Universitat de Lleida

HRS4R

Action Plan

November 2016

Action Plan

I. Ethical and professional aspects					
Principles	Actions	Responsible	Collaborators	Time schedule	Indicators
1. Research Freedom 2. Ethical Principles 3. Professional Responsibility 4. Professional attitude 5. Contractual and legal obligations 6. Accountability 7. Good practice in research 9. Public engagement	Development of a **code of good practices in research** that includes all research staff collectives	VR for Scientific & Technologic Policy VR for Research	Doctoral School Staff service	October 2017	Document of the code of good practices Dissemination of the code on the UdL's web in Catalan, Spanish and English
	Development of a specific document attached to the research staff contracts that reflects the **obligations and responsibilities of researchers** with the institution	VR for Research VR for Teaching Staff General Management	Staff service Contracts & grants management unit Legal Department	June 2017	Documentation attached to the contracts

II. Selection and Recruitment					
Principles	Actions	Responsible	Collaborators	Time schedule	Indicators
12. Recruitment (letter) 13. Recruitment (code) 14. Selection 15. Transparency 16. Judging merit 18. Recognition of mobility experience	Review and/or elaboration of a <u>recruitment and selection regulations</u> for research staff	VR for Research VR for Scientific & Technologic Policy VR for Teaching Staff	Contracts & grants management unit Doctoral School Staff Service Legal Department	January-February 2018	Documentation: Internal regulations approved by the Governing Council
	Review and/or implementation of <u>recruitment and selection procedures</u> for research staff	VR for Research VR for Teaching Staff General Management	Staff Service Contracts & grants management unit Doctoral School R&D&I support office Organization and Processes Unit	January-February 2018	Documentation: Recruitment and selection procedures Dissemination of the procedures on the UdL's web in Catalan, Spanish and English

12. Recruitment (letter) 13. Recruitment (code) 14. Selection 15. Transparency	Improve the **contents distribution of the research and knowledge transfer web**, with all the information updated and available in Catalan, Spanish and English Create a specific, straightforward and accessible space on the web to post all research opening positions	VR for Scientific & Technologic Policy VR for Research	R&D&I support office Contracts & grants management unit Information Systems & Communication Area	December 2017	Updating the website with a specific space for research staff contracts
	Increase the dissemination channels for research opening positions at the UdL. All documentation should appear in Catalan, Spanish and English	VR for Scientific & Technologic Policy VR for Research VR International Relations and Cooperation	R&D&I support office Staff Service Contracts & grants management unit International Relations Office	October 2018	Increase the number of platforms to publish UdL research offers

III. Working conditions and social security					
Principles	Actions	Responsible	Collaborators	Time schedule	Indicators
23. Research environment	Elaboration of a **welcome protocol** for the new research staff at the UdL	VR for Research VR for Scientific & Technologic Policy General Management	Staff Service R&D&I support office Contracts & grants management unit Organization and Processes Unit International Relations Office	October 2018	Welcome protocol document. Design an action protocol for different researchers collectives
30. Access to career advice	Development of a **guidance plan and professional support strategy for researchers** at the end of the PhD and the beginning of the postdoctoral period	VR for Research	Doctoral School	December 2018	Guidance plan and professional support to researchers Number of informative sessions for researchers at the end of the PhD and the beginning of the postdoctoral period

| 34. Complaints/appeals | Define an action protocol in cases of:

a) **Psychosocial risks** in interpersonal relations in research groups. Review and adaptation of the general psychosocial risks protocol of the UdL
b) Problems arising from intellectual property, conditions of use of acquired information, instrumentation and/or research resources | VR for Research

VR for Scientific & Technologic Policy | Doctoral School

Service for prevention of occupational risks | June 2018 | Document that defines the action protocol |

IV. Training					
Principles	Actions	Responsible	Collaborators	Time schedule	Indicators
38. Continuous professional development 39. Access to research training and continuous development	Design and implementation of a **specific training plan** for research staff that includes relevant research management issues (such as exploitation of results, intellectual property, national and international funding, etc.)	VR for Research VR for Teaching	R&D&I support office Centre for continuing education	December 2018	Document that outlines the training plan for research staff Number of training sessions offered; number of participating researchers