

Action Plan Charter & Code, Status Q2/2016

Topic No. of Action Plan No. HR Process No. Charter & Code	Project / Goal / Measures / Status	Responsible	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
HR Strategy	Establish own Chapter for HR											
A 03.06.02 23	<p>< 2016: Swiss Federal Council sets generic goals in the field of HR to be implemented in the strategy of the ETH-Domain.</p> <p>2016: HR contributes with an own chapter for strategy of the ETH-Domain 2017-2020. HR initiatives are embedded in the company strategy of PSI. Focus on the three areas:</p> <ol style="list-style-type: none"> 1. attract, hold and develop staff at every age 2. strengthen leadership culture and diversity 3. improve quality and culture of interdepartmental cooperation <p>2017+: <i>implementation of the strategy at federal, ETH-Domain and institute level</i></p>	ETH Board, Directorate, Head HR										
Research Integrity	Guideline and Trainings											
B 01.01.05 6	<p>2010: Guideline for research integrity.</p> <p>2012: Start with yearly changing topic including dedicated training</p> <p>2015: Committee for RI established</p> <p>2016: <i>Expansion of compulsory trainings.</i></p>	RI Committee, Head RI										
Research Quality	Evaluation of Research Units											
C 01.01.05 1	<p>Every research unit is being evaluated at least every eight years through external experts. The evaluation covers past achievements (last 5 years) as well an outlook on the future developments (plus 5 years).</p>	Directorate										

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Participation	Committee for Equal Opportunity											
D 01.02 / 01.01.02 35 / 10 / 27	The committee works with four-year-cycles 2012: Action plan for 2012-2016 2013: Workshops on Diversity as new dimension. 2014: Diversity Index Schweiz (UniLU), ranked 2 nd 2015: Diversity Index Schweiz (UniLU) , ranked 1 st 2016: Member of the International Dual Career Network IDCN <i>2016: Hiring a Diversity coordinator together with Eawag (aquatic research in the ETH domain)</i> <i>2017: Action plan for 2017-2020</i>	Committee for equal opportunity (KfC)										
	Employees Council											
E 01.02 35	< 2012: The employees' council was only partially representative to staff of PSI. 2013: new constitution according diversity dimensions with representatives from all divisions, gender and age balanced, including non-swiss and a PhD-student member. <i>2017-2020: Evaluation & (re-)election of the council.</i>	Employees' Council (PeKo), Head HR										

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Staff Recruitment	Internal Mobility and OTMR											
F 02.02 18	<p>< 2011: Hardly no internal mobility, difficulties in finding professionals for strategic projects, low awareness for importance of organizational changes.</p> <p>2012: Decision of the Directorate to improve the internal mobility under consideration of non-discrimination and transparency</p> <p>2013: Creating awareness by using the term "Internal Mobility" e.g. in the hiring approval process.</p> <p>2017: <i>Check the existing recruiting guidelines of PSI whether they are fully compatible with the OTMR principles (open transparent and merit based recruiting).</i></p>	Directorate, Head HR										
Stability of Employment	Permanence of Employment											
G 02.01 13	<p>< 2011: Guideline based on Specific Law for ETH-Domain</p> <p>2013: Revision and implementation of the guideline for technical and administrative staff.</p> <p>2014: Project team (with delegates from Directorate, employees' council and equal opportunity committee) evaluates variants for scientific staff.</p> <p>2015: Directorate defines guiding principles.</p> <p>2016: Task force of the Directorate (heads or deputies of the divisions) develops guideline.</p> <p>2017: <i>Implementation of the revised Tenure Track Guideline</i></p>	Directorate, Head HR										

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Work Place Health Promotion	Ambitious and Friendly Workplace											
H 03.06.02 23	<p>< 2011: A bundle of initiatives, measures and facilities were existing but visibility and use of synergies was missing.</p> <p>2012: The project team (with delegates from HR, employees' council, safety leaders, sports club and line managers of different levels) for workplace health promotion analyzes the situation and develops measures.</p> <p>2013: internal assessment according to EFQM-principles.</p> <p>2015: The Directorate puts the concept "Ambitious and Friendly Workplace" into force.</p> <p>2016: external audit for the „Label Friendly Workspace“ (national label according to the principles of European Network for Workplace Health Promotion)</p>	Committee for Workplace Health Promotion (BGM)										
	Reintegration Guideline											
I 05.02 12	<p>< 2011: Reintegration case-by-case without guidelines and clear responsibility.</p> <p>2012: First reintegrations with internal and external case-management and development of a concept.</p> <p>2014: The Directorate puts the guideline "Reintegration of long-term-absent employees" into force (status 2016: over 90% success rate).</p> <p>2015: Enhancement of the integration of external handicapped and long-term unemployed people.</p> <p>2016: Call for bids (insurance with professional case-management).</p> <p>2017: Evaluation of procedures and measures.</p>	HR										

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	Integrated Safety											
J 01.01.05 7	<2014: Standard procedures according to Swiss law. 2015: Decision to reduce the non-occupational/ occupational accidents 2016: Start of the project "Integrated Safety" with the Swiss Accident Insurance Agency (SUVA)	Project Team Integrated Safety										
Equal Pay	Evolution of Salary System											
K 01.02.02 10	2006: New salary system established. 2015: External audit of salary system and practices with overall excellent results in equal pay, performance differentiation and cooperation employees-line managers-HR department. 2016: Smooth evolution of salary systems.	Heads HR Board of the ETH-Domain										
Development	Career Support for PhDs and Postdocs											
L 05.02.05 / 05.03 30 / 39	< 2014: Findings of the employee opinion survey were that PhDs and postdocs are not completely satisfied with their appraisal and career support. 2015: Analysis of the situation through the Directorate. 2016: Establish a working group (with delegates from PhDs and postdocs, line managers and HR) to develop adequate measures.	Working Group										

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	Career Center											
M 05.02.05 30	<p>< 2015: In general no structured career support for young scientists (except within frame of the PSI fellowship program and several initiatives of Lab Heads).</p> <p>2015: Set-up of an interdisciplinary project team.</p> <p>2016: <i>Launch of a company named "Career Center AG" in the facilities of PARK innovAARE (one of the five sites of the Swiss Innovation Park) to support PhDs and postdocs, engineers and other professionals in their career with training, advice and personnel procurement. Close cooperation with large international companies as well as small and medium-sized enterprises in the area.</i></p>	Project Team, CEO of innovAARE AG, Head HR										
	Redesign of Training Center											
N 05.03 39	<p>< 2014: Training Center with two well-established units "School for Reactor Safety" and "School for Radiation Protection".</p> <p>2014: Intercompany task force develops new organizational structures.</p> <p>2015: Decision that all existing education activities in leadership, management, research integrity, workplace health & safety shall be concentrated in the "PSI Academy/School for Leadership and Management".</p> <p>2016: <i>Establishing the new structures.</i></p> <p>2017+: <i>Development of the "School for KMU Know-How Transfer".</i></p>	Head Training Center										



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	Expert Development Program EDP											
0 05.03 38	< 2014: Difficulties in finding professionals for important projects. Knowledge is dispersed all over PSI, know how carriers are not enough visible. In general no structured development program for engineers and other technical professionals without line-management duties. 2015: Analysis based on the EDP of ALSTOM 2016: <i>Set-up of a project team (driven by the heads of the infrastructure divisions GFA & LOG)</i>	Project Team										

Key

	Detection of issue/analysis or relevant input to change existing procedures		
	Development of action plan		
	Implementation of actions		Preceding or following periods in pastel colours
	Evaluation and continuous improvement process		Preceding or following periods in pastel colours
	<i>Future actions/next steps in italics</i>		