

ACTION PLAN ACTION PLAN : HRS4R

ACTION NUMBER IN EURAXESS PLATFORM	ACTION	GAP Principle (s)	Timing (at least by year's quarter/semester)	Responsibles / Unit	Indicator (s) / Target (s)	Current Status
27	Updating of Code of Good Practices in Research	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 8 Dissemination exploitation of results, 5 Contractual and legal obligations,	Q3 2022	Head of RRI	Document of Code of Good Practices in Research	COMPLETED
28	Internal dissemination to the researchers of the new version of Code of Good Practices in Research	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations,	Q4 2022	Head of Communication	Number of staff researchers and new researchers that visualized the document.	COMPLETED
29	Updating the Wellcome Manual of the Researcher	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations,	Q3-2022 - Q3 2024	Head of hhrr/Scientific Secretary	The Wellcome Manual of Researcher	IN PROGRESS
30	Elaborating the Researcher Manual incorporating the Code of Good Practices in Research	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations,	Q3-2022 - Q4-2023 - Q2 2024	Scientific secretary/Scientific direction	The Researcher Manual	IN PROGRESS
31	To register the researchers are read the Research Manual	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations,	Q1-2023 Q1-2024 - Q4 2024	Head of RRHH/Scientific direction	Document of registration Number of researches registered	IN PROGRESS
32	To implement i-Fundamet available for all researchers	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations,	Q1-2023 Q1 2024	Head of RRHH	Intranet I-Fundamet	COMPLETED
33	To add a clause regarding intellectual property in the laboral contract.	3 Professional responsibility, 5 Contractual and legal obligations,	Q2-2023 Q1 2024	Head of RRHH	Number of contracts signed	IN PROGRESS
34	Defining intellectual property regulations that include all the institutions of the IIB Sant Pau, (not only FGS and IR as currently).	3 Professional responsibility, 5 Contractual and legal obligations,	Q4-2023 Q4 2024	Head of Legal Advice/Innovation and IT responsible	New regulation published	IN PROGRESS
35	To create the Comitée for Research Integrity (CIR)	1 Research Freedom, 2 Ethical principles, 3 Professional responsibility, 4 Professional attitude, 5 Contractual and legal obligations, 6 Accountability, 7 Good practice in research, 10 Non-discrimination, 11 Evaluation/appraisal Systems.	Q1-2023	Head of RRI/Scientific Direction deputy	New comitée and function rules	COMPLETED
36	To name ombudsperson and ombudsofficer for IIB, and to define their functions	1 Research Freedom, 2 Ethical principles, 7 Good practice in research, 11 Evaluation/appraisal Systems,	Q3 2022	Direction/Deputy Direction/Head of RRI	Minutes of appointment and document with ombudsperson and ombudsofficer functions	COMPLETED
37	New collective agreement negotiation with some partial agreements achieved	5 Contractual and legal obligations,	Q3 2022	Head of RRHH	New agreement published	COMPLETED
38	Creation of the Employers' Committee with representation of researchers	5 Contractual and legal obligations,	Q2 2022	Head of RRHH/Scientific Direction	New comitée and function rules	COMPLETED
39	Trainig on Research Integrity and Ethics	5 Contractual and legal obligations,	Q4 - 2023 Q4 2024	Head of RRI	Number of researchers participating in the trainig	IN PROGRESS
40	Training on data protection regulations.	5 Contractual and legal obligations,	Q4 - 2022	Head of Legal Advice	Number of participants in the training	COMPLETED
41	Prepare a guide and check-list that allows the researchers themselves to evaluate the projects (ensuring compliance with the regulations and monitoring of the financing of competitive funds)	6 Accountability,	Q3 - 2022 Q3-2024	Head of National and International Projects	Checl-list autoevaluation	IN PROGRESS
42	Improving information systems to make the economic activity of projects visible.	6 Accountability,	Q4 - 2022 Q4-2024	Head of National and International Projects	Web site	IN PROGRESS
43	To define the open access policy for publications	6 Accountability,	Q1 - 2023 Q3 2024	Head of Knowledge	Policies	IN PROGRESS
44	To define the open access policy for data	6 Accountability,	Q1 - 2023 Q3 2024	Head of Knowledge/IT unit/Scientific Direction	Policies	IN PROGRESS
45	Creation of the information systems unit and incorporation of a responsible for the unit	7 Good practice in research,	Q2-2022	Management Direction	New unity in the organization chart	COMPLETED
46	To define a research data management policy	7 Good practice in research,	Q1 - 2023 Q3 2024	Head of Knowledge/IT unit/Scientific Direction	Policies	IN PROGRESS
47	Assessment of the impact of the LOPD regulations	7 Good practice in research,	Q1 - 2023 Q1 2024	Head of Legal Advice/IT unit	Risk assessment report	COMPLETED
48	Incorporate staff to support researchers (specially in the elaboration of the data management plan)	7 Good practice in research,	Q2 - 2023 Q4 2024	Scientific & management Direction	New contract	IN PROGRESS
49	Include specific market transfer training in the formation plan.	8 Dissemination exploitation of results,	Q3- 2022	Head of Innovation	Training curs	COMPLETED

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50	To include public engagement in the Communication Plan	9 Public engagement,	Q2 - 2022	Head of communication	Communication Plan	COMPLETED
51	Redaction and approval of RRI Plan that includes actions for prevent discrimination	10 Non-discrimination, 1 Research Freedom, 2 Ethical principles, 4 Professional attitude, 7 Good practice in research, 9 Public engagement,	Q2 2022	Head of RRI	RRI Plan and action plans	COMPLETED
52	To define procedures of CIR	11 Evaluation/appraisal Systems,	Q1-2023	Head of RRI	Document with process	IN PROGRESS
53	To create mentoring sessions promoted by scientific management	33 Teaching,	Annually	Scientific Management	Number of mentoring sessions	IN PROGRESS
54	Adhesion to Code of Conduct of CERCA	2 Ethical principles,	Q3-2018	Direction	Signature of Adhesion	COMPLETED
55	To writte the Code of Conduct of IIB	2 Ethical principles,	Q4-2022 Q4-2024	Head of Legal Advice	Document of Code on Conduct	IN PROGRESS
56	Training to the new Law Science	2 Ethical principles,	Q4-2022	Head of RRI / Head of Legal Advice	Number of participants in the training	IN PROGRESS
57	Implementation of gender equality Plan that includes actions for prevent discrimination	10 Non-discrimination,	Q1-2021	Head of RRHH	Gender equality Plan	COMPLETED