TEMPLATE 2 – GAP ANALYSIS – OVERVIEW

Case number: **2023ES81286**

Name Organisation under review: **Instituto de Investigación Sanitaria de Navarra (IdiSNA)**

Organisation's contact details: **Natalia Cal Purriños. Managing Director. C/Irunlarrea 3, Recinto Complejo Hospitalario de Navarra, Pamplona, Navarra, Spain**

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DATE ENDORSEMENT CHARTER AND CODE: **27/03/2023**

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview

Status: to what extent does this organisation meet the following principles?	Implementation: ++ = **fully** implemented +/- = **almost but not fully** implemented -/+ = **partially** implemented -- = **insufficiently** implemented	In case of --, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation.	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	+/-	IdiSNA research staff is free to propose and carry out their own research projects, as well as select the different procedures and processes to carry them out, always within the framework of the guidelines established in the Cooperative Scientific Project and in the Strategic Plan of the Institute. Research activities have the prior approval and subsequent supervision of the Ethics Committees, when necessary, as well as the different work commissions of the Institute. In this sense, IdiSNA has an Internal Scientific Committee, an External Scientific Committee, and different Research Ethics Committees: the Ethics Committee for Research with Medicines (CEIm) of Navarra, the University of Navarra Research Ethics Committee (CEI- UN) and the Ethics Committee for Animal Experimentation (CEEA) of the University of Navarra. On the other hand, IdiSNA has various work commissions: Management Commission, Training Commission, Quality and Good Practices Commission, Support Structures Commission, Commission for the Support of Emerging Groups and Communication Commission.	• Preparation of a "Reception Plan" for newly recruited staff. References to the main plans and documents of the Institute (Strategic Plan, Cooperative Scientific Project, Guide to Ethics and Good Practice in Research, etc.) will be included. It will also include information regarding the different internal procedures that must be carried out and the communication channels available.

		The External Scientific Committee has, among other functions, the evaluation of the scientific and technical activity carried out by IdiSNA, as well as proposing guidelines on scientific policy and global advice to the Institute. IdiSNA also has a Guide to Ethics and Good Practice in Research, whose objective is to promote good practices and guide ethical conduct to be followed by the Institute's professionals. Finally, indicate that the Institute must prepare and implement a Reception Plan aimed at newly recruited personnel that includes the main references of the institution's strategic documents, as well as aspects of internal and external communication.	
2. Ethical principles	+/+	In research projects with human beings, the corresponding documentation is supervised by the Ethics Committee for Research with Medicines (CEIm) of Navarra and the Research Ethics Committee of the University of Navarra (CEI-UN). On the other hand, in relation to projects that involve animal experimentation, IdiSNA uses the Ethics Committee for Animal Experimentation (CEEA) of the University of Navarra as an advisory body. As previously mentioned, IdiSNA has a Guide to Ethics and Good Practice in Research. This guide includes the general values and principles of IdiSNA in terms of research, as well as different aspects to consider in the dissemination and publication of results and the intellectual property rights of research, among other aspects.	
3.Professional responsibility	+/-	IdiSNA has a Strategic Plan for the period 2023-2027 whose main objective is to guide the Institute's actions in scientific matters.	• Increase the dissemination of the Guide to Ethics and Good Practice in Research.

		It also has a Cooperative Scientific Project for the period 2023-2027, in which the objectives and scientific lines to be developed by the research groups that make up IdiSNA are defined over the next 5 years. The IdiSNA staff have at their disposal the Guide to Ethics and Good Practice in Research, which includes the main aspects to consider when disseminating and publishing the results derived from research (dissemination of results, ethical aspects, conflict of interest, etc.). IdiSNA also has a Training Plan. It should be updated and revised to include new training actions related to data protection, genomic data management, and other activities of interest to research staff.	• Update and review the IdiSNA Training Plan.
4. Professional attitude	+/-	IdiSNA has a Strategic Plan that describes the strategic objectives and the activities to be carried out in the short and medium term for the period 2023-2027. There is also a Cooperative Scientific Project with the main lines of research to be developed in the coming years by the Institute. IdiSNA carries out searches for both public and private funding calls that are disseminated to researchers and offers support through the Management Unit in the management/application of public/private funding for the different research projects. Likewise, the Management Units of the different centers that are part of IdiSNA offer advice to the research staff and provide support in the different aspects of the calls, and in the development and subsequent management of the financed projects. There should be greater dissemination of the IdiSNA management team, and the portfolio of services offered to the Institute's staff.	• Preparation of a "Reception Plan" for newly recruited staff. References to the main plans and documents of the Institute (Strategic Plan, Cooperative Scientific Project, Guide to Ethics and Good Practice in Research, etc.) will be included. It will also include information regarding the different internal procedures that must be carried out and the communication channels available. In addition, the portfolio of services offered by the IdiSNA management team will be indicated. • Publish the portfolio of services offered by the IdiSNA management team.

		The identified funding calls are sent through bulletins and newsletters to the research staff and are communicated to the rest of the entities that are part of IdiSNA.	
5. Contractual and legal obligations	+/-	Contractual and legal obligations of IdiSNA staff are included in the Workers' Statute and in the Science, Technology, and Innovation Law (state regulations). Similarly, at this point, it should be noted that each of the centers affiliated to IdiSNA has its own specific labor agreement. Regarding IdiSNA Management Unit staff, their working conditions are regulated by the Workers' Statute, although it is considered necessary to prepare a Human Resources Organization Plan. IdiSNA has a Training Plan whose general objective is to favor the increase of research critical mass, promote the integration of the members of the Institute, fostering the generation of synergies and promote the development and improvement of professional skills in research of the personnel that trains part of the institution. The Training Plan should be more widely disseminated, including new training activities, and establishing timetables for the different activities planned. Finally, there is also a Plan for the Transfer and Translation of Results, which regulates the main aspects related to the activities of valorization and transfer of results arising from the research activity.	• Preparation of a Human Resources Organization Plan for the institution, which will include, among other aspects, the salary conditions of the entity's staff, as well as different measures related to work-life balance. • Update and review the IdiSNA Training Plan, so as to include new training activities and increase the dissemination of planned activities. • Increase the dissemination of the Training Plan and the Results Transfer and Translation Plan.
6. Accountability	+/-	IdiSNA has a Management Unit that is in charge of offering support services in any economic-administrative area to the Institute's research staff, as well as providing support in the recruitment processes needed to carry out the different research projects, in collaboration with the different centers that are part of IdiSNA.	• Preparation of an internal policy / standard work protocol in which the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection committees, etc.) will be detailed,

		On the other hand, the different centers that are part of IdiSNA also have different support services at the level of management and economic supervision to carry out the control and monitoring of the different research projects. Regarding the entity's budget, IdiSNA has an annual budget that is approved by the institution's Board of Trustees. The annual accounts are reviewed and approved by this governing body and are subjected to various audits. Likewise, it is worth mentioning that in the annual activity report published by the Institute, an extract of the accounts with the main data is included in a specific section.	considering the different criteria of the OTM-R Policy.
7. Good practice in research	+/-	IdiSNA complies with the different aspects related to the protection and security of research data, which are included in European legislation (Regulation of the European Parliament on data protection) and in national legislation (Organic Law on Data Protection). There is also a personal data protection policy. In this sense, the internal documentation is pending adaptation to the legislation approved at the state level regarding the protection of people who report on regulatory violations and the fight against corruption (Law 2/2023). IdiSNA complies with the ethical and confidentiality commitments during the development of the different research projects, evaluating the relevant documentation through the corresponding Ethics Committees.	• Development of a Data Protection Plan • Update the internal regulations and procedures regarding data protection and information to current regulations. • Adapt the internal procedures to Law 2/2023, of February 20, regulating the protection of people who report breaches of regulations and the fight against corruption. A Complaints Channel will be launched, and the institution's Anti-Fraud Measures Plan will be implemented and disseminated.
8. Dissemination, exploitation of results	+/-	IdiSNA is proactive in the dissemination and transfer of results. In this sense, there are procedures that guarantee compliance with the principle of dissemination and exploitation of results and that are included in the Guide to Ethics and Good Practice in Research.	• Increase the development of activities related to the dissemination and transfer of results. For example:

		The publication of scientific articles is also promoted, and the main research results are disseminated through the annual scientific report prepared by the Institute. There is also a Plan for the Transfer and Translation of results that regulates the different aspects regarding the valorization of results arising from research projects. IdiSNA also has a Communication Plan that is regulated and managed through the Communication Commission. Through this plan, the aim is to achieve the greatest possible visibility of IdiSNA, through the dissemination of information in press releases, news, and other communication channels. Different news of interest are usually published on the IdiSNA website: https://www.idisna.es/actualidad Finally, IdiSNA has an Open Science and RRI Plan, which encompasses different areas of action: governance, ethics, equality, open Access, scientific education, and citizen participation. This plan responds to one of the strategic objectives of the IdiSNA Strategic Plan consisting of developing a fluid and transparent communication and participation activity, which includes both IdiSNA professionals and its strategic partners and society in general.	- o Conferences and meetings with companies to disseminate the portfolio of research results. - o Organization of events between companies and researchers to identify potential partners in the exploitation and commercialization of results. - o Holding meetings with the IdiSNA groups to promote the identification and compilation of results of potential interest. - Promotion of open access publication by IdiSNA research groups. - Development of training activities for IdiSNA staff in relation to Open Access. - Implementation of a public repository through membership in the institutional health repository of the Carlos III Health Institute (ISCIII) to publicize the scientific production of the institution.
9. Public engagement	+/-	IdiSNA, as previously mentioned, has a Communication Plan. This plan details, on the one hand, the operation of the Communication Commission, mainly in charge of establishing the strategic direction of IdiSNA communication, aligned with the strategic objectives of the Institute. The different aspects related to the internal and external communication that is carried out and the workflows in this regard are also included.	- Promote the development of actions to increase citizen participation in IdiSNA. Work on the constitution of a working group with representatives of the different groups of the population. - o Hold meetings with patient associations to explore possible collaboration activities.

		IdiSNA's communication activity is mainly based on the dissemination of news through the written press and digital media, as well as other types of formats. On the other hand, IdiSNA has an Open Science and RRI Plan, whose main objective is to involve society in the activities and results obtained by IdiSNA professionals. In this sense, this plan contains a series of activities to be carried out in the field of citizen participation: ✓ Design and promote events and initiatives for collaboration and participation of society in the scientific activity of IdiSNA (Example: talks to social groups, workshops between researchers and patients, meetings with patient associations, participation in sessions of the Week of Science, etc.). ✓ Carry out satisfaction surveys of the different non-scientific key actors involved in the development of these initiatives. Finally, IdiSNA carries out communication and dissemination activities through social networks such as Twitter and LinkedIn, in which news of interest about the Institute is disclosed and relevant information is disseminated such as news related to projects of research and job offers.	o Carry out workshops between the Institute's research staff and patients. o Carry out informative talks focused on certain social groups of interest. o Develop events within the framework of Science Week, Researchers' Night, etc.
10. Non discrimination	+/-	IdiSNA complies with the criteria of non-discrimination, equal treatment of women and men in any area of the entity and conforms to the principles established in the framework of the OTM-R Policy in personnel recruitment processes in this regard. Also, IdiSNA plans to adapt the current Equality Plan to the current regulations.	• The institution's Equality Plan will be updated according to the guidelines established by the European Commission, as well as the legal requirements.

| 11. Evaluation/ appraisal systems | +/- | IdiSNA has an Internal Scientific Committee as the highest body for participation, internal advice, and collegiate management of the Institute. Its main functions include ensuring the correct integration of research projects and their scientific evaluation for their prioritization, if applicable, as well as preparing proposals for periodic calls and research projects to be developed in IdiSNA, and the criteria, standards, and evaluation procedures.

Likewise, there is also an External Scientific Committee, which acts as a body of support and scientific advice to the IdiSNA, made up of scientific personnel of international relevance in biomedical research. The External Scientific Committee, among other functions, oversees informing and advising on the evaluation and characteristics of scientific and technical research, both nationally and internationally, as well as proposing scientific policy guidelines and scientific aspects of institutional relations. to be followed by the Institute. It is also in charge of offering global advice on the Institute and evaluating the scientific activity developed by the different research groups.

Efforts should be made to increase the dissemination of the various agreements of the Internal Scientific Committee and the External Scientific Committee.

Regarding the evaluation of research staff at an individual level, work will be done in the coming years in this area.

Indicators will be established to measure the activity carried out by IdiSNA's own staff, which will be compared with the Internal Scientific Committee and the External Scientific Committee. | • Establish a dissemination plan on the main decisions taken by the Internal Scientific Committee and the External Scientific Committee.

• It is proposed to implement indicators for evaluating the activity of IdiSNA's own staff to measure their professional performance. |

Recruitment and Selection			
12. Recruitment	+/-	IdiSNA carries out personnel recruitment processes based on ensuring the selection of the most suitable person for a given job position offered through open, transparent, and merit-based processes (OTM-R) as detailed in Policy OTM- R of the institution. IdiSNA has internal guidelines when preparing and publishing job offers. For this, there is an offer form in which the following aspects are included: name of the position, description of the position, financing entity and title of the project, required degree, tasks to be carried out, working conditions, and valuable knowledge and merits. Job offers are published on the IdiSNA website (https://www.idisna.es/conocenos/trabajar-con-nosotros) as well as on existing profiles on social networks (Twitter, LinkedIn) and on other platforms state level (REGIC). At this time, EURAXESS has not yet been used for the publication and dissemination of job offers. On the other hand, it should be noted that the IdiSNA Strategic Plan for the period 2023-2027 includes a specific action plan aimed at promoting the recruitment of talent, whose main objective is to work with the responsible institutions and structures to promote recruitment of research talent in the context of the Institute.	• Preparation of an internal policy / standard work protocol in which the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection committees, etc.) will be detailed. considering the different criteria of the OTM-R Policy. • Preparation of a standard template for the publication of job offers in English, which facilitates their dissemination through the EURAXESS portal. • Updating the templates for the preparation of job offers incorporating the different criteria of the OTM-R policy (assessment of overall career, stays in international centers, mobility, management tasks and scientific dissemination, etc.).
13. Recruitment (Code)	+/-	IdiSNA carries out the selection of personnel through open, transparent, and merit-based selection processes. For each of the job offers that are published, the requirements to be met and the valuable merits are established. In this sense, job offers remain published for a minimum period of 15	• Preparation of an internal policy / standard work protocol including the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection

		days. Once this period is over, the different candidacies received are evaluated. In those cases, in which there are different candidacies, personal interviews are carried out. Finally, the most suitable person is selected. Work must be done on the development of an internal procedure that regulates the selection processes that are carried out and defines the composition of the selection committees, including the assessment of the different criteria developed in the OTM-R policy. The current job offers do not include specific sections related to professional development at the Institute.	committees, etc.) considering the different criteria of the OTM-R Policy. • Include, as far as possible, information on the possibilities of professional development in the different job offers.
14. Selection (Code)	-/+	Currently, there is no internal procedure that accurately defines the composition of the Selection Committees. When evaluating the different received applications, the centers that are part of IdiSNA consider the requirements and valuable merits in the different offers published. The composition of the Selection Committees in IdiSNA will be defined.	• Development of an internal policy / standard work protocol including the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection committees, etc.) according to the different criteria of the OTM-R Policy.
15. Transparency (Code)	-/+	IdiSNA publishes the different job offers through the Institute's website: https://www.idisna.es/conocenos/trabajar-con-nosotros. They are also disseminated through the entity's social networks: Twitter and LinkedIn. Those interested in participating in the selection process must submit the documentation through the online form available on the Institute's website. Currently the final resolutions are not published on the website.	• Updating the templates for the preparation of job offers incorporating the different criteria of the OTM-R policy (assessment of overall career, stays in international centers, mobility, management tasks and scientific dissemination, etc.). • Publish the resolution of the different job offers in the employment section, IdiSNA web portal.

16. Judging merit (Code)	+/-	Job offers published by IdiSNA include the different key aspects that will be considered in the evaluation process, highlighting requirements and valuable knowledge and merits. Among the valuable merits, the previous experience regarding the position offered, the curricular merits provided (publications in magazines, communications in congresses, languages, etc.), as well as other merits of interest for the position (use of computer tools, etc.). New valuable merits in line with the provisions of the Charter & Code (experience in scientific dissemination, research management, etc.) will be incorporated.	• Development of an internal policy / standard work protocol including the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection committees, etc.) according OTM-R Policy.
17. Variations in the chronological order of CVs (Code)	+/-	Job offers at IdiSNA indicate the different requirements that must be met (required qualification for the position), as well as the knowledge and merits that can be subsequently assessed by the Selection Committee.	• Prepare instructions for the Selection Committee in charge of evaluating the different candidacies, in line with the OTM-R principles, in which it is indicated that the global trajectory of the different candidacies presented must be assessed.
18. Recognition of mobility experience (Code)	+/-	Job offers that are published by IdiSNA include among the merits that can be assessed on different occasions, the completion of stays, as well as other aspects related to the professional experience related to the offered position.	• It will be proposed to include as valuable merits when applicable, the completion of stays in both public and private centers, as well as changes in the sector, as positive elements in the assessment of the applications received.
19. Recognition of qualifications (Code)	+/-	In the personnel recruitment processes carried out by IdiSNA, the criteria of equality and non-discrimination are met and applications with degrees obtained abroad are valued in the same way, if they meet the requirements established by the calls.	• Draw up instructions for the Selection Committee in charge of evaluating the different candidacies, in line with the OTM-R principles.

20. Seniority (Code)	+/-	Hiring of personnel is not restricted for reasons related to the seniority of the degree obtained. Limits are established regarding the date of obtaining the degree in those cases in which it is required by the call with which it is financed.	• Development of an internal policy / standard work protocol including the different aspects to be considered in the personnel selection process (evaluation criteria, scoring scales, composition of the selection committees, etc.) according OTM-R Policy.
21. Postdoctoral appointments (Code)	+/-	IdiSNA indicates in the different job offers that the labor conditions are published (hours and hiring modality). Information is also offered regarding the tasks to be carried out and valuable knowledge and merits. Elements of professional development are not currently included in the published offers.	• Include, to the extent possible, information on professional development possibilities in the different job offers.
Working Conditions and Social Security			
22. Recognition of the profession	+/-	IdiSNA recognizes the activity developed by the different researchers that are part of the Institute. Research staff develop their professional career at the Institute, establishing different professional categories internally. On the other hand, IdiSNA Strategic Plan includes a Talent Recruitment Plan to promote the recruitment of research talent. In this sense, it is proposed to define the profiles of interest with the greatest possibilities of incorporation, support in the selection and incorporation of new professionals, define complementary aspects for these new professionals (laboratory spaces, own funds for R&D&i actions), and facilitate the incorporation of new professionals and evaluate the satisfaction of the new personnel incorporated.	• Preparation of a "Reception Plan" for newly recruited staff. References to the main plans and documents of the Institute (Strategic Plan, Cooperative Scientific Project, Guide to Ethics and Good Practice in Research, etc.) will be included. It will also include information regarding the different internal procedures that must be carried out and the communication channels available.
23. Research environment	+/-	IdiSNA has 8 research areas: 1) Epidemiology and Public Health, 2) Primary Care, Health Care and Health Services, 3) Neurosciences and Mental Health, 4) Digestive and	• Prepare a Mentoring Plan, indicating the procedure for recording the mentoring activity carried out with researchers.

		Metabolic Diseases, 5) Inflammatory and immune diseases, 6) Advanced Therapies and Diagnostic Innovation, Health Bioengineering and Biotechnologies, 7) Oncology and Hematology, 8) Cardiovascular and renal diseases.	• Review and update of the Emerging Group Support Plan. The different actions planned will be reviewed to offer greater support for the development of these groups: tutoring activities, training actions, mobility aspects, etc.
		The different research groups carry out their research projects in these areas. There is also a Cooperative Scientific Project, which indicates the main actions to be carried out by the research groups in the coming years.	
		IdiSNA has scientific-technical platforms and structures with the general objective of adding value to patient-focused biomedical research. For its coordination between the different institutions that are part of the Institute, there is a Commission for Research Support Services, which has defined the access procedures to the different services provided by each platform. Information is available on the Institute's website: https://www.idisna.es/recursos-y-servicios/estructuras-de-apoyo	
		IdiSNA encourages the participation of its research groups in cooperative research networks at national and European level. IdiSNA also has a support plan for emerging groups. In this sense, it is necessary to carry out actions that guarantee monitoring of the mentoring of younger researchers by senior researchers. Actions aimed at fostering the development of emerging groups should be increase.	
		Likewise, within the Strategic Plan, a training mobility action plan has been incorporated to promote the training of professionals through attendance at events and initiatives, as well as prestigious centers. A plan is also included to promote generational change focused on increasing the research critical mass and new leaders of the Institute through the training and training of young professionals.	

24. Working conditions	+/-	IdiSNA has measures to promote the work-life balance of staff. Among the different implemented actions, work flexibility stands out, which allows reconciling work and family life. These actions have increased due to the situation derived from COVID-19. Work should be done to further disseminate these measures among the institution's staff. The entity will draw up a Human Resources Plan that will also contain a specific section related to reconciliation measures.	• Preparation of a Human Resources Plan for the institution, which will include, among other aspects, the salary conditions, as well as different actions related to work-life balance. • Dissemination of the main work-life balance measures established by IdiSNA.
25. Stability and permanence of employment	-/+	IdiSNA has a Selection Policy that defines the different principles and criteria that are considered when selecting the different people in the selection processes. The public centers attached to IdiSNA are governed by the regulations of public sector entities. A large part of the human resources that are selected will participate in research projects with public or private funding calls. Regarding the stabilization of research staff, IdiSNA will collaborate with the Navarra Regional Government to incorporate elements of stabilization and professional development as far as possible.	• Collaborate with the Foral Government of Navarra in the development of elements for stabilization and professional development of the research staff of the public centers attached to IdiSNA.
26. Funding and salaries	-/-	IdiSNA has an OTM-R Policy that defines the different principles that govern the entity's personnel selection policy. The entity will develop a Human Resources Plan.	• Development of a Human Resources Plan which will include, among other aspects, the salary conditions of the entity's personnel, as well as different measures related to work-life balance.
27. Gender balance	-/+	IdiSNA complies with equal treatment for women and men in any area of the entity and conforms to the principles established in the framework of the OTM-R Policy in personnel recruitment processes.	• The Equality Plan will be updated in accordance with the guidelines established by the European Commission, as well as the legal requirements

		Also, IdiSNA plans to adapt the current Equality Plan to the requirements of the current regulations.	
28. Career development	-/+	IdiSNA has a Strategic Plan for the period 2023-2027, with a Line of Action called "Innovation, Improvement and Training". This axis includes an action plan to promote generational renewal with the aim of increasing the research critical mass and training new leaders through the training of younger professionals. Likewise, there is a specific Training Plan, whose objectives are increasing the research critical mass, promoting the integration of the members of the Institute, fostering the generation of synergies, and promoting the development and improvement of professional skills in the field of investigation by IdiSNA staff. There is a Training Committee in charge of coordinating and implementing the Training Plan, as well as its annual review. Finally, in relation to professional development actions, IdiSNA will collaborate in the future with the Foral Government of Navarra to search for and implement actions as far as possible.	• Collaborate with the Foral Government of Navarra in the development of elements for stabilization and professional development of the research staff of the public centers attached to IdiSNA.
29. Value of mobility	+/-	Selection processes carried out by IdiSNA sometimes include, as a merit, the evaluation of stays if it is considered of interest by project Principal Investigator. On the other hand, within the new IdiSNA Strategic Plan, axis 4 "Innovation, Improvement and Training" there is a specific action plan for educational mobility, with the aim of promoting the training of Institute professionals through attendance at events and initiatives, as well as prestigious national and international centers.	• Adapt the current employment templates to the different OTM-R principles, promoting the assessment of mobility and other aspects included in the institution's OTM-R Policy (assess stays in other national and foreign centers, not penalize changes scientific discipline, not penalize stays in the private sector, etc.).

		Also, there is a Training Plan, which includes the expansion of studies and training stays as a specific area of training. This training area is especially focused on supporting and promoting stays in prestigious national or international institutions by the Institute's research staff, especially aimed at emerging groups. Finally, it should be noted that IdiSNA is currently a model of collaboration between different public and private institutions, through the existence of a strategic alliance, positively valuing the exchange between public and private centers and mobility between institutions.	
30. Access to career advice	+/-	IdiSNA has a Management Unit in charge of offering support services in any economic-administrative area to the Institute's research staff, as well as providing support in the calls for personnel selection that are needed to carry out the different projects. Also, the different centers that are part of IdiSNA also have different support services for management and economic supervision to carry out the control and monitoring of the research projects. There is currently no mentoring plan regarding professional advice to research staff.	• Prepare and implement a Mentoring Plan for IdiSNA research staff.
31. Intellectual Property Rights	+/+	IdiSNA has a Guide to Ethics and Good Practice in Research, accessible to the institution's staff, which indicates the good practices and ethical conduct to be followed by professionals who carry out their research activity at IdiSNA. This document includes, among other aspects: Values of the researchers and general principles of IdiSNA, Planning of the research project, Carrying out the research project, Dissemination and publication of the results, Intellectual property rights and commercial exploitation of the research,	

| | | Conflict of interest, Personnel, Misconduct in research and Regulatory and bibliographic environment.

Moreover, the main objective of IdiSNA is to promote cutting-edge clinical research at an international level, relying on the collaboration of private and public companies and research centers with teaching hospitals and researchers. IdiSNA promotes the activities of valorization and transfer of results arising from the activity of the different groups and researchers affiliated with the Institute. There are two Research Results Transfer Offices (OTRIs) from the centers attached to the Institute (OTRI of the University of Navarra and OTRI of the Public University of Navarra).

There is a Results Transfer and Translation Plan which regulates the IdiSNA results transfer procedure and includes information regarding the available OTRIs, as well as the monitoring that will be carried out on the technological portfolio and the procedure for transferring results. | |
| --- | --- | --- | --- |
| 32. Co-authorship | +/- | IdiSNA includes within the Guide to Ethics and Good Practice in Research, a specific section for the Dissemination and Publication of Results. This section establishes, on the one hand, the bibliographic signature of the institution, as well as a series of guidelines regarding the order of signature of the authors and co-authors in the publications. Communication actions on the institution's signature policy will be carried out.

It is also indicated that it is the responsibility of the co-authors to ensure that the ethical requirements regarding authorship are respected, avoiding both the appropriation of the status of author by someone who does not deserve it, and the exclusion of that author who has reliably participated. | • Carrying out dissemination actions on IdiSNA's signature policy. |

		IdiSNA publishes on an annual basis the scientific reports of the institution in which the different most relevant publications are collected with the authors and co-authors.	
33. Teaching	+/-	IdiSNA within its Strategic Plan includes in Axis 4 "Innovation, Improvement and Training", a specific action plan to promote generational renewal including activities such as the analysis of the own resources available in the Institute for the identification of teachers who can give training to young researchers. These profiles can be senior researchers, platform staff, etc. On the other hand, IdiSNA has a Training Plan, with different training activities such as courses and seminars, partly taught by IdiSNA professionals. Likewise, the Training Commission in charge of supervising the development of this Plan has the support of the Teaching Commission of the University Hospital of Navarra and the Teaching and Continuing Training Commission of the Clínica Universidad de Navarra.	• Develop a system for evaluating the teaching activity carried out by IdiSNA professionals, considering the variability of clinical and teaching staff.
34. Complains/ appeals	+/-	IdiSNA currently has a specific procedure for managing anti-fraud complaints. The implementation of a specific procedure for the management of claims and resolution of personnel conflicts should be improved. The Internal Scientific Committee is the internal body of IdiSNA in charge of resolving personnel conflicts in scientific field.	• Establish a specific procedure for the resolution of personnel claims and conflicts in IdiSNA.
35. Participation in decision-making bodies	+/-	IdiSNA promotes the participation of the different representatives of the research areas, as well as the different entities that are part of the Institute. The coordinators of the research areas, among other profiles, participate in the Internal Scientific Committee.	• Ensure that the composition of the Internal Scientific Committee includes representation of the different research profiles (R1, R2, R3 and R4).

		Also, the participation of the Institution's personnel in the different existing commissions is facilitated: Management Commission, Training Commission, Quality and Ethics Commission, Support Structures Commission, Commission for the Protection of Emerging Groups, Communication Commission and Area Coordinators.	
Training and Development			
36. Relation with supervisors	-/+	IdiSNA has a Training Plan and a Support Plan for Emerging Groups. Within the Training Plan, the specific objective is to collaborate and support the Emerging Groups Commission when implementing the different actions included in the Emerging Groups Support Plan. One of the areas of training focuses on promoting stays in prestigious institutions and entities, especially by emerging groups for the acquisition of new knowledge. It should be noted that the Ethics and Good Practice in Research Guide includes a specific section aimed at training, supervision and mentoring. This section indicates the different commitments for the entity and the researchers. Normally, researchers who are in training and have funding from public entities must issue follow-up reports. There is currently no specific procedure that regulates the follow-up to be carried out by senior researchers (mentors) on younger researchers.	• Develop a Mentoring Plan with the support of the IdiSNA Scientific Director in which the indications and suggestions on the development of the professional career are established and including the way to register the process of mentoring of the research staff.
37. Supervision and managerial duties	+/-	IdiSNA has a Support Plan for Emerging Groups with different training activities for younger researchers. There is also a Training Plan with courses and seminars for younger researchers.	• Develop a Mentoring Plan with the support of the IdiSNA Scientific Director in which the indications and suggestions on the development of the professional career are established and including the

		The different coordinators of the IdiSNA research areas are usually researchers of recognized prestige and research experience.	way to register the process of mentoring of the research staff.
38. Continuing Professional Development	+/+	IdiSNA has a Training Plan, which includes activities for the entity staff. The fields of training that are contemplated are the following: research methodology, instrumental techniques and support for research, strategic lines of research of IdiSNA and related projects, further study and training stays, promotion of research in professionals in a period of specialized training and training in responsible research and innovation (RRI). There is also a Training Commission that oversees ensuring the correct implementation of the Training Plan and detecting those needs and areas for improvement to promote the scientific development of the institute at all levels.	
39. Access to research training and continuous development	+/+	IdiSNA has a Training Plan that includes activities aimed at the different profiles that make up the Institute, through different formats: conferences, seminars, workshops, stays, etc. Through the Training Commission, the needs and areas for improvement are detected to promote the scientific development of the entity. There is a global training offer developed by the different entities and centers that are part of the Institute. The offer of training programs is disseminated through the IdiSNA website, through corporate email and through other channels depending on the type of event (networks social, etc.).	

| 40. Supervision | +/- | On the one hand, it is worth mentioning that IdiSNA currently has 8 strategic research areas which integrate the different groups that are part of the Institute.

Each of these areas has a coordinator, who oversees directing and monitoring the scientific activity. In some cases, there are also co-coordinators. In this sense, different scientific meetings are held between the groups of the same research areas.

On the other hand, the activity of these research groups is evaluated by the External Scientific Committee.

Lastly, the Guide to Ethics and Good Practice in Research includes a specific section on supervision, in which it is mentioned that expert researchers, research managers and supervisors should advise their team members and provide them with guidance and specific training to adequately develop, design and structure their research activities and to foster a culture of research integrity.

There is currently no specific mentoring procedure. | • Develop a Mentoring Plan with the support of the IdiSNA Scientific Director in which the indications and suggestions on the development of the professional career are established and including the way to register the process of mentoring of the research staff. |