

Charter&Cod classification	Action Plan (internal classification)	Action number	Rpble	2019				Objective	Target// Detail of actions	Date	Evidences	Status (Pcte/ Cerrada/Seg.Continuo)				
				Q1	Q2	Q3	Q4									
I. Ethical and Professional Aspects	Organisation	A1	EBA (AM+VA)	<b>Strength awareness, commitment and implementation of the Charter &amp; Code criteria.</b>				Cont.	Cont.	Cont.	Cont.	The goal of this action is to attain an increasing involvement of the C&C criteria in the research community and in everyday research practices.	<ul style="list-style-type: none"> <li>Online documents, available on: HRS4R web page and Welcome Manual.</li> <li>Periodical briefings celebrated.</li> <li>New members at the Implementation Working Group</li> <li>HR managers attending European workshops.</li> </ul>	View detail below	View detail below	View detail below
				A1.1 Online documents, available on: HRS4R web page and Welcome Manual.		April			Prepare multilingual online material explaining the advantages of the application of the C&C principles and updates of the HRS4R web page, distribute it among all the researchers and incorporate this information into the Welcome Manual for newcomers.	We have included in Web, Intranet and Welcome Manual the Charter&Code information. <i>Pending: Create a summary of C&amp;C and publishing it in Intranet and Newsletter (reminder in Newsletter about C&amp;C Principles and actions done: July/ January) . For researchers and administration staff.</i>	Q2	<b>Web:</b> <a href="http://www.fsjd.org/es/hr-excellence-in-research_139362">http://www.fsjd.org/es/hr-excellence-in-research_139362</a> <b>Intranet:</b> <a href="https://intranet.sanjuandedios.net/FDI/RRHHPers/RRHH/Paginas/HRS4RHRS4R.aspx">https://intranet.sanjuandedios.net/FDI/RRHHPers/RRHH/Paginas/HRS4RHRS4R.aspx</a> <b>Welcome Manual 2019:</b> \\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Procedimiento de Acogida\Acogida individual	Cont.			
				A1.2 Periodical briefings celebrated.		May-June	July	Nov.	.Schedule periodical briefings in departments to influence the dissemination of the C&C key lessons to research staff. .Schedule periodical briefings to the institution's management committees and boards to introduce the OTM-R and C&C key lessons to the administration staff. .HR managers will attend workshops organised by European institutions to share good practices in the implementation of C&C actions.	<b>Periodical meetings scheduled:</b> - Annual Meetings with Researchers - Welcome Session twice a year (June and november 2019) and we present the C&C. - In training "Recruitment" we will introduce a reminder about C&C (once a year). - For administration Staff, explain C&C in anual meeting presenting Action Plan Department. <b>HR Manager registered in Euraxess Europe and Euraxess Spain</b> to be informed about new events. <b>Meetings with other centers</b> (IDIBAPS et ICFO) to know how they implemented HRS4R (best practices).	Meetings with Researcheers: Mai 2019 Welcome Session (June and november 2019) Training OTM-R: February 2020. Register at Euraxess: february 19 (emails sent to be informed about events)	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Dirección\Presentaciones HR 2019 \\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Procedimiento de Acogida\Acogida Grupal\ Presentaciones Acogida Institucional \\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_comu\F002 Control i accio\HRS4R OK\Seguimiento acciones (desde enero 2019)\Mails enviados a Euraxess para eventos	Cont.			
				A1.3 New members at the Implementation Working Group.		June			Incorporation of new researchers that wish to join the Implementation Working Group (IWG) for specific working teams and to become "Delegates for HRS4R".	Review of the IWG and incorporation of New Delegates. Announced in Annual Meeting with Researchers.	May, june 2019	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_comu\F002 Control i accio\HRS4R OK\Seguimiento acciones (desde enero 2019)\New Delegates Comissions de treball Mails	Closed			
				A1.4 Strategic Plan 2018-2020 including HR-Action Plan's actions.	Jan.				Include the actions defined in this Action Plan in the new strategic plan of the FSJD.	Strategic Plan 2019- 2022 include HRS4R	ene-19	Strategic Plan approved and follow up	Closed			
I. Ethical & Professional Aspects	Information	A12	VA (AM+JR)	<b>Write the FSJD's Welcome Manual.</b>				Cont.	Cont.	Cont.	Cont.	The manual will include all the information concerning the procedures, rules, policies and resources available for the correct development of the research career at the Institution, such as: research ethics, good laboratory practices, notebook completion and storage actions, risk protection, data protection policies, IP regulation, tech transfer, gender policy, flexible working hours, complaints procedures, relation with supervisors and mentors, etc.	The Welcome Manual will be available online and multilingual to all newcomers and present research staff.	View detail below	View detail below	View detail below
				A12.1 FSJD Welcome Manual versions published online and multilingual.		April	Cont.		FSJD Welcome Manual versions published online and multilingual	<b>April 2019:</b> Welcome programme updated and documents including information about HRS4R. <b>Cont:</b> Update welcome manual with new policies that has to be developed. <i>Pending: Welcome Manual totally on-line and in english (2020)</i>	April 19 Continuos	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Procedimiento de Acogida\Acogida individual	Cont.			
IV. Supervision: Training&Development	Training	A5	FP + VA (JM+JPP+JR+AM+WG)	<b>Design and implement the FSJD's Training Plan for researchers.</b>				Cont.	Cont.	Cont.	Profiling the professional qualifications and skills for each of the categories of the R scale in the Researchers' Career Plan. The profiling will be used as a tool for identifying training needs for each category.	<ul style="list-style-type: none"> <li>Number of training courses performed.</li> <li>Number of training courses finished with a positive evaluation and number of certifications by Scientists.</li> </ul> In March 2019, we identified training needs with IRSJD Scientific Manager and Research Unit Direction PSSID. Identified needs about: technology transfer, data protection, ethics in research, prevention of labour risks, data protection policy, languages (English), and soft or transversal skills. Additionally, specific training about clinical studies will be provided to those researchers implicated.	<ul style="list-style-type: none"> <li>Number of training courses performed.</li> <li>Number of training courses finished with a positive evaluation and number of certifications by Scientists.</li> </ul> In March 2019, we identified training needs with IRSJD Scientific Manager and Research Unit Direction PSSID. Identified needs about: technology transfer, data protection, ethics in research, prevention of labour risks, data protection policy, clinical studies and soft skills. Soft skills will be included in 2020. Created Work Comission with New Delegates	View detail below	View detail below	View detail below
				A5.1 Survey performed and analysed.		March			Perform a survey to identify the training needs. Include in the survey topics like: IP in biomedicine, technology transfer, data protection, ethics in research, prevention of labour risks, data protection policy, languages (English), and soft or transversal skills. Additionally, specific training about clinical studies will be provided to those researchers implicated.	Training Plan Defined	March 19 First meeting Comission: sept.	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Formación\2019\Researchers\Preparación plan formación\Detección de necesidades	Cont.			
				A5.2 Training Plan defined.		April		Nov	Define a training plan and organise these courses. Update the online documents repository.	Training Plan Defined	April 19	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Formación\2019\Researchers\Preparación plan formación	Closed for 2019 Pending for 2020			
				A5.3 Training Plan available online and in the Welcome Manual.		May				Training Plan opened and comunicated (Manual, Intranet...)	may-19	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Formación\2019\Researchers\Difusión Welcome Manual Web and Intranet.	Closed for 2019			
				A5.4 Evaluation of the teaching load before assigning new training responsibilities			Nov	Perform a concise evaluation of the merits of the researchers in charge of the training of new researchers, and revise the teaching load of the researcher before the assignation of a junior scientist for training.	Mayo2019-Nov.19: Satisfaction assessment with trainers and training actions Analysis in november.	sept.19	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Formación\2019\Researchers\Reporting	Pending				
III. Working Conditions and Social Security	Organisation	A14	VA (WG)	<b>Implementation of occupational risk prevention measures.</b>				Cont	Cont	Cont	Cont	Performing actions to improve safety and health conditions in workplaces, facilities, equipment and processes.	Report of the status of the ergonomic conditions done	View detail below	View detail below	View detail below
				A14.1 Report of the status of the ergonomic conditions done.		Mai			Revise the status of the ergonomics condition at the FSJD's workplaces.	In may: Ergonomics training and needs identified Safelab: quarterly. Mayo 2019: Biossecurity Evaluation (external company= April 2019: Review of PRL documents delivered in Welcome and Intranet March 2019: Annual Audit April 2019: Results of the psychosocial risk stud (ARPS) and action plan	View detail of actions	\\hsjdbcn.es\dfsroot\Recursos\prhhsjfsjd	Cont.			
				A14.2 Occupational risk prevention plan revisited.		Mai			Implementation of occupational risk prevention measures assessed as significant in the risk assessment plan.	Continuos follow-up	Continuos	\\hsjdbcn.es\dfsroot\Recursos\prhhsjfsjd\FSPG04 AVALUACIÓ DE RISCOS\2019 Higiene	Cont.			

