

HRS4R UNINS Gantt Chart Phase I

Type of Action	Description/Related Gap	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
		25/02/19 24/05/19	25/05/19 24/08/19	25/08/19 24/11/19	25/11/19 24/02/20	25/02/20 24/05/20	25/05/20 24/08/20	25/08/20 24/11/20	25/11/20 24/02/21
<b>COMMUNICATION ACTIONS: internal communication to promote current practices; translation of Italian documents into English, in order to maximize international attractiveness and access</b>									
Action n. 2	Promotion of Integrity and Ethics policies, culture and procedures							R.U. Communication Service	
Action n. 7	Communication Plan to increase the effectiveness and visibility of permanent and future initiatives and services for potential, new and senior researchers ("Onboarding", "Welcome" and "Career Path" initiatives)					R.U. Communication Service			
Action n. 8	Coordination of collection of Public engagement initiatives and improvement of their visibility	R.U. Quality Assurance Support Office							
Action n. 11	Promotion of institutional figures, confidential and informal assistance, services and procedures dealing with complaints/appeals	R.U. Communication Service							
<b>FORMALIZATION ACTIONS: formalization of existing practices that have not yet been formally transcribed and implemented</b>									
Action n. 3	Drawing up of administrative guidelines for planning and managing research funded projects	R.U. Research Office							
Action n. 4	"Onboarding" initiatives: mapping of measures and services dedicated to attract international researchers	R.U. Research Office							
Action n. 5	"Welcome" initiatives: functional re-organisation of information, tools and services dedicated to reserchers' mobility (incoming)	R.U. Training and Research Area							
Action n. 6	"Career Path" initiatives: definition of a chart of services related to reserchers' mobility (outgoing) and career development	R.U. HR Service							
<b>DEVELOPMENT ACTIONS: development or introduction of new internal rules, services, practices, procedures</b>									
Action n. 1	Regulatory revision of Code of Ethics and Code of Conduct; new composition of Ethical Commission integrated with Research Ethical Experts	R.U. General Affairs Office							

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Action n. 9	Definition of a Policy on Open Transparent and Merit-based Recruitment (with English version).	R.U. HR Service							
Action n. 10	Definition of a Personal Career Development Plan PCDP jointly drawn by Supervisors and PhD students (R1)	R.U. Doctoral School							
Action n. 12	Scientific facilities optimisation	R.U. Research and Internazionalitation Service							
Action n. 13	Definition of a Policy of valorisation of the effort of researchers involved in externally funded projects (financial benefit and/or additional fundings)	R.U. Research Office							
Action n. 14	Definition of a training plan for researchers	R.U. Research Office							
Action n. 15	Implementation of participation of R2 on AIQUA-R Departmental Committee for the Quality of Research	R.U. Quality Assurance Support Office							
Action n. 16	Formalization of opportunity to access to residentiality facilities for PhDs and post-doc researchers and promotion for all researchers	R.U. Training and Research Area							
Action n. 17	Gender Balance measures	R.U. General Affairs Office							
Action n. 18	OTM-R training for selection committees' members					R.U. HR Service			
<b>OTM-R Ad hoc Actions</b>									
Action n. 19	Use of web-based tools for recruitment procedures of all researchers'categories	R.U. ICT Service							
Action n. 20	Implementation of a proper OTM-R Quality System	R.U. Informatic and Documental System Office							