

## **BACKGROUND**

In October 2013 the Spanish National Center for Cardiovascular Research (CNIC) Carlos III Foundation was awarded with the "HR Excellence in Research" logo in recognition of its alignment with the "European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers" ("Charter & Code", C&C) and of its efforts to improve the working conditions and career development opportunities for its researchers and for providing a clear plan of action for future developments.

The action plan, presented in order to adopt the principles of the C&C and thus to improve the present and future conditions of the researchers, has served as the basis of our work in the two years that have elapsed since then. During this time the plan was being adapted to the different situations and vicissitudes that resulted from the economic crisis, especially to the legislative measures to restrain spending, by carrying out regular updates of both its content and its final implementation and within the time committed.

## **ANALYSIS OF THE PLAN 2013-2015**

Two years after the beginning of our commitment to this action plan the balance is clearly positive, despite the difficulties that arose in a period of economic crisis like the one experienced in Spain in recent years and despite the legislative measures, especially laws containing cuts on public expenditures and staff,

The plan also allowed certain improvements to emerge those that were not originally foreseen and that have been implemented or will be implemented soon.

## **FOLLOW-UP OF ACTION PLAN 2013-2015**

In this section we analyze the extent of compliance with the various issues raised in the action plan.

## ACTION 1

**1. Develop, complete and update a manual laying down ethical issues that must be known by researchers and managers.**

### **1.1. Code of Ethics and Code of Good Governance**

With the approval of the research committee and the works council, the Foundation approved on December 1, 2014 a code of ethics and a code of good governance that have served as the basis for the subsequent development of the *Code of Good Scientific Practice*.

Among other things, the code of ethics makes provision for a series of principles and regulations in line with the C&C: the principles of non-discrimination and equal opportunities, the Foundation's commitment to constitutional and labor rights, safety and health at work, the provision of resources and means for carrying out professional activities, the selection of professionals based on equality, merit and professional skills, the value of researchers, their promotion, dissemination of their importance and the results of their research.

The following articles of the EC should be highlighted:

**Article 7.** Principles of non-discrimination and equal opportunities:

1. The Foundation fosters non-discrimination on grounds of race, nationality, social origin, age, sex, marital status, sexual orientation, ideology, political opinions, religion or any other personal, physical or social condition of its professionals, as well as equal opportunities for them in access to positions or fellowships offered by the Foundation.
2. In particular, the Foundation shall promote equal treatment of men and women as regards access to employment, training, promotion and working conditions as already evidenced by the Equality Plan in force, by extending the scope of this principle to public tenders for the procurement of goods and services.
3. Likewise, the Foundation shall ensure strict compliance with legislation promoting access of differently abled people to the workplace, by extending the scope of this principle to public tenders for the procurement of goods and services.
4. The Foundation rejects any form of violence, physical, sexual, psychological, moral or any other type of harassment, abuse of authority at work and any other conduct that generates

an intimidating or offensive environment for the personal rights of its professionals and shall proactively adopt, in collaboration with the workers' representative bodies, the necessary measures to prevent such conduct or terminate it once detected. The Anti-Harassment Protocol currently in force responds to this need and is part of the Equality Plan of the Foundation.

#### **Article 8.** Family life and work balance

The Foundation respects the personal and family life of its professionals and shall promote reconciliation programs to provide the best balance between this and their job responsibilities.

The transparency portal has also been published on the website of the CNIC since Law 19/2013, of 9 December, on transparency, access to public information and good governance entered into force.

### **1.2 Code of Good Scientific Practice**

In collaboration with the HR department, the management of the Center, the Coordinator Advisory Group and the works council approved on October 20, 2015 the Code of Good Scientific Practice in which the various actions envisaged in the action plan were included, as well as new actions that emerged in the various meetings with the various committees involved in its preparation.

The code of good scientific practice includes the following:

- I. Ethical conduct in scientific practice
  - a. Scope of the Code of Good Practice
  - b. Good practice in the use of resources
  - c. Misconduct when carrying out research
  - d. Responsibilities of the management of the center
  - e. Research involving human subjects
  - f. Research in humans for genetic purposes
  - g. Research involving human embryonic material

- h. Protection of personal data and guarantees of confidentiality in humans
  - i. Insurance against harm in Interventions on human subjects
  - j. Research involving human biological samples
  - k. Storage of human biological samples for research
  - l. Research on experimental animals
  - m. Research involving genetically modified organisms
- II. Relationships between the components of the working group
  - a. Supervision of researchers in training
    - Mentorship assignment
    - Responsibilities of the mentor
    - Rights and obligations of research trainees
    - Obligations of the mentor
    - Monitoring of research trainees
  - b. External staff participating in research projects
- III. Research projects
  - a. Supervision of research projects
  - b. Prohibition of secret research
  - c. Use of external facilities and equipment
  - d. Collaborative projects
- IV. Record-keeping, data retention and sample preservation
  - a. Plan for the collection and retention of data
  - b. Recording of data and corrections
  - c. Retention of collected data
  - d. Custody and access to collected data
  - e. Ownership of data
  - f. Data and samples shared with third parties
  - g. Data retention
  - h. Preservation of human samples
- V. Rules for publication

- a. Obligation to publish
  - b. Unpublished results
  - c. Publications that include personal data
  - d. Negative results
  - e. Duplicate publication
  - f. Bibliographic references to third parties
  - g. Acknowledgements
  - h. Institutional affiliation and acknowledgement of support
  - i. Presentation in the media
  - j. Urgent reporting
  - k. Use of publications for purposes of research assessment
  - l. Peer Review
- VI. Authorship of scientific articles, publications and theses
  - a. Conditions for authorship
  - b. Persons who provide data, cases or samples
  - c. Honorary authors and ghost authors
  - d. Inclusion of authorship in reports
  - e. Order of authorship
  - f. Shared first authorship
  - g. Curriculum vitae
  - h. Doctoral theses
- VII. Protection of property
  - a. Protection of results with possible commercial interest
  - b. Industrial property
  - c. Intellectual property
- VIII. Relations with third parties
  - a. Relations with other entities
  - b. Transparency and primacy of public interest
- IX. Functions of the Operating Committee
  - a. Mission

- b. Functions
  - c. Relationships with other Committees
  - d. Advisory arbitration in case of conflict
  - e. Guarantee of procedures
  - f. Communication
  - g. Dissemination of the Code of Good Scientific Practice
  - h. Updates of the Code of Good Scientific Practice
- X. Consultation of workers' representatives

## **ACTION 2**

### **2. Dissemination and scientific collaboration**

#### **2.1. Increase participation in scientific events**

The CNIC promotes the participation of its researchers in all international scientific forums through stays at other research centers, collaborative projects with other centers, granting long-term visits (up to 1 year) to international centers and the creation of researcher exchange programs. Short-term visits of pre-doctoral researchers are contained in the pre-doctoral program of the CNIC. During the course 2014-2015 a long-term visit (11 months) to the University of Boston, MA, USA was also granted to a senior investigator.

The CNIC also organizes seminars at weekly or monthly intervals for all professional researchers, from pre-doctoral to senior levels; in these seminars, internal researchers and guest researchers of international standing participate as speakers.

The CNIC hosted in 2014 the international Weinstein conference.  
<https://weinstein2014.cnic.es/home-weinstein.html>

The CNIC has been organizing since 2014 the PHDay (Conference of pre-doctoral researchers organized by the pre-doctoral students of the CNIC themselves).

Scientific retreats, in which all CNIC researchers are involved, are held annually.

Many other events are held regularly and are posted on the CNIC website:  
<https://www.cnic.es/en/eventos/index.php>

## **2.2. Establish an Open Day (general dissemination measures)**

During the past two years the CNIC has participated in various programs and activities with the aim of disseminating research results, opening research areas to society, showing the scientific and technical heritage, trying to convey the reality of science and technology in our country to the public and, above all, encouraging society's participation in scientific issues and promoting careers in science among the youngest.

Among the informative and educational events with the greatest impact the following can be mentioned:

The European Researchers' Night held on September 26, 2014 and September 25, 2015.

The Science Week, held from 3 to 16 November in 2014 and from 2 to 15 November in 2015.

The program 10th grade + Enterprise which took place between March and April in 2014 and 2015, by virtue of which the CNIC worked with several Middle and High Schools with the aim of opening the center to these students so that they would come to know and have a first contact with a research center in order to foster a scientific vocation in them.

CICERONE days, with the aim of making the center known to the general public

Training programs aimed at young researchers: <https://www.cnic.es/en/training/programs/>

With the aim of bringing science to the whole society, disclosure of the center's activities has also been promoted in the general mass media by signing an agreement for the promotion of cardiovascular health between the Spanish National Radio and Television Network (RTVE) and the Pro CNIC Foundation, to support and host events at the center that have served to publicize the CNIC and its activities, such as for example the presentation of the App "the

health circle", the presentation of the shirt of the national Rugby team, or active participation in high-profile events such as the presentation of the campaign "women with a heart".

There are also ongoing collaborations with other related centers to promote the creation of knowledge networks and to carry out coordinated projects, as well as involving internationally renowned specialists and researchers in the center's activities.

The need was identified to encourage participation in awards, forums, meetings on reconciliation of family and working life and equal opportunities to strengthen the corporate image of the Foundation: awards targeting sectoral or corporate recognition in the field, quality standards, a quality mark from the Ministry of Equality, incorporation into the Unit of Women Scientists of the Ministry, etc. In this area the following initiatives are worth mentioning:

- Receiving the Prince of Girona Award for best young woman researcher (Dr. Sabio)
- Participation in the women researchers Forum
- Leticia Fernández Frieria (Cardiologist) participated in the campaign Women for your heart, thanks to an invitation to a forum/ presentation of the campaign to various journalists; in this context she gave an interview to the magazine 'Yo Dona' to promote cardiovascular health in women.
- Alicia García Arroyo participated in 2014 in the roundtable discussion 'In depth: Gender equality and health' during the 5<sup>th</sup> Global Meeting of Health Parliamentarians, with the corresponding media coverage.
- Dr. Guadalupe Sabio was awarded a L'Oreal-Unesco Fellowship for Women in Science and participates actively in this forum. She also won an 'Estrella of the Community of Madrid' in the framework of the International Women's Day and participates in the Wikipedia Forum Women in Science (FWIS; <http://www.mujeresycia.com/index.php?x=nota/87659/1/mas-cientificas-espanolas-en-wikipedia>) which aims to contribute to increasing the importance of Spanish women scientists and their work.
- Dr. Sabio also participated in the following events:  
Spanish Society for Biochemistry and Molecular Biology (SEBBM) meeting: annual meetings on women in science;



AcademiaNet (Profiles of leading women scientists);

The book of the top 100 women leaders (<http://www.lastop100.com/listado-de-usuarios/userprofile/GS2015.html>);

Women for the heart, organized by Dr. Fuster;

WOMEN FOR CHANGE (#W4C).

- Dr. Ana Dopazo participated in the following initiatives:

CNIO-WISE Initiative (<https://www.cnio.es/es/women-science/about.asp>);

Ramón Areces Foundation, "Women, science, technology and innovation in Africa" (<http://www.muheresporafrika.es/ellas-investigan/index.html>).

**2. 3. Increase collaborations with research centers: collaborations with other related centers to promote the creation of knowledge networks and to carry out coordinated projects, as well as involving internationally renowned specialists and researchers in the center's activities.**

Regarding **scientific collaborations** with other centers, the CNIC has signed, during the two years analyzed, more than 50 collaborative agreements, including:

Agreements with national and international universities, such as:

Tufts University

University of Bern

University of Naples

University of Verona

Aarhus University

Swiss Federal Institute of Technology in Lausanne (EPFL)

Autonomous University of Madrid

Autonomous University of Barcelona

University of Granada

Complutense University of Madrid

University of Valladolid

Carlos III University of Madrid

University of Extremadura

University of Oxford

University of Bristol

University of Michigan

Icahn School of Medicine at Mount Sinai, New York

Ampleforth College

VU Medical Center - VUmc Foundation (Amsterdam, the Netherlands)

Centro San Raffaele Foundation (Milan, Italy)

Institute for Biomedical Research (IIB) Alberto Sols (Madrid, Spain)

Biomedical Research Foundation of the La Princesa University Hospital (Madrid, Spain)

Medical Research Institute La Fe (Valencia, Spain)

Spanish Society of Cardiology

National Center for Biotechnology (Madrid, Spain)

Hospital Clinic of Barcelona (Spain)

Madrimasd Knowledge Foundation

Central University Hospital of Asturias (Oviedo, Spain)

Barcelona Supercomputing Center-National Supercomputing Centre (Spain)

Inter-hospital Foundation for Cardiovascular Research (Madrid)

Biomedical Research Network Center on Respiratory Diseases

Foundation for Biomedical Research of the 12 de Octubre University Hospital (Madrid)

Biomedical Research Foundation of the Hospital Clínico San Carlos (Madrid, Spain)

Foundation for Biomedical Research of the Puerta de Hierro University Hospital (Madrid)

Spanish National Research Council; Center for Biomedical Research Network (Spain)

Spanish National Research Council (Madrid)

### **ACTION 3**

#### **3. Extend the external evaluation of postdoctoral researchers in selection processes**

During the past two years external evaluation has been extended to selection processes related to the IPP (International Postdoctoral Program) with the appointment of a gender-balanced committee of international experts acting as a selection body of the candidates.

#### **ACTION 4**

##### **4. Recognize mobility as a specific and gradable merit in the selection processes**

In most processes, experience in other countries has been incorporated as a merit and this mobility has even scored points in some cases; however, this practice has not spread or been formalized to include all calls, nor was it made compulsory. However in the new selection portal, to be implemented as of 2016, mobility will be an assessable criterion in all processes.

Mobility is also a positively rated merit in the regular evaluation processes regulated by the CNIC as a necessary step for scientific career advancement.

#### **ACTION 5**

##### **5. Give information on the services provided by the EURAXESS portal and their benefits for CNIC employees**

Through the CNIC website and the intranet, information is given about the services of the EURAXESS portal and a link to the portal is provided.

#### **ACTION 6**

##### **6. Include a link in the intranet and in the welcome manual**

Both actions have been completed and the welcome manual in physical format has been replaced by one in digital format, which can be accessed from the employee portal since November 1, 2015.

#### **ACTION 7**

##### **7. Publish the vacancies on the EURAXESS JOBS portal**

During these years job offers for researchers have been published in the EURAXESS JOBS portal.

## **ACTION 8**

### **8. Promote gender-balanced selection committees and equality policies**

The CNIC has encouraged that selection committees be gender-balanced, and has informed and advised research groups to include this criterion in the company culture. This criterion shall be mandatory from January 2016 with the new electronic selection application.

In relation to this objective we have taken the following specific actions in order to establish gender equality in some of the areas where men were forming the majority.

**8.1. New contracts or position changes of 11 posts held by women in the administration and management area.**

**8.2. Creation of the Research Office whose responsibility was entrusted to a woman, holding the position of head of the research office**

**8.3. Appointment of a woman as Laboratory Manager integrated into the Research Office**

**8.4. The need to promote the presence of women in Senior and Middle Management positions in the Research Activity (Women's research careers)**

Since 2010 a total of 2 woman researchers were incorporated in scientific careers (junior, assistant or higher levels) and six woman researchers were promoted to a higher level within the CNIC's scientific research career (junior, assistant or higher levels).

**8.6. In terms of remuneration policy, a need is observed for promoting pay equity in all categories**

8.6.1. Criteria for internal equity have been established for all new posts to equalize wages within categories to reduce the differences with which we started in 2010; however, due to legislative constraints it has not been possible to complete this action in all areas, although in the research area an equity in all researcher categories was reached, except for the category

of Collaborating Researcher, in which women are favored (with average wages approximately 2% higher than men).

Because of those same legislative limitations, it was not only impossible to take actions for the rest of staff hired before January 1, 2010 (units, management and services), but there have been two generic measures to cut wages:

A 5% reduction of the salary of all employees of the Foundation pursuant to Royal Decree-Law 8/2010, of 20 May, on extraordinary measures to reduce the public deficit.

Suppression of the extra payment of December 2012 by Royal Decree-Law 20/2012, of 13 July, on measures aimed at assuring budgetary stability and promoting competitiveness.

A positive measure, which has been well received and which contributes to optimizing and increasing the net salary, a Flexible Compensation Plan was implemented by virtue of which workers can choose a number of products or services at reduced and tax-exempt rates.

It is worth noting that currently, in some categories, the average wage for women is higher than for men, and these are in addition positions of responsibility such as Collaborating Researcher, Unit Head, Senior Technician and other leading positions.

RESEARCH STAFF			
PROF. CATEGORY	Men	Women	%
ASSISTANT PROF.	63,293.00	63,293.00	0%
ASSOC. PROF.	79,346.00	79,346.00	0%
COLAB. RES.	37,442.00	38,316.00	2%
RES. LEVEL 0	27,000.00	27,000.00	0%
RES. LEVEL I	33,282.00	33,282.00	0%
RES. LEVEL II	35,362.00	35,362.00	0%
RES. LEVEL III	37,442.00	37,442.00	0%
PREDICT. RES.	21,321.00	21,321.00	0%

\*Salaries imposed by external calls themselves are excluded, since they cannot be included in the Remuneration Policy and Professional Classification Plan (RPPCP) of the CNIC

8.6.2. In selection processes and incorporation of new staff the CNIC has maintained a policy of gender equality by assigning the same wages for the same positions to women and men.

8.6.3 With special authorization from the Ministry of Finance, professional promotions of researchers (junior, assistant or higher) in the CNIC were maintained; this involved (promotions since 2010)

- 6 Women
- 15 Men

Other male and female postdoctoral researchers were also promoted during these five years, where the number of women is significantly higher than that of men.

<b>TOTAL STAFF</b>	<b>427</b>	<b>%</b>
Men	168	39%
Women	259	61%
<b>Total promotions in 2010-2015</b>	<b>49</b>	<b>11%</b>
Men	21	43%
Women	28	57%
<b>Total promotions 2015</b>	<b>4</b>	<b>1%</b>
Men	2	50%
Women	2	50%
<b>Total promotions 2014</b>	<b>9</b>	<b>2%</b>
Men	5	56%
Women	4	44%
<b>Total promotions 2013</b>	<b>1</b>	<b>0%</b>
Men	1	100%
Women	0	0%
<b>Total promotions 2012</b>	<b>4</b>	<b>1%</b>
Men	3	75%
Women	1	25%
<b>Total promotions 2011</b>	<b>14</b>	<b>3%</b>
Men	5	36%
Women	9	64%

Total promotions 2010	17	4%
Men	5	29%
Women	12	71%

\*Data of all promotions, including junior, assistant and higher level researchers

### **8.7. As regards the need to Implement Actions related to Equality Training and Awareness: reconciling an Overall Vision of the subject with a Vision from the point of view of Risk Prevention (Healthy campaign)**

8.7.1. The Practical Guide for cardiovascular health of women, focused on gender-specific risks, was published.

8.7.2. In the risk prevention audits, the feasibility of developing a psychosocial risk assessment to detect, among others, situations of discrimination or harassment has been raised. The CNIC has raised this action as part of the remit of the new prevention service contracted in 2015 (see technical contract specifications), due to the reluctance of the previous prevention service that considered such an evaluation unnecessary since, in their opinion, there was no evidence of serious psychosocial risk.

8.7.3. - In training activities for Master's students, the inclusion of the CNIC in the HR Strategy is addressed, the contents of the European Charter for Researchers are explained, and the image of the CNIC as a center concerned with the work and family life balance is transmitted.

8.7.4. Regarding the work-life balance, the policy of paid leave of staff has been expanded to include, in accordance with the workers' representatives, permission to accompany minors to the doctor and to stay with children on bed rest at home, since both are considered to be permissions for the fulfilment of unavoidable public and personal duties.

8.7.5. Despite the budgetary difficulties of the State, funding salary supplements for daycare centers to help promoting the work-life balance was made possible through the authorization of the wage bill of the center by the Ministry of Finance.

8.7.6. The flexible compensation plan has been published each year.

8.7.8. Maternity assessments have been promoted to detect risks during pregnancy and that have led to a change of job for the woman concerned or to the granting of a risk leave during pregnancy or breastfeeding paid by the Social Security. For this, a special involvement of the

biosafety service and the risk prevention department was required to overcome the reservations of the corporate culture and those of an administrative and bureaucratic nature raised by the medical services.

8.7.9. Specific tests have been included regarding health monitoring, such as voluntary mammograms for women over 45 years.

8.7.10. Through the annual publication of announcements, participation in competitions for places in the daycare center of the ISCIII has been enhanced; this daycare center is highly regarded by the workers on the campus.

## **ACTION 9**

### **9. Extend social benefits to all employees**

The CNIC's social benefits are the same for everyone, except for the monetary compensation for costs of mobility and relocation of researchers and their families, as this only applies to researchers with the rank of Assistant Professor or higher.

## **ACTION 10**

### **10. Improve the employment stability of the employees**

The financial resources of the center are usually allocated funds obtained through external calls for funding a program or a study for a specific period, so that once those funds are spent or the project has ended, contracts are also terminated.

Nevertheless, in order to promote stability, the Ministry of Finance was asked about the possibility of offering permanent contracts for structural positions; the inquiry did not yield the desired results, since the Ministry considered that the circumstances do not permit entering into permanent contracts in the current situation. <S:\Recursos Humanos\Gestión RRHH\Gestión\DGCPPP\Contratos Indefinidos Autorización 50% 2015\Consulta Dirección General de Costes. Contratos indefinidos.doc>



Since 2012 the CNI is authorized to enter into a limited number of temporary contracts per year. <S:\Recursos Humanos\Gestion RRHH\Gestión\DGCPPP\Cupo 2012\Resolución Cupo contratos 2012.pdf>

In February 2016, CNIC was authorize by the Tax Department to turn 10 temporary contracts into permanent ones.

## **ACTION 11**

### **11. Include a link to the EURAXESS website**

The CNIC has a link on its home page and within the HR section which gives access to EURAXESS and all the services it provides. <https://www.cnic.es/en/empleo/estrategia.php/>

## **ACTION 12**

### **12. Participation of researchers and Feedback**

During the application of the action plan, the HR department has been in continuous contact with the various committees of the center, especially with the works council (WC) and the research committee (currently called the Coordinators Advisory Group, or CAG). The WC, democratically elected by all employees of the center, represents all workers of all areas. The CAG represents the researchers of the different programs and areas of the CNIC.

All actions that affect personnel have been approved by the works council, the CAG and other committees (for specific actions).

During this time, they have made, among other things, the following observations:

The importance of selecting and retaining researchers not only for what they have done, but also for the potential they may have to achieve excellence in research.

The importance of the selection committees being external or they include external professionals.

The recognition the center should sufficiently pay and finance its researchers, as an essential part of the organization and as a strategic key to select and retain the best of them.

The value of flexibility and adaptability to an increasingly diverse and global scientific environment.

The importance of professional development and continuing education focused on excellence.

An attitude of responsibility regarding their own work and that of their colleagues, their subordinates, the center, and society in general.

A proactive participation in the training and development of students.

The importance of diversity and equality in hiring and the research career, incorporating positive actions on gender issues and disability.

The idea of considering gender-balance not only a matter that affects women, but also men.

## FOLLOWING STEPS

In its efforts to continuously improve the implementation of the principles of the C&C, the CNIC proposes a new action plan for the period 2015-2017 and renews its commitment to review the programmed actions regularly in order to check the degree of compliance and desirable progress in each one of them.

To this end, we propose the necessary amendments and improvements to previous action plan:

To consolidate compliance with the programmed actions

To adjust the timing

To suggest improvements

To propose new actions

## CNIC calendar and responsibilities for the implementation of the Action Plan

ACTION PLAN 2013 - 2015					
Area / Principle number	Action Plan	Time Frame	Actors	End	Status
Ethical and professional aspects / 2, 3, 4, 5, 6, 7 & 9  Training / 36, 37 & 40	Develop, complete and update the guidelines on the ethical aspects to be met by managers and researchers of the CNIC on:	June 2014	Research Committee Board of Directors Works Council	October 2015	COMPLETE
	Responsibilities in scientific practices Relationships between the components of the working group Preparation of research protocols Record-keeping, data retention and sample preservation Rules for Publication Authorship of scientific papers, publications and theses Protection of Property Relations with companies Creation of the Committee for Research Integrity References.  All these aspects will be reflected in a Code of Good Research Practices and Research Integrity.				
Ethical and professional aspects / 9	Improve CNIC participation in popular science events, and a greater collaboration with other research centers.  Establish an open day.	June 2014	Communication Department	June 2014	COMPLETE
Ethical and professional aspects / 11	Extend the external evaluation to postdoctoral researchers to guarantee the impartiality of the process by an External Research Committee.	September 2014	Research Committee Board of Directors Works Council		IN PROGRESS

	Consider “mobility” as a specific gradable merit in the evaluation processes.				
<b>Recruitment / 12</b>	<p>Inform (once a quarter) the staff about the services provided by the EURAXESS network and its benefits.</p> <p>Include a link on the CNIC intranet and in the welcome manual.</p> <p>Publish all employment offers in international media, including EURAXESS JOBS.</p>	Ongoing	HR Department	November 2013	COMPLETE
<b>Recruitment / 14 Working conditions and social security / 27</b>	Promote Selection Committees with an equal number of men and women.	February 2014	HR Department	January 2016	COMPLETE
<b>Recruitment / 18</b>	Consider “mobility” as a specific gradable merit in the evaluation processes.	February 2014	Research Committee HR Department		IN PROGRESS
<b>Working conditions and social security / 24</b>	Extend the social benefits (specifically the benefits of the relocation policy “monetary assistance for moving expenses and relocation”) to research technicians, postdoctoral and pre-doctoral researchers.	December 2014	Board of Directors HR Department		INCOMPLETE
<b>Working conditions and social security / 24</b>	<p>Improve in terms of stability (gradually change temporary contracts to permanent contracts).</p> <p>It will be necessary to negotiate with the works council the homogeneous criteria for this change in order to prevent randomness and establish a schedule for its implementation.</p>	January 2015	Research Committee Board of Directors HR Department Works Council		IN PROGRESS

<b>Working conditions and social security / 29</b>	Consider “mobility” as a specific gradable merit in the evaluation processes.	February 2014	Research Committee HR Department		IN PROGRESS
<b>Working conditions and social security / 30</b>	Include a link to the EURAXESS Website on the CNIC internet.	December 2013	IT Department	November 2013	COMPLETE

PROPOSAL TO INCORPORATE THE C&C IN CNIC 2015-2017				
Action points incorporated from the action plan 2013-2015				
Area / Principle number	Action Plan	Time Frame	Actors	Current Status
Ethical and professional aspects / 11	Extend the external evaluation to postdoctoral researchers to guarantee the impartiality of the process by an External Research Committee.	September 2014  Extended: July 2016	Research Committee Board of Directors Works Council	IN PROGRESS
Recruitment / 18	Recognition of mobility as a specific gradable merit in selection and evaluation processes.	February 2014  Extended: April 2016	Research Committee HR Department	IN PROGRESS
Working conditions and social security / 24, 26	Extend the social benefits (specifically the benefits of relocation policy “monetary assistance for moving expenses and relocation”) to research technicians, postdoctoral and pre-doctoral researchers.	December 2014 Extended: October 2017	Board of Directors HR Department	
Working conditions and social security / 24, 25	Improve in terms of stability (gradually change temporary contracts TO permanent contracts). It will be necessary to negotiate with the works council the homogeneous criteria for this change in order to prevent randomness and establish a schedule for its implementation.	January 2015  Extended: December 2016	Research Committee Board of Directors HR Department Works Council	IN PROGRESS
Working conditions and social security / 29	Recognition of mobility as a specific gradable merit in selection and evaluation processes.	February 2014  Extended:	Research Committee HR Department	IN PROGRESS

		April 2016		
	<b>Action points for further development in 2015-2017</b>			
<b>Ethical and professional aspects / 5</b>	Improve accessibility of staff to information (including Code of Good Research Practices and Research Integrity (CGRP), Welcome Manual, Code of Ethics, European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (C&C), etc.) via the web (intranet).	Ongoing	HR Department IT Department	
<b>Ethical and professional aspects / 5</b>	Establish information sessions about the CGRP and C&C.	September 2016	HR Department Research Committee	
<b>Ethical and professional aspects / 9</b>	Increase the dissemination of research results to the scientific community and the general public	Ongoing	Research Committee Media Department	
<b>Recruitment / 12</b>	Reserve a 2% quota of job vacancies for disable people or alternative measures (according to Spanish Law)	Ongoing	Board of Directors HR Department	
<b>Recruitment /15</b>	Implement a standardized and computerized procedure for online consultation of the results of selection processes.	Ongoing	Research Committee HR Department Works Council IT Department	



<b>Recruitment /17</b>	Improve positive actions in favor of people who have interrupted their career.	June 2016	HR Department Board of Directors Works Council	
<b>Recruitment /16</b>	Recognition of activity in the private sector and transfer in favor of the public sector during the selection processes, giving it an extra score.	May 2016	Research Committee HR Department	
<b>Working conditions and social security / 24</b>	Reduce the annual working hours	July 2016	HR Department Works Council	
<b>Working conditions and social security / 24</b>	Do a study for joining the RESAVER pension plan	June 2016	HR Department Board of Directors	
<b>Working conditions and social security / 24</b>	Make all documents available to the CNIC staff in English and send all official communications in both languages (English and Spanish)	Ongoing	HR Department	
<b>Working conditions and social security / 24</b>	Make an analysis of special working hours, continuous working time and regularization of teleworking	March 2017	HR Department	
<b>Working conditions and social security / 27</b>	Implement the actions derived from the update of the equality plan	April 2016	HR Department Works Council Gender Balance Committee	
<b>Working conditions and social security / 28</b>	Develop a standard procedure for the monitoring of pre-doctoral researchers	May 2016	Research Committee HR Department	

<b>Working conditions and social security / 34</b>	Make a mailbox available for suggestions and claims	May 2016	HR Department	
<b>Training / 38</b>	Conduct a study regarding granting aids for training	October 2016	Training Department HR Department	
<b>Training / 39</b>	Study specific training plans per area and per department.	July 2016	Training Department HR Department	