

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2018ES358512

Name Organisation under review: **The Foundation for the Promotion of Health and Biomedical Research of Valencia Region (FISABIO)**

Organisation's contact details: **Patricia Fernández (Asistente de Dirección). Avda. de Catalunya, 21 / 46020 Valencia, España**

SUBMISSION DATE: **9<sup>TH</sup> JANUARY 2019**

DATE ENDORSEMENT CHARTER AND CODE: **11<sup>TH</sup> JANUARY 2018**

### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. <sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:.

Nombre	Posición	Departamento
Patricia Fernández	Management assistant	Management
Ana Benavent	Quality Responsible	Quality department
Esther Almenar	Legal-Human Resources- Training area Responsible	Legal-Human Resources- Training department
Kevin Cifuentes	Training area represented	Legal-Human Resources- Training department
Juana Ferrús	Project management	Project management Area
Paco Giner	Documentalist	Communication and Documentation Area

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used **in the largest possible sense**, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Advisory Committee and Working Group.	Face-to-face meetings.	<p>Each one of the 40 principles of the C&amp;C was transferred to the reality of FISABIO, including the recommendations for the implementation of an OTM-R policy.</p> <p>Meetings were held between the components of the working group. The HRS4R Working Group carried out an analysis of the gaps in compliance with the C&amp;C and OTM-R.</p> <p>In these meetings, different aspects related to both management and research areas were discussed, evaluating all aspects of the entity that have a direct and indirect relationship with the objectives of the HRS4R strategy. The 40 criteria of the C&amp;C were discussed and the general compliance of the institution in each of them was evaluated.</p>
Advisory Committee and Working Group.	Online meetings and email	<p>After the first analysis, a series of meetings were held via teleconferences and correspondence via e-mail among the members of the working group.</p> <p>In these meetings, different aspects related to both management and research areas were discussed, evaluating all aspects of the entity that have a direct and indirect relationship with the objectives of the HRS4R strategy. The 40 criteria of the C&amp;C were discussed and the general compliance of the institution in each of them was evaluated.</p>

Research staff	Online survey.	<p>In order to broaden participation to all FISABIO staff by reducing possible biases, an online survey was developed and distributed to all staff.</p> <p>An online survey was prepared and distributed to 297 people belonging to FISABIO. The online survey has been divided into two sections, firstly, the opinions of the staff and the perception they have of the entity in relation to the 40 principles of the C&amp;C and the OTM-R policy have been taken into account, proposed a series of tentative actions to the personnel of FISABIO so that they can be prioritized and comply with the detected gaps. This is intended to involve the staff of FISABIO, not only in an advisory manner, but in an active way in the proposals for improvement actions.</p> <p>By means of the survey carried out to the researchers and the personnel of the organization, in relation to each one of the thematic blocks of the C&amp;C, a series of strengths and weaknesses have been identified</p>
----------------	----------------	---

Please describe how was appointed the Committee overseeing the process:

The HRS4R Strategy of FISABIO has been promoted by the Management of the organization. The Advisory Committee proposed by the management of the organization will also act as a working group, led by Patricia Fernandez as an Assistant Director, is composed of representatives of the areas that will be responsible for the implementation of the Human Resources Strategy of FISABIO. (Direction - Patricia Fernández, Quality - Ana Benavent, Legal - HR - Training - Ester Almenar, Legal - HR - Training - Kevin Cifuentes, Projects - Juana Ferrús, Documentalist - Paco Giner).

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

The FISABIO HRS4R Strategy has been coordinated by the HRS4R Working Group, led by the Directorate of FISABIO. The managers selected in the working group represent all the areas involved in the implementation of the Human Resources Strategy and hold positions of responsibility with the capacity to carry out the proposed activities. (Assistant Director - Patricia Fernández, Quality Manager - Ana Benavent, Head of HR and Training - Ester Almenar, Training - Kevin Cifuentes, Project Management - Juana Ferrús, Documentalist - Paco Giner).