

## HRS4R ACTION PLAN

<b>Proposed ACTIONS</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
<i>Free text -100 words max</i>	<i>Retrieved from the GAP Analysis</i>			D (Deliverable) I (Indicator)
<b>Action 1.</b> To develop the Code of Conduct and Good Practices of FIIBAP.	02. Ethical principles (+/-)	<i>From Q3 to Q4 year 1</i>	<i>Administrative Management Unit</i>	<i>D. 1.1 Development of the Code of Conduct and Good Practices of FIIBAP.  D. 1.2 Publish of the Code of Conduct and Good Practices on the FIIBAP's website.</i>
<b>Action 2.</b> Provide dissemination and training activities on ethical and professional aspects: <ul style="list-style-type: none"> <li>- Promote the dissemination of all relevant ethical information, data protection, intellectual property and regulatory among researchers.</li> </ul>	02. Ethical principles (+/-) 05. Contractual and legal obligations (+/-) 7. Good practice in research (+/-) 31. Intellectual Property Rights (+/-) 32. Co-authorship (-/+)	<i>From Q1 year 1 to Q4 year 5  Annual indicator measure</i>	<i>Administrative Management Unit  Innovation Unit</i>	<i>I. 2.1: Number of Welcome packs delivered to new staff, including institutional ethical and regulatory documents(Code of Conduct and Good Practices; IP management; contractual and legal obligations).  I. 2.2: Number of training activities organised about intellectual property rights, research practices, ethics, confidentiality or data protection.  I. 2.3: Number of training activities organised about health and safety procedures in laboratories for professionals.</i>
<b>Action 3.</b> Formalise the procedure on intellectual Property Rights, technology	05. Contractual and legal obligations (+/-) 08. Dissemination,	<i>From Q3 to Q4 year 1</i>	<i>Administrative Management Unit.</i>	<i>D.3.1 Development of the intellectual Property Rights,</i>

transfer and exploitation of results.	exploitation of results (-/+) 31. Intellectual Property Rights (+/-) 32. Co-authorship (-/+)		<i>Innovation Unit.</i>	<i>technology transfer and exploitation of results procedure.</i>
<b>Action 4.</b> Increase the visibility of the FIIBAP through institutional initiatives to promote public engagement and participation of society: - 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.	8. Dissemination, exploitation of results (-/+) 9. Public engagement (-/+)	<i>From Q3 year 1 to Q4 year 5</i>  <i>(D. 4.1 and D. 4.2: From Q3 year 1 to Q4 year 5; D. 4.3: From Q3 to Q4 year 1)</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 (research groups information, scientific results, seminars and conference, etc.).</i>  <i>D. 4.2: Development annually the FIIBAP Scientific Memory Report.</i>  <i>D. 4.3: Development of the Open Science Policy.</i>  <i>I. 4.1: Number of web visits.</i>  <i>I. 4.2: Number of conferences and seminars organized with the participation of social actors .</i>
<b>Action 5.</b> Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles. - 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>From Q1 year 1 to Q4 year 5</i>  <i>(D.5.1, D.5.2 and D.5.3: From Q1 year 1 to Q3 year 1)</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,</i>

				<p><i>moral or sexual harassment.</i></p> <p><i>I. 5.1: Number of conferences organised about non-discrimination, gender balance and promotion of women in science.</i></p> <p><i>I. 5.2: Number of applicants received among underrepresented groups</i></p>
<p><b>Action 6.</b> 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 year 3 to Q4 year 5</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><b>Action 7.</b> Review the current procedure for the selection and recruitment of researchers, in accordance with C&amp;C principles:</p> <ul style="list-style-type: none"> <li>- Recruitment and Selection procedure for all types of positions, including rules concerning the composition of selection committees.</li> <li>- Review the procedure to provide information to candidates about the main strengths and weaknesses of their applications.</li> <li>- FIIBAP's Recruitment and Selection (OTM-R) Policy.</li> <li>- English version of the OTM-R policy in the website.</li> <li>- Training to selection committees in OTM-R policies.</li> </ul>	<p>13. Recruitment (Code) (+/-)</p> <p>14. Selection (+/-)</p> <p>16. Judging merit (+/-)</p> <p>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 Q1 year 1 to Q4 year 5</i></p> <p><i>(D.7.1: From Q1 to Q2 year 1; D.7.2: From Q2 to Q4 year 1; D.7.3 Q4 year 1)</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&amp;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: Percentage of candidates who are informed of their application process.</i></p> <p><i>I. 7.2: Number of training activities</i></p>

				<p>organised on OTM-R policies.</p> <p>I.7.3: Number of staff following training in OTM-R</p>
<p><b>Action 8.</b> 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"> <li>- Contribute to define a career development strategy for researchers at all stages of their career.</li> <li>- Promote the implementation of the Collective Agreement of the Biomedical Research Foundations of the Community of Madrid.</li> </ul>	<p>24. Working conditions (+/-)</p> <p>25. Stability and permanence of employment (-/+)</p> <p>26. Funding and salaries (-/+)</p> <p>28. Career development (-/+)</p> <p>OTM-R check list principle 9</p>	<p>From Q1 year 2 to Q4 year 5</p> <p>(D.8.1 From Q1 to Q2 year 2)</p> <p>Annual indicator measure</p>	<p>Director; Administrative Management Unit and R3 representative</p>	<p>D. 8.1: Definition of the Professional Career Development Strategy according to the Collective Agreement of the Biomedical Research Foundations of the Community of Madrid.</p> <p>I. 8.1: Number of stabilised researchers.</p>
<p><b>Action 9.</b> Implement a standardised procedure of mentoring through a specific senior profile figure that provides support, advice and guidance for researchers in all career stages.</p>	<p>28. Career development (-/+)</p> <p>30. Access to career advice (+/-)</p>	<p>From Q3 year 1 to Q4 year 2</p> <p>Annual indicator measure</p>	<p>Director; Administrative Management Unit and R3, R2 and R1 representative</p>	<p>D. 9.1: Definition of the standardised procedure of mentoring.</p> <p>I. 9.1: Number of mentors / supervisors appointed.</p> <p>I. 9.2. Number of mentoring activities carried out.</p>
<p><b>Action 10.</b> Define a standard procedure to deal with complaints/appeals of researchers</p> <ul style="list-style-type: none"> <li>- Complains/appeals procedure including specific actions for the resolution of conflicts between researchers.</li> <li>- Annual satisfaction surveys to researchers to gather their opinions about different areas.</li> </ul>	<p>34. Complains/ appeals (-/+)</p> <p>OTM-R check list principle 22</p>	<p>From Q1 year 1 to Q4 year 5</p> <p>(D.10.1: From Q1 to Q2 year 1; D.10.2: From Q3 to Q4 year 1)</p> <p>Annual indicator measure</p>	<p>Director and Administrative Management</p>	<p>D. 10.1: Development of the complains/ appeals procedure.</p> <p>D. 10.2: Design a satisfaction survey.</p> <p>I. 10.1: Number of annual complains/ appeals registered.</p> <p>I. 10.2: Annual percentages of</p>

				<i>researchers who have answered satisfaction surveys.</i>
<b>Action 11.</b> Promote the access to research training activities and continuous professional development <ul style="list-style-type: none"> <li>- Continuous training commission, which includes all the training activities for the continuous professional development of researchers.</li> <li>- Promote the participation of FIIBAP professionals, including management staff, in training activities organised by the Unit of Primary Care Assistance Management.</li> <li>- Straining activities through the E-Learning Training Platform for all the FIIBAP professionals, including management unit staff.</li> </ul>	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 year 1 to Q4 year 5</i>  <i>(D.11.1: Q1 year 1)</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 of training activities organise through the E-Learning Training Platform, such as: English courses; refresher courses for the use of support services; leadership courses; biostatistics courses, time management courses; Research Methodology courses; scientific writing courses and communication courses.</i>

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.

<b>Proposed ACTIONS</b>	<b>GAP Principle(s) and OTM-R Checklist scope</b>	<b>Timing (at least by year's quarter/ semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
<i>Free text -100 words max</i>	<b>Retrieved from the GAP and OTM-R checklist</b>			<b>D (Deliverable) I (Indicator)</b>
<p><b>OTM-R 1 /Action 5:</b> Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles.</p> <ul style="list-style-type: none"> <li>- Equality and Diversity Plan of FIIBAP.</li> <li>- Equality Commission in the FIIBAP, in charge of the evaluation, monitoring and revision of the Equality and Diversity Plan.</li> <li>- Protocol for prevention and action against discriminatory, moral or sexual harassment.</li> <li>- Conferences on gender equality and promotion of women in science.</li> </ul>	<p>10. Non discrimination (-/+) 27. Gender balance (-/+) 34. Complains/ appeals (-/+)</p> <p>OTM-R check list principles: 8</p>	<p><i>From Q1 year 1 to Q4 year 5</i> <i>Annual indicator measure</i></p>	<p><i>Director and Administrative Management Unit.</i></p>	<p><i>D. 5.1: Development of the Equality and Diversity Plan of FIIBAP.</i></p> <p><i>D.5.2: Establish an Equality Commission in charge of the evaluation, monitoring and revision of Plan.</i></p> <p><i>D. 5.3: Development of the Protocol for prevention and action against discriminatory, moral or sexual harassment.</i></p> <p><i>I. 5.1: Number of conferences organised about non-discrimination, gender balance and promotion of women in science.</i></p> <p><i>I. 5.2: Number of applicants received among underrepresented groups</i></p>
<p><b>OTM-R 2 / Action 7.</b> Review the current procedure for the selection and recruitment of researchers, in accordance with C&amp;C principles:</p> <ul style="list-style-type: none"> <li>- Recruitment and Selection procedure for all types of positions, including rules concerning the composition of</li> </ul>	<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 Q1 year 1 to Q4 year 5</i> <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&amp;C principles.</i></p> <p><i>D. 7.2: Development the FIIBAP Recruitment and</i></p>

<p>selection committees.</p> <ul style="list-style-type: none"> <li>- Review the procedure to provide information to candidates about the main strengths and weaknesses of their applications.</li> <li>- FIIBAP's Recruitment and Selection (OTM-R) Policy.</li> <li>- English version of the OTM-R policy in the website.</li> <li>- Training to selection committees in OTM-R policies.</li> </ul>				<p><i>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: Percentage of candidates who are informed of their application process.</i></p> <p><i>I. 7.2: Number of training activities organised on OTM-R policies.</i></p> <p><i>I.7.3: Number of staff following training in OTM-R</i></p>
<p><b>OTM-R 3/Action 8.</b> 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"> <li>- Contribute to define a career development strategy for researchers at all stages of their career.</li> <li>- Promote the implementation of the Collective Agreement of the Biomedical Research Foundations of the Community of Madrid.</li> </ul>	<p>24. Working conditions (+/-)</p> <p>25. Stability and permanence of employment (-/+)</p> <p>26. Funding and salaries (-/+)</p> <p>28. Career development (-/+)</p> <p>OTM-R check list principle 9</p>	<p><i>From Q1 2024 year 2 to Q4 year 5 2026</i></p> <p><i>(D.8.1 From Q1 to Q2 year 2)</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 according to the Collective Agreement of the Biomedical Research Foundations of the Community of Madrid.</i></p> <p><i>I. 8.1: Percentage Number of stabilised researchers.</i></p>
<p><b>OTM-R 4 / Action 10:</b> Define a standard procedure to deal with complaints/appeals of researchers</p> <ul style="list-style-type: none"> <li>- Complains/appeals procedure including specific actions for the resolution of conflicts between researchers.</li> <li>- Annual satisfaction surveys to researchers to gather</li> </ul>	<p>34. Complains/ appeals (-/+)</p> <p>OTM-R check list principle 22</p>	<p><i>From Q1 year 1 to Q4 year 5</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</i></p>

their opinions about different areas.				researchers who have answered satisfaction surveys.
<b>OTM-R 5:</b> Provide English versions of relevant documentation.	OTM-R check list principles: 6 and 7	<p><i>From Q1 year 1 to Q4 year 5</i></p> <p><i>(D. OTM-R 5.2: Q4 year 1)</i></p> <p><i>Annual indicator measure</i></p>	Administrative Management	<p><i>D. OTM-R 5.1: FIIBAP website portal with the open job vacancies.</i></p> <p><i>D. OTM-R 5.2: Web site link to FIIBAP OTM-R Policy (Both Spanish and English version)</i></p> <p><i>D. OTM-R 5.3: English versions of relevant documentation.</i></p> <p><i>I. OTM-R 5.1: Number of FIIBAP calls published in other communication channels (Madri+d Foundation, social networks or Euraxess portal).</i></p>
<b>OTM-R 6:</b> Include the information about OTM-R policies in job offers.	OTM-R check list principles: 12	<p><i>From Q1 year 1 to Q4 year 5</i></p> <p><i>Annual indicator measure</i></p>	<p>Administrative Management</p> <p>R4 and R3 representatives</p>	<i>D. OTM-R 6.1: Percentage of job offers that includes information about OTM-R policies.</i>
<b>OTM-R 7:</b> Include the use of EURAXESS platform for job vacancies advertising.	OTM-R check list principles: 6 and 13	<p><i>From Q1 year 1 to Q4 year 5</i></p> <p><i>Annual indicator measure</i></p>	Administrative Management	<i>I. OTM-R 7.1: Number of job adverts posted on EURAXESS.</i>



## ACTIONS SCHEDULE

Action	Proposed Actions		Year 1				Year 2				Year 3				Year 4				Year 5			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Action 1	To develop the Code of Conduct and Good Practices of FIIBAP.																					
Action 2	Provide dissemination and training activities on ethical and professional aspects.																					
	2.1	Promote the dissemination of all relevant ethical information, data protection, intellectual property and regulatory among researchers.																				
Action 3	Formalise the procedure on intellectual Property Rights, technology transfer and exploitation of results.																					
Action 4	Increase the visibility of the FIIBAP through institutional initiatives to promote public engagement and participation of society.																					
	4.1	FIIBAP website with contents in English and Spanish.																				
	4.2	Open Science Policy on the FIIBAP.																				
	4.3	Initiatives based on the methodology of Responsible Research and Innovation (RRI).																				
	4.4	Annually the FIIBAP Scientific Memory Report.																				
Action 5	Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles.																					
	5.1	Equality and Diversity Plan of FIIBAP.																				
	5.2	Equality Commission in the FIIBAP, in charge of the evaluation, monitoring and revision of the Equality and Diversity Plan.																				



Action	Proposed Actions	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
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.																				
Action 10	Define a standard procedure to deal with complaints/appeals of researchers																				
	10.1 Complains/appeals procedure including specific actions for the resolution of conflicts between researchers.																				
	10.2 Annual satisfaction surveys to researchers to gather their opinions about different areas.																				
Action 11	Promote the access to research training activities and continuous professional development																				
	11.1 Continuous training commission, which includes all the training activities for the continuous professional development of researchers.																				
	11.2 Promote the participation of FIIBAP professionals, including management staff, in training activities organised by the Unit of Primary Care Assistance Management.																				
	11.3 Straining activities through the E-Learning Training Platform for all the FIIBAP professionals, including management unit staff.																				

## OTM-R SCHEDULE

OTM-R	Proposed Actions	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
OTM-R 1 (Action 5)	Develop an Equality and Diversity Policy to ensure the correct application of non-discrimination principles.																				
OTM-R 2 (Action 7)	Review the current procedure for the selection and recruitment of researchers, in accordance with C&C principles																				
OTM-R 3 (Action 8)	Define a professional career for researchers at all stages of their career in the frame of Community of Madrid policies.																				
OTM-R 4 (Action 10)	Define a standard procedure to deal with complaints/appeals of researchers																				
OTM-R 5	Provide English versions of relevant documentation																				
OTM-R 6	Include the information about OTM-R policies in job offers.																				
OTM-R 7	Include the use of EURAXESS platform for job vacancies advertising.																				