# Action Plan

**Case number:**

**Name Organisation under review:**

**Organisation’s contact details:**

# Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked \* are compulsory.*

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

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

**ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)**

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# Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

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| **Ethical and professional aspects \*** |
| Strengths and Weaknesses (max. 800 words) |

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| **Recruitment and selection \*** |
| Strengths and Weaknesses (max. 800 words) |

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| **Working conditions \*** |
| Strengths and Weaknesses (max. 800 words) |

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| **Training and development \*** |
| Strengths and Weaknesses (max. 800 words) |

# Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation’s website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

[*http://www.yoursite.com*](http://www.yoursite.com/)

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap- Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

**Note:** Choose one or more of the principles retrieved from the GAP Analysis.

## Proposed ACTIONS

**Principles:**

() 1. Research freedom () 2. Ethical principles () 3. Professional responsibility () 4. Professional attitude () 5. Contractual and legal obligations () 6. Accountability () 7. Good practice in research () 8. Dissemination, exploitation of results () 9. Public engagement () 10. Non discrimination () 11. Evaluation/ appraisal systems () 12. Recruitment () 13. Recruitment (Code) () 14. Selection (Code) () 15. Transparency (Code)

() 16. Judging merit (Code) () 17. Variations in the chronological order of CVs (Code) () 18. Recognition of mobility experience (Code)

() 19. Recognition of qualifications (Code) () 20. Seniority (Code) () 21. Postdoctoral appointments (Code) () 22. Recognition of the profession () 23. Research environment () 24. Working conditions () 25. Stability and permanence of employment () 26. Funding and salaries

() 27. Gender balance () 28. Career development () 29. Value of mobility () 30. Access to career advice () 31. Intellectual Property Rights

() 32. Co-authorship () 33. Teaching () 34. Complains/ appeals () 35. Participation in decision-making bodies () 36. Relation with supervisors

() 37. Supervision and managerial duties () 38. Continuing Professional Development () 39. Access to research training and continuous development () 40. Supervision

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|  | GAP Principle(s) | Timing (at least by year’s quarter/semester) | Responsible Unit | Indicators/Target(s) |
| ACTION 1 |  |  |  |  |
| ACTION 2 |  |  |  |  |
| ACTION 3 |  |  |  |  |
| ACTION 4 |  |  |  |  |
| ACTION 5 |  |  |  |  |

**Note:** Add as many actions as needed.

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit- Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) \*

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If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL: [*http://www.yoursite.com*](http://www.yoursite.com/)

# Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

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Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

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| **How will the implementation committee and/or steering group regularly oversee progress?\*** |
| Detailed description and duly justification (max. 500 words) |

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| **How do you intend to involve the research community, your main stakeholders, in the implementation process?\*** |
| Detailed description and duly justification (max. 500 words) |

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| **How do you 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.** |
| Detailed description and duly justification (max. 500 words) |

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| **How will you ensure that the proposed actions are implemented?\*** |
| Detailed description and duly justification (max. 500 words) |

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| **How will you monitor progress (timeline)?\*** |
| Detailed description and duly justification (max. 500 words) |

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| **How will you measure progress (indicators) in view of the next assessment?\*** |
| Detailed description and duly justification (max. 500 words) |

**Additional remarks/comments about the proposed implementation process**: (max. 1000 words)

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Detailed description and duly justification (max. 500 words)