

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

“A Human Resources Strategy for Researchers incorporating the Charter and Code”

Annex: Actions plan

Principle	Organizational activities	Responsible Party	Timing
Ethical and professional aspects			
<u>Professional attitude</u> Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. Researchers must inform their employers, funders, or supervisors when their research project is delayed, redefined or completed, or give notice if the research is to be terminated earlier than the closing date or suspended for whatever reason.	A manual for the new researcher at Bar Ilan University is available and disseminated to all researchers. The guide covers the strategic goals governing their research environment and funding mechanisms. This guide will be updated in the future.	The Research Authority	October 2016
	An annual conference will be held for new researchers in the beginning of the academic year with the participation of the Rector, the Vice-President for Research, the Director of the Research Authority, university officer and other key players.	The Office of the Vice-President for Research	End of September 2015
	A new website has been launched, Researchers will submit their research proposals through the Research Authority website. Prior to submission of the proposal, the research proposal will be sent via the website to the Head of the researcher's department or faculty to obtain their approval. Once the	The Research Authority	September 2015

	head of the department or faculty has approved the proposal – including the budget - the proposal will then be submitted to the funding agency.		
<u>Contractual and legal obligations</u>	A dedicated section on the new Research Authority website under Research Policy and Compliance addresses these issues and provides access to the relevant forms. The section is updated on a 6 month basis.	BIU Research Authority	September 5 March 2016 September 2016
Researchers at all levels must be familiar with the national, sectoral, or institutional regulations governing training and/or working conditions. These regulations govern both Intellectual Property Rights and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. theses, publications, patents, reports, new products development) as set out in the terms and conditions of the contract or equivalent document	The Bar-Ilan Research and Development Company team will organize one-on-one meetings with researchers regarding IPR regulations, IP development rights, and licensing inventions on a regular basis.	BIRAD	Ongoing during the 2014-2015 academic year
<u>Accountability</u>	Key players will be updated on the university's guidelines and policies and will propose mechanisms to disseminate guidelines and policies to the researchers in a user-friendly format.	Mr. Ofer Shragay Deputy Director General of Planning, Organization and Logistics Eng. Nissim Battat, Director, Organization and Methods Unit	Should be completed by October 2017s
Researchers need to be aware that they are accountable to their employers, funders, or other related public or private bodies as well as to the scientific/academic community and general society. In particular, researchers funded by public funds are also accountable for the efficient use			

of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent, and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities

Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation. This strategy includes researchers on fixed-term contracts. The strategy should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any uncertainty in their professional career. All researchers should be made

At the periodic faculty staff meetings, each Dean will update the researchers on the 5-year tenure track scheme and career development strategies to achieve tenure.

Conferences will be organised with experienced researchers to present the success stories and tips to new researchers.

BIU will conduct training sessions on topics identified in the faculty survey such as locating funding sources, developing proposals, and managing grants, publish the training program, and a "Good Practice Manual."

Deans and heads of departments

The Research Authority

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Beginning with the 2015-2016 academic year, at least once a semester

Beginning with the 2015-2016 academic year, at least twice a year

Beginning with the 2015-2016 academic year, at least once a semester

familiar with such provisions and arrangements			
<u>Access to career advice</u>	The Research Authority promotes research activities among the university's researchers, in collaboration with industry & other strategic partners. We are planning to organise a conference at some time in the future.	The Research Authority	Jan. 2016
Employers and/or funders should ensure that career advice and job placement assistance is provided to researchers at all stages of their careers, regardless of their contractual situation.			
Training			
<u>Relationship with supervisors</u>	At the periodic faculty staff meetings, each Dean will check with the researchers that they have structured relationships with their researchers in training and are monitoring their progress.	Deans and heads of departments	Beginning with the 2015-2016 academic year – once a semester
Researchers in their training phase should establish a structured and ongoing relationship with their supervisor(s) and faculty/departmental representative(s). This activity includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables, and/or research outputs.	BIU will raise awareness among new researchers without tenure regarding the terms of their employment and ability to submit research grant proposals on an ongoing basis	Vice President for Research The Research Authority	October 2015
<u>Access to research training and ongoing development</u>	Opening pathways for research proposals, for young researchers without tenure with the help and under the supervision and approval of senior and established researchers.	Vice President for Research The Research Authority	Continuous starting from August 2015
Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their			

contractual situation, are provided with the opportunity for professional development and for improving their employability through access to measures for the ongoing development of skills and competencies. Such measures should be regularly assessed for their accessibility, and effectiveness in improving competencies, skills, and employability.

Informing the young researchers regularly of calls for proposals and funding opportunities through the university's information system

Vice President for Research
The Research Authority

September 2015
September 2016