



# **HRS4R** Initial Phase GAP ANALYSIS

24<sup>th</sup> of July 2024

## I Ethics and professional aspects

1. Research freedom			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/ fully implemented		<p>Freedom of research is set forth in Article 5 of <b>CITMaga</b>'s statutes. See:<sup>1</sup> <a href="https://citmaga.gal/documents/20125/53468/A_nuncioG2018-020821-0001_es.pdf/1f92dc04-557e-62d5-68ba-766407b88005?t=1641977325196">https://citmaga.gal/documents/20125/53468/A_nuncioG2018-020821-0001_es.pdf/1f92dc04-557e-62d5-68ba-766407b88005?t=1641977325196</a> It is also one of the strategic values of the centre, which is reflected in the strategic plan. See: <a href="https://citmaga.gal/en/mision-vision-valores">https://citmaga.gal/en/mision-vision-valores</a></p>	<p>Action 14 Code of ethics and good research practices Action 27 Careers section at the website</p>
2. Ethical principles			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
-/ insufficiently implemented	<p>Although the ethical codes of the universities that form <b>CITMaga</b> are of application, the centre does not have its own code of ethics. Not many internal activities to raise awareness about ethics in science have been carried out up until now. Concern at the centre about the reputation of mathematical research with respect to current</p>	<p>A conference about impact index was already hold. An internal working group on ethics will start to work in September 2024.</p>	<p>Action 14 Code of ethics and good research practices Action 15 Support services on good research practices Action 16 Seminars on ethics Action 20 Operational working groups</p>

<sup>1</sup> Nota para revisores internos: esta versión del documento incluye URLs y no hyperlinks porque la e-tool en la que hay que cargar este contenido no lo permite. En la versión final para su publicación en la web de CITMAGA las URLs se sustituirán por hyperlinks.

	problems in the area, at an international level.		
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<b>3. Professional responsibility</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ fully implemented		There are no cases of retracted papers in the centre, nor any other type of conflicts related to plagiarism. Information on this issue can be reinforced through the Code of ethics and good research practices.	Action 14 Code of ethics and good research practices
<b>4. Professional attitude</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/- almost but not fully implemented	The centre's scientific agenda (M4) is included in the strategic plan and is disseminated through the web. There is wide dissemination and awareness of the agenda, which has been defined with the participation of the research staff. Whenever possible, the priority areas of the agenda are linked to the centre's activities. For example, contracts. With respect to funding mechanisms, there is a section on calls for proposals in the biweekly bulletins. Prospective work is carried out on the instruments of the financing entities in order to	Dissemination of the scientific agenda: <a href="https://citmaga.gal/en/axenda-m4">https://citmaga.gal/en/axenda-m4</a>  Dissemination in CITMAGA's newsletter of calls for proposals <a href="https://citmaga.gal/en/boletins">https://citmaga.gal/en/boletins</a>	Dissemination of the agenda in training activities: Action 21 Research Initiation Seminar (SII) Action 22 Scientific and technical seminars  Internal collaborative projects addressing topics included at the agenda: Action 29 Collab-Days

	anticipate information. Dissemination activities are organized on calls for proposals of interest or new calls for proposals. A strategic issue is to promote collaborative projects in priority areas of the agenda.		
<b>5. Contractual and legal obligations</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ fully implemented		All information on the regulations governing the centre is published in the transparency section of the website. All the staff receives a mailing when new features are to be included in the portal. See transparency portal: <a href="https://citmaga.gal/en/transparencia">https://citmaga.gal/en/transparencia</a>	Action 10 Welcome guide Action 27 Careers section at the website
<b>6. Accountability</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ fully implemented		The centre complies with regulations. Annual reports are prepared and disseminated. Accounts are audited and published in the transparency section of the website. Project management systems are in place to ensure compliance with the requirements of funding mechanisms. The management team supports the research staff in these procedures. See transparency portal: <a href="https://citmaga.gal/en/transparencia">https://citmaga.gal/en/transparencia</a>	
<b>7. Good practices in research</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>

+/- almost but not fully implemented	We comply with the regulations on occupational risk protection and data protection. <b>CITMAga</b> 's data protection policy is published in the Transparency section of the website. Pending the implementation of the National Security Scheme, mandatory for all administrations.	See transparency portal: <a href="https://citmaga.gal/en/transparencia">https://citmaga.gal/en/transparencia</a>	Main action: Action 17 National Security Scheme (ENS)  Other actions addressing this principle: Action 14 Code of ethics and good research practices Action 15 Support services on good research practices Action 16 Seminars on ethics
<b>8. Dissemination, exploitation of results</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/+ fully implemented		<b>CITMAga</b> was created from ITMATI, a research unit focused on activities with the business sector in the field of mathematics. So the results transfer culture is strongly established in the organization: Chapter III of the statutes regulates the conditions for the exploitation of results. Mechanisms are available for the different casuistry: R&D contracts, services, etc. The centre has transfer management staff, whose functions include promoting knowledge transfer and ensuring compliance with regulations in relations with third parties.	Action 14 Code of ethics and good research practices Action 15 Support services on good research practices Action 20 Operational working groups (one in tech transfer) Action 26 Communication Plan
<b>9. Public engagement</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/+ fully implemented		There is a communication plan (see Action 26) that includes the objectives and actions in public engagement. Since 2023, there is also an outreach committee that coordinates these actions.	Action 26 Communication Plan Action 28 Outreach Program

		<p>Outreach activities are strategic for the centre, which is considered a reference in mathematical outreach. The centre has activities aimed at different stakeholder profiles. The web is the main channel for dissemination of outreach activities, but other tools are relevant such as newsletters and mailing campaigns.</p> <p>See dissemination activities: <a href="https://citmaga.gal/en/divulgacion">https://citmaga.gal/en/divulgacion</a></p>	
<b>10. Non discrimination</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	<p>As is the case with STEM areas, data from 2022 shows an underrepresentation of women, with only 39 women out of a total of 173 researchers, which represents 22.5% of its staff. Equal opportunities and treatment, regardless of gender, age, social or religious condition, are included in the strategic values. In 2023, the Equality Plan was drawn up to promote equity and female vocations, supporting the development of the different skills, talents and opinions of the centre's members. There is also a Protocol for the prevention of and action against sexual harassment, harassment based on sex and other discriminatory behaviour and against sexual freedom. Since December 2023 there has been an equality committee</p>	<p>Equality plan: <a href="https://citmaga.gal/en/plan-de-igualdade">https://citmaga.gal/en/plan-de-igualdade</a>, reviewed already in 2024</p> <p>Protocol for prevention and action against sexual harassment, harassment for gender reasons and other discriminatory behaviours and against sexual freedom: <a href="https://citmaga.gal/documents/20125/53468/P_rotocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337">https://citmaga.gal/documents/20125/53468/P_rotocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337</a></p> <p>Web section on Women and girls in science: <a href="https://citmaga.gal/en/muller-e-nena-na-ciencia">https://citmaga.gal/en/muller-e-nena-na-ciencia</a></p>	<p>Action 19 Equality Plan (implementation and renewal) Action 6 Review of selection processes according to the Equality Plan and OTM-R principles Action 7 OTM-R Policy Action 8 OTM-R Training</p>

	<p>responsible for ensuring the implementation of the Equality Plan.</p> <p>A section on Women in science been included in the section Dissemination of the website to raise awareness of external actions in this field.</p> <p>Recruiting and selection procedures need to be revised according to the Equality Plan.</p>		
<b>11. Evaluation/ appraisal systems</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	<p>The evaluation procedure is set out in the statutes. The evaluation functions fall mainly on the External Scientific Advisory Committee (CACE).</p> <p>Since September 2023 the centre has been adhered to DORA and the first call for affiliate researchers was made considering DORA criteria, as well as alignment with the Scientific Agenda (M4).</p> <p>With respect to the evaluation procedures, the CACE has the following functions:</p> <ul style="list-style-type: none"> <li>- Evaluation of affiliate applications (last 2023).</li> <li>- Annual evaluation of the activity report</li> <li>- Institutional evaluation (first in 2024)</li> </ul>	<p>Call for affiliate: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a></p>	<p>Action 12 Assessment of affiliate research staff (development of the procedure)</p>

## II Recruitment and selection

Preliminary note:

In order to analyse the principles of recruitment and selection, it is necessary to take into account the different professional profiles that make up the centre, which conditions **CITMAga**'s role in these processes.

- **Affiliate research staff:** teaching and research staff from the universities participating in **CITMAga**. It includes university teaching staff, contracted doctoral teaching staff, doctoral assistant teaching staff, emeritus teaching staff, postdoctoral research staff hired in charge of calls for competitive human resources (Ramón y Cajal, Juan de la Cierva training and incorporation, Beatriz Galindo, Marie Curie, Postdoctoral Xunta, etc.), distinguished research staff and other equivalent figures.

Affiliate research staff is hired by the universities that form **CITMAga**, they join the centre if they obtain a positive evaluation at the Call for affiliates. The call for affiliates already complies with OTM-R principles and also takes into account that **CITMAga** is member of DORA.

- **Own research staff** hired by **CITMAga** on behalf of competitive human resources programs, research programs of the centre or on behalf of research or transfer activities of the consortium, following the current regulatory framework. Recruitment and selection procedures for own research staff comply with the OTM-R principles.
- **Collaborator research staff**, teaching and research staff from the universities participating in the consortium, and research staff from other entities that form part of it or are affiliated to it through stable institutional agreements, who actively collaborate in any research or transfer activity from **CITMAga**.
- **Training Research staff** **CITMAga** training research staff is the student body enrolled in a doctoral program at the universities participating in the consortium supervised or cosupervised by a member of the research staff affiliated with the consortium.
- **Internships:** In order to configure its strategy for attracting talent at all levels, **CITMAga** has signed educational collaboration agreements with Galician universities to carry out external curricular and extracurricular internships for undergraduate, engineering and graduate students, to promote the initiation of research careers, carrying out training practices at the centre.
- **Technical staff:** technical support staff for research, transfer and management of the centre, who carry out technical or administrative support tasks. Personnel hired on behalf of the centre's research programs, on behalf of competitive human resources programs, or on behalf of research or transfer activities of the consortium, following the current regulatory framework.



12. Recruitment			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/- almost but not fully implemented	<p>Concerning recruitment: Own research and management staff: the basic profile is defined at the Agreement on the professional classification and remuneration conditions of research staff and research support staff. Own research staff can join the centre applying to the job offers which are aligned with the current OTM-R policy. Affiliated staff join <b>CITMAga</b> through an affiliate call. The contracting entities are the universities integrated in the consortium, so the recruitment criteria are defined by these entities. The three universities have renewed HRS4R accreditation and have published their OTM-R policies. <b>CITMAga</b>'s scope with respect to the recruitment of this profile focuses on the criteria for affiliation, which are defined based on DORA. The main GAPS are focused on:</p> <ul style="list-style-type: none"> <li>- The dissemination of the scientific career</li> <li>- The definition of the career plan of <b>CITMAga</b> involving new profiles of own research</li> </ul>	<p>Own research staff: Preliminary OTM-R policy has been developed but it is not published. Job offers for own research staff: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a></p> <p>Affiliate research staff: OTM-R policy of University of A Coruña: <a href="https://udc.es/en/hrs4r/otmr/">https://udc.es/en/hrs4r/otmr/</a> OTM-R policy of University of Santiago de Compostela: <a href="https://www.usc.gal/en/research-in-usc/hrs4r/selection-recruitment-working-conditions">https://www.usc.gal/en/research-in-usc/hrs4r/selection-recruitment-working-conditions</a> OTM-R policy of University of Vigo: <a href="https://www.uvigo.gal/es/investigador/etica-calidade/hrs4r-excelencia-investigacion">https://www.uvigo.gal/es/investigador/etica-calidade/hrs4r-excelencia-investigacion</a></p> <p>Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a></p>	<p>Action 1 Dissemination of the Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC Action 2 Career plan for the own research staff Action 3 <b>CITMAga</b> Career plan (for all the staff) Action 4 Research Career Map Action 5 Hiring needs analysis Action 6 Review of selection processes according to the Equality Plan and OTM-R principles Action 7 OTM-R Policy Action 8 OTM-R Training</p>

	staff, such as doctoral students, R3 and R4		
<b>13. Recruitment</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/- almost but not fully implemented	<p>The procedures are defined for the current profiles and all the information is included in different sections of the website. The definition of a career plan already contemplated in other points of the GAP will improve the dissemination of the career path and access routes of the centre's personnel.</p> <p><b>Own research staff:</b> There is a preliminary OTM-R policy that will be reviewed, the recruitment procedure is established.</p> <p>- PIs define the needs in terms of the profiles that are needed, these needs are evaluated in an internal recruitment commission. This commission decides on launching a new selection process. Then, the job offer is published on the website in Galician, Spanish and English, as well as in Euraxess.</p> <p>The selection is made through selection committees. Minutes are published with the results of the different phases. Candidates receive by mail the result of the process.</p>	<p>Preliminary OTM-R policy has been developed but it is not published.</p> <p>Job offers for own research staff: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a></p> <p>Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a></p>	<p>Action 1 Dissemination of the Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC</p> <p>Action 2 Career plan for the own research staff</p> <p>Action 3 <b>CITMAga</b> Career plan (for all the staff)</p> <p>Action 4 Research Career Map</p> <p>Action 5 Hiring needs analysis</p> <p>Action 6 Review of selection processes according to the Equality Plan and OTM-R principles</p> <p>Action 7 OTM-R Policy</p> <p>Action 8 OTM-R Training</p>

	<p><b>Affiliate research staff:</b> They are hired by the universities of <b>CITMaga</b>'s consortium and join the centre if they obtain a positive evaluation at the call for affiliate. The affiliate procedure is published on the website. The call for applications is based on DORA criteria. Candidates must send an abbreviated CV and a report on their alignment with the scientific agenda. The External Advisory Board is in charge of the selection process (peer review) and issues a final report for every candidate.</p>		
<b>14. Selection</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/- almost but not fully implemented	<p>As said, there is a preliminary OTM-R policy that will be reviewed.</p> <p><b>Own research staff:</b> The selection committees are made up of the scientific head of the activity that generates the contract (chairman) and affiliated research staff.</p> <p><b>Affiliated research staff:</b> The Scientific Advisory Board is the selection committee and the final decision about the selection is taken by the Governing Council.</p>	<p>Preliminary OTM-R policy has been developed but it is not published.</p> <p>See composition of selection committees for own research staff at job offers: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a></p> <p>See the composition of the Scientific Advisory Board at: <a href="https://citmaga.gal/en/cace">https://citmaga.gal/en/cace</a></p>	<p>Action 5 Hiring needs analysis Action 6 Review of selection processes according to the Equality Plan and OTM-R principles Action 7 OTM-R Policy Action 8 OTM-R Training</p>

15. Transparency			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/- almost but not fully implemented	The website is the main channel for providing all information on the selection process for both contract and contract staff. The development of the OTM-R policy document and the improvement of the website with respect to employment issues will have a positive impact on the transparency of the selection process.	Transparency portal including the following contents: institutional Information, organizational structure and main collegiate bodies, staff, economic information, strategic plan, equality plan, communication plan, open Science policy, data management strategy, corporative image, anti-Fraud measures, internal regulations and data protection. <a href="https://citmaga.gal/en/transparencia">https://citmaga.gal/en/transparencia</a> Information about recruiting and selection: see principles 11, 12, 13, 14.	Action 6 Review of selection processes according to the Equality Plan and OTM-R principles Action 7 OTM-R Policy Action 8 OTM-R Training
16. Judging merit			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
-/+ Partially implemented	As mentioned CITMAga has joined DORA, and the call for affiliate research staff is based on DORA criteria. The centre needs to strengthen the culture and capabilities in qualitative assessment, beyond the selection process for affiliate research staff.	<b>CITMAga</b> is signatory of DORA: <a href="https://sfdora.org/signers/?_signers_keyword=citmaga">https://sfdora.org/signers/?_signers_keyword=citmaga</a>	Action 1 Dissemination of the Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC Action 2 Career plan for the own research staff Action 3 <b>CITMAga</b> Career plan (for all the staff) Action 4 Research Career Map Action 6 Review of selection processes according to the Equality Plan and OTM-R principles Action 7 OTM-R Policy Action 8 OTM-R Training Action 12 Assessment of affiliate research staff Action 13 Resigning protocol Action 24 Soft skills training activities (with courses in writing and assessment of narrative cv)

<b>17. Variations in the chronological order of CVs (Code)</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ Fully implemented		Preliminary OTM-R policy has been developed but it is not published. Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a> Job offers for own research staff: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a>	
<b>18. Recognition of mobility experience (Code)</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ Fully implemented		Preliminary OTM-R policy has been developed but it is not published.  Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a>  Job offers for own research staff: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a>	
<b>19. Recognition of qualifications (Code)</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ Fully implemented		Preliminary OTM-R policy has been developed but it is not published.  Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a>  Job offers for own research staff:	

		<a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a>	
<b>20. Seniority (Code)</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ Fully implemented		<p>Preliminary OTM-R policy has been developed but it is not published.</p> <p>Call for affiliate procedure: <a href="https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n">https://citmaga.gal/en/convocatoria-vinculaci%C3%B3n</a></p> <p>Job offers for own research staff: <a href="https://citmaga.gal/en/procesos-seleccion-personal">https://citmaga.gal/en/procesos-seleccion-personal</a></p> <p>Resolution for the recognition of seniority: <a href="https://citmaga.gal/documents/20125/53468/R-esolucion_trienios_asinada.pdf/5d0b7357-bcb2-0fbd-f4aa-de6cb3633670?t=1687433460528">https://citmaga.gal/documents/20125/53468/R-esolucion_trienios_asinada.pdf/5d0b7357-bcb2-0fbd-f4aa-de6cb3633670?t=1687433460528</a></p>	
<b>21. Postdoctoral appointments</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/ Fully implemented	<p>Up until now postdoctoral researchers are affiliated researchers.</p> <p>The strategic plan includes at the talent chapter a program for the recruitment own postdoctoral research staff. However, to implement this action, access to basal funding is required.</p> <p>The career plan will establish the profile of postdoctoral staff.</p>	<p>The call for affiliate sets out the rules for the appointment of postdoctoral fellow</p>	<p>Action 3 <b>CITMaga</b> Career plan (for all the staff)</p>

### III Working conditions and social security

22. Recognition of the profession			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
-/+ partially implemented	<p>As mentioned <b>CITMAga</b>'s staff involves own research staff and affiliated research staff.</p> <p>The <b>CITMAga</b> statutes (Title III, chapter I) describes the categories of <b>CITMAga</b> research staff.</p> <p>However, there is neither a career plan nor a research career map that graphically shows the pathway of professional career in the centre.</p> <p>Own researchers are mainly involved in industrial research and innovation projects, and they don't follow an academic research career.</p> <p>In this sense, it would be advisable to differentiate the professional development itineraries (researchers and technologists, for example).</p>	<p>Publication of <b>CITMAga</b> statutes:  <a href="https://citmaga.gal/documents/20125/53468/AnuncioG2018-020821-0001_gl.pdf/13a351cf-894a-b9b4-977b-ea1cd90e2525?t=1641977127366">https://citmaga.gal/documents/20125/53468/AnuncioG2018-020821-0001_gl.pdf/13a351cf-894a-b9b4-977b-ea1cd90e2525?t=1641977127366</a></p>	<p>Action 1 Dissemination of the Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC</p> <p>Action 2 Career plan for the own research staff</p> <p>Action 3 <b>CITMAga</b> Career plan (for all the staff)</p> <p>Action 4 Research Career Map</p> <p>Action 9 Welcome protocol</p> <p>Action 10 Welcome guide</p> <p>Action 11 Welcome Day at Biennial <b>CITMAga</b> Conference</p> <p>Action 26 Communication Plan</p> <p>Action 27 Careers section at the website</p>
23. Research environment			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
-/+ partially implemented	<p>For risk and security issues see principle 7.</p> <p>Affiliated researchers are placed in its universities. This circumstance doesn't affect the quality and dynamics of research</p>	<p>The communication plan addresses the research community with the purpose of strengthen cohesion and creating culture:  <a href="https://citmaga.gal/documents/20125/53468/CITMAga_Plan_Comunicacion.pdf/1dae47dd-">https://citmaga.gal/documents/20125/53468/CITMAga_Plan_Comunicacion.pdf/1dae47dd-</a></p>	<p>Mainly:</p> <p>Action 11 Welcome Day at Biennial <b>CITMAga</b> Conference</p> <p>Action 20 Operational working groups</p> <p>Action 21 Research Initiation Seminar (SII)</p> <p>Action 22 Scientific and technical seminars</p>

	however it makes difficult to settle the organizational culture. For this reason, all meetings and seminars are organized in a hybrid way (online and onsite), but it is necessary to increase the number of activities that involve internal collaboration, such as cooperative projects and working groups with operational purposes.	9dcb-6869-1fb1-a9ac08e2e456?t=1701677962574  All courses and seminars are offered in a hybrid way (online and onsite): <a href="https://citmaga.gal/en/seminarios-cientificos">https://citmaga.gal/en/seminarios-cientificos</a>	Action 29 Collab-Days Action 26 Communication Plan And also: Action 10 Welcome guide Action 27 Careers section at the website Action 30 Pro-assessment culture
<b>24. Working conditions</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/- almost but not fully implemented	The right to telework is recognized at 100% for own research staff (with the agreement of the project manager) In addition, working conditions regulations are those applicable to the public sector with extensive benefits in terms of flexibility and conciliation (e.g. longer maternity leave than in the private sector, etc..). Although the principle can be considered fully implemented, diffusion of information about working conditions can be improved. All the information is on the website but there is not a section about working conditions. A work climate survey should be carried on getting information about the whole research community on working conditions	Agreement on the provision of services in the teleworking modality of the <b>CITMAga</b> staff: <a href="https://citmaga.gal/documents/20125/53468/CITMAga_acordo_teletraballo.pdf/9577dd5e-37cc-58f8-ec05-19f0b79e6acc?t=1677242170925">https://citmaga.gal/documents/20125/53468/CITMAga_acordo_teletraballo.pdf/9577dd5e-37cc-58f8-ec05-19f0b79e6acc?t=1677242170925</a> Instruction of the Directorate regarding the calendar of parties, vacations, permits of the <b>CITMAga</b> staff: <a href="https://citmaga.gal/documents/20125/53468/CITMAga_vacacions_permisos_asinado.pdf/1dc3be1f-f9c2-653d-26dc-8e993382760d?t=1677242170230">https://citmaga.gal/documents/20125/53468/CITMAga_vacacions_permisos_asinado.pdf/1dc3be1f-f9c2-653d-26dc-8e993382760d?t=1677242170230</a> The Equality Plan addresses also working condition issues: <a href="https://citmaga.gal/en/plan-de-igualdade">https://citmaga.gal/en/plan-de-igualdade</a>	Action 18 Work climate survey Action 19 Equality Plan Action 27 Careers section at the website



25. Stability and permanence of employment			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/ fully implemented		<p><b>CITMAga</b> complies with Spanish labour regulations, which give priority to indefinite-term contracts. Concerning own research staff, some people are hired on temporary contracts “under production circumstance contracts” (the legal circumstance authorising temporary contracts).</p> <p>Indefinite-term staff work on industrial projects, when these projects end, priority is given to their internal relocation to another project. For this purpose, an internal management procedure for permanent personnel has been developed. In addition, training actions are being promoted to facilitate relocation opportunities for personnel, once the project to which they are assigned ends. The procedure has been disseminated by e-mail to all personnel, it is posted on the intranet and presentation meetings have been held.</p>	
26. Funding and salaries			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/- almost but not fully implemented	In relation to own research staff, conditions concerning salaries are regulated by the University of Santiago de Compostela (USC) at the “Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC”. The		<p>Action 1 Dissemination of the Agreement on the professional classification and remuneration conditions of research staff and research support staff of the USC</p> <p>Action 2 Career plan for the own research staff</p> <p>Action 3 <b>CITMAga</b> Career plan (for all the staff)</p>

	agreement, that has been negotiated with the trade unions, is not on the website of the centre, only on the USC website.		
<b>27. Gender balance</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	As is the case with STEM areas, data from 2022 shows an underrepresentation of women, with only 39 women out of a total of 173 researchers, which represents 22.5% of its staff (more data considering related personnel). Equal opportunities and treatment, regardless of gender, age, social or religious condition, are included in the strategic values. In 2023, the Equality Plan was drawn up to promote equity and female vocations, supporting the development of the different skills, talents and opinions of the Centre's members. There is also a Protocol for the prevention of and action against sexual harassment, harassment based on sex and other discriminatory behaviour and against sexual freedom. Since December 2023 there has been an equality committee responsible for ensuring the implementation of the Equality Plan.	<p>Equality plan: <a href="https://citmaga.gal/en/plan-de-igualdade">https://citmaga.gal/en/plan-de-igualdade</a>, reviewed already in 2024</p> <p>Protocol for prevention and action against sexual harassment, harassment for gender reasons and other discriminatory behaviours and against sexual freedom: <a href="https://citmaga.gal/documents/20125/53468/Protocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337">https://citmaga.gal/documents/20125/53468/Protocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337</a></p> <p>Web section on Women and girls in science: <a href="https://citmaga.gal/en/muller-e-nena-na-ciencia">https://citmaga.gal/en/muller-e-nena-na-ciencia</a></p>	<p>Action 19 Equality Plan (implementation and renewal)</p> <p>Action 6 Review of selection processes according to the Equality Plan and OTM-R principles</p> <p>Action 7 OTM-R Policy</p> <p>Action 8 OTM-R Training</p>

	A section on Women in science has been included in the section Dissemination of the website to raise awareness of external actions in this field. Recruiting and selection procedures need to be revised according to the Equality Plan.		
<b>28. Professional development</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/- insufficiently implemented	<b>CITMAga</b> organizes training activities and facilitates the participation of its staff in them. However, there is no career plan or professional development services, beyond the supervision of research personnel.	Explora fellowships for graduates: <a href="https://citmaga.gal/en/bolsas">https://citmaga.gal/en/bolsas</a> Research initiation seminar for R1: <a href="https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii">https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii</a> Scientific seminars for R1 to R4: <a href="https://citmaga.gal/en/seminarios-cientificos">https://citmaga.gal/en/seminarios-cientificos</a> Training courses for R1 to R4: <a href="https://citmaga.gal/en/cursos">https://citmaga.gal/en/cursos</a>	Action 20 Explora Scholarships Action 21 Research Initiation Seminar (SII) Action 22 Scientific and technical seminars Action 23 Scientific and technical courses Action 24 Soft skills training activities Action 25 Training plan
<b>29. Value of mobility</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/+ Fully implemented			
<b>30. Access to career advice</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/- insufficiently implemented	As said in principle 28, <b>CITMAga</b> organizes training activities and facilitates the participation of its staff in them. However, there is no career plan or professional development services, beyond the supervision of research personnel.		Action 2 Career plan for the own research staff Action 3 <b>CITMAga</b> Career plan (for all the staff)

31. Intellectual property rights			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/+ Fully implemented		<p>IPR is part of technology valorisation and transfer processes. As said before, <b>CITMAga</b> was created from ITMATI, a research unit focused on activities with the business sector in the field of mathematics. So the results transfer culture is strongly established in the organization:</p> <p>Chapter III of the statutes regulates the conditions for the exploitation of results. Mechanisms are available for the different casuistry: R&amp;D contracts, services, etc.</p> <p>The centre has transfer management staff, whose functions include promoting knowledge transfer and ensuring compliance with regulations in relations with third parties.</p>	<p>Action 14 Code of ethics and good research practices</p> <p>Action 15 Support services on good research practices</p> <p>Action 20 Operational working groups (one in tech transfer)</p>
32. Co-authorship			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
+/- almost but not fully implemented	<p>The instruction of the affiliation is published at the staff section on the web. It focuses on the use of the institutional name.</p> <p>Concerning authorship University of Santiago regulations are of application for CITMAga, in industrial projects authorship conditions are regulated at the firm agreements.</p> <p>Up until now there has not been complaints in this regard, so it is considered that good co-authorship practices are applied.</p>	<p>Instruction <a href="https://citmaga.gal/en/instruci%C3%B3n-da-filiaci%C3%B3n">https://citmaga.gal/en/instruci%C3%B3n-da-filiaci%C3%B3n</a></p>	<p>Action 14 Code of ethics and good research practices</p>

	Guidelines in authorship will be included in the Code of ethics and good research practices.		
<b>33. Teaching</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/+ fully implemented	Up until now there are not teaching activity at the centre. Affiliate research staff teaches at their universities.		
<b>34. Complains/Appeals</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/+ fully implemented		<p>There is a channel for complaints, suggestions, claims and congratulations:  <a href="https://citmaga.gal/en/contacto-para-felicitaci%C3%B3ns-queixas-reclamaci%C3%B3ns-e-%C2%A0suxerencias">https://citmaga.gal/en/contacto-para-felicitaci%C3%B3ns-queixas-reclamaci%C3%B3ns-e-%C2%A0suxerencias</a></p> <p>In terms of anti-fraud measures, CITMAGA has the following procedures:  <a href="https://citmaga.gal/en/medidas-antifraude">https://citmaga.gal/en/medidas-antifraude</a>                      - Institutional declaration on anti-fraud measures related to the management of ERDF funds:  <a href="https://citmaga.gal/documents/20125/53468/Declaracion_antifraude_CITMAga.pdf/7bb34b18-b61d-ce2a-5ea1-5b752b1a4256?t=1673529456077">https://citmaga.gal/documents/20125/53468/Declaracion_antifraude_CITMAga.pdf/7bb34b18-b61d-ce2a-5ea1-5b752b1a4256?t=1673529456077</a>                      - Document of adhesion to the plan of anti-fraud measures and prevention of management risks of the University of Santiago de Compostela.  <a href="https://citmaga.gal/documents/20125/53468/Adhesion_plan_antifraude_CITMAga.pdf/1f2e8d6">https://citmaga.gal/documents/20125/53468/Adhesion_plan_antifraude_CITMAga.pdf/1f2e8d6</a></p>	<p>Action 9 Welcome protocol                      Action 10 Welcome guide                      Action 18 Work climate survey</p>

		<p>8-90e0-0e9e-8db7-24d24d114e4e?t=1673529439350</p> <p>- Anti-fraud complaint form:  <a href="https://forms.office.com/Pages/ShareFormPage.aspx?id=LEUNj6S3ZEm4Elw5c3RHe0MwihH4hdGu_UNb2VGcPLUOENQQkFBV1JFUDISWENHMUVRUK45WUpLWiQIQCN0PWcu&amp;sharetoken=OWkxuti45Of8W2iKxeP8">https://forms.office.com/Pages/ShareFormPage.aspx?id=LEUNj6S3ZEm4Elw5c3RHe0MwihH4hdGu_UNb2VGcPLUOENQQkFBV1JFUDISWENHMUVRUK45WUpLWiQIQCN0PWcu&amp;sharetoken=OWkxuti45Of8W2iKxeP8</a></p> <p>Other measure for complaints and appeals is the protocol for prevention and action against sexual harassment, harassment for gender reasons and other discriminatory behaviours and against sexual freedom:  <a href="https://citmaga.gal/documents/20125/53468/Protocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337">https://citmaga.gal/documents/20125/53468/Protocolo_acoso_CITMAga_asinado.pdf/383df770-9e95-aec8-5306-10eee9ba5005?t=1686210614337</a></p>	
<b>35. Participation in decision-making bodies</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
+/- almost but not fully implemented	<p>The main decision-making bodies are:</p> <ul style="list-style-type: none"> <li>-The Governing Council</li> <li>-The Steering Committee</li> </ul> <p>The Steering Committee is the collegiate body for the support and supervision of the management of <b>CITMAga</b>. Its functions include decision taking about the implementation of the strategic plan and annual delivery plans. The research staff is represented in this body through different figures:</p>		Action 20 Operational working groups

	<ul style="list-style-type: none"> <li>- The research in charge of the Scientific Directorate and the Deputy Directorate of Transfer.</li> <li>- 3 representatives of the own research staff</li> <li>- 1 representative of the technical staff</li> </ul> <p>In addition, <b>CITMAga</b> has two commissions that are formed by researchers: equality and dissemination.</p>		
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## IV Training

36. Relation with supervisors			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
++ fully implemented		<p>In the case of R1, doctoral training is carried out within the framework of the training programs of the universities that belong to the consortium <b>CITMAga</b>. So, the supervision procedures for R1 are those of the universities. As mentioned, the three universities have renewed the HRS4R award after external evaluation.</p> <p>For the rest of stages (R2 to R4) there are established mechanisms for supervision with specific procedures: follow-up meetings, etc.</p>	
37. Supervision and managerial duties			
Implementation	GAP	ACTIONS	
		Initiatives undertaken	New proposals
-/+	As indicated in principle 36, supervisory tasks are performed,		<p>Action 2 Career plan for the own research staff</p> <p>Action 3 <b>CITMAga</b> Career plan (for all the staff)</p>

partially implemented	and procedures exist for this purpose. However, there is no career plan that defines the functions and competencies of the different categories of researchers.		Action 9 Welcome protocol Action 10 Welcome guide Action 24 Soft skills training activities (supervision and mentoring courses)
<b>38. Continuing Professional Development</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	Training is a strategic aspect, so decisions on training activities are taken by the Steering Committee. <b>CITMaga</b> organizes training activities and facilitates the participation of its staff in them. To facilitate the access of staff - located at the three universities members of the consortium <b>CITMaga-</b> , priority is given to the online format. However, there is no career plan or professional development services, beyond the supervision of research personnel.	Explora fellowships for graduates: <a href="https://citmaga.gal/en/bolsas">https://citmaga.gal/en/bolsas</a> Research initiation seminar for R1: <a href="https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii">https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii</a> Scientific seminars for R1 to R4: <a href="https://citmaga.gal/en/seminarios-cientificos">https://citmaga.gal/en/seminarios-cientificos</a> Training courses for R1 to R4: <a href="https://citmaga.gal/en/cursos">https://citmaga.gal/en/cursos</a>	Action 20 Explora Scholarships Action 21 Research Initiation Seminar (SII) Action 22 Scientific and technical seminars Action 23 Scientific and technical courses Action 24 Soft skills training activities Action 25 Training plan
<b>39. Access to research training and continuous development</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	Training is a strategic aspect, so decisions on training activities are taken by the Steering Committee. <b>CITMaga</b> organizes training activities and facilitates the participation of its staff in them.	Explora fellowships for graduates: <a href="https://citmaga.gal/en/bolsas">https://citmaga.gal/en/bolsas</a> Research initiation seminar for R1: <a href="https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii">https://citmaga.gal/en/seminario-de-iniciacion-a-la-investigacion-sii</a> Scientific seminars for R1 to R4: <a href="https://citmaga.gal/en/seminarios-cientificos">https://citmaga.gal/en/seminarios-cientificos</a>	Action 20 Explora Scholarships Action 21 Research Initiation Seminar (SII) Action 22 Scientific and technical seminars Action 23 Scientific and technical courses Action 24 Soft skills training activities Action 25 Training plan



	In order to facilitate the access of staff -located at the three universities members of the consortium <b>CITMAga-</b> , priority is given to the online format. However, there is no career plan or professional development services, beyond the supervision of research personnel.	Training courses for R1 to R4: <a href="https://citmaga.gal/en/cursos">https://citmaga.gal/en/cursos</a>	
<b>40. Supervision</b>			
<b>Implementation</b>	<b>GAP</b>	<b>ACTIONS</b>	
		<b>Initiatives undertaken</b>	<b>New proposals</b>
-/+ partially implemented	As indicated in principle 36, supervisory tasks are performed, and procedures exist for this purpose. However, there is no career plan that defines the functions and competencies of the different categories of researchers.		Action 2 Career plan for the own research staff Action 3 <b>CITMAga</b> Career plan (for all the staff) Action 9 Welcome protocol Action 10 Welcome guide Action 24 Soft skills training activities (supervision and mentoring courses)