

ACTION PLAN 2022 - 2024

Pillar II: Recruitment							
Ref	Action (description of actions at the end)	GAP Principle(s)	Timing	Unit/Service accountable	Unit/Service involved	Status	Indicators
R1	Joint participation through the YUFE Alliance in obtaining funds for attracting talent. (YUFE4Postdoc)	12, 13, 14, 15, 16, 18, 21, 26	Q2 2023 - Q2 2024	Human Resources and Organization Service	Human Resources and Organization Service, VR Faculty, VR Internationalization and European University y International Relations Service, VR Science Policy, Research Service,	NEW	<ul style="list-style-type: none"> Development and publication of the joint call. No. of candidates submitted. No. Of successful candidates. Amount of funds obtained.
R2	UC3M : Research support personnel employment guide.	3, 4, 5, 12, 13, 14	Q3 2022	Human Resources and Organization Service	Human Resources and Organization Service, Research Service, VR Faculty.	NEW	<ul style="list-style-type: none"> Development and publication of guidelines. Introduction to all researchers.
R3	Regulations for the use of English in the University administrative procedures.	15, 19	Q2 2023	General Secretary	Secretaria General, VR Relaciones Internacionales, Human Resources and Organization Service, VR Faculty, Legal Services	IN PROGRESS	<ul style="list-style-type: none"> Approval by the competent bodies.
R4	Plan to improve advice on internal procedures for researchers and professors who join UC3M through the Welcome Portal	12, 13, 18	Q3 2023	VR Faculty, VR Internationalization and European University	Human Resources and Organization Service VR Faculty VR Internationalization and European University , International Relations Service	NEW	<ul style="list-style-type: none"> No. of actions to disseminate the Portal. No. of visits to the Welcome Center portal. No. of temporary visitors registered.

DEFINITION OF THE ACTIONS 2022-2024

Ref	Action	Definition	
R1	Joint participation through the YUFE Alliance in obtaining funds for attracting talent. (YUFE4Postdoc)	Participate within the YUFE Alliance in the definition of the Partnership Agreement and the Grand Agreement. UC3M will lead WP3, which is responsible for the development of the Call. The objective of the action is to obtain funds for the attraction of Postdoctoral talent in UC3M.	10
R2	UC3M : Research support personnel employment guide.	The objective is to inform about the different ways of hiring people who provide support in research, following the new national regulations published in December 2021.	11

R3	Regulations for the use of English in the University administrative procedures.	It is essential to regulate the use of English in the administrative activity, particularly with regard to the personnel who provide their services at the University Carlos III of Madrid, without prejudice to the fact that Spanish continues to be the official language for administrative purposes. Thus, it seeks to facilitate the access and exercise of the rights of foreign personnel through a flexible use of English in line with the principles contained in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers.	12
R4	Plan to improve advice on internal procedures for researchers and professors who join UC3M through the Welcome Portal	This action would consist of conducting an analysis of the difficulties that the new PDI (Teaching and Research Staff) has in seeking information / advice to perform certain internal administrative processes at the university (apart from all the necessary documentation to formalize their stay) and then design the plan itself with the proposed actions + implementation in phases. As possible measures, it could be standardized the support of the secretariats in the departments to the new incorporations or, even, with the design of a web page type I want/need as it has computer science... Along the same lines, a help section could be incorporated to help in the search for accommodation. The possible incorporation to the Welcome Portal of information to facilitate the departure of UC3M researchers to other institutions will also be analyzed.	13