

Internal Review

**Case number:** 2020ES493298

**Name Organisation under review:** BIODONOSTIA HEALTH RESEARCH INSTITUTE

**Organisation's contact details:** Paseo Dr. Beguiristain, San Sebastian, Gipuzkoa, 20014

Action 1 Creation of the Biodonostia HRI Good Practices Committee.	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
	1. Research freedom			
	2. Ethical principles			
	3. Professional responsibility			
	4. Professional attitude			
	5. Contractual and legal obligations			
	6. Accountability			
	7. Good practice in research	Q1Y1	Biodonostia HRI's Scientific Director (R), Good Practices Committee (P)	Appointment of the Good Practices Committee.
	8. Dissemination, exploitation of results			
	9. Public engagement			
	10. Non discrimination			
	32. Co-authorship			
	34. Complains/ appeals			
	Current Status	Remarks		
	COMPLETED	▼		

Action 2 Updating and dissemination of Biodonostia HRI's commitment to the fulfilment of the ethical and moral principles in R&D&I.	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
	<ul style="list-style-type: none"> <li>1. Research freedom</li> <li>2. Ethical principles</li> <li>3. Professional responsibility</li> <li>4. Professional attitude</li> <li>5. Contractual and legal obligations</li> <li>6. Accountability</li> <li>7. Good practice in research</li> <li>8. Dissemination, exploitation of results</li> <li>9. Public engagement</li> <li>10. Non discrimination</li> <li>32. Co-authorship</li> </ul>	Q1,Q2Y1 initial Y3 current	Good Practices Committee (R), Human Resources Manager (P)	-Updated EGSPC (Yes/No). Procedures available (Yes/No). Procedure disseminated on the website (Yes/No). Updated welcome manual (Yes/No). -Number of complaints received. % complaints analysed =100%. % complaints resolved ≥80%.
	<b>Current Status</b>	<b>Remarks</b>		
	IN PROGRESS	The celebration of the Biodonostia HRI Open Day to communicate the new Code of Good Scientific Practices and the standard operating procedures of the Good Practices Committee will be postponed until Y3 due to the COVID-19 pandemic.		

<p><b>Action 3</b></p> <p>Adaptation for the improvement of the Biodonostia HRI selection and hiring process, incorporating the differential of the C&amp;C and the OTM-R policy not envisaged</p>	<p><b>GAP Principle(s)</b></p>	<p><b>Timing (at least by year's quarter/semester)</b></p>	<p><b>Responsible Unit</b></p>	<p><b>Indicator(s) / Target(s)</b></p>
	1. Research freedom			
	2. Ethical principles			
	5. Contractual and legal obligations			
	6. Accountability			
	7. Good practice in research			
	8. Dissemination, exploitation of results			
	9. Public engagement			
	10. Non discrimination			
	12. Recruitment			
	13. Recruitment (Code)			
	14. Selection (Code)	Q1,Q2,Q3,Q4Y1 initial Y3,Y4 current	Human Resources Manager (R)	-Updated OTM-R policy. Disseminated OTM-R policy. % vacancies. % external applicants. % of reported applicants =100%. % complaints analysed =100%. % complaints resolved ≥80%.
	15. Transparency (Code)			
	16. Judging merit (Code)			
	17. Variations in the chronological order of CVs (Code)			
	18. Recognition of mobility experience (Code)			
	19. Recognition of qualifications (Code)			
	20. Seniority (Code)			
	21. Postdoctoral appointments (Code)			
	22. Recognition of the profession			
	23. Research environment			
	<b>Current Status</b>	<b>Remarks</b>		
	IN PROGRESS	<p>▼ The recruitment and selection process has been updated, incorporating modifications for better compliance with the C&amp;C and OTM-R. In Y3 and Y4 work will focus on the effective implementation of these criteria.</p>		

**Action 4**

Training for the members of the staff selection committees

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	Q3,Q4Y1 initial Y3,Y4 current	Human Resources Manager (R)	Designed training content (Yes/No). % of members of the committees who have completed the training =100%. % of non-conformities received =0%.
14. Selection (Code)			
19. Recognition of qualifications (Code)			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS ▼	As a consequence of the exceptional situation linked to COVID-19 pandemic, the training module on OTM-R policy and C&C principles has been provisionally replaced by a document conceived to display the purpose, goals and key elements of both guidelines. It also provides a blueprint for how hiring managers should act and make decisions when recruiting. The diffusion has already started but its effective implementation will be carried out throughout Y3 and Y4.		

**Action 5**

Annual selection procedure and hiring audits

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations	Q4Y2 Y3,Y4,Y5	Evaluation-Quality Manager (R)	Annual internal audit conducted (Yes/No). Non-conformities found. % post-doctoral technical staff non-conformities. % post-doctoral research staff non-conformities.
10. Non discrimination			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			
23. Research environment			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS ▼	The revision of the staff selection and hiring process according to the C&C and OTM-R has been integrated in the Biodonostia HR's R&D&I management quality system. The degree of alignment with the standard operating procedures will be reviewed through systematic audits, thereby allowing to take preventive, corrective or improvement actions. Reviews will take place yearly.		

**Action 6**

Publication of offers on the Jobs portal (Euraxess).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability	Q4Y2 Y3,Y4,Y5	Human Resources Manager (R)	No. job announcements published. % external applicants.
9. Public engagement			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	Biodonostia HRI has recently started to post vacancies on the Euraxess job portal. In the coming years, the use of this recruitment tool will be broadly extended.		

**Action 7**

Biodonostia HRI hiring and professional development policy

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	Q4Y1 Q1,Q2,Q3Y2 initial Y3,Y4,Y5 current	Management (R), Research and Innovation Management of the Department of Health of The Basque Government (R), Human Resources Manager (P)	Approved professional career of Biodonostia HRI (Yes/No). Approved work-life balance policy of Biodonostia HRI (Yes/No).
11. Evaluation/ appraisal systems			
24. Working conditions			
25. Stability and permanence of employment			
26. Funding and salaries			
28. Career development			
29. Value of mobility			
33. Teaching			

Current Status	Remarks
IN PROGRESS ▼	Whereas Biodonostia HRI is able to set up some researcher career perspectives (e.g. individual evaluation of each profile performance, the value of teaching and training competencies, remuneration, benefits) the most important aspects of the researcher's career appraisal system are the direct responsibility of the regional government. In fact, the health research institutes of the region hold regular meetings with the regional government to advance in the definition of a complete professional career strategy for researchers.

**Action 8**

Creation of the role of researcher's professional advisor

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Q4Y1 Q1,Q2,Q3,Q4Y2 initial Y3,Y4 current	Manager (R), Human Resources Manager (R), Project Manager (C)	% meetings held compared with contracts ended. No. queries resolved. % non-conformities on the advisory procedure analysed/received=100%.
38. Continuing Professional Development			
39. Access to research training and continuous development			

Current Status	Remarks
IN PROGRESS ▼	The profile of career advisor for researchers has been created and recognized in the Biodonostia HRI Welcome Manual. There is also a specific mailbox available in the Institute's intranet for consulting employee-related matters. In addition, a procedure to offer professional counseling for researchers terminating their employment relationship with Biodonostia HRI in practical matters concerning unemployment and social benefits, among others, has been drafted but it will not be totally implemented until Y3 and Y4.

**Action 9**

Improving the strategic communication of Biodonostia HRI

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	Q1Y2 initial Y3,Y4,Y5 current	Biodonostia HRI's Scientific Director (R), Communication Manager (R)	Strategic workday held (Yes/No).
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	Due to the COVID 19 pandemic, Biodonostia HRI Conference had to be rescheduled for Y3.		

**Action 10**

Biodonostia HRI Newsletter as a strategic communication tool and ally for the fulfilment of the principles of the C&C.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	Q3,Q4Y1 Q1,Q2,Q3,Q4Y2	Manager (R), Communication Manager (R), HRS4R Coordinators (P)	Number of Newsletters with disseminated strategic content. Number of C&C principles disseminated in the Newsletter=40.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Action 11**

Dissemination of the suggestions inbox as a tool for the participation of all the staff in the activity of Biodonostia HRI.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	Q3,Q4Y1 Q1,Q2,Q3,Q4Y2 initial Y3,Y4 current	Communication Manager (R)	Number of suggestions received.
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	Although the suggestion box is available, its use and exploitation will not be extended until a few years (will be carried out throughout Y3 and Y4).		

**Action 12**

Strengthening of the Biodonostia HRI training plan

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
38. Continuing Professional Development	Q1,Q2,Q3,Q4Y2	Head of Training (R), Biodonostia HRI's Scientific Director (P)	Annually reformulated Training Plan. % staff satisfaction.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	Some priority areas in continuing training development have been identified. They arise from the different professional profiles training needs (research, technical and support staff) that have been detected by way of the survey launched to the staff. In consequence, the annual Training Plan has been reformulated. Therefore, the intended work in this regard in conjunction with the Hospital and the University has been omitted because the creation and intensification of a specific Training Plan for Biodonostia HRI is considered more convenient		

**Action 13**

Increased knowledge of the occupational risk prevention policies and plans

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	Q1,Q2,Q3,Q4Y1 Q1,Q2,Q3,Q4Y2	Manager (R), Head of Risk Prevention (R), Occupational Risk Prevention Department (P)	Number of work-related accidents. % of knowledge of the occupational risk prevention regulations and practices.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	▼		

**Action 14**

Intellectual property training

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
31. Intellectual Property Rights	Q1,Q2,Q3,Q4Y2	Manager (R), Innovation Manager (P), Head of Training (P)	Training actions performed. % researchers advised.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	▼		

**Action 15**

Establishment of the Biodonostia HRI equality plan

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	Q4Y2 initial Y3 current	Equality Plan Group (R)	Equality plan established (Yes/No).
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	▼ The Biodonostia HRI Equality Plan has been elaborated and approved, notwithstanding, its presentation and dissemination is postponed for Y3 due to the COVID-19 pandemic.		

**Action 16**

Improvement of the hiring and welcome procedure

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations	Q4Y2	Human Resources Manager (R)	Updated Welcome Manual (Yes/No). Modification of the professional hiring procedures and models (Yes/No).
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	▼		



**Action 17**

General use equipment and spaces improvement plan

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	Q3,Q4Y2	Management (P), Head of Platforms (C)	Equipment and spaces improvement plan developed. Measurement of staff satisfaction through the annual survey.
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED	▼		

**Action 18**

Communication with and for society

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
8. Dissemination, exploitation of results	Q1,Q2,Q3,Q4Y2 Y3	Project Manager (P), Communication Manager (C)	Annual workday held (Yes/No). % occupation >= 75%.
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	▼ Biodonostia HRI has strengthened its outreach activities addressed to society by updating the website, elaborating and disseminating activity reports and, more recently, by the establishment of a Responsible Research and Innovation Committee (RRI) which is contributing to the growth of the involvement of patients and wider society in decision-making concerning the definition of the strategy and scientific activity.		

Unselected principles:

36. Relation with supervisors

37. Supervision and managerial duties

40. Supervision