TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. [1] These will typically include the Director of Scientific 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 R4[2], as well as appoint a 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	Management line/ Department
Deborah Jane Burks	Director	Management
Rosa Farrás Rivera	Group Leader	Oncogenic Signalling Laboratory
Pietro Fazzari	Group Leader	Cortical Circuits in Health and Disease Laboratory
Magdalena Villarroya Grau	Researcher	Research Support Office
Esther Giraldo Reboloso	Postdoctoral Researcher	Neuronal and Tissue Regeneration
Sonia Vicente Ruiz Salvador	Predoctoral Researcher	Polymer Therapeutics Laboratory
Luis Antonio Castillo Sanz	Financial Manager	Financial department

Óscar David Sánchez Jiménez	TTO Manager	Tech Transfer Office
Ana Rodrigo Williamson	Human Resources Manager	Human Resources department

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4[3], as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*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.*

For a description of R1-R4, see
https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors

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

*Stakeholder group	*Consultation format	Outcomes
Predoctoral researchers (R1)	Survey Predoc community meetings	An online survey was used to gather knowledge and perception of the Charter and Codes principles among R1 to R4 researchers. Several group meetings of predoctoral students were then organized to assess and discuss results of the survey. Gaps were identified by this sector including the need for a system to monitor progress in doctoral thesis projects, development of more formal mentoring mechanisms for predocs, promotion of international mobility, and adequate maintenance of the centre's infrastructure. Appropriate measures will be taken to solve the mentioned gaps.
Postdoctoral researchers (R2)	Survey Postdoc Community meetings	Feedback from the postdoctoral researchers' meetings indicated several institutional gaps including the need for mentoring and career advice. The creation of a mentoring and career development committee was suggested.
Researchers (R3)	Survey R3 Community	Analysis of survey results at R3 meetings suggested the need for the development of a system for periodic review of track progress in order to guide and improve the

	meetings	careers of early-stage investigators. The creation of a mentoring and career development committee was also suggested, as well as institutional support for participation in congresses and international collaborations.
Group Leaders (R4)	Survey R4 Community meetings	Discussion from R4 group leaders stressed the need for development of a defined research track system and an evaluation system for periodic review of career progress. Mechanisms for providing feedback and appraisal between supervisors/mentors and researchers (predocs and postdocs) should be established as well as mechanisms to foster international mobility.

Please describe how was appointed the Committee overseeing the process:

The Committee was appointed to involve representatives of scientific general management of the CIPF in the development and implementation of the HRS4R process.

The members of the HRS4R Steering Committee include:

-Director: Dr. Deborah J. Burks

-Financial manager: Luis Antonio Castillo Sanz

-Tech Transfer office: Óscar David Sánchez Jiménez

-HR department: Ana Rodrigo Williamson

The Committee produced a first draft of the Gap Analysis, with identification of relevant legislation, analysis of current HR policies, and initial assessment of the degree of completion of each Principle and the OTM-R checklist. This draft was provided to the HRS4R Work Group for review and analysis, with the goal of obtaining feedback from the different researcher groups R1 to R4.

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

The HRS4R Work Group represents all levels of CIPF researchers (R1 to R4). The tasks of this committee include 1) gathering the opinions and comments of researchers as the basis of an internal analysis and 2) drafting the action plan for the implementation of the HRS4R at the CIPF. Data was collected from the CIPF's research community by the following means:

On-line survey: This questionnaire was based on the gap analysis template provided by the EC and was

designed to assess knowledge and perception of the 40 principles of the Charter & Code. The survey was completed by 50 people, 80,6 % of CIPF researchers (R1 to R4).

Community meetings: Each sector of the research tracks (R1 to R4) held meetings to discuss survey results, HR practices, and concerns specific their community. 12 principal researchers, 13 researchers, 10 postdoctoral researchers, 27 predoctoral researchers and 4 support staff participated in sectorial meetings.

The Work Group met regularly with the following objectives:

1) Kick-off meeting: Constitute committee and present the concept of HRS4R to the members.
2) Develop the contents of the online survey to be launched to the researchers of the CIPF.
3) Review the results of the survey and reach consensus about the priorities to be included in the Strategy and Action Plan.
4) Approve the documents to be sent to the European Commission.