HUMAN RESOURCES STRATEGY FOR RESEARCHERS
HRS4R
ACTION PLAN
2020-2024
### 3. Actions

<table>
<thead>
<tr>
<th>Proposed ACTIONS</th>
<th>GAP Principle(s)</th>
<th>Timing</th>
<th>Responsible Unit</th>
<th>Indicator(s) / Target(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORKING CONDITIONS &amp; EQUALITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review “BBRC human resources regulation” in order to include measures to better balance personal and professional life. BBRC has already started to implement the Workplace Commission.</td>
<td>10, 24, 27</td>
<td>3Q 2021</td>
<td>-Board of Trustees -General Management -Human Resources -Work Commission</td>
<td>- Approval by governing bodies - New “BBRC human resources regulation” published - Communication plan - Satisfaction survey results - Quantitative Indicators: Number of persons adhering to the new measures</td>
</tr>
<tr>
<td>Subscribe to an ‘Equality Plan’ and a ‘Co-responsibility Policy’ from an institution of the same campus, as the one from Pompeu Fabra University. This action will be explained to researchers and BBRC staff through a workshop, followed by an email attaching the plan and policy.</td>
<td>10, 24, 27</td>
<td>2Q 2022</td>
<td>-Board of Trustees - General Management -Human Resources -Work Commission</td>
<td>- Approval by governing bodies - Subscribed “Equality Plan” published - Subscribed “Co-responsibility Policy” published - Communication plan - Training activities - Annual Report - Quantitative Indicators: Number of training activities per year, number of persons attending the activities</td>
</tr>
<tr>
<td><strong>CAREER DEVELOPMENT PLAN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elaborate a “Salary and Remuneration Scale”</td>
<td>26</td>
<td>3Q 2021</td>
<td>-Board of Trustees -General Management -Human Resources</td>
<td>- Approval by governing bodies - “Salary and Remuneration Scale” published</td>
</tr>
<tr>
<td>Update the “Training Plan” with Annual Budget Allocation and taking into account business related priorities</td>
<td>23, 28, 39</td>
<td>4Q 2022</td>
<td>-Board of Trustees -General Management -Human Resources -Functional Heads</td>
<td>- Approval by governing bodies - Updated “Training Plan” published - Specific Annual Budget Allocation - Report on the training performed by the staff - Quantitative Indicators: number of training sessions, number of persons attending the training activities</td>
</tr>
</tbody>
</table>
| Elaboration of a “Performance Review Policy”, that establishes how professional performance is evaluated and sets up criteria for establishing and assessing annual objectives. This action will be explained to researchers and BBRC staff through several workshops (one for department) led by the HHRR department and each functional head. | 11, 28, 36, 37 | 4Q 2022 | -Board of Trustees  
-General Management  
-Human Resources  
-Functional Heads | - Approval by governing bodies  
- “Performance Review Policy” published  
- Annual Reports |
| Elaboration of a “Career Development Plan”. This action will be explained to researchers and BBRC staff through several workshops (one for department) led by the HHRR department and each functional head. | 25, 26, 28, 36 | 4Q 2021 | -Board of Trustees  
-General Management  
-Human Resources  
-Functional Heads | - Approval by governing bodies  
- “Career Development” published  
- “Career Development” Prospects added to the Job Descriptions  
- Quantitative Indicators: number of persons promoting/changing in-house job positions through the career development plan |
| Elaboration of a Training plan for mentors, supervisors and functional heads | 28, 30, 36, 37 | 4Q 2022 | -General Management  
-Human Resources  
-Functional Heads | - Training plan for mentors, supervisors and functional heads approved  
- Training sessions developed  
- Satisfaction Survey on the Training  
- Quantitative Indicators: number of training sessions, number of persons attending the training activities |
| Performance evaluation of mentors, supervisors and functional heads | 28, 36, 37 | 4Q 2024 | -General Management  
-Human Resources  
-Functional Heads | - Performance Evaluation of functional heads implemented  
- Reports |
| Elaborate guidelines to monitor the correct compliance of professional promotions | 25, 28 | 4Q 2024 | -Board of Trustees  
-General Management  
-Human Resources  
-Functional Heads | - Approval by governing bodies  
- Create Monitoring professional promotions Guidelines published  
- Reports on Supervision Board sessions  
- Quantitative Indicators: number of applicants per promotion, number of persons promoting |
<table>
<thead>
<tr>
<th><strong>COMMUNICATION &amp; STRATEGIC ACTIONS</strong></th>
<th>2, 3, 4, 7, 11</th>
<th>2Q 2022</th>
<th>2Q 2024</th>
</tr>
</thead>
</table>
| Elaboration of a **Strategic Plan** | -Board of Trustees  
- General Management  
- BBRC Staff | - Approval by governing bodies  
- Communication Plan  
- General Meeting with BBRC Staff for Strategic Plan alignment  
- New Strategic Plan published | - Communication Plan with periodic actions and timelines established  
- Quantitative indicators: number of actions performed per year, number of persons reached |
| **Communication plan** to periodically update researchers on strategic goals, funding mechanisms, resources, etc. and to promote communication between staff and researchers | 4, 28 | 4Q 2024 | - General Management  
- Functional Heads  
- Human Resources  
- Communication Department | - Approval by governing bodies  
- Communication Plan  
- Quantitative indicators: number of persons using the new procedure |
| Elaboration of a procedure for **Conflict Mediation** and a communication plan. It should be considered that it already exists for the Research Training Committee. | 28, 34 | 4Q 2024 | - General Management  
- Human Resources | - Approval by governing bodies  
- Communication Plan  
- Quantitative indicators: % increase on the number of communications |
| Improve communication from the direction towards all BBRC employees with ad-hoc email communications. | 35 | 4Q 2022 | - Board of Trustees  
- General Management | - Approval by governing bodies  
- Communication Plan  
- Quantitative indicators: number of persons reached |

<table>
<thead>
<tr>
<th><strong>SELECTION &amp; RECRUITMENT</strong></th>
<th>12-20</th>
<th>4Q 2024</th>
<th>4Q 2024</th>
</tr>
</thead>
</table>
| Provide Training on OTM-R to all those who are involved in the recruitment process. | -General Management  
- Human Resources | - Number of Trainings on OTM-R provided to all those who are involved in the recruitment process. | - Number of guidelines based on OTM-R principles |
| Elaboration of a **recruitment and selection guidelines** that meets the C&C and OTM-R elements that includes the rules for the appointment of selection committees. | 12-20 | 4Q 2024 | - Board of Trustees  
- General Management  
- Human Resources  
- Functional Heads | - Number of selection processes performed with the new job descriptions |
| Review of job descriptions in order to include references/links to all the elements foreseen in the relevant section of the toolkit | 13 | 3Q 2022 | - General Management  
- Human Resources | - Number of selection processes performed with the new job descriptions |
| Guidelines to correctly inform candidates. | 15 | 4Q 2024 | - General Management - Human Resources | - Number of guidelines to inform candidates |
| Guidelines to correctly inform postdocs candidates about policies etc. | 21 | 4Q 2024 | - General Management - Human Resources | - Number of guidelines to inform postdoc candidates |

**RESOURCES & DATA**

| The Systems Department is updating on current basis the informatics tools required to manage research projects in an efficient manner. | 23 | 4Q 2024 | - Board of Trustees - General Management - Data Center | - Number of Software Tools implemented - Satisfaction Survey |
| Subscription of an open access publication policy from another institution from the same campus, as the one from Pompeu Fabra University | 1,8 | 2Q 2023 | - Board of Trustees - General Management - SAB - Data Center | - Approval by governing bodies - Communication Plan - Subscribed Institutional Policy of Open Access publication data published |
| Subscription of the Pompeu Fabra University procedures to audit the correct storage of the copies of published data | 3 | 4Q 2024 | - Board of Trustees - General Management - Data Center | - External audit to verify the correct storage of the copies of published data |

**New Actions included in the Interim Assessment for extended Action Plan**

| Promote women in scientific responsibility positions | 27 | 4Q 2024 | - General Management - Human Resources - Work equality Commission | - Number of gender equality communication actions - Number of gender equality workshops, seminars etc - Number of female promotions |
| Design a career development plan addressed to pre-docs and post-docs including training options | 38,39 | 4Q 2024 | - General Management - Human Resources - Work Commission | - Number of training courses selected - 90% of the R1 and R2 researchers attended to a training course. Number of attendees |
| Flexible remuneration compensation programme, with the possibility of choosing between different products (restaurant vouchers, medical insurance, childcare vouchers, etc.). | 23,24 | 4Q 2024 | - General Management - Human Resources - Work Commission | - Number of persons adhering to this programme |