
**HUMAN RESOURCES
PLAN (HRS4R)**
2026 2030

Human Resources Plan

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The Foundation for the Management of Biomedical Research of Cádiz (FCÁDIZ), as an entity manager of INiBICA and in line with the 2021-2025 Strategic Plan and Human Resources Plan 2023-2025, subscribed to the C&C on September 21, 2022 and applied for the seal of "Excellence in Human Resources in Research" on July 31, 2023; being granted, after minor corrections, in 2024.	14
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1. INTRODUCTION

INiBICA is a relatively young biohealth institute, established in 2016, but without real activity until mid-2018. It has a set of very well-positioned university groups with competitive capacity at the national level, while on the contrary, the research part dependent on health centers is still in the consolidation phase and there are few principal investigators or responsible investigators (IPs/IRs) with the capacity to obtain projects on a regular basis in competitive calls at national and international level.

The Institute's main mission in human resources policy is the incorporation and training of highly qualified research staff, with the capacity to lead research and innovation projects of excellence. In this way, it is intended to promote the development of a stable research career, which guarantees the continuity of research talent in the Institute through the incorporation of new translational research staff, in the different profiles that strengthen the development of the Institute and project it as a center of excellence, as well as the generational replacement of the existing critical mass. Both are key for INiBICA to meet its objectives for the signatory institutions of the Agreement for its creation and development, as well as for the Carlos III Health Institute (ISCIII).

In order to achieve the objective of strengthening and promoting the recruitment and retention of talent in the institute, it is an essential requirement that INiBICA focuses its human resources policy on the HRS4R strategy, developed by the EC in order to strengthen the European Research Area (ERA) and to reduce the fragmentation of the R+i sector at local/regional level. national, sectoral or European. For this reason, during the previous five-year period, the IIS management foundation worked to obtain the HRS4R seal, after having designed a Gap Analysis and Action Plan; this seal was awarded in 2024 and INiBICA is currently immersed in implementing improvement actions to be a more visible and competitive institute at the European level.

2. RESEARCH CAREER AT INIBICA

As stated in the current Internal Regulations, INiBICA will house any research staff , belonging to or linked to the Public Health System of the province of Cádiz and the University of Cádiz, or any other bodies that may be decided in the future by the Governing Council, in accordance with clause Five of the Collaboration Agreement signed on December 2, 2016.

The research career for INiBICA researchers corresponds to the EURAXESS career path proposed by the European Commission, in its HRS4R programme, which classifies scientific staff into 4 stages:

STUDENTS			SCIENTIFIC CAREER		
GRADE	MASTER'S DEGREE	R1	R2	R3	R4
		Training Doctoral	Stay Postdoctoral	Researcher independent	Researcher established
		Researcher novel	Researcher recognized	Researcher Independent	Lead Researcher
		Thesis	Postdoctoral	Tenure Track	Civil servant researcher, tenure
		Art. 21 LCTI*. Predoctoral contract	Art. 22 LCTI*: Contract for access to the Spanish System of Science, Technology and Innovation	Art. 23 LCTI*: Distinguished Researcher Contract	Art. 25 LCTI*: Professional career of the staff Civil servant researcher
4 years	1-2 years	4 years	5 years	8 years	CONSOLIDATION
			Teaching		
			Management		
			Industry		
			Entrepreneur - Businessman		

***Law 14/2011, of 1 June, on Science, Technology and Innovation BOE 02/07/2011**

Below is a diagram with the professional career itinerary for INiBICA professionals dedicated to biomedical research in the field of the Public Health System Service of Andalusia (SSPA) and the University of Cádiz (UCA).

Axess	INiBICA
First stage researcher (R1)	R1: Predoctoral researcher - Residents of SSPA centres attached to INiBICA. Río Hortega or Investiga C without a PhD. - Students enrolled in UCA doctoral programmes, with private or competitive funding, such as INiBICA'S OWN PLAN, FPI, FPU, PFIS, Marie Curie, scientific societies grants, etc.
Recognized Researcher (R2)	R2: Postdoctoral researcher - Competitive postdoctoral contracts, such as Juan de la Cierva, Sara Borrell, INiBICA Own Plan, Marie Curie, etc. - Health professionals from SSPA centres attached to INiBICA with competitive contracts, such as Río Hortega, Investiga C and María Castellano Arroyo. - Assistant Doctor and Interim Substitute Professor UCA.
Established Researcher (R3)	R3: Senior researcher in the process of stabilization - INiBICA Management Foundation: Miguel Servet (emerging group). - UCA: Ramón y Cajal, Emergia. - SSPA: Action B, Investigate C+, Joan Rodés. R3: Senior Researcher - UCA: Contracted doctor, Associate Professor. - SSPA: Associate Professor. R3: Principal Investigator or Co-Investigator of an Emerging Group or Clinical Associate (with PhD)
Lead Researcher (R4)	R4: Lead Researcher - INiBICA Management Foundation: Nicolás Monardes. - UCA: Professor. - SSPA: Associate Professor . R4: Principal Investigator or Co-Investigator of the Consolidated Group (with PhD)
Others (not Euraxess classified)	RN: Researcher or Co-Principal Investigator of a Research Group without a PhD RN: Researcher with clinical-care activity without a doctorate RN: Technical Support Staff (Platforms / UCAIB)

2.1. Research Staff

2.1.1. First stage researcher (R1)

The first stage for a researcher is when they are working on a doctoral thesis in a line of research aimed at solving health problems.

Researchers with this profile must carry out or possess:

- Conduct investigations under supervision.
- Have the ambition to develop knowledge of research methodologies and discipline.

- Have demonstrated a good understanding of a field of study.
- Have demonstrated the ability to produce data under supervision.
- Be able to critically analyze, evaluate, and synthesize new and complex ideas.
- Be able to explain the outcome of the research (and its value) to other researchers.

Desirable competencies

- Integrated language and communication skills, especially in an international context.

Desirable requirements

- University degree or bachelor's degree, with an academic degree ≥ 2.0 or ≥ 1.5 as long as equivalent academic merits are present (collaborating student, official master's degree, bachelor's thesis in a project on health problems, etc.).
- The topic of the doctoral thesis will be aimed at solving a biomedical problem.

Calls for grants for predoctoral contracts

These researchers have access to this condition through the following calls, according to their translational and/or clinical profile:

TRANSLATIONAL PROFILE	CLINICAL PROFILE
PFIS/i-PFIS (ISCIII), Industrial Doctorates (Torres Quevedo, etc), FPI and FPU (Ministry of Science, Innovation and Universities). Duration: 4 years.	Specialised Health Training (FSE). Duration 4-5 years
PhD - Non-competitive positions, usually depending on a grant or funds obtained by The research group. Duration > 1 year.	Río Hortega (Carlos III Health Institute). Duration: 2 years
MSCA Doctoral Networks. Duration: 3 years.	Investiga C (Ministry of Health and Consumption). Duration: 2 years
European Social Fund. Duration: 1.5 years.	
COFUND La Caixa. Duration: 3 years.	

2.1.2. Recognized Researcher (R2)

This postdoctoral stage will be restricted to INIBICA Researcher, who have a PhD degree and are not included in the subsequent profiles. During their postdoctoral stage they can lead R+D+i projects as PI. In addition, they may have teaching and/or care activities beyond their research work.

Skills needed

- All R1 investigator competencies.
- Systematic understanding of a field of study and mastery of the research associated with that field.
- Ability to conceive, design, implement and adapt a research project with integrity.

- Have made a contribution through original research that expands the frontier of knowledge, and that entails remarkable work, innovation and/or application. It can be accredited by international publication or patent.
- Critical analysis, evaluation and synthesis of new and complex ideas.
- Ability to communicate with peers. Be able to explain the result of their research (and the value of it) to the research community.
- Ability to assume responsibility and management of their own professional career, setting realistic and achievable goals, identifying and developing a trajectory that improves their employability.
- Co-author of articles and conference.
- Leaders of their own projects at the end of their stage.

Desirable competencies

- Understand the needs and specificities of industry and other employment sectors.
- Understand the value of their research work in the context of products and services in industry and other related job sectors.
- Ability to communicate with the community and society in their areas of expertise.
- Ability to promote, in professional contexts, technological, social or cultural progress within the framework of a knowledge-based society.
- Leadership skills of R1 researchers.

Types of public and private aid they can use at their stage

These researchers have access to this condition through the following calls, according to their translational and/or clinical profile:

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Sara Borrell (Carlos III Health Institute)	Río Hortega (Carlos III Health Institute). Duration: 2 years
Torres Quevedo (Ministry of Science and Innovation).	Investiga C (Ministry of Health and Consumer Affairs). Duration: 2 years
Juan de la Cierva (Ministry of Science and Innovation). Duration 2-3 years	Juan Rodés (Carlos III Health Institute). Duration: 4 years (MIR, BIR, FIR)
Beatriz Galindo Junior ((Ministry of Science and Innovation). Duration: 4 years	Investiga C+ (Ministry of Health and Consumption). Duration: 4 years (MIR, BIR, FIR)
Margarita Salas. Duration: 1-3 years depending on the modality	Postdoctoral Specialist (Board of Andalusia). Duration: 3 years
Junior or senior postdoctoral fellow (Junta de Andalucía). Duration: 3 years	Mary English Arroyo (Board of Andalusia). Duration: maximum 6 years
Positions no competitive, normally depending on a grant or funds obtained by the research group. Duration: >1 year.	Area Specialist Physician (FEA) and Nurse (level I); Physiotherapist.

European Social Fund. Duration: 1.5 years.	Action B. Long-lasting reinforcements. Research clinicians (MIR, BIR, FIR) (Andalusian Health Service)
International Private Grants (various). Duration: >1 year.	
MSCA Postdoctoral Fellowships Duration 1-2 years	
MSCA Global Postdoctoral Fellowships. Duration: 2-3 years	
Assistant Professor with a PhD. Duration: 4 years.	

Desirable requirements

- Be the first author of at least 4 scientific articles published, in the last 6 years, in scientific journals indexed in the first quartile of the Journal Citation Reports of the ISI Web of Science.
- At least, be the author of 4 scientific articles, of the same characteristics mentioned (first author, published in the last 6 years, indexed in journals of the first quartile of the JCR) that present results of R+D+i projects in health.
- Have completed at least one stay, of a duration equal to or greater than 12 months, in centres of recognised international prestige.

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Miguel Servet I (Carlos III Health Institute), Ramón y Cajal (Ministry of Science and Innovation). Duration: 5 years. Emergia (Ministry of University, Research and Innovation of the Regional Government of Andalusia). Duration: 4 years	Juan Rodés (Carlos III Health Institute). Duration: 3 years.
Positions no competitive, usually depending on a grant or funds raised by the research group. Duration: >1 year.	Teacher Hired Linked doctor.
ERC Starting Grants. Duration: 5 years	FEA and Nurse (level II); Physiotherapist.
International Private Grants (various). Duration: >1 year.	
MSCA Postdoctoral Fellowships (European). Duration 1-2 years	
MSCA Global Postdoctoral Fellowships. Duration: 2-3 years	
Contracted professor with a doctorate. Duration: 4 years.	

2.1.3. Established Researcher (R3)

In this stage of the proposed research career itinerary, the basic requirements will be to be a PhD researcher with a postdoctoral stage of at least 5 years and who have led at least one R+D+i project aimed at solving health problems as a Principal Investigator. These researchers may or may not be leaders of a research group.

Skills needed

- Those of R2 plus the following.

- It has an established reputation based on the excellence of its research in its field.
- It contributes positively to the development of knowledge, research and progress through cooperations and collaborations.
- Identifies research problems and opportunities within their area of expertise.
- Identifies appropriate research methodologies and approaches.
- Conduct research independently.
- You can lead the implementation of collaborative research projects in cooperation with colleagues and project partners.
- Publish papers as lead author, organize workshops, or conference sessions.

Desirable competencies

- Establishes collaborative relationships with relevant research or development groups in the industry.
- Communicates their research effectively to the research community and society at large.
- Their research approach is innovative
- You can form research consortia and get funding/budgets/resources from research bodies or industry.
- He is committed to the professional development of his own career and acts as a mentor to others.

Desirable requirements

- To have led at least one R+D+i project in health as a Principal Investigator, with a duration of no less than 24 months and with funding through competitive grants for the entire period of development of the project.
- Be the first author or corresponding author of at least 5 scientific articles published, in the last 5 years, in scientific journals indexed in the first quartile of the Journal Citation Reports of the ISI Web of Science. These articles must present the results of R+D+i projects in the area of health.
- Have participated, at least as a member of the research team, in a project in cooperation with companies or be the inventor of a patent application.
- Have completed at least one stay, of a duration equal to or greater than 12 months, in foreign centres.

Types of public and private aid they can use at their stage

These researchers have access to this condition through the following calls, according to their translational and/or clinical profile:

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Miguel Servet II (Carlos III Health Institute), Ramón and Cajal (Ministry of Universities, Science and Innovation). Duration 3 years.	Associate PhD Contract Professor.

Talentia Senior Scholarships (University Counselling, Research and Innovation of the Junta de Andalucía).	FEA and Nurse (level III); Physiotherapist.
Emergia (University, Research and Research Counseling Innovation of the Junta de Andalucía).	Intensifications (Carlos Health Institute III, Ministry of Health, Private).
Non-competitive positions, usually depending on a grant or funds obtained by the research group. Duration: >1 year.	
MSCA Postdoctoral Fellowships (European). Duration 1-2 years.	
MSCA Global Postdoctoral Fellowships Duration: 2-3 years.	
ERC Starting Grants. Duration: 5 years.	
Associate Professor with a PhD. Duration: 4 years.	
Associate Professor with a PhD.	
Tenured professor.	

Principal Investigator of an Emerging Group (IP-E)

The Principal Investigator of an emerging group (IP-E) will be one who, having previously requested it, through the Scientific Directorate, is appointed by the Governing Council.

The IP-E may be directly supervised by a Programme/Area or Department Coordinator, although, in some cases, by an IP/IR, at the discretion of the Scientific Directorate, who will record them in the proposal submitted to the Governing Council.

The PI/IR-E will direct at least one line of research of their own, with competitive funding and their own personnel, and may become PIs of a consolidated group in a limited and agreed period of time (not exceeding 3 years), during which the appropriate follow-ups will be carried out. They must also meet the requirements for affiliation to INIBICA groups approved by the Governing Council.

An IP-E may be an IP-E for a maximum period of three years, in which, after the corresponding evaluation, by the Scientific Directorate, the most appropriate decision will be proposed to the Governing Council, including the possible extension of this condition for a maximum of two years.

The IP-E, within the framework of their relationship with INIBICA, may use all the common facilities and infrastructures found in INIBICA.

Features

- Ensure compliance with the research commitments signed by their group.
- Ensure compliance with the regulations on authorisation of access to INiBICA's own structural facilities.
- Inform the Scientific Directorate of the registrations and withdrawals of the members that make up their group, in accordance with the regulations for authorisation of access to INIBICA.
- To inform the members of their group of the agreements emanating from the governing

bodies of INIBICA, and to ensure their compliance.

- To participate actively in the development and dynamization of INIBICA
- To efficiently stimulate the training and scientific promotion of the members of the Research Group
- Proactively promote collaboration and cooperation between INIBICA research groups
- Promote the training and mentoring of researchers
- To promote initiatives and collaborative exchanges with other groups, institutes and research organisations.
- To present to the INIBICA Scientific Council and the External Scientific Committee its lines of action and main research results.
- Any others entrusted to it by the Governing Council, the Scientific Director, and the Coordinators of Programmes/Areas or Departments in the fulfilment of the objectives of INIBICA and the conditions of incorporation of their Group into INIBICA.

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Nicolás Monarde I Level A (Ministry of Health).	Associate professor.
Miguel Servet I-II (Carlos III Health Institute), Ramón y Cajal (Ministry of Science and Innovation). Duration 3 years	UGLY y Nurse (level IV); Physiotherapist.
Talentia Senior Scholarships (Junta de Andalucía).	Intensifications (Institute of Health Carlos III, Ministry of Health, Private).
Emergia (Junta de Andalucía).	
ERC Consolidator Grants. Duration: 5 years.	
Tenured professor.	

Principal investigator of an associated group (IP-A)

Associated group A: Will be Research staff belonging to another health, university or research entity that is associated with a Group/Area/Department of INIBICA in a stable way, and with which they collaborate in translational and cooperative projects. Associated group B. Will be Research staff who do not meet the consideration of being PI or IP-E of a research group, in accordance with the affiliation criteria established by INIBICA.

The assignment of these Researchers or main Investigadora@s of associated groups (IP-A) will be approved by the Governing Council. The IP-A will be attached to a Consolidated Research Group of INIBICA.

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Non-competitive positions, usually depending on a grant or funds obtained by the research group. Duration: >1 year.	Associate professor.
Tenured professor.	FEA and Nurse (level III); Physiotherapist.

	Intensifications (Carlos III Health Institute, Ministry of Health, Private).
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2.1.4. Lead Researcher (R4)

Lead Researcher. Researchers leading their research area or field. It would include the team leader of a research group or the head of an industry R+D laboratory .

Skills needed

Those of R3 plus the following.

- It has an international reputation based on research excellence in its field.
- Demonstrates critical judgment in the identification and execution of research activities.
- Make a substantial contribution (advances) to your field of research or span multiple areas.
- Develop a strategic vision for the future of the field of research.
- He recognizes the broader implications and applications of his research.
- Publishes and presents influential documents and books.
- He participates in committees for the organization of workshops and conferences and gives invited talks.

Desirable competencies

- He is an expert in management and leading research projects.
- He has a proven track record in securing significant research funding/budgets/resources.
- Beyond team building and collaboration, it focuses on long-term team planning (e.g., career paths for researchers and securing funding for team positions).
- He is an excellent communicator and networker inside and outside the research community.
- It is able to create an innovative and creative environment for research.
- It acts as a professional development model for others.

Principal investigator (PI/IR) of a consolidated group

The Principal Investigator (PI/IR) of a consolidated research group of INIBICA will be the Researcher who leads a consolidated research group, and develops his or her experimental scientific activity in the facilities of INIBICA, (in accordance with the provisions of clause FIVE point 2 of the Collaboration Agreement of December 2, 2016)

The PIs/RIs of INIBICA will be appointed by the Governing Council at the proposal of the Scientific Director, after consulting the advisory bodies of the institute.

An IP/IR may share his/her tasks with the CO-IP/IR of his/her Research Group, in the cases, and in accordance with the criteria and procedures established by the INIBICA Directorate.

Features

- Ensure compliance with the research commitments signed by their group.
- Inform the Scientific Management of the additions and withdrawals of the members that make up their group, as well as the criteria taken into account for such registrations and withdrawals.
- Ensure compliance with the regulations for authorisation of access to INIBICA's own structural facilities
- To inform the members of their group of the agreements emanating from the governing bodies of INIBICA, and to ensure their compliance.
- To efficiently stimulate the training and scientific promotion of the members of the Research Group
- Proactively promote collaboration and cooperation between INIBICA research groups
- To promote initiatives and collaborative exchanges with other groups, institutes and research organisations.
- Be part of the INIBICA Scientific Council
- To present to the INIBICA Scientific Council and the External Scientific Committee its lines of action and main research results.
- To participate actively in the development and dynamization of INIBICA.
- To promote the training and tutoring of researchers.
- Any others entrusted to it by the Governing Council, the Scientific Director, and the Coordinators of Programmes/Areas or Departments in the fulfilment of the objectives of INIBICA and the conditions of incorporation of their Group into INIBICA.

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Nicolás Monarde I Level A+ (Ministry of Health)	Associate Professor
Emergia (Junta de Andalucía)	Associate Professor
ERC Advanced Grants. Duration: 5 years	FEA, nurse, and physiotherapy level V
Full Professor	Intensifications (Carlos III Health Institute, Ministry of Health, Private)
Professor	

Co-Principal Investigator (CO-IP/IR) of a consolidated group

The Governing Council, at the proposal of the Scientific Director of INIBICA and at the request of the IP/IR of the group, may appoint co-principal investigator of a consolidated research group, in the cases in which this is considered necessary for a more appropriate and better functioning of a Research Group. In a Research Group there may be more than one CO-IP/IR. The functions may be the same as the IP/IR, in the event that the application has not been approved, with a limitation of functions for organizational reasons of the group or INIBICA.

TRANSLATIONAL PROFILE	CLINICAL PROFILE
Nicolás Monarde I Level A+ (Ministry of Health).	Associate professor.
ERC Advanced Grants. Duration: 5 years.	Associate professor.
Tenured professor.	FEA, nurse and physiotherapy level V.
Professor.	Intensifications (Carlos III Health Institute, Ministry of Health, Private).

2.1.5. Other research figures

Visiting staff

Invited/visiting researchers are considered to be those who belong to and carry out their research work in another university or research centre, but who request a temporary stay at INIBICA to carry out their research in collaboration with an INIBICA group. This visiting researcher will enjoy the same rights and have the same obligations as the rest of the researchers in the group in which he or she is a member.

Students

Students will be people enrolled in an educational center with which an agreement has been signed to carry out a specific job related to their studies (TFG, TFM, internships in companies). They will have functions in accordance with the agreements signed with their teaching centres, they will be tutored by an INIBICA Researcher and under the direct supervision of the IP/IR of the Group in which they are integrated. Only Graduates (holders of a University Degree), Vocational Training (FP) or Graduates will be allowed to stay without remuneration provided that they are studying an official Master's degree at a university.

They will have the support of an INIBICA professional, who will assume their coordination and supervision. In the organizational, management and administrative aspects, they will report to the Manager. Students will not formally join INIBICA's research groups.

2.2. Technical staff

2.2.1. Healthcare research staff (without a PhD)

A Healthcare Researcher is a Researcher who is not considered a Postdoctoral Researcher because he or she has not defended a doctoral thesis. The AIs will be attached to a Research Group and will be able to lead clinical research studies and/or projects.

2.2.2. Technical staff of research group

The technical staff of a research group is one who supports the research activity of a research group. The technicians will be attached to a research group led by a consolidated, emerging or associated PI. The functions will be those assigned to it by its IP/IR. The technicians may be in training, hired from Youth Guarantee (national or regional) or Investigo (national or regional) type calls; as well as qualified, with previous knowledge and experience in a field, able to offer advice and services to groups, as well as to establish collaborations.

2.2.2. Technical support staff (Platforms / UCAIB)

The common technical staff is that necessary for an effective and adequate functioning of the Central Support Units for R+D+i in Biomedicine / IIS Platforms that deal with the provision of common services (infrastructures) to support INIBICA research and must be integrated into one of the units that have been defined as such. The technical staff will be able to

be in training, hired from Youth Guarantee (national or regional) or Investigo (national or regional) calls, as well as qualified (R2-R3 research staff), with previous knowledge and experience in a field, able to offer advice and services to groups, as well as to establish collaborations.

2.3. Management staff

The administrative management staff includes the professionals necessary for the adequate and effective management and maintenance of INIBICA, incorporated into the INiBICA Management Units according to the IIS organizational chart.

3. HUMAN RESOURCES POLICY

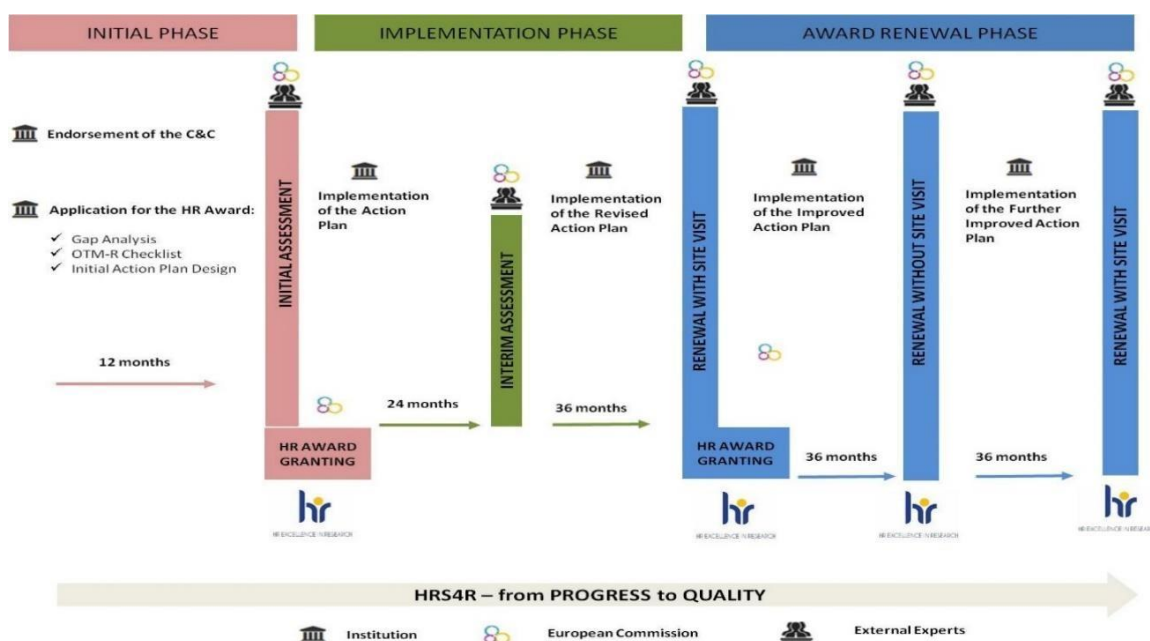
INiBICA focuses its human resources policy on the selection and training of its research and technical staff, providing within its current possibilities the necessary means so that they can carry out their work in the best conditions of job security and motivation.

3.1. HRS4R Seal

To facilitate the implementation of the [European Charter and Code of Conduct](#) (C&C), which sets out the rights and responsibilities of researchers, as well as their employers, in order to create an attractive and motivating labour market for the interests of the scientific community, the EC is launching the [Human Resources Strategy for Researchers \(HRS4R\)](#)). This mechanism is a support tool to increase the transparency of working conditions and the attractiveness of research entities that is put into operation on a voluntary basis.

The EC offers a seal of excellence to entities that comply with this strategy, following the following steps:

- The entity must carry out an institutional self-assessment comparing its contracting practices with the Code of Conduct.
- The entity must develop its strategy for hiring researchers with a specific action plan and must make it public.
- The EC reviews the strategy document and, if approved, entitles it to the 'HR Excellence in Research' logo.
- The entity must carry out a self-assessment every 2 years.
- The EC makes an external evaluation every 4 years.



3.1.1. Phases for obtaining the HRS4R seal

The Foundation for the Management of Biomedical Research of Cádiz (FCÁDIZ), as the managing entity of INiBICA and in line with the Strategic Plan 2021-2025 and Human Resources Plan 2023-2025, subscribed to the C&C on September 21, 2022 and applied for the seal of "Excellence in Human Resources in research" on July 31, 2023; being **granted, after minor corrections, in 2024.**

All the information can be found at: [HRS4R Seal – INiBICA](#)

3.1.1.1. Preliminary phase

The EC, through EURAXESS, has launched a computer application to send the documentation to the "EURAXESS Rights Team". The RTD-CHARTER@ec.europa.eu mail is currently maintained as an inquiry mail. To access the application, the user must be configured on the [EURAXESS intranet](#).

3.1.1.2. Initial phase (adhesion to the C&C)

The management of the centre initiates the process by sending a letter of intent to the European Commission, notifying the "EURAXESS Rights Team" at the RTD-CHARTER@ec.europa.eu e-mail.

3.1.1.3. Implementation phase

The European Commission has created two [documents](#) (Template 1 and Template 2) to work on the Gap Analysis and the Action Plan. The organization should identify the "gaps" between its practices for the 40 principles of the C&C and establish an action plan in a participatory way. The principles and requirements revolve around the following areas:

- Recruitment
- Selection

- Transparency

- Assessment of merits
- Variations in the Resume Timeline
- Recognition of mobility experience
- Recognition of qualifications
- Seniority
- Postdoctoral Appointments

Within 12 months after notification of adherence to the C&C and willingness to implement HRS4R, a plan must be submitted to the EC (RTD-CHARTER@ec.europa.eu) for the first assessment. Both documents will be published on the INiBICA website, in a visible place.

3.1.1.4. Initial assessment

The EC establishes an external advisory panel to review the Gap Analysis and Action Plan. Each application is evaluated by three external experts using template A. Subsequently, the responsible evaluator will complete template B, which is sent to the entity.

The three types of assessment can be:

- **Accepted:** The organization has the criteria and gets the logo, which must be published on the website.
- **Accepted, pending minor corrections:** The organization can publish the logo but has to work on the suggested modifications, ideally within a month.
- **Declined, pending relevant changes:** The project must be reworked and submitted the following year.

3.1.1.5. Interim Assessment

Two years after the seal has been achieved, that is, **in 2026, INiBICA will face the interim evaluation**, with two fundamental aspects:

- Internal review for the organization of how the strategy has been implemented. You have to fill in Template 3.
- External evaluation by the EC's external experts on the basis of the internal review.

3.1.1.6. Seal renewal phase

Five years after obtaining the seal and three years after the Interim Evaluation, i.e. in 2029, INiBICA must submit the internal review of the Action Plan with Template 3. This review will be evaluated by a panel of EC reviewers, who will then visit the institution. If the assessment is rejected, the organization may resubmit the Action Plan after at least two years, based on a review of the Gap Analysis and Action Plan. It will then be reviewed and audited again in situ. Experts will use Template C to evaluate the organization.

3.1.1.7. Continuous improvement

Organizations that are well evaluated have to repeat the internal review after three years, with the same format as point 3.1.1.5.

3.2. OTM-R Policy

The Open, Transparent and Merit-based Recruitment (OTM-R) policy is based on a series of tools to implement good recruitment practices in organisations that carry out research, with the potential to contribute to an increase in the profitability of research investments in the European Area. At the same time, OTM-R:

- It guarantees equal opportunities and access for all to research positions.
- It creates an equitable international portfolio of cooperation, competition and mobility.
- It improves and enhances the value of the research career in Europe.

The OTM-R policy is intrinsically linked to HRS4R; it is mandatory to include an exhaustive analysis of the OTM-R recommendation policy as part of the process of obtaining the seal. The selection and hiring processes of personnel (both scientific, technical and managerial) at INiBICA are governed by a series of basic principles that guarantee equal access to employment for all, in accordance with the constitutional principles of equality, merit and ability and with respect for national and international laws and standards.

3.2.1. Recruitment system

The INiBICA recruitment system incorporates the following dimensions:

1. **ADVERTISING:** job offers and selection bases are published on the INiBICA website and others at national level (Spanish) and ideally on EURAXESS (English), depending on their nature.
2. **TRANSPARENCY:** the offers include the knowledge and skills required for the position, the functions to be performed, the mandatory and assessable requirements, as well as the closing date of the offer. They will define the access requirements, the aspects to be assessed and the weighting of these.
3. **EQUALITY:** The calls ensure that no one is excluded on the basis of gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status.
4. **MERIT AND ABILITY:** selection is based on the evaluation of the CV through a previously established scale, the conduct of interviews and the performance of technical or psychotechnical tests, or any other system that ensures the objectivity of the process. Career breaks will not be penalized.
5. **PROFESSIONALISM AND IMPARTIALITY:** A Selection Committee composed of professionals is always appointed, ensuring that there is no conflict of interest with the candidates admitted to the selection process.

3.2.2. Selection procedure

Once the eligibility of the candidates has been assessed, a list of the candidates who have been admitted to the selection process is published on our website. The selection procedure will consist of the analysis and curricular evaluation of all the candidates, classifying them according to the best adaptation to the established profile.

After this first classification, different personal interviews are conducted. The process can be complemented by a test aimed at more accurately assessing the level of development of the required competencies, depending on the nature of the position.

Admitted candidates will be evaluated according to the merit scale published in the job offer. The final resolution is published on the INiBICA website, and the evaluation can be requested.

Regarding the composition of the selection committee, it will have a minimum of three members, with different levels of experience and skills, with an appropriate balance between men and women. The Selection Committee ensures the appropriate assessment and academic assessment and professional qualifications, including non-official ones, of all researchers, especially in the context of international and professional mobility. The evaluation criteria must be consistent with the requirements of the position offered. The names of the members of the selection committee are published

3.2.3. Working conditions

INiBICA offers its staff working conditions in accordance with Spanish labour legislation and the principles of C&C, with full social security coverage, as well as the infrastructure to carry out a quality technical activity. It also fully embraces the principles established by the European Union and the Charter of the Researcher by incorporating measures to reconcile work and family life. All this is included in the Workers' Statute of the FCADIZ.

3.2.4. Equality and Diversity

Through FCADIZ, INiBICA has an equality policy, developed in its I Equality Plan 2022-2026. With the implementation of the Equality Plan, an image of excellence is transmitted to society and, therefore, a competitive advantage. Having equality plans contributes to improving the image in the eyes of researchers, funding entities and society in general. INiBICA has key elements to integrate equality that will undoubtedly facilitate the implementation of the Equality Plan and offer interesting opportunities for its proper functioning:

4. OBJECTIVES, ACTIONS AND INDICATORS

4.1. General objective

To develop a comprehensive policy for attracting, training and retaining research, technical and managerial talent, based on equality, stability and professional projection, which guarantees generational renewal and scientific excellence in all areas of the Institute. With this general objective, the following specific objectives are proposed, with the corresponding actions to achieve them:

4.2. Specific objectives and actions

This section describes the specific objectives (OE) of the INiBICA Human Resources Plan together with the actions, milestones and indicators corresponding to each objective.

OE1.1. Guarantee equal opportunities, work-life balance and diversity, integrating the gender perspective and inclusion in all management and decision-making processes.

INiBICA will consolidate an institutional culture based on equal opportunities, diversity and inclusion, guaranteeing a work and research environment free of

discrimination, safe and equitable for all people. This objective is framed in the principles of the European Charter for Researchers and the Code of Conduct (C&C), in the HRS4R and OTM-R policies, and in the Spanish Strategy for Science, Technology and Innovation 2021–2027, as well as in Law 4/2023 for the real equality of LGTBIQ people.

[A1.1] Pass the interim assessment in 2026. Review the composition of the Steering Committee and Working Group to carry out the self-assessment process in 2026, necessary for the monitoring of the implementation of the HRS4R seal by the IIS management foundation, as well as the rest of the assessments made by the EC in the granting of the seal in 2024.

[A1.2] To obtain the renewal of the HRS4R seal after passing the face-to-face audit.

4.3. Indicators

ID	Indicator	2026	2027	2028	2029	2030
PRH1.1	Percentage of development of the actions contemplated in the Action Plan of the HRS4R seal by the managing foundation of the IIS	>80%	>80%	>80%	>80%	>80%
PRH1.2	Interim evaluation carried out through the platform EURAXESS and surpassed	Yes				
PRH1.3	Renewal of the HRS4R seal, after satisfactorily passing the On-site audit of the appointed audit team				Yes	

5. RELATED DOCUMENTATION

This Plan is closely related to the following documents:

- INiBICA Internal Regulations
- III INiBICA Strategic Plan 2026-2030
- Institutional Integration Plan 2026-2030
- Talent Attraction and Retention Plan 2026-2030
- Support Plan for Emerging Countries and Generational Renewal 2026-2030
- Equality and Diversity Plan 2022-2026