

# **HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)**

**REVISED ACTION PLAN 2022-2025**

**JOSEP CARRERAS LEUKAEMIA  
RESEARCH INSTITUTE**

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## **1.- IJC overview**

In 2010 the Josep Carreras Foundation, together with the Government of Catalonia launched the first European research centre devoted exclusively to leukaemia and other malignant blood diseases, and one of the few that exist in the world.

The Josep Carreras Leukaemia Research Institute is a centre without precedent which, through the work and rigour of researchers from around the world, employs the most innovative technologies to carry out research into techniques of diagnosis, prognosis, and treatment of these diseases to improve the treatment and quality of life of patients. The aim is to make all types of leukaemia curable.

At the beginning of 2022, IJC has 375 employees and collaborators, about 308 of them directly involved in research activities: 39 research groups, each one headed by a group leader; 63 post-doctoral researchers; 73 pre-doctoral researchers; 10 master students. Researchers at IJC, come from very diverse geographical origins, 15% of them being non-nationals.

IJC provides an excellent research environment and culture that attracts the best talent worldwide, which contributes to achieving outstanding results in our research lines.

IJC is fully committed to the principles of the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers. In June 2017, IJC signed the Declaration of Commitment to the Charter & Code, and since then has been implementing actions in this direction to better comply with these principles. The current action plan describes the planned steps for the 2022-2025 period, after the interim evaluation of the degree of execution of the plan in 2019-2021.

IJC truly believes that obtaining the HRS4R award strongly contributes to providing an excellent research environment that attracts the best researchers worldwide to the Institute. We envision implementing the current HRS4R Action Plan as a means of boosting our researchers' careers and enhancing their future opportunities.

## **2.- Internal Review HRS4R**

In 2019, IJC was awarded the HR Excellence in Research stamp by the European Commission. Following the guidelines issued by the European Commission, IJC performed an internal gap analysis comparing the existing institutional rules and practices with the 40 principles of the Charter & Code. From this internal gap analysis, an Action plan was designed with the aim of bridging the main gaps between IJC practices and Charter & Code principles. Both, the Internal Analysis and the Action Plan were drawn up taking into account the contributions of all IJC employees, especially scientific staff.

The internal review was undertaken using the following approaches: a survey of the entire IJC community, and 2 sessions (focus groups - 20 participants). This review was done at the same time as the new IJC Strategic Plan. As a result of this review process, we generated the current revised Action Plan consisting of 9 actions to be implemented from 2022 to 2025.

**Ethical dimension:** Two actions were completed, (Writing and dissemination of good research practices guide; Analysis and validation of the current infrastructures and services and Develop and implement equal opportunities plan ). Three actions were partially completed, (Disseminate C&C and OTM-R principles to all the staff; Creation of a research personnel evaluation system and Communicating the complaints mechanism and ombudsman). For the next few years we have planned four new actions, (Define job descriptions and an appraisal system for all IJC posts; Implement the IJC equality plan 2022-2025; Create a wellbeing & mental health programme; Develop the prevention plan, integrated into the culture and activities of IJC).

**Recruitment dimension:** We were able to complete 1 action (Creation of an OTMR selection system) and a new action is proposed (Implementation of the Recruiting procedure)

**Working conditions dimension:** We were able to complete 2 actions (Writing of a welcome manual and Improve and disseminate rules for working at the IJC). One action has been partially completed (Update the staff details on the web/intranet)  
New actions to be done during the next stage (Develop the prevention plan, integrated into the culture and activities of IJC and Create and develop the IJC Career Service)

**Training Dimension:** We were able to complete 2 actions (Elaborate and disseminate an integral training plan for researchers and Promote mobility targeted actions)  
Three Actions that have been partially completed: IP Training; Foster teaching activities for researchers (extended) and foster the participation of IJC at the annual career day  
New actions to be completed: Set up and execute the annual training plans for researchers at all stages of their careers and Develop a Mentoring Programme.

### 3.- Action Plan

Based on the results of the Strategic Plan sessions and the survey, the Human resources unit, have defined the following Action Plan to be executed between the first quarter of 2022 and the last quarter of 2025. Actions have been organized according to the four areas of the HRS4R (a.- Ethical and Professional Aspects; b.- Recruitment; c.-Working Conditions and Social Security; d.- Training). The Action Plan has been approved by IJC management, and consequently has the Institutional support necessary for its implementation.

| <b>Action</b>       | <b>1</b>   |
|---------------------|--|
| Title               | Define job descriptions and an appraisal system for all IJC posts.   |
| Refers to principle | 5 Contractual and legal obligations<br>11 Evaluation/appraisal systems   |
| Lead by             | HR Dep. And IWG  |
| Timeframe           | From Q1 2023 to Q2 2024.   |
| Indicator           | Number of job descriptions completed Vs Number of job descriptions pending completion.<br>Number of appraisal evaluations per year |

| <b>Action</b>       | <b>2</b>  |
|---------------------|---|
| Title               | Implement the IJC equality plan 2022-2025                           |
| Refers to principle | 10 Non discrimination<br>24 Working conditions<br>27 Gender balance |
| Lead by             | HR Dep & Gender Equality Commission                                 |
| Timeframe           | From Q2 2022 to Q4 2025   |
| Indicator           | Implementation reports  |

| <b>Action</b>       | <b>3</b>   |
|---------------------|--|
| Title               | Wellbeing & Mental Health Programme  |
| Refers to principle | 2. Ethical principles<br>7. Good practice in research<br>10. Non discrimination  |
| Lead by             | HR Dep & Working group   |
| Timeframe           | From Q4 2022 to Q4 2025  |
| Indicator           | Programme approved.<br>Results of the psychosocial risk assessment<br>Number of actions developed<br>Number of people participating in actions.<br>Evaluation of the actions |

| <b>Action</b>       | <b>4</b>   |
|---------------------|--|
| Title               | Implementation of the Recruiting Procedure   |
| Refers to principle | 14 Selection (Code)<br>15 Transparency (Code)<br>16 Assessing merits (Code)<br>17 Variations in the chronological order of CVs (Code)<br>18 Recognition of mobility experience (Code)<br>19 Recognition of qualifications (Code)<br>20 Seniority (Code)<br>21 Post-doctoral appointments (Code)<br>27 Gender balance |
| Led by              | HR Dep .& IWG  |
| Timeframe           | From Q1 2023 to Q4 2025  |
| Indicator           | Document approved.<br>New selection tool implemented.<br>Complaint mechanism for applicants.   |

| <b>Action</b>       | <b>5</b>  |
|---------------------|---|
| Title               | Develop the safety prevention plan, integrated into IJC culture and activities  |
| Refers to principle | 23 Research environment<br>24 Working conditions  |
| Led by              | HR Dep.   |
| Timeframe           | From Q2 2022 to Q4 2025   |
| Indicator           | Number of safety coordinators Vs Research groups<br>Number of Health and Safety committee meetings yearly<br>Number of safety coordinator meetings yearly |

| <b>Action</b>       | <b>6</b>  |
|---------------------|---|
| Title               | Develop the IJC career service  |
| Refers to principle | 28 Career development<br>30 Access to career advice   |
| Led by              | HR Dep.   |
| Timeframe           | From Q3 2022 to Q4 2025.  |
| Indicator           | Number of workshops done per year<br>Number of people participating in the 3 specific workshops (self-awareness, CV and job interview)<br>Evaluation of the training actions done by participants<br>Number of individual sessions per year.<br>Number of people participating in the annual career day |

| <b>Action</b>       | <b>7</b>  |
|---------------------|---|
| Title               | Foster teaching activities for researchers  |
| Refers to principle | 33 teaching   |
| Led by              | HR Dep.   |
| Timeframe           | Q4 2023 to Q4 2025.   |
| Indicator           | Inform the trustees about this initiative<br>Set up the proper contacts and arrange meetings with the Universities and Departments<br>Number of meetings held<br>Creation of the IJC Master |

| <b>Action</b>       | <b>8</b>   |
|---------------------|--|
| Title               | Set up and execute the annual training plans for researchers at all stages of their careers                                  |
| Refers to principle | 28 Career development<br>38 Continuing Professional Development<br>39 Access to research training and continuous development |
| Led by              | HR Dep.and workers committee   |
| Timeframe           | Q3 2022 to Q4 2025.  |
| Indicator           | Number of training actions developed<br>Number of participants per year (by gender & by typology)                            |

| <b>Action</b>       | <b>9</b>  |
|---------------------|---|
| Title               | Develop a mentoring programme   |
| Refers to principle | 28 Career development<br>38 Continuing Professional Development<br>39 Access to research training and continuous development<br>40 Supervision                  |
| Led by              | HR Dep.   |
| Timeframe           | Q1 2023 to Q4 2025.   |
| Indicator           | Mentoring Programme defined and implemented.<br>Guidelines for mentors and mentees.<br>Number of mentors and mentees, participating in the programme, per year. |

## 4.- Timeframe

| Nº         | Actions   | 2022 |    |    |    | 2023 |    |    |    | 2024 |    |    |    | 2025 |    |    |    |
|------------|---|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
|            |   | Q1   | Q2 | Q3 | Q4 |
| <b>I</b>   | <b>Ethical and Professional Aspects</b>   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 1          | Define job descriptions and an appraisal system for all IJC's posts                         |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 2          | Implement the IJC equality plan 2022-2025.  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 3          | Wellbeing & Mental Health Programme   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| <b>II</b>  | <b>Recruitment</b>  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 4          | Implementation of the Recruiting Procedure  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| <b>III</b> | <b>Working conditions and social security</b>   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 5          | Develop the prevention plan, integrated into the culture and activities of IJC              |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 6          | Create and Develop the IJC career service   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| <b>IV</b>  | <b>Training</b>   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 7          | Foster teaching activities for researchers  |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 8          | Set up and execute the annual training plans for researchers at all stages of their careers |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |
| 9          | Develop a mentoring programme   |      |    |    |    |      |    |    |    |      |    |    |    |      |    |    |    |