

IdISBa

Action Plan HRS4R

Change control

Review	Description of the change	Date
V1	Initial approval	25.04.2016
V2	Adaptation of documents by change of company name	18.12.2017
V3	Interim assessment	15.02.2019
V4	Award renewal	28.04.2022
V5	Update on the status of indicators and working group members	31.03.2023
V6	Review of HRS4R indicators and renewal of Committee members	29.09.2025

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1. ABBREVIATIONS LIST

ISC: Internal Scientific Committee

C&C: European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

HRS4R-WG: Human Resources Strategy for Researchers - Working Group

HRS4R: Human Resources Strategy for Researchers

IdISBa: Health Research Institute of the Balearic Islands

HR: Human Resources

UIB: University of the Balearic Islands

2. INTRODUCTION

2.1. The IdISBa at a Glance

The Health Research Institute of the Balearic Islands (IdISBa) results from the association and collaboration between the different organisms and centers of biomedical and healthcare activity in the Balearic Islands.

The Institute was created on 23 December 2013. It was first named Health Research Institute of Palma (IdISPa) until 2017, when its name was changed to Health Research Institute of the Balearic Islands after the modification of its statutes.

The entities that are part of the Institute are:

- The **Health Research Institute of the Balearic Islands Foundation**, which serves as the management structure including research laboratories, research infrastructures, as well as research and management staff.
- The **Son Espases University Hospital**, a training and research medical center that pertains to the Public Health System of the Balearic Islands. All its facilities for research and training activities are included.
- The **University Institute for Research into Health Sciences (IUNICS)**, a research institute that pertains to the **University of the Balearic Islands (UIB)**. The facilities included are those which the research groups affiliated to IUNICS use.
- The **Mallorca PrimaryHealthcare Service**, including all the facilities that are dedicated to research and training activities.
- The **Son Llätzer University Hospital**, a training and research medical center that pertains to the Public Health System of the Balearic Islands. All its facilities for research and training activities are included.
- The **Blood and Tissue Bank of the Balearic Islands Foundation**, including all its facilities that are dedicated to research and training activities.

In 2019, IdISBa was notified of its accreditation resolution by the Instituto de Salud Carlos III as an accredited health research institute. The accreditation is valid for five years, and before the end of this period, the accredited institute must apply for renewal. In October 2023, the accreditation audit took place, and the continuation of this recognition was satisfactorily communicated in January 2024. Obtaining this accreditation places IdISBa and the Autonomous Community of the Balearic Islands at the forefront of health research carried out in Spain.

IdISBa's mission is to promote and lead the generation of innovative knowledge in health and its clinical translation through synergies between its research groups and other strategic partners, with the aim of improving citizens' health.

IdISBa's core values are:

- Pursuit of quality and scientific excellence.
- Focus on addressing the population's health challenges.
- Collaboration and cooperation.
- Social commitment and responsibility.
- Transparency, open access to research results and data.
- Research ethics and compliance with good research practices.
- Open innovation.
- Leadership.

IdISBa's strategic objectives are:

1. **ORGANIZATION AND STRUCTURE.** To carry out a comprehensive redefinition of IdISBa's operations, both in terms of governance and management, in order to optimize the development of its assigned functions.
2. **COLLABORATIONS AND INTERNATIONALIZATION.** To enhance the Institute's positioning and visibility, both internally and externally, through the establishment of collaborations and alliances at all levels with other strategic partners.
3. **PROMOTION OF TRANSLATIONAL R&D.** To boost the availability of funding and resources (both human and material) to consolidate clinical and translational research at IdISBa.
4. **PEOPLE.** To strengthen the skills and competitiveness of the Institute's human resources, promoting their scientific development and reinforcing specific areas of activity.
5. **INNOVATION.** To fully integrate innovation activities as an additional area within the service portfolio of IdISBa professionals.

There are seven scientific research areas in the IdISBa, in which 56 research groups are included with more than 800 researchers:

- Cross-sectional Area of Science and Technology in Health.
- Public Health, Epidemiology Clinic and Health Services.
- Infectious Diseases, Antibiotic Resistance, and Immune Response.
- Cardiovascular, Metabolic, and Renal Diseases and Nutrition.
- Breathing Disorders.
- Neurosciences.
- Oncology and Haematology.

IdISBa's affiliated researchers belong to the IdISBa, the UIB, the Health System of the Balearic Islands, or the Government of the Balearic Islands. Therefore, they must have a current contractual

relationship with any of the entities that are part of the IdISBa in order to be affiliated. Likewise, doctoral students who are enrolled in official programs, independently of the contractual relationship, can also be part of the Institute as long as their tutor is part of any group of the IdISBa.

2.2. The Human Resources Strategy for Researchers (HRS4R)

The European Commission has adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (C&C), with the objective of making research an attractive career in the European Research Area (ERA) as a key factor in strengthening economic growth. Together, these two documents establish a set of 40 general principles and requirements defining the rights and duties of researchers and their employers.

In particular, the European Charter for Researchers addresses the roles, responsibilities, and entitlements of researchers and their employers or funding organizations. It aims at ensuring that the relationship between these parties contributes to the successful performance in the generation, transfer, and sharing of knowledge, as well as to the career development of researchers. On the other hand, the Code of Conduct for the Recruitment of Researchers aims to improve recruitment and to make selection procedures more transparent and fair.

IdISBa is committed to line the Institute's policies and actions with these recommendations so as to guarantee excellence in this respective area and become an institution that complies with the quality and excellence standards. Being devoted to progress in terms of attracting and keeping professionals with talent and promoting specific professional development for each area and category, as well as women leadership, IdISBa invests in these aspects as these have a direct effect on research quality and its results.

For this reason, IdISBa endorsed the C&C back in August 2015. Therefore, the Institute was committed to align its policies and actions with the recommendations of the European Commission.

The Human Resources Strategy for Researchers (HRS4R) is a tool established by the European Commission to support research institutions in the implementation of the Charter & Code. The process consists of the following 5 steps to be followed by research institutions:

Step 1: Internal analysis (Gap Analysis) regarding current compliance with the 40 C&C principles, which are grouped in 4 areas: Ethical and professional aspects, Recruitment, Working conditions and social security, and Training.

Step 2: Publication and dissemination of the institution's *Human Resources Strategy for Researchers* on its website, presenting the resulting Action Plan.

Step 3: Acknowledgement from the European Commission that the research institution has adopted the Human Resources Strategy for Researchers (by being awarded the HR Excellence in Research award).

Step 4: Implementation of the HR strategy and regular self-assessment (every two years minimum).

Step 5: External evaluation, at least once every four years after obtaining the HR award.

The HR Excellence in Research award publicly recognizes the institutions committed in developing the HRS4R, aligning their HR policies with the principles of the C&C with the objective of providing a stimulating and favourable working environment for researchers and research-related personnel that allows for their professional growth and development.

3. METHODOLOGY

The approach used to perform the Gap Analysis and to define the HRS4R Action Plan included the following steps:

- Evaluation and analysis of the HRS4R Action Plan 2017.
- Appointment of the HRS4R Working Group (HRS4R-WG).
- Open online survey to assess current compliance and priorities of the 40 C&C principles.
- Regular meetings of the HRS4R-WG.
- Sectoral meetings with researchers in tenure-track stage.
- Data analysis and detection of target improvement areas (Gap Analysis).
- Documentation and draft write-up
- Presentation of the Action Plan to the IdISBa's Internal Scientific Committee and the External Scientific Committee.
- Presentation of the Action Plan to the IdISBa's Board of Trustees for its approval.
- Public presentation of the Action Plan.

3.1. Timeline for the Action Plan Analysis

Actions to be carried out	SEPT 21	DIC 21	ENE 22	FEB 22	MAR 22	ABR 22
Sectoral meetings with researchers in tenure-track stage						
Appointment of the HRS4R-WG						
HRS4R-WG meetings						
Evaluation and analysis of the HRS4R Action Plan 2017						
Evaluation and analysis of the HRS4R Action Plan 2017						
Open online survey						
Data analysis and detection of target improvement areas						
Documentation and draft write-up						
Presentation of the Action Plan to the IdISBa's Internal Scientific Committee and the External Scientific Committee						
Presentation of the Action Plan to the IdISBa's Board of Trustees for its approval						
Public presentation of the Action Plan						

"The Quality Department designed an open online survey for the IdISBa community: researchers from all career stages, as well as administrative and technical support staff.". The survey's aim was to identify priorities in the HR area and to assess the community's perception on the compliance with the C&C principles. The survey included 33 questions and statements, as well as an open text section for the participants to express their concerns with their own words. This online survey was shared with the community via email (idisba.comunicacion@idisba.es).

Taking into consideration the solutions and proposals that resulted from the Indicators Compliance Analysis and from the survey, the HR Department drafted an Action Plan. Once the HRS4R

Working Group had reviewed and approved the draft, it was submitted for approval by the the Internal Scientific Committee, the External Scientific Committee, the Executive Committee and, finally, the Board of Trustees. On April 28th, 2022, the Action Plan was presented and approved by the Board of Trustees..

The HRS4R Action Plan has been developed in parallel with the IdISBa Strategic Plan and Human Resources Plan for the 2021–2024 period.

4. OUTCOMES FROM THE GAP ANALYSIS

The HRS4R-WG detected the following main areas for critical improvement:

- Research career definition. Professional recognition.
- Training program. Continuous development.
- Mobility.
- Recruitment procedures.
- Health & Safety procedures.
- Representation and participation of researchers in IdISBa governing bodies.
- System for complains and appeals.
- Funding and salaries.
- Knowledge regarding intellectual property regulations.

Secondly, other areas for improvement were also identified:

- Remote working.
- Flexible hours.
- Ethical and legal obligations.
- Working environment.
- Professional category in accordance with training.

Other concerns voiced through the different participation mechanisms in place (such as the open text section of the survey and different opinions expressed in meetings) included the need of a professional orientation service and of mentors for the initial stages in the professional career.

4.1. Only survey outcomes

The survey was sent through email to all IdISBa researchers. They had one week to answer it. A reminder was sent before the deadline. The participation rate was 10,54%.

4.1.1. General characteristics of the participants:

Total number of responses	84
Affiliated researchers	35
IdISBa researchers	47
% women	47,56
Affiliated researchers	37,14
IdISBaresearchers	56,52

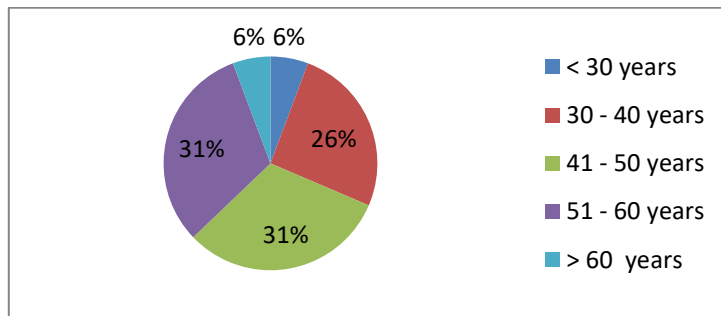
Number of answers by professional category

Principal investigator	23
Technicians and support staff	19
Trainee researchers	11
Junior postdoctoral researchers	18
Senior postdoctoral researchers	11
Physician associate	1

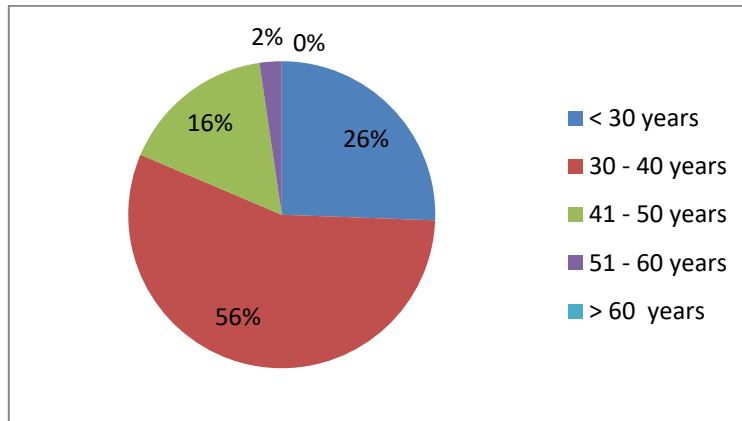
By age

< 30 years	13
30 - 40 years	33
41 - 50 years	19
51 - 60 years	13
> 60 years	2

Age of affiliated researchers:



Age of IdISBa staff:



4.1.2. Top priority improvement areas (score below 3 out of 5):

C&C Principle	Average score
Access to research training and continuous development	2,13
Value of mobility	2,40
Recruitment	2,59
Health and safety in research	2,82
Funding and salaries.	2,46
Research career development	2,65
Infrastructures in the research environment	2,85
Participation in decision-making bodies	2,19
Working conditions (part-time)	2,21
Working conditions (access to sabbatical leave)	1,48
Complaints and appeals	1,77
Legal and contractual obligations (*)	2,65
Professional recognition	2,73
Intellectual property rights	2,56

(*) Understanding of intellectual property rights regulations by staff.

4.1.3. Areas for improvement (score around 3 out of 5):

C&C Principle	Average score
Working conditions (remote working)	3,21

Working conditions (flexible hours)	3,48
Research environment	3,10
Legal and contractual obligations (**)	3,76
Professional recognition (***)	3,24

(**) Familiarity with ethical and legal obligations by staff.

(***) Appropriate professional category.

4.1.4. Areas to be maintained (score between 4 and 5 out of 5)

C&C Principle	Average score
No discrimination (political opinion)	4,16
No discrimination (national or social origin)	4,04
No gender discrimination	4,24
No age discrimination	4,12
No belief discrimination	4,43
No ethnic discrimination	4,31
No sexual orientation discrimination	4,46

4.1.5. Priority rating questions: staff was required to rate, on a scale from 1 to 5, the importance of some specific items.

C&C Principle	Average score
Dissemination and exploitation of results	4,57
Access to research training (Training Plan)	4,50
Supervision	4,52
Access to research training (specialized training)	4,39
Access to research training (cross-curricular key competences)	4,08
Evaluation and appraisal systems	4,07
Professional orientation	3,43

4.1.6. Issues raised through the open text field.

- Need for improvement in the transparency of recruitment procedures. Right of equal opportunities.

- Lack of predoctoral funding.
- Need for contractual stability.
- Salaries in accordance with training
- Evaluation criteria of IdISBa calls
- Procedures analysis
- Support activities for clinical personnel
- Lack of interaction between groups
- Mentoring program
- Lack of infrastructures

Based on the analysis of the current compliance with the C&C principles, the HRS4R-WG also detected other areas for improvement as indicated here below:

Principio C&C Principle	Area of improvement
6	Lack of institutional policy regarding travel allowances
11	Implementation of an evaluation and appraisal system
12, 13, 14, 15, 16, 17,18, 19, 20, 21	Undefined OTM-R policy (open, transparent, and merit-based hiring process)
10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 27, 29	Training in OTM-R actions
36, 40	Lack of political strategy for predoctoral researchers
30	Seminars on professional orientation for trainee researchers
34	Definition of the researcher's defender plan
4, 5	Lack of a procedure for project management
23	Creation of a master plan to establish the needs of scientific installations and equipment at short term, medium term, and long term.
23	To ensure the renovation and obtaining of scientific and technic equipment
23	To establish a policy on the distribution and use of the installations

5. ACTION PLAN

Considering the current Strategic Plan and the Human Resources Plan of IdISBa for the period 2025–2029; the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation, and entrepreneurship talent in Europe (C/2023/1640); and analysing the results of the gap analysis survey, the HRS4R Working Group has developed the following proposal for the Action Plan, consisting of 29 measures aimed at addressing the main weaknesses identified, with the goal of improving research at IdISBa and complying with the principles of the European Charter for Researchers.

In the 2024 indicators review, the measures already considered fulfilled and therefore completed are listed in Annex II.

The current HRS4R Action Plan of IdISBa with measures grouped under four pillars, is provided here below:

5.1. Pillar 1: Ethics, Integrity, Gender and Open Science

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
2. Training for predoctoral researchers on ethical aspects of research	1	Training Department	2025-2028	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
4. Training in intellectual property and innovation and knowledge transfer	1, 2	Department for the Transferring of Research Results	2025-2028	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
9. Policy on travel and subsistence allowance	7	HR Department	2025-2028	Documentation and dissemination	ONGOING
17. To reinforce the PRISIB to offer researchers access to clinical data in accordance with ethical and legal regulations	1	Department of Infrastructures	2025-2028	Number of fulltime workers at PRISIB	COMPLETED
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).	1, 2	Department of Infrastructures	2025-2028	Number of advisory services	NEW ACTION
19. To establish activities favouring the woman leadership of clinical researchers.	4, 5	Equality Commission	2025-2028	Number of PI women with clinical activity; Percentage of PI women with clinical activity	COMPLETED

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
20. To establish a quality system that allows the traceability of research results (i.e. electronic notebook).	1, 8	Department of Infrastructures	2025-2028	Number of tool users	ONGOING
46. Definition of the Biosafety Manual.	1, 6	HR Department	2025-2028	Documentation and dissemination	NEW ACTION
47. Open Access Data Repository	3	Scientific Management Unit	2025-2028	Training and Dissemination Seminars	NEW ACTION
48. Carbon Emissions Reduction Strategy	8	Quality Department	2025-2028	Documentation and dissemination	NEW ACTION
49. Commitment to the United Nations Global Compact	8	Quality Department	2025-2028	Publication of the Annual Report	NEW ACTION
50. Environmental Certification of Platforms/Laboratories	8	Department of Infrastructures	2025-2028	Number of Applications	NEW ACTION

5.2. Pillar 2: Researchers Assessment, Recruitment and Progression

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
21. Implementation of an evaluation and appraisal system	1, 2, 3, 4	Management	2025-2028	Documentation and dissemination	ONGOING
23. Simplification of the job offers in IdISBa, with the aim of making them clearer and more attractive	3	HR Department	2025-2028	% of international applicants	EXTENDED
24. Training in OTMR practices	1, 2, 3, 4	HR Department	2025-2028	Number of training hours	COMPLETED

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
51. Generational transition	1, 4	HR Department / Scientific Management Unit	2025-2028	Number of Principal Investigators (PIs) with Co-Investigators (Co-IPs) as part of generational transition Average age of Group Leaders	NEW ACTION

5.3. Pillar 3: Working Conditions and Practices

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
26. Satisfaction survey	1	Quality Department	2025-2028	Survey results	COMPLETED; CONTINUOUS ACTIVITY
29. Dissemination and implementation of the Training Plan	2, 4	Training Department	2025-2028	Documentation and dissemination Number of training activities Number of training hours: Satisfaction survey	COMPLETED; CONTINUOUS ACTIVITY
32. Career orientation seminars for researchers in training	2, 4	HR Department	2025-2028	Number of training hours Number of attendants	COMPLETED
35. Definition of a Master Plan that establishes the short, medium and long-term needs with regards to facilities and scientific equipment.	1	Department of Infrastructures	2025-2028	Documentation Satisfaction questionnaire	EXTENDED

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
36. Increase the total area dedicated to research	1	Management	2025-2028	m ² dedicated to research	COMPLETED; CONTINUOUS ACTIVITY
37. Ensure an adequate renovation and expansion of scientific and technical equipment	1	Management	2025-2028	Budget dedicated to equipment acquisitions	COMPLETED; CONTINUOUS ACTIVITY
38. Define a policy of allocation and use of facilities	1	Department of Infrastructures	2025-2028	Documentation and dissemination	EXTENDED
40. To ensure the necessary financing to provide the necessary HR to emerging groups	2	Management	2025-2028	Number of identified annual calls. Number of annual applications requested	NEW ACTION
52. To carry put outreach and training.	2, 3, 4	Training Department	2025-2028	Training Needs Survey Training Activities Calendar	NEW ACTION

5.4. Pillar 4: Research Careers and Talent Development

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
42. Develop a policy for predoctoral researchers	2	HR Department	2025-2028	Documentation and dissemination	EXTENDED
43. Training in leadership and supervision	3, 4	Training Department	2025-2028	Number of activities Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
44. To train in Data Management Plans	2	Scientific Management Units	2025-2028	Number of activities Number of training hours.	COMPLETED

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
45. To promote the mobility of research staff to facilitate their training in reference centres both at a national and international level.	1, 3	Training Department	2025-2028	Number of calls Ratio applications/award	COMPLETED; CONTINUOUS ACTIVITY

6. IMPLEMENTATION AND FOLLOW-UP

The implementation of the action plan will begin after approval by the Board of Trustees. The GT-HRS4R will be designated as the Operational Working Group and will have the authority to propose modifications to the action plan if deemed necessary. Finally, the Operational Working Group will also be responsible for the internal evaluation two years after the implementation.

The composition of the Operational Working Group may change in the event of resignations, changes in professional status that result in loss of representation, changes in affiliation and/or employment status of any of its members.

The HRS4R Steering Committee will be responsible for verifying compliance with the action plan, identifying corrective actions, and monitoring non-conformities.

7. RELEVANT LINKS

- HR Excellence in Research:
<https://euraxess.ec.europa.eu/hrexcellenceaward>
- The European Charter for Researchers:
<https://euraxess.ec.europa.eu/hrexcellenceaward/european-charter-researchers>
- IdISBa's endorsement of the C&C:
<https://www.idisba.es/es/Recursos-Humanos/Human-Resources-Strategy-for-Researchers>

8. ANNEX

8.1. Annex I

Below are given the names of the members of the Steering Committee and the HRS4R Working Group:

The members of the HRS4R Steering Committee are:

- Antònia Barceló Bennassar, IdISBa's Scientific Director.
- Carlos Enrique Herrero, IdISBa's Managing Director.
- Carolina Madrid, from IdISBa's Human Resources Department.
- Guillem Mut, from IdISBa's Human Resources Department.
- Roberto de la Rica, R4 representation (leading researchers).
- Marta González Freire, R3 representation (established researchers).
- Elena Jordana, R2 representation (recognized researchers).
- Denise Gala Gornatti, R1 representation (first stage researchers).
- Josep Muncunill, Senior Laboratory / Platform Technical Officer.
- Jaume Arbona, member representing IdISBa's Work Council.
- Marga Frontera, member representing IdISBa's Infrastructures and Labs Department.
- Nuria Cases, member representing IdISBa's Training Department.
- Cristina Casasnovas, member representing IdISBa's Quality Department.
- Ernesto González-Robles, member representing IdISBa's International Projects Office.

The members of the HRS4R Working Group are:

- Ernesto González-Robles, member representing IdISBa's International Projects Office.
- Marga Frontera, member representing IdISBa's Infrastructures and Labs Department.
- Nuria Cases, member representing IdISBa's Training Department.
- Carolina Madrid, from IdISBa's Human Resources Department.
- Guillem Mut, from IdISBa's Human Resources Department.
- Daniel H. López, member representing IdISBa's Research Management Department.
- Laura Zamorano, member representing IdISBa's Research Management Department.
- Cristina Casasnovas, member representing IdISBa's Quality Department.

8.2. Annex II

The indicators that are considered completed and finalised, as well as those that represent ongoing activities at the Institute are provided here under.

8.2.1. Ethics, Integrity, Gender and Open Science

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
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
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
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	COMPLETED
7. Definition of IdISBa researcher's affiliation procedure	5	ISC	Q1-2021/Q4-2021	Documentation and dissemination. Number of affiliated researchers	COMPLETED
8. Development of a robust indicator collection system	6	Quality Department	Q4-2018/Q3-2018	Balance scorecard (internal document)	COMPLETED; CONTINUOUS ACTIVITY
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

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
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

8.2.2. Researchers Assessment, Recruitment and Progression

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
22. Definition of an Open, Transparent and Merit-based Recruitment (OTMR) Policy	12, 13, 14, 15, 16, 17, 18, 19, 20, 21	HR Department	Q1-2022/Q4-2022	Documentation and dissemination	COMPLETED
24. Training in OTMR practices	10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 27, 29	HR Department	Q3-2022/Q4-2023	Number of training hours	COMPLETED

8.2.3. Working Conditions and Practices

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
25. Definition of a Research Career Path	22, 25, 26, 28, 38	Management	Q2-2018/Q2-2019	Documentation and dissemination	COMPLETED
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	COMPLETED; CONTINUOUS ACTIVITY

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
				Number of training activities Number of training hours: 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
33. Establishment of an Ombudsman Scheme	34	ISC	Q2-2022/Q3-2023	Documentation and dissemination 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
39. Prepare an "IdISBa researcher's welcome manual"	27, 28, 30, 31, 34, 35	HR Department	Q3-2019/Q4-2020	Documentation and dissemination	COMPLETED
41. To establish a telework policy.	16	HR Department	Q3-2022/Q4-2022	Documentation and dissemination	COMPLETED