



# HRS4R

## Action Plan

April 2019

*\*This plan includes revised actions of the Action Plan 2016 and some new actions to carry out in the implementation phase 2019-2022*

I. Ethical and professional aspects						
Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
1. Research Freedom 2. Ethical Principles 3. Professional Responsibility 4. Professional attitude 5. Contractual and legal obligations 6. Accountability 7. Good practice in research 9. Public engagement 10. No discrimination	<b>ACTION 1</b>  Review and adapt the <b>good practices in research</b> at the UdL to all research categories.  Include Responsible Research and Innovation (RRI) principles.	Q2 2021	VR for Research VR for Scientific & Technologic Policy R&D&I support office Doctoral School	Document that gathers the good practices in research at the UdL  Dissemination of the document in Catalan, Spanish and English	IN PROGRESS	Revised action of the Action Plan 2016 which is currently in progress.  RRI approach will be taking into account in the next implementation phase.
	<b>ACTION 2</b>  <u><b>Information document of obligations and responsibilities</b></u> for researchers: tailor the R1 template to other researcher profiles.	Q3 2020	VR for Research VR for Teaching Staff Staff service Contracts & grants management unit	Information documents for different researcher profiles  Documents available on the webpage  Number of researchers that receive the informative document	IN PROGRESS	The information document of obligations and responsibilities has been developed for R1.  The R1 document will be the model in order to adapt other researcher profiles in the next implementation phase.  All these information documents will be regularly updated according to regulation changes or institutional practices.

II. Selection and Recruitment						
Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code)	ACTION 3 Review <b>recruitment and selection regulations</b> for research staff (especially R1 and R2 internal regulations)	Q4 2020	VR for Research VR for Scientific & Technologic Policy Contracts & grants management unit Organization and Processes Unit	Internal regulations updated and approved by governing committees	IN PROGRESS	Action 3 and 4 were developed together. First, a procedure for R1 and R2 was updated and now the working group is reviewing the regulations that concern this procedure. Selection and recruitment procedure for R1/R2 funded by research projects has been approved and is available on the intranet. <a href="https://cv.udl.cat/access/content/group/uop/HRS4R/">https://cv.udl.cat/access/content/group/uop/HRS4R/</a>
16. Judging merit (Code) 18. Recognition of mobility experience (Code)	ACTION 4 Review and/or implementation of recruitment and selection procedures for research staff	Continuous	VR for Research Management Organization and Processes Unit	-	COMPLETED	Both actions (3 and 4) are also related to the analysis of the OTM-R policy, therefore, other selection and recruitment procedures shall be reviewed and updated as required.

## II. Selection and Recruitment

Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
<p>12. Recruitment</p> <p>13. Recruitment (Code)</p> <p>14. Selection (Code)</p> <p>15. Transparency (Code)</p>	<p>ACTION 5</p> <p>Develop new <b><u>contents of the research and transfer webpage</u></b></p> <p>Increase the information/documents updated and available in Catalan, Spanish and English</p>	Continuous	<p>VR for Research</p> <p>VR for Scientific &amp; Technologic Policy</p> <p>Contracts &amp; grants management unit</p> <p>R&amp;D&amp;I support office</p>	<p>New sections on the Research and Transfer webpage</p> <p>Supporting information available in different languages (number of documents)</p>	COMPLETED/ EXTENDED	<p>The action defined in the Action Plan 2016 has been completed.</p> <p>UdL is about to publish a specific Research and Transfer webpage in Catalan, Spanish and English.</p> <p>Moreover, on the UdL general website a specific, straightforward and accessible space to post research opening positions has been developed:</p> <p><a href="http://www.udl.cat/ca/recerca/convoca/">http://www.udl.cat/ca/recerca/convoca/</a></p> <p>Developing new sections on the webpage and increasing the information available in different languages is considered a continuous action.</p>

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12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code)	<b>ACTION 6</b>  <u><b>Increase the dissemination channels for research vacancies</b></u> at the UdL.	Continuous	VR for Research  VR for Scientific & Technologic Policy  Contracts & grants management unit  R&D&I support office	New dissemination channels/platforms	COMPLETED/ EXTENDED	<p>The annual call of the Vice-Rectorate for Research includes the requirement of posting all PhD vacancies on Euraxess Jobs: <a href="http://www.udl.cat/export/sites/uni/versitat-llleida/ca/recerca/.galleries/docs/convoqa/0_2019_CONCOVATORIA.pdf">http://www.udl.cat/export/sites/uni/versitat-llleida/ca/recerca/.galleries/docs/convoqa/0_2019_CONCOVATORIA.pdf</a></p> <p>30 PhD vacancies funded by the VR for Research have been posted on Euraxess Jobs in 2018.</p> <p>Selection and recruitment procedure for R1/R2 funded by research projects includes the requirement of posting those vacancies on Euraxess Jobs. <a href="https://cv.udl.cat/access/content/group/uop/HRS4R/">https://cv.udl.cat/access/content/group/uop/HRS4R/</a></p> <p>This is described as a continuous action because new platforms and dissemination channels may be included in the next implementation phase.</p>

## II. Selection and Recruitment

Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualification (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code)	ACTION 7 <b>OTM-R</b> institutional policy	Q4 2021	VR for Research VR for Teaching Staff VR for Scientific & Technologic Policy Management	Document of the OTM-R policy approved and published on the webpage (included the English version)	NEW	

III. Working conditions and social security						
Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
23. Research environment	<p>ACTION 8</p> <p>Development of a <b>welcome plan</b> for the new research staff at the UdL</p>	Q2 2020	<p>VR for Research</p> <p>VR for Scientific &amp; Technologic Policy</p> <p>VR for International Relations</p> <p>Management</p>	Welcome plan in place	IN PROGRESS	<p>The Implementation Committee is working on the development of this plan.</p> <p>Dissemination channels of the welcome plan will be studied (<i>e.g.</i> specific webpage gathering the most relevant information for incoming researchers).</p>
30. Access to career advice	<p>ACTION 9</p> <p>Development of a <b>professional support strategy for R1</b></p>	Q3 2021	<p>VR for Research</p> <p>VR for Scientific &amp; Technologic Policy</p> <p>Doctoral School</p>	<p>Support strategy for R1</p> <p>Annual briefings on career advice</p>	IN PROGRESS	<p>The Doctoral School has been working on strengthening training sessions and information meetings for R1.</p> <p>Consequently, this action is in progress and has been redefined to extend all over the doctoral period.</p>

III. Working conditions and social security						
Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
23. Research environment 34. Complaints/appeals	<p>ACTION 10</p> <p><b>Psychosocial risk assessment</b> for teaching and research staff</p> <p>Set up a specific commission or mechanism to deal with complaints/appeals of researchers</p>	<p>Q3 2021</p> <p>Q1 2020</p>	<p>VR for Research</p> <p>VR for Scientific &amp; Technologic Policy</p> <p>Doctoral School</p> <p>Occupational Health and Safety Unit</p>	<p>Number of researchers involved in psychosocial risk assessment</p> <p>Complaints/appeals mechanism in place</p>	EXTENDED	<p>Different protocols of safety, ergonomics and harassment have been recently approved or reviewed.</p> <p><a href="https://cv.udl.cat/access/content/group/uop/HRS4R/">https://cv.udl.cat/access/content/group/uop/HRS4R/</a></p> <p>This action has been extended in order to include the psychosocial risk assessment for teaching and research staff (as part of the institutional strategy).</p>
7. Good practice in research 23. Research environment	<p>ACTION 11</p> <p>Occupational Health and Safety in Research: integration plan</p>	Q1 2021	<p>VR for Research</p> <p>Occupational Health and Safety Unit</p>	<p>Integration plan in place</p> <p>Number of departments and scientific services involved in the integration plan</p>	NEW	



IV. Training						
Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
<p>38. Continuous professional development</p> <p>39. Access to research training and continuous development</p>	<p>ACTION 12</p> <p>Design and implementation of a <b>specific training plan</b> for research staff that includes relevant research management issues (such as exploitation of results, intellectual property, national and international funding, etc.)</p>	Continuous	<p>VR for Research</p> <p>VR for Teaching Staff</p> <p>Doctoral School</p> <p>R&amp;D&amp;I support office</p>	<p>Training sessions offered (not included in the Annual plan); number of researchers</p> <p>New training sessions included in the Annual Teaching Plan</p>	COMPLETED/ EXTENDED	<p>Annual Training Plan for Teaching and Research Staff: <a href="http://www.formacioprofessorat.udl.cat/upu/pdf/plaintegral.pdf">http://www.formacioprofessorat.udl.cat/upu/pdf/plaintegral.pdf</a></p> <p>Additional training sessions for researchers offered in 2018:</p> <ul style="list-style-type: none"> <li>- Patents: 61</li> <li>- Welcome session for R1: 132</li> <li>- Course for PhD supervisors</li> </ul> <p>The possibility of including some new training sessions in the annual training plan will be considered according to specific requirements.</p>