



## ACTION PLAN (2017 – TILL MAY 2019)

Upon the revision of the current status of the list of all actions, as well as the status of the indicators, that we submitted as part of our HR strategy in 2015, the following proposals will conform our Action Plan till May 2019. It **includes** the **previous Actions** that have been **partially completed or delayed, conveniently re-scheduled**. This Plan is **susceptible to be completed with other new Actions** that the Working Group may consider appropriate.

I. Ethical and Professional Aspects			
Action	Coordinator	Timeframe	Indicator
1. We will monitor the progress of the <b>Welcome course</b> offered to the new research staff using several indicators (ratio of attendance, evaluation of the course) to adapt its form and contents.  The course will be re-evaluated on an annual basis.	- Vice-Rectorate for Teaching & Research Staff - Rector's Delegate for Research Staff Policy - HR	Continuous action	- Nr of editions / year - Nr of participants - Satisfaction surveys on contents The course will be re-evaluated on an annual basis
2. Creating an English of the Integration Plan that provides information and counselling on labour regulations regarding health and safety, since it is now available only in Catalan and Spanish.	- Rector's Delegate for Research Staff Policy  - OSSMA Office (Health, Safety and Environmental Issues Office)	Q2 2018	- the English version of the page <a href="http://www.ub.edu/ossma/pla-acollida">http://www.ub.edu/ossma/pla-acollida</a> completed
3. Increase awareness of existing opportunities for mobility through the Office for Mobility and International Programmes (OMPI): <a href="http://www.ub.edu/uri/welcome_en.htm">http://www.ub.edu/uri/welcome_en.htm</a>	- Rector's Delegate for Research Staff Policy - OMPI	Q1 2018	-Dissemination of mobility Calls in the portal <a href="http://www.ub.edu/uri/welcome_en.htm">http://www.ub.edu/uri/welcome_en.htm</a>
4. Re-evaluation of the existing ICE ( <i>Institut de Desenvolupament Professional - Institut de Ciències de l'Educació</i> ) courses and designing a new curriculum.	- ICE managing board - Rector's Delegate for Research Staff Policy	Q3 2018	We will monitor student enrolment and satisfaction on an annual basis, in order to match training opportunities with the needs of researchers.

## II. Recruitment Aspects

Action	Coordinator	Timeframe	Indicator
1. To design a new job portal, where all relevant information about recruitment, job opportunities, the UB as an employer and moving to Barcelona will be easily accessible.	<ul style="list-style-type: none"> <li>- Rector's Delegate for Research Staff Policy</li> <li>- Vice-Rectorate for Digital Transformation</li> </ul>	For efficiency, and in order to avoid duplicities, the work portal will be launched together with the rest of the UB web page. Probably by Q4 2018	The running of the Job Portal itself
2. Revision of the employment processes to make them more agile, thus ensuring that all internal positions (even if temporary) are not deterred from following an open evaluation process by slow or cumbersome operations.	<ul style="list-style-type: none"> <li>- Vice-Rectorate for Teaching and Research Staff</li> <li>- Vice-Rectorate for Research</li> </ul>	Q4 2018	Approval by the UB Governing Body and Publication of the Guidelines on recruitment and appointments at the UB.
3. Development of a written OTM-R Institutional Policy, which will include the requirements covered in the OTM-R Checklist	<ul style="list-style-type: none"> <li>- Vice-Rectorate for Teaching and Research Staff</li> <li>- Vice-Rectorate for Research</li> </ul>	Q1 2019	Approval by the UB Governing Body and Publication of the OTM-R Institutional Policy.
4. Monitoring the situation of postdoctoral appointments and aim to increase the opportunities for mobility and re-engagement of postdoctoral researchers of exceptional quality.	<ul style="list-style-type: none"> <li>- Vice-Rectorate for Teaching and Research Staff</li> <li>- Vice-Rectorate for Research</li> <li>- HR Dpt.</li> </ul>	Q2 2018	Dissemination of postdoctoral position at the UB webpage and EURACCESS

## III. Working Conditions and social security

Action	Coordinator	Timeframe	Indicator
1. Creation of an informatics platform to connect people across the organization, making it easier to share information, materials and, with the objective of fulfilling this action, also resources.	<ul style="list-style-type: none"> <li>- Rector's Delegate for Research Staff Policy</li> <li>- Vice-Rectorate for Digital Transformation</li> </ul>	Q4 2018	The set-up of the informatics platform

<p>2. To make publicly available the OSSMA documents related to the Procedures that protect particularly sensitive workers and women during pregnancy. These documents should be uploaded on the OSSMA website.</p>	<ul style="list-style-type: none"> <li>- Vice-Rectorate for Teaching and Research Staff</li> <li>- Vice-Rectorate in charge of Academic Policy and Quality and the Vice-Rectorate in charge of Administration and Organization.</li> <li>- Academic Staff Unit + OSSMA</li> </ul>	<p>Q4 2018</p>	<p>Dissemination and Number of relevant Documents translated to English</p>
<p>3. Continue to monitoring the demand for Mentoring, particularly amongst specific sub-populations (e.g. young PIs).</p>	<ul style="list-style-type: none"> <li>- Rector's Delegate for Research Staff Policy</li> <li>- Vice-Rectorate for Teaching and Research Staff</li> <li>- Vice-Rectorate for Research</li> </ul>	<p>Q1 2019</p>	<p>List of mentoring needs. If needs cannot be fulfilled with institutional support, the Action will be replaced in the near future.</p>

<b>IV. Training</b>			
<b>Action</b>	<b>Coordinator</b>	<b>Timeframe</b>	<b>Indicator</b>
<p>1. Re-evaluation of the existing ICE courses and designing a new curriculum that will consider also the needs of advanced and senior researchers (R1, R2 &amp; R3 categories). It will mostly focus on transversal skills, but, in coordination with the OPIR (Office for International Research Projects), it will also provide specific training for successful applications to international funding programs such as the European Research Council.</p>	<ul style="list-style-type: none"> <li>- Rector's Delegate for Research Staff Policy</li> <li>- Managing Board of ICE</li> <li>- International Research Projects Office (OPIR)</li> </ul>	<p>Q4 2018</p>	<p>We will monitor student enrolment and satisfaction on an annual basis, in order to match training opportunities with the needs of researchers.</p>