

	GAP Principle(s)	Timing (at least by year's quarter/s semester)	Responsible Unit	Indicators/Target(s)	Current Status	Remarks
ACTION 1: UPDATE THE FHNP RECRUITMENT POLICY AND PROCEDURE COMPLIANT WITH C&C AND OTM-R. • Include social clauses in the scales of the selection processes. • Include the possibility of providing information about non-objective skills within the documentation required from candidates. • Include an annex in the documentation to be provided by the candidate to justify chronological changes in his/her CV if necessary. • Although there is a true commitment of the FHNP in providing feedback to the rejected candidates, due to the small size of the HR department, this feed back needs to be presently limited to the publication of the anonymous evaluation	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)	Q1 and Q2 2021	Head of Human Resources	• Publish OTM-R Policy in Spanish and English online: Selection and recruiting guide and templates. • 100% of job offers published online and on EURAXESS. • Include OTM-R criteria in the job offers templates: social clauses, non-objective skills or justification of chronological changes in CV. • 100% of candidates receive feedback. • OTM-R and C&C material and training courses available.	• Completed	OTMR policy has been published at the FHNP's website. https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/modelos-normalizados The HRS4R section of FHNP includes OTM-R's information and materials. https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/hrs4r All job offers are published at EURAXESS. https://drive.google.com/file/d/1lqXemC7-nGIN0d0hEVNC4pzCjQS9AHKp/view?usp=share_link After the publication of the new labor reform law, most of the published contracts are permanent The Foundation sends

results of the selection process. • Develop guidelines for the evaluation of candidates' CVs, including all HRS4R criteria to guide the assessments of selection committees. • Use other international employment platforms such as EURAXESS to achieve greater dissemination of job offers. • Make the recruitment manual and templates accessible online, translate it into English and reference it in the job offers. • Train recruitment staff and provide training courses and materials, with an emphasis on gender issues. • Update relevant information in the welcome manual and on the web.				• At least 70% satisfaction in the quality survey.		the final scores of the candidates by e-mail, upon request. Always respecting personal data protection law Link: https://drive.google.com/file/d/125TrvxMXVexR80wKsCdFN2H67FF3QI97/view?usp=share_link In addition, in November 2022, the First “Day of the HRS4R award” was performed. One of the topics discussed was the implementation of the OTM-R policy and the C&C in the Foundation, in which a presentation about the OTM-R's implementation at the Carlos III University of Madrid was held. Finally, in November 2022, a survey about the knowledge of the implementation of the action plan's different actions was distributed to all FNHP's researchers. The results showed that the 91% of researchers were familiar with the changes in the recruitment procedures.
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ACTION 2: ESTABLISH ACTIONS TO IMPLEMENT AND DEVELOP THE PROFESSIONAL CAREER WITHIN FHNP. - Design a career plan that is harmonised with SESCO's (regional health service). - Establish professional categories within the career. - Provide career development tools: - Write a career development guide, - Make available external on line resources (videos, autodiagnose, etc.). - Organise information sessions on career development options. - Provide mentoring (Action 3). - Update relevant information in the welcome manual and on the web. - Inform during the welcome session.	21. Postdoctoral appointments 25. Stability and permanence of employment 28. Career development 30. Access to career advice	Q2 2022	FHNP's Director	- New Professional Development Plan published online, including the profiles for the new professional categories. 100% of FHNP staff know career development tools available. 100% of new recruitments agree that they have received information about the existence of these documents and its location on the FHNP website. - Number of visits to the career development tools website. - At least 50% attendance to the career development options informational sessions. - At least 70% satisfaction in the quality survey.	Extended	The development of a professional research career within the institute is pending of the definition of a research career itinerary at regional level. FHNP is represented in the working group that is planning this itinerary within the Castilla-La Mancha Health System. A professional career development guide has been published and has been presented to researchers at the HRS4R awareness meeting in 21 November 2022 Presently there is not a system that records the number of visits to webpages at FNHP's web site. It will be incorporated within the new version of the website Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the

						85% of researchers were familiar with the actions performed for the implementation and development of the research professional career at the FHNP
ACTION 3: DESIGN A CAREER DEVELOPMENT MENTORING PROGRAMME FOR RESEARCHERS. - Design a pilot mentoring programme in research career development and options aimed at R1 and R2, following the methodology set out in the EURAXESS REBECA project: - Write a short guide - Train mentors (members of the research or teaching commissions could be the candidates for mentors). - Provide materials to mentors (templates, topics to discuss, short videos, etc. from recognised sources). - Evaluate the pilot programme, adapt if necessary and make it available to the remaining researchers.	30. Access to career advice 40. Supervision	Q3 2022	FHNP's Director	- Pilot mentoring programme deployed for group of R1 and R2. - Number of R1 and R2 researchers mentored. - Report on the pilot programme. - At least 70% satisfaction in the quality survey.	In progress	The Foundation has approved the organisation's first mentoring programme, called Mento-R. It aims to connect its pre- and postdoctoral researchers with external professionals with a research track record who can advise them for taking future career decisions. LINK: https://drive.google.com/file/d/161u5GV_AXo_2neCpFLSfrmFxa-tGU0JzP/view?usp=share_link) For a pilot experience, FHNP has selected Concepción Serrano López-Terradas. For performing an open mentoring session with R1 and R2 researchers. A mentorship guide will be written in 1st Quarter 2023

- Update relevant information in the welcome manual and on the web. - Inform during the welcome session.						
ACTION 4: IMPLEMENT A COMPREHENSIVE SYSTEM OF PERFORMANCE EVALUATION. - Design the performance evaluation policy linked to the professional career: - Establish objectives, indicators, process, periodicity, etc. - Appoint an internal and external evaluation committee to assess the performance of the researchers. - Make a Certificate of Performance available for the researchers funded by research project. - Apply the Performance Evaluation System to all FHNP researchers. - Update relevant information in the welcome manual and on the web. - Inform during the welcome session.	11. Evaluation/appraisal systems 28. Career development	Q4 2021 to Q1 2022	FHNP's Director	- Performance evaluation policy published on the web and in the welcome manual. - Internal and external committees appointed. 100% of the researchers receive evaluation under the FHNP's evaluation system. 100% of the researchers funded by research projects receive a certificate. - At least 70% satisfaction in the quality survey.	Completed	The development of a professional research career within the institute and its performance evaluation system is pending to the definition of a research career itinerary at the regional level. The emission of a personal performance certificates has been approved in 12/12/2022 and will be delivered to all researchers. Link: https://drive.google.com/file/d/1a9t_eb9_eXa8nkMva23qDoVLkUwrJilw/view?usp=share_link The Foundation has implemented two types of certificates in the institute, which will be issued by the Technical Unit and signed by the Management. 1) a certificate addressed to the research staff contracted by the Foundation, and 2) a

						certificate for the principal investigators of the projects managed by the Foundation. The certificates will be issued annually at the end of the year. In 2022, the activity of issuing certificates has started. Finally, a survey about the knowledge of the implementation of the different actions of the action plan was held in November 2022. The results showed that the 53% of researchers knew that FNHP will provide work certifications for all the researchers.
ACTION 5: SUPPORT INITIATIVES TO PROTECT INTELLECTUAL PROPERTY. • Write an internal norm on intellectual property protection procedures. • Organising seminars on intellectual property rights: an introductory module for compulsory training for contract researchers and an advanced module aimed at guiding senior	3. Professional responsibility 5. Contractual and legal obligations 31. Intellectual Property Rights	Q3 2021	FHNP's Director	• IP rights guide written and published on the web. • 100% of junior researchers attend the introductory module. • 80% of the senior researchers attend the advanced module.	Completed	The internal norm on intellectual property protection procedures has been published. It includes a chapter on the IP terms definition, the meaning of Industrial Property and Intellectual Property, a description of what is a patent and what can be patented, the ownership of the patent, confidentiality of results, exploitation and patent processing

researchers interested in patenting an invention. - Update relevant information in the welcome manual and on the web. - Inform during the welcome session.				At least 70% satisfaction in the quality survey.		at the FHNP a lecture on "Intellectual property: mechanisms for its protection". was done: https://hnparaplejicos.sanidad.castillalamancha.es/sites/hnparaplejicos.sescam.castillalamancha.es/files/Biblioteca/4_pons_fundacion_hospital_nacional_paraplejicos_21.11_final.pdf Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 72% of researchers were familiar with the FHNP's IP policy
ACTION 6: DEVELOP A MANUAL OF GOOD RESEARCH PRACTICES. Write a manual of good research practices or adopting "The European Code of Conduct for Research Integrity" (published by ALLEA) or ISCIII (nation health agency), that should include among other topics, the European standards in co-authorship, ethical	2. Ethical principles 3. Professional responsibility 7. Good practice in research 32. Co-authorship	Q4 2021	Head of Human Resources	- Good research practices manual written and published on the web. - Number of downloads of the document. 100% of new recruitments agree that they have received information about the existence of these documents and	Completed	FNHP is affiliated to the Health Institute Carlos III, and officially follows its Manual of Good research practices that could be downloaded from FHNP's website https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/hrs4r Presently the FHNP do not have installed the appropriate application for recording the

principles, research integrity, patients' data protection systems etc. - Disseminate this information to FHNP's staff by specific seminars, training courses, etc., to all the research centres hosting FHNP staff. Consider multiple choice exam. - Update relevant information in the welcome manual and on the web. - Inform during the welcome session.				its location in FHNP website. - At least 80% of researchers attend training sessions. - At least 70% satisfaction in the quality survey.		number of visits or downloads to its documents. This will be installed in the next version of its website. Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 87% of researchers knew the existence of the Manual of Good research practices
ACTION 7: PROVIDE UNIFIED INFORMATION AND DOCUMENTS ABOUT THE PREVENTION OF OCCUPATIONAL RISKS TO ALL THE FHNP STAFF. - Write a unified occupational risks norms of the research centres and FHNP. - Disseminate this information to FHNP's staff by specific seminars, training courses, etc., to all the research centres hosting FHNP staff. Consider multiple choice exam. - Update relevant information in the	3. Professional responsibility 7. Good practice in research	Q42021	Head of Human Resources	- Prevention of occupational risks manual written and published on the web. - Number of downloads of the document. 100% of new recruitments agree that they have received information about the existence of these documents and its location on the FHNP website. - At least 80% of researchers attend training sessions.	In progress	The prevention of occupational risks management manual is published at FHNP's intranet https://drive.google.com/file/d/1mwEQehypigbex6dMvr1qa8zlkPcn0V/K0/view?usp=share_link Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 73% of researchers knew the prevention of occupational risks documents in FHNP web site

welcome manual and on the web. Inform during the welcome session.				At least 70% satisfaction in the quality survey.		
ACTION 8: IMPROVE COMMUNICATION OF FHNP'S ACTIVITY TO SOCIETY. - Update the Foundation's website. - Create and publish a repository with the scientific publications of FNHP researchers. - Increase interaction with the local media by providing information on relevant discoveries for social challenges. - Publish the annual report with all the information about the activity of the groups, projects and publications that are carried out in the foundation. - Promote actions to disseminate science to specific groups (patients, patient associations, etc.). - Provide training courses on public dissemination. - Update relevant information in the welcome manual and on the web.	8. Dissemination, exploitation of results 9. Public engagement	Q2 2021, Q2 2022 Q2 2023 Q2 2024 Q2 2025	Head of the Communication Department	- Release of the new FHNP website. - Scientific publications repository operative. - Number of documents downloaded. - Annual reports written and published. - Number of annual reports downloaded. 40% more dissemination activities with specific groups. - At least 70% satisfaction in the quality survey.	In progress	A new webpage its being designed and will be published in the first quarter of 2023 A request has been sent to all the Research Units for sending the publications produced in the framework of projects managed by the FHNP in 2022 to be included at the new Repository of scientific publications:. This request will be also addressed to the personnel hired by the FHNP. Link: https://drive.google.com/file/d/1YsmmnX8jlg9OagU-6LLuzwnIKwKUkvw6/view?usp=share_link The communication department of the FHNP has published 70 research related publications through the RRSS channel https://drive.google.com/file/d/1cBIHMM4cHcPhbwry-8DkYSroPSS0KsY_/view

• Design a RRI strategy including patients associations in the performance of communication events. • Inform during the welcome session.						?usp=share_link The Foundation has several advisory bodies, among which is the Business and Social Council, that has representatives of patient associations and companies with a high impact on society in the region. In addition, the Foundation has incorporated two representatives of the Castilla-La Mancha Health Service in its management structure to have a direct relationship with the health service that covers all patients in the region. A New RRI strategy has been designed to include patient associations in the implementation of communication events The Foundation's dissemination activity: Number of news items published: - 2020: 26 news items - 2021: 21 news items - 2022: 20 news items All the information is contained in a report on the Foundation's
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						dissemination activity (access link: https://drive.google.com/file/d/1cBIHMM4cHcPhbwry-8DkYSroPSS0KsY_/view?usp=share_link) Finally, a survey about the knowledge of the implementation of the different actions of the action plan was held in November 2022. The results showed that the 91% of researchers knew the next publication of a new webpage.
ACTION 9: IMPROVE COMMUNICATION AND COORDINATION WITH THE RESEARCH CENTRES SUPPORTED BY THE FOUNDATION. • Appoint one person in each hospital as a contact point for research activities. • Promote physical or virtual meetings to maintain good communication. • Send alerts about web updates, new policies approved, etc..	23. Research environment	Q1 2021, Q1 2022, Q1 2023, Q1 2024 and Q1 2025	FHNP's Director	• Multicentre committee appointed. • Number of meetings held. • Number of news alerts published. • Number of visits for each research centre. • At least 70% satisfaction in the quality survey.	In progress	The multicenter Committee has been appointed. It is composed by the Scientific Commission and a coordinator for each hospital. Three meetings have been held (Albacete, Talavera and Ciudad Real) During 2022 the HRS4R technical secretariat performed visits to the centers where the research personnel of the region are located: February 9 visit to the General University Hospital of Albacete.

- Update relevant information in the welcome manual and on the web. - Inform during the welcome session.						March 30, 2022 visit to the University Hospital of Ciudad Real. October 7, 2022 visit to Nuestra Señora del Prado Hospital in Talavera de la Reina. October 25, 2022 visit to the General Hospital of Tomelloso and visit to the General Hospital of Alcazar de San Juan. November 7, 2022 visit to the Hospital Nacional de Paraplégicos. October 8, 2022 visit to the General Hospital of Ciudad Real November 15, 2022 visit to Valdepeñas Hospital November 22, 2022 visit to Puertollano Hospital. November 23, 2022 visit to Albacete University Hospital. November 28, 2022 visit to the University Hospital of Toledo December 13 visit to the University Hospital LINK: https://drive.google.com/file/d/12_YoU4KgXNjDhJqCs7fa0qvXoSQzzxMH/view?usp=share_link A news counter has been activated to record the news in
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						which the FHNP appears. Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 66% of researchers knew the current efforts in communication and coordination between the different centers in which research staff works
ACTION 10: IMPROVE PARTICIPATION IN COMPETITIVE PROJECTS. • Provide updated information and create a mailing list among researchers to publicise the schedule of planned or ongoing research calls. • Promote attendance at info days and coordinate info sessions from national agencies at FHNP. • Design mentors (experienced researchers on international projects) to support junior researchers on how to deal with European projects. • Provide training courses.	8. Dissemination, exploitation of results 9. Public engagement 23. Research environment 38. Continuing Professional Development 39. Access to research training and continuous development	Q2 2021	Head of the Projects Department	• 100% of the researchers receive the alerts. • Number of researchers that attend info days. • Increase of 30% in the number of projects presented to international calls per year. • Increase the number of granted projects by year. • At least 70% satisfaction in the quality survey.	In progress	Alerts of the publication of research projects' calls were sent to FNHP and new recruits by e-mails. Link: https://drive.google.com/file/d/1hkcjCvp7HDoDNji04sFe7qIZzxIU30k/view?usp=share_link Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 44% of researchers are familiar with the information that FHNP provides about the publication of calls for research projects

- Update relevant information in the welcome manual and on the web. - Inform during the welcome session.						
ACTION 11: DEPLOY A TRAINING PLAN. - Design a training plan for researchers and technicians in technical aspects and transversal skills: - Carry out a diagnosis of training needs. Soft skills, OTM-R, career development, good research practices, IP, occupational risks, dissemination, etc. should be included. - Coordinate with the hospital's training offer. - Collaborate with University of Castilla-La Mancha. - Allocate budget. - Update relevant information in the welcome manual and on the web. - Inform during the welcome session.	38. Continuing Professional Development 39. Access to research training and continuous development	Q1 2021, Q4 2021, Q4 2022, Q4 2023, Q4 2024 and Q4 2025	Head of Human Resources	- Training needs survey done and analysed. - Design of the training offer. 100% of the research staff attend at least a training course in soft skills. - Number of researchers that attend training courses. - At least 70% satisfaction in the quality survey.	Completed	A new training plan was published in January 2022. It includes soft skills training and other more specific courses for senior researchers https://drive.google.com/file/d/1vdqn8S-tqaoC9HLJHmilsPxJN8IcyBy8/view?usp=share_link The Foundation's main pillar is the training of research personnel. For this reason, the Foundation's staff will be able to access the Castilla-La Mancha health service's continuous training portal from 2022. Through this platform, the Foundation's staff has access to a multitude of courses on both soft and specific skills. https://sofos.scsalud.es/catalogo/catalogo1.cfm Finally, a survey about the knowledge of the

						implementation of the action plan was held in November 2022. The results showed that the 62% of researchers knew the existence of the new training plan
ACTION 12: MAKE A COMPLAINTS MECHANISM AVAILABLE TO RESEARCHERS. - Establish the complaints mechanism by: - Writing a short guide or norm. - Appointing a person to assume the function of "Ombudsman," define functions and competencies. - Provide a virtual suggestion and complaint box on the new FNHP website. - Update relevant information in the welcome manual and on the web. - Inform during the welcome session	34. Complaints/ appeals	Q3 2021	FHNP's Director	- Set and disseminate the complaints mechanism norm. - Appoint a neutral person as ombudsman and define his/her competencies. - Create a virtual complaints box. - Publish this information in the welcome manual. - Number of complaints received. - Number of complaints solved. 100% of new recruitments agree that they have received information about the existence of these documents and	Completed	A complaints mechanism has been written and approved at the 2022 Board of Trustees meeting https://drive.google.com/file/d/1PJ2d4JJOOtES_Pjup7x2IEgXOfqHazr3e/view?usp=share_link One external researcher nonaffiliated to the institution has been appointed to help in the mediation of complaints between researchers. Information on the complaints mechanism is published in the Welcome Manual. https://drive.google.com/file/d/1dOeZISfPj4tgExOu0rTRyy6QP41wyW/Ct/view?usp=share_link Since the procedure was published, no complaints were received. Finally, a survey about

				its location on the FHNP website. At least 70% satisfaction in the quality survey.		the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 78% of researchers were familiar with the current FHNP's complaints procedure
ACTION 13: UPDATE THE WELCOME MANUAL. - Update the welcome manual (in digital version) annually, available in Spanish and English. - Present its content in sessions for welcoming new researchers.	All	Q1 2021, Q1 2022, Q1 2023, Q1 2024 and Q1 2025	Head of the Communication Department	- Define all the topics that should be mentioned in the welcome manual. - Number of meetings held. 100% of new recruitments agree that they have received information about the existence of the welcome manual and its location on the FHNP website. - Number of visits to the webpage. - Number of updates to the manual. - At least 70%	Completed	The welcome manual has been written and published in 2021. Its first actualization was approved by the General Board in December 2022. The manual could be downloaded from the next link and is sent to all FHNP's staff in the welcome e-mail: A welcome meeting was held after the incorporation of 40 new researchers from the "Investigo Program" financed through the Transformation, Recovery and Resilience funds. Finally, a survey about the knowledge of the implementation of the action plan was held in November 2022. The results showed that the 84% of researchers were familiar with the

				satisfaction in the quality survey.		current FHNP's welcome manual.
ACTION 14: AWARENESS & COMMUNICATION; LUNCH AND MONITORING OF HRS4R AND OTM-R. - An implementation working group will be appointed with the task of defining and overseeing most of the actions, made up of people in charge of each topic, representatives of the different specific areas and services, and R1 to R4 researchers. It will insist on the awareness to attain an increasing application of the C&C criteria in the research community and in everyday research practices, by organising seminars or briefings for departments to influence the dissemination of the C&C key lessons to research staff. Awareness-raising seminar for researchers and managers (e.g. within the framework of the annual research summit). - Training sessions on OTM-R for HR personnel, and C&C criteria for PI	All	Q1 2021, Q1 2022, Q1 2023, Q1 2024, Q1 2025	Head of the Communication Department	- WG HRS4R constituted. - WG OTM-R constituted. - At least 50% of researchers attend C&C training sessions. - At least 50% of HR staff attendees at C&C training sessions. - Survey on HRS4R to address awareness. - At least 70% satisfaction in the quality survey. - Low deviation in chronogram of the Action Plan.	In progress	An HRS4R awareness and communication session “First Day of the HRS4R award” was performed in November 2022, During this workshop some of the topics covered in the FHNP's action plan were addressed. Among them was the implementation of the OTM-R policy and the C&C in the Foundation, the practical case of the implementation of the award at the Carlos III University of Madrid, the initial plan of the creation of a support unit in Castilla-La Mancha, intellectual property and the mechanisms to protect it, and the professional options in research. 34 researchers attended to the presentations Link to the agenda and related information https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/hrs4r

researchers and HR personnel will also be held. • New contents on OTM-R and HRS4R will be available in Spanish and English on the website. • New survey on HRS4R will be sent to researchers before the intermediate review (2 years). • Monitoring of the action plan. A continuous supervision and monitoring of the plan will be established, holding quarterly meetings to review the development of the implementation of the tasks according to the plan's schedule.						
ACTION 15. TRANSLATION OF FNHP'S DOCUMENTS INTO ENGLISH. To improve the internationalization of the institute.	24. <i>Working conditions</i> 28. <i>Career development</i>	Q1 2023 Q3 2023	Technical Secretariat	• <i>Number of visits to the most relevant translated documents</i> •	• NEW	

ACTION 16. TO MAKE FHNP'S INFRASTRUCTURES MORE VISIBLE. Create and publish a catalog of FHNP's laboratory infrastructures and instruments at the different research centers.	<i>24. Working conditions</i>	Q4 2023	Head of Human Resources	• <i>Infrastructures catalogue published</i> • <i>Number of downloads to the infrastructures catalogue.</i>	• NEW	
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