ACTION PLAN

TEMPLATE 4

Universidad de Valladolid

HUMAN RESOURCE STRATEGY FOR RESEARCHERS

ACTION PLAN

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

> **Case number:** 2018ES317987
> **Name Organisation under review:** Universidad de Valladolid
> **Organisation's contact details:** Vicerrectorate OF Research, Innovation and Transfer, Spain.
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SUBMISSION DATE: 22/07/2019

DATE ENDORSEMENT CHARTER AND CODE: 22/06/2018

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1.ORGANIZATION PROFILE

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	3310
Of whom are international (i.e. foreign nationality)*	362
Of whom are externally funded (i.e. for whom the organisation is host organisation)*	590
Of whom are women*	1476
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.*	1533
Of whom are stage R2 = in most organisations corresponding with postdoctoral level*	187
Of whom are stage R1 = in most organisations corresponding with doctoral level*	1590
Total number of students (if relevant)	
Total number of staff (including management, administrative, teaching and research staff)*	5225

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget (number for 2019)	206.630.764€
Annual organisational direct government funding (designated for research)	26.942.552€
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	16.201.052€
Annual funding from private, non-government sources, designated for research	1.720.000€

ORGANISATIONAL PROFILE

Universidad de Valladolid (UVa) is one of the most important centers of Higher Education in Spain with **more than eight centuries of history.** It has its origins in the **13th century in the middle of the Castilian Middle Ages.** This singularity has provided us with a great academic tradition and a rich legacy of architectural, museum, bibliographic, ethnographic and documentary goods, which constitute our historical, documentary and artistic heritage and our interest in its increase, study, conservation and diffusion.

The UVa is made up of four campuses (Valladolid, Palencia, Segovia and Soria) located in Castilla y León Region. The purpose of the UVa is the integral formation of our students, the research and the diffusion of the knowledge with the purpose of leading the scientific and cultural development of the society. UVa has **3,310 researchers, staff support,** and more than **20,000 students**.

The educational offer is wide and multidisciplinary, reaching more than **70 officially recognized degrees**, distributed in the branches of knowledge of Art and Humanities, Sciences, Health Sciences, Social and Legal Sciences and Engineering and Architecture. In postgraduate studies, the UVa offers specialized training with more than **60 Masters** and **29 Doctorate programmes** (14 with Honor Mention; and 13 of these programs are interuniversity programs, which provides the cross-registration with other Spanish institutions) **and 68 postgraduate degree**, accredited international relations and prestigious research Centers. R&I activities constitute one of main pillars of UVa. Scientific research is a right and duty of our staff which is carried out in **58 Departments**, **12 University Institutes** and **175 Recognized Research Groups**.

UVa has been taking part in different European projects during the last 20 years. Nowadays, UVa is the 1st University & 3rd entity (including companies/technology centres) in Castilla y León which captures and coordinates more projects in the H2020. For that, the **UVa counts with the support and wide experienced of its European Projects Office at its General Foundation,** Fundación General de la Universidad de Valladolid (FUNGE). The FUNGE is an entity that has with a capital and legal link with the UVa. Its contribution is always used under the premises of UVa and the main tasks to be carried out on the european projects are to give supporting in the training and management activities for UVa.

Within the framework of innovation, the UVa focuses on the **promotion, transfer and valorizaton of its results of the research activities and knowledge** to society and enterprises. For this propose, UVa has also a General Foundation, Fundación General de la Universidad de Valladolid, 100% funded by UVa; and it counts with **S**cience Park Foundation **(Fundación Parque Científico to promote entrepreneurial culture in the UVa scientific Community**.

To highlight is regarding that UVa has the **European Excellence EFQM 500+ seal to the management of Library**, which ensures compliance with Open Access.

In addition, the UVa is integrated in the International campus of the Excellence -Triangular-E3 (CEI Triangular-E3) together with the Universidad de Burgos (UBU) and Universidad de León (ULE). This project of collaboration of the three universities implies our commitment to a shared future, which is embodied in an alliance based on the conviction of the need to unite our values and strengths to meet the challenges of the University of the twenty-first century.

2.STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Ethical and professional aspects Ethics	The UVa has implemented internal regulations and specialized services to support researchers in the search and management of external funding (including the justification of executed funds), as well as in contractual issues related to the IPR. However, an additional effort to improve the knowledge of these assets among the research community must be done, especially for newly recruited researchers. Concerning **non-discrimination**, specific support services such as the Equal Opportunities Unit and the Diversity Attention Unit are active. However, the latter, more focused on students, must be reinforced to offer regular service to the research community and involved of foreign researchers. **Summary of main strengths:** • Freedom of research is the characteristic of the UVa best rated in the survey. • Equality. The second best-rated question deals with the guarantee of equal treatment in the UVa to its researchers on issues of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political choices and social or economic status. The UVa is a space of respect and freedom, of which we are very proud and which we want to maintain. • Since 2013, the UVa has had a Code of Good Practices in research. • The UVa Research Ethics Committee was created in 2013 to monitor compliance with the code of good practice. • Intellectual property. Last update regulation on inventions and other research results at UVa is since 2013. • The UVa counts an occupational Risk Prevention Office. • The UVa has an environmental quality and sustainability office and an environmental quality plan. • The Social Affairs Secretariat is responsible for equality, intergenerational coexistence, social initiatives, disability and other issues.

Ethics	• The Statutes of the University are under study for modification and the working group has had the opportunity to meet with the president of the commission to explain the implications of HRS4R, so that this philosophy is taken into account when making the modifications. • The UVa has strategic lines of the Vice-rectorate of Research, Innovation and Transfer approved by the Governing Council. • Assessment of mobility. The UVa maintains a specific mobility program for doctoral students and another for R2-R4. • Research career. Recently the first call for postdoctoral seniors with conditions of continuity has been published. • The UVa has an institutional official repository: UVaDoc (https://uvadoc.uva.es/) • The Library is strongly involved in research and they have the EFQM 500+ award. • Scientific Culture Unit recently recognized by FECyT.

Summary of main weaknesses:

- The Statutes of the University are very old and too regulatory and have lost force over the years.
- UVa does not have a strategic plan for R+D+i in the medium term, only year by year.
- There is no protocol to avoid duplicity in scientific production, nor is there an institutional policy of backups and confidentiality in the processes and results of research.
- The researchers consider that there is a problem with the excessive paperwork on the research. UVa has many rules, dispersed and it is not easy to reach the key information because they are not indexed.
- Safety standards and protocols in Labs are not well publicised.
- The UVa website does not provide an adequate response to searches and it is only in Spanish, which makes it difficult to internationalise the processes and to attract foreign researchers.
- The channels for carrying out dissemination activities are unknown.
- The UVa has three research management entities that require coordination between them (UVA-SAI; FUNGE; PCUVa).
- There is no OPEN SCIENCE policy. UVa has an Open Access Policy, and nowadays, it is working on the implementation of Open Data.
- Code of good practices: it needs to be updated and disseminated so that it forms part of our ordinary behaviour.
- It is necessary to rethink the functions of the Research Ethics Committee and promote its specialisation.

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Recruitment and selection **Recruitment**	The recruitment procedures at UVa are aligned in their main aspects with the **OTM-R principles: transparency** in terms of detailed information on the requirements of each position, procedures and information about the results of the processes (through detailed minutes published on the UVa website), especially in calls addressed to teaching and research staff. The assessment of the **merits** includes aspects of **mobility, seniority** and **special qualifications**. Current institutional regulations guarantee **non-discrimination** and complaint mechanisms are available. The offers are advertised through the university website mainly, being disseminated through different sections. Nevertheless, there are **no systematic procedures** to manage neither the international dissemination of standard offers nor recruitment processes, excluded the European programs which is mandatory to publish in English and Euraxess Portal web. The **UVa complies with national and regional legislation** regarding the composition of the selection committees for internal calls. Summary of main strengths: • Stable Program of Own Funding for Research: Even in times of crisis, the mobility programmes for researchers, support for project preparation, and the predoctoral programme (R1) financed by the UVa have been maintained. • Recruitment process UVa is based on OTM-R. • Researchers are covered by a specific collective agreement, although selection procedures and salaries are not included. • Candidatures for R2 are currently externally peer-reviewed. • New call for postdoctoral seniors (R2-R3), with the possibility of a career development at UVa (with permanent position) and external evaluation. • UVa counts with an International Welcome Point in the UVa. • There is a special procedure for foreigners to participate in the candidatures for personnel through the website, not requiring the e-signature.

	Summary of main weaknesses:
Recruitment	• There is not a unique Department of Human Resources at UVa. Nowadays, there are three services that manage personnel, without a common policy instead. • There is no official OTMR policy approved. • The process of the selection of researchers is based on the evaluation of the merits established by the responsible researcher; there is no common selection criteria. There is no guide of merit assessment criteria in the selection of personnel that homogenizes the work of selection of researchers. • The selection committees do not have adequate training, nor do they have independent experts. • Documentation in English is scarce. • Regulations for teaching and research staff foreseen in the UVa Statutes have not been implemented. • There is no medium/long-term policy for R1-R2 positions with a proper career development. • The UVa does not have a HR selection office that can perform psycho-technical tests or interviews in a professional manner.

	STRENGTHS and WEAKNESSES
Thematic heading of the Charter and Code	
Working conditions **Working Conditions**	The UVa offers a **suitable working environment** in terms of infrastructures, include all facilities to carry out the research activities, cultural and sport activities; and health and safety conditions. Training on transversal skills at Uva is guaranteed through specific annual plans designed and implemented by Doctoral School (ESDUVa). The UVa encourages and facilitates the mobility of researchers through internal calls for financial support for mobility actions. UVa Statutes guarantee the participation of researchers of all levels in the Governing Council (the highest governing body of the institution), the boards of centres, the commissions of departments (composed of R2, R3 and R4 researchers, with a representation of PhD students), among other bodies. However, UVa Statutes is need to update. Summary of main strengths: - The institutional policy at UVa is to offer the most adequate contract at the different levels of the career. - UVa's own programme for attracting talent, is taking its first steps. - The UVa stabilizes the R2 with the I3 recognition (Spanish recognition of postdoctoral quality) of the Ramón y Cajal program. - The UVa has an institutional repository to store and disseminate its scientific production. - The UVa is working on a programme for the management and dissemination of research (Sigma Research). - There is an Innovation Department at UVa where is included the patent office, Technology transfer Office and European Projects Offices, and also, Creation of spin-off Office at UVa. - The Staff UVa Regulation recognizes the right of predoctoral and postdoctoral researchers to teach. - The University has a commissioner for the defence of the rights and legitimate interests of the university community, the Defender of the University Community, regulated in its Statutes. - UVa has an Information point on R&D funding (FUNGE, https://pidi.cdti.es/CanalWeb/Canal?idEmpresaEnlace=f8b43340-cfbb-11e3-b1b4-8b06e9b92ca6) and FUNGE is the responsible of EURAXESS regional point at Castilla y León & UVa. - The Labour Orientation programme develops actions aimed at facilitating the labour market insertion of students and university

Working Conditions	graduates. https://funge.uva.es/empleo/orientacion-y-formacion-para-el-empleo/ **Summary of main weaknesses:** • The Budgetary Stability Law for Spanish public entities limits the stability of researchers in the UVa. As soon as this law is modified, the UVa will try to guarantee a certain stability to its researchers. • A specific figure or committee specialized in ensuring the rights of research staff would be desirable. • Only in some laboratories is there a protocol for review and access control. • The use of spaces in the University is not conveniently rationalized. • There is a need for an improvement in the conditions of the premises and a protocol for the use of equipment. • Telework at UVa is not regulated. • The antiquity in R1 and R2 is not conveniently recognized. • The research community do not perceive that UVa has an own retention and stabilising talent. • There are rules on work-life balance, but they have little impact. The researchers are not connoisseurs and the majority of them is not used these advantages. • There is neither a mental health protocol nor a psychological office that acts in the procedures of selection of personnel and does psychological follow-up of the researchers. • The rights of workers (researchers) UVa, FUNGE and PCUVa are not homologated. • Updated procedures and research management manuals are necessary. • The offer of courses of transfer skills and activities for researchers is wide but relatively unknown. • Need to increase IT resources dedicated to be saved the results of the research (such us, protocols for backing up research results; e-tools to avoid the antiplagiarism).

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Training and development **Training**	The UVa has a large training offer on transversal skills, both through the Doctoral School's training actions for R1 (including financial support to attend training actions, IPR, how to communication the science; etc.). **Summary of main strengths:** • There is a doctoral school (ESDUVa) which brings together all the R1's. (http://escueladoctorado.uva.es/export/sites/doctorado/) • There is a wide range of courses and other training activities at the doctoral school with transfer skills. The Training Scheduled for Researchers is varied and updated periodically to suit the needs of younger researchers. • Career Development for Postdoctoral Candidates at UVa. UVa has the compromise to stabilize the researchers (R2-R3) who obtain projects from selected calls for proposals. • There is an international welcome point in the UVa. Predoctoral and Postdoctoral Researchers, Guest Professors and/or Readers, Administrative Staff, University Internships and Final Degree/Master's Projects. **Summary of main weaknesses:** • A Research career has not been developed. • A protocol of regular meetings between trainers and researchers in training is necessary. • The figure of the mentor is not well defined at UVa. • The average age of the main UVa researchers is high. There is a problem of generational change that must be solved by dynamizing the leadership of young researchers. • The offer of online courses and activities should be wide and better known.

3. ACTIONS

The Action Plan and HRS4R strategy of Universidad de Valladolid is published on:

> http://www.uva.es/export/sites/uva/
> http://www.uva.es/export/sites/uva/3.investigacion/
> Main web: http://hrs4r.uva.es/

The Action Plan has been designed involving the entire University Community, through meetings, focus groups, presentations, a survey, a new website (http://hrs4r.uva.es), among other, and considering recommendations of the *OTM-R Report (Open, Transparent and Merit-based Recruitment of Researchers)*.

This plan will affect all research duties (R1-R4), while not affecting those holding a teaching-only position, such as Associate Professor.

After a deep internal analysis at UVa, and the changes caused by the new of Rectorate in the middle of the process, the Vice-Rectorate of R&I&I has prioritized a total of 10 major actions (work packages) and a total of 24 concrete actions to be carried out in the next two years under this Action Plan.

Use of OTM-R and Implementation of the principles of OTM-R at UVa.

- Establishment of a contracting procedure aligned with the Charter and Code.
- Draft an instruction/Code of Conduct for the hiring of investigators that regulates and guarantees the OTMR.
- Establishment of a Commission to ensure compliance with HRS4R in the UVa
- Simplification and improvement of the internal procedure for telematic application for contracts. Enable the user-key option in the electronic headquarters.
- Internationalisation of the UVa job offer by generalising publication in EURAXESS and translating documents and calls.
- Protocol for the international dissemination of all selection work processes.
- Working Group OTM-R system for the realization of a protocol and guide for the OTM-R implementation.
- Establish a list of evaluation criteria for recruitment based on the OTM-R.
- Inclusion of the research collective FUNGE/PCUVa in the table of external research staff UVa to standardize the rights and duties of all researchers in the UVa by labor category.
- Compile the rules affecting researchers for dissemination and management project guides.
- Create in the UVa a psychological cabinet.

WORK PACKAGE OF ACTION PLAN UVA:

Work Packages	Affected Principles
P1. Identification of points to modify the UVa Statutes to comply with HRS4R principles	Ethics · Working Conditions
P2. Impulse and dynamization of the Ethical Committees in the Research at UVa	Ethics · Recruitment · Working Conditions · Training
P3. Elaboration of the Strategic Lines of the UVa annually	Ethics
P4. OTMR Policy Creation at UVa	Ethics · Recruitment
P5. Attracting and retaining talent at UVa	Ethics · Recruitment · Working Conditions · Training
P6. Research Career Development	Recruitment · Working Conditions · Training
P7. Identification of improvements in the different services related to R&D&i	Ethics · Recruitment · Working Conditions · Training
P8. Transparency and Visibility in Internal/External Communication	Ethics · Working Conditions
P9. Open Science and IPR	Ethics · Training
P10. Improving the Work Environment	Working Conditions

UVa

PROPOSED ACTIONS:

ACTION #	GAP Principle(s)	Timing (S= semester)	Responsible Unit	Indicator(s) / Target(s)
Action 1. Identification of points to modify the Statutes of the UVa	(++) 1. Research freedom (+/-) 2. Ethical principles (+/-) 35. Participation in decision-making bodies	4S	(1)	-Minutes of the meetings (at least one per year); -Identification of the articles to be changed; -Boost to change Articles: published on the web site UVa
Action 2. Creation of a new Committee on Biosafety in Experimentation (CBE)	(++) 1. Research freedom (+/-) 2. Ethical principles (+/-) 35. Participation in decision-making bodies	1S	(1)	-Approval date: internal rules and composition -Number of evaluated projects since its creation
Action 3. Single Window with Ethical Implications in Research (TFMs, TFGs, projects and theses) and to improve the procedure on the acceptance and compliance of ethical aspects in UVa research and the creation/adhesion of different codes of ethics by areas	(++) 1. Research freedom (+/-) 2. Ethical principles (+/-) 3. Professional responsibility (+/-) 4. Professional attitude (+/-) 35. Participation in decision-making bodies	3S	(1)	- Start date -Number of the answer queries -Link to web site
Action 4. Updating of the UVa Code of Good Research Practices in Spanish and English and publishing on the web site (CBPI)	(++) 1. Research freedom, (+/-) 2. Ethical principles, (+/-) 3. Professional responsibility, (+/-)	3S	(1)	-Publication of the document Code of Good Practice in Research (Deliverable Spanish and English version)

	4. Professional attitude, (+/-) 5. Contractual and legal obligations (+/-) 6. Accountability, (+/-) 8. Dissemination, exploitation of results, (--) 12. Recruitment, (--) 13. Recruitment (Code), (--) 14. Selection (Code), (-/+) 15. Transparency (Code), (+/-) 31. Intellectual Property Rights, (--) 32. Co-authorship, (-/+) 36. Relation with supervisors, (+/-) 37. Supervision and managerial duties, (+/-) 38. Continuing Professional Development			-Dissemination and revitalization of use and compliance among the scientific community CBPI grape): mailing, web sites, chats, newsletters, etc.
Action 5. Elaboration of the medium-term Research Strategy Policy in line with the Annual Strategy of the Universidad de Valladolid.	(+/-) 2. Ethical principles (+/-) 3. Professional responsibility (+/-) 4. Professional attitude	4S	(1)	-Publication document on web site - Dissemination and boosting of use and compliance among the scientific community of the annual Strategic Lines: mailing, websites, chats, newsletters, etc.
Action 6. OTRM procedures and practices for all types work contracts for new research positions.	(--) 12. Recruitment (--) 13. Recruitment (Code) (--) 14. Selection (Code)	1S	(1)	- Deliverable: Procedure of OTMR UVa. - Publication procedure on web (EN/ES).
Action 7. Dissemination of OTMR practices and training of commissions	(+/-) 8. Dissemination, exploitation of results (--) 14. Selection (Code) (-/+) 15. Transparency (Code) (+/-) 16. Judging merit (Code)	4S	(1)	- Number of action of diffusion. -Number of training - Number of attending researchers

	(++) 17. Variations in the chronological order of CVs (Code)			
Action 8. Boost the Practice for the international dissemination of selection processes by EURAXESS	(--) 12. Recruitment (--) 13. Recruitment (Code) (--) 14. Selection (Code) (-/+) 15. Transparency (Code)	4S	(1)	-Number of positions published on EURAXESS website
Action 9. Strengthening and updating of the measures of equal opportunities for researchers on diversities, such as language. Translation of the most relevant documentation for research (web, rules, good practices in research)	(--) 12. Recruitment (--) 13. Recruitment (Code) (--) 14. Selection (Code) (-/+) 15. Transparency (Code)	4S	(1) (2)	-Number of documents bilingual (ES-EN version) availed on web site. -Number of foreign researchers at UVa
Action 10. Researcher's Guide including all the applicable regulations	(++) 1. Research freedom (+/-) 2. Ethical principles (+/-) 3. Professional responsibility (+/-) 4. Professional attitude (+/-) 5. Contractual and legal obligations (+/-) 6. Accountability (+/-) 8. Dissemination, exploitation of results (--) 12. Recruitment	4S	(1)	Publication on web site.

	(--) 13. Recruitment (Code), (--) 14. Selection (Code), (-/+) 15. Transparency (Code), (+/-) 31. Intellectual Property Rights, (--) 32. Co-authorship, (-/+) 36. Relation with supervisors, (+/-) 37. Supervision and managerial duties, (+/-) 38. Continuing Professional Development			
Action 11. UVa Research Career Development Plan Pilot Program: based on the VITAE method, early research career identification, coaching & mentoring, and monitoring	(+/-) 18. Recognition of mobility experience (Code), (--) 21. Postdoctoral appointments (Code), (--) 22. Recognition of the profession, (-/+) 28. Career development, (+/-) 30. Access to career advice, (+/-) 31. Intellectual Property Rights, (-/+) 36. Relation with supervisors, (+/-) 37. Supervision and managerial duties, (+/-) 38. Continuing Professional Development	4S	(1)	- Number of researchers mentored and monitored (7 researchers) - Number of training activities (ESDUVA) - clarify the figure of 'thesis tutor' and regulate their functions and responsibilities.
Action 12. Research independence awareness for young people. Promote the achievement of projects of young people to gain research independence.	(+/-) 37. Supervision and managerial duties	2S	(1)	- Launch and publication of the UVa call - Number of young researchers with projects - Average age of head of the GIRS / Institutes UVa

Action				
Action 13. Monitoring of internationalization of researchers: The UVa should strengthen international mobility programs.	(+/-) 18. Recognition of mobility experience (Code) (+/-) 29. Value of mobility	4S	(2) (1)	-Number of international secondments -Number of international thesis with co-supervisors -Number of International Thesis at UVa -Number of publications/papers of UVa with international autor
Action 14. Talent attraction and retention Policy at UVa:	(++) 10. Non discrimination (--) 22. Recognition of the profession (+/-) 27. Gender balance	2S	(1)	- Link of web site of the calls - number of candidatures of PhDs; PostDoctorals
Action 15. Training Program for researchers adapted to all stages of career development. Including on-line training and transfer skills, such as RRI, IPR, OpenData, Open Access, Ethical issues, data protection...	(+/-) 27. Gender balance (-/+) 28. Career development (+/-) 31. Intellectual Property Rights (+/-) 37. Supervision and managerial duties, (+/-) 38. Continuing Professional Development	1S	(1) (3)	Link ESDUVA (Annual Training Plan)
Action 16. Improved communication for information on R&D&I funding opportunities. Elaboration of Guides on how to participate in the main R&D&I funding programmes (H2020, LIFE, INTERREG, etc.).	(+/-) 4. Professional attitude	4S	(1)	-Number of communication activities - Number of guides of different calls and Programs.

Action 17. Progress in implementation Sigma Action	(+/-) 4. Professional attitude	4S	(1)	- Number of researchers with updated profile -Number of web visits - number of external links that reference Sigma Research
Action 18. Meetings between R&D&I management support services (SAI/FUNGE/PCUVa) and the international relations service to optimise the Welcome Point for researchers.	(+/-) 3. Professional responsibility, (+/-) 4. Professional attitude, (+/-) 5. Contractual and legal obligations, (+/-) 6. Accountability, (+/-) 8. Dissemination, exploitation of results (--) 12. Recruitment (--) 13. Recruitment (Code) (--) 14. Selection (Code), (-/+) 15. Transparency (Code), (+/-) 24. Working conditions, (-/+) 36. Relation with supervisors	4S	(1) (2)	-Welcome Protocol defined and implemented - Annual number of researchers which the service is provided
Action 19. Elaborate a welcome guide for new researchers that includes all the aspects related to the regulations that apply both internal and national, regional or European, general services in the UVa, as well as leisure and sports activities, of living in the four UVa campuses.	(+/-) 3. Professional responsibility, (+/-) 5. Contractual and legal obligations (+/-) 8. Dissemination, exploitation of results, (-/+) 36. Relation with supervisors	3S	(1) (2)	-Publication of the Welcome Guide for Researchers - Disseminate the Guide between the research community - Number of visits / year downloads. - Campaign to promote the research support services available in the UVa: digital communication number, presence in

				the different infodays, meetings or masters where you participate.
Action 20. Improved accessibility of documentation and information on the UVa website. Strategic documentation in the UVa Repository with permanent links and keyword search properties. Heading and agreements.	(+/-) 3. Professional responsibility (+/-) 4. Professional attitude (+/-) 24. Working conditions	4S	(1) (4)	Number of documents referenced with permanet link
Action 21. Identify the gaps in the Institutional Strategy for Communication, Dissemination specific in the research activities and propose actions.	(+/-) 5. Contractual and legal obligations (+/-) 7. Good practice in research (+/-) 8. Dissemination, exploitation of results	4S	(1) (5)	Number of meetings with the researchers organized by the Research Vice-Rector.
Action 22. Open Science at UVa	(+/-) 8. Dissemination, exploitation of results, (+/-) 38. Continuing Professional Development, (+/-) 39. Access to research training and continuous development	4S	(1) (4)	- Publication of the procedure on web site (EN/ES version) -Number of training of Open Science at UVa -Number of publications in Open Access
Action 23. Intensify the use of the anti-plagiarism e- tool in the UVa and how to facilitate its used on the research community at UVa by Campus Virtual UVa (MOODLE).	(+/-) 3. Professional responsibility	4S	(1)	- Identify the best way to use the e-tool for plagiarisms in research (TURNITIN) at UVa. - number of checked papers by TURNITIN

Action 24. Pilot Program to improve safety in laboratories (e.g. Chemical Engineering and Environmental Technologies).	(+/-) 23. Research environment	4S	(6) (1) (7) (8)	- Number researchers involved (target 10) - Identify failures - Generate suggestions - Assign responsibility for each improvement action - Perform inspection by the Service Occupational Health and Safety -Courses specific training

Legend:

(1) Vice-Rector of Research, Innovation and Transfer (Vice-Rector of R&I&T)

(2) Vice-Rector of Internationalisation

(3) Vice-Rector of Academic Organization

(4) Head of Library UVa

(5) Vice-Rector of Communication and University Extension Activities

(6) Vice-Rector of Infrastructures

(7) Head of Chemical Engineering and Environmental Technologies Department

(8) Head of Health and Safety at UVa

4.IMPLEMENTATION

General overview of the expected overall implementation process of the action plan

The actions proposed will have a high impact on the main principles of the Charter&Code. Of the 40 principles we will hope to improve 31 of them in two years.

The our Action Plan is composed for 10 Work Packages (WP) with 24 action proposals in total.

WP 1) Identification of points to modify in the Statutes of the UVa to comply with the principles of the C&C

- Action 1.Identification of **points to modify the Statutes of the UVa**

WP2) Promotion and dynamization of the Ethical Committees in UVa Research

- Action 2. Creation of a new Committee on Biosafety in Experimentation (CBE)

- Action 3. Single Window with Ethical Implications in Research (TFMs, TFGs, projects and theses) and to improve the procedure on the acceptance and compliance of ethical aspects in UVa research and the creation/adhesion of different codes of ethics by areas

- Action 4. Updating of the UVa Code of Good Research Practices in Spanish and English and publishing on the web site (CBPI)

WP3) Elaboration of the Strategic Lines of the UVa in the medium and long term.

- Action 5. Elaboration of the medium-term Research Strategy Policy in line with the Annual Strategy of the Universidad de Valladolid.

WP4) OTMR Policy Creation

- Action 6. OTRM procedures and practices for all types work contracts for new research positions.

- Action 7. Dissemination of OTMR practices and training of commissions

- Action 8. Boost the Practice for the international dissemination of selection processes by EURAXESS

- Action 9. Strengthening and updating of the measures of equal opportunities for researchers on diversities, such as language. Translation of the most relevant documentation for research (web, rules, good practices in research)

WP5) Guide to Management in Research

- Action 10. Researcher's Guide including all the applicable regulations

WP6) Research Career Development

- Action 11. UVa Research Career Development Plan Pilot Program: based on the VITAE method, early research career identification, coaching & mentoring, and monitoring

- Action 12. Research independence awareness for young people. Promote the achievement of projects of young people to gain research independence.

- Action 13. Monitoring of internationalization of researchers: The UVa should strengthen international mobility programs.

- Action 14. Talent attraction and retention Policy at UVa:

- Action 15. Training Program for researchers adapted to all stages of career development. Including on-line training and transfer skills, such as RRI, IPR, OpenData, Open Access, Ethical issues, data protection...

WP7) Identification of improvements in the different services related to R+D+i

- Action 16. Improved communication for information on R&D&I funding opportunities. Elaboration of Guides on how to participate in the main R&D&I funding programmes (H2020, LIFE, INTERREG, etc.).

- Action 17. Progress in implementation Sigma Action 18. Meetings between R&D&I management support services (SAI/FUNGE/PCUVa) and the international relations service to optimise the Welcome Point for researchers.

- Action 18. Meetings between R&D&I management support services (SAI/FUNGE/PCUVa) and the international relations service to optimise the Welcome Point for researchers.

- Action 19. Elaborate a welcome guide for new researchers that includes all the aspects related to the regulations that apply both internal and national, regional or European, general services in the UVa, as well as leisure and sports activities, of living in the 4 UVa campuses.

WP8) Transparency and Openness in Internal/External Communication related to research

- Action 20. Improved accessibility of documentation and information on the UVa website. Strategic documentation in the UVa Repository with permanent links and keyword search properties. Heading and agreements.

- Action 21. Identify the gaps in the Institutional Strategy for Communication, Dissemination specific in the research activities and propose actions.

WP9) Open Science and IPR

- Action 22. Open Science at UVa

- Action 23. Intensify the use of the anti-plagiarism e- tool in the UVa and how to facilitate its used on the research community at UVa by Campus Virtual UVa (MOODLE).

WP10) Improving the Work Environment

- Action 24. Pilot Program to improve safety in laboratories (e.g. Chemical Engineering and Environmental Technologies).

There will be an HRS4R Implementation Committee (HRS4R-IC) presided over by the Vice-Rector of R&I&T. Each work package is carried out by one working team led by one person and include the specific actions to be carry out. The Steering committee will give support and advice to the HRS4R-IC.

The objectives have been declared in semester-basis (1S, 2S, 3S and 4S). Every semester it will be a meeting and a report of the progress: kick-off meeting (0S), 6-month-meeting (1S), mid-term meeting (2S), 18-month-meeting (3S) and final meeting (4S).

The action progress will be tracked and shown in a Gantt diagram. The KPIs and intermediate progress reports will be updated by the WP-leaders to the HRS4R-IC every trimester. These values will be updated every 6-months in the HSR4R website and publicised.

PLANIFICATION ACTIONS:

SEMESTER	1S	2S	3S	4S	RESPONSIBLE
1. Identification of points to modify the Statutes of the UVa					(1)
2. Creation of a new Committee on Biosafety in Experimentation (CBE)					(1)
3. Single Window with Ethical Implications in Research…					(1)
4. Updating of the UVa Code of Good Research Practices …					(1)
5. Elaboration of the medium-term Research Strategy Policy…					(1)
6. OTRM procedures and practices for all types work …					(1)
7. Dissemination of OTMR practices and training of commissions					(1)
8. Boost the Practice for the international dissemination…					(1)
9. Strengthening and updating of the measures of equal opportunities…					(1) (2)
10. Researcher's Guide including all the applicable regulations					(1)
11. UVa Research Career Development Plan Pilot Program…					(1)
12. Research independence awareness for young people…					(1)
13. Monitoring of internationalization of researchers…					*(2)(1)*
14. "Talent attraction and retention Policy at UVa…					(1)
15. Training Program for researchers…					(1)(3)
16. Improved communication for information on R&D&I…					(1)
17. Progress in implementation Sigma Research					(1)
18. Meetings between R&D&I management support …					(1)(2)
19. Elaborate a welcome guide for new researchers …					(1)(2)
20. Improved accessibility of documentation and information…					(1)(4)
21. Identify the gaps in the Institutional Strategy for Communication…					(1)(5)
22. Open Science at UVa					(1)(4)
23. Intensify the use of the anti-plagiarism e- tool…					(1)
24. Pilot Program to improve safety in laboratories…					(1)(6)(7)

(1) Vice-Rector for Research (2) Vice-Rector for Internationalisation (3) Academic Organization (4) Head of the Library UVa

(5) Vice-rector of Communication and University Extension Activities   (6) Vice-rector of infraestructures

(7) Head of the Chemical Engineering and Environmental Technologies Department   (8) Head of the Health and Safety at UVa

How will the implementation committee and/or steering group regularly oversee progress?

Since HRS4R is a crosscutting organizational project that affects many levels of the University, the action plan will be approved by the Research Commission at UVa. A structure responsible for the plan will be established headed by the Vice-Rector of R&I&T, assisted by an HSR4R implementation committee (HRS4R-IC). The action plan is composed of 24 unambiguous actions grouped in 10 specific workpackages carried out by 10 dedicated working teams. The objectives have been defined on semester-basis during the first two years, therefore the overseeing will be on such basis. However, the reporting from the teams will be on trimester-basis, to have tracking points in the middle of each period. In the case that the task is fully completed before the end of the two years and the report has already informed of such situation, the task is considered completed and no more reporting is mandatory.

The different actions will be carried out by working teams of a maximum of 6 people who will be accountable for their work on a semester-basis. The HRS4R-IC will set the objectives of each working team, assure the consecution of the objectives and propose the corrective actions. Each team will report to it on its progress and problems. The leaders of each of the working teams will meet with the HRS4R-IC (at least 3 times in the two years). UVa will establish an annual budget to carry out actions and pay for necessary work and services.

How does UVa intend to involve the research community, your main stakeholders, in the implementation process?

The HSR4R-IC will inform the Vice-Rector of R&I&T (who is the president of the HRS4R-IC) at semester meetings on the progress and problems that occur and will seek for their feedback.

Action plan diffusion

The action plan will be disseminated in the various organic channels at UVa: e-mail from Vice-rector of Research, Facebook, LinkedIn, Instagram and Twitter and the HRS4R website.

Working teams

The participation in the working teams will be offered to the research community at all levels R1 to R4 and UVa staff from several departments involved. The final selection will be carried out by the Vice-Rector of R&I&T together with the HSR4R-IC. The composition of the working teams will be public and accessible.

Newsletter

Tracking of the actions HRS4R will be compiled and publicised in a semester-basis newsletter together with a post in the https://hrs4r.uva.es website.

It will be announced in several of the corporative channels indicated above.

Specific communication actions will also be designed each time an objective is achieved.

HRS4R infoday at UVa

The progress of HSR4R Action Plan will be presented once a year in a dedicated day, e.g. *"Jornadas de Investigación, Innovación y Transferencia"*.

The reviews/critiques/criticisms/suggestions from the university voices in the HRS4R infodays will be collected as a valuable feedback by Vice-Rector and Implementation Committee.

Suggestions

The e-mail of the HSR4R implementation committee will be open to receive any suggestions: hrs4r@uva.es

How does UVa proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

HRS4R policy is inside EFQM policy at UVa. The Vice-rector of Research presided over the HSR4R IC ensuring the alignment of the UVa policy with the HRS4R. This HSR4R implementation committee will be the link of all the working teams and will be responsible for implementing and booting the necessary actions.

Yearly each of the Vice-rectors prepare and announce the strategic lines to follow and the several actions to be implemented on the Action Plan are included as priority actions already. The strategic lines of 2019/20 are in line with the proposed action plan and the next years it will be also aligned. The HRS4R will be an important point in the medium-term strategy of the Vice-Rectorate for Research.

http://portaldetransparencia.uva.es/_documentos/Lineas-de-actuacion-2019-2020.pdf

How will UVa ensure that the proposed actions are implemented?

The Action Plan proposed is ambitious but realizable, it is the result of the profound analysis of the UVa, knowing the limitations, the possibilities and the needs.

The HSR4R implementation committee will alert the Vice-Rector of Research of deviations in the work plan of each group. The Vice-rector will make the decisions needed to complete the work: add more resources, modify the teams and prioritise actions/tasks.

Internal meetings will be carried out to verify the degree of fulfilment of the established HRS4R objectives:

- 3 main meetings with Vice-rector of Research, HRS4R-IC, team leaders and steering Committee (kick-off, mid-term and final meetings).
- Monitoring meetings (internal meetings to report the progress on workpackages) with HRS4R-IC and team leaders.
- Trimester-reports from the workpackages to the HRS4R-IC.
- Number of necessary meetings of the workpackage teams to do the job (at least 2 meetings per semester).

How will UVa monitor progress (timeline)?

The monitoring of the plan will be continuous, being one of the main functions of the HSR4R implementation committee.

The working teams will report their actions to the HRS4R-IC every three months.

The action plan items will be distributed in a Gantt Diagram with a tracking bar. All the indicators will be measured and tracked. The progress of the actions will be shown in the HRS4R website.

Gantt Diagram

SEMESTER		0S		1S		2S		3S		4S
TRIMESTER		0M	3M	6M	9M	12M	15M	18M	21M	24M
General Assembly meetings*		*Kick-off*				*Mid-term*				*Final*
Internal monitoring meetings**				X		X		X		
Internal workpackage meeting & report***			X	X	X	X	X	X	X	X
Internal KPIs update			X	X	X	X	X	X	X	X
Dissemination of report and KPIs				X		X		X		X

* Vice-rector of Research, HRS4R-IC, WP leaders and Steering Committee

** HRS4R-IC and WP leaders

*** Internal meetings of the WP will be defined as needed, at least two meetings per semester

HRS4R-IC will prepare and use on-line tools for the tracking of the meetings and the progress of the achievements (such as Office 365 Forms, Excel Online, Google Data Sheets, Google Forms, etc.)

How will you measure progress (indicators) in view of the next assessment?

Every three months, the indicators of each action (KPIs) will be updated in order to promptly correct any deviation that may occur, before it generates irreparable losses of time or resources. The progress of the KPIs will be shown in a dashboard in the HRS4R website in semester-basis.