

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 on 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. In this webpage, national, sectorial or institutional regulations affecting researchers will be also available.	Q4, 2017	Communication	Availability on the intranet
3	Upload VHIO's MISSION, VISION & strategic goals to VHIO's homepage		Q1, 2018	Communication	Availability o the website
4	Boost and enhance 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 form the last year and also the new strategic challenges to face and the key actions that will be implemented in the following 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.	The procedure was elaborated at 2010 and it has to be reviewed and improved, in order to include some aspectes related to OTM-R policy. The works council will be involved in the defintion of the new procedure.	Q1, 2018	HR	Availability of the procedure
10	Approval of VHIO's Gender Equality Plan	VHIO has been working on a Gender 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 offer 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 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 the agreement reached with the works council on employment conditions	VHIO has recently reached an agreement with the works council on empolyment 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 profesional 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 discussions 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	Incorporate resumes of all researchers to the VHIO's webpage	Currently VHIO has a specific webpage for each Research Group in which there is the PI resume. In the future, the resumes of all VHIO researchers will be uploaded. It will reinforce the visibility of the quality of VHIO scientific staff.	Q2, 2018	Communication	100% researchers' resumes available on the web
17	Promote the incorporation of different professional categories to the works council	Campaigns will be done in order to achieve more professional categories represented within the works council.	Q1, 2018	HR	All professional categories represented at the works council
18	Creation of a scientific improvement group	This scientific commission must have representatives of all professional categories and its mission will be to share and discuss ideas of improvement, concerns, difficulties or other issues related to the scientific equipments, infrastructure, ...	Q1, 2019	Executive Board	2 meetings per year
19	Creation of a scientific meeting committee	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 specifically, this committee will be the responsible for implanting actions #21 and #22	Q1, 2018	Scientific Committee	Creation of the Committee
20	Establishment of an internal scientific meeting agenda	This scientific meetings will aim to share the research lines of the different VHIO research groups with the rest of the research staff.	Q3, 2018	Scientific meeting committee	12 meetings per year > 35 attendees
21	Reinforcement of the external scientific meeting agenda	This will involve the invitation of external prestigious researchers in their field of expertise.	Q4, 2018	Scientific meeting committee	6 meetings per year > 35 attendees
22	Search, identification and establishment of initiatives that promote researchers' active participation	Boost of initiatives that allow active participation of all VHIO researchers, such as an annual retreat, ...	Q4, 2018	Managing Office	At least, 1 activity per year
23	Update of VHIO's professional categories	There is a need to update the professional categories within VHIO. This will be done by Direction working together with the works council. Special emphasis will be taken in defining the requirements related to mobility, seniority and qualification.	Q3, 2018	Executive Board	Availability of the document
24	Organization of a seminar focused on Labour regulations and work and family conciliation	This action will be addressed mainly to Principal Investigators with the aim of increasing their knowledge, but also their awareness of the importance of these issues within VHIO.	Q3, 2019	HR	At least, 1 seminar per year
25	Implementation of the actions established by the already approved VHIO's Gender Equality Plan	VHIO's Gender Equality Plan is already approved and its implementation will be monitorized within this Action Plan. Its implementation should improve issues related to Gender balance within the institution.	Q2, 2019	Executive Board	% Actions implemented
26	Definition of new tools to identify needs and ideas from all professional categories	We will define new tools to address needs and ideas from all professional categories including PhD and post-doctoral students to decision making-bodies (i.e. Directors' Boards, Internal Scientific Committee). These tools may combine regular surveys (general ones or oriented at specific issues) as well as the creation of a suggestion box, as well as other possible initiatives. This will be linked to a new strategy in internal communication.	Q1, 2019	Executive Board	Existence and use of the new tools defined
27	Establishment of a PhD Training Program	The establishment of such a Program, focused on skills and transversal competencies, will contribute to a better professional development, particularly among PhD students.	Q3, 2019	HR	Existence of the Program

