

### **UPDATED ACTION PLAN (2017-2020)**

The actions proposed as part of the 2017-2020 Action Plan have been approved by the Executive board and will enable to fulfil the HR vision and HR Strategic Objectives for the period 2015-2020 in alignment with the European Charter and Code principles. These actions have been grouped in the 4 thematic areas: Ethical and professional aspects, Recruitment, Working conditions and social security and Supervision. The same HRS4R Monitoring Committee as in the first Action Plan (HRS4R Manager, HSR4R Coordinator, Director of Strategy and Head of the Human Resources Office) will keep on working in the implementation, follow-up and reporting of the actions. All achievements and possible adjustments will be reported to the Executive Board.

<b>I. Ethical and professional aspects</b>			
<b>Actions (A)/New Action (NA)</b>	<b>Timeframe</b>	<b>Deliverables (D) / Key Performing Indicators (KPIs)</b>	<b>Coordinator</b>
<b>NA1. Integrate the HRS4R vision and strategy into the institutional Strategic Plan (2018-2021)</b>	2017. Q4	IDIBAPS Strategic Plan	Director of Strategy
<b>A2. Design and organize the "IDIBAPS Welcome Day"</b>	2017. Q4	D 2.1 Event programme	Institutional Actions Office
<b>A3. Dissemination of the Welcome Pack</b>	2017. Q4	KPI 3.1 Number of packs delivered KPI 3.2 Number of downloaded versions (new KPI)	Communication Office
<b>A4. Run periodically the "IDIBAPS Welcome Day"</b>	2018. Q1	D 4.1 Satisfaction survey KPI 4.1 Number of attendants versus number of new employees KPI 4.2 Level of attendants' satisfaction	Institutional Actions Office
<b>NA2. Update the "Code of Good Practice in Research"</b>	2018. Q2	Updated version approved by the Board of Governors (D); Number of downloaded versions (KPI); Number of dissemination actions (KPI)	Institutional Actions Office
<b>NA3. Design and deliver a farewell pack</b>	2019. Q2	Farewell pack (D); Number of packs delivered vs. number of people leaving IDIBAPS (KPI); Number of dissemination actions (KPI)	Scientific Coordination Office
<b>NA4. Review the institutional policy for IPR</b>	2019. Q1	IDIBAPS IPR reviewed Policy approved by the Board of Governors (D); Number of downloaded versions (KPI)	KTT Office

<b>II. Recruitment</b>			
<b>Actions (A)/New Action (NA)</b>	<b>Timeframe</b>	<b>Deliverables (D) / Key Performing Indicators (KPIs)</b>	<b>Coordinator</b>
<b>A9. Establish a standard process to recruit new staff based in the Code of Conduct for the Recruitment of Researchers</b>	2018. Q2	D 9.1 Protocol	Human Resources Office
<b>A10. Design the templates required to implement the standard process</b>	2018. Q3	D 10.1 Templates	Human Resources Office
<b>A11. Recruit staff using the new standard process</b>	2019.Q1	D 11.1 Up-date of the protocol and/or the templates (if needed) KPI 11.1 Number of job positions published and managed according to the new protocol KPI 11.2 Researchers' level of satisfaction (researchers who open the job positions)	Human Resources Office
<b>NA5. Specific training on conducting interviews for potential interviewers as part of the annual training Plan offered by IDIBAPS and FCRB employees</b>	2019. Q2	Number of participants to the training sessions (KPI) & Level of satisfaction (KPI)	Human Resources Office

<b>III. Working conditions and social security</b>			
<b>Actions (A)/New Action (NA)</b>	<b>Timeframe</b>	<b>Deliverables (D) / Key Performing Indicators (KPIs)</b>	<b>Coordinator</b>
<b>A13. Up-date of the Research Career Document</b>	2018. Q2	D 13.1 Document up-dated	Scientific Coordination Office
<b>A14. Disseminate the document "Research Career at IDIBAPS" up-dated</b>	2018. Q3	KPI 14.1 Number of dissemination actions KPI 14.2 Visits to the section "Research Career at IDIBAPS" in the IDIBAPS website or newsletter	Communication Office
<b>NA6. Definition of standard</b>	2019. Q2	Standard professional categories	Human Resources

<b>professional categories</b>		approved by the Board of Governors (D)	Office
<b>NA7. Definition of salary scales</b>	2019. Q2	Salary scales approved by the Board of Governors (D)	Human Resources Office
<b>NA8. Design a gender policy</b>	2018. Q2	Gender policy approved by the Board of Governors (D)	Institutional Actions Office
<b>NA9. Design an awareness campaign on the importance of gender equality and perform a short-term impact assessment</b>	2019. Q1	List of key messages of the dissemination actions/activities (D); Degree of the personnel's social perception (at the Institute level and for each professional category) before the campaign (KPI); Number of dissemination actions/activities for the campaign (KPI); Degree of the personnel's social perception (at the Institute level and for each professional category after the campaign (KPI)	Institutional Actions Office
<b>NA10. Giving visibility and promoting women's scientific careers</b> (communication campaign, scientific seminars and programmes/prizes opportunities)	2019. Q3	Number of dissemination actions within the campaign (KPI); Ratio of women vs. men/ seminar (KPI) & Participants in disseminated programmes vs. total candidates (KPI)	Scientific Coordination Office

<b>IV. Supervision</b>			
<b>Actions (A)/New Action (NA)</b>	<b>Timeframe</b>	<b>Deliverables (D) / Key Performing Indicators (KPIs)</b>	<b>Coordinator</b>
<b>NA11. Support the creation of a platform for predoctoral researchers</b>	2017. Q4	List of support actions (D)	Scientific Coordination Office
<b>NA12. Perform an impact assessment of the Stepping-Stone programme</b>	2019. Q2	Survey to the R1 and R2 research community (D) & Impact assessment report (D)	Scientific Coordination Office
<b>NA13. Supervision of the mentoring programme for R1 researchers</b>	2018. Q2	Creation of an IDIBAPS- UB commission to supervise the mentoring (D); Number of meetings (KPI)	Direction of Strategy