

UPDATED HRS4R ACTION PLAN IIS BIOGIPUZKOA Y6-Y8

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
1. Creation of the Good Practices Committee of the IIS Biogipuzkoa.	C&C: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 32, 34	Q1 (Y1)	Scientific Director Good Practice Committee	Appointment of the Good Practice Committee	COMPLETED	First of all, it is worth mentioning that the IIS Biogipuzkoa has a mechanism for the creation of an ad-hoc Good Practices Committee for the resolution of conflicts in the event of conflicts. There is also a Code of Good Scientific Practice and different procedures for the Committee's actions. In this sense, new training activities will be proposed to raise awareness of the main aspects of good practices among the institution's research personnel, with special relevance to younger researchers (R1 – R2).
2. Updating and dissemination of the commitment of the IIS Biogipuzkoa to the compliance with ethical and moral principles in R+D+i.	C&C: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 32	Q1, Q2 (Y1)	Good Practice Committee Human Resources Manager	Update of the Code of Good Scientific Practice. Procedure posted on the website. Updating and dissemination of the Welcome Manual. Number of complaints received.	COMPLETED	The Code of Good Scientific Practices and the procedures associated with it have been disseminated among the personnel of the IIS Biogipuzkoa, through the different communication channels available (newsletter, email, internal training sessions, etc.). The Code of Good Practice is reviewed periodically with the aim of updating the relevant contents and making it an interesting reference document for the entity's personnel. On the other hand, there is also a Welcome Manual that includes the different aspects of interest for new personnel, both in terms of organisation and management.
3. Adaptation of the selection and hiring process of the IIS Biogipuzkoa, incorporating the guidelines of the C&C and the OTM-R Policy.	C&C: 1, 2, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23	Q1, Q2, Q3, Q4 (Y1), (Y3, Y4) Q4 (Y6) Q4 (Y7) Q4 (Y8)	Human Resources Manager	Updating and dissemination of the OTM-R Policy. % of returnees (return of talent) % of foreign people (attracting international talent)	EXTENDED	In relation to the adaptation of the selection process and the implementation of the OTM-R Policy, it should be noted that the selection and hiring procedure has been updated, incorporating new aspects and modifications to adapt compliance with the principles of the C&C and the OTM-R Policy. Likewise, there is also a Registration Manual for job offers, aimed at all those interested in taking part in the selection processes that are published. In this regard, there is an explanatory document on the selection procedure that is sent to the Selection Committee and contains the main aspects related to the evaluation process of the applications

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						received. The OTM-R Policy of the IIS Biogipuzkoa has been updated, including the principles and values that govern the selection processes and the different phases of the procedure. Regarding the coming months, the development of actions in this area will continue, carrying out an update of the offer model to include the weighting of the different variables within the selection process and for the obtaining of a more visual design of the job offer templates.
4. Training of the members of the Personnel Selection and Evaluation Committees.	C&C: 3, 14, 19	Q3, Q4 (Y1) (Y3, Y4) Q2, Q4 (Y6) Q2, Q4 (Y7) Q2, Q4 (Y8)	Human Resources Manager	Content of the designed training.	EXTENDED	In relation to the training aimed at the members of the Selection Committees, the Human Resources Unit of the IIS Biogipuzkoa has a document indicating the purpose, objectives and key elements of the OTM-R Policy, as well as the C&C principles that must be taken into account in the selection and evaluation process. It also provides a model on how the members of the Selection Committee should act and make decisions when evaluating the different applications. On the other hand, there is also a document that must be signed by the PI in any selection procedure, which indicates that they know the criteria to be taken into account in the selection process. In this sense, similar actions will continue to be carried out over the next few years, increasing the dissemination of this information through the Institute's intranet and through a biannual dissemination through the IIS Biogipuzkoa newsletter. Over the next few months, it is planned to hold informative meetings with the IPs on the main regulatory changes in the area of contracting linked to the new Law on Science and the Labor Reform.

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						On the other hand, infographics and support material related to the main regulatory changes in the field of the Labour Reform and the Science Law will be produced for the personnel of the IIS Biogipuzkoa.
5. Auditing of the selection and recruitment procedure.	C&C: 5, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23	Q4 (Y2) (Y3, Y4, Y5) Q4 (Y6) Q4 (Y7) Q4 (Y8)	Quality and Evaluation Unit	Annual audit carried out % of corrections made by the HR Unit	EXTENDED	<p>The revision of the IIS Biogipuzkoa's personnel selection and hiring process (which takes into account compliance with the principles of the C&C and the OTM-R Policy) has been integrated into the Institute's Quality Management System. In this way, the Evaluation-Quality Unit, in collaboration with the Human Resources Unit, carries out periodic audits to identify the correct functioning of the selection process and to propose the different improvement actions that are identified.</p> <p>In 2023, a total of 12 audits of selection processes have been carried out, without any improvement actions having been detected.</p>
6. Publication of job offers on the Euraxess portal.	C&C: 6, 9, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21	Q4 (Y2) (Y3, Y4, Y5) Q1, Q3 (Y6) Q1, Q3 (Y7) Q1, Q3 (Y8)	Human Resources Manager	No. of job advertisements published. % of returnees (return of talent) % of foreign people (attracting international talent)	EXTENDED	<p>On behalf of the IIS Biogipuzkoa, the different job offers are published through the available employment portal: https://www.biodonostia.org/servicios/portal-del-empleo/</p> <p>Various job offers are also published through the Euraxess portal. https://euraxess.ec.europa.eu/jobs/search, in those cases that are considered relevant due to the profile offered and the type of activity to be carried out.</p> <p>The objective of this action is to continue increasing the internationalisation of the entity and to attract talent to the Biogipuzkoa IIS, increasing the number of offers published through Euraxess.</p>

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7. Recruitment and professional development policy of the IIS Biogipuzkoa.	C&C: 9, 11, 24, 25, 16, 28, 29, 33	Q4 (Y1) Q1, Q2, Q3 (Y2) (Y3, Y4, Y5) Q1 – Q4 (Y6) Q1 – Q4 (Y7) Q1 – Q4 (Y8)	Management Directorate of Research and Innovation Health, Basque Government Human Resources Manager	Approved professional career at the IIS Biogipuzkoa Work-life balance policy of the IIS Biogipuzkoa approved	EXTENDED	<p>The IIS Biogipuzkoa has worked on the implementation of elements that favour the professional development of research personnel (individual evaluation of the performance of each profile, value of teaching and training skills, remuneration, benefits, etc.). Progress has also been made in the implementation of effective measures such as the co-financing of postdoctoral researchers in competitive calls and complements aimed at predoctoral researchers. Work is also underway on a process of remuneration audit and job evaluation.</p> <p>On the other hand, in relation to the aspects related to the effective implementation of the professional career, it should be mentioned that these are the direct responsibility of the Basque Government. In this sense, the IIS Biogipuzkoa and the rest of the Health Research Institutes of the Basque Country hold regular meetings with the Basque Government to advance a professional development strategy for research personnel. These actions are closely related to the Basque Government's new Health Research and Innovation Strategy 2022-Y7 (EIIIS 2022-Y7). Specifically, it is worth mentioning Strategic Axis 3 "Talent", whose strategic objective is to ensure the availability of the best scientific talent in the health research system of the Basque Country.</p> <p>Over the next 3 years, regular meetings will continue with the Basque Government and the rest of the Research Institutes and progress will be made in the development of internal actions in the scope of action of the IIS Biogipuzkoa.</p>
8. Creation of the role of the researcher's professional advisor.	C&C: 30, 38, 39	Q4 (Y1), Q1, Q2, Q3, Q4 (Y2), Y3, Y4	Human Resources Unit Project Management	% satisfaction of the entity's personnel with respect to the service offered	EXTENDED	<p>The IIS Biogipuzkoa has the figure of the professional advisor, which is included in the Welcome Manual of the IIS Biogipuzkoa. There is also a dedicated mailbox on the intranet for querying matters related to employees.</p>

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		Q2, Q3 (Y6) Q2, Q3 (Y7) Q2, Q3 (Y8)	Unit	Number of general meetings held to publicize regulatory changes in the workplace		<p>There is also a procedure for providing professional advice to research personnel who are terminating their employment relationship with the Institute on practical issues relating to unemployment and social benefits, among others. This advice is carried out by the technical team of the HR Unit.</p> <p>Over the next few years, work will continue in this regard, providing comprehensive advice on professional aspects to the institution's personnel.</p> <p>Likewise, informative meetings will be held with the different research profiles (R1, R2, R3, R4) to inform them of the changes in the labor regulations (Law of Science and Labor Reform) so that transparency in this area is increased and they can know the basic aspects at the level of contracting. Informative material will also be distributed through leaflets and presentations.</p> <p>In the survey carried out in November 2023, around 70% rated the actions carried out positively.</p>
9. Improvement of the strategic communication of the IIS Biogipuzkoa.	C&C: 35	Q1 (Y2) Y3, Y4, Y5 Q1, Q4 (Y6) Q1, Q4 (Y7) Q1, Q4 (Y8)	Scientific Director Head of Communication.	Strategic working days held	EXTENDED	<p>On behalf of the IIS Biogipuzkoa, various scientific communication and dissemination events have been carried out for the personnel of the entity. In this regard, it is important to mention the session held on November 19, 2021 called "X Anniversary (+I)" Conference, where the main milestones and results obtained during the Institute's trajectory were indicated.</p> <p>On the other hand, on September 20, 2023, the First Conference on Basque Health Research was held with the participation of the four Research Institutes of the Basque Government and Osakidetza.</p>

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						<p>At a strategic level, an information meeting was held on 6 September 2023 regarding the change of name of the entity, from IIS Biodonostia to IIS Biogipuzkoa, with the participation of the Directorate of Research and Innovation of the Department of Health and Osakidetza.</p> <p>Two meetings convened by the Institute's Management were also held on 21 September and 28 September to communicate the most important aspects for the Institution's personnel in relation to the change of corporate identity.</p> <p>Finally, it is worth mentioning that on September 28 and October 5, 2023, emails were sent regarding the adaptation of the electronic signature and minor expense template with the new logo and name of the entity, as well as various templates for making reports and presentations.</p> <p>In the coming months, a new scientific conference will be held to publicize the main results of the year 2022 at the IIS Biogipuzkoa and new annual conferences will be held to publicize the main aspects of the Institute's operation at a strategic level.</p>
10. IIS Biogipuzkoa Newsletter as a strategic communication tool and an ally for compliance with the principles of C&C.	C&C: 35	Q3, Q4 (Y1) Q1, Q2, Q3, Q4 (Y2)	Head of Communication. HRS4R Coordinators	Number of newsletters with strategic content disseminated.	COMPLETED	<p>The IIS Biogipuzkoa has the newsletter "Biogipuzkoa Digitala". https://www.biodonostia.org/newsletter/</p> <p>This newsletter communicates the main activity of the Institute, acting as a strategic communication tool for the entity. On a regular basis, the activities carried out within the framework of the HRS4R Seal Action Plan are disseminated and the different milestones and progress in the Strategy are communicated.</p> <p>A total of 11 newsletters with content related to the HRS4R Strategy have been disseminated during this last period.</p>

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11. Dissemination of the suggestion box as a tool for the participation of the institution's personnel in the activity of the IIS Biogipuzkoa.	C&C: 35	Q3, Q4 (Y1) Q1, Q2, Q3, Q4 (Y2) Y3, Y4 Q1, Q2, Q3 (Y6) Q3 (Y7) Q4 (Y8)	Head of Communication.	No. of suggestions received.	EXTENDED	<p>The IIS Biogipuzkoa has a virtual suggestion box through which the institution's personnel can send suggestions for improvement that they deem appropriate.</p> <p>Other means of communication are also available for this purpose, such as: specific email for Equality, HR, Occupational Risk Prevention, etc.</p> <p>It is also worth mentioning that with the recent creation of the Works Council, it has been possible that, in addition to the available virtual mailbox, there is another means of communication for aspects related to possible aspects not covered in the field of HR.</p> <p>During the next 3 years, the dissemination of the suggestion box will be improved and new tools will be proposed to increase the number of suggestions received, since its use is currently not very relevant. In this sense, a brief survey of an estimated duration of 5 minutes will be carried out annually in which a few questions will be included so that suggestions for improvement can be received.</p>
12. Reinforcement of the IIS Biogipuzkoa Training Plan.	C&C: 38	Q1, Q2, Q3, Q4 (Y2)	Training Manager Scientific Director	Training Plan updated annually. % Personnel Satisfaction	COMPLETED	<p>The IIS Biogipuzkoa has a Training Plan aimed at maintaining and enhancing the quality of the R+D+i activities carried out at the Institute, within the framework of the different prioritized areas and promoting the transfer and dissemination of knowledge to the scientific community, industry and society in general. In this sense, there is currently specific funding for the development of training activities.</p> <p>In the survey conducted in November 2023, around 70% rate positively the plan.</p>

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13. Increased information on occupational risk prevention policies and plans.	C&C: 7	Q1, Q2, Q3, Q4 (Y1, Y2)	Department of Occupational Risk Prevention Health and Safety Committee of the IIS Biogipuzkoa	No. of work-related accidents % Personal Satisfaction	COMPLETED	<p>In this area, the IIS Biogipuzkoa has specific policies for the prevention of occupational risks. Existing actions are communicated among the entity's personnel. There is also a liaison technician between the research personnel and the occupational risk prevention coordinator, for the technical aspects of the professionals who carry out their tasks in the laboratories (technician responsible for laboratories).</p> <p>On the other hand, a specific e-mail account has been developed for the dissemination of notices and general information to the personnel of the IIS Biogipuzkoa.</p> <p>It should also be noted that the Health and Safety Committee of the IIS Biogipuzkoa (created in 2023) has carried out a training module related to the legal area of occupational risk prevention. A first aid course was also held on October 26, 2023.</p> <p>At the moment, the Institute, in coordination with the rest of the Research Institutes of the Basque Country, is immersed in a tender process for the External Occupational Risk Prevention Service.</p> <p>There is also specific regulation for the request for PPE, management of first aid kits, procedures in workplace accidents, etc.</p> <p>In the November 2023 survey, around 75% of personnel rate positively the actions taken in this area.</p>
14. Training in intellectual and/or industrial property.	C&C: 31	Q1, Q2, Q3, Q4 (Y2)	Head of Technology Transfer	Number of training actions carried out.	COMPLETED	<p>On the part of the IIS Biogipuzkoa, different specific training sessions have been held in this area, as well as annual courses in collaboration with BIOEF.</p>

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			Technology Transfer Technician (OTC) - BIOEF	% Personnel Satisfaction		<p>In this regard, it is worth mentioning the conference held on April 27, 2023 on intellectual and industrial property rights by Amaia Albandoz (Head of the OTC – BIOEF). Likewise, on September 12 and 13, 2023, a meeting with experts "The implementation and protection of new technologies in the health sector" was held, with the participation of Joaquín Azpilicueta and Mathieu de Rooj.</p> <p>In the survey conducted in November 2023, 70% rate positively the implemented actions.</p>
15. Establishment of the Equality Plan of the IIS Biogipuzkoa.	C&C: 27	Q4 (Y2), Y3 Q4 (Y6) Q4 (Y7) Q4 (Y8)	Equality Commission Equality Plan Group	Equality plan implemented	EXTENDED	<p>The IIS Biogipuzkoa is developing a new Equality Plan, for which a complete diagnosis of the Institute's situation in this area has been carried out, also including the remuneration and the valuation of jobs. Through the Institute's newsletter, various monthly reminders have been made regarding the progress made in the preparation of the Equality Plan.</p> <p>In the coming months, after its approval, the effective implementation of the different actions included will be conducted and an annual review will be carried out.</p> <p>A protocol on sexual and gender-based harassment is also available on the institution's intranet. The Equality Commission, in which members of the HRS4R Committee participate, has carried out training in this regard, on October 26, 2023.</p>
16. Improvement of the recruitment and welcome procedure.	C&C: 5	Q4 (Y2)	Human Resources Manager	Update of the Welcome Manual. Modification of procurement procedures and models.	COMPLETED	<p>The IIS Biogipuzkoa has a Welcome Manual that is given to new recruits. This manual incorporates the main aspects related to the organization of the center and the main facilities and resources available.</p> <p>Likewise, contractual information is also delivered and specific information on occupational risk prevention is sent.</p>

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17. Spaces plan.	C&C: 23	Q3, Q4 (Y2)	Management Area Platform Coordinator.	Elaboration of a plan for the improvement of equipment and spaces. A measure of personnel satisfaction through an annual survey.	COMPLETED	<p>In relation to this area, it should be noted that the IIS Biogipuzkoa has hired a technician in charge of laboratories, to support the Head of Infrastructures and the Directorate, in relation to aspects related to the needs of research infrastructures of the Institute's Groups.</p> <p>Modifications have been made to the Management and Administration area of the Ground Floor of the IIS Biogipuzkoa with the aim of increasing the number of personnel positions in the Support Units and the Clinical Research Platform.</p> <p>In the survey conducted in November 2023, 80% rate positively the implemented actions.</p>
18. Communication with and for society.	C&C: 8	Q1, Q2, Q3, Q4 (Y2, Y3) Q1, Q2, Q3, Q4 (Y6, Y7, Y8)	Head of Communication	Annual working day. Occupancy % ≥ 75%	EXTENDED	<p>The IIS Biogipuzkoa has strengthened its scientific dissemination activities by updating its website, preparing and disseminating activity reports and with the creation of the Committee for Responsible Research and Innovation (RRI), which is contributing to the growth of patient and societal participation in decision-making related to the definition of strategy and scientific activity.</p> <p>The Scientific Culture and Innovation Unit (UCC+i), created in July 2023 and recognized by FECYT, encompasses the activity of the Department of Communication and the initiatives promoted around the RRI Strategy, collaborating in a coordinated manner in the dissemination of science based on four main lines of action: 1) Communication of R+D+i results, 2) General dissemination of scientific and technological knowledge, 3) Advice and training of research personnel in the field of scientific and technological dissemination, and 4) Research on processes of bringing R+D+i closer to society in general.</p>

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						<p>Some conferences have been held in this regard: September 30, 2022 (I Conference on bringing science closer to the elderly), within the framework of the International Day of Older Persons. It is also worth mentioning the different actions carried out to commemorate the tenth anniversary of the Ageing Research Strategy of the IIS Biogipuzkoa. https://www.biodonostia.org/eventos/biogipuzkoa-conmemora-el-x-aniversario-de-su-estrategia-de-investigacion-en-envejecimiento-con-nuevas-actividades-sociales-y-cientificas/ . It should also be noted that, on 29 September, a scientific dissemination conference was also held on "Promoting citizen participation in research on ageing".</p> <p>Finally, it should be noted that since 2023, the IIS Biogipuzkoa has a newly formed Support Unit, the Scientific Dissemination and Culture Unit, with a person responsible for it: Dr. Koldo Garcia Etxebarria, who also assumes the functions as Head of Training.</p> <p>In the coming years, the development of this type of activities aimed at scientific dissemination and communication with society will continue, paying special attention to communication and collaboration with patient associations, to enhance their participation in the preparation and development of R+D+i projects.</p>

A continuación, se detallan las distintas acciones incorporadas en el Plan de Acción como resultados del análisis interno llevado a cabo en el marco de la evaluación interna para la renovación del Sello HRS4R en base a los resultados obtenidos en la encuesta online remitida al personal de la institución y al trabajo realizado por parte del Comité HRS4R.

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19. Participation plan in the HRS4R Strategy. Carrying out specific activities aimed at promoting the participation of the entity's personnel in the HRS4R Strategy and communicating the various advances made among the institution's personnel.	C&C: 8, 12, 23 OTM-R: 1, 5, 10	Q2, Q4 (Y6) Q2, Q4 (Y7) Q2, Q4 (Y8)	Scientific Director HR Unit	Annual review of the HRS4R Action Plan. Annual online survey to publicize the progress made and to know the degree of satisfaction of the personnel. Dissemination actions carried out on the HRS4R Seal at annual conferences. Informative leaflets made about the HRS4R Seal Nº of workshops held	NEW	<p>First of all, regular meetings will be held by the HRS4R Strategy Committee to monitor the correct development of the actions included in the Strategy. An annual report will also be drawn up where the main progress made will be collected. At the end of each working meeting, the main progress made with respect to the Action Plan will be announced.</p> <p>Workshops will be held to discuss the different aspects included in the Action Plan, with the participation of the Institute's research personnel and the members of the HRS4R Committee.</p> <p>On the other hand, an annual survey will be carried out among the institution's personnel in order to assess the degree of satisfaction with the HRS4R Strategy and the knowledge of the different actions carried out.</p> <p>The different meetings of the Institute's Areas/Groups/ Platforms/ Units and scientific conferences held annually will be used to publicize the main aspects of the HRS4R Strategy and communications will be made through the Institute's current distribution lists.</p> <p>Finally, informative leaflets will be produced to disseminate the main aspects of the HRS4R Seal.</p>
20. Development and implementation of the Coexistence Manual of the IIS Biogipuzkoa.	C&C: 1, 2, 5, 6, 7, 8, 9, 10, 32, 34	Q1,Q2,Q3, Q4 (Y7) Q2, Q4 (Y8)	Scientific Director HR Unit	Coexistence Manual developed.	NEW	<p>A Coexistence Manual will be developed as the main tool to establish norms, values and procedures that foster a positive and productive work environment.</p> <p>In this sense, among the elements that this manual will contain, the following stand out:</p>

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				Dissemination of the Coexistence Manual: training sessions, references in newsletters, etc.		<ul style="list-style-type: none"> • Introduction and Specific Objectives. • Definition of general rules of conduct: respect, tolerance, communication, integrity and ethics and confidentiality. • Aspects of the work environment and collaboration: teamwork, diversity and inclusion, and individual and collective responsibility. • Use of Equipment and Facilities. • Safety Standards. • Specific Procedure for Dispute Resolution and Mediation Process. • Sanctioning regime. • Regular updating and revision of the manual. <p>Actions will be carried out to disseminate the Coexistence Manual and training sessions in which the key aspects of the manual will be explained, so that they are known by the Institute's personnel.</p>
21. Transformation and continuous strengthening of the IIS Biogipuzkoa Training Plan.	C&C: 38	Q1, Q2, Q4 (Y6) Q1, Q4 (Y7) Q1, Q4 (Y8)	Scientific Dissemination and Culture Unit Training Manager Scientific Direction	Training Plan updated annually Survey on their needs sent to personnel. Number of training activities carried out annually Number of speakers from outside the institution	NEW	<p>A reformulation of the IIS Biogipuzkoa Training Plan will be carried out. In this regard, the Head of Training has sent an email detecting training needs to the Institute's personnel on October 19, 2023. In relation to this action, it is holding face-to-face meetings to analyse and assess the needs of each Area Coordinator in a personalised way with the aim of proposing the structure of the new Training Plan during the first quarter of Y6. There will also be a vision of the training needs of Group Managers and Heads of Platforms, Services and Support Units for the definition of the Training Plan.</p> <p>The new Training Plan will contain new initiatives aimed at having external speakers for certain topics of interest, as well as specific funding for stays, research seminars and other measures to support mobility.</p>

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						Finally, it is worth mentioning that the development of specific training activities in the field of scientific ethics, as well as innovation and transfer of results, will be evaluated.
22. Optimization of the understanding of policies and strategies for the prevention of occupational risks.	C&C: 7	Q2, Q3 (Y6) Q2, Q3 (Y7) Q2, Q3 (Y8)	Occupational Risk Prevention Coordinator Health and Safety Committee of the IIS Biogipuzkoa.	Number of dissemination activities carried out.	NEW	Specific conferences will be held to disseminate the main policies and plans in the field of occupational risk prevention. During these days, training sessions, practical exercises and drills will be held in order to increase the awareness of the Institute's personnel in these areas. On the other hand, specific conferences in the field of mental health will also be held aimed at both predoctoral personnel and all the personnel of the Institute. In this sense, specific measures will be implemented aimed at the psychological support of the Institution's personnel, with psychosocial risk assessment, among other activities to be carried out.
23. Plan to improve the resources available for the effective transfer and translation of results.	C&C: 31	Q1, Q4 (Y6) Q1, Q4 (Y7) Q1, Q4 (Y8)	Head of Technology Transfer Technology Transfer Technician (OTC) - BIOEF	Advisory Board in the defined area of transfer and translation of results. Number of training activities carried out. Number of meetings held with research personnel	NEW	Work will be carried out internally with BIOEF (an entity of the Department of Health with functions in the transfer and translation of results) with the aim of implementing new actions aimed at promoting the transfer and translation of results. In this sense, a new Advisory Council will be constituted and implemented in the field of the transfer and translation of results, which will have the participation of companies and Technology Centers in the environment so that they can validate the potential interest of R+D+i results. Training activities will be carried out in the field of transfer and translation of results, with special emphasis on the evaluation of patentability and market studies of R+D+i results with translation potential. Efforts will be made to have speakers from outside the institution who are leaders in these areas.

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24. Welcoming plan aimed at new personnel.	C&C: 5	Q1, Q2, Q4 (Y6) Q4 (Y7) Q4 (Y8)	Human Resources Manager	Nº of welcome days held for new personnel.	NEW	<p>On a monthly basis, a specific conference will be held aimed at new personnel, as long as the volume of new recruits to the Centre requires it. An introduction to the institution will be carried out, and key aspects such as available facilities and resources, main policies and plans and other matters of interest will be reported.</p> <p>During these conferences, information will also be disseminated regarding contractual aspects, and on occupational risk prevention policies and plans.</p>
25. Plan for the optimisation of spaces and facilities .	C&C: 23	Q1, Q2, Q3, Q4 (Y6) Q4 (Y7) Q4 (Y8)	Management Area Platform Coordinator.	<p>Additional space available in square meters for R+D+i activities.</p> <p>Space Reservation System Implemented.</p>	NEW	<p>Over the next few months, progress will be made in the development of several existing terraces in the IIS Biogipuzkoa building to increase the square meters available for R+D+i activities.</p> <p>On the other hand, at the level of laboratories and common spaces for R+D+i activities, the implementation of a space reservation system will be valued with the aim of optimizing the available resources and promoting work in open-lab spaces. Work will also be done to further disseminate the strategy followed for the incorporation of new scientific and technical equipment to the IIS Biogipuzkoa, with the aim of making the research personnel aware of the criteria used and the prioritisation finally carried out based on the availability of funds.</p>
26. Mentoring plan.	C&C: 11, 35, 36, 37, 40	Q3,Q4 (Y6) Q4 (Y7) Q4 (Y8)	Scientific Management HR Unit	Tutoring plan developed and implemented.	NEW	A Mentoring Plan will be carried out with the participation of the Scientific Directorate that will include information on the evaluation process of the research personnel in the form of a brief report, where the research personnel indicate the key aspects carried out during the year and the tutor can evaluate and propose recommendations for improvement in this regard.

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						Likewise, the creation of a Doctoral Committee with the participation of senior research personnel and pre-doctoral profiles will be considered, which will serve to channel doubts and questions. Work will also be done on the development of annual scientific sessions where the PhDs can present their results and discuss conclusions with the rest of the members of the IIS Biogipuzkoa.

