



## TEMPLATE 2 – GAP ANALYSIS

**Case number:** 2019ES418639

**Name Organisation under review:** Fundación Profesor Novoa Santos (FPNS). Instituto de Investigación Biomédica de A Coruña (INIBIC).

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### GAP ANALYSIS

The European Charter of Researchers provides the basis for the Gap analysis. In order to aid cohesion, the 20 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.



RESEARCHER'S EUROPEAN CHARTER: GAP ANALYSIS			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = <b>fully</b> implemented +/- = <b>almost but not fully</b> implemented -/+ = <b>partially</b> implemented -- = <b>insufficiently</b> implemented	In case of --, -/+, or +/-, please <b>indicate the actual "gap"</b> between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation.	Initiatives undertaken and/or suggestions for improvement:
ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE			
<b>1. Ethics and integrity of the research.</b>	+/-	<p>INIBIC research staff complies with recognised ethical practices and ethical principles in the scientific field and is supported by INIBIC's Guide to Good Scientific Practices. It is a manual that details principles and standards to ensure good practices in research in line with the European Charter for Researchers and that includes, among other aspects, the following: a gender dimension in the development of scientific activity, the duties of the research personnel, a promotion of the publication of results in open access and actions in the field of plagiarism and scientific integrity.</p> <p>On the other hand, in relation to research projects, there is a Research Ethics Committee (CEI, Comité de Ética de la Investigación) and an Animal Experimentation Ethics Committee (CEEA, Comité de Ética de Experimentación Animal) for the advice and approval of the different research projects that require it, respectively.</p> <p>It is also worth mentioning that there is a Research Commission and an External Scientific Committee that advise and evaluate the scientific policy of the entity, establishing recommendations for improvements if necessary.</p>	<ul style="list-style-type: none"><li>Implementation of anti-plagiarism systems that strengthen the integrity of the projects. Ex: Turnitin.</li></ul>

<p><b>2. Freedom of scientific research.</b></p>	<p>+/-</p>	<p>INIBIC research personnel are free to propose both their own research projects and the procedures to carry them out, always within the framework of the Cooperative Scientific Plan and the Strategic Plan of the entity.</p> <p>INIBIC has a new Strategic Plan for the period 2024-2028 and a Cooperative Scientific Plan that includes the main scientific objectives to be developed by the different research groups of the entity.</p> <p>It is also worth mentioning that there is the Commission of Inquiry, which is one of the existing scientific advisory bodies.</p> <p>It is also worth mentioning that the Scientific Directorate of the institute has recently coordinated the development of a Manual of Good Laboratory Practices that includes the main aspects to be followed in the management of the existing R+D+i spaces at INIBIC.</p>	<ul style="list-style-type: none"> <li>• Preparation of a Welcome Manual for new personnel that includes the main management and organisational aspects of the entity.</li> </ul>
<p><b>3. Open science.</b></p> <ul style="list-style-type: none"> <li>• Citizen Science.</li> </ul>	<p>+/-</p>	<p>INIBIC staff have at their disposal the Guide to Good Scientific Practices, which includes the main aspects to be taken into account when disseminating and publishing the results derived from research. A specific section is included related to the dissemination of results in which the orientation of the publication of results in open access media is established, favouring the dissemination both to the scientific community and to the general population.</p> <p>INIBIC also has an Open Science Policy that contains a series of main areas of action: training in open science, development of an area of support for open science, development of its own strategy for relations with society, funding for publication in open access repositories and the creation of a working group on open science within the Research Commission.</p> <p>Furthermore, it is worth mentioning that the entity has a Patient Advisory Council in collaboration with the Hospital,</p>	<ul style="list-style-type: none"> <li>• Increase training actions related to open science: open access repositories, involvement of citizen science in research projects, etc.</li> <li>• Development of the activities included in the Open Science policy.</li> </ul>



		with the aim of showing and disseminating the main results of R+D+i and the institution's strategy. Also, it works in collaboration with patient associations to carry out specific events.	
<b>4. Gender equality.</b>	+/-	<p>INIBIC has an Equality Plan that it has implemented in recent years and that is currently in the updating phase. Among the actions carried out are: transversal measures, improvements in the procedure for hiring and selecting personnel, organisation of working time, access to employment, promotion and training, prevention and action against harassment in the workplace and also actions in the field of language, communication and advertising.</p> <p>It should also be noted that there is a gender balance in the institution, with a positive balance in terms of the presence of women.</p> <p>Likewise, training actions have been carried out in this area with external speakers, reinforcing the role of women in science.</p>	<ul style="list-style-type: none"><li>• Updating of the Equality Plan in accordance with current regulations.</li><li>• Carrying out training activities related to equality and the gender dimension.</li></ul>
<b>5. Embracing diversity.</b>	+/-	<p>Both job offers and selection processes comply with the principles of equality and do not discriminate on any basis (gender, racial or ethnic origin, religion, beliefs, social diversity, disability, age, sexual orientation and discrimination for any reason).</p> <p>There is no discrimination on any grounds in the institution, and it complies with current legislation on harassment for any cause.</p>	<ul style="list-style-type: none"><li>• Review and update of the Equality Plan, which will include not only the gender perspective but also diversity in compliance with Law 4/2023 from the 28<sup>th</sup> of February, for the real and effective equality of trans people and for the guarantee of the rights of LGTBI people.</li></ul>
<b>6. The researcher.</b> <ul style="list-style-type: none"><li>• Professional attitude.</li><li>• Accountability.</li></ul>	+/-	INIBIC has a Management Area through its managing entity, the Professor Novoa Santos Foundation, which is responsible for offering support services in any economic-administrative area to the Institute's research personnel, as	<ul style="list-style-type: none"><li>• Update of the recruitment and selection policy based on the new European Charter for Researchers. The inclusion of positively valuing postdoctoral stays abroad in</li></ul>



		<p>well as providing support in the recruitment processes of staff needed to carry out the different research projects.</p> <p>There is also a computer tool (FIGAL) that guarantees the correct budgetary execution of research projects, sending the required reports to the funding entities. There are also internal procedures for the processing of expenditure related to projects.</p> <p>The Management Area offers support to research staff both in the management aspect and in the justification of the different research projects.</p> <p>On the other hand, in the different selection processes, the promotion and support of transversal research trajectories is considered, as well as hybrid trajectories with the same value as linear professional trajectories.</p>	<p>certain job offers that require it for the position will be valued.</p>
<b>7. Freedom of movement of researchers.</b>	+/-	<p>The job offers published by INIBIC include the minimum requirements and assessable merits that candidates must meet.</p> <p>Among other merits, professional experience is positively valued for the position offered and stays in other centres both nationally and internationally are also taken into account.</p>	<ul style="list-style-type: none"><li>• Update of the recruitment and selection policy based on the new European Charter for Researchers. The inclusion of positively valuing postdoctoral stays abroad in certain job offers that require it for the position will be valued.</li></ul>
<b>8. Sustainability of the research.</b>	++	<p>INIBIC staff counts with the support of the INIBIC's Good Scientific Practices Guide. It is a manual that details principles and standards to ensure good practices in research in line with the European Charter for Researchers. A series of guidelines to be followed are included that contribute to sustainable research management.</p>	



		On the other hand, training activities related to the exchange of good practices in research are also carried out.	
<b>Evaluation, Recruitment and Progression of the Researchers</b>			
<b>9. Evaluation of the researchers.</b>	+/-	<p>INIBIC has an External Scientific Committee, which is a scientific advisory body to the Institute made up of prestigious professionals both national and international, following the guidelines established by the Carlos III Health Institute. In relation to the functions of this Committee, the annual evaluation of the scientific activity of the institute stands out, as well as the periodic evaluation of the different research groups. In this regard, it should be noted that the Committee is responsible for carrying out this evaluation of the activity of the groups through different criteria and metrics: number of publications, number of active projects, fundraising, patents, etc. The different coordinators are evaluated by the External Scientific Committee every two years.</p> <p>Additionally, at the individual level, it is worth mentioning that currently many calls for HR contracts with a competitive funding, already include an annual periodic evaluation of the performance of the activities initially included in the report.</p>	
<b>10. Recruitment.</b> <ul style="list-style-type: none"><li>• Variations in the chronology of the CV's.</li><li>• Antiquity.</li></ul>	+/-	<p>INIBIC has a defined, public, transparent, accessible and merit-based recruitment process.</p> <p>In the different job offers that are published, there is clear information about the starting and ending period for submitting applications, information about the position, working conditions and valuable merits. Offers are</p>	<ul style="list-style-type: none"><li>• Update of the different forms and selection procedures based on the new European Charter for Researchers.</li></ul>



		<p>published in both Spanish and English through the bank's website and through Euraxess.</p> <p>There is an OTM-R policy that defines the recruitment and selection process, which reflects the importance of valuing hybrid professional careers and assessing the potential of the different applications based on the merits provided.</p> <p>Furthermore, there are also specific instructions for research staff for the preparation of job offers and also for the Selection Committee.</p>	
<b>11. Selection.</b>	+/-	<p>When evaluating the different applications that are submitted to the published job offers, it is worth mentioning that a Selection Committee is established that is put in charge of evaluating each of the people based on the requirements and assessable merits established in the bases of the offers and taking into account the criteria established in the OTM-R Policy.</p> <p>There are also instructions to the Selection Committee on the criteria to be taken into account in staff evaluations. Work has been done on updating the standard report for the publication of the results of the different calls evaluated.</p>	<ul style="list-style-type: none"><li>• Update of the selection procedure based on the new European Charter for Researchers. Updating of the resolution record in accordance with the new criteria.</li></ul>
<b>12. Career progression.</b>	-/+	<p>INIBIC has a hiring and selection procedure as aforementioned, which defines the criteria and merits that are taken into account when selecting the different people who apply for the selection processes.</p> <p>Regarding the incorporation of elements of professional development, INIBIC will collaborate with the Xunta de Galicia in order to incorporate elements of stabilisation and professional development as far as possible.</p>	<ul style="list-style-type: none"><li>• Development of training activities related to co-authorship (good ethical practices), as well as to the understanding of individual contributions and their rights and responsibilities.</li></ul>



		<p>As for the evaluation of researchers, the CCE is the body in charge of carrying out this activity based on the established scientific production criteria.</p> <p>With regard to co-authorship, within each research group the different guidelines are established for the co-authorship of the R+D+i results that are disseminated. There is also a Guide to Good Scientific Practices.</p>	
<b>Working practices and conditions</b>			
<b>13. Working conditions, financing and wages.</b> <ul style="list-style-type: none"><li>• Research environment.</li><li>• Claims and appeals.</li><li>• Participation in the governance of the organisation.</li><li>• Financing and salaries.</li></ul>	+/-	<p>The Professor Novoa Santos Foundation, the managing body of INIBIC, has a collective agreement that regulates the professional classification of the entity's workers, the remuneration system and other aspects such as working hours and workers' rights.</p> <p>In relation to the research environment, there are several rooms and spaces for research work. Likewise, the management area offers support to research staff in the field of management and innovation in order to help in the attracting of funds and in the justifying of the different projects, among other issues.</p> <p>The professionals are represented in the INIBIC Research Commission, which is made up of profiles of the different professional categories, as established in the Carlos III Health Institute.</p> <p>It is also worth mentioning that there are specific channels for the resolution of complaints and suggestions from research personnel.</p>	<ul style="list-style-type: none"><li>• Preparation of a plan for updating scientific-technical equipment that contributes to improving current scientific capabilities. The need to expand spaces for R+D+i activities must be assessed.</li></ul>





<b>14. Employment stability.</b> <ul style="list-style-type: none"><li>New Researchers (R1-R2).</li></ul>	+/-	<p>Regarding the incorporation of elements of professional development, INIBIC will collaborate with the Xunta de Galicia to incorporate elements of stabilisation and professional development as far as possible, taking into account the current collective agreement.</p> <p>With regard to the incorporation of new researchers and their professional development, new emerging research groups have recently been incorporated and conferences have also been held with companies and other entities in which other ways of professional development have been revealed.</p>	<ul style="list-style-type: none"><li>To carry out training actions aimed at disseminating professional development opportunities in other areas, as well as to increase the scientific skills of new research personnel.</li></ul>
<b>15. Contractual and legal obligations.</b>	+/-	<p>The entity complies with current legislation regarding training and working conditions, complying with the approved collective agreement that currently governs the conditions for the hiring personnel.</p> <p>On the other hand, there is a Guide to Good Scientific Practices that establishes guidelines and norms to be followed when carrying out R+D+i tasks by research personnel. There is also a Training Plan.</p>	
<b>16. Dissemination and exploitation of results.</b> <ul style="list-style-type: none"><li>Intellectual assets. (intellectual property rights).</li><li>Interaction with society.</li></ul>	-/+	<p>There is a Transfer and Translation Plan for results which contains the guidelines to be taken into account when managing the different R+D+i results with translation and transfer potential. Specific training activities are also carried out on the protection and exploitation of results.</p> <p>Moreover, there is an Open Science Policy in which different actions are defined aimed at disseminating the results of R+D+i to society.</p>	<ul style="list-style-type: none"><li>Updating of the Training Plan to include specific training activities related to innovation and to the transfer of results and related to open science and citizen science as well.</li></ul>

Research careers and development of talent			
<b>17. Assessment of the various research careers.</b>	-/+	<p>INIBIC has a Training Plan that contains various activities to improve the scientific skills of the staff, with special attention to the most novice research personnel.</p> <p>Specific conferences are also held with companies and other entities to explore other areas of work and sectors that allow diversifying research careers.</p>	
<b>18. Professional development and advice.</b>	+/-	<p>The Institute offers professional advice to the entity's research staff through the heads of these groups, coordinators of the areas and through the Scientific Directorate itself, the Research Commission and the External Scientific Committee.</p> <p>Besides that, work has been done on the implementation of a Tutoring Plan in which the most novice professionals carry out an annual evaluation of their performance, indicating the challenges they have faced and what training needs they have in order to develop their next tasks, counting with the supervision of their tutors.</p>	<ul style="list-style-type: none"> <li>• Increase the number of clinical sessions of the services with the participation of research staff.</li> <li>• Development of specific seminars in which the PIs publish the results of the research group.</li> <li>• Specific sessions aimed at predoctoral researchers to present the results of their projects.</li> <li>• Conducting research sessions with several research groups.</li> </ul>
<b>19. Continuous professional development.</b> <ul style="list-style-type: none"> <li>• Access to training in research and to continuous development.</li> <li>• Validation of capabilities.</li> <li>• Teaching.</li> </ul>	+/-	<p>INIBIC has a Training Plan that includes different activities related to the translation and transfer of results, good research practices, and other issues of interest. Likewise, conferences are held by external speakers and companies to present other areas of work and opportunities for professional development.</p> <p>At the teaching level, part of the professionals who are part of the Institute collaborate as teachers in courses and master's degrees at different universities.</p>	

<p><b>20. Mentoring and supervision.</b></p>	<p>+/-</p>	<p>INIBIC has a tutoring procedure that has been recently approved with the aim of documenting and recording the tutoring process that is carried out by the research staff at the centre. A form is available, that must be completed by the research personnel in training and by their tutor (mentor), and contains a series of items: description of the progress made in the year and outlook for the next year, skills to be acquired and training needs and assessment by the tutor of the progress made and the degree of professional performance.</p> <p>Furthermore, it should also be mentioned that at the level of mentoring and supervision in each research group there is a person in charge of supervising the correct functioning of the group and there are also coordinators in each area. There is also a Research Committee and the External Scientific Committee, as well as the Scientific Directorate, which issue the recommendations to be followed for the development of the different research groups.</p>	
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