

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

Dimension	Statement (statement number, agreement value, priority %)	Actions	Responsible	By When?	Current status
Ethical and professional aspects	1.c (2.86, 82.1%) Autonomy and creativity of all researchers is actively promoted.	<ul style="list-style-type: none"> - 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 & Personnel Office	Continuously	<p>- (a) Unfortunately in Cyprus due to the financial crisis the HRDA has only been funding trainings and not participation to conferences. As a result, during 2013-2014 we have given emphasis on training programs for the staff for which we were eligible to receive subsidies. Participation to conferences have been achieved through research grants. This is a continuous process</p> <p>(b) Due to the financial crisis currently the only funding body is HRDA</p>

		<ul style="list-style-type: none"> - 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	A Staff Promotion & reward scheme has been prepared in 2013 which has been approved by the Board of Directors but approval is pending from the Trade Unions.
Ethical and professional aspects	<p>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.</p>	<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 3. First Aid Training 	<p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Office</p>	<p>By the end of 2012</p> <p>By the end of 2012</p> <p>By the end of December 2012</p>	<p>Done</p> <p>Done</p> <p>Done</p>

		<p>ADDITIONS:</p> <p>4. First Aid Training (refreshing course as well as training of new members if staff)</p> <p>5. The final CING H&S Management System, including policies/manual for CING procedures for 2014 will be introduced, to be approved by the H&S Committee and the Board of Directors</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>6. Implementation of ISO 15189 to the remaining departments/clinics/labs and sustenance of ISO procedures to those already been accredited from the Cyprus Organizations for the promotion of Quality.</p> <p>7. Concerning the Clinical Sector, a relevant Accreditation System will be implemented.</p>	<p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Officer</p> <p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Office</p> <p>Health & Safety and Quality Office</p>	<p>By the end of 2015 – beginning of 2016</p> <p>Mid to end of 2015</p> <p>By the end of December 2013</p> <p>By the end of 2014 and on-going</p> <p>By the end of 2016</p>	<p>Done</p>
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		<ol style="list-style-type: none"> 1. An Information Security Policy to be prepared and reviewed for approval. 	IT Manager	By the end of 2012	Completed and approved by the Scientific Council and the Board of Directors.
		<ol style="list-style-type: none"> 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. 	IT Manager	By the end of 2014	Done
		<ol style="list-style-type: none"> 3. Solutions such as Document Management system to ensure confidentiality. 	IT Manager	By the end of 2013	Postponed due to budget constraints.

		4. Storage of all sensitive hardcopies in lockable rooms and secured filing cabinets both at the CING premises as well as external storage.	IT Manager	By the end of 2012	Done.
Ethical and professional aspects	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.	<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. 	Board of Directors	By the end of 2013	Approved by the Board of Directors. Pending approval from trade unions.
ADDITION: Ethical and professional aspects	Ethical Principles	<ul style="list-style-type: none"> - To conduct a Conflict of Interest Policy - To conduct a Policy on Gifts and Hospitality 	Personnel Office	By the end of 2015	Done. Waiting for approval by the Board of Directors.

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. 	Personnel Office	By the end of 2013 and ongoing	<p>Done. ADDITION: Also a new regulation concerning staff Recruitment and Selection has been introduced.</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. <p>ADDITION: Support and advice/consultation is provided to scientists on funding opportunities and proposal applications (assistance with budget formulation and IP management issues) and management projects. Updated the IP policy of the Institute.</p>	<p>Research Programmes Office</p> <p>Research Programmes Office</p>	<p>By the end of 2012 and continuously</p> <p>On-going</p>	<p>Specific seminars and workshops are organized and email alerts are sent. This is a continuous process.</p> <p>Done. This is a continuous process.</p>

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	There is a flexible working schedule for all members of staff, however we have some restrictions from funding bodies regarding part-time working or working over the weekends.
Working conditions and social security	<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>	<ol style="list-style-type: none"> 1. CV and cover letter preparation guidance. 2. Training seminars to students regarding interview skills 3. To install a regularly updated, central notice board/web space with links for national and international grant and possible career opportunities. 4. To provide career advice. 5. To be in contact with other institutions and inform them about CING's researchers. 	<p>Personnel Office</p> <p>Personnel Office</p> <p>Research Programmes Office</p> <p>Education Office</p> <p>Education Office</p>	<p>As from 2013 and on-going</p> <p>As from 2013 and on-going</p> <p>By September 2013 and continuously</p>	<p>Done. On-going process.</p> <p>Done. On-going process.</p> <p>Created a database (with research grant opportunities) which is updated continuously. Email alerts are also sent to target groups.</p> <p>Done. On-going process</p> <p>Done. On-going process.</p>

		6. To organize employers' fairs and other networking events.	Education Office		Pending
Working conditions and social security	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.	<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>ADDITIONS:</p> <ul style="list-style-type: none"> - Get accreditation for 'Equality Employer' - Get accreditation for "Sound Industrial Relations" by the Cyprus Employers and Industrialists Federation 	<p>Board of Directors and Members of the Provident Fund</p> <p>Personnel Office</p> <p>Personnel Office</p>	<p>By the end of 2012</p> <p>Mid to end of 2015</p> <p>Mid to end of 2015</p>	<p>Done</p> <p>Diagnostic part completed – waiting for feedback from the Ministry of Labour.</p> <p>Currently in the process of implementing action plan and awaiting set of accreditation date.</p>

ADDITION: Training & Continuous Development	Employers and/or funders should ensure that all researchers at any stage of their career, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies.	1. To conduct a Training Needs Analysis (TNA)	Personnel Office	Mid to end of 2015	Currently in the process of conducting personal interviews.
		2. To find practical tools for evaluating training	Personnel Office	End of 2015	
		3. Talent Review Implementation	Personnel Office	Mid to end of 2016	
		4. Promote higher training through ERASMUS	Education Office & Research Programs Office	Since mid 2014 and on-going	On-going