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 efficients.

2) Working Group meeting: including meetings with the diferent 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 Analisys: 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 indentified

> 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	*Assess the level of knowledge of their legal and contractual obligations (point 5)* *Gather suggestions for potential improvements in the selection process (point 14) ,in the assessment process (point 21)* *Careers advice (point 30) and transparency (point 15)*
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	- Publication of the selection process - FAQs - Research career - Legislation - Indicators of recruitment *Assess the level of knowledge of their legal and contractual obligations (point 5)* *Transparency (Code) (point 15)*
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	Publication of all UPC vacancies in the Euraxess portal *Recruitment (Code) (point 13)*
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 *Professional attitude (point 4)* *Contractual and legal obligations (point 5)* *Accountability (point 6)* *Good practice in research (point 7)* *Dissemination, exploitation of results (point 8)* *Public engagement (point 9)* *Supervision and managerial duties (point 37)*
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 *Recruitment (point 13)*
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 *Non discrimination (point 10)* *Gender balance (point 27)*
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 *Access to research training and continuous development (point 39)*
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	*Dissemination, Exploitation of results (point 8)* *Public engagement (point 9)*
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 *(points16,17,18,19,20)*
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. *Career development (point 28)* *Access to Career advice (point 30)*
Unit in charge	Staff and Organization Area Research Area ICE
Indicator	Number of attendees at workshops
Timescale	Q2 2020 / Q2 2021 / Q2 2022