

No	Title action	Gap addressed	Timing	Responsible Unit	Indicator(s)/ Target(s)
1	<b>Employment of the personal data inspector</b>	Confidentiality and personal data policy	June 2018	Director	I -Outsourcing contract T - all academic staff
2	<b>Training on the protection and confidentiality of data</b>	Confidentiality and personal data policy	December 2018	Personal data inspector	I -Number of researchers trained T - all academic staff
3	<b>Introduction of data confidentiality policy</b>	Confidentiality and personal data policy	June 2019	Director	I -Number of researchers acquainted with the document T - all academic staff
4	<b>Employment of the Scientific secretary</b>	Research promotion and dissemination	March 2018/ ongoing	Director	I -Employment contracts I - scope of duties
4a	<b>Establishment of the grant office</b>		June 2018		
5	<b>Translation of the most important documents of the Institute into English</b>	Language discrimination	December 2019/ ongoing	Administrative Dept.	I -Number of translated documents
6	<b>Director's order - Introduction of a new bonus system promoting the best-performing researchers</b>	Appraisal system	December 2018	Director	I -Number of researchers awarded T - all academic staff
7	<b>Director's order - The best article of the year</b>	Appraisal system	March 2019	Director	I -Number of researchers awarded T - all academic staff

8	<b>Director's order - flexible working hours</b>	Flexible working hours and home office	December 2018	Director	I –Document introducing flexible working hour Target - all academic staff
9	<b>Director's order - home office</b>	Flexible working hours and home office	June 2018	Director	I -Number of researchers requesting home office
10	<b>Support of career advice</b>	Lack of career advice	ongoing	Administrative Dept.: Scientific Secretary, Coordinator for research	I - Number of consultations/number of researchers seeking advice Target – early stage researchers – postdocs, (R 1- R3 stage researchers)
11	<b>Display of all information on the boards and in the intranet</b>	Awareness of complains/appeals procedures	ongoing	Administrative Dept./Director of the Institute	
11 a	<b>Revise appeal/ complaint procedure</b>		March 2019		I - A revised appeal/ complaint procedure (document) Target - all Institute's staff
11 b	<b>Anti-mobbing policy</b>		June 2019		I-Anti-mobbing policy (document) Target – all Institute's staff
12	<b>Director's order - establishment of Young Researchers Council</b>	Underrepresentation of R1 and R2 in decision-making bodies	ongoing	Director	I -Appointment of the Young Researchers' Council (YRC)
13	<b>Director's order - enlargement of the decision-making body</b>	Underrepresentation of R1 and R2 in decision-making bodies	June 2018	Director	I -Enlargement of the decision making body - the head or vice head of the YRC and a representative of PhD students

14	<b>Mentoring for young (R1) researchers</b>	Relations with supervisors (R1 )	ongoing	R3-R4 staff	I -Number of mentoring meetings per year confirmed by mentors and the Head of the International Doctoral Programme
15	<b>Soft skills trainings for team leaders and heads of the Departments</b>	Supervision and HR managements (R3 and R4)	December 2018	Administrative Dept.	I -Number of trainings I -Number of staff trained
16	<b>Establishment of International PhD Programme</b>	Unsatisfactory possibility of professional development	October 2020	Director	I -Number of PhD candidates accepted
17	<b>Organisation of lectures, seminars and workshops at the Institute</b>	Unsatisfactory possibility of training and continuous development	ongoing	Heads of Departments, Grant Office	I -Number of activities organised
18	<b>Appointment of supervisor for R2 group</b>	Insufficient supervision of R2 researchers	ongoing	Director	I -Director's decision

19	<b>Seminar promoting gender balance</b>	Lack of gender balance at managerial level	March 2019 March 2020	Administrative Dept. Grant Office	I – no of seminars I – no of attendees
20*	<b>Publish English version of the job vacancy on the website of the Institute</b>	OTM-R policy	June 2018	Administrative Dept.	I -Number of announcements
21*	<b>Introduction of new rules of appointing researchers for scientific positions based on strengthened OTM-R procedure</b>	OTM-R policy	March 2018	HR Dept. Director	I -Document published
22*	<b>Open Recruitment Policy 2018</b>	OTM-R policy	ongoing	HR Dept. Director	I -Document published

\* Actions 20,21 and 22 presented in the action plan refer to the OTM recruitment process.