

### ACTION PLAN 2021-2023

No	Action	Responsible	Due to	Indicators/ targets
1	Development and presentation of Institute's Development Strategy for the next 5 years	Management	09/2021	Bilingual document available in the intranet
2	Director's communication on grant money and overheads	Chief Accountant	03/2021	Bilingual document available in the intranet
3	Development and implementation of Backup's Creation Policy	IT department	06/2021	Bilingual document available in the intranet
4	Training on creating backup's	IT department	06/2021	Number of people trained
5	Purchase of a new server	Management/ IT department	06/2021	Equipment purchased
6	Development of FAQs regarding GDPR (based on researchers questions to Data Protection Officer)	Data Protection Officer	06/2021	Bilingual document available in the intranet

7	Director's communication on publishing in Open Access	Management	03/2021	Bilingual document available in the intranet
8	Director's order on project preparation procedure	Management	03/2021	Bilingual document available in the intranet
9	Commercialisation dedicated page in the intranet	Management, IT department	12/2021	Page in the intranet
10	Organisation of a seminar/ consultations with a patent attorney	Management	12/2021	Number of people participating in the seminar and consultations
11	IPR seminar	Grant Office	12/2021	Number of people participating in the seminar
12	Code of conduct for supervisors	Management/ Young Scientists Council/ R1-R2 supervisor	12/2021	Bilingual document available in the intranet
13	Soft skills training – How to be a good mentor?	Management	12/2021	Number of people trained
14	Scientific workshops within the Twinning project	Grant Office	12/2023	Number of people trained

15	Erasmus – training and job-shadowing	Grant Office	12/2023	Number of people trained
16	Survey among researchers concerning training needs	Management	12/2021	Summarized survey results
17	Regular meetings of R1 group with the Director	Management	ongoing	Number of meetings, number of people participating in the meetings
18	Director's communication on infrastructure applications in the past 5 years	Management	03/2021	Bilingual document available in the intranet
19	Director's communication on financial support granted in 2020 for infrastructure	Management	03/2021	Bilingual document available in the intranet
20	Survey among researchers concerning infrastructure needs	Management	03/2021	Summarized survey results
21	Director's communication on Home Office	Management	03/2021	Bilingual document available in the intranet
22	Trainings on career development	Grant office	12/2023	Number of trainings , number of people trained
23	Soft skills trainings	Grant office	12/2023	Number of trainings, number of people



				trained
24	Career development programme dedicated to R2 group (seminars and journal clubs)	Young Scientist Council	Ongoing	Number of meetings
25	Informative activities of Young Scientists Council	Young Scientist Council	Ongoing	Updated page in the intranet, number of meetings with young researchers