

Human Resources Excellence in Research

HRS4R

2016-2020

**ANDALUSIAN PUBLIC FOUNDATION FOR THE BIOMEDICAL AND
HEALTH RESEARCH IN MALAGA**

***(FUNDACION PÚBLICA ANDALUZA PARA LA INVESTIGACIÓN DE
MÁLAGA EN BIOMEDICINA Y SALUD-FIMABIS)***

HEALTH RESEARCH INSTITUTE OF MALAGA

(INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE MÁLAGA-IBIMA)

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1. INTRODUCTION

Andalusian Public Foundation for Health and Biomedical Research in Málaga (FIMABIS), Málaga, Spain, is a non-profit foundation which aims to promote biomedical research and the transfer the results of this research to society in the form of advances in knowledge, diagnosis and treatment of illnesses. FIMABIS aims to complete this objective through management optimisation and the promotion of research in the centres and bodies of the Andalusian Public Health System that it provides services to (Agreement with the Andalusian Health Service, 7 February 2012).

FIMABIS manages research in different centres in the province of Málaga. As such, obtaining the seal of excellence for the Human Resources Strategy for Researchers (HRS4R) would mean that it would apply to the recruitment, training and development of all research personnel managed by FIMABIS' Human Resources Unit, within the legal framework of competences received.

These centres are:

- **Health Research Institute of Málaga (IBIMA):** a centre dedicated to multidisciplinary biomedical research. It includes the Regional University Hospitals, the Virgen de la Victoria Hospital of Málaga, the Málaga District Primary Care Centre and the biotechnology groups at the University of Málaga. This institute is accredited for health research by the Carlos III Health Institute. IBIMA has been accredited since 2015. IBIMA is composed of 49 research groups which are divided amongst 6 Scientific Priority Areas:
 1. Cardiovascular and Renal Diseases – Diabetes and Obesity
 2. Oncology – Oncohematology - Rare Diseases - Transplants
 3. Neurosciences and Mental Health
 4. Infectious and Immunological Diseases
 5. Medicines and Vaccines
 6. Innovative Therapies and New Technology

- **District hospitals and Primary Care Centres in Málaga Province that are not affiliated with IBIMA:** which are focused on providing care but also carry out health research activities.

The **objectives of FIMABIS** are:

- Provide support and proactively promote excellence in R+D+i in the health field in the Andalusian Autonomous Community in general and the province of Málaga in particular.
- Guarantee equality and fairness in access to the Foundation's Portfolio of Management and Support Services for Andalusian Public Health System professionals in the province of Málaga.
- Increase the applicability of results in research in industry and/or clinical care practice.
- Develop an active policy for searching for public and private funding, maximising fundraising capacity with the aim of promoting increased scientific competitiveness as well as sustainability and self-financing of FIMABIS.
- Encourage the development of clinical trials and observational studies in FIMABIS' areas of action, guaranteeing the absolute respect of ethical concerns and promoting mechanisms for their effective control.

In 2015, FIMABIS, IBIMA and the other affiliated centres decided to implement the "Human Resources Strategy for Researchers-HRS4R," an initiative created by the European Commission, and began preparing its application in January 2016.

2. HRS4R STRATEGY

The “Human Resources Excellence in Researchers-HRS4R,” was designed by the European Commission. It describes the rights and responsibilities of researchers and their employers and contributes to the creation of a transparent, attractive and open labour market for researchers, allowing them to develop their scientific work in a favourable, stimulating environment. This strategy is based on two documents:

- a) **The European Charter for Researchers:** addresses the rights and responsibilities of researchers and their employers or financing organisations.
- b) **The Code of Conduct for the Recruitment of Researchers:** for improvement in the hiring of researchers by means of fairer, more transparent selection processes.

These two documents are key pieces of the European Union's policy on making research an appealing career. They are vital components of its strategy and are aimed at stimulating both the economy and growth in employment in this field.

The HRS4R strategy consists of five steps:

1. Conducting an internal analysis to compare the Foundations' practices with the principles found in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code - C&C), involving all implicated parties.
2. Publication of the results of the analysis and of an Action Plan.
3. Approval of the Strategy in the European Commission and the awarding of an HR Excellence in Research logo.
4. Implementation of the Action Plan for the Foundation and internal self-evaluation after two years.
5. External evaluation by the European Commission every four years.

3. INTERNAL ANALYSIS AND HRS4R SURVEYS

Both FIMABIS, as the managing foundation, as well as IBIMA (main centre where research is carried out), subscribed to the principles of the Charter and Code (C&C) (*Annex 1-Endorsement letters*) in 2016. At that time, they began designing a new human resources strategy, promoting continuous improvement and laying the foundations for obtaining the “HR Excellence in Research” quality seal.

The first step consisted of carrying out an internal analysis to compare current practices with the principles laid out in the Charter and Code. This analysis includes:

- A study of the current legislation and institutional regulations in this regard (*Annex 2-Internal Analysis*).
- Conducting a survey to see to what degree the foundation’s human resource practices align with the practices that the European Charter and Code require.
- Study of the survey results and creation of an action plan for those practices that do not meet the requirements.

To accomplish these tasks, FIMABIS, with the support of the research personnel that it manages (IBIMA, District Hospitals and Primary Care Centres in the province of Málaga) created a working group which performed this internal analysis and designed a survey aimed at all personnel: researchers, technicians and management personnel. They also formed a consultation group which collaborated on carrying out this process. With the work done by both groups, the preparation of an Action Plan and a common strategy to follow began.

The professionals involved in the entire process belong to:

1. **Personnel from the Management and Decision-Making Units:**

Executive Direction

Scientific Direction Unit

Human Resources Unit

Quality, Accreditation and Monitoring Unit

Methodological, Statistical and Scientific Advising Unit

European Projects Office

Project Management Unit

2. **Research Personnel**

Principle Investigators

Pre-doctoral Researchers (R1)

Post-doctoral Researchers (R2/R3)

Senior Researchers (R4)

Common Platform Technicians

Laboratory Technicians

Personnel in Training

HRS4R SURVEYS: Results

The survey was centred on those principles that were considered the weakest ones from amongst those institutional policies that were studied. The survey contained 24 questions and was divided in 4 sections (*Annex 3- HRS4R Survey*):

- I. Ethical and Professional Aspects
- II. Selection and Recruitment of Professionals
- III. Working Conditions
- IV. Training

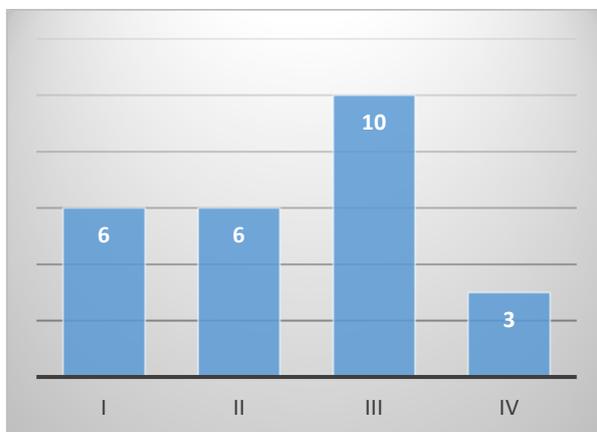


Fig. 1 Number of principles included in the survey, classified according to the section in the European Charter and Code.

The survey was completed anonymously, but some initial questions allowed the respondent's profile to be determined (gender, age, professional stage, area, institution, type of contract, full/half time dedication, and seniority) and in order to be able to adequately use the data later.

Depending of the type of question, two kind of answers were established: a) about the perception of the degree to which the foundation's politics were adapted to the corresponding principle; b) about the level of importance of the issue to them. All responses were to be responded to on a scale of 1 to 5, with 1 indicating "complete disagreement/little importance" and 5 "indicating total agreement/great importance".

Both issues were asked about in questions 13 to 22, with a priority index calculated in the following way: Priority = Level of importance/level of agreement

This index was used to prioritise which actions should be implemented before others. All questions had the option of adding comments.

The questionnaire was sent to 156 employees of the FIMABIS foundation and to 731 members of IBIMA by mail and the period for the response was one month. A reminder was sent 15 days later to encourage participation. It was publicised on FIMABIS (www.fimabis.org) and IBIMA (www.ibima.eu) websites for greater visibility.

The results of the survey are as follows:

RESULTS OF THE SURVEY COMPLETED BY FIMABIS PERSONNEL

The survey was answered by 40 employees out of a total of 156, which indicates a participation rate of 25.6%:

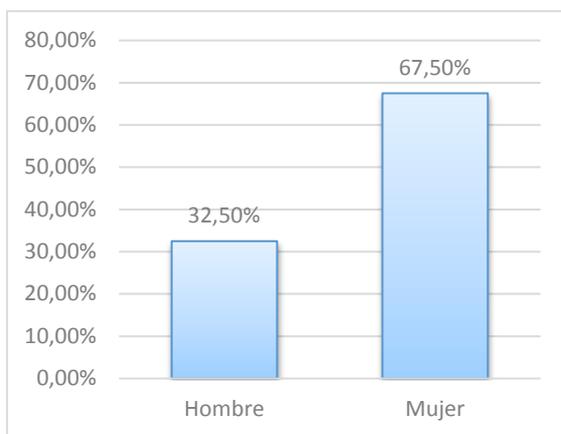


Fig. 2 Number of men and women who responded to the survey of all staff members

In terms of professional category, survey participation was as follows:

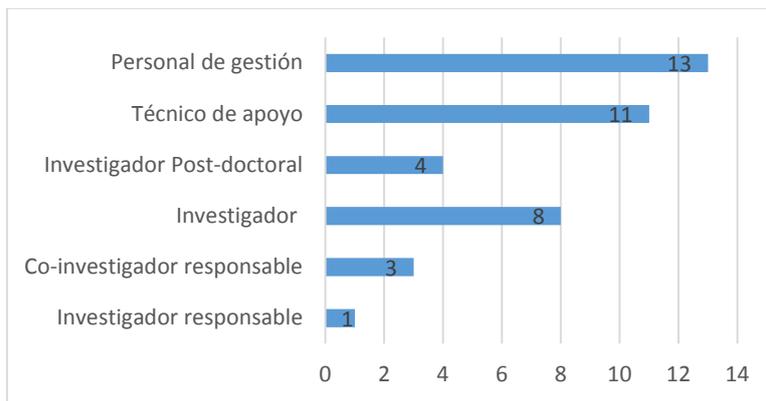


Fig. 3 Participation by professional category

Summary of the survey questions and average of the answers received about the compliance with the principles about FIMABIS practices:

Principles	Compliance (1 to 5)
Ethical Principles	4.0
Professional Responsibility	4.1
Contractual and Legal Obligations	3.8
Dissemination and Exploitation of Results	4.0
Recruitment/ Non-discrimination	4.2
Evaluation / Appraisal Systems	3.8
Recruitment	
Open	4.5
Efficient	4.1
Transparent	4.2
Selection	4.2
Transparency	
Description of the job position	4.5
Description of career development prospects	4.0
Duration of the offer	4.5
Number of vacant positions	4.55
How the selection process will be carried out	3.9
Selection criteria	4.3
Selection committee members	3.75
Results of the selection	3.5
Judging Merit/Recognition	

Bibliometric indices (publications, h-index, impact factor, etc.)	4.1
Teaching	3.7
Experience in supervision	3.9
Teamwork	4.5
Experience in Knowledge Transfer	4.2
Experience in management of research and innovation	4.0
Experience in public awareness activities	4.0
Experience in the private sector	3.6
Contributions to Patents, development or inventions	3.9
Recognition of Mobility Experience	4.2
Change form one discipline to another	3.4
Seniority	3.6
Alterations/Interruption	
Maternity/paternity leave	4.6
Care of dependents	4.5
Volunteering	4.0
Sabbatical periods	2.9
Supervision and management	3.9
Continuing professional development:	4.2
Access to research training and continuous development	3.6

All questions had the option to add comments. For questions with a percentage of DK / NA more than 20% it was necessary to assess the reason and decide whether it was necessary to take action.

For principles in section III. Working conditions, we measured both levels: agreement and importance, calculating a priority index calculated in the following way:

$$\text{Priority} = \text{Level of importance/level of agreement} = 1.18$$

The principles with an index above 1.18, were considered as priority in the action plan. Professional categories were also identified to establish the proper measures in this plan:

	Compliance	Importance	Priority index	Professional category of those who consider it as a priority
	1 al 5	1 al 5	0,2 al 5	
Stability	3,5	4,6	1,31	Senior Investigators, Postdoc, Predoc, Technicians
Career development	3,6	4,5	1,25	Senior Investigators, Predoc
Participation in decision-making bodies	3,8	4,6	1,21	Senior Investigators, Postdoc, Predoc, Technicians
The work environment encourages research and stimulates learning	3,9	4,7	1,21	Senior Investigators, Postdoc, Técnicos, Management
Working conditions: offers suitable solutions for work–life balance	3,9	4,7	1,21	Senior Investigators, Postdoc, Predoc
Complaints/Appeals	3,9	4,6	1,18	Senior Investigators, Predoc, Technicians
Work environment promotes access to suitable resources and facilities for performing research	4	4,7	1,18	Senior Investigators, Postdoc, Predoc, Technicians, Management
Co-authorship	4	4,5	1,13	Senior Investigators, Predoc, Technicians
Intellectual property rights	4,2	4,6	1,1	Senior Investigators, Postdoc, Predoc
Working conditions: suitable solutions for the inclusion of disabled people in the workplace	4,6	4,6	1	All of them

RESULTS OF THE SURVEY COMPLETED BY IBIMA PERSONNEL

The survey was answered by 71 employees out of a total of 731, which indicates a participation rate of 9.85%:

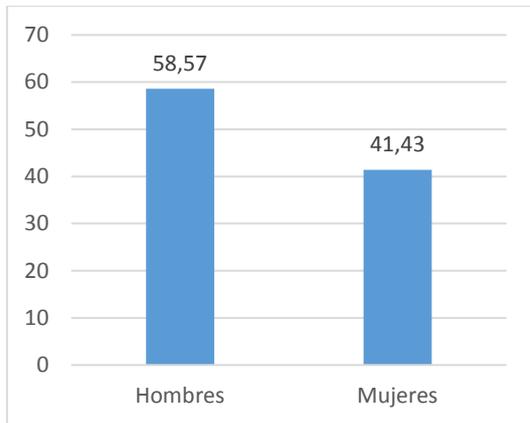


Fig. 4 Number of men and women who responded to the survey of all staff members

In terms of professional category, survey participation was as follows:

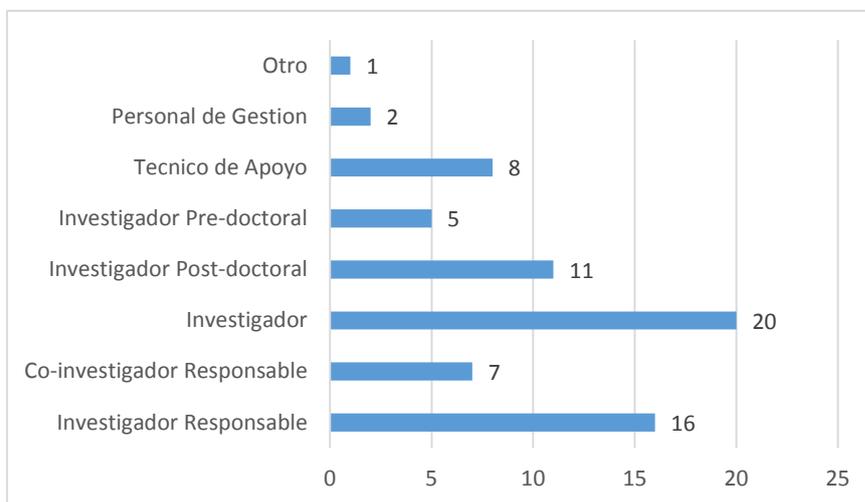


Fig. 5 Participation by professional category

Summary of the survey questions and average of the answers received about the compliance with the principles about IBIMA practices:

Principles	Conformidad
Ethical Principles	4.4
Professional Responsibility	3.8
Contractual and Legal Obligations	3.3
Dissemination and Exploitation of Results	3.5
Recruitment/ Non-discrimination	3.8
Evaluation / Appraisal Systems	3.6
Recruitment	
Open	4.0
Efficient	3.9
Transparent	3.8
Selection	3.8
Transparency	
Description of the job position	4.2
Description of career development prospects	3.8
Duration of the offer	4.3
Number of vacant positions	4.3
How the selection process will be carried out	3.7
Selection criteria	4.0
Selection committee members	3.7
Results of the selection	3.4
Judging Merit/Recognition	
Bibliometric indices (publications, h-index, impact factor, etc.)	4.3
Teaching	3.6
Experience in supervision	3.6
Teamwork	4.5
Experience in Knowledge Transfer	4.2
Experience in management of research and innovation	3.9

Experience in public awareness activities	4.0
Experience in the private sector	3.2
Contributions to Patents, development or inventions	3.7
Recognition of Mobility Experience	4.0
Change form one discipline to another	3.3
Seniority	3.3
Alterations/Interruption	
Maternity/paternity leave	4.6
Care of dependents	4.6
Volunteering	3.8
Sabbatical periods	3.2
Supervision and management	3.4
Continuing professional development:	3.7
Access to research training and continuous development	3.2

All questions had the option to add comments. For questions with a percentage of DK / NA more than 20% it was necessary to assess the reason and decide whether it was necessary to take action.

For principles in section III. Working conditions, we measured both levels: agreement and importance, calculating a priority index calculated in the following way:

$$\text{Priority} = \text{Level of importance} / \text{level of agreement} = 1.42$$

The principles with an index above 1.42, were considered as priority in the action plan. Professional categories were also identified to establish the proper measures in this plan:

	Compliance	Importance	Priority index	Professional category of those who consider it as a priority
	1 al 5	1 al 5		
Career development	3	4,6	1,53	Principal Investigators, Senior Investigators, Technicians, Management
Stability	3,2	4,6	1,44	Senior Investigators, Postdoc, Technicians, Management
The work environment encourages research and stimulates learning	3,4	4,7	1,38	Senior Investigators, Technicians,
Working conditions: offers suitable solutions for work-life balance	3,5	4,7	1,34	Management
Ambiente de trabajo favorece el acceso a recursos e instalaciones adecuadas	3,5	4,6	1,31	Senior Investigators, Technicians, Management
Co-authorship	3,6	4,6	1,28	Senior Investigators
Complaints/Appeals	3,5	4,3	1,23	
Working conditions: suitable solutions for the inclusion of disabled people in the workplace	4	4,5	1,13	
Intellectual property rights	4,1	4,6	1,12	
Participation in decision-making bodies	4,2	4,4	1,05	

4. ACTION PLAN 2016-2020

The initial analysis of legislation and foundation regulations, the results of these surveys and the comments on the questions made by the participants have allowed us to determine areas for improvement in order to better align our human resources strategy with the principles in the European Charter and Code (C&C). They are included in the Action Plan.

This HRS4R implementation plan will be applied to all personnel categories. It consists of a series of actions and a timeframe for their implementation. It has been published on the FIMABIS and IBIMA webpages (on the face page and on a specific section) so that all may view it and it has been sent to the European Commission for its approval. The links to webpages where it has been published are:

FIMABIS (in Spanish): www.fimabis.org/index.php/hrs4r

FIMABIS (in English): www.fimabis.org/index.php/hrs4r/?lang=en

IBIMA (in Spanish): www.ibima.eu/hrs4r/

IBIMA (in English): www.ibima.eu/en/hrs4r/

As a part of this process, FIMABIS commits to carrying out a self-evaluation every two years as well as to an external evaluation every four years, in cooperation with the European Commission.

As a starting point for this action plan, an Informative Workshop will be held in order to adequately publicise and inform others on the HRS4R Strategy in FIMABIS' areas of application. Researchers of all centres involved will be included.

The Action Plan is as follows:

Action Plan 2016-2020 Transversal Actions				
Action	C&C Principle	Responsible Party	Date	Indicator
Dissemination of the Researchers' Code and Letter, of the Human Resources Strategy and of the analysis and Action Plan	General Information	Human Resources and Informational Services Unit	3rd Quarter 2016	Publication online
Informational Conference on HRS4R, internal analysis and Action Plan	General Information	Quality Unit and European Projects Office	1st Quarter 2017 / 1st Quarter 2019	Informative Conferences held
Establishment of 3 work groups (Equality, Recruitment Quality and Mentoring) for the evaluation and monitoring of the execution of the Action Plan	All	Executive Direction and Quality Unit	1st Quarter 2017	Periodic reports from the 3 work groups
Translation of essential documents for researchers into English	General Information	Human Resources and Informational Services Unit	Continuous Activity	Translated Documents
Creation of a mailbox for questions/suggestions on the Human Resources strategy	General Information	Human Resources and Informational Services Unit	3rd Quarter 2016	Questions/Suggestions Mailbox

I. Ethical and Professional Aspects				
Action	C&C Principle	Responsible Party	Date	Indicator
Development of an institutional policy to promote Responsible Research and Innovation (RRI)	4. Professional Attitude	Executive Direction	1st Quarter 2019/ 3º Quarter 2020 (review)	Publication of a Code for Responsible Research and Innovation
Update the Quality, Ethics and Good Practices in Research Code and the Researchers' Guide. Communication Activities	5. Contractual and legal obligations 10. Non-discrimination	Executive Direction and Unit Leaders	3rd Quarter 2017	Number of communication activities held
Development of a policy for scientific communication on, for example, the publication of content online and/or the publication of results in scientific forums	8. Dissemination and exploitation of results	Scientific Direction	3rd Quarter 2018	Number of publications online and in scientific forums
Development of a policy on information on results of research in society (Communication Plan)	9. Commitment to the Public	Scientific Direction	3rd Quarter 2017	Number of activities participated in
Equality Plan (gender, disability, ethnic origin...): improvements and updates	10. Non-discrimination	Human Resources Unit/Commission on Equality	2nd Quarter 2017 2nd Quarter 2019 (review)	Publication online and active distribution in the scientific community
Improvements to the Harassment Protocol. Workplace environment analysis by Fremap. Improvement of the online mailbox for reporting discriminatory actions	10. Non-discrimination	Human Resources Unit	2nd Quarter 2017	Publication online / Improvement of online mailbox

II. Recruitment				
Action	C&C Principle	Responsible Party	Date	Indicator
Develop a more detailed policy on selection and recruitment and a guide for interviewers. Training of Selection Committees	12 and 13. Recruitment	Executive Direction and Human Resources Unit	2nd Quarter 2018	Publication and distribution. Number of training activities
Include external experts for the selection of personnel for strategic positions (define these strategic positions)	14. Selection	Executive Direction and Scientific Director	2nd Quarter 2019	Percent of external experts who participated in selection processes during 2019
Final candidates in a selection process for strategic positions will be informed about the strong and weak points of their candidature	15. Transparency	Selection Committee	2nd Quarter 2019	Reports on evaluation
Include merits to take into account which were not previously considered in the internal procedure on Recruitment, Selection and Hiring	17, 18 and 19. Changes in chronological order of CVs, recognition of mobility, recognition of merits and degrees	Human Resources Unit	3rd Quarter 2017	Publication online
Publish Plan for Capturing and Retaining Talent: Career Planning Guide	21. Post-doctorates	Executive Direction	2nd Quarter 2017 3rd Quarter 2020 (review)	Distribution and Publication online

III. Work Conditions and Social Security				
Action	C&C Principle	Responsible Party	Date	Indicator
Analyze the situation following the publication of the Plan for Capturing and Retaining Talent: Career Planning Guide.	27. Gender balance	Executive Director / Equality Commission	3rd Quarter 2017	Number of men and women in each category of researchers
Analysis of training deficits in the research community. Design a supplementary training program in non-science related skills.	28. Professional development	Scientific Direction	1st Quarter 2018 2nd Quarter 2020 (review)	Publication of the training plan and the number of training activities planned
Analyze the possibility of designating mentors or similar figures and define their role and tasks.	28 and 30. Professional development and access to career advice	Scientific Direction	3rd Quarter 2019	Number of possible mentors
Include a link to EURAXESS on the IBIMA website	30. Access to professional advising	Executive Director	3rd Quarter 2016	Publication online
Training activities on intellectual property rights	31. Intellectual property rights	Executive Director and Innovation and Knowledge Transfer Unit	1st Quarter 2019 3rd Quarter 2020	Number of training courses held

IV. Training				
Action	C&C Principle	Responsible Party	Date	Indicator
Analyze the possibility of designating mentors or similar figures and define their role and tasks.	36 and 40. Relationship with supervisors and supervision	Scientific Direction	3rd Quarter 2019	Number of possible mentors and their role
Optimize the Plan on Training and Capturing Talent, identifying specific needs and analyzing results.	38 and 39. Ongoing professional training and access to research training and continuous development.	Scientific Direction and Training Commission	2st Quarter 2018 2nd Quarter 2020 (review)	Publication of Training Plan. Number of activities planned and analysed

ANNEX 1. ENDORSEMENT LETTER TO THE EUROPEA CHARTER AND THE CODE OF CONDUCT
FIMABIS ENDORSEMENT LETTER

 **FIMABIS**
FUNDACIÓN PÚBLICA ANDALUZA
PARA LA INVESTIGACIÓN DE MÁLAGA
EN BIOMEDICINA Y SALUD

Andalusian Public Foundation for Health and Biomedicine Research in Malaga (FIMABIS)
Fundación Pública Andaluza para la investigación de Málaga en Biomedicina y Salud (FIMABIS)
Calle Miguel Díaz Recio nº28, Local
Málaga, Spain

Málaga, 26th July 2016

DECLARATION OF COMMITMENT BY FIMABIS TO THE PRINCIPLES OF "THE EUROPEAN CHARTER FOR RESEARCHERS" AND "THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS"

FIMABIS, Andalusian Public Foundation for Health and Biomedicine Research in Malaga is a non-profit foundation devoted to the integral management and promotion of Research & Development and Innovation for institutions, organizations and professional members of the Andalusian Public Health System in Malaga.

FIMABIS, having examined the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, expresses its full support to this recommendation.

Within its legal boundaries, FIMABIS hereby commits itself to follow the stated principles via its human resources policies for researchers and to promote transparency, accessibility, equity and the pursuit of excellence in the recruitment of researchers.

By adhering to this recommendation, FIMABIS wishes to create an adequate framework for recruitment and working conditions for researchers and to promoting our Institution as a stimulating and favorable work place.

Signed 

FUNDACIÓN PÚBLICA ANDALUZA
PARA LA INVESTIGACIÓN DE MÁLAGA
EN BIOMEDICINA Y SALUD
C-27923-03

Izziar Ochotorena Zubizarreta
Managing Director FIMABIS

C/ Miguel Díaz Recio, 28 · Local t +34 951 44 02 60 calidad@fimabis.org
29010 Málaga · Spain f +34 951 44 02 63 www.fimabis.org

IBIMA ENDORSEMENT LETTER



Health Research Institute of Malaga (IBIMA)
Instituto de Investigación Biomédica de Málaga (IBIMA)
Avenida Jorge Luis Borges, 15, 3, 3 Planta
Málaga, Spain

Málaga, 10th March 2016

DECLARATION OF COMMITMENT BY IBIMA TO THE PRINCIPLES OF "THE EUROPEAN CHARTER FOR RESEARCHERS" AND "THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS"

The *Instituto de Investigación Biomédica de Málaga (IBIMA)-Health Research Institute of Malaga (IBIMA)* is oriented towards translational research, fostering results transferable to clinical practice and biotechnological applications. IBIMA, having examined the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, expresses its full support to this recommendation.

Within its legal boundaries, IBIMA hereby commits itself to follow the stated principles via its human resources policies for researchers and to promote transparency, accessibility, equity and the pursuit of excellence in the recruitment of researchers.

By adhering to this recommendation, IBIMA wishes to create an adequate framework for recruitment and working conditions for researchers and to promoting our Institution as a stimulating and favorable work place.

Signed

María Isabel Lucena González

Scientific Director IBIMA



Avenida Jorge Luis Borges, 15 Bto. 3, 3º 29010 Málaga

Itziar Ochotorena Zubizarreta

Managing Director IBIMA

ANNEX 2. INTERNAL ANALYSIS

I. Ethical and Professional Aspects

1. Research Freedom			
Researchers should focus on conducting research for the good of mankind and expanding the frontiers of scientific knowledge while enjoying freedom of thought and expression and the freedom to identify problem-solving in accordance with recognised ethical principles and practices. Researchers should, however, recognise limitations on this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene the recognised ethical principles and practices to which researchers must adhere.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Spanish Constitution. Article 44.2: The public authorities shall promote science and scientific and technical research for the benefit of the general interest. Article 20.1 EC The following rights are recognised and protected: a) the right to freely express and spread thoughts, ideas and opinions through words, in writing or by any other means of reproduction b) the right to literary, artistic, scientific and technical production and creation. Article 20.4 EC: These freedoms are limited by respect for the rights recognized in this Part. Article 149.1 The State shall have exclusive competence over the following matters: 15) EC: Promotion and general coordination of scientific and technical research.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Preliminary title. General Provisions.</p> <p>Law 14/2007, of 3 July, on Biomedical Research</p> <p>Organic Law 6/2001, of 21 December, on Universities. Article 40 and subsequent articles.</p>	<p>Protocol for the Creation of IBIMA, of 23 July, 2010.</p> <p>FIMABIS Statutes, of 18 April, 2012. Title 3, article 6c.</p> <p>IBIMA-FIMABIS Collaboration Agreement, of 6 November, 2013.</p>	No action required.	

<p>Law 16/2007, of 3 December, Andalusian Law on Science and Knowledge. Preliminary title. General Provisions.</p>			
<p>2. Ethical Principles</p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles that are relevant to their discipline(s) as well as to ethical standards as documented in the different national, industry or institutional Codes of Ethics.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 7/2007, of 12 April, on Basic Statutes for Public Employees. CHAPTER VI. Duties of public employees. Code of Conduct. Article 52. Duties of public employees. Code of Conduct. Article 53. Ethical principles. Article 54. Principles of conduct.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 10. Spanish Research Ethics Committee.</p> <p>Law 16/2007, of 3 December. Andalusian Law on Science and Knowledge. Article 9. Ethics Committee.</p> <p>Law 14/2007, of 3 July, on Biomedical Research</p> <p>Royal Decree 1090/2015, of 4 December, regulating clinical trials with medicines, Ethics Committees for Research with medicines and the Spanish Clinical Studies Registry.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p>	<p>No action required.</p>	

<p>3. Professional Responsibility</p> <p>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>			
<p>Relevant Legislation</p> <p>(permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation.</p> <p>Law 16/2007, of 3 December, Andalusian Law on Science and Knowledge.</p> <p>Law 14/2007, of 3 July, on Biomedical Research</p> <p>Royal Decree 55/2002, of 18 January, on the use and assignment of inventions created at public research entities, in accordance with the provisions of article 20 of Law 11/1986, of 20 March, on patents.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p> <p>Internal Procedure C401.1. Identification, Evaluation and Protection of Research Results.</p>	<p>No action required.</p>	
<p>4. Professional Attitude</p> <p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>			
<p>Relevant Legislation</p> <p>(permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Royal Decree 63/2006, of 27 January, approving the Statute for research personnel in training. Article 6. Duties of research trainees.</p> <p>Law 14/2007, of 3 July, on Biomedical Research</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p>	<p>Development of an institutional policy to promote Responsible</p>	<p>Executive Direction 1st Quarter 2019/</p>

<p>Royal Decree 1716/2011, of 18 November, establishing the basic requirements for the authorisation and operation of biobanks used for the purpose of biomedical research and of the handling of biological samples of human origin, and which regulates the operation and organisation of the National Biobank Registry for biomedical research.</p> <p>Royal Decree 2132/2004, of 29 October, establishing the requirements and procedures for requests to carrying out research projects using stem cells obtained from surplus pre-embryos.</p> <p>Royal Decree 223/2004, of 6 February, regulating clinical studies with medicines</p>	<p>Researchers' Guide, V2, of 29/09/2014.</p> <p>Conditions regulating specific human resources calls.</p>	<p>Research and Innovation (RRI)</p>	<p>3^o Quarter 2020 (review)</p>
<p>5. Contractual and Legal Obligations Researchers at all levels must be familiar with the national, industry or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Royal Decree 63/2006, of 27 January, approving the Statute for research personnel in training (articles 4, 6 and 7).</p> <p>Law 14/2007, of 3 July, on Biomedical Research. Title II.</p> <p>Organic Law 6/2001 of 21 December, on Universities. Article 40. Title IX. Chapter I. Section I. Articles 48-55.</p> <p>Royal Legislative Decree 1/1995, of 24 March, approving the revised text of the Law on the Workers' Statute. Article 5. Part I. Chapter I. Section IV Articles 10- 13.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p> <p>Internal Procedure P.E401.4, Assignment to IBIMA research groups</p>	<p>Update of the Plan for Quality, Ethics and Good Practices in Research and the Researchers' Guide.</p> <p>Actions to communicate this information.</p>	<p>Executive Direction and Unit Leaders / Third Quarter 2017</p>

<p>III Sole Collective Bargaining Agreement of the Public Administration.</p> <p>Law 11/1986, of 20 March, on Patents of Inventions and Models for Use.</p> <p>Royal Decree 55/2002, of 18 January, on the use and assignment of inventions created at public research entities, in accordance with the provisions of article 20 of Law 11/1986, of 20 March, on patents.</p>	<p>Internal Procedure C401.1, Identification, Evaluation and Protection of Research Results.</p> <p>Conditions regulating specific human resources calls.</p>		
<p>6. Accountability</p> <p>Researchers need to be aware that they are accountable to their employers, funders or other related public or private bodies as well as, on more ethical grounds, to society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.</p> <p>Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny whenever necessary and as requested by the appropriate authorities.</p>			
<p>Relevant Legislation</p> <p>(permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 38/2003, of 17 November, on Grant Management. Article 20. Information about grant management. Article 30. Justification of public grants. Article 32. Checking grants. Article 46. Obligation to collaborate.</p> <p>Law 14/2011 of 1 June, on Science, Technology and Innovation. Article 28.3. Duties of technical service of the public research institutions of central government staff. Chapter II. Financing agents. Article 45. Agents of funding under the Ministry of Science and Innovation, 11 additional provisions, Item 3.</p> <p>Law 14/2007, of 3 July, on Biomedical Research.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p> <p>Conditions regulating specific human resources calls.</p>	<p>No actions required.</p>	

7. Good Practices in Research Researchers should employ safe working practices at all times. These practices must be in accordance with national legislation and include taking the necessary precautions for health and safety and for mitigating from information technology problems, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements and undertake the necessary steps to fulfil them at all times.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Spanish Constitution. Article 40.2. Likewise, the public authorities...shall ensure labour safety and hygiene...</p> <p>Law 31/1995, of 8 November, on the Prevention of occupational hazards. Article 38. Health and Safety Committee.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 10. Spanish Committee on Research Ethics. Ninth Additional Provision. Protection of personal data.</p> <p>Law 15/1999, of 13 December, Protection of Personal Data.</p> <p>Law 14/2007, of 3 July, on Biomedical Research.</p> <p>Andalusian Statute of Autonomy, Article 82. Data protection. Article 171Workplace Health and Safety.</p> <p>Organic Law 15/1999, of 13 December, on the protection of personal information.</p> <p>Law 16/2007, of December 3, Andalusian Law on Science and Knowledge.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Procedure for a Needs Analysis for the Prevention of Occupational Risks.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p> <p>Conditions regulating specific human resources calls.</p> <p>Guide for the Prevention of Occupational Risks in the office and laboratories, FREMAP.</p>	<p>No actions required</p>	

<p>8. Dissemination and Use of Results All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and used, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either used commercially or made accessible to the public (or both) whenever the opportunity arises.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 14/2011, of 1 June, of the Science, Technology and Innovation. Chapter 2. Transfer and dissemination of the results of research activity, development and innovation and the culture of science, technology and innovation (Articles 33f, 35 and 37).</p> <p>Royal Decree 55/2002, of 18 January, use and assignment of inventions created at public research bodies, in accordance with the provisions of article 20 of Law 11/1986 of March 20, on patents.</p> <p>Law 14/2007, of 3 July, on Biomedical Research.</p> <p>Law 16/2007, of December 3, Andalusian Law on Science and Knowledge.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p> <p>Internal procedure S106.1. Needs Analysis for the Prevention of Occupational Risks.</p> <p>Clauses 6, 8 and 10 of Employment Contracts.</p> <p>Guide for Researchers, V2 of 29/09/2014.</p> <p>Investiga + online information collection application used to publicise researchers' advances and results.</p> <p>IBIMA Annual Report on Science, published on its website.</p> <p>Internal Procedures C401.1. Identification, Evaluation and Protection of Research Results and C402.1 on the Transfer of Results.</p>	<p>Development of a Policy for Scientific Knowledge Dissemination.</p> <p>Publication of contents online and/or publication of results in scientific forums.</p>	<p>Science Direction / Third Quarter 2018</p>

<p>9. Public Engagement Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in science and technology priorities as well as the public's concerns.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 14/2011, of 1 June, on the Science, Technology and Innovation. Chapter 2. Transfer and dissemination of the results of research activity, development and innovation and the culture of science, technology and innovation (articles 33, 34, 35 and 37). Law 14/2007, of 3 July, on Biomedical Research. Law 16/2007, of 3 December, Andalusian Law on Science and Knowledge, Title I.</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014. IBIMA Annual Report on Science, published on its website. Dissemination of information on the IBIMA and FIMABIS websites. Participation in the European Researchers' Night.</p>	<p>Development of an informational policy concerning research results for society, to include actions such as, for example, participating in a science week.</p>	<p>Scientific direction / Third Quarter 2017</p>
<p>10. Non-discrimination Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Spanish Constitution 1978. Article 14 EC. Spaniards are equal before the law and may not in any way be discriminated against on account of birth, race, sex, religion, opinion or any other personal or social condition or</p>	<p>Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.</p>		<p>Human Resources</p>

<p>circumstance. Article 9.2 EC. Article 35.1 EC.</p> <p>Andalusian Statute of Autonomy. Article 14. Prohibition of Discrimination.</p> <p>Legislative Decree 1/1995, of 24 March, approving the revised text of the Law on Workers' Statutes. Section 2. Labour rights. Article 4.2.c. Article 17.1. Non-discrimination in labour relations.</p> <p>Law 7/2007 of 12 April, of the Basic Statutes for Public Employees. Chapter I. Rights of Public Employees. Article 14. Individual Rights. Article 14.i non-discrimination in terms of birth, racial or ethnic origin, gender, sex or sexual orientation, religion or belief, opinion, disability, age or any other condition or personal or social circumstance.</p> <p>Organic Law 3/2007, of 22 March, on the effective equality between women and men.</p> <p>Resolution of 20 May 2011, the Secretary of State for Public Service, by the Agreement of the Council of Ministers of 28 January, 2011, whereby the I Plan for Equality between Women and Men in the Central Government and its Agencies is approved.</p> <p>Law on Workers' Statutes. Second Section. Labour rights. Article 4.2.c). Article 17. 1. Non-discrimination in labour relations.</p>	<p>Protocol on Harassment.</p>	<p>Improvement of the Protocol on Harassment.</p> <p>Analysis of the workplace environment by Fremap.</p> <p>Improvement of the online system for filing reports on this type of situation.</p>	<p>Unit+ Commission of Equality / Second Quarter 2017 + Second Quarter 2019</p>
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11. Evaluation / Appraisal Systems Employers and/or funders should introduce evaluation/appraisal systems for assessing the professional performance of all researchers, including senior researchers, on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 38/2003, of 17 November, on the General Regulation of Grants. Article 22.</p> <p>Royal Decree 887/2006, of 21 July, approving the Regulation of Law 38/2003, of 17 November, on the General Regulation of Grants. Title I (Art.60).</p> <p>Law 7/2007, of 12 April, on the Basic Statute of Public Employees. Chapter II. Right to career and internal promotion. Article 20. Evaluation of work performance.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 5.16 and 25.5 and Transitional Disposition 5. The system for the evaluation of work performance.</p> <p>Law 16/2007, of 3 December, Andalusian Law on Science and Knowledge.</p>	<p>Internal Procedure E401.3. Analysis of Scientific Evaluation.</p> <p>Internal Procedure S102.1. Performance Evaluation.</p> <p>Conditions regulating specific human resources calls.</p>	<p>No actions required</p>	

II. Recruitment

12. Recruitment			
Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (at any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 7/2007, of 12 April, on the Basic Statute of Public Employees. Article 61.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Criteria for selection of research staff. Article 25. Professional career of research staff.</p> <p>Royal Decree 63/2006, of 27 January, approving the statute for research personnel in training. Article 8. Research trainee contracts.</p>	<p>Internal Procedures: S101.1. Recruitment, Selection and Hiring.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p>	<p>Develop a more detailed recruitment and selection policy and an interviewer guide.</p> <p>Training of Selection Committees.</p>	<p>Executive Direction and Human Resources / First Quarter, 2018</p>

13. Recruitment (Code)			
Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required which should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Legislative Decree 1/1995, of 24 March, approving the revised text of the Law on Workers' Statutes. Article 8.5. Article 11.1 and subsequent articles. Article 22</p> <p>Organic Law 6/2001, of 21 December, on Universities. Article 40 and subsequent articles.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Section 2. Article 20. Types of contracts.</p> <p>Regulation for Foundations belonging to the Andalusian Regional Ministry of Health, procedures and criteria for advertising an employment call.</p> <p>Framework Cooperation Agreement between Andalusian Regional Ministry of Health and IBIMA and FIMABIS Health Research Institutes, regulating employment calls.</p> <p>Protocol of establishment for the IBIMA, of 23 July 2010, formalized among the Regional Ministry of Economy, Innovation and Science, the Andalusian Health Service and the University of Malaga and later agreement of 19 March 2012, commitments about human resources in the IBIMA.</p>	<p>Internal Procedures: S101.1. Recruitment, Selection and Hiring</p> <p>Rules of the call (functions to be performed)</p> <p>Researchers' Guide, V2 of 29/09/2014.</p>	<p>Develop a more detailed recruitment and selection policy and an interviewer guide.</p>	<p>Executive Direction and Human Resources / First Quarter 2018</p>

14. Selection (Code)			
<p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance. Where appropriate and feasible, committees should include members from different industries (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained and should be realistic.</p>			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Regulation for Foundations belonging to the Andalusian Regional Ministry of Health; procedures and criteria for advertising an employment call.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Section 2. Article 20. Types of contract.</p>	<p>Internal Procedures: S101.1 Recruitment, Selection and Hiring. Rules of the call (merits and evaluation criteria). Researchers' Guide, V2 of 29/09/2014.</p>	<p>Consider including experts from within the organization in the selection of personnel for relevant positions (define these relevant positions).</p>	<p>Executive Direction and Scientific direction / Second Quarter 2019</p>
15. Transparency (Code)			
<p>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and career development prospects. They should also be informed about the strengths and weaknesses of their applications after the selection process has been completed.</p>			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 5. Assignment of public resources. Article 16. Selection criteria for research staff.</p> <p>Law 38/2003, of 17 November, on the General Regulation of Grants. Article 8. General principles. Article 9. Requirements for granting subsidies. Article 17. Bases regulating granting subsidies. Article 23. Initiation of the grant procedures that will be awarded on a competitive basis.</p>	<p>Internal Procedures: S101.1 Recruitment, Selection and Hiring. Rules of the call (merits and evaluation criteria).</p>	<p>Final candidates for senior positions who participated in a job interview and who were evaluated by a selection panel will be informed about the strengths and weaknesses of their applications.</p>	<p>Selection Committee / Second Quarter 2019</p>

16. Judging Merit (Code)

The selection process should take into consideration candidates' whole range of experience. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Spanish Constitution 1978. Article 44.2. Article 149.1.15.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 26. Access to public employment and internal promotion.</p> <p>Law 38/2003, of 17 November, on the General Regulation of Grants. Article 23. 2 I. Initiation. Article 24.3.b. Instruction.</p> <p>Royal Decree 887/2006, of 21 July, approving the regulations of the Law 38/2003, of November 17, on the General Regulation of Grants. Article 60.1. Evaluation criteria.</p>	<p>Internal Procedures: S101.1 Recruitment, Selection and Hiring. Rules of the call (merits and evaluation criteria). Researchers' Guide, V2 of 29/09/2014.</p>	No actions required	

17. Variations in the Chronological Order of CVs (Code)			
Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
Law 14/2011, of 1 June , on Science, Technology and Innovation. Article 26. Access to public employment and internal promotion.	-	Issue to be included in the internal procedures: S101.1 Recruitment, Selection and Hiring	Human Resources / Second Quarter 2017
18. Recognition of Mobility Experience (Code)			
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or industry to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
Law 14/2007, of 3 July , on Biomedical Research. Article 86. Law 14/2011, of 1 June , on Science, Technology and Innovation. Article 16. Mobility of researchers. Article 37. Paragraph 3. Internationalisation of the Spanish System of Science and Technology. Legislative Decree 1/1995, of 24 March , approving the revised text of the Law on Workers' Statutes. Articles 12 and 15. Organic Law 6/2001, of 21 December , on Universities. Article 40 and 41. Article 76.B.2. Article 88.3.	Strategic Plan 2014-2018 . Objective: promote a culture of research and innovation. Specific calls (postdoctoral contracts, sabbaticals...)	Issue to be included in the internal procedures: S101.1. Recruitment, Selection and Hiring.	Human Resources / Second Quarter 2017

19. Recognition of Qualifications (Code)			
Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law 14/2007, of 3 July, on Biomedical Research. Article 10.2. Quality of Biomedical Research.</p> <p>Law 55/2003, of 16 December. Statute on statutory health services staff. Article 17.1.</p> <p>Royal Decree 63/2006, of 27 January, approving the statute for research personnel in training. Article 1.2. Objective. Article 8.2.</p> <p>Order CIN/2657/2008, of 18 September, establishing the administrative procedure for evaluation of research activity.</p> <p>Royal Decree 778/1998, of 30 April, regulating the third cycle of university studies, obtaining and awarding PhDs and other postgraduate studies</p> <p>Royal Decree 56/2005, of 21 January, regulating official university postgraduate studies.</p> <p>Royal Decree 1837/2008, of 8 November, by which Directive 2005/36/EC of the European Parliament and Council, of 7 September, 2005 and Directive 2006/100/EC, Council, of 20 November 2006, on the recognition of professional qualifications, are incorporated into Spanish law.</p> <p>Royal Decree 459/2010, of 16 April, establishing the conditions for the recognition of foreign degrees in Health Sciences obtained in non-EU regulated countries for professional purposes.</p>	<p>Internal Procedures: S101.1 Recruitment, Selection and Hiring.</p> <p>Rules of the call (merits and evaluation criteria).</p>	Issue to be included in the internal procedures: S101.1 Recruitment, Selection and Hiring.	Human Resources/Second Quarter 2017

20. Seniority (Code)			
The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 14/2007, of 3 July, on Biomedical Research. Article 10.2. Quality of Biomedical Research.</p> <p>Law 55/2003, of 16 December. Statute on statutory health services staff. Article 17.1.</p> <p>Royal Decree 63/2006, of 27 January, approving the statute for research personnel in training. Article 1.2 Objective. Article 8.2.</p> <p>Order CIN/2657/2008, of 18 September, establishing the administrative procedure for evaluation of research activity.</p> <p>Royal Decree 778/1998, of 30 April, regulating the third cycle of university studies, obtaining and awarding PhDs and other postgraduate studies.</p> <p>Royal Decree 56/2005, of 21 January, regulating official university postgraduate studies.</p> <p>Royal Decree 1837/2008, of 8 November, by which Directive 2005/36/EC of the European Parliament and Council, of 7 September, 2005 and Directive 2006/100/EC, Council, of 20 November 2006, on the recognition of professional qualifications, are incorporated into Spanish law.</p> <p>Royal Decree 459/2010, of 16 April, establishing the conditions for the recognition of foreign degrees in Health Sciences obtained in non-EU regulated countries for professional purposes.</p>	<p>Internal Procedures: S101.1 Recruitment, Selection and Hiring.</p> <p>Rules of the call (merits and evaluation criteria).</p>	No actions required.	

21. Postdoctoral Appointments (Code)			
<p>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.</p>			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Articles 20, 21 and 22.</p> <p>Royal Decree 63/2006, of 27 January, approving the statute for research personnel in training. Sixth additional provision. Programmes supporting research for doctors.</p>	<p>Strategic Plan 2014-2018: Strategy to attract and retain scientific talent.</p>	<p>To publish a professional career plan.</p>	<p>Executive Direction/ Second Quarter 2017 /Third Quarter 2020 (review)</p>

III. Working Conditions and Social Security

22. Recognition of the Profession			
All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).			
Relevant Legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Law 14/2011, of 1 June , on Science, Technology and Innovation. Articles 13, 14, 25 and 27.	Internal Procedures: S101.1 Recruitment, Selection and Hiring.	No actions required.	
23. Research Environment			
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks. National and industry regulations concerning health and safety in research must be observed. Funders should ensure that adequate resources are provided to support the agreed work programme.			
Relevant Legislation	Existing Institutional Rules and/or practices	Actions Required	When/Who
Law 14/2007, of 3 July , on Biomedical Research. Article 88. Law 14/2011, of 1 June , on Science, Technology and Innovation. Article 14. D. Ad. 8. 2. b) and c).	Strategic Plan Code of Ethics and Good Practices in Research: ethical responsibility of the researcher; design and development of research protocols; regulatory requirements in scientific practice; Tutoring of research trainees.	No actions required.	

24. Working Conditions			
Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or industry collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i> , to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
Organic Law 3/2007 , for effective equality between women and men. Chapter 2. Articles 44, 51 and 56. Law 14/2011, of 1 June , on Science, Technology and Innovation. Article 14.j.	Employment contracts (flexibility) Guides and courses on safety in the office and laboratory. A committee and an action protocol to manage researchers' complains/appeals are in place. There is a certain degree of flexibility in terms of timetables.	No actions required.	
25. Stability and Permanence of Employment			
Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts and should therefore commit themselves, as far as possible, to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i> .			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who

<p>Council Directive 1999/70/EC, of 28 June 1999, concerning the framework agreement on fixed-term work concluded by ETUC, UNICE and CEEP.</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Section 2. Articles 20 and 25.</p>	<p>Employment contracts</p> <p>Strategic Plan promoting research and innovation culture, attract and retain scientific talent, improve training.</p>	<p>No actions required.</p>	
<p>26. Funding and Salaries</p> <p>Employers and/or funders of researchers should ensure that researchers enjoy fair and compelling funding and/or salary conditions with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or industry collective bargaining agreements. This must include researchers at all career stages, including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Royal Decree 63/2006, of 27 January, approving the statute for research personnel in training. Article 5.</p> <p>Royal Legislative Decree 1/1995, of 24 March, approving the revised text of the Law on the Workers' Statute. Article 11.e. Articles 26.3 and 27.</p> <p>III Collective Agreement for the General National Administration. Chapter 8. Articles 45, 46, and 47. Chapter 13.</p> <p>Royal Decree Law 1/1994, of 20 June, approving the consolidated text of the General Social Security Law. Article 124. Chapter 9 bus. Title 3. Articles 205 and 206.</p>	<p>Employment contracts (funding conditions, legal conditions).</p> <p>Salary tables (according researcher career stage).</p> <p>Researchers' Guide, V2 of 29/09/2014.</p>	<p>No actions required.</p>	

27. Gender balance			
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial levels. This should be achieved by means of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Spanish Constitution 1978. Article 14.</p> <p>Organic Law 3/2007, of 22 March, on the effective equality between women and men. Article 5. Title 5. Chapter 1. Article 51. Chapter 2. Articles 52, 53 and 54.</p>	<p>Researchers' Guide, V2 of 29/09/2014.</p>	<p>Analyse the situation following the publication of a career planning guide.</p>	<p>Executive Direction + Commission of Equality/ Third Quarter 2017</p>
28. Career Development			
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Articles 6, 12, 13, 14 and 25.</p> <p>Law 7/2007, of 12 December, on the Basic Statute of Public Officials. Chapter 2.</p> <p>Law 14/2007, of 3 July, on Biomedical Research. Article 10.2.</p>	<p>Strategic Plan promoting research and innovation culture, attract and retain scientific talent, improve training.</p> <p>Researchers' Guide, V2 of 29/09/2014.</p> <p>Cooperative Scientific Projects and the Development of Research Groups V05 09/11/2013.</p>	<p>Gap analysis of the training needs of the research community.</p> <p>Design a training programme based in non-scientific complementary skills.</p>	<p>Scientific direction and Area Leaders / First Quarter 2018 + Second Quarter 2020 (review)</p>

29. Value of Mobility			
Employers and/or funders must recognise the value of geographical, inter-industry, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
Law 14/2007, of 3 July , on Biomedical Research. Article 86.1. Law 14/2011, of 1 June , on Science, Technology and Innovation.	Strategic Plan: develop and use alliances with key players. Conditions regulating specific human resources calls.	Analyse the possibility of having mentors and to define their functions and tasks.	Scientific direction/ Third Quarter 2018
30. Access to Career Advice			
Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.			
Relevant Legislation	Existing Institutional Rules and/or Practices	Actions Required	When/Who
	FIMABIS/ IBIMA Services: International Office, Human Resources Unit, Scientific Advice Service, Knowledge Transfer Office, Management of Calls and Projects Service. Strategic Plan: promoting research and innovation culture, attract and retain scientific talent, improve training. Cooperative Scientific Projects and the Development of Research Groups V05 09/11/2013.	Inclusion of a link to EURAXESS in FIMABIS and IBIMA websites.	Executive Direction / Third Quarter 2016

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the use (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Royal Legislative Decree 1/1996, of 12 April, approving the Consolidated Text of the Law on International Property, standardising, clarifying and harmonising the legal provisions regulating the matter (Book I. articles 7 and 10).</p> <p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 35.</p> <p>Law 11/1986, of 20 March, on Patents. Articles 1, 2, 3, 4 and 5. First and Second Additional Provisions and Provision R.</p> <p>Law 10/2002, 29 April, adapting the Spanish Law on Patents to EU Directive related to legal protection of biotechnology inventions Articles 1, 2, 3, and 4.</p> <p>Law 20/2003, of 7 July, on Legal Protections for Industrial Design and their Implementation.</p> <p>Royal Decree 55/2002, of 18 January, on the use and assignment of inventions created at by public research institutions.</p>	<p>Internal Procedure C401.1. Identification, Evaluation and Protection of Research Results.</p> <p>Internal Procedure C402.1. on Knowledge Transfer of Results.</p>	<p>Training actions on intellectual property rights.</p>	<p>Executive Direction and Knowledge Transfer and Innovation Unit / First Quarter 2018</p>

<p>32. Co-authorship Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor (s).</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
-	<p>Conditions regulating specific human resources calls. Internal Procedure E401.3. Evaluation and Monitoring of Research Groups.</p>	No actions required.	
<p>33. Teaching Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 31.</p>	<p>Internal Procedure E401.3. Evaluation and Monitoring of Research Groups.</p>	No actions required.	

<p>34. Complains/Appeals Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
-	<p>Internal Procedure E103.3 on Management of Non-Conformity, Corrective and Preventative Actions. Suggestion box.</p>	No actions required.	
<p>35. Participation in Decision-making Bodies Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.</p>			
<p>Relevant Legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional Rules and/or Practices</p>	<p>Actions Required</p>	<p>When/Who</p>
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Articles 8, 9 and 10.</p>	<p>Researchers are represented by the Research Area Coordinators on the Advisory Committee to Management (ACM).</p>	No actions required.	

IV. Training

<p>36. Relation with Supervisors Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.</p>			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
Royal Decree 63/2006, of 27 January, approving the Statute on Research Personnel in training. (Art. 7) (Sixth Additional Provision).	Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014. Researchers' Guide, V2 of 29/09/2014.	To analyse the possibility of mentors, and to define their functions and tasks.	Scientific direction / Third Quarter 2019
<p>37. Supervisory and Managerial Duties Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
	Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014. Researchers' Guide, V2 of 29/09/2014	No actions required.	

38. Continuing Professional Development			
<p>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>			
Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 14.1.k.</p> <p>Royal Decree 63/2006, of 27 January, approving the Statute on Research Personnel in Training. Articles 4 and 5.</p>	<p>Training Plan, V05 of 18/11/2013.</p> <p>Grants for Continuing Studies (GCS) for specific human resources calls.</p>	<p>Optimise the Training Plan, identifying specific needs and analysing results.</p>	<p>Scientific direction, Commission on Training and Executive Direction / First Quarter 2018 + Second Quarter 2020 (review)</p>
39. Access to Research Training and Continuous Development			
<p>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.</p>			
Relevant Legislation	Existing Institutional Rules and/or practices	Actions Required	When/Who
<p>Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 14.1.k.</p> <p>Royal Decree 63/2006, of 27 January, approving the Statute on Research Personnel in Training. Articles 4 and 5.</p>	<p>Training Plan, V05 of 18/11/2013.</p> <p>IBIMA Workshops and Seminars aimed at research personnel.</p> <p>Counselling for specific human resources calls.</p>	<p>Optimise the Training Plan, identifying specific needs and analysing results.</p>	<p>Scientific direction, Commission on Training and Management / First Quarter 2018</p>

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant Legislation (permitting or impeding the implementation of this principle)	Existing Institutional Rules and/or Practices	Actions Required	When/Who
-	Plan for Quality, Ethics and Good Practices in Research, version 05, of 17/07/2014.	Analyse the possibility of designating mentors, and define their functions and tasks.	Scientific direction / Third Quarter 2019

ANNEX 2. HRS4R SURVEYS

HRS4R SURVEY FOR FIMABIS PERSONNEL

	Nº	Questions	Evaluation					
I. Ethical and Professional Aspects	1	Ethical principles: FIMABIS effectively disseminates its Policy on Quality, Ethics and Good Practices in Research	1	2	3	4	5	DK/NA
	2	Professional responsibility and public engagement: FIMABIS encourages its researchers to carry out responsible research projects that are in society's interest, performing research for the benefit of society and involving the public in their work	1	2	3	4	5	DK/NA
	3	Contractual and legal obligations: FIMABIS ensures its researchers are aware of the national, sectoral and institutional legislation related to training and working conditions	1	2	3	4	5	DK/NA
	4	Dissemination and exploitation of results: FIMABIS facilitates the dissemination and exploitation of the results of its research so that the work is productive and, if applicable, commercialized or disseminated to the public	1	2	3	4	5	DK/NA
	5	Recruitment/Non-discrimination: FIMABIS takes appropriate measures so that there are equal opportunities during hiring and later stages	1	2	3	4	5	DK/NA
	6	Evaluation/appraisal systems: FIMABIS develops systems for the evaluation/appraisal of researchers that periodically assess their professional performance in a transparent manner	1	2	3	4	5	DK/NA
II. Selection of Professionals	7	Recruitment: The selection and recruitment procedures for researchers at FIMABIS are:	1	2	3	4	5	DK/NA
		Open	1	2	3	4	5	DK/NA
		Efficient	1	2	3	4	5	DK/NA
		Transparent	1	2	3	4	5	DK/NA
	8	Selection: Members of FIMABIS selection committees are sufficiently trained in the recruitment and selection of professionals	1	2	3	4	5	DK/NA

9	Selection: FIMABIS takes appropriate measures so that there is a gender balance among the members of researcher selection committees	1	2	3	4	5	DK/NA
10	Transparency: The job vacancy advertisements published by IMIBA are sufficiently clear on:	1	2	3	4	5	DK/NA
	The description of the position	1	2	3	4	5	DK/NA
	The description of career development prospects	1	2	3	4	5	DK/NA
	The duration of the offer	1	2	3	4	5	DK/NA
	The number of vacant positions	1	2	3	4	5	DK/NA
	How the selection process will be carried out	1	2	3	4	5	DK/NA
	The selection criteria	1	2	3	4	5	DK/NA
	The members of the Selection Committee	1	2	3	4	5	DK/NA
	After the selection process, information is given on the results of the selection and, in the event a candidate is not selected, on his or her strengths and weaknesses	1	2	3	4	5	DK/NA
11	Judging Merits/Recognition: How important are the following evaluation criteria in the process of selecting a researcher?	1	2	3	4	5	DK/NA
	Bibliometric indices (publications, h-index, impact factor, etc.)	1	2	3	4	5	DK/NA
	Teaching	1	2	3	4	5	DK/NA
	Experience in supervising personnel	1	2	3	4	5	DK/NA
	Teamwork	1	2	3	4	5	DK/NA
	Experience in knowledge transfer	1	2	3	4	5	DK/NA
	Experience in managing research and innovation	1	2	3	4	5	DK/NA
	Experience in activities promoting scientific awareness	1	2	3	4	5	DK/NA
	Experience in the private sector (business)	1	2	3	4	5	DK/NA

		Contributions to patents, development and inventions	1	2	3	4	5	DK/NA
		Periods spent at other centers outside of Spain	1	2	3	4	5	DK/NA
		Change from one discipline to another	1	2	3	4	5	DK/NA
		Seniority	1	2	3	4	5	DK/NA
	12	Alterations/Interruptions: When evaluating time spent on research in a candidate's scientific career, it is considered important that they are NOT penalized for interruptions due to:						
		Maternity/paternity leave	1	2	3	4	5	DK/NA
		Care of dependents	1	2	3	4	5	DK/NA
		Volunteering	1	2	3	4	5	DK/NA
		Sabbatical periods	1	2	3	4	5	DK/NA
III. Working conditions	13	Work environment: The work environment at FIMABIS encourages research and stimulates learning	1	2	3	4	5	DK/NA
	14	Work environment: FIMABIS promotes access to suitable resources and facilities for performing research	1	2	3	4	5	DK/NA
	15	Working conditions: FIMABIS offers suitable solutions for work-life balance	1	2	3	4	5	DK/NA
	16	Working conditions: FIMABIS offers suitable solutions for the inclusion of disabled people in the workplace	1	2	3	4	5	DK/NA
	17	Stability: FIMABIS takes appropriate measures to offer its researchers stability, within the public and legal framework of the profession	1	2	3	4	5	DK/NA
	18	Career development: FIMABIS has drawn up a motivating strategy for personal and career development, advice and support for researchers at all stages of their career	1	2	3	4	5	DK/NA
	19	Intellectual property rights: FIMABIS ensures legal and intellectual property defense for researchers so they may benefit from the possible exploitation of the results of R+D and defines the rights that correspond to each party involved in the process	1	2	3	4	5	DK/NA

	20	Co-authorship: FIMABIS develops strategies, practices and procedures to provide researchers an appropriate framework so that they may exercise their right to be recognized and/or cited, in the context of their actual contributions, as co-authors of papers, patents, etc.	1	2	3	4	5	DK/NA
	21	Complaints/Appeals: FIMABIS has established appropriate procedures to manage researchers' complains/appeals, including those regarding conflicts between supervisors and researchers who are at the start of their careers	1	2	3	4	5	DK/NA
	22	Participation in decision-making bodies: FIMABIS researchers are sufficiently represented in the institution's informational, consultation and decision-making bodies	1	2	3	4	5	DK/NA
IV. Training	23	Supervision and management: FIMABIS encourages senior researchers to act as supervisors or mentors, establishing a constructive, positive relationship with researchers who are at the start of their careers	1	2	3	4	5	DK/NA
	24	Continuing professional development: FIMABIS encourages researchers to continue improving their skills through different means such as seminars, conferences, online training or formal training	1	2	3	4	5	DK/NA
	25	Access to research training and continuous development: FIMABIS ensures that all researchers at any stage of their career, regardless of their contractual situation, can improve their employability through measures that promote the continuous development of their capacities and technical skills	1	2	3	4	5	DK/NA

1. Score: On a scale of 1 to 5, in which 1 means "I don't agree with the statement at all" and 5 means "I completely agree with the statement"

2. Score: On a scale of 1 to 5, in which 1 means "I don't consider it to be important" and 5 means "I consider it to be very important"

HRS4R SURVEY FOR IBIMA PERSONNEL

	Nº	Questions	Evaluation					
I. Ethical and Professional Aspects	1	Ethical principles: IBIMA effectively disseminates its Policy on Quality, Ethics and Good Practices in Research	1	2	3	4	5	DK/NA
	2	Professional responsibility and public engagement: IBIMA encourages its researchers to carry out responsible research projects that are in society's interest, performing research for the benefit of society and involving the public in their work	1	2	3	4	5	DK/NA
	3	Contractual and legal obligations: IBIMA ensures its researchers are aware of the national, sectoral and institutional legislation related to training and working conditions	1	2	3	4	5	DK/NA
	4	Dissemination and exploitation of results: IBIMA facilitates the dissemination and exploitation of the results of its research so that the work is productive and, if applicable, commercialized or disseminated to the public	1	2	3	4	5	DK/NA
	5	Recruitment/Non-discrimination: IBIMA takes appropriate measures so that there are equal opportunities during hiring and later stages	1	2	3	4	5	DK/NA
	6	Evaluation/appraisal systems: IBIMA develops systems for the evaluation/appraisal of researchers that periodically assess their professional performance in a transparent manner	1	2	3	4	5	DK/NA
II. Selection of Professionals	7	Recruitment: The selection and recruitment procedures for researchers at IBIMA are:	1	2	3	4	5	DK/NA
		Open	1	2	3	4	5	DK/NA
		Efficient	1	2	3	4	5	DK/NA
		Transparent	1	2	3	4	5	DK/NA
	8	Selection: Members of IBIMA selection committees are sufficiently trained in the recruitment and selection of professionals	1	2	3	4	5	DK/NA
	9	Selection: IBIMA takes appropriate measures so that there is a gender balance among the members of researcher selection committees	1	2	3	4	5	DK/NA

10	Transparency: The job vacancy advertisements published by IMIBA are sufficiently clear on:	1	2	3	4	5	DK/NA
	The description of the position	1	2	3	4	5	DK/NA
	The description of career development prospects	1	2	3	4	5	DK/NA
	The duration of the offer	1	2	3	4	5	DK/NA
	The number of vacant positions	1	2	3	4	5	DK/NA
	How the selection process will be carried out	1	2	3	4	5	DK/NA
	The selection criteria	1	2	3	4	5	DK/NA
	The members of the Selection Committee	1	2	3	4	5	DK/NA
	After the selection process, information is given on the results of the selection and, in the event a candidate is not selected, on his or her strengths and weaknesses	1	2	3	4	5	DK/NA
11	Judging Merits/Recognition: How important are the following evaluation criteria in the process of selecting a researcher?	1	2	3	4	5	DK/NA
	Bibliometric indices (publications, h-index, impact factor, etc.)	1	2	3	4	5	DK/NA
	Teaching	1	2	3	4	5	DK/NA
	Experience in supervising personnel	1	2	3	4	5	DK/NA
	Teamwork	1	2	3	4	5	DK/NA
	Experience in knowledge transfer	1	2	3	4	5	DK/NA
	Experience in managing research and innovation	1	2	3	4	5	DK/NA
	Experience in activities promoting scientific awareness	1	2	3	4	5	DK/NA
	Experience in the private sector (business)	1	2	3	4	5	DK/NA
	Contributions to patents, development and inventions	1	2	3	4	5	DK/NA
	Periods spent at other centers outside of Spain	1	2	3	4	5	DK/NA

		Change from one discipline to another	1	2	3	4	5	DK/NA
		Seniority	1	2	3	4	5	DK/NA
	12	Alterations/Interruptions: When evaluating time spent on research in a candidate's scientific career, it is considered important that they are NOT penalized for interruptions due to:						
		Maternity/paternity leave	1	2	3	4	5	DK/NA
		Care of dependents	1	2	3	4	5	DK/NA
		Volunteering	1	2	3	4	5	DK/NA
		Sabbatical periods	1	2	3	4	5	DK/NA
III. Working conditions	13	Work environment: The work environment at IBIMA encourages research and stimulates learning	1	2	3	4	5	DK/NA
	14	Work environment: IBIMA promotes access to suitable resources and facilities for performing research	1	2	3	4	5	DK/NA
	15	Working conditions: IBIMA offers suitable solutions for work–life balance	1	2	3	4	5	DK/NA
	16	Working conditions: IBIMA offers suitable solutions for the inclusion of disabled people in the workplace	1	2	3	4	5	DK/NA
	17	Stability: IBIMA takes appropriate measures to offer its researchers stability, within the public and legal framework of the profession	1	2	3	4	5	DK/NA
	18	Career development: IBIMA has drawn up a motivating strategy for personal and career development, advice and support for researchers at all stages of their career	1	2	3	4	5	DK/NA
	19	Intellectual property rights: IBIMA ensures legal and intellectual property defense for researchers so they may benefit from the possible exploitation of the results of R+D and defines the rights that correspond to each party involved in the process	1	2	3	4	5	DK/NA

	20	Co-authorship: IBIMA develops strategies, practices and procedures to provide researchers an appropriate framework so that they may exercise their right to be recognized and/or cited, in the context of their actual contributions, as co-authors of papers, patents, etc.	1	2	3	4	5	DK/NA
	21	Complaints/Appeals: IBIMA has established appropriate procedures to manage researchers' complains/appeals, including those regarding conflicts between supervisors and researchers who are at the start of their careers	1	2	3	4	5	DK/NA
	22	Participation in decision-making bodies: IBIMA researchers are sufficiently represented in the institution's informational, consultation and decision-making bodies	1	2	3	4	5	DK/NA
IV. Training	23	Supervision and management: IBIMA encourages senior researchers to act as supervisors or mentors, establishing a constructive, positive relationship with researchers who are at the start of their careers	1	2	3	4	5	DK/NA
	24	Continuing professional development: IBIMA encourages researchers to continue improving their skills through different means such as seminars, conferences, online training or formal training	1	2	3	4	5	DK/NA
	25	Access to research training and continuous development: IBIMA ensures that all researchers at any stage of their career, regardless of their contractual situation, can improve their employability through measures that promote the continuous development of their capacities and technical skills	1	2	3	4	5	DK/NA

1. Score: On a scale of 1 to 5, in which 1 means "I don't agree with the statement at all" and 5 means "I completely agree with the statement"

2. Score: On a scale of 1 to 5, in which 1 means "I don't consider it to be important" and 5 means "I consider it to be very important"



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