

## 21 PROPOSED ACTIONS IN THE ACTION PLAN OF THE CAO

Charter and Code of Conduct Provisions	Action	Responsible Unit	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025
<b>Ethical and Professional Aspects</b>	Drawing up an addendum to the relevant regulations and codes regarding the provisions proposed in the “Recommendations for Managing Intellectual Property” and the corresponding “Regulation on the Registration of Items Protected by Intellectual Property Rights and Their Exploitation”.	Technology Transfer Office (TTO) of the CAS	●●●●	●●●●		
	Preparation and implementation of processes to ensure compliance with legal and ethical regulations by CAO research staff.	TTO	●●●●	●●●●		
	Supplementation of the CAO’s Deed of Establishment, where additional emphasis will be placed on the CAO’s role in disseminating the outcomes of research in the form of publications, education, and knowledge and technology transfer.	Advisory and Administrative Office (AAO)	●●●●	●		
	Translation of the Annual Report into English.	External Relations Division	●●●●	●●●●	●●●●	●●●●
	Identifying core CAO internal regulations, having them translated into English and published.	HR Office / AAO / Legal Section	●●●●	●●●●		
	Digitalisation of the evaluation process.	HR Office	●●●●	●●		
	360° feedback for managers and key staff.	HR Office	●●			

Charter and Code of Conduct Provisions	Action	Responsible Unit	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025
<b>Recruitment and Selection</b>	A Recruitment Code of Conduct.	HR Office	●●●●	●●●		
	OTM-R document.	HR Office	●●●●	●●●●	●●	
	E-learning module for members of selection committees.	HR Office	●●●●	●●●●		
<b>Working Conditions and Social Security</b>	Creation of a manual for employees pertaining to the Collective Agreement.	HR Office	●●			
	Creation of a more user-friendly Intranet.	External Relations Division / Information Technology Division	●●●			
	Digitalisation of labour-law related tasks.	HR Office / External Relations Division / Web Administration Section	●●●●	●●●●		
	Pilot project for an online Occupational Health and Safety training for employees.	HR Office	●●●●			
	A “Cafeteria” system (an e-shop style self-service benefit system).	HR Office	●●			
	Competency models.	HR Office	●●●●	●●●●	●●●	

Charter and Code of Conduct Provisions	Action	Responsible Unit	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025
	Establishment of rules for the regular meetings of the Ethics Committee.	Head of Committee	●●●●	●●		
	Hybrid on-site work–remote working model.	HR Office	●			
	Implementing the questionnaire survey.	External Relations Division / HR Development Projects Section	●●●●			
<b>Training and development</b>	Interviews with new employees at the end of their probation period, attended by a representative of the HR Office.	HR Office	●●●●	●●●●	●	
	Support for the role of the adaptation process guide.	HR Office	●●●●	●●●●	●	

Legend: ● = year's quarter