



Action Plan

Centre for Research and Technology Hellas (CERTH)

| Action Number | Action title | GAP Principle(s) | Timing | Responsible Unit | Indicators/Target(s) | Current Status | Remarks |
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| <i>Ethical and professional aspects</i> | | | | | | | |
| ACTION 1 | Publication of E-Newsletter | Principle 8 | 4 newsletters per year / Ongoing | Liaison Office | E-newsletter is circulated periodically (every 3 months) | Completed | The publication of the E-newsletter is still ongoing. It is a really useful tool for the organization to inform the researchers and other stakeholders. |
| ACTION 2 | Presence in social media and in Wikipedia | Principle 8 | Q2 2012 Active accounts on Facebook, Twitter, LinkedIn, Research Gate | Liaison Office | Facebook, Twitter and LinkedIn account created. Research Gate account created. Achieved: June 2020 | Completed | All the accounts created. All the accounts are still active and will continue |
| ACTION 3 | Participations in exhibitions | Principle 8 | Participation in at least two exhibitions annually | Liaison Office | Goals achieved for every year. CERTH is expected to continue this action (2 events per year) | Completed | Limitations due to Covid-19 (2020 and 2021) |
| ACTION 4 | Open Days | Principle 8 | Organisation of Open Days events for at least two different CERTH's institutes every year | Liaison Office | CERTH institutes are organizing Open Days annually to promote their research results. | Deleted | In contrary with the participation in exhibition, the organization of Open Days is more demanding in the organization. In some of the institutes the most impressive achievements cannot be easily presented to public e.g. the research infrastructures should follow |

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| | | | | | | | strict safety rules. That's why the use of the infrastructure is done only by trained and specialized personnel. In some years Info Days were organized e.g. in 2017 where organized Open Days for Information Technologies Institute (ITI) and Hellenic Institute of Transportation (HIT). Unfortunately, the aim of organization of Open Days for at least two CERTH's institutes every year was not met and the action was deleted. |
| ACTION 5 | Database of internal experts who will be available to answer media's questions | Principle 8 | Q2 2012 | Press Office | The action was transferred to Press Office which currently acts as a single entry point for Media questions | Completed | The database will continue to be updated |
| ACTION 6 | CERTH's science blog which will offer the ins and outs of research in CERTH | Principle 8 | Q3 2012 | Press Office | Instead of science blog CERTH created a Youtube Channel where are continuously uploaded videos to promote CERTH's science results, interviews from researchers | Completed | Youtube channel is still active and will continue. The last 2 years the content is limited due to Covid-19 |
| ACTION 7 | Establishment of a WG responsible of investigating the need for implementing evaluation/appraisal systems and proposing to the BoD | Principle 11 | WG members Q4 2012, WG report Q2 2013 | i) BoD ii) Working Group | The evaluation/appraisal system applied in CERTH is described in the new Law for research. It is mandatory for CERTH to follow the procedures described in the law, same for all universities and research centres in Greece. | Completed | The new law for Research, Technology and Innovation mentions the need for evaluation of researchers and employees in Research Centres every two years according to the evaluation methods mentioned in the internal regulation of each RC. The new law as well as the proposed update of CERTH's internal regulation are step that will. The new Law for Research hinders the provision of some rewards (e.g. bonuses, promotions) and CERTH's BoD is following the proposals of the new law for Research. The action is completed. |

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| | the most suitable evaluation method | | | | | | |
| Recruitment | | | | | | | |
| ACTION 8 | Obligatory announcement of all research vacancies in the EURAXES S Jobs Portal | Principle 12 | Q4 2012 CERTH's BoD decided on the obligatory announcement of all research vacancies | CERTH's Board of Directors | All job vacancies are published in "Diavgeia" platform, a national state-owned website promoting transparency in the public sector. Ongoing effort is made every year to reach the same target in terms of jobs' announcements on EURAXESS Jobs portal. | Completed | Publication of Job vacancies in Diavgeia platform and EURAXESS Jobs portal continues |
| ACTION 9 | Training on using the EURAXES S Jobs Portal | Principle 12 | Q4 2012 | Horizontal Projects Implementation Unit | Horizontal Projects Implementation Unit has prepared and sent presentations for training purposes to the administrative personnel of all laboratories | Completed | Similar trainings will be organized in the future in order to update the employees and keep the number of published job vacancies high. |
| Working conditions and social security | | | | | | | |
| ACTION 10 | Technical Services Unit will verify the unlimited access of disabled group to CERTH's premises | Principle 24 | Q3 2012 The action completed by September 2012. | Technical Services Unit | CERTH's premises are now 100% accessible for disabled people | Completed | In the Central Administration Building, the access to some rooms and lavatories was problematic, even though "accessible toilets" were available. The Technical Services Unit installed a ramp that gave access to conference rooms and the elevator for access to offices and the lavatories. |
| ACTION 11 | Flexible Working hours | Principle 24 | Q4 2012 The Legal department submitted a report with recommendation on the | Legal department | Flexible working hours are applied to the extent allowed by national law and european regulations. | Completed | Based on the new law for Research, Technology and Innovation, CERTH offers all the possible types of flexible working arrangements that are available |

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| | | | introduction of new flexible working arrangements | | CERTH follows the new law for Research and Technology approved by the Greek parliament, same for all universities and research centres in Greece. | | |
| ACTION 12 | Establishment of Ombudsman Office | Principle 24 | Q4 2012 The office should be fully operational | CERTH's Central Directorate | In the updated internal regulation of CERTH, it is mentioned that the role and responsibilities of CERTH's Ombudsman will be currently taken on by CERTH ethics committee. In the event that the number of employees exceeds 1.000 and the load of work is much higher, the BoD will decide to establish a dedicated Ombudsman Office. The appointment of the Ombudsman will be BoD's responsibility. | Completed | In the updated internal regulation, it is mentioned that the role and responsibilities of CERTH's Ombudsman will be currently taken on by CERTH ethics committee. Only in case the load of work for the ethics will be high, a dedicated Ombudsman Office will be established. The appointment of the Ombudsman will be BoD's responsibility. |
| ACTION 13 | Maintain and improve favorable wages policy | Principle 26 | Q4 2016 | Central Directorate | CERTH proves in every occasion its policy for favorable wages. The last Greek Laws for research 4585/2017 and 4386/2016, responsible for cutting down salaries, affected CERTH's personnel to its minimum. Additionally, RCs were excluded from | Completed | CERTH has proved its intention to keep a favorable wages policy for its researchers. Taking into account the political and financial context, CERTH managed to avoid big cuts into its personnel salaries. |

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| | | | | | the Single Payment Authority thanks to CERTH's, and other RCs, efforts. The efforts are even bigger and ongoing especially the last year of the economic crisis | | |
| ACTION 14 | Set up of a mentoring program | Principle 28 | Supposed to be putted into action Q4 2012 | Horizontal Project Implementation Unit | Action postponed. Unable to provide specific date for its implementation | Deleted | This action was stopped after the decision of the administration at that time that no further implementation of the Action Plan is needed. This action is deleted because the new actions proposed are more crucial for the restart of the process. This action could be introduced again in the next update of the Action Plan. |
| Training | | | | | | | |
| ACTION 15 | Database of internal experts and organisation of internal training | Principle 39 | Q1 2013 | Horizontal Project Implementation Unit | Seminars are organized every year for CERTH's staff based on the needs. Most recent ones are related to GDPR issues, New directives for travels, Public speaking | Completed | The database of internal experts created and internal training were organized. The update of the database continues and it is used when an internal training will be organized. |

NEW ACTIONS

| Action Number | Action title | GAP Principle(s) | Timing | Responsible Unit | Indicators/Target(s) | Current Status | Remarks |
|---------------|---|------------------|----------|--|----------------------|----------------|--|
| ACTION 16 | New GAP analysis / questionnaire survey | Principle 1 - 40 | Q3 2023 | Horizontal Project Implementation Unit | GAP Analysis report | New | CERTH was awarded with the HR Excellence in Research Logo back in 2012. A new survey should be done to identify the current gaps and needs |
| ACTION 17 | Updated Action Plan | Principle 1 - 40 | Q 1 2024 | Horizontal Project Implementation Unit | Action Plan | New | Updated Action Plan based on the new Gap Analysis |

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| ACTION 18 | Preparation of a Gender Equality Plan | Principle 10, 14, 27 | Q4 2021 | Extroversion Unit | Gender Equality Plan report | Completed | CERTH prepared a Gender Equality Plan (2021-2024) to secure the equal opportunities among genders. The GEP is available in the following link: https://www.certh.gr/dat/4F4B18DB/file.pdf |
| ACTION 19 | Entrepreneurship training sessions | Principles 38, 39 | Q4 2023 | Horizontal Project Implementation Unit | Preparation of the trainings / Dates of the trainings / Number of attendees | New | Taking advantage of the experience of the organization in spin-off companies, CERTH will organize two trainings for researchers aiming to raise awareness in entrepreneurship |
| ACTION 20 | Open Science training sessions | Principles 38, 39 | Once per year Q1 2023 Q1 2024 | Horizontal Project Implementation Unit | Preparation of the trainings / Dates of the trainings / Number of attendees | New | Open Science is very high priority of the EC. CERTH will organize two trainings for the researchers aiming to raise awareness in Open Science |
| ACTION 21 | Data Protection training sessions | Principle 2, 38, 39 | Once per year Q1 2023 Q1 2024 | Data protection officer (DPO) | Preparation of the trainings / Dates of the trainings / Number of attendees | New | Data protection is a key factor for every organization. CERTH will organize two trainings for researchers and employees aiming to raise awareness in Data protection |