

## TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2019ES403267

Name Organisation under review: FUNDACION INSTITUTO INVESTIGACION SANITARIA FUNDACION JIMENEZ DIAZ

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SUBMISSION DATE: 15/02/2020

DATE ENDORSEMENT CHARTER AND CODE: 29 APRIL 2019

### GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 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.

## European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

<p>Status: to what extent does this organisation meet the following principles?</p>	<p>Implementation:          ++ = <b>fully</b> implemented          +/- = <b>almost but not fully</b> implemented          -/+ = <b>partially</b> implemented          -- = <b>insufficiently</b> implemented</p>	<p>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</p>	<p>Initiatives undertaken and/or suggestions for improvement:</p>
<h3>Ethical and Professional Aspects</h3>			
<p>1. Research freedom</p>	<p>+/-</p>	<p>Research staff from IIS-FJD is free to propose and select its own projects and lines of research as well as the procedures to carry them out, within the framework of the Cooperative Scientific Plan, Strategic Plan and budget of the entity.</p> <p>There is prior approval and subsequent supervision by the Research Commission, which verifies that activity is aligned with the objectives of the institute and also it complies with current legislation. If necessary, research proposals are evaluated by the Research Ethics Committee (in the case of human research) or by the Animal Welfare Ethics Committee (in the case of animal testing). There is also an External Scientific Committee that examines the scientific activity proposed and developed.</p>	<p>In other to enable researchers to carry out most appropriate design and planning of their projects, a revision of the Cooperative Scientific Plan of the institute will be performed.</p>

		<p>The IIS-FJD researchers have at their disposal a Code of Good Scientific Practices that includes guidelines and recommendations for an ethical and responsible research.</p>	
2. Ethical principles	+/+	<p>The main guarantor of ethics and integrity in research developed by IIS-FJD is both the Research Ethics Committee (CEIm) and the Scientific Integrity Committee, composed of internal and external members, whose aim is to maintain the quality of the research, contribute to preserving the highest level of integrity and guarantee the follow-up of the Good Practices in Research, as well as attending concerns and mediate conflicts that may arise in this area. The committee has its own operations manual.</p> <p>The activity of the Scientific Integrity Committee is complemented by a mailbox for scientific-related complaints and claims (conflicts in publications, harassment, appropriation of data, etc.). The institute is actually addressing the implementation of anti-plagiarism systems.</p> <p>Additionally, IIS-FJD incorporates the direct support of the Code of Good Scientific Practices and the Ethics Committees above mentioned. It is also a great commitment of the duly accredited Drug Research Ethics Committee (Ceim) that reviews and oversees all the scientific activity with humans or human biospecimen. On the other hand, the Animal Welfare Ethics Committee carries out a similar supervision activity for animal testing.</p>	

3. Professional responsibility	+/-	<p>IIS-FJD has priority research areas for whose definition has been taken into account the needs in health of the reference population, ensuring that the research carried out is coherent and relevant to society. Based on this prioritization, the research groups of the IIS-FJD have drawn up a Cooperative Scientific Plan to promote the development of cross-cutting projects.</p> <p>Ethical aspects related to research (anti-plagiarism, intellectual property norms and rights, authorship etc.) are duly regulated by the Scientific Integrity Committee, the Code of Good Scientific Practices and other Ethics Committees of the institution.</p>	<p>In the upcoming months, an anti-plagiarism tool will be launched to make the best use of research and promote moral and ethical responsibility of IIS-FJD professionals. (11. IMPLEMENTATION OF AN ANTI-PLAGIAISM SYSTEM).</p> <p>The research groups must update the existing Cooperative Scientific Plan (10. UPDATE THE COOPERATIVE SCIENTIFIC PLAN).</p>
4. Professional attitude	+/-	<p>IIS-FJD disposes of a Strategic Plan that defines the activities to be developed in the short and medium term. In addition, the Cooperative Scientific Plan describes the lines of research to be enhanced in the coming years. Although there is still some room for improvement, both documents are already accessible.</p> <p>Before application, all research projects are reviewed by the Research Commission and the Research Ethics Committee or the Animal Experimentation Ethics Committee, as appropriate.</p> <p>Regarding progression of research projects, IIS-FJD has monitoring mechanisms to guarantee the correct economic execution, avoiding thus deviations and facilitating financial reporting to the funding agencies. Hence, researchers are able to easily access the economic status of their projects, carry out orders and/or make purchases and this</p>	<p>The Strategic Plan and the Cooperative Scientific Plan will be updated. And afterwards, appropriate dissemination to all the personnel of the IIS-FJD will be carried out. (10. UPDATING OF THE COOPERATIVE SCIENTIFIC PLAN).</p> <p>Access to continuous status of their projects will be guaranteed to all the principal investigators. (4. IMPLEMENTATION OF THE PROJECT MONITORING SYSTEM).</p>

		<p>should be a stimulus and cause of motivation. However, this process is still in the implementation phase.</p> <p>Furthermore, partial and final reports of the projects are prepared to avoid deviations and document any changes in scope.</p> <p>On a regular basis, the institute centralises grants and funding opportunities searches in order to inform professionals of national and international competitive calls. Besides, it manages public and private grants submissions, patronages, private agreements etc.</p>	
5. Contractual and legal obligations	+/-	<p>The contractual and legal obligations of employees are those regulated by the Workers' Statute, as indicated in the documentation that is provided to newcomers when signing the employment contract. However, it is necessary to improve the visibility and communication of the working conditions to employees.</p> <p>IIS-FJD offers a Training Research Programme which is disseminated to all professionals. In fact, the corporate welcome Manual for new researchers includes a list of mandatory teaching required to every professional. In the field of innovation and exploitation activities, IIS-FJD has developed and informed about a procedure for transferring results. However, it is required to make some improvements.</p>	<p>Despite the fact that there is already a document that describes the comprehensive procedure for dissemination and exploitation of research results, it will be advantageous to improve the diffusion of this document as well as the Training Programme, by means of their inclusion in the Welcome Manual, in order to increase awareness among all professionals (3. INCREASE THE DISSEMINATION OF INFORMATION).</p> <p>The communication and announcements to employees with regards to working conditions will be enhanced. Besides the documentation requested for signature process will be reviewed. (3. INCREASE IN THE DISSEMINATION OF INFORMATION).</p>
6. Accountability	+/-	The researchers of the IIS-FJD are governed by	As an improvement measure, the Scientific

		<p>ethical and moral integrity rules for guaranteeing rigour and compliance with the recommendations that can be found in the Code of Good Scientific Practices. Further, IIS-FJD has its own Scientific Integrity Committee, which is in charge of overseeing the ethical and responsible research of the institution.</p> <p>This Committee holds annual training sessions for professional accountability. On the last one, topics like anti-plagiarism, co-authorship, and Vancouver Group recommendations were discussed.</p> <p>The institute has a software for R&amp;D economic management to assure the correct execution of the budgetary allocations of the projects and the submission of the financial and technical reports to the corresponding funding agencies within the established deadlines.</p>	<p>Integrity Committee will focus its next training day on aspects related to professional accountability (conflict of interest and open publication). In addition, the Training Programme will be revised to include aspects concerning professional responsibility and other ethical issues. (6. CONSOLIDATION OF SPECIFIC TRAINING).</p>
7. Good practice in research	+/+	<p>Jiménez Díaz University Hospital, core of the IIS-FJD, complies with all aspects related to the protection and safety of research data, and is subject to General Data Protection Regulations (RGPD) and the Organic Law on personal Data Protection (LOPD).</p> <p>In relation to safety, health and environmental protection in research, there is a Risk Prevention Unit in place focused on monitoring issues relating to health and safety in the workplace. The Unit is responsible for effective protection and to act in strict compliance with workplace regulation in force. All professionals receive the appropriate clothing when they join IIS-FJD and also periodic health examinations. They are also</p>	

		<p>given the Code of Good Scientific Practices and the Welcome Manual.</p> <p>IIS-FJD has also developed an emergency plan, which is systematically explained to all professionals through dedicated and mandatory courses.</p>	
8. Dissemination, exploitation of results	+/-	<p>IIS-FJD is proactive in dissemination and exploitation of the results. Indeed, IIS-FJD developed a self-assessment system of incentives, addressed to more experienced researchers, based on variable remuneration scales depending on merits such as gaining scientific resources, scientific production (bibliometric indices like citations, impact factor and publication in leading international peer-reviewed and multidisciplinary scientific journals), the volume of knowledge transfer, or contribution to patents, among others. Other evaluation criteria like teaching activities and participation in congresses (throughout abstracts and lectures) are considered.</p> <p>It has been detected the need to intensify dissemination of the labour categories with access to incentive programs, and even the conditions for applying.</p> <p>With regard to transferring the results, the Innovation Unit of the IIS-FJD is also proactive in its functions and initiatives which range from effective dissemination of funding opportunities to visits to clinical services and meetings with groups for specific advice.</p> <p>Finally, IIS-FJD communicates its activities in the corresponding annual reports and specific dissemination work (conferences, workshops etc.).</p>	<p>An Open Access policy aligned with the dispositions and initiatives set by the European Union must be promoted. (9. IMPLEMENTATION OF AN OPEN ACCESS ACTIVE POLICY).</p> <p>The dissemination of the labour categories with access to the incentive system and the conditions for applying will be improved. (3. INCREASE IN THE DISSEMINATION OF INFORMATION).</p> <p>On the other hand, there will be an internal protocol to periodically review the professionals development and an economic analysis to evaluate whether to include other profiles in the variable remuneration system of the institution. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).</p>

9. Public engagement	+/-	<p>IIS-FJD is proactive in dissemination and exploitation of the results. Indeed, IIS-FJD developed a self-assessment system of incentives, addressed to more experienced researchers, based on variable remuneration scales depending on merits such as gaining scientific resources, scientific production (bibliometric indices like citations, impact factor and publication in major international peer-reviewed and multidisciplinary scientific journals), the volume of knowledge transfer, or contribution to patents, among others. Other evaluation criteria like teaching activities and participation in congresses (throughout abstracts and lectures) are considered.</p> <p>It has been detected the need to intensify dissemination of the labor categories with access to incentive programs, and even the conditions for applying.</p> <p>With regard to transferring the results, the Innovation Unit of the IIS-FJD is also proactive in its functions and initiatives which range from effective dissemination of funding opportunities to visits to clinical services and meetings with groups for specific advice.</p> <p>Finally, IIS-FJD communicates its activities in the corresponding annual reports and specific dissemination work (conferences, workshops etc.).</p>	<p>All initiatives with society must be structured and regulated in order to keep an organized agenda and avoid possible overlapping of professionals' work and endeavours. (7. ACTION PLAN FOR PUBLIC ENGAGEMENT).</p>
10. Non discrimination	+/-	<p>Currently, IIS-FJD fulfills and integrates the criteria of non-discrimination in all regular activities and at all levels, particularly on the basis of gender and sex. Equal treatment and opportunities between women and men are promoted.</p>	<p>IIS-FJD is developing its Equality Plan that will allow to have regulations that guarantee, among others, non discrimination and adequate gender balance. (2. EQUALITY PLAN).</p>



		<p>Despite the fact that a specific regulation is not available yet (it is included as an action), IIS-FJD has a governing body responsible for ensuring compliance with non-discrimination principles.</p> <p>The Scientific Integrity Committee has a complaint mailbox in order to receive any claims regarding discrimination, to be analyzed and discussed and afterwards giving a quick response.</p>	
11. Evaluation/ appraisal systems	+/-	<p>IIS-FJD has implemented an evaluation system for its professionals and for internal incentives monitoring.</p> <p>In fact, individual awards in the field of basic and clinical research, are intended to recognise and promote career path competencies and skills of outstanding predoctoral and postdoctoral who are conducting excellent presentations and thesis.</p> <p>With regard to retention and consolidation of senior researchers, Standard Operating Procedures (SOPs) have been elaborated to standardize the process, becoming thereby more transparent and objective at the same time.</p> <p>This evaluation includes diversified career indicators like authorship and quality of publications, financing capability, as well as technical and human resources.</p> <p>Finally, consolidated researchers have variable remuneration according to a merit evaluation scale based on quantity and quality of dissemination, fundraising, etc. In this regard,</p>	<p>The participation of external evaluators in the process will be highly recommended, favoring the incorporation of international professionals with consolidated and relevant scientific experience. (12. REDEFINITION OF THE SELECTION PROCESS). We will work on the elaboration of a plan for internal promotion and consolidation of the professional path career. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER). Likewise, the dissemination of the incentive program will be improved (access rules to categories and conditions for applying). (3. INCREASE IN THE DISSEMINATION OF INFORMATION).</p> <p>On the other hand, there will be a review of the different professionals as well as an economic analysis to assess whether to include other profiles in the variable remuneration system of the institution. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).</p>

		<p>the participation in committees and teamwork, is also valuable.</p> <p>It was detected the need to improve the awareness of the labour categories with access to the incentive program and the conditions for applying.</p>	
<b>Recruitment and Selection</b>			
12. Recruitment	-/+	<p>IIS-FJD clearly describes admission standards for each job position, but need to be improved in terms of selection process.</p> <p>Currently, job offers are not published in Euraxess.</p>	<p>We will work on a standardized template of job description in English to be able to post all job offers on the Euraxess platform. This template will include more details on the specific aspects that will be evaluated in each of the offers such as all forms of mobility to other research private or public settings. It will be published in the necessary channels to give an adequate diffusion. (12. REDEFINITION OF THE SELECTION PROCESS).</p>
13. Recruitment (Code)	+/-	<p>The II-FJD recruitment and selection procedures are open and accessible, focused on the evaluation of specific requirements suited for the job. Also the merits of candidates, especially those funded in the framework of public programmes, are judge positively. When making a recruiting call, the deadlines for applications must be specified, as well as the position offered, the working conditions, the entitlements and other essential requirements to be met. Job offers published by IIS-FJD are to a great extent in line with the requirements of the present principle, except for the fact they are not yet translated into English and not published on the Euraxess platform. Neither specific aspects of evaluation nor professional career development are introduced explicitly.</p>	<p>We will work on a standardized template of job description in English to be able to publish all the offers on the Euraxess platform. This template will include the requirements that will be assessed in each of the offers (secondments, shorts stays in public or private research centers, secondments in international centers, etc.).</p> <p>It is highly recommended to include, as much as possible, the system of evaluation, the score of merits, functions to be performed and composition of the evaluation court, and as far as possible the aspects of professional career applicable, to inform all candidates of its possibilities for future development.</p> <p>Particular attention should be paid to professional career advice and guidance to all candidates on additional opportunities in terms of progression</p>

			and development. (12. REDEFINITION OF THE SELECTION PROCESS). It will be published in all available channels to give an adequate dissemination. (12. REDEFINITION OF THE SELECTION PROCESS).
14. Selection (Code)	-/+	In the framework of public calls for recruitment, a selection committee is created to evaluate the candidates and follow the processes of the public funding agency. This procedure does not apply whether the hiring is done by private sponsoring. In this case, the principal researcher is solely responsible for carrying out the selection process.	The selection process will be extended through open calls for all cases and regardless of the origin of the funds, setting up selection panels with adequate members from different sectors and disciplines to be able to evaluate properly all candidates. (12. REDEFINITION OF THE SELECTION PROCESS) When possible, the panels can be assisted by external experts. (12. REDEFINITION OF THE SELECTION PROCESS) A series of recommendations will be drawn up for the committee and the principal investigator so that they will value above all qualitative criteria like teaching, supervision, R+D+i management, knowledge transfer... in the face-to-face interviews. (12. REDEFINITION OF THE SELECTION PROCESS).
15. Transparency (Code)	+/-	All the job offers of the IIS-FJD include the number of existing vacancies, the profiles that are to be incorporated and the evaluation criteria applicable. Currently aspects of professional development opportunities in the institution, are not considered in the job descriptions or candidates not selected receive a report after the evaluation indicating the strengths and weaknesses of their application.	Whenever possible, career development prospects will be provided in the job descriptions. (12. REDEFINITION OF THE SELECTION PROCESS) After resolution, the outcomes of the selection process will be summarized in a comprehensive way, paying special attention to the strengths and weaknesses of the candidates. (12. REDEFINITION OF THE SELECTION PROCESS).
16. Judging merit (Code)	+/-	Evaluation criteria based on merits and capabilities of profiles are considered in the Job offers published by IIS-FJD. Not only	We will work on the standardization of selection criteria regardless of the profile and experience required in each job offer, to ensure that the

		<p>criteria associated to the quality of scientific publications is judged, but also key competences and knowledge acquired within a diversified career path are valued according to the job description.</p> <p>Subsequently, after joining IIS-FJD, the most experienced professionals must take and overcome further evaluations, which will be scored in line with scientific merits, both at publication level , teaching experience, scientific knowledge dissemination or transfer of results, etc.</p>	<p>assessment of candidates focuses on their global trajectory as researchers. (12. REDEFINITION OF THE SELECTION PROCESS).</p>
17. Variations in the chronological order of CVs (Code)	+/-	<p>Job offers published by IIS-FJD show the minimum requirements that candidates must fulfill, as well as the merits that will be assessed to carry out the selection procedure. Variations in the chronology of the CV are not penalized.</p>	<p>We will work on the standardization of selection criteria, regardless of the profile and experience required in each job offer, to ensure that the assessment of candidates focuses on their global trajectory as researchers. (12. REDEFINITION OF THE SELECTION PROCESS).</p>
18. Recognition of mobility experience (Code)	+/-	<p>Although job offers describe transparent and clear indications of the minimum requirements and merits to be assessed, at present, mobility experience in other institutions or sectors is not recognized in any special way.</p>	<p>We will work on the standardization of selection criteria, regardless of the profile and experience required in each job offer, to ensure that the assessment of candidates focuses on their global trajectory as researchers. In particular, interdisciplinary and intersectorial mobility is a potentially valuable contribution in all cases to the enrichment of researcher's experience. (12. REDEFINITION OF THE SELECTION PROCESS).</p>
19. Recognition of qualifications (Code)	+/-	<p>The appointment process at IIS-FJD is not biased in terms of recognition of qualifications obtained in other countries, all being assessed on an equal basis.</p>	<p>We will work on the standardization of valuable criteria, regardless of the profile and experience required in each job description, to ensure that the assessment of candidates focuses on their global trajectory as researchers. The recognition of foreign qualifications will be expressly included.</p>

			(12. REDEFINITION OF THE SELECTION PROCESS).
20. Seniority (Code)	+/-	Calls on all available positions at IIS-FJD do not set out deadline barriers for obtaining qualifications required to the different positions. This only applies for researchers hired by public funding bodies, in which case the selections procedures are those of the funding agency.	We will work on the standardization of valuable criteria, regardless of the profile and experience required in each job description, to ensure that the assessment of candidates focuses on their global trajectory as researchers. It will expressly excluded time restrictions for graduates (as long as it is not required by funders) and will require degrees in generic fields of knowledge, without restricting the positions to specific degrees, unless it is duly justified. (12. REDEFINITION OF THE SELECTION PROCESS).
21. Postdoctoral appointments (Code)	+/-	Postdoctoral calls at IIS-FJD define working conditions such as type and duration of contracts, basic valuable specifications for enrolling and tasks to be performed.	Work will be carried out on the standardization of the evaluable criteria regardless of the profile and experience required in each job description. In the case of postdoctoral researchers, prior experience acquired after completing doctorate will be positively assessed. Besides all prospects of career promotion and development will be included mainly by means of encouraging candidates to participate in funding mechanisms in order to enable the development of their professional careers. (12. REDEFINITION OF THE SELECTION PROCESS).
<b>Working Conditions and Social Security</b>			
22. Recognition of the profession	+/-	All reseach staff at IIS-FJD are recognized as scientific researchers at whatever career level. However, it is considered advisable to update the welcome Manual of the institute to incorpore this reality, as confirmed by the survey data.	The IIS-FJD Wecome Manual will be updated to ensure that all staff are recognized as "researcher" with full independence of their category. (3. INCREASE IN THE DISSEMINATION OF INFORMATION).
23. Research environment	+/+	The IIS-FJD researchers have at their disposal	

		<p>different platforms and services to support research, as well as spaces and facilities to conduct their scientific work. The Institute is organized into research areas and groups in which all professionals are integrated.</p> <p>In order to boost and encourage the development of early stage groups with less research experience, IIS-FJD has designed a Plan for Mentoring Emerging Groups that gathers the activities and initiatives implemented to support the increase in the quality of these groups activity.</p> <p>Finally, IIS-FJD is proactive in the search and consolidation of alliances and participation in research networks.</p>	
24. Working conditions	-/+	<p>IIS-FJD is well-conditioned for the growthwing of the work of researchers, including those with disabilities.</p> <p>Full adherence to current legislation will be verified in order to guarantee the adequacy of the spaces.</p> <p>In terms of family conciliation, specific initiatives for employees flexibility have been implemented in order to combine work and family life, however, there is room for improvement in this section.</p>	<p>An strategic Plan for Equality is being drawn up as a committment towards family and professional life balance. (2. EQUALITY PLAN).</p> <p>IIS-FJD facilities will be observed to verify compliance with all regulations regarding safety and security at workplace. (3. INCREASE IN THE DISSEMINATION OF INFORMATION).</p>
25. Stability and permanence of employment	+/-	<p>Although great efforts are currently being made to achieve the stabilization of the professionals hired by IIS-FJD, there is still room for improvement in this area.</p> <p>At this moment, efforts are focusing on the stabilization of senior researchers of strategic interest for the institution.</p>	<p>The creation of a specific working group will be intended to review and document professional career of researchers with significant trajectory in order to advance and support their consolidation process. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).</p> <p>On the other hand, we will work on a review and updating of the different professional categories. An economic analysis to assess the introduction of</p>

			other profiles in the variable remuneration system of the institution will be done as well. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).
26. Funding and salaries	-/+	As a general rule, IIS-FJD has adopted the salary tables of the main national financing agency of biomedical research, Carlos III Health Institute (ISCIII). However, there are no salary tables implemented for all the researchers at the Institution. It is an area that has capacity for improvement.	In the short term, it is planned to start a project for the creation and adoption of salary tables for the professionals at IIS-FJD. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).
27. Gender balance	+/-	Both in the job offers and selection processes, equal opportunity policy for all professionals has been followed, without discriminating candidates on the grounds of gender, race, etc. Regarding gender equality, there is a positive balance in terms of gender distribution. This situation will be consolidated and guaranteed after the implementation of the Equality Plan, currently under development.	It is worth noting that an Equality Plan is being drawn up for the purpose of guaranteeing a representative gender perspective and balance at IIS-FJD. (2. EQUALITY PLAN).
28. Career development	+/-	Currently, IIS-FJD has implemented a series of initiatives and tools aimed to support professional's career progression and development, regardless of their category. On the one hand, there is a Training Plan that covers training needs at all levels (from undergraduate courses to continuing education programs). On the other hand, there is a Mentoring Plan for Emerging Groups, which establishes activities oriented to promoting the development of early-stage groups with less experience by means of personalized tutelage, as well as to monitor their scientific growth. In this sense, Research	It is highly encouraged that vacancies that may arise in IIS-FJD are preferably covered by staff from the institution, so that internal promotion is facilitated. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL CAREER).

		<p>Commission is the main provider of guidance within the institution in professional advancement.</p> <p>Finally, there are evaluation systems for the stabilization and consolidation of professionals of proven quality, who are periodically evaluated and, where appropriate, stabilized within the IIS-FJD groups.</p> <p>After completion of the survey it has been confirmed the need to commit to further establishment of specific activities in terms of competence and professional career.</p>	
29. Value of mobility	+/-	<p>IIS-FJD appraises the mobility of professionals positively. As an example, the institute has a specific mobility database Also researchers are allowed to manage their research projects remotely (online).</p> <p>In addition, adequate insurance for international mobility are available. For example, short stays abroad are generally covered by the insurance related to employment contract.</p>	<p>Researchers will be informed about the insurance guidelines and coverage they should take in the hosting country, whenever performing mobility periods (3. INCREASE IN THE DISSEMINATION OF INFORMATION).</p>
30. Access to career advice	+/-	<p>IIS-FJD provides guidance through the leaders of the groups/areas, the Scientific Committee and the Research Commission.</p> <p>There is no a unit for professional counselling per se. Notwithstanding, for those calls with limited quota of applications, IIS-FJD offers a kind of counselling service for not pre-selected candidates by giving recommendations to improve their CV.</p>	<p>With a view to build greater awareness of the opportunities for employment, professionals must be kept continuously informed about all vacancies or job offers tha may arise at IIS-FJD. They will be published in as many channels as necessary for successful communication. (12. REDEFINITION OF THE SELECTION PROCESS).</p> <p>Furhtermore, the coueselling service given to candidates not preselected for calls with a restricted quota of applications, must be documented and recorded. In line with this</p>



			initiative, after resolution of each call, a brief report summarizing the strengths and weaknesses of the candidates who applied for the post will be prepared. (12. REDEFINITION OF THE SELECTION PROCESS).
31. Intellectual Property Rights	+/+	<p>IIS-FJD carries out activities to foster innovation as well as the corresponding protection and exploitation of the results. The rules for participation in the results generated by researchers are suitably regulated.</p> <p>The Innovation Unit has a specific Procedure for Exploitation of Research Results (softwares, databases or brands, for example)</p> <p>However, opinions of survey participants suggested that more visibility of the Innovation Unit and the services it provides, was required.</p>	Increase and improvement of the dissemination of information (action previously defined for other principles) regarding the visibility of the innovation unit and its services, is needed (3. INCREASE IN THE DISSEMINATION OF INFORMATION).
32. Co-authorship	+/+	IIS-FJD has outlined its own Code for Good Practice in science, which identifies, among other sections, the policy and recommendations for authorship and rights in written work produced. As a reinforcement measure, the Scientific Integrity Committee is responsible for ensuring compliance with these regulations. The Committee has conducted training in aspects related to fair recognition of intellectual property.	
33. Teaching	+/-	IIS-FJD has associated professors linked to the Autonomous University of Madrid. These professionals are evaluated as regards teaching duties and skills. The teaching load is quantified according to their category.	It must be analyzed different ways for the recognition of teaching and learning activities of all categories of professionals. Currently, not all IIS-FJD staff is taken into account for this purpose. (1. INTERNAL PROMOTION PLAN AND PROFESSIONAL

		<p>Merit-based adjustments to teaching load for both professors and other professionals of the IIS-FJD is periodically evaluated.</p> <p>On the other hand, the evaluation of teaching activities is an essential component for the variable remuneration system.</p>	CAREER).
34. Complains/ appeals	+/+	<p>Scientific Integrity Committee is the main mechanism for dealing and settling work-related disputes. This committee, which is composed by internal and external representatives, is responsible for guaranteeing the integrity of the research carried out at the institution, as well as for analyzing any complaints or claims that may arise.</p> <p>Complaints and claims are received through the mailbox of the Committee.</p>	
35. Participation in decision-making bodies	+/-	<p>Researchers are represented in the consultation, decision-making bodies and committees of the IIS-FJD. On the one hand, the Research Commission and the consultation bodies of the IIS-FJD, are formed by a majority percentage of researchers.</p> <p>Furthermore, the Governing Council, as the highest governing body of the institution, has also researchers among its members.</p>	<p>As an improvement action, it is suggested to broaden the composition of the Research Commission to include representatives of more scientific groups pertaining to the IIS-FJD, like researchers in training. (5. MODIFICATION OF THE COMPOSITION OF THE RESEARCH COMMISSION).</p>
<b>Training and Development</b>			
36. Relation with supervisors	+/-	<p>Researchers in training have close relationship with group leaders and supervisors throughout the training phase.</p>	<p>Work will be done on documenting and recording the progress and results of the tutoring processes. (8. TUTORING PLAN).</p>

		<p>In most cases, these researchers must submit, at the request of funding agencies, periodic progress reports, so they are evaluated and supervised on a regular basis.</p> <p>At an individual level, they also receive tutoring from their supervisors although this information is not recorded and documented.</p> <p>Ultimately, during the last training stage, there is a closer relationship and collaboration between researchers and tutors, since they work together in the preparation and presentation of their work to the best in class predoctoral and postdoctoral awards organized by IIS-FJD.</p>	<p>Additionally, the elaboration of a mentoring plan is proposed to guarantee its compliance. (8. TUTORING PLAN).</p>
37. Supervision and managerial duties	+/-	<p>Researchers with greater scientific experience lead research groups and occupy positions of coordinators of the scientific areas prioritized in the IIS-FJD.</p> <p>The Code of Good Scientific Practices describes senior researchers as multifaceted-professionals since they play different roles such as tutors, supervisors, these directors with respect to researchers in training. Among their functions, they perform continuous and personalized mentoring.</p>	<p>A mentoring plan is conceived to organize and record activity progress performed by researchers in training in collaboration with supervisors.</p>
38. Continuing Professional Development	+/-	<p>IIS-FJD has drawn up a Scientific Training Plan, which includes formal education at all career stages: predoctoral, postdoctoral, continuous training program.</p> <p>Therefore, all professionals receive personalized attention from their career coach regardless of their category. Training activities include bachelor's and master's degrees, PhD programs, specific courses, seminars, etc.</p>	<p>IIS-FJD aim is to improve the elaboration and analysis of the valuable feedback from satisfaction surveys so as to align training programme to real and concrete needs. (6. CONSOLIDATION OF SPECIFIC TRAINING).</p>

39. Access to research training and continuous development	+/-	<p>Professionals from the IIS-FJD have a Scientific Training Plan that includes all the training offered by the Institution, at all career stages: predoctoral, postdoctoral, continuing training program.</p> <p>This Training Plan is revised and reformulated annually to update its contents and offer a more personalized service to professionals.</p>	<p>As an improvement, the elaboration and analysis of satisfaction surveys is proposed to adapt the training plan to the specific needs detected by the professionals (6. CONSOLIDATION OF SPECIFIC TRAINING).</p>
40. Supervision	+/-	<p>The organizational framework of the IIS-FJD regarding training programme is based in prioritized research areas, led by a coordinator. This means that any researcher can seek advice and support to his/her area coordinator.</p> <p>Thanks to this, any professional can be informed and supervised by his/her specific area coordinator.</p>	<p>As an improvement measure, the preparation of a Mentoring Plan is planned to formalize the tutoring process in the institute. (8. TUTORING PLAN).</p>