

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	Develop and publish a guide for recruitment evaluation process
Action 11	Improve the Career advice offered to the ESR

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

Action number	1
Title	Survey research project leaders and a sample of our staff
Details	<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>
Unit in charge	Staff and Organisation Area
Indicator	Number of responses
Timescale	Q3 2019 / Q3 2020 Q3 2021 /

Action number	2
Title	Improvement in website contents
Details	<ul style="list-style-type: none"> - Publication of the selection process - FAQs - Research career - Legislation - Indicators of recruitment <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>
Unit in charge	Staff and Organisation Area Legal Services Area
Indicator	Number of visits to the website
Timescale	Q3 2017 / Q3 2020

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

Action number	4
Title	Code of good research practices
Details	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>
Unit in charge	Vice-rector for Research Research and Transfer Area – Technology Transfer Centre (CTT) Legal Services Area
Indicator	Document
Timescale	Q1 2021

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

Action number	6
Title	Improve gender policies
Details	Undertake studies and create proposals on behalf of the glass ceiling committee Incorporate a disclaimer in contracts
Unit in charge	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>
Indicator	Number of proposals for improvements % of women hired
Timescale	Q3 2018 / Q2 2020 / Q2 2021

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

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 International Relations
Indicator	Number of researchers welcomed Number of welcome sessions held
Timescale	Q3 2020

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 <i>Access to research training and continuous development (point 39)</i>
Unit in charge	Professional Development Service Doctoral School ICE
Indicator	Number of attendees at workshops
Timescale	Q1 2018 / Q2 2019

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

Action number	10
Title	Develop and publish a guide for recruitment evaluation process
Details	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)
Unit in charge	Staff and Organization Area Professional Development Service
Indicator	Recruitment evaluation guide
Timescale	Q2 2020

Action number	11
Title	Improve the Career advice offered to the ESR
Details	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>
Unit in charge	Staff and Organization Area Research Area ICE
Indicator	Number of attendees at workshops
Timescale	Q2 2020 / Q2 2021 / Q2 2022