## UNIVERSITY OF SARAJEVO RESEARCH SUPPORT OFFICE

HR STRATEGY REVISED ACTION PLAN - Gantt Chart Months 2021 Months 2022 Months 2023 **ACTIVITIES** Responsibilities 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1. Research freedom 1.1. Start the initiative to the Cantonal Ministry for amending Completed in period 2019 - 2021 Senate/Rectorate the teaching-research ratio (completed in period 2019 - 2021) 2. Ethical principles Ethical Council/Ethical Boards Research 2.1. Organize trainings on ethical principles in research for young Completed in period 2019 - 2021 Support Office researchers and PhD students (completed in period 2019 - 2021) 2.2. Enhance the activities of the Ethical Council (through Senate & Ethical Council Completed in period 2019 - 2021 redefinition of its roles); (completed in period 2019 - 2021) 2.3. Increase transparency of work of Ethical Council and Ethical Completed in period 2019 - 2021 Ethical Council/Ethical Boards Boards (completed in period 2019 - 2021) **x** ) 2.4. Revision of Code of Ethics (NEW) Ethical Council/Ethical Boards х Х 3. Professional responsibility Committee for Detection of 3.1. Organize trainings on Plagiarism Elimination Strategies for Plagiarism/Quality Assurance researchers Office/Research Support Office 3.2. Ensure continuous use of Software-based verifications of Executive Bord/Committee for Detection of Completed in period 2019 - 2021 PhD theses for plagiarism (completed in period 2019 - 2021) Plagiarism 4. Professional attitude 5. Contractual and legal obligations 5.1. Develop guidelines for new employees on UNSA web site **Human Resources Office** Χ Research Support Office/Legal Affairs 5.2. Disseminate information on researchers' rights and Completed in period 2019 - 2021 obligations (completed in period 2019 - 2021) Office/R&D Centre 6. Accountability 6.1. Introduce practice of publication of Annual Report on UNSA Council of Science and Arts/Research Completed in period 2019 - 2021 Support Office/Publishing Office Research output (completed in period 2019 - 2021) 7. Good practice in research Research Support Office/Legal Affairs 7.1. Online information on principles of good practice in research Office/Deans, responsible units at member Completed in period 2019 - 2021 completed in period 2019 - 2021) institutions 8. Dissemination, exploitation of results 8.1. Enhance content of the UNSA member institutions web Research Support Office/ PR Office/ presentation in terms of research outputs, results of research Completed in period 2019 - 2021 projects, and contract research possibilities (completed in period Member institutions 2019 - 2021) 8.2 Availability of all UNSA Journals at open access platforms UNSALibrary/MI Libraries/Publishing Х (NEW) Office/Research Service Office 9. Public engagement Public Relations Office/Research Support 9.1. Disseminate more widely research project results Х Х Office/R&D Centre 9.2. Analyse presence of UNSA and its successful stories presence Public Relations Office Completed in period 2019 - 2021 n public (completed in period 2019 - 2021) 10. Non discrimination Research Support Office/Legal Affairs 10.1. Distribute and make available on-line the existing Completed in period 2019 - 2021 Office regulations on discrimination (completed in period 2019 - 2021) 10.2. Conduct survey among researchers on discrimination Rectorate&Human Resources Office Х 11. Evaluation/ appraisal systems 11.1. Develop criteria for stimulating research activities (through Senate/Council of Science and Arts Rulebook on Researchers Award and its adoption); completed Completed in period 2019 - 2021 UNSA/Research Support Office in period 2019 - 2021 12. Recruitment 12.1. Carry out the analysis of the current system of recruitment Legal Affairs Office/HR Office/Research Х Х pased on the OTM-R check list and step-by-step quide elements Support Office

13.1. Publish all research vacancies in English on EURAXESS web sites (completed in period 2019 - 2021)  13.2. Recruitment advertisements improved based on the OTM-R toolkit  13.3. Adoption of the UNSA OTM-R policy (NEW)  Senate/HR Office/Research Support Office  14.1. Introduce common reporting template for selection committees  15. Transparency (Code)  15.1. Initiate development of unified procedure for informing condidates about the strengths and weaknesses of their applications.  Senate/UTIC/Human Resources Office  X X X X  X X X X X X X X X X X X X X	x			
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applications.  Assurance Office  Senate/UTIC/Human Resources Office				
15.2. Analyse possibility of introducina e-recruitment system  Senate/UTIC/Human Resources Office				
16. Judging merit (Code)				
16.1. Enhance selection criteria with introduction of additional qualitative elements  Senate/Human Resources Office  x x x x				
17. Variations in the chronological order of CVs (Code)				
17.1. Develop guidelines for adequately treating career breaks or variations in CVs  Senate/Human Resources Office				
18. Recognition of mobility experience (Code)				
18.1. Develop guidelines for valuing mobility experience  Senate/International Relations Office/Human Resources Office/Quality  X X X				
19. Recognition of qualifications (Code)				
19.1. Develop guidelines for assessment and evaluation of non-formal qualifications  Senate/Human Resources Office/Office for Teaching/Quality Assurance Office/Research Support Office				
20. Seniority (Code)				
20.1. Promote lifelong professional development through LLL Senate/Office for Teaching		x	х	x
programs  20.2 Develop criteria for assessment and evaluation of III				
programs  Senate/Office for Teaching  X X X X				
21. Postdoctoral appointments (Code)				
21.1. Analyse current practice and develop recommendations for promoting and valuing post-doctoral appointments  Senate/Research Support Office/Legal  Affairs Office  x x x x				
22. Recognition of the profession				
22.1. Revision of the Rules on III cycle of studying (completed in period 2019 - 2021)  Senate/Research Support Office/Legal Completed in period 2019 - 2021  Affairs Office				
23. Research environment				
23.1. Identify needs and requirements in terms of research infrastructure (completed in period 2019 - 2021)  Senate/Rectorate/Member institutions Completed in period 2019 - 2021				
23.2. Consider fund raising possibilities  Executive Board/Senate/Council of Science and Arts UNSA/Member institutions  X X X X X X X X X X X X X X X X X X X	х	х	x	х
23.3. Establishement of UNSA research infrastructure/Equipment Senate/Member institutions/R&D Register/OA Policy (NEW)  Center/UTIC				
23.4. Development and Adoption of UNSA level regulation on intellectual Property Rights (NEW)				
24. Working conditions				
24.1. Conduct periodical survey of employees on working  Human Resources Office/Teaching Office  X X X		х	х	
conditions /Research Support Office  Sanata/UP Office/Research Support			<u> </u>	
24.2. Initiative for UNSA to be excluded from the Government Policy on suspension of employment in public institutions (NEW)  Sendic/HR Office/Research Support Office  X X X  X				
24. 3 Initiative towards differentiation between resarch and teaching positions at the University (NEW)  Research Support Office/Teaching Support Office		х	х	х
25. Stability and permanence of employment				
25.1 Perform comparative analysis on existing rules on				
employment at the UNSA and the EU directive on Fixed-Term work (in connection to activity 12.1)  Senate/Legal Affairs Office/Research Support Office  x x x x				

26. Funding and salaries		
26.1. Start the Initiative to increase salaries (completed in period	UNSA Employees' Union/Financial	Completed in period 2019 - 2021
2019 - 2021)  27. Gender balance	department	Completed in period 2015 - 2021
27.1. Start initiative to introduce best woman researcher award (completed in period 2019 - 2021)	Scientific and Arts Council/Senate	Completed in period 2019 - 2021
28. Career development		
28.1. Analyse possibilities of development of career development strategy	Senate/Human Resources Office	
28.2. Launch initiative towards establishment of Career Development Centre (CDC), completed in period 2019 - 2021	Vice-rector for teaching/Vice rector for research/Human Resources Office/Research Support Office	Completed in period 2019 - 2021
29. Value of mobility		
29.1. Promote mobility for academic staff and researchers (completed in period 2019 - 2021)	International Relations Office&Research Support Office	Completed in period 2019 - 2021
30. Access to career advice		
30.1. Set up an Information campaign on career advice (completed in period 2019 - 2021)	Research Support Office&PR Office	Completed in period 2019 - 2021
31. Intellectual Property Rights		
31.1. Initiate development of UNSA repository (completed in period 2019 - 2021)	Publishing Office&Research Support Office&UTIC/Member institutions' libraries	Completed in period 2019 - 2021
31.2. Initiate preparation of the Contract Research and Advisory Services Road Map for the UNSA (completed in period 2019 - 2021)	Rectorate /Research Support Office/R&D Centre/Legal Affairs Office	Completed in period 2019 - 2021
31.3. Establishment of UNSA Institutional Repositrory of PhD thesis (NEW)	Publishing Office/UNSA Library/Member institutions	x x x
32. Co-authorship		
32.1. Analyse and revise regulation to value co-authorship (completed in period 2019 - 2021)	Senate/Council of Science and Arts UNSA/Rectorate	Completed in period 2019 - 2021
33. Teaching		
33.1. Start the initiative to introduce financial support for additional teaching load (completed in period 2019 - 2021)	Executive Bord/Senate/Finance Office	Completed in period 2019 - 2021
34. Complains/ appeals		
34.1. Analyse possibility of introducing ombudsman for researchers	Senate/Ethical Council/Legal Affairs Office	x x x
35. Participation in decision-making bodies		
36. Relation with supervisors		
36.1. Start the initiative to introduce possibility of contractual relations between supervisors and candidates (completed in period 2019 - 2021)	Senate /Rectorate/Member institutions' councils	Completed in period 2019 - 2021
37. Supervision and managerial duties		
37.1. Continuous improvement of supervision (of senior researchers) through capacity building (completed in period 2019 - 2021)	Vice-Rector for Research&Research Support Office	Completed in period 2019 - 2021
37.2. Asses and analyse researchers' load related to their different roles and obligations (completed in period 2019 - 2021)	Research Support Office/Member institutions departments / councils	Completed in period 2019 - 2021
38. Continuing Professional Development		
38.1. Continuously implement the existing LLL programme TRAIN for development of staff competencies (completed in period 2019 - 2021)	Vice-deans for Teaching/TRAIN team	Completed in period 2019 - 2021
38.2. Develop plan for further support to young researchers (PhD students) for their continuing professional development (completed in period 2019 - 2021)	Rectorate /Vice-deans for Teaching/Research Support Office/HR Office	Completed in period 2019 - 2021
39. Access to research training and continuous development	-	
39.1. Promote EURAXESS SC centre and its services	Research Support Office/R&D Centre/International Relations Office	
40. Supervision	center, international netations office	
40.1 Pilot Counselling (mentoring) system at UNSA member institutions	Senate/Vice-rector for research/Research Support Office/Vice-deans for research	