

GAP analysis

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TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2023CZ82273

Name Organization under review: Institute of Biotechnology of the Czech Academy of Sciences

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DATE ENDORSEMENT CHARTER AND CODE: March 29, 2023

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organization's GAP analysis below. If your organization currently does not fully meet the criteria, please list whether national or organizational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview

<p>Status: to what extent does this organization meet the following principles?</p>	<p>Implementation : ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented</p>	<p>In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organization. If relevant, list any national/regional legislation or organizational regulation currently impeding implementation</p>	<p>Initiatives undertaken and/or suggestions for improvement:</p>
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Ethical and Professional Aspects

		Free text 300 words maximum	Free text 200 words maximum
<p>1. Research freedom</p>	<p>+/-</p>	<p>Principal Investigators have complete freedom of research; all freedom of research by other researchers is determined by the Principal Investigator. The research freedom of principal investigators who are not group leaders (grant holders) is not formally guaranteed within the group but are accountable to the</p>	<p>CURRENT STATUS: The scientific focus of the Institute is determined primarily by the activities of the scientific laboratories, which can determine their own scientific themes and strategies within the Institute's mission. https://www.ibt.cas.cz/en/about-the-institute/official-noticeboard/strategy/ The framework principles of ethical behavior in science are summarized in the Code of Ethics for Researchers of the CAS, which is binding for employees. https://www.avcr.cz/en/about-us/legal-regulations/code-of-ethics-for-researchers-of-the-czech-academy-of-sciences/ In the Constitution of the Czech Republic, the Freedom of Research principle is explicitly defined as a Basic Human Right (particularly in Article 15 of the Charter of Fundamental Rights and Freedoms). PROPOSAL 1. Include an area on freedom in research in staff satisfaction surveys.</p>

		<p>funderson for the proposed research.</p> <p>There is a lack of detailed information on the research freedom of those working at the lower levels of the scientific career.</p> <p>Missing IBT Code of Ethics</p>	
2. Ethical principles	+/-	<p>Missing IBT Code of Ethics</p> <p>Insufficient presentation of the Code of Ethics of the CAS</p> <p>Lack of systematic education in scientific and general ethics</p>	<p>CURRENT STATUS</p> <p>IBT has been, until now, adhering to the Code of Ethics for Researchers of the Czech Academy of Sciences. Institute's specific Code of Ethics is missing. https://www.avcr.cz/en/about-us/legal-regulations/code-of-ethics-for-researchers-of-the-czech-academy-of-sciences/</p> <p>PROPOSALS</p> <ol style="list-style-type: none"> 1. Developing IBT code of ethics will help ensure that IBT staff adhere to the ethical principles for the conduct of research as well as the general ethical principles of work conduct. 2. Publication of the Code of Ethics of the CAS on the IBT website. 3. Organization of training courses and seminars on scientific and general ethics
3. Professional responsibility	+/-	<p>Lack of written Open Science rules.</p> <p>Lack of training for all staff on IP</p> <p>Missing IBT Code of Ethics</p>	<p>CURRENT STATUS</p> <p>IBT laboratories are responsible for the quality, quantity, and impact of their results. Their research will adhere as much as possible to the concept of Open Science, including the principle of FAIR data.</p> <p>Professional responsibility is part of the Code of Ethics for Researchers of the CAS. https://www.avcr.cz/en/about-us/legal-regulations/code-of-ethics-for-researchers-of-the-czech-academy-of-sciences/</p> <p>The principles for handling intellectual property are described in an internal regulation. https://www.ibt.cas.cz/export/sites/btu/cs/intranet/Pravidla-a-predpisy/prikazy-reditele/files/Prikaz-reditele-dusevni-vlastnictvi_2022.pdf</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Include IP training in the induction packages for newcomers. 2. Train existing employees on the same topic. 3. Establish mandatory rules for maintaining paper and electronic lab notebooks.

			4. Open Science + FAIR data workshop for employees in IBT laboratories.
4. Professional attitude	+/-	<p>Missing structured information sharing related to project administration, also in English.</p> <p>Intranet in English is missing.</p> <p>Missing IBT Code of Ethics</p>	<p>CURRENT STATUS</p> <p>The professional approach is considered almost established. The newly introduced system aims to ensure that no research project can be launched without knowledge of strategic objectives, funding mechanisms and all relevant project approvals. The implementation of a new way of submitting (approving) applications for grant projects and the inclusion of this process in the onboarding will contribute to a more transparent and clearer way of submitting and registering all research projects.</p> <p>https://www.ibt.cas.cz/export/sites/btu/cs/intranet/.content/files/provozni_rad/Vnitri-predpisy/SmV-5-Podavani-a-evidence-vedecko-vyzkumnych-projektu.pdf</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Build a grants department to help scientists navigate grant opportunities, the application process and grant management, especially European grants. 2. Create an intranet in English to ensure equal access to information for all.
5. Contractual and legal obligations	+/-	<p>System of training in intellectual property rights and administration of grant projects is missing. It must start at the onboarding stage and continue with refresher training (optional).</p> <p>The intranet in Czech is less user-friendly and the one in English is missing completely.</p>	<p>CURRENT STATUS</p> <p>Contractual and legal obligations are almost implemented. They are also governed by the Institute's directives. Support is provided by the Legal Department and Technology Transfer Office.</p> <p>https://www.ibt.cas.cz/en/intranet/Technology-Transfer/</p> <p><u>Legislation of the Czech Republic:</u></p> <p>Act No. 106/1999 Coll., on free access to information. Act No. 121/2000 Coll., on Copyright, on rights related to the right copyright and on amendments to certain acts. Act No. 89/2012 Coll., Civil Code § 2382. Act No. 527/1990 Coll., on Inventions, industrial designs and improvements designs. Government Regulation No. 397/2009 Coll., Regulation on the research information system, experimental, development, and innovation § 3 and § 4</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Implementation of Onboarding process - including training of new employees in ethical and professional aspects of research, intellectual property rights, and project administration and funding. 2. Simplifying the structure of the intranet and creating an English version. 3. Translation of all relevant documents into English.

6. Accountability	+/-	<p>Researchers are missing specific know-how and perceive insufficient support for preparation and project writing (including complex international projects), and financial management.</p> <p>Data archiving rules (lab notebooks + electronic data storage) missing</p>	<p>CURRENT STATUS The principles of the public funds' management are regulated by the national Financial Control Act No. 320/2001 and Act on Public Procurement No. 134/2016. Researchers adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorized audits of their research.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Improvement of the intranet - including a section supporting administrative processes, HR and project administration. 2. Establishing good practice to simplify project writing. 3. Data archiving rules (lab notebooks + electronic data storage)
7. Good practice in research	+/-	<p>Missing Institute's information security process - data management, data back-up, and data security.</p>	<p>CURRENT STATUS Basic OSH training is an integral part of the recruitment process for new employees. In Czech and English: www.civop.cz In the field of personal data protection, the Institute complies with Act No. 110/2019 Coll. and European Regulation 2016/679, which are implemented through the constitutional Directive on the Protection of Personal Data. Adherence to all internal procedures related to personal data protection requirements is guaranteed by a designated employee - personal data protection guarantor. https://www.ibt.cas.cz/cs/o-ustavu/uredni-deska/gdpr/ <u>Legislation of the Czech Republic:</u> Act No. 262/2006 Coll., Labor Code § 101 to 106</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Implementation of information security for data management, backup and data security. 2. Include this information in the onboarding process.
8. Dissemination, exploitation of results	+/-	<p>Low visibility of IBT - greater involvement of individual laboratories. Low involvement of IBT researchers as expert consultants.</p>	<p>CURRENT STATUS Dissemination and exploitation of research results is one of the key activities of the Institute. However, to do this, visibility on the internet needs to be improved to make existing excellent results more accessible. In addition, researchers share their results through publications in peer-reviewed journals, as well as at conferences and other professional events.</p>

		Minimal efforts to commercialize the results achieved.	<p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Improve the Institute's external communication especially by more active involvement of laboratories in the promotion of IBT research results using website and social media profiles. 2. Update and make available to employees all templates related to the unified visual identity of the IBT so that they can easily use all available options for promoting the Institute. 3. Create a list of experts for specific areas and publish it on the IBT website. 4. Thoroughly train all concerned in the handling of intellectual property
9. Public engagement	+/-	<p>Low visibility of IBT.</p> <p>Individual laboratories have little involvement in promoting the institute.</p>	<p>CURRENT STATUS</p> <p>Where commercial data protection or intellectual property rights allow, the Institute presents its activities through its website and social networks. In addition, it is actively involved in PR activities organized by the Academy of Sciences for the public, such as open days and science fairs.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Establish a functioning working group across the Institute that will be actively involved in promotion. 2. Provide training on science promotion and communication. 3. Create a list of experts for specific areas and publish on the IBT website. 4. Publish the Visual Identity Policy on the intranet to ensure consistency in external communication. 5. Production of promotional items for the Institute. 6. Actively seek other opportunities to promote the IBT.
10. Nondiscrimination	+/-	<p>Possible language barrier.</p> <p>The sharing of relevant information between different departments of the institute does not work very well.</p> <p>Independent channel for preventing and resolving complaints of discrimination is missing.</p>	<p>CURRENT STATUS</p> <p>Preventing discrimination is governed by multiple regulations on the national level: EU primary and secondary legislation (for example Directive 2000/43 / EC on Racial Equality, Directive 2000/78 /EC on Equality in Employment) and in the Czech legislation by Act 189/2009 Coll., Anti-Discrimination Act., the Labor Code (art. 16 of the Act no. 262/2006 Coll.), and the Employment Act (art. 4 of Act no. 435/2004 Coll.)</p> <p>The institute also has its own Gender Equality Plan, which it is actively working on. (https://www.ibt.cas.cz/en/about-the-institute/Gender-Equality-Plan/)</p> <p>In the total number of male and female employees in 2021, the ratio of women vs men was 61 %: 39 %. However, this ratio does not correspond to the representation of women and men in managerial positions. Looking at the horizontal structure of the employee</p>

			<p>population, postdoctoral positions show a balanced ratio between women and men. Both scientific and administrative-technical positions also show a balanced ratio.</p> <p>The intranet and some information and procedures are currently only available in Czech, creating a language barrier for foreign employees who are forced to ask Czech-speaking colleagues for help.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Active work with communication channels, improvement of internal communication 2. Intranet in English 3. Translate all relevant documents into English. 4. Create motivation tools for potential women candidates to IBT managerial positions, decision-taking committees, and boards. 5. Establishing ombudsperson role to create an independent channel for preventing, reporting, and solving discrimination complaints. 6. Creation, monitoring, and regular evaluation of selected gender statistics. 7. Establishing regular satisfaction surveys and addressing any potential pathologies in the workplace. 8. Equal opportunities workshops and seminars. 9. Creation of an information campaign using the resources available within the IBT.
11. Evaluation/ appraisal systems	+/-	<p>The attestation system is outdated.</p> <p>The laboratory assessment system is just beginning.</p> <p>Researchers are not regularly provided with feedback or asked to provide feedback - only during the SAB's evaluation of laboratories, which is at the PI level.</p>	<p>CURRENT STATUS</p> <p>Researchers are evaluated mainly based on their publications and regular attestations. Laboratories are evaluated based on their performance at regular four-year intervals; the new evaluation system is currently being implemented.</p> <p>All laboratories are also evaluated in five-year cycles by our founder, the Academy of Sciences of the Czech Republic.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Update the attestation system. 2. Evaluate the progress of the first round of SAB laboratory assessments and update the system as necessary.
Recruitment and Selection			

12. Recruitment	+/-	Formalization of some basic processes including all OTM-R principles and their public declaration is missing.	<p>CURRENT STATUS</p> <p>At present, IBT has a document entitled Employment Commencement – Manual. It contains instructions how to proceed in case of a new employee recruitment and describes the processes associated with the employee engagement or starting work (particularly administrative and technical matters). Concerning open competitions, the manual defines when and on what terms the competition should be announced, how many members the selection committee should include, what duties fall on IBT as employer and, on the other hand, what duties fall on the applicant for the job.</p> <p>The main space for improvement, therefore, consists in formalization of some basic processes, their public declaration and, at the same time, in continuous training of the managerial staff.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create IBT Work Rules
13. Recruitment (Code)	+/-	There is no specific description of the recruitment process and no practical guidelines.	<p>CURRENT STATUS</p> <p>When recruiting staff for scientific positions, we are guided by Act No. 283/1992 Coll. and the Statutes of the Academy of Sciences, which partly meet the requirements of the OTM-R. Rules for hiring non-academic staff are missing.</p> <p>https://www.avcr.cz/en/about-us/legal-regulations/statutes-of-the-czech-academy-of-sciences/</p> <p>https://www.avcr.cz/en/about-us/legal-regulations/act-no.-283-1992-coll./</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Develop and implement an OTM-R recruitment process (guidelines) for both external and internal recruitment, including guidelines and templates for external and international job postings, templates for candidate evaluation (interview feedback form) and communication. 2. Improving the Institute's external communication
14. Selection (Code)	+/-	Institute recruitment policy that incorporates OTM-R principles is missing. Rules for hiring non-academic staff are missing.	<p>CURRENT STATUS</p> <p>According to the rules for the recruitment of university-educated staff, a selection procedure with the appointment of a selection committee is compulsory. Each selection procedure is documented by means of an official document - the minutes of the selection procedure.</p> <p>Gender balance is not a criterion for the composition of the committee; however, it is common practice to have mixed committees.</p>

			<p>PROPOSAL</p> <p>1. Create an Institute recruitment policy that incorporates OTM-R principles.</p>
15. Transparency (Code)	+/-	There is no specific recruitment process description and practical guidelines for covering all OTM-R principles in place.	<p>CURRENT STATUS</p> <p>Candidates are informed, prior to the selection, about the recruitment process and the selection criteria. Information on the open selection procedure and selection criteria is publicly available on the Institute's website.</p> <p>PROPOSAL</p> <p>1. Develop and implement a recruitment process description and practical guidelines to cover all OTM-R principles.</p>
16. Judging merit (Code)	+/-	Formalization of some basic processes including all OTM-R principles and specification of criteria for a candidate evaluation are missing.	<p>CURRENT STATUS</p> <p>This principle is not formalized in the document, but in practice merit assessment is informally applied. The selection procedure considers the full range of experience of the candidates.</p> <p>PROPOSAL</p> <p>1. Develop and implement a recruitment process description and practical guidelines to cover all OTM-R principles.</p>
17. Variations in the chronological order of CVs (Code)	+/-	Formalization of some basic processes including all OTM-R principles and specification of criteria for a candidate evaluation are missing	<p>CURRENT STATUS</p> <p>In practice fully adhered to, but informally without directly governing formal rules, therefore this principle is considered almost implemented.</p> <p>PROPOSAL</p> <p>1. Develop and implement a recruitment process description and practical guidelines to cover all OTM-R principles.</p>
18. Recognition of mobility experience (Code)	++		<p>CURRENT STATUS</p> <p>This principle is not formalized in the document, but in practice merit assessment is informally applied. Any mobility experience is considered a valuable contribution to the professional development of the researcher.</p> <p>Employees are also supported in their mobility; they can take full advantage of opportunities for foreign cooperation or take advantage of national and international grants designed to support the mobility of researchers.</p>

19. Recognition of qualifications (Code)	++		<p>CURRENT STATUS</p> <p>We recognize international qualifications in accordance with the applicable regulations. https://www.enic-naric.net/</p> <p>PROPOSAL</p> <p>1. Develop and implement a recruitment process description and practical guidelines to cover all OTM-R principles.</p>
20. Seniority (Code)	+/-	Formalization of some basic processes including all OTM-R principles and their public declaration is missing.	<p>CURRENT STATUS</p> <p>In practice fully adhered to, but informally without directly governing formal rules. Therefore, this principle is considered almost implemented.</p> <p>PROPOSAL</p> <p>1. Develop and implement a recruitment process description and practical guidelines to cover all OTM-R principles.</p>
21. Postdoctoral appointments (Code)	++		<p>CURRENT STATUS</p> <p>The appointment of postdoctoral fellows at the IBT is governed by the Career Development for Academic Staff of the Academy of Sciences of the Czech Republic, according to which a postdoctoral fellow can be appointed in this category for a maximum of five years after defending the academic degree of Ph.D. https://www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree/</p>
Working Conditions and Social Security			
22. Recognition of the profession	++	N/A	<p>CURRENT STATUS</p> <p>This principle is fully implemented in practice.</p> <p>All professions are fully recognized by individual departments. Staff are involved in the department's activities at every stage of their career – from graduate student to advanced career. Early-stage researchers participate at conferences and other networking events within the respective scientific community, at team building events.</p>
23. Research environment	++	N/A	<p>CURRENT STATUS</p> <p>This principle is well established. The Institute strives to provide state-of-the-art peak equipment and resources necessary for its activities. It is part of several international infrastructures and promotes international cooperation. Modern equipment is often acquired thanks to EU projects and structural funds. The Institute is housed in the BIOCEV</p>

			Centre, a state-of-the-art center of excellence where individual partners and research teams can share cutting-edge equipment and collaborate with each other.
24. Working conditions	+/-	Possible language barrier IBT Work Rules missing.	<p>CURRENT STATUS Requirements of this principle are considered almost implemented. Working conditions are strictly governed by national legislation (Act No. 262/2006 Coll., the Labor Code) and additionally by internal regulations. Czech Republic provides from time perspective generous maternity and parental leave (up to 4 years) and the Institute allows part-time work for mothers/parents. The Institute allows part-time work, remote working and provides 5 weeks of vacation (1 weeks more than legal obligation), meal allowance, and now also a contribution to employee retirement savings products. There is improvement requirement from the perspective of employment of not Czech speaking researchers: to get equal information and support in English, as Czech speaking employees receive in the Czech language.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Translate all relevant documents and websites into English. 2. Create IBT Work Rules 3. Implementation of Institute Employee Satisfaction Survey
25. Stability and permanence of employment	+/-	Fixed-term contracts can create a sense of insecurity among researchers, especially at the beginning of their careers	<p>CURRENT STATUS This principle is considered almost implemented in the sense that maximum efforts and prioritization are carried out within available budgets and known duration of existing research projects. The Institute is stable employer providing employees with stable, long-term contract where possible. Due to the various sources of funding some contracts are for a fixed period – for the length of the project.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create IBT Career Code
26. Funding and salaries	+/-	Missing role system containing job descriptions/competency models for researcher roles, allowing specification of criteria for a	<p>CURRENT STATUS This principle is considered almost implemented in the sense that maximum efforts and prioritization are carried out within available budgets and known duration of existing research projects. It is governed by the institute remuneration regulation (tariff wage). All social security provisions are strictly governed by national legislation.</p>

		candidate/employee evaluation	<p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create IBT Work Rules 2. Increase the tariff wage.
27. Gender balance	+/-	<p>Missing well-presented recruitment policy, which would include all OTM-R principles, including Selection committee composition from gender perspective.</p> <p>Missing IBT Code of Ethics</p>	<p>CURRENT STATUS</p> <p>Gender balance and a principle of equal opportunities are priorities while maintaining the criteria of the highest quality of quality and matching competencies of available candidates.</p> <p>Analysis of employee population statistics showed that more women than men work at IBT (61%: 39%). However, this representation is not reflected in management positions. Only 26% of the senior scientists are women. In contrast, women are predominant in professional staff positions and among PhD students. The age composition of the IBT workforce shows that people under 39 years of age are predominant, accounting for 65 % of the total workforce. At the same time, the content analysis showed that the IBT does not have a formalized approach to promoting equal opportunities and diversity.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create an Institute recruitment policy that incorporates OTM-R principles. 2. Create IBT Code of Ethics. 3. Use of gender-sensitive language in internal and external communication. 4. Implementation of Institute Employee Satisfaction Survey.
28. Career development	+/-	<p>IBT Career Code containing career development paths is missing.</p>	<p>CURRENT STATUS</p> <p>Positions at the IBT are filled on a long-term basis and staff turnover is relatively low. Career development opportunities are therefore relatively limited.</p> <p>Continuing professional education is encouraged at the IBT. Support and training opportunities are mainly the responsibility of individual laboratories, with training opportunities largely decided by research group leaders. Staff are given the opportunity to participate in various courses, internships, conferences, etc., including abroad. On the other hand, in addition to the development of language competences, there is a lack of training at the level of the institute, for example, soft skills courses are completely absent.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Clarify and systematize the situation regarding career growth and development by creating a career code. 2. Establish a system of vocational training.

29. Value of mobility	++	N/A	<p>CURRENT STATUS</p> <p>This principle is almost implemented, with employees at all career stages encouraged to be mobile. Mobility is in most cases funded through grants from national and international providers.</p>
30. Access to career advice	+/-	IBT Career Code containing career development paths is missing.	<p>CURRENT STATUS</p> <p>The study programs at the collaborating universities ensure that each student is assigned a qualified supervisor with whom they can consult, among other things, on career guidance issues.</p> <p>Within the IBT, this role is fulfilled by senior researchers; it is not formally anchored.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Clarify and systematize the situation regarding career growth and development by creating a career code.
31. Intellectual Property Rights	+/-	IP training for all employees	<p>CURRENT STATUS</p> <p>This principle is considered almost implemented.</p> <p>The legal protection of the research results is regulated primarily by the general Act No. 121/2000 Coll., The Copyright Act, and the number of other specific regulations that are fully implementing EU legislation.</p> <p>Policies and practices concerning the IP protection and the researchers' participation are regulated in detail by the Director's Order No. 2/2022</p> <p>Researchers are being offered with training in intellectual property rights by the Institute expert body TTO, which also provides guidance for contacts with commercial or industrial organizations and providing legal and administrative support to researchers.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Implementation of Onboarding process – including training of new employees in Intellectual Property Rights. 2. Implementation of regular refresher training in Intellectual Property Rights
32. Co-authorship	++	N/A	<p>CURRENT STATUS</p> <p>This principle is crucial and linked to principles of research ethics & intellectual property rights, and to the system of evaluation of the research quality and performance. The legal protection of the research results is regulated primarily by general Act No. 121/2000 Coll., The Copyright Act, and the number of other specific regulations that are fully implementing European legislation in the given area.</p> <p>Publication activities are among the major factors considered in the research staff evaluation. In the Czech Republic, a system is used to collect information on research</p>

			<p>results (RIV), which collects data on individuals' publication activities in impact scientific journals [https://www.rvvi.cz/riv].</p> <p>Even a junior researcher can be a corresponding author, and first authorship is carefully considered, and both positions are open to researchers at all stages of their scientific career, according to adequate merit in the project and the preparation of the publication.</p>
33. Teaching	++	N/A	<p>CURRENT STATUS</p> <p>Researchers are supported in this activity, recognizing the importance of transferring experience and social responsibility. Teaching is mainly through practical education of students and other researchers, their training and collaboration on projects.</p>
34. Complains/ appeals	+/-	Independent channel for preventing and resolving complaints of discrimination is missing.	<p>CURRENT STATUS</p> <p>IBT in accordance with the relevant law and the EU Directive, is implementing an internal whistleblowing system that will enable IBT employees as whistleblowers to report violations of EU law, public interests, or unlawful conduct within the IBT. At the same time, these rules introduce measures to protect such whistleblowers and set out the procedure and modalities for investigating and dealing with such reports.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Establishing ombudsperson role to create an independent channel for preventing, reporting, and solving discrimination complaints. 2. Introduce the ombudsman to employees and familiarize them with the ombudsman's agenda so that they know when and how to contact the ombudsman with confidence.
35. Participation in decision-making bodies	++	N/A	<p>This principle is fully implemented in the sense that staff have the right to participate in decision-making through the bodies involved in the management of the Institute (IBT Board and the Supervisory Board), on which they have elected representatives.</p>
Training and Development			
36. Relation with supervisors	+/-	Information transfer system needs improvement	<p>CURRENT STATUS</p> <p>This principle is considered almost fulfilled, with more senior researchers acting as supervisors.</p> <p>Mandatory rules have also been established on the use of laboratory logbooks, where records of work progress and results are made.</p> <p>The system of passing information from the management of the institute through the group leaders to the staff in the research groups is not fully functional - everything</p>

			<p>assumes that the leader will pass information to the people in the team, but in practice this is often not the case.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Improve internal communication
37. Supervision and managerial duties	+/-	Missing formal training/mentoring guidelines	<p>CURRENT STATUS</p> <p>This principle is considered almost implemented but requires improvement and formal anchoring. Written rules will be established and codified. The fulfillment of these tasks will also be formalized in the newly created Code of Ethics.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create IBT Code of Ethics 2. Create training and development guidelines. 3. Leadership training
38. Continuing Professional Development	+/-	Missing formal training/mentoring guidelines IBT Career Code containing career development paths is missing.	<p>CURRENT STATUS</p> <p>This principle is considered almost implemented, informally. The IBT supports continuing professional education. Support and training opportunities are primarily the responsibility of individual laboratories, with training opportunities being decided mainly by the heads of the research laboratories. There is a natural right of researchers to participate at professional congresses as well as courses and trainings, including those abroad.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Create training and development guidelines. 2. Create IBT Career Code containing career development paths is missing.
39. Access to research training and continuous development	+/-	Missing formal training/mentoring guidelines IBT Career Code containing career development paths is missing	<p>CURRENT STATUS</p> <p>Continuing professional education is encouraged at the IBT. Support and training opportunities are mainly the responsibility of individual laboratories, with training opportunities largely decided by research group leaders. Staff are given the opportunity to participate in various courses, internships, conferences, etc., including abroad.</p> <p>PROPOSAL</p> <ol style="list-style-type: none"> 1. Clarify and systematize the situation regarding career growth and development by creating a career code. 2. Create training and development guidelines.

40. Supervision	++	N/A	<p>CURRENT STATUS</p> <p>An onboarding program for new staff is being introduced which includes induction training, familiarization with IBT, introduction to important contacts for all relevant areas of work involvement in the Institute and supervisors.</p> <p>In addition, study programs at the cooperating universities ensure that each student is assigned a qualified supervisor. Within the IBT, senior researchers fulfil this role.</p>
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