

CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC)

HRS4R ACTION PLAN 2025-2027

ACTION PLAN (2025-2027) FOR THE IMPLEMENTATION OF HUMAN RESOURCES POLICIES IN ACCORDANCE WITH THE COUNCIL RECOMMENDATION OF 18 DECEMBER 2023, ON A EUROPEAN FRAMEWORK TO ATTRACT AND RETAIN RESEARCH, INNOVATION AND ENTREPRENEURIAL TALENTS IN EUROPE AND THE EUROPEAN CHARTER FOR RESEARCHERS (ANNEX II)

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 favorable 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/>>

16 actions were presented in the 2021-2023 Action Plan. 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 sharing planning and calendars among staff, welcome kit update, open access to publications, development of actions included in the Protocol against sexual harassment, teleworking conditions, Gener Equality Plan update, approval of the research career pathway and training courses in Office 365 tools.

You can check an overall overview of the Action Plan 2021-2023 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 process 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 2025-2027 stands a set of 15 actions, that have been selected according to the results of the renewal assessment 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 2025 and the fourth quarter of 2027, with related responsible people and follow-up indicators.

HRS4R ACTION PLAN 2025-2027

GAP Principle(s)	Actions	Responsible people	Execution time	Monitoring indicators
I. Ethical and Professional Aspects				
(5) Contractual and legal obligations	1. Update the new welcome kit, analyze its effectiveness, improve it and launch it in a paper version.	HR staff Communication staff	Second quarter 2025	a. Number of visits of the current welcome SharePoint. b. Printed Welcome Kit in Catalan and English version.
	2. Updating the Tool Compendium and its dissemination in the intranet (Action pending from the last action plan)	Manager Communication staff	Third quarter 2025	c. List of updated documentation in the intranet. d. List of dissemination actions. e. Survey / pools
	3. Tender all the services contracted out by ICAC	HR staff Manager	Fourth quarter 2027	f. List of tendered services
	4. Develop a guide or protocol for the Visiting Researchers	HR staff Manager Activities staff	Fourth quarter 2025	g. Guide or protocol in Catalan and English (approved)
(6) Accountability	5. Monitoring the pilot action for sharing information between management and researchers related to project budgets, administrative tasks, and justification schedules (Action pending from the last action plan)	Project Management staff and HRS4R Working Group	Fourth quarter 2026	h. Evaluation report on the pilot action
(8) Dissemination and exploitation of results	6. Maintain and increase open access data	Documentation Centre and Library Staff	Third quarter 2027	i. 40% of ICAC data in Open Access
(2) Ethical Principles	7. Implement the anti-fraud measures plan approved in 2024	Anti-fraud committee	First quarter 2027	j. Minutes of meetings k. Annual report l. Number of people who has signed the Declaration of Absence of Conflict of Interest (DACI)
II. Recruitment and Selection				
(12) Recruitment	8. Promote and give continuity to the Institute's pre-doctoral grants, known internally as CIN.	HR staff	Fourth quarter 2025	m. Publication of the call for the doctoral program grants.
III. Working Conditions and Social Security				
(28) Career development	9. Bases for ICAC's internal promotion management support personnel	Director Manager HR staff	Second quarter 2027	n. Bases for ICAC's internal promotion management support personnel (approved)

(23) Research environment	10. Promote emotional wellbeing and prevent burnout among ICAC staff	HR staff	Second quarter 2026	o. List of actions p. Survey / Pools
(24) Working conditions	11. Update the labor agreement with the new working conditions, especially including compensation hours and flexible working hours.	HR staff Manager	First quarter 2026	q. Labor agreement updated and approved.
(23) Research environment	12. Approve a new teleworking conditions regulation in line with the post-covid reality.	HR staff Manager	Second quarter 2026	r. Teleworking conditions document 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 (Action pending from the last action plan)	Ethics Committee Communication staff	First quarter 2027	s. Updated Conflict Resolution document t. Specific dissemination action (and impact assessment)
IV. Training and Development				
(38) Continuing Professional Development	14. Promote specific training that meets different needs in the workplace (action pending from the previous action plan)	HR staff	Fourth quarter 2027	u. Proposal for training actions (for staff categories) v. List of actions implemented
(38) Continuing Professional Development	15. Foster English training courses among administrative staff	HR staff	Fourth quarter 2027	w. List of training courses (including participation data)