

ACTION NUMBER	FINAL PRIORITISED PROPOSALS	Timing	Responsible Unit	Indicator(s) / Target(s)	Current status (In progress, completed, extended, new)	Status	New Timing
1	Deliver courses, compulsory for Professors and Researchers, on research ethics and on aspects related to plagiarism – concept and how to correctly use third party's data in teaching and research – promoting the significance of copyright.	1 st semester 2020	Deputy Vice-chancellor Office for Research and Library	Delivery of at least two courses in 2020.	Extended	Since 2020, a course on "Professional Deontology and Research Ethics" (http://bit.ly/3GI33J2) has been held annually. In 2020, a specific course on ethics in Framework Program projects was organized (http://bit.ly/3VmpTKn). The commitment to hold courses on research ethics each year is maintained.	2 st semester 2024
2	The Vice-chancellor Office drafting rules on Professional Responsibility, which have to be sufficiently advertised, and carry out training activities on intellectual responsibility addressed to Professors and Researchers.	1 st semester 2021	Deputy Vice-chancellor Office for Research	Published rules	In progress	The University's code of ethics is still valid (http://bit.ly/3OxmJLg). The University has a license for an anti-plagiarism program: TURINITIN. The Strategic Plan provides for the review of the institutional code of ethics to update it (Action 4.1.1 PEUCA3) (https://peuca3.uca.es/). The development of a code of conduct for UCA researchers is still pending, which must be in line with the European Charter for Researchers and with the Sustainable Development Goals (Action 4.1.2. PEUCA3).	1 st semester 2024
3	Draft a code of ethics on research and creation of an ethical research committee to review documents and perform as a supervisor of quality and authorship of scientific production, performing as a seal of guarantee.	1 st semester 2021	Deputy Vice-chancellor Office for Research and Secretary Office	Code approved by the Governing Council and published on the website.	In progress	Very important advances have been made in the dissemination of scientific activity, creating the UCA Scientific Production Portal, which shows the contributions and their quality indicators (produccioncientifica.uca.es). The University of Cádiz has joined the Coalition for Advancement in Research Evaluation, COARA (coara.eu). The development of a code of conduct for UCA researchers, which must be in line with the European Charter for Researchers and with the Sustainable Development Goals (Action 4.1.2. PEUCA3), is still pending.	1 st semester 2024
4	Creation of a project management unit from which researchers may get advice on existing possibilities to win a project and throughout all the project stages, delivering a bespoke follow-up and counselling.	1 st semester 2020	Deputy Vice-chancellor Office for Research	Publication of the staff making up this office and its advertising.	Completed	The University of Cádiz has created a Projects Office that coordinates all support for researchers in the preparation and management of research projects. The information on the staff of this office can be found at: http://bit.ly/3XsYIPU . Once this action has been completed, we propose a new action related to the consolidation of the office and to establish an action plan to reinforce it.	
5	Deliver area-specific courses on methods for drafting competitive projects in which application means, ethical requirements and the kind of aids researchers can opt to are addressed. Also train researchers both in project and costs management and legal issues (deadlines, responsibilities, recruitment, etc.)	2 nd semester 2020	Research Management Service	Delivery of at least, two courses.	Extended	For each call for projects, presentations are made to prepare the researchers who wish to participate. The project office supports the researchers in consultations on the preparation of the project. Examples: http://bit.ly/3OFTEnp ; 2021 sessions on the European Defense Fund, the LIFE Program, the ERC program and the calls for the Horizon Europe Health cluster. This action will continue in the same line.	2 st semester 2024
6	Hold training sessions for all projects members to provide accurate and specific information on intellectual property and financial conditions, in addition to provide a permanent counselling service to get information.	1 st semester 2020	Deputy Vice-chancellor Office for Research	Hold at least two sessions addressed to chief project researchers.	Extended	Since 2020, regular meetings have been held with all the responsables of research groups and research projects to inform them about issues related to research management at the University of Cádiz. Thus, a reference technician has been assigned to each of them to support each project. Additionally, there is an open consultation channel for everything related to intellectual property management: http://bit.ly/3tXkIKY . This action will continue in the same line.	2 st semester 2024

7	Draft a document stating regulations and procedures to follow, reducing paperwork, providing information and documentation to researchers and having an adequate timing (Guide of Good Practices).	2 nd semester 2020	Deputy Vice-chancellor Office for Research	Publication of the Guide of Good Practices to be published on the website.	Extended	The projects Office website shows information on each call with the indications to participate (http://bit.ly/3EVmxsz), completing the sessions to present the call to researchers. There is a permanently open consultation channel on research projects: http://bit.ly/3V4D6b8 . The new actions to be implemented will reinforce the achievement of this objective: welcome manual, code of conduct for researchers, and training actions.	2 st semester 2024
8	Set up of a Management Office or Help Centre to comply with legal obligations, providing a bespoke counselling and made up by specialist administrative staff that is able to answer specific queries.	1 st semester 2020	Deputy Vice-chancellor Office for Research	Publication of the staff making up this office and its advertising.	Completed	The University of Cádiz has created a Projects Office that coordinates all support for researchers in the preparation and management of research projects. The information on the staff of this office can be found at: http://bit.ly/3XsYIPU . Once this action has been completed, we propose a new action related to the consolidation of the office and to establish an action plan to reinforce it.	
9	Create stable positions for talent attraction of researchers having a career abroad which have to be assigned in an impartial way and guarantee stability to current contracts of excellence. Achieve the stabilisation of non-permanent Professors and Researchers and Substitute Professors with research capacities, in addition to consolidate the certified staff and guarantee the newly-recruited career.	1 st semester 2021	Deputy Vice-chancellor Office for Research and Deputy Vice-chancellor Office for Academic Planning and Staff	Signature of an agreement on career development and stabilisation of Professors and Researchers.	Completed	The Excellence Research Career Plan of the University of Cádiz, Plan CIE, whose Framework Agreement was adopted on July 30, 2021 by the Governing Council (BOUCA no. 339: https://bouca.uca.es/wp-content/uploads/2021/09/BOUCA339.pdf) represents an opportunity for researchers to plan their scientific career . The Plan, Line 3.1.7. of PEUCA3, defines the fundamental milestones and merits that researchers must achieve to join stable positions within the UCA. See CIE Plan at http://bit.ly/3AHrcfj . The Excellence Research Career Plan is completed with a new 2022-2023 Professors Plan recently approved, in order to improve the stability of the workforce, PEUCA3, Lines 6.1.1. and 6.1.2. See: http://bit.ly/3OzziML .	
10	Advertise calls and achieve a greater transparency in recruitment processes specifying in writing how to get the grading to gain access to those calls, the roles of the position, the teaching hours and the actual possibilities for career development.	Second Semester 2020	Deputy Vice-chancellor Office for Research and Deputy Vice-chancellor Office for Academic Planning and Staff	Today, all calls are published on the Euraxees platform, as well as on other platforms such as LinkedIn. On coming calls, the ability to be promoted or renewed will be included	Extended	Calls for Teaching Staff are published at: http://bit.ly/3EYnwYO . The calls for Research Staff to support projects are published at: http://bit.ly/3Xx8Fft . The calls for pre-doctoral research staff financed by the UCA and the calls for European, national and regional funding bodies are published at: http://bit.ly/3tUdge3 . The latter are also published in EURAXESS. However, since there is strictly no internal standard, they have not always been published in EURAXESS. This remains an area for improvement, which will motivate further action, including the obligation to publish all research contract proposals on EURAXESS.	2 st semester 2024
11	Take into consideration as variables to be integrated to the system, circumstances leading to a break of the research activity (family reconciliation, disease, change from university or research institution, etc.).	2 nd Semester 2020	Deputy Vice-chancellor Office for Research and Deputy Vice-chancellor Office for Academic Planning and Staff	Include breaks both in the calls deadlines (dates of thesis defence, for example) as well as in the grading process	Completed	Career interruptions are already taken into account in the CIE Plan call for research staff (see https://bit.ly/3cQ84ma , Annex 5) and in the annual call for internal evaluation of research activity at the UCA (http://bit.ly/3GRahdM , Point 4 and Annex 2). In the national calls, these circumstances are also taken into account, and researchers are protected by the new Science and Technology Law 17/2022 (http://bit.ly/3EDib8d , Article 4).	

12	Improvement of the analysis of multi-dimensional professional career, accounting professional experience or implementing clear mechanisms recognising activities of excellence out of the research area (professional specialisation, impact activities for science dissemination, etc.). Additionally enable a greater contract flexibility, in a way that external simultaneous jobs may be carried out, provided that they are compatible and they are non-for-profit activities.	2 nd Semester 2021	Deputy Vice-chancellor Office for Research and Deputy Vice-chancellor Office for Academic Planning and Staff	Integration of the professional experience in private companies into scales.	Completed	In the scales of the contracts for predoctoral and postdoctoral researchers, the professional experience of interest in relation to the vacancy is already included as an aspect to be assessed (http://bit.ly/3tZla5Y). The adhesion of the UCA to the COARA.EU coalition in November 2022 will continue to deepen, together with other institutions, the consideration of all the diversity of contributions to the CVs.	
13	Increase resources for this item to rise recruitments, both of competitive postdoctoral staff, and doctor professors with excellence in research with positions such as Doctor Assistant and Hired Doctor, improving their remuneration. Foster access contracts regulated in article 22 of the Act on Science, Technology and Innovation and undertake to stabilise non-permanent Professors and Researchers. Set up aids for departments to incorporate postdoctoral staff from national and international programmes.	1 st semester 2021	Deputy Vice-chancellor Office for Research and Deputy Vice-chancellor Office for Academic Planning and Staff	Continue with the Professors and Researchers stabilisation programme. Arrange new calls for postdoctoral staff within high performance groups. calls for Doctor Assistants by research capacity.	Completed	Teaching staff: the Second Structuring and Stabilization Plan, 2018-2022 (http://bit.ly/3GItlpp) has been satisfactorily completed, and a new Structuring and Stabilization Plan 2022/2023 has been approved and started (http://bit.ly/3EZ1EN7). From 375 contracts for researchers and technical research personnel in January 2019, it has risen to 456 people in January 2022. The increase has been notable, including the increase in postdoctoral contracts with Access contracts to the Spanish Science and Technology and Innovation System: http://bit.ly/3TY23ne .	
14	Increase the number of postdoctoral bridging contracts, as well as their term, enabling an open call throughout the year.	1 st semester 2020	Deputy Vice-chancellor Office for Research	The budget assigned to this item has been already increased and outcomes will be visible by next year.	Completed	In the 2019/2020 call, 11 postdoctoral bridging contracts were awarded. In the new Own Plan, this kind of contracts have been adopted to postdoctoral orientation contracts (POP), allowing automatic passage after the defense of the Doctoral Thesis, and maintaining the total duration of four years. This gives flexibility, and favors early doctoral graduates. Remuneration in the POP modality is improved by 10% with respect to the legal obligation. See Own Plan, https://bit.ly/3gmugX8 , Pillar I, Students, actions 1.3, 1.4 and 1.6.	
15	Design a research path within University and disseminate their professional career guidelines.	2 nd Semester 2020	Deputy Vice-chancellor Office for Research	Include design of research career into the Guide of Good Practices.	Completed	The Excellence Research Career Plan of the University of Cádiz, Plan CIE (http://bit.ly/3tTydWu) includes as Annex I the stages in the research career of the University of Cádiz. They are included from the previous stages, typical of the UCA, as a collaborating student, until reaching level R4. The FECYT has also disseminated its own state research career scheme: http://bit.ly/3Xo2aLT .	
16	Setting up a Guide of Good Practices for recognising and considering researchers having in mind each professional's duty without prevailing their participation in a great research team and including merits appraisal at every stage -including Substitute Professors- and the potential creation of a professional career for researchers with few teaching credits	Second Semester 2020	Deputy Vicechancellor or Office for Research	Include design of research career into the Guide of Good Practices	Extended	The Excellence Research Career Plan of the University of Cádiz, Plan CIE (http://bit.ly/3tTydWu) includes as Annex I the stages in the research career of the University of Cádiz. The elaboration of a broader code of conduct for UCA researchers is still pending, which must be in line with the European Charter for Researchers and with the Sustainable Development Goals (Action 4.1.2. PEUCA3).	1 st semester 2024
17	Management activities carried out by the administration and services staff themselves have to be assessed and make them professional by setting out clear procedures	First semester 2020	Deputy Vicechancellor or Office for Research	Publication of the staff making up this office and its advertising.	Completed	The University of Cádiz has created a Projects Office that coordinates all support for researchers in the preparation and management of research projects. Information on the staff of this office can be found at: http://bit.ly/3XsYIPU . The action is considered complete, and it is proposed to prepare an Action Plan for the Projects Office as a support unit for researchers, as provided for in PEUCA3, Line 3.1.1.	

18	Setting up IT structures or procedures speeding up proceedings such as orders or cost expenditure and recruit administration and services staff enabling paperwork duties associated to research activities	First semester 2020	Deputy Vicechancellor or Office for Research	Publication of the staff making up this office and its advertising.	Extended	The line is redefined, and extended, to develop an "Action Plan for the Projects Office" as a support unit for researchers, which defines management improvement objectives in the medium and long term, as provided for in PEUCA3, Line 3.1.1. This Plan will include improvements supported by the use of information technology (IT).	2 st semester 2023
19	Creation of training courses on occupational health and security, healthy habits and occupational risks prevention, both at general and specific levels. Also the carrying out of more drills in case of fire, natural disasters or hazards associated to the job position	First semester 2020	Prevention Service	Creation of courses on job position security to be delivered twice a year. Hold at least, two evacuation drills a year. Setting up of a self-protection plan.	Completed	1- Safety courses in the workplace are included in the Training Plan, and it covers matters related to occupational risk prevention (http://bit.ly/3OwvADr). 2- The self-protection plans have a specific section on drills. By internal regulation UCA drills are organized once a year, in coordination with the Centers. 3 - Each Center compulsorily has a Self-protection Plan. It is the document that establishes the organic and functional framework to prevent and control risks to people and property and respond to emergency situations. Each plan has its map with evacuation routes accessible on the web (http://bit.ly/3GIXr1t).	
20	Increase of specialist technical staff to support researchers in tasks of use and maintenance of laboratories or in research projects	First semester 2021	Deputy Vicechancellor or Office for Research	Hiring administration staff such as technicians for research institutes.	Extended	The technical research support staff has gone from 18 people in January 2019 to 55 in August 2022 (https://bit.ly/3TY23ne). Two more permanent staff technicians have been hired at the Central Research Services and another at the IVAGRO Institute, and a pool has been created for the hiring of technical support personnel at the central services. 25 new technicians financed with youth employment will be incorporated before the current year 2022. Once the planned action has been completed, it is proposed a new action to address a study of the structural needs for the staff of Technical Research Support Personnel and begin to gradually advance in their staffing, prioritizing those units that need it most.	
21	Improve calls on pre-doctoral and postdoctoral contracts, making excellence in recruitment prevail. Also remove the excessive teaching hours from Professors and Researchers and Assistant Doctors schedules and foster their participation in competitive projects and calls, in six-year period benefits or in winning aids to complete stays abroad so as to improve their conditions to carry out their research.	Second Semester 2021	Deputy Vicechancellor or Office for Research and Deputy Vicechancellor or Office for Academic Planning and Staff	recruitment scales by prevailing research experience for postdoctoral contracts. Creation of the Professors and Researchers dedication plan in which all the activities carried out by this group are included. Drafting of the improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be	Completed	Research activity and experience is taken into account as a priority in the scales for postdoctoral researcher positions (see example: http://bit.ly/3tYM3Xs and CIE Plan: https://bit.ly/3cQ84ma). Since 2021, Academic Dedication Plans have been approved in which recognition for research has been extended to activities that were not previously recognized, promoting scientific production, with specific criteria for each field of knowledge, and valuing the research activity carried out and the results that meet criteria of excellence (http://bit.ly/3Vc8Rze). A new Own Plan has been approved, increasing aid for the support and encouragement of research and transfer and to facilitate the achievement of merits that allow researchers to advance in their scientific careers. (https://bit.ly/3gmugX8).	

22	Design and publish clear regulations on career development allowing to consolidate high productivity researchers positions and fostering structural positions according to the certification held, assessing the chance to strengthen research positions not linked to teaching.	Second Semester 2021	Deputy Vicechancell or Office for Research and Deputy Vicechancell or Office for Academic Planning and Staff	Plan of career development and stabilisation of Professors and Researchers. Creation of the Professors and Researchers dedication plan in which all the activities carried out by this group are included	Completed	This is precisely the objective of the CIE Plan, Scientific Career of Excellence at the UCA, approved by the Governing Council and implemented in its first calls (https://bit.ly/3AHrcfj).	
23	Foster the mentor position to guide and stimulate both predoctoral and postdoctoral young researchers to compete at national and international levels, providing recognition to the mentor's task by reducing credits from their schedules and being supported in management activities.	Second Semester 2020	Deputy Vicechancell or Office for Research	Publication of the Guide of Good Practices in which the mentor position is included.	Completed	The Doctoral Schools, EDUCA and EIDEMAR, have implemented the Good Practice Guide that refers to the obligations of directors and tutors of doctoral students (https://bit.ly/3GFsIHW).	
24	Provide quality and updated training courses for researchers and identify the potential training needs of research groups in relation to transfer	Second Semester 2020	Deputy Vicechancell or Office for Research	Drafting of the improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be managed through the Own Research Plan.	Completed	The Teacher Training Plan contemplates a catalog of training activities in response to the demands of researchers and Departments. The Own Plan to Support and Encourage Research and Transfer (https://bit.ly/3gmugX8) includes a set of actions requested by researchers for their training and to develop other transfer actions: congresses and meetings (Action 4.1), Courses (Action 4.2), Stays in Technological Centers or Companies (Actions 4.3 and 4.4), and other aid for the Protection of Intellectual Property and advice for the valorization of knowledge (Various Actions, point 7 of the Plan). The UCA Chair for Entrepreneurs also offers training and technical support to researchers so that they can undertake business creation initiatives (https://emprededores.uca.es/).	
25	Create programmes which specifically address researchers with the most disadvantageous contracts providing information of interest (search of thesis director, win research-related merits, carry out certification process, etc.).	Second Semester 2020	Deputy Vicechancell or Office for Research	Drafting of the improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be managed through the Own Research Plan.	Extended	Innovative actions have been launched, such as the internal evaluation of the research activity (http://bit.ly/3iggmGD) and the recognition of research activities of interim substitute teachers (PSI), but a legal report in 2022 has stopped this recognition for PSI because it considers that they are hired only as teachers. For this reason. We are working on the revision of the strategy. The possibility of financing research grants through the Own Plan is maintained, and also of participating in training activities, including those oriented towards Research. The offer of training actions aimed at research will be expanded.	2 st semester 2024
26	Hold seminars or training sessions on professional and employment guidance, according to different areas of knowledge.	Second Semester 2020	Deputy Vicechancell or Office for Research	improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be managed through	Extended	UCA has a Training Plan, consisting of short courses, but it intends to give it a boost and complete it with an offer of activities more focused on research training.	2 st semester 2024
27	Foster pre-doctoral and postdoctoral contracts and create an information platform presenting different job opportunities by area in the field of research available both in Spain and abroad	Second Semester 2020	Deputy Vicechancell or Office for Research	Launch all recruitment calls via the Euraxess platform. Already being done, but more advertising is needed.	Extended	Currently, the University of Cádiz tries to publish all offers of predoctoral and postdoctoral contracts on the Euraxess portal. However, we intend to modify the regulations for calls associated with research projects so that all of them must be published in Euraxess.	1st semester 2023

28	Draft a training plan for researchers, in addition to foster professional careers among young researchers in different research fields to those existing already at the university to make it more competitive	Second Semester 2020	Deputy Vicechancellor or Office for Research	Drafting of the improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be managed through the Own Research Plan.	Completed	The Annual Training Plan for Teaching and Research Staff at the University of Cádiz is based on an analysis of training needs through department directors and satisfaction surveys issued in organized activities from previous editions. In addition, it includes activities that, following political guidelines, are of interest to the strategic plan of the UCA (https://udinovacion.uca.es/plan-de-formacion-para-el-personal-docente-e-investigador/)
29	The setting up of an external position is requested to provide guidance, support and help for students during their research activities. Mentor position	Second Semester 2020	Deputy Vicechancellor or Office for Research	Publication of the Guide of Good Practices in which the mentor position is included.	Completed	The Good Practice Guide is published and refers to the obligations of directors and tutors of doctoral students (https://escueladoctoral.uca.es/educa/guia-de-buenas-practicas/)
30	Hold training actions to gain access to supervisor positions, which supplement the criteria already established (six-year periods, direction of thesis for the last years, being Chief Researcher in a competitive research project), in which tutor's roles, procedures are addressed. The organisation of seminars or conferences for postgraduate students is also requested.	Second Semester 2020	Deputy Vicechancellor or Office for Research and Postgraduate Office	Incorporation of actions addressed to directors training into the Training Plan for Professors and Researchers. Keep holding the doctoral days at EDUCA and EIDEMAR.	Completed	Upon reviewing this action in detail, it is considered complete. On the one hand, 85% of the Professors who participate in the Doctorate Programs participate in active research projects. At the same time, after several years of the doctoral programs, it is considered that the required criteria guarantee the quality and scientific capacity of the professors. The commitment to implement new specific training actions for research may further improve this gap.
31	Provide quality and relevant courses, focused on research training, developing capabilities and competencies of research staff. For this, there is a possibility to make a survey among Professors and Researchers to get to know the kind of training they demand or draft a catalogue on training needs by each area of knowledge.	Second Semester 2020	Deputy Vicechancellor or Office for Research	improvement and updating plan for Professors and Researchers enabling better certification conditions. The drafting of such a plan will be based on the outcomes of the survey carried out among university Professors and	Extended	The Annual Training Plan for Teaching and Research Staff at the University of Cádiz is based on an analysis of training needs through department directors and satisfaction surveys issued in organized activities from previous editions. In addition, activities that, following political guidelines, are of interest to the strategic plan of the UCA (https://udinovacion.uca.es/plan-de-formacion-para-el-personal-docente-e-investigador/)
32	Set up a protocol on research training and continuing development, enabling researchers to develop training activities or stays in other schools without these having an impact on other team members or department, in addition to the understanding of legal and regulatory aspects of research calls.	Second Semester 2020	Deputy Vicechancellor or Office for Research	Drafting of the improvement and updating plan for Professors and Researchers enabling better certification conditions. This will be managed through the Own Research Plan.	Completed	A legal report prevents replacing with another teacher the stays of interim substitute teachers. For the other cases of professors and researchers, there is external aid (Madariaga and Castillejo) and also aid from the UCA Own Plan, so the Departments are committed to finding solutions, and in practice there are few problems. The approved regulation allows the sabbatical leave that permanent professors can request to be covered with substitutes in cases where the Department does not have sufficient capacity.
33	Regularly assess the results out of training received, to have an objective evaluation on the achievement of the pre-set objectives	Second Semester 2020	Deputy Vicechancellor or Office for Research	Carrying out of surveys on the level of satisfaction on every course and activity within the training plan. Moreover, on annual basis, results obtained will be assessed depending on the objectives achieved for researchers.	Completed	All the courses taught in the Training Plan receive an evaluation by the students. The Annual Training Plan for Teaching and Research Staff at the University of Cádiz is based on an analysis of training needs through department directors and satisfaction surveys issued in organized activities from previous editions. In addition, it includes activities that, following political guidelines, are of interest to the strategic plan of the UCA (https://udinovacion.uca.es/plan-de-formacion-para-el-personal-docente-e-investigador/)

34	Draft a supervision protocol, which includes face-to-face meetings with young researchers and which in turn includes an assessment system for the supervisory role. Also establish a system enabling young researchers to know the research activities carried out by professors, departments, and research groups.	Second Semester 2020	Deputy Vicechancellor or Office for Research and Postgraduate Office	Incorporation of actions addressed to directors training into the Training Plan for Professors and Researchers. Keep holding the doctoral days at EDUCA and EIDEMAR.	COmpleted	There is a protocol that obliges a report of doctoral students to be issued each year, referring to their progress. It is issued on the management platform from which both students and professors of the Doctoral School can see it. In addition, annual surveys are carried out on students in which they value their tutors and directors, and surveys of teachers in which they assess their satisfaction with their tasks of direction and supervision. The average values of the UCA are greater than 4, on a scale of 0-5. To achieve this, from the page of the doctoral programs (http://bit.ly/3ALKQqv) you enter each one of them, and in "indicators and Results", from where you can see the evolution of the data of surveys. In terms of students knowing the scientific activity of professors, the scientific production portal shows the contributions of each professor, and reports their number and quality indicators (produccioncientifica.uca.es).
35	Establish a thorough supervisors selection process, based on criteria such as experience, knowledge or technical capacity, in a way that some guarantees are in place on the compliance of the obligations associated to the supervision of researchers	Second Semester 2020	Deputy Vicechancellor or Office for Research and Postgraduate Office	Nowadays a series of high selection criteria exist according to scientific production and experience. An assessment shall be carried out based on the previous years' results.	Completed	The Good Practice Guide and current regulations establish demanding criteria in the selection of doctoral theses directors that guarantee their quality to supervise doctoral students (https://escueladoctoral.uca.es/educa/guia-de-good-practices/). Doctoral programs have a conflict resolution mechanism that must be used on rare occasions to resolve specific situations.
36	Improve communication, as well as the transfer of documents and information related to trainee research staff.	Second Semester 2020	Deputy Vicechancellor or Office for Research and Postgraduate Office	Nowadays the postgraduate platform is being upgraded.	Completed	Several actions have been developed in this line: 1. The doctoral program management platform is a UCA own development site that covers the comprehensive management of all doctoral programs, which involves monitoring students from their admission to obtaining the Doctorate Degree, with all the documents and training activities that this implies. It is a tool always in continuous improvement. 2. 99 doctoral training activities have been developed in 2019-20, rising to 140 in 2020-221 and 151 in 2021-22. Additionally, other activities carried out outside the UCA are recognized. Like other training activities aimed at teachers in general, more than 50 have been exceeded each course. 3. The registration of training activities is accessible from the web, and for the recognition of research activities, an immediate online certification method has been implemented, with official validity as it includes the electronic seal of the UCA. 4. The Own Plan for the Support and Stimulation of Research and Transfer has granted a total of 701 grants in 2022, including grants for PhDs (229) and grants for teaching staff mobility (287 between short stays and participation in congresses).
NEW ACTIONS						
37	Draw up a welcome handbook for research staff. In particular, the opinions of researchers under contract should be sought.	2nd semester 2024	Deputy Vicechancellor or Office for Research	Publication of welcome handbook for research staff	NEW	

38	Develop a new procurement (RECRUITMENT) regulation that responds to legal changes (CTI Law 17/2022), and defines the UCA's own policy	2nd semester 2024	Deputy Vicechancellor or Office for Research	Publication of new procurement (RECRUITMENT) regulation that responds to legal changes (CTI Law 17/2022), and defines the UCA's own policy	NEW		
39	Consolidate the model of Scientific Career of Excellence at UCA by resolving the current and future calls for applications of UCA of Excellence Research Career Plan	2nd semester 2024	Deputy Vicechancellor or Office for Research	Current and future calls for applications of UCA Excellence Research Career Plan	NEW		
OTM-R ACTIONS							
OTMR-1	We have to publish a clear version of our OTM-R policy online (in the national language and in English) and with an internal guide to show procedures for all types of positions	1st semester 2020	Deputy Vicechancellor or Office for Research	Public guide in the web page	In progress	The new actions included in the Action Plan with numbers 37 (prepare a welcome manual for research staff) and 38 (prepare new regulations for hiring personnel for the development of research projects and contracts, which responds to the new CTI Law 17/2022, in accordance to the UCA policy and objectives, and adapt other UCA academic staff hiring regulations to the new Law) will fulfill it. Once the new regulations are approved, the guide on OTM-R procedures and practices at the UCA will be prepared and published	1st semester 2024
OTMR-2	We have to give a complete course regarding to OTM-R principles and procedures to the personal staff unit and to members of the Hiring Commission	2ND semester 2020	Deputy Vicechancellor or Office for Research	Realisation of two courses about OTM-R	In progress	Once the new personnel selection regulation has been approved according to action number 38, training activities (mandatory service instructions) will be carried out to explain the regulation and to explain how the procedures and practices of the UCA conform to the OTM-R principles	1st semester 2024
OTMR-3	The Euraxess platform is being used as well as other professional networks such as LinkedIn for the distribution of job offers, apart from the obligatory public channels. In the next year the result will be analysed from the data of external applicants, both national and foreign	1st semester 2020	Deputy Vicechancellor or Office for Research	Statistical analysis of the evolution of the external applicants.	In progress	In the new regulation of personnel selection that will be elaborated as the new action 38, the publication of all the offers in Euraxess will be compulsory. Due to lack of resources, no statistical monitoring of the number of candidates has been achieved; Counting with the managers and technicians of the UCA information system, periodic reports will be requested to facilitate and allow the display of these data	1st semester 2024