



CICYTEX ACTION PLAN HRS4R

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<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"> • Analyze CICYTEX's recruitment procedures and write a new recruitment document aligned with the OTM-R recruitment policy, for example: <ul style="list-style-type: none"> ○ Write job offers in a format similar to EURAXESS. ○ Provide information about CICYTEX good working conditions in the job offers. ○ Introduce international and/or intersectoral mobility experiences as a positive criterion for the selection of candidates. ○ Provide training in OTMR to the staff in charge of the selection processes ○ 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. ○ Give feedback to rejected candidates in the selection process, by publishing the scores obtained by the candidates at the different sections of the selection scales. ○ Implement an HR committee to monitor and control the OTM-R process. ○ Include a quality check list for the Recruitment processes to be filled by the persons implicated in the process. ○ Implement a system for consultation of the requirements demanded in job offers, by own means. • Include relevant information in the welcome manual and on the website. 	<p>12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 24. Working conditions</p>	<p>4Q23 4Q24</p>	<p>LEGAL SYSTEM SECTION ADMINISTRATION SERVICE</p>	<ul style="list-style-type: none"> • The recruitment procedure is published and is accessible by candidates and CICYTEX's staff. • All job offers have clear scores and guidelines for the evaluation of the selection committee. • 100% of the Selection committees' members are acquainted with the OTM-R selection criteria and have receive training. • 100% of the rejected candidates receive feedback on their evaluation.



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<p>Action 2. Provide more information about career progression at CICYTEX.</p> <ul style="list-style-type: none"> Write a document supplementary to the CICYTEX bylaws, that includes the criteria that should be matched for promotion 	11. Evaluation/ appraisal systems	4Q24	ADMINISTRATION SERVICE	<ul style="list-style-type: none"> Document about career promotion written. Number of downloads Number of promotions performed
<p>Action 3. Provide information on career development options.</p> <ul style="list-style-type: none"> Develop a communication plan on the statute, producing a more accessible and explanatory document. 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. Provide training for researchers on career options. Include relevant information in the welcome manual and on the website. 	28. Career development	1Q25 2Q25	LEGAL SYSTEM SECTION ADMINISTRATION SERVICE COMMUNICATION AREA	<ul style="list-style-type: none"> Communication about the statute published online. Guide of career option published online. Organize an annual career development workshop. 90% of the R1 and R2 researchers should have attended at least one of the workshops. Career development initiatives are included in the welcome manual. 80% satisfaction in the quality survey
<p>Action 4. Design a pilot mentoring program to support career development for researchers.</p> <ul style="list-style-type: none"> 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. Implement an special informal mentoring program for female R2 researchers in which prominent female scientist will share their experiences, views and testimonies Evaluate the pilot program, redesign and make it available to all researchers. Include relevant information in the welcome manual and on the web. 	28. Career development 30. Access to career advice.	1Q26	SCIENTIFIC DIRECTORS	<ul style="list-style-type: none"> A pilot mentoring program for R2 researchers is performed Once defined the final mentorship program will include 50% of the R2 researchers Number of informal mentoring events for female researchers. 70% satisfaction in the quality survey



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<p>Action 5. Provide more information on the CICYTEX's statutes and the HR master plan.</p> <ul style="list-style-type: none"> Develop the CICYTEX Statute and the HR Management Plan. To carry out a communication plan about the statutes, writing a more accessible explanatory document To carry out informative meetings or mailings from the management on the implementation of the statute and HR master plan. 	<p>28. Career development 24. Working conditions 25. Stability and permanence of employment</p>	<p>4Q23</p>	<p>LEGAL SYSTEM SECTION ADMINISTRATION SERVICE COMMUNICATION AREA</p>	<ul style="list-style-type: none"> Number of informative sessions performed. Explanatory document written. Number of visits or downloads to the document Number of communication mails about the CICYTEX statues.
<p>Action 6. To promote communication between the different CICYTEX centers.</p> <ul style="list-style-type: none"> 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. Encourage communication between the centers to discover possible synergies that lead to common projects. 	<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"> Number of annual workshops performed. Number of researchers attending the workshops Number of new research projects from researchers from different institutions presented to calls
<p>Action 7. Definition of a complaints procedure.</p> <ul style="list-style-type: none"> Write a written complaints procedure including the channel for addressing these complaints. Integrate the reception of complaints about the selective processes in the global procedure of complaints and claims that is developed in the Organization. Appointment of a committee with specific functions to attend and resolve complaints. Include relevant information in the welcome manual and on the website 	<p>34. Complaints/ appeals</p>	<p>2Q24</p>	<p>LEGAL SYSTEM SECTION ADMINISTRATION SERVICE</p>	<ul style="list-style-type: none"> Complaints mechanisms written. Complaints committee appointed. Number of complaints received. Number of complaints solved. Number of Committee meetings

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<p>Action 8. Improve the participation of researchers in the representative bodies.</p> <ul style="list-style-type: none"> Amend the statute to include representation of researchers in the decision-making bodies. Include relevant information in the welcome manual and on the website. 	<p>35. Participation indecision-making bodies</p>	<p>4Q24</p>	<p>GENERAL MANAGER ADMINISTRATION SERVICE</p> <p>COORDINATION SERVICE OF CENTRES</p>	<ul style="list-style-type: none"> Number of researchers participating at the committees Number of committee's meetings held
<p>Action 9. Improve Mobility and internationalization at CICYTEX.</p> <ul style="list-style-type: none"> Publish a greater number of offers on international platforms. Create internal mobility aids Include intersectoral mobility experiences in the recruitment scales. Translation of CICYTEX documents into English. Design a program of international seminars for bringing prominent researchers to provide lectures and get familiar with CICYTEX. Include relevant information in the welcome manual and on the website. 	<p>24. Working conditions 28. Career development 29. Value of mobility</p>	<p>2Q24</p>	<p>LEGAL SYSTEM SECTION</p> <p>COORDINATION SECTION</p> <p>ADMINISTRATION SERVICE</p>	<ul style="list-style-type: none"> Number of offers published in EURAXESS Number of researchers applying for mobility aids Mobility is included in the selection scales. At least 2 international researchers visit CICYTEX per year. Number of documents related to HRS4R translated.
<p>Action 10. Promote the knowledge and development of industrial property within the institute.</p> <ul style="list-style-type: none"> Disseminate the concepts and current legislation on industrial and intellectual property through seminars or courses and write a guide on intellectual property. 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 Create a repository or page on the institute's patents. 	<p>31. Intellectual Property Rights</p>	<p>1Q25</p>	<p>GENERAL MANAGER</p> <p>ADMINISTRATION SERVICE</p>	<ul style="list-style-type: none"> Number of seminars about IP performed CICYTEX is beneficiated directly for the exploitation guide of its patents. Patent repository available from the webpage. 70% of the target staff assisted to seminars.



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<p>Action 11. Homogenize the supervision of researchers.</p> <ul style="list-style-type: none"> • Create a supervision guide to establish a basic framework of obligations and duties to be assumed by both supervisors and supervisees. • Provide leadership skills training to supervisors. • Identification and implementation of supervision guidelines for common application to all research departments. • Include relevant information in the welcome manual and on the web site. 	40. Supervision	2Q24	SCIENTIFIC DIRECTORS	<ul style="list-style-type: none"> • Supervision guide published. • Number of supervision courses performed. • Number of supervision guide downloads.
<p>Action 12. Draft a welcome manual.</p> <ul style="list-style-type: none"> • Draft and update annually the welcome manual (in digital version), available in Spanish and English. • Present its contents in the welcome sessions for new researchers. • Include relevant information in the welcome manual and on the web. 	All	1Q24	GENERAL MANAGER COMMUNICATION AREA	<ul style="list-style-type: none"> • Welcome manual is published at the web • Number of downloads or visits to the webpage done • Number of actualizations performed • 70% satisfaction in the quality survey
<p>Action 13. Foster ethics related issues.</p> <ul style="list-style-type: none"> • Write a code of ethics and good practices including a co authorship procedure. • 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 for Animal Experimentation, as appropriate, when starting to request or while requesting funding for research projects. • Establishment and launch of CICYTEX as a User Center for Experimental Animals. 		2Q24	SCIENTIFIC DIRECTORS ADMINISTRATION SERVICE	<ul style="list-style-type: none"> • Good research manual is published at the web. • Number of downloads or visits to the webpage done • All the projects are supervised by the Ethical commission of the UEX • Accredited CICYTEX as a Center for Experimental Animals.



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<p><i>Action 14. Launching, awareness, communication in HRS4R and OTM-R and evaluation.</i></p> <ul style="list-style-type: none"> • Project kick-off. • Awareness seminar for researchers and managers. • Elaborate contents in Spanish and English for the HRS4R web. • Periodically evaluate the level of knowledge and involvement of researchers. • Include relevant information in the welcome manual and on the web site. 	All	4Q23 4Q28	GENERAL MANAGER SCIENTIFIC DIRECTORS COMMUNICATION AREA	<ul style="list-style-type: none"> • All CICYTEX's researchers have been informed about the awareness session and encourage to attend, either life or watching a video of the session. • All the documents generated plus other related documents were posted on the webpage.
<p><i>Action 15. Create Co-authorship instructions.</i></p> <ul style="list-style-type: none"> • Analyse models of co-authorship documents and develop one of its own within CICYTEX. 	32. Co-authorship	3Q24	LEGAL SYSTEM SECTION ADMINISTRATION SERVICE	<ul style="list-style-type: none"> • Co-authorship instructions are published at the web. • Number of downloads or visits to the webpage done • 70% knowledge in the quality survey
<p><i>Action 16: Implement the CICYTEX training plan.</i></p> <ul style="list-style-type: none"> • Increase the training budget • Provide more training in those technical topics required • Implement training in generic topics such as leadership, team management and other transversal skills. 	38. Continuing Professional Development 39. Access to research training and continuous development	1Q24 1Q26	GENERAL MANAGER ADMINISTRATION SERVICE	<ul style="list-style-type: none"> • Write and publish a training plan. • Organize specific training at least once a year. • Number of target staff that receive training, at least 80%.