

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Development plans for selected working positions, competencies	23, 28, 29, 31, 38, 39	3Q/2021	HR Department, Working group	Basic development plans (focused on compulsory requirements) for researchers and selected business administr. employees in paper form
Set up of monitoring conditions of Recruitment and selection process to be provided at the end of adaptation	12, 13, 14, 15, 16, 17, 18, 19, 20, 27	3Q/2021	HR Department, Department of control and methodology, Working group,	Recruitment and selection processes will be monitored via selected candidates who will be interviewed at the end of adaptation process using internal questionnaires.
Set up of monitoring conditions of Adaptation process to be provided at the end of adaptation	4, 5, 7, 36, 40	3Q/2021	HR Department, Working group	Adaptation process will be monitored via selected candidates who will be interviewed at the end adaptation process using internal questionnaires.
Electronic individual adaptation programmes	4, 5, 7, 36, 40	3Q/2021	HR Department, Working group	Adaptation process (individual adaptation program) will be run via the evaluation IT systém
Revised NIMH Publication Ethics Guideline including Plagiarism assessment	8, 9, 32	3Q/2021	Deputy Director for Science and Research, Information Centre, Board of Management	Revised publication Ethics of NIMH on scientific publishing is promulgated and posted on the internal web pages of NIMH
Revised guideline on the Disposal of the results of research and development	31	3Q/2021	Director of knowledge and technology transfer, Department of control and methodology, Deputy Director for Economy	The revised document governing the commercialisation of research results and the enforcement of intellectual property protection is promulgated and posted on the web pages of NIMH
NIMH communication strategy	9	3Q/2021	Working Group, HR Department, Management Board	The communication strategy is promulgated and posted on the web pages of NIMH.
Completion of respective Sustainable development guideline	4	4Q/2021	Working group, Management Board	Sustainable development guideline based on Sustainable development strategy of NIMH is posted on internal web pages of NIMH
Explore possibilities with MHCR to stabilize and increase 2022 government subsidy; verify the salary benchmark level	26	4Q/2021	Deputy Director for Economy; NIMH Director; HR Department	Maintain salary benchmark level at the industry average
Pre-defined development plans for selected working positions are part of employee evaluation IT system	23, 28, 29, 31, 38, 39	4Q/2021	HR Department, Working group	Pre-defined development plans researchers and selected business admin. working positions in electronic form
Explore fundings for employees development/trainings in 2022	28, 38, 39	4Q/2021	Deputy Director for Economy	Employees development budget for next year
Investment plan for the modernisation of laboratory including identification of financial sources	23	4Q/2021	Deputy Director for Science and Research, Deputy Director for Economy	The investment plan for the modernisation of laboratory equipment, with the participation of R3 + R4 researchers to develop this plan - posted on internal web pages of NIMH. Definition of financial sources to cover the investment plan
2021 Satisfaction survey	9	4Q/2021	Working Group, HR Department, Management Board	Satisfaction survey is run to understand the level of satisfaction of employees in NIMH (incl. efficiency of the communication strategy)
Development plans for selected employees are part of the annual evaluation	23, 28, 29, 31, 38, 39	1Q/2022	HR Department, Working group	Development plans for researchers and selected business admin. employees are part of evaluation process
Annual evaluation of employees in electronic evaluation system	11	1Q/2022	Working Group, Deputy Director for R&D, HR Department	Employees are evaluated in the electronic evaluation systém
Revision of Sustainable development strategy of NIMH for 2021-24 and respective guideline	4	2Q/2022	Working group, Management Board	Revised strategy and guideline are posted on web pages of NIMH
Revised development plans for selected working positions in NIMH	23, 28, 29, 31, 38, 39	2Q/2022	HR Department, Working group	Development plans for researchers and selected business admin. working positions are revised and modified if needed
Revised evaluation of employees in electronic evaluation system	11	2Q/2022	Working Group, Deputy Director for R&D, HR Department	Evaluation of employees is revised and modified if needed
Revision of company benefits	12, 13, 14, 15, 16, 17, 18, 19, 20, 27	3Q/2022	HR Department, Department of control and methodology, Working group,	Benefits are revised and modified to become more attractive for current and new employees
Revision of ombudsmann activities	34	3Q/2022	Working Group, Management board	Ombudsmann activities are revised and modified (if needed)
Explore fundings for employees development/trainings in 2023	28, 38, 39	4Q/2022	Deputy Director for Economy	Employees development budget for next year
Explore possibilities with MHCR to stabilize and increase 2023 government subsidy; verify the salary benchmark level	26	4Q/2022	Deputy Director for Economy; NIMH Director; HR Department	Maintain salary benchmark level at the industry average
Annual verification of the investment plan for the modernisation of laboratory equipment fulfilment	23	4Q/2022	Deputy Director for Science and Research, Deputy Director for Economy	Verified fulfillment of the investment plan
Revised development plans for selected employees are part of the evaluation process	23, 28, 29, 31, 38, 39	1Q/2023	HR Department, Working group	Improved development plans for researchers and selected business admin. Employees are part of evaluation process
Evaluation of all employees in electronic evaluation system incl. potential revisions	11	1Q/2023	Working Group, Deputy Director for R&D, Director for Economy, HR Department	Evaluation of employees is run in improved mode
Revison of the interconnection of rewards and researcher's results, activities	11	2Q/2023	Working Group, Deputy Director for R&D, Director for Economy, HR Department	Interconnection of rewards and researcher's results and activities is revised and set up (if found appropriate)
2023 Satisfaction survey	9	3Q/2023	Working Group, HR Department, Management Board	Satisfaction survey is run to understand the level of satisfaction of employees in NIMH (incl. efficiency of the communication strategy)
Explore fundings for employees development/trainings in 2024	28, 38, 39	4Q/2023	Deputy Director for Economy	Employees development budget for next year
Explore possibilities with MHCR to stabilize and increase 2024 government subsidy; verify the salary benchmark level	26	4Q/2023	Deputy Director for Economy; NIMH Director; HR Department	Maintain salary benchmark level at the industry average
Annual verification of the investment plan for the modernisation of laboratory equipment fulfilment	23	4Q/2024	Deputy Director for Science and Research, Deputy Director for Economy	Verified fulfillment of the investment plan
Revised NIMH communication strategy	9	1Q/2024	Working Group, HR Department, Management Board	Updated communication strategy is promulgated and posted on the web pages of NIMH.