|  |
| --- |
| ISGlobal logo eng.jpg |
| HRS4R |
| Human Resources Strategy for Researchers |
| **Action Plan 2018-2020** |
|  |
|  |

|  |
| --- |
|  |

**TABLE OF CONTENTS**

1. ISG HR Strategy for Researchers. Introduction 2

2. Designing the 2018-2020 HRS4R Action Plan 3

3. 2018-2020 Action Plan 4

4. Action Plan Follow up 9

**1. ISGlobal HR Strategy for Researchers. Introduction**

The Barcelona Institute for Global Health, ISGlobal, is the fruit of an innovative alliance between "la Caixa" Foundation, academic institutions and government bodies to contribute to the efforts undertaken by the international community to **address the challenges in global health**.

ISGlobal is a consolidated **hub of excellence in research**built on the health care work started by the Hospital Clínic and the Parc de Salut MAR and in the academic sphere by the University of Barcelona and Pompeu Fabra University. The pivotal mechanism of its work model is the **transfer of knowledge** generated by scientific research to practice, a task undertaken by the institute’s Education and Policy and Global Development departments.

Its ultimate goal is to help **close the gaps in health disparities** between and within different regions of the world.

On July 2015 ISGlobal received the '**HR Excellence in Research**' logo from the European Commission. The logo identifies the institutions and orgay76ty7nisations as providers and supporters of a stimulating and favorable working environment, and committed in developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

An action plan was designed for the 2015-2018 period with the involvement of a Working Group made up of representatives from all professional categories and approved by the ISGlobal Direction Committee. The ISGlobal 2015-2018 Action Plan enabled the institution to fulfill the HR Vision and HR Strategic Objectives in alignment with the European Charter and Code principles. The original Action Plan is on the ISGlobal website at: <https://www.isglobal.org/en/hrs4r> .

**2. Designing the 2018-2020 HRS4R Action Plan**

The new 2018-2020 Action Plan was designed with the coordination of HR and the support of HRS4R Working Group, composed of representatives from all professional categories at the institution.

For the development of the renovated HRS4R Action Plan 2018-2020, we have taken into account the Strategic Action Plan of ISGlobal 2017-2020, the recommendations from the External Advisory Committee (EAC) done during their visit on November 2017 (the External Advisory Committee met with the different collectives from the Institution), and the comments collected from the annual general meeting with all the staff of the institution.

The new Action Plan also includes those actions from the Action Plan 2015-2017 that have not been completed, yet. The identified main gaps focused on the two following areas:

1. Implementation of HR policies (recruiting, career development and professional assessment)
2. Enhanced promotion of gender balance and work-life balance

The 2018-2020 Action Plan was presented and approved by the Direction Committee on November 2018.

**3. 2018-2020 Action Plan**

The aim of the 2018-2020 Action Plan is to ensure that the evolution of ISGlobal is in line with the HRS4R standards.

The proposed actions have been grouped in four areas in alignment with the European Code and Charter: Ethical and Professional Aspects, Recruitment, Working Conditions and Social Security and Training and Career Development.

A coordinator, timeframe and indicator have been defined for each action. The ISGlobal HRS4R Monitoring Committee will assess the implementation of the Action Plan and propose adjustments, whenever applicable and will report to the Directorate twice a year.

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Plan 2018-2020 | |  |  |  |
| **Ethical and professional aspects** | |  |  |  |
|  | TITTLE ACTION | TIMEFRAME | COORDINATOR | INDICATORS/TARGET |
| 1 | Create mechanisms for ethical and GSP conflict resolution | 1Q-2020 | Projects Unit | Research misconduct: the core scientific committee has been designated as the Committee in charge of the Research integrity. Pending to develop a Research misconduct policy and procedures. |
| 2 | Develop a publication policy aimed at promoting and strengthening the timely publication of high quality research papers in high impact journals | 3Q-2018 | Projects Unit | Publication policy |
| 3 | Develop the Researchers evaluation policy/procedure | 4Q-2018 | Projects Unit | Policy |
| 4 | Guarantee the appropriate structural support to group leaders reinforcing the scientific career model based on international recruitment and continued external evaluation. | 2Q-2019 | Projects Unit | ToR for the evaluation and promotion List of actions and resources provided FTEs funded by structural budget and ratio per group leader |
| 5 | Reinforce the access of the ISGlobal members to the necessary core facilities through both the internal services (integrating the existing ones and identifying new opportunities for development) and the shared core facilities (CAMPUS UB-CLINIC FACILITIES and PRBB). | 2Q-2019 | Projects Unit | Policy integrating the existing core facilities at ISGlobal.  Identify opportunities for developing new ones.  Optimize the access of ISGlobal researchers to the Barcelona Biomedical Research Park (PRBB), August Pi i Sunyer Biomedical Research Institute (IDIBAPS) and Hospital Clinic (HCP) platforms. |
| 6 | Develop a robust strategy and infrastructures to secure high quality standards for data management, storage and high-performance computing and biobank, adopting the guiding principles for scientific data management, open data and stewardship. | 1Q-2019 | Projects Unit | Internal repository Description of the computing resources available Policy |
| 7 | Implement the ISGlobal innovation strategy supporting the faculty ideas and projects and exploring alternatives for innovation. Deploying the Intellectual Property (IPR) and Knowledge and Technology Transfer (KTT) Policies. | 3Q-2019 | Innovation Department | Number of seminars / Attendance to the seminars about Innovation aspects Internal training Number of patents  Number of internal consultations Number of innovation news in intranet |
| 8 | Optimize project management to deliver the best service to our researchers, departments and funders. | 4Q-2019 | Projects Unit | Projects Unit ToR update and performance monitored Number of submitted and number of granted proposals  Number of project managers |
| 9 | Improve quality and efficiency. Quality through the standardization of support processes and the implementation of a compliance system | 3Q-2018 | Compliance Committee | Approve a compliance Committee Legal compliance framework approved in governing bodies Updated map of process and standardized support processes exists |
| **Recruitment** | |  |  |  |
|  | TITTLE ACTION | TIMEFRAME | COORDINATOR | INDICATORS/TARGET |
| 10 | Prepare and disseminate a PhD brochure to improve PhD recruitment. | 3Q-2019 | Projects Unit/ Communication | PhD brochure |
| 11 | Define a job description and professional career for technical and administrative staff. | 2Q-2019 | HR development | Job descriptions developed Professional career developed |
| 12 | Design a Recruitment Policy and Guide aligned with the Open, Transparent and Merit-based Recruitment of Researchers | 3Q-2018 | Scientific Coordination/ HR Development | Actions implemented from OTM list |
| 13 | Preparation of selection guides based on the OTM-R criteria and the analysis of competencies. The guide aims to be a useful tool to develop selection processes according to the criteria mentioned and based on the values of ISGlobal | 1-Q 2019 | HR development | Selection guides incorporate an integral perspective of the recruitment process as a key element in attracting talent and in professional development. |
| 14 | Design, formalization and dissemination of the selection policy to the ISGlobal staff as well as the procedure to be followed. | 2-Q 2019 | HR development | Selection policy developed and disseminated. This procedure should follow the criteria of publicity, free competition and transparency for all vacancies in the center. |
| 15 | Training in interview techniques for all potential members of selection panels, to improve selection and also to avoid possible gender biases and in favor of equity | 3Q-2019 | HR development | Training done |
| 16 | Improve the Welcome guide, developing it on-line | 2-Q 2019 | Internal Communication | Welcome guide on-line |
| 17 | Implement the figure of a "buddy" for the newcommers to reinforce the welcome process | 1Q-2018 | HR development | Buddy description and functions document N buddies done |
| 18 | Develop a succession plan | 2-Q 2020 | Projects Unit-HHRR | Succession plan |
| 19 | Develop a Postdoctoral guidebook | 1Q-2019 | Projects Unit | Posdoctoral guidebook |
| **Working Conditions** | |  |  |  |
|  | TITTLE ACTION | TIMEFRAME | COORDINATOR | INDICATORS/TARGET |
| 20 | Develop a mobility policy, promoting networking and internationalization of the faculty. | 3Q-2019 | Projects Unit | Mobility policy |
| 21 | Create mechanisms to provide advice to predoctoral and postdoctoral employees about their career options at the end of their training period | 4Q-2018 | Projects Unit/HR | Periodic sessions on “Scientific Career and Funding Opportunities" Career Talks-informal meetings with researchers that have moved to other sectors outside academia |
| 22 | Develop an annual assessment system | 1Q-2019 | HR Development | Professional assessment guide  System implemented Number of assessments done |
| 23 | Implement the Flexible payment in the Institution | 1Q-2018 | HR Adm. | Flexible payment implemented |
| 24 | Develop an ISGlobal shared narrative | 4Q 2018 | Internal Communication | Document + dissemination |
| 25 | Develop a single intranet to improve internal communication and access to policies and procedures of the institution | 4Q 2018 | Internal Communication | New intranet |
| 26 | Develop internal communication plan | 2Q-2019 | Internal Communication | Internal communication plan |
| 27 | Renew the Equity and Gender Commission members | 1Q-2018 | Gender & Equity Commission | Commission renewed |
| 28 | Develop the Gender & Equity Action Plan 2018-2021 | 2Q 2018 | Gender & Equity Commission | Action plan developed |
| 29 | HR module development: Available HR individual information for all ISG staff and automatic indicators. | 1Q-2019 | HR/SRI | New module available for all staff |
| **Training** | |  |  |  |
|  | TITTLE ACTION | TIMEFRAME | COORDINATOR | INDICATORS/TARGET |
| 30 | Fully develop as University Research Institute (UPF and UB) in close collaboration with our mother Universities with capacity to promote our faculty to hold university positions and to ascribe and accredit postgraduate and other programs as the ISGlobal PhD program. | 3Q 2019 | Training Area | Strategy agreed  Number of E&T university programs in place Number of existing and new University positions |
| 31 | Strengthen the PhD program providing support and follow up to the PhD students, facilitating their international mobility and giving them access to training activities. | 4Q 2019 | Training Area | Number of PhDs & PIs supported Annual follow up of PhDs completed Number of training activities for PhD implemented and number of PhDs participating in training activities Number of PhD students in mobility and number of defended thesis with international mention Number of PhD students and Number of thesis defended |
| 32 | Provide access of ISGlobal staff to training programs, according to HHRR training policy to ensure continuous education and capacity strengthening of ISGlobal staff. | 1Q 2018 | HR | Number of staff training activities supported Number of ISGlobal people attending Intervals courses |

**4. ACTION PLAN FOLLOW-UP**

The Monitoring Committee will report on the implementation of the HR Action Plan to the Directorate twice a year. It will also be responsible for the follow-up of the progress of the Action Plan and will propose adjustments when needed.

As stated in 5 of the HRS4R, there will be an external evaluation on 2020. The working group will also be responsible for preparing and facilitating the external review.