

HRS4R ACTION PLAN – FOLLOW-UP STATUS

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>1. Increase the visibility of the activities of the FIBH120 – i+12 through the different communication channels:</p> <ul style="list-style-type: none"> Frequently update the contents of the website Promote the use of scientific dissemination platforms by FIBH120 – i+12 staff. 	C&C: 9	<p>Q1 to Q16</p> <p>Annual indicators- KPI: Q4, Q8, Q12, Q16</p>	<p>Management Unit</p> <p>Representatives of researchers R2 and R1</p>	<p>KPI 1.1. Number of followers of scientific dissemination platforms.</p> <p>KPI 1.2. Number of visits to the website.</p> <p>KPI 1.3. Number of news disseminated about activities of the FIBH120 – i+12 in the media.</p>	EXTENDED	<p>It is worth mentioning that there is the Scientific Culture and Innovation Unit (UCC+i), which is in charge of programming various scientific-cultural activities aimed at the general public with the aim of publicizing the results of research and offer informative workshops and conferences. This Unit is accredited by the Spanish Foundation for Science and Technology (FECYT) and is integrated into the UCC+i Network of Spain. https://imas12.es/servicios/unidad-de-cultura-cientifica-y-de-la-innovacion-ucci-hu12o/#1576484191039-f59789dd-0081</p> <p>Also, the Institute's web page has a specific section for news, in which the different most important advances of the research projects that are being developed are presented and information is provided on the main aspects of interest of the institute. https://imas12.es/noticias/. In 2022, there have been a total of 356,676 visits to the website.</p> <p>Also, in 2021, a total of 145 news about the institution's activities have been disseminated through the media.</p> <p>In addition to these dissemination platforms, the institution has internal distribution lists in which the main news of interest to the members of the Institute is reported.</p> <p>Finally, it should be noted that a large number of researchers disseminate their research results through social networks, such as Twitter. The Innovation Support Unit of the i+12 Institute, has a total of 439 followers.</p> <p>During the next two years, work will continue to increase the visibility of the developed activities.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>2. Disseminate the results of the FIBH120 – i+12 to society and patients by organizing activities:</p> <ul style="list-style-type: none"> Promote social participation in dissemination activities (Science Week, etc.). Promote specific seminars and other activities for society and patients. 	C&C: 9	Q1 to Q20 Annual indicators- KPIs: Q4, Q8, Q12, Q16, Q20.	Management Unit Representatives of researchers R4 and R3 Scientific Director	KPI 2.1. Number of dissemination activities organized for the Society and patients (seminars, open days, meetings with patient associations, etc.).	EXTENDED	<p>Within the Institute's Strategic Plan, which expires in 2023, one of the actions included is the implementation of an external communication plan in which the objective of strengthening the relationship with patients and society (participation in prevention actions, dissemination, etc.).</p> <p>In this sense, the Institute has been working on holding meetings with patients and aimed at society in general, as well as with other key non-scientific actors. During the year 2020, a total of 20 press releases were carried out and a total of 97 news items were published in the specialized written press. Main news of interest is also disseminated through the website.</p> <p>The Institute participates annually in the Science and Innovation Week organized by the Madri+d Foundation for Knowledge, whose objective is to actively involve society in research and development processes in science, technology and innovation. Also, during the year 2022, 6 dissemination activities for society and patients have been carried out.</p> <p>As future actions, the institution's participation in Science Week will continue and meetings with patient associations and other key non-scientific stakeholders of interest will be promoted.</p>
<p>3. Promote the dissemination, compliance and commitment to the rules relating to good research practices, ethics, confidentiality, data protection, intellectual property rights, etc.:</p> <ul style="list-style-type: none"> Collect all relevant 	C&C: 5, 7, 31.	Q2 to Q20 Annual indicators- KPIs: Q4, Q8, Q12, Q16, Q20 Milestone: Q2	Management Unit Representatives of researchers R4 and R3 Coordinator of the Innovation Unit and the	Milestone 3.1. Compilation of regulations on the intranet. KPI 3.1. Number of training activities organized, including workshops on	EXTENDED	<p>Regarding regulations on good research practices and ethical and confidentiality norms, it is worth mentioning that the institution has a Manual of Good Scientific Practices whose main objective is to establish an ethical code of behavior for FIBH120 workers - i+12 and serves to set the guidelines to avoid conflicts, not engage in unfair practices or falsify results and guarantee respect for the authorship of publications and ownership of research results.</p> <p>On the other hand, there is a training program that includes</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>regulations on the intranet.</p> <ul style="list-style-type: none"> Communicate the information to the research staff through the usual channels. Organize training / update activities on research practices, ethics, confidentiality, data protection, security procedures, etc. Increase researchers' knowledge of intellectual property rights, through the organization of specific training workshops. 			Quality and Strategic Planning Unit	intellectual property rights.		<p>training activities for research staff on intellectual and industrial property rights and on the transfer of results, among other aspects. During the last two years, 3 training activities related with this issue have been carried out. In this sense, during the next few years, the dissemination of internal regulations related to the transfer of results and the regulation and rights of intellectual and/or industrial property will be promoted.</p> <p>In addition, the Institute has different main distribution lists to disseminate the most important information to staff, among which are: i+12 INFORMA (institutional communications, dissemination of sessions, calls, awards, etc.), list of scientific seminars (internal scientific seminars), i+12 a day (to communicate the main news from the Institute) and also i+12 INNO (for innovation topics and research results).</p> <p>In the coming years, the institution will continue to work on improving training programs to include actions aimed at promoting knowledge about industrial and intellectual property rights and also regarding the transfer of results.</p>
<p>4. Implement a standard evaluation system to measure the level of performance of the research groups.</p> <ul style="list-style-type: none"> Consider incentive criteria for emerging groups. Establish a periodic evaluation system for research groups. 	C&C: 11	<p>Q2 to Q20</p> <p>Annual indicators KPIs (Q4, Q8, Q12, Q16, Q20)</p>	<p>Human Resources Department</p> <p>Scientific Director</p> <p>Coordinator of the Innovation Unit and the Quality and Strategic</p>	<p>KPI 4.1. Number of carried out evaluations.</p> <p>KPI 4.2. Number of carried out evaluations on emerging groups.</p>	EXTENDED	<p>The institute has a procedure for evaluating research groups. In addition, since 2020, the Permanent Commission of the External Scientific Committee (ESC) has been carrying out an evaluation of the application for incorporation into the i+12 Institute of the new research groups, specifically since 2020 they have requested the incorporation of 4 new groups (1 in 2020, 2 in 2021 and 1 in 2022). In the year 2021, the annual evaluation of the existing groups in the institute has been carried out: emerging, consolidated, newly created emerging and groups in incorporation.</p> <p>During the year 2022, 33 evaluations have been carried out.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
			Planning Unit			<p>The Institution's Plan for the supervision of emerging groups has recently been revised with the aim of including new actions aimed at promoting the development of emerging research groups.</p> <p>In the coming years, the periodic evaluation of the research groups will continue, promoting the dissemination of this evaluation system to the institution's staff and the implementation of the different actions included in the plan for the protection of emerging groups.</p>
<p>5. Implement a standardized and transparent recruitment procedure for the selection of new researchers based on the Open, Transparent and Merit-Based Research Recruitment Policy (OTM-R).</p> <ul style="list-style-type: none"> Appoint an internal working group at FIBH120 – i+12 in charge of developing the new procedure. Define a standard recruitment and selection procedure, which includes open, efficient, transparent, supportive and internationally comparable recruitment criteria. Publish an online version of the 	C&C: 12,13 y 21	Milestone: Q1	Human Resources Department Management Director Scientific Director	Milestone 5.1. New procedure for the recruitment and selection of researchers prepared based on the OTM-R policy.	COMPLETED	<p>The Institute has updated the current selection process, adapting the procedure to the OTM-R principles, and preparing instructions for research staff who want to carry out the preparation of a job offer so that they can have at their disposal the different characteristics that must be reflected in the offer.</p> <p>Among the criteria that must be taken into account when assessing the candidacies, the following stand out: assessment of stays in international centers, non-penalization of changes in sector and professional interruptions, avoiding specific degrees, etc.</p> <p>An OTM-R policy of the institution has been drawn up and has been published on the website: https://imas12.es/wp-content/uploads/2022/GESTION/HRS4R/Pol%c3%adticalNGLES_OTM-R%20FIBH12O_i%2012_V1.0_EN.pdf</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
procedure in both Spanish and English.						
<p>6. Promote the hiring of early stage researchers based on the OTM-R policy.</p> <ul style="list-style-type: none"> Consider a early-stage researcher as a transition profile, defining a maximum duration and specific objectives. 	C&C: 12, 13	<p>Q2 to Q8</p> <p>Annual indicators KPIs (Q4 y Q8)</p>	<p>Human Resources Department</p> <p>Scientific Director</p>	KPI 6.1. Number of early-stage researchers hired.	COMPLETED	<p>During the initial period of the HRS4R Action Plan of the i+12 Institute, some profiles of pre-doctoral researchers have been incorporated into the institution. Specifically, during this period 2021-2022, 54 pre-doctoral researchers have been incorporated.</p> <p>New regulations have recently been approved in Spain, such as the Science Law, which directly influence the hiring of research personnel in health research institutions. Measures have also been implemented to promote improvements in the working conditions of these professionals.</p>
<p>7. Promote the hiring and appointment of postdoctoral researchers based on the OTM-R policy.</p> <ul style="list-style-type: none"> Consider the profiles of postdoctoral researchers as talent that joins the institution, promoting their recruitment. 	C&C: 13, 21	<p>Q2 to Q8</p> <p>Annual indicators KPIs (Q4 y Q8)</p>	<p>Human Resources Department</p> <p>Scientific Director</p>	KPI 7.1. Number of postdoctoral researchers hired.	COMPLETED	<p>During the initial period of the HRS4R action plan of the i+12 Institute, some profiles of postdoctoral researchers have been incorporated into the institution. Specifically, during this period 2021-2022, 62 postdoctoral researchers have been incorporated.</p> <p>New regulations have recently been approved in Spain, such as the Science Law, which directly influence the hiring of research personnel in health research institutions. Measures have also been implemented to promote improvements in the working conditions of these professionals.</p>
<p>8. Promote internal actions to provide researchers with optimal working conditions.</p> <ul style="list-style-type: none"> Promote normal and optimal working conditions for all employees and professional categories. 	C&C: 23, 24	<p>Q3 to Q8</p> <p>Annual indicators KPIs (Q4 y Q8)</p> <p>Milestone: Q3</p>	<p>Human Resources Department</p> <p>Management Director</p>	<p>Milestone 8.1. Collective Agreement of Biomedical Research Foundations.</p> <p>KPI 8.1. Specific budget for spaces, equipment and infrastructures</p>	COMPLETED	<p>On the one hand, the FIBH120 - i+12 is part of the collective agreement signed by the biomedical research foundations of the health institutions of the Community of Madrid and which was published in the resolution of the Community government on December 3 of 2020, the result of the agreement reached between the negotiating commission made up of representatives of the Foundations and union representatives.</p> <p>Through this collective agreement, the aim is to improve the working conditions of research staff and adapt the hiring</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<ul style="list-style-type: none"> Establish specific technical resources for spaces, equipment and scientific-technical infrastructures. 				<p>KPI 8.2. New spaces, equipment and/or infrastructure for research.</p> <p>KPI 8.3. Number of requests attended to on occupational risks</p>		<p>procedures to the Charter and European Codes, so that it serves to promote the attraction of scientific talent.</p> <p>Likewise, within the framework of this agreement, work is being done on the development of a new professional development model for research staff.</p> <p>During 2021 and 2022, 6 meetings were held with the Occupational Health Committee and one on the coordination of business activities with the hospital, a total of 7 meetings in relation to this issue.</p> <p>On the other hand, during this period the i+12 Institute has also carried out the construction of new laboratories for the area of Translational Oncology with a total area of 810 square meters and a total budget of 1,946,519.02€.</p>
<p>9. Provide an international and friendly research environment.</p> <ul style="list-style-type: none"> Relevant information in English to help and advise foreign researchers.. Encourage foreign researchers to apply for positions at the FIBH120 – i+12 in line with the OTM-R policy developed 	C&C: 23, 24, 30	<p>Q1 to Q20</p> <p>Annual indicators KPIs (Q4, Q8, Q12, Q16, Q20)</p> <p>Milestone: Q1</p>	<p>Human Resources Department</p> <p>Management Unit</p> <p>Coordinator of the Innovation Unit and the Quality and Strategic Planning Unit</p>	<p>Milestone 9.1. English versions of relevant documentation.</p> <p>KPI 9.1. Number of visiting foreign researchers</p> <p>KPI 9.2. Number of international projects carried out.</p>	EXTENDED	<p>Regarding relevant information available in English, it should be noted that the website of the i+12 Institute has the information available in both English and Spanish.</p> <p>It should also be mentioned that during these first two years of implementation of the HRS4R strategy, a total of 10 foreign researchers have visited the institution and a total of 4 international projects have been carried out.</p> <p>Over the next few years, progress will continue in this area in order to have the institute's most important information available in English and a more proactive dissemination of job offers at Euraxess will be carried out with the aim of attracting international scientific talent.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>10. Defining a career path for researchers at all stages of their career.</p> <ul style="list-style-type: none"> Contribute to defining the professional career of researchers within the framework of the policies of the Community of Madrid. Appoint mentors through a standard procedure to advise researchers on their career. Disseminate professional career advice and professional opportunities from Euraxess and FECTY among others. 	C&C: 28, 30	<p>Q3 to Q20</p> <p>Annual indicators KPIs (Q4, Q8, Q12, Q16, Q20)</p> <p>Milestone: Q3</p>	<p>Human Resources Department</p> <p>Management Director</p> <p>Scientific Director</p> <p>Coordinator of the Innovation Unit and the Quality and Strategic Planning Unit</p>	<p>Milestone 10.1. Collective labor agreement of the Biomedical Research Foundations</p> <p>KPI 10.1 Number of appointed mentors.</p> <p>KPI 10.2. Number of mentored students.</p>	EXTENDED	<p>FIBH120 - i+12 is part of the collective agreement signed by the Biomedical Research Foundations, the public administration of the Community of Madrid and union representatives to regulate the working conditions of their workers and establish a framework regulations on its organization, professional classification and economic conditions. In this sense, work is being done on the development of a new professional career model for the staff of the biomedical research foundations of the Community of Madrid.</p> <p>Regarding the mentoring of young researchers, the i+12 Institute has launched a mentoring program in which postdoctoral researchers act as mentors for younger researchers, advising them on their professional development (currently, there are a total of 6 designated mentors). This procedure is directly supervised by the Scientific Director.</p> <p>Over the next few years, work will continue in collaboration with the Community of Madrid in the development of the professional career and, internally, the implementation of the aforementioned mentoring program.</p>
<p>11. Promote and recognize the importance of co-authorship among researchers.</p> <ul style="list-style-type: none"> Consolidate frequent meetings between research groups to promote co-authorship and collaborative research. 	C&C: 32	<p>Q1 to Q20</p> <p>Annual indicators KPIs (Q4, Q8, Q12, Q16, Q20)</p>	<p>Management Unit</p> <p>Representatives of researchers R4, R3, R2 and R1.</p> <p>Coordinator of the Innovation Unit and the Quality and</p>	<p>KPI 11.1. Number of co-authored publications between research groups of the FIBH120 – i+12.</p> <p>KPI 11.2. Number of internal meetings between research groups.</p>	EXTENDED	<p>The i+12 Institute has an authorship policy approved and published on the website so that it can be consulted by all the Institute's research staff.</p> <p>Link: https://imas12.es/el-instituto/documentacion-corporativa/filiacion-corporativa/</p> <p>This policy is also referenced in the institution's Welcome Manual..</p> <p>Annual meetings of the different research areas that are part of the scientific structure of the Institute are held, which allows to know the different projects and lines of research of</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
			Strategic Planning Unit			<p>the different areas and that the researchers of different groups can carry out. out contacts and collaborations. In this sense, during this year 2022, 16 meetings of research areas have already been held.</p> <p>Finally, indicate that a total of 222 publications have been published co-authored by different research groups of the institute.</p>
<p>12. Implement a procedure to manage the suggestions of researchers at the FIBH120 – i+12.</p> <ul style="list-style-type: none"> Define a standard procedure for the treatment of suggestions Promote the contribution of suggestions in the annual satisfaction survey for researchers. Create a suggestion box to collect suggestions from researchers. Inform about the suggestion box and promote its use among researchers. 	C&C: 34	<p>Q3 to Q20</p> <p>Annual KPIs measure (Q4, Q8, Q12, Q16, Q20)</p> <p>Milestone: Q3</p>	<p>Management Unit</p> <p>Representatives of researchers R4, R3, R2 and R1.</p> <p>Coordinator of the Innovation Unit and the Quality and Strategic Planning Unit</p>	<p>Milestone 12.1. Suggestions management procedure</p> <p>Milestone 12.2. Suggestion Box App.</p> <p>KPI 12.1. Number of collected suggestions.</p> <p>KPI 12.2. Number of resolved suggestions.</p>	EXTENDED	<p>The Institute has a system for detecting areas for improvement, non-conformities and preventive actions suggested by professionals, managed by the Quality and Strategic Planning Unit. In 2022, a total of 3 suggestions have been received, of which 2 have already been resolved.</p> <p>Also, an annual satisfaction survey is carried out in which questions are asked that make it possible to identify improvements in the operation of the center.</p> <p>There is also a suggestion box on the website.</p> <p>In the coming years, the collection of suggestions will continue through the annual satisfaction survey and the suggestion box available on the website.</p>
<p>13. Increase the participation of young researchers in the Research Commission.</p> <ul style="list-style-type: none"> Define a rotating 	C&C: 35	<p>Q3 to Q8</p> <p>Annual Indicators KPIs (Q4,</p>	<p>Scientific Director</p> <p>Representatives of researchers</p>	<p>KPI 13.1. Number of young researchers in the Research Commission.</p>	COMPLETED	<p>The i+12 Institute has updated the composition of the Research Commission based on the current requirements established by the Carlos III Health Institute for the accreditation of Health Research Institutes. In this sense, researchers from different professional categories are part</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
system for the participation of young researchers in the FIBH120 – i+12 Research Commission.		Q8)	R4, R3, R2 and R1.			of the committee. Currently, 3 young researchers are members of the Research Commission. There is a rotating system for the renewal of the young researchers who are part of the Research Commission.
14. Support the research groups leaders in the tasks of supervision and management of the FIBH120 – i+12. <ul style="list-style-type: none">Establish a standard procedure to assist research leaders in supervisory and management tasks.	C&C: 37	Q3 to Q8 Annual Indicators KPIs (Q4, Q8) Milestone: Q3	Management Director Representative of R4 researchers.	Milestone 14.1. Standard procedure to facilitate supervision and management. KPI 14.1. Number of economic reports of research projects.	COMPLETED	The FIBH120 - i+12 carries out the scientific and economic-administrative management of the institution and provides support to the research staff in different areas such as economic management and monitoring of projects, the preparation of tenders and the preparation job offers among other services. Recently, the Welcome Manual has been updated with the aim of incorporating a mention of the different services offered to researchers by the FIBH120 – i+12. Finally, during the year 2021, a total of 537 research projects were active, with different economic and management reports.
15. Improve the Training Plan of the FIBH120 - i+12 to develop a research career. <ul style="list-style-type: none">Identify the training needs of researchers based on the development of the research career.Improve multidisciplinary and transversal training along with non-scientific complementary skills.Dissemination of the	C&C: 28, 39	Q2 to Q20 Annual Indicators KPIs (Q4, Q8, Q12, Q16, Q20) Milestone: Q2	Management Unit Human Resources Department	Milestone 15.1. Survey carried out on all researchers on training needs KPI 15.1. Number of training activities organized by the FIBH120 – i+12. KPI 15.2. Number of attendees to the training activities.	EXTENDED	The i+12 Institute has a Training Plan that has been recently reviewed and updated in order to incorporate a series of improvements aimed mainly at the FIBH120 - i+12 staff carrying out different training activities in matters such as the transfer of results, the development of non-scientific key competencies, etc. In addition, a survey of training needs is carried out annually in which the Institute's personnel indicate their needs regarding training and thus the training program can be adapted. The annual surveys of training needs will continue, and the training program will be updated periodically. The possibility of having the training sessions in online

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
Training Plan to all researchers.						format so that they can be consulted by the different professionals of the institution will be assessed.
16. OTM-R 1. Implement a standardized and transparent recruitment procedure for the selection of new researchers based on the Open, Transparent and Merit-Based Research Recruitment Policy (OTM-R). (Overlap with action 5) <ul style="list-style-type: none"> Appoint an internal working group at FIBH120 – i+12 in charge of developing the new procedure. Define a standard recruitment and selection procedure, which includes open, efficient, transparent, supportive and internationally comparable recruitment criteria. Publish an online version of the procedure in both Spanish and English. 	C&C: 12,13 y 21	Milestone: Q1	Human Resources Department Management Director Scientific Director	Milestone 5.1. New procedure for the hiring and selection of researchers prepared based on the OTM-R policy.	COMPLETED	<p>The Institute has worked on updating the current selection process, adapting said procedure to the OTM-R principles and preparing instructions for research staff who want to carry out the preparation of a job offer so that they can have at their disposal the different characteristics that must be reflected in the offer.</p> <p>Among the criteria that must be taken into account when assessing the candidacies, the following stand out: assessment of stays in international centers, no penalization of changes in sector and professional interruptions, avoiding specific degrees, etc.</p> <p>In addition, an OTM-R policy of the institution has been drawn up and has been published on the website in both Spanish and English.</p>
17. OTM-R 2. Promote the hiring of researchers in the initial phase based on the OTM-R policy. (Overlap with action 6)	C&C: 12, 13	Q2 to Q8 Annual Indicators KPIs (Q4	Human Resources Department Scientific	KPI 6.1. Number of early-stage researchers hired.	COMPLETED	During the initial period of the HRS4R action plan of the i+12 Institute, some profiles of pre-doctoral researchers have been incorporated into the institution. Specifically, during this period 2021-2022, 54 pre-doctoral researchers have been incorporated.

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<ul style="list-style-type: none"> Consider a researcher in the initial phase as a transition profile, defining a maximum duration and specific objectives. 		,Q8)	Director			On the other hand, new regulations been approved in Spain, such as the Science Law, which directly influence the hiring of research personnel in health research institutions. Measures have also been implemented to promote improvements in the working conditions of these professionals.
<p>18. OTM-R 3. Promote the hiring and appointment of postdoctoral researchers based on the OTM-R policy. (Overlap with action 7)</p> <ul style="list-style-type: none"> Consider the profiles of postdoctoral researchers as talent that joins the institution, promoting their hiring and appointment. 	C&C: 13, 21	Q2 to Q8 Annual Indicators- KPIs (Q4 ,Q8)	Human Resources Department Scientific Director	KPI 7.1. Number of postdoctoral researchers hired.	COMPLETED	<p>During the initial period of the HRS4R action plan of the i+12 Institute, some profiles of postdoctoral researchers have been incorporated into the institution. Specifically, during this period 2021-2022, 62 postdoctoral researchers have been incorporated.</p> <p>On the other hand, new regulations have recently been approved in Spain, such as the Science Law, which directly influence the hiring of research personnel in health research institutions. Measures have also been implemented to promote improvements in the working conditions of these professionals.</p>
<p>19. OTM-R 4. Provide an international and friendly research environment. (Overlap with action 9).</p> <ul style="list-style-type: none"> Have relevant information in English to help and advise foreign researchers. Encourage foreign researchers to apply for positions at the FIBH120 – i+12 in line with the OTM-R policy developed. 	C&C: 23, 24 , 30	Q1 to Q20 Annual Indicators- KPIs (Q4, Q8, Q12, Q16, Q20) Milestone: Q1	Human Resources Department Management Unit Coordinator of the Innovation Unit and the Quality and Strategic Planning Unit	<p>Milestone 9.1. English versions of relevant documentation.</p> <p>KPI 9.1. Number of visiting foreign researchers.</p> <p>KPI 9.2. Number of international projects carried out.</p>	EXTENDED	<p>In relation to the relevant information available in English, it should be noted that the website of the i+12 Institute has the information available in both English and Spanish.</p> <p>On the other hand, it should be mentioned that during these first two years of implementation of the HRS4R strategy, a total of 10 foreign researchers have visited the institution and a total of 4 international projects have been carried out.</p> <p>Over the next few years, progress will continue in this area with the aim of having the institute's most important information available in English and a more proactive dissemination of job offers at Euraxess will be carried out with the aim of attracting international scientific talent.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>20. OTM-R 5. Implementation of a procedure to manage the suggestions of researchers at FIBH120 - i+12. (Overlap with action 12)</p> <ul style="list-style-type: none"> Define a standard procedure for the treatment of suggestions.. Promote the contribution of suggestions in the annual survey for researchers.. Set up a suggestion box to collect suggestions from researchers. Inform about the suggestion box and promote its use among researchers. 	C&C: 34	Q3 to Q20 Annual Indicators KPIs (Q4, Q8, Q12, Q16, Q20) Milestone: Q3	Management Unit Representatives of researchers R4, R3, R2 and R1. Coordinator of the Innovation Unit and the Quality and Strategic Planning Unit	Milestone 12.1. Suggestions management procedure Milestone 12.2. Suggestion box app. KPI 12.1. Number of collected suggestions. KPI 12.2. Number of solved suggestions.	EXTENDED	<p>The Institute has a system for detecting areas for improvement, non-conformities and preventive actions suggested by professionals, managed by the Quality and Strategic Planning Unit.</p> <p>Also, an annual satisfaction survey is carried out in which questions are asked that make it possible to identify improvements in the operation of the center.</p> <p>There is also a suggestion box on the website.</p> <p>In the coming years, the collection of suggestions will continue through the annual satisfaction survey and the suggestion box available on the website.</p>
<p>21. OTM-R 6. Develop a quality control system for measuring and monitoring the OTM-R policy.</p> <ul style="list-style-type: none"> Develop mechanisms for monitoring the applicants, implementing frequent checks on applications.. Develop a tool for the 	C&C:	Q3 to Q20 Annual Indicators KPIs (Q4, Q8, Q12, Q16, Q20) Milestone: Q3	Human Resources Department Management Unit	Milestone OTM-R 6. Quality control of the OTM-R policy. KPI OTM-R 6. Annual review of the implemented Quality Control System.	EXTENDED	<p>The i+12 Institute has worked on updating and improving the personnel recruitment and selection procedure, designing instructions for research staff who want to carry out job offers and a new OTM-R policy for the institution.</p> <p>In the coming years, an annual review process of the OTM-R system will be carried out, which will make it possible to detect areas for improvement in it and to evaluate the correct compliance with the OTM-R criteria in the processes of contracting research personnel.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
annual evaluation of the global process.						
<p>22. OTM-R 7. Provide as much detailed information as possible about the OTM-R policy and the tools available in job offers.</p> <ul style="list-style-type: none"> • Include references/links to OTM-R guidelines and policies in job offers. 	C&C:	Q1 to Q8 Annual Indicators KPIs (Q4, Q8)	Human Resources Department Management Unit	KPI OTM-R 7. Number of job offers published including information on OTM-R policies.	COMPLETED	<p>As previously mentioned, the institution has designed and approved an OTM-R policy that establishes the different principles that govern the process of hiring and selecting research personnel, as well as the phases of the process and the selection committee for these processes. The OTM-R policy is published on the website in both English and Spanish so it can be consulted by staff interested in applying for job offers.</p> <p>On the other hand, job offers, express reference to compliance with the OTM-R Policy of the institution.</p>
<p>23. OTM-R 8. Lean on Euraxess services to increase the visibility of job offers.</p> <ul style="list-style-type: none"> • Periodically publish job advertisements for the FIBH12O – i+12 on the Euraxess portal. 	C&C:	Q1 to Q20 Annual Indicators KPIs (Q4, Q8, Q12, Q16, Q20)	Human Resources Department Management Unit	KPI OTM-R 8. Number of job offers published on the Euraxess portal.	EXTENDED	<p>Job offers are published on the website of the Institute enabled for job offers. Link: https://imas12.es/ofertas-de-empleo/</p> <p>Until now, not much use has been made of the Euraxess portal for the dissemination of job offers. In the coming years, the publication of offers and the search for profiles through Euraxess will be promoted.</p>
<p>24. OTM-R 9. Define internal rules for the appointment of selection committees based on the recommendations of the OTM-R policy.</p> <ul style="list-style-type: none"> • Consider an adequate gender balance in the appointment and composition of the selection committees. 	C&C:	Q1 to Q20 Annual Indicators KPIs (Q4, Q8, Q12, Q16, Q20)	Human Resources Department Management Unit	KPI OTM-R 9. % women on selection committees	EXTENDED	<p>The institution has worked during these first two years to adapt the contracting processes and internal regulations to adapt to the principles established by the Charter and European Codes. In this sense, an OTM-R policy has been defined which defines the composition of the Selection Committee for the different evaluation processes of the center's research staff.</p> <p>Over the next few years, the correct gender balance in the appointment and composition of the selection committees will be reviewed.</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>25. OTM-R 10. Provide adequate feedback to those interviewed in the selection processes:</p> <ul style="list-style-type: none"> Establish an email/phone procedure to provide information to interviewees during the appointment phase. 	C&C:	Q1 to Q8 Annual Indicators KPIs (Q4 ,Q8)	Human Resources Department Management Unit	KPI OTM-R 10. Number of interviewees contacted by email/phone during the appointment phase.	COMPLETED	The institution has designed and set up a selection report model in which the score obtained by the different candidates presented in the different evaluation criteria is described in a way that serves as feedback for people who have not been selected.

The different actions included in the action plan are detailed below as a result of the internal analysis carried out within the framework of the interim evaluation of the HRS4R Seal based on the results obtained in the online survey sent to the institution's staff and to the work carried out by the Working Group of the HRS4R Seal of the FIBH12O - i+12.

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
<p>26. Dissemination plan for the HRS4R Strategy. Carrying out specific activities aimed at disseminating and communicating among the institution's staff the different advances achieved within the framework of the HRS4R Strategy.</p>	C&C: 8, 12, 23 OTM-R: 1, 5, 10	Year 3 (Q2, Q4) Year 4 (Q2, Q4) Year 5 (Q2, Q4)	Management Director Scientific Director Technical Unit	KPI 26.1. Annual review of the HRS4R action plan. KPI 26.2. Annual online survey to publicize the progress made and find out the degree of staff satisfaction. KPI 26.3. Dissemination	NEW	<p>Periodic meetings will be held by the working group of the HRS4R Strategy of the FIBH12O - i+12 in order to monitor the correct development of the actions included in the strategy. An annual report will also be carried out to collect the main advances. At the end of each meeting, the main advances made regarding the action plan will be announced.</p> <p>In addition, an annual survey will be carried out on the institution's staff with the aim of being able to assess the degree of satisfaction with respect to the HRS4R Strategy and the knowledge of the different developed actions.</p> <p>The different meetings of the Institute's areas and scientific conferences that are held annually will be used to publicize the main aspects of the HRS4R Strategy and communications</p>

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
				<p>actions carried out on the HRS4R Seal in annual conferences.</p> <p>KPI 26.4. Informative leaflets made about the HRS4R Seal</p>		<p>will be made through the current distribution lists of the Institute.</p> <p>Finally, informative leaflets will be made that will serve to disseminate the main aspects of the HRS4R Award.</p>
27. Improvement of internal communication and scientific dissemination of the institution.	C&C: 8, 11	Year 3 (Q1, Q3) Year 4 (Q1, Q3) Year 5 (Q1, Q3)	Technical Unit	<p>KPI 27.1. Number of scientific communications from the center made on social networks</p> <p>KPI 27.2. Number of people included in the distribution lists available at the Institute.</p> <p>KPI 27.3. Number of scientific dissemination acts carried out.</p>	NEW	<p>A specific action plan will be carried out to improve internal communication in the institution with the aim of increasing staff participation in the different distribution lists available: I+12 INFORMA, I+12 AL DÍA, I+12 INNO.</p> <p>The dissemination of the main strategic and organizational documents will be increased: Strategic Plan, HRS4R Action Plan, Quality Plan, Collective Agreement, etc.</p> <p>Scientific dissemination activity will be promoted by increasing the number of news items disseminated on social networks and encouraging the development of specific activities in this area.</p> <p>Also, information will be provided on the composition and functioning of the Investigation Commission, as well as the main agreements adopted.</p>