Extended version of the IGB hrs4r action plan 2017-2020

I. Ethical and professional aspects

Policy development/Transparency

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Open Science strategy	develop, discuss and decide Open Science strategy (open access (OA) and open data)	December 2017	Library, Board of directors	Open Science strategy and measure report uploaded
	develop workflow and measures to increase OA publications at IGB (gold/green)	April 2018	Library	workflow description available
	monitoring and evaluation of OA activities	April 2017- April 2020	Library	yearly reports, information in IGB-News
	promote and support submission of datasets to (international) open data repositories (e.g. the Freshwater Information Platform, FIP) and submission of data publications to data journals (e.g. the Freshwater Metadata Journal, FMJ)	April 2017- April 2020	data repository managers	ongoing support capacities and guidelines established
Information flow on HRS	create HRS documentation for HRS used for documentation, planning and exchange for HRS team and interested IGB members	June 2017	HRS committee	confluence site with all relevant documents
	strengthen visibility of HRS activities and achievements in IGB	August 2017	HRS committee	concept and implementation

Performance documentation and evaluation

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Current research information system (CRIS) and performance database	develop a concept for implementation of a Current Research Information System (CRIS) considering the "research core dataset" concept and potential cooperation with FVB and Leibniz Association	January 2018	Library	concept for CRIS at IGB established
	establish working group and decide on responsibilities	January 2018	Library, Board of directors	working group established with clear responsibilities
	interim solution for performance database established for period until implementation of CRIS	January 2018	Library	organisational and technical solution implemented and operable
	organisational and technical implementation of CRIS	April 2020	CRIS working group	CRIS implemented and operable

II.   Recruitment

Selection & Transparency (Code)

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Evaluate new recruitment and tenure track regulations	Discuss success and necessary changes to new regulations	February 2019	Board of directors	minutes LGI, decision
Specify job announcement for technicians to ensure adequate qualification	list requirements in job advertisement (e.g., language skills): prepare respective directive or fields in intranet	January 2018	personnel admin.	changed guidelines and regulations in Intranet
	Address potential for career development (adding technical expertise…) in announcement and interview	January 2018	personnel admin.	changed guidelines and regulations in Intranet

III.   Working Conditions

Mobility

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
The IGB fellowship programme invites international scientists 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 Change rules if necessary	Started 2014, continue, evaluate every 3 years (next March 2020)	Science officer	Evaluation results presented to board of directors
Open WLAN system to visiting scientists	modernise WLAN and implement "eduroam"	July -December 2017	IT service	stable WLAN, eduroam access
Participation of physically absent colleagues in discussions and decisions is enabled through electronic means (video conference, Email)	implement use of "hipchat": faster and safer communication with instant messaging, group- and videochat	January-December2017	IT service	Use of hipchat, (replacement of skype)
	Equip new Dahlem location with video conference facility	December 2020	head of IT committee	video conference system in new building
	create remote conference room or mobile facility in each IGB location	Long-term; after additional building is available	Room utilisation committee	Rooms equipped for remote conferences
Enable international colleagues to fully participate in all IGB processes and events by bilingual meetings	Include question on bilingual meetings on all levels into employee questionnaire	December 2017	coord. career development. works council)	updated questionnaire
	determine further required actions based on questionnaire results	May 2018	Science officer, board of directors	minutes with decisions
	continue translation and update of all relevant new documents	December 2017, December 2018 December 2019	head of local administration	Written workflow, agreement with responsible persons

Gender balance and family friendly workspace

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Equal opportunity cascade model	Enhance proportion of female scientists to defined levels	with each institute funded vacancy until 2020	board of directors, recruitment committees	Meet aimed quotas, report to Leibniz society
Equal opportunity fund: Re-integration after parental leave	transferability of fund into next year	September 2017	head of local administration	LGI-discussion and decision
	increase according to yearly salary increase	February 2019	Director IGB	LGI-discussion and decision
Flexible working conditions (time and location)	home office: access to data and software from outside IGB	June 2017	head of IT service	access of servers from outside IGB
	transfer of holidays into next year in family-related necessities beyond the legally guaranteed 10 days	August 2017	head of IGB's works council	Check legal regulations propose IGB's additional commitment
	short-term unpaid leave of absence on compassionate grounds	August 2017	works council	Check legal regulations propose IGB's additional commitment
	LGI discussion and decision	December 2017	Vice-Director	LGI decision
	Information on current/changed rules	January 2018	works council	announcement in IGB News
Family-friendly scheduling of meetings and events	Working group meetings: Determine and decide part-time and family friendly meeting times	September 2017	equal opportunity officers	Email to all group leaders: awareness rising and request to discuss and decide in each group
	Department meetings and institute meetings: should be in 9-12 am time slot. If not: determine restricting factors (room availability, preceding meeting) Discuss topic in each of the meetings if not movable to core hours	December 2017	Department secretary for department meetings works council for institute meeting	changed or confirmed meeting times

	whole day or multiple day meetings/courses: announce 4 weeks in advance to ensure adaptation of family related schedules (doctoral programme, IGB science day, retreats…)	August 2017	secretary director, coordinator career development	Systematic list and early announcement of all1-multiple day events
Communication of legal and internal rules on family-related flexibilities	internal IGB information and external communication: summary and links to detailed information on all agreements and regulations concerning family-related work time and place flexibilities. Include link to general legal advice e.g. „Familienwegweiser" des BMFSJ	January 2018	head of IGB's works council, equal opportunity officers	collection in intranet, announcement in IGB News
	provide all above compiled information in English	May 2018	equal opportunity officer	collection in intranet, announcement in IGB News
Inform on family friendly policy	job postings: formulate sentence on commitment to family friendliness (part time work/flexible hours)	August 2017	head of IGB's works council, equal opportunity officer	proposal to director
	job postings: include sentence on commitment to family friendliness (part time work/flexible hours)	December 2017	administration - job announcements	Include in form for job announcements; Information on website
Support on regulations	Identify and publish contact persons, add contact persons and advisors to different regulations online (intranet, internet)	January 2018	head of IGB's works council, equal opportunity officers	links and info in Intranet and internet
	provide information on topic and links	October 2017	secretary director	IGB News
Discuss family-related work constraints and possible solutions in annual performance interview	aspects to be discussed, additions to guidelines	November 2017	science officer	LGI-discussion
	add to guidelines	December 2017	head of local administration	Updated guideline
Analyse systematic further family-related work constraints	Determine systematic family related work constraints for certain employee groups or locations and evaluate potential solutions	April 2019	equal opportunity officers	report to LGI
	Discuss report and decide actions	June 2019	Director IGB	LGI discussion and decision

Working conditions: IT development

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
modern and powerful IT system	Renew all 60 old servers to new Proxmox environment	June 2016- December 2019	head IT service	new servers operational
	Increase server capacity for modern applications	June 2017- April 2020	head IT service	large servers for – omics, lake lab and open databases
Improve data security	implement new data backup system and new firewall	June-December 2017	head IT service	new backup system, new firewall
Easy overview on available software	create list with versions and access mode in confluence	December 2018	head IT service	software list in confluence
Implement system for project management and file exchange and internal and remote communication	introduction documentation tool "confluence"	December2017	head IT service	system ready for data import

Working conditions: Information infrastructure and management

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Information and research data management concept	develop and discuss draft concept including all aspects of information management at IGB (research data, methods and equipment data, multimedia, geodata, etc.)	May 2017	Board of directors, information management working group	Discussion and decision on concept for information management in LGI
	write article to raise awareness on data management in Leibniz Association	October 2017	head of dept. 2	article about activites in Leibniz working group "Reseach Data" published in FVB journal
	upload metadata and data to IGB research databases	April 2017-	all senior scientists	metadata on long term,

		April 2020		environmental and biodiversity data, and data from projects added to IGB Research Database (IRD)
	(ongoing)			
	develop concept for access and rights management for different use cases identified at IGB	January 2018	data management officer, information management working group	internal access and rights management concept as guideline for all information management systems
	continue development of IGB Research Database (IRD) and implement search and display interface for metadata in IGB website	Juni 2017-January 2019	data management officer	metadata published on IGB website
	develop and implement concept for training and support regarding different aspects of information management	January 2019	Board of directors, information management working group	LGI decision on implementation of concept for training and support
Geodata management	evaluate technical solutions for the implementation of a geodata management system	January 2018	GIS developer, GIS using scientist	decision for use of a specific geodata management system
	evaluate demand and specific requirements for geodata management in all departments	April 2018	GIS developer, GIS using scientist	clear list of requirements as guideline for implementation in geodata management system
	technical implementation and adaptation of geodata management system	April 2019	GIS developer	geodata management system operable and guidelines published on IGB website

IV. Training

Career development for scientists

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
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)	PostDocs define necessary career coaching	March 2017, December 2017, December 2018, December 2019	Head of postdoc society, coordinator career development	Career mentoring activity plan
	provide funding for postdoc career development	January 2018, January 2019, January 2020	Director IGB	fund allocation
	Implementation of planned activities	December 2017, December 2018, December 2019	PostDoc Representatives	Invitations and activities
Leibniz Mentoring for female scientists	Continue to enable and support female IGB scientists to participate	annually March	coordinator career development	Provide material and coach application process
Awards for doctoral students or scientists	Find and promote possible awards	June 2017, December 2017, December 2018, December 2019	coordinator career development, PR	Overview List with deadlines
	Address potential candidates and support application process	Continuously, adjusted to deadlines of awards	coordinator career development, PR	Emails, personal conversations, applications annual overview
	put list of awards in Intranet	July 2017	Coordinator career development	List in intranet
ERC grant applications	Evaluate and discuss support strategy and resource allocation for future ERC grant applications	February 2020	Board of directors	Decision protocol

Establishment of collegial counselling	first 3 sessions coached with short introduction for newcomers, continuous sessions thereafter	December 2017, continuously	science officer	6 sessions per year, first 3 sessions coached
	evaluate success and decide on continuation	December 2019	participants of coaching, science officer	report in LGI

Outreach activities (knowledge transfer)

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Science-society interface (SSI) strategy	Support IGB scientists in increasing the societal impact of their research by strengthening and fostering new stakeholder formats	December 2017, December 2018, December 2019	PR & KTT team	Implementation of at least two publications in the series "IGB Outlines", one IGB Dialogue and one IGB Academy per year
	Continue the internal training programme "Uncharted Waters" in stakeholder cooperation and widen it especially for IGB's management level (department heads & directorate)	December 2017, December 2018, December 2019	PR & KTT team	Implementation of at least two trainings per year for scientists, post-docs and/or PhD students; Offer of specific and relevant stakeholder trainings for LGI members
	Value outreach and transfer activities of IGB scientists in the internal performance based fund allocation system "LOM"	January 2018	LOM committee, Board of directors	LGI decision: Establishment of new "types of work" with credit points for stakeholder events (IGB Dialogues and IGB Academy) in "LOM"
	Improve internal information flow	End of 2018	PR & KTT team	ratified concept on obligatory information flows concerning projects, results and activities relevant for science / society
	Strengthen SSI structures by enhancing knowledge transfer at IGB	End of 2018	Board of directors	Establishment of a permanent and competent SSI team, consisting of both PR and KTT professionals, also after the end of the third-party funding for the KTT project

Teaching

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
teaching experience for early career scientists	provide guided teaching opportunities to doctoral students and postdocs	continuously	coordinator career development, teaching scientists	design of own courses in IGB doctoral programme, co-teaching in university courses annually reported in performance data base
development of a trans-university post-graduate program in Aquatic Science	Determine feasibility, consultation of faculties, develop concept	December 2018	senior scientist	feasibility, concept,

Career development for technical staff

Title Topic /Aim	Action required	Deadline/ duration	Responsible person/ unit	Deliverables
Internal training measures in the department of Chemical Analytics and Biogeochemistry (counselling, introduction to new methods, regular meetings etc.)	continue	continuously, when warranted	manager central service lab	Documentation on activities; annual report
External seminars/workshops (company workshops, special seminars) in the department of Chemical Analytics and Biogeochemistry	Continue	continuously	manager central service lab	Documentation on activities; annual report
Training needs & skill development of technicians	discussion in group leader meeting of each department needs and wishes technicians for training	July 2017	Each department head	summary to HRS committee and LGI
	Agreement on personal training options and extent (incl. English) in annual performance interview	December 2017	head of local administration	LGI discussion Update guideline and forms
	Discuss and agree on training of each	annually from	each superior	documented in annual

	technician in annual performance interview	January 2017 on		performance interview documentation
Training of technicians in all departments	Determine substitute technician for all major methods and train them adequately	November 2017	Each department head	Add information in method data bank by sending it to Thomas Rossoll
	Identify potential in-house training options, determine format and mentors e.g. PC for older technicians, basic statistics for technicians, lab methods and sample preparation etc.	February 2018	Science officer, coordinator career development	List to LGI and HRS committee
	ensure that exchange (across departments or of IGB technicians and other research institutes) for method training and exchange is supported by superiors	February 2018	all department heads	Discussion in LGI and department group leader meetings
	inform technicians on possibility and collect information on implementation of lab exchange	June 2018 and annual updates	works council	Annual report to LGI and HRS committee
	Identify necessary external training options and participants across departments	January 2018	works council	List to LGI and HRS committee
	List annual training options	January 2018, January 2019, January 2020	works council	List to all group leaders
	determine participants from all departments and estimate costs	annually January	secretary Director	Question to all group leaders, resulting list to LGI
	secure funding for necessary technician training from departments and central funds	February 2018, February 2019, February 2020	Director	LGI decision
	Include training of 2 technicians and 1 scientist in acquisition of new instruments if possible and reasonable	January 2018	head of commission for large investments	changed guidelines for large investments

English classes for technicians	continue, identify technicians benefitting from training and encourage participation in annual performance interview	annually	department heads, supervisors	discussion in group leader meeting of each department; documented in annual performance interview documentation