

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

HRS4R

Annex II

Action Plan

Medical Research Institute of the Hospital La Fe (IIS La Fe)

The following table contains the Action Plan developed by the **HRS4R Working Group** in order to take suitable actions for addressing all the gaps identified during the Gap Analysis and to promote researcher's priorities.

The working group that has developed the Action Plan is listed below;

- Sabrina Femenia (Management)
- Mayte Cortell (HR Department)
- Carlos Miñana (Legal Department)
- Rosario Pellejero (Quality Department)
- Ana Blanco (International Office)
- Ainhoa Genovés (Scientific Area & International Office)

For working up the Action Plan, the HRS4R Working Group has used the following tools: periodic meetings, analytical techniques, bench marking, stakeholder analyses and networking.

For carrying out the Action Plan it has been created a **HRS4R Technical Team**. This team is composed by the following IIS La Fe Departments:

- Rosario Pellejero (Quality Department)
- Adriana Sandoval (Health and Safety Department)
- Ainhoa Genoves (Scientific Area)
- Silvia Sanchez (Technology Transfer Office (OTRI))
- Mayte Cortell (HR Department)
- Vanesa Garzón (Communication Department)
- Ana Blanco (International Office)
- Begoña Jeweinat (Clinical Research Area)
- Carlos Miñana (Legal Department)
- Elena Aristoy (Works Council)
- Sabrina Femenia (Management)
- José María Millán (Research Committee)

To ensure the proper monitoring of the HRS4R Action Plan at the IIS La Fe it has been created the **HRS4R Steering Committee**. This committee is composed by:

- Sabrina Femenia (Management)
- Jose Vicente Castell (General Manager)

General						
Action	Specific Action	Chapter and Code Principle	Who?	When?	Indicators	Deliverables
Include within the IIS La Fe Strategic Plan the principles contained in the Human Resource Strategy for Researchers (HRS4R)		All	HRS4R Technical Team	Dec 2015	Number of new actions included in the Strategic Plan	Modifications in current Strategic Plan
I. Ethical and professional aspects						
Revision of the Code of ethical issues and good research practices	Update the chapter of Good Clinical Practices	I.7 Good practice in research	Quality Department, Health and Safety Department	Dec 2015	Number of new chapters included in the Code of ethical issues and good research practices	New Code of ethical issues and good research practices
	Update the chapter of occupational hazardous		Quality Department, Health and Safety Department	Dec 2015		
	Include a new chapter about the appropriate working conditions to facilitate the research and the training of the researchers		Quality Department, Scientific Area	Dec 2015		
Develop a regulatory internal manual		I.7 Good practice in research, III.23 Research	Quality Department	Sep 2016		Manual of use of services and facilities

for the use of services and facilities		environment				
Obtain the ISO 166002, for the certification of the management of the R + D + I	Development of strategy of surveillance / transference of technology	I, 5 Contractual and legal obligations, I.8 Dissemination, exploitation of results III.31 Intellectual property Rights, III.32 co-authorship	Technology Transfer Office (OTRI) and Quality Department	Apr 2016	New strategy of surveillance / transference of technology	New Certification ISO 166002
	Development of procedures			Apr-Nov 2016	Documented procedures	
	Implement an R+D+i management system			Dec 2016	ISO 166002 Document	
Increase of 15% the rates of technology transference and knowledge exploitation.	Promote innovation and business initiatives. Spread Biopolo's La Fe strategy. Stablish periodic contacts with health and biotechnological business sector. Attend Fairs and forums for Health and Biotechnological Sector	I.8.Dissemination, exploitation of results	Technology Transfer Office (OTRI)	Dec 2015, 2016, 2017	Number of initiatives and R&D+i projects Investment make on initiatives and R&D+i projects Number of Bioplo's La Fe initiatives Industrial and intellectual property registers. Increased number of entities that contract services or	Annual Report

					R&D+i Income provided vs total IIS La Fe income.	
Promote a culture of dissemination and exploitation of results	Promote technology transfer and innovation training activities Specific grants for innovative/transferable projects		Technology Transfer Office (OTRI)	Dec 2015, 2016, 2017	Number of initiatives and R&D+i projects assessed	Annual Report
II. Recruitment						
Modify the employment call guidelines	Recognition of; other merits, mobility experience, reintegration to the research career, variations in chronological order of CVs, disadvantaged groups...	II.16 Judging merit, II.17 variation on the chronological order of Cvs, II.18 recognition of mobility experience, II.19 recognition of qualifications.	HR Department	Dec 2017		New employment call guidelines
Introduce new welcome actions	Modify the welcome guidelines with more institutional information	I.5 Contractual and legal obligations, I.12 Recruitment	HR Department	Dec 2015		New welcome guidelines
	Programming periodical guided visits for new workers		HR Department	Dec 2015		Guided visits program

	Diffusion of important institutional information available in the intranet		Communication Department	Continuous		
Attract high qualify international researchers/retain talent	Translate to English all the internal documents and the web page.	II.21 Postdoctoral appointments	International Office	March 2016	Number of internal documents translated to English	IIS La Fe documents in English version
	Increase of 10% the participation in international programs (ex. H2020, ERC, Marie Sklodowska-Curie Actions)			Continuous	Number of international programs in which the entity participate	
					Number of international grants	
					Number of international researchers	

	Design and implementation of a Plan to attract and retain talent.		International Office/ Scientific Area	Ago 2017		Plan of Internationalization
III. Working conditions						
Implementation of a Collective Agreement	Development of the Collective Agreement, paying attention to actions to improve the working conditions and salaries	II. 22 Recognition of the profession, II.25 Stability and permanence of employment, II.26 Funding and salaries, II.28 Career development	HR Department, Legal Department, Works Council	Dec 2015		Collective Agreement
	Negotiation and Approval of the Collective Agreement		Works Council, Direction, Research Committee	Dec 2015 Mar 2016		
	Dissemination of the Collective Agreement			Mar 2016-		
Implementation of a evaluation system of the research activity	Development of a career plan, paying attention to mobility experience	II.25 Stability and permanence of employment, II.29 Value of mobility, II.28 Career development	Scientific Area, Quality Department	Sep 2016		Evaluation System of the research activity
	Negotiation and Approval		Scientific Area, Direction, Research Committee	Oct 2016		
	Dissemination and implementation		Scientific Area	Nov 2016		
Implementation of a Plan of internal promotion and career	Development of a career plan, paying attention to mobility experience	II.25 Stability and permanence of employment, II.28 Career development	Scientific Area	Sep 2016		Plan of internal promotion and career development
	Negotiation and Approval		Scientific Area,	Oct 2016		

development			Direction, Research Committee			
	Dissemination and implementation		Scientific Area	Nov 2016	Number of researchers stabilized	
Elaborate a Equality Plan		III. 10 Non discrimination	HR Department	Dec 2017		Equality Plan
IV. Training						
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)	IV. 38 Continuing with professional development, IV.39 access to research training and continuous development	Scientific Area, Technology Transfer Office, Clinical Research Area, International Office	Dec 2015, 2016, 2017	Number of training programs Number of researchers that attend GCP training courses Number of researchers with GCP training Satisfaction of the researchers	Training activities guidelines Annual Report
	Implementation of a mentoring system	IV.36 relation with supervisors, IV. 37 supervision and managerial duties IV.40 supervision	Scientific Area	Dec 2017	Satisfaction of the trainees with their responsible	Mentoring system guidelines
	Promote mobility programs	IV. 38 Continuing with professional development, IV.39	International Office	Dec 2015, 2016, 2017	Participation in international	International programs guidelines

		access to research training and continuous development II.18 Recognition of mobility experience			programs	Annual Report
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Action	Action items	2015												2016												2017												
		J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	
I. Ethical and professional aspects	Revision of the code of ethical and good research practices	Update the chapter of Good Clinical Practices Update the chapter of occupational hazardous Chapter about appropriate working conditions																																				
	Manual of use of services and facilities																																					
	ISO 166002	Strategy																																				
		Procedures																																				
	Implementation																																					
Increase the technology transference and knowledge exploitation																																						
Promote dissemination and exploitation of results																																						
II. Recruitment	New employment call guidelines																																					
	New welcome actions																																					
	Attract/retain talent	English documents																																				
Increase international funding Plan of Internacionalization																																						
III. Working conditions	Collective Agreement	Development																																				
		Negotiation																																				
		Disemination																																				
	Evaluation system of the research activity	Development																																				
		Negotiation																																				
Disemination																																						
Plan of internal promotion and career development	Development																																					
	Negotiation Disemination																																					
Equality plan	Development																																					
IV. Training	Training and talent development	Development and implementation of a training plan																																				
		Development and implementation of a mentoring system																																				
		Promote mobility programs																																				
Other	Include HRS4R within the IIS La Fe Strategic Plan																																					