

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

Action Plan 2015-2018

**FUNDACIÓ INSTITUT DE RECERCA DE L'HOSPITAL DE LA SANTA CREU
I SANT PAU**

February 2015



ACTION PLAN

The internal analysis identified the following areas to be reviewed and adjusted to meet the requirements of the C&C:

Action	C&C principle	Who	When	Indicators
Update the IRSP's Code of Good Scientific Practices	1, 2, 3, 4, 5, 6, 8	Head UQSI	Q4-2015	New version at the researcher's disposal (y/n)
Develop an employee handbook specifically addressed towards researchers, including current available contents, as well as new versions and new documents as per this plan	5, 6, 7, 15, 16, 21, 24, 27, 28, 37	Head Human Resources	Q3-2016	Number of new researchers provided with the handbook
Accessibility of all existing and forthcoming institutional rules and/or practices to current and future researchers: English translation of materials Inclusion in the intranet and the new corporate website (<i>see below</i>)	5, 6, 7, 15, 16, 21, 24, 27, 28, 37	Deputy Director	Q4-2016	Availability of the contents in the intranet / web (y/n)
Guide explaining the IP policies applied by the different research funding agents	5, 6, 24	Head Technology Transfer	Q2-2017	Document at the researcher's disposal (y/n)
Code of Good Grant Management Practices	5, 6, 24	Head Research Projects	Q2-2017	Document at the researcher's disposal (y/n)
GLP pilot in a selected research groups before expanding to the whole institute. GLP implementation but not certification.	6, 7	Head UQSI	Q4-2017	Number of groups working under GLPs conditions
New research facilities	7, 15, 16	Head UQSI	Q4-2018	% research groups working in new labs
Implementation of a central repository of publications, available to all researchers	8	Deputy Director	Q4-2015	# visits # researchers accessing the repository
New corporate website with dynamic contents for each research group, via intranet feeding and contents management by the group principal investigator	8	Deputy Director	Q2-2016	% groups feeding contents into the website

Procedure to ensure the effective supervision and feedback of researchers in their training phase by their coordinators, including the creation of a specific committee and the participation of the ombudsman for the researcher	10, 11, 26	Research staff representatives	Q3-2016	Number of researchers supervised / year Number of related complaints / year to the ombudsman
Improvement of the detection process for training needs, involving the end recipient	12, 20, 22, 23	Head Human Resources	Q4-2015	Number of actions Number of training recipients Attendants per action Recipient satisfaction with the action
Designing training pathways for researchers in the Annual Training Plan	12, 22	Head Human Resources	Q4-2015	Number of pathways Number of researchers in each pathway per year
Enforcement of the equality plan	14, 19	Head Human Resources	Q3-2015	Number of actions implemented within the plan Number of beneficiaries of such actions
Approval of a technical note addressed to researchers summarizing the proposed manual for contracting temporary staff for projects and research agreements	15, 31 to 35	Head Human Resources	Q4-2015	Document at the researcher's disposal (y/n)
Annual survey of researchers' satisfaction with support structures	15	Director	Q4-2016	2016 satisfaction scores
Approval and implementation of the internal rules for evaluating investigators, taking into account mobility and teaching	21, 27, 28, 37	Head UQSI / Internal Scientific Committee	Q2-2015	Researchers evaluated with the new rules (y/n)
Training program devoted to developing teaching skills	27	Head Human Resources	Q4-2016	# attendants
Creation of ombudsman for the researcher	25, 29	Director	Q4-2017	Number of complaints / appeals / year
Membership within the Internal Scientific Committee, through election by the researchers.	30	Director	Q3-2015	Number of elected members

UQSI: Quality and IT Unit