

HRS4R IMPLEMENTATION

A PRESENTATION FOR THE EC SITE VISIT

MARCH 25th, 2021





**Institut Català
d'Arqueologia Clàssica**

WELCOME!



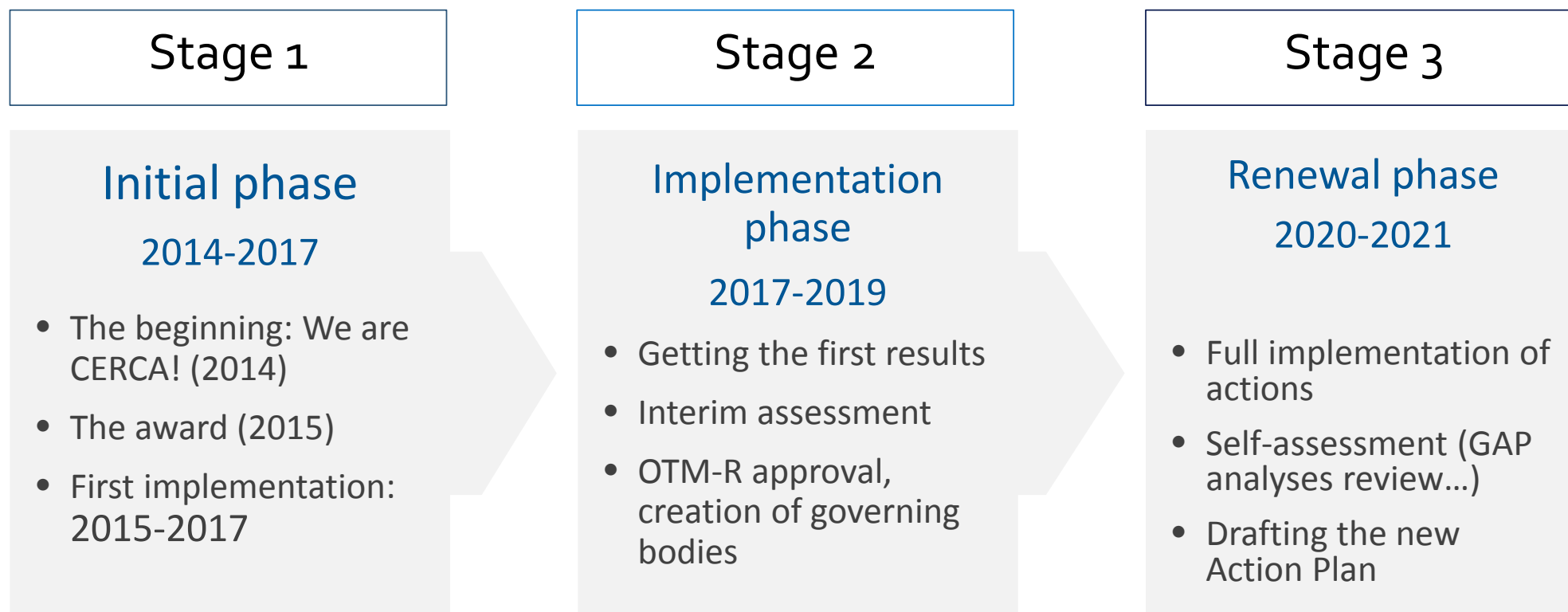
A JOURNEY TO EXCELLENCE

HRS4R implementation led us from a nascent organization to a truly internationalized organization, ready to lead research and advanced training in Classical Archaeology.



Process overview

How we progressed during the implementation process



TEAM BUILDING

- Working Group dynamics
- Going together with Direction
- Meaningful contributions from all ICAC community
- Researchers and staff engagement
- Support from external experts (i.e., handbook on intellectual property, sexual harassment policies)



WORKING GROUP (1)



JORDI PEIRET

ICAC Administrator
Representative of
Management and Research
Support Area



MARIA PALACIOS

Staff and Legal-Administrative
Management
Former HRS4R contact point
Representative of
Management and Research
Support Area



JESÚS CARRUESCO

R4 researcher (URV-ICAC)
Representative of the Research
Area

WORKING GROUP (2)



MAURA LERGA

Communications and
Publications Officer

HRS4R contact point

Representative of
Management and Research
Support Area



ANNA GUTIÉRREZ

R3 researcher

Head of the Archaeometric
Studies Unit

Representative of the
Scientific-Technical Services



RAMON JÁRREGA

R4 researcher

Representative of the Research
Area



KAREN FORTUNY

R1 researcher

Representative of the Research
Area

FUNDAMENTAL TOOLS



ACTION PLAN

Initial Action Plan 2015-2018 was extended to 2020 after the interim assessment

Sets 12 actions following C&C 4 pillars & 40 principles

Built on extensive internal work on GAP analyses and proposals compilation, attending different stakeholders and the specific context of the centre

Approved in April 2015

Available at the ICAC website ([here](#))



OTM-R PRINCIPLES

Main result resulting from the interim assessment (2017)

Based on the OTM-R checklist, it sets a specific proposal for the centre situation

Sets objectives, a regulatory framework and 12 principles of action

Approved in March 2017.

Available at the ICAC website ([here](#))

ACTION PLAN OVERVIEW



ETHICAL & PROFESSIONAL ASPECTS

Focus on ethic codes, dissemination and exploitation of results, evaluation systems & gender equality related actions



RECRUITMENT

Focus on fostering the research career, getting attractiveness for international researchers and improving internal standards and procedures in calls



WORKING CONDITIONS & SOCIAL SECURITY

Focus on data management, intellectual property, conflicts resolution, & participation and governing bodies



TRAINING

Focus on promote training and mobility policies

ACTION PLAN – ACHIEVEMENTS (1)

ON ETHICAL AND PROFESSIONAL ASPECTS



- ICAC Code of Ethics ([here](#))
- ICAC Ethics Committee ([link](#))
- Adhesion to ethic codes: ([see here](#))
- New website and intranet (tool compendium)
- ICAC Gender Equality Committee ([link](#))
- Remarkable actions on gender equality and non-discrimination: Equality Plan, Protocol against sexual harassment, gender equality website, CERCA Women and Science Commission...

- Great improving in international and own calls procedures ([see here](#))
- Great results from actions aimed at promoting the centre for the competitive staff recruitment ([see examples here](#))
- Adhesion to the Science4Refugees program
- ❖ Declaration of the research career at the ICAC (to be finished)



ON RECRUITMENT AND SELECTION

ACTION PLAN – ACHIEVEMENTS (2)

ON WORKING CONDITIONS & SOCIAL SECURITY



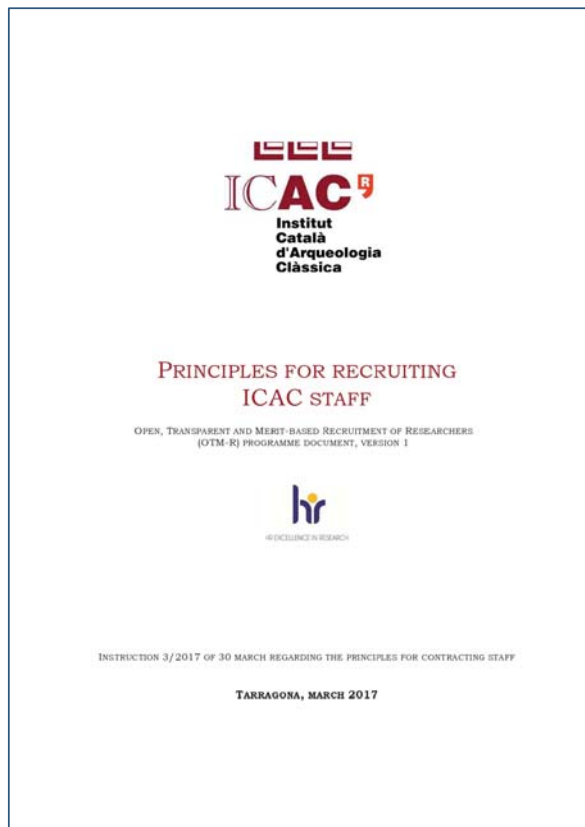
- Welcome kit ([here](#)) and informative dossier
- 'Dual careers network' contact point ([here](#))
- Handbook of Intellectual Property and Copyright Policies and Practices ([here](#))
- Conflict management instruction ([here](#))
- ❖ IT Security Plan (to be finished)

- Good practices exchange between senior and PhD researchers
- Greater involvement of researchers in the achievement of indicators
- Improving administrative procedures
- Survey on training needs
- Technical support on mobility external calls



ON TRAINING & DEVELOPMENT

OTM-R OVERVIEW



- This report sets out an OTM-R Package to improve ICAC recruitment policies and seeks out the principles and guidelines that should govern a good staff recruitment policy.
- Approve in March 2017, following the OTM-R checklist and interim assessment recommendations. Posted at ICAC website ([here](#)).
- It establishes a set of objectives and the legal framework of action
- A set of 12 principles adapted to reality of the centre, regarding the following areas:

Procedures; Calls and announcements; Transparency; Position; Selection; Evaluation of the merits; Recognition of qualifications; Curricular training and seniority; Recognition of mobility; Allegations and appeals; The use of languages; Other contracts.

RENEWAL PROCESS

ICAC Working Group watched over the implementation through regular meetings and consultation actions among staff:

- OTM-R checklist
- HRS4R satisfaction survey
- Survey on training needs
- Survey on attractiveness to international researchers
- Focus groups for the GAP Analyses renewal
- Drafting new Action Plan

Special mention to **COVID-19 situation** impact in the centre running and the interruption of scheduled actions (we were not ready for teleworking).



GAP ANALYSES OVERVIEW (1)

ON ETHICAL AND PROFESSIONAL ASPECTS



Principles 1 to 11

- About forty actions identified
- 6 principles assessed as +/+
3 principles assessed as +/-
2 principles assessed as -/-
- 2 actions required to be finished
- About 20 suggestions for improvement collected
- Good reception and recognition of the achievements among ICAC community

Principles 12 to 21

- Eighteen actions identified
- All 10 principles assessed as +/+
- 1 action required
- 2 suggestions for improvement collected
- Special mention to improving English and IT skills among staff



ON RECRUITMENT AND SELECTION

GAP ANALYSES OVERVIEW (2)

ON WORKING CONDITIONS & SOCIAL SECURITY



Principles 22 to 35

- About thirty actions identified
- 13 principles assessed as +/+
1 principle assessed as -/-
- 1 action required to be finished
- 12 suggestions for improvement collected
- Special concern raised due to COVID-19 situation and teleworking-related conditions

Principles 36 to 40

- Four actions identified
- 3 principles assessed as +/+
2 principles assessed as +/-
- About 10 suggestions for improvement collected
- It is difficult to intervene in this area due to the external constraints of the center.



ON TRAINING & DEVELOPMENT

GAP ANALYSES OVERVIEW (3)

WE HAVE GAIN STRENGTH IN SEVERAL AREAS



- Ethical deontological issues & Gender equality
- Dissemination tools & Exploitation of results (open data)
- Gaining internal participation
- Internationalization and calls procedures

- IT Security Plan
- Evaluation system for all staff
- Declaration of the research career
- Constraints on mobility and training actions



WE HAVE SOME WEAKNESS TO BE CORRECTED

ACTION PLAN PROPOSAL (1)

- Priority in finishing the pending actions of the previous Action Plan.
- Need for updating documentation developed during the implementation: OTM-R, Gender Equality Plan, Welcome kit, tool compendium, intranet resources...
- Improving English version of all related resources.
- Set a monitoring system for actions considered ongoing which have become normal running of the centre.
- Facing working condition challenges arising because of the pandemic situation.
- Overcoming constraints related to training and mobility.

ACTION PLAN PROPOSAL (2)



ETHICAL & PROFESIONAL ASPECTS

14 new actions + indicator

Focus on implementation of gender equality actions, internal administrative procedures, updating documentation, IT security policy



RECRUITMENT

2 new actions + indicator

Focus on updating resources, improving English & Spanish documentation and updating the OTM-R principles document



WORKING CONDITIONS & SOCIAL SECURITY

8 new actions + indicator

Focus on data security, teleworking conditions, open data, protocol against sexual harassment, and the declaration of research career



TRAINING

2 new actions + indicator

Focus on training courses on specific skills, and overcoming constraints on mobility and training

FACING A NEW STAGE

- Challenges due to COVID-19 situation
- Monitoring ongoing actions
- Feedback from renewal evaluation system
- Approval of the new Action Plan
- Increase of international projects and recruitment



THANK YOU!



HRS4R@ICAC.CAT



[HTTP://WWW.ICAC.CAT/EN/WHO-ARE-WE/EXCELLENCE-IN-HR/](http://www.icac.cat/en/who-are-we/excellence-in-hr/)