ACTION PLAN 2015-2020

Follow-up 20th December 2020

	Action	Who	When	Attainment (0 to 5)	Indicators		Comments
1	Approval and implementation of the internal rules for evaluating investigators, taking into account mobility and teaching	Head UQSI / Internal Scientific Committee	Q2-2015	5	Researchers evaluated with the new rules (y/n)	Modifications of internal regulations (last version: Mar'18)	Approved by the Internal Scientific Committee (14/05/2015) and available at the intranet. Staff researchers evaluated during Jan-Mar '16.
2	Enforcement of the equality plan	Head Human Resources	Q3-2015	5	Number of actions implemented within the plan Number of beneficiaries of such actions	Equality Plan follow-up.	Equality plan implemented and communicated within the institute in Aug '15. Available at the intranet. Equality Commission resumed activities in Oct' 16.
3	Membership within the Internal Scientific Committee, through election by the researchers.	Director	~~Q3-2015~~ ~~Q4 2017~~ ~~Q4-2019~~ **Q4-2020**	4	Number of elected members	2 Members per area.	New composition in Set '15: each research area has elected their representatives. More IR researchers in the new scientific committee. Yet, the HRS4R team keeps proposing that 1 member to be elected by research staff. In 2019 has been a change of Director and he wants to do a renewal of CCI during 2020.

	Action	Who	When	Attainment (0 to 5)	Indicators		Comments
4	Update the IRSP's Code of Good Scientific Practices	Head UQSI	Q4-2015	5	New version at the researcher's disposal (y/n)	Document	Updated 26/10/2015 and available at the intranet.
5	Implementation of a central repository of publications, available to all researchers	Deputy Director	Q4-2015	5	# visits # researchers accessing the repository	100% Publications Available in intranet	Intranet's presentation and training in Dec' 15. Repository completely operative since Jan' 16.
6	Improvement of the detection process for training needs, involving the end recipient	Head Human Resources	Q4-2015	5	Number of actions Number of training recipients Attendants per action Recipient satisfaction with the action	Annual training needs report	Few research groups expressed their needs for the 2016 training plan. The process shall be strengthened for the 2017 plan.
7	Designing training pathways for researchers in the Annual Training Plan	Head Human Resources	~~Q4-2015~~ Q1-2017	5	Number of pathways Number of researchers in each pathway per year	Final annual training reports	Institution has an annual training plan based on the needs analysis, and all the activities are followed by the training commission. Proposal from the meeting on Nov 4th'16of the HRS4R team: a ~~mandatory~~ training program for early researchers encompassing presentations in English, article writing, statistics (It has been included in Annual plan, first 2017)

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8 Approval of a technical note addressed to researchers summarizing the proposed manual for contracting temporary staff for projects and research agreements	Head Human Resources	~~Q4-2015~~ Q4-2016	4		Document at the researcher's disposal (y/n)	N/A	Draft note presented in the last meeting of the HRS4R group (04/11/16). Some minor changes will be included to take into account job openings in English for researchers and publication of resolutions.
9 New corporate website with dynamic contents for each research group, via intranet feeding and contents management by the group principal investigator	Deputy Director	~~Q2-2016~~ Q4-2017	5		% groups feeding contents into the website	100% contents in intranet and web.	Web operative (Catalan and Spanish version) from 18 Jul' 16. Developing automatic contents from the intranet. → Now working in web to link the contents. →Support from Secretary to complete the information in each section.
10 Develop an employee handbook specifically addressed towards researchers, including current available contents, as well as new versions and new documents as per this plan	~~Head Human Resources~~ Deputy Director	Q3-2016	5		Number of new researchers provided with the handbook	Document	Draft approved in the Management Committee (25/05/2016). New procedure approved 06/09/2016: - HR informs new researchers the document is available at our intranet. - IR Sant Pau's Deputy Director is in charge of updating the handbook in both versions (CAT and ENG). In 06/09/2016 the new employee handbook is available at the intranet. http://www.recercasantpau.cat/en/research/information-to-researchers/

	Action	Who	When	Attainment (0 to 5)		Indicators		Comments
11	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	Research staff representatives	~~Q4-2017~~ ~~Q4-2019~~ **Q1-2020**	3		Number of researchers supervised / year Number of related complaints / year to the ombudsman	Researchers R1, R2a & R2b In Scorecard	J. Clarimon / J. Martin Campos to survey how it works in other research institutes. A meeting with both of them and A. Hervàs was held on 10 Oct' 16 to review practices in other centres (Idibell). See more information concerning ombudsman updates on Action 19's comments. - Add the contact person in the welcome manual - Pending of define the ombudsman - J. Clarimon will send a questionnaire proposal for next meeting. **Q2-2019.** Pending to review by the team and define how to implement.

12	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 *(see above)*
		Deputy Director	Q4-2016	5		Availability of the contents in the intranet / web (y/n)	Intranet and web 100% updated.	New website to be operative in Jul' 16, including those documents.
								
								 Document translation from Mar '16 to Sep '16.
								
								 Documents, including their English version, uploaded to the intranet (Sep '16).

	Action	Who	When	Attainment (0 to 5)	Indicators		Comments
13	Annual survey of researchers' satisfaction with support structures	Director	Q4-2016 **Q4-2018**	**5**	~~2016 satisfaction scores~~ Corrective actions implemented:	2 (2016) 1 (2018)	Core facilities' user satisfaction survey in May '16. Report with actions implemented issued in Oct' 16. Implementations of procedure to measure the user satisfaction of core facilities according ISO 9001.
14	Training program devoted to developing teaching skills	Head Human Resources	Q4-2016	**5**	# attendants	Training program	Course held in Set' 15. 3 attendants. To be held again in 2017.
15	Guide explaining the IP policies applied by the different research funding agents	Head Technology Transfer	Q2-2017	**5**	Document at the researcher's disposal (y/n)	Document in intranet	Document issued, uploaded to the intranet and communicated to the institute's research staff (22 Dec '16).
16	Guide of Good Grant Management Practices	Head Research Projects	Q2-2017	**5**	Document at the researcher's disposal (y/n)	Document in intranet	Guide uploaded to the intranet (Jan '17) and referred within a new version of the Employee Handbook.
17	GLP pilot in a selected research groups before expanding to the whole institute. GLP implementation but not certification	Head UQSI	~~Q4-2017~~ **Postponed until 2020**	**2**	Number of groups working under GLPs conditions	Number of groups	GLP course intended to research staff to be held on Nov '16. Postponed until 100%research working in new labs.
18	New research facilities	Head UQSI	~~Q4-2018~~ **Q2-2019**	**5**	% research groups working in new labs	%100 in new labs	Works for the construction of the new building are underway. At the end of 2019, 100% research groups in new labs. We were still adjusting some spaces

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19 Creation of ombudsman for the researcher	Director	Q4-2017 **Q4-2019**	**2**	Number of complaints / appeals / year	Contact of ombudsdman in web	Proposal made to the Internal Scientific Committee on May 9, 2016. Proposal for internal rules submitted to this committee on 3 Nov' 16. The same proposal will be submitted for discussion to the HRS4R team. In Nov'18, CERCA Institution approved the Code of Conduct for CERCA centres and in 2019 the director of Sant Pau RI signed its adhesion→ **Define a ombudsperson for CERCA centres** https://cerca.cat/en/policies/ombudsperson/

UQSI: Quality and IT Unit

Other aspects not included in the original plan but to be worked out:

	Action	Who	When	Attainment	Indicators		Comments
20	Job Openings in English	Deputy Director	Q1-2017	**5**	Number of annual openings in English	Number offers in Euraxes	Approved by the IR Management Board (23/09/16).
21	Resolution of a closed job opening	Deputy Director	Q1-2017 ~~Q4 2019~~ **See the OTM-R new plan**	**2**	Resolutions published (y/n)	Resolutions in web	Approved by the IR Management Board (23/09/16). Jobs section in our website will be upgraded to allow this new functionality. Already working on its development.. Communication of the results of the selection process and recruitment is not defined but all participants receive feddback.

Actions derived from OTM-R Checklist:

	Action	Who	When	Attainment (0 to 5)	Indicators		Comments
22	Need to establish an OTM-R policy in accordance with the requirements set out in the tool kit published by Euraxess, improving the selection and merits assessment procedure currently in force.	Head Human Resources	Q1-2020	5	Policy	Published in website (both languages)	Done Des'20
23	Internal guide: Adaptation for the improvement of the HR selection and hiring processes, incorporating the differential of the C&C and the OTM-R policy not envisaged.	Head Human Resources	Q2-2020	5	Internal guide	Published in website (both languages)	Done Des'20
23	Training for the members of the staff selection committees	Head Human Resources	~~Q2-2020~~ Q1-2021	1	Training contents Number of members who complete the training	Y/N 100%	
24	Implemented a quality control system to audit	Quality Manager	Q2-2020	1	Process done	Y/N	
25	Create rules concerning the evaluation committee.	Scientific Directions	Q3-2020	5	Clear guide to create the committee	Published in the website	Done Des'20