

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

Process Description

Case number: 2021ES629342

Name Organisation under review: FISEVI International Projects Unit (OPI)

Organisation's contact details: Avda manuel siurot sn, edif lab 6ta pta, Seville, Spain, 41013

Date endorsement charter and code: 15/04/2021

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. 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 R4 , 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	Steering Committee	Working Group	Management line/ Department
José Cañon Campos	Managing Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Direction
Monica Cortés Olmo	Human Resources Unit Lead	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR Dpt

Name	Position	Steering Committee	Working Group	Management line/ Department
Eva Guerrero Quintero	Economic Resources Unit Lead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Dpt
Sophie Monteau	Project Management - International	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Management
Sabina Pérez	Results Evaluation Technician	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research center - Managing Direction
Enrique de Álava	Researcher Principal Investigator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Dpt (Oncohematology and Genetics)
Xavier d'Anglemont de Tassigny	Researcher Postdoctoral	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Dpt (Neurosciences)
María Herreras	Project Management - International Projects Technician	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Management
Rafael Fernández Chacón	Scientific Director - IBiS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research center- Scientific Direction
José Antonio Perea	Project Management - Core facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Facilities
Maria Coronel	Project Management - National	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Management
Carlos García	Project Management - Clinical Trials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Management
Elvira Cruces Vera	Technology Transfer Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Technology Transfer

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, 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 researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Researchers (R4-R3)	Anonymous survey, answered through GoogleDrive tool	89 answers
Researchers (R2-R1)	Anonymous survey, answered through GoogleDrive tool	22 answers
Other research staff	Anonymous survey, answered through GoogleDrive tool	45 answers

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

By the end of 2020, FISEVI approved the implementation of the EU Recommendation on Charter & Code for Researchers Recruitment. In March 2021, it has been decided to give a boost to the implementation of the HRS4R, so that the Direction appointed in April 2021 a technical committee, whose mission is to monitor, drive and prepare the documentation of each stage of the project on HRS4R FISEVI Strategy. FISEVI is a managing entity responsible to help drive smooth and efficient research projects development in Health and research centers of the province of Seville. The Institute of Biomedicine of Seville (IBiS) is one of the institutions managed by FISEVI, with a large number of researchers, therefore the HRS4R is being worked out in close cooperation with the IBiS Team.

The survey has been defined and implemented in May 2021, using the following methodology:

- Anonymous questionnaire survey, answered through GoogleDrive tool, targeting 650 researchers/technicians.
- The survey included an introduction explaining the HRS4R action and a questionnaire about the level of accomplishment of 40 principles Charter & Code. 11 questions were raised to obtain the profiles and 20 statements were raised based on the principles of the Charter and Code split into 4 sections: 1. Ethical and professional aspects; 2. Recruitment; 3. Working conditions; 4. Training.

The participants had to assess their degree of conformity and importance on a scale of 1 (minimum) to 5 (maximum). DK/DA option (Do not know/Do not answer) was not included, comments was to be indicated instead. A period of 21 days was established for their response, making a reminder weekly. A total of 156 participants answered the questionnaire, out of the 650 potential participants being the global participation rate of 24%. A descriptive analysis of the variables was performed.

Please describe how the Working Group doing the Gap Analysis was appointed:

A Team of 13 people has been involved in the initiation of the activities related to the implementation of HRS4R to design and evaluate the results of the survey, propose the GAP-analysis and develop the action plan. The team has been composed to cover all expertise areas and level of experience necessary to correctly assess the strategy from a managerial and scientific point of view: direction, human resources/project/technology transfer/economic management units as well as senior/junior researchers and research support technicians from the Institute of Biomedicine of Seville. Gender balance issue as also been taken into account when composing the working group.