HRS4R

Action Plan

January 2024

This plan includes revised actions of the Action Plan 2022

Principles	Actions	Timing	Responsible Unit	Indicators/Targets	Status	Remarks
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 10. No discrimination	**ACTION 1** Review and adapt the **good practices in research** at the UdL to all research categories. Include Responsible Research and Innovation (RRI) principles.	Q2 2021	VR for Research VR for Scientific & Technologic Policy R&D&I support office Doctoral School	Document that gathers the good practices in research at the UdL Dissemination of the document in Catalan, Spanish and English	COMPLETED	The document concerning good practices in research has been finished and published at the Research and Transfer webpage. The document consists of the following sections: Code of Good Practice, based upon the European Code of Conduct for Integrity in Research, institutional affiliation, co-authorship, industrial and intellectual property, spin off creation, RRI and consequences of non-compliance with the Code. The document is available in Catalan, Spanish and English.
	ACTION 2 **Information document of obligations and responsibilities** for researchers: tailor the R1 template to other researcher profiles.	Q3 2020	VR for Research VR for Teaching Staff Staff service Contracts & grants management unit	Information documents for different researcher profiles Documents available on the webpage Number of researchers that receive the informative document	EXTENDED	The information document of obligations and responsibilities has been developed for R1. All predoctoral fellows supported by UdL are required to sign a document accepting the obligations and rights derived from having a predoctoral support. From 2019, all UdL's predoctoral researchers incorporated (68) have signed the document. Usually, the document is delivered in Catalan, but English

						version is also available on the Research and Transfer webpage.
						In addition, an [acceptance document](#) for postdoctoral researchers working at UdL within the Margarita Salas, Maria Zambrano and Requalification program has been also written. All the 36 postdoctoral researchers have received and signed the document (translated in the 3 languages).

These documents will set the guidelines for writing similar documents for other researcher profiles in the next implementation phase.

All these information documents will be regularly updated according to regulation changes or institutional practices. |
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12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 18. Recognition of mobility experience (Code)	ACTION 3 Review **recruitment and selection regulations** for research staff (especially R1 and R2 internal regulations)	Q4 2020	VR for Research VR for Scientific & Technologic Policy Contracts & grants management unit Organization and Processes Unit	Internal regulations updated and approved by governing committees	IN PROGRESS	Changes in the national legislation affected all recruitment process at national level, including UdL. Our institution is currently working in internal regulation writing for selection and recruitment processes. This document will be approved when the final versions of the Law of Science will be published in the third quarter of 2022. Meanwhile, the UdL is using the regulations for R1 or R2 approved during last years or adapting procedures and contracts to new national laws.
	ACTION 4 Review and/or implementation of recruitment and selection procedures for research staff	Continuous	VR for Research Management Organization and Processes Unit	-	COMPLETED	A general procedure for the recruitment of R1 and R2 research has been written. The purpose of this procedure is to define how to carry out the management of calls for research and transfer projects at the UdL. It is included in the scope of the HRS4R This procedure could be updated or adapted according to the modifications of the national regulations.

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12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code)	ACTION 5 Develop new **contents of the research and transfer webpage** Increase the information/documents updated and available in Catalan, Spanish and English	Continuous	VR for Research VR for Scientific & Technologic Policy Contracts & grants management unit R&D&I support office	New sections on the Research and Transfer webpage Supporting information available in different languages (number of documents)	COMPLETED	Research and transfer webpage has been already published https://www.recercaitransferencia.udl.cat/ca/ The wepage has new structure and new sections. Recruitment related documents are available in Catalan, Spanish and English. It is remarkable: **Predoctoral contracts** - UdL predoctoral researchers call. The call available in Spanish and Catalan. Application in 3 languages in the last 3 calls - Predoctoral calls funded by projects or transfer contracts: Application in Catalan and Spanish (in each of the offers published along the year) **Postdoctoral contracts** - Margarita Salas, Maria Zambrano and Requalification: all the documentation is available in the 3 languages. 5 documents for each modality in the 3 languages.

						- UdL Impuls: call and application in Spanish and Catalan. - Postdoctoral calls funded by projects or transfer contracts: Application in Catalan and Spanish (in each of the offers published along the year) Translation of other call documents is in progress.

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12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code)	ACTION 6 <u>Increase the dissemination channels for research vacancies</u> at the UdL.	Continuous	VR for Research VR for Scientific & Technologic Policy Contracts & grants management unit R&D&I support office	New dissemination channels/platforms	COMPLETED	The dissemination of the Job offers, and calls is performed by different channels: i) UdL's research and transfer webpage, where all the current job offers are published ii) The Research and Transfer Newsletter, which has increased the frequency of its publication to be biweekly, currently, it provides information about calls for proposals, events, awards and Job offers. iii) Social networks. The visibility of Research and Transfer activities, calls and job offers has been increased through the daily use of the twitter account @UdL_RDI since February 2020 iv) EURAXESS. The annual call for predoctoral researchers of the Vice-Rectorate for Research and Transfer includes the requirement of posting all PhD vacancies on Euraxess Jobs. v) Selection and recruitment procedure for R1/R2 funded by research projects includes the

						requirement of posting those vacancies on Euraxess Jobs. The most relevant UdL Job offers have been advertised in Euraxess, such as Margarita Salas, María Zambrano and Requalification. vi) The MSCA-COFUND research talent attraction projects managed through Campus Iberus, in collaboration of the four universities in the consortium, have been publicized on different platforms. New platforms and dissemination channels could be included in the next implementation phase.

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12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualification (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code)	ACTION 7 **OTM-R** institutional policy	Q4 2021	VR for Research VR for Teaching Staff VR for Scientific & Technologic Policy Management	Document of the OTM-R policy approved and published on the webpage (included the English version)	IN PROGRESS	UdL has described an OTM-R Policy for the selection and recruitment processes of R1 and R2 researchers funded by projects or company agreements. This document has been approved by the UdL's Governing Council and published on the webpage. In the following implementation phase, this policy could be updated and adapted to other researchers' profiles (including R3 and R4 profiles)

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23. Research environment	ACTION 8 Development of a **welcome plan** for the new research staff at the UdL	Q2 2020	VR for Research VR for Scientific & Technologic Policy VR for International Relations Management	Welcome plan in place	COMPLETED	The Welcome Manual has been published. It contains a description of the University with its research areas and facilities, a incoming researchers guide, the description of the research management as well as knowledge outreach and diffusion. The Welcome Manual includes the Incoming Researchers guide also available on the webpage: Dissemination channels of the welcome plan will be analized (e.g. specific webpage gathering the most relevant information), as well as additional support for incoming researchers to improve and make easier the welcome procedure.

| 30. Access to career advice | ACTION 9

Development of a **professional support strategy for R1** | Q3 2021 | VR for Research

VR for Scientific & Technologic Policy

Doctoral School | Support strategy for R1

Annual briefings on career advice | COMPLETED | The Catalan, Spanish and English version of the Career Options Manual and Professional Development Plan has been published. It includes a research career outline, the options for a research career and those beyond academy.

In addition, the Doctoral School publishes on its website transversal training activities to complement the R1´s Research training.

Finally, the Doctoral School organizes the Doctoral Day once a year with several workshops. One of these workshops includes information for career options after the academy (this has been held in the last two annuities 2022 and 2021). |

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23. Research environment 34. Complaints/ appeals	ACTION 10 **Psychosocial risk assessment** for teaching and research staff Set up a specific commission or mechanism to deal with complaints/appeals of researchers	Q3 2021 Q1 2020	VR for Research VR for Scientific & Technologic Policy Doctoral School Occupational Health and Safety Unit	Number of researchers involved in psychosocial risk assessment Complaints/appeals mechanism in place	IN PROGRESS	The analysis of Researcher's staff and psychosocial risks has not been implemented during this period due to causes derived from the COVID 19 pandemic. During those unexpected circumstances, the occupational risk prevention unit had to rethink its projects in the short and medium term, to deal with the health situation and safety protocols in the UdL Despite of this, in 2019 a procedure was approved to solve requests in safety, hygiene, ergonomics and psychosociology, which includes psychological treatment in cases of harassment. It is available on the risk prevention website. A total of 7 conflicts claims were addressed and solved during this period. Conflict resolution affecting researchers continues to be a priority for the UdL, therefore, a new action will be described to set up the procedures involving different stakeholders (Action 14)

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7. Good practice in research 23. Research environment	ACTION 11 Occupational Health and Safety in Research: integration plan	Q1 2021	VR for Research Occupational Health and Safety Unit	Integration plan in place Number of departments and scientific services involved in the integration plan	COMPLETED	The Research's **Occupational risk prevention plan** was written in 2019. In 2020 the new preventive and emergency structure of the UdL was approved. The departments and research groups that were appointed to participate on this integration plan are: http://www.prevencio.udl.cat/ca/integracio-recerca/ Currently, although the scientific-technical services were included at the integration plan, its participation is not fully implemented. Also, the UdL's occupational risk prevention policy includes a series of safety standards of special application in the field of research laboratories. They can be consulted at the following link: http://www.prevencio.udl.cat/ca/seguretat-laboratoris/normes-de-seguretat-als-laboratoris/

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38. Continuous professional development 39. Access to research training and continuous development	ACTION 12 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.)	Continuous	VR for Research VR for Teaching Staff Doctoral School R&D&I support office	Training sessions offered (not included in the Annual plan); number of researchers New training sessions included in the Annual Teaching Plan	COMPLETED	[Annual Training Plan](#) for Teaching and Research Staff. Additional training sessions for researchers offered from 2019 to 2022 2019- PhD Workshop. 100 attendees (R1). 2020- The Collider On Campus LLP. 12 attendees. Personalized training to accelerate business ideas 2021- The Collider On Campus LLP. 13 attendees. Personalized training to accelerate business ideas 2021- Doctoral Conference (virtual modality). 300 attendees (R1) 2021- Session 1. Protection, valorization, and technology transfer. Strategies and key factors to know - 24 attendees. Included in the Annual Training Plan as a complementary session. 2021- Session 2. Protection, valorization, and technology transfer. Strategies and key

						factors to be aware of- 26 attendees. Included in the Annual Training Plan as a complementary session.
26						2021- How to perform patent searches in free databases. 30 attendees. Included in the Annual Training Plan as a complementary session.
						2021 - Valorization and transfer of knowledge in social sciences and humanities. 29 attendees. Included in the Annual Training Plan as a complementary session.
						2021 - Practical workshop for the preparation of technology valorization projects and proof of concept. 13 attendees. Included in the Annual Training Plan as a complementary session.
						2022- Doctoral Conference. 150 attendees
						The possibility of including some new training sessions in the annual training plan will be considered according to specific requirements.

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23. Research environment	**ACTION 13** Improve the implementation of the **welcome manual** increasing dissemination channels and update the information available according to researchers' feedback Provide additional administrative support for **incoming researchers** that makes easier the incorporation at UdL	Q4 2025	VR for Research VR for International Relations Doctoral School	Number of new incoming researchers who have received advise. Setting up a welcome procedure through a network of mentors	NEW	UdL welcome manual describes all the units and procedures that can be useful for researchers' incorporation. The university will analyse the possibilities for improvement the welcome procedure, including additional administrative support, a network of mentors or setting up a dedicated welcome office.
7. Good practice in research 23. Research environment 34. Complaints/ appeals	**ACTION 14** Analysis of current **conflict resolution mechanisms** for researchers at UdL Describe an overall strategy including all those mechanisms. Create a communication channel for researchers that assure a safe environment for the people involved	Q2 2025	VR for Research VR for Social commitment, Equality and Cooperation	Overall strategy or mechanism in place Increase researchers' awareness about communication channels. Number of appeals and conflicts received Setting up conflict prevention mechanisms	NEW	Currently the UdL has different conflict resolution mechanism or procedures in place, but there is not a unique communication channel that guarantee confidentiality and a safe environment for the people involved
The action involves all the principles	**ACTION 15** Dissemination and awareness raising of the HRS4R actions,	Q1 2025	VR for Research	Number of informative sessions conducted	NEW	UdL wants to increase the number of researchers involved in HR strategy improvements, as

	OTM-R policy and C&C principles to the research community		VR for Knowledge Transfer VR for Teaching Staff	Number of communications carried out (social media, mailing list, workshops, etc.) Percentage of researchers involved in HR Strategy and C&C Principles analysis		well as in the description of the new actions