

Instituto Catalán de Paleoeología Humana y Evolución Social (IPHES)
 HRS4R ACCIÓN PLAN 2024–2026

ACTION PLAN HRS4R 2024-2026				
<i>Principle(s)</i>	<i>Actions</i>	<i>Responsible individual</i>	<i>Execution time</i>	<i>Tracking indicators</i>
I. Ethical and professional aspects				
2,15	Transparency. <ul style="list-style-type: none"> Establishment of the IPHES Information Unit. 	Managing Director	2025 (Q3)	1. Number of responses to parliamentary questions. 2. INE (National Institute of Statistics) statistics. 3. Number of new publications in the website transparency section.

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9	<p>Promotion of scientific communication and outreach activities.</p> <ul style="list-style-type: none"> Promote the organization of scientific outreach activities for society, such as workshops and open house events, or participation in scientific outreach events. 	Socialization RRI	2024 (Q1, Q2) 2025 (Q3, Q4) 2026 (Q1, Q2)	<p>1. Number of scientific outreach activities.</p> <p>2. Number of agreements made with city halls.</p>
9,10,24,27	<p>"Continue working on actions aimed at gender equality (Equality Plan).</p> <ul style="list-style-type: none"> Promotion of gender balance at all levels, including management and leadership. Equal opportunities" 	Gender Equality	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	<p>1. Number of activities aimed at inclusion and diversity management.</p> <p>2. Number of awareness-raising events held on gender equality.</p> <p>3. % Staff participation in the actions.</p> <p>4. Number of Committee meetings.</p> <p>5. Number of projects led by women.</p>

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				6. Number of training hours. 7. % Women's participation in the center's governance.
2,5,6	Create a dedicated reporting channel. • Establishment of an Internal Information System following the approval of the Law on Reporting Crimes and Combating Corruption.	Managing Director HR Department	2024 (Q1,Q2)	1. Number of reports received.
1,2,5,7,34	Development of a data protection plan. • IPHES will create a Data Protection Plan. This plan will update internal regulations in accordance with the new legislation (Organic Law on Data Protection and the Regulation of the European Parliament on data protection).	Managing Director Tic Manager	2024 (Q3,Q4)	1. Approval by the Management Committee. 2. Data protection plan developed and disseminated. 3. Internal procedures and regulations updated in accordance with the new legislation.

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2,7	Procedure for Ethical Issues in Research.	RRI OSWG	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. Number of reports received.
2,6,8,9,31,32,38,39	Maintain and increase open science initiatives.	OSWG RRI	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. Development of open science policy. 2. % of publications from IPHES in COARA.RDR open access channels. 3. % of research data from IPHES projects openly available in standardized open data repositories. DMP (Data Management Plan).
II. Recruitment and Selection				

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12,13,14	Forecast of Hiring.	HR Manager Managing Director Project Manager Research Director	2024 (Q4) 2025 (Q4) 2026 (Q4)	1. Annual planning report 2. Number of meetings held
12,13,14,15,16,17,18,19,20	"Adaptation of the Onboarding Process for New Hires to the VUCA Environment. • The center aims to ensure that new staff members easily adapt to the daily dynamics of IPHES. The goal is to integrate new personnel into the organization."	HR Department	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. Preparation of the welcome kit. 1.1. Number of kits delivered vs. number of people joining. 2. Welcome Guide on the online employee portal. 2.1. Number of people who have viewed the document. 3. Number of presentations conducted.

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11,12,14,15,16,17,18,19,21	Individual counseling for IPHES researchers in accordance with the Career Plan.	Research Career Development Officer Research Director	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. Number of individual counseling meetings.
14	Train the members of the selection committee in selection procedures.	HR Department	2024 (Q4)	1. Number of training sessions conducted. 1.1. Number of participants in attendance.
12,13,14,15,16,17,18,19,21	Posting all research vacancies on EURAXESS.	HR Department	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. % of open vacancies vs. vacancies published on EURAXESS.
24	Conduct exit interviews with all staff.	HR Department	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4)	1. Development of the exit survey template.

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			2026 (Q1, Q2, Q3, Q4)	<p>1.1. Number of completed exit surveys vs. the number of staff leaving IPHES.</p> <p>1.2. Number of corrective actions implemented as a result of survey results.</p>
III. Working Conditions and Social Security				
22,24,25,26,28	Promote and regulate emotional compensation within IPHES.	Managing Director HR Department	<p>2024 (Q1, Q2, Q3, Q4)</p> <p>2025 (Q1, Q2, Q3, Q4)</p> <p>2026 (Q1, Q2, Q3, Q4)</p>	<p>1. Define telecommuting policies.</p> <p>2. Employee recognition.</p> <p>3. Create a break room to promote internal interaction.</p> <p>4. Birthday greetings and an afternoon off.</p>

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24,25,26, 27,34	<p>Continue with the mechanisms for conflict resolution through the Ombudsperson.</p> <ul style="list-style-type: none"> • Raise awareness about the existence of the suggestion box to encourage its usage. 	Ombudsperson	<p>2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)</p>	<p>1. Number of hours at the center. 2. Number of cases handled.</p>
23,24	Psychosocial risk survey.	<p>Managing Director HR Department PRL</p>	2024 (Q3, Q4)	<p>1. Preparation of the survey. 2. Number of questionnaire responses.</p>
23,24	Improvement of the occupational health and safety plan.	<p>Managing Director PRL</p>	<p>2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)</p>	<p>1. % of evaluated archaeological sites. 2. % of training provided in risk prevention and safety matters.</p>
23,24,30,31	Digitization of processes.	<p>Management team</p>	<p>2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)</p>	<p>1. Number of digitalized processes. 2. Number of meetings held.</p>

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24,25	Working on the implementation of the of the new research collective agreement currently in the negotiation phase	Managing Director	2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)	1. Collective agreement developed and approved. 2. Number of meetings held.
11,22,28,38	Develop an annual performance evaluation system based on job competencies. • Obtain feedback on performance and the key competencies required for the job so the foundation for implementing career plans and designing training programs to promote the personal and professional development of center personnel can be established.	Research director	2024 (Q4) 2025 (Q4) 2026 (Q4)	1. Professional evaluation guide. 2. Number of evaluations conducted.
IV. Training and Development				

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9,38,39	<p>Create a training plan.</p> <ul style="list-style-type: none"> • Identify the training needs of research staff through surveys. • Include training activities on transversal key competencies, such as scientific communication to society and participation and co-creation in scientific research, and other ways to increase engagement in research for society. 	<p>Managing Director HR Department</p>	<p>2024 (Q4) 2025 (Q4) 2026 (Q4)</p>	<p>1. Training plan.</p> <p>2. Number of surveys conducted to determine training needs and training completed.</p> <p>3. % of participation in training activities.</p>
9	<p>Sustainability and energy.</p> <ul style="list-style-type: none"> • Sustainable public procurement, circular economy, and efficient resource utilization. 	<p>Managing Director</p>	<p>2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)</p>	<p>1. Number of suppliers required to comply with environmental clauses.</p>
7,38	<p>Thursday seminars, sharing knowledge.</p>	<p>Director's office</p>	<p>2024 (Q1, Q2, Q3, Q4) 2025 (Q1, Q2, Q3, Q4) 2026 (Q1, Q2, Q3, Q4)</p>	<p>1. Number of seminars conducted.</p> <p>1.1. Number of attendees at the seminars.</p>

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All	New actions for disseminating HRS4R communication.	HR Department	2024 (Q1, Q4) 2025 (Q1, Q4) 2026 (Q1, Q4)	1. Types of general dissemination and communication actions. 2. Number of actions and % of participants.
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