

# HRS4R Action Plan 2024 - 2027



Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)	Current Status
3. Make diffusion activities from the procedure of CEIm.	4	The full period	CEIm secretary	Is there any triptych with information about the procedures of the CEIm / Researchers	Closed
4. Draft a professional career document	13; 19; 20; 21; 28	Full period	Coordination: Research commission. Aspect relationship with: • Working condition and social security: Department of Human Resources • Intellectual Property Rights: Innovation Department. • Teaching and training: Training Commission. • Supervision: Scientific direction	Is there any document with professional career / Current and Future researchers	Extended
5. Drafting of Welcome document	4; 5; 7; 23	1st semester 2020	IIS Technical Unit	Is there a Welcome document/ Future researchers	Closed
6. Include a person in charge of pre-PhD students	40	1st semester 2025	Training Committee	Is there any person in charge of pre-PhD students/PhD Students	Extended
7. Increase the	29	The full period	Scientific direction	Number of new collaborations established every year/	In progress

number of collaborations with other centers, nationals, and Internationals.				Members of the IIS	
8. Adapt new legislation about patents	5; 31	2 <sup>nd</sup> semester 2024	Innovation Department	Is it legislation about patents updated / Researchers	Extended
10. Implement procedures to informed candidates no selected.	15	1st semester 2021	HR Department	Are the candidates not selected informed about their weaknesses and strengths /Candidates	Closed
11. Conduct annual surveys to get to know the aspects of training.	23; 28; 33; 38; 39	The full period	Training Committee	Surveys with the training aspects / Member of the IIS	In progress
13. Search economic resources to offer a higher number of training offers.	23	The full period	Training Committee	The number of sponsors per year / The member of the IIS	In progress
15. To develop and implement a Gender Equality plan and a Diversity Management Plan.	10;13	2 <sup>nd</sup> semester 2025 (development) Full period (implementation)	HR Department	Gender Equality Plan developed and implemented.	In progress
16. To implement	13; 19; 20; 21; 25; 26; 28	The full period	Coordination: Research commission.	Actions for the development of a research career developed under the framework of collaborations carried	Extended

elements to further Research Careers – To work together with other health research Institutes in the Autonomous Community of Madrid on the development of common Research Career Elements			Aspect relationship with:· Working condition and social security: HR Department.· Intellectual Property Rights: Innovation Department.· Teaching and training: Training Commission.· Supervision: Scientific direction	out with the Public Administration and with other Health Research Institutes of the Autonomous Community of Madrid.	
17. Generational relief. Include the figure of a Co-PI in all internal procedures of IIS PRINCESA.	3; 25; 28	Full period	Research Commission	At least 60% of research groups have defined the figure of a Co-PI.	Extended
18. Female Leadership. To include criteria to foster female leadership in internal procedures.	10; 13	Full period	Research Commission	Reach the target of at least 50% of Principle Investigators (PI) being female.	Extended
19. Develop a Tutoring Plan that includes actions directed at emerging groups, clinical researchers, and young researchers. This plan should	40	1 <sup>st</sup> semester 2025	Research Commission	Tutoring Plan carried out	Extended

include methods for the registering and evaluation of tutoring activities.					
20. To adapt hiring procedures and include the necessary actions for the implementation of the principles of the OTM-R.	13; 14, 15; 16; 19; 20; 21	Full period	Department of Human Resources/Quality Commission	<ul style="list-style-type: none"> <li>- Actions on the OTM-R principles included in the recruitment procedure.</li> <li>- OTM-R policy developed and published in the institute's web page.</li> </ul>	In progress
21. Promote the activity of the Innovation Department	8; 24	The full period	Innovation Department	<ul style="list-style-type: none"> <li>- Constitution of an Innovation Committee</li> <li>-Number of innovation projects in progress</li> <li>-Obtained funds for innovation projects / Researchers</li> </ul>	<b>NEW</b>
22. Increase the publication of job offers in Euraxess.	32; 34	The full period	Department of Human Resources	Number of job offers in published in Euraxess/ Research community	<b>NEW</b>
23. Increase the number of training courses related to cross-cutting skills	12	The full period	Training Committee	Number of courses related to: <ul style="list-style-type: none"> <li>- Leadership</li> <li>- Scientific communication</li> <li>- Ethics in research</li> <li>- Innovation</li> </ul>	<b>NEW</b>

## Comments on the implementation of the OTM-R principles

During the previous phases (initial and implementation), IIS Princesa reviewed its system following the OTM-R checklist. This self-assessment led to the identification of different actions to further be aligned with the OTM-R principles. In the last internal review for the implementation phase, a new action was included as action 20 in the action plan: “To adapt hiring procedures and include the necessary actions for the implementation of the principles of the OTM-R”.

Currently, the hiring procedure has been updated and, as part of the review for the Renewal Phase, its compliance with the different principles of the OTM-R has been further assessed, evaluating again the defined actions in the last internal review to achieve action 20, listed as follows:

**OTM-R (1; 2; 3; 4; 6; 7; 8; 9; 11;13;14) Improve the dissemination of the hiring procedures:** advertise job offers for researchers, administrative staff, and technicians on the EURAXESS Jobs web page, carry out formative actions regarding OTM-R to all staff involved.

The OTM-R Policy has been developed and published on the Institute’s webpage following its approval. Although the publication of job offers in Euraxess has been limited in the last years, all job offers are published on the webpage and in other employment webpages, such as “Empleate” from the State Public Employment Service in Spain or the R&D&I Job Portal of the Community of Madrid. The new **Action 22** “Increase the publication of job offers in Euraxess” is proposed in the reviewed Action Plan to address this issue.

Different formative actions have been developed for researchers about how to integrate the OTM-R principles in the selection processes.

**OTM-R (10, 12; 15) Adapt job offers to the principles stated by OTM-R:** job offers advertised by IIS-PRINCESA must include a description of the position, the functions, working conditions, the minimum requirements for the position (qualifications, experience, languages), work merits (prior experience, general skills, attitude). Job offers must also specifically state the merits required for the position and how these will be graded.

The recruitment procedure includes a template for job offers, ensuring compliance with the aforementioned requisites, including the score for each of the items requested. Additionally, to facilitate keeping the administrative burden to a minimum, only the CV must be attached online on the webpage when applying for a vacancy.

**OTM-R (16; 17; 18; 19) Procedure for the selection and composition of hiring committees:** procedures are to include information regarding the selection, appointment, and the attainment of an adequate gender balance. Periodic formative actions are to be carried out to ensure that evaluations are correctly carried out according to the principles stated by the OTM-R.

The recruitment procedure includes a template for the appointment of the selection committee, which is composed of three members: the principal investigator, two professionals of the corresponding research group, or from HHRR when needed. The hiring procedure indicates the need to keep an adequate gender balance, if possible. Additionally, all job offers also include a brief statement regarding gender equality.

As aforementioned, some formative actions have been developed for researchers about how to integrate the OTM-R principles in the selection processes.

**Action 15** and **18** of the Action Plan are also related to gender equality, in general terms.

**OTM-R (20; 21; 22) Include procedures for the information of candidates who have not been selected in hiring procedures.**

This action is related to **action 10** of the Action Plan. As aforementioned, candidates who meet the requirements but are not selected for interviews are informed of their status on time. On the other hand, those who advance to the interview stage are duly notified, and, subsequently, the scores of interviewees are published on the website alongside the final decision, therefore providing feedback about their overall performance.