



UNIVERSITÀ DI PARMA

# HRS4R – Action Plan

March 2026

*This document was prepared by the HRS4R Focus Group of  
UNIPR Researchers and by the HRS4R Working Group*

### **Action 1 ONBOARDING OF NEW RESEARCHERS**

<p>The University of Parma will implement a structured onboarding system for newly recruited researchers, including a digital Welcome Package and institutional orientation sessions. The initiative aims to support early-stage integration, enhance awareness of internal procedures, and foster career development. Monitoring mechanisms, including feedback surveys, will be introduced to assess its effectiveness.</p> <p>A digital Welcome Pack will be developed, providing information on institutional services (HR, IT, libraries, research support), administrative procedures (contracts, missions, procurement), services for international researchers (visas, accommodation, family support), and key aspects such as research ethics and integrity, open science, and intellectual property.</p> <p>Institutional welcome events for R3–R4 researchers will be organised regularly (online or hybrid) to facilitate integration into governance and institutional processes.</p> <p>Involved Units: HRS4R Focus Group; HR Staff Office; Recruitment Office; Postgraduate Office; Welcome Office</p>		<p><b>Responsible Unit:</b> HRS4R Focus Group</p>
<p><b>GAP Principles</b></p> <p>6. The Researcher 12. Career Progression 13. Working conditions, Funding and salaries 18. Career development and advice</p>	<p><b>Indicators/Targets</b></p> <p>1) Welcome Package. Indicator / Verification: webpage available 2) Welcome events. Indicator / Verification: number of participants. The target is considered achieved if at least 60% of the invited participants attend the events 3) Feedback survey. Indicator / Verification: satisfaction level. The target is achieved is the positive feedback are at least 60%</p>	<p><b>Timing</b></p> <p>1)Welcome Package: publication by M6 ; update by M18; 2)Welcome events: at least 1 events by M18 3)Feedback survey: M24</p>

### **Action 2 – MAPPING AND REMOVAL OF ARCHITECTURAL AND SENSORY BARRIERS FOR INCLUSIVE UNIVERSITY SPACES**

<p>In order to improve the accessibility of facilities, it is necessary to have a detailed mapping of architectural and sensory barriers. UNIPR (Area for Relations with Society) has finalised a framework agreement with the National Association of Disabled and Civilly Injured of Parma (ANMIC), to initiate collaboration for the promotion and implementation of shared initiatives and projects, with the aim of enhancing the relevant activities and functions. Among these, the issue of barriers and their removal is of primary interest to both parties and will therefore be one of the first topics of collaboration between the University and the Association.</p>	<p><b>Responsible Unit:</b> University Center for Inclusion (CAI)</p>
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<p>A working group will be created, including faculty from the Department of Engineering and Architecture, technical and administrative staff from the Area of Buildings and Infrastructure, and the University Center for Inclusion (CAI), to validate a method for collecting and storing data to map architectural barriers, also with the support of internships and master's theses. The information collected using this methodology will be entered into the database managed by the Buildings and Infrastructure Area, in order to update the information file of each University of Parma building.</p> <p>On the topic of inclusion, an information and training event is planned for the involved staff and open to other institutions and the public, organised collaboratively by CAI, ASL, and ANMIC, under the theme "Design4All."</p> <p>Involved Units: University Center for Inclusion (CAI); Area for Buildings and Infrastructure; Department of Engineering and Architecture; Area for Relations with Society External Support: ASL and ANMIC</p>		
<p><b>GAP Principles</b></p> <p>4. Gender Equality 5. Embracing diversity 13. Working conditions, Funding and salaries</p>	<p><b>Indicators/Targets</b></p> <p>1) Training and Information Event Target: Organize an information and training session for staff, open to other institutions. Indicator / Verification: Documentation of the event (e.g., agenda, attendance list, materials).</p> <p>2) Establishment of Inclusion Working Group Target: Form a working group on inclusion topics. Indicator / Verification: Official list of working group members and meeting records.</p> <p>3) Validation of Data Mapping and Storage Method Target: Validate the methodology for collecting and archiving data on architectural barriers. Indicator / Verification: Approved methodology report.</p> <p>4) Pilot Inclusion Improvement Projects Target: Design and plan specific actions to improve inclusivity in selected university buildings.</p> <p>5) Mapping of 25% of University Buildings</p>	<p><b>Timing</b></p> <p>1) Training and Information Event Timeline: by M6</p> <p>2) Establishment of Inclusion Working Group Timeline: by M3</p> <p>3) Validate the methodology for collecting and archiving data on architectural barriers. Timeline: by M10</p> <p>4) Pilot Inclusion Improvement Projects Timeline: by M18</p> <p>5) Mapping of 25% of University Buildings Timeline: by M24</p>

	<p>Target: Complete the mapping of architectural barriers for 25% of UNIPR buildings.</p> <p>Indicator / Verification: Report submitted to CAI and HRS4R Project Steering Committee.</p>	
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**Action 3 PROMOTION OF OPEN SCIENCE CULTURE**

<p>To strengthen the implementation of Open Science principles at UNIPR, a structured training and support programme will be launched for all academic and research staff. The training programme will be organized into thematic modules, allowing participants to select the content most relevant to their needs. Topics may include, for example, Open Science culture, Data Management Plans (DMP), research data management and sharing, Citizen Science, and other related aspects.</p> <p>To support researchers in managing research data, the Information Systems Area (ASI) will conduct a survey of available data management tools and infrastructures and collaborate with relevant units to ensure the technical support required for depositing data on platforms suitable for different disciplinary areas, in compliance with FAIR principles and current regulations.</p> <p>Within the EU GREEN Alliance, UNIPR will continue to monitor, on a semi-annual basis, the number of joint publications produced within the alliance and the percentage of such publications in Open Access, with the aim of initiating discussions with partners on the possible development of a shared Open Science policy at the alliance level.</p> <p>Regarding Citizen Science, in accordance with the University Strategic Plan 2025-2030 (Strategic Objective S1), support for such initiatives will be strengthened and research group involvement encouraged through the definition of a specific institutional policy. An administrative contact person will also be appointed within the Relations with Territory, Sport, and Public Engagement office to support researchers involved in Citizen Science projects.</p> <p>Involved Units: Support for Research Activities Assessment Office; Support for European and International Research Office; Contracts and Agreements office; Relations with Territory, Sport, and Public Engagement office; SCVSA Department; Information Systems Area</p>	<p><b>Responsible Unit:</b> Support for Research Activities Assessment Office</p>
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External Support: trainers and experts from other institutions/universities with expertise in Open Science and data management		
<p><b>GAP Principles</b></p> <p>1. Ethics and research integrity</p> <p>3. Open Science</p> <p>19. Continuous professional development</p>	<p><b>Indicators/Targets</b></p> <p>1) Structured Open Science Training Program</p> <p>Target: Develop and deliver a structured Open Science training program.</p> <p>Indicator / Verification: Training program content; monitoring of participant attendance. The target is considered achieved if the training program will be attended by at least 50 participants</p> <p>2) Support for Research Data Management</p> <p>Target: Define and implement strategies and tools to support research data management and deposition.</p> <p>Indicator / Verification: Dedicated webpage; number of researchers using the support services.</p> <p>3) Institutional Policy on Citizen Science</p> <p>Target: Define and approve a University policy on Citizen Science; appoint an administrative referent to support its implementation.</p> <p>Indicator / Verification: Policy approved and published on the University website; administrative contact person clearly identified.</p>	<p><b>Timing</b></p> <p>1) Structured Open Science Training Program</p> <p>Timeline: by M6 the training program is structured.</p> <p>By M9: launch of the first training course for faculty, research support staff, PhD students, and post-docs.</p> <p>By M21: launch of the second training course for faculty, research support staff, PhD students, and post-docs.</p> <p>2) Support for Research Data Management</p> <p>Timeline: by M8: ASI defines and implements support strategies and tools. By M12: activation of data management support systems.</p> <p>3) Institutional Policy on Citizen Science</p> <p>Timeline: by M18: policy definition and approval; by M24: administrative referent appointed.</p>

**Action 4 -ESTABLISHMENT OF A PERMANENT WORKING GROUP ON GENDER AND GENDER EQUALITY ISSUES**

<p>UNIPR will establish a permanent working group on gender and gender equality issues, composed of members from all departments, who will collaborate with the Guarantee Committee (CUG) to monitor and implement good practices across all departments. The working group will operate in synergy with the CUG and the University's Equal Opportunities Delegate, who has been appointed in March 2026.</p>	<p><b>Responsible Unit:</b> HRS4R Focus Group</p>
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<p>To implement this action, an initial mapping will be conducted to build a database of all faculty, researchers, and research groups across departments who are engaged in gender-related topics within their respective disciplines. This initial monitoring work will be followed by the HRS4R Focus Group. Based on expressions of interest from staff, the working group will be formed with representatives from each department. Through meetings and reports, the group will monitor gender-related issues, particularly (but not exclusively) in relation to:</p> <ul style="list-style-type: none"> <li>-Promotion of a culture of equality, repudiating discrimination, and favoring diversity for the academic community and the public;</li> <li>-Supporting the CUG in establishing a network of staff (distributed across departments, campuses, and organizational units of the University) trained on equality and the prevention of male violence against women, who (a) can act as a “monitoring antenna” for situations involving violence and have the skills to refer cases to the Anti-Violence Desk; (b) can promote, individually or in a network, preventive actions and a culture of equality and diversity appreciation;</li> <li>-Monitoring the gender distribution of academic and research positions, as well as new appointments (e.g., direct calls, competitions);</li> <li>-Monitoring and actively promoting gender equality in committees, boards, panels, and research events organized by departments, such as conferences;</li> <li>-Monitoring gender representation in the submission of University, national, and international research projects;</li> <li>-Conducting feasibility studies for the introduction of measures to support the career advancement of female faculty, to achieve more equitable gender representation in all selection and promotion committees.</li> </ul> <p>An initial training phase for working group members is planned, organized in collaboration with the CUG.</p> <p>Involved Units: HRS4R Focus Group; CUG (Committee for Equal Opportunities); University Equal Opportunities Delegate</p>		
<p><b>GAP Principles</b></p> <p>1. Gender Equality</p> <p>3. Embracing diversity</p> <p>9. Researcher’ assessment</p> <p>13. Working conditions, Funding and salaries</p>	<p>1) Mapping of Gender Research Activities</p> <p>Target: Complete a mapping of all faculty, researchers, and research groups at the University working on gender-related topics.</p> <p>Indicator / Verification: Database of existing researchers and research groups working on gender issues.</p>	<p><b>Timing</b></p> <p>1) Mapping of Gender Research Activities</p> <p>Timeline: by M6</p> <p>2) Target: Establish the working group with representatives from each department.</p> <p>Timeline: by M6</p>

	<p>2) Target: Establish the working group with representatives from each department. Indicator / Verification: Working group formally established and operational.</p> <p>3) Training Phase for Working Group Members Target: Conduct an initial training phase for the members of working group. Indicator / Verification: Training sessions completed; participant attendance monitored.</p> <p>4) First Working Group Report Target: Produce the first report on gender-related monitoring and activities. Indicator / Verification: Report submitted to the CUG, HRS4R Steering Committee, and Rector.</p>	<p>3) Training Phase for Working Group Timeline: by M10</p> <p>4) First Working Group Report Timeline: by M20</p>
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**Action 5 STRENGTHENING SUPERVISION, MENTORING, AND CAREER DEVELOPMENT FOR R1–R2 RESEARCHERS**

<p>UNIPR aims to strengthen and improve the supervision of R1–R2 researchers by introducing a mentoring program specifically designed for supervisors (R3–R4). The mentoring training will be designed to enhance supervision, communication, and career support skills for PhD students and postdocs. The course will promote inclusive and responsible practices aligned with the principles of the European Charter for Researchers.</p> <p>In parallel, a structured training programme will be developed for PhD students and postdocs, focusing on transversal skills relevant for careers in contemporary research. Training modules will cover research ethics and integrity, Open Science, European project design and funding opportunities, and intellectual property. Course content will be discussed with the direct beneficiaries to assess actual needs. These activities will be integrated into the institutional training offer for R1–R2 researchers and aligned with the European Charter for Researchers principles.</p> <p>Additionally, all PhD Charters will be revised and harmonised in terms of structure, terminology, and content. This process aims to improve clarity, consistency, and accessibility of information for PhD students and supervisors. PhD representatives will be actively involved in the revision process to ensure that the</p>	<p><b>Responsible Unit:</b> Rector’s Delegate for PhD Programs and Rector’s Delegate for HRS4R</p>
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<p>updated documents reflect researchers' needs and expectations, promoting transparency and shared responsibility in supervision and training.</p> <p>Units Involved: Rector's Delegate for PhD Programmes and Rector's Delegate for HRS4R; Postgraduate Training office External Support: Italian Association of PhD Candidates and PhD Graduates (ADI)</p>		
<p><b>GAP Principles</b></p> <p>1. Ethics and research integrity 18. Career development and advice 19. Continuous professional development 20. Supervision and mentoring</p>	<p><b>Indicators/Targets</b></p> <p>1) Mentoring Course for Supervisors (R3–R4) Target: Launch a mentoring course for supervisors. Indicator / Verification: Participation of at least 40 supervisors; satisfaction survey results. 2) Training Program for PhD Students and Postdocs Target: Launch a structured training for PhD students and postdocs. Indicator / Verification: Participation of at least 40 PhD students and postdocs; satisfaction survey results. 3) Revision and Harmonization of PhD Charters Target: Update and harmonize all PhD program handbooks for structure, terminology, and content. Indicator / Verification: All PhD Charters published and accessible on program websites.</p>	<p><b>Timing</b></p> <p>1) Mentoring Course for Supervisors (R3–R4) Timeline: start by M12 2) Training Program for PhD Students and Postdocs Timeline: start by M9 3) Revision and Harmonization of PhD Charters Timeline: by M9: Draft prepared by Rector's Delegate for PhD Programs and Postgraduate Training office; by M21: review by PhD boards completed by end of 2027.</p>

**Action 6 TRANSLATION OF DOCUMENTATION RELATED TO STAFF RECRUITMENT AND SELECTION PROCEDURES**

<p>Although recruitment procedures are formally open to researchers of all nationalities, the documentation related to selection and hiring procedures is currently only partially available in English. This situation constitutes a barrier to the participation of international candidates, creates difficulties for non-Italian-speaking successful applicants, and can cause operational issues for administrative offices involved in recruitment processes.</p> <p>UNIPR will address this issue progressively through a structured translation effort of relevant documentation. In the first phase, a systematic survey of documents to be translated will be conducted, and a priority order will be established based</p>	<p><b>Responsible Unit:</b> HRS4R working group</p>
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<p>on their relevance for staff recruitment processes. The objective is to make at least 80% of the priority documentation available in English within two years of the start of the action.</p> <p>The organizational units involved in recruitment processes will be supported by the International Relations and EU GREEN Alliance Unit and the HRS4R Working Group to ensure terminological consistency, translation quality, and alignment with the principles of the European Charter for Researchers.</p> <p>Units Involved: HR offices and Postgraduate Training Office; International Relations and EU GREEN Alliance Office; HRS4R Working Group</p>		
<p><b>GAP Principles</b> 6. The Researcher 9. Researcher's Assessment 10. Recruitment</p>	<p><b>Indicators/Targets</b> 1) Survey and Prioritization of Documents Target: Identify and prioritize all relevant documents for translation. Indicator / Verification: Shared folder with prioritized document list completed. 2) Progress of Translation Target: Translate priority documents into English. Indicator / Verification: 80% of documents translated and available in English</p>	<p><b>Timing</b> 1) Survey and Prioritization of Documents Timeline: by M6 2) Progress of Translation Timeline: By M12 – at least 50% of documents translated; by M24 – at least 80% of documents translated</p>

**Action 7 IMPROVEMENT OF RESEARCHER EVALUATION PROCESSES THROUGH QUALITATIVE CRITERIA AND TRANSPARENCY**

<p>In order to improve the situation at UNIPR regarding researcher evaluation, which is currently based primarily on quantitative and bibliometric indicators, direct involvement of the disciplinary area scientific committees responsible for preparing the regulations for the allocation of FIL quotas is considered essential. Specifically, the committees will be asked to include at least one qualitative evaluation criterion for research outputs in their regulations, for example by recognising good practices in Open Science. The committees will also be invited to modify their regulations by providing the rationale behind the choice of evaluation parameters.</p> <p>UNIPR also commits to maintain the incentive for project activities (FIL C).</p>	<p><b>Responsible Unit:</b> Support for National and Industrial Research office</p>
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<p>To enhance the transparency of evaluation processes, will be created on the University website containing all regulations used for research evaluation.</p> <p>Regarding the awards granted through the “Outstanding Researchers” call, the University will strengthen this action and make it a recognized strategic impact in the process towards the HR Excellence in Research Award by improving transparency and evaluation, linking the awards to real career support, particularly for early-career researchers.</p> <p>Units Involved: Support for National and Industrial Research office; Support for Research Activities Assessment office; Disciplinary area Committees</p>		
<p><b>GAP Principles</b></p> <p>1. Ethics and research integrity</p> <p>2.</p>	<p><b>Indicators/Targets</b></p> <p>1) Inclusion of at least one qualitative evaluation criterion in FIL Product regulations  Target: Ensure that all Area Committees include at least one qualitative assessment criterion for research outputs in their FIL Product regulations.  Indicator / Verification: Updated FIL Product regulations with at least one qualitative criterion.</p> <p>2) Online Publication and Accessibility of Research Evaluation Regulations  Target: Publish all research evaluation regulations online to ensure transparency.  Indicator / Verification: A dedicated webpage providing access to all evaluation regulations.</p> <p>3) Revision of “Outstanding Researchers” Call  Target: Revise the “Outstanding Researchers” call with more transparent selection criteria and explicit references to career development support.  Indicator / Verification: Publication of the revised call with updated selection criteria and references to career development support.</p>	<p><b>Timing</b></p> <p>1) Inclusion of at least one qualitative  Timeline: by M18</p> <p>2) Online Publication and Accessibility of Research Evaluation Regulations  Timeline: by M12  Indicator / Verification: Dedicated webpage with all evaluation regulations accessible.</p> <p>3) Revision of “Outstanding Researchers” Call  Timeline: by M6</p>

