Action Plan

GAP list:

Ethical and professional aspects

2. Ethical principles

5. Contractual and legal obligations

9. Public engagement

11. Evaluation/appraisal systems

Recruitment & Selection

12. Recruitment + actions based on the OTM-R checklist

Working conditions

28. Career development

29. Value of mobility

30. Access to career advice

31. Intellectual Property Rights

32. Co-authorship

33. Teaching

Training & Development

39. Access to research training and continuous

Proposed Actions	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
Action # 1: To enhance our support for researchers in their professional development, we should adapt, test, and refine the template for the annual appraisal talk. This template should be customised to encompass both teaching and research, better fulfilling the needs of researchers, aligning with BTH's and the department's objectives, as well as its work environment and culture. It should consider perspectives on mobility, collaborations, public engagement, research training, and continuous competence development.	11, 29, 39, 9	Q4/2024	Head of the Human Resources Office	**Indicators:** Collect feedback from researchers regarding the usability and effectiveness of the revised annual appraisal talk template. **Targets:** 1. Develop and implement a revised template for the annual appraisal talk, incorporating aspects of teaching and research. 2. Ensure that the finalised template explicitly addresses perspectives on mobility, collaborations, public engagement, research training, and continuous competence development to cater to diverse researcher needs. 3. Obtain feedback on the template through

At the same time, we need to secure that all researchers including PhD students have the opportunity for an annual appraisal talk.				the annual employee survey known as "BTH Barometern".
Action # 2: To enhance internal understanding of the opportunities and value of mobility, the following actions will be undertaken: 1. Improve the appraisal talks (see action 1). 2. Facilitate the exchange of best practice examples and opportunities through suitable communication channels. The objective is to harness positive experiences from different departments to encourage greater involvement in mobility initiatives.	29, 11	Q2/2025	Head of the Student Affairs Office	**Indicators**: Increase in the number of employees actively engaged in sharing their mobility initiatives. Growth in the number of departments sharing best practice examples related to mobility initiatives. **Targets:** 1. Establish a dedicated platform or forum for departments to share successful mobility experiences. 2. Conduct at least one workshop or seminar focused on promoting mobility initiatives and sharing successful practices. 3. Gather feedback from diverse group of researchers regarding the content and usability of the communication channel.
Action #3: To enhance career guidance for researchers at research level 2, our plan is to establish a framework for mentorship programs tailored to this group. Initially, we aim to assess mentorship programs available at other higher education institutions for benchmarking purposes. Subsequently, our objective is to design and introduce our own mentorship program, exploring the option of involving external mentors.	30, 28	Q4/2025	Dean of the Faculty of Computing and the Dean of the Faculty of Engineering	**Indicators:** 1. Gather mentorship programs from various higher education institutions to benchmark best practices. 2. Collect information regarding the engagement level of potential external and internal mentors. **Targets:** 1. Benchmark mentorship programs from at least four different higher education institutions and outline best practices derived from the benchmarked programs. 2. Initiate discussions with at least three potential external mentors for collaboration in developing the mentorship program. 3. Launch the mentorship program for researchers at research level 2.

| Action #4:

Enhancing support for Intellectual Property Rights (IPR) at BTH involves strengthening internal resources and offering clearer guidance regarding the accessibility of external resources, such as the comprehensive information available at the Swedish Intellectual Property Office (prv.se/eng).

- Documentation regarding IPR should be integrated into contractual management routines and provided as a component of general guidance.
- Improving information related to IPR is essential in both the introductory course for doctoral students and the research supervision course.	31, 5	Q4/2024	Head of the Vice-Chancellor's Office	**Indicators:** 1. Update contractual management routines to include an assessment of IPR. 2. Update the content of the introductory course for doctoral students and for research supervision course to include IPR-related information. **Targets:** 1. Incorporate IPR documentation into contractual management routines and general guidance within nine months. 2. Enhance IPR-related information in the introductory course for doctoral students and in the research supervision course.
Action #5:

Improve the dissemination of information to researchers at BTH regarding individuals with expertise in ethical aspects, as well as the accessibility of external support personnel.

Additionally, encourage and foster departments to integrate discussions on ethical principles into their routine research seminars. | 2 | Q4/2024 | Dean of the Faculty of Computing and the Dean of the Faculty of Engineering | **Indicators:**

1. Review and update information about experts in ethical aspects, ensuring dissemination through appropriate channels for researchers (e.g., newsletter, workshops, internal website).

2. Incorporate regular discussions on ethical principles during departmental research seminars.

Targets:

1. Ensure the internal website comprehensively covers information about experts in ethical aspects for easy access by researchers.

2. Obtain feedback on researchers' awareness of available expertise and support within the annual employee survey known as the |

				"BTH Barometern".
Action #6.1: Develop internal communication strategies focused on promoting and enhancing popular science communication. This will entail collaborative efforts to organise events such as popular scientific talks, science cafes, and similar initiatives. **Action #6.2:** Provide support in writing popular science texts, i.e. texts aimed at people outside the research community. The support includes e.g. creating templates, making presentation materials, and giving training in communication on social media.	9	Q4/2025	**Responsibility for Action 6.1:** Head of the BTH Library **Responsibility for Action 6.2:** Head of the Communication Office	**Indicators for Action 6.1:** Increase in the number of organised popular scientific talks, science cafes, and related events. Growth in attendance and engagement from both internal and external audiences. **Targets for Action 6.1:** 1. Organise a minimum of four popular scientific talks or science cafes within the specified time frame. 2. Establish partnerships or collaborations with external organisations or institutions to co-host these events. 3. Develop and implement a comprehensive marketing strategy utilising various platforms (e.g., social media, newsletters, posters) to broaden the audience reach for these events. **Indicators for Action 6.2:** 1. Improved feedback and satisfaction rates from researchers concerning provided guidance and assistance in writing popular science texts. 2. Obtain feedback through the annual employee survey, known as the "BTH Barometern". **Targets for Action 6.2:** 1. Inform researchers concerning guidance and assistance in writing popular science texts. 2. Develop and distribute templates to communicate research popularly (e.g. press releases, social media posts or articles)

Action #7: Develop contact and counselling services provided by the HR office by: • Creating a dedicated career webpage. • Establishing a dedicated email address (career@bth.se) to handle inquiries and questions from all interested parties, including international contacts. **Actions from the OTM-R checklist:** 1. Develop a training program for new Recruitment Committee (RC) members and other employees involved in the recruitment process. 2. Enhance visibility by creating films, images, and written content for advertising purposes.	12 + OTM-R checklist	**Timing on Action #7:** Q4/2024 **Timing on Actions from the OTM-R checklist:** Q4/2025	Head of the Human Resources Office	**Indicators:** Marketing the email address through various channels and monitoring the number of questions received via the dedicated email address. **Targets:** Increase visibility and promotion of the dedicated email address (career@bth.se) across multiple channels such as the website, social media, and newsletters. **Indicators on actions from the OTM-R Checklist:** 1. Developing and implementing a training program for new Recruitment Committee members, utilising insights from current committee members. 2. Increase in visits/contacts. By tracking these numbers, we learn about the effectiveness of the visibility-enhancing action plan. **Targets:** 1. Develop a comprehensive training program tailored for new Recruitment Committee members. 2. Create and release compelling advertising content in alignment with the organisation's branding.
Action #8: The publishing guidelines for researchers at BTH will be revised to include recommendations emphasising the fundamental principle that all individuals listed as authors in a scientific work must meet the requirements for authorship. Additionally, it will be highlighted that anyone meeting these requirements should not be excluded	32	Q2/2025	Head of the BTH Library	**Indicators:** 1. Revised publishing guidelines. 2. Obtain feedback regarding the effectiveness and understanding of the revised guidelines via the annual employee survey, known as the "BTH Barometern". **Targets:** Finalise and disseminate the updated publishing guidelines.

from authorship.				
Action #9 Investigate the current departmental guidelines regarding the allocation of research time for researchers. Propose and decide on clarified university guidelines for the allocation of research time.	33, 11	Q4/2025	Head of the Human Resources Office	**Indicators:** Conduct interviews with researchers at various levels to gather insights on existing guidelines for the allocation of research time and their preferences for proposed guidelines. **Targets:** Develop a draft proposal for guidelines for allocation of research time for researchers based on feedback and insights gathered from interviews and benchmark comparisons.
Action #10 Compile information on available courses and networking opportunities designed for R1 and R2 researchers, ensuring their comprehensive visibility on a shared platform. Additionally, proactively explore potential collaborations among higher education institutions to expand the range of courses and networks available.	39, 11	Q4/2025	Pro Dean of the Faculty of Computing	**Indicators:** 1. Conduct surveys or interviews with researchers, supervisors, mentors, or senior researchers closely involved in R1 and R2 levels to identify their specific needs. Questions should address areas where researchers feel less confident or identify crucial skills, they deem essential for career progression at R1 and R2 levels. 2. Collaborate with higher education institutions, industry partners, and funding bodies to pinpoint future skill requirements in research fields. Develop course offerings and networking opportunities on a shared platform based on this information. **Targets:** 1. Gather feedback on whether the developed shared platform offering courses and networking opportunities meets the expectations for competence development among researchers. 2. Utilise the annual employee survey, known as the "BTH Barometern" for this evaluation.