

VHIO's detailed HRS4R Action Plan

#	Title action	Timing	Responsible Unit	Indicator(s) / Target(s)
1	Inclusion of the HRS4R vision within the new strategic plan and future VHIO regulations.	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.	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	Q4, 2017	Communication	50% increase in entries to the portal
5	Improvement of the intranet	Q3, 2020	General Services	New intranet
6	Establishment of a once-every to year meeting with all VHIO staff in order to review main achievements and highlight new strategic challenges	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	Q1, 2021	HR	2 welcome days per year
8	Revision and improvement of the current procedure for the evaluation of researchers	Q2, 2021	HR, Scientific Committee	Availability of the procedure Annual evaluation of researchers
9	Revision and improvement of the current recruitment procedure.	Q1, 2018	HR	Availability of the procedure
10	Approval of VHIO's Gender Equality Plan	Q1, 2018	Executive Board	Availability of the plan
11	Revision of all the Job offer templates for identifying eventual discrimination	Q1, 2018	HR	All templates reviewed

12	<i>Implantation and development the agreement reached with the works council on employment conditions</i>	<i>Q2, 2018</i>	<i>HR, Managing Office</i>	<i>Improvement of working conditions Increase in the staff satisfaction % Increase of applications</i>
13	<i>Reach an agreement on career development</i>	<i>Q2, 2018</i>	<i>Executive Board</i>	<i>Increase in the staff satisfaction % Increase of applications</i>
14	<i>Establishment of a specific compliance procedure</i>	<i>Q1, 2018</i>	<i>Executive Board</i>	<i>Availability of the procedure Researchers trained for compliance</i>
15	<i>Establishment of once-a-year session open to all researchers focused on the state of the Labour market</i>	<i>Q1, 2019</i>	<i>HR, Managing Office</i>	<i>Nº attendees to the session > 50% Post-docs > 50% PhD students</i>
16	<i>Incorporate resumes of all researchers to the VHIO's webpage</i>	<i>Q2, 2018</i>	<i>Communication</i>	<i>100% researchers' resumes available on the web</i>
17	<i>Promote the incorporation of different professional categories to 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>Q1, 2019</i>	<i>Executive Board</i>	<i>2 meetings per year</i>
19	<i>Creation of a scientific meeting committee</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>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>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>Q4, 2018</i>	<i>Managing Office</i>	<i>At least, 1 activity per year</i>

23	<i>Update of VHIO's professional categories</i>	<i>Q3, 2018</i>	<i>Executive Board</i>	<i>Availability of the document</i>
24	<i>Organization of a seminar focused on Labour regulations and work and family conciliation</i>	<i>Q1, 2022</i>	<i>HR</i>	<i>At least, 1 seminar per year</i>
25	<i>Implementation of the actions established by the already approved VHIO's Gender Equality Plan</i>	<i>Q2, 2019</i>	<i>Executive Board</i>	<i>% Actions implemented</i>
26	<i>Definition of new tools to identify needs and ideas from all professional categories</i>	<i>Q4 2020</i>	<i>Executive Board</i>	<i>Existence and use of the new tools defined</i>
27	<i>Establishment of a PhD Training Program</i>	<i>Q3, 2019</i>	<i>HR</i>	<i>Existence of the Program</i>
28	<i>Enhance internal communication action</i>	<i>Q1, 2021</i>	<i>Communication</i>	<i>Nº internal communication actions</i>
29	<i>Perform internal surveys (HRS4R, satisfaction, ...)</i>	<i>Q2, 2021</i>	<i>HR</i>	<i>Nº surveys performed</i>
30	<i>Include GLP courses in the annual Training Plan</i>	<i>Q4, 2020</i>	<i>HR</i>	<i>Existence of GLP courses within the annual Training Plan</i>
31	<i>Implementation the already established PhD Training Program</i>	<i>Q3, 2020</i>	<i>HR</i>	<i>Implementation of the program</i>
32	<i>Offer highly specific training courses to VHIO staff</i>	<i>Q3, 2021</i>	<i>HR</i>	<i>Nº of highly specific training courses</i>
33	<i>Approval of a new VHIO's Gender Equality Plan</i>	<i>Q4, 2022</i>	<i>Executive Board</i>	<i>Approval of the Plan</i>
34	<i>Organize a training action focused on the specific compliance procedure</i>	<i>Q3, 2020</i>	<i>Executive Board</i>	<i>Organization of the training action</i>
35	<i>Establishment of informal meeting between PhD Students and invited speakers</i>	<i>Q3, 2020</i>	<i>Scientific meeting committee</i>	<i>Nº of meetings with the presence of PhD students</i>