Sant Joan ^{de} Déu	*
Research Fou	undation

July 2019

						20	19						
Charter&Cod classification	Action Plan (internal classification)	Action number	Rpble	TITLE ACTION - INDICATORS / TARGET	Q1	Q2	Q3	Q4 (Objective	Target// Detail of actions	Date	Evidences	Status (Pdte/ Cerrada/Seg.Continuo)
I. Ethical and Professional Aspects	Organisation	A1	EBA (AM+VA)	Strength awareness, commitment and implementation of the Charter & Code criteria.	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.	Online documents, available on: HRS4R web page and Welcome Manual. Periodical briefings celebrated. New members at the Implementation Working Group HR managers attending European workshops.	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. Pending: Create a summary of C&C and publishing it in Intranet and Newsletter (reminder in Newsletter about C&C Principles and actions done: July/ January) . For researchers and administration staff.	Q2	Web: http://www.fsjd.org/es/hr-excellence-in- research_139362 Intranet-https://intranet.sanjuandedios.net/FDI/RRHHPers/RR HH/Paginas/HRS4RHRS4R.aspx Welcome Manual 2019: Wisjdbcn.es/tisroot\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 DTMR- 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.	Periodical meetings scheduled: - 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 S4ff, explain C&C in anual meeting presenting Action Plan Department. - HR Manager registered in Euraxees Europe and Euraxees Spain to be informed about new events. Meetings with other centers (IDIBAPS et ICFO) to know how they implemented HRS4R (best practices).	Meetings with Researchears: 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\faccursos\fsjaf\fsjd_RRHH\Direccidn\frace\fra	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".	Rewiew of the IWG and incorporation of New Delegates. Announced in Annual Meeting with Researchers.	May, june 2019	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_comu\F0002 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)	Write the FSJD's Welcome Manual.	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.	ı	FSJD Welcome Manual versions published online and multilingual	April 2019: Welcome programme updated and documents including information about HRS4R. Cont: Update welcome manual with new policies that has to be developed. Pending: Welcome Manual totally on-line and in english (2020)	April 19 Continuos	\\hsjdbcn.es\dfsroot\Recursos\fsjd\fsjd_RRHH\Procedimiento de Acogida\Acogida individual	Cont.
	Training	AS	FP + VA	Design and implement the FSJD's Training Plan for researchers.		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.	Number of training courses performed. Number of training courses finished with a positive evaluation and number of certifications by scientists.	View detail below	View detail below	View detail below
IV. Supervision: Training&Develo pment				A5.1 Survey performed and analysed.		March		1	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.	In March 2019, we identified training needs with IRSID 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	March 19 First meeting Comission: sept.	\\hsidbcn.es\dfsroot\Recursos\fsid\fsid RRHH\Formación\201 9\Researchers\Preparación plan formación\Detección de necesidades	Cont.
				A5.2 Training Plan defined.		April			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\201 9\Researchers\Preparación plan formación	Closed for 2019 Pending for 2020
			G)	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\201 9\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\201 9\Researchers\Reporting	Pending
	Organisation			Implementation of occupational risk prevention measures.	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
III. Working Conditions and Social Security		A14	VA (WG)	A14.1 Report of the status of the ergonomic conditions done.		Mai		ı	Revise the status of the ergonomics condition at the FSJD's workplaces.	In may: Ergonomics training and needs identified Safelab: quarterly. Alwayo 2019: Biosecurity Evaluation (external company= April 2019: Review of PRL documents delivered in Welcome and Intranet March 2019: Anual Audit April 2019: Revist of the psychosocial risk stud (ARPS) and action plan	View detail of actions	\\hsjdbcn.es\dfsroot\Recursos\prihsjdfsjd	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\prlhsjdfsjd\FSPG04 AVALUACIÓ DE RISCOS\2019 Higiene	Cont.



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Design and implement the FSID's Number of OTM-R training se Creation of the "OTM-R Implementation working team" with the task of reviewing the processes View detail below View detail below View detail below Number of calls published at Euraxess. Recruitment Procedure, based upor of selection and recruitment of researchers for the progressive adaptation to the OTM-R system Number of Recruitment committees selected. OTM-R criteria. \nsjabcn.es\arsroot\kecursos\rsja\rsja_comu\ruuuz contro Working team selected in July 2019 July 2019 A4.1 OTM-R working team selected. June Working team selected accio\HRS4R OK\Seguimiento acciones (desde enero Closed Development of a protocol and a guide for implementation of the OTM-R system in the A4.2 OTM-R protocol defined and Julyrecruitment of researchers. A recruitment committee will be set up ad hoc to oversee the July-Sept.2019 Pending published online. Sept evaluation of the candidates. Pending A4.3 OTM-R Guide defined and published July-II. Recruitment Recruitment Α4 The FSJD's multilingual web portal on job opportunities (TRABAJA CON NOSOTROS) will include July-Sept.2019 Pending (RA+WG) online and multilingual. Sept both job offers and a repository of information on selection and recruitment procedures. A4.5 Guideline for Recruitment Procedure https://formacion.sjdhospitalbarcelona.org/es/principios-otm-hrs4 For hiring researchers through R&D&I Project Funding: Providing clear procedures and scoring Julyrealizar-entrevista-seleccion-personal.html scales for the qualification required for each call. The calls will be published in Euraxess and other defined and published online and July 2019 / February 2019 Sent \\hsidbcn.es\dfsroot\Recursos\fsid\fsid_RRHH\Formación\2019\Re multilingual. online platforms. earchers\Preparación plan formación\Información recopilada sobre Training actions for researchers on implementation of the OTM-R system. ursos\RRHH A4.6 Recruitment Procedure available July-July-Sept.2019 A written guideline for Recruitment Procedure will be available. ine and in the Welcome Manual Design and implement the FSJD's The Researchers' Career Plan will define clear research career pathways, according to the same standards of the European R scale (https://euraxess.ec.europa.eu/europe/career-View detail below View detail below View detail below Researchers' Career Plan. development/training-researchers/research-profiles-descriptors), and should include information on: revised salary scales, career stabilisation plan, and the functions and responsibilities derived from the positions. Also, it will emphasise the positive value of intersectoral or transdisciplinary mobility, and the participation in research networks. Additionally, it will clearly describe the minimum qualifications needed to enable the promotion /. Supervision VA+FP+JP A2.1 Researchers' Career Plan defined to a higher research step. The institution has its own stabilisation policy for "Miguel de Servet" raining&Develo Caree A2 and "Ramon y Cajal" researchers, if they meet the recruiting criteria, and funding is provided. Fo P+JMH+W and published on line and multilingual. pment the remaining researchers, mentoring in professional pathways or alternatives to research will be provided. A2.2 Researchers' Career Plan available online and in the Welcome Manual. For young researchers: Give support to train and develop the next generation of research leaders. A2.3 Guide for training junior scientists support excellent individuals at critical points of their careers and help address research skills published online and multilingual. riorities identified with partners. Design and implement the FSJD's Caree This process will be aligned with the Research Career Plan and should clearly establish and View detail below View detail below View detail below Evaluation Process. measure the impact of positive criteria for the performance evaluation, such as: performance of training courses, mobility, direction of Ph.D. theses, mentorship or junior scientist training, etc. V. Supervision (VA+FP+JP A3.1 Career Evaluation Process protoco A3.1 Career Evaluation Process protocols defined. A3 raining&Develo Organisation P+JMH+W defined.
A3.2 Guidelines to the selection of A3.2 Guidelines to the selection of independent evaluation committees written on line and pment G) independent evaluation committees nultilingual. A3.3 Career Evaluation Process available The Career Evaluation Process should be written in a on line and and multilingual guide and online and in the Welcome Manual. disseminated in the Welcome Manual. Design and implement the FSJD's View detail below View detail below View detail below Gender Plan. A11.1 Gender diagnosis at FSJD done. Study the present scope of gender issues at FSJD. III. Working A11.2 Gender plan preformed. Define, prepare and implement the FSJD's Gender Plan. Conditions and Policy A11 VA Include these competencies in the RH department, specifically assigning them to one staff A11.3 Gender plan leader assigned. Social Security member. A11.4 Guidelines for gender equality reate guidelines for gender published online and multilingual. defined and published online. A11.5 Training courses on gender