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UNICAM C&C ACTION PLAN 2009-2013

I. Self-Assessment and Gap Analysis		
Objective 1: <i>To assess the state of the C&C principles' implementation in the research institution</i>		
Tasks	Expected Results	Timing/Deadlines
Identification and meeting of a working group (WG) within the UNICAM, with researchers from most scientific areas and departments, to prepare a C&C Action Plan (AP)	The WG is constituted and the Action Plan is drafted	Jan 2009
Preparation and discussion within the WG of a questionnaire aimed at assessing the state of C&C principles' implementation	The self assessment questionnaire (SAQ) is prepared	Jan 2009
On line uploading of the SAQ, access restricted to UNICAM researchers	SAQ published and available on-line	Feb 2009
Administration of the SAQ to all the research actors (PhD students, early stage researchers, senior researchers, professors, rector, directors of departments,...)	The SAQ is administered via the UNICAM website and the deadline for filling it (20 March) is indicated	Feb 2009

I. Self-Assessment and Gap Analysis		
Objective 2: <i>To identify the priority gaps with respect to C&C principles' implementation</i>		
Tasks	Expected Results	Timing/Deadlines
SAQ results' analysis by the WG	SAQ results are analysed	March 2009
Production of a feedback report to the UNICAM research actors and to the University authorities	A feedback report on the SAQ results is published and discussed internally	April 2009
Identification of 'priority gaps' by the Academic Senate, with the support of the WG	Priority gaps are identified	April 2009
Feedback is given to the UNICAM researcher community in the form of a draft HR strategy aimed at filling the priority gaps	A draft HR strategy is produced	May 2009

II. HR Strategy

Objective 1: To define a HR Strategy for eliminating or reducing gaps towards the implementation of C&C principles

Tasks	Expected Results	Timing/Deadlines
Promotion of a discussion on the draft HR Strategy (HRS) within the UNICAM research units ("Schools"/Departments)	HRS is discussed and proposals for amendments are collected	May 2009
Preparation of the final version of the HRS by the WG	Final version prepared	Jun 2009
Discussion and approval of the HRS by the Academic Senate and by the Administrative Board	HRS approved	July 2009
The HRS document is published on UNICAM web site and on SINAPSE	European Commission acknowledgement as institution adopting a HRS for researchers incorporating the C&C	Sept 2009

II. HR Strategy

Objective 2: To start and monitor the processes for implementing HRS

Tasks	Expected Results	Timing/Deadlines
Identifying the processes and designing the procedures for filling the gaps	Processes identified and procedures designed	July 2009
Starting the activities related to the identified processes	Starting the activities	Sept 2009
Internal auditing on the ongoing activities	Report on the activities' accomplishment and the objectives' achievement	March 2010 and then every 12 months
External auditing on the ongoing activities	Acknowledgment confirmation	Within 2013

III. Lobbying

Objective 1: *to raise awareness among the political decision makers*

Tasks	Expected Results	Timing/Deadlines
Informing Ministry of Education and University on the actions undertaken to embed and promote C&C principles	C&C principles are embedded in the laws and national regulations	2009-2013
Informing Rector's Conference on the actions undertaken to embed and promote C&C principles	C&C principles are embedded in the laws and national regulations	2009-2013
Informing the national Quality Agency (CNVSU_CIVR) on the actions undertaken to embed and promote C&C principles	C&C principles are embedded in the laws and national regulations	2009-2013

IV. Networking

Objective 1: *to constitute a critical mass of research institutions adopting C&C principles*

Tasks	Expected Results	Timing/Deadlines
Organizing meetings (once a year) targeted to all research institutions potentially endorsing the project	Meetings are attended by, at least, 30 research institutions	2009-2013
Organizing events to enlarge the group of participating research institutions	A network is constituted consisting, at least, of 15 research institutions	2009-2013

V. Internal Communication		
<i>Objective 1: to promote awareness of C&C principles within the institution</i>		
Tasks	Expected Results	Timing/Deadlines
A contact person for each department/structure is in charge of representing suggestions and criticisms related to the C&C principles to the WG	All the researchers are involved in the implementation process (bottom up approach)	2009-2013
Presenting the process' achievements to the departments/structures by the person in charge	Research leaders are sensitized (top down approach)	2009-2013
Positioning at the entrance of each research building of UNICAM "roll-ups" illustrating the C&C principles	60 "roll-ups" are positioned	Jan 2009
Making use of the internal media for spreading the activities regarding C&C	All the people working in the institution are informed	2009-2013

V. Internal Communication		
<i>Objective 2: to focus awareness promoting activity on early stage researchers</i>		
Tasks	Expected Results	Timing/Deadlines
Each researcher coming in contact with UNICAM receives a copy of C&C	Copies of the C&C are widely distributed	2009-2013
Organising seminars on C&C principles	Early stage researchers are aware of and give the proper value to the C&C principles	2009-2013
Activating a contact point for providing early stage researchers with all the information concerning their status in relation to the C&C principles (e.g. social security)	Early stage researchers are given the opportunity to be conscious of their rights	2009-2013

VI. External Communication		
Objective 1: <i>to promote awareness of C&C principles among research institutions and the large public</i>		
Tasks	Expected Results	Timing/Deadlines
Attending national and international conferences (e.g. ESOF 2010) involving research institutions, with stands giving information on C&C supported by the European Commission	A large number of research institutions and stakeholders is reached	2009-2013
VI. External Communication		
Objective 2: <i>to make large public know researchers' activity</i>		
Tasks	Expected Results	Timing/Deadlines
Organizing events like e.g. the Researchers' Night	Large public becomes familiar with the research professionals	2009-2013
Evaluating the knowledge of C&C by the large public through short interviews or questionnaires during events (e.g. Researchers' Night)	The large public knowledge about the researchers profession is assessed	2009-2013
Making use of the media (e.g. webradio and the broadcasted "Unicam News") for spreading the activities regarding C&C	Large public knows about C&C	2009-2013
VI. External Communication		
Objective 3: <i>to share good practices concerning the C&C principles implementation</i>		
Tasks	Expected Results	Timing/Deadlines
To promote the use of SINAPSE, EURAXESS portal and institutional web sites to post documents regarding the C&C promotion activity	Spreading the use of functional virtual tools	2009-2013