

No.	Proposed action	GAP Principle	Time for implementation (timing) in quarters of the year	Responsible unit	Indicators, targets	Status	Brief description of the action
1.	Training on customer service rules	24,23	4th quarter of 2022	Human Resources Office	1. number of people trained in direct service departments min.10 people/year 2. circular letter of the Rector on customer service standards.	NEW	<i>The training courses are aimed at unifying the service process in administration units, avoiding sending clients back and treating their cases comprehensively, developing customer service standards.</i>
2.	Training on counteracting mobbing, discrimination and diversity management at the University	39,10,27	4th quarter 2022-1st quarter 2025	Human Resources Office, Rector's Office	90 people trained/3 years in e-learning	NEW	<i>To prepare an extended version of the training on anti-bullying and anti-discrimination by distinguishing such concepts as mobbing, equality and discrimination, and to present practical examples (case studies). Obligatory training for managers of organizational units, in particular for managers of research and teaching units.</i>
3.	Improving the competence of recruiters	14,16,17, 27	4th quarter 2022	Human Resources Office	AC/DC training (training of 5 HR persons) IV 2021, development of internal procedure for Department of Personnel Affairs recruiters - IV 2022	NEW	<i>Improving the competence of recruiters - AC/DC training for recruiters, development of internal procedure. Strengthening the competence of HR staff in selecting employees best suited to MUL. Getting to know the tools that will allow for an in-depth analysis of candidates' competencies.</i>
4.	Training on research data management	39,32	1st quarter 2022- 1st quarter 2025	Information and Library Centre	1. Updating the contents of the "Guidebook of good publication practices" with a new chapter on research data management - unit 1 2. Courses for PhD students within the scope of Medical Scientific Information - 3 editions (1pc/year) 3. Launch of a research data repository - 1pc. - by the end of 2023 4. Presentations covering topics of research data management for researchers, PhD students and students within Open Science seminars - 2 editions/year.	NEW	<i>The planned action relates to increasing the role of research data sharing and use. There will be a chapter on research data management, sharing and use principles within the Good Publication Practices Guide. These topics will also complement training modules on Medical Scientific Information for students of the International Doctoral School. As part of regular seminars on Open Science organized at MUL, we will present information on research data sharing. These activities are in accordance with the recommendations of the European Charter for Researchers concerning the necessity of dissemination and use of research results.  <i>There is a system at the University which can serve as a repository of research data. We will provide training on how to create RDMPs (Research Data Management Plans) and how to share data. The Openness Policy of the Medical University of Lodz also includes provisions on the obligation to create RDMPs and make data available under open licenses.</i></i>

5.	Training/workshops for academics (onsite and online): - internal procedures, - project management, - strategic management - grant acquisition	28,29,30,35	1st quarter 2022-1st quarter 2025	Office of Science, Strategy and Development	1.Number of people participating in trainings/workshops 100 people/3 years  2.Meetings with representatives of funding bodies and experts number of meetings organized: 6 meetings in total/3 years Number of people, participating in the meetings: 100 people/3 years	NEW	Ad.1.Organisation of stationary and on-line training courses for academic staff in the field of: - internal procedures (e.g. process applications, document circulation, internal units of the University), - project management - the most important aspects of project management in relation to the methodology used at the University, planning activities, team management, project implementation and accounting, including implementation elements, - basic information on the University Strategy, BSC methodology and the essence of strategic management in relation to implemented projects, organization of information meetings for employees and doctoral students in terms of mobility. Joint organisation (Department of Personnel Affairs in cooperation with the Office of Science and Strategy) of a training course on obtaining grants, preparation of a venue for the training panel, advertisement of the event. The Office of Science, Strategy and Development - substantial preparation of the training and conducting it. Ad.2 Organisation of meetings of researchers and PhD students with experts (evaluators and managers of winning projects) and representatives of funding institutions in order to discuss detailed issues related to the development and implementation of projects from the applicant's and evaluator's point of view, as well as individual consultations. Planned actions: ad. 1 20 persons/2022, 30 persons/2023, 50 persons/2024 Planned actions: ad 2 30 persons/2022, 40 persons/2023, 30 persons/2024.
6.	Individual strategies for academic staff development	28	I kw. 2022- I kwartał 2025	Office of Science, Strategy and Development	Number of documents developed: 150/3 years (50 per year starting in 2022)	NEW	Support of academic staff in the preparation of individual development strategies including the following aspects: - international cooperation (information meetings) - projects, - implementation and commercialization of research results. It is planned to cooperate with the Department of Personnel Affairs and Centre of Innovation and Technology Transfer in the above area.
7.	Expanding international exchange offer	29	1st quarter 2022- 1st quarter 2025	International Relations Office	1) Number of cooperation agreements concluded with the EU: 2 per year on average 2) Number of agreements concluded with non-EU countries: 1 per year on average 3) Number of meetings organized: 5 meetings with students and PhD students per year (i.e. 1 meeting for each Faculty/Department);	NEW	"Expanding the international exchange offer by: 1/ Increasing the number of bilateral agreements for student and staff exchange (finding new partners in the EU and outside the EU, program analysis, assisting other MUL units in establishing cooperation, organizing preparatory visits) 2/ Selecting target countries with which we plan to sign agreements, consultations with university coordinators.
8.	Activities to improve communication at the University /Information campaign on the Strategy	35	1st quarter 2022-1st quarter 2025	Office of Science, Strategy and Development / Rector's Office	1 information plan/ 3 years (updated annually) 1 Intranet version implemented/1 qtr. 2022"	NEW	Ad1.The action is to familiarize the whole staff with the University Strategy, as well as to present key areas and progress of their implementation on an annual basis.The information plan will be updated annually. Ad.2.The action concerns the implementation of a new version of the Intranet - a tool that will serve in particular the needs of scientists according to the conducted analyses. The new Intranet will cover all key areas necessary for effective scientific activity, in particular project area, human resources management area and promotion area. The functionalities of the tool will provide the possibility of interactive implementation of tasks, which will contribute to the strengthening of cooperation between researchers (R1-R4), transfer of knowledge, experience and good practices.

9.	Information campaign on mobility abroad	29	1st quarter 2022- 1st quarter 2025	International Relations Office	6 mobility ambassadors /3 years	NEW	<p>1. Organization of information meetings for academics, administration staff and doctoral students/postdocs in order to present the opportunities to benefit from mobility abroad (meetings in Teams application).</p> <p>2. Mobility ambassadors - an initiative in which people who went on internships and scholarships abroad will tell about their experience and encourage others to do the same (information will be available on the AGM website)</p> <p>3. Promotion of scholarship offers on the updated AGM website and intranet (for students and staff). Offers are published in accordance with NAWA, DAAD, Fulbright, ERASMUS+ etc.</p> <p>4. Individual consultations with scientists (meetings and telephone/Teams)</p>
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