

HRS4R ACTION PLAN

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s) D (Deliverable) I (Indicator)
Action 1. To develop the Code of Conduct and Good Practices of FIIBAP.	02. Ethical principles	<i>From Q1 2023 to Q4 2023</i> <i>Annual indicator measure</i>	<i>Administrative Management Unit</i>	<i>D. 1.1 Development of the Code of Conduct and Good Practices of FIIBAP.</i> <i>D. 1.2 Publish of the Code of Conduct and Good Practices on the FIIBAP's website.</i> <i>I. 1.1: Number of downloads of the Code.</i>
Action 2. Provide dissemination and training activities on ethical and professional aspects: - Promote the dissemination of all relevant ethical information, data protection, intellectual property and regulatory among researchers.	02. Ethical principles 05. Contractual and legal obligations 07. Good practice in research 31. Intellectual Property Rights 32. Co-authorship	<i>From Q1 2023 to Q4 2026</i> <i>Annual indicator measure</i>	<i>Administrative Management Unit</i> <i>Innovation Unit</i>	<i>D. 2.1: Distribution of institutional ethical and others documents through the Welcome Pack.</i> <i>D. 2.2: Dissemination of ethical and others aspects by internal channels: FIIBAP's intranet, website, email, ...</i> <i>I. 2.1: Number of training activities organised about contractual and legal obligations and other ethical and professional aspects, including IP management.</i> <i>I. 2.2: Number of training activities on health and safe work practices in laboratories for professionals.</i>
Action 3. Formalise the procedure on intellectual Property Rights, technology transfer and exploitation of results.	05. Contractual and legal obligations, 08. Dissemination, exploitation of results	<i>From Q1 2023 to Q4 2023</i> <i>Annual indicator measure</i>	<i>Administrative Management Unit.</i> <i>Innovation Unit.</i>	<i>D.3.1 Development of the intellectual Property Rights, technology transfer and exploitation of results procedure.</i>

	31. Intellectual Property Rights 32. Co-authorship			<i>I. 3.1: Number of dissemination activities on intellectual Property Rights, technology transfer and exploitation of results.</i>
Action 4. Increase the visibility of the FIIBAP through institutional initiatives to promote public engagement and participation of society: <ul style="list-style-type: none"> - FIIBAP website with contents in English and Spanish. - Open Science Policy on the FIIBAP. - Initiatives based on the methodology of Responsible Research and Innovation (RRI). - Annually the FIIBAP Scientific Memory Report. 	08. Dissemination, exploitation of results 09. Public engagement	<i>D. 4.1 and D. 4.3: From Q1 2023 to Q4 2026</i> <i>D. 4.2: Q3 2023</i> <i>Annual indicator measure</i>	<i>Director and Administrative Management Unit.</i>	<i>D. 4.1: Update the FIIBAP website with new contents in English and Spanish.</i> <i>D. 4.2: Development of the Open Science Policy.</i> <i>D. 4.3: Development annually the FIIBAP Scientific Memory Report.</i> <i>I. 4.1: Number of web visits.</i> <i>I. 4.2: Number of dissemination activities for public engagement.</i>
Action 5. Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles. <ul style="list-style-type: none"> - Equality and Diversity Plan of FIIBAP. - Equality Commission in the FIIBAP, in charge of the evaluation, monitoring and revision of the Equality and Diversity Plan. - Protocol for prevention and action against discriminatory, moral or sexual harassment. - Conferences on gender equality and promotion of women in science. 	10. Non discrimination 27. Gender balance 34. Complains/appeals OTM-R check list principle 8	<i>Q2 2023</i> <i>Annual indicator measure</i>	<i>Director and Administrative Management Unit.</i>	<i>D. 5.1: Development of the Equality and Diversity Plan of FIIBAP.</i> <i>D.5.2: Establish an Equality Commission in charge of the evaluation, monitoring and revision of Plan.</i> <i>D. 5.3: Development of the Protocol for prevention and action against discriminatory, moral or sexual harassment.</i> <i>I. 5.1: Number of dissemination activities on non-discrimination, gender balance and promotion of women in science.</i>

<p>Action 6. Implement a periodic professional performance appraisal based on the skills required for each profile category.</p>	<p>11. Evaluation/ appraisal systems</p>	<p><i>From Q1 2023 to Q4 2026</i></p> <p><i>Annual indicator measure</i></p>	<p><i>Director and Administrative Management Unit.</i></p>	<p><i>D. 6.1: Define criteria for the professional performance appraisal process.</i></p> <p><i>I. 6.1: Percentage of professionals with a performance evaluation completed.</i></p>
<p>Action 7. Review the current procedure for the selection and recruitment of researchers, in accordance with C&C principles:</p> <ul style="list-style-type: none"> - Recruitment and Selection procedure for all types of positions, including rules concerning the composition of selection committees. - Inform all candidates about the main strengths and weaknesses of their applications. - FIIBAP's Recruitment and Selection (OTM-R) Policy. - English version of the OTM-R policy in the website. - Procedure for recruitment and selection among all researchers. - Training to selection committees in OTM-R policies. 	<p>13. Recruitment (Code) 14. Selection 16. Judging merit 27. Gender balance</p> <p>OTM-R check list principles 1; 2; 3; 4; 5; 6; 7; 10; 16; 17; 18; 19; 21; 23</p>	<p><i>From Q2 2023 to Q2 2024</i></p> <p><i>Annual indicator measure</i></p>	<p><i>Director; Administrative Management Unit and R3 representative</i></p>	<p><i>D. 7.1: Review and updating the current Procedure for the selection and recruitment of researchers, in accordance with C&C principles.</i></p> <p><i>D. 7.2: Development the FIIBAP Recruitment and Selection (OTM-R) Policy.</i></p> <p><i>D. 7.3: Publish an English version of the OTM-R policy in the FIIBAP website.</i></p> <p><i>I. 7.1: Number of dissemination and training activities organised on OTM-R policies.</i></p>
<p>Action 8. Define a professional career for researchers at all stages of their career in the frame of Community of Madrid policies.</p> <ul style="list-style-type: none"> - Contribute to define a career development strategy for researchers at all stages of their career. - Promote the implementation of the Collective Agreement of the Biomedical 	<p>24. Working conditions 25. Stability and permanence of employment 26. Funding and salaries 28. Career development</p>	<p><i>From Q1 2024 to Q4 2026</i></p> <p><i>Annual indicator measure</i></p>	<p><i>Director; Administrative Management Unit and R3 representative</i></p>	<p><i>D. 8.1: Definition of the Professional Career Development Strategy.</i></p> <p><i>I. 8.1: Percentage of stabilised researchers.</i></p>

Research Foundations of the Community of Madrid.				
Action 9. Implement a standardised procedure of mentoring through a specific senior profile figure that provides support, advice and guidance for researchers in all career stages.	28. Career development 30. Access to career advice	<i>From Q3 2023 to Q4 2024</i> <i>Annual indicator measure</i>	<i>Director; Administrative Management Unit and R3, R2 and R1 representative</i>	<i>D. 9.1: Definition of the standardised procedure of mentoring.</i> <i>I. 9.1: Number of mentors / supervisors appointed.</i> <i>I. 9.2. Number of mentoring activities carried out.</i>
Action 10. Define a standard procedure to deal with complains/appeals of researchers <ul style="list-style-type: none"> - Complains/appeals procedure including specific actions for the resolution of conflicts between researchers. - Annual satisfaction surveys to researchers to gather their opinions about different areas. 	34. Complains/appeals OTM-R check list principle 22	<i>From Q3 2023 to Q4 2023</i> <i>Annual indicator measure</i>	<i>Director and Administrative Management</i>	<i>D. 10.1: Development of the complains/appeals procedure.</i> <i>D. 10.2: Design a satisfaction survey.</i> <i>I. 10.1: Number of annual complains/appeals registered.</i> <i>I. 10.2: Annual percentages of researchers who have answered satisfaction surveys.</i>
Action 11. Promote the access to research training activities and continuous professional development <ul style="list-style-type: none"> - Continuous training commission, which includes all the training activities for the continuous professional development of researchers. - Promote the participation of FIIBAP professionals, including management staff, in training activities organised by the Unit of Primary Care Assistance Management. - Straining activities through the E-Learning Training Platform for 	7. Good practice in research 8. Dissemination, exploitation of results 28. Career development 33. Teaching 39. Access to research training and continuous development	<i>From Q1 2023 to Q4 2026</i> <i>Annual indicator measure</i>	<i>Administrative Management</i>	<i>D. 11.1: Define a continuous training commission.</i> <i>I. 11.1: Percentage of participation in training activities organised by the Unit of Primary Care Assistance Management.</i> <i>I. 11.2: Number training activities organise through the E-Learning Training Platform.</i>

all the FIIBAP professionals, including management unit staff.				
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The establishment of an Open, Transparent and Merit-based Recruitment of Researcher (OTM-R) policy is one of the key elements in the HRS4R Strategy. FIIBAP has used the OTM-R Package for Research Performing Organizations (RPOs) as a reference tool to implement OTM-R recommendations. The first step for an adequate implementation of OTM-R practices is carrying out an initial review of the current practices. The working group used the specific self-assessment OTM-R checklist to report the status of achievement of the current practices, identifying the indicators and form of measurement method. The self-assessment provided the basis for establishing specific actions to OTM-R implementation. There is some overlap with several actions described in the Action Plan, but new actions were defined. All the actions defined for ensuring the OTM-R implementation in the FIIBAP are compiled as follow.

Proposed ACTIONS	GAP Principle(s) and OTM-R Checklist scope	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s) D (Deliverable) I (Indicator)
<p>OTM-R 1 /Action 5: Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles.</p> <ul style="list-style-type: none"> - Equality and Diversity Plan of FIIBAP. - Equality Commission in the FIIBAP, in charge of the evaluation, monitoring and revision of the Equality and Diversity Plan. - Protocol for prevention and action against discriminatory, moral or sexual harassment. - Conferences on gender equality and promotion of women in science. 	<p>10. Non discrimination 27. Gender balance 34. Complains/ appeals</p> <p>OTM-R check list principles: 8</p>	<p>Q2 2023</p> <p>Annual indicator measure</p>	<p>Director and Administrative Management Unit.</p>	<p>D. 5.1: Development of the Equality and Diversity Plan of FIIBAP.</p> <p>D.5.2: Establish an Equality Commission in charge of the evaluation, monitoring and revision of Plan.</p> <p>D. 5.3: Development of the Protocol for prevention and action against discriminatory, moral or sexual harassment.</p> <p>I. 5.1: Number of dissemination activities on non-discrimination, gender balance and</p>

				<i>promotion of women in science.</i>
<p>OTM-R 2 / Action 7: Review the current procedure for the selection and recruitment of researchers, in accordance with C&C principles:</p> <ul style="list-style-type: none"> - Recruitment and Selection procedure for all types of positions, including rules concerning the composition of selection committees. - Inform all candidates about the main strengths and weaknesses of their applications. - FIIBAP's Recruitment and Selection (OTM-R) Policy. - English version of the OTM-R policy in the website. - Procedure for recruitment and selection among all researchers. - Training to selection committees in OTM-R policies. 	<p>13. Recruitment (Code) 14. Selection 16. Judging merit 27. Gender balance</p> <p>OTM-R check list principles 1; 2; 3; 4; 5; 6; 7; 10; 16; 17; 18; 19; 21; 23</p>	<p><i>From Q2 2023 to Q2 2024</i></p> <p><i>Annual indicator measure</i></p>	<p><i>Director; Administrative Management Unit and R3 representative</i></p>	<p><i>D. 7.1: Review and updating the current Procedure for the selection and recruitment of researchers, in accordance with C&C principles.</i></p> <p><i>D. 7.2: Development the FIIBAP Recruitment and Selection (OTM-R) Policy.</i></p> <p><i>D. 7.3: Publish an English version of the OTM-R policy in the FIIBAP website.</i></p> <p><i>I. 7.1: Number of dissemination and training activities organised on OTM-R policies.</i></p>
<p>OTM-R 3 / Action 10: Define a standard procedure to deal with complaints/appeals of researchers</p> <ul style="list-style-type: none"> - Complains/appeals procedure including specific actions for the resolution of conflicts between researchers. - Annual satisfaction surveys to researchers to gather their opinions about different areas. 	<p>34. Complains/ appeals</p> <p>OTM-R check list principle 22</p>	<p><i>From Q3 2023 to Q4 2023</i></p> <p><i>Annual indicator measure</i></p>	<p><i>Director and Administrative Management</i></p>	<p><i>D. 10.1: Development of the complains/appeals procedure.</i></p> <p><i>D. 10.2: Design a satisfaction survey.</i></p> <p><i>I. 10.1: Number of annual complains/appeals registered.</i></p> <p><i>I. 10.2: Annual percentages of researchers who have answered satisfaction surveys.</i></p>



OTM-R 4: Provide English versions of relevant documentation.	OTM-R check list principles: 6 and 7	<i>From Q1 2023 to Q4 2026</i> <i>Annual indicator measure</i>	<i>Administrative Management</i>	<i>D. OTM-R 4.1: FIIBAP website portal with the open job vacancies.</i> <i>D. OTM-R 4.2: English versions of relevant documentation.</i> <i>I. OTM-R 4.1: Number of FIIBAP calls published in other communication channels (Madri+d Foundation, social networks or Euraxess portal).</i>
OTM-R 5: Include the information about OTM-R policies in job offers.	OTM-R check list principles: 12	<i>From Q1 2023 to Q4 2026</i> <i>Annual indicator measure</i>	<i>Administrative Management</i> <i>R4 and R3 representatives</i>	<i>D. OTM-R 5.1: Include the information about OTM-R policies in job offers.</i>
OTM-R 6: Include the use of EURAXESS platform for job vacancies advertising.	OTM-R check list principles: 6 and 13	<i>From Q1 2023 to Q4 2026</i> <i>Annual indicator measure</i>	<i>Administrative Management</i>	<i>I. OTM-R 6.1: Number of job adverts posted on EURAXESS.</i>