

HRS4R UPDATED ACTION PLAN

Proposed actions	GAP Principle (s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
1. Code of Good Scientific Practice.	1; 2; 3; 5; 8; 23; 32	Year 2 (Q5-Q6 -Q7-Q8) Annual review Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Patricia Fernández / Paco Giner	Code of Good Scientific Practice approved. Annual reviews of Good Scientific Practice Code carried out. Good Scientific Practice Code dissemination among 100% of the researchers.	COMPLETED	FISABIO is concluding the preparation of its own Code of Good Scientific Practices, whose presentation and dissemination is scheduled for October 2021. It attempts to set forth a new approach towards Responsible Research and Innovation (RRI), instructions and conditions for publication and dissemination of results, and rules for clearly identifying all participants in patents and research activities within the activity reports of the institution, etc.
2. FISABIO Research groups and lines definition and categorization.	1; 11; 22; 23	Year 1 (Q1-Q4) Year 2 (Q5-Q8) Year 3 (Q9-Q10) Annual review Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Patricia Fernández / Ana Benavent / Kevin Cifuentes	Groups, lines and researchers staff categorisation done. New research group creation. 100% of research groups and lines defined and categorised.	EXTENDED	FISABIO has defined its lines of research. Currently, there are 113 accredited groups. It has been announced on the website a call for proposals seeking the accreditation of formal research groups. In line with this, it is important to highlight that a modification has been carried out in the forementioned call to attract and stimulate the establishment of research groups led by senior researchers who have recently joined FISABIO. FISABIO is currently advancing in the implementation of the categorization of research staff according to EURAXESS (R1, R2, R3 and R4).
3. Strategic Plan and Cooperative Scientific Plan.	1; 3; 4	Year 1 (Q1-Q2-Q3-Q4) Year 2	Patricia Fernández	FISABIO Strategic Plan approval.	IN PROGRESS	FISABIO has prepared the institution's Strategic Plan with its corresponding balanced performance

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		(Q5-Q6-Q7-Q8) Year 3 (Q9-Q10) Annual review Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)		Annual reviews of the Strategic Plan done. Cooperative Scientific Plan approved. Cooperative Scientific Plan annual reviews carried out. FISABIO strategy disseminated annually and known by researchers.		scorecard. It is available at the following link: http://fisabio.san.gva.es/documents/10157/4790ee16-beaa-49b3-ab64-0728fb219bfe As for the Cooperative Scientific Plan, it is being concluded. Upon completion it will require approval and subsequent dissemination to all researchers. FISABIO's action strategy was disseminated through an online meeting hold on September 25, 2020.
4. Dissemination of intellectual/industrial property regulation /industrial and of innovation area procedures.	3; 5; 31	Year 2 (Q7-Q8) Annual review Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	María Prada/Ana Benavent	Intellectual /industrial property regulation approved. Revisions of intellectual / industrial property regulations carried out annually. Dissemination after each annual review.	COMPLETED	The Departments of Innovation and Quality of FISABIO have jointly reviewed the applicable regulations on intellectual/Industrial property and have reported to all research staff for their acknowledgement. After each annual review, an action will be carried out to disseminate said regulations.

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5. Researcher Welcome guide.	5; 7; 10; 24; 34; 35; 40	Year 1 (Q3-Q4) Year 2 (Q5) Annual review Year 2 (Q8) Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Kevin Cifuentes /Cristina Llorens/Ana Benavent	Researcher Welcome Guide approved. Researcher Welcome Guide disseminated. Researcher Welcome Guide disseminated to 100% of new researchers.	COMPLETED	In November 2020, the Welcome Guide for FISABIO researchers was approved and disseminated. This manual is handed out to all new employees.
6. Training Plan implementation and dissemination.	5; 7; 33; 38; 39	Year 2 (Q8) Year 3 (Q9-Q11) Annual review Year 4 (Q16) Year 5 (Q20)	Patricia Fernández / Kevin Cifuentes	Training plan approved. Annual review carried out. Training plan disseminated semi-annually.	IN PROGRESS	FISABIO has a Training Plan which is approved on an annual basis by the Training Commission. At the end of 2020, an internal call for proposals was published to fund training activities such as courses, masters, and congress registrations exclusively for FISABIO 's employees. For the next implementation period of the HRS4R strategy, it is envisaged to consider the execution of cooperation agreements with other institutions (University of Valencia, EVES) in order to expand the training offer in areas of mutual interest like R&D methodology, statistics, etc. The programmed training activities will be disseminated every six months on the intranet and via email.
7. Control panel implementation.	5; 33; 36; 39	Year 1 (Q1-Q3) Annual review Year 2 (Q8) Year 3 (Q12) Year 4	Ana Benavent	Control Panel approved. Annual review of Control Panel indicators carried out.	COMPLETED	A balanced scorecard containing diverse Key Performance Indicators (KPIs) has been created and approved to help monitoring and measuring of any improvement in FISABIO 's performance.

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		(Q16) Year 5 (Q20)				
8. Professional career Plan.	5; 22; 26; 30	Year 1 (Q4) to Year 5 (Q20)	Patricia Fernández / Esther Almenar	Meetings held with public administrations. Review of Labour Agreement done. Salary scales established.	IN PROGRESS	FISABIO must comply with applicable legislation regarding labour relations and financial rules that govern public bodies, fact that entails legal constraints to the implementation of permanent contracts. Nevertheless, the Health Department of the regional government jointly with FISABIO and organizations of the same nature, are currently preparing specific regulations for research staff. For the next period of the strategy, it is intended to revise applicable collective labour agreements and the possibility of unification.
9. Activities targeting patients and activity dissemination.	9	Year 4 (Q13) to Year 5 (Q20)	Patricia Fernández/ María Prada/ Ana Benavent	Activities with patients carried out. % of activities disseminated. Number of activities with patients and activity dissemination ≥10 per year.	IN PROGRESS	FISABIO will strengthen its outreach activities concerning research carried out at the institution. Besides, workshops involving patient associations and other key stakeholders of the system will be run. An open research day is scheduled to be held in November 2021, in which citizens and patient organizations are invited to take part.
10. Equality Plan.	10; 24; 27	Year 2 (Q7-Q8) Year 3 (Q9- Q10) Year 4 (Q14- Q16) Annual review	Kevin Cifuentes	Equality plan approved. Equality Plan annually reviewed in accordance with the provisions of the European Commission within the	IN PROGRESS	The fulfilment of the Equality Plan has been advanced with respect to the initial schedule since Spanish Law so required. In the following months, the implementation and dissemination of the plan will be accomplished. Also, regular revisions will be performed to accommodate improvements. The equality plan will be

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		Year 4 (Q16) Year 5 (Q20)		framework of Horizon Europe.		adapted to the Guide published by the European Commission, especially regarding training for researchers to incorporate a gender perspective in research projects.
11. Scientific Committee.	11	Year 1 (Q3-Q4) Year 2 (Q5-Q8) Year 3 (Q9-Q10) Annual review Year 2 (Q8) Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Patricia Fernández	Modifications of Internal Scientific Committee responsibilities approved. Meetings in order to evaluate the External Scientific Committee creation. 100% of claims analyzed and resolved.	IN PROGRESS	<p>FISABIO's Direction has entitled the Internal Scientific Committee to conduct periodic reviews and performance assessments of the scientific activity.</p> <p>The Direction of the Internal Scientific Committee has been entrusted with the systematic monitoring of the progress in an attempt of maximizing its functions.</p> <p>Specific monitoring will be carried out by the Directorate of FISABIO of the Internal Scientific Committee to promote the development of the functions it has established.</p> <p>FISABIO has decided to constitute the External Scientific Committee, to act as a scientific advisory board. At present FISABIO is designing its composition.</p>
12. Standard Operation Procedure for recruitment.	12; 13; 14; 15; 16; 17; 18; 19; 20; 21; 22; 25; 26; 28; 29	Year 1 (Q3) to Year 5 (Q20)	Esther Almenar / Ana Benavent	Standard Operation Procedure for recruitment approved. SOP for the recruitment of staff implemented. 100% of foreseen actions	IN PROGRESS	<p>The standard operating procedure that establishes hiring practice for staff positions has been modified and approved by the governing bodies of FISABIO, who accepted the following improvements:</p> <ul style="list-style-type: none"> • Boosting the publication of job offers in English via Euraxess. • To include in job

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				implemented. Recruitment SOP reviews and evaluations carried out.		<p>descriptions, whenever possible, a section informing about the professional career prospects and opportunities within FISABIO.</p> <ul style="list-style-type: none"> • Make promptly available the selection process results and provide adequate feedback including comments that can help unsuccessful candidates know their areas for improvement. • Avoid restricting applications by recognizing all qualifications regardless of the date or country of expedition. • Evaluate candidates based on their real experience in the position offered, recognizing the value of mobility between the public and private sector as well as national and international mobility between research centres. Also, changes in lines of research or translational activities between healthcare and research are positively valued. • Encourage the involvement of international and/or private sector profiles in the Evaluation Committee, when appropriate. • Inform the Evaluation Committee about the OTM-R principles in order that they gain full understanding of the

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						<p>procedures governing the process.</p> <p>For the next period, FISABIO will endeavor to implement a quality system to oversee compliance with the OTM-R principles, as well as to develop a specific selection procedure addressed to postdoctoral candidates.</p>
13. Mentoring Plan.	12; 28; 36; 37; 40	Year 1 (Q3-Q4) Year 2 (Q5-Q6-Q7-Q8) Annual review Year 2 (Q8) Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Mónica Vázquez	Mentoring plan approved. Actions linked with the Mentoring Plan conducted. Satisfaction level of Mentoring plan implemented. Number of tutoring activities and intern calls conducted annually: ≥ 10 .	COMPLETED	FISABIO has elaborated a comprehensive mentoring plan addressed to support members of associated and emerging groups who are accredited according to the procedures established by FISABIO. In the Mentoring Plan prepared, a record and evaluation of the tutoring activities is included.

The following 2 actions have been proposed as a result of the internal review carried out by the Working Group and based on the analysis of the actions developed to date as well as the outcomes of the survey sent to FISABIO's staff.

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14. Specific plan for monitoring the implementation of the Human Resources Strategy for FISABIO Research Staff.	OTM-R (1, 5, 10)	Year 3 (Q12) Year 4 (Q16) Year 5 (Q20)	Patricia Fernández / Ana Benavent	Annual review of the HR4RS Action Plan. Annual satisfaction survey including performance improvements. Focus group with researchers R1, R2, R3 and R4 for analysis of results and reformulation of the action plan if necessary. Annual revision of the OTM-R policy.	NEW	FISABIO will manage annual reviews of the actions performed in comparison to the Action Plan proposed. An annual satisfaction survey will be accomplished to measure the level of understanding and conformity in relation to the improvements achieved along the HRS4R implementation process. The results will be analysed in a focus group with researchers R1, R2, R3 and R4 to analyse results and reformulate the action plan if necessary. A dissemination of the progress made since the implementation of the Human Resources Strategy for Researchers (HRS4R) will be carried out to all FISABIO accredited groups at the end of 2021. An annual revision of the OTM-R policy is determined.
15. Improve internal communication and dissemination of FISABIO's strategic and operational documents.	8;11	Year 3 (Q9, Q11) Year 4 (Q13, Q15) Year 5 (Q17, Q19)	Patricia Fernández / Ana Benavent	Biannual dissemination of the different strategic documents of the institution through the channels deemed best appropriate at any time (Webinars, specialized dissemination sessions, Newsletter, ...)	NEW	FISABIO will endeavour to maximize the internal dissemination of the different strategic and organizational documents of the institution, particularly those related to: - HRS4R Strategy. - Strategic Plan. - Scientific Cooperative Plan - Welcome Manual. - Code of Good Practices. - Mentoring Plan. - Training Plan. - Equality Plan

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						<p>These particular communication initiatives will also be used to inform on different internal calls for funding proposals covering areas of education & training as well as categorization of groups, amongst others.</p> <p>Furthermore, FISABIO will report on the progress attained by the regional Government in terms of stabilization of research staff and research career development.</p>