TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2021ES611920

Name Organisation under review: Fundación Canaria Instituto de Investigación Sanitaria de Canarias

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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			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = **fully** implemented +/- = **almost but not fully** implemented -/+ = **partially** implemented -- = **insufficiently** implemented	In case of --, -/+, or +/-, please **indicate the actual "gap**" 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:
Ethical and Professional Aspects			
1. Research freedom	+/-	The research staff of Fundación Canaria Instituto de Investigación Sanitaria de Canarias (FIISC) is free to conduct its own research projects, as well as the selection of the different procedures to carry them out, always within the framework of the Strategic Plan of FIISC, in the lines of research prioritized in the calls of the Canary Government and in the calls of the national and European research agencies. The research projects carried out by FIISC researchers are approved by the provincial Research Ethics Committees and Ethics Committees for Drug Research (CEI/CEIm) (responsible for reviewing the ethical aspects of those projects).	In order to enable better planning and monitoring of the different research projects, FIISC will carry out the development of a Cooperative Scientific Project in which the research groups collect the scientific priorities, both horizontal and transversal, so that all researchers have an orientation regarding the objectives to be achieved in the coming years. The Strategic Plan recently prepared by FIISC will be disseminated and implemented, will be reviewed and updated annually to ensure its alignment with the interests of researchers. The recently prepared Manual of Good Scientific Practices, which contains the guidelines for conducting ethical and responsible research, will be disseminated.

		There are two CEI/CEIm at provincial level, whose headquarters are located in the province of Las Palmas, at the "Doctor Negrín" University Hospital of Gran Canaria (HUGDN), which is responsible for evaluating clinical research projects with human subjects that are going to be conducted in any of the healthcare centers (primary and specialized care) of the CHS, as well as at private centers, of Las Palmas province. On the other hand, there is the CEI/CEIM of the province of Santa Cruz de Tenerife, whose headquarters are located in the Canary Islands University Hospital Complex (CHUC), which evaluates the clinical research projects developed in the CHS centers as well as private centers throughout the province. There is currently no Cooperative Scientific Plan available which includes the main lines of existing research and the scientific objectives for the coming years. A Code for Good Scientific Practices has recently been developed and must be disseminated.	
2. Ethical principles	+/-	Research projects carried out by FIISC researchers are approved by the provincial CEI/CEIm. As mentioned above, for the province of Las Palmas, the CEI/CEIm is located at the HUGCDN, which is governed by the ethical principles defined in the Declaration of Helsinki, the ethical and methodological aspects included in the standards of good clinical practice in force in the European Union and the Guide for Ethics Committees that	The recently developed Code of Good Scientific Practices will be disseminated as well as periodically reviewed to keep it updated to meet the needs of researchers

		evaluate biomedical research projects published by the WHO. On the other hand, for the province of Santa Cruz de Tenerife, the CEI/CEIm is located in the CHUC, which is governed by the same aforementioned principles. In both cases, the principle of confidentiality is respected with the documentation received, in accordance with the Personal Data Protection Law. A Code of Good Scientific Practices has recently been developed and must be disseminated. Work must be done on the dissemination and awareness of this document among all research staff.	
3.Professional responsibility	-/+	FIISC is going to prepare during the next months the Cooperative Scientific Plan with the aim of setting the scientific objectives to be achieved in the coming years, according to its capacity, finance and the health problems of the population of the Canary Islands. FIISC has just defined its Strategic Plan for the coming years, which will serve as the axis of action and implementation of improvements for the Foundation in scientific and management matters. FIISC has regulations on industrial and intellectual property that includes the results transfer procedure (communication of results or ideas, evaluation of the idea, definition of	FIISC will carry out the elaboration of a Cooperative Scientific Project in which the research groups collect the scientific priorities, so that all the researchers have an orientation regarding the objectives to be achieved in the coming years. The Code of Good Scientific Practices recently prepared and which contains the guidelines for collecting authorship in publications will be disseminated. It will be reviewed periodically to keep it updated to meet the needs of researchers. The regulations drawn up regarding the results transfer procedure will be disseminated and suggestions for its modification will be collected.

		the type pf protection, support for the development and transfer of results). FIISC has developed a signature policy for IISC research staff that defines how FIISC researchers publish scientific articles. This policy is included in the Code of Good Scientific Practices	
4. Professional attitude	+/-	A recently designed Strategic Plan includes the activities to be developed in the short and medium term. The Cooperative Scientific Plan will be prepared and disseminted in the following months and it will describe the main scientific priorities of the institution for the coming years. FIISC provides information on different public and private research calls, through emails and also through the web page. There is room for improvement in the dissemination of the different calls for proposals. The research projects of the FIISC staff are approved by the provincial CEI/CEIm and also by the governing body of the different hospitals where the FIISC researchers carry out their research tasks.	The developed Strategic Plan will be disseminated and the Cooperative Scientific Plan will be prepared and disseminated, which will contain the main scientific priorities of the institution for the coming years. The website will be updated, with the aim of including more information and helping to disseminate a greater number of public and private calls for proposals.
5. Contractual and legal obligations	-/-	Regarding the contractual and legal obligations of FIISC employees, there are currently different applicable regulations. Currently, a collective agreement is being promoted that aspires to be regional in scope and seeks to homogenize the working conditions of all FIISC personnel.	An improvement in the dissemination of the working conditions of FIISC employees will be carried out and the training plan will be disseminated and implemented. A Welcome Manual will be drawn up for newly incorporated FIISC staff that will include the main aspects to be taken into account in the

		FIISC has recently approved a specific Training Plan for the institution's research and management staff.	day-to-day life of the researcher and technical and management staff. Even though the responsibility of Regional Government, FIISC will contribute as much as possible to the unification of the differente applicable labour agreements through the approval of a new collective labour agreement for the entire FIISC personnel.
6. Accountability	+/-	FIISC carries out an economic follow-up, control of the deliverables and compliance with the deadlines of the different current research projects. FIISC also carries out annual audits of its accounts and annually publishes the institution's budget on its transparency portal.	The Codeof Good Scientific Practices recently prepared and which contains guidelines on the different aspects to be taken into account for the justification and monitoring of research projects will be disseminated.
7. Good practice in research	+/-	FIISC applies labour risk prevention regulations and also has a Data Protection compliance plan. Regarding labour risk prevention, specific training courses and specific monitoring of each of the institution's professionals are carried out. Due to COVID-19 pandemic, a continuous supply of PPE has been carried out by the Foundation and specific action protocols have been drawn up for the staff. FIISC employees sign a confidentiality document in which they undertake not to disclose any data relating to their research projects or any information relating to the FIISC that they may have at their disposal as a result of their work.	The Code of Good Scientific Practices that will be disseminated includes, among other aspects, signature policy, co-authorship of publications and aspects related to data protection law.

8. Dissemination, exploitation of results	-/+	FIISC does not currently publish annual scientific reports, but each centers in which researchers carry out their activity, publish activity reports that include projects and clinical trials. FIISC has developed a signature policy for IISC research staff that defines how FIISC researchers publish scientific papers. This policy is included in the Code of Good Scientific Practices. Work must be done on the dissemination and awareness of this document among all research staff. The institute has drawn up an Open Science Plan with the following sections: 1. Governance. 2. Ethics. 3. Gender equality. 4. Open Access. 5. Education and Science. 6. Citizen participation.	The Code of Good Scientific Practices recently prepared and which contains the guidelines for collecting authorship in publications will be disseminated. The Open Access Plan prepared will be disseminated and implemented. Annual scientific reports will be carried out by FIISC including the main indicators of scientific activity of the institute, regardless of the centers in which the researchers carry out their activity. A profile will be created on social networks widely used by the scientific community (Twitter, LinkedIn); in order to record the numerous research results, publications and job offers for researchers
9. Public engagement	-/-	FIISC website includes a section with different news about research projects and agreements made with entities and associations in the framework of research. There is no specific communication department.	Improved dissemination of FISC research results will be carried out. A new web page will be developed with more information on the Institute's activities and results. A profile will be created on social networks widely used by the scientific community (Twitter, LinkedIn) in order to record the numerous research results, publications and job offers for researchers Meetings with patient associations and other social entities will be promoted, with the aim of

			adapting research activities to society's priorities. FIISC Communication Plan will be implemented, including the creation of a specific working group for the Communication Area and a series of resources and tools in order to achieve greater dissemination and communication of the different calls and news of interest.
10. Non discrimination	+/+	The Foundation has a Gender Equality Plan designed with the aim of eliminating any form of discrimination, favoring the work-family conciliation and co-responsibility between men and women, integrating the gender perspective in the organization and management processes of the Foundation, as well as the prevention of sexual and gender-based harassment. The plan sets a series of corrective actions in the aforementioned areas. The Equality Plan is accessible through the FIISC website. The aforementioned Plan will be evaluated periodically.	
11. Evaluation/ appraisal systems	-/-	FIISC neither has an evaluation system for research staff and existing research groups nor an implemented system for tutoring young researchers at an individual level, although this activity is planned in the Emerging Groups Tutoring Plan that has been drawn up and includes initiatives aimed at achieving the consolidation of said groups.	A periodic evaluation system will be developed for FIISC researchers as well as for groups and lines of research. To this end, the evaluation criteria and mechanisms will be defined and an External Scientific Committee will be set up with professionals from other entities that contribute to carrying out said evaluation.

			A tutoring program for young researchers will be implemented in which the most senior profiles will act as mentors. Classification by profiles according to EURAXESS (R1, R2, R3, R4) carried out by the entity will be taken into account in both activities The Mentoring Plan for emerging groups will be disseminated and implemented.
Recruitment and Selection			
12. Recruitment	+/-	FIISC has specific forms for the publication of job offers intended for graduate and non-graduate personnel, with a general part and a more specific part for the position to be filled. The criteria of equality, merit, competitive basis and transparency are taken into account in the processes of publishing job offers. To this end, the HR Area publishes a provisional admission certificate, a final admission certificate, a provisional assessment certificate, a definitive assessment certificate and, where applicable, it is also published the call to the interview phase and the final results after conducting the interview. Some scales are defined for each call, in which the PI specifies the scores for each of the aspects he wants to assess in the published offer. There is currently no publication of job offers on the EURAXESS portal.	A standard template for job offers will be implemented in English for the publication of certain offers on EURAXESS portal. Current templates for the preparation of offers will also be modified, indicating that the criteria established by OTM-R (stays in private entities, international centers, mobility by researchers, etc.) will be positively assessed. A specific action plan for the dissemination of the different actions developed within the framework of the HRS4R Strategy will be drawn up.

		Both general and specific merits of the elegible candidates for the position are valued in the recruitment processes. Further dissemination to research and management staff of the importance of posting job vacancies in Euraxess and its relation to the HRS4R Strategy is required.	
13. Recruitment (Code)	+/-	FIISC has a public and transparent staff recruitment procedure based on the evaluation of a series of general and specific requirements for the position to be filled. Job advertisements are to a great extent in line with the requirements of this principle and include the date of opening and closing of applications, the offered position and the working conditions. Offers are not published in english through the EURAXESS portal and there is currently no section indicating the possibilities of professional development in the institution.	As far as possible, specific information on the possibilities of professional career development will be included in the job offers. The publication of offers on the EURAXESS portal will be promoted as well as the use of the English language in the selection processes, facilitating the concurrence of candidates with non-Spanish qualifications. In this respect, the requirement to homologate qualifications will be avoided as much as possible, giving the maximum possible legal recognition to qualifications obtained in other countries.
14. Selection (Code)	+/-	Currently, FIISC has a permanent personnel selection committee. This committee is made up of a president, who is the person in charge of the general coordination of administration, central services and research or the person designated by him/her, the members of the committee, who are the heads of the FIISC Divisions (Human Resources, Administration, Economic Management and European Projects and Clinical Research Contracts) and a secretary, who is an employee of the Human Resources area. The Comiitte is validly constituted for its operation in each	On the one hand, gender equality in the selection commitee will be implemented as much as possible. On the other hand, when possible and applicable, external and international experts will be incorporated with the aim of helping in the recruitment process. The existing guide for the selection committee will also be updated, improving its wording and incorporating the need to assess qualitative criteria established by the OTM-R principles

		contracting procedure witth the president, 3 members (one of them being the principal investigator to whom the contracting is assigned in procedures derived from grants, research projects and clinical research contracts) and the secretary. Therefore, no external member currently participates in the evaluation of candidatures, but the chairperson of the committee may invite any person if deemed appropriate for the recruitment process.	(participation in teaching activities, staff supervision, R&D dissemination activities +i, management, etc.)
15. Transparency (Code)	+/-	FIISC publishes the resolution of each of the offers with the score scales of the different candidates that applied for it. There are also some templates for conducting interviews in order to assess the aspects defined in the job offer. An average of the different scores obtained in each of the sections to be assessed is obtained. Each candidate score in each of the different sections is specified in the selection processes carried out by FIISC. There is also a standard question guide that is offered to the selection committee.	When possible, a brief section will be included indicating the prospects for professional development in the job position. The existing guide for the selection commission will be revised, contemplating the need to assess qualitative criteria established by the OTM-R principles.
16. Judging merit (Code)	+/-	The FIISC has a telematic tool through which the researchers responsible for each contract can adapt the job offer to the requirements they need. There is a data template to that purpose.	Work will be done on the general implementation of OTM-R principles in the recruitment and selection procedures as indicated in previous points.

		All possible aspects to be assessed are included and the PI is in charge of deciding what is assessed and what score is given to each of the sections. Among the merits that are valued in the job offers, there are both scientific merits and other skills and knowledge acquired by the candidates and that are consistent with the job position offer.	
17. Variations in the chronological order of CVs (Code)	+/-	Job offers published by the FIISC include the demanded requirements applicants must fulfill as well as the merits and knowledge that will be assessed.	Job offer preparation templates will include that the assessment of candidates should focus on their global trajectory, regardless interruptions in their professional career.
18. Recognition of mobility experience (Code)	+/-	Job offers published by FIISC include the demanded requirements applicants must fulfill as well as the merits and knowledge that will be assessed. Mobility experience in foreign centers is valued as a merit in most of the published job offers.	Stays abroad, intersectorial mobility, and other aspects related to the mobility of research staff will be included in the job offer templates as positive valuable contributions.
19. Recognition of qualifications (Code)	+/-	Candidates are required to have a validated qualification in the offers published by FIISC.	As far as possible, recognition of foreign qualifications should be included, at least in those referring to the european area under the framework of EURAXESS.
20. Seniority (Code)	+/-	Job offers published by FIISC do not establish time barriers for obtaining the degrees.	Job offer preparation templates will require generic field of knowledge instead of specific degrees. Time restrictions for obtainign the requiered qualifications wil be excluded.

21. Postdoctoral appointments (Code)	-/-	Job offers for postdoctoral contracts are usually steered by the Canary Islands Health Service (Regional Government), instead of by the Institute, in order to promote their stabilization and professional career development.	Job offers for postdoctoral staff will be disseminated through EURAXESS in order to attract a greater number of candidates for this type of position. The implementation of mechanisms for the identification and support of those professionals who may be likely to attend for their subsequent promotion to senior researchers will be valued, aligned with the strategic lines within the framework of those established by the Canary Islands Health Service in each moment.
Working Conditions and Social Security			
22. Recognition of the profession	+/-	FIISC professionals are recognized regardless of their category and responsibility.	Joint work will be carried out with the Canary Islands Health regarding equalization and stabilisation of FIISC staff, as well as the recognition of the research activity to all professional profiles.
23. Research environment	-/+	FIISC researchers carry out their activity in the different hospitals in the Canary Islands region. Funds for research projects are manage through the FIISC and personnel assigned to these projects and management personnel of the Foundation are hired. An explanatory document on research support structures available to Institute researchers is being prepared. There is a Mentoring Plan for Emerging Groups that allows groups led by young researchers to be mentored by PIs with more experience. Work must be done on the dissemination and	The descriptive document of the different research support services will be concluded and disseminated. The Mentoring Plan for Emerging Groups will be disseminated and implemented with the aim of promoting research groups led by young researchers. Dissemination of information for the different professionals part of FIISC will be improved through a new web page, among other actions.

		awareness of this document among all research staff. FIISC carries out an intramural call for grants to finance research, development and innovation projects focused on the health needs of the population of the Canary Islands and the re is also a specific calls for nursing research projects. FIISC provides information on national and european, both public and private, competitive calls and funding opportunities .	
24. Working conditions	+/-	FIISC has iniciatives to promote work-family conciliation of the research staff, as established in the applicable collective agreements and also in the Equality Plan of the institution. FIISC researchers work in different centers and in hospitals in the Canary Islands Region where they conduct their research projects.	In coordination with the Regional Government, efforts will be made to increase spaces available by FIISC for the implementation of structures and services to support research , as well as the implementation of common areas for researchers (meeting rooms and rooms for seminars and conferences)
25. Stability and permanence of employment	+/-	FIISC as a public entity is subject to legal regulations of public institutions in terms of contracting and expenses control, including the limitation in the generation of contracts and their indefinite nature.	Work will be carried out jointly with the regional and national administrations in order to include professional career elements aligned with European policies and with the new national laws approved by the Government of Spain.

		National calls focused on Human Resources allow to finance staff contracts for specific research projects. There is neither stabilization process for research staff nor professional career progression as it is the responsibility of the Regional Government.	
26. Funding and salaries	-/-	There are no salary tables based on the different positions of responsibility and categories of researchers. The classification by profiles R1, R2, R3 and R4 of the research staff is being defined. Salary tables established in the different agreements and regulations are applied.	Researchers will be classified according to the categories established by EURAXESS (R1, R2, R3 and R4). Salary tables will be established and their implementation will be planned within the framework of the regulations established by the Regional Government.
27. Gender balance	+/+	FIISC has an Equality Plan as well as a protocol for cases of harassment, prevention of labour risks and improvement of health and safety conditions.	
28. Career development	-/-	There is no professional career elements as it is the responsibility of the Regional Government. There is a Mentoring Plan for Emerging Groups that establishes activities for mentoring of young researchers. A Training Plan has been drawn up to meet the specific needs of the FIISC professionals.	Further work will be carried out jointly with the regional and national administrations with the aim of introducing career development elements. The mentoring plan for emerging groups and young researchers will be implemented and disseminated. FIISC Training Plan will be implemented and disseminated
29. Value of mobility	+/-	FIISC positively values the mobility of its professionals.	Accredited stays abroad and in other national research centres will be included as a positive

			aspectIt will be included as a positive aspect in the recruitment and selection procedures.
30. Access to career advice	-/-	There are no internal procedures for job search and professional advice.	Development of specific internal mentoring plans for job search of FIISC staff will be valued.
31. Intellectual Property Rights	-/+	FIISC has regulations on industrial and intellectual property that includes the results transfer procedure (communication of results or ideas, evaluation of the idea, definition of the protection type, support for the development of results and transfer of results).	FIISC's industrial and intellectual policy regulations will be implemented and disseminated. This policy will be included in the Staff Welcome Manual that will be designed and implemented at FIISC.
32. Co-authorship	-/+	FIISC has developed a signature policy for IISC research staff that defines how scientific papers are published by FIISC researchers, including aspects of co-authorship. This policy is included in the Code of Good Scientific Practices. Work must be done on the dissemination and awareness of this document among all research staff.	The Code of Good Scientific Practices will be disseminated to expand the knowledge of researchers on how to collect co-authorships and the correct use of affiliation. The Code will be periodically reviewed and adapted to meet the needs of researchers
33. Teaching	+/-	The FIISC has developed a specific Research Training Plan that includes the training needs of the institution's research and management staff. Work must be done on the dissemination and awareness of this document among all research staff.	The FIISC Formation Plan will be implemented. Annually, a survey will be carried out to collect the training needs of the institution's research and management staff. The plan will contain a description of the different training activities that will be carried out and a schedule indicating their time distribution. Excessive course load will be avoided and it will be recognized for the purposes of assessing researchers with teaching activity.
34. Complains/ appeals	-/+	There is no a specific mailbox or similar system for researchers to submit their complaints.	The creation of the figure of the researcher's defender will be valued, which could

		FIISC has a generic contact form on the web. The Quality Plan includes, among the actions to be developed, the identification of areas for improvement (non-conformities, improvement actions, etc.).	correspond to a delegate of the employees' Works Council. The creation of a Suggestions / Complaints Box will also be valued so that claims can be made by the research staff. The Institution's Quality Plan will be disseminated.
35. Participation in decision-making bodies	-/-	At the moment, FIISC research staff is not fully represented in the governing bodies of the Institute. There are representatives in the Personnel Selection Committee in which the PI and members of the team participate when it is considered appropriate, and there is representation of the research staff in the Negotiating Commission of the Equality Plan of the FIISC.	The composition of the different governing bodies and committees of the FIISC will be updated in accordance with the requirements established by the main funding agency for health research at the national level (Carlos III Health Institute), guaranteeing the participation of the different categories of research personnel. FIISC researchers in training will be integrated into the Internal Scientific Committee that is going to be constituted.
Training and Development			
36. Relation with supervisors	-/+	FIISC has a Mentoring Plan for Emerging Groups that includes tutoring actions and evaluation of the results of the research staff.	The Mentoring Plan for Emerging Groups will be disseminated and implemented including tutoring actions for young researchers. An evaluation system for research staff will also be implemented.
37. Supervision and managerial duties	+/-	FIISC has research staff with wide experience but who do not, in general, carry out advisory activities for the research staff under their supervision.	Mentoring actions for researchers will be implemented.

			Two Scientific Committees will be set up, one Internal and other External, in orden to to generate recommendations for improvements at scientific and management level.
38. Continuing Professional Development	-/+	FIISC has a Specific Training Plan whith different training activities for research and management staff.	The FIISC's annual Training Plan will be implemented, disseminated and periodically updated.
39. Access to research training and continuous development	-/+	FIISC has a Specific Training Plan with different training activities for research and management staff.	After the implementation and dissemination of the FIISC Training Plan, at the end of each year, a questionnaire will be made to the research and management staff with the aim of finding out the specific needs in terms of training and updating the training offer.
40. Supervision	-/-	FIISC has researchers with great experience and many developed research projects. Also it has young researchers who are starting out in research activity.	A Staff Welcome Handbook will be created for the newly incorporated personnel in the FIISC. The Mentoring Plan for Emerging Groups and young researchers will be implemented and disseminated.