HRS4R ACTION PLAN

Category C&C	C&C Princi ple#	Other involved Principles	C&C Principle Name	Gap Analysis Year	Action	Responsible	Implementation due date	Indicator/Target/Control/Evidence	Status
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2015	Definition and publication of the evaluation criteria	M. Arocena	May'16 and yearly	- updated info at wiki - Add this information to the "Being a researcher at the BCBL" doc	Completed
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2015	Professional Development Plan to be implemented including periodical supervision/evaluation meetings and feedback about personal achievements	HR Team	May'16 and yearly	- Professional Development Plan - Ongoing improvement: web based tool	Completed
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2018	New research lines and research groups have been created due to the growth of the center. The number of group leaders increased and so directly did the number of evaluators, which helped dissipate the bottleneck produced by having only up-on-hierarchy members as evaluators.	M. Carreiras	May'2018	BCBL Corporate website	Completed
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2019	VITAE's RDF (Researcher Development Framework) Planner: After having heard about the success of this evaluation tool on different European Commission events we have just recently joined the VITAE membership and acquired the RDF planner for all the researchers at the BCBL. The HR team will also travel to the UK to be trained to train the rest of the researchers on this matter. Our actual goal is to start using this tool on our company and replace it for the old system.	HR Team	May'2018	VITAE credentials. External funding was granted to access to VITAE resources	Completed
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2019	New self assessment web based platform has been debveloped and launched in order to record and track researchers evaluation and feedback.	HR Team	Dec'2018	Web based tool	Completed
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	HR Team	May'16	OTM-R in place	Completed
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R:Once the selection process is over, BCBL will contact each of the candidates and offer feedback about the selection process's results	Leire Arietaleanizbeascoa	May'16	OTM-R in place	Completed
Recruitment and Selection	15	14, 16, 21, 28	Transparency	2015	OTM-R:Career development plans to be more explicit during the selection process	HR Team	May'16	"Being a researcher at the BCBL" doc sent before the negotiation	Completed
Recruitment and Selection	15	14, 16, 21, 28	Transparency	2017	Feedback to evaluators after Jobtalk	M. Arocena	Dec'2018	Group Leaders' meetings minutes	Completed
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R:Information about selection processes to be communicated publicly	HR Team	May'16	OTM-R in place	In Progress

HRS4R ACTION PLAN

Recruitment and Selection	15	30	**Transparency**	2017	Update and improve the grant section in the wiki > Research Career path	A. Fernandez	Dec'2018	Updated info at wiki	Completed
Recruitment and Selection	21	15	**Postdoc appointment**	2015	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	HR Team	June'16 and yearly workshops	OTM-R in place	In Progress
Recruitment and Selection	21	5, 15, 25,	**Postdoc appointment**	2015	Definition of the criteria, guidelines and achievements to take into account in order to get a permanent position at the center (R1-R2-R3-R4)	M. Arocena	June'16 and yearly workshops	"Being a researcher at the BCBL" doc	Completed
Recruitment and Selection	21	30	**Postdoc appointment**	2015	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (external funding is granted)	A. Fernandez	June'16 and yearly workshops	- wiki - survey	In Progress
Working Conditions and Social Security	25	12, 15, 21, 24	**Estability**	2015	Definition of criteria for stability in the employment conditions	M. Arocena	May'16	Updated info at wiki	Completed
Working Conditions and Social Security	25	12, 15, 24, 28	**Estability**	2015	Implementation of an employment stability plan based on professional performance of researchers fixed on the PDP	M. Arocena	May'16	Updated info at wiki	Completed
Working Conditions and Social Security	26	12, 15, 24, 28	**Salaries**	2015	Benchmarking on science salaries	M. Arocena	July'2015	BCBL policy	Completed
Working Conditions and Social Security	26	12, 15, 24, 28	**Salaries**	2015	A plan to improve the basic salary funding for salaries offered by the funding agencies to be implemented	M. Arocena	May'16	BCBL policy	Completed
Working Conditions and Social Security	26	12, 15, 24, 28	**Salaries**	2015	Definition of scales and seniority allowances based on performance and experience	M. Arocena	May'16	BCBL policy	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career Development**	2015	PDP: Professional Development Plan	HR Team	Jan'17	- PDP - web based tool	Completed
Working Conditions and Social Security	28	15, 24	**Career Development**	2015	Make evaluation criteria public	M. Arocena	Jan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career Development**	2015	Definition of specific career development strategy for researchers	M. Arocena	Jan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career Development**	2015	Periodical Supervision to R1 Researchers	HRS4R W.G.	Jan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career Development**	2015	Mentors will be appointed (ombudsman or advisors will be appointed)	M. Carreiras	Jan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career Development**	2015	The plan will be communicated on the wiki and at a lab meeting	HR Team	Jan'17	Updated info at wiki	Completed
Working Conditions and Social Security	28	16, 19,20, 30	**Career development**	2017	Compulsory career development plan definition and follow-up	Group Leaders and supervisors	Dec'17	- PDP - improvement: web based tool	Completed

Working Conditions and Social Security	30	15, 16, 28	Career Advice	2015	Structured mentoring and guidance		HR Team	Mar'17	- PDP - improvement: web based tool -"Being a researcher at the BCBL" doc	Completed
Working Conditions and Social Security	30	15, 16, 28	Career Advice	2015	External collaboration agreements with local coaching companies will be explored		HRS4R W.G.	May'2020	VITAE credentials. External funding was granted to access to VITAE resources	In Progress
Working Conditions and Social Security	30	15, 16, 28	Career advice	2017	Leaving the BCBL policy		HRS4R W.G.	2019	Policy created and published	In Progress
Working Conditions and Social Security	30	15, 16, 28	Career advice	2017	Workshop on scientific/non-scientific pathways, succesful job search		HRS4R W.G.	every year	-lab meetings agenda -Writing clinic project (grants, publications, interviews, CV, letters of interest, etc.)	In Progress
Working Conditions and Social Security	35	3, 15	Decision Making	2015	- Regular meetings of Group Leaders - Staff meeting to discuss decisions (Lab meeting every week)		HR Team	May'17	Agenda wiki	Completed
Working Conditions and Social Security	35	3,15	Decision Making	2015	Researchers are taking part in the WG		HR Team	May'17	Appointed	Completed
Working Conditions and Social Security	35	3,15	Decision Making	2015	Annual retreat open to BCBL community		HR Team	May'17	General meetings agenda and minutes	Completed
Working Conditions and Social Security	35	3, 15	Decision Making	2015	Suggestion box available		M. Arocena	May'17	Available	Completed
Working Conditions and Social Security	35	15	Decision Making	2015	"Door always open" policy running		L. Lopez	May'17	updated info at wiki	Completed
Working Conditions and Social Security	35	37	Decision Making	2015	Include researchers representatives in the WG for the HRS4R		M. Arocena	May'17	HRS4R WG created	Completed
Training and Development	36	28, 30, 34, 37	Relation Supervisors	2015	Supervisors' training and coaching: new appointments for supervision and graduate director roles.		L. Lopez	Dec'16	- PDP - Ongoing improvement: web based tool	Completed
Training and Development	36	28, 30, 34, 37	Relation Supervisors	2015	Supervisors' evaluation (annual, agreed and recorded)		HR Team	Dec'16	- PDP - Improvement: web based tool	Completed
Training and Development	36	28, 30, 34, 37	Relation Supervisors	2015	Ombudsman role defined		M. Arocena	Dec'16	Updated info at wiki	Completed

Training and Development	36	28, 30, 34, 37	**Relation Supervisors**	2015	If supervisor and supervisee do not match, a change of supervisor process will be designed	M. Arocena	Dec'16	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	36	28, 30, 34, 37	**Relation Supervisors**	2015	Schedule and define training systems and opportunities	HR Team	Dec'16	- PDP - Improvement: web based tool	Completed
Training and Development	37	15	**Supervision & Managerial**	2017	-Creation of the knowledge and skills data base -Volunteers needed: Update and maintenance Forum coordinator	HRS4R W.G.	Dec'19	Database created	In Progress
Training and Development	39	28, 30	**Training**	2015	Specify annual and personal training	HRS4R W.G.	June'16	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	39	28, 30	**Training**	2015	Implement supervisor of the supervisor	HR Team	June'16	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	39	15, 28, 30	**Training**	2015	Implement Ombudsman	M. Carreiras	June'16	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	39	28, 40	**Training**	2015	PDP: Professional Development Plan	L. Lopez	June'16	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	39	28, 40	**Training**	2015	Supervision of supervisors	M. Carreiras	June'17	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	39	28, 40	**Training**	2015	Implement 1 ombudsman and two advisors (one from the research community and one from the HR Dpt.)	M. Arocena	June'17	- Updated info at wiki - Being a researcher doc	Completed
Training and Development	40	15, 24, 35, 37	**Supervision**	2017	Structured group meetings to ease interaction/discussion, identify training needs, solve problems	HRS4R W.G.	January ' 2018	Agenda wiki	In Progress
Training and Development	40	15, 24, 35, 37	**Supervision**	2017	Training, evaluation and feedback to group leaders/supervisors in academic and human resources related issues	HRS4R W.G.	January ' 2018	- Updated info at wiki - Being a	Completed