UNIVERSITY OF SARAJEVO
HR STRATEGY WG

HR STRATEGY ACTION PLAN - Gantt Chart

ACTIVITIES	Responsibilities	Months 2018			Months 2019												Months 2020									
		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
1. Research freedom																										
1.1. Start the initiative to the Cantonal Ministry for amending the teaching-research ratio	*Senate & Rectorate*													x	x	x										
2. Ethical principles																										
2.1. Organize trainings on ethical principles in research for young researchers and PhD students	*Ethical Council/Ethical Boards Research Support Office*				x	x	x				x	x	x				x	x	x							
2.2. Enhance the activities of the Ethical Council (through redefinition of its roles)	*Senate & Ethical Council*	x	x	x																						
2.3. Increase transparency of work of Ethical Council and Ethical Boards	*Ethical Council/Ethical Boards*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3. Professional responsibility																										
3.1. Organize trainings on Plagiarism Elimination Strategies for researchers	*Committee for Detection of Plagiarism/Quality Assurance Office/Research Support Office*				x	x	x							x	x	x				x	x	x				
3.2. Ensure continuous use of Software-based verifications of PhD theses for plagiarism	*Executive Bord/Committee for Detection of Plagiarism*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4. Professional attitude																										
5. Contractual and legal obligations																										
5.1. Develop guidelines for new employees on UNSA web site	*Human Resources Office*	x	x	x																						
5.2. Disseminate information on researchers' rights and obligations	*Research Support Office/Legal Affairs Office/R&D Centre*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6. Accountability																										
6.1. Introduce practice of publication of Annual Report on UNSA Research output	*Council of Science and Arts/Research Support Office/Publishing Office*				x	x	x										x	x	x							
7. Good practice in research																										
7.1. Online information on principles of good practice in research	*Research Support Office/Legal Affairs Office/Deans, responsible units at member institutions*	x	x	x																						
8. Dissemination, exploitation of results																										
8.1. Enhance content of the UNSA member institutions web presentation in terms of research outputs, results of research projects, and contract research possibilities	*Research Support Office/ PR Office/ Member institutions*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9. Public engagement																										
9.1. Disseminate more widely research project results	*Public Relations Office/Research Support Office/R&D Centre*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9.2. Analyse presence of UNSA and its successful stories presence in public	*Public Relations Office*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10. Non discrimination																										
10.1. Distribute and make available on-line the existing regulations on discrimination	*Research Support Office/Legal Affairs Office*							x	x	x																
10.2. Conduct survey among researchers on discrimination	*Rectorate&Human Resources Office*				x	x	x										x	x	x							

11. Evaluation/ appraisal systems																													
11.1. Develop criteria for stimulating research activities (through a Rulebook on Researchers Award and its adoption)	*Senate/Council of Science and Arts UNSA/Research Support Office*	x	x	x																									
12. Recruitment																													
12.1. Carry out the analysis of the current system of recruitment based on the OTM-R check list and step-by-step guide elements	*Legal Affairs Office/HR Office/Research Support Office*							x	x	x																			
13. Recruitment (Code)																													
13.1. Publish all research vacancies in English on EURAXESS web sites	*Public Relations Office*	x	x	x																									
13.2. Recruitment advertisements improved based on the OTM-R toolkit	*Public Relations Office/HR Office/Member institutions*	x	x	x																									
14. Recruitment (Code)																													
14.1. Introduce common reporting template for selection committees	*Human Resources Office&Quality Assurance Office*							x	x	x																			
15. Transparency (Code)																													
15.1. Inititate development of unified procedure for informing candidates about the strengths and weaknesses of their applications.	*Human Resources Office&Quality Assurance Office*										x	x	x																
15.2. Analyse possibility of introducing e-recruitment system	*Senate/UTIC/Human Resources Office*																x	x	x										
16. Judging merit (Code)																													
16.1. Enhance selection criteria with introduction of additional qualitative elements	*Senate/Human Resources Office*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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*																							x	x	x			
18. Recognition of mobility experience (Code)																													
18.1. Develop guidelines for valuing mobility experience	*Senate&International Relations Office&Human Resources Office&Quality Assurance Office*																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*													x	x	x													
20. Seniority (Code)																													
20.1. Promote lifelong professional development through LLL programs	*Senate&Office for Teaching*							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20.2. Develop criteria for assessment and evaluation of LLL programs	*Senate&Office for Teaching*										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													
22. Recognition of the profession																													
22.1. Revision of the Rules on III cycle of studying	*Senate/Research Support Office/Legal Affairs Office*										x	x	x																

23. Research environment																											
23.1. Identify needs and requirements in terms of research infrastructure	*Senate/Rectorate/Member institutions*				x	x	x																				
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	x	x	x	x
24. Working conditions																											
24.1. Conduct periodical survey of employees on working conditions	*Human Resources Office/Teaching Office /Research Support Office*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
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									
26. Funding and salaries																											
26.1. Start the Initiative to increase salaries	*UNSA Employees' Union&Financial department*				x	x	x																				
27. Gender balance																											
27.1. Start initiative to introduce best woman researcher award	*Scientific and Arts Council/Senate*										x	x	x														
28. Career development																											
28.1. Analyse possibilities of development of career development strategy	*Senate&Human Resources Office*													x	x	x											
28.2. Launch initiative towards establishment of Career Development Centre (CDC)	*Vice-rector for teaching&Vice rector for research&Human Resources Office &Research Support Office*																x	x	x								
29. Value of mobility																											
29.1. Promote mobility for academic staff and researchers	*International Relations Office&Research Support Office*				x	x	x							x	x	x											
30. Access to career advice																											
30.1. Set up an Information campaign on career advice	*Research Support Office&PR Office*																			x	x	x					
31. Intellectual Property Rights																											
31.1. Initiate development of UNSA repository	*Publishing Office&Research Support Office&UTIC/Member institutions' libraries*													x	x	x											
31.2. Initiate preparation of the Contract Research and Advisory Services Road Map for the UNSA	*Rectorate /Research Support Office/R&D Centre/Legal Affairs Office*							x	x	x																	
32. Co-authorship																											
32.1. Analyse and revise regulation to value co-authorship	*Senate/Council of Science and Arts UNSA/Rectorate*							x	x	x																	
33. Teaching																											
33.1. Start the initiative to introduce financial support for additional teaching load	*Executive Bord/Senate/Finance Office*													x	x	x											
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	*Senate /Rectorate/Member institutions' councils*	x	x	x	x	x	x	x	x	x	x	x	x															
37. Supervision and managerial duties																												
37.1. Continuous improvement of supervision (of senior researchers) through capacity building	*Vice-Rector for Research&Research Support Office*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
37.2. Asses and analyse researchers' load related to their different roles and obligations	*Research Support Office/Member institutions departments / councils*										x	x	x	x	x	x	x	x	x	x	x	x	x					
38. Continuing Professional Development																												
38.1. Continuously implement the existing LLL programme TRAIN for development of staff competencies	*Vice-deans for Teaching&TRAIN team*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
38.2. Develop plan for further support to young researchers (PhD students) for their continuing professional development	*Rectorate /Vice-deans for Teaching/Research Support Office/HR Office*	x	x	x																								
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*	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
40. Supervision																												
40.1. - Pilot Counselling (mentoring) system at UNSA member institutions	*Senate/Vice-rector for research/Research Support Office/Vice-deans for research*	x	x	x																								