



## 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
ACTION 16	New GAP analysis / questionnaire survey	Principles 1 - 40	Q3 2023	Research policies and researchers' mobility office	GAP Analysis report	Completed	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 and the GAP analysis report was prepared.
ACTION 17	Research Funding Opportunities for early stage Researchers training session	Principles 38, 39	Q2 2023	Research policies and researchers mobility office	Preparation of the training / Date of the training / Number of attendees	Completed	Research Funding opportunities are crucial for the career development of researchers. The training was organized on 19 <sup>th</sup> of May 2023 and was focused on Early stage researchers and more specifically on proposal preparation strategy and writing (Hints & Tips) for Horizon Europe MSCA Postdoctoral Fellowships, 70 researchers attended.
ACTION 18	Updated Action Plan	Principles 1 - 40	Q1 2025	Research policies and researchers' mobility office	Action Plan	Completed	The updated Action Plan was prepared based on the new Gap Analysis
ACTION 19	Preparation of a Gender Equality Plan	Principles 10, 14, 27	Q4 2021	Extroversion, Mobility and Education Department	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: <a href="https://www.certh.gr/dat/4F4B18DB/file.pdf">https://www.certh.gr/dat/4F4B18DB/file.pdf</a>

ACTION 20	Entrepreneurship trainings	Principles 38, 39	Q2 2025 Q2 2026	Research policies and researchers' mobility office	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 has organized two trainings for researchers aiming to raise awareness in entrepreneurship
ACTION 21	Open Science training sessions	Principles 38, 39	Once per year Q1 2024 Q1 2025	Research policies and researchers' mobility office	Preparation of the trainings / Dates of the trainings / Number of attendees	In progress	Open Science is very high priority of the EC. CERTH will organize two trainings for the researchers aiming to raise awareness in Open Science. The 1st training was organized successfully on 23 <sup>rd</sup> of April 2024, 51 researchers attended.
ACTION 22	Data Protection training sessions	Principles 2, 38, 39	Once per year Q1 2023 Q3 2024	Data protection officer (DPO)	Preparation of the trainings / Dates of the trainings / Number of attendees	In progress	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. The first training was organized in Hybrid format on 6th of March 2023. A dedicated webpage was created for the Data protection issues and contains also the materials of the training <a href="https://www.certh.gr/gdpr.el.aspx">https://www.certh.gr/gdpr.el.aspx</a>
ACTION 23	Advice/mentoring scheme	Principle 30	Q4 2025	Research policies and researchers' mobility office	Report for the organization of an advice / mentoring scheme	New	Provide institutional professional counselling. Mapping of the specific needs and address the existing gaps in career advice. Based on the findings will be prepared a methodology for the organization of a tailor-made advice/mentoring scheme that will be proposed at CERTH's administration.
ACTION 24	Research managers training sessions	Principles 36, 37, 40	Once per year Q2 2024 Q2 2025	Research policies and researchers' mobility office	Preparation of the trainings / Dates of the trainings / Number of attendees	In progress	Based on the experience from the participation of CERTH in CARDEA project an annual training courses for research managers will be organized in order to help them improve supervision practices and routines. The first RMs training session was organized successfully earlier than expected on 14 <sup>th</sup> of December 2023, 50 researchers attended.
ACTION 25	Training needs collection and training sessions	Principles 28, 38, 39	Q4 2025	Research policies and researchers' mobility office	Report on the training needs collection and training sessions planning	New	Support researchers on continuous improvement in terms of new knowledge and skills at institutional level. Mapping of the specific needs and addressed the existing gaps.

	planning methodology				methodology		Based on the findings will be designed a tailor-made methodology for the collection of training needs and design of training sessions that will be proposed at CERTH's administration.
ACTION 26	Focus group with CERTH researchers to discuss the results of the HRS4R survey	Principles 1 - 40	Q2 2025	Research policies and researchers' mobility office	Report on the outcomes of the Focus Group	New	The outcomes of the Focus Group will be useful to understand better the outcomes of the HRS4R survey. Based on the outcomes of the Focus Group the Action Plan will be updated.
ACTION 27	Create OTM-R policy document that describes open transparent merit-based recruitment practices of CERTH	Principles 12-16, 19, 21	Q1 2025	Research policies and researchers' mobility office  Legal department	OTM-R policy document	Completed	The OTM-R policy document was prepared and it is available online. Describes the open transparent merit-based recruitment practices of CERTH.
ACTION 28	Training on OTM-R policy	Principles 12-16, 19, 21	Q3 2025	Research policies and researchers' mobility office  Legal department  HR department	Training date, agenda and number of participants	New	The OTM-R policy of CERTH should be communicated internally, that's why a dedicated training will be organized.
ACTION 29	Welcome pack for new employees	Principles 1-40	Q4 2025	Central directorate  HR department	Welcome pack documents	New	Welcome pack will help new employees to start their work at CERTH. Existing material will be collected and new material will be prepared in order to form the Welcome pack.
ACTION 30	Grant application guide	Principles 5, 6, 26	Q2 2026	Project monitoring department	Grant application guide document	New	A grant application guide will be prepared and will be available to online to support personnel understand the application process.
ACTION 31	Organize systematic communication	Principles 5, 6, 26	Q4 2027	Project monitoring department	Number of communication activities (email,	New	This action aims to secure and monitor the support of grant fellows and grant implementers.

	on with grant fellows and grant implementers				phone calls)		
ACTION 32	Open science policy	Principles 7, 8	Q1 2026	Research policies and researchers' mobility office Legal department	Open science policy document	New	The Open Science policy document will be available online and will describe the open science practices of CERTH.