



## CICYTEX HRS4R Action plan

<ul style="list-style-type: none"> <li><b>Proposed ACTIONS</b></li> </ul>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
<p>Action 1. Create the CICYTEX's OTMR policy of updating the contracting procedures to the HRS4R and OTMR criteria.</p> <ul style="list-style-type: none"> <li>Analyse CICYTEX's recruitment procedures and align them with the OTM-R recruitment policy, for example:               <ul style="list-style-type: none"> <li>Write job offers in a format similar to EURAXESS.</li> <li>Provide training on how to interview researchers in charge of selection processes</li> <li>Consider interviews within the selection process of distinguished researchers to give the candidate the opportunity to show other types of skills that may be useful for their professional performance.</li> <li>Give feedback to rejected candidates in the selection process.</li> </ul> </li> <li>Include relevant information in the welcome manual and on the website.</li> </ul>	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)	4Q23 4Q24	LEGAL SYSTEM SECTION  ADMINISTRATION SERVICE	<ul style="list-style-type: none"> <li>The recruitment procedure is published and is accessible by candidates and CICYTEX's staff.</li> <li>All job offers have clear scores and guidelines for the evaluation of the selection committee.</li> <li>100% of the Selection committees' members are acquainted with the OTM-R selection criteria and have receive training.</li> <li>100% of the rejected candidates receive feedback on their evaluation</li> </ul>



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<p>Action 2. Provide more information about career progression at CICYTEX.</p> <ul style="list-style-type: none"> <li>Write a document supplementary to the CICYTEX bylaws, that includes the criteria that should be matched for promotion</li> </ul>	11. Evaluation/ appraisal systems	4Q24	ADMINISTRATION SERVICE	<ul style="list-style-type: none"> <li>Document about career promotion written.</li> <li>Number of downloads</li> <li>Number of promotions performed</li> </ul>
<p>Action 3. Provide information on career development options.</p> <ul style="list-style-type: none"> <li>-Develop a communication plan on the statute, producing a more accessible and explanatory document.</li> <li>Elaborate guides and materials to explore career options (including a document on career options, Guide to individual support, etc.) and publish them in an online space.</li> <li>Provide training for researchers on career options.</li> <li>Include relevant information in the welcome manual and on the website.</li> </ul>	28. Career development	1Q25 2Q25	LEGAL SYSTEM SECTION  ADMINISTRATION SERVICE  COMMUNICATION AREA	<ul style="list-style-type: none"> <li>Communication about the statute published online.</li> <li>Guide of career option published online.</li> <li>Organize an annual career development workshop. 90% of the R1 and R2 researchers should have attended at least one of the workshops.</li> <li>Career development initiatives are included in the welcome manual.</li> <li>80% satisfaction in the quality survey</li> </ul>
<p>Action 4. Design a pilot mentoring program to support career development for researchers.</p>	28. Career development  30. Access to career advice.	1Q26	SCIENTIFIC DIRECTORS	<ul style="list-style-type: none"> <li>A pilot mentoring program for R2 researchers is performed</li> <li>Once defined the final mentorship program will include 50% of the R2 researchers</li> </ul>



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<ul style="list-style-type: none"> <li>Design a pilot mentoring program in research career options aimed at R2 researchers following the methodology developed in the REBECA project of Euraxess. In the pilot version, profiles with a diverse professional career will be chosen for mentors and a selection of R2 researchers from different areas of knowledge for mentees.</li> <li>Evaluate the pilot program, redesign and make it available to all researchers.</li> <li>Include relevant information in the welcome manual and on the web.</li> </ul>				<ul style="list-style-type: none"> <li>70% satisfaction in the quality survey</li> </ul>
<p>Action 5. Provide more information on the CICYTEX's statutes and the HR master plan.</p> <ul style="list-style-type: none"> <li>To carry out a communication plan about the statutes, writing a more accessible explanatory document</li> <li>To carry out informative meetings or informative mailings from the management on the implementation of the statute and HR master plan.</li> </ul>	28. Career development 24. Working conditions 25. Stability and permanence of employment	4Q23	LEGAL SYSTEM SECTION  ADMINISTRATION SERVICE  COMMUNICATION AREA	<ul style="list-style-type: none"> <li>Number of informative sessions performed.</li> <li>Explanatory document written.</li> <li>Number of visits or downloads to the document</li> <li>Number of communication mails about the CICYTEX statutes.</li> </ul>



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<p><i>Action 6. To promote communication between the different CICYTEX centers.</i></p> <ul style="list-style-type: none"> <li><i>To carry out annual workshops with the presence of all the researchers of the institute. In which the lines of work and scientific results are presented.</i></li> <li><i>Encourage communication between the centers to discover possible synergies that lead to common projects.</i></li> </ul>	<p>8. Dissemination, exploitation of results 23. Research environment</p>	<p>4Q23 4Q24 4Q25 4Q26 4Q27</p>	<p>COORDINATION SERVICE OF CENTRES  SCIENTIFIC DIRECTORS</p>	<ul style="list-style-type: none"> <li><i>Number of annual workshops performed.</i></li> <li><i>Number of researchers attending the workshops</i></li> <li><i>Number of new research projects from researchers from different institutions presented to calls</i></li> </ul>
<p><i>Action 7. Definition of a complaints procedure.</i></p> <ul style="list-style-type: none"> <li><i>Write a written complaints procedure including the channel for addressing these complaints.</i></li> <li><i>Appointment of a committee with specific functions to attend and resolve complaints.</i></li> <li><i>Include relevant information in the welcome manual and on the website</i></li> </ul>	<p>34. Complaints/ appeals</p>	<p>2Q24</p>	<p>LEGAL SYSTEM SECTION  ADMINISTRATION SERVICE</p>	<ul style="list-style-type: none"> <li><i>Complaints mechanisms written.</i></li> <li><i>Complaints committee appointed.</i></li> <li><i>Number of complaints received.</i></li> <li><i>Number of complaints solved.</i></li> <li><i>Number of Committee meetings</i></li> </ul>



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<p><i>Action 8. Improve the participation of researchers in the representative bodies.</i></p> <ul style="list-style-type: none"> <li><i>Amend the statute to include representation of researchers in the decision-making bodies.</i></li> <li><i>Include relevant information in the welcome manual and on the website.</i></li> </ul>	35. Participation indecision-making bodies	4Q24	GENERAL MANAGER ADMINISTRATION SERVICE  COORDINATION SERVICE OF CENTRES	<ul style="list-style-type: none"> <li><i>Number of researchers participating at the committees</i></li> <li><i>Number of committee's meetings held</i></li> </ul>
<p><i>Action 9. Improve Mobility at CICYTEX</i></p> <ul style="list-style-type: none"> <li><i>Publish a greater number of offers on international platforms.</i></li> <li><i>Create internal mobility aids</i></li> <li><i>Include intersectoral mobility experiences in the recruitment scales.</i></li> <li><i>Translation of CICYTEX documents into English.</i></li> <li><i>Include relevant information in the welcome manual and on the website.</i></li> </ul>	24. Working conditions 28. Career development 29. Value of mobility	2Q24	LEGAL SYSTEM SECTION  COORDINATION SECTION  ADMINISTRATION SERVICE	<ul style="list-style-type: none"> <li><i>Number of offers published in EURAXESS</i></li> <li><i>Number of researchers applying for mobility aids</i></li> <li><i>Mobility is included in the selection scales.</i></li> <li><i>Number of documents related to HRS4R translated.</i></li> </ul>



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<p><i>Action 10. Promote the knowledge and development of industrial property within the institute.</i></p> <ul style="list-style-type: none"> <li><i>Disseminate the concepts and current legislation on industrial and intellectual property through seminars or courses and write a guide on intellectual property.</i></li> <li><i>Discuss with the appropriate section of the Extremadura's regional government similar conditions to those of the University of Extremadura regarding the return of intellectual property generated within the institute</i></li> <li><i>Create a repository or page on the institute's patents.</i></li> </ul>	31. Intellectual Property Rights	1Q25	GENERAL MANAGER  ADMINISTRATION SERVICE	<ul style="list-style-type: none"> <li><i>Number of seminars about IP performed</i></li> <li><i>CICYTEX is beneficiated directly for the exploitation guide of its patents.</i></li> <li><i>Patent repository available from the webpage.</i></li> </ul>
<p><i>Action 11. Homogenize the supervision of researchers.</i></p> <ul style="list-style-type: none"> <li><i>Create a supervision guide to establish a basic framework of obligations and duties to be assumed by both supervisors and supervisees.</i></li> </ul>	40. Supervision	2Q24	SCIENTIFIC DIRECTORS	<ul style="list-style-type: none"> <li><i>Supervision guide published.</i></li> <li><i>Number of supervision courses performed.</i></li> <li><i>Number of supervision guide downloads.</i></li> </ul>



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<ul style="list-style-type: none"> <li>Provide leadership skills training to supervisors.</li> <li>Identification and implementation of supervision guidelines for common application to all research departments.</li> <li>Include relevant information in the welcome manual and on the web site.</li> </ul>				
<p>Action 12. Draft a welcome manual.</p> <ul style="list-style-type: none"> <li>Draft and update annually the welcome manual (in digital version), available in Spanish and English.</li> <li>Present its contents in the welcome sessions for new researchers.</li> <li>Include relevant information in the welcome manual and on the web.</li> </ul>	All	1Q24	GENERAL MANAGER  COMMUNICATION AREA	<ul style="list-style-type: none"> <li>Welcome manual is published at the web</li> <li>Number of downloads or visits to the webpage done</li> <li>Number of actualizations performed</li> <li>70% satisfaction in the quality survey</li> </ul>
<p>Action 13. Foster ethics related issues.</p> <ul style="list-style-type: none"> <li>Write a code of ethics and good practices including a co authorship procedure.</li> <li>To appoint as mandatory the request for project evaluation to the Bioethics and Biosafety Commission of the University of Extremadura or to the Ethical Committee</li> </ul>		2Q24	SCIENTIFIC DIRECTORS  ADMINISTRATION SERVICE	<ul style="list-style-type: none"> <li>Good research manual is published at the web.</li> <li>Number of downloads or visits to the webpage done</li> <li>All the projects are supervised by the Ethical commission of the UEx</li> <li>Accredited CICYTEX as a Center for Experimental Animals.</li> </ul>



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<p><i>for Animal Experimentation, as appropriate, when starting to request or while requesting funding for research projects.</i></p> <ul style="list-style-type: none"> <li><i>Establishment and launch of CICYTEX as a User Center for Experimental Animals.</i></li> </ul>				
<p><i>Action 14. Launching, awareness, communication in HRS4R and OTM-R and evaluation.</i></p> <ul style="list-style-type: none"> <li><i>Project kick-off.</i></li> <li><i>Awareness seminar for researchers and managers.</i></li> <li><i>Elaborate contents in Spanish and English for the HRS4R web.</i></li> <li><i>Periodically evaluate the level of knowledge and involvement of researchers.</i></li> <li><i>Include relevant information in the welcome manual and on the web site.</i></li> </ul>	<i>All</i>	<i>4Q23 4Q28</i>	<i>GENERAL MANAGER  SCIENTIFIC DIRECTORS  COMMUNICATION AREA</i>	<ul style="list-style-type: none"> <li><i>All CICYTEX's researchers have been informed about the awareness session and encourage to attend, either live or watching a video of the session.</i></li> <li><i>All the documents generated plus other related documents were posted on the webpage.</i></li> </ul>