

## Action Plan

### 1. ETHICAL AND PROFESSIONAL ASPECTS

<b>ACTION REQUIRED</b>	<b>WHO/RESPONSIBLE BODIES</b>	<b>WHEN/EXECUTION PERIOD</b>
1.1. Composition of an informative brochure to familiarize the Institute scientific staff with the relevant ethical and professional responsibilities.	Ethics Board	1st October 2015 – 1st April 2016
1.2. Permanent following and informing of the Institute scientific staff of all the relevant changes in ethical and professional aspects of scientific work.	Legal Department Quality Control Council	Permanent Task
1.3. Development of common data storage base.	Quality Control Council	1st April 2016 – 1st January 2017
1.4. Develop best researchers remuneration model	Legal department The institute employees representatives specially selected by the Scientific Council	1st October 2015 – 1st April 2016
1.5. Financing of scientific participation in public events and conferences.	Public Events and Conferences Participation Funding Board	Permanent task
1.6. Control of regular entry of the Institute scientific studies into science data bases.	Quality Control Council	Permanent task
1.7. Establishment of public relations department for the purpose of informing general public of the Institute activities.	Quality Control Council	1st October 2015 – 1st April 2016
1.8. Initiate newsletter to inform the general public of the Institute activities.	Quality Control Council	1st April 2016 – 1st October 2016

1.9. Develop remuneration model of greater stimulation and evaluation of publication in relevant international scientific media.	Quality Control Council	1st January 2016 – 1st October 2016
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## 2. RECRUITMENT

<b>ACTIONS REQUIRED</b>	<b>WHO/RESPONSIBLE BODIES</b>	<b>WHEN/EXECUTION PERIOD</b>
2.1. Composition of book of regulations on employment advantages.	Legal department The institute employees representatives specially selected by the Scientific Council	1st October 2015 – 1st January 2016
2.2 Composition of book of regulations on selection for scientific job positions	Legal Department The institute employees representatives specially selected by the Scientific Council	1st October 2015 – 1st January 2016
2.3. Encouraging scientific mobility of the Institute staff through co-financing (grants) and awards.	Employer Public Events and Conferences Participation Funding Board	Permanent task
2.4. Develop strategy of promotion for all levels of researchers' careers	The institute employees representatives specially selected by the Scientific Council Quality Control Council	1st January 2016 – 1st October 2016
2.5. Develop candidates' information model on advantages and weaknesses in their job position applications	The institute employees representatives specially selected by the Scientific Council	1st October 2015 – 1st April 2016

## 3. WORKING CONDITIONS AND SOCIAL SECURITY

<b>ACTIONS REQUIRED</b>	<b>WHO/RESPONSIBLE BODIES</b>	<b>WHEN/EXECUTION PERIOD</b>
3.1. Regular following and informing the Institute scientific staff on working conditions quality (equipment etc).	Quality Control Council	Permanent task.

3.2. Establish access to relevant scientific data bases.	Quality Control Council	1st October 2015 – 31 December 2017
3.3. Composition of book of regulations on evaluation of work of assistants, postdoctoral researchers and mentors.	Legal Department The Institute employees representatives specially selected by the Scientific Council	1st October 2015 – 31 December 2017
3.4. Composition of book of regulations on circumstances when the Institute employees should abstain from educational activities.	The Institute employees representatives specially selected by the Scientific Council	1st October 2015 – 1st April 2016
3.5. Composition of professional orientation programs to facilitate the Institute employees job application in similar institutions (e.g. education).	The Institute employees representatives specially selected by the Scientific Council Quality Control Council	1st June 2016 – 1st December 2016

#### 4. PROFESSIONAL TRAINING

<b>ACTION REQUIRED</b>	<b>WHO/RESPONSIBLE BODIES</b>	<b>WHEN/EXECUTION PERIOD</b>
4.1. Organization of workshops and other models of scientific specialization.	Project Administrator Quality Control Council.	Permanent Task.