

**HRS4R - The Human Resources  
Strategy for Researchers  
incorporating the Charter and  
Code**

**ARAID ACTION PLAN**



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## **1. INTRODUCTION**

In 2005, the European Commission adopted the European Researchers' Charter and the Code of Conduct for Researcher Recruitment, drafting two documents aimed at researchers as well as employers and providers of public and private sector funding. Both documents have become key elements of European Union policy, making research an attractive career and stimulating economic growth and employment in Europe.

Specifically, the European Charter for Researchers outlines the functions, responsibilities and rights of investigators and their employers. The aim is to ensure that the relation between these parties contributes to successful performance in the generation, transfer and shared use of knowledge, as well as the professional development of researchers from the early stages.

Moreover, the Code of Conduct for the hiring of researchers was drawn up to improve enrolment, so that selection procedures are fair and transparent. The researcher's merit should be measured not only by the number of publications, but also by a wider range of evaluation criteria such as education and teaching, supervision, teamwork, knowledge transfer, management and public awareness-raising activities.

ARAID endorsed the Charter and Code on 17<sup>th</sup> February 2009, in the process to implement an awarded COFUND Fellowship Programme (Seventh Framework Programme, PEOPLE program, European Commission) that started in August 2010.

To help accommodate the research institutions to the Charter and Code principles, the Commission set out a procedure through which those institutions interested in including them, could design their own Human Resources (HR) Strategy. This procedure is called the "Human Resources Strategy for Researchers Incorporating The Charter & Code".

## **2. ABOUT ARAID**

ARAID is a non-profit organization created in 2005 by the Government of Aragon with the aim of promoting research, development and innovation in Aragon.

The recruitment of researchers and scientist is the essential activity, that the Foundation carries out. The Calls for recruitment are open to Promising Experienced Researchers of any field of research. This activity represents a clear advance in the governmental purpose to make Aragon an attractive and stable Region for Research and creation of knowledge, offering researchers a viable system of professional development throughout their careers.

ARAID has since 2006 hired 61 researchers of 14 different nationalities, 50% of them via permanent contracts. The ARAID Researchers have a minimum of 6 years of research experience and may develop their research activity in any Public Research Centre in

Aragon and lately also in to develop R&D projects in Private Companies located in the region. To establish the legal framework with each Host Institutions, ARAID, has signed collaborative agreements.

ARAID Researchers have made a substantial contribution to their own areas of research and are active members of the Aragon Scientific and Technological Community.

All the Researchers are Experienced Researchers according to the European Commission definition and are considered Professionals and treated accordingly.

ARAID today has a 40 postdoctoral researchers and the Administration Department includes 4 people: Director, Executive Secretary, Administrator and Project Manager.

### **3. HRS4R IN ARAID**

In 2012, ARAID was accepted to participate in the 4th Cohort of the HRS4R Group. From the beginning of this process ARAID informed about the HRS4R procedure to all staff (researchers and management) and asked for volunteers to represent all ARAID Researchers in this process.

ARAID attended the mutual learning meeting in Warsaw (Poland) on 22, 23 April 2013 (one ARAID attendee was a researcher) where to learn from other Institutions that were also implementing the HR Strategy or had already achieved the logo.

During the second semester of 2013, ARAID underwent the Internal Analysis process of the "HR Strategy for Researchers" (HRS4R) fostered by the European Commission. To perform this process a working group was created with the following members: Director of ARAID, Project manager, Secretary and 3 Researchers.

To carry out the Internal Analysis process, the template provided by the European Commission was used as a guide. Araid Director made an inventory of external and internal regulations relating to the principles of the Charter and Code and the internal analysis template was filled.

On 10 October 2013, ARAID hosted a Meeting with other HRS4R Institutions, to share best practices and EU& national legal frame.

As a result of the work group outcome, a survey was sent to all ARAID staff with the aim of obtain the results before the ARAID plenary meeting scheduled on 16<sup>th</sup> January 2014.

The results of the gap analysis served as basis to prepare the ARAID Action Plan. These documents were validated by the Foundation Board on 2th June 2014.

We have noticed that we were in line with legislation and recommendations of best practice but we had weaknesses and we had to improve and look over some procedures.

## ARAID ACTION PLAN

PRINCIPLE	ACTION	AIM	WHO	DELIVERABLE	DATE
1,2,3,4,5,10,11	Best Practices Code	Information and support to all researchers	Administration Department and Board Approval	Best Practices Manual	May 2015 + Annual review
1,2,3,4,5,10,11	Reference Document of ARAID Internal Rules (IR)	Information and support to all researchers	Administration Department and Board Approval	Reference Document of ARAID Internal Rules (IR)	May 2015 + Annual review
1,2,3,4,5,10,11	Document Repository - Internal and External Rules and legislation	Information and support to all researchers Improve communication between Direction, Board and Researchers	Administration Department	Internal and External Rules and legislation available at the Intranet	May 2015
8	Training on Communication skills towards public media	To improve dissemination of results and knowledge of society about the Researchers Activities.	Administration Department	Attending courses and events according to the Annual Training Plan	May 2015
6, 8, 9	Annual report on research activity + Research activity	Improve communication of ARAID achievements to society in general and to the Board of Trustees, in order to facilitate objective means to assess the value and return on investment	Administration Department	Internal annual report + Intranet + website	June 2015 (Yearly revised each June) + Ongoing

7	Risk assessment of each ARAID Researcher Position	Improve security and safeness in the workplace.	Administration Department and Regional Private Health Insurance (Mutuality of accidents of Zaragoza)	Report on evaluation risks in jobs	Continuous Process
12,13,14,15,16,18,19	Transparency in evaluation and selection process	Improve transparency in selection processes	Administration Department	Reference Chapter in internal regulation Document and publication in ARAID website	May 2015 (Annual review) and Call information at each Recruitment Call
14, 16	Rate the Evaluator/Scientific Committee Performance, and preparation.	Facilitate and improve the creation of the Evaluation and Advisory Panels	Administration Department and Board Approval (if required)	Web/intranet	February 2016
12,13,14,15,16,18,19	Improve the use and review the appropriateness of the new intranet	Improve the transparency of each Recruitment Call, and facilitate the preparation of research activity reports (individual and general) and overall communication.	Administration Department	Intranet	March 2015 (Revised annually)
18	Service Catalogue of the ARAID Researchers Activity	Improve mobility and facilitate Collaborations	Administration Department	Catalogue of ARAID services at the website	December 2016

23, 24, 32, 36	Review Frame Agreements with Host institutions	Improve recognition and work conditions	Administration Department and Host Institution representatives	Frame Agreements with the Host institutions	December 2017 (Revised annually and updated if required)
34,35	Structure a rule for representation of Researchers.	Improve internal communication and participation in ARAID activities and decision-making	Administration Department and Board Approval (if required)	Plenary meeting Minutes and ARAID Intranet	February 2016
27,28	Research Career	Possibility of professional development	Administration Department and Board Approval	Reference chapter in Internal Rules document	May 2015 (Revised annually and updated if required)
31	Intellectual property rights	Improve the information and procedures in this area	Administration Department and Board Approval	Reference in rules of procedure document	May 2015 (Revised annually and updated if required)
38	Annual Training Plan	Continuous training and professional development	Administration Department	Annual Training Plan	May 2015 (Renewed each May)
36, 39	Annual reports of the Host Institutions	It will facilitate continuous and updated professional development and will help the evaluation of the research activity	Administration Department and Host Institution representatives	Annual reports of the Host Institutions	December 2017 (Updated every December)