

**APPLICATION FOR ACKNOWLEDGEMENT OF THE HUMAN RESOURCES  
STRATEGY FOR RESEARCHERS INCORPORATING THE CHARTER AND  
THE CODE (HRS4R)  
EXCELLENCE IN RESEARCH**

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## **1. Introduction to HRS4R**

## **2. Introducing the IISPV**

## **3. Towards HRS4R Excellence**

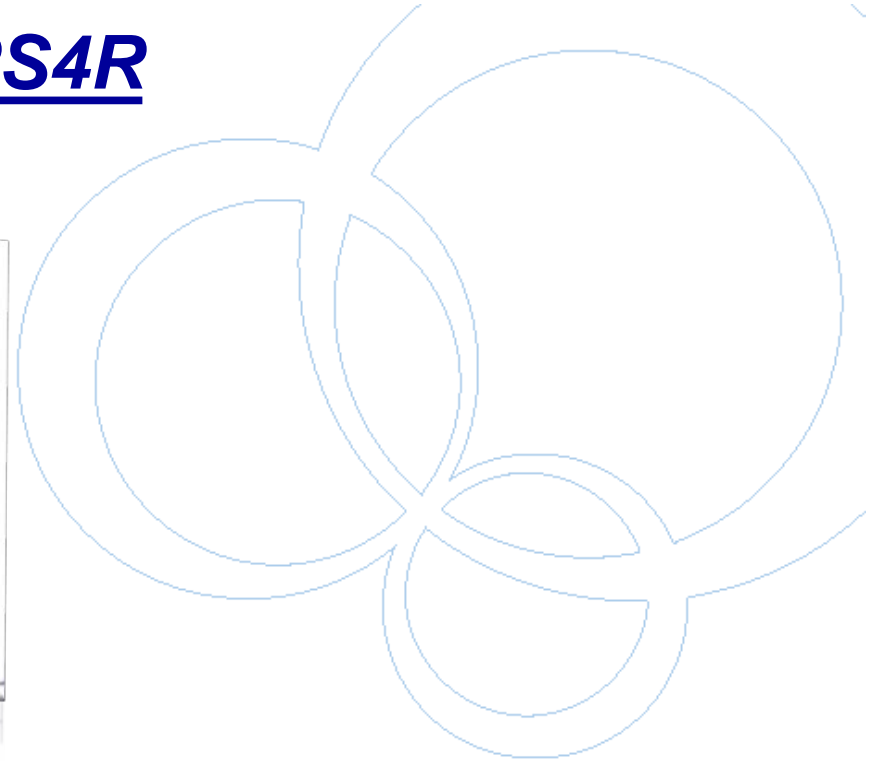
## **4. The approach**

- **Internal Analysis**
- **Action Plan**
- **Application for EC acknowledgment**
- **OTHERS**

## **5. Annexes-Documents**

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## **1. Introduction to HRS4R**



The "***Human Resources Strategy for Researchers Incorporating the Charter & Code***" (HRS4R) is a procedure designed by the European Commission to assist research institutions in the implementation of the Charter and Code of Conduct (C&CC).

Up to now, more than 200 European institutions have received the acknowledgement and can use the logo

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## HRS4R- Reminder of four steps

### 1. Internal Analysis

- Focus on institutional practices and policies
- All institutional members should be involved (in particular the group of researchers employed/funded)
- Regrouping may be useful
- Analyze both level of importance and groups affected
- Analysis of legal framework



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## HRS4R- Reminder of four steps

### 2. Action Plan

- Action Plan should be concret. It must include responsibilities (department/function) and deadlines.
- Should summarize the key outcomes of gap analysis (strengths and weaknesses)
- Establish clear links to overall institutional strategy and vision



## HRS4R- Reminder of four steps

### 3. Application for EC Acknowledgement

- HR Strategy document/Action Plan must be published in English on institutional website in visible/relevant location.
- Creation of special page advisable, post there regular updates/success notices/related press releases
- Commission will assess compliance with process, provide feedback and award logo if assessment positive



## HRS4R- Reminder of four steps

### 4. Implementation phase and external assessment

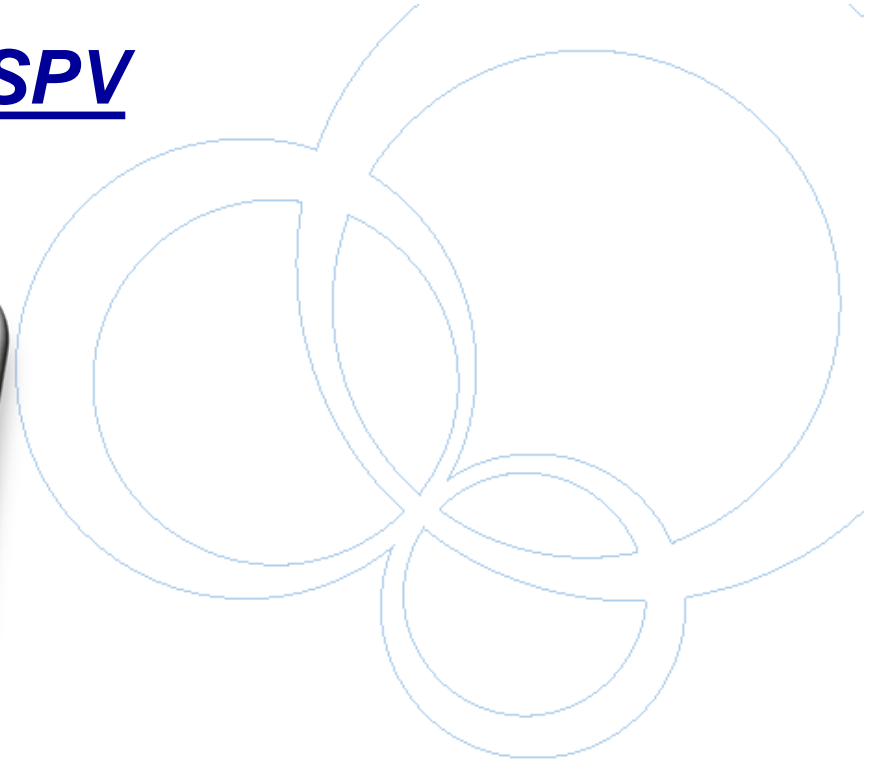
- Based on continuous improvement
- Internal and external communication
- Update action plan and publish update
- Short notification to commission
- At least every 4 years: preparation of a short report
- Report evaluated either by panel of external reviewers
- Renewal or withdrawal of acknowledgement/logo





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## **2. Introducing the IISPV**



The IISPV was established in the framework of an inter-institutional scientific collaboration between: [l'Institut Català de la Salut \(Hospital Universitari de Tarragona Joan XXIII\)](#), [Hospital de Tortosa Verge de la Cinta](#), [SAGESSA \(Hospital Universitari Sant Joan de Reus\)](#), [Pere Mata \(Hospital Psiquiàtric Universitari Institut Pere Mata\)](#) and the [Universitat Rovira i Virgili](#)



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## STRATEGIC AREAS



Nutrition and Metabolism



Oncology and Hematology



Neurosciences and Mental Health



Health and environment



Another research activity

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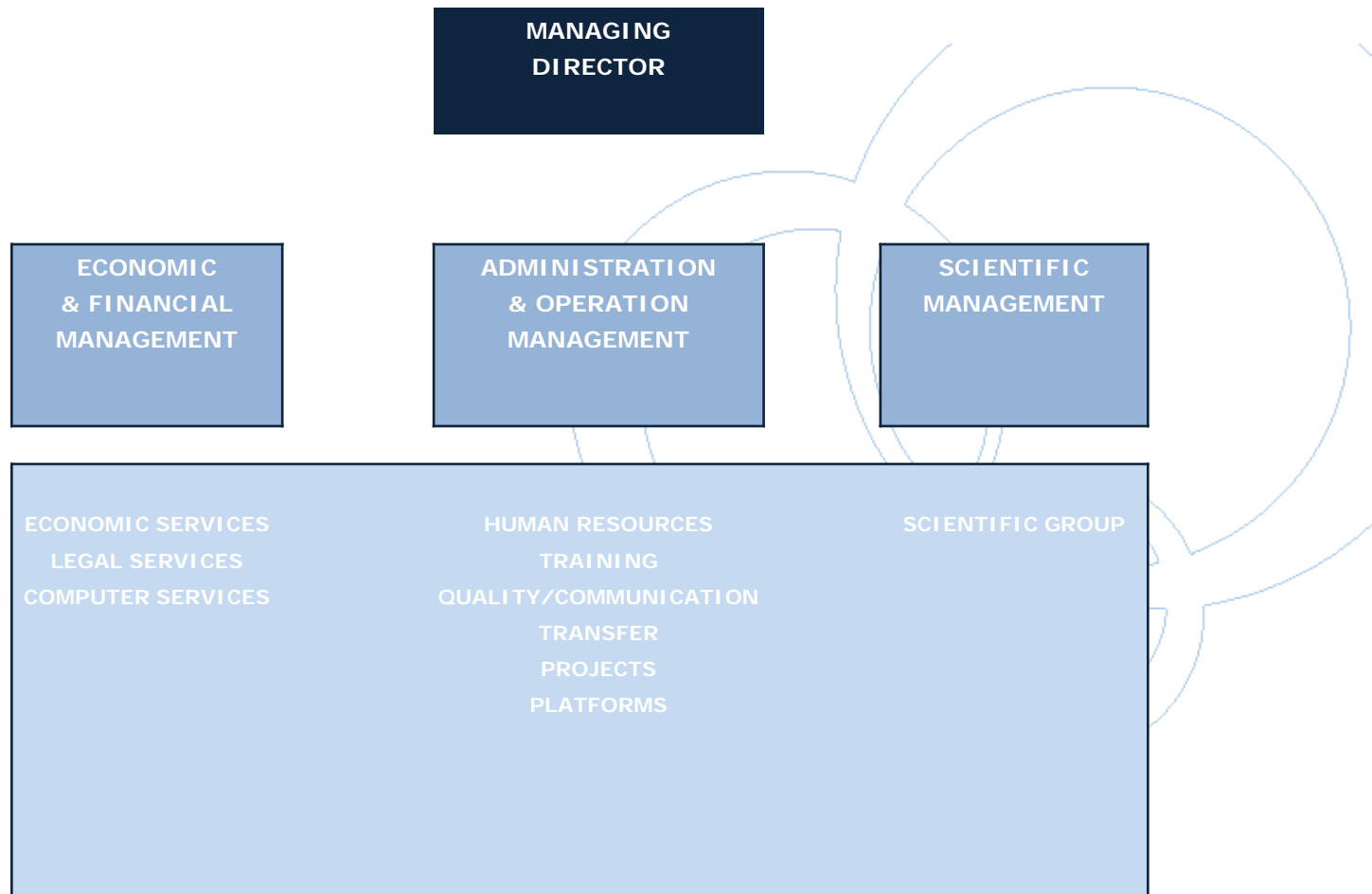
### STAFF POLICY



ADMINISTRATION

PROMOTION

RESEARCH



### Inventory workplaces

WORKPLACE NAME	NUMBER OF PEOPLE	NUMBER OF PEOPLE IISPV
MANAGING DIRECTOR	1	1
ASSISTANT	7	7
DIRECTOR OF OPERATIONS	0	0
MANAGER	1	1
SCIENTIFIC COORDINATOR	0	0
UNIT COORDINATOR	3	2
ADMINISTRATIVE	3	3
TECHNICIAN	3	3
GROUP LEADER	34	3
PRINCIPAL RESEARCHER	51	2
RESEARCHER 1	91	6
RESEARCHER 2	69	10
RESEARCHER 3	66	0
SCIENTIFIC TECHNICIAN	80	10

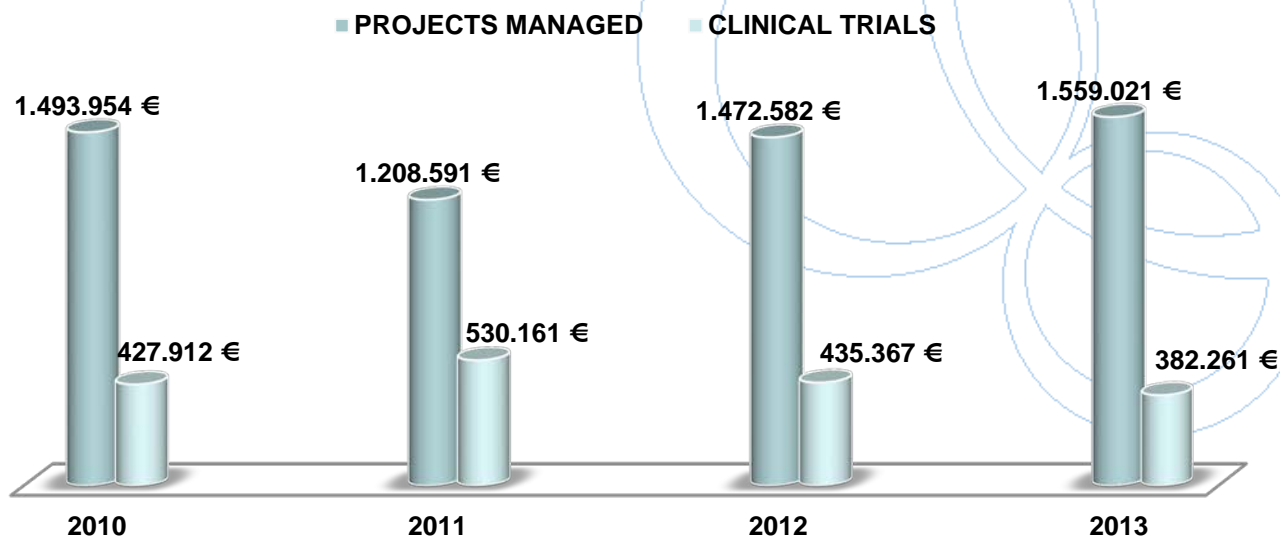
**TOTAL**

**409**

**48**

## BILLING

	2010	2011	2012	2013
<b>MANAGED PROJECTS</b>	1.493.954 €	1.208.591 €	1.472.582 €	1.559.021 €
<b>CLINICAL TRIALS</b>	427.912 €	530.161 €	435.367 €	382.261 €



### PROJECTS MANAGED

	2011	2012	2013
Funded projects	34	37	40
Aid for personal	7	14	19
RETICS-ISCIID	5	5	4
CIBER-ISCIID	5	5	4
Clinical Trials	149	161	188



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### **3. Towards HRS4R-Excellence**



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## ***Methodology***

**1. A work team was created and the Researchers were chosen from different areas of the Institute. Most of the team are part of different groups and platforms of the Institute.**

- Nerea Abasolo (R1)**, Psychiatry Research Group, Degree in Biochemistry
- Núria Amigó (R2)**, Biosfer Teslab, Pre- doctoral Student in Bioengineering
- Roger Mallo (R4)**, Biosfer Teslab, PhD in Bioengineering
- Sandra Guaita (R3)**, URLA Research unit lipids and arteriosclerosi, PhD in Biology
- Carolina Serena (R4)**, Research group on diabetes and associated metabolic disorders, Ramon y Cajal Researcher, PhD
- Kelly Roche (T)**, Research group on diabetes and associated metabolic disorders, Lab Technician, head of the laboratory of Hospital Joan XXIII
- Lluís Gallart (R2)**, BIOBANC Coordinator, Degree in Biology
- Marta Valls (T)**, Technical Office Personnel Department ,Degree in ADE
- Elisabet Galve (T)**, Management,PDD IESE Management

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**2. Group meetings are made, inside and outside the Institute, different principles are discussed and minutes of meetings are drafted**

**Calendar of Meetings:**

<b>When</b>	<b>Where</b>
06/18/2014	School of Medicine (URV)
07/23/2014	Technical Office IISPV
08/26/2014	Modular Building Hospital Joan XXIII
09/17/2014	“Online”

\*Annex: Minutes of Meetings

**3. A survey was developed, it was send to all the Researchers of the Institute. They answered anonymously**

**RESEARCHERS**

**48**



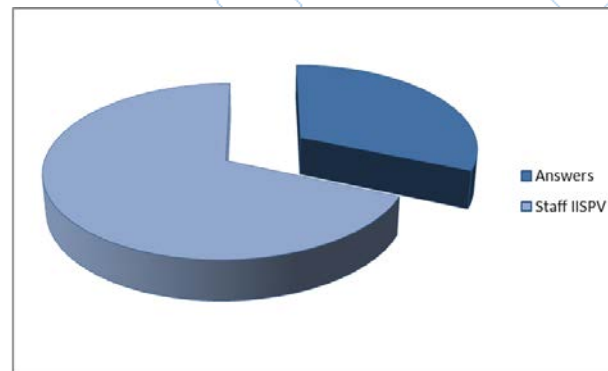
**ANSWERS**

**22**



**%**

**45,8%**



Annex: The Survey

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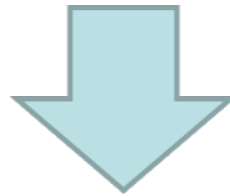
**4. The principles that are true are discarded, the necessary actions are determined and are embedded inside the principle that corresponds of the C&C. A person responsible for each principle is designated**

I.Ethical and professional aspects (Leader, Sandra Guaita)

II.Recruitment (Leader, Carolina Serena)

III.Working conditions and social security (Leader, Kelly Roche)

IV.Training (Leader, Marta Valls)



**GAP ANALYSIS / ACTION PLAN**

Ethical principles	Ethical principles	Gap Analysis	Action	Who	When	How	Results
ETHICAL&PROFESSIONAL ASPECTS	Professional Responsibility	Integrate HR Strategy into IISPV's Strategic Plan	Strategic Plan	Management	June 2015	Via internal experts	Strategic Plan
ETHICAL&PROFESSIONAL ASPECTS	Non Discrimination	The need to develop a equality plan of Institute	Equality Plan	Personal Management-Work Team	Jan 2015	Via internal and external experts	Drafting Plan for Equality IISPV and IISPV harassment protocol
RECRUITMENT	Recruitment	The Researchers sees the need to establish a recruitment policy for future additions	Recruitment Policy	Personal Management-Work Team	Oct 2015	Open consultation and board approval	Know-How IISPV recruitment policy, promoting the mobility programme
WORKING CONDITIONS	Recognition of the profession	By survey researchers ask us the urgency of creating a labor agreement	Working Agreement Integrate HR Strategy into IISPV'S Strategic Plan	Management IISPV	Des 2016	Via internal and external experts	Drafting, implementation & broadcast of IISPV Labour agreement
WORKING CONDITIONS	Stability and permanence of employment	The recognition of continuous improvement	Professional Career	Personal Management-Work Team	June 2015	Via specific courses	Developing a IISPV training plan and professional career path IISPV
WORKING CONDITIONS	Working conditions	Through the survey we see the need to improve the boot protocol to new employees	Welcome Guide	Personal Management - Technical office	Mar 2015	Via internal experts	A new document IISPV welcome guide
TRAINING	Teaching	Continuous training throughout the career	Training Plan	Personal Management-Work Team	Des 2015	Via specific courses	Creating a training committee, IISPV training plan
WORKING CONDITIONS	Recognition of the profession	Develop an internal study that analyses The stability of Employment conditions, formation, occupation for research employees in IISPV	Tracing and analysis	Management and work team	2017	Via internal experts	Document creation, data collection & result analysis

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## ACTION PLAN

### I. Ethical and professional aspects

- Drafting, implementation & broadcast of labour agreement.
- Scientific disclosure to the public (**open days**).
- Drafting Plan for Equality, harassment protocol and disability collaboration agreement (outsourcing services to third parties)
- Difussion Institute by media and events for young and old people



## II. Recruitment

### - Drafting of Recruitment policy

- The need for a new addition is identified
- Management approves the selection process
- A vacancy is announced by the **D.L.L.T.**
- A post is offered through an announcement on the website and on other pages of interest (Euraxess, Biocat, Rediris)
- Nominations are received via email
- CVs are analyzed by the group leader
- Interviewing
- Post evaluation criteria have been taken into account in the selection process
- The process is evaluated by different people
- Recruitment

### - Enhance the annually mobility program

Supporting mobility of researchers and research from IISPV in order to facilitate their professional development, including stays outside Spain.





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## - Welcome Guide

- o Welcome from the Director
- o Who are we? What is the IISPV? Strategy plan: mission, vision & values.
- o What do we do? A map of the IISPV Research Groups
- o Organizational structure: Flowchart, Patrons, Delegates, Internal Scientific Committee, External Scientific Committee, Executive and Technical Office
- o Personnel management: working day, identification cards and parking cards, **PRL**, work calendar, holidays, IISPV training, pay slips, medical certificates, Equality Plan
- o Platform: UEC, BIOBANC, Ethics Committee
- o Communication: IISPV Intranet
- o computer resources: computer support & services, e-mail, **FUNDANET**, incidents, data protection measures.
- o Services of interest: shopping, travel, office material, photocopier/scanner, parking, cafeteria and restaurant.
- o Other useful information: suggestion box, location & access, telephone numbers and addresses of interest.
- o Organize monthly guided visits and talks with relevant institutional information

## III. Working conditions and social security

### - Developing a professional career path

- Concept

A career is a system of recognition, promotion and professional development recognize on an individual and public basis and expresses the contribution of each employee to the objectives and results of the Institute, the professional development achieved through their experience and skills needed in their research.

- Evaluation

#### SCIENTIFIC

30% Competency Assessment  
70% Curriculum evaluation

#### TECHNICAL

40% Competency Assessment  
60% annually renewable Objectives



## IV. Training

### - Training plan



Creating a training committee, which would be good for people who collaborate outside the Institute.

- Cross-training (Courses of English, statistics, writing articles and projects)
  - Specific training according to workplace (new lab techniques, lab exchanges)
  - Formation about the law of science
  - Series of seminars
  - Patent training
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- Exchanges between laboratories in other hospitals
  - Define mentor figures which pre and post docs can address to and receive counsel

### CHATER & CODE

*Working Agreement, I. Ethical & Professional aspects*

*Equality Plan, I. Ethical & Professional aspects*

*Professional Career, III. Working conditions & Social Security*

*Recruitment Policy, II. Recruitment*

*Welcome Guide, II. Recruitment*

*Protocol harassment, I. Ethical & Professional Aspects*

*Training Plan, IV. Training*

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## **4. THE APPROACH**

-Participating in the HRS4R requires the Institute to endorse the principles of the charter and Code

-The HRS4R consists of four steps:

1. Internal analysis
2. Action Plan
3. Acknowledgment
4. Others

-Further Information:

<http://ec.europa.eu/euraxess/index.cfm/rights.cfm/rights/whatIsAResearcher>



TIMING	2014	2 0 1 5												2 0 1 6												2017
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Working Agreement																										
Equality Plan																										
Professional Career																										
Recruitment Policy																										
Welcome Guide																										
Training Plan																										
Analysis																										

### WORKING TEAM

NAME	CHARGE	
Elisabet Galve	Personal Management/PDD IESE Management	T
Marta Valls	Human Resources Technician/Licensed ADE	T
Lluís Gallart	BIOBANC Coordinator/Licensed Biology	R2
Anna Méndez	Human Resources Technician/Licensed Science Work	T
Kelly Roche	Lab Technician	T
Carolina Serena	“Ramón y Cajal” Researcher/Doctor of Biology	R4
Sandra Guaita	Post doctoral Researcher/Doctor of Biology	R3
Roger Mallol	“Biosfer Teslab” Director/Doctor of Bioengineering	R4
Núria Amigó	“Biosfer Teslab” Scientific Director/Pre doctoral bioengineering	R2
Nerea Abasolo	Pre doctoral Researcher/Licensed Biochemistry	R1

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## External evaluation:

**“CERCA” will be our external evaluator**






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## **5. Annexes-Documents**

 Project

 Minute Meeting

 Survey

