ACTION PLAN 2024-2027

ID	Proposed actions	GAP Principle(s)	Y3				Y4				Y5				Responsible Unit	Indicator(s) / Target
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1	**Dissemination and promotion of the human resources strategy for research personnel (hrs4r) of the iisgs .** Knowledge by the personnel of the Human Resources Strategy Institute and the seal of excellence "HR Excellence in Research" will be promoted. The following activities will be carried out: ✓ Publication on the website of the documents related to the HRS4R Strategy. ✓ Carrying out annual dissemination events to explain the progress made in the action plan. ✓ Implementation of a specific annual survey to assess the knowledge and satisfaction of the IISGS staff with respect to the progress made. ✓ Annual review of the OTM-R policy prepared and implemented by the Institute.	**C&C**: 8, 12, 23 **OTM-R**: 1, 5, 10													Foundation Management Directorate IISGS Scientific Directorate Head of Communication Department	1. Annual review of the HRS4R Action Plan. 2. Number of acts of dissemination of the progress made in the action plan. 3. Annual satisfaction survey carried out. 4. Annual review of the OTM-R policy.
2	**Plan to improve access to clinical data.** Actions will be developed in collaboration with the Board of Directors of the hospitals that are part of the IISGS and the Regional Health Service to facilitate access to clinical data by researchers so that they can be used in conducting observational studies, clinical trials and projects. pilot evaluation of new health products and technologies.	**C&C**: 1													Foundation Management Directorate IISGS Scientific Directorate	1. Number of meetings held with the Regional Health Service. 2. Number of improvements made in access to clinical data.
3	**Plan to improve the dissemination of IISGS documents.** Dissemination of recently created documents and regulations, through different communication channels: Institute news bulletin, webinars, training sessions, etc. ✓ Dissemination of IISGS patent regulations. ✓ Dissemination of the Innovation Plan. ✓ Dissemination of the policy of authorship of publications. ✓ Dissemination of the Guide to Good Practices in Research and Innovation. ✓ Dissemination of the Mentoring Plan for emerging groups.	**C&C:** 1, 2, 3, 4, 5, 6, 7, 8, 23, 27, 31, 32, 33, 35, 37													Foundation Management Directorate Head of Communication Department	1. IISGS documents and regulations disseminated to all staff through different communication channels. 2. Number of reviews of the plans and documents carried out (at least one every two years).
4	**Review of the training plan.** The IISGS Training Plan will be updated, and training activities will be included in different areas of interest: data management plans, open science, industrial property, ethical principles, management of liquids and biological samples, occupational risk prevention, etc. ✓ An annual survey of training needs will be carried out, which will serve as the basis for updating and annual planning of training activities. ✓ Training activities by external IISGS staff will be encouraged. ✓ A quarterly/six-monthly schedule of planned activities will be published on the Institute's website.	**C&C:** 2, 3, 5, 7, 12, 32, 33, 36, 38, 39													Foundation Management Directorate IISGS Scientific Directorate Training Manager	1. Updated training plan. 2. Annual reviews carried out. 3. Number of training activities carried out by external professionals.
5	**Updating of the Welcome Guide.** The Welcome Guide for new staff at the IISGS will be updated, expressly incorporating aspects related to the Institute's Guide to Good Practices in Research and Innovation and making reference to the different plans and regulations of the Institute**.**	**C&C:** 5, 7													IISGS Scientific Directorate Foundation Management Directorate HR Manager Quality Manager	1. Welcome guide for new staff updated. 2. 100% dissemination of the new incorporations of the IISGS of the welcome guide.

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6	**Review and update of the Open Science Plan.** A regular review of the open science plan will be carried out to ensure its effectiveness. New calls for grants for the publication of Q1 articles in open access journals will be planned and implemented.	**C&C:** 8													IISGS Scientific Directorate Head of Communication Department	1. Periodic review of the Open Science Plan carried out. 2. Number of calls for the publication of articles in open access journals made.
7	**Plan to promote relationship with society.** Actions will be developed for promoting the dissemination activity carried out by the IISG research staff: ✓ Realization of a record of scientific dissemination actions carried out in the Institute. ✓ To Promote contacts with patient associations to carry out new initiatives such as the signing of collaboration agreements and the development of joint projects. ✓ Carrying out open days to show the different scientific advances to the general public. ✓ Participation in outreach programs and conferences held by FECYT and other entities of interest. ✓ Review and update of the Communication Plan of the Institute.	**C&C:** 9													Foundation Management Directorate IISGS Scientific Directorate Head of Communication Department	1. Registration at the institutional level of the scientific dissemination actions implemented. 2. Number of collaboration agreements signed with patient associations. 3. Number of open days. 4. Number of scientific dissemination activities with the participation of IISGS personnel. 5. Revised and updated IISGS Communication Plan.
8	**Implementation of the Equality Plan.** Finalize the elaboration of the Equality Plan of the IISGS and carry out its implementation. Both the criteria at the state level and at the European level will be taken into account to promote gender equality and the development of equality plans.	**C&C:** 10, 27 **OTM-R:** 6, 7, 8, 9													Foundation Management Directorate HR Manager Equality Commission	1. Approved and disseminated Equality Plan. 2. Annual evaluation of the degree of implementation of the equality plan.
9	**Internal promotion plan and professional career development.** The recently approved Collective Agreement Will be fully implemented. Collaboration with the Regional Government in the implementation of professional career actions and stabilization of the research staff of the IISGS. The development of actions to promote mobility for IISGS research staff in prestigious national and foreign centers will be valued. The feasibility of setting up master's and doctoral programs in collaboration with the University of Vigo with the participation of IISGS staff will be assessed. The search and consolidation of alliances and participation in research networks will be encouraged.	**C&C:** 5, 22, 25, 26, 30 **OTM-R**: 9													Foundation Management Directorate IISGS Scientific Directorate HR Manager	1. Number of meetings held with the Regional Government and the rest of the Galician IIS regarding professional careers and the stabilization of researchers. 2. Number of specific actions developed to promote mobility. 3. Number of specific actions developed for the implementation of teaching programs with the participation of IISGS personnel. 4. Number of alliances and research networks with the participation of IISGS personnel.
10	**Updating the recruitment procedures to the OTM-R principles.** The current standardized forms for preparing job offers will be updated, promoting the application of OTM-R criteria (stays in private centers, stays in international centers, mobility by researchers, changes in sector, etc.). ✓ Updating and dissemination of the Best Practice Recruitment Guide with the necessary changes and taking into account the OTM-R policy. ✓ Preparation of a standardized template for the publication of job offers in English. ✓ Prepare instructions that offer guidelines for establishing scales by profile and on the composition and functioning of the selection committees. ✓ Prepare an instruction guide for the members of the Selection Committees.	**C&C:** 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 28, 29, 30 **OTM-R**: 2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23													Foundation Management Directorate HR Manager	1. Number of procedures updated to include OTM-R principles. 2. Number of reviews carried out to ensure its effectiveness (at least one overall annual review). 3. Standard template for the publication of offers in English. 4. Number of offers published in Euraxess.

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11	**Tutoring Plan.** A tutoring procedure will be designed and implemented that, once applied, allows the evaluations and recommendations received by the new researchers to be collected.	**C&C:** 28, 36, 37, 40													IISGS Scientific Directorate Training Manager	1. Tutoring plan elaborated and implanted. 2. Number of reviews of the plan (at least one per year). 3. Number of tutoring reports made by those responsible for research groups.
12	**Plan to improve the work environment and the work environment.** Different actions will be carried out aimed at having a greater number of spaces for research and improving the satisfaction of IISGS staff. ✓ Implement an anti-plagiarism tool and include a specific commitment related to plagiarism in the IISGS affiliation document. ✓ Establish a monitoring protocol for research projects so that regular meetings are held between the management staff and the research staff. ✓ Improve the evaluation process of research groups and research staff, providing evaluation reports that allow continuous improvement. ✓ Analyze through a survey the current situation of the work environment and working conditions. ✓ Propose to the management of health centers the need to have a greater number of spaces for research. ✓ Creation of the figure of representative of the researchers.	**C&C:** 3, 4, 11, 23, 24, 34													IISGS Scientific Directorate Foundation Management Directorate Quality Manager HR Manager	1. Anti-plagiarism tool implemented. 2. Monitoring protocol for research projects defined and implemented. 3. Actions developed to improve the evaluation of IISGS personnel. 4. Work environment survey carried out. 5. Number of meetings held to have a greater number of spaces for research. 6. Figure of the representative of the researchers created and implanted.
13	**Participation of research personnel in decision-making bodies.** The presence in the Internal Scientific Committee of the different profiles of researchers (R1, R2, R3 and R4) will be promoted in order to have greater representativeness. The dissemination of the decisions made by the governing bodies of the Institute will be improved, including the most relevant aspects in the appropriate weekly bulletins.	**C&C:** 35													IISGS Scientific Directorate	1. Scientific Committee updated and with representation of the different profiles. 2. Dissemination of the main agreements of the IISGS bodies carried out.
14	**Plan to promote patient participation in R+D+i activities.** The development of specific actions aimed at increasing the participation and commitment of patients to research activity and their collaboration in R+D+i projects and initiatives will be promoted.	**C&C: 9**													IISGS Scientific Directorate Head of Communication Department	1. Number of R+D+i projects with active patient participation. 2. Dissemination and awareness-raising events on patient participation in R+D+i.
15	**Plan to promote training stays programmes.** The development of training and research stays aimed at the entity's staff will be promoted, through the dissemination of specific grants and calls for IISGS-specific grants.	**C&C: 18, 29**													IISGS Scientific Directorate Foundation Management Directorate HR Manager	1. Total number of training stays carried out by IISGS´s personnel annually. 2. Evaluation of staff satisfaction on their stays (survey after each stay). 3. Number of new lines of research and/or R+D+i projects initiated or promoted from these stays.
16	**Teaching plan.** A plan will be carried out aimed at the development of specific activities to improve the management of the practical training of university students and the recognition of research staff for their tutoring work.	**C&C: 33**													IISGS Scientific Directorate Foundation Management Directorate Training Manager	1. Evaluation of student satisfaction at the end of their training. 2. Number of training activities carried out.