

FINAL REVIEW ACTION PLAN

Proposed actions	Gap principle	Timing	Responsible Unit	Indicator(s) / Target	Current status	Remarks
ACTION 0: Researchers commitment to the Implementation of the HR Strategy	All	Q1 2017	Direction, Researchers' Community, HRS4R working group	I) Nº Assembly meeting, presenting survey results, conclusions of the gap analysis, action plan designed T) All researchers	Fully implemented action	<p>During these 3 latest years several events were organized to communicate CIMNE's HRS4R's implementation process to the researchers.</p> <p>1) Irene Martínez, Head of Human Resources at CIMNE and Lorena Muñoz, CEO of Effectia, present a seminar session 'The HRS4R Logo and its benefits for the organization and researchers' 42 attendees</p> <p>2) Pedro Díez, scientific director CIMNE and Xavier Eekhout Chicharro, from the Spanish Foundation for Science and Technology (FECYT), coordinator of the EURAXESS Spain network and National Contact Point for the Marie-Sklodowska Curie Actions; and Patricia Forcén, from the SRUK Mentoring Program (CERU). Performed a session about "Research career options in the framework of the HRS4R Logo" 70 attendees.</p> <p>3) Gemma Pascual, head of Institutional Actions at the August Pi i Sunyer Biomedical Research Institute (IDIBAPS), imparted a seminar on "good practices and mistakes learned in the implementation of European accreditation". 32 attendees.</p>
ACTION 1: Dissemination of strategic research objectives	4. Professional attitude	Q1 2017	Direction	I) Nº of annual meetings where the strategic objectives are communicated	Fully implemented	<p>Details of the new strategic plan were disseminated in several meetings performed across this period. The last one in March 2023. Currently the strategic plan is in its final writing phase, after receiving the reviews and suggestions of CIMNE's senior researchers. It will finally be approved in June 2023. A special meeting will be organized to present this plan to the whole organization.</p>

				T) All		
ACTION 2: Yearly training on regulations, including IP	4. Contractual and legal obligations	Q2 2017 to Q2 2020	Direction	I) Nº of yearly training courses on regulations, including Intellectual Property Policies T) At least 1	Fully implemented	In addition to the current mandatory courses in Data protection. Public procurement and occupational risks prevention, several training courses were carried out since the intermediate report was presented. As an example, in 2022 4 courses were organized: Leadership and management skills for post docs. (24 hours) 16 attendees. Science writing course (8 hours) 35 attendees. Science communication course (4 hours) 18 attendees. Theoretical introduction to Research Integrity (RI) (2 hours). 8 attendees.
ACTION 3: Development of an outreach plan	9. Public engagement	Q1-Q2 2017 - Q4 2020	Communication Dept. + General Manager	I) Outreach Plan Published I) Outreach actions implemented T) Outreach actions implemented following schedule	Fully implemented	CIMNE is constantly engaged in different sorts of outreach events CIMNE presence at TECNOEXPO Viladecans https://www.cimne.com/vnews/2729/11784/cimne-presence-at-tecnoexpo-viladecans The Kratos Workshop gathers its users and developing community in Delft https://www.cimne.com/vnews/2729/11779/the-kratos-workshop-gathers-its-users-and-developing-community-in-delft CIMNE participates in the ViladeHack Tourism https://www.cimne.com/vnews/2729/11582/cimne-participates-in-the-viladehack-tourism 11F: Four CIMNE women researchers participate at #100tífiques

						<p>https://www.cimne.com/vnews/2729/11542/11f-four-cimne-women-researchers-participate-at-#100tifiques</p> <p>CIMNE partipates at the Science Week 2021 https://www.cimne.com/vnews/2729/11474/cimne-partipates-at-the-science-week-2021</p> <p>Lucia Barbu gives a talk in the cycle of presentations of the Catalan High School Awards https://www.cimne.com/vnews/2729/11345/lucia-barbu-gives-a-talk-in-the-cycle-of-presentations-of-the-catalan-high-school-awards</p>
ACTION 4: Gender and Equality plan follow-up	10. Non discrimination	Q2 2017 TO Q2 2018	General Manager + HHRR Dept.	<p>I) Gender and Equality Plan implemented</p> <p>T) Gender and Equality Plan action implemented following schedule</p>	Fully implemented	<p>A new equality plan (2022-2026) has been approved and published. The actions that will be implemented are perfectly aligned with the HRS4R policies. https://www.cimne.com/cvdata/cntr2/spc2/dtos/mdia/About/transparency/Plan-de-Igualdad-2022-2026_Final_firmado.pdf</p> <p>Also in relation to gender and equality actions, a CIMNE Women section within the "People" section of the corporate website is available. https://www.cimne.com/m3261/people/cimne-women</p>

<p>ACTION 5: Performance assessment</p>	<p>11. Evaluation / appraisal systems</p> <p>25. Stability and permanence of employment</p>	<p>Q1-Q2 2017</p>	<p>General Manager + Scientific Director</p>	<p>I) Improve the performance assessment procedure</p> <p>T) New performance assessment procedure approved</p> <p>I) Communicate the new performance assessment procedure</p> <p>T) All staff knows the performance assessment procedure</p>	<p>Fully implemented</p>	<p>CIMNE wrote an annual performance assessment system during the first phase of the HRS4R action plan implementation</p> <p>The new strategic plan will provide a new update of this evaluation system, that will be disseminated in the presentation session.</p> <p>Along 2022, 15 researchers were evaluated, and 8 were promoted.</p>
<p>ACTION 6: Recruitment and admission standards</p>	<p>11. Evaluation / appraisal systems</p>	<p>Q1-Q2 2017</p>	<p>Scientific Director + General Manager + HHRR Dept.</p>	<p>I) Development of a document defining the admission</p>	<p>In progress</p>	<p>During the first phase of the HRS4R implementation, CIMNE published REGULATION FOR THE SELECTION PROCESS OF PERSONNEL AT THE INTERNATIONAL CIMNE CONSORTIUM https://www.cimne.com/cvdata/cntr2/spc2/dtos/mdia/People/Procediment-Seleccio-Personal.pdf</p>

	<p>12. Recruitment</p> <p>13. Recruitment code</p> <p>14. Selection code</p> <p>15. Transparency code</p> <p>16. Judging merit code</p> <p>17. Variations in the chronological order of cvs code</p>			<p>standards for researchers</p> <p>T)100% selection processes follows the new procedures</p> <p>I) Communication of the Admission Standards Doc to the researchers' community</p> <p>T) Admission Standards Doc in published on line</p>		<p>A new version of the procedure has been written to enable the participation of members of different departments in the composition of the selection committees.</p> <p>This version will be approved by the Governing Council in summer 2023.</p>
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18. Recogniti on of mobility experie nce code						
19. Recogniti on of qualificati ons code						
20. Seniority code						
21. Postdocto ral appointm ents code						
25. Stability and permanen ce of						

	employment					
ACTION 7: Career development plan	<p>22. Recognition of the profession</p> <p>26. Funding and salaries</p> <p>27. Gender balance</p> <p>28. Career development</p>	Q1-Q4 2017	Scientific Director + General Manager + HHRR Dept.	<p>I) Communication of the Career Development Plan to the researchers' community</p> <p>T) Career Development Plan published</p> <p>I) Define a salary scale according to the Career Development plan categories</p> <p>T) New salary scale published</p>	Fully implemented	<p>As mentioned in the previous intermediate report, a salary scales document and a procedure of career development were published. These documents are available https://www.cimne.com/cvdata/cntr2/spc2/dtos/mdia/About/transparency/escales-salarials-2023.pdf,</p> <p>The salary scales are updated every year according to the legislative changes.</p> <p>The new strategic plan also includes some new figures at the personnel organization chart:</p> <ul style="list-style-type: none"> • Distinguished Research Professor • Innovation Path
ACTION 8: Mentoring Program	30. Access to career advice	Q4 2017 –	Director + Scientific Director	I) Develop a Mentoring Program	In progress	The mentoring procedure is almost finished and will be approved by the end of 2023 and implemented in 2024.

		to Q4 2020		<p>T) Implement Mentoring Program</p> <p>I) Satisfaction of mentees T) at least 60% satisfaction</p>		<p>Mentoring is one of the topics that are included at the strategic plan for talent attraction. Mentorship program was also announced to researchers in the second HRS4R event mentioned at action 0.</p>
ACTION 9: Intellectual Property Rights	31. Intellectual property rights	Q1 2018	Director	<p>T) Approved IPR</p> <p>T) All CIMNE staff know the IPR</p>	Fully implemented	<p>An IP rights protection norm was approved before the intermediate report.</p> <p>An annex to the CIMNE's job contract related to intellectual property protection is provided to the new staff.</p> <p>IP is included in CIMNE's training plan.</p> <p>CIMNE has also contract an external consultant Esperança Jordà, for IP related matters.</p>
ACTION 10: Complains and Appeals	34. Complains / appeals	Q2 2017	Systems + General Manager	<p>T) system to manage complains and appeals available</p> <p>I) Nº of complains and appeals solved</p>	Fully implemented	<p>Although a procedure for receiving, redirecting, and solving complaints and appeals has been set up, there is not a written norm. Complains were sent directly to the HR department that initiate the process of checking the truthfulness of the reported facts and set the procedure to approach to solve the complains. https://forms.cimne.com/form/form.asp?f=7</p> <p>No complains were received since this procedure was implemented.</p>

				T) 100% complains and appeals solved		
ACTION 11: Participation	35. Participation in decision-making bodies	Q4 2020	Director + Scientific Director + Group Directors	I) Nº of periodic meetings among directors of group T) 2 yearly	In progress	Periodical semestral meetings with the senior researchers of each research groups were scheduled. During these meetings the scientific manager receive feed back from researchers about the present situation of the institute and identify priority research themes according to current and future needs of society.
ACTION 12: Supervision	39. Access to research training and continuous development	Q3 2021	Scientific Director + Pls + General Manager	T) Guidelines for supervision duties of Pls published I) Training for the implementation of the Guidelines for Supervision T) at least 60% supervisors are trained	Extended	CIMNE is ascribed to the CERCA's code of conduct that is aligned to HRS4R.
ACTION 13: Conflict resolution	34. Complains / appeals	Q4 2021	General Manager (with the	I) Training activity on conflict	In progress	In addition to the antiharassment protocol, a training in Group dynamics has been performed in the leadership course described in action 2. This leadership courses will be expanded to all researchers

			help of external experts)	resolution for PIs T) At least 60% of IP researchers are trained		excluding R1 researchers. In addition, this topic is also covered by other training courses for example Ethics and environment and labor risks. More than 30 researchers received training in conflict resolution
Action 14 Improve talent attraction measures: Build a new landing page in CIMNE's web site explaining the benefits of working in CIMNE A clear explanation of open positions A clear view of existing funding grants and scholarships for joining CIMNE Provide a clear explanation of career pathways Increase the dissemination of open positions	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 21. Postdoctoral appointments (Code) 22. Recognition of the profession 23. Research	Q3 2023 Q3 2025	HR and Communication Departments	Nº visits to the landing page Nº positions disseminated by social networks.	New	

<p>using social media (LinkedIn, Twitter), CIMNE's website, Euraxess and Research Gate, AulasCIMNE)</p>	<p>environment 24. Working conditions</p>					
<p>Action 15 Improve the welcome procedures:</p> <ul style="list-style-type: none"> ● Initiate a social programme that could include: sports, mindfulness, offsite activities, among others. ● Start a mentoring programme, where PhD students of last year accompany new students. We should open an internal call to 	<p>ALL</p>	<p>Q3 2023 Q3 2025</p>	<p>HR and Communication Departments</p>	<ul style="list-style-type: none"> ● Number of applicants per post ● Number of junior researchers/innovators attracted ● Number of senior researchers/innovators attracted ● Number of leading Fellowship awards (ICREA, RyC, JdIC, MSC,...) ● % female staff in research and innovation 	<p>New</p>	

<p>select the mentors</p> <ul style="list-style-type: none"> ● Support arrivals of new staff and help them with accommodation , guided tours of the campus and CIMNE's premises, assistance with legal/administrative procedures (NIE, registration, banks,etc.), among others. ● Consider start up packages <p>Implement a welcome meeting and manual for new employees.</p>				<ul style="list-style-type: none"> ● % Positive participation in staff survey ● Attendance at training events ● Number of promotions 		
<p>Action 16 Improve the CIMNE's technology transfer.</p> <ul style="list-style-type: none"> ● To promote all forms of 	<p>03. Professional responsibility 08. Dissemina</p>	<p>Q3 2023 Q3 2025</p>	<p>General manager and communication department</p>	<p>Number of patents filled. Number of transference events participated.</p>	<p>New</p>	

<p>technology-based innovation</p> <ul style="list-style-type: none"> ● To have robust decision-making mechanism for protecting and exploiting intellectual property ● To ensure that CIMNE is well informed of stakeholder and market needs in relation to simulation technologies ● To disseminate effectively our achievements beyond academic communities ● To identify new funding opportunities 	<p>tion, exploitation of results 31. Intellectual Property Rights</p>			<p>Number of transference events organized. € paid by royalties of the inventions.</p>		
<p>Action 17: Improve the dissemination of</p>	<p>ALL</p>	<p>Q3 2023</p>	<p>HR and Communicati</p>	<p>Number of meetings performed.</p>		

<p>HRS4R to the research community. Including information about HRS4R at the welcome meeting Adding punctual Information about the HRS4R implementation process to CIMNE's newsletter</p>		<p>Q3 2025</p>	<p>on Departments</p>	<p>Number of researchers trained. Number of news mentioning HRS4R at the CIMNE's newsletter.</p>		
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