

HR STRATEGY FOR RESEARCHERS

ACTION PLAN 2014 - 2019

March 2017

(Updated December 2018)

**Centre for Research in Agricultural Genomics
CSIC-IRTA-UAB-UB**



Action Plan for the Implementation of Human Resources Policies in Accord with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

2014-2019

Centre for Research in Agricultural Genomics (CRAG) CSIC-IRTA-UAB-UB

March 2017

(Updated December 2018)

I. Ethical and Professional Aspects				
Action	Responsible Unit	Timeframe	Indicator	Current Status
1. Integrate the HR Strategy into CRAG research operations.	Director	Starting in Q1 2015, and continuous afterwards	Strategic Plan 2015-2020 and Severo Ochoa Award.	Completed. The HR strategy now forms part of the Center's Strategic Plan for the 2015-2020 period.
2. Develop an internal Guidebook on Good Scientific Practices to adapt and expand the CSIC Code of Good Scientific Practices -already endorsed by CRAG- through a set of norms and recommendations for its specific implementation in the center, according to CRAG policies and Charter & Code (C&C) principles.	Director & Internal Scientific Committee	Q4 2014	Guide on research integrity and good scientific practices	Completed. Guidebook published in February 2015. The Guidebook was distributed to all CRAG Researchers, and is available through CRAG's intranet. In addition, it is provided to every new researcher when joining CRAG.
3. Define and create the institutional figure of the Ombudsperson (or an equivalent mechanism for conflict mediation).	Director & Internal Scientific Committee (definition and nomination), & Board of Trustees (approval)	Q4 2014	The figure of the Ombudsperson is defined in CRAG's Guide on research integrity and good scientific practices.	Completed. The figure of the Ombudsperson was approved by CRAG's Board of Trustees in December 2014, and has been active at

				CRAG since then.
4. Implement actions for the promotion and dissemination of the Code at CRAG (including talks in good scientific practices and principles).	Director & Internal Scientific Committee & Ombudsperson	Q1 2015 and continuous afterwards	Specific seminars on these topics are provided by the Ombudsperson on a bi-annual basis (February 2015; January 2017)	Completed.
5. Develop an internal Guidebook on Intellectual Property Rights describing existing CRAG's policies on the topic, and plan periodic actions to promote it in the Center.	Director & Internal Scientific Committee	Q2 2015	Guidebooks on Intellectual Property and on spin-off companies. Training actions for Researchers on IP issues are provided on a bi-annual basis (20 researchers in 2015; next training will take place in 2017).	Completed. Guidebooks were approved by the Board of Trustees of CRAG and distributed to all Researchers in June 2015. The Guidebooks are available through CRAG's intranet, and are provided to every new researcher when joining CRAG.

II. Recruitment				
Action	Responsible Unit	Timeframe	Indicator	Current Status
1. Formalize the Policy on Recruitment and Selection of CRAG personnel containing the C&C principles, by preparing a Guidebook on this topic	HR	Q1-2019	Documentation & Dissemination	In progress. Recruitment and personnel selection actions are conducted according to the C&C principles (see above), but preparation and approval of a Guidebook on Recruitment

				that includes the OTM-R principles is in progress. Expected date to be completed is Q1-2019
2. Improve dissemination of job opportunities at CRAG through CRAG's website.	HR & IT Department	Q3 2015	New redesigned and interactive jobs portal at CRAG's Website	Completed.
3. Develop an internal, Center-wide protocol for job advertisement for the different categories of job openings at CRAG, strengthening international advertising (EURAXESS Jobs portal).	HR	Q1-2019	Documentation & Dissemination	In progress. Positions at CRAG are already widely publicized and internationally advertised. This protocol for advertising job openings will be formalized in the Recruitment Policy Guidebook (currently in progress, see above).

III. Working Conditions, Social Security & Career Development				
Action	Responsible	Timeframe	Indicator	Current Status
1. Design a comprehensive Welcome Package with practical information for the newcomers.	HR & Research Secretary Office	Q1-2019	Documentation & Dissemination	In progress. This task will be completed by the Communicatio and Outreach Office at CRAG. Expected date to be completed is Q1-2019
2. Develop and implement an online welcome, tracking, and	Academic Committee, HR, Research Secretary	Q3-2019	Documentation & Dissemination	In progress. Action postponed because of

follow-up procedure for PhD Students, and implement it as an integral tool of CRAG's PhD Program management.	Office & IT Services			competing administrative tasks. Expected date to be completed is Q3-2019
3. Implement a yearly welcome meeting for first course PhD students to provide all the necessary academic and practical information related to the PhD program, HR policies and Health and Safety topics.	Academic Committee & HR	Q4 2014 and yearly afterwards	Welcome Meetings take place on an annual basis (February 2015; September 2016; etc.)	Completed.
4. Implement the Mentor role that is defined in the CRAG PhD Program.	Academic Committee & HR	Q4 2014 and continuous afterwards	The Mentor figure is implemented in the PhD program. The corresponding documentation is available through CRAG's intranet (published January 2016).	Completed.
5. Elaborate the Scientific Career Plan at CRAG, clarifying requirements, responsibilities, and policies.	Director, HR, Internal Scientific Committee & External Scientific Advisory Board (preparation) & Board of Trustees (approval)	Q2-2018	Documentation & Dissemination	Completed. The Plan was approved by CRAG's Board of Trustees in June 2018.
6. Create and promote a CRAG	HR, IT Department,	Q4-2019	Documentation &	In progress. Action

Alumni Professional Network.	Postdoctoral Researchers representatives and PhD Students representatives		Dissemination	postponed because of competing administrative tasks. Expected date to be completed is Q4-2019
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IV. Training				
Action	Responsible	Timeframe	Indicator	Current Status
1. Expand the scope, define and implement Training Activities for all professional categories, on a continuous basis.	Academic Committee, HR & Projects and Grants Office (depending on the training activity, as appropriate)	Q2 2016	Increased number of training activities and expanded scope (3 new collective formative actions in 2015, and 6 in 2017; number will again increase in 2017).	Completed.
2. Implement an internal online mechanism to request and evaluate training actions.	HR & IT Services	Q4-2019	Documentation & Dissemination	In progress. Action postponed because of competing administrative tasks. Expected date to be completed is Q4-2019