

Action Plan 2023-2026



4. Update on the Action Plan

Ethics, Integrity, Gender and Open Science

I. Ethical and professional aspects				
Action	Specific Action	Responsible Departments	Key Performance Indicators (KPI)	Deliverables
Update the deontology code of ethics for clinical and biomedical research	Revision of the code and integration it with THE EUROPEAN CODE OF CONDUCT FOR RESEARCH INTEGRITY (allea)	Clinical Investigation, Scientific Area, Communication Area	New version approved and communicated to researchers	Deontology Code (v. 2023)
Manual for Researchers	Expand the Manual for Researchers adding information about the ethics evaluation process	Scientific Area, Ethics Committees, Communication Area	Updated Manual for Researchers approved and disseminated	Manual of Researchers (v.2023)
Hiring a Compliance Officer	Desing a compliance policy to ensure the institute is compliant with all external laws.	Legal Department		Compliance Policy
Integral Data Management Plan	Approval of the Integral Data Management Plan	Legal Department	Approval and dissemination of the Integral Data Management Plan	Integral Data Management Plan
	Offer guidance to researchers and other colleagues on the Personal Data management issues (e.g., to draw up their own Data Management Plans, how to store/share/handle personal data, etc.)		No. of queries addressed, No. of DMP prepared together with researchers	Personal Data Advisor role
	Integral Data Governance Plan in line with the national data protection law and GDPR		No. of actions accomplished	Data Governance Plan
Internal Auditor	To assess and evaluate the departments' daily performance in accordance with economic and legal regulations and established processes.	Independent to the organization	No. of non-conformity cases raised	
Promotion and dissemination of innovative culture	Specialised technical training in innovation for managers and technicians, through Innovative Wednesdays.	Innovation Unit/OTRI	No. courses delivered per year No. attendees	Training Plan R&D&i
Promotion and commercialisation of technologies and capabilities	Conference on Business Innovation and technology showroom.	Innovation Unit/OTRI	No. of events attended No. of events organised	Training material of the training programmes
Promote the participation of society in scientific decision-making	Enhance the participation of the Citisens' Commission for Research in the scientific decision-making processes, attributing evaluation capacity to it in internal funding calls for biomedical research projects.	Communication Department, Scientific Area, OTRI, Research Groups	No. of internal call for biomedical research projects in which the Citizens' Commission for Research has participated as evaluator.	Evaluation guidelines for the Citizens' Commission for Research evaluation form for the Citizens' Commission for Research
Introduce an Open Access policy	Subscribe to Open Access Repositories	Scientific Area, Communication Area, Economic Area, Direction	No. of Open Access Repositories subscribed No. of Open Access articles published	Open Access Repositories Open Access articles published Open Access budget alicated
	Add a line in the institutional budget for Open Access		Existing budget for Open Access actions	
	Assist researchers to obtain public/privet funding for Open Access publications		Funding attracted	

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Researcher's Assessment, Recruitment and Progression

II. Recruitment					
Action	Specific Action	Responsible Departments	Deadline	Key Performance Indicators (KPI)	Deliverables
Update the Human Resources SOP to the new law	Review SOPs and forms according to the Science Act (Real Decreto-ley 8/2022, de 5 de abril) by which por el que se adoptan medidas urgentes en el ámbito de la contratación laboral del Sistema Español de Ciencia, Tecnología e Innovación urgent measures are taken in employment in the Spanish Science, Technology and Innovation sector	Human Resources, Quality Department		SOP signed	Human Resources SOP written and approved
Training material about how to run an interview		Human Resources		No. of courses delivered No. of attendees Students' level satisfaction	Training material
Participation of a HR consultant in the interviews of the candidates		Human Resources		No. of interviews with the participation of the HR Consultant	
Broaden the existing welcome actions	Introduce new welcome actions (such as periodic guided visits for new employees to the main facilities and departments, make insitutional documents more accessible, etc)	Human Resources, Quality Department		No. of visites done	Updated Welcome Plan
Manual of Management of Jobs Positions	Implementation of the Manual of Management of Jobs Positions upon its approval	Human Resouces, Quality, Direction		No. of actions implemented	Approved Manual of Management of Jobs Postitions
Attract high qualified international researchers/retain talent	keep translating all the relevant institutional documents as well as all the internal communications and news	All Departments		No. of documments and communication actions in English	English version of the internal documments and communications
	Increase of 10% the participation in international programs (ex. H2020, ERC, Marie Skłodowska-Curie Actions)	International Office		No. of International actions in which IIS La Fe participates	
	Establishment of an International Mobility Programme to booster the internationalisation of both HULAFE's researchers and the institution itself	International Office		No. of applications No. of awards granted Budget	Internal Mobility Programme running

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Working conditions and Practices

III. Working Conditions				
Action	Specific Action	Responsible Departments	Key Performance Indicators (KPI)	Deliverables
Implementation of an evaluation system of the research activity at all levels of the research career (R1-R4)	Development of a career plan, paying attention to mobility experience	Scientific Area, Human Resources, Quality Department	Research Career Development Plan	Evaluation system Career Development Plan
	Negotiation and approval of the evaluation system	Scientific Area, Human Resources, Direction, Research Committee		Approved evaluation system for the research activity at all levels of the research career (R1-R4)
	Dissemination and implementation of the evaluation system	Scientific Area, Human Resources, Communication Department		
Participate in the negotiation on the sectorial collective bargain agreement with the regional authorities		Human Resources, Direction		Sectorial Collective Bargain Agreement
Stabilisation of employees and talent retention	Increase the number of permanent staff	Human Resources, Direction	No. of employees with a permanent contract	Increment in the quantity of permanent staff
Reduce bureaucracy and paperwork to facilitate the fluent communication and work of all IISLAFE Workers		Human Resources, Scientific Area, Direction		
Improve the internal communication	Target audience well defines/ use of effective communication channels	Communication Department together with all the other Departments	No. of communication actions; No. of target people reached	Communications
Reinforcement of the Health and Safety Department	Prevention of chemical risks report	Health and Safety Department	Percentage of jobs positions evaluated Qualitative assessment of exposure to chemical agents in the workplace	Final report
	Ensure compliance with biosafety regulations, identify risk factors and provide researchers with good practices to develop their research projects.	Science Direction. Health and Safety Department and Quality Department	Establishment of the biosafety committee Minutes of meetings	biosafety committee
Increase the participation of women in Decision-Making Bodies in accordance with the institutional Equality Plan	Increment in the number of women in the different commissions and committees	Scientific Area, Direction,	No. of women participating in the different Committees and Commissions	
	Increment the number of female PI of the research groups	Scientific Area, Scientific Director, Research Groups	No. of women IP	

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Training and development

IV. Training & Development				
Action	Specific Action	Responsible Departments	Key Performance Indicators (KPI)	Deliverables
Improve the system of training and talent development	Development of a training plan: Spread AulaFe training platform Increase training offer of IIS La Design and implement a continuing professional development plan of Good Clinical Practices (GCP)	Human Resources, Scientific Area, Direction		
Improvement and implementation of the Mentoring Plan	Review the Mentoring Plan and improve its programme. Implementation of the Mentoring Plan	All Departments	No. of active mentor adhered to the Plan No. of mentorees	Mentoring Plan
To offer an integral research career path		Human Resources, Scientific Area	Approved Research Career Plan	Research Career Plan
Increase the number of training courses in both specific skills and transversal skills	Assess the employees' training and development needs. Determine training priorities. Contract courses and/or develop training courses.	All Departments	No. of training courses delivered No. of attendees	Training courses materials
Courses on gender equality	Specific course for the equality committee Course offered to the entire staff on gender equality awareness	Human Resources	No. of training courses editions delivered No. of attendees	Training courses materials
Improve the Job Satisfaction Survey	Communicate the feedback obtained from each Job Satisfaction Survey to the participating researchers	Human Resources	No. of surveys answered	Survey
Improve the health, safety and environment work conditions.	Course: Basic biosafety and good practices for biological containment level 2 (NCB2) research and diagnostic laboratories. (Bioseguridad básica y buenas prácticas para laboratorios de investigación y diagnóstico de nivel 2 de contención biológica (NCB2))	Health and Safety Department and Quality Department	Number of participants	Attendance records Training evaluation report
	Specific course on risk prevention in the exposure to chemical and biological agents in research laboratories.	Health and Safety Department	Number of participants	Attendance records Training evaluation report
	Training in fire and emergency response	Health and Safety Department	Number of participants	Attendance records Training evaluation report
	Training in psychosocial risk prevention	Health and Safety Department Human Resources Department	Number of participants	Attendance records Training evaluation report