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|  | PDCA concerns: | | STATUS OF ACTION | | Date: | |
| | Adjustment of the organisation to the principles of C&C (Result of gap analysis) | | Done |  | 0 | 06.07.2015 |
| | | | In progress |  | 0 | Last update: |
| | | | Pending |  | 0 | 06.07.2015 |
| | | | Supervised by: | | Organizational Development Unit | |

| P | | | D C/A | | | |
|----------------|--|--|-------------------|-----------------------------|---|--|
| PLANNED ACTION | RESPONSIBLE | PLANNED DATE | Status of action | Evaluation of effectiveness | Point of internal evaluation report / survey a given action is related with | |
| 1 | To indicate a public Code of ethics or develop and introduce own Code of Ethics that will be respected by each researcher employed by WCB EIT+. | Organizational Development Unit in cooperation with research departments | 30.06.2016 | | implementation on time/survey | points: 1,2, 3, 32 (report) 1,2, 18 (survey) |
| 2 | Current verification of the possibility of applying for grants for training on ethics in the work of the scientist.. | HR Unit | continuous action | | conducted training | points: 2 (report) 2 (survey) |
| 3 | To increase employees' awareness in the scope of IP management policy existing in the Company including confidentiality of data related with intellectual property. | IP Protection and Commercialization Unit | 31.01.2016 | | implementation on time/survey | points: 5, 31 (report) 15, 16, 17 (survey) |
| 4 | To implement „kick-off meeting” – a meeting addressed to project participants in order to communicate the key project information. | Project Management Unit | 01.08.2015 | | implementation on time /survey | points: 5 (report) 4 (survey) |
| 5 | To increase employees' awareness in the scope of information security, data protection and confidentiality. | Classified Information Protection Officer | 31.01.2016 | | implementation on time/survey | point 7 (report) |
| 6 | To include the professional performance in the system of researchers' evaluation. | HR Unit | 31.12.2018 | | implementation on time | point 11 (report) |
| 7 | To develop and implement a checklist of criteria to be taken into account when assessing the candidates during recruitment process - according to the guidelines of the C&C (including mobility, gender balance etc.). | HR Unit | 31.12.2015 | | implementation on time / survey | points: 16, 27 (report) 9,10 (survey) |
| 8 | To implement the European guidelines for the classification of the stages of scientific career (standardization of approach at the stage of recruitment, applying for grants). | HR Unit | 30.06.2016 | | implementation on time | point 19 (report) |
| 9 | To draw up and implement a development strategy for researchers (include mobility as one of the criteria). | HR Unit | 31.12.2018 | | implementation on time / survey | points: 28,29 (report) 23 (survey) |
| 10 | Include the information about Anti-mobbing Committee and Man of Trust during "Induction day". | HR Unit | 30.09.2015 | | implementation on time / survey | points: 34 (report) 19 (survey) |
| 11 | To develop and implement the communication model between the Management Board and the research and science area. | HR Unit | 30.06.2016 | | implementation on time / survey | points: 35 (report) 20 (survey) |
| 12 | Complete the policy of Training-raising qualifications of employees with issues related to taking part in free of charge trainings and traineeships. | HR Unit | 31.12.2015 | | implementation on time / survey | points: 39 (report) 22 (survey) |

Conducting the survey indicated in "evaluation of effectiveness" is planned during the next self-assessment of C & C guidelines (in year 2017)