

# HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)

October 2014

**ACTION PLAN 2014-2016**

---

## Introduction and method

---

The present Action Plan was adopted by consensus in May 2014 by the members of the working group and the Directorate and was approved by the Internal Scientific Committee (ISC) on 2 June 2014.

To design the Action Plan, the working group organised an initial meeting to draw up a work plan towards this aim. In this meeting, the method and calendar for workshops and meetings were decided.

Regarding the method, the working group encouraged internal regular communication between the stakeholders through meetings and interviews coordinated by the leaders of each of the four sections (Ethical and Professional Aspects, Recruitment, Working Conditions and Social Security, and Training), and with the support of Directorate.

After drawing up the first draft of the Action Plan, it was presented to stakeholders in order to:

- Complement it with maintenance indicators.
- Elect a person in charge of each action or group of actions.
- Increase awareness about the actions required and the person responsible for each one.
- Agree on the final Action Plan and deadlines for each action included.

With the aim to follow-up the implementation of the Action Plan at regular intervals, a Gantt diagram was developed and is checked systematically by the coordinator of each section.

This Action Plan includes measures to be implemented in the four sections listed above aim to address the points identified during the *Gap Analysis*. We highlight the following as the most important ones:

- Preparation of a *Code of Conduct*
- Drawing up of a Recruitment Policy that include the principles of the *Charter & Code*
- Development of new action procedures for joining IRB Barcelona that include the principles of the *Charter & Code*
- Drawing up of a *Conflict of Interests Policy*
- Launch of *Short Stays Programme*
- Implementation of dissemination activities

The following pages show: (i) a table with the actions proposed to fulfil the identified gaps during the first two years (2014-2015) and (ii) actions planned for 2016, focused on the preparation of the new Equality Plan and the reinforcement and follow-up of the actions adopted regarding dissemination and mobility.

**ACTION PLAN**

I. Ethical and Professional Aspects				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
1	Prepare the <i>Code of Conduct of IRB Barcelona</i> - It will include the general guidelines for research freedom and the limitations in research.	INN RAA	Q3 - 2015	Document Number of dissemination actions Results of the survey
2	Prepare the <i>Code of Conduct of IRB Barcelona</i> - It will include the ethical principles that researchers at IRB Barcelona are required to follow.	INN RAA	Q3 - 2015	Document Number of dissemination actions Results of the survey
3	Prepare the <i>Code of Conduct of IRB Barcelona</i> - It will include specific guidelines on Professional Responsibility regarding IPRs.	INN RAA	Q3 - 2015	Document Number of dissemination actions Results of the survey
5	Prepare the <i>Code of Conduct of IRB Barcelona</i> - It will include specific guidelines on human resources management.	INN RAA	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Draw up a <i>Conflict of Interest Policy</i> .	INN RAA	Q4 - 2015	Document Number of dissemination actions Results of the survey

II. Recruitment				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
12	Add general guidelines in the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Increase the dissemination of the <i>Charter &amp; Code</i> and the <i>IRB Barcelona Doctoral Training Summary</i> among researchers.	HR AO OCER	Q2 - 2015	Document Number of dissemination actions Results of the survey
13	Include specific guidelines in the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Adapt the job offer template, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey

15	Add specific guidelines regarding the need for follow-up and provision of feedback to interviewees about their strengths and weaknesses to the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
16	Add an explanation about the evaluation of merits in the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
17	Add specific guidelines regarding non-penalization of candidates who have taken career breaks to the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Draw up a <i>Recruitment Policy</i> that includes the regulations prevailing at the Institute that are aligned with the <i>Charter &amp; Code</i> .	HR	Q4 - 2015	Document Number of dissemination actions Results of the survey
18	Add specific guidelines regarding the need to take into account mobility experience as an important part of the merits to the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Draw up a <i>Recruitment Policy</i> that includes the regulations prevailing at the Institute that are aligned with the <i>Charter &amp; Code</i> .	HR	Q4 - 2015	Document Number of dissemination actions Results of the survey
19	Add specific guidelines regarding the recognition of qualifications to the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Draw up a <i>Recruitment Policy</i> that includes the regulations prevailing at the Institute that are aligned with the <i>Charter &amp; Code</i> regarding the inclusion of qualifications in the job offer itself but their use as a barrier.	HR	Q4 - 2015	Document Number of dissemination actions Results of the survey
20	Add some remarks regarding the need of balance between education and experience to the action procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey
	Draw up a <i>Recruitment Policy</i> that includes the regulations prevailing at the Institute that are aligned with the <i>Charter &amp; Code</i> .	HR	Q4 - 2015	Document Number of dissemination actions Results of the survey
21	Include specific guidelines about the recruitment and career development of the Postdoctoral Community in the procedures for employee recruitment, in compliance with the <i>Charter &amp; Code</i> .	HR	Q3 - 2015	Document Number of dissemination actions Results of the survey

III. Working Conditions and Social Security				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
28	Good practices in doctoral training will be stated in the <i>Code of Conduct of IRB Barcelona</i> , in order to draw up the Career Development Plan.	RAA INN	Q3 - 2015	Document Number of dissemination actions Results of the survey
29	Reinforce the use of emailing and seminars to increase information about programmes that include mobility.	RGO	Q1 - 2015	Number of information actions per year
	Establish the IRB Barcelona <i>Short Stays Programme</i> to strengthen mobility.	AO	Q3 - 2015	Number of short stays per year financed by IRB Barcelona through <i>Short Stays Programme</i>
	Launch the <i>Maths4Life Summer Stays Programme</i> .	AO OCER	Q2 - 2014 (ongoing)	Number of applications Number of placements
32	Establish the value of co-authorship and appropriate recognition through the <i>Code of Conduct of IRB Barcelona</i> .	RAA INN	Q3 - 2015	Document Number of dissemination actions Results of the survey

IV. Training				
C&C Principle	Action	Dpt. in charge	Timeframe	Indicator
36	Include the regulations on the relationship between PhD Students and their Supervisors in the <i>Code of Conduct of IRB Barcelona</i> .	RAA INN	Q3-2015	Document Number of dissemination actions Results of the survey
37	Include the role of Supervisors in the <i>Code of Conduct of IRB Barcelona</i> .	RAA INN	Q3-2015	Document Number of dissemination actions Results of the survey
40	Include the duties of Supervisors in the <i>Code of Conduct of IRB Barcelona</i> .	RAA INN	Q3-2015	Document Number of dissemination actions Results of the survey

**Acronyms**

Q: Quarter of the year

AO: Academic Office

HR: Human Resources Department

INN: Innovation Department

OCER: Office of Communication and External Relations

RAA: Research and Academic Department

RGO: Research Grants Office

Dissemination actions comprise: emailing, intranet publication, and information in the welcome pack and in the internal newsletter.

The success in delivery will be measured through a survey. This survey will include both general questions on the implementation of the *Charter & Code* and specific questions on the actions implemented.

**Midterm Actions 2016**

In 2016, dissemination actions will be reinforced in order to ensure awareness of policies and guidelines that are in alignment with the *Charter & Code*. Regarding mobility programmes, IRB Barcelona will continue promoting those existing and new ones. In the fourth quarter of 2016, IRB Barcelona will start working on a new Equality Action Plan 2017-2019.