HRS4R - USIENA ACTION PLAN

Implementation phase (November 15, 2021 - November 15, 2023)

Proposal	Indicator(s)/Target (s)	Principi coinvolti	2021 Q1	2022 Q2	Q3	Q4	Q5	2023 Q6	Q7	Q8	2024 long-term action		2025	
1. Integration of the Code of Ethics with principles of research integrity, management of external funds and the responsibility of the Principal Investigator.	1. Appointment of a senatorial commission; 2. Writing of a revision draft of the Code to be submitted to the bodies.	4												
2. Creation of a single online point for the communication and dissemination of Unisi research results	1 - Creation of a dissemination web page; 2- Collection of research results.	8												
3. Creation of a site in English dedicated to international researchers called "International Faculty", where the services offered will be described (training, access to laboratories, living and working in Siena).	1- Website creation; 2- Production of information materials for researchers; 3- Communication campaign within the organization.	12, 21, 23, 29												
4. Update of the Regulations for Research Fellowships and of the Regulations for research grants from an OTM-R perspective (reference to C&C, gender balance in the selection committees)	1- Review and drafting of the Regulations for Research Grants; 2- review and drafting of the Regulations for study and research grants.	13 ,14												
5. Revision of the draft of the selection announcements and regulations in order to standardize the equivalence procedures, adopting the less onerous ones provided for by national legislation	1 - Analysis of the legislation governing the matter; 2 - Update of selection notices; 3- Communication campaign within the organization.	19, 21												
6. Measures to support gender equality (drafting, publication, divulgation of the "Gender Equality Plan", gender equality in the R1 and R2 selection commissions, a communication campaign to raise awareness of the figure of the trusted advisor among researchers).	1- GEP web publication; 2- GEP divulgation initiatives; 3- Monitoring Positive Action Plan 2019-2022 and writing of new PAP 2022-24; 4- realization of at least n. 2 public events for the presentation of initiatives/services (GEP, equality counselor, equality in recruitment, new PAPs)	14, 27, 34												
7. Stipulation of agreements with housing structures that can accommodate international researchers (in particular for profiles from R2 to R4)	1 - analysis of the local housing offer and identification of suitable structures for researchers' hospitality; 2 - Stipulation of agreements; 3 - Internal and external communication campaign.	23												
8. Definition of a University policy to enhance mobility paths (international and intersectoral) in researchers' recruitment and careers (R1 and R2), as well as recognition of their professional paths without penalizing any interruptions in their CVs, both in the selection phase and for career development purposes.	1- Analysis of the mechanisms for recognizing mobility implemented by other institutions; 2- Creation of a working group in charge of drafting the policy; 3- Approval of the policy; 4 - Internal and external communication campaign.	17, 18, 20, 29, 33												
9. Promotion and information on obtaining certification and use of the HRS4R label and communication and divulgation campaign among the university community of the principles of the European Charter for Researchers and the Code of Conduct for thei	1 - Definition of internal and external communication campaign; 2 - Development of a web page dedicated to URS4R; 3- Organization of n. 2 events for internal staff and 1 event for stakeholders; 4- Number of participants.	22												
10. Creation of a web space intended to group all the initiatives on researchers' professional development, with the aim of improving their visibility and communication	1- Creation of a web page dedicated to researchers' training; 2- Collection and publication of training initiatives aimed at researchers.	30												
11. Scheduling and planning of courses and training initiatives aimed at researchers on funding opportunities for scientific research. Among the initiatives it will be possible to include communication events on the autonomy of researchers addressed to doctoral students (R1) and their supervisors.	1- Collection and analysis of existing initiatives; 2- Drafting of a training plan for researchers, with particular focus on R1; 3- Number of courses/initiatives conducted in a year; 4- Number of participants.	31, 39												
12. Writing of a vademecum to illustrate the processes related to the teaching activity: use of applications for inserting syllabus, lesson register, recording of exams, good practices, etc.	1 - Writing of the vademecum in Italian and English; 2- Publication on the University portal; 3- Dissemination of the Vademecum among interested parties.	33												
13. Definition of a University policy aimed at enhancing the activity carried out by teachers in the field of competitive research and in internationalization processes with possible revision of the teaching load.	1- Creation of a working group in charge of drafting the policy; 2- Drafting of the Policy; 3- Approval of the policy; 4- Internal and external communication campaign.	33												
14. Definition of an OTM-R POLICY "Open, transparent and merit-based recruitment" for the three main phases of recruitment and for the 4 researcher profiles (R1-R2-R3-R4): 1. advertising and candidacy; 2. selection and evaluation, 3. appointment and contracts. The aim is to standardize, formalize and make known the existing procedures and practices, improve them if necessary and introduce any corrections (where gaps have emerged in the OTM-R check-list), with particular reference to access to this information by international	1- Drafting of an OTM-R policy; 2- Approval of the policy; 3-divulgation of the policy.	12,13, 14												
15. To implement the OTM-R policy, publication of a web page in English dedicated to the recruitment of researchers "ERA-European Research Area: researchers' recruitment" in which documents, forms, regulations, calls for applications divided by the profile of the R1-R2-R3- R4 researcher will be collected.	1-collection of existing regulations, procedures, good practices, and models subdivided by profiles; 2- activation of a web page in English "ERA: researchers' recruitment" for the circulation of such information; 3-translation of all information, regulations, and selection announcement; 4-inclusion of a reference to the C&C principles in all contracts and administrative acts of the recruitment process.	12,13, 21												

Responsible Unit

1. Activity coordinated by the Research and Grant Management Division in collaboration with the Teaching Staff Division (with a commission appointed by the senate)

2. Activity coordinated by the Communication Office with the collaboration of the Third Mission Division, the Research and Grant Management Division and the University Library System.

3. Activity coordinated by the International Relations Division with the collaboration of the Communication Office, the Research Division, and the Teaching Staff Division

4- Activity coordinated by the Regulatory Acts and Institutional Affairs Division with the collaboration of the Teaching Staff Division and the Scholarships and Incentives Office

5. Activity coordinated by the Teaching Staff Division with the collaboration of the Research Doctorate Office and the Scholarships and Incentives Office

6. Activity coordinated by the CUG (Guarantee Committee for Equal Opportunities) and the Research and Grant Management Division

7. Activity coordinated by the Third Mission Division with the support of the Procurement, Convention and Heritage Division and the International Relations Division.

8. Activity coordinated by the Teaching Staff Division with the collaboration of the Planning, Organization and Evaluation Division and the International Relations Division

9. Activity coordinated by the Communication Office with the collaboration of the International Relations Division and the Research Division

10. Activity coordinated by the Communication Office with the collaboration of the Santa Chiara Lab, the Research Division, the Research and Grant Management Division, the International Relations Division, and the Third Mission Division

11.Activity coordinated by the Research Division with the collaboration of the research doctorate office and Santa Chiara Lab

12. Activity coordinated by the Teaching Staff Division with the collaboration of the 1st and 2nd level Courses Division and teachers' training.

13. Activity coordinated by the Teaching Staff Division with the collaboration of the Research and Grant Management Division and the International Relations Division

14. Activity coordinated by the Planning, Organization and Evaluation Division with the collaboration of the departments and the International Relations Division (as regards the publication on the Euraxess portal)

15. Activity coordinated by the Communication office with the collaboration of the Teaching Staff Division, the Research Division, and the International Relations Division