



**Institut  
d'Investigació Sanitària  
Illes Balears**

Human Resources Strategy  
for Researchers

Revised Action Plan 2022-  
2026

**V. 5**

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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 |
| V.5    | Revised action plan                               | 31.03.2023 |

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### 1.1. ETHICAL AND PROFESSIONAL ASPECTS

| Action   | C&C principle                | Who?  | When?           | Indicator/Deliverable           | March 2023                     |
|--|------------------------------|---|-----------------|---------------------------------|--------------------------------|
| 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.<br>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.<br>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<br>Patents granted<br>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)<br>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 clinical activity; Percentage of PI women with clinical 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           | March2023 |
|---|--|---------------|-----------------|---------------------------------|-----------|
| 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,<br>16, 17, 18,<br>19, 20, 27,<br>29 |  |  |  |  |
|--|---|--|--|--|--|

### 1.3. WORKING CONDITIONS

| Action  | C&C principle         | Who?                | When?           | Indicator/Deliverable   | March 2023                        |
|---|-----------------------|---------------------|-----------------|---|-----------------------------------|
| 25. Definition of a Research Career Path                  | 22, 25, 26,<br>28, 38 | Management          | Q2-2018/Q2-2019 | Documentation and dissemination   | COMPLETED                         |
| 26. Satisfaction survey                                   | 23                    | Quality Department  | Q1-2017/Q-2020  | Survey results  | COMPLETED.<br>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<br>Number of training activities<br>Number of training hours: | COMPLETED.<br>CONTINUOUS ACTIVITY |



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

|   |                        |                               |                 |   |                                   |
|---|------------------------|-------------------------------|-----------------|---|-----------------------------------|
| 33. Establishment of an Ombudsman Scheme  | 34                     | ISC                           | Q2-2022/Q3-2023 | Documentation and dissemination<br>Number of managed complaints               | COMPLETED                         |
| 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<br>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.<br>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.<br>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.<br>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 |
|-------------------------------------|----|---------------|-----------------|---------------------------------|------------|

#### 1.4. TRAINING AND DEVELOPMENT

| Action  | C&C principle | Who?                  | When?           | Indicator/Deliverable                             | March 2023                     |
|---|---------------|-----------------------|-----------------|---|--------------------------------|
| 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<br>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<br>Number of training hours. | COMPLETED                      |
| 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<br>Ratio applications/award       | COMPLETED. CONTINUOUS ACTIVITY |

