Action plan

to improve the human resource strategy of the Leibniz-Institute for Freshwater Ecology and Inland Fisheries (IGB), Berlin, Germany

2014-2016

In accordance with the The Human Resources Strategy for Researchers (HRS4R) of the European commission

Berlin, 15.12.2014

I. Ethical and professional aspects

Existing institutional rules and/or practices	Action required	Deadline/ duration
Rules for good scientific practice	Update of "rules for good scientific practice" and inclusion of plagiarism guidelines.	February 2015
	Translation to English	March 2015
	Publication in intranet	March 2015
	Information of update to all researchers	March 2015
	Inclusion of rules in welcome portfolio for new employees	March 2015
• Institutional practice on data use and publication: researcher can publish own data; after a specified period superior/project leader can publish data • Research Data Working Group of the Leibniz Association provides information on experience and guidelines on data management, also from institutions worldwide	Established commission on data use policy develops general institute policy on data sharing	Jan 2015
	Decision on rules by board of directors	Jan 2015
	Translation to English	Feb 2015
	Publication in intranet	Feb 2015
	Information of update to all researchers	Jan 2015
	Inclusion of rules in welcome portfolio for new employees	March 2015
General scientific practice	Develop and propose regulations that specify ownership and use of research results with special regulations on strongly supervised research (e.g. Bachelor / Master, Doctoral thesis) by HRS committee and doctoral representatives	June 2015
	Doctoral students discuss proposed rules	Doctoral retreat August 2015
	Adaptation of rules based on feed back	September 2015
	Decision on proposed rules by board of directors	October 2015
	Translation to English	November 2015
	Publication in intranet	November 2015
	Information of update to all researchers	November 2015
Guidelines of the Third Party Funding Committee	Translation to English	December 2014
	Publication in intranet	December 2014

Evaluation and appraisal systems

Existing institutional rules and/or practices	Action required	Deadline/ duration
Annual performance evaluation: Implement internal reporting covering all data necessary for various demands	gathering of required information	December 2014
	design of IT data base system including link to publication databank	December 2014
	Development of query modules for data base system in interaction with users	February 2015
	Start of use of system	February 2015
	Feedback of users	March 2015
	Adaptation of data base after first experiences	April 2015
	Planning of future responsibilities to implement future adaptations	July 2015
Annual performance interviews and group leadership	Training of group leaders	Continuously; 1 workshop per year
	Collection of background material from the training for new group leaders	December 2014 and updated after each training
	Information of department heads /scientists about availability of and access to documentation	January 2015
	Training /introduction of new group leaders to IGB procedures	Within 6 months of employment
Performance based bonus system	Publication of current rules in intranet in English and German	December 2014
	continuous adjustment of rules by LOM committee	ongoing
	Translation and publication of update in intranet	When updated
Semi-annual progress evaluation for doctoral students	doctoral representatives and doctoral programme coordinator propose monitoring system	August 2015
	board of directors approve or modify plans	October 2015
	Implement monitoring system	2 months after approval of system

II.   Recruitment

Existing institutional rules and/or practices	Action required	Deadline/ duration
Obligation to publicly announce open positions	Collect existing rules and documentation	February 2015
	Identify gaps and close those	April 2015
	Board of directors approves of general rules	May 2015
	Translate and publish in intranet	June 2015
Create HRS webpage for IGB to inform potential future employees	HRS commission collects all topics that should be addressed	December 2014
	Directorate members collect information and links and write short texts on each topic	February 2015
	Create webpage	December 2014
	Approve of HRS webpage content	March 2015
	Translate and publish the texts and links on webpage	June 2015
	Create responsibility and process to ensure regular updates	July 2015
Guidelines for tenure	Collect existing rules and documentation	February 2015
	Publish existing rules in intranet and summary on HRS webpage	April 2015
	Workers council and board of directors discuss inhouse career options for scientists	August 2015
	Directorate determines responsibilities and actions to improve existing regulations	September 2015

Selection & Transparency (Code)

Existing institutional rules and/or practices	Action required	Deadline/ duration
Institute policy on selection committee composition	Find or compose (directorate, department heads) document on current policy	January 2015
	Translate into English	February 2015
	Publish internally	March 2015
Institute policy on selection procedure	Find or compose document on current policy	March 2015
	Board of directors and workers council discuss and define general procedure	May 2015
	Translate and publish in intranet	June 2015
	Publish summary on HRS webpage	July 2015

III. Working conditions

Mobility

Existing institutional rules and/or practices	Action required	Deadline/ duration
The IGB fellowship programme invites international scientists to join IGB for 6 to 24 months. This connects IGB researchers to international networks and promotes international experience	Continue fellowship evaluation by host and fellow to optimise programme	Started 2014, continue every 2 years
	Improve transparency IGB-Fellowship: list nature of uncovered costs and other conditions (additional salary)	December 2014
	Individual cooperation contracts with sending research organisations (e.g. in case of an IGB Fellowship) to ensure minimal loss of social merits and salary	Ongoing since 2013
	Define standard procedures and responsibilities in administration to minimise effort	June 2015
Transferability of pension funds	FVB administration: Follow closely or enter RESAVER programme	ongoing
Participation of physically absent colleagues in discussions and decisions is enabled through electronic means (skype, video conference system in different IGB locations, Email)	Modernise electronic communication equipment	2014-2016
	create remote conference rooms in each location	Longterm; after additional building is available
Possibility for sabbatical leaves and retreats	Motivate "sabbatical leaves" (Abordnungen) more strongly	Continuously from now on
	Integrate in guidelines/forms for annual performance interviews	March 2015
Enable international colleagues to fully participate in all IGB processes and events	Discuss with department heads to offer all programs and meetings in English and German if required	Continuing
	Translate and publish all relevant existing documents to English	July 2016
	Directorate sets up structure to ensure translation and update of all new relevant documents	May 2015

Gender balance

Existing institutional rules and/or practices	Action required	Deadline/ duration
Equal opportunity cascade model	Enhance proportion of female scientists to defined levels	Until 2017
	put information on HRS webpage	May 2015
Equal opportunity fund promotes career chance of young female scientists and helps to combine family and research	Translation of allocation regulations into English	June 2015

Career development

Existing institutional rules and/or practices	Action required	Deadline/ duration
Guideline for doctoral candidates at IGB defines training and mentoring requirements	Propose changes in IGB doctoral guidelines and define minimum requirements for doctoral thesis	May 2015
	Discuss proposed changes (e.g. blog) with students and scientists	Juni 2015
	Update of guidelines for IGB doctoral candidates	August 2015
	Confirm changed guidelines for IGB doctoral candidates	October 2015
	Translation of changed guidelines and publication in internet	September 2015
Institutional culture of providing career advice and training options to researchers at all stages of their career and adjusted to the respective stage of career (e.g. at annual performance interviews)	Senior scientists are trained to provide structured career advice to doctoral and postdoctoral researchers	2016
	Training of new group leaders	Soon after start
Leibniz Mentoring for female scientists	Continue to enable and support female IGB scientists to participate	annually
Mentoring Program for young researchers	Find and promote further mentoring opportunities	December 2015 and continuously thereafter
Awards for doctoral students or scientists	Find and promote possible awards	June 2015 and continuously thereafter
	Address potential candidates and support application process	continuously

Teaching

Existing institutional rules and/or practices	Action required	Deadline/ duration
Implement trans-university Master program in Aquatic Ecology	Make action plan	2016

Participation in decision-making bodies

Existing institutional rules and/or practices	Action required	Deadline/ duration
Internal committees	List all committees, their tasks and members to improve transparency	March 2015
	Translate and publish in intranet	April 2015