

## Area 1: Ethical and professional issues

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
E1	7	Compulsory risk prevention courses before accessing labs	Vice-Rectorate for Infrastructure and Sustainability	Occupational Risk Prevention Service	Q4 2022	Number of courses and participants
E2	8	Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process	As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).	UCO-IDIOMAS (University of Cordoba's language center).	Covering the whole period	Documentation in English

## Area 2: Recruitment

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
R1	12,16	Create a Manual of the diverse regulations existing in the Research Management Unit	Vice-Rectorate for Research and Territorial Development	Research Management Unit	Since September 2019	Documentation elaborated

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
R2	13	Publishing at EURAXESS Portal UCO offers intended for researcher staff that belongs to a research project (managed in the Research Management Unit)	Vice-Rectorate for Research and Territorial Development	Research Management Unit	As soon as the call has been open (next call scheduled for September 2019).	Publication of contracts at EURAXESS
R3	13, 15	Comprehensive support for translation into English of all documents relevant to the HR4RS implementation process	As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).	UCO-IDIOMAS (University of Córdoba's language center)	Covering the whole period	Nr of documents translated into English

### Area 3: Working conditions and social security

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
W1	22, 23 (also for 18, 19)	Maintaining and updating the Central Database for research stays	Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs	ORI (International Relations Office) Research Management Unit	Covering the whole period	Update Database

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
W2	23	Survey to human resources about the knowledge of the Welcome protocol for novel/visiting researchers	Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development	Research Management Unit Accommodation Office Legal Advice Office Occupational Risk Prevention Service	Q4 2020	Survey
W3	23	Continue updating the Welcome protocol for novel/visiting researchers	Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development	Research Management Unit Accommodation Office Legal Advice Office Occupational Risk Prevention Service	Since Q1 2021	Documentation Dissemination
W4	23	Establish a dedicated Relocation Support Service to help new members of staff, including research staff and their families to make the transition and settlement easier. This will include advice, information and links to relevant information	Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development	Research Management Unit Accommodation Office Legal Advice Office Occupational Risk Prevention Service	S2 2021	Relocation Support Service
W5	23	Compulsory risk prevention courses before accessing the labs	Vice-Rectorate for Infrastructure and Sustainability	Occupational Risk Prevention Service	Covering the whole period	Implementation of the courses

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
W6	23, 25, 28, 30, 33	Survey of satisfaction level of novel research staff about Supervision and mentoring	Vice-Rectorate for Research and Territorial Development, Vice-Rectorate for Human Resources, Vice-Rectorate for Postgraduate Studies and Innovation	Service for Human Resources Research Management Service	Q1 2020	Survey
W7	23, 25, 28, 30, 33	Survey of satisfaction level of the interest of the seminars content	Vice-Rectorate for Research and Territorial Development, Vice-Rectorate for Human Resources, Vice-Rectorate for Postgraduate Studies and Innovation	Service for Human Resources Research Management Service	Q1 2020	Survey
W8	23, 28	Promotion of advice on mobility by researchers returned at the UCO or UCO researchers currently abroad	Vice-Rectorate for Students and Mobility Programs, Vice-Rectorate for Research and Territorial Development, Rectorate for Postgraduate Studies and Innovation	ORI (International Relations Office) Research Management Service	Q4 2020	Database Implemented; number of seminars
W9	28	Creation of the Employment and Entrepreneurial Culture Observatory	General Secretary Vice-Rectorate for Research and Territorial Development	OTRI (KTO, Knowledge Transfer Office) UCOPREM2 (Office for Student Placement and Employability)	Q4 2020	Implementation and Dissemination

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
W10	30	Include the EURAXESS offers in the main web page of the HR Strategy	Vice-Rectorate for Human Resources Vice-Rectorate for Research and Territorial Development	Service for Human Resources; International Projects Office; Research Management Service	Q2 2020	Insert offers in the Logo UCO web

## Area 4: Training

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
T1	36, 37, 40	Supervision and mentoring of novel research staff	Vice-Rectorate for Research and Territorial Development	Research Management Service	Q2 2020	Results of survey among novel researchers
T2	36, 37, 40	Perform a report of the results of the survey of the supervision and mentoring of novel research staff	Vice-Rectorate for Research and Territorial Development	Research Management Service	Q3 2020	Final report of the results of the survey
T3	38, 39 (5, 25, 28, 30, 31)	Continuous Training of researchers	Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development	IDEP (Institute of Postgraduate Studies) Research Management Service	Covering the whole period	Planification of the courses (report) and number of dissemination activities implemented
T4	22, 28, 38, 39	Inclusion of dedicated discussion fora and seminars in strategies for building a research career	Vice-Rectorate for Research and Territorial Development	Research Management Service	Q4 2020	Results of survey among novel researchers

## TRANSVERSAL (ALL AREAS INVOLVED)

Ref	Principles	Action	Responsible Party	Units in charge	Time Frame	Indicators
ERWT1	TRANSVERSAL (ALL PRINCIPLES INVOLVED)	Dissemination of the whole process of HR4RS	Vice-Rectorate for Research and Territorial Development	Research Management Service	Annual meetings through the whole period	Nr attendees to sessions; Suggestions received through the webpage; survey

## Description of Actions

Ref	Action	Description
E1	Compulsory risk prevention courses before accessing labs	The Occupational Prevention Risk Office offers custom courses for the different University Departments or research units. This Action is aimed at going a step further emphasizing that attending such courses is mandatory before accessing labs.
E2	Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process	As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).
R1	Create a Manual of the diverse regulations existing in the Research Management Unit	Performing a Guide of all existing regulations laying emphasis on evaluation criteria
R2	Publishing at EURAXESS Portal UCO offers intended for researcher staff that belongs to a research project (managed in the Research Management Unit)	The open calls for incorporation of Doctors corresponding to the UCO Research Plan will be disseminated through EURAXESS Portal. Additional calls should be included.
R3	Comprehensive support for translation into English of all documents relevant to the HR4RS implementation process	All relevant recruitment information will be published both in Spanish and in English. The process will specify what type of documentation will be translated into both languages, as well as the use of English style.
W1	Maintaining and updating the Central Database for research stays	Update the Central Database of researchers' mobility including visiting researchers at UCO as well as UCO researchers moving to other Institutions (especially abroad)
W2	Survey to human resources about the knowledge of the Welcome protocol for novel/visiting researchers	To know the usefulness of the information included in the welcome protocol before updating the document.

Ref	Action	Description
W3	Continue updating the Welcome protocol for novel/visiting researchers	To update the Welcome protocol at the beginning of the academic year
W4	Establish a dedicated Relocation Support Service to help new members of staff, including research staff and their families to make the transition and settlement easier. This will include advice, information and links to relevant information	To facilitate the logistics associated with the mobility of researchers.
W5	Compulsory risk prevention courses before accessing the labs	The Occupational Prevention Risk Office offers custom courses for the different University Departments or research units. This Action is aimed at going a step further, emphasizing that attending such courses is mandatory before accessing labs.
W6	Survey of satisfaction level of novel research staff about Supervision and mentoring	To know the satisfaction degree of researchers with his supervisor to improve the mentoring process.
W7	Survey of satisfaction level of the interest of the seminars content	To know the satisfaction degree of researchers with seminars content.
W8	Promotion of advice on mobility by researchers returned at the UCO or UCO researchers currently abroad	Seminars on research career (participation of people returned to UCO after a stay abroad) Central database of researchers' mobility including visiting researchers at UCO as well as UCO researchers moving to other Institutions (especially abroad)
W9	Creation of the Employment and Entrepreneurial Culture Observatory	This portal will include information on mentors belonging to Academia and/or Industry (especially former UCO researchers/scholars) which will help the researchers in their career development strategy.
W10	Include the EURAXESS offers in the main web page of the HR Strategy	To increase the visibility of job offers to encourage the recruitment of talent



Ref	Action	Description
T1	Supervision and mentoring of novel research staff	Promotion of periodical meetings of supervisors with their training research team will be proposed in order to analyze their learning process and propose improvements
T2	Perform a report of the results of the survey of the supervision and mentoring of novel research staff	Promote improvement actions obtained from researchers' satisfaction surveys
T3	Continuous Training of researchers	Continuous training through courses and seminars dealing with research funding sources, responsible research and innovation (RRI), research career and intellectual property among other topics.
T4	Inclusion of dedicated discussion fora and seminars in strategies for building a research career	Design of discussion sessions providing guidance for the development of a successful research career, e.g., useful criteria for choosing host institutions for a postdoc stay and optimizing grant applications. Devoted talks for discussing the current perspectives and opportunities in research. This action will be developed in combination with already existing and running meetings at UCO, such as "Young Investigators Meeting".
ERWT1	Dissemination of the whole process of HR4RS	Initial Meeting with the different stakeholders; General yearly meeting. Depending on the inputs, Action Plan could be adjusted if necessary