

Human Resources Strategy for Researchers

Action Plan

2021-2026

PROPOSED ACTIONS	GAP PRINCIPLE(S)	TIMING (AT LEAST BY YEAR'S QUARTER/S EMESTER)	RESPONSIBLE UNIT	INDICATOR(S) / TARGET(S)
<p>1. Update hiring procedures to comply with C&C and OTM-R criteria</p> <ul style="list-style-type: none"> • Publish the recruitment guidelines online. These guidelines will be in English. • Include the possibility to optionally allow applicants to identify themselves as belonging to disadvantaged groups. • Include evaluation of candidates' CVs guidelines in the recruitment guide available for every job offer, including all the HRS4R and OTM-R criteria to guide the evaluations of the selection committees. These criteria will include giving preference to applicants belonging to disadvantaged groups in otherwise equal conditions. • Draft rules on how selection committees are constituted, and make sure every member is trained on OTM-R selection criteria. • Provide evaluation feedback to candidates. 	<p>12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)</p>	<p>4Q 2022</p>	<p>• Head of the Recruiting Committee</p>	<ul style="list-style-type: none"> • The recruitment guidelines are published and are accessible by candidates and IMDEA SOFTWARE staff. • The option to identify as belonging to disadvantaged groups is available. • All job offers have guidelines for the evaluation of the selection committee. • 100% of the Selection committees' members are acquainted with the OTM-R selection criteria. • 100% of the rejected candidates receive

				<i>feedback on their evaluation.</i>
<p>2. Improve public engagement of the Institute and researchers.</p> <ul style="list-style-type: none"> • Give more emphasis to the importance of dissemination of research, especially to R1 and R2 researchers. • Perform dissemination training sessions for researchers (e.g., “how to communicate science”) • Have a more structured process for managing news/social media interaction. • Perform more dissemination events aiming at making people aware of the importance of science and technology in our daily lives. 	9. Public engagement	1Q2022 to-4Q2026	<ul style="list-style-type: none"> • Responsible of Communication Strategy 	<ul style="list-style-type: none"> • Dissemination training sessions open to all researchers will be organized to guarantee that at least 80% of the research staff have received training on dissemination at the end of the implementation phase. • Increase the participation in social media in a 50%. • Adhere the Institute to research dissemination events.
<p>3. Implement methods for professional career advice at IMDEA SOFTWARE.</p> <ul style="list-style-type: none"> • Define initiatives for career development/advice for junior researchers such as a career development workshops, guides etc. 	28. Career development 30. Access to career advice	From 3Q-2023 to 2Q 2024	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Organize an annual career development workshop. 90% of the R1 and R2 researchers should attend at least one of the workshops during their stay at the Institute.

<ul style="list-style-type: none"> • <i>Include information about activities related to career development in the welcome manual.</i> 				<ul style="list-style-type: none"> • <i>Career development initiatives are included in the welcome manual.</i>
<p>4. Improve ethical guidelines. Increase researchers' awareness about these guidelines and good practices in research.</p> <ul style="list-style-type: none"> • <i>Reformulate the ethical section on the intranet including the composition of the ethics committee and when the committee should be contacted, and a summary of the whole process.</i> • <i>Make sure researchers are aware of and adhere to the European Code of Conduct for Research Integrity</i> 	<p>2. <i>Ethical principles</i> 3. <i>Professional responsibility</i> 7. <i>Good practice in research</i></p>	<p>4Q 2022</p>	<ul style="list-style-type: none"> • <i>Head of the Ethics Committee</i> 	<ul style="list-style-type: none"> • <i>Ethics committee composition published at intranet.</i> • <i>100% of the researchers agree with the European code of conduct for research integrity.</i> • <i>Include the adherence to the European Code of Conduct for Researchers as one of the requirements for signing the contract with the Institute.</i>
<p>5. Design a career development mentoring program for researchers.</p> <ul style="list-style-type: none"> • <i>Design a pilot mentoring program in research career development and options for R1 and R2 researchers.</i> • <i>Evaluate the pilot program and make it available to all junior researchers.</i> • <i>Improve the R3 mentoring program.</i> 	<p>28. <i>Career development</i> 30. <i>Access to career advice</i></p>	<p>2Q 2024</p>	<ul style="list-style-type: none"> • <i>Director</i> 	<ul style="list-style-type: none"> • <i>20% of the R1 and R2 researchers were mentored in the pilot mentorship program.</i> • <i>Once defined, the final mentorship program will be</i>

<ul style="list-style-type: none"> • <i>Make researchers aware of the existence of this program.</i> 				<p><i>available for all R1 and R2 researchers.</i></p>
<p>6. Improve the representation/participation of researchers in the Institute's decision-making bodies.</p> <ul style="list-style-type: none"> • <i>Potentiate the use of the initiative's box.</i> • <i>Explore mechanisms to increase the participation of R1 and R2 researchers in the Institute's decision-making.</i> • <i>Make researchers aware of these initiatives.</i> 	<p>35. <i>Participation in decision-making bodies</i></p>	<p>1Q-2Q 2023</p>	<ul style="list-style-type: none"> • <i>General Manager.</i> 	<ul style="list-style-type: none"> • <i>Make the initiative box clearly available and easy to use for all researchers.</i> • <i>Enable means for R1 and R2 researchers to submit their concerns to decision-making bodies and be informed of the outcome.</i>
<p>7. Disseminate the IP policy of the Institute.</p> <ul style="list-style-type: none"> • <i>Make all researchers aware of the existence of the Institute's IPR policy</i> • <i>Provide training on IP to all researchers.</i> • <i>Relevant information on IP is available to researchers.</i> 	<p>5. <i>Contractual and legal obligations</i> 31. <i>Intellectual Property Rights</i></p>	<p>From 1Q 2022 to 4Q 2026</p>	<ul style="list-style-type: none"> • <i>Responsible of Project Management Dpt.</i> 	<ul style="list-style-type: none"> • <i>Seminars on IP open to all researchers will be organized to guarantee that 80% of researchers have received training on IPR at the end of the implementation phase.</i> • <i>Relevant information is published on the Institute's intranet.</i>
<p>8. Make a complaint mechanism available to researchers.</p>	<p>34. <i>Complaints/appeals</i></p>	<p>1Q 2023</p>	<ul style="list-style-type: none"> • <i>General Manager</i> 	<ul style="list-style-type: none"> • <i>Number of downloads/visits to</i>

<ul style="list-style-type: none"> • <i>Write a complaint’s policy</i> • <i>Designate an ombudsman to mediate potential conflicts.</i> • <i>Include relevant information on the intranet.</i> 				<p><i>the complaints policy reaches at least 80% of the Institute’s staff at the end of the implementation phase.</i></p> <ul style="list-style-type: none"> • <i>The complaints policy has been written and made available to all researchers.</i> • <i>The ombudsman mediates in all the reported conflicts where his/her presence is necessary from 2Q 2023 onwards.</i>
--	--	--	--	---

<p>9. Promote gender balance at IMDEA SOFTWARE.</p> <ul style="list-style-type: none"> • Write the IMDEA SOFTWARE gender equality plan. • Offer gender awareness seminars. • Include relevant information on the intranet. 	<p>10. Non discrimination 27. Gender balance</p>	<p>1Q 2022, 4Q 2022, 4Q 2023, 4Q 2024, 4Q 2025, 4Q 2026</p>	<ul style="list-style-type: none"> • General Manager 	<ul style="list-style-type: none"> • The Equality Plan is available on the website. • One awareness seminar will be offered per year appropriately announced so that all the staff can attend.
<p>10. Design guidelines for research supervision.</p> <ul style="list-style-type: none"> • Write guidelines to describe expectations from the Institute about how senior researchers should supervise junior researchers. • Include relevant information on the intranet. 	<p>36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision</p>	<p>3Q- 4Q 2022</p>	<ul style="list-style-type: none"> • Senior Faculty member, appointed by the Director 	<ul style="list-style-type: none"> • All senior researchers are aware of the Institute's guidelines on how to supervise junior researchers. • 100% of researchers leaving the Institute give feedback on its experience on supervision process. • The guidelines are available to all researchers.

<p>11. Design a training plan at IMDEA SOFTWARE Perform a training needs assessment for each professional profile.</p> <ul style="list-style-type: none"> • Design and periodically update a training plan for all IMDEA SOFTWARE staff, aligned with the Professional Career Plan, in technical aspects and transversal skills including training for Selection Committees, Career Options, Gender, Supervision, etc. The training actions may be offered either online or in person. • Evaluate the level of user satisfaction on an annual basis. • Include relevant information on the intranet. 	<p>38. Continuing Professional Development 39. Access to research training and continuous development</p>	<p>4Q 2022, 4Q 2023, 4Q 2024, 4Q 2025, 4Q 2026</p>	<ul style="list-style-type: none"> • General Manager 	<ul style="list-style-type: none"> • The training plan evaluation outcome has a positive trend in successive years. • The relevant information has been included on the intranet.
<p>12. Write a welcome manual</p> <ul style="list-style-type: none"> • Write a section in the intranet available to all researchers, especially newcomers. • Include the contractual obligations information. • Make project information regarding cost eligibility and accounting information accessible to the researchers, according to their rank. • Provide a more accurate information about Spanish regulation to all researchers, 	<p>All</p>	<p>2Q 2022</p>	<ul style="list-style-type: none"> • General Manager 	<ul style="list-style-type: none"> • All researchers have been informed of the publication of a welcome guide. • The HR department informs to new hired researchers about the existence of this manual when the contract is signed. • The information on project cost eligibility

<p><i>making special emphasis on the implication for foreign researchers.</i></p> <ul style="list-style-type: none"> • <i>Make sure new researchers are aware of and have access to this information.</i> 				<p><i>and accounting is available.</i></p>
<p>13. Launching, awareness raising, communication in HRS4R and OTM-R and periodic evaluation</p> <ul style="list-style-type: none"> • <i>Project’s kick-off Meeting.</i> • <i>Awareness session for researchers and managers</i> • <i>Elaborate contents for the HRS4R website.</i> • <i>Periodically evaluate the level of knowledge and involvement of researchers.</i> 	<p><i>All</i></p>	<p><i>1Q 2022 to 4Q 2026</i></p>	<ul style="list-style-type: none"> • <i>General Manager</i> 	<ul style="list-style-type: none"> • <i>All IMDEA SOFTWARE researchers have been informed about the awareness session and encouraged to attend.</i> • <i>All the documents generated, plus other related documents, were posted on the webpage.</i> • <i>The involvement of researchers increases in successive evaluations.</i>