

Area 1: Ethical and professional aspects

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
E1	1 to 11	Elaborate the Welcome Protocol for novel/visiting researchers including relevant information	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Internationalization	Accommodation Office, Legal Advice Office, Occupational Risk Prevention Service	Q2 2022	Documentation and participation in surveys
E2	7	Implement a compulsory risk prevention course for novel researchers before accessing labs	Vice-Rectorate for Health and Wellbeing of the Scientific Community	Occupational Risk Prevention Service	Q4 2021	Number of courses and participants
E3	8	Publish a portfolio of patents and technologies available at UCO to be licensed	Vice-Rectorate for Innovation and Transference	Knowledge Transfer Office (KTO)	Yearly	Number of patents
E4	8	Design and apply the UCO Annual Plan for Scientific Dissemination	Vice-Rectorate for Scientific Policy	Unit for Scientific Culture and Innovation	Yearly	Number of activities and researchers involved
E5	9	Translate into English documents relevant to the HRS4R implementation process	Vice-Rectorate for Scientific Policy	UCO-Idiomas	Yearly	Number of documents
E6	1 to 11	Enhance the visibility of the HRS4R in the UCO research staff	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2025	Participation in surveys
E7	1-11	Increase the representativity of the Research Commissions and others	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2023	Composition of the Research Commissions
E8	5	Reduce the rate of temporary contracts	Vice-Rectorate for	Research	Q4 2026	Number of

			Scientific Policy and Vice-Rectorate of Teaching and Research Staff	Management Unit and Staff Unit		temporary contracts
E9	8	Promote activities about intellectual property management	Vice-Rectorate for Innovation and Transference	Knowledge Transfer Office (KTO)	Q4 2026	Number of patents
E10	1-11	Design and implement a UCO Plan of Research Integrity	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2026	Number of activities
E11	1-11	Elaborate a survey about the ethical and integrity practices in UCO	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2024	Report and number of participants

Area 2: Recruitment and selection

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
R1	12,16	Create a Manual of the diverse regulations existing in the Research Management Unit	Vice-Rectorate for Scientific Policy	Research Management Unit	Q2 2022	Documentation and dissemination
R2	13	Publish UCO offers intended for researcher staff at EURAXESS Portal	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2022	Number of contracts published at EURAXESS
R3	14	Advance in Gender Balance at University selection committees as well as management bodies	Vice-Rectorate for Equality, Inclusion and Social Compromise	Equality Unit	Yearly	Number of committees
R4	12,14,16, 19, 21	Implement and update a strategy for recruitment of high talent research	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2022	Documentation and number of recruited researchers
R5	12,14,15, 16,19	Update and publish the general scale of merits for the hired research and teaching staff	Vice-Rectorate for Research and Teaching staff	Human Resources Unit	Q1 2019	Documentation and dissemination
R6	14, 21	Improve the conditions to attract talented researchers	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2025	Documentation and number of recruited researchers

R7	13, 14, 21	Increase the number of research contracts with a consolidation strategy	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2025	Number of research contracts with a consolidation strategy
R8	13,14,16, 19, 21	Increase the number of talented researchers promoting to permanent positions for research and teaching staff	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2026	Number of promoted researchers
R9	12 to 21	Elaborate a survey about the recruitment and selection practices in UCO	Vice-Rectorate for Scientific Policy	Research Management Unit	Q2 2025	Report and number of participants

Area 3: Working conditions and social security

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
W1	22,23 (also 18, 19)	Design and update the central database for research stays	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Digital Transformation and Data Management	Research Management Unit, Computer Service	Q1 2022	Number of research stays
W2	23	Establish a dedicated Relocation Support Service to help staff members with their integration at UCO	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Internationalization, Vice-Rectorate for Health and Wellbeing of the Scientific Community	Accommodation Office, Legal Advice Office, Occupational Risk Prevention Service	Q4 2021	Number of services
W3	24	Offer courses on reconciliation or work and family life	Vice-Rectorate for Equality, Inclusion and Social Compromise	Equality Unit	Yearly	Documentation and dissemination
W4	23,28	Promote advice on mobility by researchers returned at the UCO or UCO researchers currently abroad	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2021	Seminars
W5	28	Create the Employment and Entrepreneurial Culture Observatory	Vice-Rectorate for Innovation and Transference, Vice-Rectorate for Continuous Formation, Employability and	Knowledge Transfer Office (KTO), Office for Student Placement and Employability (UCOPREM2)	Q4 2020	Implementation and dissemination

			Entrepreneurship			
W6	27,28	Promote leadership programs in research projects for female scientists	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Equality, Inclusion and Social Compromise	Research Management Unit, Equality Unit	Q4 2021	Documentation
W7	35	Guarantee the representativity of R1-R4 researchers in the Research Commission ascribed to the Vice-Rectorate of Scientific Policy	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2022	Documentation
W8	25,28	Increase the access of talented postdoctoral researchers to leadership tasks	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2026	Number of postdoctoral researchers leading projects
W9	33	Prepare an informative guide about laboral rights of research staff with particular emphasis on teaching tasks	Vice-Rectorate for Scientific Policy, Vice-Rectorate for Research and Teaching staff	Research Management Unit, Office for International Research Projects, Human Resources Unit	Q4 2026	Documentation
W10	23,24	Translate contractual documentation to English to favor the recruitment of foreign researchers	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2026	Number of documents and recruited researchers
W11	34	Disseminate the process for complaints/appeals in the research community	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2026	Number of complaints/appeals
W12	22 to 35	Elaborate a survey about the working conditions in UCO	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2025	Report and number of participants

Area 4: Training

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
T1	38,39 (5,25,28, 30,31)	Promote the continuous training of researchers	Vice-Rectorate of Postgraduate Studies	Institute of Postgraduate Studies	Covering the whole period	Documentation
T2	36,37,40	Supervise and mentor novel research staff	Vice-Rectorate for Scientific Policy, Vice-Rectorate of Postgraduate Studies	Research Management Unit, Institute of Postgraduate Studies	Q1 2020	Documentation and satisfaction survey
T3	36,37,40	Propose a mentoring program for implementation at UCO	Vice-Rectorate of Postgraduate Studies	Institute of Postgraduate Studies	Q4 2022	Documentation
T4	39	Organize dedicated discussion fora and seminars in strategies for building a research career	Vice-Rectorate for Scientific Policy	Research Management Unit	Yearly	Documentation and dissemination
T5	36,37,40	Implement a mentoring program for novel researchers	Vice-Rectorate for Scientific Policy, Vice-Rectorate of Postgraduate Studies	Research Management Unit, Institute of Postgraduate Studies	Q4 2026	Final report of the survey results
T6	38,39	Offer specific formation for research staff in teaching techniques and university management	Vice-Rectorate of Teaching and Research Staff	Human Resources Unit	Q4 2026	Number of courses and participants
T7	36 to 40	Elaborate a survey about the training practices in UCO	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2026	Report and number of participants

Transversal (All areas involved)

Ref	Principles	Action	Responsibility	Units in charge	Time frame	Indicators
ERWT1	All	Disseminate the HRS4R award and process to the research community	Vice-Rectorate for Scientific Policy	Research Management Unit	Q4 2022	Documentation