

	Institutional Good Research Practice Guide (IACS)	Update Institutional Good Research Practice Guide (IACS)	September 2017. R&D+i Department
	Frame agreement with Aragon Institute of Health Research	Annual activity report	Managing Department
	Frame agreement with the Aragonese Health System Organism (SALUD)	Annual activity report	Managing Department

2. Ethical principles			
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.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Declaration of Helsinki</p> <p>Decree 26/2003 creating Clinical Research Ethics Committee of Aragon. Modified by Decree 292/2005</p> <p>Royal Decree 1090/2015, which regulates clinical trials with drugs, Committees for Ethics on Research with drugs and Spanish Trials Register</p> <p>Royal Decree 1716/2011 of Biobanks for biomedical research and treatment of biological samples of human origin</p> <p>Decree 146/2013 for establishment and operation of Biobanks for biomedical research in Aragon</p> <p>Rules for Good Clinical Practice (International Conference on Harmonisation, ICH)</p> <p>ORDER of April 1, 2013, which creates the health data repository for research, at the IACS</p> <p>Royal Decree 53/2013, fixing the basic rules governing the protection of animals used for experimental research and other scientific purposes, including teaching</p>	<p>Institutional Good Research Practice Guide (IACS)</p> <p>Internal Rules of Ethics Committee for Human Research of Aragon</p> <p>Internal Rules of Biobank of Health System in Aragon</p> <p>Internal Rules of Ethics Advisory Committee on Animal Research at the University of Zaragoza</p>	<p>Update Institutional Good Research Practice Guide (IACS)</p>	<p>September 2017. R&D+i Department</p>
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3. Professional responsibility

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation Law 14/2007 of Biomedical Research	Good Practice Guide on Research (IACS) based on Universal ethical code for scientists	Update Institutional Good Research Practice Guide (IACS)	September 2017. R&D+i Department
Law 14/2011 and Law 9/2003 for promotion and coordination of research, development and transfer of knowledge in Aragon.	Internal Rules of the Office of Transfer of Results (IACS)	Elaboration of a Welcoming folder pointing out the relevant legislation and the institutional rules and codes of good practices	December 2017. Human Resources, Managing and R&D+i Departments

4. Professional attitude			
<p>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>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Relevant laws on Science, Technology and Innovation, Biomedical Research, Ethics and Safety mentioned in previous sections	Good Practice Guide on Research (IACS)	Development of a Strategic Plan that replaces the research plan existing in previous years	June 2017. Board of Directors, R&D+i Department Research Commission, Governing Board
	Internal Rules of Clinical Research Ethics Committee of Aragon Internal Rules of Biobank of Health System in Aragon		
	Internal Rules of Ethics Advisory Committee on Animal Research at the University of Zaragoza	Update Institutional Good Research Practice Guide (IACS)	September 2017. R&D+i Department
	IACS Quality procedure for the application of projects in competitive calls	Elaboration of a Welcoming folder pointing out the relevant legislation and the institutional rules and codes of good practices	December 2017. Human Resources, Managing and R&D+i Departments

	Management agreement with researchers for leadership of research projects in IACS IACS Quality procedure for monitoring grants awarded in competitive calls		
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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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law 7/2007 and Royal Legislative Decree 5/2015 on the basic statutes of the public employee			
Law 14/2011 of Science, Technology and Innovation	Internal Rules of the Office of Transfer of Results (IACS)	Training workshops about intellectual property rights regulations and its practical application	Mars 2017 and 2018. Office of Transfer of Results (IACS)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Royal Legislative Decree 3/2011, approving the revised text of the Law on Public Sector Contracts in Spain and Law 3/2011 on Public Sector Contracts in Aragon</p> <p>Law 38/2003 and Law 5/2015 and on Grants in Spain and in Aragon, respectively</p>	<p>IACS Quality procedure for contracting goods and services</p> <p>Management agreement with researchers for leadership of research projects in IACS</p> <p>Annual economic and activity project reports</p>		
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7. Good practice in research

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law 31/1995 on prevention of occupational risks and other related</p> <p>Law 9/2003 that establishes the legal framework for the use of confined, voluntary release and commercialization of genetically modified organisms.</p> <p>Royal Decree 664/1997 on the protection of workers from the risks related to exposure to biological agents at work</p> <p>Guidelines and recommendations of the Spanish National Institute of Hygiene and Safety at Work</p>	<p>Biosafety Committee of the University of Zaragoza, to which is attached IACS</p> <p>Good Laboratory Practice Guide (IACS)</p>	<p>Training workshops and leaflet on biosafety and other occupational risks</p> <p>Reports on evaluation risk in jobs</p>	<p>Mars 2017 and 2018. Human Resources Department</p> <p>Continuous Process. Human Resources Department and Regional Private Health Insurance</p>
<p>Organic law 15/1999 protecting personal data and Royal Decree 1720/2007 developing this law</p>	<p>Institutional Good Research Practice Guide (IACS)</p>	<p>Training course on organic law protecting personal data</p>	<p>December 2016. Training and management departments</p>
	<p>Government of Aragon AST datacentre, with infrastructure, facility security, monitoring and backup procedures</p>	<p>Plan for improvement cyber security in laboratory and research equipments</p>	<p>December 2017. IT Department</p>

8. Dissemination, exploitation of results

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation	Internal Rules of the Office of Transfer of Results (IACS)	Training workshops about intellectual property rights regulations and its practical application	Mars 2017 and 2018. Office of Transfer of Results (IACS)
		Plan for scientific dissemination for the general population	June 2018. Communication and R&D+i Departments.
		Training course on elaboration of scientific papers	June 2018. Training and R&D+i Departments.

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law 19/2013 , for transparency, good governance and access to public information	Institutional communication plan. Website, blog and IACS linkedin	Development of new website, more friendly and informative	June 2017. Communication Department
		Participation in scientific dissemination activities with schools	June 2018. Communication and R&D+i Departments.
		Training course on communication skills	December 2018. Training and communication Departments.

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.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Organic Law 3/2007 for effective equality of women and men Royal Legislative Decree 1/2013 on rights of persons with disabilities and their social inclusion	IACS Quality procedure for Staff recruitment Routine practices		Continuous

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	Actions required	When/Who
Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers Aragon Government call for the recognition of research groups	Institutional procedure for evaluating the performance and progression of researchers Annual activity reports Routine Practice	Update, disseminate and apply the institutional procedure for evaluating the performance and progression of researchers	External Committee, R&D+i Department and Board of Directors. June 2017

II. Recruitment

12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	IACS Quality procedure for Staff recruitment IACS Collective Agreement	1.- Implement the reception of CV by email. In second phase, implement e-recruitment tools. 2.- Improve the dissemination: of job vacancies - Create a section of job vacancies on our new website -Publish at the EURAXESS portal all those IACS offers intended for researcher staff	1.- October 2016 and March 2018 2.- June 2017. Communication and Human Resources Departments
Royal Legislative Decree 2/2015 of 23 October, approving the revised text of the Statute Law Workers approved.	Public Announcements request		
Law 14/2011 of Science, Technology and Innovation			
Organic Law 3/2007 for effective equality of women and men			

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	IACS Quality procedure for Staff recruitment		1.- December 2017 (revised annually) by Human

Royal Legislative Decree 2/2015 of 23 October, approving the revised text of the Statute Law Workers approved.	Routine practices: 1.- Transparency in evaluation and selection process: to make the adequate Evaluation Committees or Tribunals in order to select the best candidates, based on their CV as well as on the added value to the Scientific Strategic Plan. 2.- Improve the description of the working conditions an entitlements in the advance. IACS Collective Agreement		Resources Department
Law 14/2011 of Science, Technology and Innovation			
Organic Law 3/2007 for effective equality of women and men			

14. Selection (Code)			
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.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	IACS Quality procedure for Staff recruitment		1.- December 2017 (revised annually) by Human Resources Department
Royal Legislative Decree 2/2015 of 23 October, approving the revised text of the Statute Law Workers approved.	Routine practices: 1.- Transparency in evaluation and selection process 2.- Rate the evaluator/scientific committee performance and preparation		2.- All records of the selection process signed by the members of the commission
Law 14/2011 of Science, Technology and Innovation	IACS Collective Agreement		

Organic Law 3/2007 for effective equality of women and men			
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15. Transparency (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	IACS Collective Agreement IACS Quality procedure for Staff recruitment		1.- December 2017 (revised annually) by Human Resources Department
Organic Law 3/2007 for effective equality of women and men	Routine practices: 1.- Transparency in evaluation and selection process 2.- Inform all candidates of the end of the selection process		

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, 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Law 14/2011 of Science, Technology and Innovation</p> <p>Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers</p>	<p>IACS Quality procedure for Staff recruitment</p> <p>Routine practices</p> <p>Institutional good practice guide on selection processes (IACS)</p> <p>IACS Collective Agreement</p>	<p>Update and disseminate Institutional good practice guide on selection processes (IACS)</p> <p>In a second phase, define, publish online and implement institutional OTM-R policy</p>	<p>R&D+i and Human Resources Departments. December 2017</p> <p>June 2019</p>
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<p>17. Variations in the chronological order of CVs (Code)</p> <p>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>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law 14/2011 of Science, Technology and Innovation</p> <p>Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers</p>	<p>IACS Quality procedure for Staff recruitment</p> <p>Routine practices. Transparency in evaluation and selection process</p> <p>Institutional good practice guide on selection processes (IACS)</p> <p>IACS Collective Agreement</p>	<p>Update and disseminate Institutional good practice guide on selection processes (IACS)</p>	<p>R&D+i and Human Resources Departments. December 2017</p>

<p>18. Recognition of mobility experience (Code)</p> <p>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.</p>			
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Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law 14/2011 of Science, Technology and Innovation</p> <p>Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers</p>	<p>IACS Quality procedure for Staff recruitment</p> <p>Routine practices</p> <p>Institutional good practice guide on selection processes (IACS)</p> <p>Procedure for evaluating the performance and progression of researchers</p>	<p>Update and disseminate Institutional good practice guide on selection processes (IACS)</p> <p>Update and disseminate this document</p>	<p>R&D+i and Human Resources Departments. December 2017</p> <p>R&D+i and Human Resources Departments. June 2017</p>

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	Actions required	When/Who
	<p>Transparency in evaluation and selection process</p> <p>Routine practices</p> <p>IACS Collective Agreement</p>		<p>1.- December 2017 (revised annually) by Human Resources Department</p>

Law 14/2011 of Science, Technology and Innovation	IACS Quality procedure for Staff recruitment Institutional good practice guide on selection processes (IACS)	Update and disseminate Institutional good practice guide on selection processes (IACS)	R&D+i and Human Resources Departments. December 2017
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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	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers	IACS Quality procedure for Staff recruitment Institutional good practice guide on selection processes (IACS)	Update and disseminate Institutional good practice guide on selection processes (IACS)	R&D+i and Human Resources Departments. December 2017

21. Postdoctoral appointments (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Law 14/2011 of Science, Technology and Innovation</p> <p>Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of postdoctoral and senior researchers</p>	<p>Institutional definition of professional career in research</p>	<p>Update and disseminate this document and the procedure for evaluating the performance and progression of researchers</p>	<p>R&D+i and Human Resources Departments. June 2017</p>
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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	Actions required	When/Who
<p>Law 14/2011 of Science, Technology and Innovation</p>	<p>Institutional definition of professional career in research</p>	<p>Update and disseminate this document and the procedure for evaluating the performance and progression of researchers</p>	<p>R&D+i and Human Resources Departments. June 2017</p>
	<p>Recognition of triennia performed in other public institutions</p> <p>Routine practices</p>		

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	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation	<p>Regulations for the use of Scientific and Technical Support Services (supported in collaboration with University of Zaragoza). Strategic Plan of these services.</p> <p>Regulations for the use of biological samples from Biobank of Health System in Aragon</p> <p>Frame agreement with Aragon Institute of Health Research</p> <p>Frame agreement with Health Department in Aragon</p> <p>Frame agreement with University of Zaragoza</p> <p>Institutional collaborations with other research institutions in Spain and France</p>	Define a Infrastructures Plan for Scientific, and Technical Support Services	<p>March 2017</p> <p>R&D+i Department. Revised annually</p>
Law 31/1995 on prevention of occupational risks and other related			

24. Working conditions			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	<p>Routine Practices</p> <p>IACS Collective Agreement</p>		Revised annually
Law 31/1995 on prevention of occupational risks and other related		Review frame agreements	Revised annually

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 *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Royal Decree 2/2015 , approving the revised text of the Statute Law Workers	IACS Collective Agreement Routine practices		

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	Actions required	When/Who
Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers	IACS Collective Agreement Routine practices		

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	Actions required	When/Who
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Organic Law 3/2007 for effective equality of women and men	IACS Collective Agreement		
	Routine practices		Revised annually and updated if required

<p>28. Career development</p> <p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation	Institutional definition of professional career in research	Update and disseminate this document and the procedure for evaluating the performance and progression of researchers Define the reception and mentoring procedure for young researchers	R&D+i and Human Resources Departments. June 2017 R&D+i Department and researchers. December 2018

<p>29. Value of mobility</p> <p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Law 14/2011 of Science, Technology and Innovation</p> <p>Calls of the Ministry of Economy and Competitiveness and the Carlos III Health Institute, among other institutions, for the recruitment of predoctoral, postdoctoral and senior researchers</p>	<p>Recruitment process</p> <p>Routine practices</p> <p>Institutional definition of professional career in research</p>	<p>Update and disseminate this document and the procedure for evaluating the performance and progression of researchers</p>	<p>R&D+i and Human Resources Departments. June 2017</p>
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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	Actions required	When/Who
<p>Law 14/2011 of Science, Technology and Innovation</p>	<p>Routine practices</p>	<p>Define the reception and mentoring procedure for young researchers.</p>	<p>R&D+i Department and researchers. December 2018</p>
	<p>Institutional definition of professional career in research</p>	<p>Update and disseminate this document and the procedure for evaluating the performance and progression of researchers</p>	<p>R&D+i Department and researchers. June 2017</p>
		<p>Create in our new website a section for job opportunities, with links to specific job seekers in the field of research, as Euraxess and other</p>	<p>Human Resources and Communication Departments. June 2017</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	Actions required	When/Who
Law 14/2011 of Science, Technology and Innovation	Good Practice Guide on Research (IACS) based on Universal ethical code for scientists	Update Institutional Good Research Practice Guide (IACS)	September 2017. R&D+i Department
Law 14/2011 and Law 9/2003 for promotion and coordination of research, development and transfer of knowledge in Aragon.	Internal Rules of the Office of Transfer of Results (IACS)		

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	Actions required	When/Who
	Good Practice Guide on Research (IACS) based on Universal ethical code for scientists	Update Institutional Good Research Practice Guide (IACS)	September 2017. R&D+i Department

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	Actions required	When/Who

<p>Law 53/1984, de 26 de diciembre, on Incompatibility of Public Administration Staff</p> <p>Royal Decrees on official university and professional training regulations</p>	<p>Institutional routine practice is to approve the partial dedication to teaching as long as the researcher request it.</p> <p>Educational collaboration agreements with several universities and professional training institutes. Reception and tutoring of trainees</p>	<p>Actions to promote the teaching activities of the researcher in collaboration with universities in Aragon</p>	<p>I+D+i, Training and Human Resources Departments. March2018</p>
	<p>Internal training plan in other areas of interest (management skills, communication, etc.)</p>	<p>Include in the internal training plan a specific training on teaching and coaching skills</p>	<p>Training and Human Resources Departments. April 2017</p>

<p>34. Complains/ appeals</p> <p>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>Actions required</p>	<p>When/Who</p>
	<p>Routine practices</p>	<p>Define the reception and mentoring procedure for young researchers, which clearly identifies who is this ombudsman-type person in the institution and which is his role.</p>	<p>R&D+i Department and researchers. December 2018</p>

<p>35. Participation in decision-making bodies</p> <p>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>			
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Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Law creating IACS: Law 6/2002 of 15 April, of Health in Aragon (Title IX)	Research Commission Advisory committees of support services, formed by researchers and technicians	Reinforce the functioning of Research Commission and its role as representative of researchers in the advisory bodies to the direction	R&D+i Department, Research Commission, Board of Directors. March 2018

IV. Training

36. Relation with supervisors			
<p>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, deliverables and/or research outputs.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Royal Decree 99/2011 on official doctoral programs	Institutional Training program on research	Organizing regular seminars for young researchers, in collaboration with Aragon Institute of Health Research	R&D+i and Training Departments September 2017
	Annual activity reports	Define a procedure for periodic monitoring by the supervisor and establish a form to record the conclusions.	R&D+i Department and researchers. December 2017

37. Supervision and managerial duties			
<p>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>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

	Internal training plan in other areas of interest (management skills, communication, etc.)	Include in the internal training plan a specific training on teaching and coaching skills Define a procedure for periodic monitoring by the supervisor and establish a form to record the conclusions.	Training Department. April 2017 R&D+i Department and researchers. December 2017
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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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	Institutional training program on research Internal training plan in other areas of interest (management skills, communication, etc.) Attendance at conferences of researcher's specialty		Training Department. March 2017 (updated every March) R&D+i and Human Resources Departments Annual

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

	<p>Institutional training program on research</p> <p>Internal training plan in other areas of interest (management skills, communication, etc.)</p> <p>Attendance at conferences of researcher's specialty</p> <p>Competitive calls for grants for mobility</p>		<p>R&D+i and Training Departments. March 2017 (updated every March)</p> <p>R&D+i and Human Resources Departments</p> <p>Annual</p>
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<p>40. Supervision</p> <p>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</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Royal Decree 99/2011 on official doctoral programs</p> <p>Competitive grant regulations for PhD and postdocs</p>	<p>Routine practices</p>	<p>Define a procedure for periodic monitoring by the supervisor and establish a form to record the conclusions.</p> <p>Define the reception and mentoring procedure for young researchers</p>	<p>R&D+i Department and researchers. December 2017</p> <p>R&D+i Department and researchers. December 2018</p>