

# HUMAN RESOURCES STRATEGY FOR RESEARCHERS - HRS4R FOLLOW UP 2019-2022 ACTION PLAN



Transversal Actions					
Action	C&C Principle	Responsible Unit	Timing	Results	Current status
Action 1: 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 Units	Q1 2020 / Q2 2021 / Q2 2022	Publications on web and newsletter. Other information activities	Done
Action 3: Evaluation and monitoring of new 2018-2022 IBIMA Strategic Plan every six months (which includes this HRS4R action plan)	All	Management and Quality Unit	Ongoing Activity	Monitoring and evaluation reports of the Strategic Plan	Done
Action 4: English translation of the new IBIMA website and other documents considered essential for the researchers	General Information	Communication Unit	Q3-Q4 2019	IBIMA website in english	Done

I. Ethical and Professional Aspects					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 7: Update and dissemination of the Researchers' Guide	5. Contractual and legal obligations 10. Non-discrimination	Human Resources and Comunicación Units	Q4 2019	Document updated and published on IBIMA website/newsletter	Done
Action 24 (new action): Development of the 2018-2022 Communication Plan: results of the research to society	8 and 9. Dissemination and exploitation of results and Commitment to the Public	Management and Communication Unit	Ongoing Activity	Number of activities in which you take part in	Done

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Action 10: Equality Plan (gender, disability, ethnic origin...): improvements and updates	10. Non-discrimination	Human Resources Unit	Q4 2019 - Q1 2020	Equality Plan approved 25/11/2020	Done
Action 25 (new action): Dissemination of the Harassment Protocol	10. Non-discrimination	Human Resources Unit	Q4 2019	kHarassment Protocol disseminated 17/04/2018	Done

II. Recruitment					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 12: Personnel who are part of the Selection Committees will receive a training program in the updated recruitment procedure, which includes OTM-R practices	12 and 13. Recruitment	Human Resources Unit	2019-2020	Nº Training activities on updated procedure	Done
Action 26 (new action): New e-recruitment tool will allow a more open, transparent and efficient recruitment process, as well as better tools for monitoring	12, 13 and 14. Recruitment and selection	Management/ Human Resources Unit	2021-2022	Start-up new software	<p><b>Ongoing:</b> This action has suffered a delay because it is an action that has been carried out for all biomedical research foundations in Andalucía. The service has already been tendered in April 2022 and awarded to the company SEMICROL. We are now in the analysis and design phase so that the new software responds to the selection and recruitment needs of the Foundation.</p> <p>Therefore, it is necessary to extend these parts of this action for the coming months. Once the analysis is done, the development phase will begin, according to the plan and the analysis carried out, and then the testing and validation phase, to finally train the staff and start working with this new software.</p> <p>Programmed action in new 2023-2025 action plan</p>

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Action 27 (new action): Update of the personnel recruitment procedure (P.S101.1) for more open, transparent and efficient practices which encourage external candidates to IBIMA, foreign candidates and groups with little representation to present themselves to the job offers of the institute (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	% of applicants recruited from outside the institution/from abroad/ % of groups with little representation	<b>Done:</b> Procedure was updated in 2021. <b>Ongoing:</b> However, it is not easy to measure the proposed indicators until the new Personnel Selection software is operational, due to the annual volume of job offers published, whose management is manual. Programmed action in new 2023-2025 action plan
Action 28 (new action): The document PS102.1 that includes some templates for research personnel (pre-doctoral, postdoctoral, technical, data manager, etc.) will be updated to comply with EURAXESS formats (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	Procedure updated	<b>Done:</b> Procedure was updated with some Euraxess formats. <b>Ongoing:</b> The procedure PS102.1 will also be updated with the breakdown of jobs, the details of the functions and profile of each position, once the first collective agreement for the Research Foundations sector is approved (is under negotiation). Programmed action in new 2023-2025 action plan
Action 29 (new): Job offers are published in Euraxess web for all positions in international projects and those that are determined of interest according to the required profile. (OTM-R)	12, 13 and 14. Recruitment and selection	Human Resources Unit	2020	% of job adverts posted on EURAXESS/ % of applicants recruited from outside the institution/abroad	<b>Done:</b> Expressions of Interest for International projects are published in Euraxess. <b>Ongoing:</b> We need more personal resources in order to publish all IBIMA job offers. So we will work together with the Andalusian Treasury, who authorizes the hiring of new structural personnel, to achieve the incorporation of new personnel and can carry out this task. Programmed action in new 2023-2025 action plan
Action 13: Include external experts for the selection of personnel of strategic positions (define these strategic positions)	14. Selection	Human Resources Unit	Q2-Q3 2019	% of external experts participating in selection processes	<b>Done</b>

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Action 14: Update of the personnel recruitment procedure, which includes providing the most complete possible feedback to final candidates for strategic positions (OTM-R)	15. Transparency	Human Resources Unit	Q2-Q3 2019	Evaluation reports of the Selection Committees	Done
Action 15: Update of the personnel recruitment procedure (P.S101.1) with an evaluation guide for the Selection Committees with merits to be assessed (OTM-R)	16, 17, 18, 19, 20 and 21. Judging merit, Changes in chronological order of CVs, recognition of mobility, recognition of merits and degrees, Seniority, Postdoctoral Appointments	Human Resources Unit	Q2-Q3 2019	Updated procedure and evaluation guide for Selection Committees	Done

### III. Work Conditions and Social Security

Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 30 (new action): Analysis of training deficits in the research community. (periodically). Design an annual supplementary training program in non-science related skills	28. Career development	Training Commission	Ongoing Activity	Training program published and number of planned training activities	Done

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Action 19: Analyze the possibility of designating mentors or similar figures and define their role and tasks	28, 30 and 37. Career development, Access to career advice and supervision and managerial duties	Scientific Management/ Human Resources Unit	2022	Number of possible mentors	<b>Delayed:</b> This action has been reprogrammed in the new 2023-2025 plan to include the participation of new researchers joining IBIMA from BIONAND, and once the new strategic plan has been drawn up.
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IV. Training					
Action	C&C Principle	Responsible Unit	Timing	Indicator(s)/ Target	Current status
Action 22: Analyze the possibility of designating mentors or similar figures and define their role and tasks	36, 37 and 40. Relationship with supervisors, Supervision and managerial duties and supervision	Scientific Management/ Human Resources Unit	2022	Number of possible mentors and their role	<b>Delayed:</b> This action has been reprogrammed in the new 2023-2025 plan to include the participation of new researchers joining IBIMA from BIONAND, and once the new strategic plan has been drawn up.