

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2021ES623552

Name Organisation under review: **INSTITUTO DE INVESTIGACIÓN SANITARIA Y BIOMÉDICA DE ALICANTE (ISABIAL)**

Organisation's contact details: Mayvic Valencia Zulueta (Human Resources Area). Hospital General Universitario de Alicante. Edificio Gris. Diagnostic center (5th floor). Avda/ Pintor Baeza, 12. Alicante, CP 03010.

SUBMISSION DATE: April 9th, 2021

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4², as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Management line/ Department
José Sánchez Payá	General Director / Scientific Director	General Direction
Elena Bertomeu González	Managing Director	Managing Direction
Laura Sánchez Serrano	Human Resources Area	Management, Economic, Human Resources and Legal Area
Mayvic Valencia Zulueta	Human Resources Area	Management, Economic, Human Resources and Legal Area
Carla Ordiñana Gil	Innovation Manager	Management Direction. Accreditation, Innovation and Quality.
Carles Blasco Peris	Project Manager	Management Direction. Projects.

Name	Position	Management line/ Department
D ^a . Carmina Díaz Marín	Representative of the consultation bodies	Hospital de Alicante - ISABIAL
D ^a . Alexandra Muñoz Ambit	Head of Clinical Trials Unit	Scientific and Technical Support Area.
D. Yoel Genaro Montoyo Pujol	Researcher - R1	ISABIAL
D ^a . M ^a Paz Ventero Martín	Researcher – R2	ISABIAL
D ^a Karina Cárdenas Jaén	Researcher – R3	ISABIAL
D. José Manuel González Navajas	Researcher – R4	ISABIAL
D. Jesús Rodríguez Marín	Emeritus researcher - R4	ISABIAL

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Advisory Committee and Working Group.	Face meetings	<p>The Advisory Committee is made up of representatives of the different departments of the Institute involved in the issues of human resources of researchers (HR Manager, Project Manager, Innovation Manager, Director of Management / Scientific Director, and representatives of the different groups of researchers - R4, R3, R2 and R1).</p> <p>It was established that this advisory committee authorized to implement the actions to be developed to achieve the human resources seal would also act as a working group, where each person in charge was in charge of reviewing and analyzing the</p>

		<p>previous situation in their area regarding compliance with the 40 C&C principles and OTM-R policy, receiving feedback from all ISABIAL research staff through the survey carried out.</p> <p>The working group carried out an analysis of the 40 principles of the C&C and the OTM-R policy to assess the degree of general compliance with ISABIAL. Thanks to this analysis carried out, they detected the main areas for improvement, which are detailed in a first report.</p>
Advisory Committee and Working Group.	Telematic meetings and emails.	<p>Telematic meetings of the members of the working group were also held and contact was maintained between them by email in order to coordinate the actions to be developed for the implementation of the HRS4R strategy in ISABIAL.</p> <p>After the first gap analysis carried out on the current situation of ISABIAL with respect to the 40 principles of the C&C and the OTM-R policy, communications have been maintained between the members of the work group, to propose improvement actions in those areas identified, evaluating the different aspects related to both management and research areas, which are directly and indirectly related to the objectives of ISABIAL's HRS4R strategy.</p> <p>The different actions proposed by the working group were detailed in a report that served to propose the final action plan included in ISABIAL's HRS4R strategy.</p>
ISABIAL staff	Online survey	<p>With the aim of involving all ISABIAL research staff, in addition to the four research profiles included in the working group, a survey has been carried out to prepare the ISABIAL Human Resources Strategy. This online survey was directed to all ISABIAL staff, so that they could give their opinion on the different points included in the strategy and on the Institute's current human resources policy.</p> <p>The survey was sent to all ISABIAL personnel, which currently number 536 people attached. Periodic reminders were sent out (every 15 days during the time it was open, which was December 21, 2020 to January 31, 2021).</p> <p>The survey collected in a first section data related to the different profiles of the researchers: gender, age, nationality, professional category, research area, contracting entity, contract term,</p>

dedication and time in the current position. In this way, the needs of all the profiles that are part of ISABIAL have been analyzed.

The following sections of the survey asked about the opinions of the staff on the 40 principles of the C&C and the OTM-R policy, leaving the option also for them to comment on those areas for improvement that they considered.

The results and contributions made by the research staff have been taken into account for the preparation of ISABIAL's human resources strategy.

A total of 114 responses to the survey were obtained from the total of 536 people assigned to ISABIAL, which represents 21.27%. Of these 114 responses, 54 were incomplete and 60 were complete. The general results obtained from the 60 complete responses were as follows:

- Gender

MAN	WOMAN	N/A
29	30	1
48,33%	50,00%	1,67%

- Age

<18	18-24	25-34	35-44	45-54	55-64	>64	NS/NC
1	2	9	10	16	18	3	1
1,67%	3,33%	15,00%	16,67%	26,66%	30,00%	5,00%	1,67%

- Professional category

GROUP LEADER (R4)	RESEARCH SENIOR (R3)	POSTDOCTORAL RESEARCH (R2)	PREDOCTORAL RESEARCH (R1)	LABORATORY TECHNICIAN	PADMINISTRATIVE OR MANAGEMENT PROFESSIONAL	OTHERS
19	8	5	5	3	7	13
31,67%	13,33%	8,33%	8,33%	5,00%	11,67%	21,67%

As can be seen, gender representation has been adequate and the different profiles of researchers have participated in the survey, with similar percentages of participation, being the R4 research staff the one with the highest number of responses, with 31.67 %.

Please describe how was appointed the Committee overseeing the process:

The implementation of the Human Resources Strategy for ISABIAL Researchers has been promoted by the General Management of ISABIAL. The Advisory Committee configured to work on the strategy by the ISABIAL Management has also acted as a working group and is made up of representatives of the different areas of ISABIAL that have direct involvement with the Development of the HRS4R Strategy (Scientific Directorate, Directorate of Management, Human Resources Unit, Innovation Unit, Project Management Unit, Clinical Trials Unit, Representative of Consultative Bodies and Representatives of Researchers at R1, R2, R3 and R4 level).

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

ISABIAL's HRS4R Strategy has been coordinated by the HRS4R Working Group, led by ISABIAL's General Management, which has also acted as Advisory Committee. Each of the members of the working group was in charge of reviewing the previous situation in their area regarding the level of compliance with the 40 principles of the C&C and the OTM-R policy, also receiving feedback from the research staff assigned to ISABIAL through an online survey conducted.

The HRS4R Working Group of ISABIAL is made up of representatives of the ISABIAL areas that are related to the implementation of the HRS4R Strategy, being coordinated by the General Director and Scientific Director of the Institute. José Sánchez Payá. Also part of the team are Elena Bertomeu as Director of Management and Mayvic Valencia and Laura Sánchez from Human Resources Area, all of them with executive capacity in decision-making, they will be in charge of monitoring progress and supporting the members of the Working Group in the development of the planned actions. The working group is made up of: Mr. José Sánchez - Scientific Director and General Director, Ms. Elena Bertomeu - Management Department, Ms. Laura Sánchez and Ms. Mayvic Valencia - Human Resources Area, Ms. Carla Ordiñana - Innovation Area, Mr. Carles Blasco - Projects Area, Ms. Carmina Díaz-Representative of Consultation Bodies, Ms. Alexandra Muñoz - Clinical Trials Unit, D. Yoel Genaro - Researcher R1, D^a. M^a Paz Ventero - Researcher R2, D^a. Karina Cárdenas - Researcher R3, Mr. José Manuel González - Researcher R4 and Mr. Jesús Rodríguez - Researcher Emeritus R4).