<table>
<thead>
<tr>
<th>No.</th>
<th>Proposed actions</th>
<th>Gap Principle(s)</th>
<th>Timing</th>
<th>Responsible Unit</th>
<th>Indicator(s) / Target</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Ethical and professional aspects</strong></td>
<td></td>
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</tbody>
</table>
| 1   | Selection of Diversity Officer | | Q4 / 2021 | Board, Compliance Officer | Indicator: Re-appointment of diversity officer  
Target: 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 | Indicator: better understanding of work processes and reduction of errors from first day of work  
Target: speedier integration of new staff, strengthening the bond between the IPF and employees |
| 2a  | Welcome folder for new employee | 5 | Q4 / 2021 | AP, ÖA | Indicator / Target: 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 | Indicator / Target: 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 | Indicator: selection process carried out in line with “Guidelines for an open, transparent and merit-based recruitment procedure at the IPF (OTM-R)”  
Target: 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 | Q4 / 2022 | Board, AP | Indicator: increased transparency in the selection process, faster documentation of applicant data  
Target: standardised use of software in selection process |
### Working conditions

|   | Room/area for mentoring, internal exchange of knowledge | 23 | Q2 / 2023 | AG | Indicator: one “design thinking” room created per year  
**Target:** increase opportunities for discussion through consultations, presentations and the exchange of ideas among scientists |
|---|-------------------------------------------------------|----|-----------|----|---------------------------------------------------------------|
| 5 | Development of research data infrastructure and research data archive/repository | 32 | Start of Q2 / 2019 | FDM, AI | Indicator: introduction of software, procurement of hardware; strong acceptance by scientists  
**Target:** Uniform standards for sharing processing and reusing research data (FAIR principles) |
| 6 | Exploring and determining needs for suitable software, followed by test phase | 32 | Q2/2019-Q4/2020 | FDM, AI | Indicator: software solutions for the establishment of an institutional research data archive/repository are set out, explored and provided  
**Target:** identify suitable software solutions for scientific research data archive/repository |
| 6a | Introduction phase and implementation throughout institute | 32 | Start of Q1/2021 | FDM, AI | Indicator: all staff (e.g. scientists, administrators) officially notified (e.g. via internal communication) of the introduction and use of the software  
**Target:** bindingly introduce the software and ensure that it is used properly |
| 6c | Seminars on research data infrastructure and archive | 32 | from Q1/2021 | FDM, AI | Indicator: RDM, IT carry out 3 courses a year for scientists and administrators, on selected topics  
**Target:** ensure that the software is used properly and raise awareness of how it can be used judiciously |

### Training and development

|   | Leadership skills training for executives and junior group leaders | 39 | continuously from Q1 / 2021 | AP | Indicator: 1 course a year for executives and junior group leaders  
**Target:** 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) |
|---|---------------------------------------------------------------|----|-------------------------|----|---------------------------------------------------------------|
| 7 | Internal agreement on in-house continuing professional development updated | 39 | Q4 / 2023 | Board, BR | Indicator: published on the Intranet, announced in internal memo  
**Target:** update the internal agreement to adapt it to the situation at the IPF; create better, clearer regulations on continuing professional development |
<table>
<thead>
<tr>
<th>Year</th>
<th>Course Details</th>
<th>Duration</th>
<th>AP</th>
<th>Indicator: number of courses taken up (5 participants a year)</th>
<th>Target: improve integration of international researchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>German language courses (basic and advanced)</td>
<td>38</td>
<td>AP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key**

- **Board**: Chief Scientific Officer and Chief Financial Officer, CO (Compliance Officer)
- **AP**: Human Resources, OA (Public Relations)
- **AI**: Information Technology, FDM (Research data management coordinator)
- **AG**: Laboratory Equipment and Technical Building Services, BR (works council)

Leibniz-Institut für Polymerforschung Dresden e.V., Hohe Straße 6, 01069 Dresden