

# 2019-2023 ACTION PLAN

## Human Resources Strategy for Researchers (HRS4R)

To design a new action plan 2019-2023 several actions were taken:

1) Steering Committee and executive committee meetings: Objectives, methodology and roles were discussed. As well as the readjustment of either the Committee, and working group members, in order to become more efficient.

2) Working Group meeting: including meetings with the different units of the university for the evaluation of the implementation of the action plan. The coordinator of the Working Group was responsible of the preliminary drafting of the report, which was transferred to the Executive committee for its revision and to the Steering committee for the validation.

3) GAP Analysis: The gap analysis [revised-action-plan.pdf] report of the 2019-2023 Action Plan. According to the outcome of the analysis, these were the main areas of improvement identified

1. to Apply corrective measures and readjust the deadlines

2. to Reinforce the *Open, Transparent and Merit-based Recruitment Policy* for Researchers by monitoring quality of the process and creating specific guidelines for panel composition and selection of Group Leaders.

3. to Further support the talent through career development actions and activities, including career advice and mentoring programmes

The action plan has been updated accordingly, and as a result the following changes were included :

- fine tune the 9 Actions of the Action Plan 2017-2019. Timescale update and revision of the indicators
- add 2 new actions.

Action 10	<b>Develop and publish a guide for recruitment evaluation process</b>
Action 11	<b>Improve the Career advice offered to the ESR</b>

The new Action Pla 2019-2023 [Actionplan2019-2023.pdf] was approved by the Steering Committee.

The UPC HRS4R Working Group is in charge of Assessing the implementation of the Action Pla, following up the progress, and reporting to the Executive and Steering committee.

## ACTIONS

<b>Action number</b>	1
<b>Title</b>	<b>Survey research project leaders and a sample of our staff</b>
<b>Details</b>	<p><i>Assess the level of knowledge of their legal and contractual obligations (point 5)</i></p> <p><i>Gather suggestions for potential improvements in the selection process (point 14) ,in the assessment process (point 21)</i></p> <p><i>Careers advice (point 30) and transparency (point 15)</i></p>
<b>Unit in charge</b>	Staff and Organisation Area
<b>Indicator</b>	Number of responses
<b>Timescale</b>	Q3 2019 / Q3 2020 Q3 2021 /

<b>Action number</b>	2
<b>Title</b>	<b>Improvement in website contents</b>
<b>Details</b>	<ul style="list-style-type: none"> <li>- Publication of the selection process</li> <li>- FAQs</li> <li>- Research career</li> <li>- Legislation</li> <li>- Indicators of recruitment</li> </ul> <p><i>Assess the level of knowledge of their legal and contractual obligations (point 5)</i></p> <p><i>Transparency (Code) (point 15)</i></p>
<b>Unit in charge</b>	Staff and Organisation Area Legal Services Area
<b>Indicator</b>	Number of visits to the website
<b>Timescale</b>	Q3 2017 / Q3 2020

<b>Action number</b>	3
<b>Title</b>	<b>Publish job offers in Euraxess</b>
<b>Details</b>	<p>Publication of all UPC vacancies in the Euraxess portal</p> <p><i>Recruitment (Code) (point 13)</i></p>
<b>Unit in charge</b>	Staff and Organisation Area
<b>Indicator</b>	Number of job offers published
<b>Timescale</b>	Q1 2017 / Q1 2021

<b>Action number</b>	4
<b>Title</b>	<b>Code of good research practices</b>
<b>Details</b>	PI duties IPR Accountability Dissemination and public engagement Professional standards  <i>Professional attitude (point 4)</i> <i>Contractual and legal obligations (point 5)</i> <i>Accountability (point 6)</i> <i>Good practice in research (point 7)</i> <i>Dissemination, exploitation of results (point 8)</i> <i>Public engagement (point 9)</i> <i>Supervision and managerial duties (point 37)</i>
<b>Unit in charge</b>	Vice-rector for Research Research and Transfer Area – Technology Transfer Centre (CTT) Legal Services Area
<b>Indicator</b>	Document
<b>Timescale</b>	Q1 2021

<b>Action number</b>	5
<b>Title</b>	<b>Version of employment contracts in English</b>
<b>Details</b>	Provide a version of the employment contract in English  <i>Recruitment (point 13)</i>
<b>Unit in charge</b>	Staff and Organisation Area
<b>Indicator</b>	Document
<b>Timescale</b>	Q1 2019

<b>Action number</b>	6
<b>Title</b>	<b>Improve gender policies</b>
<b>Details</b>	Undertake studies and create proposals on behalf of the glass ceiling committee Incorporate a disclaimer in contracts
<b>Unit in charge</b>	Sustainable Management and Equal Opportunities Office Glass ceiling committee Staff and Organisation Area  <i>Non discrimination (point 10)</i> <i>Gender balance (point 27)</i>
<b>Indicator</b>	Number of proposals for improvements % of women hired
<b>Timescale</b>	Q3 2018 / Q2 2020 / Q2 2021

<b>Action number</b>	7a
<b>Title</b>	<b>Welcome process: Welcome Pack (includes an English version)</b>
<b>Details</b>	Information on staff and recruitment Includes the code of good research practices
<b>Unit in charge</b>	Staff and Organisation Area Research and Transfer Area – CTT
<b>Indicator</b>	Number of welcome packs handed out
<b>Timescale</b>	Q1 2018 / Q3 2020

<b>Action number</b>	7b
<b>Title</b>	<b>Welcome process: procedure</b>
<b>Details</b>	Establish a specific welcome process for people from other countries, in coordination with International Relations
<b>Unit in charge</b>	Staff and Organisation Area International Relations
<b>Indicator</b>	Number of researchers welcomed Number of welcome sessions held
<b>Timescale</b>	Q3 2020

<b>Action number</b>	8
<b>Title</b>	<b>Information on cross-disciplinary training for researchers</b>
<b>Details</b>	Bring together in one point information on the cross-disciplinary courses on offer  <i>Access to research training and continuous development (point 39)</i>
<b>Unit in charge</b>	Professional Development Service Doctoral School ICE
<b>Indicator</b>	Number of attendees at workshops
<b>Timescale</b>	Q1 2018 / Q2 2019

<b>Action number</b>	9
<b>Title</b>	<b>Open Science:</b> Open access and open data - public engagement
<b>Details</b>	<i>Dissemination, Exploitation of results (point 8)</i> <i>Public engagement (point 9)</i>
<b>Unit in charge</b>	Libraries, Publications and Archives Service
<b>Indicator</b>	Number of consultations dealt with on open access Number of consultations dealt with on open data
<b>Timescale</b>	Q1 2018 / Q1 2019 / Q2 2020

<b>Action number</b>	10
<b>Title</b>	<b>Develop and publish a guide for recruitment evaluation process</b>
<b>Details</b>	Advice group leaders and senior researchers taking part in the selection process about the evaluation criteria according to the C&C (points 16, 17, 18, 19, 20)
<b>Unit in charge</b>	Staff and Organization Area Professional Development Service
<b>Indicator</b>	Recruitment evaluation guide
<b>Timescale</b>	Q2 2020

<b>Action number</b>	11
<b>Title</b>	<b>Improve the Career advice offered to the ESR</b>
<b>Details</b>	Offer the ESRs advice about their career development opportunities organizing workshops about suitable grant calls.  <i>Career development (point 28)</i> <i>Access to Career advice (point 30)</i>
<b>Unit in charge</b>	Staff and Organization Area Research Area ICE
<b>Indicator</b>	Number of attendees at workshops
<b>Timescale</b>	Q2 2020 / Q2 2021 / Q2 2022