

**ARAID Action Plan 2023
Human Resources Strategy for Researchers (HRS4R)**

Working Document

HRS4R Working Group Members: Anabel Gracia, Beatriz Arnedo, Filomena Silva, Jorge Hugo Calvo, Pedro Baptista, Santiago Ramón, Silvia Hernández, Vanesa Gil.

No	Principles	ACTION	Involved	KEY PERFORMANCE INDICATORS	Status
1	10, 27	Internal Information on Gender Plan	All Personnel	Revision of Gender Policy Information available on website	Periodic update Min annual revision
2	3, 5, 33	Provide and Update internal Information on rules for Teaching permits	Administration	Updated info available on Intranet. Info at Plenary meetings. Signed permits.	In progress
3	3, 5	Provide and Update internal Information on rules for work absence permits	Administration	Updated info available on Intranet	In progress
4	5, 8, 31	Internal Information on IP rules.	Administration	Framework agreements with Host Institutions – Available in Intranet in English and Spanish.	Revision of ARAID - Host Framework Agreements
5	5	Provide and Update internal Information on teleworking at Hosts	Administration	Rules shared in the intranet.	Teleworking rules shared at Host during Covid. To be updated
6	1, 2, 7	Internal information on Internal Documents	WG + Administration	Estatutos Fundacion (ES), Reglamento interno (ES), Código de Buenas Prácticas. (EN & ES)	Intranet

7	3	Internal Information on HRS4R to ARAID Board, and board support to Plan and actions.	WG + Director	Specific Section on HR Procedures and HRS4R actions to Board Meetings.	At periodic (3-4x per year) Board meetings
8	1	Internal Information on HR Strategy Documents	WG + Administration	Meeting Minutes, and Plan Update	Document Repository. ARAID website HR section.
9	6	Internal Information on Timetable registration.	Administration	Flexible timetable and self-responsibility. Priority to apply Host practices.	Done
10	1, 4, 8	External Information - Update the Service Catalogue information of ARAID Researchers.	All Researchers + WG	Researcher Public Profiles (updated at web). Important for performance Evaluation.	Yearly
11	9,15	External Information - Increase Visibility of ARAID Activities per Researcher, Area, Centre.	WG + Administration	Activity on social media: Twitter, LinkedIn.	Done
12	8, 30, 39	External Information - Increase Visibility of ARAID Researchers'	WG	Training on Communication, and Outreach activities.	Yearly
13	3, 8, 9, 15	External Information on Impact	Admin + Director	Set indicators to measure ARAID Impact (Nº researchers attracted, projects, etc.) Prepare an annual report.	2023
14	1, 15	External Information -Transparency	Administration	Regional Transparency audit outcome available at website.	Web available

15	1, 15	External Information - GAP	Administration	Compare with other regional/national HR Logo entities. Revised GAP	Ongoing
16	1, 2, 11, 13, 14, 15, 16, 34	OTM-R - Evaluation and selection process on Transparency in selection and evaluation	WG + Host Institutions	Publication of Calls. Call Info Updated and HR Docs at website.	Prior to Call
17	7, 11, 13, 14, 15, 16, 19	OTM-R - Evaluation and selection process – Agile administrative procedures.	Administration	Self-certification in the application, valid until contract offer. Support on Visas and validation.	2020-21
18	7, 11, 12, 13, 15, 16, 19	OTM-R - Evaluation and selection process - Call continuous improvement	Administration	Revised & Updated OTM-R questionnaire and Policy. Call report with incidences and changes.	Call 2020-21 Updated
19	7, 11	Quality of internal processes, externally validated	Administration	(new) aim to set an ISO 90001 process and audit.	2023
20	7, 13, 14, 15, 16, 17, 18, 20, 22, 29	Career Development ARAID - Improve recognition of merits (within ARAID) and increase possibilities of professional development. Improve mobility and facilitate collaborations	WG + Administration -Director and Board Approval	Policy on Recognition of merits, and rules on ARAID Researchers dedication to R&D Projects. Recognition by local Authority: National Agency for Quality Assessment and Accreditation (ACPUA+ANECA) and Hosts.	Revised Annually
21	9, 28	Career Development ARAID - R categories – Regional recognition	WG	All personnel assigned R categories. Regional Harmonization (Public Servant - Salary Ranges).	To be revised in 2023

22	7, 22, 23, 24, 25, 26, 37, 38	Career Development ARAID - Periodic Evaluations of staff performance.	Administration	Public rules on the periodical external evaluations (by ARAID + ACPUA).	2023
23	9, 22, 23, 24, 31, 40	Career Development - Host Institutions : ARAID – Host Relation	Director+ Hosts	Annual ARAID – Host Meetings. Updated Agreements with Host Institutions (incl IPR). Annual (Host) report on ARAID researchers. Commitment by Host on work conditions at call publication stage. Evaluation each 3-5 years.	Annually & 3-5 years
24	6, 7, 22, 23, 24, 36, 37	Career Development - Host Institutions : Information and authorizations for Researchers participating in R&D projects	Administration	Guidelines at Intranet. Templates prepared. Reminder at general Assemblies.	Annually
25	5, 6, 7, 22, 23, 24, 33, 36, 37	Career Development - Host Institutions : Information on rules for Teaching permits	WG - ARAIDs at Universities	Updated info available on Intranet	Pending
26	5, 6, 7, 36	Career Development – Alignment with Host Institutions	Administration + WG & Hosts	ARAID-Host Frame Agreements revised and translated into EN-ES HR Logo at Host Institutions – Support by ARAID on Preparation and Revisions . Periodic reports by Hosts on ARAID researchers' performance.	Annually
27	5, 22	Harmonized 3 rd party role in EU Projects	Administration	Update guidelines, and templates for filling EU proposals. (3.1 GA HE, 62A.)	Updated each new EU Framework Agreement

28	5, 24, 25, 26, 35	Representation at Decision-Making Bodies - Researchers at decision Bodies in Hosts	Director + Administration	Encouragement and permission to develop Responsibility Positions at Host Institutions. Topic on General Assemblies.	Ongoing
29	4, 24, 25, 26, 35	Representation at Decision-Making Bodies - Researchers involved in HHRR Policies and ARAID Activities	WG + Administration	R Researchers Group formed by Representatives of all R categories in ARAID – gender balanced. Involved in HR Procedures. All Personnel participation in Gender Policy and HRS4R surveys. Request presence/vote at Board Meetings. Topics on General assemblies.	Annually