



SANT PAU
Campus Salut
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Institut
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Sant Pau

Regulations of the Committee for Research Integrity

1

IR SANT PAU



Versions

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Approvals

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1. OBJECTIVES AND SCOPE OF THE DOCUMENT

This document aims to establish the role and functioning of the Committee for Research Integrity of IR Sant Pau (CIR-IR), established by the agreement of the Governing Council of IR Sant Pau on June 15, 2023.

The contents of this document apply to all members of this committee who, prior to their nomination, will sign a confidentiality commitment document.

This Regulation has been drafted in an inclusive non-sexist language; however, any gender-marked noun the Regulation might contain will be understood as an unmarked and inclusive grammatical gender.

2. ABBREVIATIONS

CBPR-IR: Code of Good Practice in Research (*Codi de Bones Pràctiques en Recerca*) IR Sant Pau

CCI: Internal Scientific Committee (*Comitè Científic Intern*)

CIR-CAT: Committee for Research Integrity (*Comitè per a la Integritat de la Recerca*) in Catalonia

CIR-IR: Committee for Research Integrity (*Comitè per a la Integritat de la Recerca*) of IR Sant Pau

RRI-IR plan: IR Sant Pau Responsible Research and Innovation Plan



3. BACKGROUND

The IR Sant Pau approved its first [IR Sant Pau Responsible Research and Innovation Plan¹](#) (RRI-IR plan) on June 9, 2022 and the new [Code of Good Practice in Research IR Sant Pau²](#) (CBPR-IR) on December 12, 2024.

The RRI-IR Plan ethics agenda explains that an Ombudsperson will be nominated and a Committee for Research Integrity (CIR) created, both for the purposes of monitoring and promoting research integrity and avoiding any misconduct in research. On June 9, 2022, the governing council of the Sant Pau Biomedical Research Institute – (now IR Sant Pau) unanimously nominated Prof. Josep Santaló as the IR Sant Pau Research Ombudsperson, at the request of the Institute Management team who will be in charge of leading the launching of the aforementioned Committee.

The Committee for Research Integrity (CIR-IR), established at the initiative of the Director of the IR Sant Pau and nominated by the Governing Council on June 15, 2023, is an independent body serving the scientific community and it has been appointed the committee in charge of monitoring the Integrity of Research and of promoting awareness and internal implementation of the Code of Good Practice in Research within the IR Sant Pau. This committee is responsible for responding to queries or adjudicating in conflicts that may arise from promoting the integrity of research, and managing potential cases of scientific misconduct (see Procedure in cases of suspected misconduct version 1). This committee can also act ex officio.

As a CERCA centre, the functions, rights and duties of the IR Sant Pau CIR are inspired by those described in the Committee for Research Integrity in Catalonia (CIR-CAT).

¹ [IR Sant Pau Responsible Research and Innovation Plan](#)

² [Code of Good Practice in Research IIB Sant Pau](#)



4. COMMITTEE FOR RESEARCH INTEGRITY (CIR)

4.1 Functions of the CIR

- Ensuring compliance with the Code of Good Practice in Research at IR Sant Pau.
- Advising on potential conflicts regarding research integrity that may take place at IR Sant Pau, and drafting the relevant report and sending it to the appropriate person.
- Promoting specific training in the field of good practice in research for senior and junior staff.
- Promoting measures aimed at improving the quality of research.
- Preparing and approving the SOPs for the internal operation of the CIR-IR.

The CIR is responsible for choosing the members who will make up the Preliminary Investigation Commission and the Formal Investigation Commission (see the document *Procedure in Cases of Suspected Misconduct*).

4.2 CIR Members

The CIR is made up of 4 members with recognized authority in their field of expertise who act as adjudicators, the Ombudsperson, who must be an independent person, external to IR Sant Pau, duly qualified and of great personal integrity, who holds the **Presidency**, and the Ombuds Officer, who holds the **Secretariat**.

The Governing Council of the IR St Pau is the body appointing the members of the CIR, upon proposal by the Scientific Director.

When necessary for the correct performance of the functions of the CIR, the person holding the Presidency may invite specialists from certain areas of expertise to intervene in a meeting as advisers to the Committee, acting with a voice, but without a vote. They will all have to sign a confidentiality commitment document before the meeting.



All members of the committee will attend and actively participate in the meetings summoned by the person holding the Secretariat (Ombuds Officer) on behalf of the person holding the Presidency (Ombudsperson).

The status of member of the CIR cannot be delegated and, therefore, the absence of a member cannot be covered by another person.

All committee members are individually committed to the values and goals of the organization by providing adequate time and dedication to fulfil their obligations and to act with integrity by declaring any personal conflicts of interest they may incur and acting accordingly.

4.3 Responsibilities of the Presidency of the CIR-IR

The CIR-IR will be chaired by the Ombudsperson by right linked to the position. This figure is designated by the Management of IR Sant Pau and ratified by the governing council.

The Presidency of the CIR-IR has the following functions:

- Chairing the IR Committee for Research Integrity (CIR-IR).
- Acting on behalf of the CIR-IR.
- Acting as a mediator in conflicts related to research integrity between the parties involved.
- Summoning ordinary and extraordinary meetings.
- Setting the agenda for each meeting.
- Chairing the meetings and ensuring their proper functioning.
- Ensuring compliance with internal procedure rules.
- Suspending meetings for a justified reason.
- Together with the Secretariat, assessing reports of suspected scientific misconduct, and deciding whether a Preliminary Investigation is necessary by the SOP (*Procedure in cases of suspected misconduct* version 1).
- Informing the rest of the CIR members of the decision taken regarding the Preliminary Investigation.



- Acting as a mediator between the IR Sant Pau research staff identifying potential scientific misconduct and any person suspected of this misconduct.
- Ensuring independence from other institutional bodies.

The term “Scientific misconduct” refers to those behaviours defined as such in the IR Sant Pau CBPR.

In the event of absence, vacancy, illness or any other justified reason, the person holding the Presidency will be temporarily replaced by the CIR-IR person with the longest professional career.

4.4 Responsibilities of the Secretariat of the CIR-IR

The functions of the Secretariat of the CIR-IR or Ombuds Officer are carried out by a person appointed by the Directorate of the IR Sant Pau, and his responsibilities are:

- Summoning the meetings by order of the Presidency with date and agenda.
- Providing the members of the committee with the information necessary for the performance of their duties.
- Preparing the draft minutes of the meetings for approval, if necessary, at the beginning of the next meeting of the CIR.
- Providing safe custody of and filing documentation related to the CIR-IR in electronic format.
- Following up on agreed decisions and their implementation.
- In the event of receiving a report of suspected misconduct by email (ombudsperson@santpau.cat) either by a whistle-blower or by the person holding the position of Manager of the Compliance Commission (see document *Institute Compliance Plan*), acknowledging receipt of the notification report and ensuring the information is complete by the SOP (*Procedure in cases of suspected misconduct*).
- Together with the Ombudsperson, assessing reports of suspected scientific misconduct, and deciding whether a Preliminary Investigation is necessary by the SOP in cases of suspected misconduct at IR Sant Pau.



- Ensuring that the implementation of the necessary communication acts.
- Issuing the relevant resolutions.
- Taking minutes of each session and sending a draft of the minutes by electronic means to the members of the Committee, so they can review them. Without prejudice to their formal approval during the subsequent session, the Secretariat must set a deadline for sending comments or amendments in writing by the same electronic means.
- If the sessions are audio recorded or captured in documents in electronic format, they must be preserved in such a way as to guarantee the integrity and authenticity of the corresponding electronic files and access to the members of the Committee.

In the event of absence, vacancy, illness or any other justified reason, the person holding the Secretariat will be temporarily and on a rotational basis replaced by the CIR-IR person, in the first turn, with the shortest professional career.

4.5 Members' rights

CIR-IR members have the following rights:

- They can receive the calls for meetings.
- They can participate in the meetings discussions.
- They can make requests and questions.
- They can receive training in bioethics and scientific ethics.
- They can exercise their right to vote and, if they do not agree with the majority, leave a record of their dissenting vote in writing within 72 hours or abstain in relation to an adopted agreement, as well as express the reasons that justify the meaning of their vote.



- They can obtain the precise information to fulfil their assigned functions, including access to the minutes in electronic format to consult the content of the agreements adopted, as per article 20.4 of Act 26/2010, dated August 3³.
- They can submit an inclusion of subjects to be discussed in the agenda.
- They can recommend, together with other CIR members, callings for extraordinary meetings of the Committee.
- They can propose to the Presidency amendments to this Regulation.

None of the CIR-IR members (4 adjudicators, the President and the Secretary) will be able to exercise these rights when there is a conflict of interest. For this purpose, members must proceed according to the provisions of this Regulation in relation to abstention.

4.6 Members' duties

CIR-IR members have the following duties:

- They must attend the meetings to which they are called and participate actively.
- They must adapt their conduct to the provisions of this Regulation and other legal provisions.
- They have a duty of confidentiality.
- They have a duty to declare a member's foray into a conflict of interest and act accordingly.
- They must abstain if there is a of conflict of interest.

In the cases indicated in article 23 of Act 40/2015, dated October 1,⁴ or when a conflict of interest occurs, defined as a risk situation in which a person's individual interest may interfere with the appropriate exercise of their professional discernment on behalf of

³ <https://portaljuridic.gencat.cat/eli/es-ct/l/2010/08/03/26>

⁴ https://www.boe.es/boe_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10566-C.pdf



another who, legitimately, relies on that judgement, the affected members must refrain from intervening in the procedure and must immediately notify the Ombudsperson so a resolution can be reached.

The Ombudsperson can order the member concerned to abstain from any intervention in the file relating to the matter on which the conflict of interest arises. The abstention must be carried out by leaving the room or by cutting the telematic connection while the aforementioned matter is being debated; the member can rejoin the meeting once that matter has been resolved. This will be duly reflected in the minutes of the relevant meeting.

Only by decision of the Ombudsperson, after listening to the rest of the Committee, the affected CIR-IR adjudicator may have a voice, but not a vote, in the deliberation of the matter on which the conflict of interest arises.

In the event of 2 unjustified absences of a CIR-IR adjudicator, the person holding the Presidency must inform the person who appointed the adjudicator with prior communication to the affected person, and the replacement procedure must be initiated in which the person who appointed them will propose a new person as an adjudicator.

4.7 Calls for meetings

CIR meetings will be called by the Secretariat on behalf of the Presidency at least 15 days in advance, or 3 days if it is urgent. The call will specify the format (face-to-face or online), the date, the time, and the place (or it will provide an electronic link if it is an online session.)

The CIR will meet at least once a year in an ordinary session.

Extraordinary meetings will be held at the initiative of the person holding the Presidency or when requested by a minimum of 2 Committee adjudicators.



4.8 Necessary quorum and decision-making

The presence of a minimum of 4 members will be required to constitute the CIR in the first call and 3 members in the second call.

The Committee's decisions will be taken by a simple majority (half plus 1) of the votes cast by the attending members, not counting abstentions, blank votes, or void votes, except as provided in article 18.4 of Act 26/2010, dated August 3. In the event of a tie vote, the vote of the person holding the presidency will be considered to have the quality to undo it, according to the provisions of article 19.1 of Act 26/2010, dated August 3.

The agreements adopted by the CIR-IR are effective from the moment they are approved.

4.9 Amendments to this Regulation

Any of the CIR-IR members can propose an updating of this Regulation. The updating must be requested by the holder of the Presidency and must be part of the agenda of the relevant call.

The newly articulated text must be evaluated and voted on during the session. For the amendment to prosper, the favourable vote of the absolute majority of the CIR-IR members is required.

Articulated proposals for amending the Regulation cannot be declared as an urgent matter.

4.10 Contact

You can contact the IR Sant Pau CIR at the address: ombudsperson@santpau.cat



5. ASSOCIATED DOCUMENTS

- IR Sant Pau Responsible Research and Innovation Plan (Version 1)
- IR Sant Pau Code of Good Practice in Research (Version 5)
- IR Sant Pau Procedure in cases of suspected misconduct (Version 1)
- Confidentiality commitment document



6. REFERENCES

1. IR Sant Pau Responsible Research and Innovation Plan (2022)
2. IR Sant Pau Code of Good Practice in Research (2022)
3. Act 26/2010, dated August 3, on the legal regime and procedure of the public administrations of Catalonia (<https://portaljuridic.gencat.cat/eli/es-ct/l/2010/08/03/26>)
4. Act 40/2015, dated October 1, on the legal regime of the public sector (https://www.boe.es/boe_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10566-C.pdf)

7. TRANSITIONAL PROVISION

The composition of the CIR-IR Sant Pau is equal in terms of gender, and the duration of the members in the position will be 3 years, renewable if it is considered so, for a maximum of one more term. The renewal will be done in halves to guarantee a continuity in the development of the members' functions, so that once the mandate has ended, after three years, half of the CIR-IR members will have to leave, and the rest will be able to remain in their positions for a second term.