



2017

INSTITUT GUTTMANN

2017 ANNUAL REPORT

CORPORATE SOCIAL RESPONSIBILITY REPORT

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PRESENTATION

We are pleased to present the **2017 SOCIAL REPORT of the INSTITUT GUTTMANN** which includes the **CORPORATE SOCIAL RESPONSIBILITY REPORT**, compiling the main activities that have taken place throughout the financial year with the aim of promoting the institute's objectives in accordance with the "2014-2020 Strategic Plan" that we adhere to, and of which we have already satisfactorily achieved two thirds.

The scope and complexity of the information the document contains, and the convenience of offering it in the most agile and interactive way possible has led us to publish it in its entirety in a digital format, available through our website.

Two things took place in 2017 that, in our way of seeing things, stand out as being particularly relevant to the social commitment of our foundation and the high standards set by our members of staff themselves to work towards this. We are referring to obtaining the **official accreditation in Corporate Social Responsibility (IQnet-SR10)**, and to passing the self-assessment audit of the **Balance Sheet of the Economy for the Common Good** with a score of 693 out of 1,000, one of the highest in the whole of Spain. These are two initiatives that culminate in our project to implement an integrated system to manage our social responsibility that, over time, we will have to carry out with adaptations and innovations that allow us to fulfil our purpose to serve the community better and more effectively and to set an example in this regard.

As becomes clear throughout the document, in 2017 we made significant progress in achieving the objectives that we had set for the year in terms of care, science and social matters, as well as those concerning the governance and management of the organisation itself, and in which, in addition, we have obtained a satisfactory economic result that has allowed us to meet our commitment to increase salaries for our professionals, albeit slightly, after a long period of enforced payment freezes due to the impact of the serious economic crisis suffered. With regard to public budgets, the effects on our foundation have still not been reversed.

This has been a year in which we have been able to continue making progress in the clinical leadership of our hospital as an international reference centre in specialised, personalised, comprehensive and intensive neurorehabilitation, whilst reinforcing our position as an international centre for the generation and transfer of

knowledge in the field of neuroscience in general and neurorehabilitation in particular. We have also received two new distinctions in this field: the "EURECAT 2017 Innovative Research Centre Award" granted by the Technological Centre of Catalonia, and the "Award for Innovation in Management 2017" given by the Unió Catalana d'Hospitals in the Strategic Alliances category of the 8th year of these awards.

It has been a year in which we believe we can feel genuinely proud of the work we have done, and in which, **once again, the human factor has been the key element for the success of our organisation**; an organisation that is fortunate to have such a fantastic team of competent, responsible professionals who are committed to the Institut Guttmann, the values it represents and the goals it pursues.

We cannot fail to mention the invaluable collaboration of the many "Friends of the Institut Guttmann" who, with their generous and continuous support, as well as their availability and enthusiasm, help us to develop the objectives we set ourselves day by day, especially those that are more ambitious and innovative like the new **Guttmann Barcelona**, to which we have given a considerable boost. We also enjoy the extraordinary cooperation of federations and associations for people with disabilities, especially those that have a presence on the Institut Guttmann's Social and Participation Council. Their support and guidance are absolutely essential to help preserve and keep up-to-date the institute's mission of providing service to people.

Of all the activities carried out in 2017, the following are worth highlighting as being particularly relevant:

In the healthcare field,

- We continued working on the design, development and implementation of the "Patient Quality and Safety Management System" across the entire organisation, in order to promote excellence from a process-focused perspective.
- The policy of total quality has continued (ISO14001 and EMAS, occupational risk prevention and data protection audits, monitoring of the AQU accreditation of our university master's degrees and of the requirements placed upon the institute as a Centre of Reference for Spinal Cord Injury (CSUR) and preparation for the fourth reaccreditation of Joint Commission International for 2018).
- The contract with CatSalut has been extended with a new technique for the implementation

of diaphragmatic pacemakers for quadriplegic patients with assisted breathing, and with the incorporation of two new community care programmes managed by the Specialised Assessment and Support Team (EASE).

- The activity of other sources of funding, both in the hospital and in GNPC® has continued to be promoted, working in particular to adapt to the new regulations and collaboration agreements with mutual insurers for traffic accidents (UNESPA) and with mutual insurers for workplace accidents. Advances have also been made in the promotion of international activity, especially in the East and the Persian Gulf.
- We have modernised the rehabilitation area through the acquisition of state-of-the-art technologies, while actively participating in the usability tests of prototypes arising from different Spanish and international research projects (sensorised sleeve, WAY project...).
- The pilot programme of the Catalan Expert Carer Programme for family members of people with brain injury got underway. This is a programme from the *Departament de Salut* which is led by the Institut Guttmann and is pioneering on a local and international level.
- The project "La Voz del Paciente" (The Patient's Voice) was launched, with work groups for patients and family members. The idea behind the project is to open up a space for listening, understanding and sharing both what they value positively about our care process and what they think can be improved.
- In terms of our health and social care activity, the activity of the EASE has increased, providing coverage to a greater number of people with disabilities and their families in the field of reintegration into their own social and domestic environment, guaranteeing the suitability of care and coordination between the primary care team and their corresponding reference hospital. We have increased the number of staff, meaning that we have risen from 429 cases attended in 2016, to 698 in 2017.

In the areas of research, innovation and teaching,

- Our research and innovation programmes have been reformulated, favouring a cross-cutting approach and intensifying their orientation towards clinical translation. At the same time, we should also highlight the presentation of the "Barcelona Brain Health Initiative" project, which receives support from the Social

Programme of "La Caixa" and the Fundació Abertis.

- In total, 24 projects have been submitted to public calls addressed to different Spanish and international organisations. Of these, 6 have achieved a favourable response (25%).
- We have published 32 indexed articles in specialised publications with an accumulated impact factor of 88.05 and of which 8 are in journals from the first quarter (Q1).
- We have worked with the *Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS)* as part of our involvement in the "European Innovation Partnership on Active and Healthy Ageing" programme (EIP-AHA) to promote active and healthy ageing and prevent cognitive deterioration through cognitive stimulation, based on the activities offered through the GNPT®.
- We also participated in the WHO meeting "Rehabilitation 2030: A Call for Action" at the organisation's headquarters in Geneva, moving forward within the cooperation framework of the Institut Guttmann with the WHO on the subject of neurorehabilitation.
- We have taken part in several Spanish and international forums, of which we highlight: (i) 1st Healthio fair (Innovation and Health) at the Fira de Barcelona; (ii) 22nd RIMS World Conference, with the theme "Shaping the future of MS Rehabilitation"; (iii) 9th CEA Symposium on Bioengineering "Brain-Machine Interfaces. Neurotechnology for Assistance and Rehabilitation"; (iv) the B.DEBATE "International Center for Scientific Debate Barcelona", held at CosmoCaixa and with the title "Integrative Societies and Disability: Open and Smart cities from social sciences", an initiative of Biocat and the Social Programme of "La Caixa" with scientific leadership from the Institut Guttmann and the Institute of Government and Public Policies (IGOP).
- Regarding the teaching programmes of our University Institute attached to the UAB, in 2017 74 students took the University Master's Degree in Neurorehabilitation (120 ECTS), 51 the Master's Degree in Neuropsychological Rehabilitation and Cognitive Stimulation (60 ECTS), 77 students have followed different teaching programmes on the postgraduate courses accredited by the UAB, and 2 students have enrolled in the "Expert in Neurorehabilitation" programme.
- Within the practical training linked to resident intern programmes, the institute helped train

25 resident intern consultants in physical medicine and rehabilitation, 1 consultant in neurology, 1 consultant in orthopaedic surgery and traumatology and 1 resident intern psychologist.

In the field of social activity,

- The institute continued working with associations for people with disabilities, especially those that are part of its "Social and Participation Council". It has therefore worked with MIFAS, ASPID and ECOM for the B.Debate conference, at the ASPAYM annual conference, with AMIDA from Andorra, TRACE and ACAEBH; it has also actively participated as a member of ECOM Catalunya's Board of Directors and various work groups.
- The SiiDON initiative, a service offering comprehensive information on neurological disabilities, was launched and presented. It includes the "Santi Beso Arnalot Documentation Centre", a collaborative web platform that was created with the aim of becoming the benchmark portal offering information, resources and services related to different areas of disability.
- The new website of the "Friends of the Institut Guttmann" has also gone online, where visitors will find information and a meeting space that is more interactive, dynamic and modern.
- In the publishing area, issues 94, 95 and 96 of the magazine "Sobre Ruedas" have been published; the 2nd volume of the "Social Innovation and Disability" collection was published, this time focusing on the theme "Empowerment and Personal Autonomy", and Bloc 22 was published: "Children with cerebral palsy: A guide for parents".
- We held the 29th Technical Symposium of the Institut Guttmann in April in the ONCE Auditorium on the theme "Neuropsychology and school: Modelling the brain". Dr. Brian E. Kolb and Dr. Adele Diamond, both internationally-renowned key figures in this field of neuroscience, were the special guests at the symposium, which was attended by about 300 professionals.
- We have collaborated with FC Barcelona's "Masía Solidaria" project to contribute in training La Masía players in values such as overcoming adversity, effort, motivation and commitment with social realities different to their own.
- UNICEF and the Fundación Abertis presented the "Rights of Way" campaign in collaboration

with the Institut Guttmann. The project aims to implement programmes to prevent children in developing countries from being hurt in road accidents. The Institut Guttmann will send a multidisciplinary clinical team to offer its experience and good practice in dealing with neurological injuries.

- We should draw attention to the consolidation of innovative initiatives in the field of social activity, such as the "Sports&Life Guttmann Club", "Dofins de Colors" and "Camp Spinal H2O" among others, with a very good reception and high participation results.

Other interesting projects:

- The construction of the new Guttmann-Barcelona, which progressed steadily during the year, has continued apace, despite the inevitable alterations in the initial schedule. Likewise, intense work has been done to design the care on offer, both in terms of the future neuro-clinic, and on building apartments to help promote independent living. The project is gradually starting to be publicised.
- We have continued in our commitment to the Guttmann, NeuroPersonalTrainer® platform, and have implemented its first multi-device version in the field of adult ABI, with 108 tasks and new designs and functionalities. Use of the application is growing steadily; it is already available in over 110 centres in Spain and is expanding in countries like the US, Russia, Mexico, Argentina, Colombia and Costa Rica.

This has been a year in which we have strived to work with the strength and passion that characterises us, with the pride of feeling that we are of use and with the conviction that we are fulfilling our institute's mission and thereby contributing to our country's progress.

To all the people who have helped us drive these initiatives forward: professionals of the institute and people who work with it, patients and their families, members of the Social and Participation Council, associations of people with neurological disabilities, public authorities, and all individuals, institutes, entities and companies involved in the "Friends of the Guttmann Institute" initiative... many, many thanks to each and every one of you; none of this would have been possible without you.

FUNDACIÓN INSTITUT GUTTMANN



INSTITUT GUTTMANN, SOCIAL ENTERPRISE



INSTITUT GUTTMANN

The **Fundación Institut Guttmann** is a private, non-denominational, non-profit entity. It was established in 1962 with registration number 189 in the Register of Private Foundations of the Department of Justice of the *Generalitat de Catalunya*.

MISSION

As a highly specialist hospital, its mission is, at all times, to provide the very best specialist medical care and rehabilitation in an integrated, sustained, personalised manner to the highest humanitarian, scientific and technical standards. **Centre of excellence**

As a university hospital, its mission is to undertake academic, scientific and research and innovation issues in the field of neuroscience in general and in neurorehabilitation and personal autonomy technologies in particular. **Centre of knowledge**

As a social enterprise, its mission is to further equal opportunities for people with disabilities, by driving and developing activities relating to prevention, social and health care, outreach and social awareness. **An organisation with a commitment to society**

The Institut Guttmann is a non-profit organisation whose main purpose is to develop, implement and achieve the comprehensive rehabilitation of people affected by spinal cord injury, acquired brain damage or other neurological disabilities, to carry out research and teaching in this area of neuroscience and to give patients the best support and services possible to help them reintegrate into society to a satisfactory level, as well as to promote full recognition of their rights and equal opportunities."

Article 7 of the *Fundación Institut Guttmann's* Articles of Association

GOVERNING AND MANAGEMENT STRUCTURE

The foundation's Board of Trustees

The Board of Trustees is the highest body of government and representation of the foundation. It is responsible for safeguarding, interpreting and developing the foundation's aims as expressed in its articles of association.

Members of the Board of Trustees

Mr. Francesc Homs i Ferret	Chair
Mr. Salvador Alemany Mas	First Vice Chair
Ms. M. Carmen Mur Gómez	Second Vice Chair
Mr. Josep Arcas Romeu	Secretary
Ms. Núria Basi Moré	Member
Mr. Albert Carbonell Quer	Member representing the Social and Participation Council of the Institut Guttmann
Mr. Antoni Esteve Cruella	Member
Mr. Josep Giralt Lladanosa	Member
Mr. Xavier Grau Sabaté	Member designated by the Fundación ONCE
Mr. José M. Plaza Lozano	Member
Ms. Dolors Sabater i Puig	Member appointed by Badalona City Council
Mr. Josep M. Solé Chavero	Member representing the Social and Participation Council of the Institut Guttmann
Ms. Mònica Terribas Sala	Member
Mr. Miquel Vilardell Tarrés	Member

Social and Participation Council

The Institut Guttmann created the Social and Participation Council in 2004 to reinforce its social commitment to people with neurological disabilities, whilst promoting greater interaction and cooperation with associations who represent them. This initiative favours the participation and collective responsibility of all stakeholders involved in carrying out the foundation's activities. Its main purpose is to identify emerging needs, propose new initiatives, and collaborate in taking decisions that the Board of Trustees submits for its consideration. The Chair and Vice Chair of the Social Council are also members of the foundation's Board of Trustees.



The composition of the Council

▶▶ Association representatives

Ms. Bibiana Bendicho Latre	President of ASPID, Lleida Association of Paraplegics and the Physically Disabled
Mr. Albert Carbonell Quer	Vice Chair of the Council. President of MIFAS, Girona Association of the Physically Disabled
Mr. Antonio Reyes Chica	President of ASPAYM Catalonia, Association of Paraplegics and the Severely Disabled of Catalonia
Mr. Luciano Fernández Pintor	President of FEDACE, Spanish Brain Injury Federation
Ms. Agustina Grandvallet	President of AMIDA, Association of People with Disabilities of Andorra
Mr. Antonio Guillén Martínez	President of the Confederation ECOM Catalunya
Mr. Blas Membrives Moya	President of the Catalan Association "LA LLAR" for people affected by multiple sclerosis
Ms. Arantxa Ormazábal	Representative of ACAEBH, Catalan Association of Spina Bifida and Hydrocephalus
Ms. Elena Ortega Alonso	Manager of PREDIF, State Platform for the Physically Disabled
Ms. Rosa Sanvicens Oliveras	President of TRACE, Catalan Association of Traumatic Brain Injury and Brain Injury Sufferers)
Mr. Jordi Ullés Capsir	President of APPCat, Polio and Post-Polio Association of Catalonia

▶▶ As professional experts

Mr. Quim Bonaventura Ayats	Expert, former member of the boards of MIFAS, ECOM, COCEMFE, CERMI, and ex-councillor of Girona
Mr. Josep M. Bosch Vidal	Secretary of the Council. Lawyer, expert in health law and personal data protection
Ms. Dolors Colom Masfret	Expert in social work for health and director of the magazine Agathos
Mr. Josep M. Solé i Chavero	Chair of the Council. Lawyer, expert on social issues and director of the Fundació Tutelar of the Girona region.
Mr. Joan Subirats Humet	Professor of political science and researcher with IGOP
Mr. Antoni Vilà Mancebo	Law graduate, expert in social policy

▶▶ Representatives of government agencies

Mr. Roger Cuscó Segarra	Head of Sectoral Programmes of Programming and Assessment of ICASS, Departament d'Afers Socials, Treball i Famílies de la Generalitat de Catalunya
Ms. Aurora Dueñas Molins	Director of the Barcelonès Nord and Maresme/Vallès Oriental districts of the Servei Català de la Salut, Departament de Salut de la Generalitat de Catalunya
Ms. Carme Riu Pascual	Member of the Governing Council of the Municipal Institute for People with Disabilities of the City of Barcelona
Mr. Francesc Ribot i Cuenca	Councillor for "Inclusive and Fair Badalona", Ajuntament de Badalona

▶▶ Institut Guttmann representatives

Ms. Montserrat Bernabeu Guitart	Care Director
Ms. Montse Caldés Santamaría	Manager
Mr. Àngel Gil Origuén	Social Responsibilities Advisor
Mr. Xavier Pallàs García	Chair of the Works Council
Mr. Josep M. Ramírez Ribas	Director
Mr. Josep M. Tormos Muñoz	Research Director
Mr. Joan Vidal Samsó	Education Director
Ms. Mercè Yuguero Rueda	Social Work Coordinator

Institut Guttmann - UAB Joint Committee

This is the planning and monitoring body for the academic and scientific activities of the University Institute of Neurorehabilitation. It is formed by three representatives of the Institut Guttmann and three from the University, in order to coordinate the relationship between the two entities.

The composition of the Joint Committee is published on the institute's website.

Management Team

Formed by professionals in charge of the main areas of the organisation, this team is responsible for defining and enhancing the organisational culture, driving strategic plans and leading activities that derive from the Board of Trustees' specific mandate. In statutory terms, the Managing Director is the foundation's top executive.

Additionally, to fulfil and develop the organisation's Strategic Plan in the most transparent and efficient way, as well as speed up decision-making and implementation, the institute is structured into different committees and commissions designed to monitor specific topics.

Dr. Josep M. Ramirez Ribas	Director
Dr. Montserrat Bernabeu Guitart	Care Director
Ms. Montserrat Caldés Santamaría	Manager
Dr. Joan Vidal Samsó	Education Director
Mr. Josep M. Tormos Muñoz	Research Director
Dr. M. Victòria Amargós Maronda	Care Coordinator
Ms. Antonia Enseñat Cantallops	Head of NeuroPsychoSocial Rehabilitation
Ms. Marta García García	Head of Nursing
Dr. Josep Medina Casanovas	Head of Functional Rehabilitation
Ms. Maria Esteve Schelske	Economic and Financial Director

The composition of the foundation's governing bodies and management structures can be consulted online on the institute's website.

FUNCTIONAL ORGANIGRAM

A COMMITMENT BEYOND CSR

As a private foundation, the Institut Guttmann is accountable to the Protectorate of Foundations, a body of the *Departament de Justícia de la Generalitat de Catalunya* concerned with guardianship, control and supervision, as well as the *Departament de Salut* and the Finance Ministry of the Spanish Government.

Human relationships play a key role in the development of the institute. Respect, dignity, trust, integrity, autonomy and non-discrimination are core values that the Institut Guttmann takes into account in all its activities.

The year 2017 represents a strategic step forward for the institute's Corporate Social Responsibility, with the Board of Trustees having approved a single document that converts the cross-cutting policy of the entire organisation and from which the three-yearly plans and annual programme of objectives/ goals are derived.

In line with the objectives of the foundation, the Institut Guttmann's Corporate Social Responsibility Institutional Policy is now the document that expresses the will, objectives, orientations, strategies and continuous action of the Fundació Institut Guttmann's Corporate Social Responsibility and Compliance management system, based around voluntary involvement and going beyond that established by current legislation.

The Institut Guttmann maintains lawful, ethical and responsible behaviour that it promotes within all the relationships it has established, and that is reported annually in this Social and Corporate Social Responsibility report.

THE PRESENT REPORT

The desire to continue making progress on transparency and good governance led the Institut Guttmann to present its first Corporate Social Responsibility Report in 2016, corresponding to the financial year 2015. Now two years ago, this document was included in the Annual Social Report that the institution was already publishing annually. We now have a single document that includes all annual activity carried out within the framework of Corporate Social Responsibility, an umbrella under which the institute works in all its areas.

This document is based on the Global Reporting Initiative model (Core version) and is adapted to the revision of indicators it established in 2017. The working group that produced the document is made up of people from different areas: care, communication, human resources, general services, the economic and financial department, quality and management of the foundation. The consultancy firm INGECAL has supervised the most technical and methodological areas.

The report covers all the activities of the Institut Guttmann in 2017 without limitation of scope. The identification of material aspects has always been in accordance with the nature of the activity and interest groups. The report is based on what was defined in the current "Strategic Plan of the Institut Guttmann 2014 - 2020", and has followed social (people and commitment to the community), economic and environmental frameworks, complying with the indicators established in the GRI model.

Sustainable Development Goals

The Fundació Institut Guttmann, as an entity that adheres to the United Nations Global Compact, committed to its principles and sustainability goals, wanted to carry out an analysis of its Corporate Social Responsibility according to these indicators. Therefore, after a detailed study, the CSR Commission concluded that those SDGs (Sustainable Development Goals) in which the Institut Guttmann contributes more prominently with the implementation of its activity, are:



As a Specialised Neurorehabilitation Hospital, the Institut Guttmann is a Spanish and international centre of reference in its specialty. The healthcare activity of the Institut Guttmann is characterised by the effectiveness of its rehabilitation treatments, with the results of the healthcare process being backed by scientific evidence, the protocolisation of its procedures (always in relation to international measurement data) and the monitoring of our patients.

We also contribute actively, and through our social activity, to the prevention and reduction of traffic accidents, as well as to treating the consequences derived from these accidents to the best of our ability.



The Institut Guttmann has been working intensively for equal rights and equal opportunities for people with disabilities for over 53 years. To this end, we work closely with associations for people with disabilities. In fact, the institute's Social and Participation Council, made up of representatives of our main associations and advisory governing body, helps us to promote and carry out relevant projects to encourage empowerment and personal autonomy.



The Guttmann - Barcelona project is an initiative that is directly aimed at achieving this objective: making cities accessible, inclusive, safe, resilient and sustainable. With this initiative, the Fundació Institut Guttmann will take its commitment to people a step further, favouring the development of an independent and autonomous life, which in turn respects people's own lifestyle and their decision-making capacity.



The Institut Guttmann enjoys EMAS and ISO14001 accreditation, being an example of a health organisation that has incorporated a series of measures to help protect the environment, and that also raises awareness amongst the people it deals with of the importance of contributing to mitigating climate change.



The Fundació Institut Guttmann is a solid, reputable institution that is respected for having spent 50 years working for people and providing an example of responsibility, transparency and good governance. The institution uses an independent firm to audit its accounts annually, in order to guarantee the correct management of its wealth; it operates a policy of information transparency through its Social Report and the Transparency and Good Governance Portal available on the website. Additionally, we are working on the implementation of Legal Compliance in the organisation.

COMMUNICATION WITH STAKEHOLDERS

The Institut Guttman uses a communication system that guarantees the development of a direct, fluid and two-way circuit of information with all stakeholders (detected and analysed).

Internally, these channels of communication allow all members of staff to carry out their work better and more effectively, generating and strengthening their sense of belonging to the organisation, as well as helping them feel more committed to the institute's goals. Externally, communication is a first-class tool to help detect, plan and satisfy internal and external information needs, working to improve the institute's fame, social prestige and reputation, and creating partnerships with the society around it, especially with the specific groups with which the organisation relates.

In 2017, we carried out surveys with the different stakeholders, obtaining assessments and comments that has made it possible to analyse and evaluate opportunities for improvement. In general, on concepts related to social responsibility, the Institut Guttman was rated higher than or equivalent to the relevance attributed to it. It should be noted that over 57% of the staff have taken part in the surveys.



Stakeholders		Frequency	Registration
Governing and management	Board	Six-monthly	Meeting minutes Reports Surveys CSR Report
	Management team	Monthly	Meeting minutes Reports Surveys
Customers	Patients and their families	Yearly/ Periodical	Website email Surveys CSR Report
	Insurers, public or private	Yearly/ Periodical	Meeting minutes Website email Surveys CSR Report
	Students/People in training	Yearly/ Periodical	Website email Surveys CSR Report
Professionals and co-workers	IG Professionals	Yearly/ Periodical	Meeting minutes Website email Surveys CSR Report
	External professionals	Yearly/ Periodical	Website email Surveys CSR Report
	Researchers and professionals from other centers > 3 months		
	Volunteers and other unpaid collaborators > 3 months		
Providers	Clinical and professional services companies	Yearly/ Periodical	Website email Surveys CSR Report
	Outsourced companies		
	Technology supplier companies, sanitary material, drugs...		
	Consulting firms		
Civil society	Social and Participation Council, Associations of Persons with Disabilities	Six-monthly	Meeting minutes Reports Surveys CSR Report
	Friends of the Institut Guttmann	Yearly/ Periodical	Website email Surveys CSR Report
	Scientific advisers, collaborating companies, Universities	Yearly/ Periodical	Website email Surveys CSR Report
Strategic Partners	Other Strategic Partners	Yearly/ Periodical	Website email Surveys CSR Report
	United Nations Global Compact	Yearly	CSR Report
	Global Reporting Initiative GRI		
	Economy of the Common Good		
Public administration	Central, regional and local Administrations	Yearly/ Periodical	Website email Surveys CSR Report

MANAGEMENT MODEL

The Institut Guttmann continues to promote its management model based on, among other aspects, a **policy of total quality** which, with the involvement of all its employees and partners, always orients the organisation towards excellence and efficiently and effectively meeting its institutional goals. Its quality policy focuses on continuous improvement of the safety of its patients, increasing the quality of its care services and favouring its excellence as an organisation.

In 2017, the institute worked on its continuous improvement plans in accordance with its ISO14001, EMAS, Occupational Risk Prevention and Data Protection certifications, as well as on monitoring the AQU accreditation of the university master's degrees and the requirements placed upon the institute as a Centre of Reference for Spinal Cord Injury (CSUR).

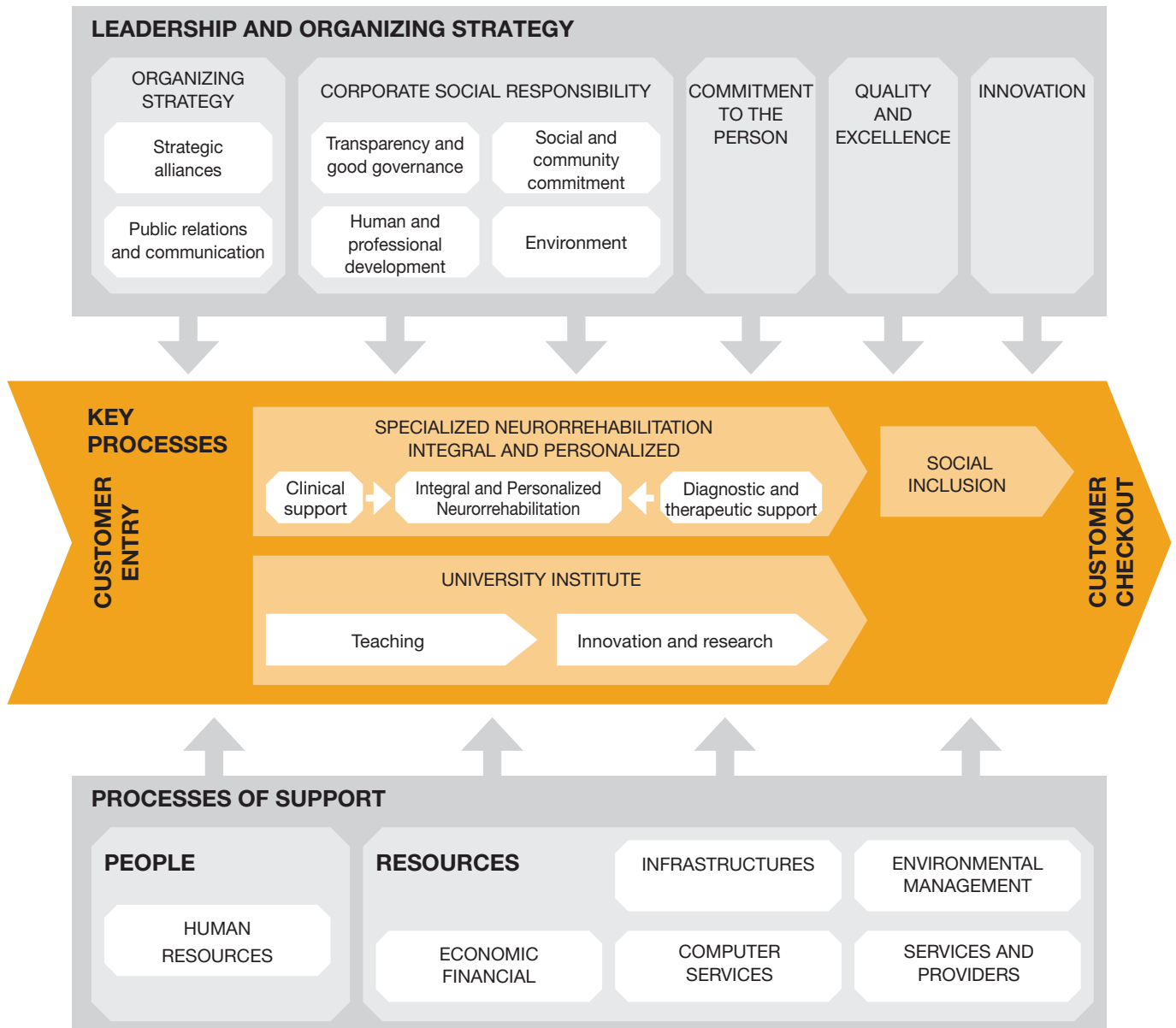
The Corporate Social Responsibility management system, implemented in a project that establishes the CSR Policy as one of the main hubs of the organisation and makes responsibility and responsible behaviour the basis for all the actions of the Institut Guttmann, received its certification in 2017, and its IQnet SR10 accreditation was resolved favourably.



PROCESS MAPPING

In 2017, we worked on the design, development and implementation of the new patient Quality and Safety Management System (QMS) across the entire organisation, which promotes the achievement of excellence from a process-focused perspective. The implementation of a new document manager has aided the development process.

In February, the Management Committee of the Fundación Institut Guttmann approved a new map that permits the different subprocesses to be specified, as well as the individuals responsible for each one.



The new Quality Management System (QMS) revolves around 4 areas which are being deployed in the hospital gradually and simultaneously through 4 projects:

- ▶▶ Design, development and implementation of a **Document Manager** for processes and the integration of accreditation.
- ▶▶ Redefinition of the **Participatory Committees** and creation of security improvement groups in coherence with the processes, in order to improve participation and promote the dissemination of quality in the hospital.
- ▶▶ Design, development and dissemination of results through the **Integrated Management Information System (SIIG)** that aims to incorporate and structure all the information generated by the organisation, guaranteeing the quality of the information, as well as its reproducibility, accessibility, sustainability and transparency.
- ▶▶ Integration of **Accreditations, Certifications and External Requirements** in the new Document Manager and SIIG and Improvement Committees / Groups.



DIALOGUE AND STRATEGIC ALLIANCES

The Institut Guttmann establishes alliances and formal agreements with other institutions, entities and/or companies with similar or complementary objectives to its own, in order to undertake and develop its fundamental objectives better. At the last review in 2017, the organisation had established a total of 187 agreements distributed across its different areas of action:

AGREEMENTS - EA

	NO.	%
Care	49	26%
Research	48	26%
University and Teaching	28	15%
Applied innovation (Guttmann, NeuroPersonal Trainer®)	29	15%
Social Council, Associations and Others	33	18%
TOTAL	187	












Amongst these alliances, we could highlight cooperation with a large number of associations for people with neurological disabilities to whom the Institut Guttmann dedicates its institutional objectives. Some of them are part of the Social and Participation Council, and are therefore actively involved in defining the institute's operational objectives and improving internal processes.

The Institut Guttmann bases its alliances on the tenets of fairness and transparency that pursue its institutional objectives and seek mutual benefit, refusing any relationship or association with other organisations that may lead to an ethical conflict with its institutional aims, objectives and values.

Relationships with suppliers

Suppliers of goods and subcontractors follow the same procedure for selection and adjudication within a framework of free competition and excluding any relationship or interference outside the interests of the organisation. The Institut Guttmann always demands reciprocal honesty in its commercial relationships, full respect for current regulations and, in particular, that which refers to the compulsory hiring of people with disabilities; also relevant are those that refer to the protection of children, environmental protection and labour protection.

ACCREDITATIONS IN 2017

 <p>IQNet SR10 in Corporate Social Responsibility.</p>	 <p>Audited balance of the Economy for the Common Good with a score of 693 points.</p>
 <p>Periodic re-accreditation of the CSUR "Lesionado medular complejo".</p>	 <p>Third ISO14001 standard adapted to the new standard from 2015, which certifies correct environmental management throughout the whole organisation</p>
 <p>EMAS European ecomanagement and audit scheme.</p>	 <p>Joint Commission International, complying with the quality standards of the US non-governmental healthcare accreditation agency that oversees the safety and quality of healthcare organisations.</p>
 <p>Building certification with an Energy Rating B.</p>	 <p>University Master's degrees accredited by the <i>Comissió d'Avaluació de la Qualitat d'AQU Catalunya</i> (Quality Assessment Committee of AQU Catalunya)</p>
 <p>Certification in the Spanish law on the protection of personal data (LOPD) that guarantees quality and good practice in data protection.</p>	 <p>Accreditation of the transfusion service.</p>
 <p>Pacto Mundial Red Española</p> <p>United Nations Global Compact for organisational responsibility.</p>	

RECOGNITION IN 2017

►► Recognition from Eurecat as an Innovative Research Centre for the Research and Innovation Office of the Institut Guttmann.

Eurecat has awarded the Research and Innovation Office its Prize in the category of Innovative Research Centre “for its constant efforts in incorporating new technologies in the service of rehabilitation processes and the advancement of neuroscience, as well as the great social impact achieved”. The award ceremony took place on June 21 at CosmoCaixa in Barcelona, within the framework of the Future Industry Congress.



►► Prize for Innovation in Management 2017

The project “Strategic Alliance between Institut Guttmann-Hospital Germans Trias i Pujol: clinical leadership and systemic commitment” received an award within the category Strategic Alliances in the 8th year of these prizes, awarded by the Catalan Hospital Union. In 2010 we signed a framework agreement for collaboration between *Institut Català de la Salut*-Institut Guttmann to provide specialised services in neurorehabilitation, and in 2012 we signed the collaboration agreement for the creation of functional neuro-urology and neuropediatric units. This alliance is an example of a public-private partnership that adds expertise and specialised clinical knowledge while innovating with specific programmes of complexity.



02

COMMITMENT TO PATIENTS AND THEIR FAMILIES



THE NEUROREHABILITATION HOSPITAL

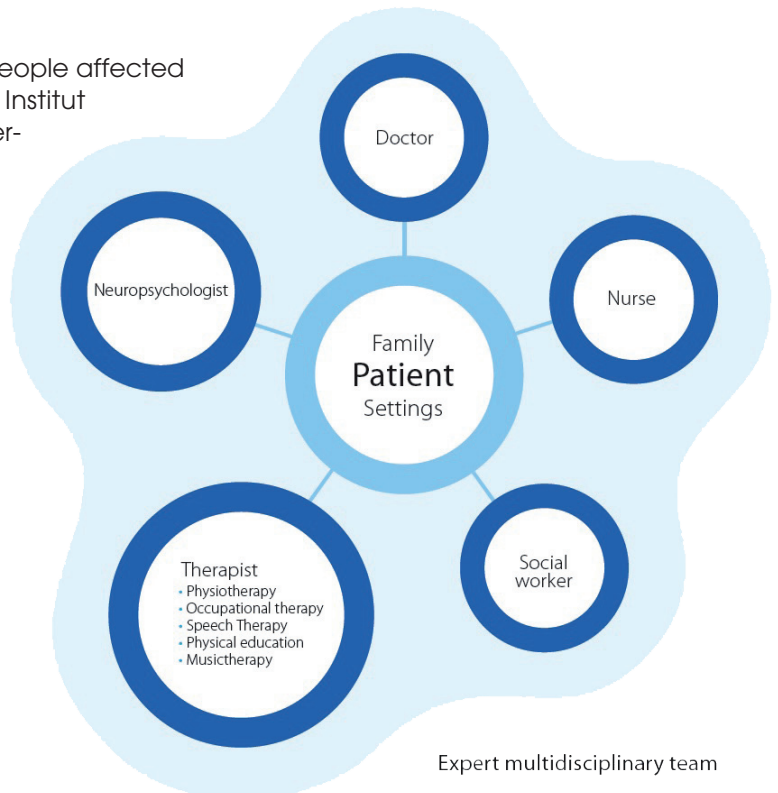
The Institut Guttmann is an international centre of reference in neurorehabilitation, specialising in the medical and surgical treatment and comprehensive rehabilitation of adults, young people and children with spinal cord injury, acquired brain injury or other disability of neurological origin. Its objective is to **provide specialised, comprehensive, intensive, continuous and personalised care, based on scientific evidence and with the highest levels of compassion, science and technology.**

It is part of the Catalan Health System (SISCAT), registered under number U0898244T in the Register of Health Centres, Services and Establishments of the *Departament de Salut*, and has an agreement with CatSalut to care for beneficiaries of the public health system. Having established agreements with the main occupational accident mutual societies, insurance companies and the largest private medical companies, it provides care to many patients, as well as directly to private patients.

The Institut Guttmann is accredited as a reference hospital by the *Departament de Salut de la Generalitat de Catalunya*, and as a "Centro de Referencia Nacional -CSUR- para el tratamiento de la lesión medular compleja" (National Reference Centre -CSUR- for the treatment of complex spinal cord injury) by the Spanish Ministry of Health, Social Services and Equality.

The reputed Joint Commission International certification guarantees that the centre meets international standards of quality in healthcare and organisational management.

With over 50 years of experience treating people affected by disabilities of neurological origin, the Institut Guttmann's care model is based on the intervention of an expert multidisciplinary team put together for each patient. This model, along with the quality and experience of the hospital's professionals and modern facilities that continuously incorporate the most innovative technologies in the specialty, mean that the Institut Guttmann is one of the world's leading hospitals in its field.



PORTFOLIO OF SERVICES

The portfolio of services of the Institut Guttmann includes all clinical features needed to provide the most flexible and efficient clinical response possible to the medical and surgical treatment and comprehensive rehabilitation of adults, young people and children with a disability of neurological origin.

FOR THE INITIAL PHASE OF THE INJURY

A comprehensive programme of specialised, intensive and personalised neurorehabilitation which includes all aspects of care at the centre: hospitalisation, medical and surgical treatment, outpatient rehabilitation, day hospital, outpatient clinics in the various medical specialties, psychology, neuropsychology and social work clinics, additional examinations and tests, functional rehabilitation and cognitive stimulation, neuroulogy, neuropaediatrics, neuro-orthopaedics and intensive care units, amongst others.

FOR LATER PHASES

A programme for the prevention, monitoring and treatment of complications of neurological disability. Cognitive and behavioural disorders, neurogenic bladder, pressure sores, spasticity, loss of functional autonomy, etc.

Periodic comprehensive expert assessment. General state of health and prevention of major complications secondary to neurological damage that can often go unnoticed initially; updating and/or renewing orthotics and technical aids.

Rehabilitation for children outside of school hours. From 5 p.m. to 7 p.m. so that children up to age 16 can receive the comprehensive rehabilitation treatment they need without missing classes.

EXPERT TREATMENTS

The Institut Guttmann is committed to the ongoing search for the best, most innovative and most effective clinical procedures in specialised neurorehabilitation, always corroborated by scientific evidence. The use of cutting-edge technology for its therapeutic procedures results in a number of specialised techniques in which the Institut Guttmann is a pioneer, thereby allowing the institute to optimise patient recovery and improve the prognosis of patients with severe neurological injuries.

Functional programmes

- Specialised care of pressure sores
- Evaluation and treatment of communication disorders
- Comprehensive rehabilitation for children outside of school hours
- Psychological counselling and treatment
- Comprehensive care for people for people with neurodegenerative diseases
- Personal autonomy and control of the surroundings
- Periodic comprehensive assessment
- Specialised neurorehabilitation assessment

Advanced clinical procedures

- Aphasia
- Memory clinic
- Paediatric neuropsychology
- Neurorehabilitation in spina bifida
- Guttmann, NeuroPersonalTrainer®
- Sexual dysfunction
- Gait rehabilitation
- Treatment of neurogenic bowel
- Neuro-orthopaedic surgery
- Neuropathic pain
- Dysphagia
- Training and improved functionality

THE MEDICAL TEAM

The medical team of the Institut Guttmann is published on the institute's website. It can be accessed via this link.

HOSPITAL ACTIVITY

Regarding care activities, a total of **4,878 patients** were seen in the hospital in 2017, of which 1,104 (23%) were attending for the first time.

ACTIVITY 2017	
PATIENTS SEEN	4,878
Catalonia 91.6% (Barcelona 75.9%, Girona 7.2%, Lleida 3.8% and Tarragona 4.8%)	
Rest of Spain 6.7% and other countries 1.7%	
PATIENTS HOSPITALISED	867
Catalonia 71.6% (Barcelona 52.5%, Girona 9.3%, Lleida 5% and Tarragona 4.8%)	
Rest of Spain 24.1% and other countries 4.3%	

PATIENTS SEEN FOR THE FIRST TIME					
	2013	2014	2015	2016	2017
Total new patients	983	1,025	1,033	1,043	1,104
By aetiology					
Spinal cord injury	206	231	235	235	234
Acquired brain injury	532	561	564	551	606
Progressive diseases	48	47	49	52	64
Post-polio syndrome	74	100	89	86	68
Others (GB, PRN, dystrophies, myopathies, other)	123	86	96	119	132

Of all the patients seen, 867 were hospitalised. The Children’s Functional Rehabilitation Unit saw 360 children aged up to 16. Over 80 patients from overseas were seen and 368 surgical interventions were performed.

The distribution by age and sex of patients seen in 2017 was as follows:

PATIENTS BY AGE AND GENDER					
	Patients	Women/girls	Men/boys	both	%
From 0 to 16 y/o		153	207	360	7.4%
From 17 to 30 y/o		155	305	460	9.4%
From 31 to 45 y/o		420	746	1,166	23.9%
From 46 to 60 y/o		625	1,030	1,655	33.9%
Over 60 y/o		488	749	1,237	25.4%
Total		1,841	3,037	4,878	100.0%
%		37.7%	62.3%	100.0%	





TRAINING FOR PATIENTS AND THEIR FAMILIES

The Institut Guttmann offers a series of support, guidance, orientation and information programmes aimed at patients undergoing treatment and their families. They help minimise the perceived threat of losses suffered after an injury of neurological origin, and leverage the institute's own and community resources available to address the new situation, facilitating their process of recovery and adaptation.

The Institut Guttmann therefore offers **training sessions for patients**, where basic information is given on issues related to the disability they have acquired and how to approach it emotionally. These meetings are always conducted by an experienced neuropsychologist and are enriched by the possibility of mutual support between patients facing similar challenges.

LA VOZ DEL PACIENTE

In 2017, the Institut Guttmann launched the project **La Voz del Paciente** ("The Patient's Voice"), with the aim of establishing dynamics that allow the institute to listen more carefully to comments, opinions and suggestions from patients and their families. The idea is to offer a humane and friendly way of doing so that facilitates communication and understanding, offering the chance to share experiences and points of view.

During the month of July, **two focus groups** were carried out, one with patients undergoing treatment and another with relatives of inpatients or outpatients. A total of 22 people took part. The INDIC consultancy, which works with community initiatives and dynamics, is responsible for preparing the reports based on the results and analysing all the information obtained that helps us continue improving.



The aim of **the sessions for families** is to provide them with the support, guidance and information they need. In cases such as those treated at the Institut Guttmann, it is very important for the family to feel accompanied, as people close to a patient who has suffered a disability of neurological origin experience a major shock to the system and have to face the physical and neuropsychological changes (emotional, psychological, cognitive and behavioural) that come from a neurological injury, as well as the changes that take place in the relationships established between them, and alterations to the expectations and goals of the family unit. The family is a key element in the rehabilitation of the person affected by a disability of neurological origin.

OUTCOMES OF THE REHABILITATION PROCESS

The Institut Guttmann uses an objective and systematic process to evaluate the short-, medium- and long-term outcomes of the rehabilitation process to determine the benefits of the therapeutic process on the functionality, quality of life and participation in the community of the patients we see, and evaluate the effectiveness of the working methodology used. This allows us to determine the evolution of our outcomes and compare them with those of other centres specialising in neurorehabilitation that are leaders on an international level.

Different internationally approved scales are used on each patient, based on the aetiology and severity of the injury: on admission, throughout the therapeutic process, on clinical discharge and in regular subsequent assessments.

The data given below was obtained from the Qvidlab, Institut Guttmann's **Laboratory for Studies on Quality of Life and Disability**.

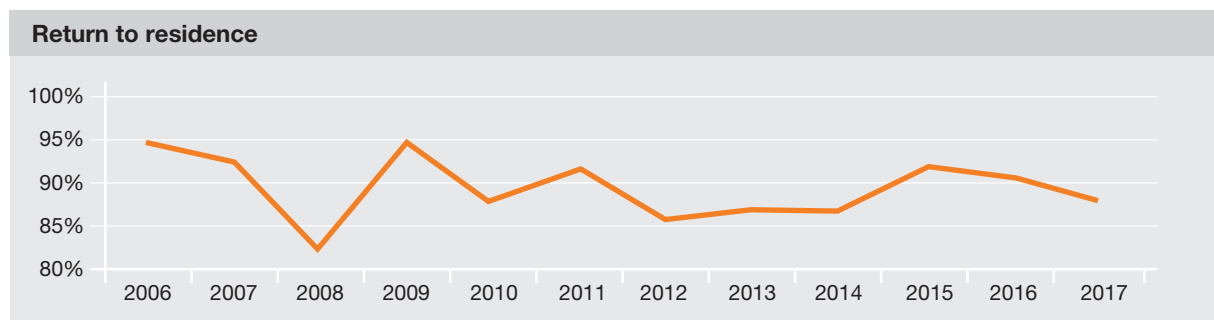


OUTCOMES ON CLINICAL DISCHARGE

Patients with spinal cord injury

In 2017, 171 adult patients completed their specialised intensive neurorehabilitation process, 62% of whom had paraplegia and 38% of whom had tetraplegia; in 70% of cases the injury was incomplete. Their mean age was 51.

- At the end of the care process, 88% of patients returned to their usual residence, whilst 12% required an institutional alternative on a temporary or permanent basis. Over the past 10 years, this percentage has remained steady with minimal variations (mean 89.16%).



- Two years after clinical discharge, **only 1.68% of patients were re-admitted for any complication resulting from their disability** (mainly related to urology, traumatology, reconstructive surgery, etc.).
- Regarding the **functionality achieved**, the tables below show how our patients achieved functional levels equal to or equivalent to those achieved at the main rehabilitation centres in Europe and the United States.

We measure functionality using the internationally validated Functional Independence Measure (FIM) scale and by grouping patients according to the neurological level of the ASIA (American Spinal Injury Association) scale, which is the international classification of spinal cord injuries and groups their severity into grades A, B, C and D. This subsequently allows us to compare our outcomes with those of the main hospitals in the United States.

In complete motor injury (ASIA A and B):

	C1-C3	C4	C5	C6	C7-C8	D1-D9	D10-L1	L2-S5
IG	13	13	17	25.5	43	73	78.5	83
SCI Model	13	18	23	27	50	76	80	84

C – Cervical D – Dorsal L – Lumbar S – Sacra

In severe incomplete injuries (ASIA C):

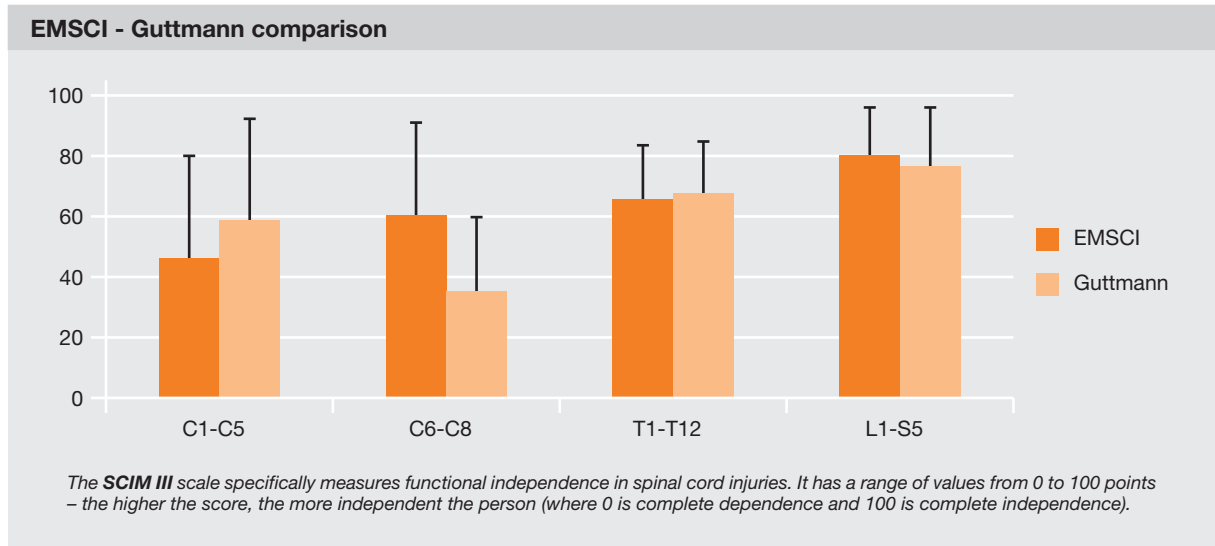
	C1-C3	C4	C5	C6	C7-C8	D1-D9	D10-L1	L2-S5
IG	13	18	16	29.5	--	73.5	65	76
SCI Model	13	20	24	33	66	76	82	83

In incomplete moderate injuries (ASIA D):

	C1-C3	C4	C5	C6	C7-C8	D1-D9	D10-L1	L2-S5
IG	83	83	83	83	82	81	84	83.5
SCI Model	82	47	85	83	85	89	87	88

The **FIM** scale measures the patient's capacity for independence in performing activities of daily living (ADLs). The FIM has a range of values from 13 to 91 points – the higher the score, the better the patient's level of motor functionality. The **SCI Model** was excerpted from "Outcomes Following Traumatic Spinal Cord Injury: Clinical Practice Guidelines for Health-Care Professionals" (Consortium for Spinal Cord Medicine 1999)

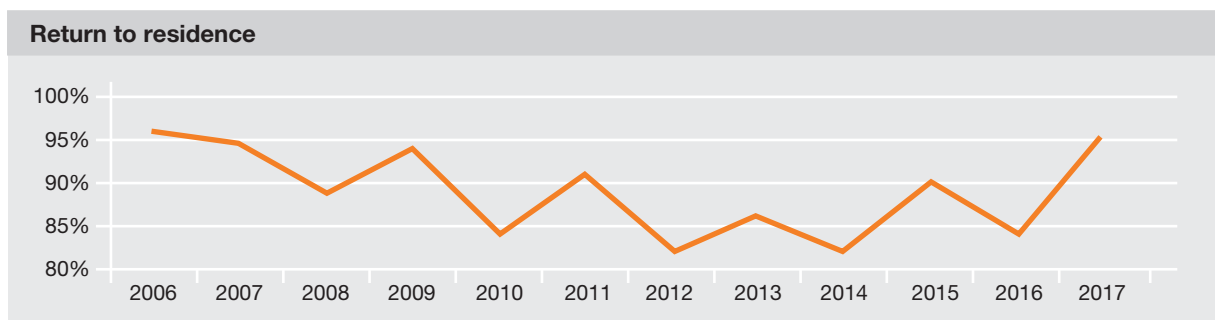
To be able to compare ourselves in functionality at the European level, we used the Spinal Cord Injury Measure (SCIM III), the functional assessment scale used by the European Multicenter Study about Spinal Cord Injury (EMSCI), an association featuring the best European rehabilitation hospitals, including ours. As the figure below shows, patients at the Institut Guttman achieve outcomes equivalent to those of the other hospitals studied.



PATIENTS WITH ACQUIRED BRAIN DAMAGE

In 2017, **359 adult patients** completed their specialised intensive neurorehabilitation process, 27% of whom were of traumatic origin (TBI), 55% of whom were of vascular origin (CVD) and 18% owing to other pathologies.

- Once the rehabilitation process had been completed, **91% of patients returned to their residence**, and only 9% required an institutional alternative on a temporary or permanent basis. This percentage was similar to that seen in recent years.

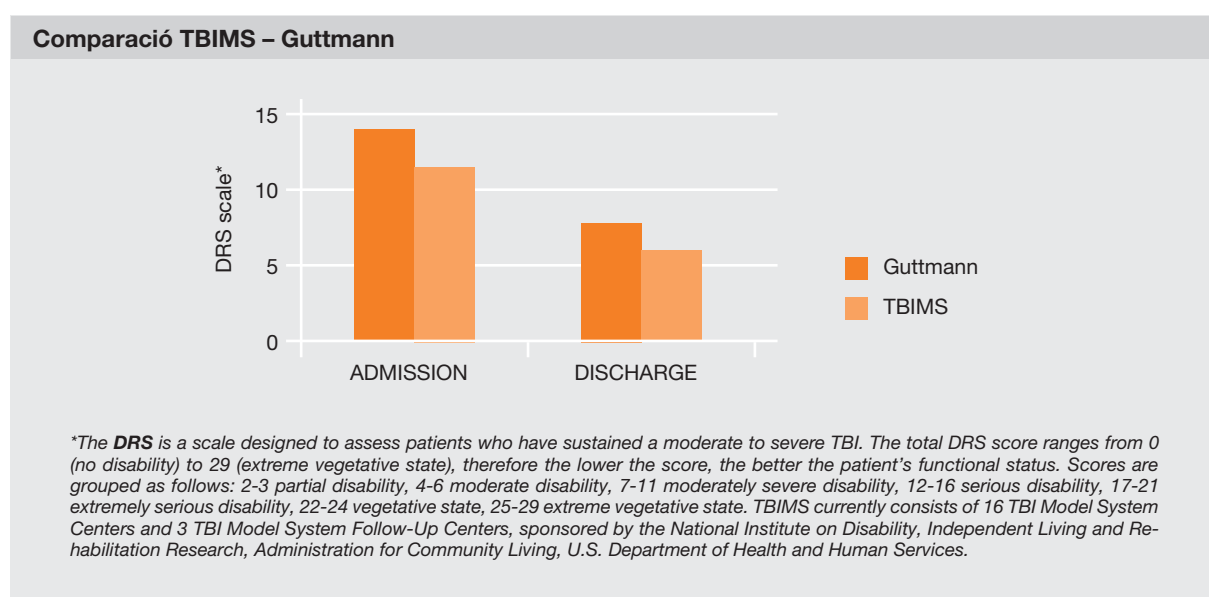


- Two years after clinical discharge, **only 2.74% of patients were re-admitted for any complication resulting from their disability** (mainly related to the digestive apparatus or trauma).
- Regarding **functionality**, we distinguish between:

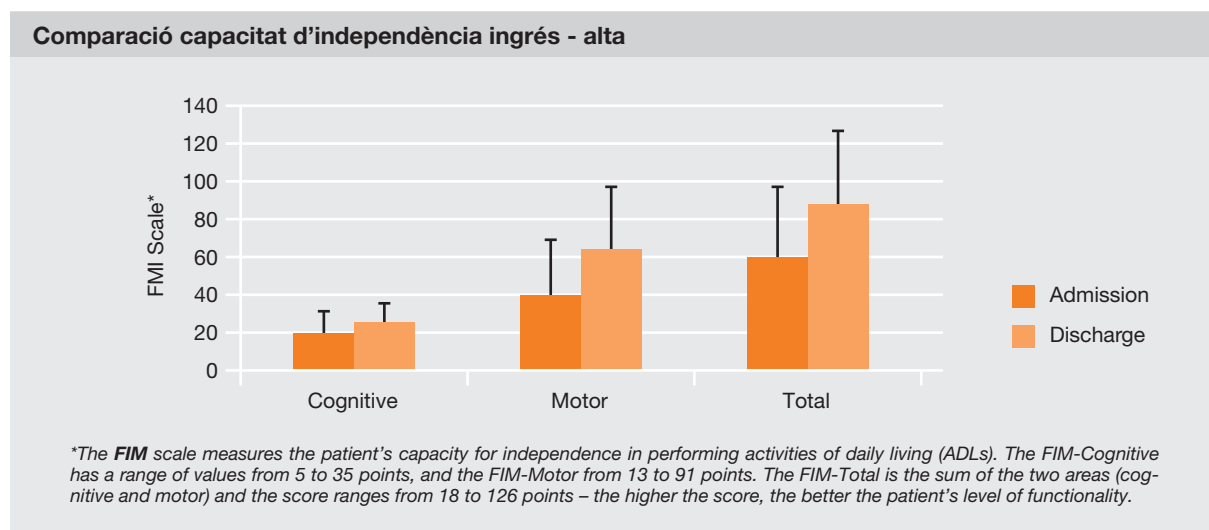
Traumatic brain injury

Of the **98 patients** having sustained a TBI who received treatment and specialised intensive rehabilitation, 83.5% were seriously impaired on admission according to the Glasgow Coma Scale. Their mean age was 37.5.

One of the assessment scales administered to allow us to compare ourselves with the U.S. Traumatic Brain Injury Model Systems (TBIMS) was the Disability Rating Scale (DRS), with which we found that we had comparable evolutions. Our patients ranges from serious disability on admission to moderately serious disability on discharge, with a mean improvement of 5.4 points.

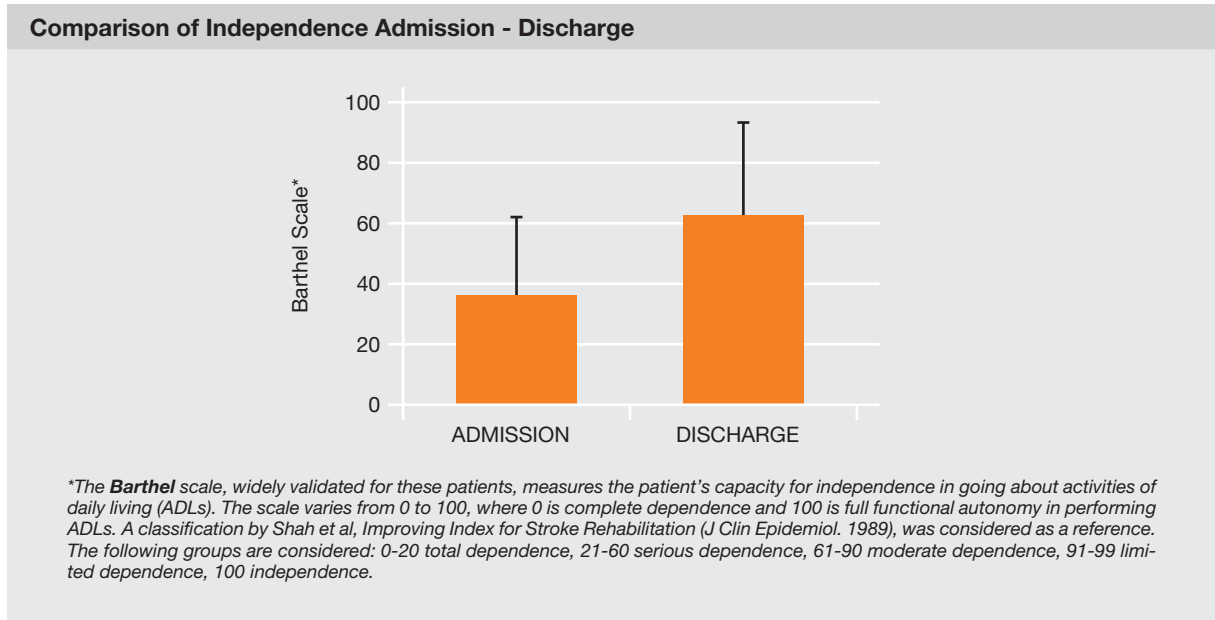


We also observed an improvement in the functionality achieved, measured using the Functional Independence Measure (FIM) scale, where an increase of 29.5 points on the Total FIM was achieved, with gains observed in both the cognitive and motor areas. The figure below shows the means of the scale on admission and on discharge, separated by areas and in total.



Cerebrovascular disease

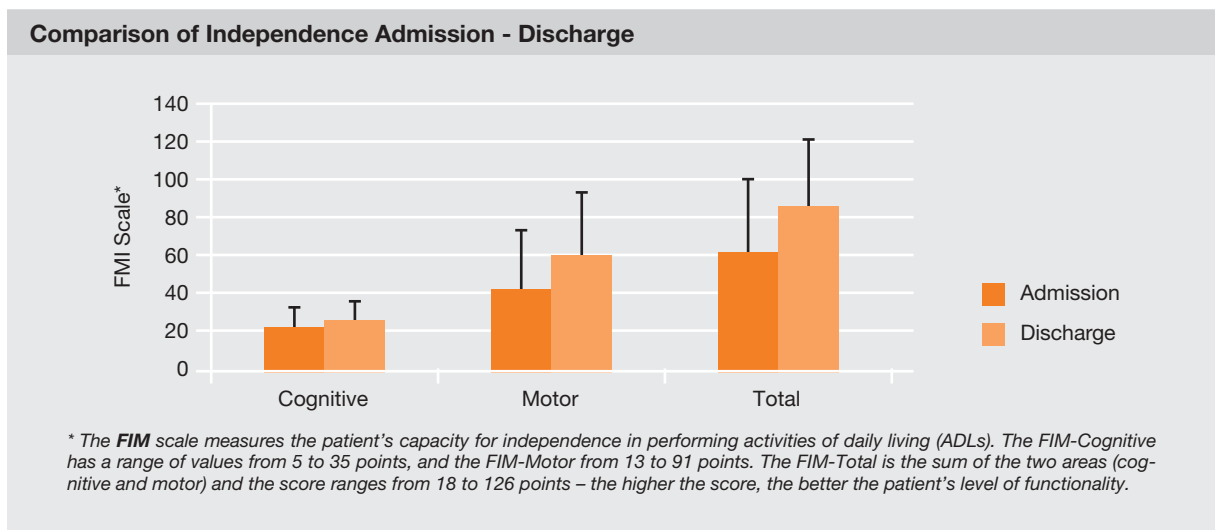
The mean age of the **197 patients** who received clinical discharge was 51.9 (from 19 to 83 years old). The Barthel scale was administered to assess their functionality, showing a mean improvement of 25.3 points on the patient’s discharge compared to admission. As the distribution of means in the figure below shows, our patients went from serious dependence on admission to moderate dependence on discharge.



Other causes of brain damage

Sixty-four patients with other non-traumatic brain damage, resulting from tumours, anoxia, infections, etc., completed the rehabilitation process. Their mean age was 49.5.

Regarding the functionality achieved, the figure below shows how our patients achieved an improvement in functional level in both the cognitive and motor areas. In the total score, an improvement of 18.3 points was achieved on discharge compared to admission.

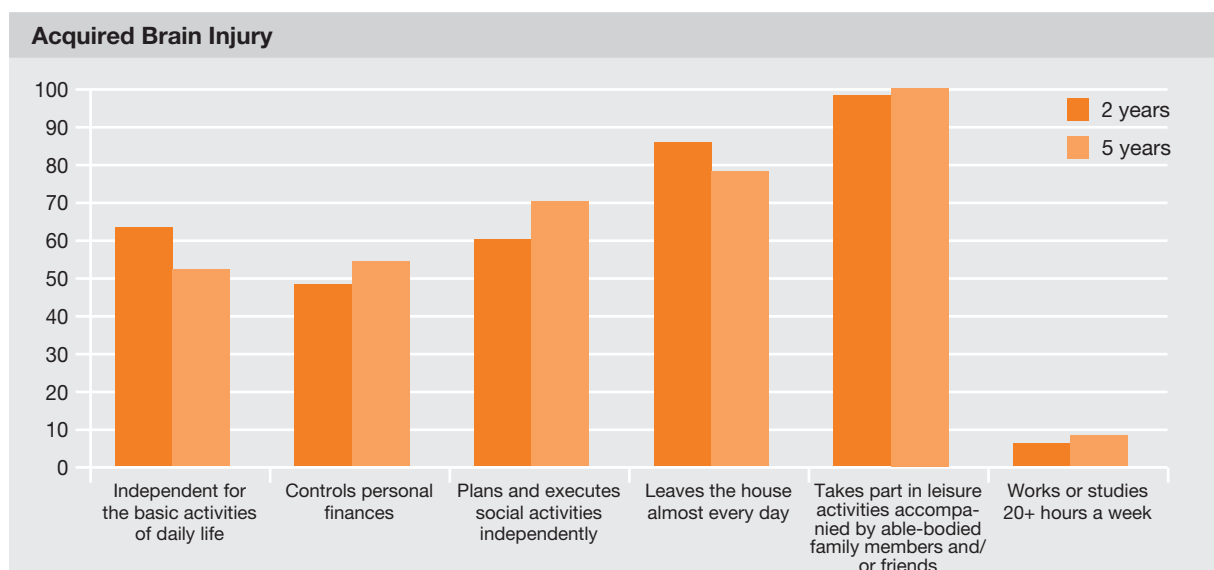
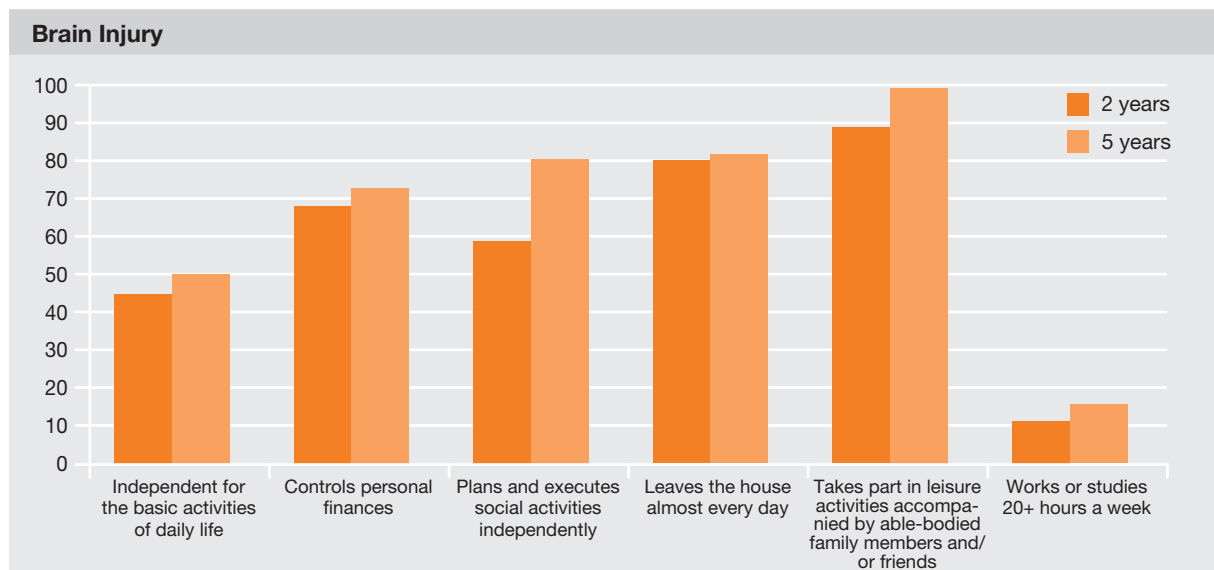


OUTCOMES TWO (2) YEARS AND FIVE (5) YEARS AFTER CLINICAL DISCHARGE

Rehabilitation takes on its true meaning and usefulness in healthcare when it allows people to maximise their functional autonomy and go about their lives with dignity, independence, quality of life and active social participation, despite their limitations and functional differences. For this to be possible, it must be ensured that everyone receives excellent, high-quality rehabilitation, although it is also essential to have an inclusive society with inclusive laws that respect differences and actively help create genuinely equal opportunities.

That is what we strive to measure through the regular assessments that we perform on all our patients (SCI and ABD) two and five years after they complete their rehabilitation process at our hospital. These regular assessments not only rule out any disease resulting from their injury that might go undetected, they also assess the patient's autonomy, quality of life and degree of social participation, among other aspects.

The Community Integration Questionnaire (CIQ), which helps measure the level of community integration after an injury, was administered in this context. It consists of 15 points related to competence at home, social integration and productive activities. A compilation of our patients' outcomes on some of its items appears below.





THE OPINIONS OF OUR PATIENTS

The Client Care Unit makes improvements intended to benefit our patients, always considering these individuals' perceptions of our centre and their degree of satisfaction with the treatment and care received. We used opinion surveys to collect assessments of quality perceived by hospitalised patients, and found that the quality of our care was given an overall score of **8.72 out of 10**. The following are of note after analysing the surveys:

- 97% Sympathetic treatment received from staff
- 97% Confidentiality of personal data
- 99% Feeling of being in good hands
- 96% Would return to this hospital
- 97% Cleanliness of the facilities

In 2017, 18 complaints were received, and in all cases, the Institut Guttmann provided a written response within an average of 4 days. Concerning the reasons for the complaints, 11 were related to care, 4 were related to organisational management and 3 were related to other causes.

SOCIAL AND HEALTHCARE

The domestic and social reintegration of people affected by a spinal cord injury, traumatic brain injury or any other neurological disability is often difficult as a result of the high degree of complexity that their care represents for the patients themselves, their family, carers and health and social care professionals who are not used to dealing with the particular needs of these patients.

Thanks to the **Specialised Neurorehabilitation Assessment and Support Team (EASE)**, we can act in all levels of care within the health and social care networks for the more effective reintegration of the patients in their own social and domestic context, ensure that they are receiving the correct continuing care, favour the highest quality comprehensive and personalised care, and provide flexible and effective coordination with the specialist reference hospital, transmitting specific knowledge and skills in the neurorehabilitation process.

In 2017, the team's activity increased notably, redefining programmes already in place and working to design new ones to cover more people with disabilities and their families.

Patients seen in 2017	
Total patients seen	698
Home visits or to other centres	587

It is worth noting the increase in the number of patients seen in the Specialised Comprehensive Assessment Programme. Despite having undergone implementation for years, demand has increased by more than 100% over the previous year. The objective of this programme is to assess people admitted to other hospitals and that, having requested admission to the Admissions Area and with the reports and documentation having been assessed by the Care Director, it is considered appropriate that this assessment is carried out in person at the referring hospital. The EASE team has therefore given guidance, advice and support to patients and families who cannot benefit from an intensive rehabilitative treatment due to their personal situation and injury.

Home Care Service

The **Home Care Service** is a programme that includes a number of services that meet the social and healthcare needs of people with disabilities or other forms of dependency and their families, in order to promote personal independence and help increase their quality of life within their own social and domestic context.

In 2017, 35 home care services were carried out, with a total of **1,898 hours**.



GUTTMANN, NEUROPERSONALCLINIC®

Guttman, NeuroPersonalClinic® (GNPC) is an initiative that responds to current challenges in neurorehabilitation and cognitive neuroscience with the aim of promoting clinical innovation and bringing it to patients through our therapeutic solutions that have a proven scientific basis.

It is aimed at everyone who wants to pursue an intensive and personalised treatment programme to optimise their functional capacity or address a specific problem resulting from their neurological impairment. It is designed to provide comprehensive diagnosis and coordinated treatment of the main causes of disability and is organised around functional clinical neuroscience programmes and personalised services.

In 2017, Guttman, NeuroPersonalClinic® saw a total of 236 patients with a total of 18,638 hours.

- 204 Maintenance and functional improvement programmes
- 30 Specific treatment programmes (aphasia, neuropathic pain, dysphagia, ictus...)
- 52 Guttman, NeuroPersonalTrainer® programmes
- 50 Speech therapy treatments
- 50 Neuropsychology treatments
- 15 Music therapy treatments

*The total number of patients and programmes does not coincide, as a single patient may have taken part in more than one programme.

The **institute's social commitment** also applies to Guttman, NeuroPersonalClinic® with **treatment grants** for patients who do not have sufficient financial resources or do not have health insurance to meet all their healthcare costs. The grants are awarded for procedures and techniques that represent the only possible therapeutic alternative, either due to patient characteristics or because other alternatives have been unsuccessful.

In 2017, two people were interested in receiving information on treatment grants, but neither of them presented the paperwork to gain access to the funding.



GUTTMANN, NEUROPERSONALTRAINER®

Guttman, NeuroPersonalTrainer® is the Institut Guttman's virtual platform of cognitive telerehabilitation, certified as a medical device by the Spanish Agency of Medicinal Products and Medical Devices. Patients follow intensive and personalised programmes to stimulate their memory, attention, language and executive functions. This is a tool for professionals in the fields of neuropsychological rehabilitation and cognitive stimulation, and an innovative system generates knowledge that allows clinicians to come up with therapeutic recommendations based on patients treated previously.

The Fundació Institut Guttman has a 50% share in the company BrainHealth Solutions, SL, founded in 2015 with the company ICA - Informàtica y Comunicaciones Avanzadas, SL - to ensure the continuous updating and development of this platform for cognitive stimulation, as well as boosting its penetration in the healthcare market.

The implementation of the first multi-device version of the platform in the field of acquired brain injury in adults began in November 2017, with 108 tasks and new designs and functionalities.

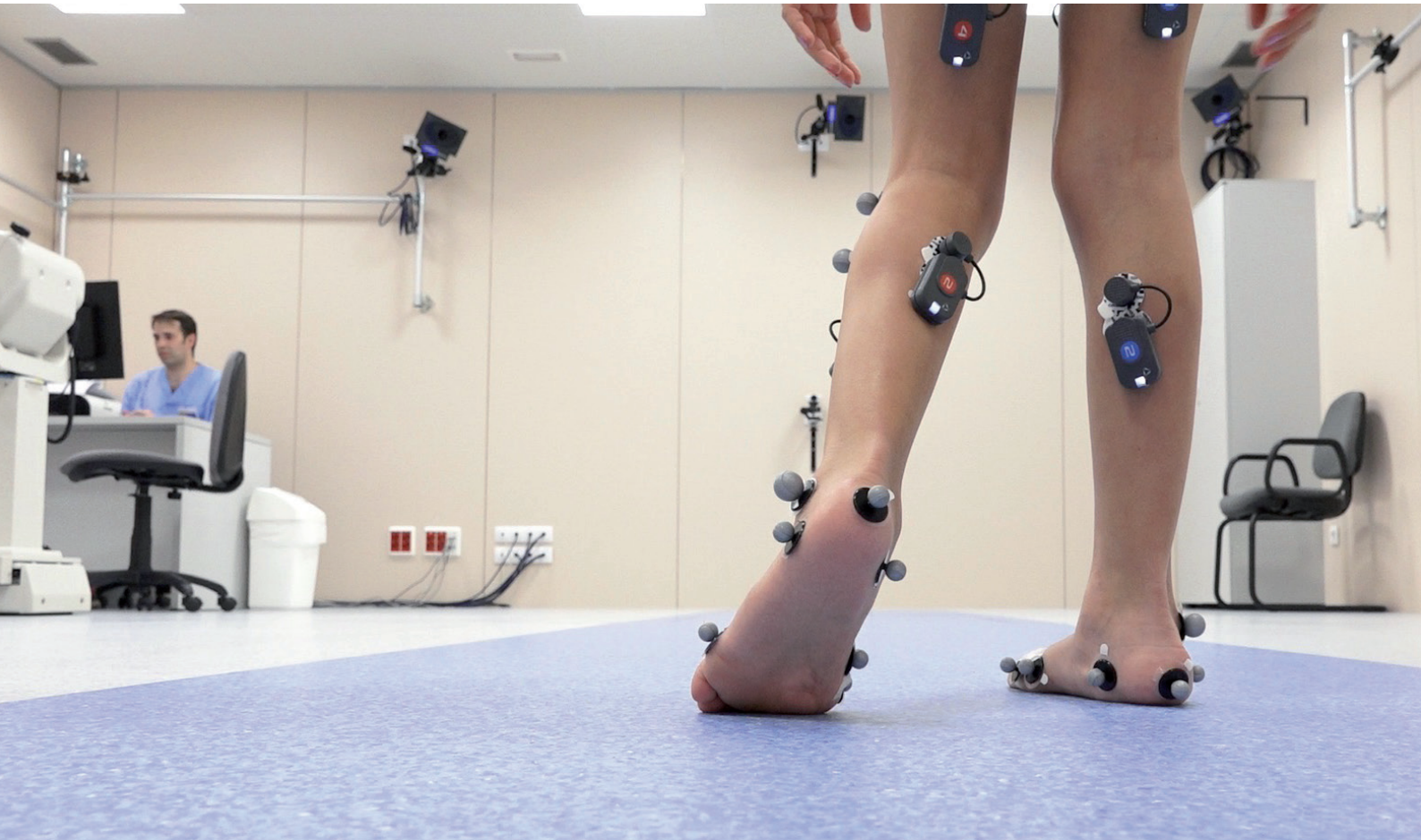
The platform is currently available in over 110 centres throughout the whole of Spain and is expanding in countries like the USA, Russia, Mexico, Argentina, Colombia and Costa Rica. The programme is also part of "Brain Fit Club" at the Beth Israel Deaconess Medical Center, Boston, Massachusetts, affiliated to Harvard Medical School.





03

COMMITMENT TO KNOWLEDGE



UNIVERSITY INSTITUTE

The mission of the University Institute attached to the Universitat Autònoma de Barcelona (UAB) is to develop academic, scientific and research aspects of neurosciences in general and of neurorehabilitation and technologies applied to personal autonomy in particular. The work done between the High Specialisation Hospital and the University Institute allows us to optimise the transfer of knowledge and quality multidisciplinary training in the field of neurorehabilitation for students and clinicians who want to deepen their knowledge and skills in this discipline.

Once passed satisfactorily, all teaching programmes and different specialisation courses result in the awarding of the corresponding accreditation as an official university degree or as a UAB degree and certification of the number of European credits, or ECTS, resulting from the programme.

The Internal Academic Quality System that governs the activity of the University Institute is accredited by the Agència de Qualitat Universitària AQU of the Generalitat de Catalunya, and structures its processes around the guidelines of the AUDIT programme of the National Agency for Quality Assessment and Accreditation, and the recommendations of the European Association for Quality Assurance, ENQA.

RESEARCH AND INNOVATION CENTRE

With the aim of generating new knowledge and promoting continuous innovation in techniques, procedures and technologies specific to the field of neurorehabilitation and neuroscience, the University Institute works within a network of open cooperation with other centres of excellence, universities, technological centres, companies and organisations in Spain and overseas who combine their efforts with the intention of improving prevention and results in the treatment of diseases that affect the central nervous system.



SCIENTIFIC ACTIVITY

The clinical and translational research potential of the Institut Guttmann is based on concentrating on a sufficient caseload to allow it to maintain and develop a team of skilled professionals, whilst guaranteeing the safety and quality of care. The aim of this type of translational research is to develop sustainable solutions to health problems, whilst transferring the results of basic research into clinical practice as quickly as possible.

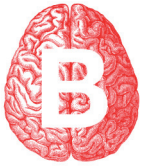
To simplify and optimise the institution’s research activity, whilst seeking maximum efficiency and coherence and without neglecting any area of action, we have reworked the strategic programmes into **6 main lines** of translational research and innovation:

- 1 Technologies for sensorimotor rehabilitation and support products.
- 2 Neurorepair and advanced therapies.
- 3 Neuropsychological rehabilitation and cognitive stimulation (GNPT)
- 4 Brain health (Barcelona Brain Health Initiative)
- 5 Neurostimulation and neuromodulation
- 6 Social Research - QVIDLAB



BARCELONA BRAIN HEALTH INITIATIVE (BBHI):

Brain health, the key to enjoying life more and better



**Barcelona
Brain Health Initiative**
INSTITUT GUTTMANN

BBHI is a research study that aims to find out more about the mechanisms that help us maintain brain health throughout our lives and prevent the onset of neurological diseases. The study is promoted by the Institut Guttmann and receives outstanding support from the Social Programme of “La Caixa” and the Fundación Abertis, among others.

How we do it?

- 1) Identifying the lifestyle factors and biological mechanisms underlying good brain health in middle-aged adults and the “young” elderly that predict the maintenance of behavioural and cognitive health.
- 2) Evaluating the effects of a personalised multi-dimensional intervention programme that focuses on healthy lifestyle habits to promote individual brain health, preserve cognition and reduce the burden of chronic diseases in old age.

For this, over 4,600 volunteers participating in the research will be studied and followed up over 3 years in the first phase to assess their brain health in relation to their subjective perception and lifestyle habits in 7 different areas:



COGNITIVE TRAINING

SLEEP

COMPREHENSIVE HEALTH

PHYSICAL EXERCISE

LIFE PLAN

SOCIALISATION

NUTRITION

The project advanced significantly throughout 2017. Since its official launch in March, over 4,600 volunteers have been recruited, mainly from Barcelona, but also from other areas around the world. Using online questionnaires, they will provide us with regular information about their lifestyle habits.

Out of all the volunteers, 1,000 have been selected based on scientific criteria, and will participate in person in a series of tests that will be carried out at the Institut Guttmann. They include a comprehensive medical assessment with anthropometric measurements and blood tests, a neuropsychological assessment, a physical assessment (including an exercise test), an electroencephalography (EEG) with cognitive task, a resonance image, and a transcranial magnetic stimulation (TMS) test for plasticity measurements.



Different activities have been carried out to disseminate the project during this first year:

- ▶▶ 1st Meeting of Volunteers at Cosmocaixa in Barcelona, with the organisation of a conference entitled "Cómo mantener sano el cerebro" (How to keep your brain healthy), attended by more than 350 people and chaired by the journalist Antoni Bassas with the participation of Joaquim Fuster and Michael Valenzuela, both members of the project's Scientific Advisory Committee.
- ▶▶ 1st Meeting of the Scientific Advisory Committee at the headquarters of the Fundació Abertis, to define intervention protocols and other aspects of brain health.
- ▶▶ Presentation of the project to companies and scientific communities, with conferences at the Faculty of Medicine of the UIC, the Catalan Society of Neurology, and the College of Pharmacists, among others.
- ▶▶ International Conference on Mobile Brain-Body Imaging, organised by the University of Houston in Valencia.
- ▶▶ Involvement in the project of personalities and opinion leaders who will help us disseminate the project's values. They are all in the study's age range and wanted to join the project as BBHI Ambassadors: Carles Puyol, Ferran Adrià, Mònica Terribas, Alex Corretja, Jordi Basté and Nora Navas, among others.
- ▶▶ Creation of the web portal www.bbhi.cat and social networks.
- ▶▶ Dissemination of the project in main media sources.
- ▶▶ Collaboration agreements with companies and organisations that support the project through the transfer of expert content across the seven basic pillars of brain health.

The web portal of the BBHI project contains a large amount of information on healthy habits and very useful advice to promote a healthy life and better brain health.

www.bbhi.cat 







COOPERATIVE RESEARCH NETWORKS

The Institut Guttmann's Research and Innovation Office has continued participating in the different stable structures of Cooperative Research, forming an active part of the following:

- Medical Technology Innovation Platform, ITEMAS. Instituto de Salud Carlos III.
- TerCel Cell Therapy Network. RETICS, Thematic Networks for Cooperative Research. Instituto de Salud Carlos III.
- Research Network on Neurotechnologies for Care and Rehabilitation. *NeuroTec*. Ministry of Economy, Industry and Competitiveness.

COMPETITIVE PROJECTS

We presented **24 projects** in public calls for funding of research and innovation projects, aimed at various Spanish and international organisations:

- **Horizon 2020 Framework Programme**, European Union
- **Interreg V Sudoe programme**, European Union
- **Strategic Health Action 2013-2016**, Instituto de Salud Carlos III.
- **Challenges 2017**, Ministry of Economy, Industry and Competitiveness
- **Excellence Networks**, Ministry of Economy, Industry and Competitiveness
- **Explore 2017**, Ministry of Economy, Industry and Competitiveness
- Research project grants 2017, **Spanish Directorate General of Traffic**
- Call for research grants 2017, **Fundación Mutua Madrileña**
- **Grups de Recerca Consolidats (SGR)**, AGAUR – *Generalitat de Catalunya*
- **Public Purchasing of Innovation**, *Generalitat de Catalunya*
- Call for research grants 2017, **Fundació La Marató de TV3**
- **RecerCaixa 2017**, Social Programme of the "La Caixa" Foundation

SCIENTIFIC PRODUCTION 2017

The Institut Guttmann worked on **84** research projects, 14 corresponding to public calls, and 14 doctoral theses. Its professionals published **31 indexed articles**, with an **accumulated impact factor of 88.05** (8 in the first quarter) and presented a total of 50 papers to 32 scientific and technical forums in Spain and internationally.

- **Weight Bearing Over-ground Stepping in an Exoskeleton with Non-invasive Spinal Cord Neuromodulation after Motor Complete Paraplegia**
Gad P, Gerasimenko Y, Zdunowski S, Turner A, Sayenko D, Lu DC, Edgerton VR.
Front Neurosci. 2017 Jun 8;11:333. doi: 10.3389/fnins.2017.00333. eCollection 2017. PubMed PMID: 28642680; PubMed Central PMCID: PMC5462970
- **(Exploring the dark continent: medical image and brain)**
García-Molina A, Ensenat A.
Rev Neurol. 2017 Apr 1;64(7):325-332. Review. Spanish. PubMed PMID: 28345738
- **tDCS does not enhance the effects of robot-assisted gait training in patients with subacute stroke**
Leon D, Cortes M, Elder J, Kumru H, Laxe S, Edwards DJ, Tormos JM, Bernabeu M, Pascual-Leone A.
Restor Neurol Neurosci. 2017 Jul 6. doi: 10.3233/RNN-170734. (Epub ahead of print) PubMed PMID: 28697574
- **Effect of recent spinal cord injury on the OPG/RANKL system and its relationship with bone loss and the response to denosumab therapy**
Gifre L, Ruiz-Gaspà S, Carrasco JL, Portell E, Vidal J, Muxi A, Monegal A, Guañabens N, Peris P.
Osteoporos Int. 2017 Jun 4. doi: 10.1007/s00198-017-4090-4. (Epub ahead of print) PubMed PMID: 28580511
- **Transcranial Direct Current Stimulation and Sports Performance**
Edwards DJ, Cortes M, Wortman-Jutt S, Putrino D, Bikson M, Thickbroom G, Pascual-Leone A.
Front Hum Neurosci. 2017 May 10;11:243. doi: 10.3389/fnhum.2017.00243. eCollection 2017. PubMed PMID: 28539880; PubMed Central PMCID: PMC5423975
- **Transcranial Magnetic and Direct Current Stimulation in Children**
Hameed MQ, Dhamne SC, Gersner R, Kaye HL, Oberman LM, Pascual-Leone A, Rotenberg A.
Curr Neurol Neurosci Rep. 2017 Feb;17(2):11. doi: 10.1007/s11910-017-0719-0. Review. PubMed PMID: 28229395
- **Modulation of motor cortex excitability by paired peripheral and transcranial magnetic stimulation**
Kumru H, Albu S, Rothwell J, Leon D, Flores C, Opisso E, Tormos JM, Valls-Sole J.
Clin Neurophysiol. 2017 Oct; 128(10):2043-2047. doi: 10.1016/j.clinph.2017.06.041. Epub 2017 Jul 17. PubMed PMID: 28858700
- **And yet it moves: Recovery of volitional control after spinal cord injury**
Taccola G, Sayenko D, Gad P, Gerasimenko Y, Edgerton VR.
Prog Neurobiol. 2017 Nov2. pii: S0301-0082(17)30035-7. doi: 10.1016/j.pneurobio.2017.10.004. (Epub ahead of print) Review. PubMed PMID: 29102670
- **Intermittent theta-burst stimulation induces correlated changes in cortical and corticospinal excitability in healthy older subjects**
Gedankien T, Fried PJ, Pascual-Leone A, Shafi MM.
Clin Neurophysiol. 2017 Dec;128(12):2419-2427. doi: 10.1016/j.clinph.2017.08.034. Epub 2017 Sep 28. PubMed PMID: 29096215
- **Transcranial magnetic stimulation in basic and clinical neuroscience: A comprehensive review of fundamental principles and novel insights**
Valero-Cabré A, Amengual JL, Stengel C, Pascual-Leone A, Coubard OA.
Neurosci Biobehav Rev. 2017 Dec; 83:381-404. doi: 10.1016/j.neubiorev.2017.10.006. Epub 2017 Oct 13. Review. PubMed PMID: 29032089
- **Epidemiology of NMOSD in Catalonia: Influence of the new 2015 criteria in incidence and prevalence estimates**
Sepúlveda M, Aldea M, Escudero D, Llufrí S, Arrambide G, Otero-Romero S, Sastre-Garriga J, Romero-Pinel L, Martínez-Yélamos S, Sola-Valls N, Armangué T, Sotoca J, Escartín A, Robles-Cedeño R, Ramió-Torrentà L, Prezas-Rodríguez S, Ramo-Tello C, Munteis E, Pelayo R, Gubieras L, Brieva L, Ortiz N, Hervás M, Mañé-Martínez MA, Cano A, Vela E, Tintoré M, Blanco Y, Montalban X, Graus F, Saiz A.
Mult Scler. 2017 Oct 1;1352458517735191. doi: 10.1177/1352458517735191. (Epub ahead of print) PubMed PMID: 28984163
- **Modulation of motor cortex excitability predicts antidepressant response to prefrontal cortex repetitive transcranial magnetic stimulation**
Oliveira-Maia AJ, Press D, Pascual-Leone A.
Brain Stimul. 2017 Jul-Aug; 10(4):787-794. doi: 10.1016/j.brs.2017.03.013. Epub 2017 Mar 31. PubMed PMID: 28438543; PubMed Central PMCID: PMC5576557
- **¿Es posible potenciar la recuperación espontánea después de un ictus? Ensayo controlado aleatorizado con pacientes que presentan heminegligencia especial**
C. Aparicio-López, A. García-Molina, J. García-Fernández, R. Sánchez-Carrión, J.M. Tormos, A. Enseñat-Cantallos.
Rehabilitacion 2017;51:212-9 - DOI: 10.1016/j.rh.2017.04.004
- **Quality of Life After Brain Injury: Psychometric Properties of the Spanish Translation of the QoLIBRI**
Ana M. Castaño-León, Blanca Navarro-Main, Pedro A. Gomez, Angel Gil, M. Dolors Soler, Alfonso Lagares, Montserrat Bernabeu, Nicole v. Steinbüchel, Ruben G. L. Real.
Evaluation & the Health Professions First Published April 19, 2017 <https://doi.org/10.1177/0163278717702696>
- **(Why do we call the brain 'brain'?)**
García-Molina A, Ensenat A.
Rev Neurol. 2017 Jan 16;64(2):85-90. Review. Spanish. PubMed PMID: 28075002

Articles published in indexed publications (continuation)

- ***(Transcranial direct current stimulation for the treatment of fibromyalgia: a systematic review)***
Deus-Yela J, Soler MD, Pelayo-Vergara R, Vidal-Sanso
J. Rev Neurol. 2017 Oct 16;65(8):353-360. Spanish. Pub-Med PMID: 28990645
- ***Gait training after spinal cord injury: safety, feasibility and gait function following 8 weeks of training with the exoskeletons from Ekso Bionics***
Bach Baunsgaard C, Vig Nissen U, Katrin Brust A, Frotzler A, Ribeill C, Kalke YB, León N, Gómez B, Samuelsson K, Antepohl W, Holmström U, Marklund N, Glott T, Opheim A, Benito J, Murillo N, Nachtegaal J, Faber W, Biering-Sørensen F.
Spinal Cord. 2017 Nov 6. doi: 10.1038/s41393-017-0013-7. (Epub ahead of print) PubMed PMID: 29105657
- ***Using Community Detection Techniques to Discover Non-Explicit Relationships in Neurorehabilitation Treatments***
David Sanchez-Pinsach, Josep Lluís Arcos, Sara Laxe, Montserrat Bernabeu and Josep M^o Tormos.
Frontiers in Artificial Intelligence and Applications. doi:10.3233/978-1-61499-806-8-26
- ***Cortical Relay Time Shortens in Parkinson's Disease with Apraxia***
Aysegul Gunduz, Meral Kizilitan, Hatice Kumru, et al.
Journal of Neurological Sciences (Turkish) 2017; 34: (3)#59; 215-221
- ***Distonide repetitif transkranial manyetik uyarm***
Aysegul Gunduz, Hatice Kumru.
Yeni Sinpozium (Turkish) 2017; DOI:105455/NYS.1161492543488
- ***Analysis of the evolution of cortical and trabecular bone compartments in the proximal femur after spinal cord injury by 3D-DXA***
Gifre L, Humbert L, Muxi A, Del Rio L, Vidal J, Portell E, Monegal A, Guañabens N, Peris P.
Osteoporos Int. 2017 Oct 17. doi: 10.1007/s00198-017-4268-9. (Epub ahead of print) PubMed PMID: 29043391
- ***Estado del arte en Neurotecnologías para la Asistencia y la Rehabilitación en España: Tecnologías Fundamentales***
Luis J. Barrios, Roberto Hornero, Javier Pérez-Turiel, José L. Pons, Joan Vidal, José M. Azorín.
Revista Iberoamericana de Automática e Informática Industrial RIAI, Volume 14, Issue 4, 2017, pp. 346-354
- ***Non-invasive brain stimulation to promote motor and functional recovery following spinal cord injury***
Gunduz A, Rothwell J, Vidal J, Kumru H.
Neural Regen Res 2017;12:1933-1938
- ***The effects of exercise on cognitive function and brain plasticity - a feasibility trial***
Gomes-Osman J, Cabral DF, Hinchman C, Jannati A, Morris TP, Pascual-Leone A.
Restor Neurol Neurosci. 2017;35(5):547-556. doi:10.3233/RNN-170758. PubMed PMID: 28984621
- ***Olfactory function in an excitotoxic model for secondary neuronal degeneration: Role of dopaminergic interneurons***
Marin C, Laxe S, Langdon C, Berenguer J, Lehrer E, Mariño-Sánchez F, Alobid I, Bernabeu M, Mullol J.
Neuroscience. 2017 Nov 19; 364:28-44. doi: 10.1016/j.neuroscience. 2017.09.008. Epub 2017 Sep 14. PubMed PMID: 28918258
- ***Reproducibility of Single-Pulse, Paired-Pulse, and Intermittent Theta-Burst TMS Measures in Healthy Aging, Type-2 Diabetes, and Alzheimer's Disease***
Fried PJ, Jannati A, Davila-Pérez P, Pascual-Leone A.
Front Aging Neurosci. 2017 Aug 21;9:263. doi: 10.3389/fnagi.2017.00263. eCollection 2017. PubMed PMID: 28871222; PubMed Central PMCID: PMC5566559
- ***EEG Microstate Correlates of Fluid Intelligence and Response to Cognitive Training***
Santarnecchi E, Khanna AR, Musaeus CS, Benwell CSY, Davila P, Farzan F, Matham S, Pascual-Leone A, Shafi MM; Honeywell SHARP Team authors
Brain Topogr. 2017 Jul;30(4):502-520. doi: 10.1007/s10548-017-0565-z. Epub 2017 May 10. PubMed PMID: 28493012
- ***Reconfiguration of Intrinsic Functional Coupling Patterns Following Circumscribed Network Lesions***
Eldaief MC, McMains S, Hutchison RM, Halko MA, Pascual-Leone A.
Cereb Cortex. 2017 May 1;27(5):2894-2910. doi: 10.1093/cercor/bhw139. PubMed PMID: 27226439
- ***Effectiveness of a multimodal exercise rehabilitation program on walking capacity and functionality after a stroke***
Montserrat Grau Pellicer, Andrés Chamarro Lusa, Josep Medina Casanovas, Bernat-Carles Serdà Ferrer.
J Exerc Rehabil > Volume 13(6); 2017
- ***Patterns in Cognitive Rehabilitation of Traumatic Brain Injury Patients: A Text Mining Approach***
A. G. Rudolph, A. G. Molina, E. Opisso and J. M. Tormos.
2016 IEEE 16th International Conference on Data Mining (ICDM), Barcelona, 2016, pp. 1185-1190. doi: 10.1109/ICDM.2016.0157
- ***Hybrid EEG/EOG-based brain/neural hand exoskeleton restores fully independent daily living activities after quadriplegia***
S. R. Soekadar, M. Witkowski, C. Gómez, E. Opisso, J. Medina, M. Cortese, M. Cempini, M. C. Carrozza, L. G. Cohen, N. Birbaumer, N. Vitiello.
Science Robotics 06 dec 2016.

TEACHING

The aim of the Teaching Area is to contribute to the specialist training of health professionals linked to the world of neurorehabilitation, allowing them direct, rigorous and practical access to major diagnostic, technological and therapeutic advances in this clinical specialty. The Institut Guttmann has set up 4 different interdisciplinary teaching programmes that are certified by the Universitat Autònoma de Barcelona and follow ECTS (European Credit Transfer System) criteria.

DATA ON THE INSTITUTE'S TEACHING ACTIVITY

STUDENTS REGISTERED 2017

In 2017, a total of **202 students** took part in different training activities across these teaching programmes (it should be noted that one student can register for more than one programme over the same period).

NEW REGISTRATIONS 2017

- 25 Master's Degrees in Neurorehabilitation
- 25 Master's Degrees in Neuropsychological Rehabilitation and Cognitive Stimulation
- 77 Postgraduate courses (accredited by the UAB) in the following teaching programmes:
17 students in-person and 60 students online





Additionally,

- We helped to train 25 resident intern consultants in Physical Medicine and Rehabilitation, **1 consultant** in Neurology and **1 consultant** in Orthopaedic Surgery and Traumatology. We also helped train **1 resident intern psychologist**. Of these, 6 came from other Catalan hospitals, 11 from other parts of Spain and 11 from overseas.
- We participated in the practical training of **59 undergraduate students** in Psychology, Neurology, Physiotherapy, Occupational Therapy, Speech Therapy, Biomedical Engineering, Nursing, etc. and **22 students in professional training** linked to the world of healthcare.
- **18 professionals from our institute** have been invited to participate in teaching **different master's courses and teaching programmes** organised by universities and hospitals in Spain and overseas.

SANTI BESO ARNALOT DOCUMENTATION CENTRE

The Neurorehabilitation Documentation Centre has continued to provide services to professionals and students interested in specific information and literature, consulting our collection and databases, finding articles, Internet access, photocopies, etc.

There was a total number of 528 users, with a total number of **1,602 in-person visits**, of which 37.45% were by internal visitors and 62.55% by visitors from other hospitals, universities or schools from other areas of healthcare.

Requests were made for a total of 1,501 articles, of which 1,441 were provided, or in other words 96.78%. Of these, 56.07% were requested by internal users from the institute and 43.92% by external users.

This year the Documentation Centre has given an additional impulse because of the digitization of all the bibliographical content in:

www.siidon.guttmann.com

04

COMMITMENT TO THE COMMUNITY



The Institut Guttmann, an organisation that takes its responsibilities very seriously and is committed to society, does work that goes far beyond the care activity of the Neurorehabilitation Hospital and the scientific and teaching activity of the University Institute. As a Social Initiative Entity, the Institut Guttmann is committed to offering its patients the best medical and surgical assistance during their hospital stay, and then continue working to ensure that they are reincorporated back into their social environment as effectively, inclusively and satisfactorily as possible.

Therefore, the Fundació Institut Guttmann uses its social programmes to deploy a whole series of activities in the fields of prevention, outreach and awareness, always seeking empowerment and greater autonomy and quality of life for people with disabilities, as well as supporting their families.

The organisation has had a firm social commitment to people with disabilities throughout its 53-year history; indeed, **this is its raison d'être** and it therefore maintains continuous and regular cooperation with associations that represent people with disabilities to attend to their needs and future challenges. For this reason, the Institut Guttmann counts the **Social and Participation Council** among its advisory governing bodies, the president of which is a member of the institute's Board of Trustees. This initiative favours the participation and collective responsibility of all stakeholders involved in carrying out the foundation's activities.

COLLABORATION WITH ASSOCIATIONS FOR PEOPLE WITH DISABILITIES

In 2017, the Institut Guttmann continued cooperating with the main associations for people with disabilities, especially those that are members of the Social and Participation Council.

- ▶▶ With Confederació and Federació ECOM, through active participation as a member of its Board of Directors and on the Board of Trustees of Fundació ECOM, by participating in various work groups.
- ▶▶ With the association ASPAYM Catalonia, by supporting the Board of Directors and collaborating in the association's annual conference.
- ▶▶ With the association AMIDA from Andorra, with participation in the magazine *Sobre Ruedas* and the Social Council of the Institut Guttmann and providing support in defining services.
- ▶▶ With Fundació Ictus, by disseminating its activities.
- ▶▶ With TRACE and ACAEBH, by supporting its annual conference.
- ▶▶ With MIFAS in Girona, ASPID in Lleida and the Confederació ECOM with participation as conference members in the B.Debate.
- ▶▶ With the Catalan Federation of Cerebral Palsy (FEPCCAT) and the Associació ESCLAT in the 29th Technical Symposium on "Neuropsicología y Escuela" (Neuropsychology and School) with the presentation of Bloc 22 "Niños con parálisis cerebral infantil: Guía para padres" (Children with infantile cerebral palsy: A guide for parents).

10 REDUCED INEQUALITIES



SIIDON, A SERVICE OFFERING COMPREHENSIVE INFORMATION ON NEUROLOGICAL DISABILITIES

This year, the Fundació Institut Guttmann launched the web portal SiiDON, an innovative initiative that has taken shape in a collaborative website that brings together documentation, information and specific resources on the different areas that are particularly affected by neurological disabilities. The portal, which was released last October, is available in Catalan and Spanish and is divided into five main sections:

- ▶ Santi Beso Arnalot Documentation Centre
- ▶ Empowerment
- ▶ Personal autonomy
- ▶ Legal aspects
- ▶ Noticeboard

The portal offers information on care and self-care, technical aids, physiotherapy exercises, adaptations, accessibility, grants, free time, tourism, training and work, legal information and red tape, associations, scientific and awareness-raising articles, health advice, and much more.

SiiDON is currently one of the spearheads of the institute's social activity, because on a single platform it compiles all the expertise of the Institut Guttmann and associations of people with disabilities that work with it, providing relevant information about disability. The portal has been very well received by users, with over 80,000 visits since its launch and collaborations with other centres and organisations throughout Spain.

SiiDON
INSTITUT GUTTMANN

SERVICIO DE INFORMACIÓN INTEGRAL
DE LA DISCAPACIDAD DE ORIGEN NEUROLÓGICO

www.siidon.guttmann.com

Enter and discover everything that SiiDON offers you with just one click!
www.siidon.guttmann.com/es

SOCIAL ACTIVITY

PREVENTION AND SOCIAL AWARENESS

The Institut Guttmann is working intensely in the area of prevention, especially regarding traffic accidents, and makes a clear contribution to the 3rd Sustainable Development Goal of the Global Compact, "Good Health and Wellbeing", of which one goal is to halve the worldwide number of deaths and injuries caused by traffic accidents by 2020.

The Institut Guttmann runs different initiatives in this area, among which we could highlight:

Prevention Campaign "GAME OVER"

In 2017, the Accident Prevention programme "Game Over, no te la juguis" (Game Over, don't risk it all) continued in collaboration with the *Servei Català de Trànsit* (SCT) and the impact of the campaign, which has been very positive, has been re-evaluated. In June, the Institut Guttmann held the "6th Meeting of Monitors on the Prevention Programme Game Over: Education for safe mobility", focusing on road safety education in the light of new ways of travelling and of using roads from the perspective of young people. Monitors from the *Servei Català de Trànsit*, *mossos d'esquadra*, municipal police and road safety educators took part in Game Over during the meeting. New for 2017, students of ESO, Baccalaureate and Professional Training played a leading role.

From the period from January to December 2017, instructors conducted **940 sessions** at **395 schools throughout Catalonia** and have reached **48,108 students**.

▶ At the start of 2017, a meeting to monitor and evaluate the activity carried out in 2016 was held with the *Servei Català de Trànsit* and the *Departaments de Salut y Ensenyament de la Generalitat de Catalunya*. The "Game Over" campaign was rated as highly satisfactory, and the objectives for 2018 were set out.



3 GOOD HEALTH AND WELL-BEING



10 REDUCED INEQUALITIES



The surveys done with the students three months after the session reveal the following:

- **93%** of the students remember a lot or quite a lot of what the monitors told them
- **91%** of the students remember a lot or quite a lot of the causes of accidents and **94%** of their consequences
- **86%** of the students consider that the talks have a positive influence on the prevention of risky behaviours
- **44%** of the students state that they had carried out some risky behaviour on occasions

Other traffic accident prevention activities

- ▶ **“You only have one life”**, an awareness-raising campaign for responsible driving, organised by Abertis with the collaboration of the Institut Guttmann and featuring young ex-patients of the hospital.
- ▶ **Conference on Mobility “Driving at 70 and 80... whyever not?”** with the aim of improving the mobility and safety of drivers aged over seventy, and organised by the Road Safety Observatory of the Fundación Abertis. This year, the conference was held in Madrid and saw the participation of Dr. Josep M. Ramírez, director of the Institut Guttmann.

In addition, the Fundación Institut Guttmann has helped continue the **information sessions from the “Conversando” programme**, with talks to schools and other people and institutions interested in finding out more about the problems that affect people with disabilities, as well as the work done by the Institut Guttmann. **From the period from January to December 2017, 20 sessions were held with a total of 1,595 participants.**





PUBLISHING AREA

Magazine "SOBRE RUEDAS"

In 2017, we continued with the magazine "Sobre Ruedas", publishing and printing issues 94, 95 and 96. Following the recommendations of the Editorial Board, the informative aspect of the magazine has grown in importance, focusing on current affairs. The main topics of interest in the latest issues are the right to vote for people with disabilities, empowerment and personal autonomy and how disability is visualised in the media. This year, **the digital version of the magazine Sobre Ruedas is available on the SiIDON portal**. The portal has a powerful search engine that make it easier to search for articles and interviews indexed by subject and by date.



INNOVACIÓ SOCIAL I DISCAPACITAT (SOCIAL INNOVATION AND DISABILITY) collection

In 2017 we published the 2nd volume of the collection "Social Innovation and Disability", focusing on the theme "**Empowerment and Personal Autonomy**". This time we were pleased to be able to work with well-known personalities in the disability sphere, such as Facundo Chávez (WHO), Pablo Echenique (Podemos) and Rafael Ribó (Ombudsman of Catalonia). The publication will be presented during autumn 2018.

BLOCS collection

April 2017 saw the public presentation of **Bloc 22, "Niños con parálisis cerebral infantil: Guía para padres"** (Children with infantile cerebral palsy: A guide for parents) within the context of the 29th Technical Symposium of the Institut Guttmann, attended by Ms. Meritxell Ruiz, Education Minister of the *Generalitat de Catalunya*, representatives of association and families with children with the condition, and other professional staff from the Institut Guttmann.



SCIENTIFIC SYMPOSIA

The **29th Technical Symposium of the Institut Guttmann** took place on 20 April 2017 in the ONCE Auditorium on the theme

“Neuropsychology and school: Modelling the brain”. The symposium brought together about 300 professionals and highlighted the importance of the development of executive functions in children and young people in the school environment and applied neuropsychology in rehabilitation in cases of children and young people with special difficulties. Dr. Brian E. Kolb and Dr. Adele Diamond, both internationally-renowned key figures in this field of neuroscience, were the special guests.

The B. Debate “Integrative Societies and Disability: Open and Smart cities from social sciences”

took place at CosmoCaixa on 5 and 6 October, with scientific leadership from the Institut Guttmann and the support of the Institute of Government and Public Policies (IGOP); the event was organised by Biocat and the Social Programme of “La Caixa” with the collaboration of the Fundación Abertis. The debate was attended by over 30 speakers from Spain and worldwide, representing various disciplines. They debated the different needs of social policies aimed at people with disabilities, opening up debate on the challenge of taking advantage of the opportunities offered by new technologies, known as “Smart Cities”, to favour interaction with the environment.



In addition, the Institut Guttmann has organised and/or participated in several Spanish and international forums to promote scientific and innovation activities:

- ▶▶ 1st Healthio fair (Innovation and Health) at the Fira de Barcelona.
- ▶▶ 22nd RIMS World Conference. The annual meeting of the European network was held with the theme “Shaping the future of MS Rehabilitation”, bringing together the best practices and innovation in the rehabilitation of multiple sclerosis.
- ▶▶ 9th CEA Symposium on Bioengineering “Brain-Machine Interfaces. Neurotechnology for Assistance and Rehabilitation”.
- ▶▶ Organisation of the 2nd Catalan Territorial Commission of the ITEMAS platform, one of the platforms that supports innovation in health sciences and technologies, promoted by the Instituto de Salud Carlos III.

PROMOTING INCLUSIVE PHYSICAL EDUCATION AND SPORT

Sports&Life Guttmann Club

In 2017, the Institute Guttmann has continued developing this project which aims to be a social, leisure and sporting space for former patients and other people with disabilities who, accompanied by their families and friends, want to do activities outside of the hospital in a mainstream setting.

A total of 15 different leisure activities have been organised throughout the year, with the participation of over 140 patients and 108 family members. This initiative has been consolidated as one of the proposals outside the activity of the hospital that has been best-received by ex-patients and their families. In fact, 100% of patients would recommend the activity, 65% would repeat it and 89% have taken part with their families and/or friends.

The following activities were carried out:

- ▶▶ Visit to the Sagrada Familia
- ▶▶ Adapted skiing
- ▶▶ Formula 1
- ▶▶ Barcelona Marathon
- ▶▶ Winter duathlon
- ▶▶ La Milla de la Sagrada Familia race
- ▶▶ Visit to the Alba Synchrotron
- ▶▶ Paramotor flight
- ▶▶ Introduction to paddle surf
- ▶▶ Paddle surf
- ▶▶ Open water diving
- ▶▶ La Milla del Drac de Poblenou race
- ▶▶ Flying

The highest rated activities were scuba diving, skiing, races and the Formula 1 activity at the Montmeló Circuit.



3 GOOD HEALTH AND WELL-BEING



10 REDUCED INEQUALITIES





Camp Spinal H₂O

The Institut Guttmann hosted the 1st Camp Spinal H₂O, an international aquatic activities campus co-organised with Sunnaas Hospital (Norway), which took place in Barcelona, Torredembarra and Badalona. The participants, 30 young people from different countries, all with spinal cord injury, were accompanied by professionals from the Institut Guttmann, Sunnass Hospital and the National Rehabilitation Center of Latvia, along with other expert instructors and elite athletes like the Paralympian Quico Tur (tennis player and ex-patient of the Institut Guttmann) and Julia Castelló (swimmer and professional at the Institut Guttmann).

International camp of water activities for young people with spinal cord injury.

Among other activities, the participants did paddle surf, kayaking, sailing, blokart, yoga, water polo, diving, etc. The media, including La Vanguardia, Badalona Television and TV3, took an interest in this international campus, which was possible thanks to the collaboration of organisations like the Federació Catalana d'Esports per a Persones amb Discapacitat, Club Natació Atlètic Barceloneta, Port de Badalona, Base de Navegants de Badalona, Aquàrium de Barcelona, Port Fòrum, International Barcelona Sailing Center, Cercleaventura, Fundació Alvin Bayona and the Sagrada Família Basilica.



Dofins de Colors

In 2017, we worked intensely on this initiative with a high social value, and in July we presented our new web portal Dofins de Colors (Coloured Dolphins) to promote inclusive physical education within mainstream schools and in sports and leisure centres. This project is an example of the Institut Guttmann's commitment to promoting equal opportunities for all people with disabilities, and aims to favour the inclusion and socialisation of children with disabilities through a cooperative pedagogical approach in physical education and sports.

The portal is a platform for the open exchange of information on which participants, mainly professionals who work in education and physical activity or leisure instructors, present games that all children can take part in, regardless of their functional abilities. These activities are reviewed by professionals from the Institut Guttmann following inclusion criteria and are included on the web portal for later application in any other educational, sports or leisure context. One of the objectives of Dofins de Colors is to offer an extensive list of proposals for games and activities favouring inclusion, thanks to everyone taking part in the initiative.

Additionally, in 2017 we took part in the 6th International Congress of Aquatic Activities in Elche, an annual event organised by Miguel Hernández University, bringing together experts in aquatic education, special physical conditioning and aquatic therapy. The Institut Guttmann presented the Dofins de Colors initiative as a tool for advising professionals.



DOFINS DE COLORS

UN PROJETE DE L'INSTITUT GUTTMANN



Move... and You'll See!

The Institut Guttmann continues to consolidate this initiative and we are already on the 14th year of the "Move... and You'll See!" initiative. These physical education days are organised every year to promote the practice of inclusive physical activity in mainstream schools for pupils aged 5 to 15. This time we brought together over 300 children from 5 schools in the metropolitan area of Barcelona and a group of future teachers who are currently studying at Blanquerna University (URL).





14th Sports Games

These Games, designed to promote adapted sport, were held once again in October. They included the Ciutat de Badalona tournament with the city's basketball clubs, the Quad Rugby tournament and the Fundació Johann Cruyff adapted hockey tournament.

Fitness Day

On Saturday 24 September, the Institut Guttmann was present at Fitness Day, a popular fitness festival organised by the *Institut Barcelona Esports* (IBE) on the occasion of the festival celebrating Barcelona's patron saint, the Festes de la Mercè, and where staff from the Institut Guttmann were involved in offering access to the activity for people with disabilities.

Tennis

In 2017, we took part in the "Open Santi Silvas" wheelchair tennis tournament, thanks to the Fundació Tommy Robredo, and the Nacho Juncosa Memorial trophy, also in wheelchair tennis, among other activities. Our work with the Fundació Tommy Robredo continued in 2017 to continue offering patients the chance to play adapted tennis with and without wheelchairs.

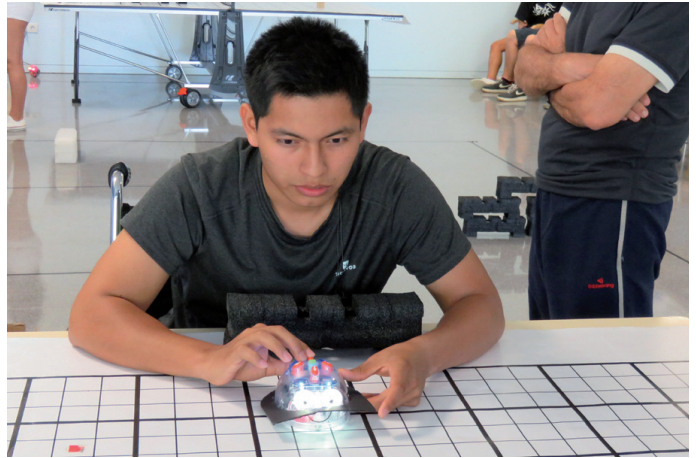


OTHER ACTIVITIES

▶▶ **“Rights of Way” campaign with the Fundación Abertis and UNICEF**

The Fundación Abertis and UNICEF presented the campaign “Rights of Way” in collaboration with the Institut Guttmann. The project aims to implement programmes to prevent young children in developing countries from being hurt in road accidents. It will initially be launched in the Philippines and Jamaica in 2018. To this end, the Institut Guttmann will send a multidisciplinary care team of doctors, nurses, physiotherapists and psychologists overseas to offer their experience and good practice in the pathologies seen in our specialty.





- ▶▶ The Institut Guttmann, in collaboration with the **Garbí Pere Vergés School**, held the “1st Robotics and Technology day” in May to see how activities carried out using robots help and stimulate therapeutic advances for patients with neurological disabilities. Our patients took part in eight workshops on robotics, drone flights, 3D printing, etc., in which 140 Secondary and Baccalaureate students also participated.

- ▶▶ The **Jordi Savall International Ancient Music Centre Foundation** gave a concert of ancient music at the hospital on 29 May. The two Syrian musicians, who are refugees, gave two short recitals within the Area of Functional Rehabilitation, incorporating the music naturally into the patients’ neurorehabilitation activity. The activity is part of the “Orpheus’ Dream” project and has been carried out in other health and penitentiary institutions.

- ▶▶ We took part in the **18th Symposium of TV3’s Fundació La Marató**, together with the *Banc de Sang i Teixits*, presenting the results of the project financed with *La Marató 2011* funding on the safety and potential of a stem cell transplant to rehabilitate functions that are lost after a spinal injury. This project is part of strategic research into neurorepair and advanced therapies.



▶▶ Within the “Masía solidaria” project, FC Barcelona and the Fundació FC Barcelona have launched a joint project with the Institut Guttmann for players training at “La Masia” to learn about other realities. During the three months of the initiative, we received visits from the players of the 1st teams of Barça B soccer, Barça B basketball, the women’s soccer, volleyball and hockey teams, among others. Over a hundred athletes and staff from FC Barcelona shared experiences with the patients of the Institut Guttmann.



GUTTMANN BARCELONA

A UNIQUE PROJECT IN THE CITY CENTRE

Last year, 2017, was the year that the construction of the new Guttman Barcelona centre was consolidated. The building, which will finally open in autumn 2018, has undergone an intense year with the work on creating the Guttman Barcelona Life apartments to help promote independent living, and the neuro-clinical Brain Health Institute that includes the Guttman, NeuroPersonalClinic®.



▶▶ Guttman Barcelona Life

Guttman Barcelona Life is a group of apartments aimed at people with physical disabilities and mobility problems, preferably young people. The aim is to develop an independent and autonomous lifestyle in an inclusive and normalising context in which people can follow their own lifestyle.

This social facility consists of fully adapted apartments with automated systems. They offer a wide range of basic and complementary services that are customised for each user, in a modern and unique building specifically designed for the purpose.

▶▶ Brain Health Institute

Guttman, NeuroPersonal Clinic® will be one of the specialised neurorehabilitation services offered by the future neuroclinic that will also occupy the building, the **Brain Health Institute**, from where the Institut Guttman will continue offering its specialised, intensive, comprehensive and personalised neurorehabilitation services, opening up to other neurological and neurodegenerative pathologies, such as dementia, mental health, depression, Parkinson's and other movement disorders, epilepsy, memory, and learning disorders in children.

▶▶ Guttman, NeuroPersonalClinic®

Guttman, NeuroPersonalClinic®, the neurorehabilitation treatment initiative that we already carry out in the Institut Guttman, will be one of the main services located in the new Guttman Barcelona building. The aim is to offer quality specialised and personalised neurorehabilitation treatments, bringing clinical innovation to patients through new therapeutic solutions with a proven scientific basis. In 2017, the teams of professionals in this initiative were consolidated ready to be transferred to the new centre.

With this project, the Institut Guttman wishes to continue making progress in its commitment to support people with neurological disabilities by innovating in the services it offers; we know these services to be necessary, and our aim is to offer a new, modern, effective response, adapted to the reality of our times and based on the model of independent living, while providing rigour, security and guaranteed human, scientific and technical quality that are the hallmark of the Institut Guttman's work.

It is worth noting that during 2017 we maintained excellent relationships with the municipal administration, both at a district level and with the *Ajuntament de Barcelona*, with regard to technical and political aspects, as well as with the Neighbourhood Association of the La Sagrera neighbourhood.



Several visits to the site have also been organised by the Institut Guttmann’s team of professionals with the aim of working together regularly on all the aspects and services that will have to be developed to put the new healthcare complex into operation. The Guttmann Barcelona project will need all the talent, commitment and involvement of the institute’s team of professionals.



RESPONSIBLE COMMUNICATION

The Institut Guttmann puts its responsibility and desire for transparency into all the communication processes that govern its actions in relation to messages, channels and supports aimed at the internal and external audiences it communicates with.

In 2017, the Institut Guttmann published its second Corporate Social Responsibility Report, relating to 2016. It was presented for the first time in conjunction with the annual Social Report, so that all the information was included on one document that was available to everyone. It also continued expanding the Transparency and Good Governance Portal of the Institut Guttmann on the institute's web portal.

This year, and in keeping with our stable commitment to responsibility and transparency, we publish the Social and Corporate Social Responsibility Report for 2017. The report includes an account of activity related to the commitments made by our adherence to the Economy for the Common Good and the United Nations Global Compact, relating information on our activity to the Sustainable Development Goals, and also responding to GRI (Global Reporting Initiative) indicators.

Also during this year, and as part of the process to accredit the IQNet SR10 Social Responsibility Management System and audit the balance sheet of the Economy for the Common Good, the communication channels and the way in which the institute relates to its stakeholders have been assessed, with special emphasis placed on the Institut Guttmann's relationship with the community with all communication activities, events and social projects that are carried out. In both cases, which had successful audits, the power and scope of the Institut Guttmann's social programmes were highlighted.

On 15 June 2017, the **Corporate Social Responsibility Committee of the Catalan Labour Relations Council** chose the Institut Guttmann for its annual visit to an organisation of interest for its work on social responsibility. As a result of this visit, we published an article in the Catalan RScat Bulletin of social responsibility, **"Institut Guttmann: Social Responsibility in its purest form"** in which Dr. Josep M. Ramírez, director of the Fundació Institut Guttmann, explains the institute's commitment to social responsibility and how it has integrated CSR throughout its 53-year history in a manner consistent with new sensitivities and social needs.

SUSTAINABLE DEVELOPMENT GOALS

The Fundació Institut Guttmann, as an entity that adheres to the United Nations Global Compact, being committed to its principles and sustainability goals, has wanted to carry out an analysis of its Corporate Social Responsibility according to these indicators. Therefore, after a detailed study, the CSR Commission concluded that those SDGs (Sustainable Development Goals) in which the Institut Guttmann contributes more prominently with the implementation of its activity, are:



As a Specialised Neurorehabilitation Hospital, the Institut Guttmann is a Spanish and international centre of reference in its specialty. The healthcare activity of the Institut Guttmann is characterised by the effectiveness of its rehabilitation treatments, with the results of the healthcare process being backed by scientific evidence, the protocolisation of its procedures (always in relation to international measurement data) and the monitoring of our patients.

We also contribute actively, and through our social activity, to the prevention and reduction of traffic accidents, as well as to treating the consequences derived from these accidents to the best of our ability.



The Institut Guttmann has been working intensively for equal rights and equal opportunities for people with disabilities for over 53 years. To this end, we work closely with associations for people with disabilities. In fact, the institute's Social and Participation Council, made up of representatives of our main associations and advisory governing body, helps us to promote and carry out relevant projects to encourage empowerment and personal autonomy.



The Guttmann - Barcelona project is an initiative that is directly aimed at achieving this objective: making cities accessible, inclusive, safe, resilient and sustainable. With this initiative, the Fundació Institut Guttmann will take its commitment to people a step further, favouring the development of an independent and autonomous life, which in turn respects people's own lifestyle and decision-making capacity.



The Institut Guttmann enjoys EMAS and ISO 14001 accreditation, being an example of a health organisation that has incorporated a series of measures to help protect the environment, and that also raises awareness amongst the people it deals with of the importance of contributing to mitigating climate change.



The Fundació Institut Guttmann is a solid, reputable institution that is respected for having spent over 50 years working for people and providing an example of responsibility, transparency and good governance. The institution uses an independent firm to audit its accounts annually, in order to guarantee correct asset management; it operates a policy of information transparency through its Social Report and the Transparency and Good Governance Portal available on its website. Additionally, we are working on the implementation of Legal Compliance in the organisation.

ACCREDITED MEDICAL WEBSITE

The Institut Guttmann's web portal compiles all the information about the organisation relating to its activity. It contains information related to care, science, teaching, a job board aimed at the teaching community, and social and leisure activities. The site is in 5 languages and is constantly updated.

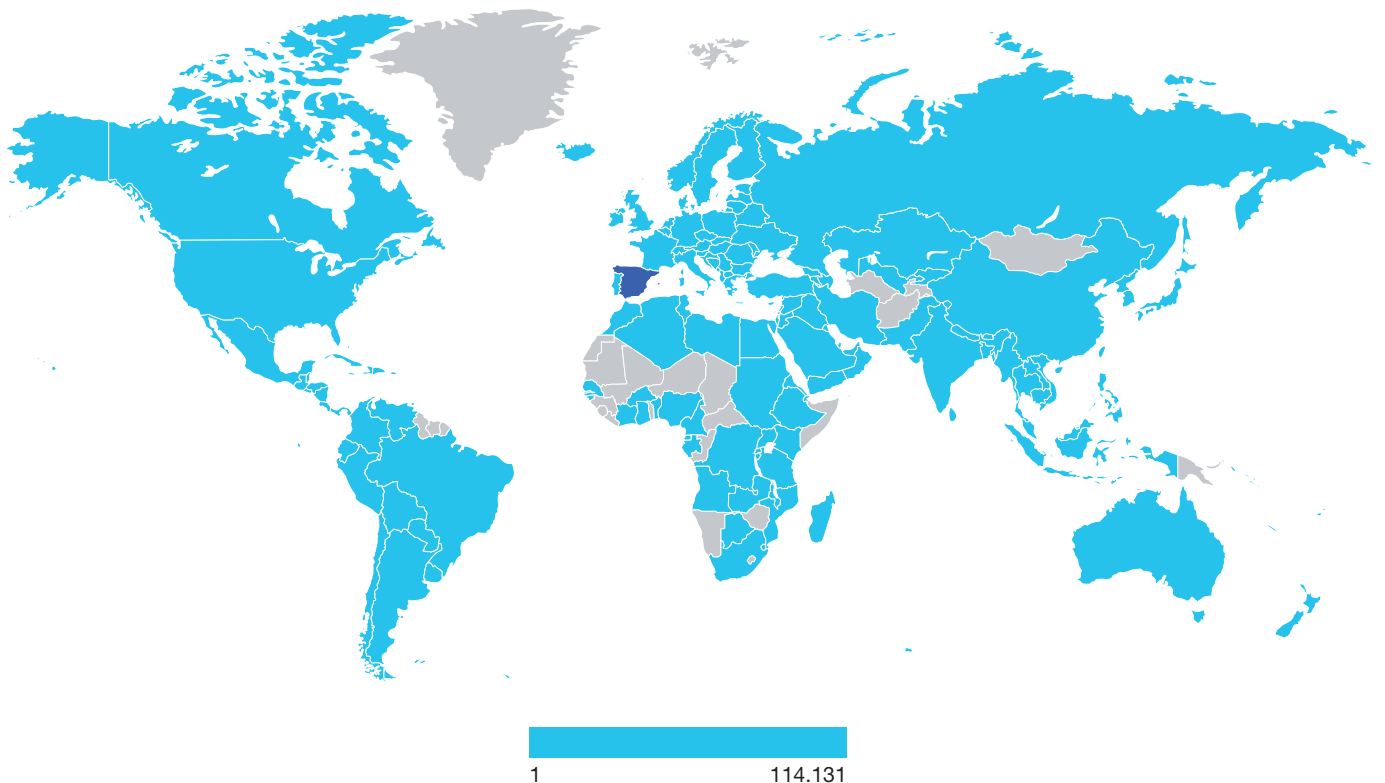
The portal is recognised as an **Accredited Medical Website**, a service from the Barcelona Medical College, which identifies the website as a place of interest for patients and users as well as health professionals, and demonstrates that all communication related to care and health is

based on medical criteria, including the portfolio of services and information on the neurological pathologies treated at the hospital.

In addition, the Institut Guttmann endorses the initiative **"Medical information you can trust"** from the Swiss foundation **Health on the Net** which certifies that the medical content posted on the public website is true, has been checked by medical or scientific publications and that the institute has an Advisory Council that reviews content before uploading it to the network.

This year, the data analysed give the following results:

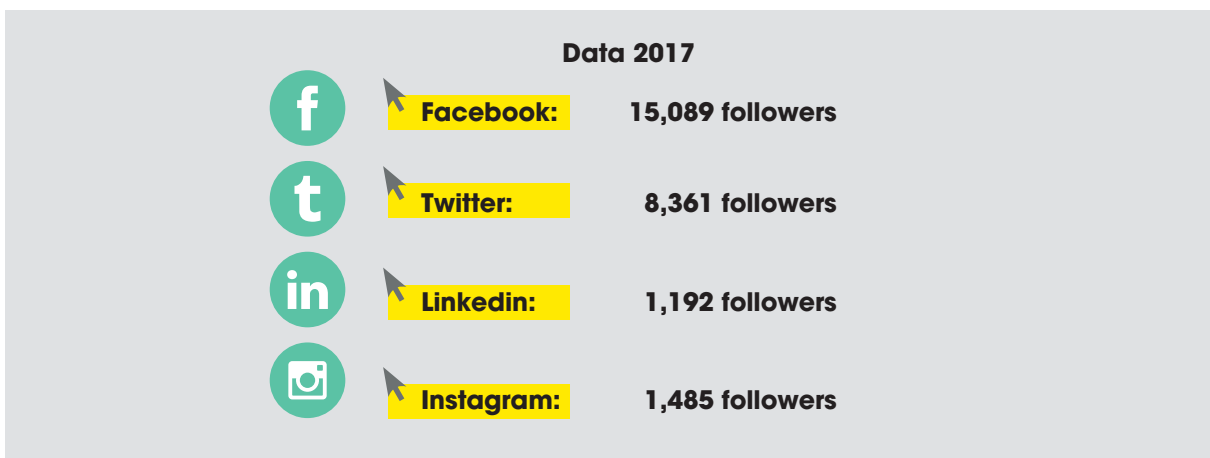
- ▶▶ 124,162 users visited the website.
- ▶▶ They made 174,947 visits.
- ▶▶ They visited over 541,181 pages.
- ▶▶ 68.3% of users are women and 31.7% are men.
- ▶▶ Regarding the origin of the visits, over 82% are from Spain, followed by Mexico, Colombia, Chile, United States, Argentina, Russia, Peru, United Kingdom and France.



OTHER DIGITAL ENVIRONMENTS

The Institut Guttmann works very actively to promote itself on the main social networks in which it has a presence (Facebook, Twitter, LinkedIn, Instagram, YouTube), providing a dynamic flow of information in which the organisation makes available the most up-to-date content, such as visits to the institute and social, leisure, scientific and teaching activities. The language used is accessible and clear; no inappropriate language is used and capital letters are not overused. The photographs that accompany the content are always taken with the permission of the individuals that appear in them, in compliance with the guidelines established by the Spanish law on the protection of personal data (LOPD).

We review all content that followers publish, respecting the right to freedom of expression and the contents of Institut Guttmann's Communication Policy 2014-2019 if it is considered pertinent; any comments that may cause offence or that use inappropriate language are deleted.



In 2017, the Institut Guttmann has worked on new website projects:

- ▶▶ **Dofins de Colors,** a participatory portal with an extensive catalogue of advice on physical education and inclusive activities. *See 04 – Commitment to the community
- ▶▶ **SIIDON (a service offering comprehensive information on neurological disabilities),** a web portal with reference information on neurological disabilities that offers information, resources and services related to disability, neurorehabilitation and neurosciences.
- ▶▶ **Friends of the Institut Guttmann,** a communication channel with friends and companies that help the Fundació Institut Guttmann with its charity work.

PERSONAL DATA AND CONFIDENTIALITY

Compliance with the Spanish law on the protection of personal data (LOPD) is of great importance for the institute in all its areas. This is a duty of all professionals and collaborators who are part of the Institut Guttmann who may have direct or indirect knowledge of the data of patients, members of the organisation and other people with whom it has a relationship.

- ▶▶ The Institut Guttmann rigorously supervises the authorisation of the use of images of patients and/or family members in the media, with the patient or his/her legal guardian needing to sign an informed consent form.
- ▶▶ Emails and newsletters comply with the legal directive and include the option to unsubscribe if the information is unwanted.
- ▶▶ The Institut Guttmann does not use advertising or communication that could be considered commercial for any of its services.
- ▶▶ Staff sign an acceptance of the Code of Ethics when starting their contractual relationship, and are informed of the **“Protocol of good practice for professionals and partners for the protection and security of personal data”**.
- ▶▶ During the 2017 financial year, no incident was received related to communication, marketing, promotion or sponsorship of the institute, as well as any formal complaint regarding a breach in confidentiality of personal data, nor any sanction as the result of not complying with norms in relation to care, scientific or teaching services.

- ▶▶ The Institut Guttmann applies the highest level of security measures on the security of automated files (Spanish Royal Decree 1720/2007, of 21 December that approves the Regulation of Organic Law 15/1999, of 13 December, on the protection of personal data) to all the information it handles: documented security regulations, incident logs, a security officer, periodic submission of information systems for auditing, personalised identification of users who want to access the system and an access register.



05

HUMAN RESOURCES



PEOPLE, THE INSTITUTE'S SOUL

At the Institut Guttmann, it is fundamentally the staff who are behind the institute's profile, culture and values. They are the source of knowledge and experience, and with their attitude and commitment to excellence, they are the driving force behind the organisation.

Although by its very nature the work at the Institut Guttmann is very demanding, the vocation of the staff involved in caring for patients and their families makes them feel well-looked after, understood, supported, safe and respected.

The institute's **Human Resources Policy** stems from the specific commitments of the institute's Corporate Social Responsibility Policy, which is based on the desire for excellence and, in accordance with the Code of Ethics, considers the ethical obligations that lie beyond legal and administrative requirements, standards of good practice and supervision by bodies to which the organisation is accountable. Its main objectives are:

- ▶▶ To maintain the institute's values with a strong commitment to the personal and professional development of the staff, who are the main asset of the organisation as a source of knowledge and ultimately responsible for the quality of the relationship with our patients, their families and other people with whom they interact.
- ▶▶ To guarantee the continuity of a team of competent and highly motivated professionals to voluntarily promote clinical excellence, innovation and the generation of new knowledge in the field of neurorehabilitation and neuroscience in general.
- ▶▶ To develop an organisational culture that focuses on creating an organisation that is knowledge-intensive, offers a high performance and creates value for citizens.

THE STAFF

In 2017, the staff consisted of a total of 455 people. The equivalent number of hours worked by these professionals is equivalent to a total workforce of 353.9 persons (the total number of hours worked divided by the annual working hours agreed in the 1st SISCAT Collective Agreement). This workforce, along with external staff and services gives a total of 426 persons that are needed for our institute to function correctly.

STAFF AT THE FUNDACIÓN INSTITUT GUTTMANN IN 2017				
	staff contracted		external services / professionals	resulting numbers of staff
	number of people	equivalent number of staff*	equivalent number of staff*	equivalent number of staff*
Doctors	23	21,27	4,80	26,07
Psychologists	9	7,33	0,00	7,33
Pharmacists	3	2,04	0,00	2,04
Interns	5	3,83	0,00	3,83
Nurses	104	75,52	0,00	75,52
Physiotherapists	30	22,90	0,00	22,90
Occupational therapists	27	15,44	0,49	15,93
Physical education instructors	4	3,19	0,00	3,19
Social workers	6	5,23	0,00	5,23
Speech therapists	8	5,74	0,00	5,74
Care assistants	135	100,35	0,00	100,35
CARE ASISTENCIAL	354	262,86	5,29	268,15
Executives	10	9,99	0,00	9,99
Technicians and/or management	11	10,51	0,00	10,51
Administrative staff	59	51,97	1,10	53,07
MANAGEMENT AND ADMINISTRATION	80	72,47	1,10	73,57
Maintenance	9	8,00	0,00	8,00
Catering	0	0,00	26,94	26,94
Cleaning	8	6,74	21,25	27,99
Laundry/linen	4	3,86	0,23	4,09
Security/caretaking	0	0,00	15,97	15,97
Gardening	0	0,00	1,25	1,25
INFRASTRUCTURES, SERVICES AND ENVIRONMENT	21	18,61	65,64	84,25
TOTAL STAFF	455	353,94	72,03	425,97

(*1668 hours a year)

THE MANAGEMENT TEAM

The breakdown of the Institut Guttman Management Team by gender and age is shown in the following tables.

Breakdown by gender and age					
GENDER	Under 35	From 35 to 50	Over 50	Total	% TOTAL
Women	0	1	5	6	60%
Men	0	1	3	4	40%
Overall total	0	2	8	10	100%
% Total	0%	20%	80%	100%	

SIZE OF THE WORKFORCE

The tables given below reflect different indicators related to the organisation's total workforce. The Institut Guttmann has only one workplace and there was a total number of 387 professionals on the payroll on 31 December 2017. This figure is the base for the calculations and tables presented below and gives the total number of all professional staff members with a full-time or part-time work contract that responds to organisational needs (permanent staff, temporary, interim...), with contracts longer than one week.

Breakdown by gender and age					
GENDER	Under 35	From 35 to 50	Over 50	Total	% TOTAL
Women	63	109	65	237	61,2%
Men	36	61	53	150	38,8%
Overall total	99	170	118	387	100,0%
% Total	25,6%	43,9%	30,5%	100,00%	

Professionals by category and gender				
PROFESSIONALS OF THE INSTITUT GUTTMANN	WOMEN	MEN	TOTAL	% TOTAL
Executives	6	4	10	2,58%
Doctors – Psychologists – Pharmacists	17	14	31	8,01%
Nurses	65	18	83	21,45%
Physiotherapists – Occupational therapists – Physical education instructor	34	15	49	12,66%
Social workers – Speech therapists	13	0	13	3,36%
Specialist technicians	2	0	2	0,52%
Care assistants	42	66	108	27,91%
Administrative staff	47	19	66	17,05%
Service staff	10	13	23	5,94%
Interns	1	1	2	0,52%
Total Professionals	237	150	387	100,00%

Outsourced staff

The Institut Guttmann uses outsourcing as a management tool that allows it to concentrate on its core competencies, delegating the provision of certain services offering ongoing support to professional staff members who specialise in other areas of work or knowledge.

Several ongoing services are currently outsourced, including the laboratory, catering, security and cleaning, in addition to consultant doctors who come to the centre sporadically on the request of the medical staff. On 31 December 2017, the institute had 121 professional staff members, including doctors, consultants and outsourced professionals.

Professionals by category and gender				
GENDER	PROFESSIONALS (DOCTORS, CONSULTANTS)	OUTSOURCED STAFF (KITCHEN, CAFETERIA, SECURITY, CLEANING AND LABORATORY)	TOTAL	% TOTAL
Women	14	63	77	61,5%
Men	15	29	44	38,5%
TOTAL	29	92	121	100,0%

RECRUITMENT POLICY AND EMPLOYABILITY

The Institut Guttmann employment policy maintains the principle of ensuring secure employment and the stability of the workforce, according to the budget available for each financial year. In general, stable positions are covered with an indefinite contract.

To help young people who have completed their studies enter the world of work, the Institut Guttmann reserves certain positions to be covered by internship contracts in order to help people acquire professional experience. For these contracts, priority is given to students who have done the master's and postgraduate degrees themselves, and trainees who have done internships at the hospital and have been evaluated positively.

The workforce of the Institut Guttmann is characterised by its low turnover and high level of adaptation of the workforce, meaning that large-scale recruitment is rare. Recruitment procedures are highly personalised and combine internal and external sources depending on the position.

New contracts

TYPE OF CONTRACT	WOMEN	MEN	TOTAL	% TOTAL
Permanent	1	0	1	4,55%
Temporary	5	2	7	31,82%
Interim / cover	10	4	14	63,64%
Interns	0	0	0	0,00%
TOTAL NEW CONTRACTS	16	6	22	100,00%

BREAKDOWN BY AGE IN NEW CONTRACTS				
AGE	WOMEN	MEN	TOTAL	% TOTAL
Under 35	9	4	13	59,09%
From 35 to 50	6	1	7	31,82%
Over 50	1	1	2	9,09%
TOTAL	16	6	22	100,00%

The Institut Guttmann is an organisation with a relatively low staff turnover; this is due to the highly specialised care activity at the centre and the high levels of commitment that the staff have with the institute's mission and values.

Turnover rate by age and gender

STAFF TURNOVER				
AGE	WOMEN	MEN	TOTAL	% TOTAL
Under 35	4	0	4	36,36%
From 35 to 50	2	1	3	27,27%
Over 50	2	2	4	36,36%
TOTAL	8	3	11	100,00%

DIVERSITY AND EQUAL OPPORTUNITIES

The Institut Guttmann's corporate social responsibility policies have a strategic aim to develop occupational relationships based on equal opportunities, non-discrimination and respect for diversity, promote a favourable environment, facilitate conciliatory measures and respect the law.

Basic principles:

- To ensure the quality of employment.
- To promote conciliatory measures.
- To ensure the principle of equal opportunities between men and women.

True to its original purpose and its Code of Ethics, the Institut Guttmann, "for the provision of new jobs, will **positively discriminate** in favour of candidates with a disability certificate, provided that they are properly trained for the job to be done and have the suitable personal profile and skills to do the work properly".

NUMBER OF DISABLED PROFESSIONALS BY GENDER AND AGE:				
AGE	WOMEN	MEN	TOTAL	% TOTAL
Under 35	3	1	4	21,05%
From 35 to 50	7	0	7	36,84%
Over 50	3	5	8	42,11%
TOTAL	13	6	19	100,00%

NUMBER OF DISABLED PROFESSIONALS BY GENDER AND PROFESSIONAL CATEGORY:				
	WOMEN	MEN	TOTAL	% TOTAL
Executives	0	0	0	0,00%
Doctors – Psychologists – Pharmacists	2	0	2	10,53%
Nurses	0	0	0	0,00%
Physiotherapists – Occupational therapists – Physical education instructor	3	0	3	15,79%
Social workers – Speech therapists	1	0	1	5,26%
Specialist technicians	0	0	0	0,00%
Care assistants	1	3	4	21,05%
Administrative staff	6	2	8	42,11%
Service staff	0	1	1	5,26%
Interns	0	0	0	0,00%
TOTAL	13	6	19	100,00%

These 19 professional staff members have a recognised disability, and represent 4.61% of the workforce, exceeding the 2% quota set by law (this calculation has been made according to the First Additional Provision of Royal Decree 364/2005, of 8 April).

Exec
Docto
Nurse
Physi
Socia
Spec
Care
Admi
Servi
Intern

CONCILIATORY ACTION IN THE CASE OF MATERNITY, PATERNITY AND HIGH-RISK PREGNANCY, AND SOCIAL BENEFITS

Number of professional staff members who had the right to take leave for maternity, paternity or high-risk pregnancy and exercised this right.

Number of professionals who exercised their right to take leave for maternity/paternity/high-risk pregnancy				
	WOMEN	MEN	TOTAL	% TOTAL
Maternity	16	0	16	64,00%
Paternity	0	5	5	20,00%
High-risk pregnancy	4	0	4	16,00%
TOTAL	20	5	25	100,00%

A total of 100% of professionals who had the right to take leave for maternity, paternity or high-risk pregnancy exercised their right to it.



REMUNERATION POLICY

The remuneration policy of the Institut Guttmann is framed within SISCAT's 1st Collective Agreement. The salary structure is composed of a fixed annual salary, additional sums related to systems of promotion and career development, and variable sums based on objectives.

The organisation's remuneration policy has three objectives that have traditionally been applied: attracting, retaining and incentivising the people that it needs.

WAGES AND SALARIES FOR PROFESSIONAL CATEGORIES (does not include MBOs):					
PROFESSIONALS AT INSTITUT GUTTMANN	WOMEN	MEN	TOTAL	WAGE UNDER AGREEMENT	MEAN GUTTMANN WAGE
Group 1 Graduates in care professions (doctors, pharmacists, psychologists...)	20	17	37	38.362 €	> 40.000 €
Group 2 Diploma in care professions (nurses, physiotherapists, physical education instructor, social workers, speech therapists...)	112	33	145	27.907 €	> 30.000 €
Group 3 Technicians and nursing assistants	45	67	112	18.379 €	> 20.000 €
Groups 4, 5, 6.1 Administrative staff	49	19	68	20.968 €	> 30.000 €
Groups 6.2 and 7 Service staff	10	13	23	15.619 €	> 20.000 €
Interns	1	1	2		17.500 €
Total Professionals	237	150	387		

The minimum interprofessional salary for 2017 was € 9,907,80 a year. The minimum salary was established and approved by the Spanish Government in Spanish Royal Decree 742/2016 of 30 December.

ASSESSMENT

Various tools are used to make annual assessments of the aptitudes, attitudes and skills of all professional staff members. The aim of this assessment process is to:

- Express the organisation's expectations of the people working there
- Align the efforts of professional staff members with the institute's yearly objectives
- Evaluate people's contribution to the institute
- Maximise everyone's performance and satisfaction
- Identify talent and potential, and design development plans that are appropriate to the individual
- Count on objective and documentary indicators that help evaluate the professional incentive and promotion system

The annual assessment consists of:

- Assessment of skills.
- Assessment of variable remuneration based on objectives (MBOs). This is regulated by the 1st SISCAT Collective Agreement.
- Development interview.

Professionals with the right to variable remuneration based on objectives by gender:			
GENDER	TOTAL PROFESSIONALS	PROFESSIONALS WITH RIGHT TO MBO	% TOTAL
Women	237	230	94,3%
Men	150	148	96,6%
TOTAL	387	378	95,2%

|

Professionals with the right to variable remuneration based on objectives by gender:

	WOMEN	MEN	TOTAL	% TOTAL
Executives	6	4	10	2,65%
Doctors – Psychologists – Pharmacists	17	14	31	8,20%
Nurses	63	18	81	21,43%
Physiotherapists – Occupational therapists – Physical education instructor	30	15	45	11,90%
Social workers – Speech therapists	13	0	13	3,44%
Specialist technicians	2	0	2	0,53%
Care assistants	42	66	108	28,57%
Administrative staff	47	18	65	17,20%
Service staff	10	13	23	6,08%
Interns	0	0	0	0,00%
Total	230	148	378	100,00%

In 2017, 95% of staff were assessed. Individual interviews were carried out with their line manager and the development procedure defined was followed, in which their progress was analysed with regard to the defined objectives.



CONTINUING TRAINING

Continuing training must guarantee the continuity of a team of competent professionals who have an impact on the interpersonal, scientific and technical quality of care that the Institut Guttmann offers the people it treats, improving the knowledge, skills and attitudes of these professionals to achieve the best possible results in the rehabilitation process of people with disabilities of a neurological origin.

The basic functions of continuing training are:

- Improving the skills and qualifications of professionals.
- The social promotion of professionals, improving their professional qualifications.
- Adapting their technical and interpersonal skills to the institute's objectives.

A total of 440 professional staff members out of the 455 who worked at the Institut Guttmann in 2017 received training. The calculations used for the following indicators were made based on the total number of people trained:

Mean hours of professional training			
Total hours training	8.172,50	= 18,6	
Number of professionals	440,00		

Mean hours of training by gender

GENDER	NUMBER OF PROFESSIONALS	NUMBER OF HOURS	MEAN HOURS TRAINING
Women	275	4.900,0	17,8
Men	165	3.272,5	19,8
TOTAL	440	8.172,5	18,6

Mean hours of training by professional category and gender

CATEGORY OF PROFESSIONALS AT INSTITUT GUTTMANN	WOMEN	MEN	TOTAL
Executives	13,0	14,4	13,6
Doctors – Psychologists – Pharmacists	15,8	16,8	16,2
Nurses	25,6	26,6	25,8
Physiotherapists – Occupational therapists – Physical education instructors	24,9	25,9	25,2
Social workers – Speech therapists	17,0	0,0	17,0
Specialist technicians	23,0	0,0	23,0
Care assistants	21,6	22,5	22,1
Administrative staff	7,7	8,5	8,2
Service staff	4,2	13,0	7,6
Interns	20,0	22,0	21,0



HUMAN RIGHTS AND EMPLOYMENT PRACTICES

The personnel team is the most valuable asset of the Institut Guttmann, therefore a professional environment is promoted based on trust, shared responsibility and mutual respect that enhances the capacities, competencies and skills of each member, recognises and rewards good performance and offers opportunities for their professional development and personal growth.

All professionals and additional staff who make up the staff team at the Institut Guttmann have the right and the duty to know the Code of Ethics and comply with it, ask any questions that arise and make suggestions or proposals for changes that they consider appropriate. They can also report any non-compliance or presumed non-compliance in order to contribute to the progress of the institute and the people who carry out their professional activities there.

Outsourced companies with staff that work on the premises of the Institut Guttmann are also assessed initially in the adjudication process to ensure these values and good practices are adhered to. Among other factors, their activities were assessed in relation to contracting and managing occupational risk prevention by coordinating preventive activities. They also receive the same training as our contracted staff.



SOCIAL BENEFITS

100% of the team enjoys additional benefits, regardless of the type of contract.

- ▶▶ Flexible starting times for professional staff members on split shifts not related to providing services related to patient care. These professional staff members can choose their start and end times within a margin of one hour, depending on their needs or preferences, and guaranteeing the presence of enough members of staff in the workplace during hours with the highest levels of activity.
- ▶▶ Continuing training plan offered to 100% of the staff.
- ▶▶ Christmas gift.
- ▶▶ Loyalty award in recognition of professional staff members who work for the organisation for 25 years.
- ▶▶ Subsidised dining vouchers for all staff on the payroll working a split shift, according to the collective agreement.
- ▶▶ Internal communications:
 - Intranet: all policies and institutional documentation are published here, as are the latest news and notices from the hospital.
 - FULLS magazine: an internal publication sent to all professional staff members in the Institut Guttmann with current news and in-house interviews.
 - Internal communication: as well as communicating via intranet, communications are occasionally sent by email.
 - Guttube: internal video portal, created in the likeness of the famous video-sharing website, on which all internal and public videos related to the institute are shared.
 - Welcome handbook: this handbook is given to all new employees with relevant information needed when joining the organisation.
 - Social networks: the team is often quoted, or has a presence in constant updates on these communication networks.
 - Posters: informal communication and visual support for campaigns, events and other internal actions.
- ▶▶ A Christmas party for the children of the professional staff members, with a gift purchased by the human resources department for all children.
- ▶▶ Celebration of the institute's anniversaries and Christmas drinks.
- ▶▶ Other events and celebrations for the whole team. On some occasions, the staff's families are also invited.

HEALTH AND SAFETY AT WORK

The prevention of occupational hazards is one of the Institut Guttmann's priorities. To prevent accidents and hazards, the institute has its own prevention service specialising in three technical specialities (ergonomics and psycho-sociology, industrial hygiene and occupational safety) and has outsourced the speciality of health security to an accredited prevention service.

Professional contingencies, workplace accidents and professional sickness are covered by Mutua Universal, a mutual workplace accident insurer recognised by the Social Security department. The Institut Guttmann meets the legal obligation to carry out legal audits on its occupational risk prevention every two years. The last audit was done in February 2017 and was carried out by the accredited company TÜV Rheinland.

The principles that govern occupational risk prevention are defined in the institute's Corporate Social Responsibility Policy, from which is derived the prevention management system with its structure, documentary system and responsibilities, as well as the mechanism for setting annual prevention objectives. The main task has been detecting and evaluating risks and implementing preventive measures that eliminate or mitigate them. The following are highlighted due to the nature of the organisation:

▶▶ Risk of strain

Related to manual transfer of patients. The Institut Guttmann has a variety of mechanised technical aids to facilitate transfers and minimise effort during them. This risk is focused in the nursing and functional rehabilitation areas.

▶▶ Risk due to exposure to biological pollutants

The organisation has implemented numerous protocols to control this risk, which is inherent in the nature of the activity of the Institut Guttmann and is concentrated on care staff in particular.

▶▶ Risk due to exposure to radiation

This risk is concentrated in areas where there are devices that emit radiation and is regulated by very strict rules that the Institut Guttmann strives to comply with in all cases.

▶▶ Risk due to "in itinere" accidents

Most professional staff members travel to the premises of the Institut Guttmann in private vehicles as there is limited public transport. The organisation maintains a process of permanent dialogue with the authorities to improve the offer of public transport and carries out campaigns to prevent traffic accidents.

▶▶ Psychosocial risks

A psychosocial study was carried out in 2015 which, once analysed, resulted in a plan of actions that have been implemented since then. A new study is planned for 2019 that will serve to propose new action plans and to continue making progress in continuous improvement.

DURING 2017 THERE WERE:

Workplace accidents resulting in time off work	=	5 (men) + 3 (women)	=	8
Days lost due to workplace accidents	=	306 (men) + 188 (women)	=	494

"In itinere" workplace accidents with time off work	=	3 (men) + 2 (women)	=	5
Days lost due to "in itinere" accidents	=	60 (men) + 29 (women)	=	89

Analysing and investigating incidents and accidents is another key activity of risk prevention that can be used to determine the causes of these risks and establish action plans.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee of the Institut Guttmann is formed by six members, three of whom are delegates in prevention representing the company's committee and the other three who represent the foundation. The main objective of the committee is to promote risk prevention and ensure the compliance of professional staff members with health and safety principles.

ASSESSMENT OF SUPPLIERS' EMPLOYMENT PRACTICES

The Institut Guttmann always demands reciprocal honesty in its commercial relationships, full respect for current regulations and, in particular, that which refers to the compulsory hiring of people with disabilities; also relevant are those that refer to the protection of children, environmental protection and labour protection.



06

TRANSPARENCY



As a private foundation, the Institut Guttmann is accountable to the Protectorate of Foundations, a body of the *Departament de Justícia de la Generalitat de Catalunya* concerned with guardianship, control and supervision, as well as the *Departament de Salut* and the Finance Ministry of the Spanish Government.

It maintains lawful, honest, ethical and responsible behaviour in all its activities, promoting these values in the relationships it establishes. In accordance with these principles, the ethical commitments that govern each of its areas of activity are included in **the foundation's Code of Ethics and Articles of Association**, which set out standards of good governance that must be upheld by all members of the Board of Trustees and the Managing Director, the person with the highest level of responsibility.

The **institute's Corporate Social Responsibility Policy** establishes cross-cutting integration, satisfaction, participation and commitment of all stakeholders in the care of people, the environment, good governance and transparency throughout the organisation. In line with the objectives of the foundation, this document expresses the will, objectives, orientations, strategies and continuous action of the Corporate Social Responsibility and Compliance management system of the Fundación Institut Guttmann.

The organisation conducts an **Annual Audit of Accounts** to ensure proper asset management and regularly submits to Spanish and international accreditation bodies that certify the safety and quality of its care, science and teaching activities, as well as the proper protection of the environment. To ensure confidentiality in all its activities by complying with Spanish law on the protection of personal data (LOPD), it adheres to the **Code of the Catalan Hospital Union** and undergoes the regular corresponding audits.

By publishing an annual Social and Corporate Social Responsibility Report, and dedicating a section on its website to transparency and good governance, the institute exercises a policy of total **transparency of information** and is accountable in all its actions to the **Social and Participation Council**, in which are represented the main associations of people with disabilities to which the Institut Guttmann dedicates its services, experts from civil society and key government administrations involved in this area.

BALANCE SHEET

The foundation's Board of Trustees is ultimately responsible for preparing the annual accounts so that they provide a true reflection of the assets, financial position and financial results for the financial year, according to the regulatory framework applicable in Spain.

FUNDACIÓ INSTITUT GUTTMANN. INCOME STATEMENT – 2017		
RESULT OF CARE ACTIVITY		1,163
Neurorehabilitation Hospital		952
Income from the provision of care services	20,933	
Other income	3,305	
Hospital costs	-23,286	
Consumption	-6,380	
External services	-1,834	
Taxes	32	
Personnel costs	-14,131	
Management costs	160	
Depreciation and provisions	-1,130	
Extraordinary costs	-3	
Guttman, NeuroPersonalClinic®		121
Income from the provision of care services	898	
Costs	-777	
Medical and Social Care Activity		90
Income from the provision of care services	410	
Other income	3	
Costs	-323	
RESULT OF SCIENTIFIC ACTIVITY		-320
Income	1,180	
Costs	-1,500	
Research + Innovation	-1,145	
Teaching	-355	
RESULT OF SOCIAL ACTIVITIES		-174
Income	89	
Costs	-263	
Publishing activity	-65	
Outreach / Technical conference	-24	
Public awareness	-95	
Other activities	-79	
RESULT "Friends of the Institut Guttman" (*)		275
Friends of the IG fundraising	316	
Management costs	-41	
RESULT FIN., STRUCTURE AND SUBSIDIES AND OTHERS		248
Income	725	
Costs	-477	
FINAL RESULT OF THE FUNDACIÓ		1,192

(Data in thousands of euros)

Accounts from 31/12/17 audited by UniauditOliverCamps with a favourable report

(*) see allocation of contributions in the fundraising traceability table

To facilitate the responsible action of the members of the Board of Trustees, and in accordance with the institute's values of transparency and greater organisational efficiency, the Board of Trustees created the Financial Monitoring Committee of the Institut Guttmann that, made up of members of the Board of Trustees, the management team and independent individuals from civil society, regularly supervises the foundation's financial accounts and ensures that the financial statements, budgets from the financial year and the financial settlement are prepared properly, as well as any other advisory commission or financial analysis entrusted to it by the Board of Trustees. The Institut Guttmann obtains most of its income from care activities that it carries out as a highly specialised hospital, especially the contract for services which it has signed with CatSalut.

INCOME 2017	
Care activity	25,549
Provision of care services	22,241
<i>CatSalut</i>	14,929
<i>Other funding</i>	7,312
Other income	3,308
Scientific activity	1,180
Social activities	89
Friends of the Institut Guttmann	316
Financial activities and others	725
Assets leased	125
Others	600
TOTAL INCOME 2017	27,859

The Institut Guttmann's income from providing healthcare services is 22.2 million euros, of which 14.9 million (67%) correspond to the contract with CatSalut, and 7.3 million (33%) to other funders (transit insurance companies, mutual insurance companies, Spanish and international private patients, and others); this income allows the company to achieve a balanced income statement and, together with the 3.3 million euros of ancillary income, ensures the foundation's viability and enables it to carry out the foundation's objectives. Income from scientific activity mainly corresponds to competitive research projects and enrolment in university teaching programmes. Income from social activities mainly corresponding to subsidies related to them, the most significant being the road safety campaign carried out jointly with the *Servei Català de Trànsit*. The fundraising campaign "Friends of the Institut Guttmann" collects donations from organisations, companies and individuals who support the foundation's initiatives. Finally, the institute's economic activities (transfer to income of capital grants, financial income, interest...) include 125 thousand euros corresponding to the leasing of spaces in Badalona Hospital and areas adjacent to the land in Barcelona.

The economic sustainability of the Institut Guttmann, with the quantity and quality of the specialised clinical services it offers, requires a private activity in addition to the public one which is approximately equivalent to a quarter of its total healthcare capacity. This has enabled it to survive as an institution, build the new hospital, make progress in terms of innovation in this specialised field of medicine, be an international benchmark in its specialty, and be able to provide better and more efficient clinical services for the entire Catalan Public Health System, being an example of the advantages of a public-private or public-social partnership.

SUBSIDIES

The percentage of the foundation's total income represented by subsidies in 2016 was 0.7%, mostly derived from competitive research projects; 22 thousand euros were for health activities and 60 thousand euros were allocated to the accident prevention programme of the *Servei Català de Trànsit* of the *Generalitat de Catalunya's* Ministry of Interior.

SUBSIDIES 2017		
Allocation		Amount
Research and Innovation activity:		
Competitive funds		
—ACCIÓ - Generalitat de Catalunya	INNOBRAIN project	50
—ISCIII - Ministry of Economy and Competitiveness	CERMOD, RATER, TERCEL and ITEMAS projects	48
—Ministry of Economy and Competitiveness	NEUROCHILD project	11
—European Community	PERSSILAA and NISCI projects	6
—Spanish Patent and Trademark Office	Promoting patent applications overseas	3
Healthcare Activity:		
—Ministry of Health, Social Services and Equality	Computer and work-start room	20
— <i>Departament de Salut - Generalitat de Catalunya</i>	Training families of patients with brain damage	2
Social activities:		
— <i>Servei Català de Trànsit - Generalitat de Catalunya</i>	Prevention Campaign: "Game Over"	60
TOTAL		200

(data in thousands of euros)



FUNDRAISING TRACEABILITY

Complying with the desire for and commitment to transparency as a social initiative and recipient of contributions from institutions, companies and individuals (fundraising), the following table gives detailed information on resources received by the “Friends of the Institut Guttmann” initiative and justification of the final allocation of these donations.

FUNDACIÓN INSTITUT GUTTMANN – FUNDRAISING TRACEABILITY - 2017	
“FRIENDS OF THE IG” FUNDRAISING INITIATIVE	
Friends of the IG fundraising	316
Costs of the initiative (management)	-41
TOTAL FUNDS RAISED TO BE DISTRIBUTED:	275
ALLOCATION OF CONTRIBUTIONS AVAILABLE “FRIENDS OF THE IG”	
Promotion and initiation of adapted sport	38
Computer and work-start room	21
Care programme for women with disabilities	13
Multi-sensory stimulation room	10
Music therapy programme	8
“Dofins de Colors” initiative	2
Santi Beso Arnalot Documentation Centre	31
Awareness and outreach activities	152
TOTAL ALLOCATION OF CONTRIBUTIONS:	275

(data in thousands of euros)

FRIENDS OF THE INSTITUT GUTTMANN

“Friends of the Institut Guttmann” is an initiative of the Fundació Institut Guttmann formed by people, entities and companies that, through their generous contributions and support, not only trust and admire us, but help us deliver on our original objectives and make the foundation’s most innovative flagship projects viable.

The financial resources provided by the “Friends of the Institut Guttmann” are intended to provide continuity and improve the medical, rehabilitation, research, teaching and social activities of the Institut Guttmann.

At the end of 2017, the initiative’s new website was revealed, addressed to all friends, and companies that help us, with the aim of maintaining continual communication about the most important news from the foundation and interesting news, as well as people and companies that are interested in learning more about this project and, perhaps, becoming Friends or Company Friends.

www.amics.guttmann.com



We thank the following organisations, institutions and companies for the cooperation and assistance they have provided us with throughout 2017:

ABAST SYSTEMS, S.L.	FUNDACIÓN PRIVADA JOHAN CRUYFF
ADOM-AUTONOMIA	FUNDACIÓN UNIVERSIA
AD SALUTEM	FUNDACIÓN ZAMORANO BIEDMA
ALMIRALL, S.A.	GRUPO ILUNION, S.A.
AMBULANCIAS TOMÁS, S.L.U.	GRUPO MGA
CERBA INTERNACIONAL – APA Laboratoris Clínics	HOLLISTER IBÉRICA, S.A.
ARIBAU, S.L.	ILUNION SALUD, S.A.
ASISA	IMMOBILIÀRIA VALL D'ÀNEU, S.A.
AUTORITAT PORTUÀRIA DE BARCELONA	INGECAL
BARBULLERO, SL	INSTAL·LACIONS GALÍ, S.L.
CENTRE LOPEZ VICUÑA	INSTITUT BARCELONA ESPORTS –AJUNTAMENT DE BARCELONA–
CLUB ARQUERS BADALONA	LABORATORIS DR. CASALOTS, S.L.
HANDBIKE BARCELONA	ESTEVE
COL·LECTIU DE DONES D'ASCÓ	LUCTA, S.A.
COL·LEGI NOSTRA SENYORA DE MONTSERRAT	MAPFRE CATALUNYA
COLOPLAST	MASTERPIEL, S.A.
SALUT DE LA DONA DEXEUS	MONOLÍTIC, S.A.
CORPORACIÓ CATALANA DE MITJANS AUDIOVISUALS	MORERA BARGUES ASESORES, S.L.
EL CAMICOTO, S.L.	AUTIA
EMIZ DESARROLLOS E INVERSIONES SL	FUNDACIÓ BANCÀRIA «la Caixa»
ESCOLA DE MÚSICA EL CARRERÓ SL	HAKUNA BCN
ESCOLA GARBÍ PERE VERGÉS	POLIESPORTIU BAC DE RODA
FED. CATALANA D'ESPORTS DE PERSONES AMB DISCAPACITAT FÍSICA	PROMOCAIXA
FEDERACIÓ ESPORTIVA CATALANA PARALÍTICS CEREBRALS	REIAL AUTOMÒBIL CLUB DE CATALUNYA
FUNDACIÓ BOSCH I GIMPERA	SERVIELEVA, S.L.
FUNDACIÓ JESUÏTES EDUCACIÓ	SODEXO ESPAÑA, S.A.
CREU BLANCA-FUNDACIÓ PRIVADA IMHOTEP	STUCOM, S.A.
FUNDACIÓ PRIVADA PUJOL I GORNÉ	TALLERS METALÚRGICS REUS
FUNDACIÓ TOMMY ROBREDO	TMB - TMB SOLIDARI
FUNDACIÓN AXA	TOP CABLE, S.A.
FUNDACIÓN MARIA FRANCISCA DE ROVIRALTA	TUSGSAL
FUNDACIÓN ABERTIS	WALLAX FARMA, S.L.
FUNDACIÓN PRIVADA CARMEN Y M ^o JOSÉ GODÓ	

ZERO CORRUPTION

The Institut Guttman enacts specific policies with the aim of preventing the voluntary or involuntary use of the institute to conceal the illegal origin of donations, as well as meeting legal requirements. In 2016, the institute approved the action protocol in relation to the Law on the Prevention of Money Laundering and the Financing of Terrorism.

All new professionals who join the staff of the Institut Guttman must know and sign the Code of Ethics. This specifies the attitude they must maintain, regardless of their contract, on mutual competition, actions by other parties (conflict of interest) and the receipt of gifts by staff.

In 2017:

- ▶▶ There were no incidents related to issues of corruption.
- ▶▶ No contributions were made by political parties or related institutions.
- ▶▶ There were no incidents related to monopolistic practices and practices against free competition and its results.
- ▶▶ No financial penalties related to non-compliance and regulations were received.
- ▶▶ No complaints were received related to the impacts of our activities on society.

INSTITUTIONAL TRANSPARENCY

In addition to all the information that it publishes regularly on paper, the Institut Guttman, faithful to its policy of transparency, has a section on its website entitled **Code of Ethics, Transparency and Good Governance** which is constantly updated. It gives a list of documents that can be consulted; they are regularly updated and expanded when necessary. Among others, the following documents are available to everyone: the Code of Ethics of the Institut Guttman and the Articles of Association of the foundation, the Audit of the Annual Accounts and the Social and Corporate Social Responsibility Report, as well as documents relating to accreditations and audits, coordinated and private care activities, and scientific and teaching activity.

In 2017 we worked on a new annual training course for all professional staff members, which includes a module on CSR and the Code of Ethics. It is to be launched in 2018.

07

THE ENVIRONMENT



One of the main commitments of the Institut Guttmann, as reflected in its Mission, Vision and Value statement, is to be an organisation of excellence that is sustainable and respects the environment. To this end, it has an exacting Environment Policy that includes the strategies and values that should govern the institute with regard to the environment. This policy is based on the 2014-2020 Strategic Plan and of which its maximum exponents are the ISO14001 international certification and

EMAS European recognition. The Environmental Plan and the Programme of Annual Environmental Objectives derive from the Environmental Policy.

The successive operational objectives included in the institute's annual General Programme, which is approved annually by the Directors, with its main guidelines also being subject to the consideration of the Board of Trustees, derive from the Environmental Plan.

The Institut Guttmann has a handbook of good environmental practices with the best environmental practices that can be performed in each process or area of the institute.

WITH REGARD TO THE OBJECTIVES OF ENVIRONMENT PROTECTION AND ENERGY SAVING

- This year, all professionals, including those from outsourced companies, took an annual online course on the environment, emergencies, waste sorting and all matters related to energy saving.
- Following the established schedule, this year we have changed to LED lights in the

following locations, improving the lighting and its consumption, as well as the safety of users:

- Swimming pool.
- Sports pavilion.
- Events room.
- Non-Invasive Stimulation and Neurophysiology laboratories.
- Level -1 central corridor and elevator lobbies.
- Inpatient Units 4 and 5.
- Outdoor lighting and spotlights.
- Bed lift in Block 1 and Block 2.

- Heating and air conditioning in the different areas of the hospital has been controlled, adapting temperatures to seasonal needs.
- We have taken water saving measures, turning off the irrigation system when it rains.
- Control of the lighting in different areas using natural light sensors, movement sensors and timers.
- We have carried out awareness-raising campaigns aimed at staff, patients, relatives and other users, informing them of the importance of our joint and individual commitment to the environment (waste sorting, energy saving, silence, etc.), to preserve and maintain our quality of life in all our areas.
- Regular audits have continued to be made on the classification of the different types of waste, following the implementation of a selective waste collection system for treatment and recycling.
- In 2017, the Environment Committee met twice, following up on objectives and certifications and providing new ideas. All areas have been informed by their representatives and managers.

13 CLIMATE ACTION



MATERIALS AND CONSUMPTION

The consumption of products and materials in the Institut Guttmann is based on the basic raw materials used in a hospital. Here are the amounts consumed of the most relevant products over the last 3 years:

	2015	2016	2017
Oxygen (m ³)	8,871.89	8,401.77	8,471.42
Medicinal air (m ³)	17,158.65	14,937.90	14,514.24
Office paper (t)	3.7250	3.9070	4.0205
Paper hand towels (t)	5.5874	5.3992	5.1696
Toilet paper (t)	2.6430	2.6830	2.6512
Nappies (t)	5.6242	6.0260	6.3812
Syringes (t)	0.3150	0.2910	0.2651
Sodium hypochlorite drinking water (t)	0.448	0.320	0.384
Sodium hypochlorite soap (t)	1.4720	1.0940	1.0325
Water softener salt (t)	1.0500	1.3250	1.4500
Dishwasher detergent (t)	1.1560	1.0706	1.1175
Degreaser (t)	0.730	0.530	0.585

The historic evolution of this consumption is given in the **Environmental Declaration 2017**, as are the weighted values with regard to the number of people working there.

With regard to **energy consumption**, the Institut Guttmann encourages the responsible use of the three energy sources that supply the hospital and which are all provided by external companies.

	2015	2016	2017
Electricity	2,893.91	2,725.33	2,768.49
Natural gas	2,443.32	2,269.06	2,378.98
Diesel	15.0099	9.8971	13.1710
TOTAL (MWh)	5,352.24	5,004.29	5,160.64

Energy intensity is one of the indicators of an organisation's energy efficiency. The Institut Guttmann calculates it as the relationship between energy consumption and annual turnover:

**EI: 5,160.65 MWh / 22,241,030.65 €: 0.000232 MWh/€.
We need 0.232 MWh to bill 1,000.00 €.**

The results of the data depend on factors such as the weather and the needs and type of patients treated.

The comparison of energy consumption was:

2015	5,352.24 MWh // 15.88 MWh per person employed.
2016	5,004.29 MWh // 14.33 MWh per person employed.
2017	5,160.65 MWh // 14.58 MWh per person employed.

The following interventions were made in 2017 to reduce energy consumption:

- Sectorisation of the water lines in maintenance, pharmacy, changing rooms and level -3.
- During the last quarter, a new hot, cold and return water collector has been created, and the mixer from the vestibules of Inpatient Units 1 and 4 have been removed with new outlets, to make the general water installation independent.
- Change to LED lighting in the locations previously mentioned.
- Renting of a new hybrid vehicle.

Regarding the hospital's water consumption, 100% of the water used comes from the supply company. Consumption in 2017 was:

Use	m ³
Sanitary use and cleaning	14,314
Irrigation of garden areas	6,940
Total	21,254

The Institut Guttmann does not recycle or reuse water consumed.





A HOSPITAL IN NATURAL SURROUNDINGS

The facilities of the Institut Guttmann are located within the *Parc Natural de la Serralada de Marina*, which is part of the network of Protected Natural Spaces of the Provincial Council of Barcelona.

The site has a surface area of 42,100 m²:

- **8,080 m²** of built land with the hospital facilities.
- **34,019 m²** of exterior land, of which **10,451 m²** are gardens.

The most significant impact on biodiversity of the Institut Guttmann's activities is defined by the surface area it occupies on a site measuring **42,100 m²** which had not previously been urbanised.

EMISSIONS AND WASTE

Emissions into the atmosphere from the Institut Guttmann come from:

- Electricity consumption.
- Fuel consumption: natural gas and diesel.
- Fuel consumption from private means of transport.
- Waste generated.
- Water consumption in the building and garden areas.

Total emissions: 1,607.62 t CO₂ eq.

CO₂ emissions are calculated using the calculation tool from the Catalan Office for Climate Change.

The intensity of emissions is an indicator used to analyse the evolution of the efficiency of measures adopted to reduce emissions of greenhouse gases, and is calculated using the ratio between emissions generated and annual turnover:

- **IE GEH: 1,607.62 † CO2 eq. / 22,241,030.65 €: 0.00007228 † CO2 eq./€.**
Our emissions were 0.07228 † CO2 eq. per 1,000.00€ of turnover.

Waste. A comprehensive control of the waste generated by the hospital was performed and there was no significant accidental spillage during 2017.

Wastewater discharge is all the sewage produced by the organisation that goes into the sewage network of the *Ajuntament de Badalona*. A total of 0.175 tons of water contaminated with laboratory products were generated in 2017.

Sanitary waste	2015	2016	2017
Group I-II:	85.850	97.580	96.830
Group III:	2.394	2.556	2.673
Group IV:	0.052	0	0.054
Total (t):	88.296	100.136	99.557

Waste similar to urban waste	2015	2016	2017
Paper and cardboard:	13.400	16.146	24.500
Plastic:	11.230	11.84	14.851
Glass:	0.425	0.444	0.551
Organic waste:	39.652	38.50	38.630
Cooking oil:	0.768	0.682	0.667
Wood:	1.010	1.160	3.320
Iron:	1.560	1.18	0.800
Plant waste:	0.830	2.515	2.190
Total (t):	68.875	72.467	85.509

Hazardous waste:	2015	2016	2017
Contaminated packaging:	0.476	0.555	0.641
Fluorescents:	0.0571	0.1438	0.175
Batteries:	0.040	0.020	0.025
Aerosols:	0.035	0.048	0.031
Absorbent material:	0.195	0.116	0.178
Lead batteries:	0.202	0.415	0.309
Electronic equipment:	0.966	0.558	1.096
Phytosanitary agents:	0.0029	0.0022	0.003
Chemical reagents:	0.029	0.020	0
Orthopaedic batteries:	0.299	0.377	0.200
Total (t):	4.8851	4.9515	5.5910

With regard to waste from transport, the Institut Guttmann continued with its awareness campaign on the use of public transport, **Una Movilidad Sostenible ("Sustainable Mobility")** during 2017.

Thanks to this efficient environmental management, the Institut Guttmann closed the 2017 financial year with no fines or non-monetary sanctions for non-compliance with environmental regulations, and no complaints about environmental impacts arising from our activity.

EFFICIENT ENVIRONMENTAL MANAGEMENT

In order to achieve these good results, in 2017 there were a number of investments and environmental costs, such as:

Waste collection	34,376.08 €
Sectorisation and installation of water meters to control consumption (maintenance, pharmacy, changing rooms and level -3)	4,201.42 €
Replacement of bulbs with LED lighting	30,988.34 €
Training and implementation of the new ISO14001:2015 standard.	2,371.60 €
External auditing of ISO14001:2015 certification and EMAS verification	4,658.50 €
Total	76.595,94 €

In addition, the Institut Guttmann's suppliers are subject to an initial assessment based on environmental issues, among other criteria, before they are approved, with a subsequent periodic assessment.

SELECTION CRITERIA

The Purchasing Service is responsible for choosing between the options offered by the market for goods and services according to the Institut Guttmann's Code of Ethics in the purchasing protocol, using mainly financial and quality criteria.

The possibility of taking sustainable purchasing criteria into account can reduce costs, improve the image that the institute offers patients, suppliers and professionals, and contribute to protecting the environment.

Sustainable purchasing criteria are:

- Selecting suppliers that have environmental certification (ISO14.001, EMAS, etc.).
- Choosing eco-certified products:
 - European Union Ecolabel.
 - AENOR brand - Environment.
 - German "Blue Angel".
 - Norwegian "Nordic Swan".
 - Distintiu de Garantia de Qualitat Ambiental* (Emblem of Environmental Quality Guarantee) from the *Generalitat de Catalunya*.
- Favouring the purchase of biodegradable or environmentally-friendly cleaning products.
- Choosing products with little packaging or that are recyclable to reduce waste.
- Opting for items packaged in glass or cardboard that are easily recycled, such as paper and other office supplies.
- Complying with our ISO14.001 environmental certification.

PREVENTION OF OTHER ENVIRONMENTAL IMPACTS

The Institut Guttmann has a “Environmental Guide to New Projects, Works and Facilities”. Its aim, according to the commitment to the environment and the EMAS Ecomanagement Scheme, is to notify companies involved in building projects and installations in the centre of the requirements to be met during the planning, execution and subsequent use of the space and/or facilities.

The different requirements to be met are listed below:

- 1** Knowing and complying with the Environmental Policy.
- 2** Strictly complying with environmental legislation (EU, national, regional and local) regarding the use of hazardous substances, packaging and labelling, transport conditions, noise emissions and other environmental specifications that are applicable to the work and/or services performed.
- 3** Avoiding unnecessary consumption of water, energy and other raw materials related to the facilities of the Institut Guttmann.
- 4** Whilst in the centre, any products prohibited by environmental legislation should not be used.
- 5** Clearly identifying any product in terms of its level of risk, according to applicable legislation.
- 6** While contracted work and/or services are being carried out, they will be responsible for any environmental-related incident or accident, immediately informing those responsible for the purchase and/or service.
- 7** To avoid incidents, the responsible supplier or company will adopt appropriate preventive measures across the board that set out good environmental management practices, particularly those related to preventing unwanted spills of liquids, emissions into the atmosphere and the dumping of any type of waste, paying particular attention to the proper management of those defined as hazardous.
- 8** Waste generated must be removed properly and/or disposed of in accordance with the waste management programme of our centres and the existing law.
- 9** Using materials and equipment that, once installed, require minimum maintenance and minimise waste generation.
- 10** Complying with the requirements of the environmental management system that specifically affect their activity.
- 11** Coordinating with the prevention service of the Institut Guttmann.



08

INDICATORS



SPECIFIC BASIC CONTENTS 2017 (GRI 100)

Subcategory	Page	GRI (*)	World Pact	Economy for the Common Good	SDG
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	18, 25, 34, 35, 36, 48, 77, 92 to 95	GRI 102-7			3, 10, 16
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	203 Indirect financial consequences	3-5	GRI 203-1			16
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	204 Acquisition practices	18	GRI 204-1		A1, B1	16
	205 Anti-corruption	97	GRI 205-1 GRI 205-2 GRI 205-3	P10	A1 D2 E1 E2 E4	16
206 Unfair competition	97	GRI 206-1		A1 D2 E1 E2 E4	16	
GRI 300 Environment	301 Materials	100	GRI 301-1	P7, P8, P9	D3 E3	13
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Category	Subcategory	Page	GRI (*)	World Pact	Economy for the Common Good	SDG
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	416 Health and customer safety	23 to 35, 39, 40	GRI 416-1 GRI 416-2		D1 D4 D5	3
	417 Marketing and labeling	23 to 35	GRI 417-1 GRI 417-2 GRI 417-3		D1 D4 D5	3
	418 Customer privacy	74	GRI 418-1		D1 D4 D5	16
	419 Social and economic compliance	97	GRI 419-1	P10	D2 E1 E2 E4	16

(*) Material aspects identified by the Institut Guttmann and developed in this RSC report: Back cover

AUDIT BALANCE

Economy for the Common Good Matrix

**ECONOMIA
DEL BÉ COMÚ**
Un model d'economia amb futur

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