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4 The Action Plan

Based on the outcome of the Gap analysis the Action Plan will focus on three major points: Scientific Integrity, Research Data Management in relation to the Standard Evaluation Protocol (SEP) and Career Planning.

4.1. Scientific Integrity, Research Data Management in relation to the Standard Evaluation Protocol (SEP) 2015-2021

All research conducted at Dutch universities, university medical centres and NWO and Academy Institutes are assessed regularly in accordance with the Standard Evaluation Protocol (SEP). External assessment committees conduct these assessments for each unit or institute once every six years (not all at once, but on a rolling schedule). The institution decides how the unit will follow up on the external assessment committee's recommendations. The external assessment concerns a) research that the research unit has conducted in the previous six years and b) the research strategy that the unit intends to pursue going forward.[16]

Nr	Action	Participants	Planning
1a	Development of a standard **(SEP) UvA Research Evaluation Protocol 2015-2021**. *N.B. A draft version of the UvA protocol is being developed by the Executive Staff. The protocol is expected to be ready in September 2014.* **Principle: good practice in research**	Executive Staff, Faculties.	September 2014
1b	Implementation of the standard **(SEP) UvA Research Evaluation Protocol 2015-2021** by the faculties. The faculties will develop a self- assessment tool aligned with their specific (local) situation and will be publish this on their website. **Principle: good practice in research**	Faculty, Research Departments.	September 2015
1c	**PhD Guide** Graduate Schools should reflect on their own PhD programmes and on how they supervise PhD candidates within their research units. **Principle: Supervision and managerial duties**	Executive Board, Faculty and Research Departments and Graduate Schools.	January 2015
1d	**Policy framework for Research Data Management** **Principle: Accountability / Research environment**	Executive Board, Faculty and Research Departments and Graduate Schools.	December 2014
1e	**Implementation of Policy framework for Research Data Management** **Principle: Accountability / Research environment**	Faculty and Research Departments and Graduate Schools.	September 2015

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[16] This new Standard Evaluation Protocol (SEP) was published under the authority of the Association of Universities in the Netherlands (VSNU), the Netherlands Organization for Scientific Research(NWO), and the Royal Netherlands Academy of Arts and Sciences (KNAW).

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Nr	Action	Participants	Planning
2	**Internal UvA Communication Strategy for the abovementioned protocols but also other applicable regulations that should be posted on the faculty websites, such as the general principles of professional academic conduct (VSNU Gedragscode) and Academic Integrity Complaints Regulations.** **Principle: Professional responsability**	Executive Board, Communication Office, Faculty and Research Departments, Graduate Schools.	December 2014

4.2.   Career Development

Many elements of career development have been developed at the UvA. Several regulations can be found for the UvA as a whole and the faculties have developed good practices. But it is difficult to find and overview of all possibilities, both for the UvA as a whole and for the faculties.
The survey showed that though there are many different aspects of career development offered, a significant number of researchers don't seem to be aware of this. It is therefore very important not only to develop a coherent policy but also to ensure that everyone interested can easily find what his or her career perspective are. To this end actions number 3a and 3b have been adopted.

Central to career planning is the annual consultation. Although this consultation is always used, it generally lacks the longer term perspective of the research group as a whole.
Individual assessments should also be based on a strategic personnel planning. That gives a proper perspective for everyone concerned, including researchers who are less successful and may have to leave the UvA. By defining the future of the group there will be better transparency as to what future can be offered to whom. To this end actions numbers 4a and 4b have been adopted.

Specific attention is needed for PhD's and Post-doc's. They work on fixed term contracts and only a small percentage of them will be able to find a permanent job in academia. It is important to establish where they finally end up after their contract has finished. In relation to these findings a programme must be developed to enable those finding jobs outside of science. To this end actions numbers 5a and 5b have been adopted.

The UvA offers assistance to foreign employees of the UvA through its Staff and Immigration Office (SIO). This takes the form of help with visa and permits, and an elaborate website with useful information. The faculties have adopted a number of measures to ensure that these employees find a soft landing at the UvA. To ensure that the interested international researcher knows what the UvA has to offer, a minimum of services will be defined and published with a clear distinction being made between the UvA as a whole and those offered by the faculties (action number 6).

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Nr	Action	Participants	Planning
3a	Different elements of career development policy for researchers at the UvA are combined into one policy and this is published on the UvA website. **Principle: Career development**	HR department, Communication Office	July 2015
3b	The faculties have, on the basis of the UvA policy, formulated a career policy adjusted to their specific situation and have published this on their website. **Principle: Career development**	HR departments faculties, Communication Office	September 2015
4a	Pilot: Introduction of the instrument of strategic personnel planning in three faculties. On this basis the career perspective of the researchers is defined in the annual consultation and confirmed in writing. **Evaluation/Appraisel system**	HR department UvA and faculties	January 2016
4b	Successful strategic personnel planning implemented in all faculties. **Evaluation/Appraisel system**	HR department UvA and faculties	Continuing process for the next years
5a	Mapping the outflow of PhD's and post doc's. **Principle: stability and permanence of employment**	HR departments UvA and faculties, Academic Affairs, Research dept. faculties, Adm. Centre	September 2015
5b	Identified necessary guidance in finding a job outside academia and organised assistance by the UvA and the faculties. Use of instruments like workshops on job orientation, networking, developing transferable skills. **Principle: stability and permanence of employment**	HR departments UvA and faculties, Academic Affairs, Research dept. faculties	December 2015
6	A defined minimum of services offered to every foreign researchers, both employee and non-employee (soft landing material), such as: - website information on practical matters standard brochure/usb stick with useful information upon arrival; - introduction interview to check expectations; - introduction programme, including cultural aspects, reimbursement of costs. **Principle: working conditions**	HR departments UvA and faculties, Academic Affairs, Staff International Office, dept. of Communication	September 2015