



BASQUE CENTER ON COGNITION, BRAIN AND LANGUAGE

HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)

& "HR Excellence" Award - CURRENT SITUATION -

BCBL, 25th September, 2018



- Introduction to the HRS4R & HR Award

- Timeline & current situation
- Gap analysis and action plan status
- OTM-R
- Working group
- General meetings and social events



THE EUROPEAN CHARTER & CODE (C&C)

• The C&C was created by the European Commission in 2005 and includes:

- European Charter for Researchers: List of general principles, requirements, role and responsibilities borh for researchers and founders.

- Code of Conduct for the Recruitment of Researchers: Standard rules for a transparent recruitment and selecction process.

THE "HR Excellence in Research" Award

- The **HRS4R**, "HR Strategy for Researchers" supports research institutions in the implementation of the C&C in their policies and practices.
- The "HR Excellence in Research" logo identifies the organizations as providers and supporters of a stimulating and favourable working environment for researchers.









BENEFITS



For the RESEARCHERS:

- Being the focus of the Action Plan based on their feedback
- Involvement in the continual improvements that concern the researchers
- Being informed about the comparison between the current situation at the BCBL and the C&C principles.
- Feedback about the future Action Plans about the HR strategies for researchers

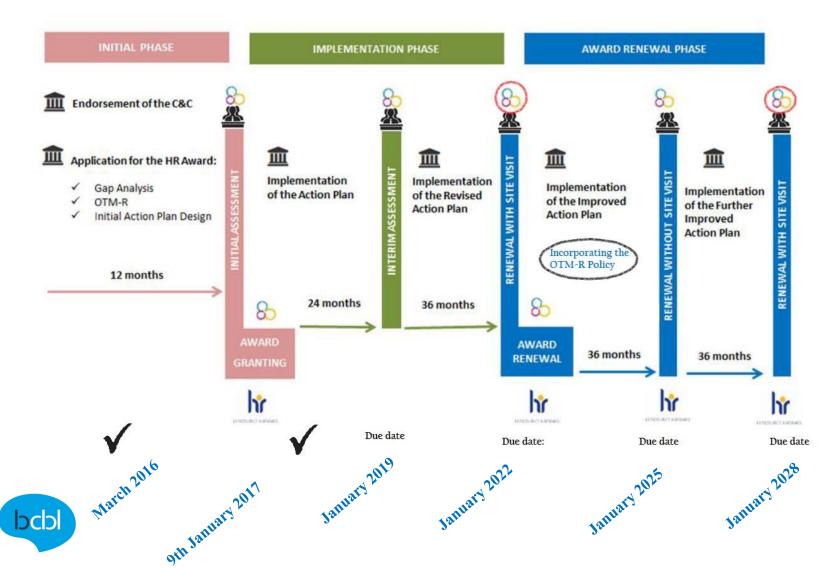
For the BCBL:

- Continual improvements of the HR and C&C in research
- Competitiveness among the best Centers of Excellence
- Visibility & Attractiveness for
 - Funding organizations, sponsors and partners
 - Researchers looking for a new employer
 - Partners and other institutions willing to collaborate in research



TIMELINE: STEPS TO FOLLOW TO GET THE HR AWARD





THE SURVEY

Topics:

- 1. Ethical and Professional Aspects
- 2. Recruitment
- 3. Working Conditions and Social Security
- 4. Training

Principle 3: PROFESSIONAL RESPONSIBILITY

Researchers should make every effort to ensure that their research is **relevant to society** and does **not duplicate** research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

3.A I, as a researcher, try to conduct research in innovative and relevant topics for society while avoiding the duplication of research previously carried out elsewhere, respecting the I.P's or supervisor's principles of intellectual property and joint data ownership.

• How much do I agree with this principle? (1) Not at all (10) Completely

1	2	3	4	5	6	7	8	9	10

• How far is the BCBL from achieving this principle? (1) Very Far (10) We are already there

1	2	3	4	5	6	7	8	9	10

3.8 Before delegating a task or a duty, supervisors should ensure that those to be put in charge of it have the relevant training and competency to carry it out.

• How much do I agree with this principle? (1) Not at all (10) Completely

[1	2	3	4	5	6	7	8	9	10
ſ										

• How far is the BCBL from achieving this principle? (1) Very Far (10) We are already there

1	2	3	4 5		6 7		8	9	10

Please feel free to add any suggestion or comment about the principle here:



GAP ANALYSIS AND ACTION PLAN 2018/2019

How far - Staff / Group Leaders, Postdocs vs Predocs. Where to start > ACTION PLAN. Average Staff Scientist/Group Leaders, Postdoc & PreDoc How Far = 8,28 HR EXCELLENCE IN RESEARCH 10 x = 8,44 9 x = 8,31 8 x = 8,08 7 Estability Transparency Decision making 6 **Career Development** Staff Scientist Group Leader 5 Teaching Postdoo 4 Predoc 3 2 1 N=50 0 R.Freedom a R.Freedom b Prof. Attitude a Prof Attitude b C&Legal Obligations a Public Engagement Non Discrimination Career Advice Property Rights Co-authorship T eaching a T eaching b Complaints Ethical Recruitment C. Selection Tran sparency Judging Chrono CV Mobility C Qualifications Salaries Gender B Career Development Mobility V. Relation Supervisors Supervision & Manæeria Prof. Responsibility a D&E Results search Environment a Research Environment b Work Conditions Prof. Responbility b Good Practice R Seniority Estability Evaluation Systems Postdoc Appointment Recognition Prof Supervision Accountability Profesion al Developmer Trainin Decision Makir bcbl

CATEGORY	IMPROVEMENT AREA	GENERAL COMMENTS	ACTION	RESPONSIBLE	DUE DATE
	SUPERVISION	Culture of mentoring, promote discussion withing groups, number of students per superisor, monitor supervision, supervision for group leaders, best mentor prize, enhance supervision skills	Structured group meetings to ease interaction/discussion, identify training needs, solve problems Training, evaluation and feedback to group leaders/supervisors in academic and human resources related issues	o Group Leaders with the management team support	-
	CAREER DEVELOPMENT	Career development plan for every PhD student, regular feedback and evaluation, advice on scientific/non scientific pathways, succesful job search	Compulsory career development plan definition and follow-up Workshop on cientific/non scientific pathways, succesful job search	o Group Leaders and supervisors o Management team	-
TRAINING	SPECIFIC TRAINING	List of experts, access to experts, technical training (R, phyton, MRI, EEG, MEG, Anatomy, Signal Processing, ethics, programming, statistics)	New tool "Training Forum"	o IT department: Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	-
	INTERACTION	Ways for researchers to share their knowledge and skills with others who are interested	Informal interaction informal meetings	o BCBL management team	-
	GRANTS	Information about funding opportunities	 Update and improve the grant section in the wiki 	o BCBL admin team	
RECRUITMENT	TRANSPARENCY	Improve job section of the web, more detailed calls, more feedback to candidates, external evaluators	Implementation of the OTM-R work process	o BCBL management team	2018 4Q









GAP ANALYSIS AND ACTION PLAN 2018/2019

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/Validence	Status
Ethical and Professional Aspects	11	15, 16, 28, 30	Evaluation Systems	2015	Definition and publication of the evaluation criteria	M Aroana	May'16 and yearly	- updated info at wiki - Being a researcher doc	Completed
Ethical and Professional Aspects	n	15, 16, 28, 30	Evaluation Systems	2015	Professional Development Plan to be implemented including periodical supervision/evaluation meetings and feedback about personal achievements	M Aroana	May'35 and yearly	- PDP - Ongoing Improvement: SW based tool	Completed
Recruitment and Selection	15	14, 16, 21	Тганкраненсу	2015	DTM-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	A. Fernandez	May' 35	OTM-R in place	Ongoing
Recruitment and Selection	15	14, 16, 21	Тганкраневсу	2015	delivened to every candidate OTM-R-Droce the selection process is over, BCBL Haman Resources team will contact each of the candidates and offer feedback about the selection process's ensuits	A. Fernandez	May' 35	OTM-R in place	Ongoing
Recruitment and Selection	15	14, 16, 21, 28	Тганкрателсу	2015	OTN-R: Career development plans to be more explicit during the selection process A		May' 35	"Being a reseracher at the BCBL" doc	Completed
Recruitment and Selection Recruitment and	15	14, 16, 21	Тганкраженсу	2015	DTM-R Information about selection processes to be communicated publicly	A. Fernandez OCBL	May' 15	OTM-R in place Updated info at	Ongoing
Selection Recruitment and	15	30	Тганкраневсу	2017	Update and improve the grant section in the wiki > Research Career path OTM-R: Position Call Fiches will be remerated for every selection process. Those	management team	2018 2Q June' 15 and yearly	wiki	Completed
Selection Recruitment and	21	15	Postdoc appointment	2015	DTM-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 Definition of the ortheria, audidivent and achievements to take into account in	M. Arocena A. Fernandez	workshops June' 35 and yearly	OTM-R in place	Ongoing
Recruitment and Selection Recruitment and	21	5, 15, 25,	Postdoc appaintment	2015	Definition of the criteria, guidelines and achievements to take into account in order to get a permanent position at the center (PhD to Postdoc or Postdoc to Staff Scientist) Besearch Carner path to be shared with researchers. Toolkit available at wiki and	M. Arocena A. Fernandez M. Arocena	June' 25 and yearly workshops June' 25 and yearly	"Being a reseracher at the BCBL" doc - wiki	Completed
Selection Working Conditions and	21 25	30 12, 15, 21, 24	Postdoc appointment Establity	2015	training to be provided every year (externally if funding is granted) Definition of criteria for stability in the emolycement conditions	A. Fernandez M. Arocena	warkshaps May 15	updated info at	Ongoing Completed
Social Security Working Conditions and Social Security	25	12, 15, 24, 28	Establishy	2015	Implementation of a tability of employment plan based upon professional performance of ensarchers fixed on the POP A plan to improve the basic sality Androff for statest offered by the funding agencies to be implemented Direitorion of statest and sectority allowances based on performance and	M Arocena	May 35	wiki Updated info at wiki	Completed
Social Security Working Conditions and Social Security Working Conditions and Social Security	ж	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' 15	BCBL policy	Completed
Working Conditions and Social Security	ж	12, 15, 24, 28	Salaries	2015	Definition of scales and seniority allowances based on performance and experience	M Arocena	May' 15	BCBL policy	Completed
Working Conditions and Social Security	28	16, 19,20, 30	Camer Development	2015	PDP: Professional Development Plan	M. Arocena	lan'17	- PDP - Ongoing Improvement: SW based tool	Completed
Working Conditions and Social Security	28	15, 24	Care or Development	2015	Make evaluation criteria public	M Aroona	lan'17	SW based tool - updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Care or Development	2015	Definition of specific career development strategy for researchem	M Aroona	lan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19, 20, 20	Career Development	2015	Periodical Supervision to pre-docs	M Aroana	lan'17	- updated info at wiki - Being a researcher doc	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Care or Development	2015	Mentors will be appointed (ombudsman or advisors will be appointed)	M Aroona	lan' 17	- updated info at wiki - Being a researcher doc Updated info at	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Career Development	2015	The plan will be communicated within the wiki and lab meeting	M. Aroorna	lae'17	wiki one	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Care er development	2017	Computsory career development plan definition and follow-up	Group Leaders and supervisors	Dec'17	Ongoing Improvement: SW based tool POP Ongoing	Completed
Working Conditions and Social Security	ю	15, 16, 28	Camer Advice	2015	Spuctured mentoring and guidance	A. Fernandez	Mar'17	- Orgoing Improvement: SW based tool -'Being a researcher at the BCBL' doc	Completed
Working Conditions and Social Security	20	15, 16, 28	Career Advice	2015	External collaboration agreements with local coaching companies will be explored	A. Fernandez	Mar'17	No budget after funding cuts. On hold until new funds are granted. lab meetings	Completed
Working Conditions and Social Security	20	15, 16, 28	Care er advice	2017	Workshop on scientific/non scientific pathways, successful job search	Management Seam	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	ж	2, 15	Decision Making	2015	volksing of sciencin, nor control provide the second parameters of the second parameters of the second seco	L Lopez	Way 17	agenda wiki	Completed
Working Conditions and Social Security	ы	3,15	Decision Making	2015	Researchers are taking part in the WG	L Lopez	May 17	to be appointed	Ongoing
Working Conditions and Social Security	ы	2,15	Decision Making	2015	Annual retreat open to BCBL community	L Lopez	May 17	General meetings agenda and minutes	Completed
Working Conditions and Social Security	ы	3, 15	Decision Making	2015	Suggestion box available	L Lopez	Way' 17	Available	Completed
Working Conditions and Social Security	ы	15	Decision Making	2015	"Door always open" policy running	L Lopez	Way' 17	updated info at wiki	Completed
Working Conditions and Social Security	ы	20	Decision Making	2015	Include researchers representatives in the WG for the HRS4R	L Lopez	Way' 17	to be appointed	Ongoing
Training and Development	ж	28, 30, 34, 37	Relation Supervisors	2015	Supervisors' training and coaching: new appointments for supervision and graduate director roles.	L Lopez	Dec'16	- Ongoing Improvement: SW based tool	Completed
Training and Development	ж	28, 30, 34, 37	Relation Supervisors	2015	Supervisors' evaluation (annual, agreed and recorded)	L Lopez	Dec'16	- PDP - Ongoing Improvement: SW based tool	Completed
Training and Development	ж	28, 30, 34, 37	Relation Supervisors	2015	Ombudsman role defined	L Lopez	Dec'16	SW based tool Updated info at wilki	Completed
Training and Development	ж	28, 30, 34, 37	Relation Supervisors	2015	If supervisor and supervisee do not match, a change of supervisor process will be designed	L Lopez	Dec'16	- updated info at wiki - Seing a	Completed
Training and Development	ж	28, 20, 34, 37	Relation Supervisors	2015	Schedule and define training systems and opportunities	L Lopez	Dec'16	- PDP - Ongoing Improvement: SW based tool	Completed
Training and Development	27	15	Supervision & Managerial	2017	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	New tool "Training Forum"	Dec'19		Peoding
Training and Development	29	28, 30	Training	2015	Specify annual and personal training	L Lopez	June' 15	- updated info at wiki - Being a researcher doc	Completed
Training and Development	29	28, 20	Training	2015	Implement supervisor of the supervisor	L Lopez	June' 15	- updated info at wiki - Reing a	Completed
Training and Development	29	15, 28, 30	Training	2015	Implement Ombuduman	L Lopez	June' 15	researcher doc - updated info at uiki - Being a researcher doc - undeted info at	Completed
Training and Development	29	28, 40	Training	2015	PDP: Professional Development Plan (see Annex III)		lune' 16	wiki - Being a researcher doc	Completed
Training and Development	40	28,40	Training	2015	Supervision of supervisors		lune'17	- updated info at wiki - Being a researcher doc	Completed
Training and Development	40	25,40	Training	2015	Implement 1 conbudeman and two advisors (one from the research community and one from the HR Dpt.)	M Aroona	lune'17	- updated info at wiki - Being a researcher doc - PDP - Ongoing	Completed
Development					1			W	
Training and Development	40	28,40	Training	2015	PDP: Professional Development Plan	M. Arocena Group Leaders	June' 17	- Ongoing Improvement: SW based tool	Completed
-	8 8 8	28, 40 15, 24, 25, 27	Training Supervision	2015	PDP: Professional Development Plan Structured group meetings to ease Interaction/discussion, identify training meeds, adve problems Training, evaluation and feedback to group leaders/supervisors in academic and human resources index duras	M Aroona Group Leaders with the management Group Leaders with the	June' 17		Completed Completed

Some of the issues were related to:

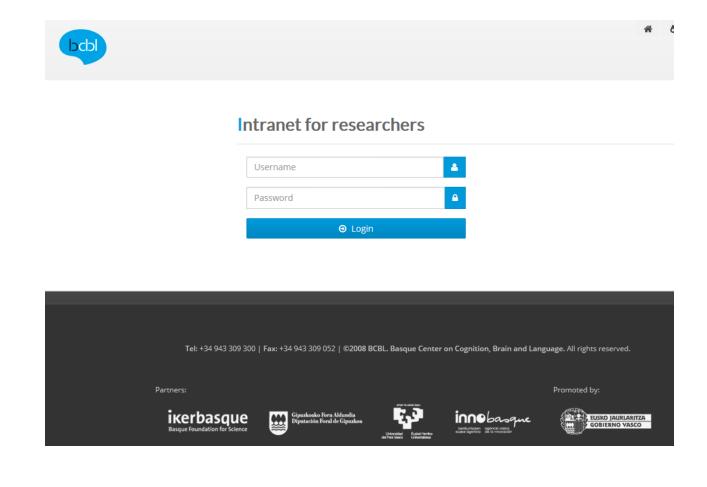
- Evaluation criteria
- Evaluation system
- Feedback
- Career development
- Training needs
- Relation with supervisors

Self Assessment portal

https://intranet.bcbl.eu/

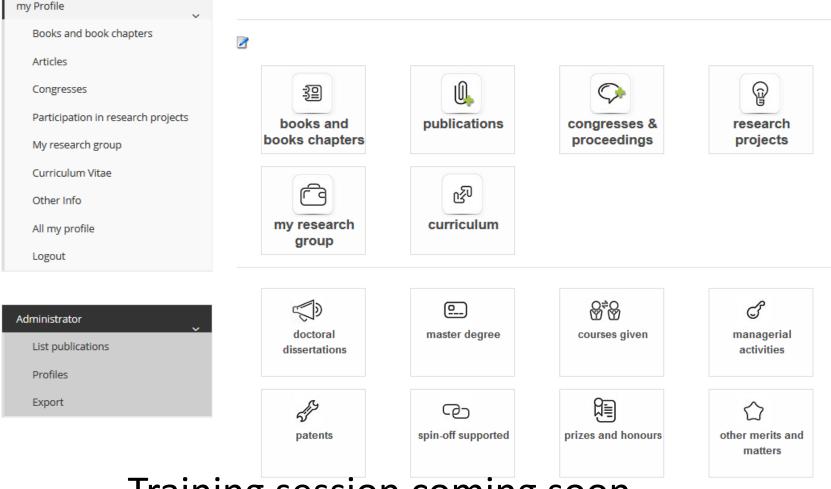


https://intranet.bcbl.eu/





https://intranet.bcbl.eu/



Training session coming soon

GAP ANALYSIS AND ACTION PLAN 2018/2019

	C&C Prind 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 offeria	M. Anocena	May'16 and yearly	- updated info at wiki - Being a researcher 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	M. Arocena	May'16 and yearly	researcher doc - POP - Ongoing Improvement: SW based tool	Completed
Recruitment and Selection	15	54, 16, 21	Transparency	2015	OTM-R: Position Call Riches will be generated for every selection process. Those will include all the mievant data and requirements of the position and will be delivered to every candidate	A. Fernandez	May'16	OTM-R in place	Ongoing
Recruitment and Selection	15	54, 56, 25	Transparency	2015	will include all the relevant data and requirements of the position and will be delivered to every candidate OTM-R-Drce the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's multi.	A. Fernandez	May'16	OTM-R in place	Ongoing
Recruitment and Selection	15	54, 16, 21, 28	Transparency	2015	OTM-R: Career development plans to be more explicit during the selection process A.		May'16	"Being a reseracher at the BCBL" doc	Complete
Recruitment and ielection	15	54, 16, 21	Transparency	2015	OTM-R:Information about selection processes to be communicated publicly A. Update and improve the grant section in the wiki > Research Career path m		May'16	OTM-R in place	Ongoing
Recruitment and Recruitment and	15	30	Transparency	2017	Update and improve the grant section in the wiki > Research Career path OTM-R: Position Call Riches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be	tranagement team	2018 2Q	Updated info at wiki	Complete
Recruitment and Recision	21	15	Postdoc appointment	2015	will include all the relevant data and requirements of the position and will be delivered to every candidate Definition of the criteria, guidelines and achievements to take into account in order to get a permanent position at the center (PhD to Postdoc or Postdoc to Satt	M. Arocena A. Fernandez	June' 55 and yearly workshops	OTM R in place	Ongoing
Recruitment and Selection Recruitment and	21 21	5, 15, 25, 30	Postdoc appointment Postdoc appointment	2015	Scientist) Research Caneer oath to be shared with researchers. Toolkit suailable at wiki and	M. Arocena A. Fernandez M. Arocena	lune' 16 and yearly workshops June' 16 and yearly workshops	reseracher at the BCBL® doc - wiki	Complete Orgoing
election Vorking Conditions and	л 25	43 12, 15, 21, 24	Foldoc apportment	2015	training to be provided every year (externally if funding is granted) Definition of criteria for stability in the employment conditions	A. Fernandez M. Arogena	workshops May'16	- survey Updated info at	Complete
ocial Security Vorking Conditions and	25	12, 15, 24, 28	litability	2015	implementation of a stability of employment plan based upon professional	M. Anooena	May'16	wiki Updated info at	Complete
iocial Security Working Conditions and	26	12, 15, 24, 28	Salaries	2015	performance of researchers fixed on the PDP A plan to improve the basic salary funding for salaries offered by the funding	M. Anoonna	May'16	wiki BCBL policy	
iocial Security Working Conditions and	26	12, 15, 24, 28	Salaties	2015	agencies to be implemented Definition of scales and seniority allowances based on performance and	M. Arookia	May 16 May 16		Complete
iocial Security Working Conditions and	28	12, 15, 24, 28 16, 19,20, 30	Career Development	2015	experience PDP: Professional Development Plan	M. Arocena	lan' 17	RCRL policy - PDP - Ongoing	Complete
Social Security	-							improvement: SW based tool - updated info at wiki - Being a	Completen
Working Conditions and Social Security	28	25, 26	Career Development	2015	Make evaluation criteria public	M. Arocena	tan'17	wiki - Being a researcher doc - updated info at	Completes
Working Conditions and Social Security	28	56, 19,20, 30	Career Development	2015	Definition of specific career development strategy for researchers	M. Arocena	lan' 17	- updated info at wiki - Being a researcher doc	Completer
Working Conditions and Social Security	28	26, 19,20, 30	Career Development	2015	Periodical Supervision to pre-docs	M. Arooena	lan'17	- updated info at wiki - Being a researcher doc	Completer
Working Conditions and Social Security	28	56, 19,20, 30	Career Development	2015	Mentors will be appointed (ombudisman or advisors will be appointed)	M. Arocena	lan'17	- updated info at wiki - Reing a	Camplete
Working Conditions and	28	56, 19,20, 20	Career Development	2015	The plan will be communicated within the wiki and lab meeting	M Annual	lan' 17		· · · · · · · · · · · ·
locial Security	-		Carrie Crancy Inn.	2013	The pair will be communication works the weat and not interced.			wiki .one	compilita
Norking Conditions and locial Security	28	56, 19, 20, 30	Career development	2017	Compulsory career development plan definition and follow-up	Group Leaders and supervisors	Dec'17	- Ongoing	Complete
Working Conditions and Social Security	30	25, 26, 28	Career Aduice	2015	Structured mentoring and guidance	A. Fernandez	Mar'17	Improvement: SW based tool - PDP - Origoing Improvement: SW based tool - 'Being a researcher at the	Complete
Working Conditions and Social Security	30	15, 16, 28	Career Advice	2015	External collaboration agreements with local coaching companies will be explored	A. Fernandez	Mar'17	BCBL ⁺ doc No budget after funding outs. On	
Abaching Conditions and								hold until new funds are granted.	Compilete
Working Conditions and Social Security	30	25, 26, 28	Career advice	2017	Workshop on scientific/non scientific pathwaws, successful job search	Management	every year	foid unte new funds are granted. Tab meetings agenda	Ongoing
iocial Security Norking Conditions and Iocial Security	15	15, 16, 28 3, 15	Career advice Decision Making					had utti new funds are granted. Iab meetings agenda agenda wiki	Ongoing Complete
Social Security	-			2017	Workshop on scientific/non scientific pathwaws, successful job search	Management beam	every year	granted. Tab meetings agenda agenda wiki to be appointed	Ongoing Complete
Social Security Working Conditions and Social Security	15	2, 15	Decision Making	2017 2015	Workshop on scientific/hon scientific pathways, succesful job search - Regular meetings of d'oxag leaders - Staff meeting to discuss about decisions (Lab meeting every week	Management team L. Lopez	every year May'17	granted. Iab meetings agenda agenda wiki	Complete Complete Complete Complete
locial Security Norking Conditions and locial Security Norking Conditions and locial Security Norking Conditions and	15 15	2, 55 2, 55 2, 55 2, 55	Decision Making Decision Making	2017 2015 2015	Mankahagi an scientific pathwarp, saccend a jak saach "Angjaar meeting of Gracip basian "And meeting to draces about disclaims (sab meeting every week Rananchen are tablog part in the WG	Management Inam L. Lopez L. Lopez	every yea: May'17 May'17	granted. Tab meetings agenda agenda wiki to be appointed General	Congoing Congoing Congoing Complete Complete
locial Security Norking Conditions and locial Security Norking Conditions and locial Security Norking Conditions and locial Security	в в в	1,15 1,15 1,15	Dedision Making Dedision Making Dedision Making	2017 2015 2015 2015	Balachage on clientifuly an clientifu pathways, succedul pile sanch "Appler menting at d'ona landen "Bala menting tradicasa lande decision (Lab menting news work) "Balacentens are tabling part in the WG Assard metrat ages to BCR. community	Management team L. Lopez L. Lopez L. Lopez	every yea: May'17 May'17 May'17	pranted. Tab meetings agenda agenda wiki to be appointed General meetings agenda and minutes	Compilete Compilete Compilete Compilete Compilete Compilete
locial Security Working Conditions and locial Security Working Conditions and locial Security Working Conditions and locial Security Working Conditions and locial Security	в в в	2, 55 2, 55 2, 55 2, 55	Decision Making Decision Making Decision Making Decision Making	2015 2015 2015 2015 2015	Mahaja explorativ/are savetile pathengs, unanded placesesh Taglare energy of Sings bades The device in the savet devices (an execting every week and an execution of the saveting part in the MG Makandron energies to RM community Sequences to an analativ	Management team L. Lopez L. Lopez L. Lopez	every year Noy'17 Noy'17 Noy'17 Noy'17	granted. Jab meetings agenda agenda wiki to be appointed General meetings agenda and minutes Auxiliable updated into at wiki to be appointed	Composing Composing Composing Composing Composing Composing
lectal Security Working Conditions and locial Security Aurking Conditions and locial Security Working Conditions and locial Security Working Conditions and locial Security Working Conditions and locial Security	в в в в	2, 55 2, 55 2, 55 2, 55	Decision Making Decision Making Decision Making Decision Making Decision Making	2015 2015 2015 2015 2015 2015	Analog on overflider wardtig geforege, second gle seent Magler mennenge of Senge sector of entryice of each sector description of entryice of each sector description are united general to the SS Analog and a sector description of the SS Analog and Analog an	Management paam L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez	every year Nay 12 Nay 12 Nay 12 Nay 12 Nay 12 Nay 12 Nay 12	prasted. Jak meetings agenda agenda wiki to be appointed deneral meetings agenda and minutes Assiluble apdated info at wiki - POp - Orgoing improve med.	Composing Composing Composing Composing Composing Composing Composing
locid Benniny Working Conditions and locid Security Working Conditions and locid Security Working Conditions and locid Security Working Conditions and locid Security Working Conditions and locid Security Tabling and	8 8 8 8 8	2, 15 2, 15 2, 15 2, 15 25 27	Decision Making Decision Making Decision Making Decision Making Decision Making Decision Making	2017 2015 2015 2015 2015 2015 2015 2015	Analog on cuertify an insettify privacy, second of parameters "Analog methy of Second parks" The office of a second parameters of the office of a second parameters of the office Analog and a field contractly Second parameters of the office Second parameters of the office Second parameters of the office Second parameters of the office Second parameters of the office Nation second parameters of the office field (SEG) Nation second parameters of the office field (SEG)	Management seam E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez	Nay'17 Nay'17 Nay'17 Nay'17 Nay'17 Nay'17 Nay'17 Nay'17	prostici. lab meetings agenda agenda wiki to be appointed for a be appointed for a be appointed for a be appointed Auslitation and minutes Auslitation agender into at wiki to be appointed - Organice - Organi	Composing Complete Complete Complete Complete Complete Complete Complete
Social Security Working Conditions and Social Security Training and Drivelagement	8 8 8 8 8	2, 15 2, 15 2, 15 25 27 28, 20, 34, 27	Decision Making Decision Making Decision Making Decision Making Decision Making Decision Making Relation Supervision	2017 2015 2015 2015 2015 2015 2015 2015	Analysis on controllution transition gathwares, teached judi search. "Region analysis of Scategowinds" Search and the state of the state of the state of the state teached and and the state of the state of the state State of the state of the state of the state of the state State of the state of the state of the state of the state State of the state of the state of the state of the state State of the state of the state of the state of the state of the state State of the state of the state of the state of the state of the state State of the state of the state of the state of the state of the state State of the state of the stat	Management Jeam L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez	Porty year May 12 May 12 May 12 May 12 May 12 May 12 Dac 16	prostick_ bits meetings agends a gends wiki to be appointed to be appointed control of the appointed and minutes Ausiliable addiminutes Ausiliable addiminutes Ausiliable addiminutes Ausiliable addiminutes Composements Of base tool - Popp - Copport motics Of based tool addiminutes and addiminutes addiminutes and addiminutes a	Complete Complete Complete Complete Complete Complete Complete Complete Complete
Good Beauty Good Beauty Working Conditions and Good Security Working Conditions and Good Security Working Conditions and Good Security Working Conditions and Good Security Working Conditions and Good Security Good Security Security Conditions and Good Security Security Conditions and Securit Security Tabling and Drivelogament	8 8 8 8 8 8 8	2, 15 2, 15 2, 15 25 27 28, 20, 24, 27 28, 20, 24, 27	Decision Making Decision Making Decision Making Decision Making Decision Making Decision Making Relation Supervision Relation Supervision	2017 2015 2015 2015 2015 2015 2015 2015 2015	tending an scientificipar standing pathway, neuroid pin search "Anglora metalipe of Science Search "Anglora metalipe of Science Search "Anglora metalipe of Science Search "Anglora metalipe of Science Search Nature Anglora and Science Search "Angloration Search" Science Search "Angloration Search "Angloration Search "Angloration Search "Angloration Search" Science Science Search "Angloration Search "Angloration Search" Science	Maragement Sam L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez L. Lopez	every year Nay 12 Nay 12 Nay 12 Nay 12 Nay 12 Nay 12 Daci 16	prosted. Jab meetings spends spends ns be appointed General meetings agends and mixutes meetings agends meetings agends meetings agends meetings agends meetings agends meetings agends meetings agends meetings agends meetings agends meeting	Orgoing Orgoing Complete Orgoing Complete Complete Complete Complete Complete
Seciel Recently. Working Conditions and social Security Working Conditions and social Security Tables and Security Provide Security Security Security Security Security Security Security Security Security Security Security Security Security	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	2, 15 2, 15 2, 15 25 27 24, 26, 34, 37 24, 26, 34, 37 24, 26, 34, 37	Decision Making Decision Making Decision Making Decision Making Decision Making Relation Supervision Relation Supervision Relation Supervision	2017 2015 2015 2015 2015 2015 2015 2015 2015	Interlange on scientification strending antibiologies and strending and scientification strending and science	Maragement basm E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez E. Lopez	every year May 12 May 12 May 12 May 12 May 12 May 12 Dec 16 Dec 16 Dec 16	grands. Jan meetings agends wiki Ta be appointed General meetings agends and minutes Multiple add minutes Multiple - Opping impovement: EV basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel	Orgoing Orgoing Complete Complete Complete Complete Complete Complete Complete Complete
Veriag Cashina and Security	ы ы ы ы ы ы ы ы ы ы	2, 15 2, 15 2, 15 27 28, 20, 34, 27 28, 20, 34, 27 28, 20, 34, 37 28, 20, 34, 37	Deriden Making Deriden Making Deriden Making Deriden Making Deriden Making Deriden Making Relation Supervison Relation Supervison Relation Supervison	2017 2015 2015 2015 2015 2015 2015 2015 2015	Analysis on controlling miteration, second of photones. Nagliar material of Science Statesholm (San Second of photones) Science Statesholm (San Second of San Second Second of San Sec	Maragement eem. L Lopez L Lopez L Lopez L Lopez L Lopez L Lopez L Lopez L Lopez L Lopez L Lopez	Perstyster May 12 May 12 May 12 May 12 May 12 Dec 16 Dec 16 Dec 16 Dec 16	prosted. Jap meetings agends agends sagends to be appointed for an appointed for an appointed add of musers add of musers add of musers add of musers add add of musers add add add add add add add ad	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
See Sectors and Weing Constitutions and Sector Sectors and Sector Sector Sectors and	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	2, 15 2, 15 2, 15 27 28, 20, 34, 27 28, 20, 34, 27 28, 20, 34, 37 28, 20, 34, 37	Denicer Making	2017 2015 2015 2015 2015 2015 2015 2015 2015	Angelen menethylaen scientific gerlanang, nacional jakansan. Tagalaen menetyi af Sang baskin Sang Sang Sang Sang Sang Sang Sang Sang	Annagenweet Jackson L. Lopez L. Lopez	nerry year May 12 May 1	grands. Jan meetings agends wiki Ta be appointed General meetings agends and minutes Multiple add minutes Multiple - Opping impovement: EV basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel Vogeneration - Opping impovement: EV basef teel Add basef teel	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
Select Excernits Select Texanol Select Texanol Sele	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	2, 15 2, 15 2, 15 27 28, 20, 34, 27 28, 20, 34, 27	Decision Making Decision Making Decision Making Decision Making Decision Making Decision Making Decision Making Markatan Supervision Radatan Supervision Radatan Supervision Radatan Supervision	2017 2015 2015 2015 2015 2015 2015 2015 2015	Angelen menethylaen steeldig pathwang, neurolog jak seamt Teglen menetyge of Song baskes Teglen menetyge of Song Teglen menetyge Teglen menetyge of Teglen menetyge Teglen menetyge Tegle	Annagenteret 2020 E. Lopez E. Lopez	Nary year Nay 17 Nay 17	general. Beneraling and a will be needing and a second and a second and a second and and a second and and and and and and and and and a	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
Sold Excerns Sold Excerns and Excerns and Excerns Sold Ex	15 15 15 15 15 15 15 15 15 15 15 15 15 1	2, 55 2, 55 2, 55 2, 55 27 24, 30, 34, 37 24, 30 24, 30	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	7102 2002 2003 2004 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2006 2006 2007 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006	Analysis on scientific per strendt per person yn scientifi yn ia senert yn yn senert yn yn senert yn yn senert yn yn yn senert yn yn yn senert yn yn yn senert yn	Nongenerat Yann Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper	Nay yan Nay 12 Nay	general. Beneralized benerali	Complete Com
Sold Excerpt Sold	25 25 25 25 25 25 25 25 25 25 25 25 25 2	4, 55 4, 55 4, 55 55 70 70 74, 30, 34, 37 74, 30, 34, 37 75 75 76 76, 30 76 76 76 76 76 76 76 76 76 76 76 76 76	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	2010 2016 2016 2017 2018 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2017 2018 2017 2016 2017 2016 2017 2016 2017 2016 2017 2018 2019 2010 2010 2010 2010	Analysis on centrifying mission privations, second of privations. Texplore methyleses of action privations and methyles of action privations and methyleses of action privations and methyleses of action privations and actions on below and action privations and actions are below and actions of action actions and actions are below actions and action action actions are action actions actions are action actions and actions and actions actions are actions are action actions and actions actions are actions and actions and actions actions are actions and actions actions are actions and actions actions are actions a	Nongerser Marin Kaper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper	Harry Harrier Nay 27 Nay 27 Na	partief partie	Organg Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
Solard Encomp Solard Encomp So	25 25 25 25 25 25 25 25 25 25 25 25 25 2	2, 55 2, 55 2, 55 2, 55 27 24, 30, 34, 37 24, 30 24, 30	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	7102 2002 2004 2005 2005 2006 2007 2008 2009 209 <	Analysis on controlling interests, second of parameters Teapline meters of action second interparameters of action of the meters of t	Nangerert Man Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar	Harry or et al. Harry D Harry D Hary	partial and the second	Orguing Orguing Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes Completes
Sold Excerpt Sold	25 25 25 25 25 25 25 25 25 25 25 25 25 2	4, 55 4, 55 4, 55 55 70 70 74, 30, 34, 37 74, 30, 34, 37 75 75 76 76, 30 76 76 76 76 76 76 76 76 76 76 76 76 76	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	2010 2016 2016 2017 2018 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2017 2018 2017 2016 2017 2016 2017 2016 2017 2016 2017 2018 2019 2010 2010 2010 2010	Analysis on scientific per strendt per person yn scientif y person yn Angelen er men yn de Streng bereken. Men arter ge en ar scientific yn ar streng er wy wak Anael er eer gen yn SER inneuwir Rageret en ar stER inneuwir Rageret en ar stER inneuwir Rageret en ar serabet Men ar den yn eer fan ar ster in ar ster in ar ster in ar den yn eer fan ar ster in ar st	Nongerser Marin Kaper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper Laper	Harry Harrier Nay 27 Nay 27 Na	approduced on the second of th	Organing Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
Solard Encomp Solard Encomp So	25 25 25 25 25 25 25 25 25 25 25 25 25 2	4, 55 4, 55 4, 55 55 70 70 74, 30, 34, 37 74, 30, 34, 37 75 75 76 76, 30 76 76 76 76 76 76 76 76 76 76 76 76 76	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	2010 2016 2016 2017 2018 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2016 2017 2018 2017 2016 2017 2016 2017 2016 2017 2016 2017 2018 2019 2010 2010 2010 2010	Analysis on controlling interests, second of parameters Teapline meters of action second interparameters of action of the meters of t	Nangerert Man Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar Alapar	Harry or et al. Harry D Harry D Hary	and and any and any and any	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
telli de George Herne Server de Carlos de Car	25 25 25 25 25 25 25 25 25 25 25 25 25 2	4, 55 4, 55 4, 55 55 70 70 74, 30, 34, 37 74, 30, 34, 37 75 75 76 76, 30 76 76 76 76 76 76 76 76 76 76 76 76 76	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	7106 2106		Nangeneri Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar Atapar	Harry Harris Harry D Harry D	aparticle aparts	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete
teledi Escaly estati Secoly Herry Collection Herry Collection	25 25 25 25 25 25 25 25 25 25 25 25 25 2	4, 55 4, 55 4, 55 55 70 70 74, 30, 34, 37 74, 30, 34, 37 75 75 76 76, 30 76 76 76 76 76 76 76 76 76 76 76 76 76	Decision Making Decision Making Making Report Network Relation Experimentor Relation Experimentor Relation Experimentor	1100 2100	Analysis on controlling and south partners, sourced partners, "Anglane strengthy of sources partners, and of energy of any sources, and of energy of any sources, and of energy of any sources, any sources, and any sources, any sources, and any sources, any sources, any sources, any sources, any sources, any sources, any sources, any sources, a	Nangarari Man Angar Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper Lipper	Hay 19 Hay 17 Hay 18 Hay 19 Hay 18 Hay 19 Ha	and and any and any and any	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete





	Category C&C	C&C Princi ple#	Other involved Principles	C&C Principle Name	Gap Analysis Year	Action	Responsible		Indicator/Target/ Control/Evidence	Status 🗸
	Recruitment and Selection	15	14, 16, 21	Transparency		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	A. Fernandez	May'16	OTM-R in place	Ongoing
	Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	A. Fernandez	May'16	OTM-R in place	Ongoing
	Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R:Information about selection processes to be communicated publicly	A. Fernandez	May'16	OTM-R in place	Ongoing
>	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	M. Arocena A. Fernandez	June'16 and yearly workshops	OTM-R in place	Ongoing
	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 (externally if funding is granted)	M. Arocena A. Fernandez	June'16 and yearly workshops	- wiki - survey	Ongoing
	Working Conditions and Social Security	30	15, 16, 28	Career advice	2017	Workshop on scientific/non scientific pathways, succesful job search	Management team	everv year	lab meetings agenda	Ongoing
	Working Conditions and Social Security	35	3,15	Decision Making	2015	Researchers are taking part in the WG	L Lopez	May'17	to be appointed	Ongoing
	Working Conditions and Social Security	35	37	Decision Making	2015	Include researchers representatives in the WG for the HRS4R	L Lopez	May'17	to be appointed	Ongoing
	Training and Development	37	15	Supervision & Managerial		o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	New tool "Training Forum"	Dec'19		Pending

ACTION PLAN 2018/19:ONGOING / PENDING ACTIONS:



HR EXCELLENCE IN RESEARC	HR	EXCEL	LENCE	IN RE	ESEARC
--------------------------	----	-------	-------	-------	--------

Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/ Cr.ntrol/Evidenc.	Status
Recruitment and Selection	Transparency	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	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoir g
Recruitment and Selection	Transparency	OTM-R:Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongo ng
Recruitment and Selection	Postdoc appointment	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	June'16 and yearly workshops	OTM-R in place	Oigoing
Recruitment and Selection	Postdoc appointment	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoing
Working Conditions and Social Security	Career advice	Workshop on scientific/non scientific pathways, succesful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	Decision Making	Researchers are taking part in the WG	May'17	to be appointed	Ongoing
Working Conditions and Social Security	Decision Making	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoing
Training and Development	Supervision & Managerial	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending





Open Transparent & Merit-based Recruitment









ensures that the best person for the job is recruited
 brings benefits to researchers, institutions, a country's research system,

- contributes to the full implementation of the European
 Research Area (ERA)
- ✓improves the cost-effectiveness of investments in research.

✓ guarantees equal opportunities and access for all
 ✓ makes research careers more attractive



OTM-R PROCESS	2017				2018				2019			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
1) Review current recruitment policy, practices and procedures												
2) Develop and put in place a revised OTM-R policy												
3) Publishing the OTM-R policy												
4) Quality control system												
5) Establish or adapt an internal OTM-R guide												
6) Training and awareness raising within the institution												
7) E-recruitment												



OTM-R PROCESS

1) Review current recruitment policy, practices and procedures

Template 1 – Annex: Open, Transparent, Me	rit-Based I	Recruitment C	heck-list OT	M-R Checklist for organ	isations	-
	Open			Answer: ++ Yes, completely d +/-Yes, substantially -/+ Yes, partially No	measurement)	BCBL comments July 2017
OTM-R system	· · · · · · · · · · · · · · · · · · ·	•			·	· · · · · · · · · · · · · · · · · · ·
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	NO	[weblink]	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	×	NO	[Date of latest update; ensure that it is sent to all staff]	
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	×	NO	- Existence of training programmes for OTM-R - Number of staff following training in OTM-R	
4. Do we make (sufficient) use of e-recruitment tools?	x	x		YES substantially	Web-based tool for (all) the stages in the recruitment process	http://www.bcbl.eu/calls
5. Do we have a quality control system for OTM-R in place?	х	x	x	NU		
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	×	NO	Trend in the share of applicants from outside the organisation	
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	х	x	x	NO	Trend in the share of applicants from abroad	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	NO	Trend in the share of applicants among underrepresented groups (frequently women)	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	NO	Trend in the share of applicants from outside the organisation	
10. Do we have means to monitor whether the most suitable researchers apply?				YES		
Advertising and application phase						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	х	x		NO		
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		NO		
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		YES substantially	The share of job adverts posted on EURAXESS; Trend in the share of applicants recruited from outside the organisation/abroad	
14. Do we make use of other job advertising tools?	х	x		YES	distribution lists in neuroscience	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			YES		speciffied once logged in http://www.bcbl.eu/calls
Selection and evaluation phase				\times		
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	NO	Statistics on the composition of panels	
17. Do we have clear rules concerning the composition of selection committees?		x	x	NO	Written guidelines	
18. Are the committees sufficiently gender-balanced?		x	х	NO		
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	NO	Written guidelines	
Appointment phase				-		
20. Do we inform all applicants at the end of the selection process?		x		YES		standard general feedback
21. Do we provide adequate feedback to interviewees?		x		YES substantially		standard general feedback (does not include strength/weakness)
22. Do we have an appropriate complaints mechanism in place?		x	(NO	Statistics on complaints	
Overall assessment				$\boldsymbol{\prec}$		
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?			C	NO		



ACTION PLAN 2018/19:ONGOING / PENDING ACTIONS:



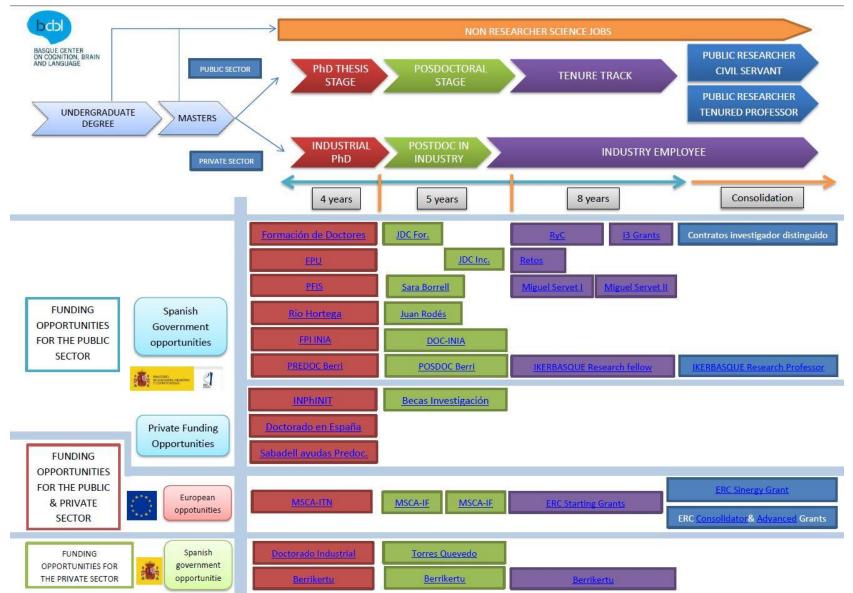
HR EXCELLENCE IN RESEARCH

Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/ Control/Evidence	Status
Recruitment and Selection	Transparency	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	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	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	June'16 and yearly workshops	OTM-R in place	Orgoing
Recruitment and Selection	Postdoc appointment	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoin
Working Conditions and Social Security	Career advice	Workshop on scientific/non scientific pathways, succesful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	Decision Making	Researchers are taking part in the WG	May'17	to be appointed	Ongoing
Working Conditions and Social Security	Decision Making	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoing
Training and Development	Supervision & Managerial	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending



ACTION PLAN: RESEARCHER CAREER PATH





ACTION PLAN 2018/19:ONGOING / PENDING ACTIONS:



Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/ Control/Evidence	Status
Recruitment and Selection	Transparency	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	May'16	OTM-R in place	O. Poing
Recruitment and Selection	Transparency	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	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	June' 16 and yearly workshops	OTM-R in place	Or _d oing
Recruitment and Selection	Postdoc appointment	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoin
Working Conditions and Social Security	Career advice	Workshop on scientific/non scientific pathways, succesful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	Decision Making	Researchers are taking part in the WG	May'17	to be appointed	Ongon g
Working Conditions and Social Security	Decision Making	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoi ,g
Training and Development	Supervision & Managerial	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending



WORKING GROUP

Mission: implementation/monitoring of Action Plan

Current components: Miguel, Larraitz and Ana

Representatives from each research category (Group Leaders/ Postdocs/ PhDs and Technicians) are welcome.

Diversity matrix to be developed, looking for balance in gender, category, department, current involvement in other bcbl committees (scientific, ethics, master and doctorate program commission,

ombudsman, etc.)



DIVERSITY MATRIX BCBL	ETHICS	OMBUDS	LABS	ADMIN	PREDOC	POSTDOC	SCIENTIFIC COMMITTEE	ETHICS COMMITTEE	HHRR
MALE 1	Х		Х		х			x	х
MALE 2		x		х		х			
MALE 3		х			х		х		х
FEMALE 1			х			х		x	
FEMALE 2	х				х			x	
FEMALE 3		х		х			х		



General meetings and social events

- February: Annual retreat (past results & future goals + team building)
- June: Scientific retreat (including poster session)
- July: Picnic in Miramón
- September: **HR meeting** > survey (biannually)> Next, Fall'2019.
- December: Christmas Pizza party













BASQUE CENTER ON COGNITION, BRAIN AND LANGUAGE

> Thanks for your Cooperation