

HRS4R action plan

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing (at least by year's quarter/semester)</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
<p>ACTION 1. Create the UPO OTMR policy by updating the procurement procedures to HRS4R and OTMR criteria.</p> <ul style="list-style-type: none"> Analyse the UPO procurement procedures and modify them, e.g. to align them with the OTMR procurement policy; Preparing tenders in a format like EURAXESS and publishing the tenders on EURAXESS. Including fields for candidates to indicate if they belong to vulnerable groups. Providing interview training for researchers in charge of selection processes. Consider interviews as part of the selection process for researchers, to give candidates the opportunity to demonstrate other types of skills that may be useful for their professional performance. Make it compulsory for the top three candidates to be interviewed. Train members of the selection committee in OTM-R Include relevant information in the Welcome Handbook and on the website. 	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)	2Q2024-4Q2024	Responsible for human resources PDI (leader); Responsible for research area	<ul style="list-style-type: none"> The recruitment procedure is published and is accessible by candidates and UPO's staff. All job offers have clear scores and guidelines for the evaluation of the selection committee. The option to identify as belonging to disadvantaged groups is available at the job offers. 100% of the Selection committees' members are acquainted with the OTM-R selection criteria and have receive training. 100% of the rejected candidates receive feedback on their evaluation.
<p>ACTION 2. Visualise the communication events developed by the UPO.</p>	8. Dissemination, exploitation of results	3Q2025	UTC- OTRI	<ul style="list-style-type: none"> Web page published. Number of visits to the webpage Number of events annunced.

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<ul style="list-style-type: none"> • <i>Establish a protocol so that researchers know to whom to address the events they wish to communicate to society, including the two units in charge of communication at the UPO.</i> • <i>Include relevant information in the welcome handbook and on the website.</i> 					
<p>ACTION 3. <i>Provide information on career development opportunities.</i></p> <ul style="list-style-type: none"> • <i>Discuss with researchers their ideas for career development.</i> • <i>Develop guides and materials to explore career options (including a career options document) and publish them in an online space.</i> • <i>Provide training to researchers on career options.</i> • <i>Consider measures to make careers advice more widely available, such as the creation of job fairs, workshops, or careers handbooks.</i> • <i>Set up a commission to study the promotion of researchers' careers from an academic point of view.</i> • <i>Develop mentoring programmes or career manuals to fill this gap.</i> • <i>Include relevant information in the welcome handbook and on the website.</i> 	<p>28. <i>development</i></p>	<p>Career</p>	<p>1Q2025 1Q2026 1Q2027 1Q2028 1Q2029</p>	<p>Responsible of Human resources area (leader); Research area; Training and innovation area;</p>	<ul style="list-style-type: none"> • <i>Guide of career option published online.</i> • <i>Organize an annual career development workshop. 90% of the R1 and R2 researchers should have attended at least one of the workshops.</i> • <i>Career development initiatives are included in the welcome manual.</i> • <i>80% satisfaction in the quality survey</i>
<p>ACTION 4. <i>Write a guide to good research practice.</i></p> <ul style="list-style-type: none"> • <i>Write a handbook on good research practice or adopt "The European Code of Conduct for Research Integrity" (published by ALLEA) or the CRUE handbook on good practice:</i> 	<p>3. Professional responsibility</p>	<p>7. Good practice in research</p>	<p>2Q2025</p>	<p>Responsible Research Area (leader); Training and Innovation Area;</p>	<ul style="list-style-type: none"> • <i>Good research practices manual is published at the web.</i> • <i>Perform 3 seminars in good scientific practices.</i> • <i>Number of downloads or visits to the webpage done</i>

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- *Provide training seminars.*
- *Include relevant information in the welcome handbook and on the website.*

ACTION 5.

Consider ways to reduce the administrative burden on researchers.

- *Simplify existing administrative procedures.*
- *Combine all the information on research projects in a single platform.*
- *Create administrative procedures not only for teachers but also for researchers.*
- *Communicate these changes to researchers.*

4. Professional 3Q2024
attitude

Research Coordinator

- *Number of complaints about these new procedures less than 20.*
- *Number of visits to the new platform >200.*
- *Researchers are familiar with the platform. 80% satisfaction in the quality survey.*

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<p>ACTION 6. <i>Develop measures to increase the stability of researchers.</i></p> <ul style="list-style-type: none"> <i>The recruitment of teachers will become more stable with the new Organic Law. Policies will be promoted to strengthen the recruitment of talent in deficit areas and in areas with a high capacity to attract research funding.</i> <i>Strengthen the areas that attract talent by allowing new recruits, through programmes of excellence, to take on part of the teaching load assigned to the knowledge areas.</i> <i>The rigid assignment of teaching and research staff to fields of knowledge will be made more flexible, resulting in assignments to more generic fields of knowledge made up of related fields of knowledge, which will provide greater stability for teaching staff.</i> <i>Set up a study committee to identify measures to promote the stability of researchers.</i> <i>Insist on communication and centralise both UPO and external vacancy notices on the same website.</i> <i>Include relevant information in the welcome handbook and on the website.</i> 	<p>23. Research environment 24. Working conditions 33. Teaching</p>	<p>3Q2024</p>	<p>Responsible of Human resources area (leader); Research area;</p>	<ul style="list-style-type: none"> <i>Publish the new webpage.</i> <i>Number of offers published.</i> <i>Number of researchers with similar thematic areas recruited.</i>
<p>ACTION 7. <i>Establish a complaints procedure.</i></p> <ul style="list-style-type: none"> <i>Establish a written complaints procedure, including the channel for dealing with complaints.</i> <i>Appoint a committee with executive functions, as a last resort, to address</i> 	<p>34. Complaints/ appeals</p>	<p>4Q2025</p>	<p>General secretary</p>	<ul style="list-style-type: none"> <i>Complaints mechanisms written.</i> <i>Complaints committee appointed.</i> <i>Number of complaints received.</i> <i>Number of complaints solved.</i> <i>Number of Committee meetings</i>

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<p><i>and redirect the departments involved and resolve complaints.</i></p> <ul style="list-style-type: none"> • <i>Include relevant information in the induction handbook and on the website.</i> 					
<p>ACTION 8. <i>Study the improvement of work life balance policies.</i></p> <ul style="list-style-type: none"> • <i>Create a committee with members from all professional profiles of researchers and human resources managers to identify policies to improve work life balance.</i> • <i>Drafting teleworking guidelines for research</i> • <i>Include relevant information in the Welcome Handbook and on the website.</i> 	<p>24. <i>conditions</i></p>	<p>Working</p>	<p>2Q2025</p>	<p>Responsible of Human resources area (leader); Research area;</p>	<ul style="list-style-type: none"> • <i>Number of UPO's researchers that apply for conciliatory measures.</i> • <i>Number of teleworking agreements signed</i>
<p>ACTION 9. <i>Improve mobility.</i></p> <ul style="list-style-type: none"> • <i>Examine and resolve the obstacles to mobility: need for replacements, cumulative teaching in one semester, etc.</i> • <i>Communicate mobility incentives for university staff.</i> • <i>Study the possibility of creating internal mobility aids.</i> • <i>Translation of UPO documents into English.</i> • <i>Include relevant information in the welcome handbook and on the website.</i> 	<p>24. <i>conditions</i></p> <p>28. <i>Career development</i></p> <p>29. <i>Value of mobility</i></p>	<p>Working</p>	<p>2Q2026</p>	<p>Responsible of Human resources area (leader); Research area;</p>	<ul style="list-style-type: none"> • <i>Mobility measures reviewed and published at the website.</i> • <i>Number of researchers that apply for mobility incentives.</i> • <i>Number of download of documents in written in Spanish and English</i>
<p>ACTION 10 <i>Promoting knowledge and development of industrial property within the university.</i></p>	<p>31. <i>Property Rights</i></p>	<p>Intellectual</p>	<p>3Q2025</p>	<p>OTRI</p>	<ul style="list-style-type: none"> • <i>Number of seminars about IP performed >10</i> • <i>Number of researchers trained</i> • <i>Patent repository available from the webpage</i>

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<ul style="list-style-type: none"> • <i>Design a course on intellectual property rights and its role in the valorisation of spin-off projects for greater market opportunities.</i> • <i>Promote the participation of research staff in the programme and include the courses in the continuous training plan for teaching staff through the UPO Training Area</i> • <i>Create a repository or page on patents.</i> • <i>Include relevant information regarding IPR and valorisation of results in the welcome handbook and on the website.</i> 				<ul style="list-style-type: none"> • <i>Number of visits to the patent webpage.</i>
<p>ACTION 11. <i>Standardise the supervision of researchers.</i></p> <ul style="list-style-type: none"> • <i>Create a supervision guide to establish a basic framework of obligations and duties for both supervisors and supervisees.</i> • <i>Develop a training plan for senior researchers on transversal skills and leadership.</i> • <i>Define an evaluation procedure for R2 researchers funded by research projects.</i> • <i>Include relevant information in the welcome handbook and on the website.</i> 	40. Supervision	2Q2024	Responsible Resources Area (leader); Research Area; Innovation/Training Area;	<ul style="list-style-type: none"> • <i>Supervision guide published.</i> • <i>Number of supervision courses performed.</i> • <i>Number of supervision guide downloads.</i>
<p>ACTION 12 <i>Implement measures to improve the teaching of predocs.</i></p> <ul style="list-style-type: none"> • <i>Conduct teaching training courses for predocs</i> • <i>Confirm that predoctoral teaching is always co-taught.</i> 	33. Teaching	1Q2025	Responsible Resources Area (leader); Research Area; Innovation/Training Area;	<ul style="list-style-type: none"> • <i>Number of R1 researchers trained >90%</i> • <i>!00% of the R1 teaching classes are co-taught with a senior researcher</i>

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<ul style="list-style-type: none"> • <i>Include relevant information in the Welcome Handbook and on the website.</i> 				
ACTION 13. <i>Draft a welcome handbook.</i> <ul style="list-style-type: none"> • <i>Draft and update annually the welcome manual (in digital version), available in Spanish and English.</i> • <i>Present its contents at welcome sessions for new researchers.</i> • <i>Include relevant information in the Welcome Handbook and on the website.</i> 	All	3Q2024	Responsible Research Area (leader); Innovation/Training Area; Digital Transformation Area (Library)	<ul style="list-style-type: none"> • <i>Welcome manual is published at the web</i> • <i>Number of downloads or visits to the webpage done</i> • <i>Number of actualizations performed</i> • <i>70% satisfaction in the quality survey</i>
ACTION 14 <i>Develop a procedure for reallocating research areas for providing laboratory space to the most outstanding researchers.</i>	23.	Research environment	Vr. Strategy (leader); Vr. Faculty; Vr. Research.	<ul style="list-style-type: none"> • <i>Creation of a Protocol of Areas of Knowledge for the Reassignment of Researchers to Related Academic Areas</i>
ACTION 15 <i>Creation of a mentorship program</i>	28.	Career development	EDUPO School	<ul style="list-style-type: none"> • <i>Write a mentorship manual:</i> • <i>Number of mentorship Agreements</i>
ACTION 16. <i>Launch, awareness raising, communication in HRS4R and OTMR and evaluation.</i> <ul style="list-style-type: none"> • <i>Project launch.</i> • <i>Awareness raising seminar for researchers and managers.</i> • <i>Preparation of content in Spanish and English for the HRS4R website.</i> • <i>Periodic evaluation of the level of knowledge and involvement of researchers.</i> • <i>Include relevant information in the welcome handbook and on the website.</i> 	All	2Q2024-2Q2029	Vr. Strategy	<ul style="list-style-type: none"> • <i>All UPO's researchers have been informed about the awareness session and encourage to attend, either live or watching a video of the session.</i> • <i>All the documents generated plus other related documents were posted on the webpage.</i>