

### **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.

## GAP Analysis (Charter and Code Checklist)

**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

## GAP Analysis overview

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. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

## 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

- **GAP** : In case of --, -/+, or +/-, please **indicate the actual “gap”** between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

## Status

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## Ethical and Professional Aspects

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## Status

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### 1. Research freedom

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	<p>Actual GAP: - FISEVI, as managing entity, is bound to ensure the completion of the Ethical principals and procedures in force at Research sites (Hospitals, Health Care Centers, Research center). No further restrictions, apart from those of financial nature, is imposed on Researchers Freedom. - Supervision and guidance of research freedom is subject to the research group PI.</p> <p>National/regional legislation or organisational regulation currently impeding implementation: Research lines are limited to the topics, budget and rules set by research funders and sponsors (H2020, MINECO, INTERREG, private research funding organizations, among others).</p>	<p>Already undertaken initiatives: - Internal procedures for Project Management (Dissemination of funding opportunities, Project proposals preparation; Project execution). - FISEVI Ethics Code. - Researchers are empowered to develop their research activity, acquire knowledge with the scientific method, and to spread off the results abiding by ethical standards. - There is no limitation to apply to any call or topic, and researchers involvement in any privately financed research is always voluntary. Suggestions for improvement: To complete the internal procedures with a "Note on Ethics and Good practices ", including general guidelines for research freedom and the limitations in research, prepared in collaboration with the PI and Scientific Responsible of the Health Care and Research centers as well as the Ethical review boards (the note shall be based on the "Guía de Calidad, Ética y Buenas Prácticas" of the Institute of Biomedicine of Seville).</p>

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## Status

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### 2. Ethical principles

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: - Professionals have insufficient knowledge of the functioning of the Ethics Committee, ethical and legal aspects. - Ethics requirements and existing Protocols are insufficiently accessible. National/regional legislation or organisational regulation: - Ley Orgánica 3/2018 de Protección de Datos Personales y garantía de los derechos digitales - Reglamento (UE) N° 536/2014, del Parlamento Europeo y del Consejo, de 16 de abril de 2014 sobre los ensayos clínicos de medicamentos de uso humano, y por el que se deroga la Directiva 2001/20/CE. - Real Decreto 1090/2015 de 4 de diciembre por el que se regulan los ensayos clínicos con medicamentos, los Comités de Ética de la Investigación con medicamentos y el Registro Español de Estudios Clínicos.</p>	<p>Already undertaken initiatives: - Ethics approval of the project required to before initiating any research activity (HR procedures: no job offer can be published without Ethics approval). - Dissemination of training opportunities on Ethics issues (training organized at Andalusian Network of Managing Foundation level). Suggestions for improvement: - To complete the internal procedures with a "Note on Ethics and Good practices" - To organize specific informative sessions related to Ethics issues for FISEVI professionals. - To promote the inscription to Good Practice Courses in clinical trials and animal testing (in particular accredited courses). - To elaborate a Welcome Package with information on the existing regulations and information on ethical standards and procedures applicable.</p>

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## Status

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### 3. Professional responsibility

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: - Management of the joint property of results from SAS/US/CSIC should be improved.	Already undertaken initiatives: - Technology Transfer Committee composed by representatives of IBiS/US/CSCIC and with representation of the Technology Transfer Unit of FISEVI as managing body of IBiS. - FISEVI promotes the use of the Biblioteca Virtual del Sistema Sanitario Público de Andalucía towards the appropriate use of information (The Virtual Library of the Andalusian Public Health System (BV-SSPA) offers a collection of subscribed and open access resources (databases, journals and books) for health professionals in order to obtain the best results in the fields healthcare, teaching, research and health management). - FISEVI offers methodological support that includes Guidance on Bibliographic Search techniques and Advice on the presentation of results for scientific dissemination, working towards the appropriate use of information and to avoid plagiarism. Suggestions for improvement: - To update the Technology Transfer Plan (under preparation). - To organize specific informative sessions related to the BV-SSPA. - To elaborate specific Procedure related to Methodological and Statistics Support Unit.

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## Status

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### 4. Professional attitude

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: Being FISEVI a management unit, FISEVI should better drive the communication of Strategic plans/objectives of the Health Service and Research Center.	Already undertaken initiatives: - Annual Action Plan. - Diffusion of scientific news generated by research groups. - The Project Management Unit of FISEVI supports and guides the scientific and economic monitoring of Research project, working in close contact and coordination with the researchers. Researchers are aware of the internal procedures and the interest to inform in real time any circumstances affecting their research project (delay, redefinition or completion, early termination or suspension for whatever reason). - FISEVI acts as link between funders and researchers, providing support for both. Suggestions for improvement: - Better access and diffusion of corporative documents. - Organization chart of personnel. Possible intranet with names, photos and functions, to locate our professionals. - Organization of an annual day to introduce the institution to new workers, where the existing objectives and measures are explained. - Design a solid Communication Plan (phase-2).

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## Status

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### 5. Contractual and legal obligations

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: Lack of efficient communication on contractual and legal obligation. Legislation: - Spain's legislation on Workers Regulations - Spain's law 14/2011 of Science, Technology and Innovation; - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo; - Specific rules and legislation set by research funders and sponsors (H2020, MINECO, INTERREG, private research funding organizations, etc - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations; - Law 3/2017, of June 27, of General State Budgets. Article 18 Salary Limit in the Public Business and Foundational Sector; - Ley 11/2020 de 30 de diciembre LPGE; - Ley 3/2020 de 28 de diciembre LPCJA.</p>	<p>Already undertaken initiatives: - Human Resources Procedures in FISEVI - Specific job advert section and registration system at the website. - The Project Management Unit of FISEVI supports and guides the scientific and economic monitoring of Research project, working in close contact and coordination with the researchers. - FISEVI offers support to researchers to deliver the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document (funding agreement). Suggestions for improvement: - Specific Training about contractual and legal requirements addressed to PI. - During the appointment and before the signature of the contract researchers should be informed about the national, sectoral or institutional regulations governing training and/or working conditions / Information to be included in the Welcome Package (foreseen to be available during the 1st semester 2022).</p>

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## Status

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### 6. Accountability

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: The requirements of the funding entities are increasing and changing for legal and economic fulfillment of projects. Legislation: Ley 19/2013, de 9 de diciembre, de Transparencia, Acceso a la Información Pública y Buen Gobierno Ley 1/1988, de 17 de marzo, de la Cámara de Cuentas de Andalucía. Reglamento de intervención de la junta de andalucía (La Intervención General de la Junta de Andalucía es el superior órgano de control interno y de contabilidad pública de la gestión económica de la Administración de la Junta de Andalucía, de sus entidades instrumentales y de las demás entidades incluidas en el artículo 5 del Texto Refundido de la Ley General de la Hacienda Pública de la Junta de Andalucía)</p>	<p>Already undertaken initiatives: - FISEVI is committed to transparency and make the information and documentation available to all interested parties on its website dedicated section. - Financial Management Procedure in FISEVI. - FISEVI adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research. - Specific Audit Procedure. - Financial annual Audit of FISEVI as “ente instrumental de la Junta de Andalucia”. - Annual report (Memorias anuales) is published every year with information about accountability, news, projects, etc - A specific web application for the economic management of research projects (Fundanet). - The Project Management Unit of FISEVI supports and guides the scientific and economic monitoring of Research project, working in close contact and coordination with the researchers. Suggestions for improvement: - Improve visibility and accessibility of FISEVI procedures. - Organize yearly short sessions to explain the procedures and their updates.</p>

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## Status

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### 7. Good practice in research

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: Lack of support related to Data protections issues, in particular for research project related to data management.	Already undertaken initiatives: - Safe working practices are monitored by the Prevention of occupational risks Unit. The unit offers advice, support and training services. In relation to the information related to Occupational Risk Prevention: the regulations, information on risks, emergencies, etc. that are applicable to FISEVI staff are posted on the Employee Portal. - FISEVI fully complies with the GDPR rules. - Data management/protection specialists are available upon request to assess project preparation and implementation. Suggestions for improvement: - Informative sessions (i.e. data protection and prevention of occupational hazards) for researchers and technicians. - Data protection and confidentiality protection requirements specific trainings are to be organized on a yearly basis. - Data protection and confidentiality protection requirements to be summarized in a specific annex of FISEVI procedures for Project Management (under preparation).

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## Status

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### 8. Dissemination, exploitation of results

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: Low knowledge on dissemination and exploitation of results regulations. Low presence of managers in scientific events, resulting in low support to help researchers driving dissemination &amp; exploitation issues.</p> <p>Legislation: - Specific rules and legislation set by research funders and sponsors (H2020, MINECO, INTERREG, private research funding organizations, etc</p>	<p>Already undertaken initiatives: - Technology Transfer Unit supports researchers to assess the results for research and knowledge and in knowledge transfer activities. - Training organized by the Technology Transfer Department. Suggestions for improvement: - Improve training activities regarding exploitation results. - Carry out outreach activities, i.e. participation in Science Week, Researchers night. Enhance collaboration with other agents in our environment. - Update the Technology Transfer Plan - Design a solid Communication Plan at FISEVI (phase-2).</p>

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### 9. Public engagement

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: - Development of an information policy on the scientific dissemination of results of research to society. - Improvement of Open Access policies.</p>	<p>Already undertaken initiatives: - FISEVI brings support to achieve funds to finance dissemination and communication activities. - When required, FISEVI brings support to achieve the corresponding authorization to perform the activities of dissemination to society at large.</p> <p>Suggestions for improvement: - Carry out outreach activities, eg participation in Science Week, Researchers night. - Design a solid Communication Plan at FISEVI (communication channels and social networks) (phase-2). - Specific training activities on scientific dissemination.</p>

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## Status

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### 10. Non discrimination

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<b>Implementation</b>	<b>GAP / Implementation impediments</b>	<b>Initiatives undertaken/new proposals</b>
++ fully implemented		Already undertaken initiatives: - FISEVI guarantees the equality regardless of gender, age, ethnic, national or social origin, religion, sexual orientation, language, disability, political opinions and social or economic status. - HR Dpt with specific time dedication. - Genden Balance Plan (about to be published). - FISEVI is sensitive to the inclusion of people with disabilities and all facilities are prepared. Suggestions for improvement: Possible improvements will be afforded in next revisions: dissemination of the Gender Balance Plan.

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### 11. Evaluation/ appraisal systems

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<b>Implementation</b>	<b>GAP / Implementation impediments</b>	<b>Initiatives undertaken/new proposals</b>
+/- almost but not fully i...	Actual GAP: FISEVI is involved in several initiatives in place for the assessment and evaluation of research activity at Hospitals levels ("Contrato Programa") and at Institute levels (yearly accreditation review). Nevertheless, FISEVI does not rely on a specific separate evaluation committee.	Already undertaken initiatives: - Internal HR procedures. - FISEVI has a proper individual evaluation and appraisal system for Management staff, that details the relationship between workers and supervisors (annual evaluation and objectives). - FISEVI research staff evaluation is under the responsibility of each PI. Suggestions for improvement: - Design of a Career Plan Support Document (competencies and skills). - To establish a specific Procedure for evaluation addressed to PI. - Organization of specific training on external accreditation issues.

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## Status

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**Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.**

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## 12. Recruitment

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: Lack of clear definition of roles and responsibilities for research level. Although FISEVI as internal recruitment procedures (selection, contract and incorporation), FISEVI does not have any written document on OTMR policy. Legislation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations. - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo	Already undertaken initiatives: - FISEVI Employment Website <a href="https://www.empleo.fisevi.es">https://www.empleo.fisevi.es</a> - Job adverts posted on EURAXESS (EU funded projects researcher positions mainly) Suggestions for improvement: - Prepare and communicate an informative document on OTM-R policy.

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## Status

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### 13. Recruitment (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	<p>Actual GAP: Although FISEVI has established recruitment procedures (selection, contract and incorporation), there is no OTM-R Policy. Legislation currently impeding implementation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations. - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo.</p>	<p>Already undertaken initiatives: - FISEVI Employment Website <a href="https://www.empleo.fisevi.es">https://www.empleo.fisevi.es</a> - Job adverts posted on EURAXESS (EU funded projects researcher positions mainly) Suggestions for improvement: - Prepare and communicate an informative document on OTM-R policy. - Preparation of a Code of Good Practices for Recruitment, from the detection of needs, recruitment and selection, integration and development, clearly based on the principles of OTM-R (phase 2)</p>

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## Status

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### 14. Selection (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	<p>Actual GAP: Although FISEVI has established recruitment procedures, with specific annexes related to the baremation and selection (baremation criterion and selection committee are published within the job offer), the GAP analysis has showed that the perception is that FISEVI procedures are not well adapted to the criterion 14 of the Code of Conduct Legislation currently impeding implementation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations</p>	<p>Already undertaken initiatives: - HR procedures Suggestions for improvement: Welcome Pack for the new research staff available on the website, that includes among other information of interest the "Code of Good Practices for Recruitment" suggested at 13. Recruitment (Code).</p>

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## Status

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### 15. Transparency (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: Although FISEVI has established Personnel Selection Processes, publishing the position on the institutional website, the GAP analysis has showed that the perception is that FISEVI procedures are not transparent enough. Legislation currently impeding implementation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations - GDPR	Already undertaken initiatives: - FISEVI Employment Website <a href="https://www.empleo.fisevi.es">https://www.empleo.fisevi.es</a> - Job adverts posted on EURAXESS (EU funded projects researcher positions mainly) - FISEVI communicated the resolution of the job offer in the terms allowed according to the GDPR Suggestions for improvement: - Update of recruitment and selection procedures The possibility to report on the strengths and weaknesses of their applications is to be further studied and evaluated in a later stage since it is not possible to be implemented in the short-medium term.

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### 16. Judging merit (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: The assessment of each candidate's merits is based on the informations available in the documentation submitted to the position application, i.e the CV of the candidate.	Already undertaken initiatives: - FISEVI published the position offers at its Employment Website, with information on the selection criteria (10 points distributed among Professional Experience, Experience in the functions described in the job offer, Personal Interview, Other aspects to assess) as well as the Selection Committee members (4 people – gender balanced). Suggestions for improvement: - Prepare an informative annex to the Career Plan on the evaluation of researcher's merit with criteria based on ISCIII or MINECO grants or fellowship calls, trying to unify the evaluation criteria.

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## Status

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### 17. Variations in the chronological order of CVs (Code)

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<b>Implementation</b>	<b>GAP / Implementation impediments</b>	<b>Initiatives undertaken/new proposals</b>
+/- almost but not fully i...	Actual GAP: The assessment of each candidate's merits is based on the informations available in the documentation submitted to the position application, i.e the CV of the candidate.	Already undertaken initiatives: The assessment of the candidate's application is based on Professional Experience, Experience in the functions described in the job offer, Personal Interview, Other aspects to assess. Career breaks or other chronological variations in the CV is not penalised as such and can be justified within the application (standardized as well as customized CV are accepted, as long as it does not exceed 5MB). Suggestions for improvement: Update of recruitment and selection procedures with a clear indication on the possibility to submit evidence-based CVs.

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### 18. Recognition of mobility experience (Code)

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<b>Implementation</b>	<b>GAP / Implementation impediments</b>	<b>Initiatives undertaken/new proposals</b>
+/- almost but not fully i...	Actual GAP: The assessment of each candidate's merits is based on the informations available in the documentation submitted to the position application, i.e the CV of the candidate.	Already undertaken initiatives: The assessment of the candidate's application is based on Professional Experience, Experience in the functions described in the job offer, Personal Interview, Other aspects to assess. Suggestions for improvement: - Update of recruitment and selection procedure with a clear definition on how the mobility experience should be valued.

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## Status

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### 19. Recognition of qualifications (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: Academic qualification is under "Minimum Necessary Requirements" of the job offer. The evaluation of non formal qualifications is not clearly defined	Already undertaken initiatives: FISEVI facilitates information/contact on the title homologation processes Suggestions for improvement: - Update of recruitment and selection procedure, including clear information on the homologation and equalization of titles.

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### 20. Seniority (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: The assessment of each candidate's merits is based on the informations available in the documentation submitted to the position application, i.e the CV of the candidate.	Already undertaken initiatives: HR and Project Management Units of FISEVI assess the researchers when preparing the job offers, seeking for coherence between the levels of qualifications required and the needs of the position. Suggestions for improvement: - Welcome Pack, that includes among other information of interest the "Code of Good Practices for Recruitment" suggested at 13. Recruitment (Code). - Provide a clear classification of seniority / Professional Development Provision (levels R1 to R4).

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## Status

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### 21. Postdoctoral appointments (Code)

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Actual GAP: - There are no clear and explicit rules for the recruitment of postdocs, since the ways of arrival are diverse (Miguel Servet contracts, Sara Borrell etc.). Legislation currently impeding full implementation: - Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.20, 21 y 22); - Real Decreto 63/2006, de 27 de enero, por el que se aprueba el Estatuto del personal investigador en formación. Disposición adicional sexta. Programas de ayuda a la investigación para doctores - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo.</p>	<p>Already undertaken initiatives: - Dissemination of the opportunities for postdoctoral position and assessment for the proposal preparation. Suggestions for improvement: - To develop a Career Plan. - Improve the promotion for the participation in Sara Borel type programs, Miguel Servet and / or Stabilization of Researchers and Technicians in Support of Research and Intensification of Research Activity in the National System. - Welcome Pack, that includes among other information of interest the "Code of Good Practices for Recruitment" suggested at 13. Recruitment (Code).</p>

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### Working Conditions and Social Security

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## Status

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### 22. Recognition of the profession

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: Collective Agreement not yet approved Legislation currently impeding full implementation: - Ley 9/2007, de 22 de octubre, de la Administración de la Junta de Andalucía. - Ley de Presupuestos Generales del Estado	Already undertaken initiatives: - Professional Classification definitions available on the institutional website Suggestions for improvement: - Collective Agreement in force. - To develop a Career Plan. - To promote the participation in call of proposals involving technical staff interchanges. - To improve visibility of results (publications, certifications, project results) so that participants feel valued.

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### 23. Research environment

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: The GAP analyses has showed that there is a general feeling that measures should be taken to ensure that Research groups rely on the necessary resources.	Already undertaken initiatives: Project Management Unit of FISEVI helps researchers and institution to prepare funding requests for equipment and facilities. Suggestions for improvement: - To promote collaboration over research networks and opportunities to share research infrastructures - To foster the participation in international networks.

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## Status

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### 24. Working conditions

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: - Collective agreement not in force yet. - Gender misbalance in the positions of responsibility of the Institute. - Lack of information about possibilities in part-time working, sabbatical leave, etc - Limitation in substitutions for maternal leaves. Legislation currently impeding implementation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations - Regulatory bases of the different financing agencies. - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo.	Already undertaken initiatives: - Gender Equality plan foreseen to be published during the first semester of 2022. - A certain flexibility is allowed (flexible working hours, part-time working, tele-working as consequence of the pandemic situation mainly) Suggestions for improvement: - Collective Agreement in force. - Gender Equality plan published and communicated - Welcome Pack for the new research staff should be available on the website.

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### 25. Stability and permanence of employment

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: FISEVI managed Research funds and as such mostly project-related temporary contracts. National/regional legislation or organisational regulation: - LEY 38/2003, de 17 noviembre, GENERAL DE SUBVENCIONES. - Bases reguladoras de las diferentes Agencias financiadoras. - Real Decreto-ley 32/2021, de 28 de diciembre, de medidas urgentes para la reforma laboral, la garantía de la estabilidad en el empleo y la transformación del mercado de trabajo.	Already undertaken initiatives: FISEVI helps and support researchers in preparing their candidature to the stabilization tools available at regional and national level. Suggestions for improvement: - To develop a Career Plan.

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## Status

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### 26. Funding and salaries

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: - Collective agreement not in force yet. - The GAP analyse has put in evidence a general feeling of non-competitive salaries. National/regional legislation or organisational regulation: LEY 38/2003, de 17 noviembre, GENERAL DE SUBVENCIONES. Bases reguladoras de las diferentes Agencias financiadoras. - Ley 9/2007, de 22 de octubre, de la Administración de la Junta de Andalucía. - Ley de Presupuestos Generales del Estado	Already undertaken initiatives: FISEVI relies on salary scales approved and published on the institutional website. The salary scales are updated on a yearly basis. Suggestions for improvement: - Collective Agreement in force. - Gender Equality plan published and communicated

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### 27. Gender balance

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: - Gender misbalance in the positions of responsibility of the Institute. - Lack of substitution of the maternity leaves.	Already undertaken initiatives: - Gender Equality plan foreseen to be published during the first semester of 2022. Suggestions for improvement: - Gender Equality plan published and communicated.

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## Status

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### 28. Career development

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: - Collective agreement not in force yet. - Lack of Career Plan Legislation currently impeding implementation: - Law 14/2011, of 1 June, on Science, Technology and Innovation. Article 16. Selection criteria for research personnel. - Law 3/2017, of June 27, of General State Budgets: Additional provision sixteenth Recruitment of public sector foundations.	Already undertaken initiatives: - FISEVI Project Management Unit bring support and advice to researchers to design personalized options Suggestions for improvement: - Design of a Career Plan Support Document (competencies and skills - elaboration of a descriptive and dynamic document "Research Career" based on the four-stage career framework (Predoc Posdoc Researcher Group Leader) indicating Grant opportunities and duration / dynamic document conceived as a support to enable researchers to design and follow their own career development strategy). - Welcome Pack for the new research staff available on the website. - To foster colaboration within the Andalusian RFGI and other national and EU network to exchange information on job opportunites. - Organization of Seminar/Conference twice a year, inviting EURAXESS staff to present career development options for researchers and technicians.

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## Status

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### 29. Value of mobility

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: - Career advice and job placement assistance. - Lack of funding for mobility activities.	Already undertaken initiatives: - FISEVI Project Management Unit bring support and advice to prepared funding requests to programs that includes mobility actions. Suggestions for improvement: - Motivation to mobility: informative sessions on possible funds for staff exchange (Analyze on a yearly basis the possibility of scholarships and predoctoral programs including mobility (i.e. MSCA, ERC, COST projects, etc.). - Agreements with other Centers: Continue to encourage collaborative participation with other Centers. Establishment of agreements with other Entities to facilitate administrative procedures between organizations.

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## Status

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### 30. Access to career advice

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: - No Specific Professional Careers Service	Already undertaken initiatives: - FISEVI Project Management Unit bring support and advice to researchers to design personalized options Suggestions for improvement: - Design of a Career Plan Support Document (competencies and skills - elaboration of a descriptive and dynamic document "Research Career" based on the four-stage career framework (Predoc Posdoc Researcher Group Leader) indicating Grant opportunities and duration / dynamic document conceived as a support to enable researchers to design and follow their own career development strategy). - Welcome Pack for the new research staff available on the website. - To foster colaboration within the Andalusian RFGI and other national and EU network to exchange information on job opportunites. - Organization of Seminar/Conference twice a year, inviting EURAXESS staff to present career development options for researchers and technicians.

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### 31. Intellectual Property Rights

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: Lack of knowledge related to the Technology Transfer Plan	Already undertaken initiatives: - Technology Transfer Plan - Technology Transfer Committee composed by representatives of IBiS/US/CSCIC and with reresentation of the Technology Transfer Unit of FISEVI as managing body of IBiS. - Training organized by the Technology Transfer Department Suggestions for improvement: - Dissemination of the Technology Transfer Plan (updated version in progress)

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## Status

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### 32. Co-authorship

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: This point appears as a weak point in the survey, even though no specific issue has been underlined.	Already undertaken initiatives: As managing entity, FISEVI assess the elaboration of Consortium Agreements, when requested by the funding rules, but has no further action related to this item. Suggestions for improvement: - Dissemination of the Technology Transfer Plan (updated version in progress) - Update of International Project Procedure with inclusion on an annex dedicated to authorship regulation (based on the Plan de calidad, ética y buenas prácticas de investigación 2018-2022 of the Institute of Biomedicine of Seville, research center managed by FISEVI).

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### 33. Teaching

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: This point appears as a weak point in the survey, even though no specific issue has been underlined. Legislation currently impeding implementation: Ley de incompatibilidad del sector público 53/1984 de 26 de diciembre	Already undertaken initiatives: FISEVI, as managing entity, does not interfere in the teaching activities that researchers can develop within the collaboration with other institution. From an administrative point of view, legal limitation due to the legislation in force apply to FISEVI hired staff. FISEVI informs and facilitates indication on the procedure to be performed individually by the researcher ("informe favorable de compatibilidad"). Suggestions for improvement: - Information available on the institutional website and the Welcome pack.

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## Status

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### 34. Complains/ appeals

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Actual GAP: - Direct complaints to the Manager without previous supervision. - Lack of effectivity of the suggestion box tool. - Insufficient information on complaints mechanism in place.	Already undertaken initiatives: FISEVI has specific procedures on Workplace harassment available on the "Portal del Empleado" and FISEVI website. Suggestions for improvement: - To improve the visibility on the procedures in place.

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### 35. Participation in decision-making bodies

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme...	Actual GAP: Design a proposal to increase the research areas' contribution to the decision-making process.	Already undertaken initiatives: FISEVI governing bodies (Board of trustees and Joint Governing Body) are composed of representatives of the different research institutions/areas. Suggestions for improvement: - To improve communication of the decision-making processes - To include technical staff, predoc and post docs as observers of the governing bodies.

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## Training and Development

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## Status

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### 36. Relation with supervisors

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: Researchers have a relationship with their supervisors based on the latter's judgement. There is no specific procedure or regulation of the relationship.	Already undertaken initiatives: As managing institution, FISEVI drives project scientific execution and justification, keeping informed on deadlines and facilitating deliverables and reports templates and archiving (Fundanet) the documentation related to work progress and execution. Suggestions for improvement: - Welcome Pack, with the definition of the minimum standards to be met for a structures and regular relationship.

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### 37. Supervision and managerial duties

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: No specific issue has been raised by the survey.	Already undertaken initiatives: FISEVI, as managing entity, does not directly interfere in the relationship senior/early-stage researchers. Suggestions for improvement: - Welcome Pack, with the definition of the minimum standards to be met for a structures and regular relationship.

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## Status

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### 38. Continuing Professional Development

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		Already undertaken initiatives: - FISEVI Training Plan (a wide catalog of online courses of various topics is offered, training actions (online and face-to-face through Virtual Classroom), are yearly assessed according to the needs transferred by the different units. Suggestions for improvement: - Increase the dissemination of calls for training grants - Improvement of the Training Plan.

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### 39. Access to research training and continuous development

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		Already undertaken initiatives: - FISEVI Training Plan (a wide catalog of online courses of various topics is offered, training actions (online and face-to-face through Virtual Classroom), are yearly assessed according to the needs transferred by the different units. Suggestions for improvement: - Improvement of the Training Plan.

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## Status

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### 40. Supervision

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Actual GAP: FISEVI, as managing entity, does not directly interfere in the relationship between supervisors and research trainees.	Already undertaken initiatives: FISEVI Job Offers clearly identify the Responsible and contact person. Suggestions for improvement: - Welcome Pack for the new research staff available on the website.