

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

HRS4R

Annex I

Gap Analysis

Medical Research Institute of the Hospital La Fe (IISLaFe)

<http://ec.europa.eu/euraxess/rights>

The following table contains the Gap Analysis of the IIS La Fe. It is an internal analysis of relevant legislation and existing institutional rules and/or practices regarding the points reflected in the Human Resource Researchers Strategy (HRS4R). The objective is to compare the institutional policy with the recommendations listed in the C&C.

The **HRS4R Working Group** that has participated in the Gap Analysis is listed below;

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For carrying out the Gap Analysis, the working group has used the following tools: periodic meetings, document analysis (current process flows, business rules repositories, business process, policies, procedures and regulatory documentation), organizational process assets (OPAs) and expert judgments.

I. Ethical and professional aspects

<p>1. Research freedom</p> <p>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p> <p>.Spanish Constitution 1978. Article 44.2: The public authorities shall promote science and scientific and technical research in the public interest. Article 20.1 CE: They recognize and protect rights: a) to freely express and disseminate thoughts, ideas and opinions through words, writing or any other means of reproduction. b) A production and literary, artistic, scientific and technical. Article 20.4 EC: These freedoms are limited by respect for the rights recognized in this Title Article 149. 15th) EC: The State has exclusive power over the promotion and general coordination of scientific and technical research.</p> <p>.Law 14/2011, of June 1, of the Science, Technology and Innovation. Preliminary title. General disposition.</p> <p>.Law 14/2007, of July 3, of Biomedical Research.</p>	<p>Existing Institutional rules and/or practices</p> <p>.Code of Ethical and good research practices ICH E6. 2; ethical responsible of the research 4; regulatory requirements in scientific practice</p> <p>Statutes of the Medical Research Institute of the Hospital La Fe (IISLaFe)</p> <p>.Certificates of 25/07/2002 by Valencian Ministry of Health, with reference SGA / SA / apr. Article 5; Promote research orientation towards improving clinical practice and quality of care-university at the Hospital La Fe</p>

<p>2. Ethical principles</p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>

<p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 10 Committee Spanish Research Ethics</p> <p>.Law 14/2007, of July 3, of Biomedical Research Royal Decree 1716/2011, of November 18, by which the basic requirements for authorization and operation of biobanks for biomedical research and treatment of biological samples of human origin are established, and the operation and organization is governed National Registry of Biobanks for biomedical research.</p> <p>Royal Decree 2132/2004, of 29 October, establishing the requirements and procedures for requesting the development of research projects with stem cells obtained from pre-embryos.</p> <p>Royal Decree 223/2004 of 6 February, which regulates clinical trials with drugs.</p> <p>.Order/Decree of data protection and security of information by the Valencian Ministry of Health</p>	<p>.Code of Ethical and good research practices ICH E6. 2; ethical responsible of the research 4; regulatory requirements in scientific practice.</p> <p>Statutes of the Medical Research Institute of the Hospital La Fe (IISLaFe)</p> <p>.Regulation of the Ethics Committees (Clinical Research Ethics Committee (CEIC), Biomedical Research Ethics Committee (CEIB), external ethics committee of biobank and research collections (CEBCI), Ethics Committee for Animal Experimentation (CEEAA)).</p> <p>.Data protection file (nº referencia 2091461845)</p>
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<p>3. Professional responsibility</p> <p>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
<p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation.</p> <p>.Law 11/1986, of 20 March, Research Patent and utility models. Art 15-17-19.</p>	<p>.Code of Ethical and good research practices ICH E6. 8; Publication, property and dissemination of results.</p> <p>.IIS La Fe data protection file (nº referencia 2091461845)</p>

<p>4. Professional attitude Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
<p>.Royal Decree 63/2006, of January 27, approving the Statute for research personnel in training. Article 6. Duties of research trainees. .Law 14/2011, of 1 June, of the Science, Technology and Innovation.</p>	<p>.Code of Ethical and good research practices ICH E6. 3; Design and management of research protocols. .IIS La Fe Internal procedures: SOP-PR-004-Human resources management SOP-PR-IIS-029 Research projects management SOP-PR-IIS-039 Monitoring Research Projects (national) SOP-PR-IIS-040 Monitoring Research Projects (national)</p>

<p>5. Contractual and legal obligations Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>

<p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. .Royal Decree 63/2006, of January 27, approving the Statute for research personnel in training (arts. 4, 6 y 7). .Law 14/2007, of July 3, of Biomedical Research (Title II). .Royal Legislative Decree 1/1995 of 24 March, approving the revised text of the Law of the Workers' Statute. (art.5) Part I. Chapter I. Section IV (arts.10-13) .Organic Law of Universities 6/2001 of 21 December (art. 40) Title IX Chapter I Section I (arts. 48-55). .Law 11/1986, of 20 March, Research Patent and utility models. Art 15 - 17-19.</p>	<p>.Code of Ethical and good research practices ICH E6. 9; applicable legal and ethical rules. .IIS La Fe Welcome Guide for Researchers .IIS La Fe Internal Regulations for Intellectual Property Rights (Technology Transfer Office, OTRI) .IIS La Fe Internal Procedures; SOP- PR-IIS- 049- Training</p>
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<p>6. Accountability Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle) .Law 38/2003 of Grant Management of 17 November, Article 20. Information about Grant management. Article 30. Justification of public grants. Article 32. Checking the grants. Article 46. Obligation of collaborating. .Law 14/2011 of the Science, Technology and Innovation, of 1 June, Article 28. 3. Duties of technical service of the public research institutions of central government staff. Chapter II. Financing agents. Article 45. Agents of funding under the Ministry of Science and Innovation, 11 additional provision, Item 3. .Law 11/1986, of 20 March, Research Patent and utility models. Art 15 - 17-19. .Law 14/2007, of July 3, of Biomedical Research.</p>	<p>Existing Institutional rules and/or practices .Code of Ethical and Good research practices ICH E6. 3; design and development of research protocols; statement of funding sources. 5; registration, documentation, storage, custody and transfer of data and samples of biological material. .IIS La Fe Strategic Plan 2014-2018; Objective 3; to satisfice expectations of entities and organisms funders. .IIS La Fe Internal Procedures; PR-IIS-038; management of research calls and funding sources. PR-IIS-043; management of accounting. .IIS La Fe Internal rules of use of facilities and resources.</p>

<p>7. Good practice in research</p> <p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p> <p>.Spanish Constitution. Article 40.2. The powers ensure public safety and health at work. .Law 31/1995, of November 8, Prevention of occupational hazards. Article 38. Health and Safety Committee. .Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 10. Spanish Committee of Research Ethics. Ninth Additional Provision. Protection of personal data. .Law 15/1999, of 13 December, Protection of Personal Data. .Law 14/2007, of July 3, of Biomedical Research.</p>	<p>Existing Institutional rules and/or practices</p> <p>.IIS La Fe Strategic Plan 2014-2018; Objective 8; ensure quality at the IIS La Fe activity. .Code of Ethical and good research practices ICH E6. 4; regulatory requirements in scientific practice; Good Laboratory Practice (BPC), Occupational safety and risk management service (Hospital La Fe), Hazardous waste management service (Hospital La Fe). .IIS La Fe Internal Procedures; Protection / prevention procedures .Hospital La Fe Internal Procedures; Procedures for development and declaration of rights and obligations about safety and health at the workplace.</p>

<p>8. Dissemination, exploitation of results</p> <p>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>

<p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Chapter II. Transfer and dissemination of the results of the research activity, development, innovation and scientific, technological and innovative culture (art. 33f, 35 and 37).</p> <p>.Royal Decree 55/2002 of 18 January, exploitation and cession of inventions made in public research bodies, in accordance with the provisions of art. 20 of Law 11/1986 of March 20 Patent</p> <p>.Law 14/2007, of July 3, of Biomedical Research.</p> <p>.Framework Cooperation Agreement between Valencian Government and Health Research Institute Hospital La Fe, signed in September 21st, 2012, that regulates (article 3) the faculty and obligation of the exploitation of the results.</p>	<p>.Code of Ethical and good research practices ICH E6. 8; publication, protection and dissemination of research results.</p> <p>.IIS La Fe Internal Regulations for Intellectual Property Rights (Technology Transfer Office, OTRI)</p> <p>.Communication/Dissemination IIS La Fe skills;</p> <p>.newsletters, intranet, e-mail, whatsnews (whatsapp), web, press releases, social and professional networks.</p> <p>.IIS La Fe Scientific annual report.</p> <p>.society training activities “Research with us”, “Con-Ciencia TV”, “Funny Research” and “Your hospital investigates for you”.</p>
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<p>9. Public engagement Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p> <p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Chapter III. Dissemination of results and scientific and technological culture (arts.33, 34, 35 and 37).</p> <p>.Law 14/2007, of July 3, of Biomedical Research.</p> <p>.Law 2/2011, of March 4th, of the Sustainable Economy: articles 37-39 regulate the cooperation between public and private sectors and social responsibility; articles 51-57 state the transfer, exploitation and promotion of results; article 66 states the internationalization of companies.</p>	<p>Existing Institutional rules and/or practices</p> <p>.Communication/Dissemination IIS La Fe skills;</p> <p>.newsletters, intranet, e-mail, whatsnews (whatsapp), web, press releases, social and professional networks.</p> <p>.IIS La Fe Scientific annual report.</p> <p>.society training activities “Research with us”, “Con-Ciencia TV”, “Funny Research” and “Your hospital investigates for you”.</p> <p>.Charity events.</p>

<p>10. Non discrimination Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</p>
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Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Spanish Constitution 1978. Article 14 EC. Citizens are equal before the law, there may be no discrimination in terms of birth, race, sex, religion, opinion or any other condition or personal or social circumstance. Article 9.2 EC. Article 35.1 EC.</p> <p>.Legislative Decree 1/1995 of 24 March approving the revised text of the Statute Law of workers. Section 2. Labor rights. Article 4.2c). Article 17 1. No discrimination in labor relations.</p> <p>.Law 7/2007 of 12 April, of the Basic Statute of public employee. Chapter I. Rights of Public Employees. Article 14. Individual Rights. Article 14.i non-discrimination in terms of birth, racial or ethnic origin, gender, sex or sexual orientation, religion or belief, opinion, disability, age or any other condition or personal or social circumstance.</p> <p>.Organic Law 3/2007 of 22 March, for the effective equality between women and men. Resolution of 20 May 2011, the Secretary of State for Public Service, by the Agreement of the Council of Ministers of January 28, 2011, whereby it is approved the I Plan of Equality between women and men in the Central Government and its agencies.</p>	

11. Evaluation/ appraisal systems	
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices

<p>.Law 38/2003 of 17 November, of General Grants Regulation (art. 22). .Royal Decree 887/2006, of 21 July, approving the Regulation of the Law 38/2003 of November 17, General Grants Regulation. Title I (Art.60). .Law 7/2007 of 12 April, on the Basic Statute of Public Employees. Chapter II. Right to career and internal promotion. Article 20 The evaluation of work performance. .Law 14/2011, of 1 June, of the Science, Technology and Innovation (art. 5.16 and 25.5 and disp. Trans. 5th, The system of evaluation of work performance.</p>	<p>.Strategic Plan of Research Accredited Groups of the IIS La Fe. Periodic assessment of compliance with strategic goals both, by internal (IIS La Fe) and by external agencies (Carlos III Health Institute, ISCIII, and the Ministry of Economy and Competitiveness of Spain).</p>
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II. Recruitment

<p>12. Recruitment Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p> <p>.Law 7/2007 of 12 April, on the Basic Statute of Public Employees. Article 61. Selection Systems. .Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 16. Criteria for selection of research staff. Article 25. Professional career of research staff. .Royal Decree 63/2006 of 27 January, approving the Statute for research personnel in training. Article 8. Contracts of research trainees.</p>	<p>Existing Institutional rules and/or practices</p> <p>.Code of Conduct for Recruitment of Researchers .IIS La Fe Internal Procedures; PR-IIS-030; Management of employment calls.</p>

<p>13. Recruitment (Code) Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</p>
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Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Legislative Decree 1/1995 of 24 March, approving the revised text of the Law of the Workers' Statute. Article 8.5. Article 11.1 et seq. Article 22</p> <p>.Regulation for Foundations belonging to Valencian Ministry of Health; procedures and criteria for advertising an employment call.</p> <p>.Workers' Statute</p> <p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Section 2. Article 20. Types of contract.</p> <p>.Framework Cooperation Agreement between Valencian Government and Health Research Institute Hospital La Fe, signed in September 21st, 2012, that regulates employment calls.</p>	<p>.IIS La Fe Internal Procedures;</p> <p>PR-IIS-030; Management of employment calls.</p> <p>FPR-IIS-030-01 Internal Protocol for public employment call</p> <p>FPR-IIS-030-03 Proposal of public call of employment</p> <p>FPR-IIS-030-04 Rules of the call (functions to be performed)</p>

<p>14. Selection (Code)</p> <p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.</p>	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Regulation for Foundations belonging to Valencian Ministry of Health; procedures and criteria for advertising an employment call.</p> <p>.Workers' Statute</p> <p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Section 2. Article 20. Types of contract.</p>	<p>.IIS La Fe Internal Procedures;</p> <p>PR-IIS-030; Management of employment calls. 4.5; personnel selection and resolution of a public employment call.</p>

<p>15. Transparency (Code)</p> <p>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</p>	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices

<p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 5. Assignment of public resources. Article 16. Selection criteria for researcher staff.</p> <p>.Law 38/2003 of 17 November, General Grant Management. Article 8 General principles. Article 9. Requirements for the granting of subsidies. Article 17. Bases regulating the granting of subsidies. Article 23. Initiation of the grant procedure in competitive basis.</p>	<p>.IIS La Fe Internal Procedures; PR-IIS-030; Management of employment calls. FPR-IIS-030-04 Rules of the call (functions to be performed) FPR-IIS-030-05 Meeting minute of the selection committee. FPR-IIS-030-06 Public decision of the selection process.</p>
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<p>16. Judging merit (Code) The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, and knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
<p>.Spanish Constitution 1978. Artículo 44.2 Artículo 149. 1. 15^a.</p> <p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 26. Access to public employment and internal promotion.</p> <p>.Law 38/2003 of November 17, General Grant. Article 23. 2 I. Initiation. Article 24.3.b. Instruction.</p> <p>.Royal Decree 887/2006 of 21 July, approving the regulations of the Law 38/2003 of November 17, General Grant Management. Article 60 1. Evaluation criteria.</p>	<p>.IIS La Fe Internal Procedures; PR-IIS-030; Management of employment calls. 4.5; personnel selection and resolution of a public employment call. FPR-IIS-030-04 Rules of the call (merits and evaluation criteria)</p>

<p>17. Variations in the chronological order of CVs (Code) Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.</p>
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Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
.Law 14/2011, of 1 June, of the Science, Technology and Innovation. Article 26. Access to public employment and internal promotion.	

18. Recognition of mobility experience (Code)	
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
.Law 14/2007, of July 3, of Biomedical Research. art.86 .Law 14/2011, of 1 June, of the Science, Technology and Innovation. Art.16. Mobility of researchers. Article 37, Paragraph 3. Internationalization of the Spanish System of Science and Technology. .Legislative Decree 1/1995 of 24 March, the revised text of the Law of the Statute of workers. Articles 12 and 15	.IIS La Fe Strategic Plan 2014-2018; Objective 14; encourage research and innovation culture .Specific calls (postdoctoral contracts, sabbaticals...)

19. Recognition of qualifications (Code)	
Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices

<p>.Law 14/2007, July 3, of Biomedical Research. Art.10.2 Quality of Biomedical Research.</p> <p>.Law 55/2003, of December 16 Statute for established staff of health services. Art. 17.1</p> <p>.Royal Decree 63/2006 of 27 January, approving the Statute for research personnel in training. Art.1.2 Object. Art.8.2.</p> <p>.Order CIN / 2657/2008 of 18 September, establishing the administrative procedure for evaluation of research activity.</p> <p>.Royal Decree 778/1998 of 30 April, regulating the third cycle of university studies, obtaining and forwarding a PhD and other postgraduate studies.</p> <p>.Royal Decree 56/2005, regulating official university postgraduate studies.</p> <p>.Royal Decree 1837/2008, of November 8, by which are incorporated into Spanish law the Directive 2005/36/EC of the European Parliament and the Council, of 7 September 2005 and Directive 2006/100/EC, Council of November 20 of 2006, on the recognition of professional qualifications.</p> <p>.Royal Decree 459/2010, of 16 April, laying down conditions for the recognition for professional purposes of foreign degrees in Health Specialist, obtained in non-EU regulated countries.</p>	<p>.IIS La Fe Internal Procedures;</p> <p>.PR-IIS-030; Management of employment calls. 4.5; personnel selection and resolution of a public employment call.</p> <p>.FPR-IIS-030-04 Rules of the call (merits and evaluation criteria)</p>
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20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

**Relevant legislation
(permitting or impeding the implementation of this principle)**

Existing Institutional rules and/or practices

<p>.Law 14/2007, July 3, of Biomedical Research. Art.10.2 Quality of Biomedical Research.</p> <p>.Law 55/2003, of December 16 Statute for established staff of health services. Art. 17.1</p> <p>.Royal Decree 63/2006 of 27 January, approving the Statute for research personnel in training. Art.1.2 Object. Art.8.2.</p> <p>.Order CIN / 2657/2008 of 18 September, establishing the administrative procedure for evaluation of research activity.</p> <p>.Royal Decree 778/1998 of 30 April, regulating the third cycle of university studies, obtaining and forwarding a PhD and other postgraduate studies.</p> <p>.Royal Decree 56/2005, regulating official university postgraduate studies.</p> <p>.Royal Decree 1837/2008, of November 8, by which are incorporated into Spanish law the Directive 2005/36/EC of the European Parliament and the Council, of 7 September 2005 and Directive 2006/100/EC, Council of November 20 of 2006, on the recognition of professional qualifications.</p> <p>.Royal Decree 459/2010, of 16 April, laying down conditions for the recognition for professional purposes of foreign degrees in Health Specialist, obtained in non-EU regulated countries.</p>	<p>.IIS La Fe Internal Procedures;</p> <p>.PR-IIS-030; Management of employment calls. 4.5; personnel selection and resolution of a public employment call.</p> <p>.FPR-IIS-030-04 Rules of the call (merits and evaluation criteria)</p>
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<p>21. Postdoctoral appointments (Code)</p> <p>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p> <p>.Law 14/2011, of 1 June, of the Science, Technology and Innovation (Art.20, 21 and 22).</p> <p>.Royal Decree 63/2006 of 27 January, approving the Statute for research personnel in training. 6th additional provision; programs supporting research for doctors.</p>	<p>Existing Institutional rules and/or practices</p> <p>.IIS La Fe Strategic Plan 2014-2018; Objective 15; attract and retain scientific talent.</p>

III. Working conditions and social security

22. Recognition of the profession	
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
.Law 14/2011, of Science, Technology and Innovation Art 13, Art 14, Art 25, Art 27	.Code of Conduct for Recruitment of Researchers .Employment contacts

23. Research environment	
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
.Law 14/2007 of Biomedical Research. Art 88. .Law 14/2011, of Science, Technology and Innovation. Art14. D. Ad. 8. 2. b) and c)	.Code of Ethical and good research practices ICH E6. 2; ethical responsible of the research 3; design and development of research protocols 4; regulatory requirements in scientific practice 7; Tutoring of research trainees. .IIS La Fe Strategic Plan 2014-2018; Objective 7; develop and exploit alliances with key players.

24. Working conditions
Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i> , to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
. Organic Law 3/2007 , for effective equality between women and men. Cap II. (Art. 44, 51 y 56) . Law 14/2011 , of Science, Technology and Innovation (art. 14.i)	. Employment contracts (flexibility)

25. Stability and permanence of employment	
Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i> .	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
. Directive 1999/70/CE regarding Framework agreement of CES, la UNICE y el CEEP about <i>Fixed- Term Work</i> . Law 14/2011 , of Science, Technology and Innovation Sec II. Art 20, Art 25	

26. Funding and salaries	
Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
. Royal Decree 63/2006 Researchers at training stages. Art 5. . Royal Decree 1/1995, Worker Statute Art11.e) Art 26.3 Art 37. . III Collective Agreement for the General National Administration. CAPVIII. Art 45. Art 46. Art 47. CAP XIII . Royal Decree Law 1/1994 , General Social Security Law. Art 124. CAP IV BIS.TÍT III. Art 205 y 206.	. Employment contracts (funding conditions, legal conditions) . IIS La Fe Salary tables (according researcher career stage)

27. Gender balance
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This

should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Spanish Constitution 1978. Art 14. .Organic Law 3/2007, for effective equality between women and men. Art 5 TIT V. CAP I. Art 51, CAP II Art52, Art 53, Art 54,</p>	

28. Career development
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Law 14/2011, of Science, Technology and Innovation (art.6, 12, 13, 14 y 25). .Law 7/2007, Statute of Public Officials Cap II. .Law 14/2007 of Biomedical Research Art.10.2</p>	<p>.IIS La Fe Scientific's Area Advisor .IIS La Fe International Office .IIS La Fe Human Resources Management Office .IIS La Fe Strategic Plan 2014-2018; Objective 14; promoting research and innovation culture, Objective 15; attract and retain scientific talent, Objective 16; improve training. .Code of Ethical and good research practices ICH E6. 2; ethical responsible of the research 3; design and development of research protocols 4; regulatory requirements in scientific practice 7; Tutoring of research trainees.</p>

29. Value of mobility
Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a

researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Law 14/2007, of Biomedical Research Art 86.1. .Law 14/2011, of Science, Technology and Innovation.</p>	<p>.IIS La Fe Strategic Plan 2014-2018; Objective 7; develop and exploit alliances with key players.</p>

30. Access to career advice
Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
	<p>.IIS La Fe Scientific's Area Advisor .IIS La Fe International Office .IIS La Fe Human Resources Management Office .IIS La Fe Strategic Plan 2014-2018; Objective 14; promoting research and innovation culture, Objective 15; attract and retain scientific talent, Objective 16; improve training. .Code of Ethical and good research practices ICH E6. 2; ethical responsible of the research 3; design and development of research protocols 4; regulatory requirements in scientific practice 7; Tutoring of research trainees.</p>

31. Intellectual Property Rights
Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Royal Decree Law 1/1996, Intellectual Property Law (Book I. art.7 and art.10).</p> <p>.Law 14/2011, of Science, Technology and Innovation (art.35).</p> <p>.Law 11/86, of Patents (art.1, 2, 3, 4, 5) (Disp.Adic 1ª,2ª y Disp.T.);.</p> <p>.Law 10/2002, 29 abril adapting the Law of Patents to EU Directive related to legal protection of biotechnology inventions (art.1, 2, 3, 4).</p> <p>.Royal Decree 55/2002 of exploitation of inventions by public research institutions</p>	<p>.Code of Ethical and good research practices ICH E6. 8; publication, protection and dissemination of research results.</p> <p>.Technology Transfer Office (OTRI).</p> <p>.IIS La Fe Internal Regulations for Intellectual Property Rights (OTRI).</p> <p>."Innovative Wednesday", Seminar cycle about information and training on innovation.</p>

32. Co-authorship Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
<p>.Royal Decree Law 1/1996, Intellectual Property Law</p> <p>.Law 11/1986, of 20 March, Research Patent and utility models.</p>	<p>.Code of Ethical and good research practices ICH E6. 8; publication, protection and dissemination of research results (a) Authority</p>

33. Teaching Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.	
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices

<p>.Law 14/2011, of Science, Technology and Innovation Art 31.</p>	<p>.AuLaFe, clinical teaching program at Hospital La Fe Spain and IIS La Fe. .Employment contracts (training and teaching conditions) .Partnership with leading universities of Valencia (UPV, UV...)</p>
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<p>34. Complains/ appeals Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
	<p>.IIS La Fe Internal Procedures; .PR-IIS-010; non-conformities, corrective and preventive actions. .IIS La Fe Research Commission; sees to the accuracy and quality of the research. Being able to put the actions it deems appropriate.</p>

<p>35. Participation in decision-making bodies Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
	<p>.Researchers of the IIS La Fe are part of the following decision-making bodies; .IIS La Fe Research Commission .IIS La Fe Works Council .IIS La Fe Ethics Committees</p>

IV. Training

<p>36. Relation with supervisors Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, and deliverables and/or research outputs.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p> <p>.Code of Ethical and Good research practices ICH E6. 2; ethical responsible of the research 3; design and development of research protocols; statement of funding sources. 5; registration, documentation, storage, custody and transfer of data and samples of biological material 7; Tutoring of research trainees. .Evaluation form for periodic assessment of the research trainee progress by the principal investigator (PI).</p>

<p>37. Supervision and managerial duties Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>

	<p>.Code of Ethical and Good research practices ICH E6. 2; ethical responsible of the research 3; design and development of research protocols; statement of funding sources 7; Tutoring of research trainees.</p> <p>.Principal Investigators (PI) of the IIS La Fe are part of the IIS La Fe Research Commission.</p> <p>.AuLaFe, clinical teaching program at Hospital La Fe Spain and IIS la Fe.</p> <p>.Employment contracts (training and teaching conditions)</p> <p>.Partnership with leading universities of Valencia (UPV, UV...)</p>
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<p>38. Continuing Professional Development Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>
	<p>.IIS La Fe Strategic Plan 2014-2018; Objective 14; promoting research and innovation culture, Objective 16; improve training.</p> <p>.AuLaFe, clinical teaching program at Hospital La Fe Spain and IIS la Fe.</p> <p>.Employment contracts (training and teaching conditions)</p> <p>.Partnership with leading universities of Valencia (UPV, UV...)</p>

<p>39. Access to research training and continuous development Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>

	<p>.IIS La Fe Strategic Plan 2014-2018; Objective 14; promoting research and innovation culture, Objective 16; improve training.</p> <p>.AuLaFe, clinical teaching program at Hospital La Fe Spain and IIS la Fe.</p> <p>.Employment contracts (training and teaching conditions)</p> <p>.Partnership with leading universities of Valencia (UPV, UV...)</p>
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<p>40. Supervision Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.</p>	
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices Actions required When/Who</p>
	<p>.Code of Ethical and Good research practices ICH E6. 2; ethical responsible of the research 7; Tutoring of research trainees.</p>