Institute of Thermomechanics of the Czech Academy of Sciences Action Plan (July 2023–July 2026)



Updated on July 13, 2023

Colors: New | Extended | Completed

No.	Action	Gap principles	Timing	Responsible Unit	Indicator(s)/Target(s)	Current Status	Resources / Remarks
A1	Strengthen awareness of internal regulations (Code of Ethics, regulations on intellectual property rights and their protection, dissemination and exploitation of results, evaluation process/rules) by moving them from the intranet to the Institute website and making them available in English.	2,3,8,11	31/12/2021	Office of Research Support	Ethics Code, IP regulations, regulations on exploitation of results, evaluation process/rules published on the Institute website in Czech and English	Completed	The relevant documents can be found at <u>https://www.it.cas.cz/en/hrs</u> <u>4r</u> in English and <u>https://www.it.cas.cz/cs- hrs4r</u> in Czech.
A2	Appoint an external independent ombudsman to improve impartiality in resolving ethical disputes, work-related conflicts, issues of fair treatment and discrimination. Adopt an internal regulation to define the ombudsman's statute.	2,10,34	31/12/2021	Director	External ombudsman appointed and statute defined by internal regulation	Completed	The Ombudsman took up his duties in January 2022 and his service is governed by the Statute of the Ombudsman adopted in December 2021. The implementation of this action can be found at https://www.it.cas.cz/en/om budsman-2/ in English and https://www.it.cas.cz/ombu dsman/ in Czech.

A3	Develop the Institute's mission	4	31/12/2022	Director,	Mission statement	Completed	The mission statement can
	statement defining the key			Vice	published on the		be found at
	strategic goals of the organization			Director for	' Institute website		https://www.it.cas.cz/en/ab
	and recognizing the HRS4R			R&D,			out-us/mission-history/ in
	strategy as one of the tools to			Internationa			English and
	achieve the goals and			l Advisory			https://www.it.cas.cz/o-
	communicate it on the Institute			Board,			nas/mise-a-historie/ in
	website to ensure researchers at			Office of			Czech.
	all levels can familiarize			Research			
	themselves with the strategic			Support			
	goals of the organization.						
A4	Organize an annual all-Institute	4	30/06/2022	Vice-	All-institute seminar	Completed	The Institute-wide seminar
	seminar to allow the research			director for	organized every year		has so far been organised in
	department leaders to share their			R&D, Office			June 2022 and June 2023.
	strategic goals across all research			of Research			The next seminar will be
	departments, facilitate inter-			Support			held in June 2024. The
	department collaborations and						implementation of this
	raise awareness of the research						action can be tracked at
	strategies among researchers at						https://www.it.cas.cz/en/ev
	all levels.						<u>ents/</u> .
A5	Communicate a link to a mental	7	30/06/2021	Office of	Contact to mental	Completed	The link can be found at
	health counselling service to			Research	health counselling		https://www.it.cas.cz/en/hrs
	streamline access to mental			Support,	service published on		<u>4r/</u> in English and a number
	health assistance for researchers			WG1 of the	the Institute website		of links can be found at
				HRS4R			https://www.it.cas.cz/cs-
				implementa			hrs4r/ in Czech. The links are
				tion team			also available on the
							Institute's intranet.
A6	Adopt and communicate a	7	30/06/2022	IT	Data backup	Extended	Extended to Q2 2026. Due to
	guideline for secure backup of			department,	guideline adopted		financial constraints, the
	research and confidential data			WG1 of the	and published on the		current implementation is
	stored in personal computing			HRS4R	intranet		based on an open source
							cloud solution with limited

	devices and provide the			implements			storage capacity. The
				implementa			storage capacity. The solution cannot meet the
	necessary software solution			tion team			
							needs of all staff for secure
							backup of their research
							data or PC data, but provides
							sufficient space for the most
							important or confidential
							files. The solution is available
							on the Institute's intranet or
							at
							https://tar.it.cas.cz/ownclou
							<u>d/index.php/login</u> . The
							guidelines for using the
							solution can be found here:
							http://docs.it.cas.cz/doku.ph
							p?id=utinfo:owncloud.
							During the extended period,
							the Institute will work to find
							a more robust solution. A
							new action focusing on
							research data management
							has also been proposed.
A7	Translate key internal regulations	7,23,31	31/12/2021	Office of	Regulations and	Completed	The implementation of this
	and training materials into			Research	training materials		action can be found at
	English to enable access of			Support,	translated and		https://www.it.cas.cz/en/hrs
	researchers with foreign			Safety	regularly updated		4r/ and includes translated
	nationality to the same scope of			Officer			rules for internal projects
	information as provided to local						and handling of research
	researchers. This will include						results (intellectual property
	safety training materials,						protection,
	information about available						commercialisation,
	research funding, and regulations						collaboration). The
	on intellectual property rights						translated health and safety
							/

	and their protection, dissemination and exploitation of results (commercialization and knowledge transfer). Provide the translated safety training materials to the Safety Officer.						training forms and materials have been made available to the Institute's safety officer.
A8	Adopt and communicate a guideline on commercialization, knowledge transfer and intellectual property rights protection consolidating fragmented internal regulations on exploitation of results	8,31	31/12/2022	Office of Research Support, Chairman of the Commerciali zation Board, Director (to adopt)	Commercialization guideline adopted and published	Completed	The new internal regulation on "The Method of Handling Research, Development and Innovation Results" details the rules for intellectual property protection, exploitation/commercialisati on of research results and collaborative research. The regulation can be downloaded from <u>https://www.it.cas.cz/en/hrs</u> <u>4r/</u> in English and <u>https://www.it.cas.cz/cs- hrs4r/</u> in Czech. The regulation is also available on the Institute's intranet.
A9	Entrust the chairman of the trade union to negotiate improved working conditions for researchers endangered by discrimination (including female and elderly researchers) and to allow researchers to apply for a temporary reduction of workload (part-time working) for personal (family etc.) reasons either by	10,24	31/12/2021	Chairman of the trade union, WG1 of the HRS4R implementa tion team	Trade union chairman entrusted	Completed	The collective agreement has been updated (by addiing Article 9h) to allow employees on open-ended contracts to request a reduction in their workload for family or health reasons. The collective agreement can be downloaded from https://www.it.cas.cz/en/hrs

	means of the Collective Agreement or by internal regulation						<u>4r/</u> in English and <u>https://www.it.cas.cz/cs-</u> <u>hrs4r/</u> in Czech.
A10	Update the evaluation methodology to extend the evaluation criteria to include national/international collaboration, administrative duties, public awareness activities, all types of mobility) during regular evaluations of researchers' performance and improve feedback quality (by adding a career advice note in the evaluation report).	11,29,30	31/12/2022	Evaluation Committee, Vice- director for R&D	Evaluation methodology updated	Completed	The Director's Order on the Methodology of Evaluation of Researchers was updated in 2021 and published on the intranet together with the updated evaluation form and evaluation guidelines. The evaluation form together with the essence of the evaluation rules are published in the Evaluation section at https://www.it.cas.cz/en/car eer/working-for-us/ in English and https://www.it.cas.cz/karier a/prace-u-nas/ in Czech.
A11	Create an orientation kit for new researchers, which will include information about evaluation process/rules, code of ethics, access to research funding, mandatory safety training, employee benefits and social security provisions, and career development strategy/rules. The orientation kit will be provided to new hires (in electronic or paper form) after their admission to accelerate their orientation in the	11,23,24, 28	31/12/2022	Office of Research Support, WG2 of the HRS4R implementa tion team	Orientation kit created	Extended	Orientation information for new researchers has been published in English at <u>https://www.it.cas.cz/en/car</u> <u>eer/working-for-us/</u> and in Czech at <u>https://www.it.cas.cz/karier</u> <u>a/prace-u-nas/</u> . However, the 2023 staff survey revealed that some new researchers felt that the information was not helpful for internal practicalities and

	Institute's policies and guidelines						that the induction process
	and to help them familiarize with						was not straightforward; to
	the internal processes						address these shortcomings,
							we propose three new
							actions (A25, A26 and A32).
A12	Develop and adopt a gender	27	31/12/2022	WG3 of the	Gender action plan	Completed	The Gender Equality Plan for
	action plan to encourage			HRS4R	developed and		2022-2024 can be
	adequate representation of both			implementa	adopted		downloaded from
	genders at all levels of staff, and			tion team			https://www.it.cas.cz/en/hrs
	propagate the gender equality						4r in English and
	culture. Establish cooperation						https://www.it.cas.cz/cs-
	with a dedicated organization for						hrs4r in Czech. The direct
	this purpose.						link to the English version:
							https://www.it.cas.cz/en/hrs
							4r/gep-it-cas-2022-
							<u>2024_eng/</u> .
A13	Develop, adopt and communicate	28,29,30	30/06/2022	WG3 of the	Career Development	Completed	The Career Development
	the Institute's own Career			HRS4R	Strategy adopted and		Strategy can be found at
	Development Strategy describing			implementa	communicated		https://www.it.cas.cz/en/hrs
	the prospects the researchers can			tion team,			<u>4r</u> in English and
	expect in the Institute and the			Director (to			https://www.it.cas.cz/cs-
	milestones to reach them. The			adopt)			hrs4r in Czech. However, as
	strategy will include provisions on						respondents to the 2023
	the role of all types of mobility in						employee survey repeatedly
	the career development and						criticised the adopted
	access to career advice by means						strategy as lacking in quality,
	of consulting the						detail and strategic
	supervisors/mentors.						dimension, we are proposing
	Communicate the strategy to all						a new action to review and
	researchers including via the						update the strategy to
	Institute website and the						address its shortcomings.

		26.40	20/06/2022				
A14	Design and implement "training	36,40	30/06/2022	WG4 of the	Training and	Completed	As many PhD students have
	and supervision plans" (TSPs) for			HRS4R	Supervision Plans for		a parallel supervisor at their
	doctoral and postdoctoral			implementa	all doctoral and		home university (different
	researchers. The plans will			tion team,	postdoctoral		from our supervisor) and
	include a clearly defined			Director (to	researchers created		they routinely complete TSPs
	schedule, objectives, milestones			adopt)	and signed, updated		at the university, we have
	and the first (immediate) and				at intervals defined in		made our own TSPs optional
	other supervisors. The plan must				the plan		and the Committee for
	be signed by the researcher and						Doctoral Studies will monitor
	his supervisors and regularly						the extent to which our TSPs
	reviewed/updated with the						are used. The TSPs have also
	frequency defined in the plan.						been made optional for
	The competency of the first						postdoctoral researchers,
	supervisor will be endorsed by						only part of the TSP required
	the signature of the department						for the annual evaluation is
	head.						compulsory for all PhD
							students. The TSP template
							can be downloaded from
							https://www.it.cas.cz/en/hrs
							<u>4r</u> in English and
							https://www.it.cas.cz/cs-
							hrs4r in Czech. The
							templates are also available
							on the intranet.
A15	Develop a Training &	3,8,31,37,	31/12/2022	Contact	Education & Training	Completed	The full site is only available
	Development site with training	38		person for	site launched and		to staff on the Institute's
	resources (links to training			Training and	regularly updated		intranet as many training
	materials, online or class-based			Developmen	- , ,		materials are copyrighted by
	courses organized by the Czech			t '			the training/workshop
	Academy of Sciences, the						leaders. The resources
	Institute or third parties, e-						related to Health & Safety
	learning etc.) covering all aspects						are also available on the
	of researchers' skills including:						Institute's website at

	managerial/supervision skills, academic writing, writing proposals, intellectual property rights protection, language skills, presentation skills, negotiation skills etc. The site will include information about mobility opportunities and institutional funding (subject to availability).						https://www.it.cas.cz/en/hrs 4r/ in English and https://www.it.cas.cz/cs- hrs4r in Czech.
A16	Implement a tool/solution for project management/team coordination to support a more efficient leadership of early-stage researchers and research/project teams. Make the tool available on the intranet.	37	Q3 2023	IT department, WG4 of the HRS4R implementa tion team	Project management tool implemented and made available on the intranet	Extended	Extended to Q3/2023: The tool has been developed and is being tested, but is not yet available to employees as it is part of the new intranet, the launch of which has been delayed.
A17	Appoint a contact person for Training and Development for all requests/queries related to access to training and measures for the continuous development of research staff (including mobility opportunities). The person will be responsible for developing training plans for different researcher roles/groups and developing/maintaining the Training & Development site (see action above).	2,3,8,31,3 9	31/12/2021	Director	Contact person for Training and Development appointed	Completed	The HRS4R Team Leader has been appointed as the contact person and can be reached via the Training & Development page on the intranet. He also maintains the page and organizes trainings for researchers.
A18	Adopt a guideline for open, transparent and merit-based recruitment and selection of researchers at all levels aligned	12–18	31/12/2022	WG2 of the HRS4R implementa tion team,	OTM-R guideline adopted and communicated	Completed	The OTM-R guideline takes the form of the Internal Regulation on Procedures for Recruitment and

	with the Code of Conduct for the			Office of			Selection of University-
	Recruitment of Researchers and			Research			educated Staff of Research
	recommendations in the OTM-R			Support,			Departments and can be
	toolkit. Communicate it on the			Director			found at
	Institute website and using other						https://www.it.cas.cz/en/hrs
	channels. The guideline will:						<u>4r</u> in English and
	consider issues of disadvantaged						https://www.it.cas.cz/cs-
	or underrepresented groups,						<u>hrs4r</u> in Czech.
	define admission rules for all						
	career levels, career development						
	prospects, selection						
	criteria/merits, rules for						
	recognizing the value of mobility						
	and variations in the career						
	chronology, rules for postdoctoral						
	appointments, composition of						
	selection committees, a						
	complaint mechanism and						
	feedback. A quality control						
	system for OTM-R will also be						
	implemented on the basis of						
	supervision by staff						
	knowledgeable in the Institute's						
	OTM-R policy and archiving						
	selection templates. The						
	guideline will include a provision						
	ensuring efficient communication						
	of open permanent positions to						
	researchers with fixed-term						
	contracts.						
A19	Develop an evaluation template	14,16–19	31/12/2022	WG2 of the	Evaluation template	Completed	The evaluation template can
	for selection committees to assist			HRS4R	developed and made		be downloaded from
	them in applying the provisions of				available to the		

	the OTM B guideline during the			implements	coloction committees		https://www.it.cas.cz/en/hrs
	the OTM-R guideline during the			implementa	selection committees		
	evaluation of candidates. The			tion team	on the intranet		<u>4r</u> .
	template will also include						
	guidelines for selection						
	committees and for interviewers,						
	rules for recognizing the value of						
	the mobility experience and						
	variations in the career						
	chronology of candidates and						
	provide reference information on						
	the procedure for the recognition						
	of academic qualifications						
	(including the national legal						
	framework, national recognition						
	tools and other available						
	channels such as enic-naric.net).						
	The template will be made						
	available on the intranet.						
A20	Develop a sustainable system to	4	Q2/2024	WG1+	I20.1 A system	New	The 2023 staff survey
AZU	raise awareness of internal issues	4	QZ/2024	Office of		New	
					developed and		revealed that up to 42% of
	(ongoing research projects and			Research	implemented.		respondents who are
	research funding opportunities,			Support			researchers would like to be
	staff changes, new				I20.2 Awareness of		better informed about
	policies/tools/processes, events,				internal issues tested		internal issues at the
	updates on HR Award activities,				every two years		Institute. This action will
	employee benefits, fulfilment of				through employee		help to close this gap by
	the Gender Equality Plan, etc.).				surveys.		developing a better
							information system for staff
							that is sustainable and
							achievable by current
							staff. Progress in raising
							statt. Progress in raising

							awareness will be monitored through regular surveys.
A21	Review and update the Institute's Career Development Strategy for researchers.	28,29,30	Q4/2024	WG3 + WG4 + Vice Director for R&D	I21.1 The Career Development Strategy for researchers updated – shortcomings of its quality, detail and strategic dimension addressed.	New	Respondents to the 2023 staff survey repeatedly pointed at unclear career development rules and the newly adopted Career Development Strategy as lacking in quality, detail and strategic dimension. This action aims to address the shortcomings of the strategy. Stakeholder involvement in the process needs to be improved to ensure better adoption of this important strategic document.
A22	Develop a policy to replace the current practice of noncompetitive appointment of research department heads with a new practice based on a competitive process. Update the OTM-R process and related policies accordingly.	12, 13, 14	Q2/2025	WG2	I22.1 Guidelines for a competitive process for the selection of candidates for the position of research department heads defined and implemented in the internal regulations.	New	According to the Institute's Organizational Rules, the Director has the authority to appoint and remove the heads of the scientific departments. The selection of candidates for appointment, however, is not competitive. The majority of respondents to the 2023 staff survey believe that the heads of scientific departments should be selected by a selection procedure (internal or

							external). This is in line with the results of the 2020 staff survey. This action aims to establish a competitive process of selecting candidates for appointment by the Director. The new policy will be reflected in the relevant policies, in particular in the internal regulation on recruitment and selection of research staff.
A23	Develop a return-to-work process after an extended employee absence.	10,24	Q2/2024	WG3	 I23.1 Return-to-work process defined and communicated with relevant stakeholders. I23.2 Good practice for the return-to- work established and guidance written. 	New	Researchers who have long absences from work, for example due to parental leave, illness or other reasons, may have a slower return to their original work performance if they are disconnected from what is happening in their research team and in the institute as a whole. The level of communication with staff during their absence varies between departments. The aim of this action is to facilitate the return to work of researchers who have been absent for a long period of time by establishing a process to

							ensure that absent staff are kept regularly informed about changes in the organisation, new arrangements, changes in procedures and policies, progress of research projects, changes in team composition, social events, etc.
A24	Establish and communicate a clear and transparent remote work policy.	24	Q4/2023	WG3 + Director + Vice Director for Financial Affairs & Operations + dept. heads	I24.1 Policy established and communicated to employees.	New	According to the 2023 staff survey, over 60% of respondents (both research and non-research staff) would like to see clear rules on allowing home working. This action aims to establish and communicate a clear and transparent policy on remote working.
A25	Create a more efficient induction process to facilitate a smooth transition to the onboarding phase for new employees	23,24	Q2/2025	WG2 + Vice Director for Financial Affairs & Operations + Payroll dept. + IT dept.	I25.1 Induction process defined; guidance and tools created.I25.2 Responsible persons appointed.	New	The Institute does not have an HR department and the agenda for recruitment, selection, hiring, induction and onboarding of staff is spread across a number of functions including the Director, Research Departments Heads, Payroll, IT, Vice Director for Financial Affairs & Operations and the Office of Research Support. This makes the process of

							hiring new staff complex and cumbersome. In the 2023 staff survey, some new researchers expressed the feeling that the induction process was not straightforward. This action focuses on the induction phase (usually the first week after the start date) and aims to establish a network of contact points who will be equipped with the necessary knowledge and tools to help new staff with common administrative tasks such as paperwork, access to IT services, mandatory health check, OHS training, etc. This action will enable a smooth transition from the induction
							transition from the induction
							to the onboarding phase for
							new staff.
A26	Establish the practice of	23,24	Q2/2025	WG2 +	I26.1 Practice	New	In order to further improve
	onboarding buddies for new			Office of	established,		the onboarding process, this
	researchers.			Research	recommendations/gu		action builds on the previous
				Support	idelines formulated		one and focuses on the
					and communicated		adaptation of new
					to relevant		researchers to the
					stakeholders.		lab/research environment.
							Buddies are researchers who
					I26.2 Information		help new researchers to get
					about the process		up to speed quickly by

					included in the onboarding information.		introducing them to the research team and its processes, sharing experiences about with the internal functioning of the Institute, etc.
A27	Create a process/tools for obtaining feedback from departing employees.	11,30	Q4/2023	WG2	I27.1 A process/tools created and communicated to relevant actors through internal channels (tools made available on the intranet)	New	Currently, the Institute does not collect information from departing researchers to learn about their satisfaction with their career at the Institute. This action aims to close this gap by creating a process/tool to use the experience of departing researchers to improve the Institute's career development strategy and the quality of the research environment in general.
A28	Expand the range of recruitment tools - implement an e- recruitment tool for research positions, create a recruitment process checklist to ensure compliance with the OTM-R policy, create a conflict of interest reporting form for the selection committees and candidates, and identify online tools that can be used to ensure gender-neutral language in job advertisements in English.	13, 27	Q4/2025	WG2	 I28.1 E-recruitment tools reviewed and an appropriate online tool for recruitment of researchers identified and implemented. I28.2 Recruitment tools expanded and made available to relevant stakeholders (recruitment process 	New	This action aims to improve the overall quality of the recruitment process by providing the relevant actors with the necessary tools to ensure compliance with the OTM-R policy.

A29	Monitor developments and align with the action plan of the Czech Academy of Sciences following the signing of the agreement with the Coalition for Advancing Research Assessment (COARA) in November 2022.	14, 15, 16, 17, 18, 19, 20	Q2/2026	Vice Director for R&D + WG1 + WG2	checklist, conflict of interest reporting form, online tool to check gender-neutral language in job advertisements). I29.1 Responsible person appointed to monitor the activities of the Czech Academy of Sciences in COARA. I29.2 Evaluation rules/practice aligned with the CAS's action plan for COARA (to be published in November 2023).	New	In November 2022, the Czech Academy of Sciences (CAS) signed an agreement with the Coalition for Advancing Research Assessment (COARA). COARA's vision is that the assessment of research, researchers and research organisations recognises the diverse outputs, practices and activities that maximise the quality and impact of research. This requires basing assessment primarily on qualitative judgement, for which peer review is central, supported by responsible use of quantitative indicators. CAS will
							which peer review is central, supported by responsible use of quantitative
							the action plan will be binding on CAS's institutes. As this is a critical step in

							improving the evaluation of researchers in the long term, this action aims to monitor CAS's activities in this area and to align the Institute's evaluation system with the COARA principles/CAS's action plan.
A30	Implement a process for managing open science/FAIR data requirements and research data management issues	7,8,9	Q2/2026	WG1 + Director + contact person for open science/data	 I30.1 Appointed a point of contact for the issues of Open Science/FAIR data and research data management. I30.2 Institute-wide policy on Open Science/FAIR data and research data management issues developed and adopted. Access to relevant services/infrastructur es made available to researchers. 	New	This action follows on from Action 6 on secure backup strategies for research data, and is motivated by the growing need to provide researchers with tools to meet the requirements in the area of Open Science/FAIR data. The issue is being addressed at the level of the Czech Academy of Sciences and will require the Institute to implement relevant guidelines and provide researchers with access to relevant services/infrastructures.
A31	Improve the adoption of internal regulations/policies by establishing a practice of adding simple executive summaries to the preambles of the key internal regulations/policies. These summaries should explain the	4	Q2/2024	All WGs	I31.1 Key internal regulations/policies that require summaries indentified.	New	The aim of this action is to improve the understanding of key internal policies relevant to researchers and thus to improve their adoption and implementation.

	purpose of the regulation/policy and describe the main provisions and policy choices.				I31.2 Summaries added to identified regulations/policies		
A32	Review and update the onboarding information to help new researchers with more practical internal aspects	23, 24, 28	Q1/2024	WG2 + Office of Research Support	 I32.1 Intranet-based step-by-step procedures for researchers reviewed, updated and translated into English. I32.2 Intranet procedures combined with induction information on the Institute's website to provide a more comprehensive induction package aimed at both policy awareness and management of internal practicalities. 	New	In the 2023 staff survey some new researchers felt that the onboarding information was not complete and did not provide enough information to help with internal practicalities. This action will combine the more general onboarding information available from the Institute's website with the more detailed step-by-step procedures available on the intranet. The step-by-step procedures for researchers will be reviewed and updated. The resulting orientation material will be translated into English and published on the intranet. The more general guidance will remain on the Institute's website.
A33	Increase support for the long- term development of the English language skills of administrative staff supporting international researchers.	10	Q4/2025	WG1 + WG3 + Office of Research Support	I33.1 Administrative and support functions relevant to international researchers identified,	New	This action aims to improve the quality and efficiency of the administrative services provided to international researchers by enabling the continuous improvement of

					recommended language requirements for future job advertisements defined for relevant functions. I33.2 A voluntary program for relevant staff to improve their level of English established.		the English language skills of relevant administrative and support staff.
A34	Communicate the implications of the mission statement and add a vision to the mission statement.	4	Q4/2024	Director, Vice Director for R&D, Internationa I Advisory Board	I34.1 Implications of mission explained and communicated to researchers.I34.2 Vision added to mission.	New	Some respondents to the 2023 staff survey missed a vision in the Institute's mission statement and felt that the implications of the mission statement for researchers should be explained and communicated. The timing is proposed to allow the International Advisory Board, which meets only once a year, to be consulted on this issue.
A35	Mandate the trade union to negotiate an extension of the Collective Agreement's provision on temporary workload reduction to include employees with fixed- term contracts and to extend the	24, 28	Q1/2024	Trade union, WG3	I35.1 Trade union mandated, terms of temporary workload reduction discussed with institute management.	New	Some respondents to the 2023 staff survey suggested that employees on fixed- term contracts should also be able to request a temporary reduction in

	possible reasons for reduced working hours beyond family and health reasons.				I35.2 The collective agreement updated if the negotiations are successful.		workload, and that the reasons should not be limited to family or health reasons.
A36	Undertake a gap analysis of the current system of remuneration of researchers at all levels in terms of fairness and transparency and in relation to the performance, level of qualification and responsibilities of researchers.	26	Q4/2024	WG3 + Director	I36.1 Gap analysis completed and communicated to stakeholders.I36.2 Follow-up actions defined.	New	Although we did not find any gaps in the Funding and Salaries Principle in the initial gap analysis submitted in March 2021, the 2022 gender audit revealed a gender pay gap and the 2023 Staff Survey revealed that many researchers, especially early-stage researchers, expect fairer pay and more transparency in setting salaries. The aim of this action is to identify where current remuneration practices are unfair or not transparent, taking into account the Institute's budgetary constraints and decide follow-up actions.