



**Institut  
d'Investigació Sanitària  
Illes Balears**

Human Resources Strategy  
for Researchers

Revised Action Plan 2022-  
2026

**V. 4**

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Review	Description of the change	Date
V. 1	Initial approval	25.04.2016
V.2	Adaptation of documents by change of company name	18.12.2017
V.3	Interim assessment	15.02.2019
V.4	Award renewal	28.04.2022

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### 1.1. ETHICAL AND PROFESSIONAL ASPECTS

Action	C&C principle	Who?	When?	Indicator/Deliverable	March 2022
1. Definition and dissemination of an IdISBa Guideline on Good Research Practice	1, 2, 3, 4, 5, 7, 31, 32, 37	Quality Department	Q1-2017/Q2-2017	Documentation and dissemination	COMPLETED
2. Training for predoctoral researchers on ethical aspects of research	2	Training Department	Q1-2017/Q3-2020	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
3. Dissemination of IdISBa intellectual property policy	3, 5, 31, 32	Department for the Transferring of Research Results	Q2-2017/Q3-2017	Documentation and dissemination	COMPLETED
4. Training in intellectual property and innovation and knowledge transfer	3, 5, 8, 31, 32	Department for the Transferring of Research Results	Q2-2017/Q3-2020	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
5. Definition and dissemination of an IdISBa Strategic Plan	4	Strategic Plan Working group	Q1-2021/Q4-2021	Documentation and dissemination	COMPLETED
6. SOPs for Project Management	4, 5	Quality Department	Q4-2021/Q4-2022	Documentation and dissemination	ONGOING
7. Definition of IdISBa researcher's	5	ISC	Q1-2021/Q4-2021	Documentation and	COMPLETED

affiliation procedure				dissemination. Number of affiliated researchers	
8. Development of a robust indicator collection system	6	Quality Department	Q4-2018/Q3-2018	Balance scorecard (internal document)	COMPLETED. CONTINUOUS ACTIVITY
9. Policy on travel and subsistence allowance	6	HR Department	Q2-2022/Q4-2022	Documentation and dissemination	ONGOING
10. Policy on Digital Technology Acceptable Use & Internet Safety	7	Information Technology Department	Q1-2019/Q3-2019	Documentation and dissemination	COMPLETED
11. Review of Health and Safety procedures	7, 23	HR Department	Q1-2017/Q3-2017	Documentation and dissemination. Number of incidents/year	COMPLETED
12. Definition of an Innovation and knowledge transfer strategy	8	Department for the Transferring of Research Results	Q1-2021/Q4-2021	Documentation and dissemination Patents granted Clinical practice guidelines	COMPLETED
13. Policy on Open Research	8	ISC	Q1-2018/Q1-2019	% open access publications	COMPLETED

14. Dissemination and Outreach Plan	9	Communication Department	Q1-2021/Q4-2021	Documentation and dissemination. Number of dissemination activities.	COMPLETED
15. Gender equality plan	10, 27	Equality Commission	Q4-2017/Q2-2019	Documentation and dissemination	COMPLETED
16. Establishment of Equality Commission	10, 27	Management	Q4-2017/Q2-2018	Documentation (internal document) Number of meetings	COMPLETED
17. To reinforce the PRISIB to offer researchers access to clinical data in accordance with ethical and legal regulations	8	Department of Infrastructures	Q2-2022/Q4-2023	Number of fulltime workers at PRISIB	NEW ACTION
18. To strengthen the methodological support unit with personnel providing advice to researchers on ethical evaluation of projects and its presentation to the Ethic Committee of the Balearic Islands (CEI).	7, 8	Department of Infrastructures	Q2-2023/Q4-2023	Number of advisory services	NEW ACTION

19. To establish activities favouring the woman leadership of clinical researchers.	10, 27	Equality Commission	Q4-2023/Q4-2025	Number of PI women with welfare activity; Percentage of PI women with welfare activity	NEW ACTION
20. To establish a quality system that allows the traceability of research results (i.e. electronic notebook).	7, 8, 11	Department of Infrastructures	Q1-2023/Q4-2023	Number of tool users	NEW ACTION

## 1.2. RECRUITMENT

Action	C&C principle	Who?	When?	Indicator/Deliverable	March2022
21. Implementation of an evaluation and appraisal system	11	Management	Q1-2022/Q4-2022	Documentation and dissemination	ONGOING
22. Definition of an Open, Transparent and Merit-based Recruitment (OTM-R) Policy	12, 13, 14, 15, 16, 17, 18, 19, 20, 21	HR Department	Q1-2022/Q4-2022	Documentation and dissemination	ONGOING
23. Simplification of the job offers in IdISBa, with the aim of making them clearer and more attractive	12, 13, 15, 29	HR Department	Q3-2018/Q4-2024	% of international applicants	EXTENDED
24. Training in OTMR practices	10, 11, 12,	HR Department	Q3-2022/Q4-2023	Number of training hours	EXTENDED

	13, 14, 15, 16, 17, 18, 19, 20, 27, 29				
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### 1.3. WORKING CONDITIONS

Action	C&C principle	Who?	When?	Indicator/Deliverable	March 2022
25. Definition of a Research Career Path	22, 25, 26, 28, 38	Management	Q2-2018/Q2-2019	Documentation and dissemination	COMPLETED
26. Satisfaction survey	23	Quality Department	Q1-2017/Q-2020	Survey results	COMPLETED. CONTINUOUS ACTIVITY
27. Definition of a collective labor agreement	24, 26	Management	Q2-2018/Q3-2021	Documentation and dissemination	COMPLETED.
28. Creation of a Training Commission	28	ISC	Q1-2017/Q3-2021	Number of meetings	COMPLETED
29. Dissemination and implementation of the Training Plan	28, 38, 39	Training Department	Q1-2021/Q4-2021	Documentation and dissemination Number of training activities Number of training hours:	COMPLETED. CONTINUOUS ACTIVITY



				Satisfaction survey	
30. Include link to Euraxess website on IdISBa home page	29	Information Technology Department	Q1-2022	Website	COMPLETED
31. Internationalization Plan	29	ISC	Q1-2021/Q4-2021	Documentation and dissemination	COMPLETED
32. Career orientation seminars for researchers in training	30	HR Department	Q2-2022/Q3-2023	Number of training hours Number of attendants	EXTENDED

33. Establishment of an Ombudsman Scheme	34	ISC	Q2-2022/Q3-2023	Documentation and dissemination Number of managed complaints	EXTENDED
34. Include a representative for researchers in the Board of Trustees	35	Management	Q2-2017/Q3-2020	Executive Committee composition	COMPLETED
35. Definition of a Master Plan that establishes the short, medium and long-term needs with regards to facilities and scientific equipment.	23	Department of Infrastructures	Q1-2022/Q4-2024	Documentation Satisfaction questionnaire	EXTENDED
36. Increase the total area dedicated to research	23	Management	Q3-2019/Q4-2020	m <sup>2</sup> dedicated to research	COMPLETED. CONTINUOUS ACTIVITY
37. Ensure an adequate renovation and expansion of scientific and technical equipment	23	Management	Q1-2021/Q4-2024	Budget dedicated to equipment acquisitions	COMPLETED. CONTINUOUS ACTIVITY
38. Define a policy of allocation and use of facilities	23	Department of Infrastructures	Q1-2022/Q4-2024	Documentation and dissemination	EXTENDED
39. Prepare an "IdISBa researcher's welcome manual"	27, 28, 30, 31, 34, 35	HR Department	Q3-2019/Q4-2020	Documentation and dissemination	COMPLETED
40. To ensure the necessary financing to provide the necessary HR to emerging groups	26	Management	Q3-2022/Q4-2024	Number of identified annual calls. Number of annual applications requested	NEW ACTION

41. To establish a telework policy.	16	HR Department	Q3-2022/Q4-2022	Documentation and dissemination	NEW ACTION
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#### 1.4. TRAINING AND DEVELOPMENT

Action	C&C principle	Who?	When?	Indicator/Deliverable	March 2022
42. Develop a policy for predoctoral researchers	36, 40	HR Department	Q2-2019/Q4-2023	Documentation and dissemination	EXTENDED
43. Training in leadership and supervision	37	Training Department	Q2-2018/Q3-2020	Number of activities Number of training hours	COMPLETED. CONTINUOUS ACTIVITY
44. To train in Data Management Plans	38, 39	Scientific Management	Q3-2022/Q4-2024	Number of activities Number of training hours.	NEW ACTION
45. To promote the mobility of research staff to facilitate their training in reference centres both at a national and international level.	29, 38	Training Department	Q3-2022/Q4-2024	Number of calls Ratio applications/award	NEW ACTION

