Area 1: Ethical and professional aspects

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
E1	1 to 11	Elaborate the Welcome Protocol for novel/visiting researchers including relevant information	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Internationalization	Accomodation Office, Legal Advice Office, Occupational Risk Prevention Service	Q2 2022	Documentation and participation in surveys
E2	7	Implement a compulsory risk prevention course for novel researchers before accessing labs	Vice-Rectorate for Health and Wellbeing of the Scientific Community	Occupational Risk Prevention Service	Q4 2026	Number of courses and participants
E3	8	Promote activities about intellectual property management	Vice-Rectorate for Innovation and Transference	KnowledgeTransfer Office (KTO)	Q4 2026	Number of patents
E4	9	Translate into English documents relevant to the HRS4R implementation process	Vice-Rectorate for Scientific Policy	UCO-Idiomas	Q4 2026	Number of documents
E5	8	Design and apply the UCO Annual Plan for Scientific Dissemination	Vice-Rectorate for Scientific Policy	Unit for Scientific Culture and Innovation	Q4 2026	Number of activities and researchers involved
E6	1 to 11	Enhance the visibility of the HRS4R in the UCO research staff	Vice-Rectorate of Scientific Policy	Research Management Unit	Q4 2026	Participation in surveys
E7	5	Reduce the rate of temporary contracts	Vice-Rectorate of Scientific Policy and Vice-Rectorate of Teaching and	Research Management Unit and Staff Unit	Q4 2026	Number of temporary contracts

				Research Staff			
E8	1-11	Increase the representativity of the Research Commissions and others	Vice-Rectorate of Scientific Policy	Research Management Unit	Q4 2022	Composition of the Research Commissions
E9	1-11	Design and implement a UCO Plan of Research Integrity	Vice-Rectorate of Scientific Policy	Research Management Unit	Q4 2026	Number of activities
E10	1-11	Elaborate a survey about the ethical and integrity practices in UCO	Vice-Rectorate of Scientific Policy	Research Management Unit	Q4 2024	Report and number of participants

Area 2: Recruitment and selection

Ref	Principles	Action	Responsibility	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 Scientific Policy	Research Management Unit	Q2 2022	Documentation and dissemination
R2	13	Publish UCO offers intended for researcher staff at EURAXESS Portal	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2022	Number of contracts published at EURAXESS
R3	14	Advance in Gender Balance at University selection committees as well as management bodies	Vice-Rectorate for Equality, Inclusion and Social Compromise	Equality Unit	Q4 2024	Number of committees
R4	12,14,16, 19, 21	Implement and update a strategy for recruitment of high talent research	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2026	Documentation and number of recruited researchers
R5	12,14,15, 16,19	Update and publish the general scale of merits for the hired research and teaching staff	Vice-Rectorate for Research and Teaching staff	Human Resources Unit	Q1 2019	Documentation and dissemination
R6	12,14,16, 19, 21	Increase the number of talented researchers accessing to permanent positions for research and teaching staff	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and	Research Management Unit, Office for International	Q4 2026	Number of consolidated researchers

			Teaching staff	Research Projects, Human Resources Unit		
R7	12 to 21	Elaborate a survey about the recruitment and selection practices in UCO	Vice-Rectorate of Scientific Policy	Research Management Unit	Q2 2025	Report and number of participants

Area 3: Working conditions and social security

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
W1	22,23 (also 18, 19)	Design and update the central database for research stays	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Digital Transformation and Data Management	Research Management Unit, Computer Service	Q4 2022	Number of research stays
W2	23	Establish a dedicated Relocation Support Service to help staff members with their integration at UCO	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Internationalization, Vice-Rectorate for Health and Wellbeing of the Scientific Community	Accomodation Office, Legal Advice Office, Occupational Risk Prevention Service	Q4 2021	Number of services
W3	24	Offer courses on reconciliation or work and family life	Vice-Rectorate for Equality, Inclusion and Social Compromise	Equality Unit	Yearly	Documentation and dissemination
W4	23,28	Promote advice on mobility by researchers returned at the UCO or UCO researchers currently abroad	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2021	Seminars
W5	28	Create the Employment and Entrepreneurial Culture Observatory	Vice-Rectorate for Innovation and Transference, Vice-Rectorate for Continuous Formation, Employability and Entrepreneurship	KnowledgeTransfer Office (KTO), Office for Student Placement and Employability (UCOPREM2)	Q4 2020	Implementation and dissemination

W6	27,28	Promote leadership programs in research projects for female scientists	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Equality, Inclusion and Social Compromise	Research Management Unit, Equality Unit	Q4 2021	Documentation
W7	34	Disseminate the process for complaints/appeals in the research community	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2025	Number of complaints/appeals
W8	22 to 35	Elaborate a survey about the working conditions in UCO	Vice-Rectorate of Scientific Policy	Research Management Unit	Q4 2025	Report and number of participants

Area 4: Training

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
T1	38,39 (5,25,28, 30,31)	Promote the continuous training of researchers	Vice-Rectorate of Postgraduate Studies	Institute of Postgraduate Studies	Covering the whole period	Documentation
T2	36,37,40	Supervise and mentor novel research staff	Vice-Rectorate for Scientific Policy, Vice-Rectorate of Postgraduate Studies	Research Management Unit, Institute of Postgraduate Studies	Q1 2020	Documentation and satisfaction survey
T3	36,37,40	Propose a mentoring program for implementation at UCO	Vice-Rectorate of Postgraduate Studies	Institute of Postgraduate Studies	Q4 2022	Documentation
T4	39	Organize dedicated discussion fora and seminars in strategies for building a research career	Vice-Rectorate for Scientific Policy	Research Management Unit	Yearly	Documentation and dissemination
T5	36 to 40	Elaborate a survey about the training practices in UCO	Vice-Rectorate of Scientific Policy	Research Management Unit	Q2 2026	Report and number of participants

Transversal (All areas involved)

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
ERWT1	All	Disseminate the HRS4R award and process to the research community	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2022	Documentation