

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: **2021ES590430**

Name Organisation under review: **INSTITUTO DE INVESTIGACIÓN SANITARIA DEL PRINCIPADO DE ASTURIAS (ISPA)**

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4², as well as appoint a Committee (Steering Committee) overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position (Steering Committee: SC; Working group: WG)	Management line/ Department
Victoria Álvarez Martínez	Scientific Director (SC)	Scientific Direction
Mario Fernández Fraga	Scientific Deputy Director (SC)	Scientific Direction
Guillermo Muñiz Albaiceta	Training and HR Deputy Director (SC)	Scientific Direction

¹ The term 'Human Resources' is used **in the largest possible sense**, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.

² For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Faustino Blanco González	Managing Director (SC)	Management Direction & Training Committee
René Rodríguez González	Team leader (R4) (WG and SC)	Sarcomas and Experimental Therapeutics Group
Juana María García Pedrero	Senior Researcher (R3) (WG and SC)	Head and Neck Oncology Group
Sara Panizo García	Senior Researcher (R3) (WG and SC)	Bone Metabolism Group
Beatriz Suárez Álvarez	Team Leader (R4) (WG)	Translational Immunology group & gender balance & equality commission
Helena Gil Peña	Team Leader (R4) (WG)	Pediatrics & quality committee
Agustín Fernández Fernández	Senior Researcher (R3) (WG)	Epigenetics research group & open science commission
Mónica Álvarez Fernández	Postdoctoral researcher (R3) (WG)	Head and Neck Oncology Group & Communication and Public Engagement
Cristina Martín Martín	Laboratory manager (R2) (WG)	Flow Cytometry Core Facilities
Pablo Santamarina Ojeda	Predoctoral researcher (R1) (WG)	Epigenetics research group
Andrea Castaño Martínez (from January 2021 to February 2021)	Administrative Staff (WG)	Human Resources Office
Lucía Fernández Ortiz (from February 2021 onwards)	Administrative Staff (WG and OC)	Human Resources Office
Roberto Fernández Pérez	Administrative Staff (WG and OC)	Scientific Direction Office

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Groups R1-R4	<ul style="list-style-type: none"> - A survey was conducted to evaluate the opinion of ISPA research staff on the topics included in C&C. - The results of the gap analysis were exposed to all ISPA staff and draft was published in the institutional web open to receive input from ISPA staff - The working group that prepared the gap analysis included representatives of all groups (R1-R4) 	<ul style="list-style-type: none"> - Identification of the topics that ISPA staff identify as more deficiently implemented - Input from research staff regarding deficiencies in topics covered by the C&C.
Management staff	<ul style="list-style-type: none"> - A survey was conducted to evaluate the opinion of ISPA research staff on the topics included in C&C. <p>https://es.surveymonkey.com/r/GDLVS55</p> <p>https://www.ispasturias.es/wp-content/uploads/2022/01/Encuesta-HRS4R-traducida.pdf</p> <ul style="list-style-type: none"> - The results of the gap analysis were exposed to all ISPA staff and draft was published in the institutional web open to receive input from ISPA staff - The working group that prepared the gap analysis included representatives of management staff 	<ul style="list-style-type: none"> -Identification of the topics that ISPA staff identify as more deficiently implemented - Input from management staff regarding deficiencies in topics covered by the C&C.
Management and Scientific direction	<ul style="list-style-type: none"> - The process to get HRS4R award was launched at the initiative of the scientific and management Directions of ISPA - Management and Scientific Directions were part of Commission Overseeing the process 	<ul style="list-style-type: none"> - Input from Management and Scientific Directions on the initiatives that can be suggested to improve the adherence of the institution to C&C principles.

	- All committees / units involved in the development of the agreed action plan confirmed their willingness to implement the proposed actions.	
Making decision bodies	<ul style="list-style-type: none"> - The internal scientific committee and the governing council of ISPA approved the composition of the working group in charge of the elaboration of the documents needed for the application for the HRS4R award. - The internal scientific committee and the governing council of ISPA reviewed, discussed and approved the documents needed for the application for the HRS4R award. 	- Approval of the documents needed for the application for the HRS4R award.

Please describe how was appointed the Steering Committee overseeing the process:

The scientific and Managing directors began the process by entrusting the coordinator of the working group to constitute a working group that included researchers from all groups (R1-R4) as well as technical and management staff. The constitution of this working group was approved as detailed below. In addition, both directorates approved that the Steering Committee be made up of several members of the working group supported by the Scientific Director, the Scientific Deputy Director, the Training and HR Deputy Director and the Managing Director.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

Free text 200 words maximum

The coordinator of the working group, a researcher who has become a group leader after completing a tenure track program associated with a national Call, was appointed by the scientific and management directors with the task of designing a working group composed of researchers from all groups (R1-R4), including members of other relevant commissions of the Center, as well as technical and management staff. The initial composition of this group was approved by the internal scientific committee and the scientific direction on January 28th, 2021 and by the governing council of ISPA on March 30th, 2021. Last modification of the working group composition was approved on January 11th, 2022.