Action Plan 2024-2026

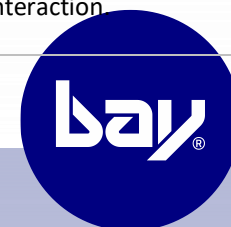**Bay Zoltán Nonprofit Ltd. for Applied Research**

Approved: April 2024

Number*	ACTION	GAP principles	Timing (year/quarter)	Responsible unit	Indicators	Targets
3	Internal communication: introducing the institutional research strategy, continuing the "Undercover" (internal online information sessions) series	4, 8, 9	2022/02 In progress	Communication	"Undercover" presentation on the institutional research strategy: number of audience; recording is available internally	Better knowledge of the institutional strategy, including area-specific objectives and horizontal objectives as well
4	Updating and translating key documents (employment contract, job positions and salary bands matrix) to English + giving access to these through intranet.	10, 26	2022/04 Extended	HR	English language documents available amongst files.	To pave the way for internationalisation: attracting incoming researchers from abroad and better facilitating both short-term and long-term mobility
5	Introducing the employee life cycle model	11,12,20,22 25,28,29,34	2023/01 In progress	HR	Matrix developed and implemented; access granted to the matrix; it is applied by HR and management.	An integrated matrix containing related elements of the employer pathway in a systemic way serving as a blueprint, from entering the company (onboarding), through the probation period, to long-term retainment and motivation of employees.
10	Revamping long-term employee benefits, founding company awards in three categories	22, 23, 24, 25	2022/02 Extended	HR	Number of awardees.	Widening of the programme to better reward long-term employees and internal achievements of employees.
12	Annual internal satisfaction survey to include question(s) on gender balance	27	2022/4 2023/4 In progress	HR / Knowledge Management Centre	Questions integrated in the annual survey; answers made available.	Assessment of employees' perception of gender balance issues in the company; if structural issues are detected, possibility of mitigation.
20	Preparing a comprehensive Code of Conduct for Scientific Integrity for the organisation	1, 2, 3, 4, 5, 6, 7, 8, 10	2025/1 New	HR department	Completed and published document.	Code of Conduct for Scientific Integrity accepted by the institution and publicly available.
21	Enhanced internal communication for more effective engagement	4, 8, 9, 22, 24	2025/2 New	HR department	Increased number of employees reached and raised number of interactions, with respect to the baseline of 2023.	Updated internal communication actions providing a better reach of employees and more intensive interaction

*Actions completed before 2024 are not listed in the present Action Plan. For their full list, see the Action Plan 2022-2023.

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22	**Compile and publish the institute's OTM-R policy in two languages**	**10, 12, 13, 14, 15, 16, 17, 18, 19**	2026/3 New	HR department (coordinating), Knowledge Management Centre, Management	1. Number of recruitment procedures conducted based on the OTM-R policy. 2. Feedback from hired staff based on the voluntary survey taken at the end of the probation period.	OTM-R policy approved by management and published on the website.
23	**Update the employment and benefits regulation and collect data on pay transparency**	**10, 24, 26, 27**	2026/4 New	HR department	Dataset compiled on pay transparency and pay gap.	Updated employment and benefits regulation.
24	**Internal competence development monitoring using the ResearchComp as a reference**	**11, 28, 38, 39**	2026/1 New	HR department (coordinating), Knowledge Management Centre	1. Number of skills affected and improved by the trainings. 2. Number of staff participating in the trainings.	To pilot systemic data collection on the skills development of staff using the Research Comp model.
25	**Publish extended information on the organisational HR strategy at the Institute's website in two languages**	**6, 8, 9, 10**	2025/3 New	Knowledge Management Centre	Additional information and attachments published (compared to 2024).	To extend the content of the institutional HRS4R page by publishing additional information on the HR Strategy in two languages.
26	**Institutional survey on the new European Charter for Researchers**	**34, 39**	2025/2 New	Knowledge Management Centre	Number of responses.	To assess the status of the new Charter principles in the organisation as perceived by staff.

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