

HUMAN RESOURCES STRATEGY FOR RESEARCHERS - HRS4R 2019-2022 ACTION PLAN

Transversal Actions				
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target
Action 1: Dissemination of the Researchers' Code and Letter, Human Resources Strategy (HRS4R) and new 2019-2022 action plan	General Information	Human Resources and Communication Units	Q1 2020 / Q2 2021 / Q2 2022	Publications on web and newsletter. Other information activities
Action 3: Evaluation and monitoring of new 2018-2022 IBIMA Strategic Plan every six months (which includes this HRS4R action plan)	All	Management and Quality Unit	Ongoing Activity	Monitoring and evaluation reports of the Strategic Plan
Action 4: English translation of the new IBIMA website and other documents considered essential for the researchers	General Information	Communication Unit	Q3-Q4 2019	IBIMA website in english

I. Ethical and Professional Aspects				
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target
Action 7: Update and dissemination of the Researchers' Guide	5. Contractual and legal obligations 10. Non-discrimination	Human Resources and Communication Units	Q4 2019	Document updated and published on IBIMA website/newsletter
Action 24 (new action): Development of the 2018-2022 Communication Plan: results of the research to society	8 and 9. Dissemination and exploitation of results and Commitment to the Public	Management and Communication Unit	Ongoing activity	Number of activities in which you take part in
Action 10: Equality Plan (gender, disability, ethnic origin...): improvements and updates	10. Non-discrimination	Human Resources Unit	Q4 2019 - Q1 2020	Equality Plan approved
Action 25 (new action): Dissemination of the Harassment Protocol	10. Non-discrimination	Human Resources Unit	Q4 2019	Document published on IBIMA website/newsletter

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II. Recruitment				
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target
Action 12: Personnel who are part of the Selection Committees will receive a training program in the updated recruitment procedure, which includes OTM-R practices.	12 and 13. Recruitment	Human Resources Unit	2019-2020	Nº Training activities on updated procedure
Action 26 (new action): New e-recruitment tool will allow a more open, transparent and efficient recruitment process, as well as better tools for monitoring	12, 13 and 14. Recruitment and selection	Management/ Human Resources Unit	2021-2022	Start-up new software
Action 27 (new action): Update of the personnel recruitment procedure (P.S101.1) for more open, transparent and efficient practices which encourage external candidates to IBIMA, foreign candidates and groups with little representation to present themselves to the job offers of the institute (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	% of applicants recruited from outside the institution/from abroad/ % of groups with little representation
Action 28 (new action): The document PS102.1 that includes some templates for research personnel (pre-doctoral, postdoctoral, technical, data manager, etc.) will be updated to comply with EURAXESS formats (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	Procedure updated
Action 29 (new): Job offers are published in Euraxess web for all positions in international projects and those that are determined of interest according to the required profile. (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	% of job adverts posted on EURAXESS/ % of applicants recruited from outside the institution/abroad
Action 13: Include external experts for the selection of personnel of strategic positions (define these strategic positions)	14. Selection	Human Resources Unit	Q2-Q3 2019	% of external experts participating in selection processes
Action 14: Update of the personnel recruitment procedure, which includes providing the most complete possible feedback to final candidates for strategic positions (OTM-R)	15. Transparency	Human Resources Unit	Q2-Q3 2019	Evaluation reports of the Selection Committees
Action 15: Update of the personnel recruitment procedure (P.S101.1) with an evaluation guide for the Selection Committees with merits to be assessed (OTM-R)	17, 18 and 19. Changes in chronological order of CVs, recognition of mobility, recognition of merits and degrees	Human Resources Unit	Q2-Q3 2019	Updated procedure and evaluation guide for Selection Committees

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III. Work Conditions and Social Security				
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target
Action 30 (new action): Analysis of training deficits in the research community. (periodically). Design an annual supplementary training program in non-science related skills	28. Professional development	Training Commission	Ongoing Activity	Training program published and number of planned training activities
Action 19: Analyze the possibility of designating mentors or similar figures and define their role and tasks	28 and 30. Professional development and access to career advice	Scientific Management/ Human Resources Unit	2022	Number of possible mentors

IV. Training				
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target
Action 22: Analyze the possibility of designating mentors or similar figures and define their role and tasks	36 and 40. Relationship with supervisors and supervision	Scientific Management/ Human Resources Unit	2022	Number of possible mentors and their role