Timeline for HRS4R Euraxess

Task	Responsible Unit	2020/3	2020/4	2020/5	2020/6	2020/7	2020/8	2020/9	2020/10	2020/11	2020/12	2021/1	2021/2	2021/3	2021/4	2021/5	2021/6	2021/7	2021/8	2021/9	2021/10	2021/11	2021/12	2022/1	2022/2	2022/3	2022/4	2022/5	2022/6	2022/7	2022/8	2022/9	2022/10	2022/11	2022/12
Review of a working group resp. buddy system between administration and research	Head of Administration				X	X	X	X	X	X	X	X	X	X	X	X	X																		
Sign Diversity Charter	Board of directors	X	X	X	X	X	X	X	X																										
Review possibility of centralised preparation of employer's references	HR Unit	X	X	X																															
Review if contract extensions can be displayed in the Concludis system	Head of HR	X	X																																
Definition of wording R1-R4 in the research area	Board of directors							X	X	X	X	X	X	X	X	X	X																		
Prepare guideline for re-entry after career interruption	HR Unit											X	X								X	X	X	X											
Ensure centralised backup of primary research data	Board of directors			X	X	X	X	X	X	X	X																								
Elect a person to develop implementation processes for FAIR Data guidelines at RCB	Board of directors		X	X	X	X	X	X	X	X	X																								
Review possibilities of Open Science Practice discussion paper from the EU	Board of directors			X	X	X	X	X	X	X	X																								
The introduction of an electronic lab notebook (ELN) in all of RCB's groups is aimed for and shall be tested in a few groups beforehand.	Good Scientific Practice Officer																																		
New construction and renovation measures are underway	Board of directors	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Routinely publish job advertisements in English on Euraxess	Head of HR				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Prepare external application guideline according to OTM-R criteria (OTM-R policy) and publish them on the homepage	Head of HR											X	X	X	X	X	X	X	X	X	X	X	X												
Update internal recruitment guideline and job advertisement guidelines according to OTM-R and Toolkit	Head of HR											X	X	X	X	X	X																		
Prepare information regarding engagement of headhunter agencies for active recruiting	Head of HR				X	X	X	X	X	X	X	X	X	X	X	X																			
Regular training of advertising parties regarding recruiting process according to OTM-R	Head of HR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Codification of criteria for the employment in the research division	Head of HR, CEO											X	X	X	X																				
Initiate preparative measures for the introduction of digital personnel files including contract management	Head of HR																X	X	X	X	X	X	X												
Review possible feedback instruments for applicants after recruitment process	Head of HR																							X	X	X	X	X	X	X					
Assessment and codifications of available feedback instruments between researchers in training and their mentors and revision resp. Codification	Head of HR Working Group				X	X	X	X	X	X	X																								
A leadership programme is currently being developed, further personnel groups are to follow	Head of HR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Review adequacy of current staff and evaluate possibility of administrative position for training and junior development programmes	Board of directors	X	X	X	X	X																													
Elect persons that can offer information and support regarding habilitation at RCB – tandem administration + researcher	Board of directors	X	X																																
Review of acknowledgement of teaching activities in the context of performance-based fund distribution	Board of directors	X	X	X	X																														
Possibilities for the introduction of a centralised training and youth development programme shall be assessed	Board of directors	X	X	X	X	X																													
Increase access to career advice	HR Unit																X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Agreement on a multidimensional approach for the evaluation of performance and achievements of scientific personnel	Board of directors																X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X