

ETHICAL AND PROFESSIONAL ASPECTS

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 10. Relation with supervisors</p> <p><i>Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.</i></p> <p>Establish a follow-up system to organize the schedules and milestones.</p> <p>There is one person who makes sure to have all these updated data. IRTA will make an e-tool to make this control easier.</p>	<p>Scientific Management & Human Resources</p>	<p>Establish a PhD and Post-Doc training plan (<u>Month Year</u>)</p> <p>Keeping record of Scientific Reports from PhD students and their supervisors together with University Reports. For postdocs we keep record of their Scientific Reports and some scientific indicators.</p>	<p>2020</p> <p>2019</p>	<p>Completed</p> <p>Completed</p>

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ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 10. Relation with supervisors</p> <p>Establish a Mentoring Program for PhD.</p>	<p>Scientific Management & Human Resources</p>	<p>Write a Mentoring Handbook)</p> <p>Launch the Mentoring Program</p>	<p>2nd Quarter 2021</p> <p>4th Quarter 2021</p>	

RECRUITMENT

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 21. Postdoctoral appointments (Code)</p> <p><i>“Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects”.</i></p> <p>To check this procedure concerning postdoctoral recruitment with the Collective Agreement signed on January 2021.</p> <p><i>Question included in the survey.</i></p>	<p>Scientific Management & Human Resources</p>	<p>The coherence between this Technical Instruction and the redaction of the next Collective Agreement will have to be checked at a later date.</p>	<p>2021</p>	

WORK CONDITIONS AND SOCIAL SECURITY

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 28. Career development</p> <p>Annual IRTA PhD Seminar. Were all the final year PhD students will give a presentation. Assistance of supervisors and all IRTA PhD's will be highly encouraged. There will be an evaluation panel and the best presenter will be awarded.</p>	<p>Scientific Management & Human Resources & Communication & ICT</p>	<p>Annual Seminar organisation and possibility to have an award (look for a sponsorship) (<u>Month Year</u>).</p> <p>-Location of the seminar will be every year in a different IRTA research Centre.</p> <p>-Invite stakeholders and possible employers that might be interested in the work.</p>	<p>In 2019 was organized the 1st Annual PhD Seminar. In 2020 was organised the 2nd and in 2021 it was organized the 3rd one.</p>	<p>. Every year</p>

WORK CONDITIONS AND SOCIAL SECURITY

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 31. Access to research training and continuous development</p> <p><i>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies.</i></p> <p>The training plan for all research staff will include general training to improve and further develop their competencies.</p>	<p>Scientific Management & Human Resources</p>	<p>Establish an individual Career Development Plan:</p> <ul style="list-style-type: none"> -Set professional objectives to achieve. -Set the training required. -Evaluation -Regular meeting with supervisor. <p>(<u>Month Year</u>)</p> <p>Implementation of the Plan (<u>Month Year</u>)</p>	<p>In 2020 was made a pilot test.</p>	<p>During 2021 will be made another pilot test.</p>

WORK CONDITIONS AND SOCIAL SECURITY

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Principle 32. Access to career advice</p> <p><i>Employers and/or funders should ensure that career advice and job placement assistance, is offered to researchers at all stages of their careers, regardless of their contractual situation.</i></p> <p>A career management course will be provided annually to all PhD and Post-Doc staff as well as individual career advice services such as CV conditioning and interview preparation.</p>	<p>Scientific Management & Human Resources</p>	<p>Develop the content of the workshop (similar courses held in IBEC)</p> <p>Disseminate the Career Management & Networking.</p>	<p>Every year</p> <p>Every year</p>	<p>Completed</p> <p>Completed</p>

ACTION PLAN 2019-2021

ACTION	RESPONSIBLE	INDICATOR	TIMELINE	CURRENT STATUS
<p>Identify further actions to continuously improve working conditions for IRTA's research staff and inform IRTA's HRS4R Action plan for 2021-2024</p>	<p>HRS4R Working Group</p>	<p>First draft of the IRTA Researcher Survey (<u>Month Year</u>).</p> <p>Platform: interactive, digital quick, easy to follow and easy to analyse the data (<u>Month Year</u>)</p> <p>Launch the survey to collate all the feedback from the actions (<u>Month Year</u>)</p> <p>Analyse the data and draft report (<u>Month Year</u>)</p> <p>Identify actions to be completed and evaluate the actions already displayed (<u>Month Year</u>)</p>	<p>4th Quarter 2021</p>	