

## Human Resources Excellence in Research 2021-2024

	Ethical Principles	&	GAP principle	Action	Timing	Responsible Unit	Current Status	Indicator
1	Ethical & Profesional Aspects		3. 7. 8. 9. 15	Completion of the IISPV strategic plan	Q2 2021	Management	In progress	Strategic Plan
2	Ethical & Profesional Aspects		3. 11	To implement the HRS4R action plan in the programme BIC Score	Q3 2021	Personal Management	New	Report Action Plan with BIC Score
3	Ethical & Profesional Aspects		10. 27.	Review of the Equality Plan according to new Spanish regulations	Q4 2021	Personal Management	New	Equality Plan
4	Ethical & Profesional Aspects		10. 27.	Implementation of the Equality Plan	2021-2024	Personal Management	In progress	Equality Plan
5	Ethical & Profesional Aspects		2. 3. 7.	Monitoring the development of the data protection committee and development of the protocols to be followed according to European Regulation 2016/679 and Spanish regulations	Q4 2021	Data Protection Committee	In progress	Creation and dissemination of a data processing guide in a research protocol

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6	Ethical & Profesional Aspects	2. 3. 7.	Review and update, if necessary, of work procedures on ethical aspects.	Q2 2023	Ethics Committee	In progress	Creation and disseminating a guide for ethical issues in a research protocol
7	Ethical & Profesional Aspects	3. 5. 7. 10. 11. 23	Create a complaint mechanism	Q4 2021	Personal Management	In progress	Complaint mechanism
8	Recruitment & Selection	4. 12. 13. 14. 15. 16. 18. 19. 22. 27. 28. 29. 30. 38	Analysis, review and approval of documentation in relation to the recruitment and selection procedure	Q2 2023	Personal Management	In progress	Evaluation document Interview manual Extension of the indicators manual
9	Recruitment & Selection	2. 3. 10. 12. 13.	Preparation of a guide for personnel coming from other countries.	Q4 2021	Personal Management	In progress	Support document for administrative and legal procedures in our country.

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10	Recruitment & Selection	12. 13. 14	Preparation a guide with the different stages of the recruitment and hiring process and a FAQs document for the applicants	Q1 2023	Personal Management	New	Guide and FAQs document
11	Recruitment & Selection	2. 3. 4. 10. 12. 13.	Welcome manual review	Q3 2022	Personal management	In progress	Welcome Manual
12	Recruitment & Selection	12. 13. 14. 16. 33. 35. 39	Train the team leaders in selection procedures	Q3 2022	Personal Management	New	Train about recruitment and selection
13	Recruitment & Selection	11. 12. 13. 14. 15	To develop and implement a system to assess that OTM-R meets its targets	Q3 2023	Personal Management	New	Document to assess OTM-R targets are met
14	Recruitment & Selection	11. 12. 13. 14. 15	To develop and implement a more comprehensive quality control OTM-R system	Q3 2023	Personal Management	In progress	Quality control OTM-R system policy
15	Working Conditions	2. 5. 10. 18. 19. 22. 24. 25. 26.	To create a labour agreement	Q1 2023	Management	In progress	Labour agreement

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16	Working conditions	22. 23. 24. 25. 34. 36. 37. 40.	To develop an internal study that analyses the stability of employment conditions, training, job, for research employees in IISPV.	Q2 2022	Management	In progress	Document with results of the analysis
17	Working conditions	3. 4. 8. 9.	Application of an HRS4R communication strategy	Q2 2022	Personal Management Communication Department	New	Dissemination of the HRS4R strategy and the actions related to the plan
18	Working Conditions	24.	To define teleworking polices	Q4 2022	Personal Managment	New	IISPV teleworking policy
19	Training & Development	9. 33. 38. 39	Continuous training throughout the career	Annual	Training Committee	In progress	Training Plan
20	Training & Development	33.	To teaches pecific courses in open access, gender perspective, data processing and social impact	2021-2024	Training Committee	New	Training Plan

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21	Training & Development	33. 36. 37.38. 40.	Creation of a mentoring committee	Q2 2022	Management	In progress	Mentoring committee

In 2024 we have hardly scheduled any action because we try to leave it free to review completed actions or to be able to act on possible deviations or unforeseen events in the course of actions.