

# IISPV ACTION PLAN 2025-2028

HR EXCELLENCE IN RESEARCH

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## 1. Organisational Information

The IISPV is a research centre that was founded in 2005 to bring together the biomedical research of Camp de Tarragona and Terres de l'Ebre. An institution committed to people and to innovation, transfer and progress.

We are more than 700 people working in research and we are present in:

- Hospital Universitari de Tarragona Joan XXIII
- Hospital Universitari Sant Joan de Reus
- Hospital Universitari Institut Pere Mata
- Hospital de Tortosa Verge de la Cinta
- Universitat Rovira I Virgili

At IISPV we are committed to the ability of obtaining resources and undertaking quality research, attracting and retaining talent. IISPV health care initiatives are based on scientific reality, innovation and the proximity of people.

In this table we mostrate people hired by the institute:

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	141
Of whom are international (i.e. foreign nationality)	24
Of whom are externally funded (i.e. for whom the organisation is host organisation)	58
Of whom are women	97
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	10
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	31
Of whom are stage R1 = in most organisations corresponding with doctoral level	29
Total number of students (if relevant)	5
Total number of staff (including management, administrative, teaching and research staff)	54

RESEARCH FUNDING (figures for most recent fiscal year)		€
Total annual organisational budget		7.649.251
Annual organisational direct government funding (designated for research)		1.326.525
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)		4.633.780
Annual funding from private, non-government sources, designated for research		1.222.000

## 2. Ethical and professional aspects

### 2.1. Strengths and Weaknesses

In this most recent period, we approved the 2021-2025 strategic plan, and it has been implemented. It is going to be a highly participative plan, both in its preparation, in which the institute's research staff and people from society are going to participate (journalists, politicians, regular people, businesspeople from the region...), as well as in its implementation. The Plan is going to be approved by the Board of Trustees of the Institution, and they have already implemented approximately 85% of their activities. The monitoring and evaluation of the plan has been through the program based on the BIC score system.

The Equality Plan has been prepared again in order to adapt it to the new regulations that have been published by the Spanish Government, Royal Decree 901/2020, of the 13th of October, which regulates equality plans and Royal Decree 902/2020 on equal pay for women and men. This equality plan has been negotiated and approved jointly with the trade unions that have a majority in the area of Research in our territory, which is currently being implemented. The monitoring committee of the equality plan has been created and it has been formed between the institute and the trade unions for the review and assessment of its implementation.

One of the people on our team has been trained as an equality agent in order to strengthen this whole area. And we have also worked on a review and an update of the protocol to prevent and tackle harassment and violence at work.

Our institution is at the preparation stage for the request of ISO9001:215. Among other activities, a quality computer programme has been developed that allows the monitoring of plans and the revision of its level of compliance at all times. The HRS4R action plan has followed one of the plans which has been implemented in the programme so that it may be monitored and reviewed at all times.

A data processing unit has been created within our legal department, which reviews and helps our research staff with the management of their projects which contain personal data. Diverse protocols have been developed to be followed according to European Regulation 2016/679 and Spanish regulations. Also, during this period, we have reviewed the code of good scientific practice as well as creating an open science policy that has been divulged amongst all the research staff.

All the Institute's projects must be assessed by the Institute's Ethics Committee before they are started. This is where a group of experts assess all those ethical aspects of the project, and this committee has two people from the institution's technical office who can previously advise the research staff on ethical and data protection issues when drafting the project proposal.

Two of our team members have been trained as data processing experts in accordance with European regulations as well as in ethical matters. During this period, the Ombudsperson has handled two cases related to issues of good scientific practices among research personnel. Both cases were resolved amicably and in both cases the parties involved thanked the Ombudsperson for his intervention.

A compliance mechanism has been created so that any person, whether internal or external to the Institution, is able to contact our head of communication anonymously or with identification to notify any problem, or issue they wish to explain, report.

## 2.2. Remarks

Regarding the topic of compliance and the communication mechanism created, a person responsible and trained on the issue has been appointed in order to address any request that arises. Similarly, the Counter Fraud Policy has been approved.

Our institution has a strong commitment to complying with the fight against corruption and the prevention, detection and reaction to the possible undertaking of crimes and infractions, complying with the regulations in force. Similarly, a policy for an information and defence system for informants has been developed in accordance with Law 2/2023, of the 20th of February, regulating the protection of the people who inform on infractions of regulations and the fight against corruption with the aim of complying, achieving, respecting and guaranteeing the highest standards of transparency, ethics and responsibility.

The IISPV has also approved the Plan for Institutional Integrity and Measures against fraud according to the regulations and directives of the European Union and the Spanish state.

### 3. Recruitment and selection

#### 3.1. Strengths and Weaknesses

In June 2023, the Foundation's governing body approved the review of the IISPV Personnel Recruitment and Selection Policy, which ensures that the selection process complies with the OTM-R policy:

The Recruitment Unit meets with the interested research staff to agree on the personnel Call, which is approved by Management. The Selection Committee will be composed of a minimum of two people, although a minimum of three is recommended, and all members will participate in all phases and will sign the final selection document. The selection process has the following phases:

1. Calls will be published on the IISPV website for a minimum period of 15 calendar days. We disseminate on other websites (Euraxess, Biocat, Rediris, University websites and research centers).
2. The Committee will evaluate all profiles (CV and Cover Letter) based on the requirements described.
3. The provisional list of accepted and excluded candidates will be published, detailing the minimum score required to access the interview. Candidates will have 5 calendar days to submit their comments. The final list of accepted and excluded candidates will be published, along with the final scores of their CVs and Cover letter. During the interviews, the Selection Committee will use the scoring criteria described in the call to assess each candidate.



4. The committee's hiring decision will be unanimous and always based on OTM-R principles. Finally, the scores of all interviewees will be published on the IISPV website.

The IISPV guarantees the right to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities under equal conditions with respect to other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with articles 9.2, 10, 14 and 49 of the Spanish Constitution and the International Convention on the Rights of Persons with Disabilities and international treaties and agreements ratified by Spain. In the event of a tie, priority will be given to hiring the person with a disability. In the event of a tie between people of different genders, the person of the least represented gender in the work group/department/service which they join will be hired.

We are also preparing a guide for personnel coming from abroad. As an international research centre, IISPV employs and hosts people from abroad for long and short stays. This guide will provide answers to the most common questions regarding living and working in Spain. The documents have not yet been approved, but this action will be extended to the new Action Plan.

The Institute has created a brief guide of frequently asked questions regarding the recruitment and hiring, through which the applicants are wholly informed throughout the process.

We have reviewed the welcome manual for new personnel. The objective is to introduce the new worker to IISPV, and to contribute to understanding the equality policy, the organization chart, the work areas, the Ombudsperson, labour aspects, the email corporate and the identification card.

### 3.2. Remarks

All calls for personnel from our institution are public, and all steps are published on our website. We ensure that the email from the Recruitment Unit is always present so that candidates can request any information or clarification of the process, and that the recruitment process follows the Open, Transparent and Merit-based Recruitment (OTM-R) policies.

## 4. Working conditions

### 4.1. Strengths and Weaknesses

As a weak point, it should be mentioned at this point that we do not yet have a specific labour agreement for the sector. As we explained in the previous evaluation, as a CERCA center (research centers of Catalonia) we joined the company ACER (Catalan Association of Research Centers) in order to develop a specific agreement for the sector together with research institutions in Catalonia. We currently have a draft document. Joint negotiations between all the institutions in the research area of our territory and the unions are ongoing. They have assured us that this year 2025 the document could be finalized and the new sector agreement could come into force.

The IISPV staff has created the workers' works council to represent and negotiate with the company on different issues.

We have also worked with the workers through an anonymous survey, an internal study to analyse training needs, working conditions or any open contribution that the survey recipients want to make.

We continue to work on a communication strategy for all our HRS4R strategy staff to ensure that everyone is aware of the strategy and all the actions that are being carried out. We want to ensure that we reach all research staff, but also that our actions and the HRS4R label are known to the people of our territory.

The remote work policy has been drafted and approved at the IISPV and is being implemented.

### 4.2. Remarks

In this sense, we continue to put a lot of effort and resources into a new website for the Institute in order to have better international visibility and be able to influence the recruitment of talent.



## 5. Training and development

### 5.1. Strengths and Weaknesses

The Institute's training committee is fully consolidated; a form is sent annually to all staff to let us know their training needs or proposals. We consult with different experts in the subjects chosen by our professionals and at the beginning of the year the Training Plan is drawn up with the entire schedule of courses, workshops, etc.

In our training plans we emphasize these areas: gender perspective, open access, data processing and social impact. The current and recent training plans are available on our website.

In addition, the training committee also organizes a minimum of four annual seminars, some online, in which R1 staff present their work and hold joint talks. Each of these seminars is also attended by an external expert who shares his work with our research staff.

Every year we celebrate our PH day, a day dedicated to our R1 staff in which they connect and explain their work. An outside speaker is also invited to give a master class on a regarding a topic that has been chosen beforehand.

Starting this year, R2 Day will also be held.

### 5.2. Remarks

During this period we have also created the mentoring committee where researchers receive support with the writing and approach of their research projects. This committee is formed by the director of the Institute and members of the Management Advisory Committee. Among its functions is the review and support of project applications in competitive calls in order to help strengthen the application and the project.

And in addition, as a new branch of this committee we have started working on mentoring in R1 and R2 where the monitoring will be done by senior researchers R3 and R4.

## 6. Changes of the priorities for the short- and medium term

We are working on implementing ISO 9001:2015, which has become a short-term objective to request accreditation. The labour agreement that initially was a short-term priority for us has become a medium-long-term priority, as we must continue the joint process between all the institutions of the sector and the trade unions, and these processes are taking longer.

## 7. New changes in our organization that have had an impact on our HR strategy

During this time, we have been working on the preparation of accreditation as a research institute by the “Carlos III” Health Institute, with this preparation, we have revised and created our documents, plans of action in many areas of the institution that we believe have positively affected the application and monitoring of the HRS4R strategy.

Similarly, we are preparing ourselves for the ISO9001:2015 audit for which we have also reviewed procedures and processes that have positively affected our whole institution.

## 8. Strategic decisions under way that may influence the action plan

The IISPV has recently been awarded a grant from the “Carlos III” Health Institute for personalised medicine projects. With these projects, an important sum of capital is going to be requested for the hiring of staff and the hiring of more than 20 people for the development of this project has been achieved. Recently, we have also obtained the favourable resolution of a calling for the creation of a Clinical studies unit with an amount of more than 4,000,000 euros and which shall positively affect the hiring of staff too and it shall have a great social impact on the population of our territory and the possibility of being able to participate in clinical studies and trials by means of a Telemedicine system that shall connect the entire province of Tarragona.

## 9. ACTIONS 2025 – 2028

	Ethical Principles	GAP principle	Action	Timing	Responsible Unit	Current Status	Indicator
1	Ethical & Professional Aspects	3. 7. 8. 9. 15	Development and implementation of the new IISPV Strategic Plan 2026-2031	2025-2028	Management	New	Strategic Plan
2	Ethical & Professional Aspects	3. 11	Monitoring the HRS4R action plan through the new IISPV quality program.	2025-2028	Personal Management	New	Report Action Plan with IISPV quality program.
3	Ethical & Professional Aspects	10. 27	Implementation of the IISPV Equality Plan 2023 - 2026	2025-2026	Personal Management	In progress	Equality Plan
4	Ethical & Professional Aspects	10. 27	Development of a new IISPV Equality Plan 2027-2030	2026-2028	Personal Management	New	Equality Plan
5	Ethical & Professional Aspects	10. 27	Implementation of the LGTB + Plan	Q4 2026	Personal Management	New	LGBTB + Plan
6	Ethical & Professional Aspects	2. 3. 7	Continue with the monitoring of open science and with the application and compliance of the data protection regulations on research projects: European Regulation 2016/679 and Spanish regulation Organic Law 3/2018.	2025-2028	Data Protection Committee	New	Annual report of the completed projects
7	Ethical & Professional Aspects	3. 5. 7. 10. 11. 23	Continue with the monitoring of the complaint mechanism	2025-2028	Personal Management	New	Complaint mechanism
8	Ethical & Professional Aspects	2. 3. 5. 7.	Intranet update	Q3 2027	Management	New	Intranet update
9	Ethical & Professional Aspects	2. 3. 5. 7.	To create a new IISPV website.	Q4 2026	Communication unit	New	Creation of a new IISPV website

	Ethical Principles	GAP principle	Action	Timing	Responsible Unit	Current Status	Indicator
10	Recruitment & Selection	2. 3. 10. 12. 13.	Preparation of a guide for personnel coming from other countries.	Q4 2025	Personal Management	Extended In progress.	Support document for administrative and legal procedures in our country.
11	Recruitment & Selection	11. 12. 13. 14. 15	Monitoring compliance with OTM-R measures in selection processes.	Q3 2025	Personal Management Recruitment Unit	New	Quality control OTM-R system policy
12	Recruitment & Selection	12. 13. 14. 16. 33. 35. 39	Train the team leaders in selection procedures.	Q3 2025	Personal Management	Extended In progress.	Train about recruitment and selection
13	Working Conditions	2. 5. 10. 18. 19. 22. 24. 25. 26	To create a labour agreement	Q4 2025	Management	Extended. In progress.	Labour agreement
14	Working Conditions	3. 4. 8. 9	Application of an HRS4R communication strategy	2025-2028	Personal Management Communication Department	Extended. In progress.	Dissemination of the HRS4R strategy and the actions related to the plan
15	Training & Development	9. 33. 31. 33. 38. 39	Continuous training throughout the career	Annual	Training Committee	New	Training Plan
16	Training & Development	3. 33. 39. 40.	Development of a student internship protocol	Q4 2027	Personal Management	New	Student internship protocol
17	Training & Development	33. 36. 37. 38. 40	Implementation of the mentoring plan	2026-2028	Management	In progress	Mentoring committee