Action Plan

Case number: 2018PT319229
Name Organisation under review: IBMC
Organisation's contact details: Rua Alfredo Allen 208, Porto, Portugal, 4200-135

1. Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	492
Of whom are international (i.e. foreign nationality) *	36
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	161
Of whom are women *	312
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	45
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	101
Of whom are stage R1 = in most organisations corresponding with doctoral level *	96
Total number of students (if relevant) *	166
Total number of staff (including management, administrative, teaching and research staff) *	152

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	11154350,00
Annual organisational direct government funding (designated for research)	0,00
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	9366504,00
Annual funding from private, non-government sources, designated for research	1787846,00

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The **Instituto de Biologia Molecular e Celular (IBMC)**, a non-profit private association, is part of the research unit i3S, headed by the University of Porto. i3S results from the long-term collaboration between IBMC, INEB and IPATIMUP, and focuses on three integrative research programs: Cancer; Host Interaction and Response; Neurobiology and Neurologic Disorders. The transdisciplinary character of i3S is achieved by promoting projects addressing questions that require participation of basic and applied sciences. It gathers over 1300 workers and has a strong social implantation, evident in the training of young scientists, clinical services, and public engagement with science.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects* ⌄

Strengths and Weaknesses (max. 800 words)

Strengths

1 - The existence of a commission for ethics and responsible conduct in research

2 - PhD Student Ombudsperson

3 - Clear guidelines for responsible research, namely:

- Affiliation Guidelines in publications;
- i3S Authorship Guidelines;
- Responsible research with animals info 2018;
- Ethical Code for Academic Conduct of University of Porto;
- i3S Code of Practice to Address Workplace Harassment
- Regulation of the Committee on Ethics and Responsible Research by the Research and Innovation Institute of the University of Porto (CECRI-i3S)

4 - Participation in some projects regarding professional principals

Weaknesses

1- Lack of regular training on this matters

2- Lack of clear guidelines for supervision and managerial duties

3- Missing transversal evaluation/appraisal system

Recruitment and selection* ⌄

Strengths and Weaknesses (max. 800 words)

Strengths

1 - OTM recruitment principles

2 - No limits on the disclosure

3 - Large expertise options for the selection committees

4 - Good practice of positions advertisements

5 - User friendly e-tool application platform

6 - Participation in a project to implement GEP (Gender equality plan)

Weaknesses

1 - Lack of specific training of the researchers on recruitment and selection;

2 - Lack of monitoring systems of the OTM-R principals on recruitment and selection

3 - Dependence on the rules from the funders (public or private) for recruitment

Working conditions* ⌄

Strengths and Weaknesses (max. 800 words)

Strengths

1 - Well equipped infrastructure both for research (several scientific platforms, lab space) and social needs (canteen, nursery room, bar, open library, among others) and on supporting departments (account, project office, IT dep, among others)

2 - Established procedures and available resources for health and safety, namely Occupational Medicine, Health and Safety Department, i3S BIOSAFETY COMMITTEE (iBC)

3 - Specialized units that provid conditions to support dissemination, public engagement, exploitation of results, and intellectual property rights

4 - All groups from (R1 to R4) have access and representation in decision bodies

5 – Existence of family-friend work practices, even thought not always formally supported by internal regulations. Some improvements should be done, namely the schedule of meetings appointments.

Weaknesses

1- Constraints regarding the dimension of the organization

2 - Lack of informal conversation spaces where ideas can be discussed

3 - Dependence on external and non-regular funding, to assure permanent appointments

4- Lack of kindergarten

Training and development* ⌄

Strengths and Weaknesses (max. 800 words)

Strengths

1 - Provided access to continuous training on research skills and soft skills (Advanced Training Unit in-house; PhD programs running)

2 - Access to a wide range of expertise and technologies

3 - Support to career development actions, even if on a non-regular basis (workshops, for example)

4 - Recognition and valorisation of mobility between sectors, namely public/private; industry, academy and hospitals

Weakness

1- Lack of career advice

2 - Lack of uniform evaluation/ appraisal systems for all research levels

3 - Career development not yet stablished

4 - Dependence on non-regular external funding, that would allow to assure a clear career development strategy for researchers

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

https://www.i3s.up.pt/hr-excellence

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)
hiring a development career specialist		
	(+/-) 21. Postdoctoral appointments (Code)	
	(-/+) 28. Career development	
	(--) 30. Access to career advice	last quarter 2019/first quarter 2020
	(-/+) 37. Supervision and managerial duties	
	(+/-) 38. Continuing Professional Development	

Responsible Unit	Indicator(s) / Target(s)
i3S	hiring the specialist and stablish the career office

Proposed ACTIONS

Action 2

ethic committee actions and hiring an ethic specialist

GAP Principle(s)

Timing (at least by year's quarter/semester)

(+/-) 2. Ethical principles

(++) 3. Professional responsibility

(-/+) 4. Professional attitude

(++) 6. Accountability

(++) 7. Good practice in research

2019/2020

Responsible Unit	Indicator(s) / Target(s)
i3S	number of reports

Action 3

rules for permanente appointments for researchers and mobility

GAP Principle(s)

Timing (at least by year's quarter/semester)

Proposed ACTIONS

	GAP Principle(s)	Timing (at least by year's quarter/semester)
	(--) 11. Evaluation/ appraisal systems	
	(+/-) 22. Recognition of the profession	
	(++) 23. Research environment	
	(-/+) 25. Stability and permanence of employment	
	(+/-) 26. Funding and salaries	2021/2022
	(+/-) 29. Value of mobility	
	(-/+) 33. Teaching	
	(-/+) 37. Supervision and managerial duties	
	(+/-) 38. Continuing Professional Development	

Responsible Unit	Indicator(s) / Target(s)
i3s	number of new permanent appointments at the institution

Proposed ACTIONS

Action 4		Timing (at least by year's quarter/semester)
Workshops to PI and Group leaders regarding OTM-R practices	**GAP Principle(s)**	
	(+/-) 12. Recruitment	
	(+/-) 13. Recruitment (Code)	2019/2020
	(+/-) 14. Selection (Code)	
	(+/-) 15. Transparency (Code)	
	(++) 16. Judging merit (Code)	
	(+/-) 27. Gender balance	

Responsible Unit	Indicator(s) / Target(s)
HR	number of attendents

Proposed ACTIONS

Action 5			**Timing (at least by year's quarter/semester)**
Kindergarten		**GAP Principle(s)**	
		(++) 24. Working conditions	2021

	Responsible Unit	**Indicator(s) / Target(s)**
	i3s/UP/Câmara Municipal do Porto	the first stone

Unselected principles:

(++) 1. Research freedom   (++) 5. Contractual and legal obligations   (++) 8. Dissemination, exploitation of results   (++) 9. Public engagement

(++) 10. Non discrimination   (++) 17. Variations in the chronological order of CVs (Code)   (++) 18. Recognition of mobility experience (Code)

(+/-) 19. Recognition of qualifications (Code)   (++) 20. Seniority (Code)   (++) 31. Intellectual Property Rights   (++) 32. Co-authorship

(++) 34. Complains/ appeals   (++) 35. Participation in decision-making bodies   (++) 36. Relation with supervisors

(++) 39. Access to research training and continuous development   (++) 40. Supervision

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If

the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

The institute has clear and transparent rules for the recruitment, for researchers at all levels (R1 _R4).

The most important recruitment tool we use is a public advertisement, with specific metric of evaluation, that we publish at our website, eracareer (the reseracher's mobility portal in Portugal) and linkd.in, and also other online tools, namely by email.

Sometimes, if the funding program demand it, we also publish the advertisements at a national or international journal.

There is total transparency in the selection of candidates, the merits they are judged on and the recognition of their qualifications.

The current regulations guarantee that there is no discrimination and include complaint mechanisms: after the selection process (that is public and of public knowledge) we publish the results and interested have ten working days to question the results. The tool is very easy and no administrative complex processes: an email is enough.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL: https://www.ibmc.up.pt/institute/open-positions

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

For IBMC the implementation of the action plan will be a challenge that will involve many departments, researchers and employees of the institution.

Although the institution is committed to the Code of Conduct and the OTM-R principles to active participate and plan the implementation of the specific actions outlined above will allow reflection and involvement of the whole community and with certainly will bring concrete and visible benefits of the application of the principles of the code.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

How will the implementation committee and/or steering group regularly oversee progress?*   ⌄

Detailed description and duly justification (max. 500 words)

Once the HRS4R strategy is presented to Euraxess and the Action Plan is approved, the working group for the implementation of the HRS4R will be responsible for initiating the actions. This committee is composed of staff from the three institutes, namely the human resources managers and its teams.

Meanwhile, the Steering Committee (that includes researchers at every level R1, R2, R3 and R4) that will oversee the progress of the project will be the same as the one that supervised the strategic process for the HRS4R. This happens with regularly meetings (per trimester) and reports from the working group.

How do you intend to involve the research community, your main stakeholders, in the implementation process?   *   ⌄

Detailed description and duly justification (max. 500 words)

The fact of including all types of researchers in the steering committee guarantees the participation of the research community in any action that implies the development and approval of new guidelines, protocols and regulations. Furthermore, the entire community and public will be updated on the progress of any actions through regular postings on the HRS4R at the institute site, as well as through public seminars and workshops.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure   *
the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.   ∨

Detailed description and duly justification (max. 500 words)

Progress in implementing actions will be continuously monitorized. The Working Group will be obliged to report on the progress of each action to the Steering Committee and the Board of Directors, the highest decision-making body at the Institute. If the Board of Directors consideres that it is not possible to implement a particular action, an adequate justification will need to be provided.

If it is the case, the working group is committed to propose compensatory measures to the action.

How will you ensure that the proposed actions are implemented?*   ∨

Detailed description and duly justification (max. 500 words)

The majority of the actions of this plan are intended to make the principals of the HRS4R more visible and explicit in aspects relevant to practices.
Meanwhile, the fact that IBMC is actively seeking recognition through the HRS4R seal of excellence demonstrates a clear commitment to including the principles and guidelines of OTM-R as part of the strategic implementation of the institute's human resources policy.

Once more we reinforce that all the actions must be approved by the Board of Directors.

How will you monitor progress (timeline)?*

Detailed description and duly justification (max. 500 words)

The HRS4R Working Group will be responsible for monitoring the progress of the Action Plan, including any corrective action considered necessary to achieve the plan's objectives in the event of delays, impediments or circumstances that arise requiring specific action.
As already mentioned above the HRS4R Working Group will report regularly to the Steering Committee and to the Board of Directors.

How will you measure progress (indicators) in view of the next assessment?*

Detailed description and duly justification (max. 500 words)

Mostly with statistics figures or/and feedback of the implementation of the action plan from the research community in general.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

IBMC is truly committed with the HRS4R. The working group will be responsible for providing the researchers with access to the information they need to evaluate the progress of the Action Plan, including monitoring reports, updated indicator values and interviews with researchers and technicians.