

HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)

November 2017

ACTION PLAN 2017-2019

Introduction and method

The present Action Plan was adopted by consensus in October 2017 by the members of the HRS4R Working group and the Directorate and was approved by the Internal Scientific Committee (ISC) in November 2017. To design the Action Plan, the Working group organised an initial meeting to draw up a work plan towards this aim. The method and calendar for workshops and meetings were decided in this meeting.

A self-assessment exercise was done between September and November 2016, to continue monitoring the measures successfully implemented to date and to review the strengths and weaknesses under the four thematic areas of the “Charter and Code” (to identify areas for improvement). Moreover, a detailed overview of the current situation was produced, which provided details of the implementation of the proposed actions and areas in which further work was needed. The “Modus Operandi” has been to thoroughly assess IRB Barcelona's existing quality management methods, area by area, and to identify necessary actions and areas for improvement, thereby creating an updated and ongoing Action Plan perfectly aligned with the actions and measures delivered in our previous submission. To coordinate this phase, we set up a project team, responsible for supervising and steering the project on a regular basis, overseeing progress, processing self-assessment reports, and updating the Action Plan accordingly.

As a result of the recent evaluation (EC Consensus Report), it was concluded that significant effort had been made by all internal parties. Nevertheless, IRB Barcelona is fully aware of its obligation to continue to work towards the successful implementation of a transparent, functional and well embedded HR strategy aligned with HRS4R expectations.

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 the Directorate. To measure the impact of the actions, a tool (IRB survey) was designed to evaluate the current level of awareness and knowledge of the IRB Barcelona community regarding the implementation of HRS4R. Using the results of the survey, a “best approach strategy” was designed and shared to increase the awareness and commitment of the research community and main stakeholders.

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

As final conclusions, first, this Action Plan will focus on **strengthening dissemination measures**. Second, IRB Barcelona will continue to work on completing **recruitment procedures based on the OTM (Open transparent merit) document**, with the aim to to deliver the final

documents **R1, R2, R3 and R4**. In this regard, the intention is to complete R1 and R2 in 2017, and R3 and R4 in 2018.

The following actions are highlighted as the most important ones:

- Preparation of a reinforced Code of Conduct
- Drawing up of a Recruitment Policy that includes the principles of the Charter & Code
- Establishment of the newly created Equality & Diversity Committee (2016) to develop a strategy through which to monitor equality and diversity issues
- Implementation of dissemination activities

ACTION PLAN

I. Ethical and Professional Aspects				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
1-11	Design and implement a communication strategy for all IRB Barcelona members in regard to the Code of Conduct.	FCM CF HR	Q2 - 2018 (continuous)	# of dissemination actions Results of the survey
1-11	NEW: Establish a Committee for Research Integrity to disseminate learning and good practices in scientific integrity, in line with the Code of Conduct, our Conflict of Interest Policy, and the Procedure to report Scientific Misconduct.	DIRECTORATE	Q3-2017	Creation of the Committee Dissemination Actions
10	NEW: Establish the newly created Equality & Diversity Committee to develop a strategy through which to monitor equality and diversity issues and to provide support and guidance in the implementation of policies and action plans.	HR DIRECTORATE EDC	Q4- 2017	Formalization of the Committee Dissemination Actions

II. Recruitment				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
12	Increase the dissemination of the Charter & Code and the IRB Barcelona Doctoral Training among researchers.	HR FCM	Q1 - 2018 (continuous)	Number of dissemination actions Results of the survey
12-20	NEW: Update the calls e-tool and implement a new Applicant Tracking System (ATS) for open positions. In line with OTM recruitment and with a quality monitoring system.	HR AO	Q4-2019	New e-tool Dissemination Mid/Long-term indicators
15	Add specific guidelines regarding the need for follow-up and provision of feedback to interviewees about their strengths and weaknesses. This action will be included in the procedures for employee recruitment, in compliance with the Charter & Code.	HR	Q1 - 2019	Document/Policy Selection Report
16	Add an explanation about the evaluation of merits in the action procedures for employee recruitment, in compliance with the <i>Charter & Code</i> .	HR	Q1 - 2018	Document/Policy Dissemination to recruitment actors
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 & Code</i> .	HR	Q1 - 2018	Document/Policy Dissemination to recruitment actors

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 & Code</i> .	HR	Q1 - 2018	Document/Policy Dissemination to recruitment actors
19	Add specific guidelines regarding the recognition of qualifications to the action procedures for employee recruitment, in compliance with the <i>Charter & Code</i> .	HR	Q1 - 2018	Document/Policy Dissemination to recruitment actors
	Draw up a Recruitment Policy that includes the regulations prevailing at the Institute that are aligned with the <i>Charter & Code</i> regarding the inclusion of qualifications in the job offer itself but their use as a barrier.	HR	Q1 - 2018	Document/Policy
20	Add some remarks regarding the need for balance between education and experience to the action procedures for employee recruitment, in compliance with the <i>Charter & Code</i> .	HR	Q1 - 2018	Document/Policy # of dissemination actions
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 & Code</i> .	HR	Q1 - 2018	Document # of dissemination actions

III. Working Conditions and Social Security				
C&C Principle	Action	Dpts. in charge	Timeframe	Indicator
27	NEW: Design and implement a Permanent Positions Procedure & Policy for Researchers	HR	Q3 - 2019	Document dissemination actions #of permanent appointments in Researchers
22-26, 34, 35	NEW: Conduct a Psychosocial Survey involving the entire IRB Barcelona community to analyse 9 psychosocial risk factors.	HR H&S	Q3-2018	Survey Percentage of participation Action Plan
28	State good practices in doctoral training in IRB Barcelona's <i>Code of Conduct</i> , in order to draw up the Career Development Plan.	INN AO	Q1 - 2019	Document # of dissemination actions
29	Reinforce the use of email campaigns and seminars to increase information about programmes that include mobility.	RGO	Continuous	# of information actions per year

	Establish the IRB Barcelona <i>Short Stays Programme</i> to strengthen mobility (R1, R2) & implement Sabbatical Leave Policy (R-4).	AO HR	Q1-2019	# of short stays per year financed by IRB Barcelona through <i>Short Stays Programme</i>
28, 30	NEW: Provide Specialized Training in Career Advice for Researchers to the AO & HR to facilitate the drawing up of Career Development Plans.	AO HR	Q3-2020	# of Training Activities Certification

IV. Research education and career development				
C&C Principle	Action	Dpt. in charge	Timeframe	Indicator
36	Include the regulations on the relationship between PhD students and their supervisors in <i>IRB Barcelona's Code of Conduct</i> .	CF INN HR	Q3-2018	Document # of dissemination actions
21, 38, 39	NEW: Design and implement a mentoring programme to promote career progression (postdocs - R2)	EDC	Q2-2019	Document # of actions, dissemination, trainings
37,40	Include the role and duties of supervisors in <i>IRB Barcelona's Code of Conduct</i> .	CF INN HR	Q3-2018	Document # of dissemination actions
37-39	NEW: Unify and professionalize the Annual Training plan: Trainings in Research Skills, Innovation, Communication, Soft Skills, Technical Skills, Languages, etc.	AO HR	Q2-2019	Training Calendar # of dissemination actions # of participants

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
 EDC: Equality & Diversity Committee

Midterm Actions

Dissemination actions will be reinforced to ensure awareness of policies and guidelines that are in alignment with the *Charter & Code*. Regarding mobility programmes, IRB Barcelona will continue promoting those already running, as well as new ones.