

REVISED ACTION PLAN (2018-2023)

Pillar I. ETHICAL AND PROFESSIONAL ASPECTS						
ACTION	GAP PRINCIPLE(S)	TIMING	RESPONSIBLE	NEW ACTION OR CONTINUATION	INDICATOR	
1	Updating the strategic plan and integrating the HR strategy	2,3,4,7,9	From Q3 2019 to Q2 2020	Managing Director Research Director Director	Continuation	IPHES Strategic Plan
2	Drawing up a gender equality plan	9,10,27	From Q1 2018 to Q2 2018	Managing Director Research Coordinator		IPHES Plan for Equal Opportunities for Women and Men
11	Updating of the IPHES gender plan	9,10,27	From Q4 2020 to Q3 2021	Managing Director HR Manager	New action	Updated gender plan Guide for use of neutral language in all documents/communications Protocol for prevention addressing harassment sexual and because of sex Number of impacts on equality Staff participation in the actions Number of meetings held Representation of research staff on the new committee Number of gender groups in which IPHES takes part
16	Accession to CERCA's code of conduct	2,3,4,5,6,7,8,9,10,11	Q4 2018	Managing Director Research Director		CERCA's code of conduct
14	Implementing the CERCA's code of conduct and disseminating its content	2,3,4,5,6,7,8,9,10,11	Q1 2022 - Q1 2023	Managing Director HR Manager		Number of employees that have received this information
26	Creating the Responsible Research and Innovation Committee (RRI)	2,3,4,5,6,7,8,9,10,11	Q2 2021	Director Mdm Steering Committee	New action	Document RRI's Committee Operation Representation of research staff on the new committee Number of meetings held
17	Creating the ombudsperson figure	24,25,26,27,34	Q4 2021 - Q2 2022	Director RRI Committee	New action	Ombudsperson Operation regulations document Ombudsperson Annual Report
22	Development of an Open Science strategy	2,8,9,31,38,39	Q4 2021-Q4 2023	Mdm Steering Committee RRI Committee	New action	Creation of the Open Science Working Group (OSWG) Representation of research staff on the OSWG Figure of Data Steward Enable an IPHES-CERCA Open Data repository- CORA-RDR Creation of an IPHES-CERCA Thesaurus-controlled vocabulary Specialized training to researchers Number of Data Management Plan drafted Number of yearly publications in Open Access Number of research datasets in standardized open data repositories
26	Anti-fraud plan	6	Q3 2023	Managing Director	New action	Document Anti-fraud Number of meetings held Performance report
24	Drafting and implementation of the IPHES-CERCA procedure on ethical requirements in research	1,2,3,4,7	Q4 2021-Q4 2023	RRI Committee	New action	IPHES-CERCA internal procedure on ethical issues in research document IPHES-CERCA available documentation related IPHES-CERCA alliance with Ethical Committees Number of cases/projects attended to


Pillar II. RECRUITMENT						
ACTION	GAP PRINCIPLE(S)	TIMING	RESPONSIBLE	NEW ACTION OR CONTINUATION	INDICATOR	
3	Fostering the career development of researchers at the institute	12,13,14,15,16,17,18,19,21,25	From Q2 2018 to Q1 2019	Director Research Director assisted by Scientific Internal Committee		IPHES Career Development Plan
4	Individual Advising of the IPHES researchers in accordance with the IPHES Research Career Plan, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers	11,12,14,15,16,17,18,19,21	From Q4 2021 to Q3 2022	Research Career Development Officer Research Director	New action	Procedure of individual Career Development Plan (CDP) advice. Number of individual advice meetings to implement the Individual Career Development Plan.
5	Reviewing and implementing the procedures and actions in OTM_R	12,13,14,15,16,17,18,19,21	From Q1 2019 to Q2 2019	HR Manager Managing Director		OTM-R initial check list
25	Annual recruitment planning	12,13,14	Q1 2023	HR Manager Managing Director Project Research Director	New action	Annual planning report Number of meetings held
6	Posting all researcher vacancies on the EURAXESS Network	12,13,14,15,16,17,18,19,21	From Q1 2017 to now	HR Manager Managing Director		Percentage open vacancies vs published vacancies

Pillar III. WORKING CONDITIONS AND SOCIAL SECURITY						
ACTION	GAP PRINCIPLE(S)	TIMING	RESPONSIBLE	NEW ACTION OR CONTINUATION	INDICATOR	
7	Drawing up a Welcome Guide	23,24	From Q4 2020 to Q3 2021	Managing Director Director Research HR Manager	Continuation	IPHES Welcome Guide Participation of predocs in the elaboration of the manual


8	Defining a conflict resolution and complaints procedure	27,34	Q1 2017	Managing Director Research Director HR Manager		Procedure for combating workplace harassment and violence
15	Administering a satisfaction survey once new researchers have joined the institute	23,24	Q4 2021	HR Manager	New action	Satisfaction rate Number of surveys sent Number of surveys answered
12	Defining the salary policy for staff members (non-competitive and structural salary scales for the researchers of the center)	26	From Q3 2022 to Q2 2023	Managing Director HR Manager	New action	IPHEs salary policy
18	Improving the occupational health and safety plan	23,24	From Q3 2020 to Q4 2022	Managing Director, Risk Prevention Coordinator Responsibles of excavations	New action	Excavation risk reports. Number of trained people. Number of hours trained
19	Creating a sexual harassment procedure	27,34	Q1 to Q2 2023	Managing Director Risk Prevention Coordinator	New action	IPHEs's sexual harassment procedure of people of reference % of reference people trained Number of trained made
21	Creating the IPHEs's Health and Safety Committee	24	Q4 2022 to Q1 2023	Managing Director Risk Prevention Coordinator	New action	IPHEs Health and Safety Committee's rules and regulation Number of committee meetings Representation of research staff on the committee
23	Digitization of processes	23,24,30,31	From Q3 2023 to now	Managing Director HR Manager	New action	Number of digitized processes Number of people accessing digital processes Number of people formed Manual documentation for use and presentation to IPHEs staff


Pillar IV. TRAINING AND CAREER DEVELOPMENT

ACTION		GAP PRINCIPLE(S)	TIMING	RESPONSIBLE	NEW ACTION OR CONTINUATION	INDICATOR
9	Promoting training and mobility policies to strengthen the professional influence of the institute's staff	28,29,30,39	From Q1 2021 to Q3 2021	Managing Director Research Director Research Coordinator	New action	Number of research mobility from 2018 to 2022
10	Drafting of the recruitment procedure for IPHEs researchers	13	From Q2 2019 to Q4 2019	Research Director Manager	HR	IPHEs Recruitment procedure for researchers
13	Collecting information about the current training activities attended by researchers	38,39	Q3 2021, Q3 2022, Q3 2023	Research Director Manager	HR	New action Number of training sessions
20	Defining a New HRS4R Action plan 2024-2026	All	From Q2 to Q3 2023	Managing Director Manager	HR	New action New HRS4R Action plan 2024-2026

 Continuation action / being carry out

 Finished action

 New action / on time

 Pending to start / out of time