

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**

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DATE ENDORSEMENT CHARTER AND CODE: **11TH JANUARY 2018**

PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ 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 R4², 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

Gabriel Sanfèlix	Researcher – R4	Scientific Director - FISABIO
Víctor Víctor	Researcher – R3	FISABIO – Department Valencia Dr. Peset.
Sabrina Llop	Researcher – R2	FISABIO
Gabriela Debesa	Researcher – R1	FISABIO

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, 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&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&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&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	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>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&C were discussed and the general compliance of the institution in each of them was evaluated.</p>
<p>Research staff</p>	<p>Online survey.</p>	<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.</p> <p>The survey not only collected data on the 40 principles of the C&C, but included the following sections: gender, age, nationality, professional category, type of contract, centres belonging to FISABIO, research areas, and time in the current position and international stays. These data allowed us to analyze the needs of the different professional profiles of FISABIO.</p> <p>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&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>Additionally, improvement proposals identified by the working group were included so that they were known by the research staff, public dissemination, and additional comments could be provided on them to improve the proposals if necessary, as well as being included in the survey specific sections to add new improvements proposed directly by the research staff.</p> <p>Below are some of the main contributions of the research staff in the survey conducted:</p> <ul style="list-style-type: none"> • It is necessary to improve the status of FISABIO labour agreements, evaluating the possibility of unifying them.

- It is necessary to have a procedure for the evaluation of researchers and groups, and to implement an evaluation and adequate performance system.
- It is proposed to improve the transparency of the selection processes.
- It is necessary to work with public administrations to implement, as far as possible, professional career elements.
- The need to improve the dissemination of intellectual/industrial property regulations has been identified.

Results of the survey were the following:

TOTAL SURVEY	ANSWERS	%(PART.)
297	57	19.19%

GENDER		
MEN	WOMEN	OTHERS
21	36	0%
37%	63%	0%

AGE					
18-24	25-35	35-45	45-55	55-65	OTHERS
0	26	17	11	3	0
0%	46%	30%	19%	5%	0%

PROFESIONAL CATEGORY										
Researcher (R4)	Researcher (R3)	Researcher (R2)	Researcher (R1)	Associated researchers	Nurses	Laboratory technician	Administration	Management	Others	N/A
11	3	12	13	4	4	0	0	6	4	0
19%	5%	21%	23%	7%	7%	0%	0%	11%	7%	0%

The gender representation has been adequate and all the research staff have participated with similar percentages, with the research staff R1 being the most participative (23%) in the contributions as shown in the results of the survey.

Group of
Researchers

review of the
action plan

Additionally, a group has been set up that includes researchers, who have validated and proposed actions to improve the FISABIO action plan.

The research staff group has a correct representation of gender (50%) and is composed of:

Researcher R1: Gabriela Debesa.

Researcher R2: Sabrina Llop.

		<p>Researcher R3: Victor Víctor.</p> <p>Researcher R4: Gabriel Sanfèlix.</p> <p>The main contributions of the research staff that participated in the revision of the FISABIO action plan are indicated below:</p> <ul style="list-style-type: none">• In the Code of good scientific practice, take into account ethical values and principles in research, taking into account the approach of Research and Responsible Innovation (RRI) addressed in the Horizon 2020 program of the European Union. An English version of the document can also be made for a better understanding of international research staff.• It is proposed to introduce in the Researcher Welcome guide, information regarding the FISABIO environment for the best adaptation of the international research staff, including, among others, information related to the equipment of the users.• It is proposed to promote the service that FISABIO carries out in support of foreign researchers to facilitate the necessary legal and administrative procedures.• Weaknesses have been identified at the level of the training plan, mainly in terms of disseminating the plan.• The updating / standardization / homologation of the posts is proposed according to the proposed classification (R1, R2, R3, R4) and the corresponding salary tables. <p>In addition to carrying out a review of the action plan by the group of researchers described, in which all the levels are represented (R1, R2, R3, and R4), Dr. Gabriel Sanfèlix has joined the advisory committee and the working group to monitor the HR strategy, which will be the representative of the research staff.</p>
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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 and Gabriel Sanfèlix – Researcher (R4), as a representative of the research staff).

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, as well as incorporating a representative of the researchers into this working group. (Assistant Director - Patricia Fernández, Quality Manager - Ana Benavent, Head of Human Resources and Training - Ester Almenar, Training - Kevin Cifuentes, Project Management - Juana Ferrús, Documentalist - Paco Giner and Gabriel Sanfèlix - Researcher (R4)).