

CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC)

HRS4R ACTION PLAN 2021-2023

ACTION PLAN (2021-2023) FOR THE IMPLEMENTATION OF HUMAN RESOURCES POLICIES IN ACCORDANCE WITH THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS FOR THE CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC)

The [Catalan Institute of Classical Archaeology \(ICAC\)](#) is a public research centre established by the Government of Catalonia and the Rovira i Virgili University, with the participation of the Interuniversity Council of Catalonia, the aim of which is to provide research, advanced training and dissemination of the Classical civilisation and culture.

The [Human Resources Strategy for Researchers \(HRS4R\)](#) is a support mechanism for the introduction of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at European research institutions. These actions aim to make the institutions more attractive to researchers of excellence and make it possible for them to carry out their scientific task in a favourable and stimulating environment.

ICAC was distinguished with the accreditation and label HR Excellence in Research on March 29th, 2015, according to the Human Resources Strategy for Researchers (HRS4R) of the European Commission. This distinction is based on two lines of action: the Action Plan and the OTM-R Principles. You can check all ICAC related documentation on the website: < <http://www.icac.cat/en/who-are-we/excellence-in-hr/hr-excellence-in-research/>>.

Action Plan 2015-2017 (extended to 2020) led the Institute from a nascent organization to a truly internationalized one, ready to lead research and advanced training in Classical Archaeology. During the implementation process the Institute got several milestones addressing requirements in the areas of Ethical & professional aspects, Recruitment, Working conditions & social security, and Training. Main achievements can be list with the ICAC OTM-R Principles, a Code of Ethics, a Gender Equality Plan, a Protocol against sexual harassment, improvement of international recruitment procedures, a Handbook of Intellectual Property and Copyright Policies and Practices, a set of welcome tools for newcomers, and so many other tools that make the ICAC a stronger and better institution for both national and international researchers and staff.

You can check an overall overview of the Action Plan 2015-2017 (extended to 2020) implementation on the website < <http://www.icac.cat/en/who-are-we/excellence-in-hr/hr-excellence-in-research/>>.

The updated action plan we present here is the result of the overall HRS4R strategy evaluation process at the ICAC, carried out mostly during 2020 and concluded with the Site Visit of an EC expert panel in March 2021. The whole process was carried out using an inclusive and participatory approach, involving the whole research community, the governing bodies, all management departments, and scientific services. A Working Group was appointed, being responsible for leading and coordinating the process (see members [here](#)).

Action Plan 2021-2023 stands a set of 16 actions, that have been selected according to the results of the renewal analyses process. Actions have been prioritized based on their relevance and the possibility of being executed within the internal and external context of the Institute. They are presented following the structure of the C&C principles. There is also included an execution timetable to be implemented between the second quarter of 2021 and the fourth quarter of 2023, with related responsible people and follow-up indicators.

HRS4R ACTION PLAN 2021-2023				
<i>GAP Principle(s)</i>	<i>Actions</i>	<i>Responsible people</i>	<i>Execution time</i>	<i>Monitoring indicators</i>
I. Ethical and Professional Aspects				
(2) Ethical principles	1. Draw up a protocol of permissions when undertaking studies for third parties (especially in case of risk of damage to the cultural heritage).	Ethics Committee	Second quarter 2023	a. Protocol.
(4) Professional attitude	2. Develop administrative actions aiming to share planning and/or tasks calendars and to foster sharing information among staff units and services.	Research Support and Communication staff	First quarter 2023	b. Number (and list) of specific actions done. c. Report on satisfaction results (impact).
(5) Contractual and legal obligations	3. Update the Welcome Kit and improve its English version.	HR and Communication staff	Fourth quarter 2021	d. Updated Welcome Kit (CAT, ES, EN versions).
	4. Updating the Tool Compendium and its dissemination in the intranet.	Manager and Communication staff	First quarter 2022	e. List of updated documentation in the intranet. f. List of dissemination actions. g. Survey / pools.
(6) Accountability	5. Monitoring the pilot action for sharing information between management and researchers related to projects budgets, administrative tasks, and justification schedules.	Project Management staff HRS4R Working Group	Fourth quarter 2022	h. Evaluation report on the pilot action.

(8) Dissemination, exploitation of results	6. Maintain and increase open access publications.	Documentation Centre and Library staff	Third quarter 2023	i. 75% of ICAC publications in Open Access
(10) Non discrimination	7. Monitor and develop actions included in the Protocol against sexual harassment.	Equality Committee	Fourth quarter 2023	j. About 70 % of actions included in the Protocol implemented
II. Recruitment and Selection				
(12) Recruitment	8. Improve English and Spanish documentation regarding the Catalan call's administrative documentation.	Manager, HR and Communication staff	Third quarter 2021	k. Template for including multilingual information. l. Number of calls including this new information.
(13) Recruitment (Code)	9. Review and update the OTM-R Principles document.	Manager and HR staff	Second quarter 2021	m. Updated OTM-R document (including checklist)
III. Working Conditions and Social Security				
(23) Research environment	10. Specify teleworking conditions, both teleworking environment (ensuring optimal work-from-home environment) and working conditions (right to disconnect, etc.).	Director, Manager, and HR staff	Fourth quarter 2021	n. New instruction on teleworking conditions at the ICAC (approved).
(27) Gender balance	11. Update Gender Equality Plan (2017).	Equality Committee	Fourth quarter 2022	o. New Equality Plan (approved).
(28) Career development	12. Approve the Declaration of the ICAC research career pathway (action pending from the previous Action Plan.	Director, Manager, and HR staff	Second quarter 2022	p. Declaration of the ICAC research career pathway (approved).

(34) Complains / appeals	13. Update the Conflict resolution document and translate it into Spanish and English, increasing the visibility of existing tools to new staff and researchers.	Communication staff	Third quarter 2021	q. Updated Conflict Resolution document. r. Specific dissemination action (and impact assessment).
IV. Training and Development				
(38) Continuing Professional Development	14. Foster English training courses among administrative staff.	HR staff	Third quarter 2023	s. List of training courses (including participation data).
	15. Promote specific training that meets different needs in the workplace.	HR staff	Third quarter 2022	t. Proposal for training actions (for staff categories). u. List of actions implemented.
(39) Access to research training and continuous development	16. Carry out training courses in Office 365 tools.	IT and Activities staff	Second quarter 2021	v. List of training courses (including participation data).

ACTION PLAN 2021-2023 - UPDATED ACTION PLAN

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The Catalan Institute of Classical Archaeology is a public research centre established as a consortium by the **Generalitat de Catalunya** and the **Rovira i Virgili University**, with the participation of the Interuniversity Council of Catalonia.



UNIVERSITAT ROVIRA I VIRGILI

ICAC is recognized as a CERCA centre.

