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# UB HRS4R ACTION PLAN 2024-27

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July, 2024

The University of Barcelona obtained the HRS4R award in 2015, following a process that began in 2013 with a Letter of Endorsement and a Gap Analysis carried out in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. This process was coordinated by a working group set up *ad hoc*,

As a first result of this initial period of analyses, an Action Plan was drawn up for the period 2015–16. After two years, this Action Plan defined the starting point for a new Action Plan for the period 2017–20, which was modified following an external evaluation. The evaluation process, which led to the publication of a report in June 2018, also identified two relevant actions to be implemented: a survey of UB stakeholders, to collate the opinions of R1, R2, R3 and R4 researchers, and the approval of an OTM-R policy. The survey was a key source of information for the design of a new Action Plan, to be implemented in 2020–23. In parallel, the working group continued its activities, and the UB's OTM-R Strategy was approved by the Governing Council in June 2020.

After the new elections to the Rector's Office, in December 2023, the renewal of the HRS4R award was put on the agenda as an issue to be prioritized from the moment the new team took office, which took place in January 2024. One of the team's first actions was to assign coordination of the renewal and monitoring of the associated actions to the Office of the Vice-Rector for Quality Policy (a newly created vice-rector's office, which approaches quality as a key cross-cutting issue for the governance of the institution), while the role of HRS4R UB Administrator was assigned to a specialist from the Research Quality Unit of the UB's Quality Policy Agency. These new leadership roles were made official at a meeting of the HRS4R working group, now functioning as a Steering Committee, in March 2024.

The steering committee has been responsible for overseeing progress in the preparation of the internal review, and has met again in person to examine and revise documents, working collaboratively in a new HRS4R document management space created specifically for this purpose, which will remain active in the coming years to organize evidences and update the indicators dashboard associated with scheduled actions. In this process, the most relevant past and completed actions have been identified (including new actions initiated and completed in the period 2020–23), a new Action Plan has been designed for the period 2024–27 (with actions described according to the fields required by the EURAXESS e-tool).

## ACTION PLAN 2024-27

### PILLAR I. Ethical and Professional Aspects

ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR1DDIV01 - To improve the institutional structure responsible for scientific dissemination.	8. Dissemination, exploitation of results	2024-S1 to 2025-S2	Rector's Delegate for Science Dissemination	Increase in the personnel of the UCC+I (wrt 2023) (Target value: +1)
HR1DDIV02 - To promote the creation of commissions responsible for coordinating science dissemination activities in faculties and research institutes	8. Dissemination and exploitation of results 9. Public engagement 35. Participation in decision-making bodies	2024-S1 to 2026-S1	Rector's Delegate for Science Dissemination	Percentage of Faculties and Research Institutes with commissions the function of which include to coordinate dissemination activities (target value: > 75%)
HR1DDIV03 - To request the unit "La UB Divulga" to draw up guidelines with good practices for scientific dissemination to train PDI in carrying out dissemination activities and to contribute to the improvement of applications to request research projects in competitive calls.	8. Dissemination and exploitation of results 9. Public engagement	2025-S1 to 2026-S2	Rector's Delegate for Science Dissemination	Publication of a guideline with good practices on scientific dissemination
HR1VPDI02 - To carry out an internal evaluation of R2 lecturers	11. Evaluation/appraisal systems 19. Recognition of qualifications (Code)	2024-S1 to 2025-S1	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Document with the criteria for evaluation of R2 lecturers  Percentage of lecturers with a positive evaluation (target > 90%)
HR1VPDI03 - To carry out an internal evaluation of R2 researchers with a commitment to stabilization	11. Evaluation/appraisal systems 19. Recognition of qualifications (Code)	2024-S1 to 2025-S1	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Document with the criteria for evaluation of R2 researchers with a commitment to stabilization  Percentage of Ramon y Cajal researchers with a positive evaluation (target value > 90%)
HR1VPDI04 - To consider in the assessment system of the teaching & research staff the added value of scientific dissemination activities, especially in the context of public tenders and stability and promotion processes.	8. Dissemination and exploitation of results 11. Evaluation and appraisal 16. Judging merit (Code)	2025-S1 to 2026-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Bases of public calls for PDI positions including dissemination criteria



ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR1VDIG01 - To continuously improve staff training on cybersecurity strategies	7. Good practices 38. Continuing professional development	2022-S2 to 2027-S2	Vice-Rector for Digitalization Policy	<p>Pilot test of Introductory cyber security course for the academic and research staff: - Number of participants (target value: &gt;150) - Satisfaction (survey) (target value: &gt; 90%)</p> <p>Introductory cyber security course for the academic and research staff: - Number of participants (target value: &gt; 70%) - Satisfaction (survey) (target value: &gt; 90%)</p> <p>Improve cibersecurity test (by etical phising test) - Number of participants (target value: &gt; 80%) - Phising accidental issue (empirical) (incident: &lt; 5%)</p>
HR1VDIG02 - To update and better structure the UB webpage aiming at a better searching experience in accessing to legal regulations, welcome information and job offers.	5. Contractual and legal obligations	2024-S2 to 2026-S1	Vice-Rector for Digitalization Policy	<p>Existence of the UB Electronic Office (Seu Electrònica)</p> <p>Access to regulatory provisions which includes the "Research and Transfer" subject.</p> <p>Existence of the Portal of Transparency: Research and Regulation</p> <p>Improvement of the web search engine of the Portal of Transparency and Electronic Office: time spent on site (target value: &gt; 2 min) and bounce rate (target value: &lt; 20%)</p>
HR1VIIG03 - To carry out the ex-post assessment of the current Equality Plan, paying special attention to mechanisms regarding reporting discrimination and diversity challenges regarding researchers and research environment	10. Non-discrimination 24. Working conditions	2024-S1 to 2025-S1	Vice-Rector for Equal Opportunities, Inclusion and Gender	Ex-post assessment report of the III Equality Plan
HR1VREC04 - To improve coordination, and if necessary, restructure the composition of different UB Committees, to ensure Research Integrity	2. Ethical principles 3. Professional responsibility	2024-S1 to 2026-S1	Vice-Rector for Research	Creation of the UB Research Integrity Committee





ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR1VREC05 - To assess the risk of (international) research collaborations	2. Ethical principles 3. Professional responsibility 23. Research environment 35. Participation in decision-making bodies	2024-S1 to 2026-S2	Vice-Rector for Research	Appointment of a commission of experts to assess the risk of international research collaborations

**PILLAR II. Recruitment and Selection**

ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR2VPDI07 - To optimize the publication circuit of job positions in order to avoid overlaps or lack of information	14. Selection (Code) 15. Transparency (Code)	2024-S2 to 2025-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Publication of job positions in EURAXESS, with links to UB Electronic Office in CAT/CAST/ENG  Existence of a standardized circuit for the publication of job positions
HR2VPDI08 - To include the recognition of interruptions in the scientific career (pregnancy; parenting; illness) and non-conventional scientific trajectories in the selection and recruitment processes	12. Recruitment 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)	2025-S1 to 2026-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Calls with criteria for the recognition of the interruption of the scientific career.
HR2VPQU01 - To update and periodically review the OTM-R Institutional Strategy	12. Recruitment 13. Recruitment (Code) 14. Selection 15. Transparency 16. Judging merit (Code) 21. Postdoctoral appointments (Code)	2024-S1 to 2024-S2	Vice-Rector for Quality Policy	Elaboration and publication of the OTM-R strategy
HR2VPQU02 - To develop an internal guide setting out clear OTM-R procedures and practices for all types of positions	23. Research environment	2025-S1 to 2027-S2	Vice-Rector for Quality Policy	Existence of procedures related to the implementation of the OTM-R principles





ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR2VREC03 - To increasingly adapt the recruitment procedures and criteria to international good practices recommending the inclusion of quality over quantity criteria and to create a UB-CoARA working group to take steps to implement the commitments of the Agreement on Reforming Research Assessment	11. Evaluation/ appraisal systems 12. Recruitment 13. Recruitment (code) 14. Selection (Code) 16. Judging merit (Code)	2024-S1 to 2027-S2	Vice-Rector for Research	Calls and selection processes following DORA principles.  Follow up of KPI related to the UB CoARA Action Plan.

**PILLAR III. Working Conditions and Social Security**

ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR3GTRT02 - To carry out a second survey addressed to R1, R2, R3 and R4 researchers to gather satisfaction information on the human resources strategy	23. Research environment	2024-S2 to 2025-S1	Head of Technical Bureau at the Rector's Office (GTR)	Percentage of participation (target value: > 20%)  Results of the survey (with individual rates of the answers to the questions)
HR3VPDI02 - To establish objective criteria for the distribution of the teaching load, with significant recognition of research and scientific dissemination activities in the academic staff dedication plan (PDA).	33. Teaching	2022-S1 to 2025-S1	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	New Academic Dedication Plan (Pla de Dedicació Acadèmica, PDA) for UB PDI
HR3VPDI03 - To include the recognition of interruptions in the scientific career (pregnancy; parenting; illness) and non-conventional scientific trajectories when exercising the activities of a PDI	12. Recruitment 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 24. Working conditions	2024-S1 to 2025-S1	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Criteria for allocation of dedication due to scientific activities in the PDA of the UB staff
HR3VPDI04 - To create a guide document related to the academic career	28. Career development	2024-S1 to 2025-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Existence of the document





ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR3VPDI05 - To develop a quality policy of human resources.	12. Recruitment 25. Stability and permanence of employment 28. Career development	2025-S1 to 2025-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Existence of a quality policy on human resources
HR3VPDI06 - To develop a strategic plan for the provision of positions, which takes into account the need of PDI to pursue an academic and research career and the progressive substitution of older staff members.	12. Recruitment 25. Stability and permanence of employment 28. Career development	2025-S1 to 2026-S2	Vice-Rector Assistant to the Rector and for Teaching and Research Staff	Existence of a strategic plan for the provision of positions
HR3VDIG03 - To create the Data Office to contribute to the management, preservation, protect privacy and exchange of institutional data	3. Professional responsibility 23. Research environment	2024-S2 to 2025-S2	Vice-Rector for Digitalization Policy	Creation of Data Office
HR3VTRN02 - To acknowledge those UB personnel hired with a FBG contract with the same duties, rights, access conditions and resources use as the UB staff.	22. Recognition of the profession 24. Working conditions	2024-S1 to 2025-S2	Vice-Rector for Entrepreneurship, Innovation and Transfer	Publication of recruitment regulations for pre-doctoral and postdoctoral research staff in training in charge of funding projects or research contracts
HR3VINT03 - To promote mobility actions and their follow up and register, especially for the R1 personnel.	29. Value of mobility 39. Access to Research training and continuous development	2024-S2 to 2026-S2	Vice-Rector for Internationalisation Policy	Increase in the number of applications to UB R1 mobility calls (wrt 2022) (target: > 10%)  Percentage of R1 staff with doctoral scholarships that have participated in a mobility action (target: >25%)  Percentage of doctorate thesis with the International Mention (target: > 10%)
HR3VPQU01 - To monitor and evaluate the implementation of the HRS4R Action Plan itself using project management techniques and software.	23. Research environment	2024-S1 to 2027-S2	Vice-Rector for Quality Policy	Annual follow-up reports
HR3VPQU02 - To carry out an internal marketing campaign to make UB HRS4R visible to the staff	23. Research environment	2024-S2 to 2025-S2	Vice-Rector for Quality Policy	Increase in visits to the UB HRS4R website (target value (wrt 2023): >30%) Visualizations of audiovisual material (target value: >150/year)



ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR3VPQU03 - To continuously update the UB HRS4R webpage to better disseminate the HRS4R programme	23. Research environment	2024-S2 to 2025-S2	Vice-Rector for Quality Policy	Update of the UB HRS4R webpage  SEO metrics: Staff audience, geographical (target value: Barcelona, working hours) General audience, geographical (target value: 3 continents, working hours) SERP's visibility (target value: position 1 to 4 in search results) Number of visits (target value: >30 monthly) Time spent on site (target value: > 3 min) Bounce rate (target value: 25% to 40%) Exit page (target value: Electronic Office website, OSSMA website, Portal of Transparency website or .pdf files in HRS4R website)
HR3VREC03 - To promote transversal and multidisciplinary research initiatives	23. Research environment 26. Funding and salaries 29. Value of mobility 32. Co-authorship	2021-S1 to 2025-S1	Vice-Rector for Research	Mean percentage of Faculties being represented in Research Institutes (target value: > 10%)  Mean of the number of knowledge areas being represented in Research Institutes (target value: >3)  Mean number of research groups in consortia applying for the substitution of obsolete equipment (target value: >3)
HR3VREC04 - To promote the creation of transversal and multidisciplinary research structures to meet the challenges of society	23. Research environment 32. Co-authorship	2023-S1 to 2027-S2	Vice-Rector for Research	Mean percentage of Faculties being represented in HUBs (target value: > 15%)  Mean of the number of knowledge areas being represented in HUBs (target value: >5)
HR3VREC05 - To create the Research Support and Service Area (Espai d'Atenció i Servei a la Investigació; EASI)	23. Research environment	2024-S2 to 2027-S1	Vice-Rector for Research	Creation of the EASI





**PILLAR IV. Training and Development**

ACTION	PRINCIPLES C&C	TIMING	RESPONSIBLE	INDICATOR/EVIDENCE
HR4VDOC03 - To update the regulations of the School of Doctorate and doctoral programs of the University of Barcelona according to internal and external requirements	22. Recognition of profession 36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	2023-S2 to 2025-S1	Vice-Rector for Doctorate, Research Staff in Training and Talent Recruitment	Continuously update of doctoral regulations in the EDUB web
HR4VDOC04 - To create guidelines to facilitate a more structured doctorate supervision	36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	2024-S1 to 2024-S2	Vice-Rector for Doctorate, Research Staff in Training and Talent Recruitment	Publication of the Guide to Good practices in the supervision of doctoral theses







ACTION PLAN 2024-27 - GANTT CHART

