the international level (ex Canada in May 2012).	Fostering also the participation of scientists with a Junior profile in the Economic Missions to increase their awareness of biotech business development and opportunities
			CEO, TTO and Heads of Units	Collaboration starting in 2012 with Advent Life Science Fund (ALSFI) in which the Luxembourg Government, through SNCI, will invest €20M for the creation of young enterprises and funding of seed projects	
	Performance contract with government	Yearly reporting on KPI** requesting a certain level of output (i.e. publications, reports).	Management, yearly	On going	

9. Public engagement

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	FNR grants for conferences	Motivate researchers to organise conferences	CEO/HR 2010	Communication Unit has developed a website dedicated for each conference with possibility of online registration and support. For example, in 2011, more than 80 conferences have been organised by our Researchers. One big event per month is organised with international participation. Researchers are well supported and motivated to ensure that their research activities are presented to society at large with many possibilities of event. We also have reinforced the Communication Unit with 1 Event manager.	
	Participation in activities of Pro-Science (and similar): Researchers' night Science Festival, and others	Distribution of information on how to participate	Communication manager, yearly	Increasing of yearly participation with stand and presentation of CRP : Télévie, Relais pour la Vie, Action in Hospital (CHEM Biker), Contern festival of BD done each year	
	External communication plan	Update communication plan	Communication manager, yearly	Annual Marketing and Communication plan and our new internet public website	
	Activities for young students: open day, girls & boys day, school visits	Ongoing	Yearly, researchers	Increasing of yearly participation again. For ex. we will organize our first open doors in September 2012 : 5 Research Units have accepted to participate. Some of our Heads of Laboratory are also invited to visit Highschool in Luxembourg and promote Research activities and explain what is a Researcher to young students. We also welcome in our laboratory young students for a short term discovery trainee during school vacation.	

10. Non discrimination

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Labour law	Code of ethics Internal procedures (e.g. for recruitment)	To be included in Internal Code of Ethics 2011		We have started this year negotiations with National trade and the other Research Centers in Luxembourg in order to establish a collective agreement. This non-discrimination principle will also be included in the final document.	HR and CFO are in charge of the negotiations, approval has to be given by our Board of Administrators by 2013. We will have 3 more meetings before the end of this year. Progress should follow depending on the negotiations.

11. Evaluation/ appraisal systems

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Appraisal at the end of probation period	No actions required, procedure implemented		no actions required. Procedure will be implemented in our Quality Management process	
	Appraisal for career development (i.e. "prime de fonction")	No actions required, procedure implemented		no action required.	
	General appraisal system	Introduction of a general appraisal system (periodicity, link to salary, team appraisal?)	HR, CEO, board, 2013	Already 5 internal workshops organised. Ongoing project, first results due for end 2012. Implementation due end 2013th.	A New general appraisal system will be introduced by end 2013. HR and working group in charge. Supported by Board of Direction

II. Recruitment

12. Recruitment

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Admission standards based on education level (diplomas), but allowing for flexibility Individual job profiles always defined Code is largely implemented	No actions required		Marketing campaign has been done based on statistics from our website. This assessment has been done by an external agency. Following the results of this assessment, we have developed a new job section on internet with testimonial/information on funding possibility/information on Research in Luxembourg. Applications are now online based on education level in order to facilitate the application.	
	No rules for returning researchers	Develop policy	HR 2013	Target has changed	Target has been changed because there is not so many returning researchers in our Institution.
	Recruitment process established	None, procedure is implemented		already implemented for general recruitment	CRP-Santé wants to develop a specific recruitment procedure for Senior Position. HR is in charge, procedure is due by the end of 2012.

14. Selection (Code)

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Selection committee for senior positions	- Training of selection committee	HR 2010	Yes, HR has given training on the recruitment process with the collaboration of an external trainer	We plan to set up our own internal training based on our experiences, needs and knowledge. HR Unit has hired a new HR member specialised in recruitment field. Training session is planned for starting 2013.
		- Extension to other research positions		to be done	New training will be planned for researcher who has to perform in recruitment interview. Rules and "mode d'emploi" has to be set up. HR in charge, target date: end 2013.
		- Include external members when appropriate	Management 2012	We have recruited 3 very senior positions with always an external evaluator in the selection committee (USA expert). Rule is already applied but written specific procedure for recruitment of Senior level has to be implemented and validated by our Board of Administrators (Performance contract).	to set up procedure for Senior recruitment + validation by our Board of Administrators by mid 2013.

15. Transparency (Code)

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Job vacancies are internally and externally published	No action required, procedure implemented		done	
	Rules established but no document handed to candidates	Establish document for candidates explaining recruitment process	HR 2010	Partly done on our new web site with the Action Plan. In all pages in the new job web section, there is information on the recruitment process applied at the CRP-Santé --> transparency	Rules and process will be explained in a new document posted on our internet job section. HR in 2013.

16. Judging merit (Code)

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Recruitment process	Include information in document to be distributed to candidates	HR 2010	Cfr point 15	

III. Working conditions and social security

23. Research environment

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
		New building	Starting 2010	On going, submission has been launched, we should start the construction of our new Building is Jan-feb. 2013	The new building is under the Ministry of Public Building responsibility. CRP-Santé can not interfere on delays
	National collaborations with other institutions in place International collaborations with other institutions in place	Develop research network	Head of units, researchers continuously	BIOLUX network, LISA: for student Conférence healthEconomics with USA New EU project focus on networking: COST programm	keep on development of Research Network

24. Working conditions

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Part-time jobs available	None, already implemented			
	Flexible working hours	None, already implemented		done, on our working contract	
	Sabbatical leave possible	Procedure to be written	HR 2011	not yet	will be integrated in the Collective Agreement (target date: end 2013 depending negotiations?)
	Tele-working	Procedure drafted, to be approved by management		done, publish on our intranet + e-timix	

25. Stability and permanence of employment

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Labour law	Maximum 5 years of determinate contract	None, implemented		done	

26. Funding and salaries

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Tax agreements with neighbouring countries			Ministry of countries	National legislation, no impact. An agreement has been signed end 2012 by Luxemburg and Germany about Tax agreements. Other agreement with cross boarder countries should follow.	Following National legislation. We don't have any impact on this matter.

27. Gender balance

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Currently more women than men at CRP-Santé	None		Statistics stay unchanging (62 % Women/ 38 % Men).	A chapter will be integrated in the Collective Agreement (target date: end 2013 depending negotiations?). We should keep records in mind
	Senior level: predominance of men	Equal rights for progression		Statistics stay unchanging : Large Management Board 3 Women / 4 Men).	

28. Career development

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	None	Competence analysis	Benchmarking 2010, HR Implementation 2011, HR	Career development is part of our new Performance contract. Within the framework of the HR Unit, we have already start : Pilot Project in some Research Units (personal development plan for researchers and technicians, coaching of the Technical Unit, ...) Politiques RH have been discussed (Trainees, recruitment, development, procedures, ...)	Target date is end 2013. Action plan regarding the actual situation and progress is due by the end of 2012 (HR and Management Board)
	None	Mentor system	Performance contract 2011-2013	The mentoring system is not yet implemented due to other targets. Nevertheless, several FNR Junior Call are with external mentorship. Reflexions are on going with a working group dedicated to this implementation.	Target date is end 2013. A working group has to be set.

29. Value of mobility

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
FNR regulations	Currently, ad hoc	"Open lab" programme	Performance contract 2011-2013	Between 2011 and 2012, 18 persons has moved from a Research Unit or an administratif fonction to another one inside the CRP-santé -> Internal Mobility	
		External exchange programme		<p>New Mobility Programme of FNR: grants and financial support rules.</p> <p>Between 2010 and 2012, 54 persons have visited our labs in the frame of a mobility exchange (Visiting fellowship, Visiting researcher with an AM2C mobility).</p> <p>With our collaborations in China, USA, Norway, Laos, some of our Researchers have also the opportunities for professional development to move for several months.</p> <p>National legislation supports mobility with "detachment law"</p>	Still limited experience: need to be encourage within our career development strategy.

30. Access to career advice

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Currently, ad hoc	National strategy to be defined	Euraxess, FNR	Not Yet	Meeting will be plan with all National Institution involved in the C&C, due end 2012. The Euraxess responsible for Luxembourg has to set the meeting
		Internally: development plan PhD student network		PhD Students have create the Biolux network in Luxembourg. CRP-Santé has help us with financial support	

31. Intellectual Property Rights

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
<p>Intellectual property rights in Luxembourg are covered by the following regulations:</p> <ul style="list-style-type: none"> the Patent Law of 20 July 2000, amended to align with EU law; the Luxembourg patent allowing for patent registration only (no patentability check of the invention, greater speed and simplicity in registering); Uniform Benelux Law regulates trademarks; law of 18 April 2001 covers copyright, related rights and databases; EPO rules apply for biotechnological inventions. 	<p>Internal Intellectual Property Policy defining:</p> <ul style="list-style-type: none"> Ownership of IP; Rules for disclosures and detection; Protection of IP (SOP for CDA and MTA); Valorisation of IP and right to remuneration for Inventors 	Revision of procedure	TTO/CEO 2011	<p>YES.</p> <p>This policy is referred in all work contracts and in hosting contracts of visiting scientists from other institutions;</p> <p>Internal IP policy acts as a tool for TTO to build IP culture with researchers and within the researcher community of CRP-Santé, whose impact is measured according to several indicators, among which (a) number of meeting with researchers for IP protection, (b) the number of Invention disclosures received by TTO, (c) number of patent filing, (d) number of scientistst participating in scouting activities for IP valorisation”</p>	Fostering participation of researchers to IP seminars such as those organised yearly by Luxinnovation, the National Agency for the Promotion of Innovation and Research in Luxembourg; or those organised in the Greater Region area. TTO is in charge

32. Co-authorship

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
Professional rules	Ad hoc	Internal procedure to be developed	Working group	The European Code of Conduct for Research Integrity is distributed to all new employee with the welcome pack	Internal procedure to be reinforced. To be done with the Ethic Committee on Bioethic and scientific Research Integrity. TTO and Board of Direction is in charge.

33. Teaching

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	<ul style="list-style-type: none"> Salary rules : external teaching possible Internal teaching (PhD trainings) 	Collaboration agreement on teaching with university	CEO, 2011	Yes clearly in our new salary rules 2012: 100 hours Active collaborations with the University of Luxembourg for the Doctoral School	To set up more clear procedure and rules for external teaching (who, how many hours, conflicts of interest). HR in charge, procedure and follow up by mid-2013

34. Complains / appeals

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	No procedures	Procedure to be defined	2012	Some report has been made by the HR deptmant when necessary action has to be taken	To set up procedure and rules for a Internal Mediator implementation who will receive complains and appeals. Benchmark with other Institutions will be realise by HR department within our Synapse network. There is already some idea within the "evaluation group". Individual appraisal system will be implemented by HR department by end 2013.

35. Participation in decision-making bodies

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Internal committees for consulting and decision making (various)	Improve communication on opinions and decisions (outcome of working groups)	2012 Communication Manager	Working group : communication to Crp-all (minute of the meeting) Cityhall meeting --> Official presentation --> direct feed-back	

IV. Training

36. Relation with supervisors

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Ad hoc	Implement mentor systems		not yet	New target date: end 2013
		PhD student training procedure to be defined Training of trainers	Performance contract 2011-2013	Active collaborations with the University of Luxembourg for the Doctoral School --> 4 of our Senior Researchers and Head of Laboratory are fully involved . Active collaborations with Summer University.	we received a very positive feedback concerning our application to become a full member of the Doctoral School des Sciences de la Vie et de la Santé of the University of Strasbourg. The formal decision on our application will be taken by the relevant academic bodies in September 2012.

37. Supervision and managerial duties

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Management training for senior researchers	Continuing training (Generic and transferable research skills programme)	2011-2013	Still on going : 3 groups has been trained, one in English.	A new group will been planned for starting Management courses in 2013. Candidates will be selected by Head of Laboratory and HR will organized new sessions.

38. Continuing Professional Development

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
FNR funding for training	Budget for training available	Training offers on intranet	HR & IT	Done, Training courses are available on intranet for registration.	

39. Access to research training and continuous development

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
	Internal training	- Advertise internal trainings - Training "log book"		Done, Training courses are available on intranet for registration. Yes, HR department keep all individual participation to training in personal file.	Procedure has to be follow by all!

40. Supervision

Relevant legislation (permitting or impeding the implementation of tis principle)	Existing Institutional rules and/or practices	Actions required	When/Who	Did we achieve our target? If no why	New action to be defined
		Mentor programme	2011-2013	The mentoring system is not yet implemented due to other targets. Nevertheless, several FNR Junior Call are with external mentorship. Reflexions are on going with a working group dedicated to this implementation.	To set up our "mentors process" with a working group, starting the process in 2013