

<b>I. Ethical and professional aspects</b>					
<b>Action Plan</b>	<b>Charter &amp; Code principle</b>	<b>Who</b>	<b>When</b>	<b>Indicators</b>	<b>Deliverables</b>
<b>Include the HRS4R vision within the new strategic plan and future VHIR regulations.</b>	General.	Technical Secretariat.	Q4 2015	<ul style="list-style-type: none"> <li>Number of HRS4R actions that are included in the new Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>New Strategic Plan.</li> </ul>
<b>Develop a VHIR Code for Best Practices in Research, promote diffusion and compliance.</b>	1. Ethical and professional aspects. 1.3. Professional responsibility. 5. Contractual and legal obligations.	Quality Unit and specific Working groups.	Q3 2015	<ul style="list-style-type: none"> <li>Number of diffusion activities.</li> </ul>	<ul style="list-style-type: none"> <li>New Code for Best Practices in Research.</li> </ul>
<b>Provide training regarding data protection regulations for clinical research (within several activities promoted by the Institute: GCP training, VHIR Master, or research methodology course for residents, etc)</b>	5. Contractual and legal obligations. 7. Good practice in research. 31. Intellectual Property Rights.	Legal Unit, Teaching Unit and USIC.  Data Protection outsourced consultancy, working together with the Legal Unit.	Q3 2015 (VHIR Master)  Q1 2017 (other actions)	<ul style="list-style-type: none"> <li>Number of related Teaching activities.</li> </ul>	<ul style="list-style-type: none"> <li>Course programme containing data protection issues related to clinical research.</li> <li>Contract and report from the consultancy.</li> </ul>

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<b>Assure the implementation of the procedure for handling complaints and appeals (authorship, plagiarism) to the Scientific Ethical Supervisor and /or Internal Scientific Committee.</b>	1. Ethical and professional aspects. 1.3. Professional responsibility. 1.4. Professional attitude. 34. Complains/ appeals.	Quality Unit with Human Resources Unit and Technical Secretariat review.	Q2 2015	<ul style="list-style-type: none"> <li>▪ Number of complaints/year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procedure for handling complaints.</li> <li>▪ VHIR Code for Best Practices in Research.</li> </ul>
<b>Promote diffusion, compliance and commitment of adherence to VHIR regulations, relating to research practices, confidentiality, intellectual property, data protection and health occupational safety.</b>	5. Contractual and legal obligations.	Legal Unit and Human Resources Unit.	Q3 2015	<ul style="list-style-type: none"> <li>▪ % of Commitment of adherence by researchers/ number of contracts per year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New intranet regulation compilation.</li> <li>▪ Signed Commitment of adherence by researchers.</li> </ul>

<b>II. Recruitment</b>					
<b>Action Plan</b>	<b>Charter &amp; Code principle</b>	<b>Who</b>	<b>When</b>	<b>Indicators</b>	<b>Deliverables</b>
<p><b>Definition and documentation of an improved Recruitment and selection procedure according to HRS4R, which:</b></p> <ul style="list-style-type: none"> <li>✓ Provide institutional guidelines for normalisation of the process.</li> <li>✓ Provide feedback to applicants.</li> <li>✓ Assure diffusion of job advertising and job description appropriateness</li> <li>✓ Assure adequate gender balance within the selection committee.</li> </ul>	<p>3. Recruitment: Recruitment, Selection, Transparency, Judging merit, Chronological order, Recognition of mobility experience, Recognition of qualifications.</p>	<p>Human Resources Unit and Quality Unit review.</p>	<p>Q4 2015</p>	<ul style="list-style-type: none"> <li>▪ % execution of the definition of the new procedure.</li> <li>▪ Number of selection processes performed according to the new procedure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New version of the recruitment and selection procedure.</li> </ul>

II. Recruitment					
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<p><b>Implement a new Welcome package with:</b></p> <ul style="list-style-type: none"> <li>✓ Definition of a tailored welcome plan for each professional profile.</li> <li>✓ Organise monthly guided visits and talks with relevant institutional information.</li> <li>✓ Create a new Institutional Handbook with comprehensive institutional and job placement information.</li> <li>✓ Assure VHIR regulations knowledge within Institutional Handbook and easy accessibility through VHIR intranet.</li> </ul>	<p>5. Contractual and legal obligations.</p> <p>30. Access to career advice.</p> <p>7. Good practice in research.</p>	<p>Human Resources Unit, General Services Unit and Communication Unit.</p> <p>Quality Unit SOP review.</p>	<p>Q4 2015</p>	<ul style="list-style-type: none"> <li>▪ Number of recruitments/year.</li> <li>▪ Number of guided visits performed/year.</li> <li>▪ Number of Welcome Plans recorded by each collective/year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New Institutional Handbook.</li> <li>▪ Welcome Plans defined according to each professional profile.</li> </ul>

### III. Working Conditions

Actions required	Charter & Code principle	Who	When	Indicators	Deliverables
<p><b>Increase outreach activities:</b></p> <ul style="list-style-type: none"> <li>✓ Organise VHIR Doors Open Day.</li> <li>✓ Promote international promotional activities.</li> <li>✓</li> </ul>	9. Public engagement.	Communication Unit.	Q4 2017	<ul style="list-style-type: none"> <li>▪ Number of VHIR doors open days.</li> <li>▪ Number of international promotional activities.</li> <li>▪ % of participation at VHIR Doors Open Day</li> </ul>	<ul style="list-style-type: none"> <li>▪ VHIR Doors Open Day diffusion.</li> <li>▪ Report measuring the Impact of VHIR Doors Open Days</li> </ul>
<p><b>Provide an international "friendly" institutional environment:</b></p> <ul style="list-style-type: none"> <li>✓ VHIR Information accessible in English.</li> <li>✓ Job placement assistance for foreigners.</li> </ul>	30. Access to career advice.	Human Resources Unit, Communication Unit, High Technology Unit and outsourced Translation Service.	Q3 2016	<ul style="list-style-type: none"> <li>▪ Number of foreign personnel recruited per year.</li> <li>▪ Number of foreign staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ English version of VHIR documentation, such as VHIR Handbook and Welcome package.</li> </ul>

III. Working Conditions					
Action Plan	Charter & Code principle	Who	When	Indicators	Deliverables
<b>Define a Professional Career for Technical and Administrative Staff.</b>	<p>25. Stability and permanence of employment.</p> <p>22. Recognition of the profession.</p> <p>25. Stability and permanence of employment.</p>	Human Resources Unit.	Q1 2016	<ul style="list-style-type: none"> <li>% execution.</li> </ul>	<ul style="list-style-type: none"> <li>Professional Career for Technical and Administrative Staff Policy.</li> </ul>
<b>Update and improvement of the Equality Plan.</b>	<p>10. Non discrimination.</p> <p>24. Working conditions.</p> <p>27. Gender balance.</p>	Human Resources Unit.	Q4 2015	<ul style="list-style-type: none"> <li>Balance men / women in managerial positions or responsibility in decision making.</li> <li>Number of measures implemented in favor of the Equal Opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>New version of the Equality Plan.</li> </ul>

IV. Training and development					
Actions required	Charter & Code principle	Who	When	Indicators	Deliverables
Explore new tools for promoting occupational health at laboratories (online course, etc).	7. Good practice in research.	Human Resources Unit and Health Prevention Occupational Service.	Q3 2017	<ul style="list-style-type: none"> <li>▪ Number of people undertaking the course.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New tool designed.</li> </ul>
Promote mobility programmes between VHIR investigators and national/international institutes.	29. Value of mobility.	Director.	Q2 2018	<ul style="list-style-type: none"> <li>▪ Number of personnel that have adhered to a mobility programme.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mobility programme.</li> </ul>
<b>Implement a Mentoring System for:</b>  ✓ Define mentor figures which pre and post docs can address to and receive counsel.	38. Continuing Professional Development.	Director /Technical Secretariat/Human Resources Unit.	Q1 2018	<ul style="list-style-type: none"> <li>▪ Number of mentors.</li> <li>▪ Number of mentorees.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mentoring Plan.</li> </ul>

#### IV. Training and development

Actions required	Charter & Code principle	Who	When	Indicators	Deliverables
<p><b>Improve VHIR's Teaching Plan to develop career staff:</b></p> <ul style="list-style-type: none"> <li>✓ Identification of needs according to career development.</li> <li>✓ Improve coordination of multidisciplinary scientific activities.</li> <li>✓ Promote attendance by recognising assistance as an asset for career development merits.</li> </ul>	<p>38. Continuing Professional Development. 39. Access to research training and continuous development.</p>	<p>Teaching Unit, Communication Unit and Human Resources Unit.</p>	<p>Q1 2016</p>	<ul style="list-style-type: none"> <li>▪ Number of attendees to VHIR courses and scientific seminars.</li> <li>▪ % of satisfaction survey for attendees.</li> </ul>	<ul style="list-style-type: none"> <li>▪ New version of VHIR's Teaching Plan -2015.</li> <li>▪ Course's satisfaction questionnaires.</li> </ul>