



**Institut
d'Investigació Sanitària
Illes Balears**

*Human Resources Strategy
for Researchers*

ACTION PLAN 2017-2020

v.3

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

1.1. ETHICAL AND PROFESSIONAL ASPECTS

Action	C&C principle	Who?	When?	Indicator/Deliverable	Status February 2019
1. Definition and dissemination of an IdISBa Guideline on Good Research Practice	1,2,3,4,5,7,31 ,32,37	Quality officer	Q1-2017/Q2-2017	Documentation and dissemination	COMPLETED
2. Training for predoctoral researchers on ethical aspects of research	2	T&C officer	Q1-2017/Q3-2020	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
3. Dissemination of IdISBa intellectual property policy	3,5,31,32	KTT officer	Q2-2017/Q3-2017	Documentation and dissemination	COMPLETED
4. Training in intellectual property and innovation and knowledge transfer	3,5,8,31,32	KTT officer	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	Q2-2017/Q4-2017	Documentation and dissemination	COMPLETED
6. SOPs for Project Management	4,5	Quality officer	Q1-2019/Q4-2019	Documentation and dissemination	EXTENDED
7. Definition of IdISBa researcher's affiliation procedure	5	ISC	Q1-2017/Q2-2017	Documentation and dissemination	COMPLETED
8. Development of a robust indicator collection system	6	Information technologies officer	Q4-2018/Q3-2018	Balance scorecard	COMPLETED

9. Policy on travel and subsistence allowance	6	Project Management Office	Q2-2019/Q3-2019	Documentation and dissemination	EXTENDED
10. Policy on Digital Technology Acceptable Use & Internet Safety	7	Information technologies officer	Q1-2019/Q3-2017	Documentation and dissemination	EXTENDED
11. Review of Health and Safety procedures	7,23	HR officer	Q1-2017/Q3-2017	Documentation and dissemination	COMPLETED
12. Definition of an Innovation and knowledge transfer strategy	8	KTT officer	Q1-2019/Q3-2019	Documentation and dissemination	IN PROGRESS
13. Policy on Open Research	8	ISC	Q4-2018/Q1-2019	Documentation and dissemination	COMPLETED
14. Dissemination and Outreach Plan	9	T&C Officer	Q1-2018/Q2-2019	Documentation and dissemination	IN PROGRESS
15. Gender equality plan	10,27	Equality Commission	Q4-2017/Q2-2019	Documentation and dissemination	IN PROGRESS
16. Establishment of Equality Commission	10,27	Management	Q4-2017/Q2-2018	Documentation Number of meetings	COMPLETED

1.2. RECRUITMENT

Action	C&C principle	Who?	When?	Indicator/Deliverable	
17. Implementation of an evaluation and appraisal system	11	Management	Q2-2017/Q1-2018	Documentation and dissemination	IN PROGRESS
18. Definition of an Open, Transparent and Merit-based Recruitment (OTM-R) Policy	12,13,14,15,16,17,18,19,20,21	HR officer	Q2-2018/Q2-2019	Documentation and dissemination	IN PROGRESS
19. Simplification of the job offers in IdISBa, with the aim of making them clearer and more attractive	12,13,15,29	HR officer	Q3-2018/Q3-2019	% of international applicants	NEW ACTION
20. Training in OTMR practices	10,11,12,13,14,15,16,17,18,19,20,27,29	T&C Officer	Q1-2020/Q4-2020	Number of training hours	NEW ACTION

1.3. WORKING CONDITIONS

Action	C&C principle	Who?	When?	Indicator/Deliverable	
21. Definition of a Research Career Path	22,25,26,28,38	Management	Q2-2017/Q2-2018	Documentation and dissemination	IN PROGRESS

22.Satisfaction survey	23	Quality officer	Q1-2017/Q1-2020	Survey results	COMPLETED. CONTINUOUS ACTIVITY
23.Definition of a collective labor agreement	24,26	Management	Q2-2018/Q2-2019	Documentation and dissemination	IN PROGRESS
24.Creation of a Training Commission	28	ISC	Q1-2017/Q3-2020	Number of meetings	COMPLETED
25.Dissemination and implementation of the Training Plan	28,38,39	T&C officer	Q1-2017/Q3-2020	Documentation and dissemination Number of training activities Number of training hours Satisfaction survey	COMPLETED. CONTINUOUS ACTIVITY
26.Include link to Euraxess website on IdISBa home page	29	Information technologies officer	Q1-2017	Website	COMPLETED
27.Internationalization Plan	29	ICC	Q1-2019/Q4-2019	Documentation and dissemination	EXTENDED
28. Career orientation seminars for researchers in training	30	T&C officer	Q4-2017/Q3-2019	Number of training hours	EXTENDED
29. Establishment of an Ombudsman Scheme	34	ISC	Q2-2018/Q3-2020	Number of managed complaints	EXTENDED
30. Include a representative for researchers in the Board of Trustees	35	Management	Q2-2017/Q3-2020	Board of Trustees composition	COMPLETED

31. Definition of a Master Plan that establishes the short, medium and long-term needs with regards to facilities and scientific equipment.	23	Infrastructures coordinator	Q3-2019/Q3/2020	Documentation Satisfaction questionnaire	NEW ACTION
32. Increase the total area dedicated to research	23	Management	Q3-2019/Q4-2020	m ² dedicated to research	NEW ACTION
33. Ensure an adequate renovation and expansion of scientific and technical equipment	23	Management	Q3-2019/Q4-2020	Budget dedicated to equipment acquisitions	NEW ACTION
34. Define a policy of allocation and use of facilities	23	Infrastructures coordinator	Q4-2019/Q3-2020	Documentation and dissemination	NEW ACTION
35. Prepare an "IdISBa researcher's welcome manual"	27, 28, 30, 31, 34, 35	HR officer	Q3-2019/Q4-2020	Documentation and dissemination	NEW ACTION

1.4. TRAINING AND DEVELOPMENT

Action	C&C principle	Who?	When?	Indicator/Deliverable	
36. Develop a policy for predoctoral researchers	36,40	T&C officer	Q2-2019/Q1-2020	Documentation and dissemination	EXTENDED
37. Training in leadership and supervision	37	T&C officer	Q2-2018/Q3-2020	Number of training hours	COMPLETED. CONTINUOUS ACTIVITY