

FUNDACIÓN IMDEA SOFTWARE

HRS4R

INTERNAL REVIEW FOR INTERIM ASSESSMENT
2024 - 2026

software

Proposed ACTIONS

Action 1

Update hiring procedures to comply with C&C and OTM-R criteria. • Publish the recruitment guidelines online. These guidelines will be in English. • Include the possibility to optionally allow applicants to identify themselves as belonging to disadvantaged groups. • Include an evaluation of candidates' CVs guidelines in the recruitment guide available for every job offer, including all the HRS4R and OTM-R criteria to guide the evaluations of the selection committees. These criteria will include giving preference to applicants belonging to disadvantaged groups in otherwise equal conditions. • Draft rules on how selection committees are constituted, and make sure every member is trained on OTM-R selection criteria. • Provide evaluation feedback to candidates.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|--|----------------------------------|---|
| (++) 12. Recruitment | | | <ul style="list-style-type: none"> • The recruitment guidelines are published and are accessible by candidates and IMDEA SOFTWARE staff. • The option to identify as belonging to disadvantaged groups is available. • All job offers have guidelines for the evaluation of the selection committee. • 100% of the Selection committees' members are acquainted with the OTM-R selection criteria. • 100% of the rejected candidates receive feedback on their evaluation. |
| (++) 13. Recruitment (Code) | | | |
| (+/-) 14. Selection (Code) | | | |
| (-/+) 15. Transparency (Code) | 4Q 2022 | Head of the Recruiting Committee | |
| (++) 16. Judging merit (Code) | | | |
| (++) 17. Variations in the chronological order of CVs (Code) | | | |
| Current Status | Remarks | | |
| EXTENDED | 2Q 2024 to 3Q 2024 Need to enrich the feedback to candidates. Make the information on evaluation criteria more concrete. https://software.imdea.org/files/IMDEA-Software-OTM-R-Policy.pdf | | |

Proposed ACTIONS

Action 2

Improve public engagement of the Institute and researchers. • Give more emphasis to the importance of dissemination of research, especially to R1 and R2 researchers. • Perform dissemination training sessions for researchers (e.g., “how to communicate science”). • Have a more structured process for managing news/social media interaction. • Perform more dissemination events aiming at making people aware of the importance of science and technology in our daily lives.

| GAP Principle(s) | Timing (at least by year’s quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|----------------------------|---|---------------------------------------|--|
| (-/+) 9. Public engagement | From 1Q 2022 to 4Q 2026 | Responsible of Communication Strategy | <ul style="list-style-type: none"> • Dissemination training sessions open to all researchers will be organized to guarantee that at least 80% of the research staff have received training on dissemination at the end of the implementation phase. • Increase participation in social media by 50%. • Adhere the Institute to research dissemination events. |
| Current Status | Remarks | | |
| IN PROGRESS | <p>1Q 2022 to 4Q 2026 It is a continuous action. We have seen the need to increase participation in social media. To accomplish this, workshops have already been given to researchers. On the other hand, there has been increased participation in research dissemination events. https://software.imdea.org/events/transversal-talks/2022/11-17/ On the other hand, engagement in our corporate social networks has increased by 150% in these two years, according to data from 2021. We plan to continue working in this area to keep growing and improving. In this way, the impact of the research developed at the Institute will be greater.</p> | | |

Proposed ACTIONS

Action 3

Implement methods for professional career advice at IMDEA SOFTWARE. • Define initiatives for career development/advice for junior researchers such as career development workshops, guides, etc. • Include information about activities related to career development in the welcome manual.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|-------------------------|---|
| (--) 28. Career development (--) 30. Access to career advice | From 3Q 2023 to 2Q 2024 | Director | • Organize an annual career development workshop. 90% of the R1 and R2 researchers should attend at least one of the workshops during their stay at the Institute. • Career development initiatives are included in the welcome manual. |

| Current Status | Remarks |
|-----------------------|--|
| IN PROGRESS | 1Q 2025 A career workshop was offered with two sessions, one for R1 and R2 researchers and the other one for R3 and R4 researchers. https://software.imdea.org/events/transversal-talks/2023/11-07/ https://software.imdea.org/events/transversal-talks/2023/11-06/ We have also organized transversal training sessions to help researchers achieve the necessary mindset to manage their duties and career paths. https://software.imdea.org/events/transversal-talks/ |

Proposed ACTIONS

Action 4

Improve ethical guidelines. Increase researchers' awareness about these guidelines and good practices in research. • Reformulate the ethical section on the intranet including the composition of the ethics committee and when the committee should be contacted, and a summary of the whole process. • Make sure researchers are aware of and adhere to the European Code of Conduct for Research Integrity.

GAP Principle(s)

(+/-) 2. Ethical principles

(+/-) 3. Professional responsibility

(+/-) 7. Good practice in research

Timing (at least by year's quarter/semester)

4Q 2022

Responsible

Unit

Head of the Ethics Committee

Indicator(s) / Target(s)

• Ethics committee composition published on the intranet. • 100% of the researchers agree with the European code of conduct for research integrity. • Include the adherence to the European Code of Conduct for Researchers as one of the requirements for signing the contract with the Institute.

Current Status

Remarks

COMPLETED

All researchers adhere to the Code of Conduct for Research Integrity.

Proposed ACTIONS

Action 5

Design a career development mentoring program for researchers. • Design a pilot mentoring program in research career development and options for R1 and R2 researchers. • Evaluate the pilot program and make it available to all junior researchers. • Improve the R3 mentoring program. • Make researchers aware of the existence of this program.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---------------------------------|--|-------------------------|---|
| (-- 28. Career development | 2Q 2024 | Director | <ul style="list-style-type: none"> • 20% of the R1 and R2 researchers were mentored in the pilot mentorship program. • Once defined, the final mentorship program will be available for all R1 and R2 researchers. |
| (-- 30. Access to career advice | | | |
| Current Status | Remarks | | |
| COMPLETED | <p>Guidelines for the mentoring of young R3 researchers have been written and made internally available. Likewise, guidelines on how to conduct supervision tasks for R1 and R2 researchers have been produced and are available to the research community.</p> <p>https://intranet.software.imdea.org/employees/documents/advisor_advisee_guidelines-final.pdf https://intranet.software.imdea.org/faculty/documents/IMDEA-Junior-Faculty-Mentoring.pdf</p> | | |

Proposed ACTIONS

Action 6

Improve the representation/participation of researchers in the Institute's decision-making bodies. • Potentiate the use of the initiative's box. • Explore mechanisms to increase the participation of R1 and R2 researchers in the Institute's decision-making. • Make researchers aware of these initiatives.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|--|------------------|---|
| (+/-) 35. Participation in decision-making bodies | 1Q-2Q 2023 | General Manager | <ul style="list-style-type: none"> • Make the initiative box clearly available and easy to use for all researchers. • Enable means for R1 and R2 researchers to submit their concerns to decision-making bodies and be informed of the outcome. |
| Current Status | Remarks | | |
| EXTENDED | 4Q 2024 The implementation of a tool to send initiatives and questions from any researcher to the management of the Institute is undergoing. We expect it to be finished by 2Q-2024. | | |

Proposed ACTIONS

Action 7

Disseminate the IP policy of the Institute. • Make all researchers aware of the existence of the Institute's IPR policy. • Provide training on IP to all researchers. • Relevant information on IP is available to researchers.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|--|--|
| (-/+) 5. Contractual and legal obligations | From 1Q 2022 to 4Q 2026 | Responsible of Project Management Dpt. | • Seminars on IP open to all researchers will be organized to guarantee that 80% of researchers have received training on IPR at the end of the implementation phase. • Relevant information is published on the Institute's intranet. |
| (+/-) 31. Intellectual Property Rights | | | |

| Current Status | Remarks |
|-----------------------|--|
| IN PROGRESS | 1Q 2022 to 4Q 2026 The IP policy of the Institute, including spin-off creation, is available to all researchers. https://intranet.software.imdea.org/employees/documents/2013-05-27-IPR-framework-es.pdf https://intranet.software.imdea.org/employees/documents/2013-05-27-spinoff-framework-es.pdf A seminar on IP rights has been offered. In addition, a session on entrepreneurship has been offered. https://software.imdea.org/events/transversal-talks/2022/05-10/ https://software.imdea.org/events/transversal-talks/2022/05-03/ |

Proposed ACTIONS

Action 8

Make a complaint mechanism available to researchers. • Write a complaints policy. • Designate an ombudsman to mediate potential conflicts. • Include relevant information on the intranet.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--------------------------------|---|-------------------------|--|
| (--) 34. Complains/ appeals | 1Q 2023 | General Manager | <ul style="list-style-type: none"> • Number of downloads/visits to the complaints policy reaches at least 80% of the Institute's staff at the end of the implementation phase. • The complaints policy has been written and made available to all researchers. • The ombudsman mediates in all the reported conflicts where his/her presence is necessary from 2Q 2023 onwards. |

Current Status

Remarks

COMPLETED

The ombudsperson policy was written and widely publicized. Following it, the ombudsperson was appointed after a voting by the Institute's members. We feel that the existence of the ombudsperson policy and the aforementioned tool to send concerns and complaints constitutes a full implementation of a procedure to send complaints and therefore we deem it unnecessary to have an additional explicit complaints policy. <https://intranet.software.imdea.org/employees/>

Proposed ACTIONS

Action 9

Promote gender balance at IMDEA SOFTWARE. • Write the IMDEA SOFTWARE gender equality plan. • Offer awareness seminars. • Include relevant information on the intranet.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------------|---|-------------------------|--|
| (-/+) 10. Non discrimination | 1Q 2022, 4Q 2022, 4Q 2023, | General Manager | • The Equality Plan is available on the website. • One awareness seminar will be offered per year appropriately announced so that all the staff has the opportunity to attend. |
| (+/-) 27. Gender balance | 4Q 2024, 4Q 2025, 4Q 2026 | | |

| Current Status | Remarks |
|-----------------------|---|
| IN PROGRESS | 1Q 2022, 4Q 2022, 4Q 2023, 4Q 2024, 4Q 2025, 4Q 2026 Gender equality plan available and training offered. https://software.imdea.org/files/imdea-software-gender-equality-plan-english.pdf https://software.imdea.org/events/transversal-talks/2023/04-13/ https://software.imdea.org/events/transversal-talks/2023/03-30/ |

Proposed ACTIONS

Action 10

Design guidelines for research supervision. • Write guidelines to describe expectations from the Institute about how senior researchers should supervise junior researchers. • Include relevant information on the intranet.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|--|---|
| (+/-) 36. Relation with supervisors | 3Q- 4Q 2022 | Senior Faculty member, appointed by the Director | <ul style="list-style-type: none"> • All senior researchers are aware of the Institute's guidelines on how to supervise junior researchers. • 100% of researchers leaving the Institute give feedback on their experience on the supervision process. • The guidelines are available to all researchers. |
| (+/-) 37. Supervision and managerial duties | | | |
| (+/-) 40. Supervision | | | |

| Current Status | Remarks |
|-----------------------|--|
| COMPLETED | <p>Guidelines for the mentoring of young R3 researchers have been written and made internally available. Likewise, guidelines on how to conduct supervision tasks for R1 and R2 researchers have been produced and are available to the research community.</p> <p>https://intranet.software.imdea.org/employees/documents/advisor_advisee_guidelines-final.pdf https://intranet.software.imdea.org/faculty/documents/IMDEA-Junior-Faculty-Mentoring.pdf</p> |

Proposed ACTIONS

Action 11

Design a training plan at IMDEA SOFTWARE. Perform a training needs assessment for each professional profile. • Design and periodically update a training plan for all IMDEA SOFTWARE staff, aligned with the Professional Career Plan, in technical aspects and transversal skills including training for Selection Committees, Career Options, Gender, Supervision, etc. The training actions may be offered either online or in person. • Evaluate the level of user satisfaction on an annual basis. • Include relevant information on the intranet.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|------------------|--|
| (+/-) 38. Continuing Professional Development | 4Q 2022, 4Q 2023, 4Q 2024, | General Manager | • The training plan evaluation outcome has a positive trend in successive years. • The relevant information has been included on the intranet. |
| (+/-) 39. Access to research training and continuous development | 4Q 2025, 4Q 2026 | | |
| Current Status | Remarks | | |
| IN PROGRESS | 4Q 2022, 4Q 2023, 4Q 2024, 4Q 2025, 4Q 2026 We have a training plan available that covers the main principles to be followed for its implementation, together with the specific plan for 2024. The annual plans will be periodically revised and designed on a yearly basis to cover the training needs identified in the corresponding period. https://intranet.software.imdea.org/employees/documents/IMDEA-Training_Plan.pdf | | |

Proposed ACTIONS

| Action 12 | GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|--|--|------------------|---|
| <p>Write a welcome manual. • Write a section in the intranet available to all researchers, especially newcomers. • Include the contractual obligations information. • Make project information regarding cost eligibility and accounting information accessible to the researchers, according to their rank. • Provide more accurate information about Spanish regulation to all researchers, making special emphasis on the implication for foreign researchers. • Make sure new researchers are aware of and have access to this information.</p> | (++) 1. Research freedom | 2Q 2022 | General Manager | <p>• All researchers have been informed of the publication of a welcome guide. • The HR department informs newly hired researchers about the existence of this manual when the contract is signed. • The information on project cost eligibility and accounting is available.</p> |
| | (+/-) 2. Ethical principles | | | |
| | (+/-) 3. Professional responsibility | | | |
| | (++) 4. Professional attitude | | | |
| | (-/+) 5. Contractual and legal obligations | | | |
| | (+/-) 6. Accountability | | | |
| | (+/-) 7. Good practice in research | | | |
| | (++) 8. Dissemination, exploitation of results | | | |
| | (-/+) 9. Public engagement | | | |
| | (-/+) 10. Non discrimination | | | |
| | (++) 11. Evaluation/ appraisal systems | | | |
| | (++) 12. Recruitment | | | |
| | (++) 13. Recruitment (Code) | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|-----------------------------|---------------------------------|
| (+/-) 14. Selection (Code) | | | |
| (-/+) 15. Transparency (Code) | | | |
| (++) 16. Judging merit (Code) | | | |
| (++) 17. Variations in the chronological order of CVs (Code) | | | |
| (++) 18. Recognition of mobility experience (Code) | | | |
| (++) 19. Recognition of qualifications (Code) | | | |
| (++) 20. Seniority (Code) | | | |
| (++) 21. Postdoctoral appointments (Code) | | | |
| (++) 22. Recognition of the profession | | | |
| (++) 23. Research environment | | | |
| (++) 24. Working conditions | | | |
| (++) 25. Stability and permanence of employment | | | |
| (++) 26. Funding and salaries | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|-----------------------------|---------------------------------|
| (+/-) 27. Gender balance | | | |
| (--) 28. Career development | | | |
| (++) 29. Value of mobility | | | |
| (--) 30. Access to career advice | | | |
| (+/-) 31. Intellectual Property Rights | | | |
| (++) 32. Co-authorship | | | |
| (++) 33. Teaching | | | |
| (--) 34. Complains/ appeals | | | |
| (+/-) 35. Participation in decision-making bodies | | | |
| (+/-) 36. Relation with supervisors | | | |
| (+/-) 37. Supervision and managerial duties | | | |
| (+/-) 38. Continuing Professional Development | | | |
| (+/-) 39. Access to research training and continuous development | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------|---|-----------------------------|---------------------------------|
|-------------------------|---|-----------------------------|---------------------------------|

(+/-) 40. Supervision

| Current Status | Remarks |
|-----------------------|----------------|
|-----------------------|----------------|

| | |
|-----------|---|
| COMPLETED | All information necessary for newcomers is available on the intranet, and emails with the relevant information are sent to new employees as part of the onboarding protocol. https://intranet.software.imdea.org/employees/ |
|-----------|---|

Proposed ACTIONS

| Action 13 | GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|--|--|------------------------|---|
| <p>Launching, awareness-raising, communication in HRS4R and OTM-R, and periodic evaluation. • Project's kick-off meeting. • Awareness session for researchers and managers. • Elaborate contents for the HRS4R website. • Periodically evaluate the level of knowledge and involvement of researchers.</p> | (++) 1. Research freedom | <p>From 1Q 2022 to 4Q 2026</p> | <p>General Manager</p> | <p>• All IMDEA SOFTWARE researchers have been informed about the awareness session and encouraged to attend. • All the documents generated, plus other related documents, were posted on the webpage. • The involvement of researchers increases in successive evaluations.</p> |
| | (+/-) 2. Ethical principles | | | |
| | (+/-) 3. Professional responsibility | | | |
| | (++) 4. Professional attitude | | | |
| | (-/+) 5. Contractual and legal obligations | | | |
| | (+/-) 6. Accountability | | | |
| | (+/-) 7. Good practice in research | | | |
| | (++) 8. Dissemination, exploitation of results | | | |
| | (-/+) 9. Public engagement | | | |
| | (-/+) 10. Non discrimination | | | |
| | (++) 11. Evaluation/ appraisal systems | | | |
| | (++) 12. Recruitment | | | |
| | (++) 13. Recruitment (Code) | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|-----------------------------|---------------------------------|
| (+/-) 14. Selection (Code) | | | |
| (-/+) 15. Transparency (Code) | | | |
| (++) 16. Judging merit (Code) | | | |
| (++) 17. Variations in the chronological order of CVs (Code) | | | |
| (++) 18. Recognition of mobility experience (Code) | | | |
| (++) 19. Recognition of qualifications (Code) | | | |
| (++) 20. Seniority (Code) | | | |
| (++) 21. Postdoctoral appointments (Code) | | | |
| (++) 22. Recognition of the profession | | | |
| (++) 23. Research environment | | | |
| (++) 24. Working conditions | | | |
| (++) 25. Stability and permanence of employment | | | |
| (++) 26. Funding and salaries | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|-----------------------------|---------------------------------|
| (+/-) 27. Gender balance | | | |
| (--) 28. Career development | | | |
| (++) 29. Value of mobility | | | |
| (--) 30. Access to career advice | | | |
| (+/-) 31. Intellectual Property Rights | | | |
| (++) 32. Co-authorship | | | |
| (++) 33. Teaching | | | |
| (--) 34. Complains/ appeals | | | |
| (+/-) 35. Participation in decision-making bodies | | | |
| (+/-) 36. Relation with supervisors | | | |
| (+/-) 37. Supervision and managerial duties | | | |
| (+/-) 38. Continuing Professional Development | | | |
| (+/-) 39. Access to research training and continuous development | | | |

Proposed ACTIONS

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------|---|-------------------------|---------------------------------|
|-------------------------|---|-------------------------|---------------------------------|

(+/-) 40. Supervision

| Current Status | Remarks |
|-----------------------|----------------|
|-----------------------|----------------|

| | |
|-------------|---|
| IN PROGRESS | 1Q 2022 to 4Q 2026 Researchers have participated in drafting the different documents prepared during this first phase. Periodic evaluations on the implementation of OTM-R principles and their improvement are yet to be fully integrated into the management workflows. |
|-------------|---|

Action 14

Improve the performance evaluation system.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------|---|-------------------------|---------------------------------|
|-------------------------|---|-------------------------|---------------------------------|

| | | | |
|--|--------------------|-----------------|--|
| (++) 11. Evaluation/ appraisal systems | 1Q 2024 to 2Q 2024 | Faculty members | 100% of researchers receive evaluation feedback. |
|--|--------------------|-----------------|--|

| Current Status | Remarks |
|-----------------------|----------------|
|-----------------------|----------------|

| | |
|-----|---|
| NEW | Evaluations are performed and given to researchers in a way that is not consistent across the different ranks in the Institute. A study to better homogenize these evaluations and the associated feedback is underway. |
|-----|---|

Proposed ACTIONS

Action 15

Promote measures to improve conciliation of work and personal life.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-----------------------------|--|---------------------|---|
| (++) 24. Working conditions | 3Q 2024 | General Manager; HR | 80% of researchers see these measures as positive for them. |

Current Status

Remarks

NEW

Some measures to improve conciliation are already offered, but they need to be revised based on effectiveness, revisited under the light of their actual use, and be made into an official policy of the Institute.

Action 16

Give additional tools to R1 supervision.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|--|------------------|--|
| (+/-) 37. Supervision and managerial duties | 1Q 2026 to 2Q 2026 | Management | 80% of supervisors see this tool as positive for the supervision tasks. R1 perceive the positive impact of the implementation of new supervision techniques. |

Current Status

Remarks

NEW

We have seen that supervisors, specially junior supervisors need some transversal skills to properly supervise R1 researchers.

Proposed ACTIONS

Action 17

Training on ethics.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--------------------------|---|-------------------------|--|
| (++) 1. Research freedom | 3Q 2025 to 4Q 2024 | Ethics committee | 80% of researchers receive the training. |

| Current Status | Remarks |
|-----------------------|---|
| NEW | Although Computer Science research is not affected by ethics as other disciplines, we consider crucial that our researchers are aware of the ethics in science. |

Action 18

Regular training on Health & Safety issues.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|------------------------------------|---|-------------------------|---|
| (+/-) 7. Good practice in research | 4Q 2024, 4Q 2025, 4Q 2026 | HR | 100% of researchers receive a basic H&S training. |
| (++) 24. Working conditions | | | |

| Current Status | Remarks |
|-----------------------|--|
| NEW | Health and Safety is crucial to have the perfect environment to perform research. Our researchers are encouraged to have a minimum knowledge on H&S issues. We will try to go beyond the minimum and give our community tools to improve our environment in this matter. |

Proposed ACTIONS

Action 19

Regular gathering of feedback from R1 and R2.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|-------------------------|---|
| (+/-) 36. Relation with supervisors | 1Q 2022 to 4Q 2026 | HR | All researchers at R1 and R2 level are given the opportunity to give feedback about the Institute and the surrounding conditions with complete freedom and confidentiality. |
| (+/-) 38. Continuing Professional Development | | | |

| Current Status | Remarks |
|-----------------------|---|
| NEW | Almost all R1 researchers have been interviewed at the end of their stay at the Institute since some years now. In all cases, confidentiality and freedom to express their opinion have been guaranteed. We want to extend this feedback to R2 researchers, involve the human resources department and make it an integral part of the administration workflow. |

Proposed ACTIONS

Action 20

Compliance with external funding requirements.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|------------------------------------|---|-------------------------|---|
| (+/-) 6. Accountability | 3Q 2024 | Project Management | All researchers are aware of their commitment towards the funding agencies. |
| (+/-) 7. Good practice in research | | | |

| Current Status | Remarks |
|-----------------------|---|
| NEW | Include the applicable requirements and regulations imposed by external funding agencies in the information provided related to these funds in a way that is easily accessible and understandable for all parties involved. |

Proposed ACTIONS

Action 21

Design a communication strategy to improve internal and external communication.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|-------------------------|---|
| (++) 8. Dissemination, exploitation of results | 4Q 2024 | Communications Dpt.; HR | A communication strategy answering the needs of the Institute has been written and integrated in the day to day routine of the Institute's members. Every member is aware of this strategy. |
| (-/+) 9. Public engagement | | | |

| Current Status | Remarks |
|-----------------------|--|
| NEW | A preliminary communication strategy plan was drafted some years ago, in the meantime it was perceived not to fulfill the real needs of the Institute. |

Proposed ACTIONS

Action 22

Increase the security of IT infrastructure.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|------------------------------------|---|-------------------------|--|
| (+/-) 7. Good practice in research | 2Q 2025 | IT | We fulfill the requirements of the Spanish National Security Scheme. |

Current Status

Remarks

NEW

Protecting IT infrastructure is crucial for our research. The results of the research performed at the Institute are kept in servers, the experiments need safe equipment to be conducted so having an IT infrastructure as secure as possible is a must.

Proposed ACTIONS

Action 23

Have an appropriate number of faculty meetings.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|-------------------------|--|
| (++) 4. Professional attitude | | | |
| (++) 23. Research environment | | | |
| (++) 24. Working conditions | 1Q 2024 to 4Q 2026 | Management | Meetings take place on a regular basis. Attendance of at least 80% of faculty members. |
| (+/-) 35. Participation in decision-making bodies | | | |

| Current Status | Remarks |
|-----------------------|--|
| NEW | The growing number of initiatives which the Institute is undertaking requires a better coordination and communication among researchers. We plan to increase the number of faculty meetings to address what was perceived a shortcoming of the current practice. |

Proposed ACTIONS

Action 24

Encourage the celebration of internal scientific seminars.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|---|---|-------------------------|---------------------------------|
| (+/-) 3. Professional responsibility | | | |
| (+/-) 6. Accountability | | | |
| (+/-) 36. Relation with supervisors | 1Q 2024 to 4Q 2026 | All researchers | N° of internal seminars. |
| (+/-) 38. Continuing Professional Development | | | |

Current Status

Remarks

NEW

Having internal scientific seminars will foster the collaboration and the finding of synergies among different research groups. Also, R1 researchers will be encouraged to give talks on their research as part of their phd program to improve their communication skills.

Proposed ACTIONS

Action 25

Update the transparency portal.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------|--|-------------------------|---------------------------------|
| (+/-) 6. Accountability | 2Q 2024; 4Q 2024; 2Q 2025; 4Q 2025; 2Q 2026; 4Q 2026 | Management | 2 updates per year. |

Current Status

Remarks

NEW

The transparency portal is available not only to our research but to everyone visiting our webpage. By updating this data we will share the Institute's information.

Action 26

Follow up on complaints/appeals system.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-----------------------------|---|-------------------------|----------------------------------|
| (--) 34. Complains/ appeals | 1Q 2024 to 4Q 2026 | Management | N° of complaints and resolution. |

Current Status

Remarks

NEW

A complaints system is being set up, and an ombudsperson policy is in place. In both cases, periodic reports about their effectiveness are necessary.

Proposed ACTIONS

Action 27

Write a document on best practices extracted from project proposal evaluations.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|-------------------------------|---|-------------------------|---------------------------------|
| (++) 4. Professional attitude | After each evaluation | Project Management | Make this document available. |

| Current Status | Remarks |
|-----------------------|---|
| NEW | Learning from the past will lead us to a better success rate when preparing and submitting project proposals. |

Action 28

Periodic evaluation of the mentoring program.

| GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|----------------------------------|---|-------------------------|---------------------------------|
| (--) 28. Career development | 4Q 2024; 4Q 2025; 4Q 2026 | Director | The evaluations take place. |
| (--) 30. Access to career advice | | | |

| Current Status | Remarks |
|-----------------------|---|
| NEW | Any new program implemented needs to be periodically evaluated to assess its effectiveness and appropriateness. |

software