

ACTION PLAN 2021-2023

No.	Proposed actions	Gap Principle(s)	Timing	Responsible Unit	Indicator(s) / Target
Ethical and professional aspects					
1	Selection of Diversity Officer	10	Q4 / 2021	Board, Compliance Officer	<u>Indicator:</u> Re-appointment of diversity officer <u>Target:</u> Help the board make proposals, arrange events leading to better employee networking
2	Development of a new culture of welcome	5	continuous from Q1/2021	Board, AP	<u>Indicator:</u> better understanding of work processes and reduction of errors from first day of work <u>Target:</u> speedier integration of new staff, strengthening the bond between the IPF and employees
2a	Welcome folder for new employee	5	Q4 / 2021	AP, ÖA	<u>Indicator / Target:</u> welcome folders are handed out to new employees on signing the contract
2b	Information on website/Intranet (collective bargaining law, labour law, vacation, etc.) in German and English	5	Q4 / 2022	AP, ÖA, AI	<u>Indicator / Target:</u> reduction in the number of queries staff make to HR department/specialist department
Recruitment and selection					
3	Review of the current evaluation system during the recruitment process with additional awareness-raising among researchers	11	Q4 / 2021	AP	<u>Indicator:</u> selection process carried out in line with "Guidelines for an open, transparent and merit-based recruitment procedure at the IPF (OTM-R)" <u>Target:</u> constant awareness of the standardised requirements in the recruitment process among all participants; rapid reaction when adjustments are necessary
4	Introduction of an applicant management system	13 15	Q4 / 2022	Board, AP	<u>Indicator:</u> increased transparency in the selection process, faster documentation of applicant data <u>Target:</u> standardised use of software in selection process

Working conditions					
5	Rooms/areas for mentoring, internal exchange of knowledge	23	Q2 / 2023	AG	<p><u>Indicator:</u> one “design thinking” room created per year</p> <p><u>Target:</u> increase opportunities for discussion through consultations, presentations and the exchange of ideas among scientists</p>
6	Development of research data infrastructure and research data archive/repository	32	Start of Q2 / 2019	FDM, AI	<p><u>Indicator:</u> introduction of software, procurement of hardware; strong acceptance by scientists</p> <p><u>Target:</u> Uniform standards for sharing processing and reusing research data (FAIR principles)</p>
6a	Exploring and determining needs for suitable software, followed by test phase	32	Q2/2019- Q4/2020	FDM, AI	<p><u>Indicator:</u> software solutions for the establishment of an institutional research data archive/repository are set out, explored and provided</p> <p><u>Target:</u> identify suitable software solutions for scientific research data archive/repository</p>
6b	Introduction phase and implementation throughout institute	32	Start of Q1/2021	FDM, AI	<p><u>Indicator:</u> all staff (e.g. scientists, administrators) officially notified (e.g. via internal communication) of the introduction and use of the software</p> <p><u>Target:</u> bindingly introduce the software and ensure that it is used properly</p>
6c	Seminars on research data infrastructure and archive	32	from Q1/2021	FDM, AI	<p><u>Indicator:</u> RDM, IT carry out 3 courses a year for scientists and administrators, on selected topics</p> <p><u>Target:</u> ensure that the software is used properly and raise awareness of how it can be used judiciously</p>
Training and development					
7	Leadership skills training for executives and junior group leaders	39 40	continuously from Q1 / 2021	AP	<p><u>Indicator:</u> 1 course a year for executives and junior group leaders</p> <p><u>Target:</u> improve quality of executives’ and junior group leaders’ leadership skills, e.g. in the context of social and personal skills (training topics offered as required)</p>
8	Internal agreement on in-house continuing professional development updated	39	Q4 / 2023	Board, BR	<p><u>Indicator:</u> published on the Intranet, announced in internal memo</p> <p><u>Target:</u> update the internal agreement to adapt it to the situation at the IPF; create better, clearer regulations on continuing professional development</p>

9	German language courses (basic and advanced)	38	ongoing	AP	<p><u>Indicator:</u> number of courses taken up (5 participants a year)</p> <p><u>Target:</u> improve integration of international researchers</p>
---	----------------------------------------------	----	---------	----	----------------------------------------------------------------------------------------------------------------------------------------------------

Key

Board Chief Scientific Officer and Chief Financial Officer
 AP Human Resources
 AI Information Technology
 AG Laboratory Equipment and Technical Building Services

CO Compliance Officer
 ÖA Public Relations
 FDM Research data management coordinator
 BR works council