

VHIO's detailed HRS4R Action Plan

#	Title action	Detailed description	Timing	Responsible Unit	Indicator(s) / Target(s)
1	Inclusion of the HRS4R vision within the new strategic plan and future VHIO regulations.	VHIO is now elaborating a new strategic plan in which HRS4R vision must be included. Also all future regulations that VHIO may approve in the field of HR, will have HRS4R embedded.	Q4, 2017	Executive Board	Inclusion in the strategic plan
2	Ensure the availability at the intranet of all relevant documents concerning the principles of the C&C.	A specific webpage will be created with all HRS4R related documentation. It includes not only the gap analysis and the action plan, but also EUARXESS documentation related to HRS4R	Q4, 2017	Communication	Availability at the intranet
3	Upload VHIO's MISSION, VISION & strategic goals to VHIO's homepage		Q1, 2018	Communication	Availability at the website
4	Boost and enhance the employee's awareness of the online Transparency portal	VHIO is currently setting up its own Transparency Portal, in which some internal documents will be accessible. Efforts will be made in order to communicate its existence to all VHIO staff.	Q4, 2017	Communication	50% increase in entries to the portal
5	Improvement of the intranet	Next year VHIO will develop a project in order to replace the current intranet for a more modern one. It will help in making accessible some contents and improve awareness of the staff to specific issues.	Q4, 2018	General Services	New intranet
6	Establishment of a once-a-year meeting with all VHIO staff in order to review main achievements and highlight new strategic challenges	VHIO will establish an annual meeting addressed to all its staff, in which VHIO's Director will present the main achievements from the last year and also the new strategic challenges to face and the key actions that will be implemented in the future year.	Q4, 2018	Executive Board	Nº attendees to the meeting > 50% researchers
7	Establishment of a welcome – day for new incorporations in the already existing welcome package	VHIO already has a welcome package for new employees. Since 2018 it will be complemented by a welcome day, in which VHIO's representatives will present VHIO, its strategic goals, its values and its key figures.	Q1, 2018	HR	2 welcome - days per year
8	Revision and improvement of the current procedure for the evaluation of researchers	The procedure was elaborated at 2010 and it has to be reviewed and improved. Evaluation and assessment of the academic track will be performed for all professional categories within the research area. Mentoring activities will be taken into consideration as part of the assessment.	Q1, 2018	HR, Scientific Committee	Availability of the procedure Annual evaluation of researchers
9	Revision and improvement of the current recruitment procedure, with special emphasis on the feedback to non-selected candidates.	The procedure was elaborated at 2010 and it has to be reviewed and improved, in order to include some aspects related to OTM-R policy.	Q1, 2018	HR	Availability of the procedure
10	Approval of the VHIO's Equality Plan	VHIO has been working in an Equality Plan that should be approved by the end of 2017.	Q1, 2018	Executive Board	Availability of the plan
11	Revision of all the Job offers' templates for identifying eventual discrimination	Templates for recruitment were elaborated several years ago and must be updated. In the revision, special emphasis will be put on identifying the use of eventual discriminatory language. Also the establishment of a non-discrimination quote in all job offers will be studied.	Q1, 2018	HR	All templates reviewed
12	Implantation and development of the agreement reached with the works council on employment conditions	VHIO has recently reached an agreement with the works council on employment conditions. It is a crucial step in order to improve working conditions, and much effort will be put in the implantation of the different statements of the agreement.	Q2, 2018	HR, Managing Office	Improvement of working conditions Increase in the staff satisfaction % Increase of applications
13	Reach an agreement on career development	A working group will be constituted for the elaboration of a first draft of an agreement on career development. In this working group all professional categories will be represented and the final result will be presented and negotiated with the Executive Board.	Q2, 2018	Executive Board	Increase in the staff satisfaction % Increase of applications
14	Establishment of a specific compliance procedure	VHIO is working on the establishment of a compliance procedure. It will include a specific email address that will centralize all staff complaints, and a training & communication program.	Q1, 2018	Executive Board	Availability of the procedure Researchers trained for compliance
15	Establishment of once-a-year session open to all researchers focused on the state of the Labour market	VHIO PIs will organize a session to present the current state of the Labour Market, but also tendencies in professional development and discuss about future job opportunities for PhD students and Post-Doctoral fellows. In this session some speakers will be VHIO former employees, but also external experts from different profiles (Industry, Public Administration, ...)	Q1, 2019	HR, Managing Office	Nº attendees to the session > 50% Post-docs > 50% PhD students

16	<i>Incorporate resumes of all researchers to the VHIO's webpage</i>	<i>Currently VHIO has a specific webpage for each Research Group in which there is the PI resume. On the future, the resumes of all VHIO researchers will be uploaded. It will reinforce the visibility of the quality of VHIO scientific staff.</i>	<i>Q2, 2018</i>	<i>Communication</i>	<i>100% researchers' resumes available at the web</i>
17	<i>Promote the incorporation of different professional categories to the works council</i>	<i>Campaigns will be done in order to achieve more profesional categories represented within the works council.</i>	<i>Q1, 2018</i>	<i>HR</i>	<i>All professional categories represented at the works council</i>
18	<i>Creation of a scientific improvement group</i>	<i>This scientific comission must have representatives of all profesional categories and its mission will be to share and discuss ideas of improvement, concerns, difficulties or other issues related to the scientific equipments, infrastructure, ...</i>	<i>Q1, 2019</i>	<i>Executive Board</i>	<i>2 meetings per year</i>
19	<i>Creation of a scientific meeting committee</i>	<i>VHIO wants to boost the organization of scientific events addressed to all VHIO researchers. This Scientific meeting Committee will be the responsible for the definition and execution of the desired scientific events agenda. More specificaly, this commiite will be the responsible to implant actions #21 and #22</i>	<i>Q1, 2018</i>	<i>Scientific Committee</i>	<i>Creation of the Committee</i>
20	<i>Establishment of an internal scientific meeting agenda</i>	<i>This scientific meetings will aim to share the research lines of the different VHIO research groups with the rest of the research staff.</i>	<i>Q3, 2018</i>	<i>Scientific meeting committee</i>	<i>12 meetings per year > 35 attendees</i>
21	<i>Reinforcement of the external scientific meeting agenda</i>	<i>This will involve the invitation of external prestigious researchers on their field of expertise.</i>	<i>Q4, 2018</i>	<i>Scientific meeting committee</i>	<i>6 meetings per year > 35 attendees</i>
22	<i>Search, identification and establishment of initiatives that promote researchers' active participation</i>	<i>Boost of initiatives that allow active participation of all VHIO researchers, such as an annual retreat, ...</i>	<i>Q4, 2018</i>	<i>Managing Office</i>	<i>At least, 1 activity per year</i>