

## HRS4R ACTION PLAN 2017-2020

<i>(Num) Title action</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Current status</i>	<i>Indicator(s) / Target</i>
Number 1.3 from 2015 Action plan Carrying out the description of work positions for research personnel.	1 <sup>st</sup> quarter 2018	HR manager	30% work positions described	100% work positions described
Number 3.1 from 2015 Action plan. 3.1 a) Create a Professional Career Commission in order to define a professional career for researchers.	4 <sup>th</sup> quarter 2017	Director	A Commission exists for the professional careers of healthcare research personnel.	- Commission for Professional Careers established. - Professional career approved.
3.1 b) Implement the professional career for researchers	2 <sup>nd</sup> quarter 2018	Director	A professional career exists for healthcare doctors where research activity is specifically considered.	- Trends in career implementation 2018-2020
Number 4.1 from 2015 Action plan. Definition and implementation of a mentoring programme aimed towards research personnel	4 <sup>th</sup> quarter 2018	Director	Mentoring programme under revision	>15% junior researchers applying mentoring programme
(1) Draw up a training plan for OTM-R procedures and practices among the community of investigators (OTM-R checklist number 3)	4 <sup>th</sup> quarter 2018	HR manager	Recruitment manual has recently been prepared and a systematic dissemination is foreseen	>80% of IP staff following training in OTM-R
(2) Define an indicator set for the quality control system (OTM-R checklist number 5)	2 <sup>nd</sup> quarter 2018	Quality manager	None	-Number of jobs published in EURAXESS -Trend of dissemination of jobs vacancies in external webs -Number of candidates coming from abroad -Trend of gender applicants -Trend of gender participation in committees and commissions -Number of appeals or complaints
(3) Modify the job advertisements to include references/links to all the elements foreseen in the relevant section 4.4.1 a) (OTM-R checklist number 12)	1 <sup>st</sup> quarter 2018	HR manager	Currently, details on the job are offered only to already selected applicants	100% of job advertisements include complete references of the vacant positions
(4) Define rules governing the appointment of selection committees (OTM-R checklist number 16)	4 <sup>th</sup> quarter 2018	HR manager	Selection committees are not as diverse as it could be. They don't usually include external members, except for senior positions	Rules governing the appointment of selection committees are defined

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<i>(5) Balance SAB's composition (OTM-R checklist number 18)</i>	<i>1<sup>st</sup> quarter 2018</i>	<i>Director</i>	<i>Women are underrepresented in the Scientific Advisory Board</i>	<i>SAB composition is gender balanced</i>
<i>(6) Improve the guidelines for selection committees for each job position to help the best candidate being selected (OTM-R checklist number 19)</i>	<i>3rd quarter 2017</i>	<i>HR manager</i>	<i>The recently approved Recruitment Manual includes guidelines for selection committees but it is not implemented yet</i>	<i>New Recruitment manual implemented</i>
<i>(7) Modify the protocol in order to provide adequate feedback to interviewees (OTM-R checklist number 21)</i>	<i>1<sup>st</sup> quarter 2018</i>	<i>HR manager</i>	<i>Sometimes a feedback is offered on applicant demand</i>	<i>Protocol modified</i>
<i>(8). Open a register for appeals or complaints (OTM-R checklist number 22)</i>	<i>1<sup>st</sup> quarter 2018</i>	<i>HR manager</i>	<i>In the last 5 years no appeals or complaints have been received</i>	<i>A register will be opened. Follow up and analysis of appeals reasons will be implemented</i>
<i>(9) Plan two years follow up to assess whether OTM-R delivers on its objectives (OTM-R checklist number 23)</i>	<i>2nd quarter 2019</i>	<i>HR manager</i>	<i>None</i>	<i>Two year follow up report</i>
<i>(10) Prepare a new Equal Opportunity Plan 2017-2020</i>	<i>1<sup>st</sup><sup>h</sup> quarter 2018</i>	<i>HR manager</i>	<i>Current Equal opportunity plan ended in 2016, a new Plan is being defined for 2017-2020 period</i>	<i>New Equal Opportunity plan approved</i>
<i>(11) Include in the training plan actions for Ch&amp;C diffusion</i>	<i>1<sup>st</sup> quarter 2017</i>	<i>HR manager</i>	<i>Current Ch&amp;C diffusion actions has had limited effects</i>	<i>&gt;80% researchers are aware of the Ch&amp;C principles</i>
<i>(12) Include in the training plan actions for management skills training attending researchers needs and expectations</i>	<i>4th quarter 2018</i>	<i>HR manager</i>	<i>None</i>	<i>Training plan will be completed by all the researchers</i>
<i>(13) Redefine the welcome process including the Ch&amp;C principles</i>	<i>1st quarter 2018</i>	<i>HR manager</i>	<i>Current welcome process is not as specific for research staff as it could be</i>	<i>100% newly integrated research staff are aware of the Ch&amp;C principles</i>
<i>(14) Increase scientific dissemination to the public</i>	<i>2nd quarter 2020</i>	<i>HR manager</i>	<i>Actions in line with IMIM's Strategic development (Actions 3.2.4)</i>	<ul style="list-style-type: none"> <li>-Number of externals conferences to general public</li> <li>-Number of action through social media</li> <li>-Number of actions in house devoted to general public</li> </ul>
<i>(15) Define talent retention/attraction policy</i>	<i>2nd quarter 2019</i>	<i>Director</i> <i>HR manager</i>	<i>Actions in line with IMIM's Strategic development SP-IMIM Actions 1.2.2)</i>	<ul style="list-style-type: none"> <li>-Policy for attracting and selection of talent defined</li> <li>-Professional career offer</li> </ul>
<i>(16) Put in place Incentives applicable to research activity according to the professional career</i>	<i>4<sup>th</sup> quarter 2018</i>	<i>Director</i> <i>HR manager</i>	<i>Actions in line with IMIM's Strategic development (Actions 3.3.3)</i>	<ul style="list-style-type: none"> <li>-Professional career system defined (PC)</li> <li>-Planning for PC implementation</li> <li>-Number of staff with PC</li> </ul>