

# HR STRATEGY FOR RESEARCHERS

**ACTION PLAN 2014 - 2019**

March 2017

(Updated September 2020)

**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	C&C Principle(s)	Responsible Unit	Timeframe	Indicator	Current Status
1. Integrate the HR Strategy into CRAG research operations.	All 40 principles	Director	Starting in Q1 2015, and continuous afterwards	Strategic Plan 2015-2020 and Severo Ochoa Award.	<b>Completed.</b> 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.	1, 2, 3, 4, and 7	Director & Internal Scientific Committee	Q4 2014	Guide on research integrity and good scientific practices	<b>Completed.</b> Guidebook published in February 2015. The Guidebook was distributed to all CRAG Researchers, and is available through CRAG's intranet as well as the public website. 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).	2, 7, and 34	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.	<b>Completed.</b> 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).	2 and 7	Director & Internal Scientific Committee & Ombudsperson	Q1 2015 and continuous afterwards	Specific seminars on these topics are provided by the Ombudsperson on a bi-ennial basis (February 2015; January 2017; February 2019)	<b>Completed.</b>
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.	5 and 31	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 biennial basis	<b>Completed.</b> 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	C&C Principle(s)	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	12, 13, 14, 15, 16, 17, 18 and 21	HR	Q1-2019	Documentation & Dissemination	<b>Completed.</b> Recruitment and personnel selection actions were conducted according to the C&C principles since the initiation of the Implementation phase. The Guidebook on Recruitment that includes the OTM-R principles was completed on March 2019

					and made available to researchers and on the public CRAG website on June 2019
2. Improve dissemination of job opportunities at CRAG through CRAG's website.	12, 15 and 21	HR & IT Department	Q3 2015	New redesigned and interactive jobs portal at CRAG's Website	<b>Completed.</b>
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).	13, 15	HR	Q1-2019	Documentation & Dissemination	<b>Completed.</b> The protocol for advertising job openings was formalized in the "Recruitment Toolkit" (April 2019), which was made available to CRAG researchers on June 2019

<b>III. Working Conditions, Social Security &amp; Career Development</b>					
<b>Action</b>	<b>C&amp;C Principle(s)</b>	<b>Responsible</b>	<b>Timeframe</b>	<b>Indicator</b>	<b>Current Status</b>
1. Design a comprehensive Welcome Package with practical information for the newcomers.	23 and 24	Communication and Open Science Office	Q1-2019	Documentation & Dissemination	<b>Completed.</b> The Welcome Guidebook was made available to CRAG researchers on September 2019
2. Develop and implement an online welcome, tracking, and follow-up procedure for PhD Students, and implement it as an integral tool of CRAG's PhD Program management.	23, 24, 28 and 39	Academic Committee, HR, Research Secretary Office & IT Services	Q3-2019	Documentation & Dissemination	<b>Completed.</b> The welcome procedure for the PhD Students was completed on December 2018. The follow-up procedure is integrated in

					the UAB e-tool for all the UAB-enrolled PhD students. The UB-enrolled PhD Students count yearly on an internal commission at CRAG to follow up progress on the PhD studies.
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.	23, 24, 36 and 40	Academic Committee & HR	Q4 2014 and yearly afterwards	Welcome Meetings take place on an annual basis (February 2015; September 2016; etc.)	<b>Completed.</b>
4. Implement the Mentor role that is defined in the CRAG PhD Program.	36, 37, 39, and 40	Academic Committee & HR	Q4 2014 and continuous afterwards	The Mentor figure is implemented in the PhD program.	<b>Completed.</b> The corresponding documentation is available through CRAG's intranet (published January 2016).
5. Elaborate the Scientific Career Plan at CRAG, clarifying requirements, responsibilities, and policies.	21, 22, 28, and 39	Director, HR, Internal Scientific Committee & External Scientific Advisory Board (preparation) & Board of Trustees (approval)	Q2-2018	Documentation & Dissemination	<b>Completed.</b> The Plan was approved by CRAG's Board of Trustees in June 2018.
6. Create and promote a CRAG Alumni Professional Network.	23, 29, and 30	HR, IT Department, Postdoctoral Researchers representatives and PhD Students	Q4-2019	Documentation & Dissemination	<b>Completed.</b> The CRAG Alumni Network ( <a href="https://alumni.cragenomica.es/home">https://alumni.cragenomica.es/home</a> ) was launched on

		representatives			April 2020
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IV. Training					
Action	C&C Principle(s)	Responsible	Timeframe	Indicator	Current Status
1. Expand the scope, define and implement Training Activities for all professional categories, on a continuous basis.	28, 38 and 39	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).	<b>Completed.</b>
2. Implement an internal online mechanism to request and evaluate training actions.	28, 36, 38 and 39	HR & IT Services	Q4-2019	Documentation & Dissemination	<b>In progress.</b> Action was not completed during the first Implementation period because of competing administrative tasks, and it is now a new action of the 2021-2023 Action Plan