

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action
Ethical and Professional Aspects					
1. Performance documentation and evaluation					
Develop/adapt modern current research information system (CRIS) within FVB	3 Professional responsibility; 6 accountability; 8 Dissemination, exploitation of results; 9 Public engagement; 11 Evaluation/ appraisal systems	III/26	Directorate/central staff unit (Science officer, Digitalisation officer)	Modern current research information system (CRIS) established and in use. Once established, use of the system is mandatory for all leading researchers as this is the basis for our performance reporting. After the initial phase adaptations are possible based on user feedback.	Ongoing (II.3, III.4)
2. Good scientific practise					
a) The rules of good scientific practice are critically evaluated and updated if necessary	1 Research Freedom; 2 Ethical principles; 3 Professional responsibility; 4 Professional attitude; 7 Good practice in research; 8 Dissemination, exploitation of results; 9 Public engagement; 10 Non discrimination; 31 Intellectual Property Rights; 32 Co-authorship; 34 Complaints/appeals; 36 Relation with supervisors; 37. Supervision and managerial duties	every 2 years	Director (Ombudspersons)	Rules updated if necessary; information on updates to all concerned	Continued (III.2.)
b) Training courses on good scientific practice for early career researchers, senior scientists, technicians		IV/24	Directorate (Ombudspersons)	• 1 course for early career researchers is offered every year. Aim: Doctoral candidates: 1 mandatory participation; postdocs: 50% participate. • 1 awareness rising discussion for scientific leaders is offered annually (e.g. at retreat or colloquium) • 1 training for technicians is offered every 3 years Aim: 70% participate within 3 events. • Courses are evaluated, 50% of participants rate them as very good or excellent	Continued (III.2.)
		II/25			
		II/27			
c) Discussion rounds on good scientific practise		IV/24IV/27	Director (Ombudspersons)	Information and discussion in general staff meeting annually Aim: awareness and continued development of rules and practices Target group: all researchers and scientific support staff	Continued (III.2.)
3. Diversity and Inclusion					

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action
a) Gender bias and diversity awareness day	5 Contractual and legal obligations; 10 Non-discrimination; 24 Working conditions; 34 Complaints/appeals; 37 Supervision and managerial duties	II/24-IV/27	Equal opportunities officer, diversity officer	1 awareness day every 2 years; target: all IGB staff At least 50 participants in each event	Continued from III.6b
b) People with disabilities: Improve information about opportunities and support		IV/24	Diversity officer	• Information event for administration • Contact to experts established for advice in individual cases • List of barriers in buildings and, where possible, remediations	New, follow up from action III.5
		II/25	Diversity officer, disabled persons' representative		
		IV/27	Head of administration		
c) Establish central support for diversity developments		I/25	Directorate	Nominate new diversity officer/ supporter	New, follow up from action III.5
d) Information on gender based and sexual harassment is included in regular safety training		II/26	Head of administration (equal opportunities officer)	Information on gender-based and sexual harassment is included in annual safety instructions. Awareness is checked by a question in the next IGB staff survey. Target: at least 70% of staff members know about our rules.	New, follow up of action III.7
Recruitment and Selection					
4. Gender balance on leadership level					
a) Increase proportion of female researchers at leadership level	10 Non-discrimination; 12 Recruitment; 13 Recruitment (Code); 25. Stability and permanence of employment; 27 Gender balance; 37 Supervision and managerial duties	III/24-IV/27	Director, department heads, equal opportunities officer	• measures for active recruitment for each group leader position discussed in board meeting, • list of potential female applicants presented to board before job announcement is published • 50% or more females on shortlists	New, follow up from III.6e
b) Update intranet information on gender equality issues in academia	7 Good practice in research; 10 Non-discrimination; 27 Gender balance	II/25	Equal opportunities officer	Additional information included in intranet on • female researchers data bases • Information on active recruitment	New

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action
				• Information on Gender dimension in research	
Working conditions					
5. Improved onboarding					
a) Information on new colleagues and guests in department improved	10 Non discrimination; 12 Recruitment; 23 Research environment; 24 Working conditions; 29 Value of mobility; 37 Supervision and managerial duties;	IV/25	IGB Council, secretaries	Concept established how to announce new colleagues and guests reliably and more prominently Secretaries ensure compliance. In next IGB staff survey at least 60% fully or mostly agree that they feel well informed about new colleagues and guests in their department (now 40%)	New
b) revised concept on initial guidance of new colleagues		IV/26	Head of administration; IGB Council (secretaries, persons in relevant functions)	• Concept on introduction to procedures and instructions for the first month, • revision of content & materials, best practice exchange between departments/ units	New
c) support incoming staff members to find accommodation c1) create list of collaborating landlords/-ladies		IV/26	Works Council	• collect information on suitable rentals/owners from IGB staff • get in touch and discuss follow up rentals • if successful: create list of landlords/-ladies • reach out to potential landlords at one or more public IGB events in 2024-26 • if successful: plan networking/thank you/invite to IGB events	New
c2) offer temporary sublets to colleagues: For IGB staff going on exchange/holidays for a couple of months and are willing to sublet their apartment/room, create an availability calendar. This way, new people joining IGB during the		IV/26	Works Council	• create dedicated intranet space for offers & requests; inform all IGB members about possibilities • approach persons in projects with mobility component • establish regular information flow	New

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action	
available dates can directly contact the person.						
c3) find temporary accommodation for incoming IGB staff members for 1-2 months		IV/26	Works Council	• conduct 3 actions to find suitable hosts in 2024-26 • If offers are found: information flow and contact point established	New	
6. Mobile work						
a) Improve personal exchange and social integration of newcomers	24 Working conditions	II/25	Directorate, IGB Council, Works Council	Revised works agreement on mobile work or other measures implemented to ensure joint presence at IGB facilities.	New	
b) New telephone system with soft phone option: phones can reroute calls, be used for teleconferences and be connected to PCs		IV/27	Head of IT	New hardware installed (incl. new wires and backbone) in all locations	Continued III. 7e), deadline shifted	
7. Improved access to information						
a) Further improve intranet usability, establish intranet as primary information source	10 Non-discrimination; 23 Research environment; 24 Working conditions; 37 Supervision and managerial duties	III/24	IT	• Single sign- on established, intranet as start screen after login to IGB system • Conduct short survey on intranet usability, and optimise usability accordingly • Inform about pull options; review push strategy for information on the intranet	New, follow up of III.12	
		II/24	Digitalisation officer			
		II/25	Digitalisation officer			
b) Train new staff members properly in intranet use			IV/25	Digitalisation officer	• Mandatory initial training on intranet use established	New
c) Improve information on new projects and research results			IV/24	IGB Council	• Concept how to inform about new research projects • Revised visibility of new research papers	New
		IV/24	Digitalisation officer			
Training and development						
8. Training on MS office applications						
Basic and advanced trainings for MS-Office skills (outlook, Excel,	38 Continuing Professional Development; 39 Access to research training and continuous development	IV/24-II/25	Head of administration	• At least 10 short online training units on office applications (basic in German, advanced in	New	

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action
word) offered to all IGB staff members				English) were conducted, for all staff members. • Evaluation and decision on continuation	
9. Leadership training					
Annual group leader training continues	3 Professional responsibility; 4 Professional attitude; 5. Contractual and legal obligations; 7 Good practice in research; 9 Public engagement; 27 Gender balance; 28 Career development; 30 Access to career advice; 37 Supervision and managerial duties; 38 Continuing Professional Development; 39. Access to research training and continuous development; 40 Supervision	I/25-IV/27	Directorate	• at least one specific leadership training annually, aspects on gender equality, diversity and good scientific practice are embedded • >50% research group leaders participate • At least 70% of participants agree that trainings are valuable	Continued from III.18a)
10. Training courses on data management					
a) training and individual support for working group specific data management plan	2 Ethical principles; 3 Professional responsibility; 4 Professional attitude; 6 Accountability; 7 Good practice in research; 8 Dissemination, exploitation of results; 31 Intellectual Property Rights; 32	IV/2024	Data steward	Templates for data management plans are developed and available in the intranet, 80% of all working groups have developed a data management plan	New
b) projects starting in 2024 or later develop project specific data management plans	Co-authorship; 34 Complaints/ appeals; 36 Relation with supervisors; 37 Supervision and managerial duties; 38 Continuing Professional Development; 39	III/24-IV/25	Data steward	training for researchers are provided (at least 5 times)	New
c) introduction to data management; practical workshop	Access to research training and continuous development; 40 Supervision	III/24-IV/25	Data steward	Curriculum designed and course offered twice per year; hands-on workshop designing data sheets and meta data on demand Trainings are rated as very good or excellent by at least 50% of the participants.	New
11. Career mentoring and networking					
Mentoring of postdocs for doctoral candidates on career options, networking opportunity	28 Career development; 30 Access to career advice; 33 Teaching	IV/25, IV/26	Doctoral and postdoctoral representatives	Meeting for exchange at least every second year; at least 20 participants. Evaluation if format should be continued after 2 rounds • Shared intranet space	New