ACTION PLAN (2015-2018) FOR THE IMPLEMENTATION OF HUMAN RESOURCES POLICIES IN ACCORDANCE WITH THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS FOR THE CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC)

The Catalan Institute of Classical Archaeology is a public research centre established by the Government of Catalonia and the Rovira i Virgili University, with the participation of the Interuniversity Council of Catalonia, the aim of which is to provide research, advanced education and the dissemination of the classical civilisation and culture.

The Institute is categorised as a centre for research in Catalonia, identified as a CERCA centre, and therefore in accordance with the document of 26 February 2014 written by Dr Lluís Rovira, director of the CERCA Institution, the ICAC signed up to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The Human Resources Strategy for Researchers (HRS4R) is a support mechanism for the introduction of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at European research institutions. The objective of these actions is to make the institutions more attractive to researchers of excellence and make it possible for them to carry out their scientific task in a favourable and stimulating environment.

The ICAC aims to introduce a series of actions to improve its human resources policies in keeping with the European directives and to achieve this objective it has carried out a self-analysis that has allowed it to draw up this Action Plan. Once the plan has been approved, the HR Excellence in Research (HRS4R) accreditation will be applied for. Two years after it has been obtained, a self-evaluation of the execution of the Plan will be carried out and four years later there will be an external evaluation. In addition, during the final quarter of 2018 a satisfaction survey will be carried out among the institute's personnel to evaluate the impact of the actions taken.

To help achieve this objective, the ICAC formed a Working Commission made up of representatives of the senior researchers, junior and postdoctoral researchers, trainee researchers, personnel from the technical-scientific services and research management and support personnel. The chair of the commission was the administrator of the ICAC and a secretary coordinated and promoted the Commission.

The Commission prepared the internal analysis and based on the results proposed the actions detailed below designed to improve working conditions for the ICAC personnel. This internal analysis was based on the information obtained through analysis meetings, discussions and proposals that each representative held with the staff in their group. The internal analysis form was the reference point for analysing the situation and the action proposals are related to the majority of the items in that form, as can be seen from the table shown in this Action Plan. Finally, the draft of the Action Plan was sent by email to all the Institute's staff and an informative meeting was also held. All staff were invited to the meeting and it was aimed at gathering their opinions on the draft plan.

The number of ICAC staff who participated in the study was as follows:

Type of personnel	Men	Women	Total
Senior researchers	5	2	7
Junior/postdoctoral researchers	3	2	5
Trainee researchers	4	3	7
Technical-scientific services	3	4	7
Research management and support personnel	3	7	10
Total	18	18	36

Men
- Senior Researchers: 28%
- Junior/postdoctoral researchers: 16%
- Trainee researchers: 22%
- Technical-scientific services: 17%
- Research management and support personnel: 17%

Women
- Senior Researchers: 11%
- Junior/postdoctoral researchers: 11%
- Trainee researchers: 17%
- Technical-scientific services: 22%
- Research management and support personnel: 39%
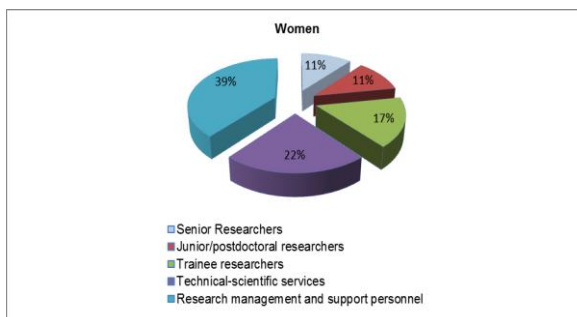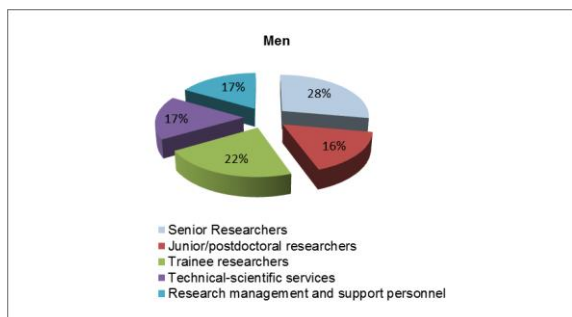
Proposal for actions to be carried out in the coming years (2015-2018):

Area I. Ethical and professional aspects				
Correspondences with the internal analysis form	**Action**	**Responsible person**	**Execution time**	**Indicators**
2, 3, 4, 6, 7, 8, 9, 10	1. Drawing up of an ICAC in-house ethics/ good practice code	Specific commission appointed by the ICAC management	First quarter 2016	- Letter of signing up to the Professional Deontological Code of Archaeology Ad'AC - Letter of joining the Deontological Code of the ICOM - Approval of the ICAC Good Practice in Research Code
6, 8, 9	2. Improvement and updating of the dissemination material and the format and structure of the website for the dissemination and exploitation of the research results	Management and Research Support Department: Communication	Second quarter 2015	- Introduction of the new website - Edition of a trilingual leaflet about the Institute
6, 8, 9	3. Foster the actions of management and dissemination of archaeological heritage to promote its use as a cultural and social resource	Researchers and the Management and Research Support Department: Activities	Fourth quarter 2018	ICAC Report(2015-2018)
6, 11	4. Development of specific evaluation systems for the institute's personnel	Management	Fourth quarter 2015	Instructions on the ICAC Personnel Evaluation System
9, 10, 27	5. Drawing up of a gender equality plan	Management and Research Support Department	Third quarter 2016	Approval of the gender equality plan

Institut Català d'Arqueologia Clàssica

Area II. Recruitment

Correspondences with the internal analysis form	Action	Responsible person	Execution time	Indicators
12, 13, 14, 15, 16, 17, 18, 19, 21, 25	6. Fostering of the career of researcher at the institute	Management	Second quarter 2018	- Calls from the ICAC itself - Actions to promote the institute to attract personnel through the competitive route - Declaration of the research career at the ICAC

Area III. Working conditions and social security

Correspondences with the internal analysis form	Action	Responsible person	Execution time	Indicators
23, 24	7. Preparation of a welcome dossier and information on how the institute works	Management and Research Support Department	Third quarter 2015	Dossier explaining how the institute works
23	8. Drawing up of an IT security plan	Management and Research Support Department: IT	Second quarter 2017	Approval of the Security Plan
31, 32	9. Development of policies and practices on intellectual property and copyright	Management and Management and Research Support Department	Fourth quarter 2017	Manual of policies and practices concerning intellectual property and copyright
34	10. Definition of a conflict resolution and complaints procedure	Management	Fourth quarter 2017	Conflict resolution instructions
35	11. Foster the representation of the different groups of researchers in the working commissions in which they are necessary	Management	Fourth quarter 2016	Composition of the commissions that are established

Area IV. Training

Correspondences with the internal analysis form	Action	Responsible person	Execution time	Indicators
28, 29, 30, 39	12. Promote training and mobility policies to strengthen the professional projection of the institute's staff	Management and Management and Research Support Department	First quarter 2018	List of the mobility and training actions promoted by institute