

UPDATED ACTION PLAN

Actions	GAP Principle	Timing	Responsible Unit	Indicator (s) / Target (s)	Status	Considerations
1. UPDATING OF THE WELCOME MANUAL FOR NEW STAFF. The manual "Important information on new FFIS/IMIB personnel" will be updated, including information on labor and corporate management issues and also with references to the main strategic and organizational documents of the Institute: Guide to ethics and good practices, Training Plan, Strategic Plan, Shared Scientific Project, Quality Plan, Affiliation Regulations and Management Procedures Manual.	C&C: 1, 4, 5, 7, 26, 32	Y1 (Q1-Q) Y2 (Q1-Q2)	Human Resources	1. Updated and approved welcome manual. 2. Welcome manual distributed to IMIB staff. 3. 100% diffusion of the new incorporations.	COMPLET.	<p>The centre had a welcome manual for new FFIS/IMIB personnel with information relating to management and employment. During this period, work has been done on updating it to include different aspects.</p> <p>Information has been included on strategic and organisational areas of the IMIB, with specific references to the main strategic plans and documents, as well as information on the HRS4R Strategy and the awarding of the "HR Excellence in Research" Seal.</p> <p>This manual aimed at new FFIS personnel is available on the institution's employee portal.</p> <p>Work will be done to increase its dissemination to all of the personnel over the next few years.</p>
2. INTERNAL DISSEMINATION PLAN OF THE IMIB'S MAIN DOCUMENTS AND RESOURCES. The following actions will be carried out to inform all Institute staff of the main documents and resources available through different communication channels (webinars, Institute conferences, etc.):	C&C: 1,5 OTM-R: 1	Y1 (Q1-Q4) Y2, Y3, Y4, Y5 (Q2,Q4)	FFIS Director Training Bioinformat. Research Area	1. Informative audio with the description of the IMIB made and broadcast. 2. Digital leaflet with information on IMIB infrastructures	IN PROGRESS	<p>In the first place, it is worth mentioning that an informative video has been developed in which the IMIB Pascual Parrilla and its field of activity are described. https://www.youtube.com/watch?v=cmSdliEA8yg</p> <p>On the other hand, through the IMIB and FFIS websites, the main news of interest are disseminated, as well as information on training activities and calls for R+D+i grants. https://www.imib.es/portal/actualidad/noticia.jsf</p> <p>It is also worth mentioning that the International Project Office (IBiPO) produces a monthly newsletter in which the</p>

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<ul style="list-style-type: none"> ✓ Making and broadcasting an informative audio with a general description of the Institute. ✓ Creation and dissemination of a digital leaflet containing the different facilities and infrastructures available at the IMIB. ✓ Dissemination of the Institute's main documents: Strategic Plan, Shared Scientific Project, Guide to Ethics and Good Practices, Training Plan, Quality Plan and Management Procedures Manual. ✓ Implementation of a weekly bulletin that includes the different news of interest to the Institute, as well as a link to existing calls for public and private funding, and references to the training activities of the Institute and the main plans and documents. 				<p>created and disseminated.</p> <p>3. Weekly newsletter approved and launched.</p> <p>4. Number of weekly bulletins with information on IMIB plans and documents.</p> <p>5. Annual meetings of the Institute in which plans and documents of the Institute have been reported.</p>		<p>different calls for interest are collected and the participation of the centre's research personnel in the different international networks is reported. https://ibipo.imib.es/ServletDocument?document=115587</p> <p>Through the employee portal and through the use of corporate email, the most important information regarding the entity's strategic plans and documents is made available.</p> <p>Finally, it should be noted that during the next period work will be done to increase the dissemination of the main plans and documents of the Institute and the development of the different planned actions will continue.</p>

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<p>3. UPDATE OF THE TRAINING PLAN.</p> <p>The IMIB Training Plan will be reviewed and updated, including the development of specific training activities in certain areas and reinforcing the development and programming of the annual training plan.</p> <ul style="list-style-type: none"> ✓ Specific courses on the application of internal management of research projects aimed at Institute staff will be encouraged. ✓ Training activities in the area of innovation and transfer of results will be encouraged. ✓ Training activities aimed at research support platform technicians will be carried out. ✓ Periodic annual reviews of the training program will be carried out and the training activities that will be carried out on a quarterly basis will be indicated in a schedule 	<p>C&C: 1, 4, 5, 38</p> <p>OTM-R: 3,9</p>	<p>Y1 (Q1-Q3)</p> <p>Y2, Y3, Y4, Y5 (Q4)</p>	<p>Training Coordinator</p> <p>Training Manager</p> <p>Head of Research Area</p>	<p>1. Training plan updated and disseminated to all IMIB staff.</p> <p>2. Annual reviews carried out.</p>	<p>IN PROGRESS</p>	<p>The IMIB has a Training Plan that includes the different aspects that are required by the entity's personnel through the survey about the training needs that is carried out.</p> <p>This Training Plan has recently been updated and includes activities related to increasing knowledge on the transfer of information, as well as aspects related to quality. The target personnel for these activities include technical support and management personnel, including personnel responsible for support platforms and research support technicians, as well as research personnel themselves.</p> <p>The Training Activities Plan is evaluated and prepared on an annual basis. https://www.imib.es/imib/buscadorCursos.jsf</p> <p>There is a Training Commission in charge of ensuring that this training is oriented towards scientific excellence and continuous improvement. https://www.imib.es/portal/formacion_imib.jsf</p> <p>During the next period, the Training Plan will continue to be improved, it will include a greater number of training activities and will reinforce some key aspects such as training in innovation and transfer of knowledge, as well as, aspects on equality and other areas such as transversal competences.</p>

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<p>4. PLAN TO PROMOTE THE TRANSFER OF RESEARCH RESULTS.</p> <p>Activities aimed at promoting the transfer of IMIB research results will be carried out. In this sense, the following actions will be carried out:</p> <ul style="list-style-type: none"> ✓ The internal dissemination of the procedures of the Innovation Area to the Institute's staff will be encouraged through the weekly bulletin, the ✓ Institute's conferences and specific webinars. ✓ An innovation bulletin will be prepared that will include the main news and agreements discussed in the Innovation Commission. ✓ Conferences with companies will be promoted to disseminate the portfolio of research results and newtorking meetings between researchers and companies interested in R&D&I results. ✓ Specific meetings will be held by the Innovation Area with the research groups to detect R&D&I results that can be protected. ✓ Specific training in the area of innovation and transfer of results will be promoted. 	C&C: 8, 31	Y2 (Q1-Q4) Y3, Y4, Y5 (Q3)	<p>Innovation Support Unit</p> <p>Bioinformat.</p> <p>Head of Research Area</p>	<p>1. Innovation newsletter created and implemented.</p> <p>2. Number of conferences held annually with companies to disseminate the portfolio of R&D&i results.</p> <p>3. Number of annual meetings held by the Innovation Area with research groups to explore R&D&i results.</p> <p>4. Number of training activities carried out annually at the IMIB on the transfer of results.</p>	IN PROGRESS	<p>IMIB has specific regulations on the protection of research results aimed at the entity's personnel: https://www.imib.es/ServletDocument?document=135262</p> <p>On the other hand, support is offered to research personnel in the preparation of R+D+i proposals for innovation and transfer activities, as well as in the management of industrial and intellectual property. In this regard, during 2022, more than 30 meetings were held with the research groups, specific needs were analysed and around 10 innovations were identified. During the year 2023 and 2024, these meetings have been held and more than 20 innovations have been identified.</p> <p>Training activities related to this area are organised, as included in the IMIB Training Plan.</p> <p>Along the next period, the development of the different actions included will continue.</p>

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<p>5. PLAN TO PROMOTE RELATIONSHIP WITH SOCIETY AND DISSEMINATION OF SCIENTIFIC ACTIVITY. IMIB has designed a Communication Plan that must be approved by the governing bodies of the institute. Complementary actions will be carried out to promote the dissemination of scientific activity to society. Among these actions are:</p> <ul style="list-style-type: none"> ✓ Increase contacts with patient associations and other key agents to identify needs and priorities in the field of biomedical R&D&I. ✓ Establish internal procedures to facilitate the dissemination of news addressed to the population about the scientific results achieved. ✓ Carry out an annual planning of the different participations of the IMIB in the conferences and meetings for the dissemination of science, such as the Week of Science and Technology, promoting the participation of a greater number of research areas and groups. ✓ Promote and develop conferences in schools and other 	C&C: 9	Y1, Y2, Y3, Y4, Y5 (Q1-Q4)	<p>FFIS Director</p> <p>Scientific Direction</p> <p>Head of Research Area</p>	<p>1. Internal procedure with instructions for the dissemination of R&D&I results to general population, approved and implemented.</p> <p>2. Number of meetings held annually with patient associations and other key actors.</p> <p>3. Number of conferences held in schools and other training centers with the participation of IMIB researchers.</p>	IN PROGRESS	<p>On the IMIB website there is a specific section in which information related to scientific dissemination is indicated. On the one hand, there is a news section in which the main news and activities of interest are announced: https://www.imib.es/portal/actualidad/noticia.jsf</p> <p>Likewise, there is also a specific section aimed at "Collaborating with research" in which contact information is offered to collaborate in the development of R+D+i activities by organisations and entities, which are published in said web space and can also be accompanied by the logo of said entity.</p> <p>In relation to the scientific dissemination activities carried out by the IMIB during this initial period, it has collaborated in different initiatives such as science and innovation fairs, conferences and visits from schools and institutes have been carried out to the IMIB in which the existing facilities are shown.</p> <p>Likewise, a specific form has been developed aimed at the internal registration of the scientific dissemination activities carried out by the research personnel.</p> <p>In the coming years, the development of the different actions included will continue and collaboration will be encouraged within patient associations and other key actors.</p>

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<p>training centers where IMIB researchers participate.</p> <p>✓ Design and implement a repository at the institutional level in which the different actions carried out by the IMIB research staff with patient associations and other key agents are included.</p>				4. Institutional repository of the different activities carried out with patient associations and other key agents implemented.		
<p>6. REVIEW AND UPDATE OF THE EQUALITY PLAN. The Institute's Equality Plan will be reviewed and updated in accordance with the new requirements established by the European Commission for the new European Horizon framework programme.</p>	<p>C&C: 10, 27</p> <p>OTM-R: 8, 18</p>	<p>Y1 (Q3, Q4)</p> <p>Y2, Y3, Y4, Y5 (Q4)</p>	Human Resources	<p>1. Revised and updated Equality Plan.</p> <p>2. Annual reviews carried out.</p>	IN PROGRESS	<p>The IMIB has an Equality Plan for the period 2023-2026 that contains a series of measures focused on different areas: 1) Recruitment and selection of personnel, 2) Contracting, 3) Promotion, 4) Training, 5) Remuneration, 6) Work-life balance, 7) Occupational Health and Safety, 8) Sexual harassment and harassment based on sex, and 9) Communication and awareness-raising. The Equality Plan is available to the entity's personnel:</p> <p>https://www.imib.es/ServletDocument?document=111382</p> <p>During the next period, the correct development and implementation of the Plan will be supervised and the carrying out of training activities in this area will be promoted.</p>
<p>7. PROFESSIONAL DEVELOPMENT AND INTERNAL PROMOTION PLAN. Different actions will be carried out with the aim of promoting the professional development of the Institute's staff.</p>	<p>C&C: 5, 11, 25, 26, 28</p> <p>OTM-R: 5, 9</p>	Y2 – Y5 (Q1-Q4)	Human Resources Scientific Direction	1. Number of meetings held to prepare the Collective Agreement.	IN PROGRESS	<p>During this period, work has been carried out in collaboration with the Works Council on the development of a collective agreement for the institution's personnel. At the moment, there is a proposal signed between the entity and the Works Council, pending official processing by the Regional</p>

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<ul style="list-style-type: none"> ✓ Participation in the negotiation of a collective agreement for IMIB staff together with the Work council. ✓ Evaluation indicators of the activity of the research staff will be established so that there is a specific evaluation system. ✓ The implementation of a professional evaluation system for management staff and support platforms will be valued to the extent possible. ✓ Work will be done to update the evaluation system of the research groups, offering greater feedback to these groups that will allow the development and improvement of their activities. ✓ The development of joint actions aimed at improving the available job pools and attracting professionals from other geographical areas will be valued, in order to carry out calls for intensification for personnel with assistance tasks. ✓ Work will be done in collaboration with the Work Council to update the salary tables for the different profiles of the Institute. 			<p>Research Department</p> <p>FFIS Director</p>	<p>2. Defined and approved professional evaluation system.</p> <p>3. Annual evaluation of the research groups carried out.</p> <p>4. Number of meetings held with the Regional Government for the development and implementation of professional career elements.</p>		<p>Government according to the channels established by the Civil Service.</p> <p>Over the next few years, work will be done to achieve the approval of the collective agreement in coordination with the Regional Government, as well as in the development and implementation of elements aimed at promoting the professional development of research personnel.</p>

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✓ Collaboration with the Regional Government in the development of elements that guarantee the professional development of researchers and in the promotion of actions for the stabilization of the research staff of the Institute.						
<p>8. PLAN TO IMPROVE THE WORK ENVIRONMENT. Different actions will be carried out aimed at promoting R&D&I activity and improving the satisfaction of IMIB staff.</p> <ul style="list-style-type: none"> ✓ A procedure will be established for the resolution of conflicts of IMIB staff. ✓ The IMIB's current suggestion box will be improved and its dissemination to all staff will be enhanced. ✓ Actions for promoting the activity of emerging groups will be developed. ✓ The participation of platform staff and support units in research projects will be promoted. ✓ The participation of IMIB research groups in both national and international research networks will be encouraged. 	C&C: 1, 23, 34	Y2 (Q3, Q4) Y3 (Q3) Y4 (Q2) Y5 (Q1, Q4)	Human Resources Research Department Head of Research Area	1. Procedure for conflict resolution implemented. 2. Suggestion box updated and distributed to IMIB staff. 3. Number of national and international networks with the participation of IMIB groups.	IN PROGRESS	<p>Firstly, the IMIB has a specific procedure for the resolution of conflicts related to research integrity. https://www.imib.es/ServletDocument?document=101650</p> <p>There is also a suggestion box so that anyone in the entity can transmit the different queries they deem appropriate. https://www.imib.es/portal/buzon.jsf</p> <p>On the other hand, in relation to the activities aimed at promoting the development of emerging groups by IMIB, different calls for intramural grants have been published in 2023, including a specific call aimed at researchers with lack of funding. Likewise, within the IMIB Training Plan, the development of training activities in research aimed at emerging groups is proposed.</p> <p>In relation to the activities aimed at promoting participation in international projects, the great activity carried out by the International Project Office (IBiPO) stands out.</p> <p>It is worth mentioning the development of different training activities such as the following: Information on the Regional Coordination Protocol for European biomedical projects,</p>

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						<p>Seminar on opportunities in new international networks of the COST Programme, Participation in international calls in health, Practical aspects to participate in international collaboration projects in the biomedical field, etc.</p> <p>Over the next few years, the development of these activities will continue, especially aimed at promoting and enhancing the activity of emerging groups as well as the development of the different research support platforms.</p>
<p>9. UPDATING OF STANDARD CONTRACTING PROCEDURES TO THE OTM-R PRINCIPLES. On the one hand, standardized templates will be developed for the publication of job offers in English, through Euraxess. The standardized templates for the preparation of offers will be modified so that the OTM-R criteria (positive assessment of stays in private entities, international centers, mobility, etc.) are taken into account. Work will be done to implement actions to optimize the recruitment process and reduce the time required to hire the necessary personnel whenever possible. Instructions will be drawn up for the Assessment Committee, indicating criteria for assessing qualitative aspects. A</p>	<p>C&C: 12, 13, 14, 16, 17, 18, 19, 20, 21, 29</p> <p>OTM-R: 2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23</p>	<p>Y1 (Q4)</p> <p>Y2 (Q1-Q4)</p> <p>Y3 (Q1-Q3)</p> <p>Y4 – Y5 (Q3)</p>	<p>Human Resources</p> <p>Research Department</p> <p>Head of Research</p>	<p>1. Standard operating procedure with information on the selection process created and approved.</p> <p>2. Standard templates of job offers adapted to the OTM-R criteria.</p> <p>3. Standard template for the publication of offers in English.</p> <p>4. Number of</p>	IN PROGRESS	<p>On the one hand, there is an OTM-R Policy in the entity in which the principles that govern the personnel selection and hiring policy are defined. https://www.imib.es/ServletDocument?document=90466</p> <p>During this initial period of implementation of the HRS4R Strategy, work has been done on the development of specific instructions addressed to the Evaluation Committee and the research personnel who wish to carry out the recruitment of personnel, which indicate the criteria to be taken into account in the selection processes so that the OTM-R Policy and the principles included in the European Charter for Researchers are applied.</p> <p>Work has also been done on updating the different available employment templates to adapt them to the OTM-R criteria.</p> <p>In this regard, a standardised model for the preparation of job vacancies in English has also been developed to facilitate their dissemination through Euraxess.</p>

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standardized work procedure will be carried out that will include how the selection process should be, in which the evaluation criteria must be standardized and it must be indicated that the global trajectory of the candidates must be assessed.				offers published in Euraxess.		<p>The publication of job offers through Euraxess has begun, which will increase over the next period.</p> <p>Work will continue on updating the different internal procedures to the European Charter for Researchers in the areas of selection and recruitment of personnel.</p>
10. TUTORING PLAN. A Tutoring Plan validated by the Scientific Director will be designed and implemented, which will include information on the evaluation process of the research staff, as well as indications on the development of the professional career and in which it will be detailed how the tutoring activity should be registered.	<p>C&C: 23, 30, 36, 37, 40</p> <p>OTM-R: 9</p>	Y2 (Q1-Q4) Y3, Y4, Y5 (Q4)	Scientific Direction Head of Research	<p>1. Tutoring plan elaborated and implanted.</p> <p>2. Annual reviews of the Tutoring Plan.</p>	IN PROGRESS	<p>In this area, the IMIB has worked on the development of a tutoring procedure aimed at promoting the mentoring work of senior research personnel to junior research personnel (in training). It is a procedure in which the main advances made by the junior researcher are collected and recommendations for improvement are made by the senior researcher. Among the sections found in the document are the following:</p> <ol style="list-style-type: none"> 1) Description of the progress made by the research personnel in training during the last year and prospect of progress during the next year. 2) Competences to be acquired by research personnel in training and training needs in this regard. 3) Assessment by the tutor of the research personnel in training on the progress made and the degree of performance. <p>In addition, it is proposed to carry out a specific support programme for junior research personnel to promote the development of research projects. In this way, it is proposed to carry out different training in the following areas: Keys to the preparation of projects within the framework of the AES ISCIII, Basic aspects for the inclusion of the DORA criteria, Keys to the preparation of the CVA and CVN, Citizen participation in</p>

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						<p>research projects, Keys to the development of data management plans and Basic aspects for the integration of the gender perspective and dimension in research.</p> <p>During the next period, work will be done on the effective implementation of the designed programme and specific training for junior research personnel in the aforementioned areas will be promoted.</p>
<p>11. DISSEMINATION PLAN OF THE AGREEMENTS OF THE INTERNAL SCIENTIFIC COMMITTEE AND THE EXTERNAL SCIENTIFIC COMMITTEE.</p> <p>Dissemination activities will be carried out on the main agreements and issues discussed at the meetings of the Internal Scientific Committee and the External Scientific Committee. Additionally, for the External Scientific Committee, it is proposed to carry out the following actions to improve its operation:</p> <p>✓ The evaluation procedure of the research groups will be updated to offer greater feedback to the groups.</p>	C&C: 11, 35, 40	Y1, Y2, Y3, Y4, Y5 (Q3,Q4)	Scientific Direction Bioinformat.	<p>1. Approval of the procedure for the dissemination of the main agreements of the CCE and CCI.</p> <p>2. Updated and implemented evaluation procedure for research groups.</p> <p>3. Number of meetings of research areas with the</p>	IN PROGRESS	<p>Work has been done on the development of a specific procedure for the internal dissemination of the main agreements of the CCI and the CCE. Through this procedure, the following objectives are proposed:</p> <ol style="list-style-type: none"> 1) Facilitate internal communication and the promotion of greater involvement of research and management personnel in the IMIB's decision-making processes. 2) Ensure that strategically relevant information derived from committee agreements is available to all IMIB members who may be affected. 3) To maintain control of the dissemination carried out. <p>On the other hand, in the coming years work will be done to promote the invitation of members of the CCE to participate in meetings of the research areas and the procedure for evaluating research groups will be improved so that they receive greater feedback.</p>

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✓ The CCE will be invited to participate in the meetings of the research areas so that they can learn about the activity carried out in each of them.				participation of the CCE.		
12. DISSEMINATION PLAN OF THE IMIB HRS4R STRATEGY. Specific actions will be carried out to disseminate the HRS4R Strategy so that it can be known by all the research staff. Specific annual conferences will be held in which the progress made in the action plan will be indicated. A specific annual survey will be conducted to assess the knowledge and satisfaction of the Institute's staff with respect to the progress made. An annual review of the designed OTM-R policy will be carried out.	C&C: 8, 12, 23 OTM-R: 1, 5, 10	Y1, Y2, Y3, Y4, Y5 (Q4)	Head of Research Area	1. Annual review of the HRS4R Action Plan. 2. Number of dissemination activities of the action plan. 3. Annual satisfaction survey carried out. 4. Annual review of the OTMR policy.	IN PROGRESS	There is an OTM-R Policy in which the principles that govern the current personnel selection and hiring policy of the institution are defined: https://www.imib.es/ServletDocument?document=90466 On the other hand, an informative video has been made summarizing the main objectives of the HRS4R Strategy and the "HR Excellence in Research" distinction and has been disseminated to all the entity's personnel. https://www.imib.es/portal/hrs4r.jsf The main advances made in the HRS4R Strategy during these two years have also been disseminated, through email and also with information available on the website. A survey has also been carried out to find out the degree of satisfaction with the actions carried out within the framework of the current Action Plan. During the next period, the inclusion of information pills on the HRS4R Seal will be promoted in different scientific events of the IMIB: annual conferences, area meetings, etc.

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						The Action Plan and the OTM-R Policy will also be reviewed annually.
13. Welcome Manual for IMIB staff. We will work on the development of a welcome manual addressed to all IMIB staff (both own and seconded personnel) which will include aspects related to the main documents and plans of the Institute, as well as information on research support services and platforms.	C&C: 1, 4, 5, 7, 26, 32	Y3 (Q1, Q2) Y4, Y5 (Q4)	Scientific Direction Human Resources Manager	1. Welcome Manual prepared. 2. Dissemination to all IMIB staff. 3. Annual revision of the Manual.	NEW	The new Welcome Manual will be prepared and disseminated to all the entity's personnel and will be sent to new personnel so that they have the basic notions in the day-to-day life at the IMIB. It will also contain information on the different existing research support services and platforms along with other information considered of interest.

