

Action Plan

Relevant <i>Charter & Code principle</i>	Dimension 1: <i>Open recruitment and portability of grants</i>	Who	When	Current Situation	Indicator
12. Recruitment 14. Selection 15. Transparency 16. Judging merit 17. Variations in the chronological order of CVs 18. Recognition of mobility experience	1. Review and improve the selection process, the Selection Committees' figure and course of action guidelines to be followed.	HR Management	Third quarter 2015	The SAB is operational for senior research personnel. The Research Commission evaluates and cares for the proposal of candidates for Management in particular competitive call-ins, with the financing entity carrying out the final selection stages.	- Newly defined selection process.
13. Recruitment (Code) 21. Postdoctoral appointments	2. Drafting and implementation of a talent acquisition policy and taking measures for its dissemination.	Management	Second quarter 2015	There is currently no specific policy in place for the attraction of potential employees; the Program's Management look for, select and present new researchers in competitive external call-ins (<i>Ramón y Cajal, Miguel Servet, ICREA</i>), with the go-ahead from Management.	- Number of new recruitments in research personnel.
19. Recognition of qualifications 20. Seniority	3. Carrying out the description of work positions for research personnel.	HR Management	Third quarter 2015	In progress, development. The typology for research personnel is defined (annex 6) and its description sheet drafted (annex 7).	- Number of research personnel per work post detailed.

Relevant Charter & Code principle	Dimension 2 – Meeting the social security and supplementary pensions needs of Mobile researchers.	Who	When	Current Situation	Indicator
5. Contractual and legal obligations 7. Good practice in research	1. Update and extend the induction manual (annex 8) for personnel with specific information regarding research, performance and social security, mobility management, intellectual property policy, etc.	HR Management	Second quarter 2015	The current welcome manual does not include specifics for research personnel. Researchers receive a code of good scientific practice from the PRBB, <i>Codi de Bones Pràctiques Científiques del PRBB</i> (annex 9).	- New induction manual prepared. - Number of inductions per year.
28. Career development 29. Value of mobility	2. Revision of internal Employment Regulation in terms of mobility. (annex 10).	HR Management	Second quarter 2015	In the process of revision by the Company Committee, <i>Comitè d'Empresa</i> .	- Document agreed upon with Company Committee.

Relevant Charter & Code principle	Dimension 3 – Attractive employment and working conditions	Who	When	Current Situation	Indicator
22. Recognition of the profession 28. Career development	1. Create a Professional Career Commission for the detailing and implementation of research personnel's professional career.	HR Management	Fourth quarter 2016	A Commission exists for the professional careers of healthcare research personnel. A professional career exists for healthcare research personnel in which research activity is specifically considered.	- Commission for Professional Careers established. - Professional career approved. - Number of research personnel having entered a career path.
35. Participation in decision-making bodies	2. Improving representation of researchers in decision-making and consulting bodies.	Management	Second quarter 2017	The organisation includes the presence of researcher in technical committees and the representation of Program Directors in the Management Commission, as well as in the	- Number of commissions with researcher representation.

				Research Commission and ethical committees.	- Number of researchers included in decisional and consulting bodies.
10. Non discrimination 24. Working conditions 27. Gender balance	3. Implementation of an Equal Opportunities Plan for women and men.	HR Management	Fourth quarter 2016	Equality Plan approved by the Equality Commission and the Management (annex 11).	- Number of actions in the plan implemented per year.
11. Evaluation/appraisal systems	4. Revision of the evaluation process for research personnel.	Management	First quarter 2017	The evaluation process of the IP; final evaluation of researchers with the cooperation of SAB was carried out in 2012.	- Number of researcher evaluated.
34. Complains/appeals	5. Definition of a conflict resolution protocol, in cases related to professional practice.	Management	Third quarter 2015	A procedure applies which is in need of an update and extension.	- Number of cases informed.
All principles	6. Incorporation of principles from the <i>Charter & Code</i> in the Strategic Plan.	Management	Upcoming Strategic Plan	These are not included.	- New Strategic Plan approved.
10. Non discrimination 24. Working conditions	7. Revision of internal Employment Regulation in terms of reconciliation between professional every-day life, gender equality, etc.	HR Management	Fourth quarter 2016	In the process of revision by the Company Committee.	- Number of research personnel tended to in conciliation measures.

Relevant <i>Charter & Code</i> principle	Dimension 4 – Enhancing training, skills and experience of European researchers	Who	When	Current Situation	Indicator
30. Access to career advice 36. Relation with supervisors 37. Supervision and	1. Definition and implementation of a mentoring program aimed towards research personnel (annex 12).	HR Management	Second quarter 2017	Approved by Management Commission and with pending development.	- Mentoring program approved and implemented.

managerial duties 38. Continuing Professional Development 39. Access to research training and continuous development					
24. Working conditions 29. Value of mobility	2. Promulgation of mobility for research personnel.	HR Management	First quarter 2015	The Organisation has measures at its disposal for mobility, however these are not incentivised.	- Number of research personnel for each of the possible mobility measures.