

Annual meeting about human resources strategy, policies, and action plan

February, 2 2021



- Gender and Equality: Action Plan
- Covid-19 Survey Results
- Protocol against harassment at work: Procedure for preventing and managing workplace violence
- HRS4R
 - Action Plan
 - Being a researcher at the BCBL doc updated
- General meetings and social events calendar
- Questions and Answers

Summary



Gender and equality plan

- The BCBL and all its staff respect diversity, promoting the non-discrimination on grounds of race, skin colour, age, sex–gender, relationship status, political or other kinds of ideology, nationality, sexual orientation, or any other personal, physical, or social conditions among all its workers.

- The gender equality and non-discrimination plan focuses on three aspects that can balance the proportion of males and females within the organization:
 - Promotion and professional development are both totally independent of the sex-gender of the employee. In all cases, promotion and professional development come from the evaluation performed.
 - Salary depends only upon the research or professional level, no matter the sex-gender of the employee.
 - Flexibility in order to attend to and balance personal and professional life.

Gender and equality plan

Category number	Category	Tema - Issue	Action	Responsible	Implementation due date	Indicator/Target/Control/Evidence	Status
1	Compromiso - Commitment	New Equality Law Oct'2020	Book Equality plan at Official register	Miguel	2021	wiki	Pending
1	Compromiso - Commitment	Include Harassment prevention protocol at Employee Handbook	Include Harassment prevention protocol at Employee Handbook	Miguel	2021	wiki	Pending
3	Comunicación- Communication	Decide how to act and communicate in case of harassment issues	Include at protocol	M. Arocena	2021	wiki	Pending
4	Selección, Contratación - Recruitment process	Job calls	Include inclusive communication at job calls. Create fiches per call.	A. Fernandez	2020	Job calls	Completed
5	Promoción, desarrollo profesional - Promotion, Professional development	Female Group leaders % is lower than in other professional categories	Female Group Leaders to share their professional development experience at a Focus Group	C. Martin, M. Lallier, S. Mancini	2021		Pending
7	Conciliación - family reconciliation	Reconciliation measures benchmark	Benchmark done and implemented several measures at Equality policy	M. Arocena	2020	wiki	Completed
7	Conciliación - family reconciliation	Reconciliation measures benchmark	Introduce reconciliation measures at the Welcome Plan	M. Arocena	2020	wiki	Completed
9	Gestión de la edad, Salida de la organización - Age management, Leaving the Organization	Average age at BCBL is very low	This is not at all a priority right now as first bcbl female accessing to retirement will be in 20 years.	N/A			Completed
10	Seguimiento y evaluación - Follow up	Benchmarking about other institutions' progress	Follow up other Erantzunkide organizations plan according to initial diagnosis recommendations	HRS4R WG	2020		In progress
10	Seguimiento y evaluación - Follow up	Communication	Posters at BCBL: FREE OF HARASSMENT SPACE, CONTACT POINT, WITNESS, LINK TO PROTOCOL...	HRS4R WG	2021		Pending

Gender and equality plan > Reconciliation measures > Covid-19 Impact

There are many reconciliation and welfare measures in place, such as:

● Calendar, timetable, and workday flexibility

- European workday of 35 hours per week
- Adaptable work timetable/calendar depending on personal situation
- Morning schedule on Fridays
- Summer period with morning schedule (3 months)
- Morning schedule on public holiday eves
- Possibility of working remotely in most positions
- Flexible workday start and finish times
- Not limited lunch period and breaks
- Possibility of exchanging overtime (performed during special task periods) for rest hours

● Maternity/Parenthood

- Modification of meetings to fulfil the convened worker's personal needs
- Flexibility to attend school meetings and celebrations
- Flexibility to attend prenatal exams and childbirth preparation techniques

● Sustainability

- Replacement of paper bins for recycling points in each floor
- Purified water in all floors

● Celebrations & Team Building

- Informal celebrations when the centre receives awards or grants
- Annual retreat: annual meeting outside the working environment and activities or trips
- Spoon Awards: workers' awards related to daily anecdotes at work

Gender and equality plan > Reconciliation measures > Covid-19 Impact

There are many reconciliation and welfare measures in place, such as:


Complaint channels for employees

- Anti-bullying protocols
- Ombudsman
- Suggestion box

Promotion of interculturality

- Corporate language in the company: English
- Spanish and Basque classes for foreign staff
- Support in the management of visas and other bureaucratic procedures for staff and their families
- Arrival manual for foreign staff

Leadership and management style

- Open, Transparent, and Merit-based Recruitment system
- Staff satisfaction surveys
- Participation of staff in action and strategy measures
- Seal of Human Resources Strategy For Researches HRS4R
- Voluntary participation of the research community in science  activities

Other benefits

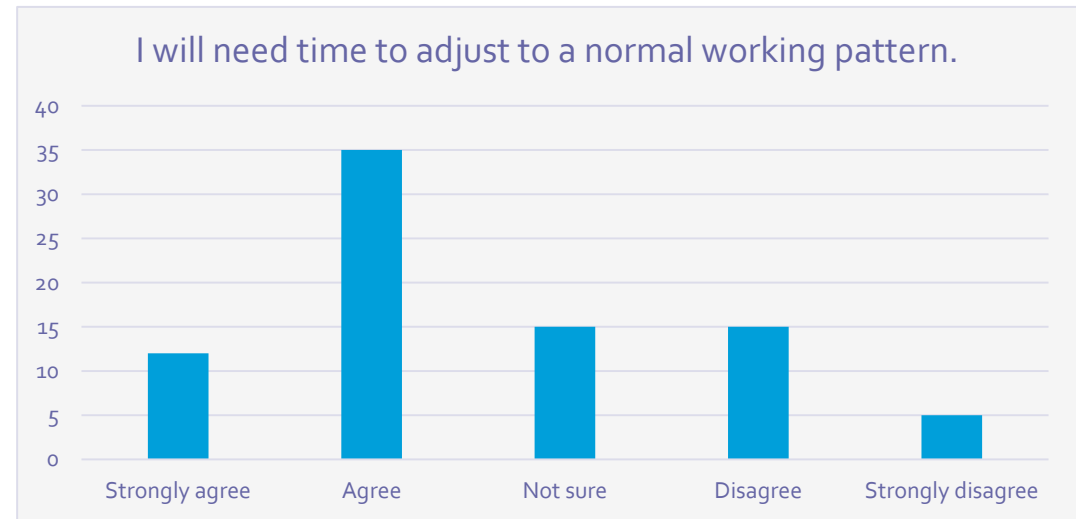
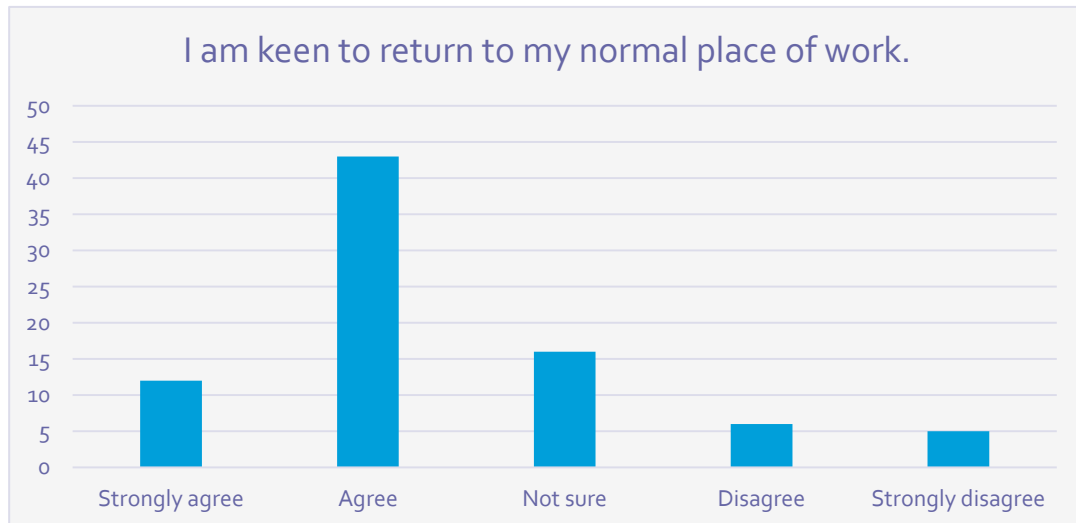
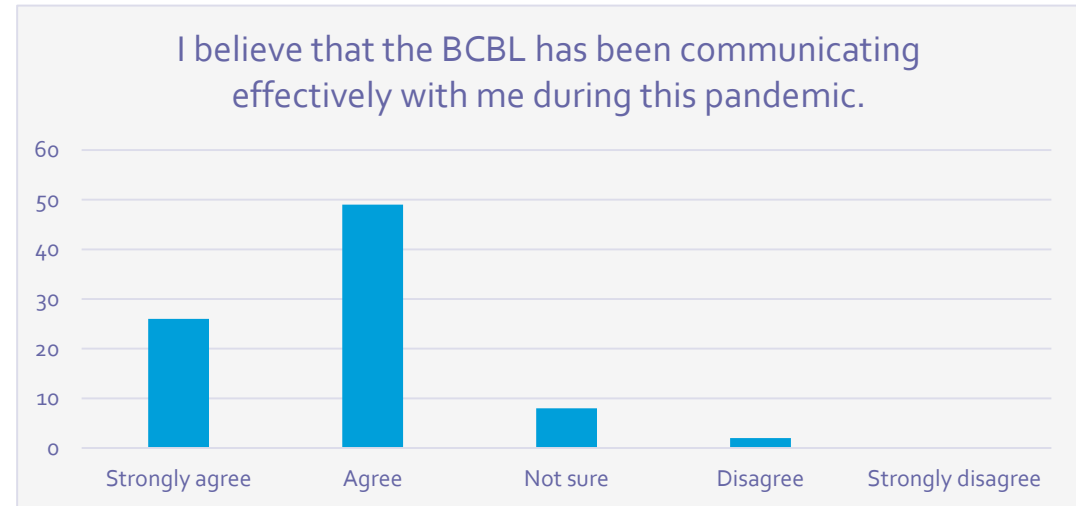
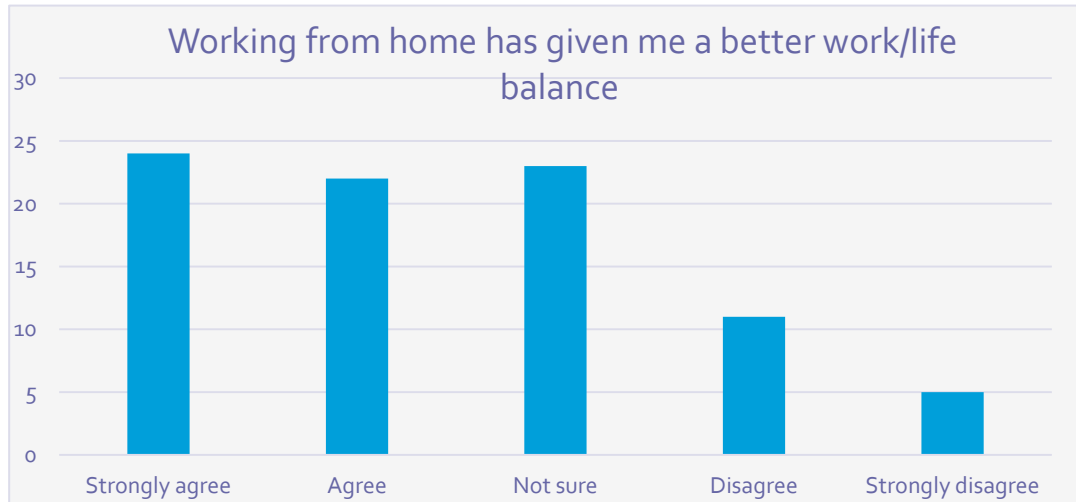
- Office with a free supply of coffee, oil, salt, tea, milk, etc.
- Possibility of eating at work
- Free parking in the company area

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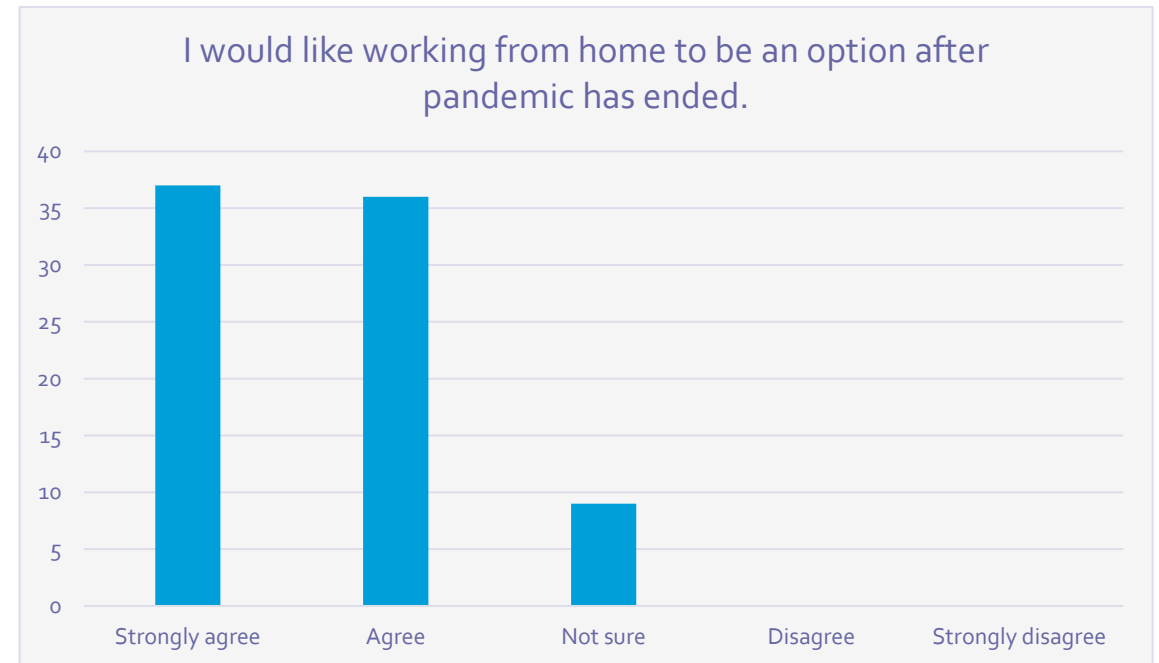
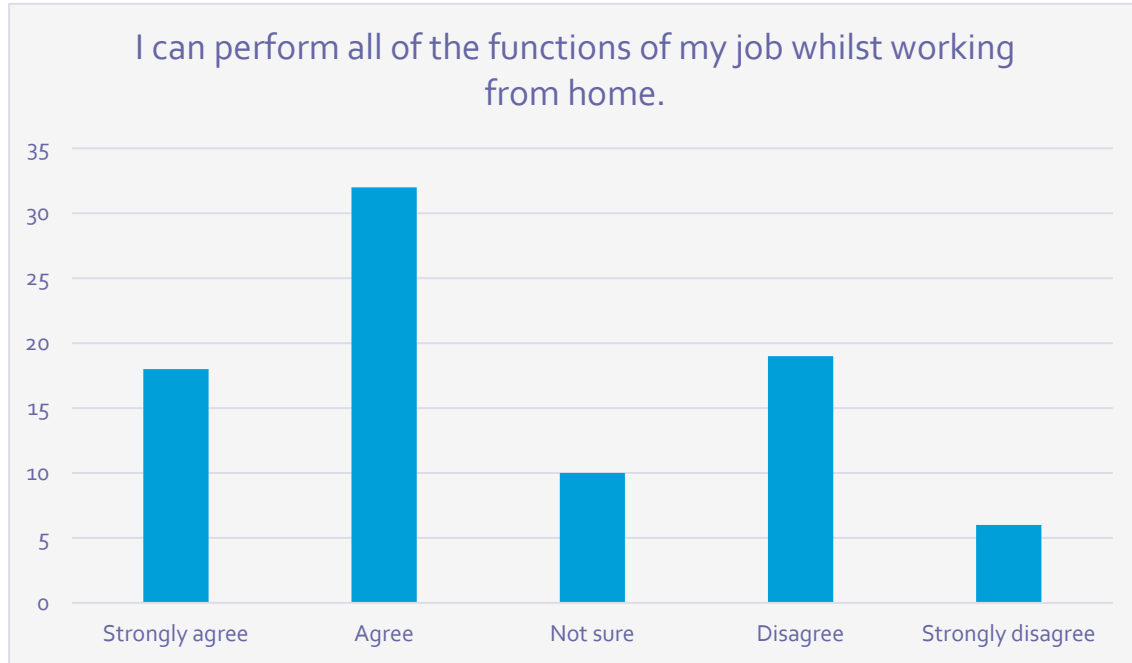
Summary



COVID-19 SURVEY RESULTS



COVID-19 SURVEY RESULTS



MAIN SUGGESTIONS AND CONCERNS

- Gradual incorporation to presential work and to return to normality, different phases for the return to normal work, making shifts, limit the number of members at work, correct air ventilation system, combine teleworking and face-to-face work ...
- Guarantee access to kitchen, auditorium and other facilities to improve work performance
- Concern about using public transport in times of pandemic
- Return to the office with proper security measures: Psychological assistance.

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PROCEDURE FOR PREVENTING AND MANAGING WORKPLACE VIOLENCE





- Harassment in the workplace (in its different forms: moral, psychological, sexual, gender-based, ideological, or hierarchical) is an expression of violence that can occur in the work environment, creating devastating situations of discrimination. It is a violation of the rights related to dignity, equality, physical and moral integrity, sexual freedom, and the right to work safely and healthily, which the BCBL will not tolerate
- Workers under the application of this protocol who may consider themselves victims of any type of violence at work, or any other person who is aware that these situations of harassment are occurring, can initiate the assessment and action process simply by submitting a complaint to the General Manager (m.arocena@bcbl.eu), using the complaint form.

PROCEDURE FOR PREVENTING AND MANAGING WORKPLACE VIOLENCE

 **Scope:** This preventive procedure is aimed at avoiding the aggravation of interpersonal conflicts in the workplace that could cause psychosocial risks and averting workplace harassment situations in its different forms (moral, psychological, sexual, gender-based, ideological, or hierarchical).

This procedure applies to all BCBL staff and includes national and international trainees, as well as visitors, regardless of their hierarchical position in the organization and the nature of their contract.

 **Communication:** To prevent and avoid situations of harassment at the workplace, the organization will disseminate this protocol through the following means:

-  BCBL wiki
-  E-mail to all members of the BCBL
-  Lab meeting/ HRS4R meeting
-  Welcome plan

DUTIES AND RESPONSIBILITIES

● The intermediaries or Human Resources Department

- To serve as an intermediary between the parties involved in the conflict to find a consensual solution and monitor the actions undertaken.
- The activity of an internal mediator is voluntary and cannot be assigned to any professional or as a paid duty.
- Training on violence in the workplace (legal information, social skills for conflict-handling, procedure for action).
- To conduct the necessary meetings for resolving the conflict. To prepare a report for the company's management outlining the measures to be taken. Once approved by the Management, to prepare a final report.
- To put in place the necessary means to be aware of and identify the potential risks and take the necessary actions for their prevention and/or correction.
- To be neutral and act independently in case investigation of cases.
- To monitor the actions undertaken.

● The Management

- To approve the content of the procedure and appointment of the parties involved.
- To provide the resources to carry out the necessary training and implement it.
- To carry out the actions suggested by the Arbitration Committee or other alternatives.
- To ensure that the outlined actions are taken.
- To facilitate the execution of the actions through the necessary resources.

PROCEDURE FOR PREVENTING AND MANAGING WORKPLACE VIOLENCE

PROCESS

Beginning of the process:

- Reporting, initial assessment, and precautionary measures

Procedure:

- kept confidential. The General Manager shall assess its source, nature, and seriousness.
- If there is sufficient evidence, he will act ex officio, investigating the denounced situation and its veracity.
- Investigation will follow

Conclusions on the process:

- a report on this alleged harassment will be prepared and approved, indicating the conclusions, the aggravating or extenuating circumstances, and if necessary, appropriate disciplinary measures will be proposed
- It will be guaranteed that there will be no reprisals against persons who report, testify, help or participate in harassment investigations, or against people who oppose or criticise this kind of conduct, whether on themselves or before third parties
- Offences can be: Minor, Serious, Very Serious.
- Depending on the classification, a penalty might be applied
- The CLASSIFICATION OF OFFENCES AND PENALTIES is in the document.

 BASQUE CENTER ON COGNITION, BRAIN AND LANGUAGE	DECLARATION OF PRINCIPLES ON MANAGEMENT OF WORKPLACE-VIOLENCE CONFLICTS	Date: NOV2020 Rev.: 1
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ANNEX II: COMPLAINT FORM

REQUESTER: <input type="checkbox"/> Concerned person <input type="checkbox"/> Staff management <input type="checkbox"/> Other	
TYPE OF HARASSMENT: <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Harassment for any other reason	
DATA OF THE CONCERNED PERSON:	
Name and surname(s)	
ID/PASSPORT number	
Work relationship/type of contract	
Telephone number:	
DESCRIPTION OF THE FACTS:	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
In case of witness(es), please indicate name(s) and surname(s)	
<input type="checkbox"/> I request to initiate the protocol of action against workplace harassment	
PLACE AND DATE	SIGNATURE

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HRS4R AND THE HR AWARD: Brief reminder

● The **HR Excellence in Research** logo identifies the organizations as providers and supporters of a stimulating and favourable working environment for researchers and bringing several benefits for Researchers and for the Institutions.

● **HR Working Groups at the BCBL:**

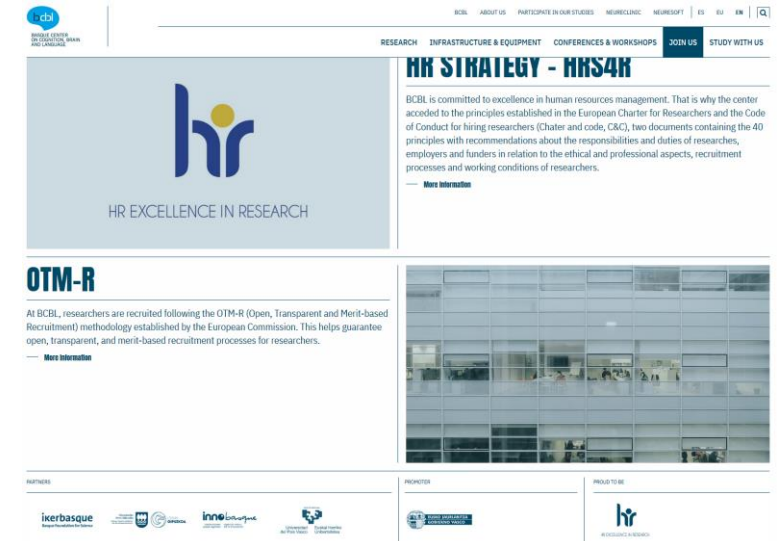
- HRS4R Working Group
- Equality Working Group
- Ombudsman team
- HR Department (Ana, Eider, Larraitz, Miguel) from Admin point of view: visa, contracts, payslips, extensions, training, OTM-R, etc.

● **HRS4R Working Group / Equality Committee:**

- R1: Candice Frances
- R3: Gari Lerma
- R4: Simona Mancini, Marie Lallier, Clara Martin
- Admin: Ana Fernandez, Miguel A. Arocena
- Labs: Larraitz Lopez



Research profiles descriptors:
R1 – First Stage Researcher : up to the point of PhD
R2 – Recognised Researcher: PhD holders or equivalent who are not yet fully independent
R3 – Established Researcher: Researchers who have developed a level of independence
R4 – Leading Researcher: Researchers leading their research area or field



● Functions

- conflict resolution
- advice and support for BCBL staff
- handle confidential and/or sensitive matters
- monitoring work practice issues
- making recommendations for improvement

● Team members from the Administrative and Research staff, elected based on proposals and consensus from the doctoral and postdoctoral researchers:

- Ana Fernández (Admin)
- Brendan Costello (Research)
- Arthur Samuel (Research)

● The Ombuds should be a last resort option.

● If you have a problem, first try the direct channels:

- talk to your supervisor
- talk to your Group Leader
- talk to the Grad Director
- talk to your colleagues

● Also consider the following HR structures:

- HRS4R Working Group
- Equality Working Group
- HR Department

● If you have a problem that you can't talk to anyone else about or haven't been able to find redress for, then do come to us.

HRS4R Action Plan 2020/2021

“Completed tasks (February 2021):

Category C&C	C&C Principle#	Other involved Principles	C&C Principle Name	Gap Analysis Year	Action	Areas of improvement	Responsible	Implementation due date	Indicator/Target/Control/Evidence	Status
Recruitment and Selection	15	14, 16, 21	Transparency	2019	Share vamong all memners of the organization the main topics discussed and agreed at monthly Gropu Leaders meetings	Communication and Transparency	Miguel	2020	OTM-R in place	Completed
Recruitment and Selection	21	15	Postdoc appointment	2015	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate		HRS4R W.G.	2020	OTM-R in place	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Career Development	2019	For Predocs, add to the "Mid Term Defense" session, a discussion about proffesional development and future.		HRS4R W.G.	2020	Updated info at wiki	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Career Development	2019	For Postdocs, develop a "Clinic" about new possibilities, future and coaching for jobs out of the academia		HRS4R W.G.	2020	Updated info at wiki	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Career Development	2019	For Postdocs, reminder to be sent one year before end of contract, to have a meeting with G.L. and peers, to discuss abou future possibilities, even out of academia		HRS4R W.G.	2020	Updated info at wiki	Completed
Working Conditions and Social Security	30	15, 16, 28	Career Advice	2015	External collaboration agreements with local coaching companies will be explored. No success with VITAE library and resources due to lack of interest from BCBL community. Grant will not be renewed.	VITAE methodology to be put in place	HRS4R W.G.	2020	VITAE credentials. External funding was granted to access to VITAE resources	Completed
Training and Development	40	15, 24, 35, 37	Supervision	2017	Structured group meetings to ease interaction/discussion, identify training needs, solve problems	Promote discussion withing groups, , monitor supervision, supervision for group leaders, best mentor prize, enhance supervision skills	R1-R4 members of the HRS4R W.G.	2020	Agenda wiki	Completed
Working Conditions and Social Security	27	16, 19, 20, 29	Supervision	2020	Mental Health Resources for BCBLians	New section in the wiki describing Mental Health Resources in the region	HRS4R W.G.	2020	- Updated info at wiki	Completed
Working Conditions and Social Security	28	16, 19, 20, 30	Supervision	2020	Survey about the impact of Covid-19 in the BCBL community	Design, send and explote survey on Covid-19	HRS4R W.G.+Ombudsman	2020		Completed

HRS4R Action Plan 2020/2021

New and “pending” or “In progress” tasks (February 2021):

Category C&C	C&C Principle#	Other involved Principles	C&C Principle Name	Gap Analysis Year	Action	Areas of improvement	Responsible	Implementation due date	Indicator/Target/C control/Evidence	Status
Ethical and Professional Aspects	11	15,16,28,30	Evaluation Systems	2019	HRS4R Surveys: Redefine surveys, (specially questions about Decision making, teaching and Stability) adding things like: - whether score is <7 request explanation - at the beginning, if everything is OK, leave the possibility to jump the survey - No personal or punctual issues - It's about improving the BCBL, not the Science system (teaching, stability, etc.) . Therefore, redo the questions making clear that we are exploring the BCBL's performance in the science system, not the system itself - Add NS/NC or jump the question if not applicable		HRS4R W.G.	2021	- updated info at wiki	Pending
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R:Information about selection processes to be communicated publicly	Internal communication policy under construction	M. Arocena+Leire	2021	OTM-R in place	In Progress
Working Conditions and Social Security	25	12, 15, 24, 28	Estability	2019	Add at "Leaving the BCBL" Section, job opportunities in Spain, and needed paperwork to stay here, request the unemployment support, etc.		A. Fernandez	2021	Updated info at wiki and at "Being a researcher doc"	In Progress
Working Conditions and Social Security	28	15, 24	Career Development	2019	Recognition of the dissemination activities: @WEEKLY NEWS, @ KITCHEN DASHBOARD	Comentarios WG: Weekly News + Redes - Hablamos de hacerle un makover al Weekly News y quizás integrarlo un poco con las redes sociales. - Hablamos de poner en las redes sociales lo que sale en el Weekly News - Sugerimos incluir también en la página web esa misma información en forma de Blog - Sugerimos cambiarle el formato al Weekly News para que sea más visual (copiarle al ERC Newsletter, creo que dijimos) - Hablamos de reducir la frecuencia a 1 vez por mes y mandar un mail de recordatorio antes de publicarlo. - Hablamos de incluir grants y actividades de divulgación en el weekly news (y, por ejemplo, el Brainhack) ¿Hablo con Oihana, Brendan y Eider (esta es la gente de la que hablamos en la reunión) o prefiere otra persona hacerlo?	HRS4R W.G.	2021	- updated info at wiki	Pending
Working Conditions and Social Security	30	15, 16, 28	Career Advice	2017	Workshop on scientific/non-scientific pathways, succesful job search -Writing clinic project (grants, publications, interviews, CV, letters of interest, etc.)	Advice on scientific/non scientific pathways, succesful job search: based on VITAE's info create some TIPS FICHES with recommendations on job search	Larraitz + Magda	2021	-lab meetings agenda	In Progress
Working Conditions and Social Security	30	15, 16, 28	Career Advice	2019	Foster Internal training to labs, with a double objective: (1) train RA-s better about needed skills to run experiments (Pratt, excel, experimental design, data processing...), and (2) predocs teaching rehearsal. BCBL will recognize these teaching activities with a certificate	Collaboration between PhD students and Ras at the lab so the PhD train to be teachers training Ras and the Ras learn even more about Neuroscience, Techniques, etc.	Lab Managers + PhD students	2019	-lab meetings agenda	In Progress



HRS4R Action Plan 2020/2021

Internal cross-training suggestion:

COORDINATORS/RA's TRAINING REQUIREMENTS	VOLUNTEER PREDOC
Theoretical Introduction to MRI	
Theoretical Introduction to MEG	
Theoretical Introduction to EYE TRACKING	
Theoretical Introduction EEG	
Theoretical Introduction NIRS	
Basic research design: experimental conditions, research stages, measuring.	
Introduction to brain anatomy: brain areas and functions studied at the BCBL	
Introduction to the most used programming software (Matlab, Presentation,Phyton), what are they for and their differences	
(Talk) Language acquisition and bilingualism in babies: Theory and research in the field	
(Talk) Sign Language: language development in deaf pouplation and in research in the field	
(Talk) Language disorders studied at the BCBL/Neure: Dyslexia, Aphasia, LSI, Dyscalculia, etc.	
(Talk) Presurgical Project	
(Talk) Introduction to Artificial Intelligence and Python	
Training on audio (Praat, Audacity) and video (ELAN) preprocessing software	
Excel: basic tips for organising data and tables	
How to use LimeSurvey	
Introduction to Computational Linguistics	
Introduction to Research on Linguistics: how to formulate hypothesis in unknown languages	
THE LAB'S OFFER TO PREDOCS (Predocs may add their requirements here)	LAB VOLUNTEER (TBC)
Tips for recruiting participants outside the BCBL	Lab - TBC
Phone contact, welcome, handling, goodbye tips when dealing with participants	Lab - TBC
Training in any of the Lab Techniques (practical class)	Lab - TBC
Basque, English, and Spanish Test (BEST)	Lab - TBC
Education/Language system in the Basque Country	Lab - TBC
Linguistic resources in Basque/Spanish	Lab - TBC

Currently working in new Section: EVALUATION AND MONITORING:

○ **The standard evaluation** involves achieving various milestones laid out in the training stages above, including project presentations, presentations at lab-meetings and research group meetings, as well as the production of scientific output, such as conference posters and research papers. This is monitored in an on-going manner by the main supervisor. Additionally, the student's progress is evaluated on a yearly basis based on the UPV/EHU procedure, which involves submitting an Activities Report (and an updated Research Plan) to the GAUR platform in September.

○ **Exceptional probationary evaluation:**

PROBATION	Supervisors and student meet to create Probation Agreement, which they all sign. Copy sent to Grad Director.	Probation Agreement	Supervisors Student Grad Director
	Supervisors monitor student's progress.		
	Supervisors and student meet to create Probation Evaluation, which they all sign. Copy sent to Grad Director.	Probation Evaluation	
CRITICAL PROBATION	Supervisors, Grad Director and student meet to create Critical Probation Agreement, which they all sign.	Critical Probation Agreement	Supervisors Student Grad Director (Optionally: Management)
	Supervisors and Grad Director monitor student's progress.		
	Supervisors, Grad Director and student meet to create Critical Probation Evaluation, which they all sign.	Critical Probation Evaluation	

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General Meetings and Social Events

General meetings and social events that we missed due to Covid-19:

Summer Picnic 2020

Pizza Party 2020

Next general meetings and social events to be held probably in an ONLINE format (dates to be fixed):

Annual Retreat 2021

Spoon Awards 2021



Questions, suggestions and discussion...

Thank you!
Eskerrik asko!



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