

Action Plan

Principles:

- 1. Research freedom
- 2. Ethical principles
- 3. Professional responsibility
- 4. Professional attitude
- 5. Contractual and legal obligations
- 6. Accountability
- 7. Good practice in research
- 8. Dissemination, exploitation of results
- 9. Public engagement
- 10. Non discrimination
- 11. Evaluation/ appraisal systems
- 12. Recruitment
- 13. Recruitment (Code)
- 14. Selection (Code)
- 15. Transparency (Code)
- 16. Judging merit (Code)
- 17. Variations in the chronological order of CVs (Code)
- 18. Recognition of mobility experience (Code)
- 19. Recognition of qualifications (Code)
- 20. Seniority (Code)
- 21. Postdoctoral appointments (Code)
- 22. Recognition of the profession
- 23. Research environment
- 24. Working conditions
- 25. Stability and permanence of employment
- 26. Funding and salaries
- 27. Gender balance
- 28. Career development
- 29. Value of mobility
- 30. Access to career advice
- 31. Intellectual Property Rights
- 32. Co-authorship
- 33. Teaching
- 34. Complains/ appeals
- 35. Participation in decision-making bodies
- 36. Relation with supervisors
- 37. Supervision and managerial duties
- 38. Continuing Professional Development
- 39. Access to research training and continuous development
- 40. Supervision

Proposed Actions	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
Develop and widely disseminate clear and transparent guidelines for research freedom.	1	Q4 2024	QA Manager and Heads of Research Departments	<p>Creation of an internal document and upload it on our website.</p> <p>Share the document via internal e-communication and intranet.</p> <p>Number of employees educated on this matter.</p>
Create a dedicated Research Ethics Committee aiming to safeguard ethical issues, protect researchers' autonomy and promote research freedom.	1	Q3 2024	Heads of Research Departments and Executive Committee	Establishment of Research Ethics Committee.
Develop an individual development plan for research staff including their individual and professional needs.	2, 6, 9, 22, 25, 28, 29, 33, 36, 37, 38, 39, 40	Q4 2024	HR Department and Heads of Research Departments	Creation of an internal document and supporting forms to monitor the progress of the research staff on their training and development.
Implementation of the individual development plans and their use in the evaluation of the staff and regular feedback by the supervisors/team leaders.	2, 6, 9, 22, 25, 28, 29, 33, 36, 38, 37, 39, 40	Q1 2025 – 2026	HR Department and Heads of Research Departments	<p>Organized trainings and regular meetings between supervisors & cluster leaders and staff.</p> <p>Number of implemented trainings.</p>
Develop and disseminate a Plagiarism and Intellectual Property Rights Policy.	3, 5, 31	Q3-Q4 2024	HR Department, QA Manager and Executive Committee	<p>Creation of an internal document and upload it on our website.</p> <p>Installation of a</p>

				<p>plagiarism detection tool.</p> <p>Organized training on ChatGPT for all staff members.</p>
<p>Develop and disseminate a project implementation process manual including: 1) step-by-step guides, 2) workflows, 3) QA manuals, and 3) procedures.</p>	4	Q3-Q4 2024	HR Department, Heads of Research Departments, QA Manager and Executive Committee	<p>Creation of an internal documents to be published on the Center's website, Intranet and HR software.</p> <p>Number of employees educated on this matter.</p>
<p>Develop a communication mechanism and facilitate communication tools for researchers, supervisors/cluster leaders, and management team to stay informed about the status and progress of research projects, as well as structured methodological support for regular communication between manager-supervisors and employees.</p>	2, 4, 6, 22, 36, 37	Q4 2024-Q1 2025	HR Department, QA Manager and Executive Committee	<p>Improvement of internal e-communication and intranet tools.</p> <p>Existence of HR software with a module for communication and coordination of assigned projects/tasks.</p> <p>Number of announcements.</p>
<p>Development of induction/onboarding plan for thorough education of new hired staff on their obligations, responsibilities and Eratosthenes CoE's standards and procedures.</p>	2, 3, 4, 5, 6, 10, 25, 28, 31, 32, 39	Q3 2024	HR Department and Heads of Research Departments	<p>Creation of an internal document with detailed onboarding topics and timeframe.</p>
<p>Develop and disseminate a GDPR policy and procedure.</p>	3, 7	Q3-Q4 2024	HR Department, QA Manager and Executive Committee	<p>Creation of an internal document and upload it on our website.</p> <p>Organized training on GDPR for all staff</p>

				members.
Develop a general annual training plan with necessary key topics (i.e. health and safety at workplace, first aid, gender equality, data security, communication skills, supervisory skills, etc.).	3, 4, 7, 9, 25, 27, 28, 31, 33, 37, 38, 39, 40	Annually in Q1	Educational Development Support Officer and Heads of Research Departments	Creation of an internal document and share it via intranet tools.
Implementation of the general annual training plan.	3, 4, 7, 9, 25, 27, 28, 31, 33, 37, 38, 39, 40	Annually in Q2-Q4	Educational Development Support Officer and Heads of Research Departments	Number of implemented trainings.
Develop a comprehensive framework, strategy, and tools to effectively implement the principles of open science across all clusters within Eratosthenes CoE.	8	Q4 2024-Q2 2025	Heads of Research Departments and Executive Committee	Creation of an internal document to be published on the Center's website and Intranet, with the purpose of openly communicating the established standards in this field to all research personnel at Eratosthenes CoE. Number of open access awareness events organized by Eratosthenes CoE.
Establish a methodology for assessing the percentage of research results published in open access, tailored to the publication type and prevailing practices within specific scientific areas, with the objective of augmenting the overall share of research outcomes made available through open access channels.	8	Q2 2025 – 2026	Heads of Research Departments and QA Manager	Creation of a methodology to enhance the organization, promotion, and facilitation of open-access publication of research findings. Number of research results published in open access format, including both the total count and the corresponding percentage.

				Number of digitized documents made publicly accessible.
Promote and motivate researchers for dissemination activities.	9	Q3-Q4 2024	Heads of Research Departments	<p>Overview of the communication methods and tools used.</p> <p>Develop a framework for communication and dissemination plan with the involvement of the researchers to establish a systematically coordinated approach that aligns with the research qualities of the research staff.</p> <p>Number of dissemination events.</p>
Develop a Non-discrimination policy and raise awareness to all Eratosthenes CoE's staff.	10	Q3-Q4 2024	HR Department and Executive Committee	<p>Creation of an internal document and upload it on our website.</p> <p>Number of employees educated on this matter.</p>
Develop Equipment and Facilities Request Form to gather feedback and suggestions for our scientific infrastructure improvement.	23	Q3 2024	Facilities, Building Infrastructure and Procurement Officer	<p>Creation of an internal document.</p> <p>Number of responds.</p>
Develop a Working Conditions Survey to get feedback and suggestions for further improvements and/or updates on current practices.	24	Q3 2024	HR Department	<p>Creation of an internal document.</p> <p>Number of responds.</p>
Utilize financial resources to gradually	26	2024-2026	HR Department,	Creation of an

increase staff salaries, with a particular focus on qualitative compensation criteria, with the objective of fostering a competitive environment and strengthening the internationalization of the research and development environment at Eratosthenes CoE.		Annually in Q4	Accounting Department, Chief Operating Manager and Executive Committee	internal document for qualitative remuneration standards and quantitative criteria. Assessment of salary resources and its annual growth rate (%). Publication of the Annual Management Report. Make salary adjustments during the Center's budget planning. Percentage increase in salary levels.
Consistent tracking of gender diversity across all employment levels and management structures.	27, 13, 14, 16	Annually in Q3	HR Department	Annually releasing data for the previous year, including the breakdown of staff composition by gender across various criteria such as position, supervision, research teams, etc.
Incorporate the necessity for gender balance in the constitution of the recruitment evaluation committee, in accordance with OTM-R policies, within the Rules of Selection Procedure.	27, 13, 14, 16	Q3 2024-Q1 2025	HR Department	Update the internal document "Recruitment Procedure" and replace it on the website.
Develop an annual mobility plan based on the needs of each cluster, as well as on individual needs.	29	Annually in Q3	Educational Development Support Officer and Heads of Research Departments	Creation of an internal document. Number of implemented mobilities.
Develop mobility procedures and supported administrative tools.	29	Q3-Q4 2024	Educational Development Support Officer, Heads of Research Departments	Creation of an internal documents and upload them on

			and Executive Committee	the website and intranet.
Develop a career guidance program and raise awareness about the counseling services offered by Eratosthenes CoE. Establish a collaboration with external career service centers.	30	Q1-Q2 2025 Q1 2025	HR Department and Executive Committee	Establishment of a Career's Office. Written confirmation for the collaboration and access to their career services and advisors. Publication of the career services on our website and educate the staff on this facility.
Update (where necessary) and raise awareness of the following matters: 1. Code of Conduct and Disciplinary Procedures 2. Recruitment Procedure 3. Performance Evaluation Policy and Procedure for Research and Administrative Staff 4. Gender Equality Plan	27, 32	Annually in Q1	HR Department, Heads of Research Departments, QA Manager and Executive Committee	Number of information events (including the use of internal communication tools and intranet). Number of implemented training/workshops. Number of educated staff.
Develop a complaints policy and procedure and raise awareness among all employees.	10, 34	Q3 2024	HR Department and Executive Committee	Creation of an internal document and upload it on the website. Share the procedure via internal communication tools and intranet.
Promote internal communication and implementing tools to enhance awareness of all staff about opportunities to participate in the management and development	2, 35	Annually in Q1	HR Department and QA Manager	Number of researchers and/or representatives attended the events.

activities/meetings and provide their feedback/suggestions.				Number of published information and/or questionnaire to get feedback.
Design and implementation of a mentoring system	36, 37, 40	Design Q4 2024 Implementation as from Q1 2025	HR Department, Heads of Research Departments and Executive Committee	Create an internal document on the mentoring system and communicate it via internal communication tools and intranet. Number of assigned mentors.
Acquire the performance evaluation module that is embedded with our HR tool.	11	Q1 2025	HR Department and Quality Assurance Manager	Existence of HR software with a module for performance evaluation.
Develop guidelines and rules for post-doctoral researchers and raise awareness for staff	21	Q4 2024	HR Department and Heads of Research Departments	Creation of an internal document and upload it on the website. Share the guidelines via intranet and internal e-communication