

ACTION PLAN 2018-2023

ORIGINAL ACTION PLAN				
Title action	Responsible Unit	Timing	Current status	Indicator(s)/Target(s)
1. Upload UAB & CERCA documents to the ICP website	Communication & Scientific Dissemination Area	1Q 2018	COMPLETED	Documents available from the ICP website and emailed to personnel
2. Update the Strategic Plan	Director	4Q 2018	COMPLETED	Updated document available from the ICP website, emailed to personnel, and approved by the Board of Patrons
3. Manual of Best Practices in Research, Intellectual Property and Scientific Authorship	Steering Committee & Researchers Commission	3Q 2020	COMPLETED	Document available from the ICP website, emailed to researchers and technicians, and approved by the Board of Patrons; receipts of the manual signed by staff researchers and technicians
4. Protocol for Invasive and Destructive Analyses of Fossils	Collections Management and Preparation & Conservation Areas	3Q 2020	COMPLETED	Internal document available and emailed to researchers and technicians; receipts of the protocol signed by staff researchers and technicians
5. Welcome Handbook	Communication & Scientific Dissemination Area	4Q 2020	EXTENDED	Internal document available and emailed to personnel and visiting researchers
6. Protocol for Funding Request	Projects Area	4Q 2020	COMPLETED	Internal document available and emailed to researchers
7. Transparency webpage and internal communication	Communication & Scientific Dissemination Area	1Q 2018	COMPLETED	Relevant documents periodically updated on the webpage; quarterly electronic newsletter sent to personnel; email internal communiqués to personnel
8. Protocol for Fund Expenditure Accountability	Administration Area	1Q 2021	EXTENDED	Internal document available and emailed to researchers and technicians
9. Safety and prevention training	Management & Human Resources Department	2Q 2018	COMPLETED	Progressively increase the number of personnel attaining the training sessions
10. Update the internal Information Systems Security Document	Information Systems Security Committee	4Q 2020	EXTENDED	Updated internal document available and approved by the Steering Committee
11. Improve and translate the Plan of Equal Opportunities and Diversity Management	Non- Discrimination Committee	3Q 2020	EXTENDED	Updated document approved by the Steering Committee, available from the ICP website and emailed to personnel; minutes of the Non- Discrimination Committee meetings (at least quarterly)
12. Establish a Non-discrimination Committee	Steering Committee	1Q 2018	COMPLETED	Minute of the Steering Committee meeting approving the creation of the Non-Discrimination Committee

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13. Improve and translate the Guide of Prevention and Action in Case of Gender Violence	Non- Discrimination Committee	4Q 2020	EXTENDED	Expanded and translated version of the document available from the ICP website and emailed to personnel
14. Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians	Steering Committee, Management & Human Resources Department, and Researchers Commission	2Q 2018	COMPLETED	Document approved by the Steering Committee and Researchers Commission, available from the ICP website, and emailed to researchers
15. Definition of professional categories	Steering Committee and Management & Human Resources Department	3Q 2018	COMPLETED	Internal document draft elaborated by the Steering Committee with the help of the Management & Human Resources Department, to be subsequently incorporated in the "ICP Strategy for the Professional Development of Researchers" document
16. Strategy for the Professional Development of Researchers	Director, Projects Area, and Researchers Commission	3Q 2020	COMPLETED	Document approved by the Steering Committee, available from the ICP website, emailed to researchers, and approved by the Board of Patrons
17. Publicize positions at an international level	Communication & Scientific Dissemination Area and Management & Human Resources Department	4Q 2018	COMPLETED	Job announcements approved by the Steering Committee and publicized through the ICP website, Euraxess and international mailing lists; minutes of the corresponding ad hoc Selection Committees established; progressive increase in the number of visits to the "Work with us" webpage of the ICP
18. Implementation of new organigram with Management & Human Resources Department	Director	2Q 2018	COMPLETED	Document with new organigram approved by the Steering Committee, available from the ICP website, emailed to personnel, and approved by the Board of Patrons
19. Basic instructions for travelling abroad	Management & Human Resources Department	4Q 2020	COMPLETED	Internal document approved by the Steering Committee and emailed to personnel
20. Complaints protocol	Projects and Communication & Scientific Dissemination Areas	3Q 2020	COMPLETED	Internal document approved by the Steering Committee and emailed to personnel; two ombudspersons designated; training courses about conflict resolution performed by the ombudspersons
21. Steering Committee	Director	2Q 2018	COMPLETED	Document with new organigram approved by the Steering Committee, available from the ICP website, emailed to personnel, and approved by the Board of Patrons; minutes of the Steering Committee meetings (at least monthly)
22. Coordination Meetings	Director	1Q 2018	COMPLETED	Minute of the Steering Committee meeting in which periodicity of coordination meetings is established; minutes of the coordination meetings (at least quarterly)
23. Researchers Commission	Steering Committee	1Q 2018	COMPLETED	Minute of the Steering Committee meeting in which periodicity of Researchers Coordination meetings is established; minutes of the Researchers Commission meetings (at least quarterly)
24. Organization of talks	Communication & Scientific Dissemination Area	1Q 2018	COMPLETED	Posters announcing the paleovermuts (monthly)

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25. Free language courses and other types of training	Projects Area	1Q 2018	COMPLETED	Internal records of the courses offered to and performed by the ICP personnel; progressive increase on the mid term
UPDATED ACTION PLAN				
Title action	Responsible Unit	Timing	Current status	Indicator(s)/Target(s)
26. Internal regulation of working time	Management & Human Resources Department	4Q 2020	NEW & COMPLETED	To write an internal document for staff hired by the ICP with the regulations on working time (working days, rest breaks, flexible schedule, ordinary hours and overtime) as well as the time registration system to be established in the center.
27. Assess the degree of knowledge of the HRS4R Action Plan	Director and Management & Human Resources Department	2Q 2021	NEW & COMPLETED	Email a survey to personnel, collect answers and analyze the results.
28. Salary Register	Management & Human Resources Department	3Q 2022	NEW & COMPLETED	A table of data in Excel format and minute of the Steering Committee in which the definitive version of the Salary Register is approved.
29 Staff delegates	Staff	4Q 2021	NEW & COMPLETED	Official document (Model 2.8. Delegats de personal. Certificat de la mesa electoral sobre el resultat de les eleccions.) and acknowledgement of receipt from the Business and Labor Department of the Generalitat de Catalunya.
30. Establish a RRI Commission	Steering Committee and Projects Area	4Q 2021	NEW & COMPLETED	Minute of the RRI committee in which periodicity of committee meetings is established; minutes of the RRI committee (at least annually).
31. Strategic Plan Working Group	Director	2Q 2021	NEW & COMPLETED	Minute of the Steering Committee in which the Working Group is approved; minutes of Strategic Plan Working Group
32 Psychosocial risk assessment	Management & Human Resources Department & Prevention delegate	3Q 2023	NEW - IN PROGRESS	Quantitative and qualitative report elaborated by the occupational risk prevention company of the ICP (Quirón Prevención)

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EXTENDED ACTION PLAN

Action 1: Upload UAB & CERCA documents to the ICP website

Timing: 1Q 2018.

Description: To make the Statutes of the UAB and the Code of Good Practices in Research of the UAB available to ICP researchers through the ICP website, and to further publicize the CERCA Conduct Code draft among ICP staff once its final version is approved (principles 1-3, 5, 9, 27, 31-32 & 34).

Responsible Unit: Communication & Scientific Dissemination Area (Outreach & Communication Department).

Indicator(s)/Target(s): Documents available from the ICP website and emailed to personnel.

Implementation: Originally planned for the first quarter of 2018, the final version of the CERCA Conduct Code was not approved until November 2018. The ICP Director and General Manager subsequently adhered, and such adhesion was ratified by the Board of Trustees in December 2018, with the document being finally email to ICP personnel in April 2019.

Action 2: Update the Strategic Plan

Description: To update the ICP Strategic Plan (2010-2013) available from the ICP website, stating the aims and scope of the various ICP research groups (principles 1 & 4) and more explicitly recognizing the significance of teaching and supervision (principle 33).

Timing: 4Q 2018.

Responsible Unit: Director.

Indicator(s)/Target(s): Updated document available from the ICP website and emailed to personnel and approved by the Board of Patrons.

Implementation: While the 2010-2013 Strategic Plan was updated before the last interim assessment, a new Plan was devised for 2018-2021. When finished, a new action (see action number 31 below) was devised to create a Working Group plan for 2022-2025 Strategic Plan.

Action 3: Manual of Best Practices in Research, Intellectual Property and Scientific Authorship

Description: To write an "ICP Manual of Best Practices in Research, Intellectual Property and Scientific Authorship", specifying (a) the ethical principles and legal regulations specific to paleontology and the ICP protocols to comply with them (principle 2); (b) the rights and obligations of the ICP and its personnel regarding intellectual property, industrial property and scientific authorship (principles 3 & 5); (c) the obligation by researchers to ensure the safeguard of their data by means of standard protocols (principle 7); including (d) a specific protocol that explains how and when should the ICP Communication Department be contacted by researchers to ensure that their research activities are adequately publicized to the society (principle 9); (e) encouraging researchers to disseminate their research results as well as to explore its possible applications, by means of including a protocol on knowledge transfer (principle 8); and in which (f) the principle of professional recognition is explicitly explained and promoted (principle 22); (g) the rights and obligations of both researchers and the ICP in these matters are exposed, and explicit guidelines for researchers are provided (principle 31); and (h) the rights and obligations of both researchers and the ICP with regard to scientific authorship are clearly stated (principle 32). This manual should be compulsory for all ICP staff performing research.

Timing: 4Q 2019.

Responsible Unit: Steering Committee & Researchers Commission.

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Indicator(s)/Target(s): Document available from the ICP website, emailed to researchers and technicians, and approved by the Board of Patrons; receipts of the manual signed by staff researchers and technicians.

Implementation: Originally planned for the fourth quarter of 2019, the final version of this document was approved by the Steering Committee on December 2019 and publicized among ICP personnel, although it was not formally approved by the Board of Trustees until May 2020.

Action 4: Protocol for Invasive and Destructive Analyses of Fossils

Description: To write an “ICP Protocol for Invasive and Destructive Analyses of Fossils” to facilitate this kind of research while complying with the current Catalan legislation on paleontological heritage (principle 2).

Timing: 1Q 2019.

Responsible Unit: Collections Management and Preparation & Conservation Areas (Research Support & External Services Department).

Indicator(s)/Target(s): Internal document available and emailed to researchers and technicians; receipts of the protocol signed by staff researchers and technicians.

Implementation: Implementation: Originally planned for the first quarter of 2019, the final version of this document was approved by the Steering Committee on September 2020 and publicized among ICP personnel.

Action 5: Welcome Handbook

Description: To write an “ICP Welcome Handbook” for new employees, providing guidelines for practical issues such as: ethics in research, strategic goals, accountability, non-discrimination, internal evaluation and career development, working conditions, professional categories, complaints/appeals, organization chart with updated contact details of responsables of particular tasks, ICP committees and commissions, and continuous training (principles 2, 4, 6, 7, 10, 11, 22, 24-26, 28, 34, 35, 38, 39).

Timing: 2Q 2019.

Responsible Unit: Projects Area (Research Support & External Services Department).

Indicator(s)/Target(s): Internal document available and emailed to personnel and visiting researchers.

Implementation: The action was reassigned from the Projects Area to the Outreach & Communication Department. A first draft with the index was sent to the Director in February 2019 and several sections of the document have already been completed. On 2022 the ICP Director has been involved in the project and a technician has been assigned to participate in the design of the document. The action has been rescheduled for 3Q 2023.

Action 6: Protocol for Funding Request

Description: To write an “ICP Protocol for Funding Request”, detailing the funding mechanisms available to ICP researchers and the approvals required by them before application (principle 4).

Timing: 4Q 2018.

Responsible Unit: Projects Area (Research Support & External Services Department).

Indicator (s)/Target(s): Internal document available and emailed to researchers.

Implementation: Originally planned for 4Q 2018, the elaboration of this protocol was delayed for various reasons. Finally entitled "Funding Opportunities", it was finished and sent to ICP personnel on 2Q 2022.

Action 7: Transparency webpage and internal communication

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Description: To officially designate the ICP employee in charge of regularly updating the documents available from the ICP Transparency webpage and automatically communicating such changes to all the personnel from the ICP (principle 6). These documents should be made available also in the Spanish and English versions of the ICP website.

Timing: 1Q 2018.

Responsible Unit: Communication & Scientific Dissemination Area (Outreach & Communication Department).

Indicator(s)/Target(s): Relevant documents periodically updated on the webpage; quarterly electronic newsletter sent to personnel; email internal communiqués to personnel.

Implementation: Originally planned for 1Q 2018, the fact is that this action requires continuous implementation. Throughout 2019, 2020 and 2021, the relevant documents were periodically uploaded to the transparency webpage of the ICP and the personnel was notified about the most relevant ones. Furthermore, in accordance with the recommendations provided by the EC Consensus report, on September 2020 the HRS4R Interim Assessment Report was uploaded to the ICP website. Finally, at the end of 2021, the internal electronic newsletter for the ICP was issued on a quarterly basis for the first time, so that the action is considered fully implemented

Action 8: Protocol for Fund Expenditure Accountability

Description: To write an internal “ICP Protocol for Fund Expenditure Accountability”, including all the necessary templates to facilitate to ICP staff the correct justification of research expenses (principle 6).

Timing: 2Q 2018.

Responsible Unit: Administration Area (Management & Human Resources Department).

Indicator(s)/Target(s): Internal document available and emailed to researchers and technicians.

Implementation: The action was initially delayed due to a long-term medical leave of the person initially in charge. An interim administration officer was hired on 4Q 2019 and this action was reassigned. There is a first draft but the action is not completed.

Action 9: Safety & prevention training

Description: To encourage the ICP personnel to attend training sessions in safety at work and prevention of occupational hazards.

Timing: 4Q 2019.

Responsible Unit: Management & Human Resources Department.

Indicator(s)/Target(s): Progressively increase the number of personnel attaining the training sessions.

Implementation: This is a continuous action. However, an online general training session in safety at work and prevention of occupational hazards (including a specific training for lab staff) was organized for all staff members on 4Q 2021, and hence it is now considered fully implemented.

Action 10: Update the internal Information Systems Security Document

Description: To update the internal “Information Systems Security Document” of the ICP in the light of the new European regulation of personal data protection, including a protocol aimed to implement mechanisms for safe data access and storage among ICP researchers and technicians (principle 7).

Timing: 3Q 2019.

Responsible Unit: Information Systems Security Committee.

Indicator(s)/Target(s): Updated internal document available and approved by the Steering

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Committee.

Implementation: An external Data Protection Officer (DPO) was hired on 2Q 2019 and provided a first draft of the document on 4Q 2019. Annual meetings with the DPO have been held on 2020 and 2021 to review the implementation process. Though some recommendations of the DPO audit report and the safety protocol are still pending, others (such as web disclaimers) have been implemented.

Action 11: Improve and translate the Plan of Equal Opportunities and Diversity Management

Description: To improve, expand and translate into English the current ICP Plan of Equal Opportunities and Diversity Management, aiming to (a) promote equality in racial, ethnic or birth origin, gender, sexual orientation, religion or beliefs, political opinion, disability, age, or any other condition personal or social circumstances (principle 10); and (b) promote equality and strengthen gender balance at selection and evaluation committees (principles 14 & 27) as well as supervisory, managerial and decision-making bodies of ICP (principle 27). This includes initiatives to facilitate the combination of family and professional life (principle 24).

Timing: 2Q 2020.

Responsible Unit: Non-Discrimination Committee.

Indicator(s)/Target(s): Updated document approved by the Steering Committee, available from the ICP website and emailed to personnel; minutes of the Non-Discrimination Committee meetings (at least quarterly).

Implementation: The new Equality Plan was approved by the Steering Committee in September 22, 2020, to be translated into English during 2021. However, on 2Q 2021 CERCA informed all the centers that all equality plans should be adapted to fulfill the new Spanish legislation enacted in October 2020, even if centers with less than 50 workers were not legally bound to do so. Therefore, the plan is currently being improved and it will not be translated until its elaboration is finished.

Action 12: Establish a Non-discrimination Committee

Description: To transform the Equality Plan Committee that redacted the original plan into a Non-discrimination Committee that intends to further improve it and looks after its correct application.

Timing: 1Q 2018

Responsible Unit: Steering Committee.

Indicator(s)/Target(s): Minute of the Steering Committee meeting approving the creation of the Non-Discrimination Committee.

Implementation: Originally planned for the first quarter of 2018, in fact it was already implemented in December 2017 by means of the approval of the new Organization Chart by the Steering Committee.

Action 13: Improve and translate the Guide of Prevention and Action in Case of Gender Violence

Description: To improve, expand and translate into English the current ICP Guide for the Prevention and Action in Case of Gender Violence, aiming to avoid these conflicts and facilitate their management if they exist (principle 10).

Timing: 4Q 2020.

Responsible Unit: Non-Discrimination Committee.

Indicator(s)/Target(s): Expanded and translated version of the document available from the ICP website and emailed to personnel.

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Implementation: The Protocol for the prevention, detection and intervention in cases of violence against women was approved by the Steering Committee in July 2021. However, the document is linked to the new Plan of Equal Opportunities and Diversity Management (see action 11) so it will be updated once the Plan is completed.

Action 14: Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians

Description: To establish a transparent and publicly accessible “ICP Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians” that (a) specifies the periodicity and criteria of evaluation, the rules governing the configuration of Evaluation and Selection Committees (depending on professional category; principles 11 & 14); (b) the selection criteria depending on type of positions as well as the rules governing the configuration of Selection Committees (principle 15), (c) criteria to be considered in the evaluation of researchers and the selection of candidates during recruitment (including, besides bibliometric indices and quality of publications, supervision and teaching, fieldwork, international visibility and mobility, fundraising, outreach activities, knowledge transfer and experience in the business sector, and management) (principle 16); (d) the criteria to be considered in the evaluation of researchers and the selection of candidates during recruitment, as well as the rules according to which the different types of merits will be assessed (principle 19); (e) the merits to be taken into account (principle 13); (f) the consequences of a positive or negative evaluation (also in relation to internal promotion; principles 11 & 14); that (g) clearly establishes the selection procedures for all ICP personnel (hired with either competitive or non-competitive funds) and which details the minimum requirements of academic degrees and the merits that should be considered for each type of job (in agreement with the Code in the case of researchers and technicians; principle 12); which asserts that (h) variations in the chronological order of CVs will not be penalized (principle 17); (i) mobility experience is a merit to be taken into account in the evaluation of ICP researchers and the selection of new researchers during recruitment processes (principles 18 & 29); (j) seniority will be taken into account not only in recruitment selection processes, but also during the internal evaluation of ICP researchers (principle 20); (k) the maximum duration of postdoctoral contracts at the ICP and formal guidelines for the recruitment of postdocs (principle 21); (l) which takes into account gender parity with regard to both the selection process and the composition of the selection committees (principle 27); (m) which is in accordance with the principles implemented in the “ICP Strategy for the Professional Development of Researchers” (principle 28); and (n) which explicitly recognizes the values of teaching and supervision activities (principle 33) and of supervision, mentoring and leadership activities (principle 37).

Timing: 2Q 2018.

Responsible Unit: Steering Committee, Managements & Human Resources Department, and Researchers Commission.

Indicator(s)/Target(s): Document approved by the Steering Committee and Researchers Commission, available from the ICP website, and emailed to researchers.

Implementation: Originally planned for the second quarter of 2018, the final version of the document, with amendments by the Researchers Commission, was approved by the Steering Committee in February 2019, being subsequently ratified with a few amendments by the Board of Trustees in May 2019. The action is thus fully implemented, although this is not incompatible with further refinements. In particular, the Steering Committee approved a minor amendment in November 2019, will be submitted to the Board of Trustees for review and approval in 2020.

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Action 15: Definition of professional categories

Description: To define the ICP professional categories and evaluate current ICP salaries in relation to those in other CERCA research institutions (principles 11, 13, 22, 25-26 & 28).

Timing: 3Q 2018.

Responsible Unit: Steering Committee and Management & Human Resources Department.

Indicator(s)/Target(s): Internal document draft elaborated by the Steering Committee with the help of the Management & Human Resources Department, to be subsequently incorporated in the “ICP Strategy for the Professional Development of Researchers” document.

Implementation: Fully implemented in 2018. A Salary Scale including the definition of professional categories was approved by the Steering Committee on 2018 and subsequently approved by the Board of Trustees on 2019. Since then, the salary scale is updated on an annual basis and presented to the Board of Trustees for review and approval.

Action 16: Strategy for the Professional Development of Researchers

Description: To develop and write an “ICP Strategy for the Professional Development of Researchers”, to be distributed among the ICP researchers and technicians, as well as to candidates to be hired by the ICP (principles 13, 15 & 28), to further promote the continuous development of ICP researchers (principles 38 and 39), and establishing inter alia (a) the conditions to be met for transitioning from dependent postdoc to independent researchers (principles 21 & 25) and (b) the several categories of researchers and technicians officially recognized at the ICP (principle 22); (c) taking into account the value of mobility (principle 29); (d) outlining the different professional paths available to ICP researchers and candidates for recruitment (principle 30); (e) explicitly mentioning teaching and supervision activities (principle 33); (f) in which in which the supervision roles expected for each professional category are specified (principle 36); (g) which explicitly mentions supervision, mentoring and leadership activities (principle 37); and (h) in which the supervision roles expected for each professional category are specified (principle 40).

Timing: 4Q 2019.

Responsible Unit: Director, Projects Area (Research Support & External Services Department) and Researchers Commission.

Indicator(s)/Target(s): Document approved by the Steering Committee, available from the ICP website, emailed to researchers, and approved by the Board of Patrons.

Implementation: Originally planned for 4Q 2019, the final version of this document, with amendments by the Researchers Commission, was approved by the Steering Committee on December 2019 and publicized among ICP personnel, although it was not formally approved by the Board of Trustees until May 2020.

Implementation: The ICP Strategy for the Professional Development of Researchers was approved by the Steering Committee on 3 December 2019, taking immediate effect and being posted to the ICP Transparency webpage and approved by the Board of Trustees on 2020.

Action 17: Publicize positions at an international level

Description: To improve coordination between the Head of Human Resources and the Head of Communication of the ICP with regard to recruitment, to ensure that open positions at the ICP are adequately publicized, by means of the ICP webpage as well as other available instruments (such as the pan-European Researcher’s Mobility Portal), so as to ensure their maximum diffusion at an international level (principle 13).

Timing: 4Q 2018.

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Responsible Unit: Communication & Scientific Dissemination Area (Outreach & Communication Department) and Management & Human Resources Department

Indicator(s)/Target(s): Job announcements approved by the Steering Committee and publicized through the ICP website, Euraxess and international mailing lists; minutes of the corresponding ad hoc Selection Committees established; progressive increase in the number of visits to the “Work with us” webpage of the ICP.

Implementation: Fully implemented 2019. Job announcements are regularly posted at the ICP website and publicized through other portals and social networks.

Action 18: Implementation of new organigram with Management & Human Resources Department

Description: To modify the ICP Organigram, in order to create a Department of Management and Human Resources that officially recognizes the role of the General Manager as the Head of Human Resources, as well as to further implement the “ICP Strategy for the Professional Development of Researchers” (principles 28 & 30).

Timing: 2Q 2018.

Responsible Unit: Director.

Indicator(s)/Target(s): Document with new organigram approved by the Steering Committee, available from the ICP website, emailed to personnel, and approved by the Board of Patrons.

Implementation: The new ICP organization chart was approved in October 2017 by the Steering Committee and subsequently uploaded to the ICP webpage emailed to personnel. In June 2018 it was approved by the Board of Trustees. The chart is updated on an annual basis in December and presented to the Board of Trustees for review and approval.

Action 19: Basic instructions for traveling abroad

Description: Develop and make known to all ICP staff all the basic instructions on the various issues that have to be taken into account before traveling abroad (principle 29).

Timing: 3Q 2018.

Responsible Unit: Management & Human Resources Department.

Indicator(s)/Target(s): Internal document approved by the Steering Committee and emailed to personnel.

Implementation: Originally planned for 3Q 2018, this document was also delayed for several reasons. Finally entitled "Protocol de Viatges", it was finally approved during 2Q 2022 and emailed to ICP personnel before the end of that year.

Action 20: Complaints protocol

Description: To write a document stating what the procedure would be in case of a complaint, as well as designating two ombudspersons within our organization to mediate in work-related conflicts (principle 34).

Timing: 2Q 2018.

Responsible Unit: Projects Area (Research Support & External Services Department) & Communication & Scientific Dissemination Area (Outreach & Communication Department).

Indicator(s)/Target(s): Internal document approved by the Steering Committee and emailed to personnel; two ombudspersons designated; training courses about conflict resolution performed by the ombudspersons.

Implementation: Originally planned for 2Q 2018, the final version of this document was approved by the Steering Committee and publicized among ICP personnel on September 2020.

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Action 21: Steering Committee

Description: To implement the recent changes in the ICP organigram, which includes the recently created Steering Committee (including the Director, General Manager, and Heads of Department), with mandatory meetings of a predeterminate periodicity, in order to more actively participate in consultation and decision-making (principle 35).

Timing: 2Q 2018.

Responsible Unit: Director.

Indicator(s)/Target(s): Document with new organigram approved by the Steering Committee, available from the ICP website, emailed to personnel, and approved by the Board of Patrons; minutes of the Steering Committee meetings (at least monthly).

Implementation: The new organigram approved by the Steering Committee on 5 October 2017, and subsequently uploaded to the ICP website and emailed to personnel. The chart is updated on an annual basis in December and presented to the Board of Trustees for review and approval.

Action 22: Coordination Meetings

Description: To establish the periodicity of Coordination Meetings, in order to facilitate the periodical exchange of ideas between Heads of technical and managerial Areas and the members of the Steering Committee of the ICP (principle 35).

Timing: 1Q 2018.

Responsible Unit: Director.

Indicator(s)/Target(s): Minute of the Steering Committee meeting in which periodicity of coordination meetings is established; minutes of the coordination meetings (at least quarterly).

Implementation: The periodicity of coordination meetings was established by the Steering Committee in October 2017 and minutes are taken during each meeting.

Action 23: Researchers Commission

Description: To maintain the currently-established Researchers Commission, including at least a representative of the four researchers levels recognized by the EU, beyond the implementation of the HRS4R Action Plan, to provide advice the ICP Steering Committee in matters relevant to researchers (principle 35).

Timing: 1Q 2018.

Responsible Unit: Steering Committee.

Indicator(s)/Target(s): Minute of the Steering Committee meeting in which periodicity of coordination meetings is established; minutes of the Researchers Commission meetings (at least quarterly).

Implementation: The periodicity of the researchers commission meetings was established by the Steering Committee on October 2017 and minutes are taken during each meeting.

Action 24: Organization of talks ('Paleovermut's initiative')

Description: To make it mandatory for PhD candidates at the ICP to report at least once a year the progress of their research to other ICP researchers by means of talks in the framework of the ICP Paleovermut's initiative (public talks organized for the ICP, in which personnel from or visiting the institution perform a talk followed by informal discussion accompanied by snacks and beverages) (principle 36).

Timing: 1Q 2018.

Responsible Unit: Communication & Scientific Dissemination Area (Outreach & Communication Department).

Indicator(s)/Target(s): Posters announcing the paleovermuts (monthly).

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Implementation: This is a continuous action and talks have been organized regularly from 2018 and individual posters to announce the initiative among personnel are emailed to personnel and posted on both ICP headquarters.

Action 25: Free language courses and other types of training

Description: To extend the type of courses currently offered for free to ICP personnel, including their extension, the covered topics (other than language courses), and the types of courses (including e-learning) (principles 38 and 39).

Timing: 1Q 2018.

Responsible Unit: Projects Area (Research Support & External Services Department)

Indicator(s)/Target(s): Internal records of the courses offered to and performed by the ICP personnel; progressive increase on the midterm.

Implementation: As planned, the implementation of this measure started during first quarter of 2018, by means of exploring the types of courses, other than language training, that can be offered to ICP employees by taking advantage of the budget available from social security contributions of the ICP. Since 2018 several free training opportunities have been offered to ICP staff.

EXTENDED ACTION PLAN. NEW ACTIONS

Action 26: Regulations on working time.

Description: To write an internal document for staff hired by the ICP with the regulations on working time (working days, rest breaks, flexible schedule, ordinary hours and overtime) as well as the time registration system to be established in the center.

Timing: 3Q 2020

Responsible unit: Management & Human Resources Department

Indicator(s)/Target(s): Internal document with the regulation sent to the ICP staff.

Implementation: This new action was originally planned for the last quarter of the year, but on 3Q 2020 the final version of this document was already approved by the Steering Committee and publicized among ICP personnel. A pilot test of the time registration system (TimeNet) was performed with some employees during July and implemented to all staff on September 14.

Action 27: Assess the degree of knowledge of the HRS4R Action Plan

Description: According to the recommendations included in the CE Consensus Report, the ICP should assess the perceived effects of the actions developed under the Action Plan among staff by means of surveys or interviews with focus groups

Timing: 2Q 2021

Responsible unit: Director & Management & Human Resources Department

Indicator(s)/Target(s): Email a survey to personnel, collect answers and analyze the results.

Implementation: On April 2021, the HRS4R Implementation Committee designed a survey with 45 questions about the main Action Plan issues. Answers were collected on May 3, 2021, and the results were analyzed by the ICP Director and subsequently discussed among the HRS4R Implementation Committee members on June 30, 2021. Preliminary conclusions were made available to staff in the Director's Paleovermut talk on May 28, 2021.

Action 28: Salary register

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Description: To elaborate the 2020-2021 salary register of ICP employees including hours worked, gross salary, complements, seniority, etc.

Timing: 3Q 2022

Responsible unit: Management & Human Resources Department

Indicator(s)/Target(s): A table of data in Excel format and minute of the Steering Committee in which the definitive version of the Salary Register is approved

Implementation: The 2021 Salary Register was approved by the Steering Committee on March 2023.

Action 29:

Description: Election of the ICP staff delegates according to Catalan laws. The ICP was lacking this figure, which is needed to guarantee the rights of staff members.

Timing: 4Q 2021

Responsible unit: Staff

Indicator(s)/Target(s): Official document (Model 2.8. Delegats de personal. Certificat de la mesa electoral sobre el resultat de les eleccions.) and acknowledgement of receipt from the Business and Labor Department of the Generalitat de Catalunya.

Implementation: Elections were held on November 2, 2021 and 3 staff delegates were elected. One of them was formally designated occupational risk prevention delegate on December 2021.

Action 30: RRI Commission

Description: The Responsible Research & Innovation (RRI) Commission is aimed to provide advice and coordinate various aspects (governance, project management, knowledge transfer, outreach and public engagement, research and publishing ethics, open access and open data...) to ensure that R+D is optimally aligned with societal values, needs, and expectations. In summary, the RRI Commission intends to take into account multiple stakeholders in the design and execution of research aims to help improve societal progress and welfare. The RRI committee will have advisory functions to the ICP personnel, with particular emphasis on researchers with regard to the integration of the various aspects of the RRI in the drafting of research projects.

Timing: 4Q 2021

Responsible unit: Steering Committee & Projects Area

Indicator(s)/Target(s): Minute of the RRI committee in which periodicity of committee meetings is established; minutes of the RRI committee (at least annually).

Implementation: On June 29, 2021 the Steering Committee approved the constitution of the ICP RRI Commission, which was formally established in a first meeting held on November 29, 2021.

Action 31: Strategic Plan Working Group

Description: Establish the Strategic Plan Working Group with the aim to perform a SWOT analysis and subsequently elaborate the ICP Strategic Plan for 2022-2025

Timing: 2Q 2021

Responsible unit: Director

Indicator(s)/Target(s): Minute of the Steering Committee in which the Working Group is approved; minutes of Strategic Plan Working Group.

ACTION PLAN 2018-2023

Implementation: On May 26, 2021, the Steering Committee approved the constitution of the Strategic Plan Working Group, which was formally established in a first meeting held on June 4, 2021. This working group was dissolved when the new strategic plan was approved in 2022.

Action 32: Psychosocial risk assessment

Description: To perform a psychosocial risk assessment at the ICP, in order to analyze the factors that impact the occupational health of employees in their workplace, as well as to identify ways to improve their psychosocial work environment

Timing: 3Q 2023

Responsible unit: Management & Human Resources Department & Prevention delegate

Indicator(s)/Target(s): Quantitative and qualitative report elaborated by the occupational risk prevention company of the ICP (Quirón Prevención)

Implementation: The survey to elaborate the quantitative analysis was performed on 1Q 2023 and the action is planned to be fully implemented in 3Q 2023