



# UPDATED ACTION PLAN HRS4R



HR EXCELLENCE IN RESEARCH

**November 20, 2024**

Proposed actions	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p><b>1. UPDATING AND REVISION OF THE STRATEGIC PLAN.</b></p> <p>With the purpose to guarantee the researchers have sufficient information on the strategic planning of the Institute, and the willing to advance in the relationship with society. The plan is intended, amongst others, to introduce a greater approach for the usable workspace for researchers and mentorship actions for emerging groups as well as measures to increase participation in research networks. Also, an annual review and reformulation will be carried out.</p>	<p>Year 1 (Q1, Q2, Q3) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Direction of the Foundation</p>	<p>Strategic Plan developed and disseminated</p> <p>Number of revisions carried out (at least every year)</p>	<p>IN PROGRESS</p>	<p>INIBIC has recently prepared and approved the new Strategic Plan of the entity for the period 2024-2028. This Plan has been disseminated to the staff of the entity and to other entities and groups of interest.</p> <p>The Strategic Plan is known by the personnel of the entity and there is an executive summary on the entity's website: <a href="https://www.inibic.es/wp-content/uploads/sites/2/2024/07/ENG_PE-2024-2028-INIBIC-Resumen-Ejecutivo-pdf">https://www.inibic.es/wp-content/uploads/sites/2/2024/07/ENG_PE-2024-2028-INIBIC-Resumen-Ejecutivo-pdf</a></p> <p>An annual review of the Strategic Plan will be carried out.</p>
<p><b>2. IMPROVEMENT OF INTERNAL AND EXTERNAL COMMUNICATION.</b> The dissemination of information and regulations related to HRS4R will be increased, and work will be done on the dissemination of the Institute's main strategic and organizational documents to improve the</p>	<p>Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q1, Q2, Q3, Q4) Year 4 (Q1, Q2, Q3, Q4)</p>	<p>Communication Manager Foundation</p>	<p>Number of internal communication actions executed.</p> <p>Number of publications on the website.</p> <p>Number of social media posts.</p>	<p>IN PROGRESS</p>	<p>On the one hand, a summary of the different activities carried out within the framework of the HRS4R Seal action plan has been made and disseminated to the organization's personnel to inform them of the progress made.</p> <p>The entity has an external company that advises on aspects of occupational risk prevention, which has prepared and disseminated to INIBIC staff different job cards.</p> <p>In relation to training activities on the protection of results and their marketing, several seminars have been held so far and will continue in the coming years. Dissemination of these training activities to the institute's personnel will be promoted.</p>

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level of knowledge among the institution's personnel.	Year 5 (Q1, Q2, Q3, Q4)		<p>Number of INIBIC documents and guides disseminated to INIBIC staff.</p> <p>Number of conferences held to disseminate the main documents and information of interest to the Institute.</p>		<p>Regarding the regulations for access to INIBIC and the change of internal category as a group, this information is sent individually to the different people who request it. During the next period it will also be published in the web page.</p> <p>Information on economic and legal requirements of the different research projects is also disseminated according to the guidelines of the calls for proposals. During the next period, work will be done to improve the information sent to research personnel regarding the different calls for funding available.</p> <p>There is also a specific section for the sending of suggestions by the personnel of the entity.</p> <p>In relation to the information on health and accident insurance abroad, information is provided to those people who carry out stays abroad according to what is established in the different calls for proposals and projects.</p> <p>On the other hand, an OTM-R Policy has also been prepared and is available on the web page in both Spanish and English.</p> <p>In the next period, the development of an internal application for the dissemination of information will be completed, through which documentation can be consulted and a record will be kept of the reception and reading of said information by the entity's personnel.</p> <p>A specific IR plan will also be carried out during the following years. In this regard, the development of an action plan aimed at communicating the results of R+D+i and INIBIC's activity in social networks, defining the content publication policy and its implementation, will be assessed.</p> <p>Internal communication actions will be carried out for the main documents of the Institute (Strategic Plan, PCC, Manual of Good Scientific Practices, Open Science Policy, etc).</p> <p>Specific conferences will also be held to raise awareness of the main aspects of these documents and thus increase the knowledge of the Institute's personnel.</p> <p>We will work on the revision and updating of the different documents and plans of the organization.</p>

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					During the next period, surveys will be carried out to assess the degree of knowledge of the personnel on the different actions implemented around internal and external communication.
<b>3. EQUALITY PLAN.</b> An equality plan will be drawn up to ensure the presence in INIBIC of underrepresented groups and the existence of other related procedures. It will be reviewed with the periodicity determined therein.	Year 1 (Q1, Q2) Year 2 (Q4) Year 3 (Q3,Q4) Year 4 (Q4) Year 5 (Q4)	Direction of the Foundation	Equality plan developed and disseminated.  Number of revisions and reformulations carried out (at least every year).	IN PROGRESS	INIBIC has an Equality Plan implemented that has a series of actions necessary to guarantee equal opportunities and rights of workers who are part of the Institute that are distributed in several areas of action: transversal aspects, selection, organization of working time, access to employment, promotion and training, prevention and action against harassment in the workplace and language, Communication and advertising.  During the next period there will be a new Equality Plan adapted to current regulations.
<b>4. IMPLEMENTATION OF AN OPEN ACCESS POLICY.</b> An active Open Access policy will be developed for the alignment with the provisions and initiatives encouraged by the European Union and for boosting INIBIC's visibility and acknowledgment. A measurement of specific open access indicators will be carried out annually, and improvements will be implemented, when appropriate.	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Direction of the Foundation	Open access policy developed  Number of revisions carried out (at least every year)  Number of articles in open access  Number of articles in open access with respect to the total	IN PROGRESS	INIBIC has an Open Science Policy that includes the principles of the institution in this area and a series of actions to be developed in this regard. Specific indicators are also included in this policy to evaluate the different actions carried out.  In this sense, a review of the Open Science Policy has been carried out. <a href="http://www.inibic.es/wp-content/uploads/sites/2/2023/05/PoliticaOpenScience-INIBIC-2023.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2023/05/PoliticaOpenScience-INIBIC-2023.pdf</a>  The main changes introduced were as follows: <ul style="list-style-type: none"> <li>• A reference to the new Science, Technology and Innovation Act <b>has been introduced.</b></li> <li>• Greater detail has been incorporated <b>in the development of the different planned actions, proposing among other aspects: courses and training sessions on Open Science, preparing manuals for the creation of data management plans, working on accreditation as a Scientific Culture and Innovation Unit by FECYT, continuing with the development of intramural calls aimed at financing the publication of articles in open access media and creating a working group on Open Science within the</b></li> </ul>

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					<p><b>Research Commission.</b></p> <p>During the next period, periodic reviews of this policy will continue in order to include the necessary changes and ensure its correct implementation, as well as to achieve greater dissemination of the different actions carried out.</p>
<p><b>5. PROFESSIONAL CAREER PLAN AND COLLECTIVE LABOUR AGREEMENT.</b></p> <p>Always in coordination with the regional government and under its guidelines, we will work on the implementation of a collective bargaining agreement that regulates the rights and duties of all INIBIC personnel and includes, as far as possible in the public sector, salary and career elements.</p>	<p>Year 1 (Q1, Q2, Q3, Q4)</p> <p>Year 2 (Q1, Q2, Q3, Q4)</p>	<p>Direction of the Foundation</p>	<p>Collective Agreement approved and implemented.</p>	<p>IN PROGRESS</p>	<p>The Professor Novoa Santos Foundation, managing entity of INIBIC, has a collective agreement published in the Official Gazette of the Province of A Coruña, on January 4, 2022. This collective agreement includes, among other aspects, the professional classification of the institution's workers, the remuneration system and other aspects such as working hours and workers' rights.</p> <p><a href="https://bop.dicoruna.es/bopportal/publicado/2022/01/04/2021_000000_9001.html">https://bop.dicoruna.es/bopportal/publicado/2022/01/04/2021_000000_9001.html</a></p> <p>We will work in collaboration with the Xunta de Galicia to incorporate professional development elements to the extent possible.</p>
<p><b>6. ADOPTION OF THE OTM-R PRINCIPLES IN THE RECRUITMENT PROCESS MANUAL.</b></p> <p>Greater dissemination of calls for proposals in different languages regardless of the public or private origin of the funds. Design of a standardized offer model for publication in Euraxess that includes, whenever possible, the possibilities of promotion. Definition of aspects to be</p>	<p>Year 1 (Q1, Q2, Q3, Q4)</p> <p>Year 2 (Q1, Q2, Q3, Q4)</p> <p>Year 3 (Q4)</p> <p>Year 4 (Q4)</p> <p>Year 5 (Q4)</p>	<p>Direction of the Foundation</p>	<p>Elaborated OTM-R manual.</p> <p>Number of OTM-R procedures developed and implemented.</p> <p>Number of revisions and reformulations to ensure their effectiveness (at least a global review).</p>	<p>IN PROGRESS</p>	<p>In relation to this action plan, work has been done on the development and updating of different documents with the aim of improving the personnel selection process and guaranteeing the implementation of the OTM-R principles: Preparation of an <b>OTM-R Policy, Updating of the forms and annexes for the preparation of job offers, Preparation of instructions for the selection and evaluation of candidates based on the OTM-R criteria, Updating of the standard minutes for the publication of the results of the different calls evaluated by the Selection Committee.</b></p> <p>Over the next few years, the correct implementation of these changes will be verified, and these documents will be updated based on the new European Researcher's Charter.</p>

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taken into account in the evaluation of candidates and the feedback given to them and transparency of these criteria and other relevant aspects such as the composition of the evaluation group. Incorporation of independent evaluators whenever possible. Annual review of the level of compliance.					
<p><b>7. MENTORING PLAN.</b> A Mentoring Plan will be launched to regulate and enhance supervisor-researcher relationship. A procedure for supervision and tutoring will be drawn up so that the responsible of each group will be able to improve their own practices when guiding and supporting researchers. The Scientific Director will ensure compliance with the plan and will examine it annually.</p>	<p>Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Direction of the Foundation</p>	<p>Mentoring Plan developed and implemented.</p> <p>Number of plan reviews (at least one yearly).</p> <p>Number of tutoring reports made by the responsables for the research groups.</p>	<p>IN PROGRESS</p>	<p>Work has been done on the design and development of a <b>tutoring form through which the tutoring process carried out by the research personnel in training of the INIBIC can be documented and recorded.</b></p> <p>In this sense, the proposed form includes the following sections:</p> <ul style="list-style-type: none"> <li>• Description of <b>the progress made by research staff in training during the last year and perspective of progress during the next year.</b></li> <li>• <b>Competences to be acquired by research personnel in training and training needs</b> in this regard.</li> <li>• <b>Assessment by the tutor of the research personnel in training on the progress made and the degree of professional performance.</b></li> </ul> <p>During the next period, the implementation of this tutoring form will begin and its updating and new actions will be evaluated in order to improve the tutoring and professional development of research personnel.</p>

## NEW ACTIONS

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<p><b>8. DISSEMINATION PLAN OF THE HUMAN RESOURCES STRATEGY (HRS4R).</b></p> <p>A specific action plan will be carried out to further disseminate the different actions developed within the framework of the HRS4R Strategy.</p>	<p>Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Scientific Direction</p> <p>Direction of the Foundation</p>	<p>Annual review of the HRS4R action plan.</p> <p>Number of actions dissemination of the HRS4R Strategy in annual conferences.</p> <p>Review of the OTM-R Policy on an annual basis.</p>	NEW	<p>INIBIC will carry out an annual review of the actions developed in the proposed action plan.</p> <p>The different advances made within the framework of the HRS4R Seal will be communicated annually.</p> <p>Information on the HRS4R Strategy will be disseminated in the different meetings held between the research areas of INIBIC and an annual conference will be held in which the main characteristics of the strategy and the progress made in the action plan will be disseminated, among other aspects.</p> <p>An annual review of the OTM-R policy will be conducted.</p>
<p><b>9. UPDATE PLAN OF SMALL SCIENTIFIC-TECHNICAL LABORATORY EQUIPMENT.</b></p> <p>Work will be done on the development of a specific plan for the improvement of scientific-technical laboratory equipment.</p>	<p>Year 4 (Q1, Q2, Q3, Q4) Year 5 (Q1, Q2, Q3, Q4)</p>	<p>Scientific Direction</p> <p>Direction of the Foundation</p>	<p>Functional plan for updating small scientific-technical equipment developed.</p> <p>Number of equipment acquired.</p>	NEW	<p>We will work on the elaboration of a functional plan to update the scientific-technical equipment to improve the current resources.</p> <p>The result will be a planning of the different equipment to be updated to provide the research groups with better resources and infrastructure.</p> <p>Training actions will also be carried out to improve the understanding of the functioning of the scientific-technical equipment.</p> <p>Likewise, we will work on the adaptation of new spaces for R&amp;D&amp;I activities in view of the need to expand the current spaces.</p>

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<p><b>10. IMPLEMENTATION OF AN ANTI-PLAGIARISM SYSTEM.</b> Work will be done on the incorporation of an anti-plagiarism system to promote good research practices by INIBIC research staff.</p>	Year 4 (Q1, Q2, Q3, Q4)	<p>Scientific Direction</p> <p>Direction of the Foundation</p>	<p>Anti-plagiarism tool implemented</p> <p>Number of training activities carried out for the tool.</p>	NEW	Work will be done on the incorporation of an anti-plagiarism tool that will strengthen the integrity of the research work carried out at the Institute and contribute to promoting good research practices, especially in terms of ethics and scientific integrity.
<p><b>11. UPDATING OF THE TRAINING PLAN.</b> A consolidation of the specific training will be carried out, especially in good research practices, transversal competencies and aspects of transfer and translation of results.</p>	Year 4 (Q1, Q4) Year 5 (Q1, Q4)	<p>Scientific Direction</p> <p>Director of the Foundation</p>	<p>Updated Training Plan.</p> <p>Number of scientific seminars given by R1 and R2 researchers.</p> <p>Number of training activities related to the transfer and translation of results.</p>	NEW	<p>The Training Plan will be updated to incorporate the training needs identified by the Institute's professionals and the members of the HRS4R working group. Improvements to be included include the following:</p> <ul style="list-style-type: none"> <li>- Training activities related to open science: open access repositories, involvement of citizen science in research projects, etc.</li> <li>- Training activities on equality and gender dimension in research projects.</li> <li>- Training activities related to good research practices and co-authorship.</li> <li>- Training activities related to improving scientific capabilities: DORA criteria, writing research projects, incorporation of citizen science in projects, etc.</li> <li>- Conducting specific sessions for predoctoral researchers.</li> <li>- Holding of specific seminars to disseminate the results of the research groups.</li> <li>- Promotion of clinical sessions with the participation of research personnel.</li> </ul>

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<p><b>12. PREPARATION OF A WELCOME MANUAL FOR NEW PERSONNEL.</b></p> <p>A welcome manual will be prepared for new personnel, including the main aspects to be considered in daily management. It will include references to the main documents and plans of the Institute, as well as information on the services and scientific-technical platforms.</p>	<p>Year 3 (Q1, Q2, Q3, Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Scientific Direction</p> <p>Director of the Foundation</p>	<p>Welcome manual prepared and disseminated.</p>	<p>NEW</p>	<p>The new Welcome Manual will be disseminated to all the personnel of the entity and will be sent to new personnel so that they have the basic notions for day-to-day work at the Institute.</p> <p>It will also contain information on the different services provided to the personnel of the entity by the management area.</p>