

ACTION PLAN

Proposed ACTIONS		
Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>Create the UPO OTM-R policy by updating the procurement procedures to HRS4R and OTM-R criteria.</p> <ul style="list-style-type: none"> Analyse the UPO procurement procedures and modify them, e.g. to align them with the OTMR procurement policy: Preparing tenders in a format like EURAXESS and publishing the tenders on EURAXESS. Including fields for candidates to indicate if they belong to vulnerable groups. Providing interview training for researchers in charge of selection processes. Consider interviews as part of the selection process for researchers, to give candidates the opportunity to demonstrate other types of skills that may be useful for their professional performance. Make it compulsory for the top three candidates to be interviewed. Train members of the selection committee in OTM-R 	(-/+) 12. Recruitment (-/+) 13. Recruitment (Code) (+/-) 14. Selection (Code) (+/-) 15. Transparency (Code) (+/-) 16. Judging merit (Code) (+/-) 17. Variations in the chronological order of CVs (Code)	2Q2024-4Q2024
	Responsible Unit Responsible for human resources PDI (leader); Responsible for research area	Indicator(s) / Target(s) <ul style="list-style-type: none"> The recruitment procedure is published and is accessible by candidates and UPO's staff. All job offers have clear scores and guidelines for the evaluation of the selection committee. The option to identify as belonging to disadvantaged groups is available at the job offers. 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.
Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>Visualise the communication events developed by the UPO.</p> <ul style="list-style-type: none"> Establish a protocol so that researchers know to whom to address the events they wish to communicate to society, including the two units in charge of communication at the UPO. 	(-/+) 8. Dissemination, exploitation of results	3Q2025
	Responsible Unit Technical Communication Unit (UTC) and the Office for the Transfer of Research Results (OTRI)	Indicator(s) / Target(s) <ul style="list-style-type: none"> Web page published. At least 1,000 visits At least 3 event announcements per month
Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>Provide information on career development opportunities.</p>	(-/+) 28. Career development	1Q2025 1Q2026

ACTION PLAN

<ul style="list-style-type: none"> • Discuss with researchers their ideas for career development. • Develop guides and materials to explore career options (including a career options document) and publish them in an online space. • Provide training to researchers on career options. • Consider measures to make careers advice more widely available, such as the creation of job fairs, workshops, or careers handbooks. • Set up a commission to study the promotion of researchers' careers from an academic point of view. • Develop mentoring programmes or career manuals to fill this gap. 		1Q2027 1Q2028 1Q2029
	Responsible Unit Responsible of Human resources area (leader); Research area; Training and innovation area.	Indicator(s) / Target(s) <ul style="list-style-type: none"> • 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
Action 4	GAP Principle(s)	Timing (at least by year's quarter/semester)
Write a guide to good research practice. <ul style="list-style-type: none"> • Write a handbook on good research practice or adopt "The European Code of Conduct for Research Integrity" (published by ALLEA) or the CRUE handbook on good practice: • Provide training seminars. 	(++) 3. Professional responsibility (+/-) 7. Good practice in research	2Q2025
	Responsible Unit Responsible Research Area (leader); Training and Innovation Area.	Indicator(s) / Target(s) <ul style="list-style-type: none"> • Good research practices manual is published at the web. • Perform 3 seminars in good scientific practices. • Number of downloads or visits to the webpage done. • At least 90% of researchers trained.
Action 5	GAP Principle(s)	Timing (at least by year's quarter/semester)
Consider ways to reduce the administrative burden on researchers. <ul style="list-style-type: none"> • Simplify existing administrative procedures. • Combine all the information on research projects in a single platform. 	(+/-) 4. Professional attitude	3Q2024
	Responsible Unit Research Coordinator	Indicator(s) / Target(s) <ul style="list-style-type: none"> • Number of complaints about these new procedures less than 20. • Number of visits to the new platform >200. • Researchers are familiar with the platform. 80%

ACTION PLAN

<ul style="list-style-type: none"> • Create administrative procedures not only for teachers but also for researchers. • Communicate these changes to researchers. 		satisfaction in the quality survey.
Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>Develop measures to increase the stability of researchers. The recruitment of teachers will become more stable with the new Organic Law. Policies will be promoted to strengthen the recruitment of talent in deficit areas and in areas with a high capacity to attract research funding.</p> <ul style="list-style-type: none"> • 1) Strengthen the areas that attract talent by allowing new recruits, through programmes of excellence, to take on part of the teaching load assigned to the knowledge areas. • 2) The rigid assignment of teaching and research staff to fields of knowledge will be made more flexible, resulting in assignments to more generic fields of knowledge made up of related fields of knowledge, which will provide greater stability for teaching staff. • Set up a study committee to identify measures to promote the stability of researchers. • Insist on communication and centralise both UPO and external vacancy notices on the same website. 	(+/-) 23. Research environment (+/-) 24. Working conditions (+/-) 33. Teaching	3Q2024
	Responsible Unit	Indicator(s) / Target(s)
	Responsible of Human resources area (leader); Research area.	<ul style="list-style-type: none"> • Publish the new webpage. • 100% of the offers published. • Number of researchers with similar thematic areas recruited.
Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)
Establish a complaints procedure.	(-/+) 34. Complains/ appeals	4Q2025
<ul style="list-style-type: none"> • Establish a written complaints procedure, including the 	Responsible Unit	Indicator(s) / Target(s)
	General secretary	<ul style="list-style-type: none"> • Complaints mechanisms written.

ACTION PLAN

channel for dealing with complaints. <ul style="list-style-type: none"> • Appoint a committee with executive functions, as a last resort, to address and redirect the departments involved and resolve complaints. 		<ul style="list-style-type: none"> • Complaints committee appointed. • Reception of the 100% of complaints. • 90% complaints solved within the 15 days since reception. • Bi-monthly meetings performed
Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)
Study the improvement of work life balance policies. <ul style="list-style-type: none"> • Create a committee with members from all professional profiles of researchers and human resources managers to identify policies to improve work life balance. • Drafting teleworking guidelines for research. 	(+/-) 24. Working conditions	2Q2025
	Responsible Unit	Indicator(s) / Target(s)
	Responsible of Human resources area (leader); Research area.	<ul style="list-style-type: none"> • Number of UPO's researchers that apply for conciliatory measures. • Number of teleworking agreements signed.
Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)
Improve mobility. <ul style="list-style-type: none"> • Examine and resolve the obstacles to mobility: need for replacements, cumulative teaching in one semester, etc. • Communicate mobility incentives for university staff. • Study the possibility of creating internal mobility aids. • Translation of UPO documents into English. 	(+/-) 24. Working conditions (-/+) 28. Career development (+/-) 29. Value of mobility	2Q2026
	Responsible Unit	Indicator(s) / Target(s)
	Responsible of Human resources area (leader); Research area.	<ul style="list-style-type: none"> • Mobility measures reviewed and published at the website. • Number of researchers that apply for mobility incentives. • Number of download of documents in written in Spanish and English.
Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)
Promoting knowledge and development of industrial property within the university. <ul style="list-style-type: none"> • Design courses on intellectual property rights and their role in the valorisation of spin-off projects for greater market opportunities. 	(-/+) 31. Intellectual Property Rights	3Q2025
	Responsible Unit	Indicator(s) / Target(s)
	The Office for the Transfer of Research Results (OTRI)	<ul style="list-style-type: none"> • Number of seminars about IP performed >10 • At least 90% of researchers trained • Patent repository available from the webpage

ACTION PLAN

<ul style="list-style-type: none"> Promote the participation of research staff in the programme and include the courses in the continuous training plan for teaching staff through the UPO Training Area Create a repository or page on patents. 		<ul style="list-style-type: none"> Number of visits to the patent webpage.
Action 11	GAP Principle(s)	Timing (at least by year's quarter/semester)
Standardise the supervision of researchers. <ul style="list-style-type: none"> Create a supervision guide to establish a basic framework of obligations and duties for both supervisors and supervisees. Develop a training plan for senior researchers on transversal skills and leadership. Define an evaluation procedure for R2 researchers funded by research projects. 	(-/+) 40. Supervision	2Q2024
	Responsible Unit	Indicator(s) / Target(s)
	Responsible Human Resources Area (leader); Research Area; Innovation/Training Area;	<ul style="list-style-type: none"> Supervision guide published. 5 supervision courses performed Number of supervision guide downloads.
Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)
Implement measures to improve the teaching of predocs. <ul style="list-style-type: none"> Conduct teaching training courses for predocs. Confirm that predoctoral teaching is always co-taught. 	(+/-) 33. Teaching	1Q2025
	Responsible Unit	Indicator(s) / Target(s)
	Responsible Human Resources Area (leader); Research Area; Innovation/Training Area.	<ul style="list-style-type: none"> Number of R1 researchers trained >90% 100% of the R1 teaching classes are co-taught with a senior researcher.
Action 13	GAP Principle(s)	Timing (at least by year's quarter/semester)
Draft a welcome handbook. <ul style="list-style-type: none"> Draft and update annually the welcome manual (in digital version), available in Spanish and English. Present its contents at welcome sessions for new researchers. 	(++) 1. Research freedom (+/-) 2. Ethical principles (++) 3. Professional responsibility (+/-) 4. Professional attitude (++) 5. Contractual and legal obligations (++) 6. Accountability (+/-) 7. Good practice in research	3Q2024

ACTION PLAN

	<p>(-/+) 8. Dissemination, exploitation of results (++) 9. Public engagement (++) 10. Non discrimination (-/+) 11. Evaluation/ appraisal systems (-/+) 12. Recruitment (-/+) 13. Recruitment (Code) (+/-) 14. Selection (Code) (+/-) 15. Transparency (Code) (+/-) 16. Judging merit (Code) (+/-) 17. Variations in the chronological order of CVs (Code) (++) 18. Recognition of mobility experience (Code) (+/-) 19. Recognition of qualifications (Code) (++) 20. Seniority (Code) (++) 21. Postdoctoral appointments (Code) (++) 22. Recognition of the profession (+/-) 23. Research environment (+/-) 24. Working conditions (+/-) 25. Stability and permanence of employment (++) 26. Funding and salaries (++) 27. Gender balance (-/+) 28. Career development (+/-) 29. Value of mobility (-/+) 30. Access to career advice (-/+) 31. Intellectual Property Rights (++) 32. Co-authorship (+/-) 33. Teaching (-/+) 34. Complains/ appeals</p>	
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ACTION PLAN

	(++) 35. Participation in decision-making bodies (++) 36. Relation with supervisors (-/+) 37. Supervision and managerial duties (++) 38. Continuing Professional Development (++) 39. Access to research training and continuous development (-/+) 40. Supervision	
	Responsible Unit	Indicator(s) / Target(s)
	Responsible Research Area (leader); Innovation/Training Area; Digital Transformation Area (Library)	<ul style="list-style-type: none"> • Welcome manual is published at the website. • Number of downloads or visits to the website done. • 2 yearly updates to the manual • 70% satisfaction in the quality survey.
Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)
Develop a procedure for reallocating research areas for providing laboratory space to the most outstanding researchers.	(+/-) 23. Research environment	
	Responsible Unit	Indicator(s) / Target(s)
	Vice-Rectorate for Academic Strategy and Planning (leader); Vr. Faculty; Vr. for Research and Doctorate.	<ul style="list-style-type: none"> • Creation of a Protocol of Areas of Knowledge for the Reassignment of Researchers to Related Academic Areas
Action 15	GAP Principle(s)	Timing (at least by year's quarter/semester)
Creation of a mentorship programme.	(-/+) 28. Career development	
	Responsible Unit	Indicator(s) / Target(s)
	EDUPO School	<ul style="list-style-type: none"> • Write a mentorship manual. • 60 mentorship Agreements signed.
Action 16	GAP Principle(s)	Timing (at least by year's quarter/semester)
Launch, awareness raising, communication in HRS4R and OTM-R and evaluation. <ul style="list-style-type: none"> • Project launch. • Awareness raising seminar for researchers and managers. 	(++) 1. Research freedom (+/-) 2. Ethical principles (++) 3. Professional responsibility (+/-) 4. Professional attitude (++) 5. Contractual and legal obligations	2Q2024-2Q2029

ACTION PLAN

<ul style="list-style-type: none"> • Preparation of content in Spanish and English for the HRS4R website. • Periodic evaluation of the level of knowledge and involvement of researchers. 	<p>(++) 6. Accountability (+/-) 7. Good practice in research (-/+) 8. Dissemination, exploitation of results (++) 9. Public engagement (++) 10. Non discrimination (-/+) 11. Evaluation/ appraisal systems (-/+) 12. Recruitment (-/+) 13. Recruitment (Code) (+/-) 14. Selection (Code) (+/-) 15. Transparency (Code) (+/-) 16. Judging merit (Code) (+/-) 17. Variations in the chronological order of CVs (Code) (++) 18. Recognition of mobility experience (Code) (+/-) 19. Recognition of qualifications (Code) (++) 20. Seniority (Code) (++) 21. Postdoctoral appointments (Code) (++) 22. Recognition of the profession (+/-) 23. Research environment (+/-) 24. Working conditions (+/-) 25. Stability and permanence of employment (++) 26. Funding and salaries (++) 27. Gender balance (-/+) 28. Career development (+/-) 29. Value of mobility (-/+) 30. Access to career advice (-/+) 31. Intellectual Property Rights (++) 32. Co-authorship (+/-) 33. Teaching</p>	
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	<p>(-/+) 34. Complains/ appeals (++) 35. Participation in decision-making bodies (++) 36. Relation with supervisors (-/+) 37. Supervision and managerial duties (++) 38. Continuing Professional Development (++) 39. Access to research training and continuous development (-/+) 40. Supervision</p>	
	<p>Responsible Unit</p>	<p>Indicator(s) / Target(s)</p>
	<p>Vice-Rectorate for Academic Strategy and Planning (leader)</p>	<ul style="list-style-type: none"> • All UPO's researchers have been informed about the awareness session and encourage to attend, either live or watching a video of the session. • All the documents generated plus other related documents were posted on the webpage.