



Gap Analysis

cnag

Centre Nacional
d'Anàlisi Genòmica

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de Análisis Genómico

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the GAP Analysis principles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview

Status : to what extent does this organisation meet the following principles?

Implementation (++, +/-, -/+, --) :

++ fully implemented

+/- almost but not fully implemented

-/+ partially implemented

-- insufficiently implemented

GAP : In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation.

Implementation impediments : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.

Initiatives undertaken/new proposals : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status		
PILLAR 1 – ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE		
1. ETHICS AND RESEARCH INTEGRITY		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Although researchers consider that they follow general ethical principles, the WG has found that there is no reference to ethical principles within the CNAG documentation. Researchers believe that computer security training and data security would be necessary.	The IT department of CNAG, in accordance with the recent achievement of the ISO 27001 certification, has drafted the policy of good practices and information security which details the procedure and information regarding safe working practices in IT. https://ccnag.sharepoint.com/sites/CNAGInformationSecurity CNAG ISO's certifications: https://www.cnag.eu/institution/quality-policy-certificates Initiative: Drafting a manual on Ethics and Good Scientific Practice
2. FREEDOM OF SCIENTIFIC RESEARCH		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Although researchers consider that they have freedom of research, the WG has found that there is no reference to freedom of research within the CNAG documentation.	Researchers are free to conduct research as long as it is within the institute's field of expertise and they have secured specific funding to carry out the work. Initiative: Draft a manual of ethics and good scientific practice.
3. OPEN SCIENCE		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No Gap	Open Science: CNAG publishes 75% of its research publications in open access journals. Such as Nature. In addition, the experimental genomic data generated by CNAG are stored in public secure databases such as Genomic England platform built in collaboration with NHS England that allows approved researchers to access samples, genomic data, and other associated health data via a secure Research Environment. Citizen science 65% of the CNAG's research projects involve citizen participation, for example: European biodiversity genomics network (CBP), Hereditary project, etc., often involve the participation of patient organizations or volunteers.

Status		
PILLAR 1 – ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE		
4. GENDER EQUALITY		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers consider that there is no gender balance in leadership positions.	CNAG's Equality Plan guarantees the principle of equality between men and women, promotes diversity and inclusion, identifying and eliminating any stereotype, role, attitude and/or barrier that makes it difficult for any person to access and develop in the workplace under equal conditions. CNAG Equity Plan: https://www.cnag.eu/sites/default/files/CNAG_Plan%20de%20Igualdad_up26%20(2).pdf Initiative: - Renewal of the CNAG Equality Plan. - Create indicators to measure the evolution of the change in the gender balance. - Creation of an equality commission.
5. EMBRACING DIVERSITY		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No Gap	CNAG's recruitment policy has the primary objective of guaranteeing the principle of equality between men and women, promoting diversity and inclusion, identifying and eliminating any stereotype, role, attitude and/or barrier that makes it difficult for any person to access and develop in the job under equal conditions. CNAG's environment is largely international with currently 23 nationalities represented among its members. This means that almost 50% of CNAG's staff are international. All the cultural, gender, racial or ethnic origin, religion or beliefs, social diversity, disability, age, sexual orientation differences are present in the 125 current CNAG members It is an added value for CNAG to have international representation in the organization and to promote international and bidirectional mobility between different centers in the sector. CNAG Nationalities

Status		
PILLAR 1 – ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE		
6. THE RESEARCHER		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No Gap	PROFESSIONAL ATTITUDE The statutes of the CNAG are considered as objectives of the institution: b) To provide genomic research support services to researchers and clinicians from public or private, national or international institutions. c) To put the centre's scientific and technological capabilities at the service of health institutions for the performance of genetic diagnosis activities and to support the implementation of personalised medicine in Spain. d) To promote the transfer of research results to society and the productive sector. f) To disseminate scientific advances in the field of genomics and related areas to society, especially those resulting from the centre's scientific activities. g) To participate in and organise congresses, seminars and scientific training programmes in the field of genomics. On the other hand, in the work contracts, researchers must sign an annex in which it is stated that they are obliged to maintain absolute confidentiality and reserve all and each one of their data, activities, business or matters that they may become aware of, whether or not they are specific to their area, and which are related to the CNAG and/or its clients/collaborators, including the identity of the latter, and/or the research that they carry out. The Grants Management Department is responsible for obtaining external funding in accordance with the regulations of each funding body or institution. This department is responsible for managing and advising researchers on how to obtain funding, documentation and project management. The organisational chart describes the position of this department in the organisation of the CNAG. CNAG ORGANISATIONAL CHART 2024

Status		
PILLAR 1 – ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE		
6. THE RESEARCHER		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No Gap	ACCOUNTABILITY The statutes of the CNAG establish that the management of the centre oversees: a) The management of the financial resources of the Consortium, ordering expenditures and contracting a) The management of the financial resources of the Consortium, ordering expenditure and contracting obligations in accordance with the budget. b) Drawing up and submitting to the Executive Commission the preliminary draft annual budget of the Consortium, the report on the accounts, the report on the financial Consortium, the report on the annual accounts and the proposal for the liquidation of the budget for the past financial year. c) To draw up and present to the Executive Committee the preliminary draft of the annual action plan. The CNAG is subject to the external control of the Court of Auditors and to the internal control exercised by the General Intervention of the State Administration through the control procedures applicable to the Consortium in accordance with the General Budgetary Law. Convenio constitución Consorcio CNAG Initiative: - Create a communication plan on intellectual property. - Create a manual or procedure to inform foreign researchers of the legal aspects of working in Spain. - Hold round tables on how to attract funding, extending it to R3 researchers.

Status		
PILLAR 1 – ETHICS, INTEGRITY, GENDER AND OPEN SCIENCE		
7. FREE CIRCULATION OF RESEARCHERS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No Gap	CNAG's environment is largely international with currently 23 nationalities represented among its members. This means that almost 50% of CNAG's staff is international. It is added value for CNAG to have international representation in the organisation and to promote international and bidirectional mobility between different centres in the sector. CNAG Nationalities
8. SUSTAINABILITY OF RESEARCH		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	No sustainability plan is currently active at CNAG	Initiative: - Write and implement a sustainability plan.
PILLAR 2 – RESEARCHERS ASSESSMENT, RECRUITMENT AND PROGRESSION		
9. RESEARCHERS' ASSESSMENT		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The researchers consider that there is no evaluation plan in place at the institute.	Create a career plan including appraisals.

Status		
PILLAR 2 – RESEARCHERS ASSESSMENT, RECRUITMENT AND PROGRESSION		
10. RECRUITMENT		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	Researchers consider that the recruitment procedure is not 100% aligned with OTM-R.	The statutes of the CNAG provide that: It is considered that the Consortium needs a basic structure to ensure its functioning, which will consist of personnel contracted on a labour basis. The recruitment of this staff will be in accordance with the principles of capacity, merit, publicity, equality and competition, considering the provisions of Article 121 of Law 40/2015 of 1 October. CNAG's recruitment policy has the primary objective of guaranteeing the principle of equality between men and women, promoting diversity and inclusion, identifying and eliminating any stereotype, role, attitude and/or barrier that makes it difficult for any person to access and develop in the job under equal conditions. This recruitment policy will be closely linked to CNAG's salary scale categorization, in which each position recruited is adapted to the set of categories differentiated according to sector, experience and academic background provided by the candidate.
		JOB OFFERS CNAG's recruitment policy is aligned with OTM-R quality standards, being the tools used to develop the selection processes: CNAG JobSite CNAG LinkedIn CNAG EURAXESS profile CNAG BIOCat profile VARIATIONS IN THE CHRONOLOGICAL ORDER OF CVS Any experience outside the field of research or science is welcomed. In the publications of job offers all the information is given such as: Date of publication Location Information on the centre and position Application requirements and selection criteria Deadline for applications The selection process is managed through CNAG's web tools and jobsite. Initiative: - Review the recruitment procedure, align it with OTM-R and share it with research staff.

Status		
PILLAR 2 – RESEARCHERS ASSESSMENT, RECRUITMENT AND PROGRESSION		
12. CAREER PROGRESSION		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers consider that there are no clear rules for co-authorship, especially in the case of technicians.	COAUTHORSHIP The CNAG has a signature guide which is mandatory for its researchers. 03 GUIDE FOR SCIENTIFIC SIGNATURE AND INSTITUTIONAL AFFILIATIONS MOBILITY CNAG's environment is mostly international with currently 23 nationalities represented among its members. International and bidirectional mobility is promoted between different educational centres, foundations, and other international and national research centres in which CNAG hosts researchers from other centres, as well as CNAG promotes the 'stage' of our staff in collaboration with other centres. For these reasons, the requirements and instructions of each project or grant are followed, establishing the centre's internal mobility registration procedure. CNAG Nationalities Initiative: - Develop co-authorship guidelines that also consider the participation of technicians in academic publications.

Status

PILLAR 3 - WORKING CONDITIONS AND PRACTICES

13. WORKING CONDITIONS, FUNDING AND SALARIES

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers believe that there could be greater work life in balance. In addition, researchers consider that their salary could be improved and that pay scales are not known Researchers are unaware of collaborative spaces or there is not a general knowledge about the work of different groups Investigators do not know if there is a complaints mechanism in place. Researchers consider that they have no say in the institute's governing bodies	WORKING CONDITIONS CNAG's working hours policy is committed to flexible working hours and work-life balance, promoting flexibility in entering and leaving the workplace, as well as adapting the working day. Staff labour relations.pptx COMPLAINTS In the framework of compliance with Law 2/2023, of 20 February, regulating the protection of persons who report breaches of regulations and the fight against corruption, CNAG has set up a Complaints Channel where employees can apply the procedure in the event of any such action and follow the procedure detailed in the external platform set up for this purpose. PARTICIPATION IN DECISION-MAKING BODIES Currently, there is a Management Team, that leads the center, with representation from all departments: Direction, Management, Administration and scientific area of the centre. In addition, the centre's management and administration form part of the Governing Board, the centre's regulatory governing body. https://www.cnag.eu/meet-our-team https://www.cnag.eu/sites/default/files/CNAG_ORGANISATIONAL%20CHART_2024.pdf Initiative: - Make the Complaints Channel and its procedure available to staff for access by all CNAG members. - Creation of CNAG's teleworking policy. - Communicate the career plan and appraisals to the Centre's staff. - Encourage dissemination initiatives related to the Centre's scientific activity (papers, project collaborations, etc.). - Creation of specific organizational committees. The Scientific Advisory Board, the Health and Safety Committee and the Equality Committee will be set up.

Status		
PILLAR 3 - WORKING CONDITIONS AND PRACTICES		
14. STABILITY OF EMPLOYMENT		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Researchers consider that job stability at technician and researcher level could be improved. Researchers feel that there is not much clarity about postdoctoral appointments in the institution	R1 AND R2 RESEARCHERS In the institution the R1 and R2 are temporary contracts, and 20% of R3 as well, according to funding. Initiative: - Create a career plan including appraisals.
15. CONTRACTUAL AND LEGAL OBLIGATIONS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers feel that there is not much information on intellectual property, or the procedures needed to obtain funding or to be hired, especially by foreigners.	In the employment contracts, researchers must sign an annex in which it is stated that The employee undertakes, at the time of termination of this contract, to hand over to the CNAG through the channels established for this purpose: all goods, computer equipment, materials and documentation relating to the CNAG Consortium and its clients, it being totally forbidden to keep in their possession any goods, equipment, material, document or copy once the employment relationship has ended. The Grants Management Department is responsible for managing the obtaining of external funding and its regulations according to each funding body or institution. This department oversees managing and advising researchers on how to obtain funding, documentation and project management. The position of this department in the organisation of the CNAG is described in the organisational chart. Initiative: - Create a communication plan on intellectual property. - Create a manual or procedure to inform foreign researchers of the legal aspects of working in Spain. - Hold round tables on how to attract funding, extending it to R3 researchers.

Status		
PILLAR 3 - WORKING CONDITIONS AND PRACTICES		
15. CONTRACTUAL AND LEGAL OBLIGATIONS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Researchers consider that job stability at technician and researcher level could be improved. Researchers feel that there is not much clarity about postdoctoral appointments in the institution	R1 AND R2 RESEARCHERS In the institution the R1 and R2 are temporary contracts, and 20% of R3 as well, according to funding. Initiative: - Create a career plan including appraisals.
16. DISSEMINATION AND EXPLOITATION OF RESULTS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers consider that there is no documentation, training or information on intellectual property. The researchers believe that the communication department could be given more support for outreach.	The statutes of the CNAG are considered as objectives of the institution: b) To provide genomic research support services to researchers and clinicians from public or private, national or international institutions. c) To put the centre's scientific and technological capabilities at the service of health institutions for the performance of genetic diagnosis activities and to support the implementation of personalized medicine in Spain. d) To promote the transfer of research results to society and the productive sector. Convenio constitución Consorcio CNAG CNAG's commitment to the scientific dissemination of the projects and research in which we participate through the communication section of CNAG's corporate website is detailed in the information highlighted on our website, in the projects section. INTELLECTUAL PROPERTY The CNAG follows state and regional regulations for the registration and exploitation of research results.

Status		
PILLAR 3 - WORKING CONDITIONS AND PRACTICES		
16. DISSEMINATION AND EXPLOITATION OF RESULTS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers consider that there is no documentation, training or information on intellectual property. The researchers believe that the communication department could be given more support for outreach.	PUBLIC ENGAGEMENT The statutes of the CNAG consider the objectives of the institution to be: f) To disseminate to society scientific advances in the area of genomics and related fields, especially those resulting from the centre's scientific activities. g) To participate in and organise congresses, seminars and scientific training programmes in the field of genomics. Convenio constitución Consorcio CNAG CNAG's commitment to scientific dissemination and the diffusion of the projects and research in which we participate is detailed in the information highlighted on our website, in the projects and events and news section, through the communication section of CNAG's corporate website. https://www.cnag.eu/research/projects https://www.cnag.eu/events https://www.cnag.eu/news Initiative: - Create a communication plan on intellectual property. - Generate a support network for dissemination among R3, R2 and R1 researchers. - Encourage the participation of the CNAG in scientific dissemination actions (e.g. researchers' night).
PILLAR 4 -RESEARCH CAREERS AND TALENT DEVELOPMENT		
17. VALUING DIVERSE RESEARCH CAREERS		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The current selection process is not favorable enough for the selection and further recruitment of researchers with Non-conventional research careers.	Among the selection criteria, different aspects of the candidate's career are evaluated, with scores ranging from 1 to 5 points according to academic record, experience in the sector and position and publications or co-authorships in collaboration

Status		
PILLAR 4 -RESEARCH CAREERS AND TALENT DEVELOPMENT		
18. CAREER DEVELOPMENT AND ADVICE		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	Researchers believe there is no career plan at the institute.	Initiative: - Create a career plan including the possibility of recruiting researchers with non-conventional research careers
19. CONTINUOUS PROFESSIONAL DEVELOPMENT		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	Researchers consider that there is a lack of career development support. Researchers consider that there is no training plan.	TRAINING At present, different training courses are given at an individual level to develop the skills of employees in different areas specific to their jobs, as well as transversal training courses that cover most of the centre's staff. E.g. Language training (English-Spanish, Basic training in PRL, etc). TEACHING The CNAG researchers do not have teaching as part of their conceptual duties. The teaching experiences of the researchers are carried out outside working hours and the CNAG neither takes part in their organisation nor receives any financial compensation for them. Initiative: - Develop the annual training plan. - Create a career plan including appraisals.
20. SUPERVISION AND MENTORING		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The researchers consider that there is no document that establishes the relationship between the supervisor and the supervisee.	RELATION WITH SUPERVISORS The Organisational Chart of the centre, with the different units and lines of command, is hosted on the CNAG website, which is publicly accessible, where all CNAG members can visit and learn about the current departments and lines of command. Initiative: - Sharing the organisational chart and direct line of command. - Include monitoring recommendations in the guide to ethics and good practice.