

# UPDATED ACTION PLAN HRS4R



HR EXCELLENCE IN RESEARCH

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p><b>1. UPDATING OF THE COOPERATIVE SCIENTIFIC PLAN.</b></p> <p>To guide researchers in the approach of their research projects. It shall be reviewed and reformulated, in this case, every two years.</p>	<p><b>C&amp;C:</b> 1, 3, 4, 22 <b>OTM-R:</b> 6, 7</p>	<p>Year 1 (Q1, Q2, Q3) Year 3 (Q4) Year 5 (Q4)</p>	<p>Scientific Direction</p>	<p>Cooperative Scientific Project developed and disseminated</p>	<p>IN PROGRESS</p>	<p>INIBIC has a Cooperative Scientific Project (PCC) that includes the main lines of work of the Institute's research groups and the main collaborations established with other groups. <a href="http://www.inibic.es/wp-content/uploads/sites/2/2023/04/PCC_00-PCC-INIBIC-2019.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2023/04/PCC_00-PCC-INIBIC-2019.pdf</a></p> <p>The PCC is currently in the process of being updated. A working script has been sent to the different area coordinators and to the heads of the research groups from the scientific direction of INIBIC, with the scheme to be completed within the framework of the PCC. In this script, the interests, objectives and needs of each of the research areas must be collected, counting on the collaboration of the different research groups.</p> <p>During the next period the Cooperative Scientific Project will be updated.</p>
<p><b>2. ELABORATION OF A CODE OF GOOD SCIENTIFIC PRACTICES.</b></p> <p>A code of good scientific practices that leads researchers in terms of compliance with legal requirements (e.g., anti-plagiarism, recognition of intellectual property, workplace safety etc.) will be prepared and disseminated. It will be reviewed and reformulated every two years.</p>	<p><b>C&amp;C:</b> 1, 2, 3, 6, 7, 32, 38, 39, 40 <b>OTM-R:</b> 9</p>	<p>Year 1 (Q1, Q2) Year 3 (Q4) Year 5 (Q4)</p>	<p>Direction of the Fundación Profesor Novoa Santos</p>	<p>Manual of good practices developed and disseminated</p>	<p>IN PROGRESS</p>	<p>INIBIC has a <b>Guide to Good Scientific Practices</b> that includes <b>rules, recommendations and commitments</b> that favor the <b>quality and integrity of the research</b> carried out by the institution's professionals. This manual includes the main recommendations and regulations on R&amp;D&amp;i, especially those related to research with human beings and also gives a special mention to the recommendations of the European Code of Conduct for Research Integrity (ALLEA). <a href="http://www.inibic.es/wp-content/uploads/sites/2/2023/05/GBP_00-Guia-de-Buenas-Practicas-INIBIC-2023.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2023/05/GBP_00-Guia-de-Buenas-Practicas-INIBIC-2023.pdf</a></p> <p>Recently, a revision of the Guide to Good Scientific Practice <b>has been carried out</b>, as foreseen in the action plan.</p>

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						<p>The main modifications made were:</p> <ul style="list-style-type: none"> <li>• Introduction of <b>certain aspects related to the entry into force of Law 17/2022</b>, of September 5, <b>on Science, Technology and Innovation.</b></li> <li>• <b>Incorporation of the gender dimension</b> in the development of <b>scientific activity.</b></li> <li>• Section of <b>duties of the research personnel.</b></li> <li>• Promotion of the publication of research results in Open Access media (public and open access repositories).</li> <li>• <b>Commitment to implement</b> tools aimed at detecting plagiarism in publications and works (anti-plagiarism tools).</li> </ul> <p>During the next period, different revisions of this Guide to Good Scientific Practices will be carried out.</p>
<p><b>3. 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 Strategic Plan will experience periodic revisions. 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</p>	<p><b>C&amp;C:</b> 4, 9, 23, 24, 35 <b>OTM-R:</b> 9</p>	<p>Year 1 (Q1, Q2, Q3) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)</p>	<p>Direction of the Fundación Profesor Novoa Santos</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 currently has a Strategic Plan for the period 2019 – 2023. This plan is developed from a series of action plans distributed in strategic axes of action: Axis 1) Promotion of translational research, Axis 2) Innovation, Axis 3) Management and communication and, finally, Axis 4) Internationalization and positioning.</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="http://www.inibic.es/wp-content/uploads/sites/2/2019/12/RESUMEN-EJECUT_PLAN-ESTRATEGICO_2019-2023.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2019/12/RESUMEN-EJECUT_PLAN-ESTRATEGICO_2019-2023.pdf</a></p> <p>Currently, the Strategic Plan is in the updating period and there will be a new Plan prepared for the next period 2024-2028.</p>

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measures to increase participation in research networks. Also, Biennial review and reformulation will be carried out.						
<p><b>4. INTENSIFICATION OF THE INTERNAL &amp; EXTERNAL COMMUNICATION.</b></p> <p>Specific action is foreseen concerning the dissemination of information and regulations related to the HRS4R: to have a unified and well-set communication strategy ensures that researchers are aware of relevant information and documentation such as regulations on workplace safety, data protection policy, procedure for IPR transfer and exploitation, rules for accessing INIBIC, change of group category, financial and legal requirements applicable to research projects, availability of a free suggestion box, information on innovation services and capabilities, counseling on health and accident insurance abroad</p>	<p><b>C&amp;C:</b> 5, 7, 8, 11, 23, 28, 29, 30, 31, 34, 38, 39, 40</p> <p><b>OTM-R:</b> 1, 2</p>	<p>Year 1 (Q1, Q2, Q3, Q4)</p> <p>Year 2 (Q1, Q2, Q3, Q4)</p> <p>Year 4 (Q4)</p>	<p>Communication Manager Fundación Profesor Novoa Santos</p>	<p>Number of internal communication actions executed.</p> <p>Number of workers receiving information about HRS4R via the computer application.</p> <p>Level of knowledge by staff of the improvements implemented or disseminated (measured through an online questionnaire distributed to all workers).</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 action plan of the HRS4R award has been made and has been disseminated to the staff of the entity to publicize the different advances made.</p> <p>The entity has an external company that advises on aspects of occupational risk prevention, which has prepared different job files and will be disseminated to INIBIC personnel during the next period.</p> <p>In relation to training activities on performance protection and its placing on the market, various seminars have been held so far and will continue to be held in the coming years. Dissemination of these training activities to the staff of the institute will be enhanced.</p> <p>Regarding the regulations for access to INIBIC and the change of internal category as a group, such information is sent individually to the different people who request it. During the next period it will also be published on the website.</p> <p>Information on economic and legal requirements of the different research projects is also disseminated according to the guidelines of the calls.</p> <p>During the next period, work will be done to improve the information sent to research personnel regarding the different available calls for funding.</p> <p>There is also a specific section for sending suggestions by the personnel of the entity.</p> <p>In relation to information on health and accident insurance abroad, people who stay abroad are informed according to what is established in the different calls and projects.</p> <p>On the other hand, an OTM-R Policy has also been</p>

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<p>or OTM-R policy. The main channel used for connecting with the research community and distributing the information will be through a computer software which serves as a kind of intranet for receiving updates. Prior registration is required and also each INIBIC researcher will have to acknowledge the reading and understanding of the information available, being this fact documented. As for external communication, The INIBIC website has already been translated into English. Subsequent updates will be linked with the main social networks, so that the most relevant news will be automatically published on the website and social media at the same time. A specific RRI plan will be designed in 2021. As explained in the monitoring sections of the Action Plan, after 2 years a review will be made via a questionnaire to assess the awareness of the INIBIC</p>				<p>Number of RRI actions performed</p>		<p>developed, accessible on the website 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 of the reception and reading of said information by the entity's personnel will be kept.</p> <p>A specific RRI plan will also be implemented over the next few years.</p> <p>In this sense, the elaboration of an action plan aimed at the communication of the results of R + D + i and the activity of INIBIC in social networks, which defines the policy of publication of content and its implementation, will be valued. In this sense, a series of activities aimed at scientific dissemination are currently being carried out, such as the following: <a href="http://www.inibic.es/events/jornada-de-divulgacion-cientifica-covid-19/var/ri-0.1-L2/">http://www.inibic.es/events/jornada-de-divulgacion-cientifica-covid-19/var/ri-0.1-L2/</a>; <a href="http://www.inibic.es/events/jornada-de-presentacion-coviled-sistema-de-desinfeccion-inteligente-para-el-control-de-la-propagacion-aerea-de-covid-19/var/ri-0.1-L2/">http://www.inibic.es/events/jornada-de-presentacion-coviled-sistema-de-desinfeccion-inteligente-para-el-control-de-la-propagacion-aerea-de-covid-19/var/ri-0.1-L2/</a>; <a href="http://www.inibic.es/wp-content/uploads/sites/2/2022/06/E_Brown.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2022/06/E_Brown.pdf</a>; <a href="http://www.inibic.es/wp-content/uploads/sites/2/2022/09/Conferencia-Dr.-Brugada.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2022/09/Conferencia-Dr.-Brugada.pdf</a>; <a href="http://www.inibic.es/events/dia-internacional-de-la-mujer-y-la-nina-en-la-ciencia/var/ri-0.1-L2/">http://www.inibic.es/events/dia-internacional-de-la-mujer-y-la-nina-en-la-ciencia/var/ri-0.1-L2/</a></p> <p>There are also activities aimed at the general public, especially young people, which will be increased during the next period. <a href="http://www.inibic.es/wp-content/uploads/sites/2/2023/01/Taller-formativo-de-Investigacion-Clinica.pdf">http://www.inibic.es/wp-content/uploads/sites/2/2023/01/Taller-formativo-de-Investigacion-Clinica.pdf</a>; <a href="http://www.inibic.es/events/exposicion-la-voz-de-galicia-50-aniversario-do-chuac-ciencia-e-innovacion/var/ri-0.1-L2/">http://www.inibic.es/events/exposicion-la-voz-de-galicia-50-aniversario-do-chuac-ciencia-e-innovacion/var/ri-0.1-L2/</a>; <a href="http://www.inibic.es/events/noche-europea-de-las-personas-investigadoras/var/ri-0.1-L2/">http://www.inibic.es/events/noche-europea-de-las-personas-investigadoras/var/ri-0.1-L2/</a></p>

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staff over actions implemented or disseminated.						Finally, in the online survey sent as part of the mid-term evaluation of the HRS4R award, specific questions have been included on this communication action plan, to know the degree of opinion of the entity's staff. During the next period, surveys will be carried out to assess the degree of knowledge of the staff about the different actions implemented in terms of internal and external communication.
<b>5. EQUALITY PLAN.</b> INIBIC will prepare an Equality Plan that will allow equality of opportunity on grounds of diversity to sub represented groups. Evaluation and reformulation on an annual basis, as appropriate.	<b>C&amp;C:</b> 10, 24, 27 <b>OTM-R:</b> 2,8,16,17,18	Year 1 (Q1, Q2) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Direction of the Fundación Profesor Novoa Santos	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>6. 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. Specific open access indicators will be measured annually and improvements may be implemented, when appropriate.	<b>C&amp;C:</b> 8, 9	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Direction of the Fundación Profesor Novoa Santos	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	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</b>,</li> </ul>

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				respect to the total		<p><b>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 Research Commission.</b></p> <p>During the next period, periodic reviews of this policy will continue to include the necessary changes and ensure its correct implementation.</p>
<p><b>7. PROFESSIONAL CAREER PLAN AND COLLECTIVE LABOUR AGREEMENT.</b></p> <p>In coordination with the regional government and under its premises and guidelines, great effort will be done on the implementation of a collective labor agreement that regulates the rights and duties of all the employees. It is willing to include salary and professional career improvements to the extent permitted by public sector.</p>	<p><b>C&amp;C:</b> 5, 22, 25, 26 <b>OTM-R:</b> 5</p>	<p>Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4)</p>	<p>Direction of the Fundación Profesor Novoa Santos</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. <a href="https://bop.dicoruna.es/bopportal/publicado/2022/01/04/2021_0000009001.html">https://bop.dicoruna.es/bopportal/publicado/2022/01/04/2021_0000009001.html</a></p> <p>At this point in time, discrepancies have arisen as to the interpretation made in some of the points included in said agreement, which must be resolved following the appropriate procedures for that purpose.</p>
<p><b>8. ADOPTION OF THE OTM-R PRINCIPLES IN THE RECRUITMENT PROCESS MANUAL.</b></p>	<p><b>C&amp;C:</b> 12, 13, 14, 15, 16, 17, 18, 19, 20, 21,</p>	<p>Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1,</p>	<p>Direction of the Fundación Profesor Novoa Santos</p>	<p>Elaborated OTM-R manual. Number of OTM-R</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.</p>

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Planned immediate actions: Greater communication of calls in different languages regardless of the origin of the funds (private or public), definition of aspects to be taken into account in the evaluation of candidates and the feedback given to them, transparency of the evaluation criteria as well as other relevant aspects such as the composition of the evaluation committee; incorporation of international evaluators when possible. Annual review commitment of the level of compliance. INIBIC is working on a standardized model of job description and job specifications in English to be able to post all the offers on the Euraxess platform, including details like career prospects, selection and evaluation process, transparency, composition of the evaluation panels, and even participation of external evaluators, whenever possible.	28, 30 <b>OTM-R:</b> 1, 2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20,21, 23	Q2, Q3, Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)		procedures developed and implemented.  Number of revisions and reformulations to ensure their effectiveness (at least a global review).		<p>The actions carried out were the following:</p> <ul style="list-style-type: none"> <li>• Development of an <b>OTM-R Policy</b>. <a href="http://www.fundacionprofesornovoasantos.org/wp-content/uploads/sites/3/2023/05/Politica-OTM-R-vdef_EN.pdf">http://www.fundacionprofesornovoasantos.org/wp-content/uploads/sites/3/2023/05/Politica-OTM-R-vdef_EN.pdf</a></li> <li>• <b>Updating of the forms and annexes for the preparation of job offers</b> with the aim of providing the principal investigators with the different evaluation and selection criteria that they must take into account for the personnel selection process. <a href="http://www.inibic.es/hrs4r/">http://www.inibic.es/hrs4r/</a></li> <li>• Preparation of <b>instructions for the selection and evaluation of candidates based on the OTM-R criteria</b>.</li> <li>• <b>An update of the standard minutes for the publication of the results of the different calls evaluated by the Selection Committee</b>.</li> </ul> <p>Over the next few years, the correct implementation of these changes will be verified, and these documents will be updated in order to comply with the OTM-R principles.</p>



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<p><b>9. 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>	<b>C&amp;C:</b>	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Direction of the Fundación Profesor Novoa Santos	Mentoring Plan developed and implemented.  Number of plan reviews (at least one yearly).  Number of tutoring reports made by the responsables for the research groups.	IN PROGRESS	<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 the <b>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</b> on the <b>progress</b> made and the <b>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 in this regard will be value in order to improve the tutoring and professional development of the research personnel.</p>



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<p><b>10. 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>	C&C: 8, 12, 23	Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	<p>Scientific Direction</p> <p>Direction of the Fundación Profesor Novoa Santos</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>11. 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>	C&C: 23, 24	Year 4 (Q1, Q2, Q3, Q4) Year 5 (Q1, Q2, Q3, Q4)	<p>Scientific Direction</p> <p>Direction of the Fundación Profesor Novoa</p>	<p>Functional plan for updating small scientific-technical equipment developed.</p> <p>Number of equipment acquired.</p>	NEW	<p>Work will be done on the development of a functional plan to update the small scientific-technical equipment with the aim of improving current resources.</p> <p>As a result, a planning of the different equipment to be updated will be obtained to provide the research groups with better resources and infrastructures.</p>
<p><b>12. DISSEMINATION PLAN OF THE MAIN DOCUMENTS AND GUIDES OF THE INIBIC.</b></p> <p>Work will be done to improve the dissemination of the main strategic documents of the Institute to increase its knowledge among the personnel of the institution.</p>	C&C: 1, 2, 4, 5, 6, 8, 9	Year 3 (Q2, Q4) Year 4 (Q2, Q4) Year 5 (Q2, Q4)	<p>Communication Manager Fundación Profesor Novoa Santos</p> <p>Direction of the Fundación Profesor Novoa Santos</p>	<p>Number of INIBIC documents and guides disseminated to the entity's personnel.</p> <p>Number of conferences held to disseminate the main documents.</p>	NEW	<p>Internal communication actions will be carried out on the main documents of the Institute (Strategic Plan, PCC, Guide to Good Scientific Practices, Open Science Policy, etc.).</p> <p>Specific conferences will also be held to publicize the main aspects of these documents and thus increase the knowledge of the entity's personnel.</p> <p>Work will be done on the review and updating of the different documents and the plans of the entity.</p>

