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# Institute of Animal Physiology and Genetics CAS

**New ACTION PLAN 2023 - 2026**  
**HR EXCELLENCE IN RESEARCH**





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Number	Action	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)
1	<b>Preparation of a Newcomer's Guide</b> Newly recruited IAPG employees need to be provided with induction assistance to help them get acquainted with the internal processes as quickly as possible. Each newcomer employee will receive this guide upon commencement of employment + it will also be published on the intranet.	1. Ethical principles 4. Professional attitude 12. Recruitment 13. Selection 24. Working conditions 30. Access to career advice	2Q/2024	HR Manager, managerial employees	Publication of the guide on the intranet.
2 (extended 8)	<b>Becoming familiar with the new and updated internal regulations</b> Applicable internal regulations currently in force are published on the intranet. However, there is currently no mechanism in place to prove that all employees have actually read them.	4. Professional attitude 5. Contractual and legal obligations 6. Accountability 7. Good practice in research 12. Recruitment 23. Research environment 24. Working conditions 37. Supervision and managerial duties	4Q/2024, open-end	HR Manager, managerial employees	Existence of an internal document stipulating the rules of becoming familiar with the regulations.





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3	<p><b>Translation tool on the IAPG intranet</b> Taking into account the need to maintain continuity in the translation of documents, the situation will be addressed by placing a translator link on the intranet.</p>	<p>4. Professional attitude 23. Research environment 24. Working conditions</p>	1Q/2024, open-end	Deputy Director for Organization and Operations + IT Specialist	Existence of the translator on the intranet
4 (extended 16)	<p><b>Safety recommendations</b> The IT team will prepare a list of safety recommendations on responsible use of digital technologies. These recommendations will be communicated to all employees.</p>	<p>4. Professional attitude 5. Contractual and legal obligations 7. Good practice in research 23. Research environment</p>	2Q/2024	Deputy Director for Organization and Operations + IT Specialist	Existence of the document and its publication on the intranet.
5	<p><b>Keeping the employee list up-to-date</b> in the Outlook system. Update the list and employees involved in the individual departments and teams in the Outlook system based on the periodic personnel data reports. Sort the names by “last name” for better orientation.</p>	<p>4. Professional attitude 23. Research environment</p>	1Q/2024, open-end	Deputy Director for Organization and Operations + IT Specialist + HR Department	Updated list in the Outlook application.
6	<p><b>Employee use of the official IAPG address</b> If it is necessary to redirect the official IAPG address to another address provided by the employee, the IT Specialist will be the responsible person available for assistance with the process.</p>	<p>4. Professional attitude 23. Research environment</p>	3Q/2024, open-end	Deputy Director for Organization and Operations + IT Specialist + HR Department	Updated employee and contact list published on the intranet.





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<p><b>7</b> (extended 27)</p>	<p><b>Update the Mentoring Handbook</b> and include the option to evaluate the mentors/supervisors. <b>Annual PhD students meeting.</b></p>	<p>4. Professional attitude 11. Evaluation/appraisal system 21. Appointment of postdoctoral fellows 22. Recognition of the profession 28. Career development 30. Access to career advice 31. Intellectual property rights 32. Co-authorship 33. Teaching 36. Relations with managerial employees 38. Continuing professional development 39. Access to research training and continuous development 40. Management</p>	<p>2Q/2024, open-end</p>	<p>Deputy Director for Science + Mentoring Guarantor</p>	<p>Updated Mentoring Handbook Training attendance sheet</p>
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<b>8</b> (extended 29)	Regular <b>“Scientific Coffee”</b> meetings	3. Professional responsibility 4. Professional attitude 8. Dissemination and exploitation of results 9. Public engagement 23. Research environment 28. Career development 33. Teaching 38. Continuing professional development 39. Access to research training and continuous development	Already in place, open-end	Researchers	Notice of meeting to be either sent via email or published on the intranet.
<b>9</b> (extended 18)	Implement statistical monitoring and evaluation of personnel data, interpretation of staff data in terms of gender and other variables	12. Recruitment 13. Selection (Code) 14. Recruitment (Code)	4Q/2023, Continuous fulfilment: at 31 December of the given year, submitted together with the Annual Report	HR Manager / HR Department	Gender-disaggregated statistical outputs + evaluation and comparison with the preceding periods at least once a year





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<b>10</b> (extended 18)	Training selected female employees in management skills and leadership.	10. Non-discrimination 20. Seniority 22. Recognition of the profession 25. Stability and permanence of employment 27. Gender balance 28. Career development 30. Access to career advice 33. Teaching 35. Participation in decision-making bodies 36. Relations with managerial employees (supervisors) 38. Continuing professional development 39. Access to research training and continuous development 40. Management (supervision)	4Q/2024, open-end	Deputy Director for Science / heads of laboratories / HR Manager	An assembled group of women with a potential for career advancement that meets regularly in order to strengthen their own leadership skills.
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<p><b>11</b> (extended 18)</p>	<p>Mentoring among the current and potential heads of laboratories</p>	<p>27. Gender balance 28. Career development 30. Access to career advice 33. Teaching 35. Participation in decision-making bodies 36. Relations with managerial employees 38. Continuing professional development 39. Access to research training and continuous development 40. Management (supervision)</p>	<p>4Q/2024, open-end</p>	<p>Deputy Director for Science / authorised mentors</p>	<p>Periodic mentoring sessions.</p>
<p><b>12</b> (extended 18)</p>	<p>Insert the following wording into all job advertisements: „IAPG promotes gender equality and diversity. Thus, we welcome all male and female applicants from different groups of population.“</p>	<p>10. Non-discrimination 12. Recruitment 14. Recruitment (Code) 15. Transparency (Code)</p>	<p>3Q/2023, open-end</p>	<p>HR Manager / HR Department</p>	<p>Statistical data on the advertised vacancies.</p>
<p><b>13</b> (extended 18)</p>	<p>Training of the entire staff on gender stereotypes and their internalisation and thus, strengthening the ability to reflect on the unjustified horizontal and vertical gender segregation of jobs.</p>	<p>10. Non-discrimination 27. Gender equality 28. Career development 30. Access to career advice 33. Teaching 38. Continuing professional development 39. Access to research training and continuous development</p>	<p>2Q/2025</p>	<p>HR Manager / HR Department</p>	<p>E-learning training offer on the IAPG’s intranet site.</p>





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<b>14</b> (extended 18)	Record the number of male and female applicants for vacant positions at the IAPG from a gender perspective and monitor their reasons for leaving a job.	12. Recruitment 13. Selection (Code) 14. Recruitment (Code)	3Q/2023, open-end	HR Manager / HR Department	Gender-disaggregated statistical outcomes accompanied at least once a year by evaluation and comparison with the preceding periods.
<b>15</b> (extended 18)	Meetings of the management with the heads of laboratories to present the strategic goals of the individual laboratories set for the given year and to review the previous year	4. Professional attitude 8. Dissemination and exploitation of results 9. Public engagement	1Q/2024, open-end	Director of IAPG / Deputy Director for Science	Annual meetings of the management with the heads of laboratories.
<b>16</b> (extended 18)	Prepare a document/leaflet for the employees taking a maternity/parental leave outlining possible forms of communication and cooperation opportunities during their absence from work	10. Non-discrimination 24. Working conditions 25. Stability and permanence of employment 26. Funding and salaries 27. Gender equality 28. Career development	2Q/2024	HR Manager / HR Department	Prepared document







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<p><b>17</b> (extended 18)</p>	<p>Training on the integration of the gender dimension into research (in cooperation with external parties). The seminar will be intended for male and female managerial employees as well as employees working on research projects.</p>	<p>2. Ethical principles 10. Non-discrimination 23. Research environment 27. Gender balance 28. Career development 30. Access to career advice 33. Teaching 38. Continuing professional development 39. Access to research training and continuous development</p>	<p>1Q/2025 (with an earliest possible start date)</p>	<p>Deputy Director for Science / heads of laboratories / scientists and researchers / HR Manager</p>	<p>Training courses on integration of the gender dimension into research - educational activities for team leaders (subsequently offered to other members of staff as well) in terms of gender issues in science and research (a combination of e-learning and other courses).</p>
<p><b>18</b> (extended 18)</p>	<p>Consider the gender dimension in research including the topic itself as well as the selected research methods.</p>	<p>1. Research freedom 2. Ethical principles 3. Professional responsibility</p>	<p>1Q/2024, open-end</p>	<p>Researchers / research grant applicants / heads of laboratories</p>	<p>Gender dimension incorporated into the research content at the proposal submission stage.</p>
<p><b>19</b> (extended 18)</p>	<p>Elaborate a complex procedure covering the entire process from filing a complaint to its resolution, including the responsible persons, deadlines, etc. Focus on setting up straightforward rules at all levels (superiors - subordinates, amongst colleagues).</p>	<p>2. Ethical principles 10. Non-discrimination 23. Research environment 27. Gender balance</p>	<p>3Q/2024</p>	<p>Mediator / HR Manager</p>	<p>A prepared and approved procedural document for dealing with negative phenomena.</p>

