

	GAP Principle(s)	Timing (at least by year's quarter/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 feedback needs to be presently limited to the publication of the anonymous evaluation 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	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	COMPLETED	REACCREDITATION PHASE INDICATORS • Publish OTM-R Policy in Spanish and English online: Selection and recruiting guide and templates. achieved • 100% of job offers published online and on EURAXESS. achieved • Include OTM-R criteria in the job offers templates: social clauses, non-objective skills or justification of chronological changes in CV. achieved • 100% of candidates receive feedback. Achieved • OTM-R and C&C material and training courses available. achieved • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026

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.				feedback. • OTM-R and C&C material and training courses available. • At least 70% satisfaction in the quality survey.		
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 online resources (videos, autodiagnose, etc.). - Organise information sessions on career development options. - Provide mentoring (Action 3).	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	IN PROGRESS	REACCREDITATION PHASE The professional career framework recognizes healthcare professionals' right to individual career progression based on clinical, teaching, and research experience, competencies, continuous training, and contribution to organizational goals. A renewed model for the Castilla-La Mancha Health System aims to promote research, quality, innovation, and professional development while evaluating performance, healthcare outcomes, and involvement in clinical management. The previous system

- Update relevant information in the welcome manual and on the web. - Inform during the welcome session.				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.		was suspended in 2012, preventing SESCOAM staff from progressing in professional career grades. To restore these opportunities, an exceptional agreement for 2026–2028 published in May 18 2026, allows statutory healthcare staff to progress by up to two professional career grades, supporting recognition, motivation, and long-term career development. https://sanidad.castillalamancha.es/sites/sescam.castillalamancha.es/files/documentos/pdf/20260518/pacto-docm.pdf INDICATORS Due to the recent publication of the document, the indicators have not been presently fulfilled - New Professional Development Plan published online, including the profiles for the new professional categories. In progress 100% of FHNP staff know career development tools available. https://fhnp.es/enlace-de-interes/
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						100% of new recruitments agree that they have received information about the existence of these documents and its location on the FHNP website Newly recruited researchers are informed, during the contract signing process, about the existence of these documents and how to access them through the FHNP/IDISCAM website. https://fhnp.es/documentacion-de-interes/ https://fhnp.es/enlaces-de-interes/ - Number of visits to the career development tools website. As the career development tools website is still under development, the number of website visits cannot yet be monitored. Currently, information on career development opportunities, available resources and support services is provided directly to newly recruited researchers during the contract signing
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						and onboarding process. - At least 50% attendance to the career development options informational sessions. The researcher career development framework is currently under development. Consequently, this indicator cannot yet be measured. Information on career development opportunities is currently provided during the onboarding and contract signing process. - At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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	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%	COMPLETED	REACCREDITATION PHASE The original objective of Action 3 was to establish a mentoring programme (MENTOR) to support researchers in their career development. Following the creation of IDISCAM, this action evolved into the IDISCAM Science

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. • Update relevant information in the welcome manual and on the web. • Inform during the welcome session.				satisfaction in the quality survey.		College, a more comprehensive initiative designed to address the needs of a larger and more diverse research community across Castilla-La Mancha. • The IDISCAM Science College combines mentoring with expert evaluation, personalised guidance, specialised training and access to transversal research support services. As such, mentoring remains a core component of the programme, while its scope has been expanded to provide broader support for researchers throughout their career development and research project preparation. • The IDISCAM Science College programme was developed as a comprehensive mentoring and support initiative aimed at assisting researchers in the preparation of highly competitive proposals within the framework of the Strategic Action in Health (AES) 2026 call. The programme
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						provided technical, methodological, and strategic guidance throughout the entire process of developing and submitting health research projects. • In response to the increasing competitiveness of research funding, this initiative strengthened the quality, feasibility, and strategic alignment of project proposals, thereby enhancing the research capacity within the IDISCAM environment. The programme included training activities, expert evaluation panels, and a structured mentoring process designed to support researchers at different stages of proposal preparation. • The results demonstrate the successful consolidation of an effective and results-oriented mentoring model with a significant impact at both individual and institutional levels. Notably, the programme contributed to 43% of all applications submitted to the
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						AES 2026 Health R&D&I Projects call, highlighting its key role in promoting and strengthening research activity in line with the HRS4R action plan objectives. - In addition, IDISCAM has established the Working Group on Mentoring and Support for Research Groups (Grupo de Trabajo de Mentoría y Acompañamiento a Grupos), responsible for promoting and coordinating mentoring activities and supporting the development and consolidation of research groups across the institute. https://idiscam.es/idi-scam-college/ https://idiscam.es/grupos-de-trabajo/ INDICATORS - Pilot mentoring programme deployed for group of R1 and R2. Yes, IDISCAM Science College - Number of R1 and R2 researchers mentored. 13 researchers
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						- Report on the pilot programme. IDISCAM Science College Informe Final - At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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	EXTENDED	REACCREDITATION PHASE As the agreement to reactivate the professional career system in Castilla-La Mancha was published on 18 May 2026, there is currently no legal procedure in place for the evaluation of the research professional career pathway. The agreement establishes the immediate implementation of an extraordinary procedure allowing professionals to apply for career progression of up to two grades. Candidates in this exceptional call will be assessed based on their length of service and on whether they had previously been authorized for promotion to a higher-level category. INDICATORS

				quality survey.		- Performance evaluation policy published on the web and in the welcome manual. Not applicable at this stage. A formal performance evaluation policy has not yet been published, as the regional professional career evaluation framework was only reactivated in May 2026. General information regarding the future implementation of the professional career pathway is available on the organisation's website: https://fhnp.es/documentacion/ - Internal and external committees appointed. Not yet applicable. Internal and external evaluation committees have not yet been established, as the professional career evaluation framework is currently under implementation following its reactivation in May 2026 100% of the researchers receive evaluation under the
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						FHNP's evaluation system. Not yet achieved. A formal performance evaluation system has not yet been implemented, as the regional professional career evaluation framework was only reactivated in May 2026. Consequently, researchers have not yet been evaluated under a comprehensive institutional evaluation system • 100% of the researchers funded by research projects receive a certificate. Not yet achieved. A performance certificate for researchers funded through research projects is currently under development. Once implemented, it will provide formal recognition of researchers' contributions based on information supplied by the corresponding Principal Investigator • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
ACTION 5: SUPPORT INITIATIVES TO PROTECT	3. Professional responsibility	Q3 2021	FHNP's Director	• IP rights guide	COMPLETED	REACCREDITATION PHASE

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 researchers interested in patenting an invention. • Update relevant information in the welcome manual and on the web. • Inform during the welcome session.	5. Contractual and legal obligations 31. Intellectual Property Rights			written and published on the web. • 100% of junior researchers attend the introductory module. • 80% of the senior researchers attend the advanced module. • At least 70% satisfaction in the quality survey.		• Following the creation of IDISCAM, support for intellectual property protection has been significantly strengthened and expanded across the entire research community. While the Foundation has traditionally provided advice on the identification and protection of research results, the increasing scale of research and innovation activities within IDISCAM highlighted the need for a more structured and coordinated approach. • To address this need, IDISCAM has initiated the establishment of a dedicated Knowledge Transfer Area, which will provide institutional support for intellectual property protection, innovation management, technology transfer and the exploitation of research results. In addition, an Innovation Committee has been created to promote innovation activities, assess strategic
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						opportunities and support the development and protection of research outcomes across the institute. • These initiatives are aligned with IDISCAM's strategic development and the ongoing accreditation process as a Health Research Institute. Participation in national innovation networks and collaboration with specialised external partners have further strengthened the support available to researchers for the assessment, protection and valorisation of research results. • As a result, this action has evolved from supporting individual intellectual property initiatives to building a sustainable institutional framework for innovation and knowledge transfer across all organisations integrated within IDISCAM. https://idiscam.es/gr-upos-de-trabajo/
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						• IP rights guide written and published on the web. Achieved https://fhnp.es/documentacion/ • 100% of junior researchers attend the introductory module. Not achieved. A specific introductory module for junior researchers has not yet been implemented. However, support for intellectual property protection has been strengthened through the creation of the Innovation Committee, the availability of internal intellectual property guidelines and the support of a specialised knowledge transfer consultancy (Genesis BIOMED https://genesis-biomed.com/es/clientes/) • 80% of the senior researchers attend the advanced module. Not achieved in the originally planned format. While no advanced training module has been delivered to senior researchers, the
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						organisation has strengthened its innovation and intellectual property support framework through the creation of the Innovation Committee, the development of internal intellectual property guidance and access to specialised external expertise in knowledge transfer and innovation management At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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 principles, research integrity, patients' data protection systems etc. - Disseminate this information to FHNP's staff by specific seminars,	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	COMPLETED	REACCREDITATION PHASE Since 2022, the Foundation has formally adhered to the Good Scientific Practice Code of the Instituto de Salud Carlos III (ISCIII), which serves as the institutional reference framework for research integrity and responsible research conduct. This code addresses key aspects such as ethical behaviour, supervision and mentoring, authorship, data

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.				and its location in FHNP website. • At least 80% of researchers attend training sessions. • At least 70% satisfaction in the quality survey.		management, conflicts of interest and research quality. • The decision to adopt the ISCIII framework ensures alignment with nationally recognised standards and supports the ongoing accreditation process of IDISCAM as a Health Research Institute. Information regarding this commitment is available to researchers through institutional documentation and communication channels. INDICATORS • Good research practices manual written and published on the web. https://fhnp.es/documentacion/ • Number of downloads of the document. This indicator cannot currently be measured, as no monitoring mechanism is in place to track document downloads. However, the Good Scientific Practice
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						Code is available through the institutional website and accessible to all researchers. • 100% of new recruitments agree that they have received information about the existence of these documents and its location in FHNP website. Information on the existence of these documents and their location on the organisation's website is provided to all newly recruited researchers during the contract signing and onboarding process. • At least 80% of researchers attend training sessions. The target attendance rate was not reached. Nevertheless, awareness of good scientific practices has been promoted through the dissemination of the ISCI Good Scientific Practice Code and through information provided during researcher onboarding and institutional support activities. • At least 70% satisfaction in the quality survey. The
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						survey will be held at the third quarter 2026
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 welcome manual and on the web. - Inform during the welcome session.	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. - At least 70% satisfaction in the quality survey.	COMPLETED	REACCREDITATION PHASE A new prevention of occupational risks management manual is published at FHNP's intranet, together with a final report of the implementation and follow up of the occupational risks procedures. https://fhnp.es/documentacion-de-interes/ INDICATORS - Prevention of occupational risks manual written and published on the web. https://fhnp.es/documentacion-de-interes/ - Number of downloads of the document. Information on the existence of these documents and their location on the organisation's website is provided to all newly recruited researchers during the contract signing and onboarding process 100% of new recruitments agree that they have

						received information about the existence of these documents and its location on the FHNP website. All researchers recruited by the Foundation receive information on occupational risk prevention measures, including the relevant documentation and its location on the organisation's website, during the contract signing and onboarding process. • At least 80% of researchers attend training sessions. The target attendance rate was not reached. Occupational risk prevention information is systematically provided during the onboarding process; however, attendance at specific training sessions has not been monitored in a way that allows this indicator to be reliably measured. • At least 70% satisfaction in the quality survey. The survey will be held at the third quarter 2026
ACTION 8: IMPROVE COMMUNICATION OF	8. Dissemination,	Q2 2021, Q2 2022 Q2 2023 Q2 2024 Q2 2025	Head of the Communication Department	• Release of the new	COMPLETED	REACCREDITATION PHASE

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. • Design a RRI strategy including patients associations in the performance of communication events. • Inform during the welcome session.	exploitation of results 9. Public engagement			FHNP website. • Scientific publications repository operative. • Number of documents downloaded. • Annual reports written and published. • Number of annual reports downloaded. • 40% more dissemination on activities with specific groups. • At least 70% satisfaction in the quality survey.		FNHP has within its webpage three different communication milestones: An agenda https://fhnp.es/agenda-2/ A news channel https://fhnp.es/noticias/ A newsletter https://fhnp.es/newsletter/ Social networks https://www.linkedin.com/company/fundaci%C3%B3n-del-hospital-nacional-de-parapl%C3%A9gicos?originalSubdomain=es https://www.instagram.com/idiscam/ https://whatsapp.com/channel/0029Vayyi7IDzgTAvmfdol2t Jornadas Eventos IDISCAM INDICATORS • Release of the new FNHP website. https://idiscam.es/ https://fhnp.es/ • Scientific publications repository operative https://idiscam.portalinvestigacion.com/Informe_Producción Científica IDISCAM
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						• Number of documents downloaded. This indicator cannot be fully measured, as several of the documents are internal and not publicly accessible through the website. These documents are distributed directly to researchers through internal communication and onboarding procedures; therefore, download statistics are not available • Annual reports written and published. Informe actividad Jurídica, RRHH y Proyectos IDISCAM • Number of annual reports downloaded. This indicator cannot be fully measured, as several of the documents are internal and not publicly accessible through the website. These documents are distributed directly to researchers through internal communication and onboarding procedures; therefore, download statistics are not available
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						• 40% more dissemination activities with specific groups. Informe de actividad comunicación y divulgación IDISCAM • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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.. • Update relevant information in the welcome manual and on the web. • Inform during the welcome session.	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.	COMPLETED	REACCREDITATION PHASE • Following the creation of IDISCAM, a coordination meeting were organised with the management teams of SESCAM hospitals and healthcare centres to present the research management model, administrative procedures and operational workflows. Regular meetings were also held with local research coordinators to ensure consistent implementation of research procedures and address operational needs. • In addition, IDISCAM has established an Internal Scientific Committee, which meets every two months and serves

						as a permanent forum for coordination, communication and strategic discussion on research-related matters. INDICATORS • Multicentre committee appointed. Grupos y Comisiones de Trabajo • Number of meetings held. CCI Meetings Calendar: Calendario de reuniones CCI • Number of news alerts published. Communication with researchers and research centres is carried out through several complementary channels. Regular email communications are distributed to researchers across all centres integrated within IDISCAM to provide information on updates to research procedures and workflows, funding opportunities, relevant national and international calls, and other matters of
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						interest to the research community. In addition, a dedicated WhatsApp communication channel is used to disseminate information on major funding opportunities, institutional events and IDISCAM research activities, facilitating rapid and direct communication with researchers throughout the network. • Number of visits for each research centre. See doc 11 Eventos y jornadas IDISCAM • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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.	8. Dissemination, exploitation of results 9. Public engagement 23. Research environment 38. Continuing Professional Development 39. Access to	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	COMPLETED	REACCREDITATION PHASE • As mentioned in action 3, The IDISCAM Science College programme was developed as a comprehensive mentoring and support initiative aimed at assisting researchers in the preparation of highly competitive

• Design mentors (experienced researchers on international projects) to support junior researchers on how to deal with European projects. • Provide training courses. • Update relevant information in the welcome manual and on the web. • Inform during the welcome session.	research training and continuous development			to international calls per year. • Increase the number of granted projects by year. • At least 70% satisfaction in the quality survey.		proposals within the framework of the Strategic Action in Health (AES) 2026 call • The implementation of measures aimed at improving participation in competitive projects has contributed to a substantial increase in proposal submissions. During the current reporting period (up to November 2025), a total of 111 project applications were managed, including 3 donations, 14 scientific meetings, 2 integration projects, 20 non-competitive projects and 72 competitive projects. This represents a 66% increase compared with 2024, demonstrating the growing engagement of researchers in competitive funding programmes and the strengthening of research support activities across the organisation. Document number 3 https://drive.google.com/drive/folders/1e8468DqqeefhQ2bftmFlur155hkiio • List of competitive projects at international, national and regional
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						level for the years 2023, 2024 and 2025, available at the following link: https://fhnp.es/proyectos-activos/ INDICATORS • 100% of the researchers receive the alerts. Funding alerts and research-related communications are systematically distributed by email to all Principal Investigators and Research Coordinators across the centres supported by the Foundation, ensuring the dissemination of relevant information on funding opportunities, research procedures and institutional activities • Number of researchers that attend info days. This indicator is not applicable in its original form, as the organisation does not generally organise stand-alone information days. Instead, information is provided through targeted meetings, training sessions and specific institutional initiatives addressing
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						particular topics or programmes, such as the IDISCAM Science College, funding opportunities, research management procedures and other research support activities. • Increase of 30% in the number of projects presented to international calls per year. https://drive.google.com/drive/folders/1e8468DqqueefhQ2bftmFlur155hkiio?usp=drive_link document number 3 • Increase the number of granted projects by year. https://drive.google.com/drive/folders/1e8468DqqueefhQ2bftmFlur155hkiio?usp=drive_link document number 3 • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
ACTION 11: DEPLOY A TRAINING PLAN. • Design a training plan for researchers and technicians in technical aspects and transversal skills:	38. Continuing Professional Development 39. Access to research training and continuous	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.	COMPLETED	REACCREDITATION PHASE A new training program has been designed with the participation of the researchers, that were consulted though a

- 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.	development			• 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.		survey https://drive.google.com/drive/folders/1e8468DqqueefhQ2bftmmFlur155hkiio?usp=drive_link documents 15 to 18 INDICATORS • Training needs survey done and analysed. Achieved https://drive.google.com/drive/folders/1e8468DqqueefhQ2bftmmFlur155hkiio?usp=drive_link documents 15 to 17 • Design of the training offer. Achieved https://drive.google.com/drive/folders/1e8468DqqueefhQ2bftmmFlur155hkiio?usp=drive_link document 18 • 100% of the research staff attend at least a training course in soft skills. Partially achieved. While the target of 100% attendance was not reached, IDISCAM has established a comprehensive training programme accessible to all researchers, including activities focused on transversal and soft skills development. The organisation
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						continues to promote participation through its institutional training platform and researcher development initiatives https://formacion.idiscam.es/#frontpage-available-course-list • Number of researchers that attend training courses. https://drive.google.com/drive/folders/1e8468DqqeefhQ2bftmFlur155hkiio?usp=drive_link details at the excel file • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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	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.	COMPLETED	REACCREDITATION PHASE https://drive.google.com/drive/folders/1oQdRHp2KFpn-nrjKAgtto1i6Utm-xGMJ?usp=drive_link INDICATORS • Set and disseminate the complaints mechanism norm. achieved • Appoint a neutral person as ombudsman and define his/her competencies.

welcome manual and on the web. • Inform during the welcome session				• 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 its location on the FHNP website. • At least 70% satisfaction in the quality survey.		achieved • Create a virtual complaints box. achieved • Publish this information in the welcome manual. achieved • Number of complaints received. 1 received • Number of complaints solved. 1 solved • 100% of new recruitments agree that they have received information about the existence of these documents and its location on the FHNP website. achieved • At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026
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.	COMPLETED	REACCREDITATION PHASE • A new version of the welcome manual has been written. This Welcome Manual provides an overview of the organization, its structure, and the key information

				• 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% satisfaction in the quality survey.		required for new staff and researchers joining FHNP IDISCAM. The document begins with a general welcome and an introduction to the institution, including its mission, vision, values, organizational structure, and main figures. • The manual also explains the onboarding process, covering first steps for new employees, useful practical information, support for international researchers, and important contact details. • A significant section is dedicated to research activities and includes information on researchers' rights and responsibilities, research areas, bibliographic resources, institutional affiliation guidelines, intellectual and industrial property, occupational risk prevention services, research career development, project management, regulations and guidelines, advisory bodies and
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						committees, equality policies, training opportunities, and internal communication channels. - Finally, the document concludes with a references section containing complementary information and resources. https://drive.google.com/drive/folders/1oQdRHp2KFpn-nrjKAgtto1i6Utm-xGMJ?dmr=1&ec=wgc-drive-%5Bmodule%5D-gotohttps://fhnp.es/documentacion-de-interes/ INDICATORS - Define all the topics that should be mentioned in the welcome manual. achieved - Number of meetings held. The organisation does not organise dedicated meetings to communicate this information. Instead, all newly recruited researchers receive the relevant information as part of the contract signing and onboarding process. As dissemination is
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						integrated into standard recruitment procedures, the number of meetings held is not a meaningful indicator of implementation • 100% of new recruitments agree that they have received information about the existence of the welcome manual and its location on the FHNP website. 100% of researchers signing an employment contract with the Foundation receive this information as part of the recruitment and onboarding process • Number of visits to the webpage. This indicator cannot be measured, as no system is currently in place to track document downloads from the organisation's website. Therefore, download statistics are not available • Number of updates to the manual. 2 • At least 70% satisfaction in the quality survey. The survey will be held at the third quarter 2026
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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 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	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	REACCREDITATION PHASE This action has been partially implemented. An initial launch meeting was organised to present the HRS4R initiative and its objectives. Further activities were limited due to the organisational changes associated with the creation of IDISCAM and the prioritisation of actions linked to its development and accreditation process. Nevertheless, the organisation remains committed to the principles of HRS4R and OTM-R, which continue to guide the development of institutional policies and researcher support initiative INDICATORS - WG HRS4R constituted. - WG OTM-R constituted. achieved - At least 50% of researchers attend C&C training sessions. achieved - At least 50% of HR staff attendees at C&C training sessions. achieved
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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.						- Survey on HRS4R to address awareness. achieved - At least 70% satisfaction in the quality survey. . The survey will be held at the third quarter 2026 - Low deviation in chronogram of the Action Plan. achieved
ACTION 15. TRANSLATION OF FNHP'S DOCUMENTS INTO ENGLISH. To improve the internationalization of the institute.	24. Working conditions 28. Career development	Q1 2023 Q3 2023	Technical Unit	Number of visits to the most relevant translated documents	IN PROGRESS	REACCREDITATION PHASE This action is currently in progress. The Research Portal has already been translated into English to improve the visibility of research activities and opportunities. The translation of both the FHNP and IDISCAM websites is currently under development and will be progressively implemented as part of the organisation's internationalisation strategy. https://idiscam.portalinvestigacion.com/ INDICATORS Number of visits to the most relevant translated documents <i>In progress</i>

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.	24. <i>Working conditions</i>	Q4 2023	Head of Human Resources	• <i>Infrastructures catalogue published</i> • <i>Number of downloads to the infrastructures catalogue.</i>	COMPLETED	REACCREDITATION PHASE • Research infrastructures have gained visibility through the creation of a network of IDISCAM – FHNP research support platforms open to the entire research community. In addition, agreements with UCLM and UAH allow IDISCAM-FHNP researchers to access university scientific and technical services under conditions equivalent to those of internal users, promoting the shared use of research infrastructures across the network. • No infrastructure catalogue has been developed; therefore, download statistics are not available. Information on the available scientific and technical platforms is provided through the institutional website and is accessible to all researchers INDICATORS
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						• Infrastructures catalogue published Plataformas de apoyo de IDISCAM https://idiscam.es/plataformas-de-apoyo-a-la-investigacion/ • Number of downloads to the infrastructures catalogue. Not applicable.
ACTION 17: PERFORM A NEW GAP ANALYSIS SURVEY TO ASSESS THE IMPLEMENTATION OF HRS4R AT THE INSTITUTION Following the reaccreditation of the HR Excellence in Research Award, FHNP will conduct a new gap analysis survey to evaluate the current level of implementation of the Human Resources Strategy for Researchers (HRS4R). The survey will assess progress achieved since the previous evaluation cycle, identify remaining gaps and emerging challenges, and collect feedback from researchers regarding institutional policies and practices aligned with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. • Update survey questions to reflect current institutional	all	S2 2027 S1 2028	IDISCAM Scientific Director	• % of researchers responding to the survey • R% coverage of different researcher profiles and staff categories • Survey completed and report published (Yes/No)	NEW	

priorities and HRS4R requirements. • Pilot the survey and incorporate feedback. • Launch the survey and promote participation • Disseminate the survey across the institution. • Compare results with previous gap analyses to identify trends and progress. • Prepare and disseminate the results • Produce a comprehensive gap analysis report. • Publish a summary of the results on institutional communication channels.				• <i>Number of recommendations incorporated into the updated HRS4R Action Plan</i>		
ACTION 18: IMPLEMENT CITIZEN SCIENCE PROJECTS As part of its commitment to Open Science, Responsible Research and Innovation (RRI), and public engagement, the FHNP will promote and implement citizen science initiatives that actively involve patients, caregivers, associations, citizens, and other relevant	9. Public engagement	S2 2027 S1 2028	IDISCAM Scientific Director	• Guidelines approved and published (Yes/No) • Total projects implemented	NEW	

stakeholders in different stages of the research process. • Define guidelines and procedures for the implementation of citizen science projects. • Establish criteria for stakeholder participation and engagement. • Organise workshops and training sessions for researchers on citizen science methodologies and participatory research approaches. • Participate in national and European citizen science networks and events.				d during the reporting period • Number of research groups participating in citizen science activities • Number of collaborating associations, NGOs, schools, or community organisations • Number of events, workshops, consultations, or co-creatio		
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				n sessio ns • Numb er of comm unicati on activiti es highlig hting citizen scienc e project s		
ACTION 19: IMPLEMENT OPEN ACCESS PUBLICATIONS FHNP will strengthen its commitment to Open Science by promoting and facilitating Open Access publishing practices among its research community. The institution will support researchers in making scientific outputs openly available, in accordance with European Commission recommendations, Horizon Europe requirements, and national Open Science policies. • Review and strengthen the institutional Open Access policy • Assess existing policies and procedures related to Open Access publishing.	8. Dissemination, exploitation of results	S1 2027	IDISCAM Scientific Director	• Policy review ed and approv ed (Yes/N o) • Numb er of works hops, semin ars, or inform ation sessio ns organi sed • Numb er of resear chers attendi ng	NEW	

• Provide guidance and support for Open Access publishing • Encourage researchers to deposit publications in recognised repositories.				Open Access training activities • Percentage of institutional scientific publications published in Open Access		
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