



UNIVERSIDADE  
DE VIGO

## TEMPLATE 3: INTERNAL REVIEW

Case number: 2019ES379642

Name Organisation under review: **Universidade de Vigo**

Organisation's contact details: **María Belén Rubio** (Vicerrector for Research, Transference and Innovation), [vicinv@vigo.es](mailto:vicinv@vigo.es) Tel.: +34 986 813 597

Campus universitario, s/n, Vigo, Pontevedra (Galicia), 36310

Web-link to published version of organisation's HR Strategy and Action Plan:

<https://www.UVigo.gal/investigar/idi-UVigo/estrategia-investigadora/estrategia-personal-investigador-hrs4r>

**SUBMISSION DATE TO THE EUROPEAN COMMISSION:** .....13TH OF OCTOBER, 2022.....

### 1. ORGANISATIONAL INFORMATION

Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.

<b>STAFF &amp; STUDENTS</b>	<b>FTE</b>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	2630
Of whom are international (i.e. foreign nationality)	419
Of whom are externally funded (i.e. for whom the organisation is host organisation)	582
Of whom are women	1251
Of whom are stage R3 or R4 <sup>1</sup> = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	1006
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	200
Of whom are stage R1 = in most organisations corresponding with doctoral level	1423
Total number of students (if relevant)	20210
Total number of staff (including management, administrative, teaching and research staff)	2677
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>
Total annual organisational budget	184.640.912 €
Annual organisational direct government funding designated for research	127.882.596

<sup>1</sup> [http://ec.europa.eu/euraxess/pdf/research\\_policies/Towards\\_a\\_European\\_Framework\\_for\\_Research\\_Careers\\_final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf)



<i>Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)</i>	11.240.263 €
<i>Annual funding from private, non-government sources, designated for research</i>	6.100.000 €
<b>ORGANISATIONAL PROFILE</b> (a very brief description of your organisation, max. 100 words)	
<p>Established in 1990, the University of Vigo is a public university with three campuses (Ourense, Pontevedra and Vigo). The structure of the research is conformed in research groups which merge into Clusters and Research Centres (RC): <a href="#">CINBIO</a> (Biomedical RC), <a href="#">CIM</a> (Marine RC), <a href="#">AtlanTTic</a> (RC for Telecommunication Technologies) and <a href="#">CINTECX</a> (The RC of Industrial Technologies and Processes).</p> <p>The infrastructure map is formed by <a href="#">CACTI</a> (Scientific-Technical support Centre for Research), <a href="#">ECIMAT</a> (Marine Science Station) and <a href="#">CITI</a> (Technological and Industrial Centre).</p> <p>The University of Vigo has been ranked sixth in the U-ranking classification and fourteenth in the Shanghai's ranking of the 62 Spanish universities.</p>	

## 2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE (NARRATIVE)

*Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.*

### **Ethical and professional aspects (1-11)**

*Strengths and Weaknesses (Interim Assessment, max 500 words) 624*

Advances in the field of research ethics have been important, focusing much of the efforts of the implementation of the HR seal at UVIGO. In some cases, these actions have gone beyond the objectives proposed in the Initial Action Plan (2017), adapting them to the new European strategies in the framework of RRI and Open Science.

The new structure (see action plan section) that regulates ethics at the University has been designed and launched (<https://www.UVigo.gal/es/investigacion/etica-investigacion>) and have been working continuously since 2021. In addition, there are the figures of ombudsman and inspector of services and associated procedures have been developed to guarantee the professional responsibility (3) of our researchers (for example, in matters of authorship, plagiarism, etc.)

In 2021, the Spanish Universities through the [CRUE](#) and in Galicia with the support of the BUGALICIA (Galician Library's Consortium), reached transformative agreements with the main scientific publishers that allow all the works of our researchers to be published openly, facilitating access to information both for external researchers and society (8). In compliance with national and European guidelines, UVIGO has a repository of



open research papers, INVESTIGO, to spread the science developed by our researchers.

Both through the [UCC](#) (Scientific Culture Unit) and the UVIGO RC, there is a commitment to the dissemination of results through actions such as open days, dissemination of research results in the press, production of videos “What do we do?” Dedicated to University research groups, etc. In addition, different channels have been developed in the RRSS (for example <https://www.youtube.com/channel/UCMqkl15CpOTe6SmFHRpB9RQ>) for the dissemination of these contents (9).

[The III UVIGO 2020-2024 Equality Plan between Men and Women](#) is currently in force. An *Equality Seal* has been established in 2021 for recognizing the research centers that actively work on this issue (10).

The University of Vigo has an evaluation system for the scientific production and knowledge transfer of its researchers that has been in place for more than a decade (11). There is also an internal process for evaluating teaching work ([DOCENTIA programme](#)). For R3 and R4, at a national and regional level, there are also scientific performance evaluation and transfer programs (research and transfer six-year terms). R1 researchers have monitoring committees that annually evaluate their performance. In addition, the academic committee of the doctoral program must approve the defence of the doctoral thesis.

Also, some of the completed actions are been improved in this period:

- (2) The University's Code of Ethics has been revised to include new aspects such as RRI or questions related to Open Science, with a first draft already available.
- (3) In addition to the use of programs to detect plagiarism in research papers, we are working with the [International Doctoral School \(EIDO\)](#) to review and improve the document on “Good practices in the supervision of doctoral students”, since we consider that professional responsibility it must be instilled in the early stages of the research career.
- (7) Communication with the different research interest groups of the University should be improved to publicize the documents on good practices prepared for different areas of application.
- (6, 8) Open publications have increased significantly in recent years, and are deposited in the institutional repository INVESTIGO. Recently, UVIGO has started participating in the “Research Data Management Work Commission” (CGDI) of the Galician regional government, within which the development of a data management strategy for the CiGUS-RC is planned. In this sense, it is necessary to introduce a new action in the HR Improved AP: Elaborate the UVIGO Open Science Strategy (action 21).
- (10) The review of the Equality Reports proposed on action 17 revealed the existence of a gap between men and women in positions of responsibility. The UVIGO has an Equality Area that, through the third equality plan, works continuously to improve this situation.



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During 2020, a SWOT analysis of research at UVIGO was carried out to address the [2021-2026 Strategic Plan \(SP\)](#), with the participation of a large number of researchers. The SP was approved on 23 December 2020. It is published on the [UVIGO institutional information website](#).

This analysis led to the proposal of a strategic objective focused on ethics:

Objective 13: Establish a model of good governance and management of the university based on transparency, ethical behaviour with attention to singularities and university social responsibility.

This objective is in line with the new University coexistence law.

2022 Survey Results (in short):

Satisfaction average Ethical and professional aspects 2,98 / 5

Best valued: Accountability (6) and Non-discrimination (10)

To improve: Evaluation / Appraisal Systems (11) and Good Practice in Research (7)



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### **Recruitment and selection (12-21)**

#### *Strengths and Weaknesses (Interim Assessment, max 500 words) 488*

Recently there have been important changes in the Spanish contracting regulations (Royal Decree-Law 32/2021, of December 28 -Labour Reform-) that have significantly affected contracting in Spanish Universities. The UVIGO has responded with agility by approving contracting regulations adapted to the new situation and meeting the OTM-R objectives (12,13,14,15,16,17,18,20). Procedures and application forms have been drawn up in three languages (Galician, Spanish and English) and a new administrative unit has been created in 2022 to manage the contracts and it is already processing the contracts charged to projects (e.g., PhD Student R1 and Postdoctoral R2 researchers).

In addition, the [institutional electronic office](#) has been adapted to facilitate the submission of applications to foreign researchers in parallel with the obligation, within the regulations, to advertise all contracts on the EURAXESS platform. Anyway, we are using institutional job advertising tools.

In the UVigo Research Talent Recruitment Program, clear and persistent criteria have been established over time (from 2016), and everything related to the offered position is reported in the call/job offer (15). The selection committees are made up of UVIGO researchers, meeting parity criteria. If necessary, external evaluators of the candidates' CVs are used, designing the evaluation of merits and including personal interviews (14).

UVIGO is following the evolution in the way of evaluating the CVs of researchers that is being established at European and national level after the DORA and Lieben agreements (16, 17, 18, 20). We have participated in European seminars on the subject, as well as organized conferences on this subject.

There is a UVIGO Equality plan where, among other aspects, actions have been established to compensate interruptions of the professional career due to caring for a minor or an elderly person and gender violence (17).

In all pre- and post-doctoral calls, both internal and external (regional, national, European), the geographical mobility of researchers is encouraged, as a requirement for their training in these early stages of the research career (18).

As aspects that we need to improve:

OTM-R Policy: make official and approve in governing bodies.

One of the next steps to be taken will be to establish a call schedule to improve their management and promptly inform researchers, as well as prepare standard forms for all contracting procedures, adapted to legislation requirements, for all types of Research profiles R1-R4 (14, 15). The Improved Action Plan refocus action 9 as follows: "Standardize Research Selection & Recruitment procedures".

At the end of a selection phase, candidates are informed of the results of the procedure, but the strengths and weaknesses of each candidate are not reported individually (15). The action above will include the need to establish a procedure to resolve this issue. Career information provided to new researchers needs to be improved (17, 18), adapting to the next university law that will establish the need to create a research career advisory unit.



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In addition to this, Action 10 is extended to include all types of Research profiles (R1-R4).

#### *Remarks (max 500 words) 138*

The approval of the new Labour Reform has meant a radical change in the hiring of researchers in Spanish Universities and, although we are adapting quickly, this new regulation is going to mean a profound change in the management of researchers that has not yet been fully defined. In addition, and in coherence with what has been said, the Science Law, approved by the Government (6 September 2022), adapts this labour reform to the university reality. Other legislation may also be affected (ex: General Social Security Law).

For this reason, the issue of recruitment at the University will undergo numerous changes in the coming years in Spain online with OTM-R.

2022 Survey Results (in short):

Satisfaction average Recruitment and selection 2,52 / 5

Best valued: Selection (Code) (14)

To improve: Transparency (Code) (15) and Judging Merits (Code) (16)

#### **Working conditions (22-35)**

#### *Strengths and Weaknesses (Interim Assessment, max 500 words) 708*

##### **Some principles are fully implemented:**

National legislation recognizes a legal status at all levels of the research career (e.g. Statute of Research Personnel in Training (R1)) (22).

Research at UVIGO is structured into research groups, 173, and many of them are grouped, in turn, into RC, **6**. These RC are subject to external evaluations both by financial institutions and by international evaluation committees (Accreditation of Excellence RC Program, CiGUS). They follow a strategy of attract external resources and large infrastructures that cover the specific scientific needs of their researchers. Some of these centres have been reached over the time some relevant international [Quality Awards](#). Quality Department will support such QA strategy in line with the HR Program and C&C Principles (action 18).

There are also research support centers, where large infrastructures are concentrated that provide general services to the UVIGO (23). A [Research Support Infrastructures Map](#), where technical characteristics and location of this equipment are shown, is now available. Our university has recently joined a project within the



framework of European Universities, which will allow our researchers to access unique infrastructures throughout Europe.

Unprecedented situation due to the COVID-19 outbreak is mentioned in *Remarks*.

As we already mentioned, the recently approved Labour Reform Law and Science Law have improved the general working conditions of researchers, providing greater stability in scientific careers (25). UVigo provides support to international researchers in their integration through the welcome manual and direct assistance when joining the university and during the installation stage.

There is a Research Funding Program at UVIGO, based on research and transfer merits (26).

The regulations approved at UVIGO for the hiring of research personnel regulate, among other aspects, the minimum salary conditions by type of contract (26).

The UVigo has clear rules to guarantee gender equality. Within its Equality Plan, the UVIGO establishes joint commissions by regulation in the different areas of work (27). In addition, actions are being studied to close the gender gap in the highest positions of the research career that, at UVIGO, as in the rest of Europe, implies a loss of female talent in the most stable levels of research.

The UVIGO has regulations to regulate the transfer of knowledge that includes a section that refers to intellectual property. Similarly, in the regulations for visiting professors approved in 2021, a mention of this topic is included.

In the development of the doctoral thesis, the direction commitment signed by the student, his/her director and the coordinator of the doctoral program establishes the intellectual property rights of the results (31). In the welcome day of these predoctoral students (R1), they are presented with this topic among others necessary for the development of their doctoral thesis. UVIGO regulates teaching activity. In particular, in the case of R1, it establishes that their teaching support task must always be carried out under the supervision of a senior teacher (33).

UVIGO has a fully established system for conflict resolution with different levels (34). Thus, it has a [QSP mailbox](#), which is sent to the service or person involved and which must be resolved in less than 15 days. We have a service inspector/mediator in charge of conflict resolution. Finally, we have the figure of [Ombudsman](#), who is the ultimate guarantor of the rights of the university community.

All groups are represented in decision-making bodies, except Research managers –Hired Project Researchers and Technicians (R1-R2)- (35)

Some others are still a **weakness** for our organization:

The research has been evolving rapidly in recent years, imposing changes in the support structures for research, as well as in the definition of their functions. This is proposed as a new action within the Improved AP (action 20).

The actions related to mentoring and scientific career advice are not fully implemented (28, 30). However, the creation of a career guidance unit is explicitly contemplated in the Law on Universities that is currently reviewing to be approved in the coming months, regulating these university services.

Although geographical mobility is a recognized merit in the different HR calls, mobility between the academic



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sector and the private sector is still not sufficiently considered (29)

The UVIGO Doctoral School is working on improving the guide to good practices in the supervision of doctoral students, R1 (32) Improved AP (action 19).

#### *Remarks (max 500 words) 293*

During the COVID-19 pandemic, UVIGO was one of the pioneering Spanish Universities adapting quickly to the confinement situation. A Coronavirus global response-pledging event was done and we demonstrated our ability to react to the global situation, taken the necessary precautions for health and safety. Initially focusing on students learning conditions (development of a tele-teaching platform, distribution of computers and routers among the most disadvantaged students, etc.), measures were similarly taken to protect our staff, developing teleworking during confinement and subsequently designing capacity and attendance shifts according to current regulations to preserve the ideal working conditions for researchers and workers in general (7, 24).

For example, doctoral regulations were modified in 2020 and a platform for virtual thesis defence was enabled and regulated. This procedure has been maintained until today as an option to encourage the participation of international researchers in the courts that judge these works.

Remarkable initiatives were quickly put in place:

- Distribution of protection material kit (masks, hydrogel, etc)
- Launch of the PCR saliva testing campaigns
- The use of homeworking has been facilitated by the reinforcement of the IT department and the setting up of a helpdesk in order to support teachers and students during remote examination sessions (development and promotion of learning specific e-tools).
- Regular sharing of information (web, internal & external messages) about the sanitary situation and on legislation, constraints and recommendations oriented to researchers.

The 2021-2026 Strategic Plan establishes as a priority objective the strengthening of research support structures, with actions that will have a direct impact on improving the working conditions of our researchers.

2022 Survey Results (in short):

Satisfaction average Working conditions 2,53 / 5

Best valued: Participation in Decision Making Bodies (35)

To improve: Career Development (28) and Research Environment (23)



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### **Training and development (36-40)**

#### *Strengths and Weaknesses (Interim Assessment, max 500 words) 323*

The [UVigo's School of Continuing Studies](#), founded on 16.10.2020, fits in develops an extensive training program for the University's researchers, mainly for R2 to R4, with the objective of updating and expanding their skills and competences (38, 39). In addition, the vice-rectorate for research organizes regularly conferences and workshops on topics related to scientific careers.

Specific conditions for R1 Researchers:

Overall supervision structures and arrangements are referenced in the Regulation of the Doctorate School Program of UVigo. Doctoral students (R1 Profile) and their supervisors must sign a supervision commitment at the beginning of their doctoral thesis development which establishes the basic rules of the student-supervisor-doctoral program relationship. In addition, each doctoral program has a doctoral student follow-up committee to ensure the smooth running of the thesis both at the academic level and in the doctoral student-tutor relationship (36, 37).

The [International Doctoral School](#) is implementing a [Quality Assurance System](#) under the [European Standards and Guidelines for Higher Education \(ESG\)](#) which are related with some of these C&C Principles (36, 37, 39, 40)

A specific training program for each doctoral programme is offered. In addition, the International Doctoral School develops a program of courses in transversal skills for all doctoral students.

A specific supporting program for attending congresses or carrying out research stays are available for R1 and R2 Researchers (38, 39).

As aspects that we need to improve, UVIGO International Doctoral School is working on improving the guide to good practices in the supervision of doctoral students, R1 (36 to 40).

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Although UVigo has focused its annual training programmes on improving the teaching skills of our researchers following European guidelines, work is currently underway to include specific training oriented to R2-R4 new researchers' needs and expectations and related skills (action 7).

In addition, according to the survey results below, continuing professional development by the mean of a network of tutors and mentors for young researchers must be developed (action 13).

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#### *Remarks (max 500 words) 25*

2022 Survey Results (in short):

Satisfaction average Training and development 2,54/ 5

Best valued: Supervision and Managerial Duties (37)

To improve: Continuing Professional Development (38)



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*Have any of the priorities for the short- and medium term changed? (max 500 words) 273*

The development of the [UVigo Strategic Plan 2021-2026](#) has forced a thorough analysis of the university context. This has made it possible to establish a set of strategic objectives that in the field of research have focused mainly on:

Ob 15: To strengthen research support structures, whose actions are aimed at improving the working conditions of our researchers (new action proposed: 20)

Ob 16: To improve the exchange of information between the different research structures and researchers

Ob 18: To position UVIGO as a reference research institution in our environment and at a European level, with a firm commitment to the European strategy for human resources in research (HRS4R).

Ob 19: Open Science, continue promoting open science at all levels (new action proposed: 21)

Ob 20: To promote recognition of quality research activity, establishing a stimulation plan for young researchers and promoting more training and development (action 7).

Ob 24: Caring for the personal and professional development of the university community, improving the working conditions of our researchers (action 13 and 14)

Ob 25: Attracting talent, improving recruitment and selection processes. The recent Spanish Labour reform has introduced uncertainty in the hiring procedures in Spanish universities. The national Science Law have just approved so that it will establish new conditions for these procedures and universities must adapt to this new regulation following the OTM-R principles (actions 9 and 10).

In particular, it is necessary to highlight that UVIGO SP 2021-2026 comprises, as transversal values, Internationalisation and Sustainability, looking for becoming a socially responsible institution and, as such, serve as an active agent to meet the 17 Sustainable Development Goals (SDG) adopted by UN.

*Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words) 184*

Four main circumstances, of different significance, have occurred in the last year, which will have an impact on the HR strategy:

1. UVIGO held elections for the rector in May 2022. Although the current government team is a continuation of the previous one, there have been some changes in the government structure that may affect the implementation of the HR Programme.
2. A new UVIGO Strategic Plan has been drawn up that has established new objectives that should be incorporated into the HR Improved AP.
3. The COVID-pandemic has brought about an important change in working conditions, introducing teleworking and videoconferencing as a key tool in the development of research activity.



4. The recent Spanish labour reform has meant a paradigm shift in the hiring of researchers in Spanish universities that are still in the process of adaptation and that continue to develop the appropriate procedures following the HR principles.

In addition to this:

5. On September 2022, a new Science Law was approved that we must adapt in our university.
6. The State Government is working on a new university law that will be approved in the coming months

*Are any strategic decisions under way that may influence the action plan? (max 500 words) 138*

- During this first cycle of implementation of the HR (2017-2022), the executive WG has carried the weight of promoting, developing, implementing and disseminating the actions, with meetings of the supporting WGs. In this second cycle we want to take this responsibility to another level, seeking a greater participation of the different research profiles (R1-R4)

Therefore, a new work structure will be designed. The executive WG will be maintained, an HR contact will be identified in each vice-rectorate and work groups linked to specific actions will be defined, which must be coordinated with the WG.

- Some of the objectives established in the new UVIGO 2021-26 Strategic Plan have promoted new actions in the HR Improved Action Plan.
- A policy of consolidation of research centers and institutes will be carried out, generating an organizational change in research structures at UVIGO.



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### **3. ACTIONS**

*Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered, omitted please provide a commentary for each action. You can also add new objectives.*

*Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings:*

**Note:** Use "Add another row" button to add a new "proposed action".

*Unselected principles:*



ETHICAL AND PROFESSIONAL ASPECTS						
Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
1 Define and publish the Code of Ethics of the UVigo.	2	Q3 2018	VC-RTT	<ul style="list-style-type: none"> <li>• Preliminary interdepartmental meetings for the drafting of the Code of Ethics Manual.</li> <li>• Drafting of the UVigo Code of Ethics.</li> <li>• UVigo's Code of Ethics approval.</li> <li>• UVigo Code of Ethics publication.</li> <li>• Number of visits/downloads of the documentation.</li> <li>• Annual Survey regarding implementation.</li> </ul>	Completed	<p>Already completed in the interim report but work has continued on improving some aspects of this action. A total of 24 researchers and 7 technical staff have participated in this action</p> <p>The ethics commissions of the centers have been eliminated and an Ethics Commission (CETIC) of the UVigo has been established (date of constitution, 9.06.2021 and date of approval of the regulation, 29.04.2021), on which three committees depend:</p> <ul style="list-style-type: none"> <li>• <b>Biological Risk Management Committee (CGRB)</b> Its mission is to identify, evaluate and prevent or reduce the adverse effects associated with research with biological agents, in order to guarantee the correct use of the facilities before workers, society, the environment and administrations. Reviewed files:</li> <li>• <b>Animal Experimentation Ethics Committee (CEEA/OH)</b> Its purpose is to promote the responsible and ethical use of experimental animals in researchers, teachers and students and to guarantee the ethical use of animals before society and administrations. Reviewed files:</li> <li>• <b>Ethics Committee for research with human beings and the environment (CEISHMA)</b> It is responsible for the evaluation of the ethical aspects of the research carried out at the University of Vigo for scientific purposes that involves human beings, or the environment, as well as the collection and processing of personal data that may affect fundamental rights, in accordance with current legislation. Reviewed files:</li> </ul>

						<p>In addition, the regulations that govern the operation of these commissions have been approved.</p> <p>A new version of ethics code is preparing, including novel aspects such as RRI</p> <p>Number of evaluation reports per committee from their constitution: CGRB: CEEA/OH: 110 CEISHMA: 10</p>
<p><b>2</b> <b>Design and publish the UVigo's Code of Good Practice in Research.</b></p>	<p>3,31, 32</p>	<p>Q3 2018</p>	<p>VC-RTT</p>	<ul style="list-style-type: none"> <li>• Preliminary interdepartmental meetings for the drafting of the UVigo Code of Good Practices in Research.</li> <li>• Drafting of the Code of Good Practices in Research.</li> <li>• UVigo's Code of Good Practice in Research approval.</li> <li>• Publication of the Code of Good Practices in Research.</li> <li>• Number of visits/downloads of the documentation.</li> <li>• Annual Survey regarding implementation.</li> </ul>	<p><b>Completed</b></p>	<p>Already completed in the interim report.</p> <p>The UVigo's Code of Good Practice in Research was approved by the Governing Council on March 20, 2018 <a href="https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2018-04/Guia%20boas%20practicas%20investigaci%C3%B3n.pdf">https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2018-04/Guia%20boas%20practicas%20investigaci%C3%B3n.pdf</a></p> <p>Although it is a completed action, it has been detected that the number of visits is low (2021: 0 visit; 2022: 398 visits) and a communication strategy is going to be designed and we are remodelling the vice-rectorate's website to make visibility of these aspects related to the HR seal.</p> <p>This action partially will be included in a redefined action that will include action 15 and 16: Development of other documents of good practices for specific topics such as data protection and this dynamic will be followed for topics such as equality, supervision of students, etc.</p>



<p><b>3</b> Select and install an anti-copy Software</p>	<p>3</p>	<p>Q2 2020</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Preparation of a checklist of the desired attributes of the software.</li> <li>• Identification of the most convenient software based on the list of attributes.</li> <li>• Software purchase.</li> <li>• Software installation.</li> <li>• Annual Survey regarding implementation.</li> </ul>	<p><b>Completed</b></p>	<p>Already completed in the interim report.</p> <p>The software (2017) is widely used in doctoral school for the revision of doctoral theses and in other areas of teaching and research.</p> <p>Training activities have been carried out to generalize its use in the predoctoral field (R1 Profile).</p> <p>Software installation &amp; use: significant data</p> <table border="1" data-bbox="1279 638 2210 951"> <thead> <tr> <th></th> <th>Active Classes</th> <th>Active Instructors</th> <th>Submissions</th> <th>Similarity Reports</th> </tr> </thead> <tbody> <tr> <td>2019 (may-dec)</td> <td>589</td> <td>355</td> <td>2948</td> <td>3407</td> </tr> <tr> <td>2020</td> <td>2491</td> <td>3206</td> <td>9822</td> <td>9918</td> </tr> <tr> <td>2021</td> <td>4741</td> <td>7373</td> <td>78376</td> <td>77466</td> </tr> <tr> <td>2022 (jan-may)</td> <td>2031</td> <td>3842</td> <td>19398</td> <td>19399</td> </tr> </tbody> </table>		Active Classes	Active Instructors	Submissions	Similarity Reports	2019 (may-dec)	589	355	2948	3407	2020	2491	3206	9822	9918	2021	4741	7373	78376	77466	2022 (jan-may)	2031	3842	19398	19399
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2021	4741	7373	78376	77466																											
2022 (jan-may)	2031	3842	19398	19399																											
<p><b>4</b> Design and publish fact sheets on calls for projects and update FAQ of calls.</p>	<p>4</p>	<p>Q4 2019</p>	<p>VC-RTT</p>	<ul style="list-style-type: none"> <li>• List of the current calls available.</li> <li>• Drafting of the Fact Sheet.</li> <li>• Publication of the Informative Fact sheets and FAQ manual.</li> <li>• Updating of the informative fact sheets.</li> <li>• Number of visits/downloads of the documentation.</li> <li>• Annual Survey regarding implementation.</li> </ul>	<p><b>Completed</b></p>	<p>Already completed in the interim report.</p> <p>There are two different publication ways according to the type of call (UVigo, regional, national, European):</p> <ul style="list-style-type: none"> <li>• UVigo Secretary's Office: <table border="1" data-bbox="1279 1117 2210 1244"> <thead> <tr> <th></th> <th>nº calls 2021/visits</th> <th>nº calls 2022/visits</th> </tr> </thead> <tbody> <tr> <td>UVIGO</td> <td>15/47220</td> <td>15/24310</td> </tr> <tr> <td>Regional</td> <td>6/7700</td> <td>0/0</td> </tr> <tr> <td>National</td> <td>2/2565</td> <td>0/0</td> </tr> </tbody> </table> </li> <li>• International Projects Office 3 (European calls). Visits: July 2022: 91</li> </ul>		nº calls 2021/visits	nº calls 2022/visits	UVIGO	15/47220	15/24310	Regional	6/7700	0/0	National	2/2565	0/0													
	nº calls 2021/visits	nº calls 2022/visits																													
UVIGO	15/47220	15/24310																													
Regional	6/7700	0/0																													
National	2/2565	0/0																													



						<p>June 2022: 93          May 2022: 95          April 2022: 77          March 2022: 67</p>
<p><b>6</b>  <b>Define and implement a data management plan for research projects at UVigo</b></p>	7	Q1 2020	M	<ul style="list-style-type: none"> <li>• Interdepartmental brainstorming meeting to define the requirements for a data management plan for the UVigo.</li> <li>• Approval of the new procedures for data management</li> <li>• Purchasing (if necessary), installation and implementation of the data management plan.</li> <li>• Annual Survey regarding implementation.</li> </ul>	<b>Completed</b>	<p>A total of 5 researchers and 2 library staff have participated in this action</p> <p>UVIGO has participated in numerous international meetings both on open science and open data. In addition, the vice-rectorate for research has promoted training actions in this area. In 2019 we requested our inclusion in the EOSC association, of which we are currently a member. All this has allowed us to have a broader vision of what open science entails.</p> <p>UVIGO has recently been integrated into the “Research Data Management Work Commission” (CGDI) of the Regional Government, within which the development of a data management strategy for the CIGUS centers (research centers recognized as excellent by the Regional Government) is planned.</p> <p>In this case, we propose a new action (number 21) that would integrate this action 6 and that is defined as: <b>Elaboration and approval of the UVIGO open science strategy</b>. This new action will be developed in line with the OS National Strategy that is in the development phase.</p>
<p><b>8</b>  <b>Define and create an "Accessible science dissemination office" of the UVigo.</b></p>	8,9	Q2 2019	VC-RTT	<ul style="list-style-type: none"> <li>• Estimation of the costs associated with the office</li> <li>• Unit created and people hired.</li> <li>• Number of activities performed.</li> <li>• Number of participants at activities.</li> <li>• Annual Survey regarding implementation and satisfaction level.</li> </ul>	<b>Completed</b>	<p>The UVigo Unit of Scientific Culture was created on 2018. Its activities and powers are described in: <a href="https://ucc.webs.UVigo.es">https://ucc.webs.UVigo.es</a></p> <p>Since November 2018 the University of Vigo is member of the Units of Scientific Culture and Innovation network at national level <a href="https://www.fecyt.es/en/info/ucci-network">https://www.fecyt.es/en/info/ucci-network</a></p> <p>A web page was created <a href="https://www.uvigo.gal/es/investigacion/difusion-investigacion">https://www.uvigo.gal/es/investigacion/difusion-investigacion</a></p> <p>The unit is coordinated with the communication department.</p>



						<p>The dissemination unit is supported by the Vice-chancellorship of Research, Vice-chancellorship of Social Responsibility, Internationalization and Cooperation, Vice-chancellorship of Communication and Institutional Relations and coordinated by a person recently hired.</p> <p>People hired :3 Hundreds of researchers have participated in these activities</p> <p>As an example, number of activities performed during 2021:</p> <p>8 activities G-Night, Galician Night of Researchers (participants:130; attendees:2838) <a href="http://gnight.gal">http://gnight.gal</a></p> <p>#11F na UVigo – Talks in schools (P:40; A: 1160) #11F na UVigo - Elas fan CienTec (P:20; A:81) <a href="https://www.UVigo.gal/es/universidad/conocenos/responsabilidad-social/noticias/11f-dia-internacional-muller-nena-ciencia-2021">https://www.UVigo.gal/es/universidad/conocenos/responsabilidad-social/noticias/11f-dia-internacional-muller-nena-ciencia-2021</a></p> <p>I want to be a researcher woman (didactic material) (P:10) <a href="https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2020-03/Quero_ser_investigadora_libro_electronico_baixa_0.pdf">https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2020-03/Quero_ser_investigadora_libro_electronico_baixa_0.pdf</a></p> <p>Collaboration with The Conversation Training " Disseminate at street " (A: 30) Training “Practical course on communication for researchers ” (A: 92) Training of Annual Science Plan Round Trip (A: 24)</p>
16 Reinforce the communication of topics (Good	7	Q12020	VC- Resear ch	<ul style="list-style-type: none"> <li>• Number of web page views.</li> <li>• Number of informative sessions.</li> <li>• Number of participants in</li> </ul>	<b>Completed</b>	<p>In the Improved Action Plan, this action will be redefined into the action and 15.</p> <p>So far, different training activities have been organized with around a hundred R1 to R4 participants</p>



<p>practices in research: (i) Security and health, (ii) Data recovery / backup management and (iii) Data protection and confidentiality, etc.) by: a) including information in the updates of the welcome manual, generate new content in the welcome courses or create new ad hoc courses, give greater visibility to this information on the web, etc.</p>				<p>new courses.</p>		
<p><b>17</b> Review Equality Reports to provide evidence. It consists on a review of the % of men and women in positions of high responsibility such as: Principal investigators,</p>	<p>10</p>	<p>Q4-2024</p>	<p>Equalit y Unit</p>	<ul style="list-style-type: none"> <li>• % of women in positions of high responsibility concerning Research.</li> </ul> <p>Target: 50% 2025</p>	<p><b>Extended</b></p>	<p>UVIGO has an Equality Plan that can be consulted at:  <a href="https://www.UVigo.gal/es/universidad/informacion-institucional/planes-politicas/plan-igualdad">https://www.UVigo.gal/es/universidad/informacion-institucional/planes-politicas/plan-igualdad</a></p> <p>Among the actions carried out in this area:            UVIGO's Equality unit produces <b>annual reports</b> on the equality observatory, recording the situation and indicators and evaluating trends. The 2022 report can be found at  <a href="https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2022-09/2022_informe_observatorio.pdf">https://www.UVigo.gal/sites/UVigo.gal/files/contents/paragraph-file/2022-09/2022_informe_observatorio.pdf</a></p>



<p>management, high representation, etc.</p>						<p>Equality badge of the centers, endowed with an economic amount to undertake equality actions</p> <p>Indicators: (Women representation in %)</p> <p><b>Unipersonal bodies</b>            Government team (Men: 6, Women: 5) 45%            Government in the centers (M: 61; W: 57) 48%            Department management (M: 50; W: 47) 48%</p> <p><b>Collegiate bodies</b>            University senate (M: 112, W: 78) 41%            Government Council (M: 31, W: 26) 45%</p> <p><b>Teaching and research staff (permanent position)</b>            Full Professor R4 (M: 142, W: 51) 26%            Senior Lecturer R3-R4 (M: 306, W: 233) 43%            Lecturer R2-R3 (M: 108, W: 115) 52%</p> <p><b>Postdoctoral Researchers R2-R3</b>  <b>Predocctoral Researchers R1 (M: 61, W: 81) 57%</b></p> <p><b>Principal investigators</b>            Research project management (M: 88, W: 44) 33%            Project management with companies (M: 164, W: 67) 29%</p> <p>To complete the action, it is rescheduled to Q4 2020 to Q4-2024.</p>
<p>21 Elaboration and approval of the UVIGO Open Science Strategy</p>	<p>6,8</p>	<p>Q1 2024</p>	<p>Vicerr ector for Resear ch</p>	<ul style="list-style-type: none"> <li>OS Strategy Approval &amp; Publication Date</li> </ul> <p>Target: January 2024</p>	<p><b>New</b></p>	<p>This new action will be developed in line with the OS National Strategy that is in the development phase.</p>

RECRUITMENT AND SELECTION (OTM-R)						
9					<b>Extended</b>	
<b>Standardize Research Selection &amp; Recruitment procedures</b>	12,13, 14, 15, 16, 17, 18, 19,39	Q1 2024	VC-RTT & M	<ul style="list-style-type: none"> <li>• OTM-R Policy Approval &amp; Publication Date</li> </ul> <p>Target: January 2023</p> <ul style="list-style-type: none"> <li>• Procedures Approval and Publication Date</li> </ul> <p>Target: June 2023</p> <ul style="list-style-type: none"> <li>• OTM-R Policy Setting up for all R1-R4 profiles date</li> </ul> <p>Target: December 2023</p>		<p>The action is partially renamed to better describe its objectives (<i>Complete implementation of the new rules for "Hiring researchers through R&amp;D&amp;I Project Funding" to Standardize Research Selection &amp; Recruitment procedures</i>)</p> <p>The approval of the new Labour reform has meant a radical change in the hiring of researchers in Spanish Universities and, although we are adapting quickly, this new regulation is going to mean a profound change in the management of researchers that has not yet been fully defined.</p> <p>In June 2022, UVIGO approved a new contracting regulation adapting the novelties of the labour reform law, in accordance with OTM-R principles. A new unit to contracting research staff was created. <a href="https://secretaria.UVigo.gal/uv/web/normativa/public/show/535">https://secretaria.UVigo.gal/uv/web/normativa/public/show/535</a></p> <p>This unit focuses its work on the application of the rules of recruitment to the field of the research staff charged to research projects (mainly R1-R2 Profiles)</p> <p>Recently, the Science Law, approved by the Government (6 September 2022), adapts this labour reform to the university reality. In addition, in the coming months, the new law of the University System (LOSU) is pending approval.</p> <p>Consequently, in the next year, a revision of the contracting regulations and procedures in UVIGO will be necessary to adapt the changes generated by these two recently approved laws and an OTM-R Policy has to be approved to be implemented in all types of Selection &amp; Recruitment procedures (R1 to R4 profiles).</p>
<b>Publish and implement the OTM-R Policy.</b>						



						To complete the action, it is rescheduled to Q1 2020 to Q1-2024.
<p><b>10</b> Prepare the "Handbook of Good Practices in Recruitment of researchers at UVigo" to accompany the implementation of new rules for "Hiring researchers through R&amp;D&amp;I Project Funding".</p>	<p>12,13 , 14, 15, 16, 17, 18, 19,39</p>	<p>Q1 2024</p>	<p>VC-RTT &amp; M</p>	<ul style="list-style-type: none"> <li>• OTM-R Handbook of Good Practices Approval &amp; Publication Date</li> </ul> <p>Target: June 2024</p> <ul style="list-style-type: none"> <li>• EURAXESS JobOffers Advertising (%)</li> </ul> <p>Target: 65% 2023 up to 85% 2025 (R&amp;D&amp;I Project Funding)</p> <p>(75% all R1-R4 Profiles)</p>	<p><b>Extended</b></p>	<p>Until now, the manual has been developed in video format on specific topics related to the hiring of researchers. Examples:</p> <p>What is Euraxess? <a href="https://tv.UVigo.es/video/607d9e11d17add1478143762">https://tv.UVigo.es/video/607d9e11d17add1478143762</a></p> <p>How to post a Job offer on Euraxess Jobs? <a href="https://tv.UVigo.es/video/607d9e14d17add1478143765">https://tv.UVigo.es/video/607d9e14d17add1478143765</a></p> <p>UVIGO Job offers: <b>Virtual secretary</b> 2021: 139448 visits; (32 offers) 2022: 98401 visits; (43 offers) Hiring under a European project (17 offers: 10.367 visits)</p> <p><b>EURAXESS (Job offers):</b> 2016: 22 2017: 36 2018: 19 2019: 23 2020: 74 2021: 59 2022 (Jan-Aug): 47</p> <p>To complete the action, it is rescheduled to Q2-2018 to Q1-2024.</p>



WORKING CONDITIONS AND SOCIAL SECURITY						
5	Prepare and elaborate a "Welcome Manual for New Researchers at UVigo"	5,7,8, 23,31	Q3 2023	VC-RTT	<ul style="list-style-type: none"> <li>• WM Approval &amp; Publication Date (v1)</li> </ul> Target: June 2023	<p><b>Extended</b></p> <p>The Welcome Pack (Manual) for visiting research staff was published on November 2021 (v0):  <a href="https://www.UVigo.gal/en/come-UVigo/visiting-research-staff">https://www.UVigo.gal/en/come-UVigo/visiting-research-staff</a></p> <p>3 Researchers and more than 10 technical staff participated on the WP elaboration. All the services involved participated in the preparation of the welcome manual and meetings were held with each of the services as well as general meetings.</p> <p>This action has been extended since we are preparing the welcome manual for researchers who join the UVIGO with a stable position to complement the existing manual (WM v1).</p> <p>We are making help videos of the different investigation management procedures.  <a href="https://tv.UVigo.es/series/607d9c1bd17add145246a583">https://tv.UVigo.es/series/607d9c1bd17add145246a583</a></p> <p>Number of visits to WM:            2021: 332            2022 (Jan-May): 519</p> <p>Number of visiting reseach staff            2019: 1            2020: 42            2021: 92            2022: 118 (September)</p> <p>To complete the action, it is rescheduled from Q4-2019 to Q3-2023.</p>
11	Design a scientific	23	Q1 2018	VC-RTT	<ul style="list-style-type: none"> <li>• Inventory of the material and facilities.</li> </ul>	<p><b>Completed</b></p> <p>Already completed in the interim report.</p> <p>Website:</p>



and technological infrastructure map.				<ul style="list-style-type: none"> <li>• Consolidation and cataloguing of the scientific and technological infrastructures of the UVigo.</li> <li>• Publication of the technological infrastructures map.</li> <li>• Annual online Survey to verify implementation and satisfaction level.</li> </ul>		<p><a href="#">Research Support Infrastructures Map</a></p> <p>The inventory was carried out in 2018 and the infrastructure map was published in open access in 2022.</p>
<p><b>12</b></p> <p>Write a document about "Strategies for Professional Development of Researchers" at the UVigo"</p>	28,3	Q1 2020	VR-RTT & M	<ul style="list-style-type: none"> <li>• Brainstorming sessions with experts from other research organizations. Prepare a publication containing the most remarkable conclusions or recommendations of the experts.</li> <li>• Publish the document.</li> <li>• Number of visits/downloads.</li> <li>• Annual Survey regarding implementation and satisfaction level.</li> </ul>	<b>Completed</b>	<p>This action has been reoriented to provide training and information to research staff on different aspects of the research career, both through specific training <a href="https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb">https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb</a> (published on 12.07.2022) and centralise on our HR institutional webpage resources and access to the web pages of other organizations (examples) <a href="https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-5th-edition">https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-5th-edition</a> <a href="https://euraxess.ec.europa.eu/career-development">https://euraxess.ec.europa.eu/career-development</a> <a href="https://www.sherpadomar.com/en">https://www.sherpadomar.com/en</a></p> <p>In the Improved Action Plan, this action will be redefined together with action 14</p>
<p><b>14</b></p> <p>Design and create a "Career Guidance unit"</p>	30	Q1 2024	VC-RTT & M	<ul style="list-style-type: none"> <li>• Career Development institutional HR- webpage Publication Date</li> </ul>	<b>Extended</b>	<p>As mentioned in action 12, this action has been extended to provide training and information to research staff on different aspects of the research career, both through specific training <a href="https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb">https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb</a> (published on</p>



				<p>Target: November 2023</p> <ul style="list-style-type: none"> <li>• Creation Unit approval</li> </ul> <p>Target: Mars 2024</p>		<p>12.07.2022) and centralise on our HR institutional webpage resources and access to the web pages of other organizations (examples)</p> <p><a href="https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-5th-edition">https://www.fecyt.es/es/publicacion/researcher-career-path-spain-glance-5th-edition</a></p> <p><a href="https://euraxess.ec.europa.eu/career-development">https://euraxess.ec.europa.eu/career-development</a></p> <p><a href="https://www.sherpadomar.com/en">https://www.sherpadomar.com/en</a></p> <p>In the Improved Action Plan, this action will be redefined together with action 12</p> <p>The creation of a Career Guidance Unit action is conditioned by the Spanish University System Law that is pending approval in the coming months and that redefines the scientific career as well as the elaboration of the new list of jobs of the administrative services of the UVIGO that allows the creation of this new unit.</p> <p>To complete the action, it is rescheduled from Q3-2019 to Q1-2024.</p>
<p><b>18</b> Establish coordination mechanisms between the implanted QA systems and the principles of HR C &amp; C.</p>	<p><b>23,</b> <b>24,</b> <b>25,</b> <b>28,</b> <b>34,</b> <b>36,</b> <b>37,</b> <b>38,</b> <b>39</b></p>	<p>Q1 2024</p>	<p>Quality Department &amp; VRR</p>	<ul style="list-style-type: none"> <li>• Number of Research Centres accredited CiGUS</li> </ul> <p>Target: 4 centres 2025</p>	<p><b>Extended</b></p>	<p>Accreditation of Excellence Research Centres Program (CiGUS).</p> <p>To complete the action, it is rescheduled from Q4-2010 to Q1-2024.</p>



<p><b>20</b> Define functions of the UVigo services linked to research and design the organizational chart to improve service-researcher communication</p>	<p>23 24</p>	<p>Q1 2025</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Handbook Approval &amp; Publication Date</li> </ul> <p>Target: January 2025</p>	<p><b>New</b></p>	
<p><b>TRAINING AND DEVELOPMENT</b></p>						
<p><b>7</b> Expand the training program offered in soft skills in key areas, improve dissemination and access</p>	<p>5,8,9, 14,28 , 32, 37, 38, 39</p>	<p>Q1 2025</p>	<p>Head of School of Contin uing Studies</p>	<ul style="list-style-type: none"> <li>• Number of new training programs available (to R1-R4).</li> </ul> <p>Target: increase of 10% a year up to 2025</p> <ul style="list-style-type: none"> <li>• Training Satisfaction level</li> </ul> <p>Target: 4/5 in 2025</p>	<p><b>Extended</b></p>	<p>On October 16th, 2020, the creation of the <a href="#">School of Continuing Studies</a> was approved by the University Senate, which responds to the continuous training researchers' needs of UVIGO.</p> <p>UVIGO has an ambitious annual program for training for teaching needs, some of them used by research staff. It is intended to extend the annual programme to the specific needs of research staff (e.g.: R1, R2 Profiles).</p> <p>This program may be coordinated with the needs and training offer for R1 at the International Doctoral School.</p> <p>To complete the action, it is rescheduled from Q1-2018 to Q1-2025.</p>
<p><b>13</b> Network of tutors and mentors for young researchers.</p>	<p>28,30 ,37</p>	<p>Q2 2020  Q2 2024</p>	<p>VC-RTT &amp; VC- AIS</p>	<ul style="list-style-type: none"> <li>• Project Pilot (experimental) for the development of a mentorship network.</li> </ul> <p>Target: June 2024</p>	<p><b>Extended</b></p>	<p>Network of tutors and mentors for young researchers is pending development, due to the organizational and resource effort required. At present, contacts have been made with representatives of the FECYT, a pioneer in Spain in the organization of this type of network and this action is kept waiting to be able to promote in the next stage of implementation of HR.</p>



						To complete the action, it is rescheduled from Q2-2020 to Q2-2024.
19 Develop and implement a "Guide of good practices for supervision and management tasks".	3 28, 36, 37, 40	Q4 2023	VC- Resear ch	<ul style="list-style-type: none"> <li>• Guide Approval &amp; Publication Date</li> </ul> Target: November 2023	<b>Extended</b>	<p>There is a guide to good practices in supervising doctoral theses, approved in 20/05/2016. <a href="http://domar.campusdomar.gal/wp-content/uploads/2017/04/guia-buenas-practicas.pdf">http://domar.campusdomar.gal/wp-content/uploads/2017/04/guia-buenas-practicas.pdf</a></p> <p>We are currently revising and updating this guide.</p> <p>To complete the action, it is rescheduled from Q2-2020 to Q4-2023.</p>
<b>HR PROGRAMME (TRANSVERSAL)</b>						
15 Awareness and implementation of C&C.	All	Q4 2024	VC-RTT M	<ul style="list-style-type: none"> <li>• Communication Plan Approval &amp; Publication Date</li> </ul> Target: June 2023	<b>Extended</b>	<p>This action must be extended in the Improved Action Plan until it is considered fully effective among our Research community.</p> <p>Different actions have been carried out in this area, such as: cycles of conferences on topics related to HR <a href="https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb">https://tv.UVigo.es/series/6221d32ea33c06022e2a8dbb</a>, news in the UVIGO press (DUVI) (ex.: <a href="https://www.UVigo.gal/universidade/comunicacion/duvi/publicacion-aberto-clave-derrubar-barreiras-acceso-investigacion-cientifica">https://www.UVigo.gal/universidade/comunicacion/duvi/publicacion-aberto-clave-derrubar-barreiras-acceso-investigacion-cientifica</a> Briefings.</p> <p>This action includes now the partial content of action 2, <i>Development of other documents of good practices for specific topics such as data protection</i>, and the content of action 16 <i>Reinforce the communication of topics (Good practices in research: (i) Security and health, (ii) Data recovery / backup management and (iii) Data protection and confidentiality, etc.)</i> by: a) including information in the updates of the welcome manual, generate new content in the welcome courses or create new ad hoc courses, give greater visibility to this information on the web, etc.</p>



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						<p>This action will include the development of a communication plan.</p> <p>To complete the action, it is rescheduled from Q4-2020 to Q4-2024.</p>
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***The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.***

*Please provide the link to the dedicated webpage(s) on your organisation's web site \**

(URL):

<https://www.uvigo.gal/en/research/rd-uvigo/research-strategy/personal-research-strategy-hrs4r>

*If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.*

*Comments on the implementation of the OTM-R principles (Internal Review for Award Renewal)*

The development of regulations and associated procedures in the hiring of researchers implementing OTM-R policies has been altered in recent years by the pandemic, and mainly by the approval of the labor reform in December 2021. In response to this law, the Unit for the hiring of research personnel (UCPI) was created, and the hiring regulations and associated procedures were approved following the OTMR principles.

Recently, the approval of the Law of Science (September 6, 2022), where the scientific career is redefined, it is necessary to review the regulations and procedures currently established.

***Please be aware that your OTM-R policy should be 'embedded' into the institutional HR strategy at the renewal phase . The extended version of the reviewed HR strategy including the OTM-R policy and actions should be published on your organisation's website.***

#### **4. IMPLEMENTATION (MAX. 1 PAGE)**

*General overview of the implementation process: (max. 1000 words) 872*

As a result of the implementation process, the following actions are considered completed:

- A new and complete ethical management structure in UVIGO (action 1)
- The elaboration of a UVIGO's Code of Good practice in research (action 2)
- The anticopy software is installed and is commonly used in the review of doctoral theses and other research works (action 3)
- Different publication ways according to the type of call (autonomous, national, European) are established (action 4)
- The Science dissemination office was created on 2018 and has developed an important activity of scientific dissemination (action 8)
- The web of UVIGO scientific and technological infrastructure is developed and published (action 11)
- The review of equality reports to provide evidence has been completed. UVIGO has a very active equality unit that establishes interannual equality plans to improve these aspects (action 17)

Some actions are ongoing or have been reoriented

- The visiting researchers' regulations and welcome manual was published on November 2021. This action has been extended since we are preparing the welcome manual for researchers who join the UVIGO with a stable position to complement the existing manual (action 5)
- Recently, UVIGO has started participating in the "Research Data Management Work Commission" (CGDI) of the regional government, within which the development of a data management strategy for the CIGUS-RC centers is planned. This participation will be integrated into the proposed new action to develop the UVIGO open science strategy (action 6)
- School of Continuing Studies, this school manages the lifelong training of the University's teaching and research staff. Until now, most of the training offer is focused on the teaching needs established by the EU. In the coming years it will also be extended to research needs (action 7).
- Regulations and procedures for hiring researchers following the OTM-R principles and the guidelines of the new labour reform has been approved recently. However, the recent modifications in the hiring of university personnel established by the labour reform law and by the science law, as well as the expected approval of the University System Law in the coming months, will force this regulation to be reviewed and updated (actions 9, 10)
- The action that proposed to write a document about "Strategies for Professional Development of Researchers" has been redefined. To keep the information up-to-date, links to resources and access at FECYT, EURAXESS, etc. will be centralized on the UVIGO-HR website (action 12)
- Network of tutors and mentors for young researchers is pending development, although contacts have



been made with representatives of the FECYT, a pioneer in Spain in the organization of this type of network (action 13)

- The design and creation of a "Career Guidance unit" is conditioned by the Spanish University System Law that is pending approval in the coming months and that redefines the scientific career. In the draft of this law, they establish the CGU as a key unit in the university structure (action 14)
- The awareness and implementation of C&C is an action that must be extended over time and we understand that we cannot consider it completed (15). In the Improved Action Plan, this action is extended, including also the objectives of action 16.
- The definition of coordination mechanisms between the implanted QA systems and the principles of HR C & C is a complex action that requires the coordination of numerous agents involved and the investment of numerous human and financial resources, which is why it has been extended over time and new short-term objectives have been established (18)
- The guide of good practices for supervision and management tasks is currently revising and updating (action 19)

The Improve action Plan has included two new actions that are aligned with the Strategic Plan 2021-2026 of the UVIGO.

- Define functions of the UVigo services linked to research and design the organizational chart to improve service-researcher communication
- Elaboration and approval of the UVIGO Open Science Strategy

#### Overall rating

HR implementation has been consolidated at this stage. Some of the actions completed in their initial approach have been reoriented and expanded to adapt to changes at the national level (with the approval of new laws) or European (new policies as RRI). Other actions have been adapted to the current reality (changing manuals for informative videos, for example). Some actions that involve a greater effort and a greater number of human resources involved have been delayed but it is hoped that they will be addressed in the next stage. For this, a change in the structure and management of the implementation of the HR seal is proposed.

#### Awareness on HRS4R

The main goal is to involve the UVigo community into the HRS4R, and increase the number of researchers and research managers, who are aware of the C&C principles and OTMR procedures, and their implementation in the UVigo. To this end, the vice-rectorate for research coordinates a series of dissemination actions such as HR conference cycles, publication of news in the UVIGO press, etc.

The web is addressed to facilitate to researchers and research managers, the access to relevant institutional documents and websites concerning C&C principles. The UVigo-HRS4R website is in



three languages: Galician (official language of UVIGO), Spanish and English

(<https://www.UVigo.gal/en/research/rd-UVigo/research-strategy/personal-research-strategy-hrs4r>)

In this new stage, a revision of the communication plan of HR is proposed.

*Make sure you also cover all the aspects highlighted in the checklist , which you will need to describe in detail:*

- *How have you prepared the internal review?*

*Detailed description and duly justification (max. 500 words) 162*

For the Internal Review for Award Renewal the following actions were carried out:

- Cycle of HR conferences organised by the Vice-rectorate for Research, on topics in this area and discussions on the state of the UVIGO action plan.
- The coordination WG reviewed the Internal Review for Interim Assessment and updated the data to analyse the historical evolution.
- Fortnightly meetings of the coordination group for point-by-point analysis of the action plan. In some of these meetings, managers of services and management units were invited who could provide direct information on the implementation of some actions.
- External advice from specialists in the implementation of HR
- In compliance with the commitment of the Revised Action Plan, a survey was prepared for researchers R1-R4 aimed at assessing the degree of knowledge (for all) and satisfaction (in some of the actions) about the implementation of the HRS4R's action plan.
- The WG prepared the OTMR and Template 1 documents, and the Steering Committee was informed about its content.

- *How have you involved the research community, your main stakeholders, in the implementation process?*

*Detailed description and duly justification (max. 500 words) 136*

Researchers are members of the HRS4R implementation work group, and researchers and administrative staff are members of the OTM-R implementation working group.

Cycle of HR conferences organised by the Vice-rectorate for Research, with the participation of more than 150 researchers (R1-R4) and administration and service personnel.

Research community involved in the actions completed, for example as members of ethics commissions or in the application of anti-copy software in their role of supervising research.

Continuous dissemination of HR actions, not only in activities promoted by the vice-rectorate for research but also by the research centers that, autonomously, complement the centralized initiatives.

All researchers were invited to participate in the quality and satisfaction electronic survey. In addition, a broad communication effort is being made at all levels of the organization to explain, aware and involve the university community.

- *Do you have an implementation committee and/or steering group regularly overseeing progress?*

*Detailed description and duly justification (max. 500 words) 258*

In May 2022, elections were held for the rector. The continuity of the Government team has also allowed continuity in the management and implementation of the HR, with a stable structure but with different levels of involvement:

- Steering Committee, that establishes the main lines in the implementation of the HR
- Coordination Working Group (WG): this group has been revealed as the key point in the development and promotion of the action plan. A weekly meeting together with the Vice-rector for Research allows to discuss specific issues on the implementation and to assess the status of the plan and promote the proposed actions.
- Implementation WG: acts as an advisory body, this working group is used to discuss the implementation of the HR principles and propose suggestions for improvement. It is made up of representatives of the different research profiles (R1-R4)
- OTM-R WG: acts as an advisory body. It is made up of representatives of the different research support and researcher recruitment services. This favours that the organisational policies align with the HRS4R, and that changes translate into organization-wide standard procedures.

At this time, we believe it is necessary to modify the structure for the implementation of the HR, seeking greater involvement of researchers. A person responsible will be assigned for each action who creates a WG for its development and who has the support of the WG coordinator. This will speed up the implementation of the HR at UVIGO

The Steering Committee is informed by the Vicerector for Research during the meetings of the Government Team of the university.

- *Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy?*

*Detailed description and duly justification (max. 500 words) 89*

This alignment has been consolidated since the development of the new Strategic Plan (2021-2026), where UVIGO's policies have been aligned with the HR, making its implementation a strategic objective for the next five years.

The OTMR principles will also have this strategic framework, which must be aligned with the Labor Reform Law and the Science Law approved in Spain in the last year.

The policies developed by UVIGO in the field of equality, ODS, transparency, data protection, sustainability and energy improvement, etc., are aligned with the HRS4R principles <https://www.UVigo.gal/universidade/informacion-institucional/plans-politicas>

- *How has your organisation ensured that the proposed actions would be also implemented?*

*Detailed description and duly justification (max. 500 words) 38*

The coordinator WG holds fortnightly meetings where evaluates the status and progress of each of the actions. The new implementation structure with those responsible for each action will improve monitoring and speed up the development of each action.

- *How are you monitoring progress (timeline)?*

*Detailed description and duly justification (max. 500 words)*

The leadership and direction of the whole process is being headed by the Vicerector for Research. The monitoring is carried out by the Analysis and Programmes Unit, which is responsible for monitoring the development of indicators and monitoring reports. Performance indicators chosen for each action is being reviewed and reported to the Steering Committee, which take corrective measures in case of deviation in time or scope.. The specific working groups draws up minutes of the activity that its being developed for the design and implementation of each of the actions. They report in the period in which they are active.

- *How will you measure progress (indicators) in view of the next assessment?*

*Detailed description and duly justification (max. 500 words) 134*



In this phase of the improved action plan, the indicators used to measure the progress of each of the actions, both those that are in progress, extended and new, have been revised and redefined, so as to simplify their use to key indicators.

Also, in addition, temporary objectives (targets) have been included in order to improve our progress.

The monitoring and the follow-up of the plan will be continuous, being one of the main functions of the Working Groups under the surveillance of the Quality Department . The Working Groups hold bi-monthly meetings with the HRS4R leader to review the development of the implementation of the tasks defined for the actions currently in progress.

The previously detailed indicators are verified quarterly to find evidence of any deviation from the HRS4R or with organizational policies.

- *How do you expect to prepare for the external review?*

*Detailed description and duly justification (max. 500 words) 111*

The next evaluation will be conducted by the same members of the current Coordination Committee (WG), with the help of the operational working groups and reported to the Steering Committee.

In the last months, a cycle of conferences was organized to make the university community aware of the importance of HR.

From the Vice-rectorate for Research, meetings will be organized where the university community will be informed of the process of evaluating the implementation of the HR and the importance of external evaluation

In the coming months, a simulation of the external visit will be organized to prepare the investigators and the coordination WG regarding the information necessary for this visit.

*Additional remarks/comments about the proposed implementation process: (max. 1000 words): 506*

The University of Vigo and on its behalf, the current Government team are committed to the



implementation of the HRS4R program. This is reflected in the Strategic Plan 2021-2026, where it appears as a strategic objective for the present five years.

The implementation is still underway, but it has been detected how some of the actions, especially those that require the involvement of a greater number of human resources, progress more slowly.

Therefore, we are working to improve the efficiency and effectiveness in the implementation. We propose a change in the structure of the management and implementation of the program that we will develop in this new stage. This change will consist of the involvement of a greater number of researchers, looking for those responsible for each action among those personnel who have a specific interest in advancing each of these themes. The coordinating work team will act as a promoter in this new stage, coordinated with the new action managers.

In this next stage, we also intend to give greater weight in the implementation to the UVIGO research centers that have become the basic research structures within the University. The coordination team will also act as advisor to this research centers in the different initiatives within the framework of the HR.

The next few years are going to be critical for the Spanish university system in general and for UVIGO, in particular due to the recent approval of laws that directly affect the hiring and development of research careers. This reform has modified the operating paradigm of universities in terms of personnel management and therefore, the coming years will be key to adapting the new regulations to the principles of the C&C and the OTMR.

In this sense, some of the proposed actions of the action plan must be reviewed and adapted to this new reality, which is why in this report we refer to the Reviewed action plan (initial action plan, 2017-2020) and the Improved action plan (new proposal 2022) and identify actions that, although we could consider them completed now, we are aware that they should be reviewed and adapted in the future.

Another challenge for the future is the translation of all the contents of the UVIGO website into English. The official language of UVIGO is Galician, an autonomous language, which has made it necessary to make an additional effort to have our content in Spanish, in order to meet national demand. We understand that the implementation of the HR implies opening up to the international community and the main way is the presentation of contents in English. Job offers in three languages (Galician, Spanish and English) and their publication in EURAXESS have already been established as mandatory, as well as the publication of the welcome manual for visiting researchers in English, but we are aware of the need to further expand the use of an international language. The modification of the UVIGO website that is currently being carried out will make it easier for us to introduce new content in English.