Action #	Category C&C	C&C Principle#	Other involved Principles	C&C Principle Name	Source	Gap Analysis Year	Action	Areas of improvement	Responsible	Implementation due date	Indicator/Target/Control/Evidence	Status
62	Working Conditions and Social Security	30	15, 16, 28	Career Advice	HRS4R SURVEY	2023	Career advice: Bring former BCBL researchers who left Academia to give talks about other working fields and options. Organize, inviting talks by people from outside academia (especially if they were former BCBLians), from tech companies, etc.	Created a short list with former members and get in touch with them to invite them for a talk: First talk already scheduled: Grant Berry's talk "Why I left academia...and why I came back" within the external speaker series on May 5 at 14:30 https://www.bcbl.eu/es/noticias/ponente-invitad/grant-berry-why-i-left-academia-why-i-came-back Career advice Gap < 2.5	HRS4R WG postdocs?	2Q'2024	Number of TALKS per year	IN PROGRESS
67	Working Conditions and Social Security	26	12, 15, 24, 28	Funding and salaries		2021	Funding and salaries:Explore and inform the BCBL community about the discounts for private insurance, kiroltxartela (sport card), Mutualia health services, UPV psychological services, UPV cultural and sport services (https://www.ehu.eus/es/zerbitzuak), including discounts for gyms that PhD students can take advantage of, etc.	The goal of the action is to have updated information about the discounts in place in the city and region so all BCBL community is aware of these opportunities.	HRS4R WG	2Q'2023	Creation of the "Discounts in health/sports/culture in the city" section in the wiki; number of inputs per year	IN PROGRESS
68	Working Conditions and Social Security	34	3, 5, 11, 15, 30, 36	Complaints		2021	Gain trust and confidence in the BCBL as a whole	The goal of the action is to gain trust and confidence. For this purpose, we will track the number of suggestions and complaints received every year in the center through the different channels in place: suggestion box, surveys, etc.	HRS4R WG	1Q'2023	Number of complaints received per year (different channels: suggestion box, bi annual survey)	IN PROGRESS
70	Working Conditions and Social Security	34	3, 5, 11, 15, 30, 36	Complaints		2021	Complaints: Get skills for a better mediation and complaints' resolution	Training on "Conflicts resolution" fort Ombudsman and Intermediate leveles.	HRS4R WG	2Q'2022	Number of complaints/year	IN PROGRESS
71	Working Conditions and Social Security	35	3,15, 37	Participation in decision making bodies		2021	Participation in decision making bodies: before each GL meeting, as the GL to "officially" ask their group members whether there are some issues that they wish to be seen discussed in the GL meetings.	Participation in Decision making bodies Gap < 2	Groups leaders	4Q'2022	Number of items suggested by group members and included for discussion in the Group Leader Monthly Meeting agenda	IN PROGRESS
75	Working Conditions and Social Security	37	15, 16, 19,20, 24, 30	Supervision and managerial duties		2021	Career Development: Organize an annual survey where students report what are their current needs in terms of training. A survey, looking at a general picture of what are the current needs, then it would be easier to organize workshop/training course linked to these needs, and people would feel they have the opportunity to publicly express it.		HRS4R WG	1Q'2023	Creation of the survey; Number of courses identified and implemented	IN PROGRESS
78	Working Conditions and Social Security	23	13,24,25,28	Research environment		2022	Lack of space for newcomers or researchers becoming permanent	New building and offices required if growth continues. Share with trustees and prepare request. In the mean time, keep flexible working conditions and improve remote access systems and protocols.	Ana	1Q'2025	Number of actions developed per year to address the lack of space	NEW
80	Working Conditions and Social Security	25	11,22,24,28	Stability and permanence of employment		2022	Clarify opportunities for R3 - Established Researchers for long-term career development answering questions such as: Will they become	Permanence of employment Stability and permanence of employment Gap < 2.7	Groups leaders	1Q'2025	Design and publication of the "Being a researcher at the BCBL" document including R3 career development plan at	NEW
81	Working Conditions and Social Security	26	20,22,24,28	Funding and salaries		2022	Search for additional funding to be able to increase salaries	Salaries too low, it should be indexed based to the cost on living, San Sebastian is much more expensive than other parts of Spain. · Also, low travel and accommodation per diem as well as an educational budget for predocs hasn't gone up in years and it's not up to date .	Groups leaders	2Q'2025	Number of funding opportunities identified	NEW
83	Working Conditions and Social Security	30	3, 4, 9, 19, 21, 23, 25, 37, 22	Career Advice	HRS4R SURVEY	2023	To implement annual scientific retreat	Better knowledge of the work done by peers, recognition, better understanding on BCBL's research lines	Groups leaders?	3Q'2024	1 Annual Retreat done per year	NEW!
84	Working Conditions and Social Security	23	2, 4, 7	Research environment	PSYCHOSOCIAL	2023	Decalogue of good practices at work	Psychosocial Risk prevention	HR+Researchers	1Q'2024	Decalogue ready and communicated to BCBL	IN PROGRESS
85	Working Conditions and Social Security	23	2, 4, 7	Research environment	PSYCHOSOCIAL	2023	Digital Disconnection Plan	Psychosocial Risk prevention	HR	1Q'2025	Plan ready and communicated to BCBL	NEW!
86	Working Conditions and Social Security	23	24	Research environment	PSYCHOSOCIAL	2023	Peer Mentonr activities: welcome postdo researchers	Implementation of a postdoc peer mentor system: Sandy will serve as a liaison for this, assigning current postdocs who volunteer to be peer mentors to incoming postdocs. The peer mentor will help their mentee get oriented with the ins-and-outs of how BCBL runs. Sandy also had the idea to request a small budget that could support postdoc peer mentors taking their assigned mentee to lunch at Bizi when they first arrive. Excellent way to welcome newcomers and facilitate this peer mentorship initiative. 100 euros for welcome lunches (expecting to spend 20 euros per new postdoc, depending on how many newcomers we expect)	HRS4R WG postdocs?	1Q'2024	Number of peer mentored postdocs per year	NEW!
87	Working Conditions and Social Security	23	22, 24	Research environment	PSYCHOSOCIAL	2023	Biweekly postdoc meetings for presentation of ongoing research	"Brown Bag Meetings" led by Suhail. These are common at US institutions. We are going to have biweekly postdoc meetings for presentation our ongoing research and new ideas for feedback, and will include a drinks and cookies social time. We think this will promote integration of the postdocs and a positive social atmosphere. 400 euros for postdoc meetings (expecting to spend 20 euros per meeting)	HRS4R WG postdocs?	1Q'2024	Number of postdoc meetings per year	NEW!
88	Working Conditions and Social Security	23	22, 24	Research environment	PSYCHOSOCIAL	2023	Mental Health in Academia Talk every year	Invite experts (for example, Olivia Guest, Zoe J. Ayres, Sofia Facal Belli - Soft Skills Training for Scientists): Mental Health in Academia	HRS4R WG predocs?	2Q'2024	1 talk per year	NEW!
89	Working Conditions and Social Security	23	22, 24	Research environment	PSYCHOSOCIAL	2023	Wellbeing day? Team building day? Family day? International food day?	BCBL DAY: WELLBEING AND TEAMBUILDING DAY? POP CORN ACTIVITY? FAMILY DAY? INTERNATIONAL FOOD DA Y NO PIZZA PARTY; TORTILLA, LUNES COMPARTIR COMIDA, COMER JUNTOS	HR + OIHANA + ANA	1Q' 2025		NEW!
90	Working Conditions and Social Security	28	30, 38, 39	Career development	HRS4R SITE VISIT, HRS4R SURVEY	2023	Need of Personal Career Development Plan (R1-R3-R4)		SCIENTIFIC DIRECTOR + GL + ANA?	4Q'2024		NEW!
91	Working Conditions and Social Security	7	1, 10	Good practice in resear	HRS4R SITE VISIT, HRS4R SURVEY	2023	New HRS4R Survey	Need to redesign the HRS4R survey in order to be friendlier, easier to analyse and increase the % participation (70% in 2016, 47% 2021, 53% 2023)	HRS4R WG + HR	2Q'2025		NEW!

ID	Category	#	Refs	Topic	Source	Year	Action	Detail	Responsible	Deadline	Indicator	Status
64	Training and development	37	22,28,34,36,40	Supervision and managerial duties		2021	Launch short structured workshop (60-90 min) for predocs (supervisees) and postdocs and above (supervisors) to discuss what's working and what needs improving in supervision and to identify supervision-related training needs.	The goal of the action is to identify strengths and weaknesses in the supervision process/methodology.	HRS4R WG	4Q'2022	Number of workshops done by year	IN PROGRESS
96	Working Conditions and Social Security	27	35, 23	Gender Balance	HRS4R SITE VISIT, HRS4R SURVEY	2023	Keep balance in governing bodies + volunteering topics (outreach)	Gender balance: Major governing groups (ex "GL") are comprised by male representatives whereas more "socially" or "volunteering" topics are addressed by female (HRS4R/wellbeing/gender)	HRS4R WG	4Q'2024	Number of females in governing bodies + volunteering activities	NEW!
53	Recruitment and Selection	15	14, 16, 21	Transparency		2021	Communication and Transparency: Share among all members of the organization the main topics discussed and agreed at monthly Group Leaders meetings	Share among all members of the organization the main topics discussed and agreed at monthly GroupLeaders meetings	Ana	1Q'2024	Creation of a Wiki repository for the Monthly Group Leader Meeting Minutes summary; Number of meetings' minutes available per year	NEW
92	Training and development	39	4	training and continuous	HRS4R SURVEY	2023	Wiki to be reshaped	Improve internal communication and access to contents	Drew and Romain working on it			NEW!
96	Training and development	39	38, 28, 30	training and continuous	HRS4R SITE VISIT, HRS4R SURVEY	2023	Training for PhD Students:	Formal Training (Statistics, Advanced Methods, Cognitive Psychology, Good Practices):	Cesar	3Q'2024	Number of courses	IN PROGRESS
60	Ethical and Professional Aspects	11	15,16,28,30, 40	Evaluation Systems		2021	Evaluation Systems: New self assessment web based platform has been developed and launched in order to record and track researchers evaluation and feedback. Tool will be presented in a Lab meeting along 2023	Launched after having finalized intranet and define regular meetings among supervisors and supervisees; Evaluation system's Gap> 2.5	HRS4R WG	3Q'2022	Number of evaluations registered per year	IN PROGRESS
73	Ethical and Professional Aspects	11	15,16,28,30, 40	Evaluation Systems		2015	Evaluation Systems: Professional Development Plan to be improved and implemented including periodical supervision/evaluation meetings and feedback about personal achievements	Evaluation systems' Gap < 2,5	HRS4R WG	2Q'2023	Number of supervision/evaluation meetings per year and per group	IN PROGRESS
76	Ethical and Professional Aspects	8	2,3,5,7,9	Dissemination, exploitation of results		2022	Training for researchers on Open data system	Open data system to be clarified (science is going towards complete and transparent data sharing and the rules for this are not clear enough still at the BCBL; legal obligations)	HRS4R WG	2Q'2023	Number of publications in Open Access journals per year	NEW
97	Training and development	39	38, 28, 30	training and continuous development	HRS4R SITE VISIT, HRS4R SURVEY	2023	IT training for BCBLians	Reactivate the IT Committee to collaborate on improving IT resources. 3 GLs ready to to join this committee. Provide training sessions on utilizing cluster access and other	Jose Corral	2Q'2024	Number of courses	IN PROGRESS
93	Recruitment and Selection	13	12,13,14, 15	Recruitment procedures	HRS4R SITE VISIT, HRS4R SURVEY	2023	E-recruitment tool: insufficient information for applicants procedure	The E-recruitment tool following the OTM-R standards and requirements is being built	LEIRE AND ANA + GLS + EXTERNAL COMPANY	2Q'2024	Tool created	IN PROGRESS
94	Recruitment and Selection	13	12,13,14, 15	Recruitment procedures	HRS4R SITE VISIT	2023	OTM-R Policy	The OTM-R policy and check list will need to be updated thanks to the implementation of the new E-Recruitment tool. Write recruitment-process guidelines for candidates: Selection process+Evaluation process+What the preliminary interviews consist of	LEIRE AND ANA + GLS + EXTERNAL COMPANY	3Q'2024	OTM-R policy updated and published iin the website	IN PROGRESS
94	Recruitment and Selection	13	12,13,14, 15	Recruitment procedures	HRS4R SITE VISIT	2023	OTM-R Check List	OTMR-Checklist: Upload the updated version of OTM-R checklist to BCBL's website and past versions	ANA	3Q'2024	OTM-R check list updated and published iin the website	IN PROGRESS
79	Ethical and Professional Aspects	32	22,31,36	Good practice in research	HRS4R SITE VISIT, HRS4R SURVEY	2023	Co-authorship should be regulated: Better definition and clarification of co-authorships needed to avoid missunderstanding and clear leadership when investigating and writting publications	Co-authorship deal and negotiation Co-authorship Gap < 2	SCIENTIFIC DIRECTOR + GL?	4Q'2024	Creation of guidelines for co-authorship	NEW!
95	Ethical and Professional Aspects	11	36, 38, 39, 40	Evaluation/Appraisal systems	HRS4R SITE VISIT, HRS4R SURVEY	2023	Insufficient Evaluation system for R1		GLS?	4Q'2024		NEW!