ANNEX 3
ACTION PLAN PRIORITISED ACTIONS
HRS4R CSIC

Proposed ACTIONS	Order of priority	Timing (at least by year's quarter/semester)
General Aspects		
A1. HRS4R Kick-off and follow-up	A	First semester 2021 – Second semester 2022
A2. Implementation of a diffusion HRS4R campaign. To carry out the campaign to publicise the actions contemplated in the CSIC's action plan for the full implementation of C&C, HRS4R and OTM-R.	A	First semester 2021 - Second semester 2022
A3. Establishment of a working group to establish and completion a Welcome Manual and subsequent dissemination A tool specifically designed to help new researchers and employees, providing the relevant information to facilitate a proper and quick integration into the CSIC work environment and managing the services and resources available at the CSIC.	A	Second semester 2021 - First semester 2022
A4. Translate into English the documents to be determined by "Follow-up Working Group (FWG)". Update and translate into English documents	B	First semester 2021 – Second semester 2022
A5. Set up a working group to establish and conduct an analysis on C&C training needs. The CSIC´s Global Training Catalogue (offered by the Training Cabinet/ General Secretariat (SEGE), Department for Postgraduate and Specialisation (DPE), Vice-presidency for Scientific and Technical Research (VICYT), ETC) will be evaluated and aligned with the current CSIC/HSR4R Strategic Plan. It will be a work in progress as it will be adapted to the existing courses and develop new ones, to stay up-to date with the evolving needs of our researchers.	A	Second semester 2021 – First semester 2022
A6. OTM-R Study, evaluation and development of an institutional policy in this area. Reflection of the OTM-R policy in all actions concerning the recruitment of research staff.	A	Second semester 2021 - Second semester 2022
A7. Creation of the "HRS4R documents" repository in a specific area of the Intranet. There is not a centralised repository of information about CSIC activities, facilities, regulations and other issues, and this information is not provided to the newcomers. To overcome this situation, CSIC will enable a specific document repository in CSIC intranet with all the information regarding the principles of C&C Internal and External Rules and legislation.	A	First semester 2021 - Second semester 2022

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Ethical and Professional Aspects		
Ethical topics		
A8. Design of training courses online/on-site on ethical topics	A	Second semester 2021
A9. Greater dissemination of everything related to the Ethics Committee (to be included in the Welcome Manual). Improvement of the promotion and coordination of the courses.	B	Second semester 2021
A10. Completion of the update of the Scientific Good Practises. Update of the Code of Good Practice, in alignment with the C&C and OTM-R.	A	Second semester 2020 - First semester 2021
A11. General transfer guide.	A	First semester 2021 - Second semester 2022
A12. Support to the Open Science strategy, via the institutional repository DIGITAL.CSIC and Open Access publishing support programme.	A	First semester 2021 - Second semester 2022
A13. Create the CSIC's Prize for Scientific Dissemination. Recognize the continuous effort of the CSIC's staff for the dissemination of scientific results.	A	Second semester 2021
A14. Implementation of a monitoring system. Deploy a management tool to individualize the programming and monitoring of contracts / research projects.	C	First semester 2022
A15. "Promotable". Scientific-technical monitoring "where you are in the scientific cloud", action to know your scientific situation in order to promote.	B	First semester 2021 - Second semester 2021
A16. Promotion and improvement of the management of scientific projects. Undertake a set of structured actions to promote and improve project management.	B	First semester 2021 - Second semester 2021

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Non-discrimination		
A17. Promoting the integration of the gender dimension in research projects. Raise awareness within the CSIC community of the importance of including a gender perspective in all regular activities or gender within research projects.	A	First semester 2021 - Second semester 2021
A18. Mention and recognition of the LGTBI collective. Study and analysis of the situation of the LGTBI collective.	B	First semester 2022
Recruitment and Selection		
Increase visibility and transparency		
A19. Publication on EURAXESS Jobs Portal. To give greater international visibility to the offer and the institution, as well as greater transparency in contracting.	A	First semester 2021 - Second semester 2022
A20. Development of a Database of Expressions of Interest. (BDEI). Design and implementation of a corporate tool to increase the number and transparency of CSIC´s job offers.	A	First semester 2021 – Second semester 2022
A21. Guide for candidates to civil servant research staff in the CSIC. Guide to present the practical terms and conditions of the application, the competition process itself and the recruitment procedure.	B	First semester 2022
A22. Modernise the Recruitment Portal interface for applicants. Improve the accessibility to employment in the CSIC.	A	First semester 2021
Tribunals		
A23. Drafting of C&C and HRS4R recommendations for tribunals. Awareness, training and dissemination of the HRS4R/ OTM-R principles and procedures to the selection committee and staff responsible of the recruiting process.	A	Second semester 2021

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A24. Training for tribunal members. Design and implement a pilot programme "Training programme for members of selection committees" (on line webinar or semi-on site).	B	Second semester 2021
A25. Propose and create a Working Group on Analysis and prospective in the Research Assessment in the CSIC. CSIC´s Governor Council will create a "Research Assessment Working Group" working group to study and analysis of the Research Assessment in the CSIC.	A	Second semester 2021
Working conditions and Social Security		
A26. Design and provision of an Attention Service for Research Staff. Design and implementation of a service for the reception welcome and assistance to researchers.	A	Second semester 2021 – First semester 2022
Recognition of the profession		
A27. Creation of a prize related to the novelty in research results and the impact and/or relevance in research. Recognition, through an award, of the research work of research staff.	A	Second semester 2022
A28. Creation of "The CSIC most relevant PhD Thesis Award". Encourage professional and academicals recognition of R1 researchers.	A	First semester 2021
A29. Promote greater recognition of R1, R2, and R3 in the annual (Jun-Jul) research staff awards. To make visible and promote institutional recognition of the CSIC's research staff.	B	First semester 2021 (annual)
Improve work conditions		
A30. Investment in basic infrastructures and centres.	A	Second semester 2020 - First semester 2021
A31. Conduct a survey on working conditions, including aspects related to: • Professional development. • Mental health and wellness. • Workplace and sexual harassment. To know the situation of the research personnel in these subjects.	B	Second semester 2022

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A32. Implementation of a teleworking pilot programme. Study and design of a teleworking programme.	B	Second semester 2022
Funding and salaries		
A33. Study the feasibility of a R1 and R2 call (FSE application + 2021-2027). Define the procedures to generate a to promote the employability and training of people in order to achieve the EU objectives (If the Ministry of Labour finally gets the funds).	C	Second semester 2022
A34. Submit launch proposal to the MSCA- COFUND programme. If granted, the CSIC will launch calls for proposals for R1 and R2.	A	Second semester 2020 – Second semester 2021
A35. Study of a new option: indefinite contracts associated with a line of research. Development by the CSIC of the first final provision of Royal Decree Law 3/2019, of 8 February, on urgent measures in the field of Science, Technology, Innovation and University.	A	Second semester 2022
Improve stability and permanence of employment		
A36. Distinguished researchers' figure. Study of the situation of the figure in the CSIC.	A	Second semester 2021
A37. Call for proposals to the extension of MSCA-IF contracts. Design and launch of a call for proposal to fund and provide stability to MSCA-IF researchers granted and developing the stay in the CSIC.	A	Second semester 2020 - First semester 2021
A38. Update and publication of the salary tables. In line with the OTM-R policy, to be defined and implemented in the CSIC, to give greater transparency to the salary tables.	B	Second semester 2021

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Increase support for mobility		
A39. To widen the scope of participants who can participate in own calls for mobility/internationalisation (I-link, I-coop). New more open approach (both as a profile of the applicants and as part of the CSIC team), and reinforcement in own internationalization calls (I-link and I-coop).	A	Second semester 2020 - First semester 2021
A40. Creation of a guide or web section on the external mobility of research staff. A step-by-step manual for outgoing mobility will be made available to outgoing employees.	B	Second semester 2021 - First semester 2022
A41. Dissemination/training info days on the possibilities of European and international programmes. To promote the mobility of research personnel by providing information and training in different national and international possibilities.	A	Second semester 2021
A42. Design and study the implementation of a common tool for the management of stay permits and mobility monitoring. Knowledge, analysis and management of mobility by CSIC research staff (R1, R2 and R3).	C	First semester 2022
Increase recognition and facilitate of teaching		
A43. New teaching management application. Identification, management and analysis of the teaching given by the Rs.	B	First semester 2022
A44. Search for new formulas for the recognition of teaching. Search and analysis of possibilities for the recognition of teaching.	B	First semester 2021
A45. Creation of the "Mediator" figure. Mediator, who deals with the complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and researchers.	A	Second semester 2021

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Enhance participation in decision-making bodies		
A46. Support and collaboration with the R1, R2 and R3 research association. CSIC will promote networking, sharing expertise, and the identification of common issues. Also, strengthen the CSIC-Association relationship and mutual interests.	A	First semester 2021
A47. At the ICU level, promote the presence of all research staff in the scientific boards. Raising awareness of participation.	A	First semester 2021
A48. Maintain the meeting of researchers related to the new strategic plans.	B	Second semester 2022
Training and Development		
Design, advice and institutional support for professional development		
A49. Information. Implementation of a guide or a section of the CSIC's website dedicated to provide information to researchers on the mechanisms for career development and career path support offered by the CSIC.	B	First semester 2021 - Second semester 2022
A50. Training. Design training activities for professional development.	B	First semester 2021 - Second semester 2022
A51. Team management and leadership skills. Provide specialized training sessions on team management and group leadership for researchers.	A	First semester 2022
A52. Tracking of careers. Establish the career destinations of former researchers. Measure the impact of CSIC-provided training/careers support on the careers of those who left CSIC.	A	First semester 2022
A53. Specific programme of R1-R2-company interaction. "Job fair" for CSIC's Rs	B	Second semester 2021

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Providing advice and counsel		
A54. Launch of a Mentoring programme. Design a pilot programme of mentors for researchers.	A	First semester 2021 (annual)
A55. Launch of a "Buddy" programme. Promote national and international relations and encourage the contact between the R1, R2 and R3 of the CSIC and the new ones who are recently incorporated at our institution.	B	Second semester 2021
A56. Creation of "CSIC Alumni" (former CSIC "students"). Design and creation of an alumni network, people who used to be part of the CSIC.	A	First semester 2021
Supervision and promote of its recognition		
A57. Creation of a "Margarita Salas Medal" award for best supervision. Promote recognition of supervisory tasks.	A	Second semester 2021
A58. Training of PhD supervisors. Design a pilot "Training program for PhD thesis directors" (on line or semipresential).	A	Second semester 2021