

## University of Alicante Action Plan renewal phase

**MAY, 2022** 



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#### Introduction

The present document details the actions to be implemented by the University pf Alicante during the renewal phase for the next 36 months. The document includes the updated version of the different Committees members who will be involved in the deployment of the Action Plan. In addition, all Actions together with the HRS4R principles related to them are detailed. Information is also provided in terms of responsible Vice rectorates, Units and Services, as well as in terms of timing and indicators.

Important is to note that, for coherence reasons, the numbering of Actions follows the one of the Initial Phase Action Plan. Thus, in case of detecting any gap in the numbering this indicates that the missing Action has been completed during the Implementation Phase. Activities initially designed under the OTM-R action plan have also been included in the global Action Plan.

Finally, the document also provides the expected work plan for the Actions implementations.

#### **Steering Committee (SC)**

Composed by the management staff responsible of the Actions implementation. This Committee will be responsible for the strategic input and enforcement of the action plan implementation. The Action Plan Implementation Committee and Implementation Secretariat will report to them. The members have been selected due to their relevant and strategic positions in the key areas for the HRS4R process, and at the same time to ensure continuity and coherence in the implementation process.

Name	Position	Management line / Department
Juan Mora Pastor	Vice President for Research	Office of the Vice President
		for Research
María Jesús Pastor Llorca	Vice President for	Office of the Vice President
	Knowledge Transfer,	for Knowledge Transfer,
	Innovation and	Innovation and
	Dissemination	Dissemination
Luis Alfonso Martínez	Vice President for	Office of the Vice President
Giner	Academic & Faculty	for Academic and Faculty
	Affairs	Affairs
Francisco José Torres	Vice President for Study	Office of the Vice President
Alfosea	Programmes, Quality	for Study Programmes,
	Assurance and Languages	Quality Assurance and
		Languages
Salvador Ivorra Chorro	Vice President for	Office of the Vice President
	Infrastructures,	for Infrastructures,
	Sustainability and	Sustainability and
	Workplace Safety	Workplace Safety
Rafael Molina Carmona	Vice President for Digital	Office of the Vice President
	Transformation	for Digital Transformation
Francesc Vañó Beneyto	General Manager	Office of the General
		Manager

Jorge Esteve Girbes	Researcher in training, R1	Department of Legal Studies of the State
Nuria Ortuño García	Assistant Professor and Researcher, R2	Department of Chemical Engineering
Fernando Prados Martinez	Senior Lecturer and Researcher, R3	Department of Prehistory, Archaeology, Ancient History, Greek and Latin
María José Caturla Terol	Professor and Researcher, R4	Department of Applied Physics

#### **Action Plan Implementation Committee (IC)**

Composed by all Directors of Secretariat from the Vice rectorates included in the SC. They will be responsible for the day to day implementation of the different Actions included in the action plan and will be coordinating with their teams for the fulfilment of each requirement and the accomplishment of qualitative and quantitative indicators. Each Unit will integrate their corresponding actions into their day to day action plan and consequently, follow up system.

Name	Position	Management line / Department
Maribel Beltran	Director of Research Infrastructures	Office of the Vice President for Research
José Luis Todolí Torró	Director of the Knowledge Transfer	Office of the Vice President for Knowledge Transfer, Innovation and Dissemination
Fernando Ballester Laguna	Director of Academic Affairs	Office of the Vice President for Academic & Faculty Affairs
Juan José Tarí Guilló	Director of Quality	Office of the Vice President for Quality and Educational Innovation
Antonio Maciá Mateu	Director of Infrastructures and Spaces	Office of the Vice President for Infrastructures, Sustainability and Workplace Safety
Antonio M. Jimeno Morenilla	Director of Technological Trends and Projects	Office of the Vice President for Digital Transformation
Cristina Gomez Martinez	Human Resources Deputy Manager	Office of the General Manager
Adoración Asunción Carratalá Giménez	Trade Union Representative	Trade Union Section

#### **Implementation Secretariat (IS)**

Composed by the International RTD Projects Unit and Quality Assurance Unit staff, the IS will be in charge of coordinating the implementation teams (regular meetings, continuous improvement measures, etc.) and ensure the quality of each result and corresponding documentation (deliverables, etc.). The IS will be also managing the implementing the following steps of the HRS4R process on day to day basis in strong coordination with SC and IC.

Name	Position	Management line / Department
Vicent Bonmatí Sánchez	Deputy Director	Technical Unit for Quality Assurance
Ester Boldrini	Deputy Director	International RTD Projects Unit

### Action plan renewal phase

The Action Plan for the renewal phase is composed of a set of 24 Actions. Part of them are from the previous implementation plan and will be implemented also during the renewal phase (17), while others are totally new (7).

Action 1	GAP principles	Timing (at least by year's quarter/semester)
To draft, approve and disseminate the UA ethical code of research	All principles	Annual update from M36-M48 and M60, and in continuous dissemination and use.
	Responsible Unit VR for Research	Indicator(s)/Target(s) KPIs QUANTITATIVE 3 document annual updates (on annual basis M36-M48 and M60).  KPIs QUALITATIVE Document widely disseminated both at internal and external level (including website.  TARGETS UA high management UA recruitment management unit • All R groups
Action 3	GAP principles	Timing (at least by year's quarter/semester)
To draft a research welcome manual for researchers (targeting all R stages from abroad)	<ul> <li>(+/-) 2. Ethical principles</li> <li>(+/-) 3. Professional responsibility</li> <li>(++) 4. Professional attitude</li> <li>(+/-) 5. Contractual and legal obligations</li> <li>(+/-) 7. Good practice in research</li> <li>(++) 8. Dissemination, exploitation of results</li> <li>(+/-) 9. Public engagement</li> <li>(++) 12. Recruitment</li> <li>(+/-) 23. Research environment</li> <li>(+/-) 28. Career development</li> <li>(+/-) 31. Intellectual Property Rights</li> <li>(++) 34. Complains/ appeals</li> </ul>	Annual update/revision (M36-M48 and M60) and continuous dissemination and use.

	(+/-) 39. Access to research training and continuous development	
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research	KPIs QUANTITATIVÉ 3 document updates on annual basis (M36-M48 and M60).
		KPIs QUALITATIVE All Rs accessing UA from abroad are familiar with all issues to start working (contacts, facilities, procedures, tools, regulations, etc.)
		TARGET All R stages from abroad.
Action 4	GAP principles	Timing (at least by year's quarter/semester)
To organize and deliver workshops to instruct the research community on their contractual and legal obligations in the framework of the different funding instruments and strengthen their links and	(++) 4. Professional attitude (+/-) 5. Contractual and legal obligations (++) 6. Accountability	M25-60 (updates in M30-36-42-48-54-60)
communication with the Service for Research	Responsible Unit	Indicator(s)/Target(s)
Management and the one for Technology Transfer.	VR for Research	KPIs QUANTITATIVE At least 21 events merged with Actions 10 and 13
	VR for Study Programmes, Quality Assurance and Languages	KPIs QUALITATIVE All R is better aware on their contractual and legal obligations and on the different funding instruments  TARGET  UA Research community (all Rs)
Action 6	GAP principles	Timing (at least by year's quarter/semester)
To improve the security measures of data stored at UA	(+/-) 7. Good practice in research (+/-) 23. Research environment	M25-60, tools, resources and procedures updated and maintained on continuous basis.
	Responsible Unit	Indicator(s)/Target(s)

	VR for Digital Transformation	KPIs QUANTITATIVE: 1 IT system maintained.  KPIs QUALITATIVE: Data stored with high level of protection  TARGET The entire UA community data
Action 8	GAP principles	Timing (at least by year's quarter/semester)
To further develop the UA e-platform functionalities for job applications. This will be implemented gradually	(+/-) 13. Recruitment (Code)	M25-60
starting from the figures of lecturers (with and without	Responsible Unit	Indicator(s)/Target(s)
PhD up to all profiles: lecturers, research fellow and civil servants). The new functionalities will allow: identification, payments, documents uploading, electronic board, till the step of the adjudication.	VR of Digital Transformation	KPIs QUANTITATIVE: Regulations for selection procedures modified with the possibility of online interview for international candidates pure researchers (upon request and selection committee validation).  KPIs QUALITATIVE: National and international research community can apply online.  TARGET All R groups
Action 9	GAP principles	Timing (at least by year's quarter/semester)
To translate (or improve/expand the translation) key institutional web pages for a better access of international researchers information. Such pages will	(-/+) 13. Recruitment (Code) (+/-) 15. Transparency (Code)	M25-60 (progressive deliveries expected per quarter)
be mainly the ones related with Human Research and related issues within the framework of research	Responsible Unit	Indicator(s)/Target(s)
(Research and Companies, Rs access, Ethics Committees, Rs contracting, PhD School).	VR for Research	KPIs QUANTITATIVE Approx. 18000 words to be translated from the key institutional web pages that contain useful information for international researchers.
		KPIs QUALITATIVE Better access to UA info for international Rs.

		TARGET National and international research community
Action 10 To raise the awareness among RS on the offer of support services the UA research support unit is	GAP principles (+/-) 23. Research environment	Timing (at least by year's quarter/semester) M25-60 (updates in M30-36-42-48-54-60)
offering with views on fostering synergies with them and a better exploitation of the research support service, also in cooperation with the private sectors. The support of the Service for Research Management and the one for Technology Transfer will be crucial to decrease the administrative burden of researchers.	Responsible Unit VR for Research	Indicator(s)/Target(s) KPIs QUANTITATIVE At least 21 events in which research support services are presented/introduced (merged with ACT 4 and 13).  KPIs QUALITATIVE All R is better aware of the admin. support service s/he receives at UA.  TARGET UA Research community (all Rs)
Action 12	GAP principles	Timing (at least by year's quarter/semester)
(Merged with previous ACT 15)	(-/+) 30. Access to career advice	M48 and in continuous implementation
To expand the advisory services in terms of career, to at least, R2 staff.	Responsible Unit VR for Research  VR for Study Programmes, Quality Assurance and Languages	Indicator(s)/Target(s) KPIs QUANTITATIVE Use of 1 electronic platform for supervision No of R2 supported  TARGET R2
Action 13 To organise and deliver seminars to raise the awareness on the importance of IP in research.	GAP principles (++) 8. Dissemination, exploitation of results (+/-) 31. Intellectual Property Rights	Timing (at least by year's quarter/semester) M25-60 (updates in M30-36-42-48-54-60)
	Responsible Unit VR for Research	Indicator(s)/Target(s) KPIs QUANTITATIVE

	VR for Study Programmes, Quality Assurance and Languages	3 events. Merged with Action 4, 10 for a total of at least 21 events.  KPIS QUALITATIVE All R is better aware on the potential of IP for their research  TARGET UA Research community (all R)
Action 14	GAP principles	Timing (at least by year's quarter/semester)
To foster the participation of a wider number of teaching /research staff at teaching and coaching courses organised by UA.	(+/-) 33. Teaching (+/-) 38. Continuing Professional Development (+/-) 39. Access to research training and continuous development	M25-60 (annual updates M36-48-60)
	Responsible Unit	Indicator(s)/Target(s)
	VR for Study Programmes, Quality Assurance and Languages	KPIs QUANTITATIVE Rate between number of attendees to courses and total number of research staff.(attendance 10% of evolution progressively).  KPIS QUALITATIVE  TARGET all Rs
Action 16	GAP principles	Timing (at least by year's quarter/semester)
To increase the Education Science Centre (ICE) courses offered in English.	(+/-) 38. Continuing Professional Development (+/-) 39. Access to research training and continuous development	M25-60 (annual updates M36-48-60)
	Responsible Unit	Indicator(s)/Target(s)
	VR for Digital Transformation	KPIs QUANTITATIVE Increase one 30% of courses offered per academic year (baseline: less than 5%).  KPIs QUALITATIVE

		More access, especially for international researchers, to these types of courses for their LLL.  TARGET  UA Research community (all Rs)
Action 17	GAP principles	Timing (at least by year's quarter/semester)
To create a Post-doctoral Centre at UA as a networking focal point for continuous learning, multidisciplinary research and research internationalisation.	(+/-) 23. Research environment (+/-) 38. Continuing Professional Development (+/-) 39. Access to research training and continuous development	Service delivery and continuous improvement (incl. ACT12 and 15) from M25-on (annual updates M36-48-60)
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research	KPIs QUANTITATIVE Number of Rs supported (both national and international).  Level of satisfaction above 4,5 out of 7 (satisfaction services survey).
		TARGET All Rs researchers at all stages of their careers.
Action 18	GAP principles	Timing (at least by year's quarter/semester)
(Previous OTM-R 1)  Define, publish and implement a full and comprehensive	(+/+) 1. research freedom (+/-)2. Ethical principles	M25-37 (trainings (M28-37)
OTM-R policy at UA (incl. 2 training sessions per year to	Responsible Unit	Indicator(s)/Target(s)
relevant UA staff)	VR for Academic & Faculty Affairs	KPIs QUANTITATIVE 2trainings
		TARGET UA staff National and international research community
Action 19	GAP principles	Timing (at least by year's quarter/semester)

(Previous OTM-R 2)  Publish job offers on EURAXESS (and any other relevant portal and other relevant portal)	(+/+) 12. Recruitment (-/+) 13. Recruitment (Code) (-/+) 14. Selection (Code) (+/-) 15. Transparency (Code)	M25-60 (updates on the progress on three monthly basis)
	Responsible Unit Office of the Controller	Indicator(s)/Target(s) KPIs QUANTITATIVE N° of published vacancies  KPIs QUALITATIVE UA research job offers are widely disseminated and visible (nationally and internationally)  TARGET National and international research community
Action 20	GAP principles	Timing (at least by year's quarter/semester)
(Previous OTM-R 3)  Build up a Quality Assurance framework approach to be able to effectively monitor OTM-R policy and deployment.	(+/+) 6. Accountability (+/+) 12. Recruitment (-/+) 13. Recruitment (Code) (-/+) 14. Selection (Code) (+/-) 15. Transparency (Code)	M25-60 (on annual basis M 36-48-60)
	Responsible Unit	Indicator(s)/Target(s)
	VR for Academic and Faculty Affairs	KPIs QUANTITATIVE 3 annual monitoring reports
		KPIs QUALITATIVE OTR-M policy and deployment assessed and monitored.
		TARGET OTR-M policy and deployment assessed and monitored.
Action 21	GAP principles	Timing (at least by year's quarter/semester)
(Previous OTM-R 4)  Monitor indicators of external candidates applications	(+/+) 12. Recruitment (-/+) 13. Recruitment (Code) (-/+) 14. Selection (Code) (+/-) 15. Transparency (Code)	M25-60 (on annual basis M36-48-60)

	Responsible Unit	Indicator(s)/Target(s)
	Office of the Controller	KPIs QUANTITATIVE
		% of external candidates applications
		TARGET All external Rs
Action 22	GAP principles	Timing (at least by year's quarter/semester)
(Previous OTM-R 5)  Provide an English native staff to support candidates	(+/+) 12. Recruitment (-/+) 13. Recruitment (Code) (-/+) 14. Selection (Code)	M25 -60
from abroad (as an helpdesk available per email)	Responsible Unit	Indicator(s)/Target(s)
	Office of the Controller	KPIs QUANTITATIVE no of consultations answered.
		TARGET All external Rs
Action 23 NEW	GAP principles	Timing (at least by year's quarter/semester)
UA RTD indicators Observatory as key instrument supporting the strategic decision making process to strengthen and boost research policies	(+/-) 23. Research environment (+/-) 38. Continuing Professional Development (+/-) 39. Access to research training and continuous development	M48 and in continuous maintenance/update
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research	KPIs QUANTITATIVE
	VR for Digital Transformation	1 Observatory set up, operational and in continuous update and maintenance.
		KPIs QUALITATIVE higher quality of generated data, less time for reports preparation, higher satisfaction of related Vice Rectorates.
		TARGET UA management, all Rs researchers at all stages of their careers.
Action 24 NEW	GAP principles	Timing (at least by year's quarter/semester)

Continuous management and improvement of the UA Scientific repository (DIALNET Portal)	(-/+) 7. Good practice in research (+/+) 8. Dissemination, exploitation of results (-/+) 15. Transparency (-/+) 23. Research Environment (-/+) 28. Career Development	M48 and in continuous update
	Pagnonoible Unit	Indicator(a)/Target(a)
	Responsible Unit VR for Research	Indicator(s)/Target(s) KPIs QUANTITATIVE
	VR for Digital Transformation	1 repository setup, operational and in continuous update, English version available.
		KPIs QUALITATIVE transparency, higher quality of related data, better availability and integration of information in the three languages.
		TARGET all Rs researchers at all stages of their careers.
Action 25 NEW	GAP principles	Timing (at least by year's quarter/semester)
Continuous Improvement of the UA Researchers' Portal	(+/+) 6. Accountability (-/+) 7. Good practice in research (+/+) 8.Dissemination, exploitation of results (-/+) 15.Transparency (-/+) 23.Research Environment (-/+) 28.Career Development (+/-) 38.Continuous professional Development	M36 and in continuous update
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research VR for Digital Transformation	KPIs QUANTITATIVE  1 Researchers' portal in continuous development, at least 3 areas/aspects improved, continuous update. 1 Researchers' portal mobile application set up and operative.
		KPIs QUALITATIVE

		higher quality of generated data, researchers will have access to better information on their research activities for its use.  TARGET all Rs researchers at all stages of their careers.
Action 26 NEW	GAP principles	Timing (at least by year's quarter/semester)
In depth analysis of UA researchers	(+/+) 6.Accountability (-/+) 7.Good practice in research (-/+) 15.Transparency (-/+) 23.Research Environment (-/+) 28.Career Development (+/-) 39.Access to research training and continuous development	M36 and annual updates (M48-60)
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research	KPIs QUANTITATIVE  1 matrix of dimension for the study, 1 analysis document updated on an annual basis, 1 plan for funds attraction for highly competitive researchers, 3 documents (annual updates).  Increase of UA researchers participation in international research calls (i.e. HORIZON EUROPE, etc.).
		KPIs QUALITATIVE in depth knowledge of UA research potential, high quality data.
		TARGET UA management, all Rs researchers at all stages of their careers.
Action 27 NEW	GAP principles	Timing (at least by year's quarter/semester)
Update of incentives for UA research staff in international RTD projects	(+/+) 6. Accountability (-/+) 7.Good practice in research	M36 and in continuous update (M48-60).

	(-/+) 23.Research Environment (-/+) 28.Career Development (+/-) 39.Access to research training and continuous development	
	Responsible Unit VR for Research VR for faculty and Academic Affairs	Indicator(s)/Target(s) KPIs QUANTITATIVE 1 plan of incentives updated, revision on annual basis (3 updates).  KPIs QUALITATIVE more inclusive and relevant incentives for UA researchers, better compatibility of Rs duties.  TARGET Research/Teaching staff of UA (PDI), relevant VR (Research and Academic Affairs).
Action 28 NEW Build up and equipment of the new research buildings, as space to make science and network between researchers and relevant stakeholders flourish	GAP principles (+/-)1. Research freedom (-/+) 7.Good practice in research (+/+) 8.Dissemination and exploitation of results (+/-) 9. Public engagement (-/+) 23.Research Environment (-/+) 28.Career Development (+/-) 39. Access to research training and continuous development	Timing (at least by year's quarter/semester) M60
	Responsible Unit VR for Research	Indicator(s)/Target(s) KPIs QUANTITATIVE
	Vice President for Infrastructures, Sustainability and Workplace Safety	2 buildings fully equipped as a space for research, networking and collaboration between researchers.
	VR for Technology Transfer	KPIs QUALITATIVE better conditions to do research and foster collaborations and attract international research excellence (also beyond academia fostering interaction

		with relevant stakeholders from the private and public sector).  TARGET all Rs researchers at all stages of their careers.
Action 29 NEW	GAP principles	Timing (at least by year's quarter/semester)
UA Support Unit to satisfy the demands of UA and international researchers	(+/-) 23. Research environment (-/+) 24. Working conditions (+/-) 28. Career development (++) 29. Value of mobility	M36 and in continuous operation
	Responsible Unit	Indicator(s)/Target(s)
	VR for Research  Office of the Controller	KPIs QUANTITATIVE  1 Support Unit, services offered, user satisfaction.  KPIs QUALITATIVE international researchers coming to UA are more and better supported  TARGET
		all Rs researchers at all stages of their careers.

# Work Plan The table below presents the work plan for the different Actions implementations. As you can see, the time frame is M25-60, thus covering the renewal period.

	▲ result to be achieved, deadline																	7000																	
ACTION	TASK	25	26	27	28	29	30	31	32 3	33 3	4 35	36	37	38	39	40	41	42	43	14 4	15 46	47	48	48	50	51	52	53	54	55	56	57	58	59	60
A1	To draft, approve and disseminate the UA ethical code of research											<b>A</b>											•												•
A3	To draft a research welcome manual for researcher											<b>A</b>											<b>A</b>												<b>A</b>
A4	To organize and deliver workshops to instruct the research community on their contractual and legal obligations in the framework of the different funding instruments						<b>A</b>					•						•					•						•						<b>A</b>
A6	To improve the security measures of data storage at UA																																	30	•
A8	To further develop the UA e-platform functionalities																																		•
A9	To translate key institutional web pages				•				4	<b>A</b>			•				•			4	<b>X</b>			<b>A</b>				_				•			
A10	To raise the awareness among RS on the offer of support services the UA research support unit is offering						•				<b>A</b>							•					•						•						<b>A</b>
A12	To expand the advisory services in terms of career, to at least, R2 staff (mantener el tutor)																							•											
A13	To organize and deliver seminars to raise the awareness on the importance of IP in research						<b>A</b>					<b>A</b>						•					•						•						•
A14	To foster the participation of a wider number of teaching / research staff at teaching and coaching courses organised by UA											<b>A</b>												•											•
A16	To increase the Education Science Centre (ICE) courses offer in English											<b>A</b>												۸I											<b>A</b>
A17	To create a Post doctoral Centre at UA as a networking focal point for continuous learning, multidisciplinary research and research internationalization.											<b>A</b>												<b>A</b>											<b>A</b>
A18 - OTMR-1	Define, publish and implement a full and comprehensive OTM-R policy at UA (incl. 2 training sessions per year to relevant UA staff)				•							•																							
A19 - OTM-R 2	Publish job offers on EURAXESS (and any other relevant portal and other relevant portal)			<b>A</b>			<b>A</b>		1	•		<b>A</b>			<b>A</b>			•		4			•			•			•			•			•
A20 - OTM-R 3	Build up a Quality Assurance framework approach to be able to effectively monitor OTM-R policy and deployment.											<b>A</b>												•											<b>&gt;</b>
A21 - OTM-R 4	Monitor indicators of external candidates applications											<b>A</b>												<b>A</b>											<b>A</b>
A22 - OTM-R 5	Provide an English native staff to support candidates from abroad																				$\perp$														<b>A</b>
A 23 NEW	UA RTD indicators Observatory as key instrument supporting the strategic decision making process to strengthen and boost research policies																							•											
A24 NEW	Continuous management and improvement of the UA Scientific repository (DIALNET Portal)																							<b>A</b>											
A25 NEW	Continuous Improvement of the UA Researchers' Portal											<b>A</b>																							
A26 NEW	In depth analysis of UA researchers											<b>A</b>												<b>A</b>											<b>A</b>
A27 NEW	Update of incentives for UA research staff in international RTD projects											<b>A</b>												<b>A</b>											<b>A</b>
A28 NEW	Build up and equipment of the new research buildings, as space to make science and network between researchers and relevant stakeholders flourish																																		•
A29 NEW	UA Support Unit to satisfy the demands of UA and international researchers											<b>A</b>																							