

ACTION PLAN FOR THE CYPRUS INSTITUTE OF NEUROLOGY AND GENETICS (CING)

Dimension	Statement (statement number, agreement value, priority %)	Actions	Responsible	By When?
Ethical and professional aspects	1.c (2.86, 82.1%) Autonomy and creativity of all researchers is actively promoted.	- To enhance the participation at conferences / trainings overseas: (a) through well-organized and effective applications to the Human Resource Development Authority (the national agency responsible for human resource training and development), (b) finding other funding agencies or means to promote training and development.	Administration Department	Continuously
		- Introduction of rewards to top performers, which takes, amongst others, the criteria of autonomy and creativity into account.	Board of Directors	By the end of 2013
Ethical and professional aspects	1.a (3.00, 80.4%) Researchers adopt safe working practices at all times, in line with the national legislation, including taking the necessary precautions for health and safety and for data protection (including information technology disaster recovery) and confidentiality protection.	<ul style="list-style-type: none"> - Health & Safety and Quality: The following policies are being introduced, to be approved by the Health & Safety (H&S) Committee and the Board of Directors: <ol style="list-style-type: none"> 1. CING H&S Management System, including policies/manual for: <ul style="list-style-type: none"> - Risk Management - H&S Audit Review 2. Legionella study – Gastrointestinal Outbreak control plan 	Health & Safety and Quality Officer	By the end of 2012
			Health & Safety and Quality Officer	By the end of 2012

		<p>3. First Aid Training</p> <p>The application for the implementation of ISO 15189 has been submitted and, after the inspection from the Cyprus Organization for the Promotion of Quality, CING will become accredited.</p> <p>- Data & Confidentiality Protection: The security of CING's network and data protection is an on-going process of exercising due care and due diligence to protect information and information systems from unauthorized access, use, disclosure, destruction, modification, disruption or distribution. In addition:</p> <p>1. An Information Security Policy to be prepared and reviewed for approval.</p> <p>2. To apply the Intelligent Server Intruder alarm system which will have access control, security system, water flood detector, smoke fire alarm detector, Internet Protocol (IP) Thermometer and AC failure system to notify both the IT and engineering offices in case of emergencies.</p>	<p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Officer</p> <p>IT Manager</p> <p>IT Manager</p> <p>IT Manager</p>	<p>By the end of 2012</p> <p>By the end of December 2013</p> <p>Continuously</p> <p>By the end of 2012</p> <p>By the end of 2014</p>
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Ethical and professional aspects	<p>1.b (2.78, 37.5%) An effective evaluation/appraisal system of the professional performance of all researchers is equally performed regardless of their type of contract.</p>	<ul style="list-style-type: none"> - To enhance the recently implemented Performance Planning and Review process by implementing a Bonus and Promotion scheme, which is to be applied equally to all researchers. 	<p>Board of Directors</p>	<p>By the end of 2013</p>
Recruitment	<p>3.g (2.98, 41.1%) The members of selection panels are adequately trained.</p>	<ul style="list-style-type: none"> - To arrange interviewing skills courses and workshops for all members of the selection committee. 	<p>Personnel Office</p>	<p>By the end of 2013 and ongoing</p>

Recruitment	<p>3.h (2.72, 44.6%) It is understood that post-doctoral status appointments are transitional with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects either at CING or other institutions.</p>	<ul style="list-style-type: none"> - To enhance the role of the Research Programmes Office in order to inform researchers (via seminars/workshops/e-mail alerts) for new calls, proposals, funding opportunities, application procedures so as to maximize the approvals from the funding organizations. 	Research Programmes Office	By the end of 2012 and continuously
Working conditions and social security	<p>5.c (2.67, 35.7%) Working conditions allow both female and male researchers to combine family and work (e.g. flexible working hours and part time working).</p>	<ul style="list-style-type: none"> - Option of changing full-time to part-time employment upon application and approval by the Head of Department. 	Board of Directors	Continuously

<p>Working conditions and social security</p>	<p>5.d (2.23, 39.3%) The Institute ensures that career advice and job placement assistance, either in the Institute or through collaboration with other structures, is offered to researchers at all stages of their careers, to ensure that fixed term employees, at some point, become permanent employees either at CING or other institutions.</p>	<ul style="list-style-type: none"> - CV preparation guidance. - Job interview skills development. - To install a regularly updated, central notice board/web space with links for national and international grant and possible career opportunities. - To provide career advice. - To be in contact with other institutions and inform them about CING's researchers. - To organize employers' fairs and other networking events. 	<p>Personnel Office Personnel Office Research Programmes Office</p> <p>Education Office Education Office</p> <p>Education Office</p>	<p>By September 2013 and continuously</p>
<p>Working conditions and social security</p>	<p>5.g (2.58, 48.2%) Appropriate and attractive conditions in terms of salary and other benefits are assured to researchers regardless of their level and type of contract.</p>	<ul style="list-style-type: none"> - To change the Charter of the Provident Fund in order to make it possible for employees to be entitled to the employer contribution of the provident fund after two (2) years of service instead of three (3). 	<p>Board of Directors and Members of the Provident Fund</p>	<p>By the end of 2012</p>