ACTIONS

The detected gaps were grouped into four main areas of improvement in order to design the Action Plan:

- ✓ Information access.
- ✓ Support and assistance to researchers.
- ✓ Training.
- ✓ Mentoring.

	Proposed ACTIONS	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target(s)
	GENERAL ASPECTS				
A1	**Strength awareness, commitment and implementation of C&C and OTM-R criteria**: - The HRS4R UPCT Communication Plan will schedule periodical actions on the advances in the principles of the C&C and OTM-R principles, such as briefings in Governing Council and its working groups, periodical messages via the UPCT news and internal communication channels (email distribution lists and social media). - Development of dissemination and training material about C&C and OTM-R practises. - Training actions on OTM-R matters will be carried out for research and management staff.	ALL	Q3 2022 – Q2 2024	Technical Secretariat in collaboration with HRS4R Implementation Working Group	- Nº diffusion/ communication actions. - Nº training actions for UPCT staff - Nº participants. - Online material available.
A2	**Elaborate the UPCT´s Welcome Manual for Researchers**: the document will contain all the information of interest to researchers in an accessible and easily-to-understand format. The information provided will be updated periodically and will be presented to the new researchers when they sign their contract with UPCT.	1, 3, 4, 5, 7, 8, 10, 23, 24, 28, 31, 32, 34, 35, 36, 37, 40	Q4 2022 – Q3 2023	Vice-Rector for Research, Tech-transfer and Dissemination. Collaboration between Research Management and Human Resources Units	Publication date of the Manual in UPCT HRS4R website

A3	**Make information more reachable and translated into English**: - Relevant information for researchers will be unified and organised at UPCT HRS4R website. - Access to the services of interest to researchers will be facilitated according to their professional profile. - All documents will be translated into English. - Addition of a clause to contracts with regulations (GDPR, confidentiality, patents, conflicts of interests, etc.). - Actively promotion of the knowledge about the UPCT HRS4R website.	4, 5, 10, 23, 34	Q3 2022 – Q2 2023	Human Resources, Research Management and Tec-transfer and International Relations Services in collaboration with IT department.	Website update date
A4	**Reinforcement of UPCT´s Welcome Point to include support/assistance to researchers:** - Design the protocol to welcome new researchers at UPCT. - Incorporation of resources related to career development of researchers to the existing Welcome Point. - Train the staff of Welcome Point in the assistant of researchers needs.	5, 23, 25, 28, 30	Q3 2023 – Q1 2024	Vice-Rector for Internationalisation and European University	- Approval date of the protocol. - Starting date of the Welcome Point service for researchers. - Nº researchers assisted.
A5	**OTM-R evaluation and development of an institutional policy in this area:** Incorporate OTM-R policy in all actions concerning the recruitment of research staff. - Define the UPCT OTM-R policy. - Review of the processes of selection and recruitment of all types of researcher positions. - Elaborate guidelines and tools for a better dissemination of the calls, to promote a better assessment of merits, to ensure the applicaton of gender approach in the selection processes, etc. - Provide training activities to administrative staff and researchers involved in recruitment processes on the implementation of the OTM-R system.	12, 13, 14, 15, 16, 17, 18, 19, 20, 21	Q3 2022 – Q1 2024	Vice-Rector for Research, Tech-transfer and Dissemination. Collaboration between Research Management and Human Resources Units	- Approval date of the UPCT OTM-R policy by Governing Council. - Publication date of guidelines. - Nº UPCT staff members trained.

		ETHICS AND PROFESSIONAL ASPECTS				
A6	**Promoting the integration of the gender dimension in research projects:** - Raise awareness of the importance of including a gender perspective in research projects. - Organize periodic training activities and include self-training material for researchers.	10, 27	Q3 2022 – Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination.	- Nº training activities. - Nº researchers trained. - Online material available.
A7	**Training researchers in ethical issues, equity, diversity, and inclusivity:** - Organize periodic training activities and include self-training material for researchers.	10, 27	Q3 2022 – Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination in collaboration with Unit for Equality.	- Nº training activities. - Nº researchers trained. - Online material available.
A8	**Analyse the participation of women in research and doctorate**: - Analyse the participation of women in R&D by R1-R4 profile every two years. - Based on the results of the first analysis, review the Gender Plan and writing of an action plan to foster the presence of women in leading positions.	10, 27	Q1 2023- Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination in collaboration with Unit for Equality.	- Date of survey (Q1 2023 and Q1 2024). - Nº respondents to the survey. - Action plan publication date.
		RECRUITMENT AND SELECTION				
A9	**Development of a research activity evaluation system**, for all types of researcher profiles, including procedures to evaluate the research activity of R1 and R2 researchers hired within research projects. - Define the guidelines for the evaluation. - Biennal assessment of compliance with the defined guidelines.	11	Q2 2023 – Q3 2023	Vice-Rector for Research, Tech-transfer and Dissemination	Approval date by UPCT's Governing Council

A10	**Publication of open positions in Euraxess linked to international research projects**: To give international visibility to the offer and a greater transparency in contracting. A template for the publication of research positions will be created and used in all selection processes.	12, 13, 15, 21	Q3 2022	Vice-Rector for Research, Tech-transfer and Dissemination	Nº calls published in Euraxess. Nº applicants per call.
A11	**Create a unified Job offer website**: - Improve the accessibility to employment in the UPCT. - Modernise the recruitment interface for applicants.	12, 13, 15, 21	Q3 2022 - Q3 2023	Vice-Rector for Research, Tech-transfer and Dissemination in collaboration with IT Unit	Website implementation
A12	**Improve the performance of the selection boards:** - Elaboration of written guidelines and good practises in recruitment processes, including gender equality, to help alignment of the recruitment priorities for UPCT researchers with the principles of the Charter and Code. - Provide training to researchers that manage research projects and recruit other researchers, and for the staff responsible of the recruitment processes. Include in UPCT´s equality plan measures to ensure gender balance in selection boards.	12, 13, 14	Q4 2022 – Q4 2023	Vice-Rector for Research, Tech-transfer and Dissemination in collaboration with Human Resources Unit	- Guidelines publication (Q1 2023). - Nº UPCT staff trained.
A13	**Development of a feedback evaluation report for the Selection processes of research staff hired within research projects:** A feedback evaluation report template, about the strenghts and weaknesses of the applicants will be created and approved.	12, 13, 15, 16	Q2 2023	Vice-Rector for Research, Tech-transfer and Dissemination. Collaboration between Research Management and Human Resources Units	- Approval date of feedback evaluation report.

A14	**Creation of a general merit model** for the selection processes within research projects: - Consideration of interruptions in the research career without sanction, including mobility in other sectors and maternity/parental leaves. - Recognition of mobility.	10, 12, 13, 16, 17, 18, 19, 20, 29	Q1 2023 – Q4 2023	Vice-Rector for Research, Tech-transfer and Dissemination. Collaboration between Research Management and Human Resources Units	Approval date of the model by UPCT´s Governing Council.
	WORKING CONDITIONS AND SOCIAL SECURITY				
A15	**Conduct a survey on working conditions**, including aspects related to: - Professional development. - Mental health and wellness. - Workplace and sexual harassment. If needed, training activities will be carried out.	23	Q1 2023 – Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination in collaboration with risk prevention service.	- Date of survey (Q1 2023 and Q1 2024). - Nº respondents to the survey. - Nº training activities. - Nº assitants to training activities.
A16	**Provide information and support concerning the research career**. Provide a conceptual map of the researcher´s professional career in UPCT and Spain. Elaborate and actualized funding mapping. Implement the Employment and Career Management Structure for Researchers.	25, 28, 30	Q1 2023 - Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination and Vice-Rector for Teaching Staff (including researchers) and	- Publication date of conceptual map of the researcher´s professional career (Q1 2023). - Nº researchers assisted.

					Institutional Promotion
	TRAINING AND DEVELOPMENT				
A17	**Organise structured training activities related to research activities** and improve its advertisement to ensure the training offer reaches all research profiles: (GAP 33…) - Carry out a survey to detect training needs. - Include a section for the research-related training in the Training Programme for Research and Teaching Staff. - Design a website section on „Resources for Research Staff", including self-training material in R&D matters. - Wider offer of training activities for teaching staff by spreading the existing training in transversal skills for R1 researchers to all the Research steady. Some examples are Gender perspective in research, Research management, grant writing, IPR, Open Science, Ethic issues, Entrepreneurship, Communication. - Include the advertisement of training activities in the HRS4R Communication Plan.	32, 33, 38, 39	Survey: Q3 2022 Q1 2023 – Q1 2024	Vice-Rector for Research, Tech-transfer and Dissemination and Vice-Rector for Teaching Staff (including researchers) and Institutional Promotion	- Date of the training survey. - Number of respondents to the survey. - Number of training activities. - Number of assistants.
A18	**Strengthen the role of tutor for R1 researchers**, as a mediation figure in case of conflict between doctoral students and thesis supervisors.	36	Q1 2023 Q3 2023	Vice-Rector for Research, Tech-transfer and Dissemination, Vice-Rector for Teaching Staff (including researchers) and Institutional Promotion and International Doctorate School	- Number of training activities. - Number of assistants.

A19	**Leadership and mentoring training for researchers:** - Leadership and team management development activities for supervisors and R&D group leaders (R3 and R4). - Mentoring training activities for R1 and R2 researchers.	38, 39, 40	Q1 2023-Q2 2024	Vice-Rector for Research, Tech-transfer and Dissemination, Vice-Rector for Teaching Staff (including researchers) and Institutional Promotion	- Number of training activities. - Number of assistants.
A20	**Organisation of networking events for PhD students and for postdoctoral researchers** to foster their networking beyond their research area. It will also support their professional development through interaction with researchers of other scientific disciplines, cross-fertilisation…	23, 38	Q3 2022 – Q1 2024	International Doctorate School	- Number of networking events. - Number of assistants.