HRS4R ACTION PLAN. FOLLOW-UP STATUS

Proposed actions	GAP Principle(s)	Timing	Responsible Unit	Indicator(s) / Target	Current Status	Remarks
Action 1. DEVELOPMENT AND IMPLEMENTATION OF A COOPERATIVE SCIENCE PROJECT. The research groups of the FIISC will collect their scientific priorities, both horizontal and transversal, so that there is an orientation with respect to the scientific objectives to be prioritized in the coming years. It will be reviewed and reformulated, if necessary, every two years.	**C&C**: 1, 3, 4, 22	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2)	General Coordinator & HR Division	1. Cooperative Science Project developed and disseminated. 2. Number of revisions carried out (at least one revision every two years).	IN PROGRESS	By virtue of the proposed action plan, and related to the principles of Freedom of Research, Professional Responsibility and Professional Attitude, it was proposed to carry out the development and implementation of a Cooperative Scientific Project. Regarding this proposed action, it should be noted that throughout 2024 the preparation of the Scientific Plan (document in which the objectives and common scientific lines of the scientific activity of the Plan are defined) will be concluded. The main objective is to carry out a scientifically competitive and translational research of great quality. This document will serve as a roadmap to generate new knowledge that will finally be implemented in the healthcare practice of health service. A series of coordinated scientific actions will be determined, which in turn will favour the development and empowerment of the research groups involved in them, ensuring the optimization of resources through common services, generating added value to the Institute's research and contributing to the consolidation of the IISC brand at a national and international level. The preparation of the Scientific Project involves the collaborative involvement of all the research groups that are part of the IISC and will be reviewed and endorsed by the advisory bodies (Internal Scientific Committee and External Scientific Committee).

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Action 2. IMPLEMENTATION AND MONITORING OF THE STRATEGIC PLAN. The implementation of the recently developed FIISC Strategic Plan will be carried out and reviewed annually to ensure its alignment with the interests of researchers	**C&C**: 4, 9, 23, 24, 35	Year 1 (Q1, Q4) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Research Unit & Evaluation Service	1. Strategic Plan implemented and disseminated. 2. Number of reviews carried out and monitoring of the Plan (at least 1 per year).	IN PROGRESS	The entity has a Strategic Plan for the period 2021-2025, related, among others, to the principles of "Professional Attitude", "Commitment to Society" and "Work Environment". During this period, work has been carried out internally on its implementation. The Strategic Plan has 4 lines of action: Axis 1 (Organization and Structure), Axis 2 (Quality and Scientific Development), Axis 3 (Innovation) and Axis 4 (Internationalization). This information has also been shown in the scientific report of the entity. Until December 2023, mainly those plans related to the accreditation of the IISC by the Central Government have been developed, regardless of the partial progress in most of the rest of the plans. In particular, the preparation of first versions of the following documents stands out: • Integration and Collaboration Plan. Definition of collaboration systems at a scientific level between Universities and the Health Service. • Communication Plan. Definition of both external and internal communication systems. Training Plan. Establishment of the form of implementation in the entity of a training program that favors the development of R&D&i projects. • Quality and Improvement Plan. Definition and implementation of procedures related to obtaining and maintaining certification as a Health Research Institute. • Open Science Plan. Promotion of open science criteria at the Institute. • Guardianship Plan for emerging groups. Promotion of the development of young researchers. • HR Plan. Integration of the HRS4R Action Plan into the entity's strategy. • Transfer and Translation Plan. Promotion of the translation of R&D&i results to the productive sector

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						and/or clinical practice. These plans are currently in the process of being reviewed by the Regional Government and will be made public throughout 2024, with effective development beginning in that period, although many of the actions they contain are already underway. Among the dissemination events, the islands of Gran Canaria and Tenerife will dedicate some days to present the Institute and the plans to be implemented.
Action 3. DISSEMINATION PLAN OF THE MAIN DOCUMENTS AND GUIDES OF THE FIISC. Work will be carried out on the dissemination of the main documents recently drawn up by the Institute: manual of good scientific practices, signature policy, regulations drawn up on the transfer of results, open science plan, emerging groups mentoring plan and equality plan. This dissemination will be carried out on a biannual basis through the appropriate communication channels: webinars, specific conferences, etc.	**C&C:** 1, 2, 3, 5, 6, 8, 23, 27, 31, 32	Year 1 (Q1, Q3) Year 2 (Q1, Q3) Year 3 (Q1, Q3) Year 4 (Q1, Q3) Year 5 (Q1, Q3)	General Coordinator Management Division	1. FIISC plans and documents disseminated biannually to all staff through various communication channels. 2. Number of plan reviews carried out (at least once every two years).	IN PROGRESS	The FIISC has prepared various operational documents, both management and scientific: a manual of good practices, signature policies, regulations on the transfer of results, an open science plan, a plan for the protection of emerging groups and an equality plan. The dissemination of the various existing documents will be increased through the existing communication channels and through the holding of specific conferences on the islands of Gran Canaria and Tenerife.

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Action 4. IMPLEMENTATION AND MONITORING OF THE TRAINING PLAN. The Institute's Training Plan will be implemented. An annual training needs survey will be carried out, which will serve as a basis for the annual updating and planning of training activities.	**C&C:** 5, 7, 33, 38, 39	Year 1 (Q1, Q4) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Research Unit HR Division	1. Training plan implemented and disseminated to all staff. 2. Annual reviews carried out.	IN PROGRESS	During this initial period of the implementation of the HRS4R Strategy, the entity has worked to develop the internal procedures to formalize a Training Plan at the Institute. In relation to these actions, various training activities have been carried out for the institution's professionals: • Law and Research Conferences. Canary Islands Health Service and Health Research Institute of the Canary Islands. February 24 and 25, 2023. • Conference "Generating Value with Health Research". Canary Islands Health Research Institute Foundation. December 1 and 2, 2023. On the other hand, the entity has given courses in the field of data protection and cybersecurity aimed at the institution's professionals. In this regard, it is worth mentioning that there is a Cybersecurity Awareness and Training Plan prepared at the beginning of 2024 for the entity's structural personnel, whose main objective is to offer training content regarding the information security of the organization itself and has various modules focused on the National Security Scheme. The training plan will be expanded with technical activities, based on the needs felt by the researchers. Access to research personnel on the islands of Gran Canaria and Tenerife will be guaranteed, either through online formats or through the holding of activities in both locations.
Action 5. DEVELOPMENT OF A WELCOME MANUAL FOR NEW RECRUITS. A welcome manual will be developed that will cover the main aspects to be	**C&C:** 5, 7, 10, 23, 24, 34, 35, 40	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q1, Q2, Q3, Q4)	HR Division	1. Welcome manual prepared and approved. 2. Welcome manual disseminated.	COMPLETED	The FIISC has worked on the development of a Welcome Manual aimed at new personnel. This Manual provides a brief introduction to the Institute and provides information of interest to the personnel at the organizational and labour management level. It also provides information on the main accreditations held by the entity.

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considered in the day-to-day work of the FIISC staff. It will include information on research support structures and services. Reference will be made to the different documents and plans of the FIISC, such as the manual of good scientific practices and the open science plan, among others. Information will also be included on the administrative procedures to be carried out and the communication channels available to them. Information will be included on the FIISC environment for the better adaptation of international research staff. The researcher defender figure will be implemented at FIISC.				3. Dissemination of the welcome manual to 100% of new researchers.		A regular review of the manual and its level of implementation will be carried out.
Action 6. PLAN FOR THE DISSEMINATION OF SCIENTIFIC ACTIVITY. Scientific reports will be produced annually with the main indicators of the Institute's R&D&I activity. A new website will be developed that will include more information on the Institute's activities and	**C&C:** 5, 7, 8, 11, 23, 28	Year 1 (Q1, Q2, Q3,Q4) Year 2 (Q1, Q2, Q3,Q4) Year 3 (Q1, Q2, Q3,Q4) Year 4 (Q1, Q2, Q3,Q4) Year 5 (Q1, Q2, Q3,Q4	General Coordinator Evaluation Service	1. Annual scientific report. 2. Updated web page. 3. Social media profiles created. 4. Number of annual publications made on social media profiles.	IN PROGRESS	On the one hand, the FIISC has worked on the preparation of the entity's annual scientific report. It is a document that includes the global activity in the field of research, first making a description of the institution and the main organizational aspects and then a description of the projects, clinical trials and personnel available. In 2022, the Annual Scientific Report was published, which was sent to all the personnel of the entity, and which includes the main indicators of scientific activity developed throughout the year.

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results. In addition, a profile will be created in the main widely used social networks, in which the main research results, the most important scientific publications and job offers for researchers, among other things, will be disseminated.						Currently, the FIISC is in the process of preparing the Scientific Report for the year 2023, which will also be sent to the entity's personnel for their knowledge. On the other hand, the FIISC has a news portal on the institution's website in which the main results obtained in competitive calls are disseminated, as well as other information of interest at a scientific and institutional level. https://fciisc.org/index.php/noticias The dissemination of scientific reports will be promoted, and a dissemination system will be established (e.g. periodic newsletter) in order to increase knowledge on the activity of research groups, developed fields, active projects, etc. The website will be adapted throughout the next period of the action plan to increase the scientific content more typical of the Institute.
Action 7. IMPLEMENTATION AND MONITORING OF THE COMMUNICATION PLAN. A specific working group will be developed for the Institute's Communication Area. Meetings with patient associations and other key non-scientific actors will be promoted. Visits will be made by researchers to schools and educational centres to promote scientific dissemination and the communication of scientific results in regional and national media will be promoted.	**C&C:** 9	Year 1 (Q1, Q2, Q3) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	General Coordinator Research Unit Evaluation Service	1. Communication Group set up. 2. Number of meetings held with patient associations and other stakeholders. 3. Number of articles published in the media. 4. Number of visits made to educational centres.	IN PROGRESS	In relation to the field of communication, it is worth mentioning that the FIISC has worked on the implementation of a specific form to collect the different initiatives of scientific dissemination and citizen participation in science promoted and/or with the participation of professionals of the entity. In this way, a form has been proposed that contains a series of key aspects that allow to have an institutional repository of the different scientific dissemination activities carried out, with the aim of giving them greater visibility and that they can also be disseminated in the annual report of the entity. As mentioned above, internal communication will be enhanced through the holding of specific scientific conferences of the institute and periodic presentation of the groups that make it up and the activity they carry out.

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Action 8. DEVELOPMENT OF A SYSTEM OF REGULAR EVALUATION OF RESEARCHERS. A periodic evaluation system will be developed on the basis of evaluation criteria and mechanisms to evaluate the FIISC research groups as well as all the Institute's staff.	**C&C:** 1, 11, 22, 23	Year 3 (Q1, Q2, Q3, Q4) Year 4 (Q4) Year 5 (Q4)	HR Division	1. Evaluation system defined and approved. 2. Annual evaluation of the research groups carried out. 3. Periodic evaluation of the performance of researchers.	IN PROGRESS	This action is scheduled to begin during the second half of this year 2024, coinciding with the initial schedule.
Action 9. INTERNAL PROMOTION AND CAREER DEVELOPMENT PLAN. Work will be done on the development and approval of a single collective agreement for all FIISC staff. On the other hand, meetings will be held with the Autonomous Government with the aim of establishing agreements on the stabilization of R&D&I research personnel.	**C&C:** 5, 22, 25, 26, 30	Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q1, Q2, Q3, Q4) Year 4 (Q1, Q2, Q3, Q4) Year 5 (Q1, Q2, Q3, Q4)	General Coordinator HR Division	1. Collective agreement approved and implemented. 2. Number of meetings held with the Regional Government on the stabilization of R&D&I personnel.	IN PROGRESS	The FIISC is working on the development of a new collective agreement for the entity's personnel. In this sense, the entity's labour relations framework is currently relatively complex, which requires analysis and development of a collective framework that involves all personnel with the different existing contractual characteristics. This way, the Human Resources Division has promoted the formalization of a negotiation process through two channels: 1) Formalization of a negotiating table of the first FIISC Collective Agreement on 17/03/2022. 2) Creation of a parallel table called "Collective Agreements Table" also on 17/03/2022. The initial objective was to facilitate the negotiation process in two ways, in order to homogenize the different situations and have a specific sanctioning regime. In relation to the meetings held, there have been different informal meetings and two specific meetings held on 17/03/2022 and 06/03/2023.

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						It is also worth mentioning that on 29/02/2023, an agreement was reached for the recovery of the reduced amounts in accordance with Law 11/2010 of December 30, which has allowed the people affected at the time by this salary reduction to have recovered 5% of their wage bill. On the other hand, in December 2023, a new meeting was held with the worker's representatives to analyze the situation and in order to promote collective bargaining. Currently, there is an awaiting to receive a draft from them where they indicate the strategic points in their negotiation. Finally, they have also been asked to activate the renewal of the FIISC's II Equality Plan. In April 2024, the proposal was received by the worker's representatives and a first meeting was held to finalise a work agenda that aims to lay the foundations for a collective agreement throughout 2024.
Action 10. UPDATING PROCUREMENT PROCEDURES TO OTM-R PRINCIPLES. The current FIISC templates for the preparation of job offers will be updated, expressly indicating that the criteria established in the OTM-R policy (stays in private centres, stays in international centres, mobility on the part of researchers, changes of sector, etc.) must be positively valued. A standardized model will	**C&C:** 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 28, 30	Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q1, Q2, Q3, Q4) Year 4 (Q4) Year 5 (Q4)	HR Division Evaluation Service	1. Number of procedures updated to include OTM-R principles. 2. Number of reviews conducted to ensure their effectiveness (at least one comprehensive annual review). 3. Standardized template for the publication of tenders in	IN PROGRESS	The FIISC has an OTM-R Policy that will be reviewed on an annual basis. Work has been done to update the templates for the publication of job offers, including OTM-R criteria. In this regard, specific instructions have also been drawn up for research personnel on the criteria to be taken into account in the preparation of vacancies and in the evaluation of applications, and a specific template is available to facilitate the publication of job vacancies through Euraxess. New comments should be made on the changes introduced in the contracting procedures according to the OTM-R principles for a better understanding by researchers.

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also be developed for the publication of job offers in English, through the Euraxess portal, with the aim of increasing internationalization.				English. 4. Number of tenders published in Euraxess.		
Action 11. MENTORING PLAN. A mentoring programme for young researchers will be implemented in which senior researchers will act as mentors. A procedure will be developed to formally record this mentoring process.	**C&C:** 30, 33, 36, 37	Year 2 (Q1, Q2, Q3, Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	Research Unit	1. Mentoring plan drawn up and implemented. 2. Number of reviews of the plan (at least once a year). 3. Number of mentoring reports drawn up by the heads of research groups.	IN PROGRESS	In this area, the FIISC has worked on the development of a tutoring procedure aimed at promoting the mentoring work of senior research personnel to new research personnel (in training). It is a procedure in which the main advances made by the novel researcher are collected and recommendations for improvement are made by the senior researcher. In addition, it has been proposed to carry out a support procedure for junior research personnel with the aim of providing them with scientific-technical support that will help promote the development of research projects. This way, there is a proposal to carry out different trainings covering the following fields: Keys for the preparation of projects within the framework of the AES-ISCIII, Basic aspects for the inclusion of the DORA criteria, Keys for the preparation of the CVA and CVN, Integration of the gender perspective and dimension in research, Citizen participation in research projects and Keys for the preparation of data management plans. These specific training actions related to the mentoring of researchers will be an integral part of the training plan mentioned in other actions.

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Action 12. CREATION OF THE INTERNAL SCIENTIFIC COMMITTEE AND EXTERNAL SCIENTIFIC COMMITTEE. The Internal Scientific Committee of the FIISC will be constituted on the basis of the criteria established by the main funding agency for health research at state level, guaranteeing the participation of the different categories of research personnel. An External Scientific Committee will be set up to advise the FIISC and review scientific activity.	**C&C:** 11	Year 1 (Q1, Q2, Q3, Q4) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	General Coordinator	1. Internal Scientific Committee established. 2. Number of meetings per year (Internal Scientific Committee). 3. External Scientific Committee established. 4. Number of meetings per year (External Scientific Committee).	IN PROGRESS	On the part of the FIISC, work is being carried out in coordination with the Regional Government (Canary Islands Health Service) on the creation and implementation of the Internal Scientific Committee and External Scientific Committee of the Canary Islands Health Research Institute (IISC: Instituto de Investigación Sanitaria de Canarias) in line with the criteria required by the ISCIII. In this regard, the inclusion of these two advisory bodies in its Statutes has recently been approved. External Scientific Committee. It is the main advisory body of the Fundación Canaria IISC and is responsible for ensuring the quality of the scientific activity carried out within the framework of the Institute. It will be made up of personnel from outside the entities that make up the Institute, as well as from outside the autonomous community of the Canary Islands. It is an Independent Committee and all its members will be scientific personnel of international relevance and prestige, with extensive experience and knowledge of the research areas prioritized at the IISC. The appointment of its members will take place throughout 2024. The composition will follow gender equality criteria, trying to maintain a correct balance between women and men. Internal Scientific Committee. Consultative body of the Scientific Directorate of the Fundación Canaria IISC in all scientific matters of its own and in the planning of scientific research. It will be responsible for ensuring the coherence and continuity of the prioritised research areas, monitoring the Institute's activities, proposing the annual objectives and the activity plan it develops, as well as preparing reports on scientific projects. It will be the body for the participation of research areas and groups in the scientific governance of the Institute.

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Action 13. DISSEMINATION PLAN OF THE HUMAN RESOURCES STRATEGY FOR THE FIISC RESEARCH STAFF. Specific actions will be carried out to disseminate the human resources strategy. To this end, specific annual conferences will be held to indicate the progress achieved in the action plan. A specific annual survey will also be carried out to assess the knowledge and satisfaction of FIISC staff with regard to the progress achieved. There will also be an annual review of the OTM-R policy developed.	**C&C:** 8, 12, 23	Year 1 (Q4) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	HR Division	1. Annual review of the HRS4R Action Plan. 2. Number of events to disseminate the progress of the action plan. 3. Annual satisfaction survey carried out. 4. Annual review of OTM-R policy.	IN PROGRESS	The main actions carried out within the framework of the HRS4R action plan will be disseminated. Annual conferences will be held to publicize the main advances and to show the importance of this recognition in the entity. These conferences could be specific or coincide with the aforementioned scientific conferences of the Institute in which other contents will be shown (report of activities and global results of the institute, proposal of transversal projects, etc.).