



IdISBa

Revised Action Plan HRS4R

Change control

Review	Description of the change	Date
V1	Initial approval	25.04.2016
V2	Adaptation of documents by change of company name	18.12.2017
V3	Interim assessment	15.02.2019
V4	Award renewal	28.04.2022
V5	Update on the status of indicators and working group members	31.03.2023
V6	Review of HRS4R indicators and renewal of Committee members	29.09.2025

Index

1. Action Plan	4
1.1. Pillar 1. Ethics, Integrity, Gender and Open Science	4
1.2. Pillar 2: Researchers Assessment, Recruitment and Progression	5
1.3. Pillar 3: Working Conditions and Practices	6
1.4. Pillar 4: Research Careers and Talent Development	7
2. Annex	8
2.1. Ethics, Integrity, Gender and Open Science	8
2.2. Researchers Assessment, Recruitment and Progression	9
2.3. Working Conditions and Practices	10

1. Action Plan

1.1. Pillar 1. Ethics, Integrity, Gender and Open Science

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
2. Training for predoctoral researchers on ethical aspects of research	1	Training Department	2025-2028	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
4. Training in intellectual property and innovation and knowledge transfer	1, 2	Department for the Transferring of Research Results	2025-2028	Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
9. Policy on travel and subsistence allowance	7	HR Department	2025-2028	Documentation and dissemination	ONGOING
17. To reinforce the PRISIB to offer researchers access to clinical data in accordance with ethical and legal regulations	1	Department of Infrastructures	2025-2028	Number of fulltime workers at PRISIB	COMPLETED
18. To strengthen the methodological support unit with personnel providing advice to researchers on ethical evaluation of projects and its presentation to the Ethic Committee of the Balearic Islands (CEI).	1, 2	Department of Infrastructures	2025-2028	Number of advisory services	NEW ACTION
19. To establish activities favouring the woman leadership of clinical researchers.	4, 5	Equality Commission	2025-2028	Number of PI women with clinical activity; Percentage of PI women with clinical activity	COMPLETED
20. To establish a quality system that allows the traceability of research results (i.e. electronic notebook).	1, 8	Department of Infrastructures	2025-2028	Number of tool users	ONGOING
46. Definition of the Biosafety Manual.	1, 6	HR Department	2025-2028	Documentation and dissemination	NEW ACTION

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
47. Open Access Data Repository	3	Scientific Management Unit	2025-2028	Training and Dissemination Seminars	NEW ACTION
48. Carbon Emissions Reduction Strategy	8	Quality Department	2025-2028	Documentation and dissemination	NEW ACTION
49. Commitment to the United Nations Global Compact	8	Quality Department	2025-2028	Publication of the Annual Report	NEW ACTION
50. Environmental Certification of Platforms/Laboratories	8	Department of Infrastructures	2025-2028	Number of Applications	NEW ACTION

1.2. Pillar 2: Researchers Assessment, Recruitment and Progression

Action	Principle	Who?	When?	Indicator/Deliverable	Revision 2024
21. Implementation of an evaluation and appraisal system	1, 2, 3, 4	Management	2025-2028	Documentation and dissemination	ONGOING
23. Simplification of the job offers in IdISBa, with the aim of making them clearer and more attractive	3	HR Department	2025-2028	% of international applicants	EXTENDED
24. Training in OTMR practices	1, 2, 3, 4	HR Department	2025-2028	Number of training hours	COMPLETED
51. Generational transition	1, 4	HR Department / Scientific Management Unit	2025-2028	Number of Principal Investigators (PIs) with Co-Investigators (Co-IPs) as part of generational transition Average age of Group Leaders	NEW ACTION

1.3. Pillar 3: Working Conditions and Practices

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
26. Satisfaction survey	1	Quality Department	2025-2028	Survey results	COMPLETED; CONTINUOUS ACTIVITY
29. Dissemination and implementation of the Training Plan	2, 4	Training Department	2025-2028	Documentation and dissemination Number of training activities Number of training hours: Satisfaction survey	COMPLETED; CONTINUOUS ACTIVITY
32. Career orientation seminars for researchers in training	2, 4	HR Department	2025-2028	Number of training hours Number of attendants	COMPLETED
35. Definition of a Master Plan that establishes the short, medium and long-term needs with regards to facilities and scientific equipment.	1	Department of Infrastructures	2025-2028	Documentation Satisfaction questionnaire	EXTENDED
36. Increase the total area dedicated to research	1	Management	2025-2028	m ² dedicated to research	COMPLETED; CONTINUOUS ACTIVITY
37. Ensure an adequate renovation and expansion of scientific and technical equipment	1	Management	2025-2028	Budget dedicated to equipment acquisitions	COMPLETED; CONTINUOUS ACTIVITY
38. Define a policy of allocation and use of facilities	1	Department of Infrastructures	2025-2028	Documentation and dissemination	EXTENDED

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
40. To ensure the necessary financing to provide the necessary HR to emerging groups	2	Management	2025-2028	Number of identified annual calls. Number of annual applications requested	NEW ACTION
52. To carry put outreach and training	2, 3, 4	Training Department	2025-2028	Training Needs Survey Training Activities Calendar	NEW ACTION

1.4. Pillar 4: Research Careers and Talent Development

Action	Principle	Who?	When?	Indicator/Deriverable	Revision 2024
42. Develop a policy for predoctoral researchers	2	HR Department	2025-2028	Documentation and dissemination	EXTENDED
43. Training in leadership and supervision	3, 4	Training Department	2025-2028	Number of activities Number of training hours	COMPLETED; CONTINUOUS ACTIVITY
44. To train in Data Management Plans	2	Scientific Management Units	2025-2028	Number of activities Number of training hours.	COMPLETED
45. To promote the mobility of research staff to facilitate their training in reference centres both at a national and international level.	1, 3	Training Department	2025-2028	Number of calls Ratio applications/award	COMPLETED; CONTINUOUS ACTIVITY

2. Annex

Below are the indicators that are considered completed and finalized, as well as those that represent ongoing activities at the Institute.

2.1. Ethics, Integrity, Gender and Open Science

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
1. Definition and dissemination of an IdISBa Guideline on Good Research Practice	1, 2, 3, 4, 5, 7, 31, 32, 37	Quality Department	Q1-2017/Q2-2017	Documentation and dissemination	COMPLETED
3. Dissemination of IdISBa intellectual property policy	3, 5, 31, 32	Department for the Transferring of Research Results	Q2-2017/Q3-2017	Documentation and dissemination	COMPLETED
5. Definition and dissemination of an IdISBa Strategic Plan	4	Strategic Plan Working group	Q1-2021/Q4-2021	Documentation and dissemination	COMPLETED
6. SOPs for Project Management	4, 5	Quality Department	Q4-2021/Q4-2022	Documentation and dissemination	COMPLETED
7. Definition of IdISBa researcher's affiliation procedure	5	ISC	Q1-2021/Q4-2021	Documentation and dissemination. Number of affiliated researchers	COMPLETED
8. Development of a robust indicator collection system	6	Quality Department	Q4-2018/Q3-2018	Balance scorecard (internal document)	COMPLETED; CONTINUOUS ACTIVITY
10. Policy on Digital Technology Acceptable Use & Internet Safety	7	Information Technology Department	Q1-2019/Q3-2019	Documentation and dissemination	COMPLETED
11. Review of Health and Safety procedures	7, 23	HR Department	Q1-2017/Q3-2017	Documentation and dissemination. Number of incidents/year	COMPLETED
12. Definition of an Innovation and knowledge transfer strategy	8	Department for the Transferring of Research Results	Q1-2021/Q4-2021	Documentation and dissemination Patents granted	COMPLETED

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
				Clinical practice guidelines	
13. Policy on Open Research	8	ISC	Q1-2018/Q1-2019	% open access publications	COMPLETED
14. Dissemination and Outreach Plan	9	Communication Department	Q1-2021/Q4-2021	Documentation and dissemination. Number of dissemination activities.	COMPLETED
15. Gender equality plan	10, 27	Equality Commission	Q4-2017/Q2-2019	Documentation and dissemination	COMPLETED
16. Establishment of Equality Commission	10, 27	Management	Q4-2017/Q2-2018	Documentation (internal document) Number of meetings	COMPLETED

2.2. Researchers Assessment, Recruitment and Progression

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
22. Definition of an Open, Transparent and Merit-based Recruitment (OTMR) Policy	12, 13, 14, 15, 16, 17, 18, 19, 20, 21	HR Department	Q1-2022/Q4-2022	Documentation and dissemination	COMPLETED
24. Training in OTMR practices	10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 27, 29	HR Department	Q3-2022/Q4-2023	Number of training hours	COMPLETED

2.3. Working Conditions and Practices

Action	C&C	Who?	When?	Indicator/Derivable	Revision 2024
25. Definition of a Research Career Path	22, 25, 26, 28, 38	Management	Q2-2018/Q2-2019	Documentation and dissemination	COMPLETED
27. Definition of a collective labor agreement	24, 26	Management	Q2-2018/Q3-2021	Documentation and dissemination	COMPLETED
28. Creation of a Training Commission	28	ISC	Q1-2017/Q3-2021	Number of meetings	COMPLETED
29. Dissemination and implementation of the Training Plan	28, 38, 39	Training Department	Q1-2021/Q4-2021	Documentation and dissemination Number of training activities Number of training hours: Satisfaction survey	COMPLETED; CONTINUOUS ACTIVITY
30. Include link to Euraxess website on IdISBa home page	29	Information Technology Department	Q1-2022	Website	COMPLETED
31. Internationalization Plan	29	ISC	Q1-2021/Q4-2021	Documentation and dissemination	COMPLETED
33. Establishment of an Ombudsman Scheme	34	ISC	Q2-2022/Q3-2023	Documentation and dissemination Number of managed complaints	COMPLETED
34. Include a representative for researchers in the Board of Trustees	35	Management	Q2-2017/Q3-2020	Executive Committee composition	COMPLETED
39. Prepare an "IdISBa researcher's welcome manual"	27, 28, 30, 31, 34, 35	HR Department	Q3-2019/Q4-2020	Documentation and dissemination	COMPLETED
41. To establish a telework policy.	16	HR Department	Q3-2022/Q4-2022	Documentation and dissemination	COMPLETED