

ACTION PLAN

HRS4R

CIC ENERGIGUNE

May 2021

1 ORGANIZATIONAL PROFILE

CIC energigUNE is a research center specialized in energy, electrochemical storage (batteries and supercapacitors), thermal energy solutions and hydrogen, a strategic initiative of the Basque Government. CIC energigUNE was born in 2011 to generate excellent research in materials and systems for energy storage. The goal of CIC energigUNE is to maximize the impact on results to the Basque business network being a reference in knowledge transfer.

CIC energigUNE is a private non-profit foundation, located in the Alava Technology Park and a member of BRTA (BASQUE RESEARCH & TECHNOLOGY ALLIANCE). Today, it is considered one of the top 3 reference centers in Europe, thanks to the positioning of its **research lines**, its **research team** and its state of art **characterization, testing infrastructure, and prototyping platforms** that make it the reference laboratory in southern Europe.

Its highest governing body is the **board of members**, made up of public and private entities, which are responsible for reinforcing the possibility of rapid implementation and transmission to society of progress made in the field of research in energy storage.

Intending to be an international reference, the center works in an extensive [network of collaborators](#), which includes platforms, clusters, initiatives, companies, universities, and centers, all references in the international field of energy storage. The objective of these collaborations is to obtain valuable results for both **electrochemical storage applications** and **thermal storage applications**.

2 ACTION PLAN

CIC energigUNE's HR Strategy is available at: <https://cicenergigune.com/en/hrs4r>

The following tables show the 28 actions to be undertaken in this HR Strategy and their current status.

The responsibility to implement each one of them is committed by the General Manager, People Manager, the Scientific Directors (SD), the Business Development Manager, Group Leaders of the two main areas of knowledge: Electrochemical and Thermal Energy Storage Area (EES and TES), Platform Managers (PM) and Research Line managers (RLM).

The people who is identified as responsible in the table will lead the implementation of the action. If necessary, the staff of each department and the working groups will give support to the people in charge.

Nº Action	GAP Principle (s)	Proposed Actions	Responsible Unit	Timing (at least by year's quarter/semester)	Indicator(s) / Target(s)	Current status
I. Ethical and professional Aspects						
1	2	Define and publish an Ethical Code adapted to CIC energigUNE on the basis of the values and behaviours already defined.	Asier Urzelai	1st semester 2021	Published	Completed
2	2	Incorporate in the Welcome Pack a link with the location of the Ethical Code	Asier Urzelai	1st semester 2021	Link in the welcome pack	Completed
3	4	Prepare a poster that will be renewed annually with information regarding the annual fulfillment of the Center's objectives. This poster will be placed on a notice board and/or in common areas.	Nuria Gisbert	1st semester 2020	Poster placed	Completed
4	4	Finish and publish the el Specialisation Plan of EES. (Electrochemical Energy Storage Area).	Nuria Gisbert Raquel Ferret EES Group Leaders	2nd semester 2019	Published	Completed
5	4	Communicate to the Group Leaders and the Platform Managers funding calls of people at least once a year by means of information sheets for each call	Raquel Ferret	2nd semester 2019	Information sheets delivered	Completed

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6	4	Communicate to the Research Line Managers, Platforms Managers and the permanent researchers the future R&D calls at least twice a year, by means of information sheets for each call, which will include the basic information of the call, requirements and due dates as well as the Responsible for the Calls of the Business Development team.	Raquel Ferret	2nd semester 2019	Information sheets delivered	Completed
7	5	Create and incorporate a link in the "Employee portal" in order to provide access to the information. Complement the information collected in the "welcome kit" with an audiovisual presentation that facilitates comprehension	Asier Urzelai	2nd semester 2023	Published	Extended
8	11	Create a working group represented by all levels and diversity of CIC energigUNE in order to improve the Performance Assessment tool.	Asier Urzelai	1st semester 2022	Degree of satisfaction in corresponding items of the biennial survey".	In progress
23	2 & 4	Work on the deployment of the values and culture linked to the new Strategic Plan 2021-2024	Asier Urzelai	2nd semester 2024	Action plan defined	NEW

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24	39	Define procedures to identify and manage key knowledge of CIC members	Mercedes Ellacuría	2nd semester 2022	Procedures defined	NEW
25	4	Implement periodical general meetings about CIC strategy, objectives compliance, key projects...	Nuria Gisbert	2nd semester 2022	Number of meetings held	NEW
26	25	Define and deploy communication channels with ex-CIC members	Mercedes Ellacuría	2nd semester 2022	Communication channels established	NEW

II. Open, transparent and Merit- based selection

9	12 & 13	Incorporate into CIC energiGUNE's talent attraction and development process the periodic internal dissemination of job offers in progress through the Newsletter. When the website is renewed, the job offers will be disseminated through it.	Asier Urzelai	1st semester 2019	Number of internally advertised offers	Completed
10	12 & 13	Employer branding: Include on the website detailed information about the strong points of working at CIC energiGUNE	Asier Urzelai	2nd semester 2019	Published	Completed
11	15	Include an automatic notification for all applicants, according to which only people whose profile fits the job requirements will be interviewed.	Asier Urzelai	1st semester 2019	Published	Completed

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12	21 & 30	Create and publish a guide of good practices for the professional orientation of researchers who finish their contract at CIC energigUNE.	Mercedes Ellacuría	2nd semester 2021	Published	In progress
13	21	Include the promotion policy defined in an accessible place and known to all researchers (internal wiki and so).	Asier Urzelai	2nd semester 2019	Published	Completed
III. Working Conditions and Social Security						
14	25	The General Management is creating a direct channel for regular meetings with Group Leaders. Include an item on the agenda reminding of the necessity to provide feedback to their researchers about their professional career and the evolution of their future prospects.	Nuria Gisbert	2nd semester 2019	Degree of satisfaction of researchers with the transparency of their career plans detected in biennial survey	Completed

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15	25	Establish an Appointment in the Group Leaders 's and People Manager 's agenda 6 months prior the end of the researcher's contract in order to inform them about their future professional career in CIC energigUNE. Exploring the possibility that the People Management application can do it automatically.	Estibaliz Martinez	1st semester 2019	Degree of satisfaction of researchers with the transparency of their career plans detected in biennial survey	Completed
16	26	Make further progress on the definition of professional career options for Laboratory Technicians. Benchmarking the market conditions in the rest of CICs and agents of the RVCTi (Basque Science and Technology Network)	Asier Urzelai	1st semester 2022	Degree of satisfaction of laboratory technicians regarding the transparency of their career plans detected in biennial survey	In progress

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17	28	Training mentoring program for supervisors and doctoral students. This program will include a diagnosis, the drafting of a contract between supervisors and students including objectives for the thesis, periodicity of meetings, dates, etc., as well as indicators for measuring progress.	Nuria Gisbert	1st semester 2021	Degree of satisfaction in biennial survey	In progress
18	34	Prepare procedures and communication channels for the management of complaints and internal conflicts, ensuring the confidentiality and protection of the people involved.	Asier Urzelai	2nd semester 2021	Published and operative	In progress
IV. Training and professional development						
19	36	Organise again the annual "Young Researcher day" in conference format in which CIC energiGUNE students present their work to the whole centre. Evaluating the possibility of inviting their university supervisors to the event.	Iñigo Garbayo, Mikel Arrese-Igor	2nd semestre 2019	Degree of student satisfaction in biennial survey	Completed

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20	36 & 40	Create and publish an internal data bank with the assessment of PhD students on the departments and supervisors in the university they have worked with, so when the new thesis be organized new students can contact with those professors with higher ratings or better fit with the themes of CIC energigUNE.	Mercedes Ellacuría	1st semester 2021	Published	In progress
21	37	Create an internal guideline for the management of the thesis including all the steps to be taken from managing the agreement with the student until the doctorate.	Asier Urzelai	2 nd semester 2021	Published	In progress
22	38 & 39	Include in the Annual Training Plan specific training actions in order to improve the scientific and transversal skills of PhD students: electrochemistry and impedance workshops, characterisation techniques, soft skills, ...	Elena Palomo, Montse Casas, Group leaders, Mercedes Ellacuría	1st semester 2020	Degree of student satisfaction in biennial survey	Completed
27	38	Define actions aimed to improve and take care of mental health issues related to work	Asier Urzelai	2nd semester 2021	Action plan defined	NEW

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28	39	Work on new ways to share CIC's scientific knowledge, research line activities and roadmaps among CIC members	Elena Palomo, Montse Casas	1st semester 2022	Action plan defined	NEW