

## **ACTION PLAN for the Implementation phase (2019 - 2022)**

Series of meetings within the Monitoring and Working Groups and analysis of actions undertaken so far have shown that the major improvements that need to be introduced at UPWr concern OTM-R policy. Therefore, action plan for the years 2019 -2022 are focused on enhancement of the recruitment process and regulations.

Number of policies need to be revised and introduced in order to meet the requirements of the OTM-R guidelines. The actions for the next implementation phase embrace the following:

- adjustment of the existing recruitment procedures to OTM-R rules;
- introduction of guidelines for newly hired staff at UPWr;
- translation of key recruitment documents;
- modernisation of the HR Department website;
- participation in national and international workshops, trainings and info-days regarding HR award;
- further engagement of academic community and enhancement of their awareness about the principles of the Charter and Code.

The above measures are embedded in the acquired grant of the National Centre of Research and Development, called POWER 3.5, aiming at the increasing the quality of the university management processes. The project will be held in the years 2019-2023 and will require collection of evidence of the tasks performed within particular work packages. The project objectives within the HRS4R Work Package guarantees proper realisation of actions supported by relevant indicators.



## ACTION PLAN TIMETABLE FOR 2020-2022

No*	Term of completion** medium/long	Duration from/to	2020				2021				2022			
			I	II	III	IV	I	II	III	IV	I	II	III	IV
1	Medium	04.2020-12.2021		■	■	■	■	■	■	■				
2	Long	03.2020-06.2022	■	■	■	■	■	■	■	■	■	■	■	■
3	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
4	Long	02.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
5	Medium	06.2020-08-2021			■	■	■	■	■					
6	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
7	Medium	08-2020-12.2021			■	■	■	■	■	■				
8	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
9	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
10	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
11	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
12	Medium	06.2020-06.2021			■	■	■	■	■					
13	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
14	Long	01.2020-12.2022	■	■	■	■	■	■	■	■	■	■	■	■
15	Medium	01.2021-01.2022					■	■	■	■	■	■		
16	Medium	06.2020-12.2020			■	■								
17	Medium	03.2020-12.2020	■	■	■	■								

Legend:



**Fundusze Europejskie**  
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\* Number of task of the HR Logo Strategy Working Group Action Plan for 2020-2022, presented below

\*\* the green colour means the medium time period of the task execution; blue means a long time period of the task execution

### **Actions**

1. The Recruitment Committee training on the OTM-R
2. Implementation of the online recruitment tools
3. Quality control system for OTM-R
4. Monitoring of job applications from outside and from the EU
5. Monitoring of job applications from under-represented groups
6. Monitoring of the criteria compliance
7. Implementation of the OTM-R policy in the process of job advertising and applying for vacancies.
8. A minimum level of administrative procedures for candidates
9. The mechanism for informing job applicants at the end of the recruitment procedure
10. Feedback for the job applicants
11. The complaint mechanism
12. The system to assess whether OTM-R meets its objectives
13. OTM-R policy implementation till the end of 2022
14. Recruitment guide development till the end of 2021
15. Recruitment documentation translation till the end of 2021
16. The HR Department website development till the end of 2021