



IMIBIC

INSTITUTO MAIMÓNIDES DE
INVESTIGACIÓN BIOMÉDICA
DE CÓRDOBA

IMIBIC

**Human Resources Excellence in
Research 2020-2022.
Action Plan.**

Córdoba, 30th October, 2019.

INDEX:

I.	ACTION PLAN 2020-2022.....	3
I.1	Introduction	3
I.2	Actions, responsibilities, and indicators.....	3
I.3	Implementation timeframe.....	10

I. ACTION PLAN 2020-2022

I.1 Introduction

IMIBIC adhered to the strategy of 'Excellence in Human Resources Research' by first committing and endorsing the Charter and Code Principles in 2015. The new **Human Resources Excellence in Research 2016-2020 Strategy and Plan**, as well as the **Policy for Open, Transparent and Merit-based Recruitment of Researchers**, were published in 2016, corresponding to the period of IMIBIC's overall strategy for the same period. IMIBIC obtained the HRS4R award in September 2017. After two years of implementation, an interim review was carried out to evaluate the progress. As a result, strengths and weaknesses, results of the actions carried out, and status of performance indicators have been presented to the European Commission, and the Action Plan updated and extended for the next period that spans until 2022.

I.2 Actions, responsibilities, and indicators

The follow up of the institutional HRS4R Strategy and Action Plan 2020-2022 falls within the responsibilities of the Human Resources Unit and ultimately the General Manager. At the operational level, the implementation of all activities related to the HRS4R falling under the different Sub Action Plans are the responsibility of the corresponding management area.

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)		
Action 1. Dissemination of the Code of Responsible Practices and Integrity in Research of IMIBIC at the moment of recruitment of researchers in order to protect integrity of research and avoid misuse of data.	Training Unit, Quality Assurance Unit	Q1 2020 – Q4 2022	Nr. of training actions		
Action 6. Implementation of the Talent attraction and professional development Plan of IMIBIC 2016-2020 (specifically Objective OE1): - Increase the recruitment of research talent with future potential to the IMIBIC.	Human Resources Unit, Project Management Unit	Q1 2020 – Q4 2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="1653 1121 2098 1257" style="text-align: center;"> Nr. of PI with active competitive projects </td> </tr> <tr> <td data-bbox="1653 1257 2098 1386" style="text-align: center;"> % of researchers/ technicians hired through competitive calls </td> </tr> </table>	Nr. of PI with active competitive projects	% of researchers/ technicians hired through competitive calls
Nr. of PI with active competitive projects					
% of researchers/ technicians hired through competitive calls					

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
			Nr. of foreign candidates who apply for job offers
			Nr. and share of job offers posted on EURAXESS
<p>Action 10. Implementation of the Talent attraction and professional development Plan of IMIBIC 2016-2020 (specifically actions related with Objective OE2):</p> <ul style="list-style-type: none"> - Develop a proposal of professional career to the institution according to the regional, national and European framework, and collaborate in its implementation and dissemination. 	Human Resources Unit, Project Management Unit	Q1 2020 – Q4 2020	Increase in number of postdoctoral researchers
<p>Action 13. Implementation of CSR and Communication Plan</p> <ul style="list-style-type: none"> - Development and implementation of the Gender Equality Plan that guarantees gender equality, equal opportunities in decision making and in the composition of research teams, including briefing to selection panel members about gender bias. 	Communication and CSR Unit, Human Resources Unit	Q1 2020 –	% of implementation of Gender Equality Plan
		Q4 2022	% of women applicants
<p>Action 14. Carry out training / informative sessions about funding opportunities for pre and post-doctoral stays and fellowships on national and international level.</p>	Research Management Unit, Training Unit	Q1 2020 – Q4 2022	Nr. of sessions or trainings

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
<p>Action 15. Implementation of IMIBIC Integration Plan 2016-2020, especially actions of Objective OE1:</p> <ul style="list-style-type: none"> - Promote actions to facilitate dedication of researchers to teaching activities. - Enable the establishment of official links between University professors and the Hospital and its clinical management units. 	Training Unit	Q1 2020 – Q4 2022	Nr. of courses of training activities that promote knowledge exchange between the research groups
<p>Action 16. Implementation of IMIBIC Infrastructures Plan 2016-2020:</p> <ul style="list-style-type: none"> - Preparation of easy-to-use manuals for common lab equipment, “user guide” type. 	Infrastructures Committee	Q1 2020 – Q4 2020	% of implementation Infrastructures Plan
<p>Action 17. Implementation of IMIBIC Training Plan 2016-2020, especially of actions of objectives OE2, OE13):</p> <ul style="list-style-type: none"> - Disseminating and fostering a culture of acquisition of new knowledge by promoting training stays, creating an institutional framework that fosters mobility of researchers and other staff. - Favour researchers’ mobility to facilitate their training at internationally renowned centres, increasing the internationalisation of the institution. 	Training Unit, Communication and CSR Unit	Q1 2020 –	Nr. of stays and mobility actions of researchers (incoming)
		Q4 2022	Nr. of stays and mobility actions of researchers (outgoing)
<p>Action 20. Implementation of IMIBIC Training Plan 2016-2020:</p> <ul style="list-style-type: none"> - Organising horizontal training actions on patent management. 	Training Unit, Innovation Unit	Q1 2020 – Q4 2022	Nr. of training actions on patent management

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
<p>Action 22. Implementation of IMIBIC Training Plan 2016-2020, specifically actions of objectives OE1, OE4, OE5, OE6 y OE13:</p> <ul style="list-style-type: none"> - Identification of training needs for different staff categories present at IMIBIC. - Planning a stable training actions schedule, but open to changes and updates, and that also helps to revitalise research. - Establish an attractive training activities programme, in line with new systems and languages for transmitting knowledge. - Implementation of clinical research training courses. - Facilitate the completion of training stays for resident physicians and other groups of interest with basic research groups and/or at central lab services of IMIBIC. - Organisation of in-house seminars to disseminate research work performed by groups of the Institute. - Promote researchers mobility to facilitate their training at centres of international relevance, increasing their internationalisation. 	IMIBIC Scientific Direction, Training Unit, Human Resources Unit	Q1 2020 - Q4 2022	Nr. of training activities
<p>Action 23. Implementation of IMIBIC Talent attraction and professional development Plan 2016-2020, specifically actions of Objective OE2:</p> <ul style="list-style-type: none"> - Define the figure of the Mentor and ensure its implementation. 	IMIBIC Scientific Direction, Training Unit, Human Resources Unit	Q1 2020 - Q4 2022	% of new staff in training that have been assigned a mentor
<p>Action 26. Constant update and improvement of the HRS4R Strategy and its quality assurance systems.</p>	All Units	Q4 2021	Passing the external audit and obtaining re-accreditation by ISCIII.
<p>Action 28. Accredite IMIBIC Training Unit.</p>	Training Unit, Quality Unit	Q1 2020 - Q4 2022	Accreditation obtained

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
Action 29. Establish criteria and workflow for publication of job offers in EURAXESS	Human Resources Unit	Q1 2020 – Q4 2020	Criteria set and implemented
Action 30. Develop and implement an online learning management system (LMS), “moodle” (course information, inscription, certificates, material, streaming, course feedback etc.)	Training Unit	Q1 2020 –	Successful implementation of the LMS
		Q4 2022	Nr. of users of the LMS
Action 31. Develop an effective system to follow up and gain feedback from IMIBIC staff regarding the HRS4R.	Quality Unit	Q1 2020 – Q4 2021	Improved rate of participation in surveys or other feedback activities
Action 32. Revise of the set of predefined objectives and indicators to choose from, for the different research staff categories (research admin, technical staff, data manager, predoc, postdoc).	Training Unit, Communication and CSR Unit	Q1 2021 – Q4 2022	Revised every 2 years
Action 33. Regularly update the Internal labor regulation.	Human Resources Unit	Q1 2020 – Q4 2022	Revised yearly
Action 34. Update the Professional Research Career at IMIBIC, and the categories for R1-R4, to better reflect the criteria of the EC.	Scientific Direction, Corporate development Unit	Q1 2020 – Q2 2021	New categorisation implemented within all procedures and documents

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
Action 35. Establish a mechanism to obtain feedback from employees in case of voluntary termination of work contract for all IMIBIC staff, evaluation of the mechanism and planning of activities arising from the feedback.	Human Resources Unit	Q4 2020 – Q4 2021	Procedure established, implemented and evaluated
Action 36. Develop a Checklist / Guidance for HR staff about the contracting and incorporation of researchers or other staff from non-European countries.	Human Resources Unit, Research Management Unit	Q2 2020 – Q4 2020	Checklist / Guidance implemented and regularly revised
Action 37. Develop and maintain a dedicated section regarding gender equality on the IMIBIC website.	Human Resources Unit, Quality Unit	Q1 2020 – Q4 2022	Web section online and updated
Action 38. Develop internal guidelines for the use of non-sexist language and images.	Communication and CSR Unit	Q1 2020 – Q3 2020	Guide implemented and disseminated to the IMIBIC community
Action 39. Elaborate a guide for researchers participating in European projects, regarding legal, financial, and reporting obligations.	Research Management Unit	Q1 2020 – Q3 2020	Guide implemented and used in meetings with researchers that participate in European projects
Action 40. Establish regular revision of "Code of Responsible Practices and Integrity in Research"	IMIBIC Scientific Direction	Q1 2021 – Q4 2022	Revised every 2 years

Human Resources Excellence in Research
2020-2022

ACTION	RESPONSIBLE UNIT	TIMING	INDICATOR(S)
Action 41. Develop and carry out new activities targeted to patients/society at large.	Communication and CSR Unit	Q1 2021	Nr of patients participating in clinical studies
		– Q4 2022	Nr of joint initiatives with patient associations that promote research
Action 42. Develop a survey about the perception of work climate, including gender equality.	Human Resources Unit, Quality Unit	Q1 2020 – Q1 2021	First survey results available
Action 43. Develop an Open Science Policy.	IMIBIC Scientific Direction, Corporate development Unit	Q1 2020 – Q4 2021	Policy ready and communicated to all staff
Action 44. Evaluate new solutions for a recruitment platform, allowing to collect feedback from the applicants regarding our recruitment process.	Human Resources Unit	Q1 2021 – Q4 2022	Report of available solutions

Human Resources Excellence in Research
2020-2022

I.3 Implementation timeframe

Action	Indicator	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2022
1	Nr. of training actions	1									
6	Nr. of PI with active competitive projects	70									
	% of researchers / technicians hired through competitive calls	50									
	Nr. of foreign candidates who apply for job offers	n/a									
	Nr. and share of job offers posted on EURAXESS	n/a									
10	Increase in number of postdoctoral researchers	n/a									
13	% of implementation of Gender Equality Plan	n/a									
	% of women applicants	>60%									
14	Nr. of sessions or trainings	n/a									
15	Nr. of courses of training activities that promote knowledge exchange between the research groups	9									
16	% of implementation Infrastructures Plan	80%									
17	Nr. of stays and mobility actions of researchers (incoming)	8									
	Nr. of stays and mobility actions of researchers (outgoing)	20									

Human Resources Excellence in Research
2020-2022

Action	Indicator	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2022
20	Nr. of training actions on patent management	5									
22	Nr. of training activities	117									
23	% of new staff in training that have been assigned a mentor	60%									
26	Passing the external audit and obtaining re-accreditation by ISCIII in 2021									Pass	
28	Accreditation obtained	New indicator									
29	Criteria set and implemented	New indicator									
30	Successful implementation of the LMS	New indicator									
	Nr. of users of the LMS	New indicator									
31	Improved rate of participation in surveys or other feedback activities	New indicator									
32	Revised every 2 years	New indicator									
33	Revised yearly	New indicator									
34	New categorisation implemented within the systems	New indicator									

Human Resources Excellence in Research
2020-2022

Action	Indicator	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2022
35	Procedure established, implemented and evaluated	New indicator									
36	Checklist / Guidance implemented and regularly revised	New indicator									
37	Web section online and updated	New indicator									
38	Guide implemented and disseminated to the IMIBIC community	New indicator									
39	Guide implemented and used in meetings with researchers that participate in European projects	New indicator									
40	Revised every 2 years	New indicator									
41	Nr. of patients participating in clinical studies	>4637									
	Nr. of joint initiatives with patient associations that promote research	4									
42	First survey results available	New indicator									
43	Policy ready and communicated to all staff	New indicator									
44	Report of available solutions	New indicator									



IMIBIC

INSTITUTO MAIMÓNIDES DE
INVESTIGACIÓN BIOMÉDICA
DE CÓRDOBA

www.imibic.org



UNIVERSIDAD DE CÓRDOBA



JUNTA DE ANDALUCÍA