

## ACTION PLAN 2018-2020

Principles to improve	Actions Planned 2018-2020	Responsible & Timing	Indicators (quali- and quantitative)
<b>Ethical and professional aspects</b>			
<b>Professional attitude</b>	Greater involvement of centre and researchers: meetings; <i>feedback</i> ... Continuous management system enhancement and automation (intranet, procedures, LIMS...) Principle evaluated annually through the new survey Update welcome pack <sup>1</sup>	<i>Who</i> : Management, Finance Unit, Line Supervisors and other researchers <i>When</i> : continuous, 2 <sup>nd</sup> quarter 2018 <sup>1</sup>	% Attendance annual meeting No of protocols/procedures new or updated Annual meeting (YES/NO) Has been improved the management system? (YES/NO) How? Welcome pack updated
<b>Accountability</b>	Encourage communication through the intranet <sup>1</sup> Encourage internal meetings <sup>1</sup> Improving diffusion outside the Institute <sup>1</sup> Enhancing the accountability system <sup>1</sup> Update transparency portal <sup>2</sup> Information meeting about accountability procedure <sup>3</sup> Principle evaluated annually through the new survey Update welcome pack <sup>4</sup>	<i>Who</i> : Management, Finance Unit, R&D unit <i>When</i> : continuous <sup>1</sup> , twice/year <sup>2</sup> , 1 <sup>st</sup> quarter 2018 <sup>3</sup> , 2 <sup>nd</sup> quarter 2018 <sup>4</sup>	At least 2 updates per year of the transparency portal Have been implemented improvements to the accountability system? (YES/NO) How? Annual meeting (YES/NO) No of internal bulletins No of web news No of social nets No of activities during science week No of activities during researcher's night No of web visits Welcome pack updated
<b>Good practice in research</b>	Continuous health and safety activities Continuous enhancement of IT services Create and update protocols when necessary Encouraging awareness of good saving practices Create a procedure informing about how to proceed to enforce Nagoya Protocoll <sup>1</sup>	<i>Who</i> : Management, health and safety Manager, Laboratories Supervisor and outsourced companies responsible for execution (IT, WRP) <i>When</i> : Continuous, 1 <sup>st</sup> quarter 2018 <sup>1</sup>	No of people trained in WRP List of lab wastes available? (YES/NO) Lab's protocols available/updated? (YES/NO) Emergency plan available? (YES/NO) Nagoya procedure
<b>Evaluation/ appraisal systems</b>	Increase feedback during evaluation process Principle evaluated annually through the new survey	<i>Who</i> : Directors, Management, R&D Unit <i>When</i> : Continuous	No of training courses for researchers, technicians and management staff No of external stages
<b>Dissemination,</b>	Elaboration of a dissemination and	<i>Who</i> : communication technician	Dissemination and communication plan

<b>exploitation of results</b>	communication plan	<i>When:</i> 2 <sup>nd</sup> quarter 2018	
<b>Recruitment</b>			
<b>Transparency</b>	Become a Career Development Platform (CDP) in order to improve information about career development OTM-R policy and publication on website Internal document with information about the procedure followed during the recruitment processes Principle evaluated annually through the new survey	<i>Who:</i> Directors and Management  <i>When:</i> 4 <sup>th</sup> quarter 2018	Existence of Career Development Platform OTM-R policy available (in English too) Recruitment process document
<b>Working conditions and social security</b>			
<b>Working conditions</b>	Information meeting regarding working conditions <sup>1</sup>	<i>Who:</i> Directors <i>When:</i> Continuous process, 1 <sup>st</sup> quarter 2018 <sup>1</sup>	Informative meeting about working conditions
<b>Stability and permanence of employment</b>	Report about renewals and/or termination of contract with sufficient time <sup>1</sup> Information meetings about the current political situation <sup>2</sup> Specify with ODISEA project what is related to career development <sup>3</sup>	<i>Who:</i> Directors <i>When:</i> Continuous <sup>1</sup> , at least during each annual meeting <sup>2</sup> , 1 <sup>st</sup> quarter 2019 <sup>3</sup>	Informative meeting on stability in employment No of extended contracts Information meeting about political situation ODISEA report
<b>Intellectual property rights</b>	Meeting informing about internal regulation	<i>Who:</i> Directors and Research unit <i>When:</i> 1 <sup>st</sup> quarter 2018	Informative meeting about IPR
<b>Funding and salaries</b>	Continue reporting on the economic situation	<i>Who:</i> Directors and Management <i>When:</i> Continuous	Informative meeting on funding and salaries
<b>Complains/ Appeals</b>	Update the procedure	<i>Who:</i> Directors and management <i>When:</i> 1 <sup>st</sup> quarter 2018	No complains
<b>Participation in decision-making bodies</b>	Reinforce meetings with directors	<i>Who:</i> Directors, main researchers <i>When:</i> Continuous process	No of meetings
<b>Career development</b>	ODISEA activities Update the guide for foreigners	<i>Who:</i> R&D Unit <i>When:</i> 1 <sup>th</sup> quarter 2019,	Develop the Career Development Platform Document that contains the basic needs for each R No of training courses
<b>Training</b>			
<b>Supervision and</b>	Intra-group meetings to facilitate monitoring and	<i>Who:</i> Directors and Line Supervisors	No of meetings

<b>managerial duties</b>	control, give feedback, assess the objectives plan for the next period, avoid deviations, plan objectives that serve for individual evaluation, greater follow-up of theses, etc. Focus groups to see good practices for communication intra-group Greater commitment of tutors/mentors. Reinforce periodic meetings with Directors to transmit their working proposals and commitments Annual meeting to be held with no doctor researchers (and a group of doctors). This will assess the supervisor's progress and involvement	<u>When:</u> continuous, once/year <sup>2</sup>	Good practices from focus groups
<b>Supervision</b>			
<b>Access to research training and continuous development</b>	Annual training plan based on feedback and on survey ODISEA activities to improve transferable skills Keep informing on the intranet about training opportunities Annual meeting to be held with no doctor researchers (and a group of doctors). This will assess the supervisor's progress and involvement <sup>2</sup> Focus groups meeting	<u>Who:</u> Directors, Management and Line Supervisors.  <u>When</u> Continuous	No of training courses for researchers, technicians and management staff No of external stages List of skill detected during the focus groups activity
<b>Continuing professional development</b>	ODISEA activities Annual training plan <sup>1</sup> updated regularly Focus groups meeting	<u>Who:</u> Directors, Line Supervisors <u>When</u> Continuous, annually <sup>1</sup>	Document that contains the basic needs for each R List of skill detected during the focus groups activity