

Action	Gap principles	Timing(Q/Y)	Responsible unit (operational unit)	Indicator (target)	Link to past action
<b>Ethical and Professional Aspects</b>					
<b>1. Performance documentation and evaluation</b>					
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/25	Directorate/central staff unit (Science officer, Digitalisation officer)	Modern current research information system (CRIS) established and in use	Ongoing (II.3, III.4)
<b>2. Good scientific practise</b>					
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)	<ul style="list-style-type: none"> <li>• 1 course for early career researchers is offered every year. Aim: Doctoral candidates: 1 mandatory participation; postdocs: 50% participate</li> <li>• 1 awareness rising discussion for scientific leaders is offered annually (e.g. at retreat or colloquium)</li> <li>• 1 training for technicians is offered every 3 years Aim: 80% participate within 3 events</li> </ul>	Continued (III.2.)
		II/26			
c) Discussion rounds on good scientific practise		IV/24-IV/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.)
<b>3. Diversity and Inclusion</b>					
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	Continued from III.6b
b) People with disabilities: Improve information about opportunities and support		IV/24	Diversity officer	<ul style="list-style-type: none"> <li>• Information event for administration</li> <li>• Contact to experts established for advice in individual cases</li> </ul>	New, follow up from action III.5
		II/25	Diversity officer, disabled persons' representative		

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		IV/27	Head of administration	<ul style="list-style-type: none"> <li>List of barriers in buildings and, where possible, remediations</li> </ul>	
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		IV/25	Head of administration (equal opportunities officer)	Information on gender-based and sexual harassment is included in annual safety instructions	New, follow up of action III.7
<b>Recruitment and Selection</b>					
<b>4. Gender balance on leadership level</b>					
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	<ul style="list-style-type: none"> <li>measures for active recruitment for each group leader position discussed in board meeting,</li> <li>list of potential female applicants presented to board before job announcement is published</li> <li>50% or more females on shortlists</li> </ul>	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 <ul style="list-style-type: none"> <li>female researchers data bases</li> <li>Information on active recruitment</li> <li>Information on Gender dimension in research</li> </ul>	New
<b>Working conditions</b>					
<b>5. Improved onboarding</b>					
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	New

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b) revised concept on initial guidance of new colleagues		IV/26	Head of administration; IGB Council (secretaries, persons in relevant functions)	<ul style="list-style-type: none"> <li>• Concept on introduction to procedures and instructions for the first month,</li> <li>• revision of content &amp; materials, best practice exchange between departments/ units</li> </ul>	New
c) support incoming staff members to find accommodation c1) create list of collaborating landlords/-ladies		IV/26	Works Council	<ul style="list-style-type: none"> <li>• collect information on suitable rentals/owners from IGB staff</li> <li>• get in touch and discuss follow up rentals</li> <li>• if successful: create list of landlords/-ladies</li> <li>• reach out to potential landlords at one or more public IGB events in 2024-26</li> <li>• if successful: plan networking/thank you/invite to IGB events</li> </ul>	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 available dates can directly contact the person.		IV/26	Works Council	<ul style="list-style-type: none"> <li>• create dedicated intranet space for offers &amp; requests; inform all IGB members about possibilities</li> <li>• approach persons in projects with mobility component</li> <li>• establish regular information flow</li> </ul>	New
c3) find temporary accommodation for incoming IGB staff members for 1-2 months		IV/26	Works Council	<ul style="list-style-type: none"> <li>• conduct 3 actions to find suitable hosts in 2024-26</li> <li>• If offers are found: information flow and contact point established</li> </ul>	New

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<b>6. Mobile work</b>					
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
<b>7. Improved access to information</b>					
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	<ul style="list-style-type: none"> <li>• Single sign- on established, intranet as start screen after login to IGB system</li> <li>• Conduct short survey on intranet usability, and optimise usability accordingly</li> <li>• Inform about pull options; review push strategy for information on the intranet</li> </ul>	New, follow up of III.12
		II/24	Digitalisation officer		
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b) Train new staff members properly in intranet use		IV/25	Digitalisation officer	<ul style="list-style-type: none"> <li>• Mandatory initial training on intranet use established</li> </ul>	New
c) Improve information on new projects and research results		V/24	IGB Council	<ul style="list-style-type: none"> <li>• Concept how to inform about new research projects</li> <li>• Revised visibility of new research papers</li> </ul>	New
		IV/24	Digitalisation officer		
<b>Training and development</b>					
<b>8. Training on MS office applications</b>					
Basic and advanced trainings for MS-Office skills (outlook, Excel, word) offered to all IGB staff members	38 Continuing Professional Development; 39 Access to research training and continuous development	IV/24-II/25	Head of administration	<ul style="list-style-type: none"> <li>• At least 10 short online training units on office applications (basic in German, advanced in English) were conducted, for all staff members.</li> <li>• Evaluation and decision on continuation</li> </ul>	New

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<b>9. Leadership training</b>					
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	<ul style="list-style-type: none"> <li>at least one specific leadership training annually, aspects on gender equality, diversity and good scientific practice are embedded</li> <li>&gt;50% research group leaders participate</li> </ul>	Continued from III.18a)
<b>10. Training courses on data management</b>					
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 Co-authorship; 34 Complaints/ appeals; 36 Relation with supervisors; 37 Supervision and managerial duties; 38 Continuing Professional Development; 39 Access to research training and continuous development; 40 Supervision	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		III/24-IV/25	Data steward	training for researchers are provided (at least 5 times)	New
c) introduction to data management; practical workshop		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	New
<b>11. Career mentoring and networking</b>					
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	<ul style="list-style-type: none"> <li>Meeting for exchange at least every second year;</li> <li>Shared intranet space</li> </ul>	New