

ACTION PLAN 2021-2023

1. CAREER GROWTH

Proposed Actions	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1.A. Implementation of personal development plans	Based on the issued Directive of Human Resources Management, create the competence models of academic and research positions, evaluate the pilot creation of individual personal development plans in individual units and set up the process methodology.	28, 37, 38, 40	Q3/2022	HR Management Office, faculties	<ul style="list-style-type: none"> - The Directive of Human Resources Management has been issued. - Competence models academic and research positions have been created. - Pilot planning of personal development on units has been evaluated. - A methodology for planning personal development has been created. - The managers have been trained / number of trained employees.
1.B. Implementation of employee evaluation	Set up the employee evaluation process based on the issued Directive of Human Resources Management and the competence models of academic and research positions.	11,28	Q3/2023	HR Management Office, faculties	<ul style="list-style-type: none"> - An employee evaluation methodology has been created. - The managers have been trained / number of trained employees.
1.C. PhD school	Implement a training cycle for new as well as current PhD students.	30, 38, 39	Q1/2021	R&D Office, HR Management Office, Institute of Lifelong Learning	<ul style="list-style-type: none"> - A "PhD school" training cycle is implemented (pilot run in 2021, and then each year after that). - Number of trained participants
1.D. Creation of a concept for improving the scientific, teaching and personal competences of academic and research staff	Based on an analysis of educational needs carried out by Institute of Lifelong Learning, prepare a concept for the educational system for academic and research staff. Focus primarily on excellence in supervision, scientific writing, mentoring, ethics in science, language education, pedagogical education (including distance learning methods), professional seniority, leadership of international teams, HR skills (including strengthening of OTM-R competences).	28, 33, 38, 39	Q2/2023	Institute of Lifelong Learning	<ul style="list-style-type: none"> - A concept of the academic and research staff educational system at MENDELU has been created.

2. EMPLOYEE ADAPTATION AND WELCOME OFFICE

Proposed Actions	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2.A. New employees adaptation	Create a methodology for the process of adaptation for new employees and a form for an individual adaptation plan. Make adaptation better and more efficient via the existing mobile app My MENDELU. Introduction of a so-called Welcome Day - on-site or online training for new employees.	24, 37	Q2/2022	HR Management Office, IT Department, R&D Office	<ul style="list-style-type: none"> - A methodology for the adaptation process for new employees has been issued. - A form for individual adaptation plans has been created. - The My MENDELU mobile app has been adapted to meet the needs of employees (also in English). - The Welcome Day training cycle - on-site or online training for new employees- is being carried out.
2.B. Welcome Office	Strengthen support for international employees and improve the efficiency of the provided service via the Employee Support Section /Welcome Office website. Translate new regulations and documents into English.	12, 24	Q1/2022	HR Management Office, IT Department	<ul style="list-style-type: none"> - The Welcome Office provides international employees with all the information and instructions they need via the Employee Support Section /Welcome Office website (URL). - Relevant documents are translated into English.

3. GENDER-RELATED ASPECTS OF WORK/WELL-BEING

Proposed Actions	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
3.A. Prevention and resolution of inappropriate behaviour on the workplace	Prevention and resolution of inappropriate behaviour such as sexual harassment, mobbing, bossing, discrimination of employees and unconscious bias. Analysis of the current status at the university. Creation of a concept for the prevention and resolution of individual cases. Creation of a methodological handbook for employees that will help identify inappropriate behaviour and offer guidance for handling problematic cases. Designation of the role of a confidant or an institution that employees can contact for help or advice. Training of employees on topics in this area.	2, 10, 34	Q4/2021	HR Management Office, Ethics Committee, Institute of Lifelong Learning	<ul style="list-style-type: none"> - An analysis of the current status at MENDELU has been carried out. - Creation of a concept for the prevention and resolution of individual cases of inappropriate behaviour on the workplace. - A methodological handbook for employees has been issued. - A person or institution with the role of "employee rights defender" has been created. - Number of trained employees

3.B. Support for work-life balance	Creation of a work-life balance policy focusing on support for employees who are parents. Expansion of current measures. Creation of a methodical handbook for management as well as employees who are parents that will aid them during the whole parenthood cycle as far as employment matters are concerned (including notification of pregnancy, maternity leave, return to employment and continued care for children). Support for the activities of employees and their families (e.g., organization of day camps for children of employees).	10, 24, 27	Q1/2021	HR Management Office, Communications and Marketing Office, faculties	<ul style="list-style-type: none"> - A work-life balance policy has been issued. - A methodological handbook for management covering employees on maternal/parental leave has been issued. - A methodological handbook for employees on maternal/parental leave has been issued. - Number of events for employees who are parents
3.C. Equal work conditions in the research environment	An analysis of the equality and fair treatment with respect to remuneration awarded to women and men at MENDELU via the LOGIB tool. As a follow up to the pilot analysis of the Faculty of Business and Economics, perform an analysis of the remaining units of the university. Evaluation of existing measures aimed at strengthening equal work conditions (measures of the J.G.M. grant agency, work-life balance consultant, taking employment breaks due to parental/maternity leave into account when evaluating publication outputs).	10, 24, 27	Q2/2021	HR Management Office, Economic Department	<ul style="list-style-type: none"> - A LOGIB analysis for the other units of the university has been prepared. - An evaluation of the current measures for supporting equal conditions at MENDELU has been carried out.

4. PARTICIPATION OF EMPLOYEES IN HRS4R IMPLEMENTATION

Proposed Actions	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4.A. Increased awareness, support and participation of MENDELU employees in the HRS4R implementation	Increasing participation, awareness, understanding and alignment of MENDELU employees with HRS4R via discussions, workshops, focus groups, surveys and other communication forms.	35	continuously	HR Management Office, R&D Office, Communications and Marketing Office, Vice-rector for Quality Management and Human Resources	<ul style="list-style-type: none"> - Number of discussions/workshops/focus groups, surveys - Number of news and information campaigns focusing on HR and HR AWARD