

ACTION PLAN 2024-2027

No	Action	Principle	Responsible	Due to	Aims and Indicators
1	Information meetings for IHG PAS employees explaining rules of distribution and disbursement funds (subsidy, project funds) and trainings on the rules of spending public funds	Professional responsibility	Chief Accountant	06/2024 06/2025 06/2026 06/2027	Aim: participation of 80% of employees and understanding of the principles of careful, financial management and principles of spending public funds Indicator: Attendance list, number meetings, most frequently frequently asked questions - tab in the intranet
2	Approved financial plan available in the intranet	Professional responsibility	Board of Directors	03/2025 03/2026 03/2027	Aim: improve communication by bringing information together in one place under HRS4R tab Indicator: Information available in the intranet
3	Development and presentation of the Institute's development strategy	Professional attitude	Director	06/2024	Aim: To increase staff awareness of the Institute's strategic objectives Indicator: Bilingual document available in the intranet after prior consultation with employees
4	Development of CORE FACILITIES strategy	Professional attitude Research environment	Board of Directors	06/2027	Aim: to analyse the equipment needs of researchers and develop a strategy for acquiring the equipment needed for ground-breaking research

					Indicator: strategy developed to obtain funding for the equipment and to recruit experts to operate it
5	Support in the preparation of grants to the European Commission	Professional attitude Access to research training and continuous development	Grant Office	06/2025 06/2026 06/2027	Aim: Increase of the researchers' participation in the trainings and consultancy and increase of the level of knowledge on how to prepare applications to the EC (content and budget part) and further development of the grant office by participating in training and acquiring skills to offer support in the process of applying for EU funds Indicator: Number of consultations carried out Number of projects submitted Number of people trained in preparing the application and budget
6	Support in bioinformatics analyses	Professional attitude Access to research training and continuous development	BioInformatician	06/2025 06/2026 06/2027	Aim: to increase the competence of at least 50% of researchers in bioinformatics analyses Indicator: Number of consultations carried out Number of people trained in bioinformatics analyses
7	Improvement of data security and backups	Good practice in research	IT specialist	12/2024	Aim: to raise staff and doctoral students' awareness on backups creation Indicator: updated backup policy - bilingual document

					available in the intranet
8	Increased knowledge on backup creation	Good practice in research	IT specialist	Continuous action	<p>Aim: to increase the backup skills of at least 50% of staff and doctoral students</p> <p>Indicator: number of people who have received initial training on backup creation for staff and doctoral students Number of ongoing individual consultations on backup creation</p>
9	Development of a strategy for the promotion of the Institute's research and obtained results, taking into account the Innovative Medical Centre (IMC)	Dissemination, exploitation of results	Board of Directors	09/2024	<p>Aim: to raise awareness of the research carried out at the Institute and the activities of the Innovative Medical Centre</p> <p>Indicator: bilingual document available in the intranet</p>
10	Bilingual communication	Non-discrimination	Relevant organisational units preparing documents	Continuous action	<p>Aim: no discrimination on grounds of language</p> <p>Indicator: number of bilingual e-mails sent, number of bilingual documents</p>
11	Development and implementation of an anti-discrimination policy	Non-discrimination	HR Department	12/2024	<p>Aim: increased awareness of anti-discrimination measures</p> <p>Indicator: Bilingual document available in the intranet and training on anti-discrimination policy</p>
12	Introduction of electronic registers	Working conditions	Board of Directors	03/2025	<p>Aim: to reduce the administrative burden on researchers</p> <p>Indicator: introduction of the possibility to submit applications and reports on remote</p>

					work electronically in the intranet
13	Update of the Remuneration Regulations	Funding and salaries	Board of Directors	09/2024	Indicator: Bilingual document available in the intranet
14	Creation of a catalogue of researchers' training needs	Access to research training and continuous development	Grant Office	12/2024 12/2025 12/2026	Aim: diagnosis of needs (carrying out a questionnaire) and creation of a catalogue of training needs and corresponding courses to raise staff competences Indicator: Catalogue of courses updated annually
15	Launch and implementation of a pilot mentoring programme	Access to career advice Supervision and managerial duties	Deputy Director for Research, Heads of Departments	09/2025	Aim: to create a mentor database R3-R4 Indicator: matching mentor-mentee pairs for R2 and development of a professional development plan for mentees
16	Introduction of a start-up package containing information for newly hired researchers	Recruitment	HR Department	03/2025	Aim: to increase the comfort and security of newly recruited researchers Indicators: WELCOME ON BOARD tab in the intranet, preparation of WHO IS WHO information pack, inductory training for newly recruited researchers
17	Raise awareness of recruitment rules	Recruitment	HR Department	05/2025 05/2027	Aim: to train 100% of researchers recruiting, including for projects in line with OTM-R and funding agencies' guidelines Indicator: Number of Heads of Departments and project PIs trained