

Human Resources Action Plan 2016/17-2020/21 (Euraxess Charter and Code)

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Dissemination Plan	Area I. Ethical and professional aspects # 1, 2, 3, 5, 8, 9 Area III. Working conditions and social security # 31	Regulation publications and conference procedures	Publications manager and deputy director	First semester 2016
<p>MESURES</p> <p>Implemented:</p> <ul style="list-style-type: none"> - CED has a policy to foster participation in national and international conferences and seminars for both senior and junior researchers, including pre and post-doctoral fellows. In this regard, the CED: - Provides funds to participate in conferences and seminars. - Offers advice to publish in peer-reviewed journals and to disseminate research results. - Has adopted a regulation on Intellectual and Industrial Property since July 2012, which can be checked through its web page at www.ced.uab.es - Provides access of the Catalonia's population historical database to the research community. <p>To be implemented:</p> <ul style="list-style-type: none"> - Write and approve the final plan for dissemination policy. - Promote open access publications (since January 2016, the CED will have a research specialist to coordinate the results of the scientific dissemination (open access publications and outreach)) 				
GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Knowledge Transfer Plan	Area I. Ethical and professional aspects # 8, 9	Managing knowledge transfer plan	IT Manager and Knowledge transfer specialist	Second semester 2016
<p>MESURES</p> <p>Implemented:</p> <ul style="list-style-type: none"> - CED has a regulation on Intellectual and Industrial property since July 2012 that can be checked online at www.ced.uab.es. - CED offers information and advice to all pre- and post-doctoral researchers regarding administrative matters related to visas, accommodation and other issues. - CED's researchers offers training courses to the representatives of public local administrations. 				

<p>To be implemented:</p> <ul style="list-style-type: none"> - Train CED's researchers in Intellectual and Industrial property rights. - Write the final plan of knowledge transfer and explain it to CED's researchers. - Prepare a 'Welcome' document aimed to those researchers that visit temporarily or want to join permanently CED. -Include knowledge transfer activities in all projects. 				
GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
CED Action Plan for the Equality	Area I. Ethical and professional aspects # 10 Area II. Recruitment #12, 16, 17, 21 Area III. Working conditions and social security # 24, 27, 28	Promote Gender Equality	General Manager and specific commission	First semester 2017
<p>MESURES</p> <p>Implemented:</p> <ul style="list-style-type: none"> - Preparatory meetings of CERCA institutions <p>To be implemented:</p> <ul style="list-style-type: none"> - Develop an 'Equality plan' at CED - Develop guidelines against sexual harassment at work place 				
GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Code of Good Practices of Research	Area I. Ethical and professional aspects # 1, 2, 3, 4, 5, 9 Area III. Working conditions and social security # 34, 35 Area IV. Training # 36, 37	Promote the rights and duties of researchers	Master and Doctoral Program coordinator and General Manager	Second semester 2017
<p>MESURES</p> <p>Implemented:</p> <ul style="list-style-type: none"> - CED director and the principal investigators of the main research groups meet regularly to oversee the general progress of the insitution and of its research projects. 				

- CED adopts the code of the Universitat Autònoma de Barcelona regarding the rights and obligations of pre-doctoral students.
- CED has developed its own protocols regarding the administration of research projects.
- CED uses the quality indicators set in the 'Program-contract' with the Generalitat de Catalunya to measure its progress.

To be implemented:

- Elaborate the 'Good practices' code of CED.
- Increase the participation of CED's researchers in the achievement of CED's quality indicators

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Human Resources management Plan	Area II. Recruitment # 13, 14, 15, 16 Area III. Working conditions and social security # 22, 25, 28,	Regulate the management of human resources	General Manager and Master and Doctoral Program coordinator	First semester 2018

MESURES Implemented:

- CED uses the public national, regional and international calls to recruit its pre and post- doctoral personnel.
- CED has an internal policy to train its own researchers through several courses to improve their communication and technical skills.
- CED fosters international mobility and exchange among its researchers, particularly among the junior pre- and post-doctoral researchers.

To be implemented:

- To develop a protocol that regulates the selection of new personnel (researchers, administrative staff). This protocol should regulate the following issues:
 - Rights and obligations of CED's personnel
 - Detail about the budget of the different services that CED provides
 - Mobility plan for senior, post- and pre-doctoral researchers
 - Internal mobility policy
 - Training plan for research and administrative staff
 - Evaluation plan for the researchers
 - Plan to promote research careers within CED

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Protocol of Personal and Demographic data protection	Area I. Ethical and professional aspects #6, 7 Area III. Working conditions and social security # 34	Update based on the application of the new European regulation on data protection (effective as of May 2018)	Director, General Manager and Responsible for the Data and Computing Service	Second semester 2018

MESURES Implemented:

- The CED has its Data Protection System in its Quality System (P03.3). The Center for Demographic Studies is subject by law (Organic Law 15/1999, of December 13) to the Protection of Sensitive Data. This law affects both the administrative, research and training data of the CED and the statistical data exploited by the researchers.

To be implemented:

- Application of the novelties of the European regulation on data protection (EU2016 / 679 of the European Parliament) to the CED Data Protection System. regulation on data protection (EU2016 / 679 of the European Parliament) to the CED Data Protection System.
- Appoint a CED data protection delegate
- Establish the actions and security measures established by the new regulation
- Implement storage spaces according to the new regulations

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Internal Training Plan	Area III. Working conditions and social security # 28 Area IV. Training #36, 37, 38, 39	Develop the professional career of CED research staff	Director, General Manager and Master and Doctoral Program coordinator	First semester 2019

MESURES Implemented:

- The CED provides in its Quality System a procedure regarding the Training (P05) of its research personnel.
- The CED has its organizational chart with a person in charge of the Training.
- CED research and researchers support staff benefits from formal training, courses, seminars and language courses funded by CED itself.

- The CED finances and supports the training activities of the research staff in pre-doctoral training (doctorate regulations 99/2011).

To be implemented:

- Continuously improvement of the qualifications and skills of the research staff through regular updates and extensions.
- Training the research personnel and research support personnel to communication skills areas and selection of new research personnel.

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Research career Plan	Area II. Recruitment # 13, 15, 16 Area III. Working conditions and social security # 22, 28	Establish a Research career in the CED	Director, General Manager and Master and Doctoral Program coordinator	Firts semester 2020

MESURES Implemented:

- There is a quality system regarding the stays of external pre-doctoral fellows a CED.
- CED's job offers are published on its web page and disseminated through international channels (such as professional organizations)

To be implemented:

- Develop a plan to promote the research career at CED
- Develop a 'Welcome' document aimed at all researchers that want to visit or join permanently CED.
- Improve communication regarding the description of the job offers and selection criteria
- Establish internal evaluation controls to improve the quality of scientific and administrative management
- Evaluate the success in achieving CED's goals

GOALS	CHARTER AND CODE PRINCIPLES COVERED BY THE ACTION	TYPE OF ACTION	WHO?	WHEN?
Researchers and Postdoctoral Evaluation Plan	Area I. Ethical and professional aspects #11 Area II. Recruitment # 19	Evaluation of research excellence at CED	Director, General Manager and Master and Doctoral Program coordinator	Second semester 2019
<p>MESURES Implemented:</p> <ul style="list-style-type: none"> - There is an audit system that evaluates CED's activities every three years. These audits are carried out at the demand of CERCA (Catalan Research Agency). The audits evaluate CED's scientific progress of the last three years. - The goals set in the 'Program-contract' with the Catalan government are evaluated and revised every year. - There are national and regional systems to evaluate the scientific productivity of pre and post-doctoral researchers (e.g. Regulation of the Doctoral school 99/2011; ANECA evaluation system of the quality of the doctoral programs). - There is a projects coordinator that provides administrative advice to all researchers. <p>To be implemented:</p> <ul style="list-style-type: none"> - Elaborate a plan and guide for the evaluation of the research activity of senior and post-doctoral researchers. - Disseminate the evaluation criteria to senior and post-docs researchers. 				

2. CHECK GOALS

The CED HRS4R Working Group will meet after the last two weeks of each semester and check whether the proposed actions have been implemented. At the end of each year, from 2016 to 2019, a feedback survey will be conducted to measure the degree of satisfaction of researchers.

GOALS	CHECKING	RESPONSIBLE	PRINCIPLES	CHECK ACTION
Dissemination Plan	S1 2016	HRS4R Workgroup	1, 2, 3, 5, 8, 9, 31	Revision and implementation
Knowledge Transfer Plan	S2 2016-17	HRS4R Workgroup	8, 9	Revision and implementation Feedback poll
CED Action Plan for the Equality	S1 2017	HRS4R Workgroup	10, 12, 16, 17, 21, 24, 27, 28	Revision and implementation
Code of Good Practices of Research	S2 2017-18	HRS4R Workgroup	1, 2, 3, 4, 5, 9, 34, 35, 36, 37	Revision and implementation Feedback poll
Human Resources management Plan	S1 2018	HRS4R Workgroup	13, 14, 15, 16, 22, 25, 28	Revision and implementation
Protocol of Personal and Demographic data protection	S2 2018-19	HRS4R Workgroup	6,7, 34	Revision and implementation
Internal Training Plan	S1 2019	HRS4R Workgroup	28, 36, 37, 38, 39	Revision and implementation
Researchers and Postdoctoral Evaluation Plan	S2 2019-20	HRS4R Workgroup	11, 19	Revision and implementation
Research career Plan	S1 2020	HRS4R Workgroup	13, 15, 16, 22, 28	Revision and implementation Feedback poll
Global Plan of Action Evaluation	S2 2020-21	HRS4R Workgroup	Global Program	Revision and implementation Feedback poll