

HR Excellence in Research
Updated Action Plan (June 2025 - June 2028)
Case number: 2021ES629345

Context:

The award of the HRS4R identifies the research institutions and organizations supporting a favourable and boosted work environment.

The HR Excellence in Research Award recognizes research performing organisations that demonstrate a sustained commitment to implementing the 20 principles of the European Charter for Researchers.

The HR Excellence in Research process is long-term commitment based on a voluntary, structured, and periodically audited mechanism, centred on three-year cycles of continuous assessment based on gap analysis and action plans.

The award is granted for a three-year period, after which it must be renewed.

For more information: HR Excellence in Research award | EURAXESS

Updated Action Plan: The actions proposed as part of the 2025-2028 Action Plan have been approved by the Executive board and will enable to fulfil the HR vision and HR Strategic Objectives for the period 2025-2028 in alignment with the European Charter and Code principles. The Updated Action plan is composed of actions in different status (extended, continuous, new) and each action is related to one or several of the 4 Pillar(s)/20 key Principle(s) of the European Charter for Researchers.

HR Excellence in Research - IBiS - Revised Action Plan (June 2025 - June 2028)

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Action Code	Action Description	Indicator(s)/target(s)	Responsible	Numbered Principles	Principles	Timing	Status
A1	Update and dissemination of the Technology Transfer Plan including professional responsibilities regarding IPRs. The IBiS Technology Transfer Plan will promote the professionalization of transfer tasks from the detection of the idea to a possible commercialisation, through the required development. We plan to promote the protection of results as a way to support their dissemination and use with greater legal certainty.	T - To create an innovative and entrepreneurial culture among the staff of the research centre and the health care centres I - The Technology Transfer Plan updated and disseminated (web, e-portal, social media, etc.) I - Number of innovative ideas proactively identified I - Training and support in the valorisation process	UTT	6 12 16	P1.6 P2.4 P3.4	Q2 2027	Extended (former A4)
A2	Design and dissemination of a Welcome Package for the new staff joining the Institute of Biomedicine of Seville, available on the website. The Steering Committee will decide the adequate format (document or video). The main purpose of this manual will be to offer newcomers a brief overview of our values, structure, support services, internal procedures, safety and health instructions and practical information, in order to help them to settle in as quickly as possible.	T - To rely on a useful Toolkit for newcomers to facilitate their integration I - Welcome Guide approved and disseminated I - Onboarding protocol approved and disseminated	HR / UGP	10 11 12	P2.2 P2.3 P2.4	Q4 2025	Extended (former A8)
A3	Periodic meeting between the different entities (FISEVI, US, CSIC) involved in the recruitment processes, to implement common good practices in transparency, mobility and career development.	T - To establish dynamic cooperation among the IBiS constituent institutions to cope with common issues related to transparency, mobilities and career development I - Number of meetings on a yearly basis with at least one dedicated session per year I - Meeting minutes per year	HR / UGP	10 11 12 19	P2.2 P2.3 P2.4 P4.3	Q3 2025 Q3 2026 Q3 2027 Q2 2028	Extended (former A9)
A4	Informative guidelines on the existing procedures to access to teaching, in collaboration with the University of Seville, to favour the stability of researchers through teaching	T - To increase the knowledge on the teaching access options for IBiS researchers, specially for those that teaching is part of their career requirements I - Number of downloads of the Guidelines from the website /intranet I - Level of knowledge on the action (%) in the annual surveys	DC	19	P4.3	Q1 2026	Extended (former A12)
A5	Development of an Intranet in the website, to boost the interaction between our professionals and share corporative documents. A robust intranet constitutes a secure response to the need for building a common point that hosts all the information channels and processes of IBiS.	T - To rely on a single centralized, secure platform for all IBiS researchers/staff with all relevant information to facilitate integration of newcomers, smooth functioning of the services, ensure compliance of the highest standards on data protection I - Launch of the Intranet portal in the website I - Regular update of the contents I - Informative activities (short sessions/videos/mailling)	COMM / IT	6 13	P1.6 P3.1	Q4 2025 Q42026	Extended (former A16)

A6	Informative sessions about procedures, contractual and legal updates, labour conciliation measures, etc. for researchers, technicians and managers at IBiS	T - To keep the IBiS staff up-to-date on their rights and obligations concerning the Human Resources related areas with at least 1 session annually I - Report on the sessions on a yearly basis I - Sessions materials/presentations/slides and evaluation of assistance	HR	4 6 13 15	P1.4 P1.6 P3.1 P3.3	Q2 2026 Q2 2027 Q2 2028	Extended (former A17)
A7	Steering Committee meetings in the Permanent Research Coordination Commission (COPCI) sessions including additional experts when required in the decision making processes (particular calls, infrastructures questions, etc.)	T - To increase the potential success of the COPCI Steering Committee decisions by including hearings 2 experts yearly for certain topics treated in the meetings when required I - Meeting minutes	COPCI	13 20	P3.1 P4.4	Q2 2026 Q2 2027 Q2 2028	Extended (former A23)
A8	Periodic mailing including scientific seminars and events, outreach activities (Science Week, Researchers' night), scheduled student visits to the Institute, outdoor and solidarity activities to improve the relationship among workmates (outdoor races, blood donation sessions...), and staff involvement in publications, projects, certifications, etc.	T - Increasing awareness on the seminars and info sessions organised by the institution among the research community of the IBiS to promote their involvement in both attendance and participation with at least 4 e-mails sent on a monthly basis I - List of events disseminated yearly	COMM / G	12 16	P2.4 P3.4	Q4 2026 Q4 2027 Q4 2028	Continuous Activity (former A5)
A9	Dissemination of a Career Plan, including competences and professional skills needed and detailing the relationship between researchers and supervisors (periodic evaluation, objectives, merits...) as well as a clear classification of seniority (levels R1 to R4).	T - Diversification of the researchers (pre-docs and post-docs) possibilities according to the IBiS potential as a research centre for the 2025-2027 HR Excellence for Researchers actions implementation period I - Career Plan updated, approved and disseminated	HR / UGP	18 12	P2.2 P4.2	Q4 2026	Continuous Activity (former A6)
A10	Informative sessions and training on regional, national and international mobility possibilities. We plan to analyse the scholarships and predoctoral/postdoctoral programs (i.e. Sara Borrell, Miguel Servet, EMERGIA, MSCA, ERC, etc.) and invite EURAXESS staff when necessary.	T - To keep the staff up-to-date on the related mobility calls with 2 seminars every year I - Report on the sessions on a yearly basis I - Sessions presentations/slides	UGPI	12 14 18 19	P2.4 P3.2 P4.2 P4.3	Q4 2026 Q4 2027	Continuous Activity (former A10)
A11	Informative sessions about research ethics including the Research Ethics Committees requirements for IBiS professionals, since it should be embedded in the research design, implementation and dissemination. Training is required to afford investigations with human beings, human cells or tissues, personal data management and research using animals.	T - To organise 1 training sessions in ethics yearly I - Session programme I - Session presentation/slides	CT / Animal Caring Facility	1	P1.1	Q4 2026 Q4 2027 Q4 2028	Continuous Activity (former A14)
A12	Informative session about data protection and prevention of occupational hazards for researchers and technicians in IBiS.	T - To keep the IBiS staff up-to date on the risks linked to their professional tasks in order to avoid derived incidents as much as possible with at least 1 session annually I - Session presentation/slides on a yearly basis	IT / PRL	9 13	P2.1 P3.1	Q4 2026 Q4 2027 Q4 2028	Continuous Activity (former A18)

A13	Organization of periodic open days for students and biomedical companies, by exploring our centre and meeting our staff and students. The visits will include a introductory session, a guided tour through the Institute, visiting core facilities and laboratories, discovering the high quality equipments and instruments and also the chance to meet current researchers and technicians.	T- To improve visibility and access in order to a) promote research career and making IBiS more familiar to schools/University b) consolidate a networks of collaborators, organizing at least 2 sessions annually I - Report on activities performed I - Number of participants by profile: student / industry sector representatives I - Dissemination materials (posters, social networks, website)	COMM	13	P3.1	Q4 2025 Q4 2026 Q4 2027 Q4 2028	Continuous Activity (former A20)
A14	To improve the visibility and dissemination of the activities performed regarding the HR Excellence for Researchers actions.	T - To improve the visibility of the HR Excellence for Researchers linked activities by releasing at least 4 "in a nutshell" publications in the website I - HR Excellence for Researchers actions "in a nutshell" infographic slides/documents I - Number of documents uploaded, disseminated and accessible in the website	G	6 13	P1.6 P3.1	Q2 2026 Q4 2026 Q2 2027 Q4 2027	New
A15	To prepare a report and monitoring process of researchers' participation in international forums.	T - To promote a dynamic and collaborative academic environment and foster Knowledge exchange and Collaboration networks I - Report I - Monitoring process	UGPI	12 19	P2.4 P4.3	Q4 2026 Q4 2027	New
A16	Organization of the IBiS Annual Day, specially designed for master's students, doctoral thesis students	T- Celebration of two annual events as a welcoming for introducing the institute I - Presentation/slides on a yearly basis	G / COMM	12	P2.4	Q4 2026 Q4 2027	New
A17	Design and implementation of an exchange information system on opportunities to foster mobility.	T - Ensure researchers have easy, centralised access to national and international mobility opportunities (jobs, secondments, fellowships, exchanges, visiting positions) in at least one tool updated every year I - The guidelines approved I - The guidelines disseminated (Intranet, website)	UGPI	7 9	P1.7 P2.1	Q4 2027	New
A18	Organization of periodic open days with patient associations, to present our centre and lines of research, infrastructures and meeting our researchers. The visits will include thematic sessions, a guided tour through the Institute, visit to the core facilities and laboratories, practical workshops related to the management of the pathology in question, and also around table with researchers.	T - Strengthen the engagement and dialogue between the Institute and the patient associations by arranging at least 2 dedicated open days annually I - Communication material issued after the sessions/open days I - Informative posters of the sessions I - Number of Open Days organised per year	COMM	4	P1.4	Q1 2026 Q1 2027 Q1 2028	New
A19	Implement additional specific Trainings to strengthen the transversal skills for all IBiS staff non-covered by the training plans of the IBiS partners.	T - To implement new initiatives taken to strengthen the transversal skills of researchers I - Number of initiatives per year	HR	19	P4.3	Q4 2026 Q4 2027	New

A20	Develop an informative guidelines document including opportunities to share research infrastructures, international training and networks.	T - Increase researchers' awareness of internal and external opportunities for internationalization I - Publication of the informative guidelines I - Number of dissemination actions carried out (e.g. website publication, internal communications, specific sessions)	UGPI	7 19	P1.7 P4.3	Q1 2027	New
A21	Disseminate the Collective Agreement of the Andalusian Research Foundations. "Convenio Colectivo"	T - To provide FISEVI workers a common framework for employment conditions in line with the rest of the regional Andalusian research management foundations during the current 2025-2027 HR Excellence for Researchers implementation period I - Definitive Collective Agreement	G	13	P3.1	Q4 2027	New
A22	To define specific Procedures for evaluation addressed to Principal Investigators	T - Providing the principal researchers with a helpful procedure linked to the EU Research Comp skills in order to openly and measurably evaluate applicant candidates I - Guidelines for researchers selection procedures based on the Research Comp I - Guidelines to avoid unconscious bias on researchers selection procedures	UGPI Y HR	11 19	P2.3 P4.3	Q4 2025 Q4 2026	New
A23	To establish a Welcome Committee to improve the onboarding process, with special emphasis in international researchers	T - Facilitating a smooth and equitable onboarding process for incoming research staff I - Creation of the Welcome Committee I - Development of an Onboarding plan for newcomers I - Satisfaction level surveys of new researchers with the onboarding process once the Commission is operational	G / DC	7	P1.7	Q3 2026 Q3 2027	New
A24	To update the Communication and dissemination plan	T- To improve visibility and dissemination I - Update Communication plan approved and published on the website	COMM	16	P3.4	Q2 2027	New
A25	Definition and establishment of an Offboarding process	T- To facilitate the offboarding process, ensuring smooth transition, at the same time strengthening long-term links with former IBiS members to foster collaboration, knowledge exchange, and international institutional visibility I - IBISConnect implementation I - Offboarding/Farewell pack	DG / DC / UGPI / HR/ COMM	7	P1.7	Q4 2026 Q4 2027 Q4 2028	New
A26	Translation into English of a selection of relevant documents	T- To ensure that key institutional and research-related documents are accessible to international research staff I - List of priority documents identified and approved for translation by the Welcome Committee I - Availability of the translated documents on the institutional website and Intranet	UGPI / COMM	13	P3.1	Q4 2027	New

A27	To create a new Office for Researchers Talent Attraction	T - To improve the visibility and internationalization and support attract a higher number of excellent Researchers T - Fostering collaboration between the Human Resources and International Projects Management Units to better support the internationalization I - Internal procedures for the management of the newly created talent attraction office I - Minutes of the newly created office meetings	UGPI	7	P1.7	Q1 2026 Q2 2027	New
A28	To develop and disseminate an informative brochure on good practices on Open Science	T - To keep researchers updated on Open Science good practices I - Dissemination of Open Science documents I - Elaboration of useful draft documents related to Data Management Plan and the Communication, Dissemination and Exploitation Plan	UGPI	3	P1.3	Q2 2026 Q2 2027 Q4 2027	New
A29	To develop Informative brochure on the "RM Comp framework" main lines for researchers and the research management staff	T -To facilitate information on RMComp to raise awareness on this framework of competences I - Informative document disseminated (e-portal and researchers database mailing)	UGPI	6 12	P1.6 P2.4	Q4 2026	New
A30	To design and implement of a on-boarding/mentoring programme for Early career researchers (R1 R2)	T- To facilitate the follow-up of career development I - Internal procedures for the management of the newly created talent attraction office I - Minutes of the newly created office meetings I - Onboarding plan available	UGPI	7	P1.7	Q4 2026 Q2 2027	New
A31	To give visibility and promoting women' scientific careers (communication campaign)	T - To foster gender equality and gender balance in research teams I - Social networks publications, mailings I - Informative talks led by Women active in science I - Culture activities in collaboration with schools	COM	4 12	P1.4 P2.4	Q2 2026 Q4 2026 Q2 2027 Q4 2027	New
A32	To give visibility and promoting Green Good Practices (UN Sustainable Development Goals on September 25th; World Environment Day; European Green Deal)	T - To raise awareness on the key sustainability principles for researchers with special attention to the MSCA Green Charter I - Social networks publications, mailings I - Visibility of Green Management at IBiS	COM	8	P1.8	Q2 2026 Q4 2026 Q2 2027 Q4 2027	New