

## ARAID Foundation - GAP Analysis

### STEP 1: Internal analysis for ARAID Foundation

#### The Human Resources Strategy for Researchers incorporating the Charter and Code

##### Step I - An internal analysis by ARAID, involving all ARAID Staff, to compare policies and practices against the Charter & Code principles

HRS4R Pre - Step I actions:

The ARAID Foundation endorsed the charter and code for researchers

The ARAID foundation joined the 4<sup>th</sup> Cohort of Institutions aiming to implement an HRS4R

##### Methodology:

1. Communication of the start of HRS4R procedure. Information provided to all Staff.
2. Organization of a Plenary Meeting with all Staff of ARAID, informing about the HRS4R process.
3. Organisation of a working group with 3 ARAID researchers (volunteers out of total 40) + Director, Project Manager and Secretary.
4. Working group GAP analysis.
  - a. Revision on the questionnaire-GAP analysis template provided by the EU
  - b. Filled present situation, legal requirements, local national and EU legislation.
  - c. Initial prioritization of the Charter & Code principles, discussion within the working group.
  - d. Revision of Good Practices by other Institutions.
  - e. Organization of a National Meeting with other HRS4R Institutions, to share best practices and EU& national legal frame.
  - f. Identification of a strategy suiting the size and characteristics (umbrella) of ARAID (IMDEA Institute).
  - g. Decision to perform a survey using all questions in the GAP analysis template by all ARAID Researchers to identify the main Charter & Code principles in opinion of all the staff, and obtain feedback on how the Researchers did perceive ARAID situation.
  - h. Study of the results and prioritization of both working group and survey demands.
  - i. Decision to establish a Quality Process to support the HRS4R plan implementation.
  - j. Decision to establish actions within 2 foundation ruling documents to support and standardize their implementation.

## **SURVEY on Charter & Code principles:**

The working group decided to imitate one of the Good Practices Example (that of Foundation IMDEA) and run a survey on the **Charter & Code principles** for all research personnel, including all points on the GAP analysis template - **Charter & Code principles** template.

The survey and its results are available online at: <https://docs.google.com/forms/d/1jKY9zTlgsjsOJeuNmHBmoGZBNzv8YSK77fSHQcysAG0/viewform>

The survey enabled the whole research personnel to provide their opinion, prioritize and propose actions, and results serve as revision of the working group pre-selected areas/principles of initial actions. It was considered also as a way to evaluate the perception of the present situation of the Foundation at the start of the HRS4R process and establish a first channel of communication between Direction and Research Staff on HRS4R.

The survey requested to value the actual state of each point of the **Charter & Code principles** in ARAID, to assign priority to tackle this principle, and also propose initial actions. The survey was answered by all the Research personnel of ARAID. Research personnel of ARAID are at R2 R3 or R4 in their career stage.

Example on question 1 and 2 (of 40):

### **I. Ethical and professional aspects**

#### **1. Research freedom**

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

#### **Present Status at ARAID**

Please assign a Percentage of Completion / Coverage of this principle at ARAID

#### **Priority to tackle the issue?**

Which priority do you assign to this item in the future ARAID action plan

**(Optional) Propose actions:** Actions proposed should be accurate and realistic. Propose your actions. Please keep actions in SMART: Simple, Specific, Measurable, Achievable, Relevant, Time-bound.

**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.

**Present Status at ARAID**

Please assign a Percentage of Completion / Coverage of this principle at ARAID

**Priority to tackle the issue?**

Which priority do you assign to this item in the future ARAID action plan

**(Optional) Propose actions:** Actions proposed should be accurate and realistic. Propose your actions. Please keep actions in SMART: Simple, Specific, Measurable, Achievable, Relevant, Time-bound.

Extract from the HRS4R Survey – Principles set by ARAID Researchers as having top priority

| Survey Questions                                    | (A+)+A | (A+)+A+B |
|---|--------|----------|
| 25) Stability and Permanence of Employment          | 86%    | 97%      |
| 8) Dissemination, Exploitation of Results           | 73%    | 97%      |
| 28) Career Development                              | 70%    | 94%      |
| 26) Funding and Salaries                            | 76%    | 92%      |
| 22) Recognition of the Profession                   | 72%    | 92%      |
| 39) Access to Research Training and Continuous Dev. | 68%    | 92%      |
| 24) Working Conditions                              | 77%    | 91%      |
| 23) Research Environment                            | 79%    | 90%      |
| 7) Good Practice in Research                        | 68%    | 90%      |
| 31) Intellectual Property Rights                    | 63%    | 90%      |

## Actions & Principles

WORKING GROUP: The outcome of the working group established the need for establishing a quality process and prepare statutory reference documents that will serve as internal rules of the Foundation and will enable a quality process for the HRS4R implementation.

These 2 documents do contain many of the improvement actions required by the GAP analyses, other deliverables were envisaged as well.

The main deliverables:

1. Best Practices (BP) Manual/Code for Research, in ARAID: This Document will contain the welcome information for new researchers and serve as a charter & code itself within ARAID, containing the description of the rights and obligations of the Researchers and External Evaluators, establishing procedures for evaluation of the External evaluator capacity and performance as well.
2. Reference Document of ARAID Internal Rules (IR): There are several routine activities not included in the Foundation Legal Statutes. The GAP analysis evidenced that the Foundation lacks an internal ruling document in which define certain procedures such as those with Career development and prospect, roles tasks and responsibilities of the research and administrative staff, including also IPR rules for authorship, and exploitation of results, and particularly on the evaluation and recruitment.
3. Annual Training Plan (its related actions include provisions for training on Dissemination and IPR)
4. Report on Risk assessment for each job (coordinated with Health Check results and Data privacy revision and training).
5. Legal Frame Agreements with Host Institutions (the existing and new ones will accommodate actions on Researchers Careers and working conditions)
6. ARAID Website and Intranet as main channel for Dissemination of the Foundation activity and Researcher's achievements (it includes actions on service catalogue, publication of results, and transparency of processes and procedures. ARAID Intranet and new procedure for preparation of Research Reports (individual progress and overall annual reports)

**Step II – Annual (and continuous) Update including changes to Plan and latest legislation.**

**GAP ANALYSIS UPDATED**

**Last version update: Sept 2021**

**The Human Resources Strategy for Researchers incorporating the Charter and Code**

**I. Ethical and professional aspects**

| <p><b>1. Research freedom:</b> Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p> |  |  |  |
|---|--|--|--|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>   | <b>Actions required</b>  | <b>When/Who</b>  |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Recommendations for the implementation of good scientific practice– Comité de Bioética de España</p> <p>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon</p>  | <p>Araid Legal Statutes</p><br><p>Frame agreements with Host Institutions</p><br><p>Regional R&amp;D Plan: “Plan Aragonés de Investigación y Desarrollo”</p> | <p>1- Preparation of the documents Best Practices Manual/Code for Research, in ARAID and Reference Document of ARAID Internal Rules (IR) and Board Approval</p><br><p>2- Document Repository</p> | <p>1- Annually and/or when changes to legislation are announced.</p><br><p>Administration Department and Board Members</p> |

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|---|--|--|--|
| <p>Spanish Constitution<br/>                 Act 50/2002 of 26 December on Foundations<br/>                 Law 19/2013 about transparency, public information Access and Good management<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> | <p>“Internal Regulation of Host Research Centres”<br/>                 Internal Rules<br/>                 Best Practices Manual/Code for Research</p> |  | <p>2- Continuous process - updated when new documents are generated.<br/><br/>                 Administration Department</p> |
|---|--|--|--|

| <b>2. Ethical principles</b><br>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, sectorial or institutional Codes of Ethics. |   |  |  |
|--|---|--|--|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b>  | <b>Actions required</b>  | <b>When/Who</b>  |
| <p>Recommendations for the implementation of good scientific practice – Comité de Bioética de España<br/><br/>                     Law 14/2011 of Science, Technology and Innovation<br/><br/>                     Law 17/2018 of Science and Innovation in Aragon</p>                   | <p>Araid Legal Statutes<br/><br/>                     Frame agreements with Host Institutions</p> | <p>1- Preparation of the documents<br/>                     Best Practices Manual and Internal Rules (IR) and Board Approval</p> | <p>1- Annual review<br/>                     Administration Department and Board Members<br/><br/>                     2- Continuous process - updated</p> |

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| <p>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon<br/>                 Act 50/2002 of 26 December on Foundations<br/>                 Law 19/2013 about transparency, public information Access and Good management<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br/>                 Law 31/1995 on Occupational Risk Prevention</p> | <p>Internal Rules<br/>                 Best Practices Manual/Code for Research</p> | <p>2- Document Repository</p> | <p>when new documents are generated.<br/>                 Administration 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.

| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>  | <p><b>Existing Institutional rules and/or practices</b></p>   | <p><b>Actions required</b></p>   | <p><b>When/Who</b></p>   |
|---|---|--|--|
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon<br/>                 Law 11/1986, of March 20, on Patents, repealed on April 1, 2017 by Law 24/2015, of July 24, on Patents<br/>                 Act 50/2002 of 26 December on Foundations</p> | <p>Frame agreements with Host Institutions<br/> <br/>                 Internal Rules<br/>                 Best Practices Manual/Code for Research</p> | <p>1- Preparation of the documents<br/>                 Best Practices Manual and Internal Rules (IR) and Board Approval<br/> <br/>                 2- Document Repository</p> | <p>1- Annual review<br/>                 Administration Department and Board Members<br/> <br/>                 2- Continuous process - updated when new documents are generated.<br/>                 Administration Department</p> |

| <b>4. Professional attitude</b>  |   |   |  |
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| <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> |   |   |  |
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b>                                      | <b>Actions required</b>   | <b>When/Who</b>  |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Act 50/2002 of 26 December on Foundations</p> <p>Spanish Royal Decree 63/2006 of Researchers at training stages</p>   | <p>Frame agreements with Host Institutions</p> <p>Internal Rules of Host Institutions</p> | <p>1- Preparation of the documents Best Practices Code and Internal Rules (IR) and Board Approval</p> <p>2- Document Repository</p> | <p>1- Annual review Administration Department and Board Members</p> <p>2- Continuous process - updated when new documents are generated. Administration Department</p> |

| <b>5. Contractual and legal obligations:</b>  |  |   |   |
|---|--|---|---|
| <p>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.</p> |  |   |   |
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>   | <b>When/Who</b>   |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p>   | <p>Frame agreements with Host Institutions</p>       | <p>1- Preparation of the documents Best Practices Code and Internal Rules (IR) and Board Approval</p> | <p>1- Annual review Administration Department and Board Members</p> |





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| <p>Act 50/2002 of 26 December on Foundations<br/>                 Law 11/1986, of March 20, on Patents, repealed on April 1, 2017 by Law 24/2015, of July 24, on Patents<br/>                 Law 19/2013 about transparency, public information Access and Good management</p> |  |  | <p>Administration (Communications) Department</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.

| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>  | <p><b>Existing Institutional rules and/or practices</b></p>  | <p><b>Actions required</b></p>            | <p><b>When/Who</b></p>   |
|---|--|---|--|
| <p>Recommendations for the implementation of good scientific practice – Comité de Bioética de España<br/>                 Law 3/2018 of 5 December on the Protection of Personal Data and General Data Protection Regulation (GDPR) 2016/679<br/>                 Law 31/1995 on Occupational Risk Prevention<br/>                 Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon</p> | <p>Frame agreements with Host Institutions<br/>                 Routine Practices<br/>                 Inscription in the General Data Protection Registry</p> | <p>Report on evaluation risks in jobs</p> | <p>Continuous Process revised periodically (by law)<br/>                 Administration Department and Regional Private Health Insurance (MAZ) and SPMAS</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

| <p>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.</p>  |   |   |   |
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| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>   | <p><b>Existing Institutional rules and/or practices</b></p>   | <p><b>Actions required</b></p>  | <p><b>When/Who</b></p>  |
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                     Law 17/2018 of Science and Innovation in Aragon<br/>                     Act 50/2002 of 26 December on Foundations<br/>                     Law 11/1986, of March 20, on Patents, repealed on April 1, 2017 by Law 24/2015, of July 24, on Patents<br/>                     Royal Decree 55/2002, of 18 January, on exploitation and transfer of inventions made in public research entities, in accordance with the provisions of article 20 of Law 11/1986, of 20 March, on Patents.</p> | <p>ARAID legal Statutes<br/><br/>                     Project results<br/><br/>                     Internal Rules<br/>                     Best Practices Manual/Code for Research</p> | <p>1 -Training on Communication skills towards public media – Annual Training Plan<br/>                     2 - Annual report research activity<br/>                     3- Rules to acknowledge Authorship.<br/><br/>                     + Research activity (Intranet+website)</p> | <p>1 – Training Discontinued.<br/>                     2- Continuous in website<br/>                     3- Host Institution agreements. Revised periodically, at least at each change of workprogramme.<br/><br/>                     + Ongoing<br/>                     Administration Department</p> |

**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>  | <b>Actions required</b>  | <b>When/Who</b>                                    |
|---|---|--|--|
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon<br>Act 50/2002 of 26 December on Foundations<br>Law19/2013 about transparency, public information Access and Good management | Routine activities<br>Best Practices Manual/Code for Research<br>Project results<br>Website | Annual report research activity<br>+ Research activity<br>(Intranet+website) | Annually<br>+ Ongoing<br>Administration Department |

**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b>                              | <b>Actions required</b>  | <b>When/Who</b>  |
|--|---|--|--|
| Organic Law 3/2007 of 22 March, for the effective equality of men and women<br>Royal Decree 6/2019 of 1 march on equality<br><br>Law 1/2013 of 29 November, for the disability<br><br>Spanish Constitution<br>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute | Araid Legal Statutes<br><br>Routine Practices<br><br>COFUND evaluation procedures | 1- Preparation of the documents Best Practices Code and Internal Rules (IR) and Board Approval<br><br>2- Document Repository | Annual review<br>Administration Department and Board Members<br><br>2- Continuous process - updated when new documents are generated.<br>Administration Department |

**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   |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Law 38/2003 of 17 November on General Subsidies</p> <p>Spanish Royal Decree 63/2006 of Researchers at training stages</p> | <p>Routine Practices</p> <p>Routine Practices and regional Projects</p> <p>Agreement with CNEAI for the evaluation of research activity</p> | <p>1- Preparation of the documents Best Practices Code and Internal Rules (IR) and Board Approval</p> <p>2- Document Repository</p> | <p>1- Annual review Administration Department and Board Members</p> <p>2- Continuous process - updated when new documents are generated. Administration Department</p> |

**II. Recruitment**

| 12. Recruitment: Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at 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 |
|  |   |                  |          |

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| <p>Spanish Constitution<br/>                 Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br/>                 Organic Law 3/2007 of 22 March, for the effective equality of men and women<br/>                 Royal Decree 6/2019 of 1 march on equality<br/>                 Law 1/2013 of 29 November, for the disability<br/>                 Royal Legislative Decree 8/2015, of October 30, approving the revised text of the General Law of Social Security</p>    | <p>Routine practices<br/><br/>                 ARAIDEU COFUND recruitment rules</p> | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website<br/>                 2-Improve the use and review the appropriateness of the intranet<br/>                 3-Employment contracts<br/>                 ...</p> | <p>1- (Annual review) and Call information at each Recruitment Call<br/>                 2- Continuous process - updated when new content is generated.<br/>                 3-At the end of each Call. Administration Department</p> |
| <p><b>13. Recruitment (Code):</b> 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.</p> |   |   |   |
| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>   | <p><b>Existing Institutional rules and/or practices</b></p>                         | <p><b>Actions required</b></p>  | <p><b>When/Who</b></p>  |



|   |  |  |  |
|---|--|--|--|
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br/>                 Organic Law 3/2007 of 22 March, for the effective equality of men and women<br/>                 Royal Decree 6/2019 of 1 march on equality<br/>                 Law 1/2013 of 29 November, for the disability</p> | <p>Routine practices<br/><br/>                 COFUND recruitment strategy</p> | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website<br/>                 2-Improve the use and review the appropriateness of the intranet<br/>                 3 - Rate the Evaluator/Scientific Committee Performance and preparation.</p> | <p>1- Annual review and Call information at each Recruitment Call<br/>                 2- Continuous process - updated when new content is generated.<br/>                 Administration Department<br/>                 3- At each call.<br/>                 Administration Department and Board Approval (if required)</p> |
|---|--|--|--|

| <p><b>15. Transparency (Code):</b> 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.</p> |  |  |   |
|--|--|--|---|
| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>   | <p><b>Existing Institutional rules and/or practices</b></p>                    | <p><b>Actions required</b></p>   | <p><b>When/Who</b></p>  |
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p>  | <p>Routine practices<br/><br/>                 COFUND recruitment strategy</p> | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website<br/>                 2-Improve the use and review the appropriateness of the intranet</p> | <p>1- Annual review and Call information at each Recruitment Call<br/>                 2- Continuous process - updated when new content is generated.<br/><br/>                 Administration Department</p> |



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| <p>Law 38/2003 of 17 November on General Subsidies</p> <p>Law 19/2013 about transparency, public information Access and Good management</p> |  |  |  |
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**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>  | <b>When/Who</b>  |
|--|--|--|--|
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Law 38/2003 of 17 November on General Subsidies</p> | <p>Routine Practices</p>                             | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website</p> <p>2-Improve the use and review the appropriateness of the intranet</p> <p>3 - Rate the Evaluator/Scientific Committee Performance and preparation.</p> | <p>1- Annual review and Call information at each Recruitment Call</p> <p>2- Continuous process - updated when new content is generated.</p> <p>Administration Department</p> <p>3- At each call.</p> <p>Administration Department and Board Approval (if required)</p> |

**17. Variations in the chronological order of CVs (Code):** 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.

| 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<br>Law 17/2018 of Science and Innovation in Aragon<br>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br>Law 38/2003 of 17 November on General Subsidies | Routine Practices<br><br>Each Selection Process establishes the general criteria for selection. The evaluation of the Chronological order depends on each process. |                  |          |

**18. Recognition of mobility experience (Code):** 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.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required | When/Who |
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| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Law 38/2003 of 17 November on General Subsidies</p> | <p>Routine Practices</p> <p>Frame agreements with Host Institutions</p> | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website</p> <p>2-Improve the use and review the appropriateness of the intranet</p> <p>3-Service Catalogue of the ARAID Researchers Activity</p> | <p>1- February 2016 (Annual review) and Call information at each Recruitment Call</p> <p>2- Continuous process - updated when new content is generated. Administration Department</p> <p>3- Continuous process - updated when new content is generated. Administration Department</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>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> | <p>Routine practices</p>                      | <p>1- Transparency in evaluation and selection process – IR and publication in ARAID website</p> <p>2-Improve the use and review the appropriateness of the intranet</p> | <p>1- Annual review and Call information at each Recruitment Call</p> <p>2- Continuous process - updated when new content is generated. Administration Department</p> |

**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 |
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|--|---|----------------------|---|
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon | Routine Practices – Call Selection Criteria. And Performance evaluations. | Evaluation of merits | Continuous process – Internal and external periodic evaluations.<br>Administration Department |
|--|---|----------------------|---|

**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>                      | <b>Actions required</b> | <b>When/Who</b>   |
|---|---|-------------------------|---|
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon<br>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br>Spanish Royal Decree 63/2006 of Researchers at training stages<br>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon | Routine Practices – Call Selection Criteria. And Performance evaluations. | Evaluation of merits    | Continuous process – Internal and external periodic evaluations.<br>Administration Department |

### 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).  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b>                          | <b>Actions required</b>     | <b>When/Who</b>   |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon</p> | <p>ARAID Legal Statutes</p><br><p>Frame agreements with Host Institutions</p> | <p>Evaluation of merits</p> | <p>Continuous process – Internal and external periodic evaluations.</p><br><p>Administration Department</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 sectorial regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>                       | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>                               | <b>When/Who</b>  |
|---|--|---|--|
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> | <p>Legal Statutes</p>                                | <p>Review Frame Agreements with Host Institutions</p> | <p>Revised annually and updated if required (at least each start of EU Work Program)</p> |
| <p>Law 31/1995 on Occupational Risk Prevention</p>  | <p>Research Strategic Plan of ARAGON</p>             |   | <p>Administration Department and Host Institution representatives</p>                    |

| <p>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon</p> <p>Decree 148/2013, of September 10, of the Government of Aragon, by which the bases are established regulations for the granting of subsidies in subject of research, innovation and society of the information</p>  | <p>Frame agreements with Host Institutions</p>              |   |   |
|--|---|---|---|
| <p><b>24. Working conditions:</b> 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 sectorial 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> |   |   |   |
| <p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>   | <p><b>Existing Institutional rules and/or practices</b></p> | <p><b>Actions required</b></p>                        | <p><b>When/Who</b></p>  |
| <p>Law 14/2011 of Science, Technology and Innovation</p> <p>Law 17/2018 of Science and Innovation in Aragon</p> <p>Law 31/1995 on Occupational Risk Prevention</p>   | <p>Frame agreements with Host Institutions</p>              | <p>Review Frame Agreements with Host Institutions</p> | <p>Revised annually and updated if required (at least each start of EU Work Program).</p> <p>Administration Department and Host Institution representatives</p> |
| <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Organic Law 3/2007 of 22 March, for the effective equality of men and women</p> <p>Royal Decree 6/2019 of 1 march on equality</p> <p>Law 1/2013 of 29 November, for the disability</p>  | <p>Routine Practices</p>                                    |   |   |

**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 <i>EU Directive on Fixed-Term Work</i> . |  |                  |          |
|--|--|------------------|----------|
| 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<br>Law 17/2018 of Science and Innovation in Aragon<br>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute   | Internal Regulation of ARAID<br>Call conditions and requirements<br>Undefined Contract type. |                  |          |

| <b>26. Funding and salaries:</b> 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 sectorial 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         |
| Work national frame (and level) contracts  | Routine Practices                             | Harmonisation (reduction of | Revised annually |

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|---|--|---|--|
| <p>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute</p> <p>Royal Legislative Decree 8/2015, of October 30, approving the revised text of the General Law of Social Security</p> <p>Spanish Royal Decree 63/2006 of Researchers at training stages</p> | <p>Frame agreements with Host Institutions</p> <p>Undefined Contract type.</p> | <p>inequalities within same R level and responsibility)</p> | <p>Direction and Administration Department</p> |
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**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>   | <b>When/Who</b>  |
|--|--|---|--|
| <p>Organic Law 3/2007 of 22 March, for the effective equality of men and women</p> <p>Royal Decree 6/2019 of 1 march on equality</p> | <p>Routine Practices</p> <p>Recruitment strategy</p> | <p>Research Career - Reference Chapter in Internal Rules document</p> | <p>Revised annually</p> <p>2021 Start of Gender balance Plan</p> <p>Administration Department and Board Approval</p> |

**28. Career development:** 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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b> | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b> | <b>When/Who</b> |
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|--|--|---|---|
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Organic Law 3/2007 of 22 March, for the effective equality of men and women<br/>                 Royal Decree 6/2019 of 1 march on equality<br/>                 Spanish Royal Decree 63/2006 of Researchers at training stages<br/>                 Law 14/2007, of 3 July, on biomedical research</p> | <p>Frame agreements with Host Institutions</p> | <p>1-Research Career – ARAID<br/><br/>                 2- Research Career – Host<br/><br/>                 3-Chapter in Internal Rules document</p> | <p>1- Revised annually – Direction and administrative department<br/><br/>                 2-Revised periodically<br/><br/>                 3- Continuous process - updated when new content is generated.<br/><br/>                 Administration Department and Board Approval</p> |
|--|--|---|---|

**29. Value of mobility:** 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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>                             | <b>When/Who</b>  |
|---|--|---|--|
| <p>Law 14/2011 of Science, Technology and Innovation<br/>                 Law 17/2018 of Science and Innovation in Aragon<br/>                 Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute<br/>                 Law 14/2007, of 3 July, on biomedical research</p> | <p>Permission procedures for leaves and stages.</p>  | <p>Revision of the procedure, and applications.</p> | <p>Continuous process - updated when new applications arrived.<br/><br/>                 Direction and administrative department</p> |

**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.  |   |                           |  |
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| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b>                                  | <b>Actions required</b>   | <b>When/Who</b>  |
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon<br>Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Workers' Statute | Routine Practices<br>Welcome package, new staff guidelines<br>Annual plenary meetings | Revision of the guideline | Continuous process - updated when new content is ready<br><br>Administrative and communication |

**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b>  | <b>When/Who</b>   |
|---|--|--|---|
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon<br>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon | Routine Practices                                    | 1-Intellectual property rights text in Internal document<br><br>2-Reference in rules of procedure document | Revised annually and updated if required<br><br>Administration Department and Board Approval<br><br>2- Revised annually and updated if required (at least each start of EU Work Program). |

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| Law 11/1986, of March 20, on Patents, repealed on April 1, 2017 by Law 24/2015, of July 24, on Patents<br>Royal Decree Law 1/1996, Intellectual Property Law | Frame agreements with Host Institutions |  |  |
|--|---|--|--|

**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).

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>   | <b>Actions required</b>                        | <b>When/Who</b>  |
|---|--|--|--|
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon<br>Law 9/2003 on the promotion and coordination of research, development and transfer of knowledge in Aragon<br>Law 11/1986, of March 20, on Patents, repealed on April 1, 2017 by Law 24/2015, of July 24, on Patents<br>Royal Decree Law 1/1996, Intellectual Property Law | Routine Practices<br><br>“Best Practices Code for Research, in the ARAID”<br><br>Frame agreements with Host Institutions | Review Frame Agreements with Host Institutions | Revised annually and updated if required<br><br>Administration Department and Host Institution representatives |

**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.

| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b> | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b> | <b>When/Who</b> |
|---|--|-------------------------|-----------------|
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|---|---|---------------------|--|
| Law 14/2011 of Science, Technology and Innovation | Routine Practices                       | Revise applications | Revised annually and updated when applications arrive. |
| Law 17/2018 of Science and Innovation in Aragon   | Frame agreements with Host Institutions |                     | Direction and Administration                           |

**34. Complain/ appeals:** 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.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required                          | When/Who   |
|--|---|---|--|
|  | Internal procedures                           | Contact between direction and Researchers | General Assembly discussion points<br>Direction<br>Administration Department |

**35. Participation in decision-making bodies**

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.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required                                   | When/Who   |
|--|---|--|--|
|  | ARAIID Statutes                               | Structure a rule for representation of Researchers | All R levels representatives at HR group<br>Renewed when Researchers opt to leave the group. |

**IV. Training**

**36. Relation with supervisors:** 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.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required                                  | When/Who   |
|--|---|---|--|
|  | Routine Practices                             | 1- Annual reports of the Host Institutions        | 1- Updated annually and revised in internal external performance evaluations.  |
|  | Frame agreements with Host Institutions       | 2- Review Frame Agreements with Host Institutions | 2- Revised annually and updated if required (each EU- WP change)<br>Administration Department and Host Institution representatives |

**37. Supervision and managerial duties:** 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.

| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices | Actions required                 | When/Who  |
|--|---|----------------------------------|---|
|  | Routine Practices                             | Updated information at Intranet. | Updated annually, when there is new content, and at least before end of the year for metrics. |
|  | Frame agreements with Host Institutions       | Follow Up on Group Growth        | Administration and communication.   |

**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. |  |                         |   |
|---|--|-------------------------|---|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>             | <b>Actions required</b> | <b>When/Who</b>   |
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon  | Routine Practices<br><br>Frame agreements with Host Institutions | Annual Training Plan    | ARAID side discontinued<br><br>Host side, revised in performance and Host Agreements.<br><br>Administration Department and Host Institution representatives |

| <b>39. Access to research training and continuous development:</b> 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. |   |   |  |
|---|---|---|--|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>   | <b>Existing Institutional rules and/or practices</b>                              | <b>Actions required</b>                 | <b>When/Who</b>  |
| Law 14/2011 of Science, Technology and Innovation<br>Law 17/2018 of Science and Innovation in Aragon  | Training Courses Routine Practices<br><br>Frame agreements with Host Institutions | Annual reports of the Host Institutions | Updated annually<br><br>Administration Department and Host Institution representatives |

| <b>40. Supervision:</b> 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. |  |                         |                 |
|--|--|-------------------------|-----------------|
| <b>Relevant legislation (permitting or impeding the implementation of this principle)</b>  | <b>Existing Institutional rules and/or practices</b> | <b>Actions required</b> | <b>When/Who</b> |
|  |  |                         |                 |

|  |                             |   |  |
|--|-----------------------------|---|--|
|  | Routine Practices           | 1- Annual reports of the Host Institutions        | 1- Updated annually and revised in internal external performance evaluations.                                  |
|  | Host Institution Agreements | 2- Review Frame Agreements with Host Institutions | 2- Revised annually and updated if required.<br>Administration Department and Host Institution representatives |

