



HR ACTION PLAN 2024-2026

Area 1. ETHICAL AND PROFESSIONALS ASPECTS

N. Action	Action	Expected date of realization (2024-2026)	Areas involved	Indicator	Documentations	OUTPUT year
1. Freedom of Research						
2. Ethical Principles						
02.02	Development of a Code of conduct of good practices in research that takes into account the issues connected with privacy and the guidelines on the collection of sensitive data based on the provisions of the privacy guarantor (GDPR)	2024	Legal Affairs Area Responsible of Data Protection Research Area Transparency, Anticorruption and Training Area General Affairs Area	Y/N		
3. Professional responsibility						
4. Professional behavior						



5. Contractual and legal obligations

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6. Financial responsibility

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7. Good conduct on research sector

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8. Disseminations, exploitations of the results

08.01	Promoting calls for scientific publications.	2024-2025-2026	Research Area - Research and project management service	No. of participants for scientific publication call within 1 week from the call's opening (X+1 year)/ No. of participants for scientific publication call within 1 week from the call's opening (X year)		
08.02	Monitoring the number of publications variation on IRIS*	2024-2025-2026	Research Area - Research and project management service	No. of publications on IRIS platform (year X+1) / No. of publications on IRIS platform (year X)		
08.07	Drawing up confidentiality agreements for the exploitation of patents, know-how and innovations owned exclusively by the University of Foggia*	2024-2025-2026	Third Mission Area	No. of confidentiality agreements signed (year X)		
08.08	Disseminating research results through the UniFg Communication Area in the newspapers and in national and local television networks.	2024-2025-2026	Communication Area	No. of published articles (x+1 year)/ No. of published articles (x year)		



08.09	Increasing the number of local stakeholders' declarations of interest to enhance actions for valorising outcomes and experiences*	2024-2025-2026	Grant Office Area Third Mission Area Research Area	No. of declarations of interest received (year X+1) / No. of declarations of interest received (year X)		
08.10	Promoting the widest dissemination of knowledge through open access, immediate and free from any restriction to the results and data of scientific research (Open access)	2024-2025-2026	Library System Area	No. of open access articles published by UniFg researchers per year		
08.11	Enhancing the best research products of Unifg (PhD theses, articles and research products of researchers on tenure at Unifg) through the awarding of prizes**	2024-2025-2026	Research Area - HR Strategy Unit	Y/N		
9. Public Engagement						
09.01	Encouraging, through the UniFg Third Mission offices, the participation in external institutions and the organization of scientific, cultural and socio-educational events in line with the advices provided by the Italian Ministry of Research	2024-2025-2026	Third Mission Area - Grant Office Service Third Mission Offices of Departments	No. of internal communications by department (events / workshops aimed at the public at the headquarters) (x+1 year) / No. of internal communications by department (events / workshops aimed at the public at the headquarters) (x year) No. of communications to the outside (reports, events on the mass media, blogs, etc.) by department (x+1 year) / No. of communications to the		



				outside (reports, events on the mass media, blogs, etc.) by department (x year)		
				No. of initiatives aimed at promoting and disseminating the results of scientific research in the socio-economic context of reference, as well as national and international (x+1 year)/ No. of initiatives aimed at promoting and disseminating the results of scientific research in the socio-economic context of reference, as well as national and international (x year)		
09.02	Promoting public engagement rewards and allocating financial resources for such rewards.	2024-2025-2026	Third Mission Area	No. of rewards (x+1 year)/ No. of rewards number (x year)		
09.03	Strengthening scientific and cultural dissemination actions by promoting initiatives such as the "Research and Innovation Festival", the "Researchers' Night", trade fairs, open days, university scientific conferences, open to the contribution of institutions / structures of territorial extra-university research, in order to foster scientific communication between different research groups and develop collaborations and common project ideas, which flank the more traditional conferences and seminars and other events of public utility.	2024-2025-2026	Communication Area Third Mission Area Research Area	No. of events (x year)		



09.04	Encouraging exchange to and from the territory by creating tools for disseminating news regarding research, scientific dissemination and in-depth study.	2024-2025-2026	Web radio representative	No. of news published for year		
09.07	Producing an informative video on HR strategy and C&C principles	2024	Communication Area Research Area – HR Strategy Unit	No. of views per year		
09.09	Promoting maximum transparency in University procedures, through the use of open databases available on the institutional website	2024-2025-2026	Transparency, Anticorruption and Training Area Web applications unit	Y/N		
10. Non Discrimination						
10.01	Continuous updating of the “Positive Action Plan” not only for the protection of equal opportunities for men and women, but also for the adoption of actions, of various kinds, aimed at preventing and removing all possible causes of discrimination related to age, disability, sexual orientation, race, religion and personal beliefs *	2024-2025-2026	Unique Guarantee Committee (CUG)	No. of complains for discriminatory activities (x+1 year)/ No. of complaints for discriminatory activities (x year) No. of University initiatives aimed at reducing discrimination (x+1 year)/ No. of University initiatives aimed at reducing discrimination (x year)		
10.02	Monitoring and updating the “Home-work travel” Plan *	2024-2025-2026	Third Mission Area	Y/N		
10.03	Improving the accessibility of web pages by removing barriers that prevent interaction or access to the UniFg website by people with even temporary disabilities.	2024-2025-2026	Communication Area Information Systems Area	Y/N		



10.05	Strengthening the counseling and psychotherapy service by the Psychological Counselling Centre *	2024-2025-2026	Unique Guarantee Committee (CUG)	No. of service users for year		
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11. Evaluation systems

Area 2. Recruitment procedures

12. Recruitments

12.02	Reporting in the selection notices a note that recalls the principles of C&C	2024-2025-2026	Recruitment and Management Academic Staff Service Area Affari Legali	Y/N		
12.03	Translating into English language the main regulations such as those relating to the recruitment of all types of researchers (PhD, Research grants, RTD-A and B, Professors), the University Statute and the code of ethics.	2024-2025-2026	Research Area – HR Strategy Unit	Y/N		
12.04	Introducing researchers' profile references (R1, R2, R3, R4) in the recruitment announcement**	2024-2025-2026	Recruitment and Management Academic Staff Service Doctoral, Scholarship and Research grant Service	Y/N		

13. Recruitments

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14. Selection



15. Transparency					
16. Evaluation of merit					
17. Variations in the chronology of the curriculum vitae					
18. Recognition of the mobility experience					
19. Recognition of qualifications					
20. Seniority					
21. Post-doctoral nomination					
Area 3. Working conditions and social security					
22. Recognition of the profession					
23. Research environment					
23.03	To contribute improving the psychological well-being of researchers (especially younger ones) by providing information about risk factors (burn-out, etc.) and protective factors (adaptive coping, self-efficacy, etc.) through the activation of seminars .	2024-2025-2026	Research Area – HR Strategy Unit	No. of seminar for year No. of participants for year	



23.04	Enhancing scientific equipment and creating new research laboratories to improve the research physical environment (Department of Excellence)**	2024-2025-2026	Departments Research Service	No.of new equipment No. of new laboratories		
24. Working conditions						
24.01	Deepening the reconciliation of professional and family life through the organization of an annual training event to promote the equal opportunities.	2024-2025-2026	Unique Guarantee Committee (CUG) Communication Area	No. of events for equal opportunities promotion (x+1 year)/ No. of events for equal opportunities promotion (x year)		
24.02	Establishing a “Children play area” for the reconciliation of family - women time managed by the Research and Study Laboratory of the Humanities Department. The area offers support to to the UniFg employees by means of qualified staff, such as graduates, PhD students and researchers.	2024-2025-2026	Research and Study Laboratory for Children- Humanistic Studies Department Unique Guarantee Committee (CUG)	No. of staff who exploited the service (x+1 year)/ No. of staff who exploited the service (x year)		
25. Stability and continuity of work						
26. Funding and salary						
26.04	Expanding the range of services offered by the UniFg Euraxess Contact Point by offering information on the transfer of state and supplementary pension rights	2024-2025-2026	Research Area – HR Strategy Unit	Y/N		
27. Gender balance						
27.01	Examining of the UniFg human resources composition by the “UniFg Gender Balance”. The aim is to assess whether decision-making process is gender neutral or whether it produces a different impact on men and women *	2024-2025-2026	Unique Guarantee Committee (CUG)	Ratio between the number of men and women in the collegial bodies (x+1 year)/ Ratio between the		



				<p>number of men and women in the collegial bodies (x year)</p> <p>Ratio between the number of men and women in the administrative offices (x+1 year)/ Ratio between the number of men and women in administrative offices (x year)</p> <p>Ratio between the number of men and women among the rector delegates (x+1 year)/ Ratio between the number of men and women among the rector delegates (x year)</p>		
28. Professional development						
28.02	Developing and improving the skills of early career researchers on how to build a successful research project proposal.	2024-2025-2026	Third Mission and Grant Office Research Area	No. of events for year No. of participants for year		



28.03	Improvement of the knowledge of researchers and doctoral students regarding the possibility of publishing with open access through transformative contracts	2024-2025-2026	Library Area System	No. of events for year No. of participants for year		
28.04	Implementation of actions for the accessibility and use of full text bibliographic resources even off campus	2024-2025-2026	Library Area System Web application Unit	Y/N -	-	
29. Value of mobility						
29.01	Monitoring the mobility process of PhD students carry out an international mobility *	2024-2025-2026	Board of Professors of the Doctorate Higher Education and Advanced Studies Area	No. of PhD students in mobility / Total number of PhD students (per cycle) No. of PhD in mobility for more than 100 days / Total number of PhD in international mobility (per cycle)		
29.03	Monitoring of incoming and outgoing visiting professors	2024-2025-2026	International Relations Service	No. of outgoing professors in the a.a.* No. of incoming professors in the a.a.*		
29.04	Enhancement of the English version of the University website and its continuous update *	2024-2025-2026	Communication Area	Y/N		



29.05	Enhancement of the English version of the website of each Department (currently limited to a few essential information) with the creation of a summary page showing, for each researcher, the main lines of research	2024-2025-2026	Department Research Services	Y/N		
29.07	Providing free and personalized assistance to researchers in mobility As EURAXESS Local contact point, the University of Foggia could provide services such as accommodation search, language courses, visa and residence permit application, information on social and cultural aspects *	2024-2025-2026	Research Area HR Strategic Unit	No.of incoming researchers who used Euraxess desk services foryear No. of outgoig researchers who used Euraxess desk services foryear		
29.08	Increasing the attractiveness of UniFg towards foreign researchers / professors by creating a promotional web page in English that illustrates the territorial context.	2024-2025-2026	Communication Area Research Area – HR Strategy Unit	No.of visualization for year		
29.10	Promoting international cooperation by promoting funding opportunities and mobility programs abroad for researchers	2024-2025-2026	International Service Service Third Mission and Grant Office	No. of newsletters sent for year No. of events for year No. of participants for year		
29.11	Promoting the attractiveness of doctoral courses also through specific actions reserved for doctoral students graduating abroad *.	2024-2025-2026	Doctoral, Scholarship and Research grant Service	% of PhD students who have graduated abroad for year		
29.12	Encouraging administrative staff to participate in Erasmus exchange actions by organizing visits or study trips to institutions where they can acquire best practices in the context of HRS4R.	2024-2025-2026	International Relations Service	No. of administrative staff in mobility for year		



30. Access to professional orientation

31. Intellectual Property Rights

32. Co-autor

32.01	Development of interdisciplinary and intersectoral scientific collaboration through calls for funding for research activities that provide for a reward mechanism for interdisciplinary research teams that include researchers based in s.s.d. different or from different departments of the university	2024-2025-2026	Research Area	Y/N		
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33. Teaching

33.03	Training system for newly recruited professors (Type A and/or B fixed term researcher) or for those professors with an updated position, with the aim of providing an overview of the most relevant educational and docimological issues that affect, today, the professionalism of the university professors, with particular attention to the procedures of the AVA system.	2024-2025-2026	Faculty Development Unit	No. of training events (X year)* % of recruited researchers participating in the training activities (X year)* % of researchers with an updated position participating in the training activities (x year)*		
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34. Complaints and appeals

34.01	Considering the PAP – in the Section C on the Organization Wellbeing, Axis III, the CUG activated a “Counselling Point” open to staff and students*	2024-2025-2026	Unique Guarantee Committee (CUG)	No. of staff/students who took advantage of the Counselling Point (x+1 year)/ No.of staff/students who took advantage of the Counselling Point (x year)		
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34.02	Encouraging the active participation of all researchers through the presentation of proposals, suggestions and complaints regarding any issue of their exclusive or prevalent interest, even independently.	2024-2025-2026	Research Area - Unit HR	No. of proposals / suggestions / complaints from researchers per year		
35. Participation in decision-making bodies						
35.02	Verifying the implementation of articles of the Statute in the regulations of the individual departmental structures.	2024-2025-2026	General Affairs Area	No. of PhD courses with PhD students' representatives (x+1 year) / No. of PhD students in Academic Senate		
Area 4. Training						
36. Relations with supervisors						
36.01	Creating a handbook for doctoral students and young researchers and their supervisors ("Guidelines for PhD Students and Supervisors") which defines their rights and duties on the basis of the general principles of the European Charter for Researchers. The handbook must contain the link to C&C.*	2024	Research Area – HR Strategy Unit Doctoral, Scholarship and Research grant Service	Y/N		
37. Supervision and management duties						
38. Continuing professional development						
38.01	Increasing and strengthening initiatives for researchers, especially young ones: more funds for the University Research Plan (PRA) for project ideas, encouraging the University's research activities or the publication of scientific works.	2024-2025-2026	Research Area - Research service and project management	No. of participants to PRA (x+1 year) / No. of participants to PRA (x year)		



				No. of winners (x+1 year)/ N. of winners (x year)		
38.02	Encouraging researchers to continue training through the financing of projects aimed at improving the teaching skills of researchers at all levels, also in relation to innovative delivery methods linked to new technologies (e-learning).	2024-2025-2026	Lifelong Learning Center (CAP)	No. of financed projects for year No. of participants for year		0
38.03	Further strengthening of training seminars for researchers (especially in the early years of their careers) and their supervisors on transversal issues (e.g. negotiation skills, time management, team management, conflict handling, etc.)	2024-2025-2026	Research Area – HR Strategy Unit	No. of seminars for year No. of participants for year	•	
39. Access to Research Training and Continuous Development						
39.01	Organizing seminars activities for the researchers skills and abilities development (English language courses, courses on patent property, courses on business plan writing, information literacy for access to online bibliographic resources) in order to improve their research capabilities and exploitation of results.	2024-2025-2026	Research Area - Research service and project management Third Mission Area Didactic Area and Students Service C.L.A. Library Area System	No. of seminars/courses/workshops (x+1 year)/ No. of seminars /courses/workshops (x year) No. of participants (x+1 year)/ No. of participants (x year)		
39.02	Providing English Language Courses to administrative staff: specifically for those involved in the offices where the knowledge of English is necessary..	2024-2025-2026	Transparency, Anticorruption and Training Area	No. of participating from the administrative staff		



			Didactic Area and Students Service C.L.A.	/Total number of administrative staff		
40. Supervision						

- * Action or indicator “modified” compared to the 2021- 2023 HR strategy plan
- ** Action or indicator “new” compared to the 2021- 2023 HR strategy plan