

# HUMAN RESOURCES STRATEGY FOR RESEARCHERS - HRS4R FOLLOW UP 2016-2020 ACTION PLAN

Transversal Actions					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 1: Dissemination of the Researchers' Code and Letter, of the Human Resources Strategy and of the analysis and action plan	General Information	Human Resources and Informational Services Unit	First Quarter 2017	Published on the Ibima website: <a href="http://www.ibima.eu/hrs4r/">http://www.ibima.eu/hrs4r/</a>	Done
Action 2: Informational Conference on HRS4R, internal analysis and action plan	General Information	Quality Unit and European Projects Office	First Quarter 2017 / First Quarter 2018	5 Informative conferences held in 2017	Done
Action 3: Establishment of 3 work groups (Equality, Recruitment Quality and Mentoring) for the evaluation and monitoring of the execution of the action plan	All	Management and Quality Unit	Ongoing Activity	Periodic reports from the 3 work groups	<b>Modified action:</b> The new Management of the institute decided to include this HRS4R action plan in the new 2018-2022 IBIMA Strategic Plan. Its monitoring and evaluation is carried out semiannually.
Action 4: Translation of essential documents for researchers into english	General Information	Human Resources and Informational Services Unit	Ongoing Activity	Published on the Ibima website: <a href="http://www.ibima.eu/hrs4r/">http://www.ibima.eu/hrs4r/</a>	<b>Done:</b> Essential documents for HRS4R translated into English. <b>Ongoing:</b> Translation of the new Ibima website
Action 5: Creation of a mailbox for questions/suggestions on the Human Resources strategy	General Information	Human Resources and Informational Services Unit	Ongoing Activity	Questions/Suggestions Mailbox running	Done

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I. Ethical and Professional Aspects					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 6: Development of an institutional policy to promote Responsible Research and Innovation (RRI)	4. Professional Attitude	Management	First Quarter 2019	Code of Ethics and Good Practices in Research updated	<b>Done:</b> Updated and diffused Strategic Plan 2018-2022 with some actions for the implementation of RRI in the institute (Governing Council, October 2018) and Code of Ethics and Good Practices in Research (Internal Scientific Committee, May 2019)
Action 7: Update the Quality, Ethics and Good Practices in Research Code and the Researchers' Guide. Communication Activities	5. Contractual and legal obligations 10. Non-discrimination	Management and Unit Leaders	Third Quarter 2017	3 Communication activities held: on web, newsletter and IBIMA staff meeting	<b>Done:</b> Updated and diffused Quality Plan 2018-2022 (Governing Council, october 2018) and Code of Ethics and Good Practices in Research (Internal Scientific Committee, may 2019). <b>Ongoing:</b> Update Researcher's Guide
Action 8: Development of a policy for scientific communication on, for example, the publication of content online and/or the publication of results in scientific forums	8. Dissemination and exploitation of results	Scientific Management	Third Quarter 2018	Published on the Ibima website: www.ibima.eu	<b>Done:</b> Updated and diffused Communication Plan 2018-2022 (Governing Council, october 2018) and Open Access Policy (Governing Council, june 2019)
Action 9: Development of a policy on information on results of research in society (Communication Plan)	9. Commitment to the Public	Scientific Management	Third Quarter 2017	12 activities held in 2018 in which society took part in	<b>Done:</b> Updated and diffused Communication Plan 2018-2022 (Governing Council, october 2018)
Action 10: Equality Plan (gender, disability, ethnic origin...): improvements and updates	10. Non-discrimination	Human Resources Unit/Commission on Equality	Second Quarter 2017 Second Quarter 2019	Publication on website and active distribution in the scientific community	<b>Ongoing:</b> Draft of Equality Plan done. Finalize plan and submit to government body for approval
Action 11: Improvements to the Harassment Protocol. Workplace environment analysis by Fremap. Improvement of the online mailbox for reporting discriminatory actions	10. Non-discrimination	Human Resources Unit	Second Quarter 2017	Published on the website	<b>Done</b>

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II. Recruitment					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 12: Develop a more detailed policy on selection and recruitment and a guide for interviewers. Training of Selection Committees	12 and 13. Recruitment	Management/ Human Resources Unit	Second Quarter 2018	Interviewer's guide published and broadcast. Number of training activities for the Selection Committees	<b>Ongoing:</b> Update of the personnel recruitment procedure (P.S101.1) with the appointment and responsibilities of the Selection Committee. These committees that evaluate the merits of the applicants are formed by professionals from both the research management area and by professionals or technicians with the applicable scientific knowledge and without conflict of interests with the candidates admitted in the selection process. Gender equality is taken into account in these committees. Also, the criteria for an open, transparent and merit-based evaluation (OTM-R) are also defined.
Action 13: Include external experts for the selection of personnel for strategic positions (define these strategic positions)	14. Selection	Management and Scientific Management	Second Quarter 2019	% of external experts who participated in selection processes during 2019	<b>Ongoing:</b> Update of the personnel recruitment procedure (P.S101.1), including evaluation guides for the selection committees. This procedure includes that these committees may include external experts for strategic positions.
Action 14: Final candidates in a selection process for strategic positions will be informed about the strong and weak points of their candidature	15. Transparency	Selection Committee	Second Quarter 2019	Evaluation Reports	<b>Ongoing:</b> Update of the personnel recruitment procedure (P.S101.1), which includes providing the most complete possible feedback to final candidates for strategic positions (OTM-R)
Action 15: Include merits to take into account which were not previously considered in the internal procedure on Recruitment, Selection and Hiring	17, 18 and 19. Changes in chronological order of CVs, recognition of mobility, recognition of merits and degrees	Human Resources Unit	Third Quarter 2017	Updated procedure with evaluation guide	<b>Ongoing:</b> Update of the personnel recruitment procedure (P.S101.1) with an evaluation guide for the Selection Committees with merits to be assessed (OTM-R)
Action 16: Publish Plan for Capturing and Retaining Talent: Career Planning Guide	21. Post-doctorates	Management	Second Quarter 2017	Published on Ibima web, newsletter and IBIMA staff meeting	<b>Done:</b> Updated and diffused Talent attraction and professional development Plan 2018-2022 (Governing Council, october 2018)

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IV. Training					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
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	Third Quarter 2019	Number of possible mentors and their role	<b>Delayed:</b> Due to personnel changes in IBIMA Management and in the Human Resources unit, this action has been reconsidered and programmed in the new 2019-2022 action plan
Action 23: Optimize the Plan on Training and Capturing Talent, identifying specific needs and analyzing results	38 and 39. Ongoing professional training and access to research training and continuous development.	Scientific Management and Training Commission	First Quarter 2018	Published on Ibima web, newsletter and IBIMA staff meeting	<b>Done:</b> Updated and diffused Talent attraction and professional development Plan and Training Plan 2018-2022 (Governing Council, october 2018)