

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.

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

II. Recruitment			
Actions (A)/New Action (NA)	Timeframe	Deliverables (D) / Key Performing Indicators (KPIs)	Coordinator
A9. Establish a standard process to recruit new staff based in the Code of Conduct for the Recruitment of Researchers	2018. Q2	D 9.1 Protocol	Human Resources Office
A10. Design the templates required to implement the standard process	2018. Q3	D 10.1 Templates	Human Resources Office
A11. Recruit staff using the new standard process	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
NA5. Specific training on conducting interviews for potential interviewers as part of the annual training Plan offered by IDIBAPS and FCRB employees	2019. Q2	Number of participants to the training sessions (KPI) & Level of satisfaction (KPI)	Human Resources Office

III. Working conditions and social security			
Actions (A)/New Action (NA)	Timeframe	Deliverables (D) / Key Performing Indicators (KPIs)	Coordinator
A13. Up-date of the Research Career Document	2018. Q2	D 13.1 Document up-dated	Scientific Coordination Office
A14. Disseminate the document "Research Career at IDIBAPS" up-dated	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
NA6. Definition of standard	2019. Q2	Standard professional categories	Human Resources

professional categories		approved by the Board of Governors (D)	Office
NA7. Definition of salary scales	2019. Q2	Salary scales approved by the Board of Governors (D)	Human Resources Office
NA8. Design a gender policy	2018. Q2	Gender policy approved by the Board of Governors (D)	Institutional Actions Office
NA9. Design an awareness campaign on the importance of gender equality and perform a short-term impact assessment	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
NA10. Giving visibility and promoting women's scientific careers (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

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