# Document 3. 2017-2019 ACTION PLAN

**UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH**

**Human Resources Strategy for Researchers (HRS4R)**

Since the Universitat Politècnica de Catalunya (UPC) endorsed the European Charter and Code for Researchers, it has aimed to participate in all initiatives such as HRS4R that lead to an improvement in the working conditions and professional prospects of researchers working in the area of university research.

The Work Plan submitted by the UPC to obtain the HRS4R badge was devised by an ad hoc working group composed of representatives of the main units involved. The group worked under the guidelines of the Steering Committee formed by representatives of the UPC Executive Council and the University's functional administrative and service units.

This plan, which is the result of a comprehensive analysis of the legal framework and the institutional regulations implemented at the UPC, must serve to improve, modify or establish initiatives relating to the labour relations of research staff, mainly in the areas of:

- α   Recruitment processes
- α   Working conditions
- α   Career plans

In addition, equal opportunities and ethical constraints for scientific practice were considered in the definition of actions for all three areas.

To strengthen the University's social commitment, all of the actions described below respect the principles of the Responsible Research and Innovation (RRI) initiative, which implies that societal actors work together during the entire research and innovation process, in order to better align both the process and its outcomes with the values, needs and expectations of society.

The actions that emerged after the working group's self-assessment process are described below. Most of them are associated with one or more principles of the Charter and Code, except for Actions 7 and 7b, which are not linked to any principle but are designed to improve the recruitment process.

| Action number | 1 |
|---|---|
| **Title** | **Survey research project leaders** |
| **Details** | *Assess the level of knowledge of their legal and contractual obligations (point 5)*<br>*Gather suggestions for potential improvements in the selection process (point 14) and in the assessment process (point 21)*<br>*Careers advice (point 30)* |
| **Unit in charge** | Staff and Organisation Area |
| **Indicator** | Number of responses |
| **Timescale** | Q1 2017, Q32018 |

| Action number | 2 |
|---|---|
| **Title** | **Improvement in website contents** |
| **Details** | - Publication of the selection process<br>- FAQs<br>- Research career<br>- Legislation<br>- Indicators of recruitment<br><br>*Assess the level of knowledge of their legal and contractual obligations (point 5)*<br>*Transparency (Code) (point 15)* |
| **Unit in charge** | Staff and Organisation Area<br><br>Legal Services Area |
| **Indicator** | Number of visits to the website |
| **Timescale** | Q3 2017 |

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

| Action number | 4 |
|---|---|
| **Title** | **Code of good research practices** |
| **Details** | PI duties<br>IPR<br>Accountability<br>Dissemination and public engagement<br>Professional standards<br><br>*Professional attitude (point 4)*<br>*Contractual and legal obligations (point 5)*<br>*Accountability (point 6)*<br>*Good practice in research (point 7)*<br>*Dissemination, exploitation of results (point 8)*<br>*Public engagement (point 9)*<br>*Supervision and managerial duties (point 37)* |
| **Unit in charge** | Vice-rector for Research<br>Research and Transfer Area – Technology Transfer Centre (CTT)<br>Legal Services Area |
| **Indicator** | Document |
| **Timescale** | Q3 2017 |

| Action number | 5 |
| --- | --- |
| **Title** | **Version of employment contracts in English** |
| **Details** | Provide a version of the employment contract in English<br><br>*Recruitment (point 13)* |
| **Unit in charge** | Staff and Organisation Area |
| **Indicator** | Document |
| **Timescale** | Q1 2017 |

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

| Action number | 7 |
| --- | --- |
| **Title** | **Welcome process:**<br>**Welcome Pack (includes an English version)** |
| **Details** | Information on staff and recruitment<br>Includes the code of good research practices |
| **Unit in charge** | Staff and Organisation Area<br>Research and Transfer Area – CTT |
| **Indicator** | Number of welcome packs handed out |
| **Timescale** | Q3 2017, Q1 2018 |

| Action number | 7b |
| --- | --- |
| **Title** | **Welcome process: procedure** |
| **Details** | Establish a specific welcome process for people from other countries, in coordination with International Relations |
| **Unit in charge** | Staff and Organisation Area<br>International Relations |
| **Indicator** | Number of researchers welcomed<br>Number of welcome sessions held |
| **Timescale** | Q3 2017 |

| Action number | 8 |
|---|---|
| **Title** | **Information on cross-disciplinary training for researchers** |
| **Details** | Bring together in one point information on the cross-disciplinary courses on offer<br><br>*Access to research training and continuous development (point 39)* |
| **Unit in charge** | Professional Development Service<br>Doctoral School<br>ICE |
| **Indicator** | Number of visits to the website |
| **Timescale** | Q1 2017 |


| Action number | 9 |
|---|---|
| **Title** | **Open Science:**<br>Open access and open data - public engagement |
| **Details** | *Public engagement (point 9)* |
| **Unit in charge** | Libraries, Publications and Archives Service |
| **Indicator** | Number of consultations dealt with on open access<br>Number of consultations dealt with on open data |
| **Timescale** | Q1 2018 |