

Internal Review

Case number: 2019PL367663

Name Organisation under review: Institute of Molecular Physics, Polish Academy of Sciences

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Submission date to the European Commission: 31/03/2019

1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	102,1
Of whom are international (i.e. foreign nationality) *	1,4
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	24,5
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	41,7
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	33,8
Of whom are stage R1 = in most organisations corresponding with doctoral level *	17,0
Total number of students (if relevant) *	0
Total number of staff (including management, administrative, teaching and research staff) *	108,0

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The IMP PAS - a scientific institute of the Polish Academy of Sciences, located in Poznan, was founded in 1975. The Institute carries out research into condensed matter physics. The present scientific activity focuses on: theoretical and experimental physics of magnetics , physics of ferroics , liquid crystals crystalline molecular conductors and fullerenes, spintronics, meso- and nanoscopic systems, superconductivity and low-temperature physics, electron paramagnetic resonance (EPR), magnetic resonance micro-imaging (MRI) and computer simulations). The Institute is divided into 14 departments, which are grouped into 3 scientific divisions.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths:

Researchers at IMP PAS enjoy full freedom of research. The high level of professionalism and adherence to ethical standards result from membership in the Polish Academy of Sciences, a leading national research organisation.

Polish Academy of Sciences enforces a law „The Code of Ethics for Research Workers”, a link to the document is available on the IMP PAS website. Researchers at IMP PAS follow the rules of scientific ethics and avoid committing plagiarism.

In IMP PAS, the evaluation of scientific employees is conducted periodically. The principles of evaluation are clearly specified in Art. 96 of the Act on the Polish Academy of Sciences.

The principles of professional responsibility and attitude, contractual and legal obligations, responsibility, good practices and non-discrimination are adhered to. Scientists in IMP PAS are committed to the publication of research results - both in the form of articles in internationally recognized scientific journals and during scientific conferences.

Another important issue in IMP PAS is public involvement. For example the annual student camp "Lato z Helem" ("Summer with Helium") has been organised at IMP PAS since many years. In addition, IMP PAS participates in the "Night of scientists" and "Poznan Festival of Science and art" events, and develops cooperation with secondary schools.

Weaknesses:

There were no weaknesses found in the area of "Ethical and professional aspects".

Remarks (max 500 words)

Recruitment and selection*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths:

In IMP PAS, the mobility has always been regarded as a positive value in the recruitment process. All advertisements are submitted to the Euraxess portal and on the Institute's website. The recruitment process at IMP PAS does not discriminate against disabled people and other minorities. While the process is not properly defined, most of the job advertisements posted by IMP PAS in fact meet the requirements of open and transparent recruitment.

Weaknesses:

At the moment, the recruitment system at the IMP PAS only partially complies with the OTM-R principles. Works are in progress to establish and implement the new OTM-R policy. Some delay in development and implementation of the recruitment policy is due to the substantial changes in the system of science in Poland. The new legal act "Law on higher education and science" has been introduced on 1st October 2018. New important regulations concerning the Polish Academy of Sciences are also expected.

Nevertheless, most of the job advertisements posted by IMP PAS in fact meet the requirements of open and transparent recruitment. However, this system needs to be refined and formalized. For example, current recruitment system does not provide any description of future career development and feedback information for candidates about strengths and weaknesses of their application.

The newly created working group for implementing the HRS4R strategy in the IMP PAS has already undertaken intensive work in order to implement the OTM-R principles in the current recruitment and selection system. This matter will be our priority in 2019.

Despite the fact that researchers mobility is highly appreciated in the recruitment process, poor financial conditions in Polish science reduce the number of applicants from abroad.

The same reason hinder the transfer of scientists from industry to science in Poland.

Remarks (max 500 words)

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths:

All researchers working in IMP PAS are recognized as professionals and treated accordingly. IMP PAS strives to provide working conditions that will allow researchers to balance work and family life. In our institute, it is possible to have flexible working hours, to work remotely or part-time.

All of the research, technical and administrative workers have full, adequate and equitable social security provisions guaranteed by Polish law. Other clear strengths of the IMP PAS are related with mentoring and mobility programs, employment stability and intellectual property rights protection. It is often difficult to ensure gender balance in all bodies due to the small number of women e, nevertheless, IMP PAS aims at a representative gender balance at all levels of staff, including at supervisory and managerial level.

In 2018, as a result of elections to the Scientific Council, 8 women were elected.

Undoubtedly, it should be regarded as a great success of our new gender policy based on the HRS4R principles. The first time all female candidates entered to the Scientific Council, and the number of women increased 8 times comparing former Council. In order to keep up with the current gender policy in science, IMP PAS has joined and is active in the GENERA network (Gender Equality Network in ERA). We are convinced that the current gender policy already at work in IMP PAS will bring additional positive long-term effects in the future.

The Scientific Council is one of the most important decision-making bodies at IMP PAS. The members of the Scientific Council are research workers at various levels of career development (detailed regulations are included in the document "The Statute of the Institute of Molecular Physics Polish Academy of Sciences"). Researchers at IMP PAS are informed about the possibilities to stand for the Scientific Council and other decision and advisory bodies.

Weaknesses:

One of the biggest problems in the IMP PAS, as well as of the Polish science in general, are low salaries as shown in the surveys carried out in 2016 and 2018. For this reason, few experienced foreign scientists are interested in working in scientific institutions in Poland.

Intersectoral mobility in Poland is also hampered by financial reasons and employees rarely decide to switch from industry to science. In addition, due to the lack of funds, many scientists complain about the lack of necessary equipment and facilities. On the other hand, such funding problems do not affect scientists whose remuneration is financed from grants.

There is a need at IMP PAS to create regulations concerning the scientific development strategy for employees, but the limited budget in our small institution does not allow to maintain any special department aimed at the career counseling.

Despite the fact that it is possible to arrange flexible working hours, to work remotely or part-time there are no clear administrative guidelines regulating such work at IMP PAS.

Because of a small number of women with habilitation degree, it is often difficult to ensure gender balance in some bodies. This situation will change in the near future, because a significant number of women are already in the process of habilitation.

Remarks (max 500 words)

Training and development*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths

IMP PAS is a scientific research institution and regular teaching is limited to lectures for PhD students. Nevertheless, our researches are involved in training of the younger students in collaboration with the Poznan University of Technology. These students are able to choose to perform their final diploma work including thesis at IMP PAS. One of the main decision-making bodies at IMP PAS is the Scientific Council. The members of the Scientific Council may be research workers at various levels of career development (detailed regulations are included in the document "The Statute of the Institute of Molecular Physics Polish Academy of Sciences"). Researchers are informed about the possibility of standing for decision-making and advisory bodies. Supervision of the undergraduate, graduate and PhD students at IMP PAS is conducted at high scientific levels, as indicated by the consultation process. This is because supervisors typically train smaller numbers of students compared to universities and thus can pay personal attention to their scientific development. In addition, the students get involved in important current projects and they can be coauthors of papers published in the high impact scientific journals.

Weaknesses: There were no weaknesses found in the area of "Training and development".

Remarks (max 500 words)

Have any of the priorities for the short- and medium term changed? (max 500 words)

Priority changes are on the way, resulting from the planned restructuring of the IMP PAS. The restructuring is aimed at restoring the scientific category "A" to the Institute, ensuring its further development and counteracting unfavourable tendencies. It will include: -changing the organizational structure of the Institute's scientific division by creating the new Material Testing Section (SBM) with the access to the perspective scientific ideas in the field of material research, with particular focus on low-dimensional materials and advanced magnetic nanostructures (1), topological semimetals (2), metamaterials (3) and nanoporous materials (4), -employment of the four new leaders and appointment of the new research teams in the Material Testing Section, -establishing a cooperation with industrial sector (through projects and contracts) to support the scientific staff in the preparation of grant and patent applications and in contacts with industrial partners, -modernization of some of the rooms (including the auditorium) to improve their safety, functionality and to provide more economic and versatile use. The aim of the restructuring action is to make a significant, qualitative change both in the scope of the Institute's activities and organization, which will lead to an increase in research and development potential as well as enhancement of scientific excellence.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

In July 2019, the new Law on Higher Education and Science has been introduced in Poland, which significantly changes the situation of scientific institutions. Some important new regulations related to that law are still in the process of implementation, some others will be announced at a later date in 2019.

The Ministry of Science and Higher Education has positively considered the application for reorganization grant submitted by IMP PAS in 2018. As a result in following years we will receive funds for the employment of outstanding scientists, leaders in their fields, which should positively influence the development of scientific excellence, ability to receive grants and ensure the Institute's development, etc.)

In 2019, a new version of Act on Polish Academy of Sciences will be published (this Act regulates the operating principles of the institutes of the Polish Academy of Sciences).

In July 2019, the new Law on Higher Education and Science was implemented, which significantly has changed the situation of scientific institutions. The Ministry of Science and Higher Education has positively considered the application for restructuring submitted by IMP PAS (as a result of which we will receive funds for the employment of outstanding scientists, leaders in their fields, which should positively influence the development of scientific excellence, obtaining grants and ensuring the Institute's development, etc.) In 2019, a new version of the Act on Polish Academy of Sciences will be published (this Act regulates the operating principles of the institutes of the Polish Academy of Sciences).

Are any strategic decisions under way that may influence the action plan? (max 500 words)

We look forward to the outcome of many grant competitions, including "ERA Chairs". In the recent edition, one year ago, our application received 13.5 points (financing started from the threshold of 13.5 points - we lost in the way of the rematch). Recently, we submitted an improved application in the next edition, and we hope for a positive result. The aim of the ERA Chairs grant is to set up a research group under the guidance of an excellent scientist. This usually involves many changes in the ERA Chairs Holder's operation in agreement with the principle of HRS4R, and results in a significant increase of the scientific excellence. Obtaining of the aforementioned grant would help IMP PAS to increase the number of scientific employees from abroad, stimulate scientific contacts, contribute to improving the payment conditions and the financial condition of the entire Institute. The implementation of the aforementioned grants would also allow us to put into practice many principles of HRS4R, in particular open, transparent and merit-based recruitment.

Another important point here is a new version of the Act on the Polish Academy of Sciences that is currently under preparation and will be announced at a later date in 2019. Such an act is a very important document regulating the principles of operation of all PAS institutes. The expected release of the new law is essential for completing and implementing the new rules and regulations concerning the OTM-R policy (new Work Regulations, etc.).

3. Actions

Please consult the [list of all actions](#) you have submitted as part of your HR strategy. Please add to the overview [the current status of these actions as well as the status of the indicators](#). If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Uploading The Code of Conduct for Scientific Employee to the Institute's website	2. Ethical principles	May 2016	Scientific Computing Laboratory	KPI - document placed on the website
	Current Status	Remarks		
	COMPLETED	Fist version of document uploaded to the website in May 2016. New version of the document posted on the website in January 2019. Information about this fact was sent to the scientists. http://www.ifmpan.poznan.pl/pl/dzialalnosc-naukowa-pl/human-resources-strategy-for-researchers.html		

Proposed ACTIONS

Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Organizing meetings with representatives of the National Science Centre and the National Centre for Research and Development and other funders institutions representatives	5. Contractual and legal obligations	Since January 2016 whenever possible	Director Scientific and Organizational Department	Target - researchers, KPI - number of meeting/trainings
	Current Status	Remarks		
	COMPLETED	In IMP PAS, the following trainings were held regarding the process of applying for grant funds: 1.Training meeting on Polish National Science Centre grants conducted by the NSC expert (April 2016) 2.Training meeting on ERC grants conducted by the National Contact Point for Research Programmes of the European Union expert as part of the "Physics of Magnetism" conference organized by IMPAS (June 2017) 3.Training meeting on National Science Centre conducted by the NSC grants expert in IMP PAS – February 12nd 2019. All trainings were conducted by experienced experts employed in institutions that grant funds for research.		

Proposed ACTIONS

Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Encouraging researchers to share knowledge from meetings, seminars, and workshops organized by the EU Framework Programmers Regional Contact Point in Poznań	5. Contractual and legal obligations	Start in May 2016 and permanent	Director, Scientific and Organizational Department	KPIs: researchers taking part in training, the growing number of scientists writing grant applications for the Horizon2020 program. Target - researchers.
	Current Status	Remarks		
	IN PROGRESS	Providing regular information and encouragement to participate in trainings organized by the EU Framework Programmers Regional Contact Point in Poznań.		

Proposed ACTIONS

Action 4	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination (by e-mail) of the information about intellectual property rights and regulations referring to training and working conditions	5. Contractual and legal obligations	Start in May 2016 and permanent	Director, Scientific and Organizational Department	Target - researchers, KPI- informations sent by e-,mail. Documents placed on the IMP PAS website.
	Current Status	Remarks		
	IN PROGRESS	The document "Regulations for the management of copyright and related rights" was placed on the IMP PAS website. Information about the fact was sent by e-mail to scientific employees (May 2015). The IMP PAS employees are kept up to date with new regulations regarding training and working conditions. It is necessary to continue regular monitoring of changes in regulations, informing employees about any changes, as well as periodic reminders of existing regulations (via email). Important regulations, rules and reports on meetings and trainings regarding the subject matter are posted on the Institute's website.		

Proposed ACTIONS

Action 5	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Preparing proper back-up strategies for researchers.	7. Good practice in research	September 2018	Scientific Computing Laboratory Scientific and Organizational Department	Target - researchers. KPI - document prepared by the Scientific Computing Laboratory.
	Current Status	Remarks		
	COMPLETED	Information about proper back-up strategies for researchers has been developed by the IM PAS Scientific Computing Laboratory.		

Proposed ACTIONS

Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Placing the information about data protections and back-ups strategy on the IMP PAS website.	7. Good practice in research	September 2018	Scientific Computing Laboratory Scientific and Organizational Department	Target-researchers. KPI - document placed on the IMP PAS website.
	Current Status	Remarks		
	COMPLETED	Information about data protection and back-ups as well as information on the method of data archiving, data protection, protection against network attacks, etc., are placed on the website of the IM PAS Scientific Computing Laboratory: https://www.ifmpan.poznan.pl/pl/lokalne/pracownia-informatyki/aktualnosci.html Employees are informed about placing new information materials by email.		

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Workshop about data protection and management.	7. Good practice in research	October 2018 (next planned - October 2020)	Scientific Computing Laboratory Scientific and Organizational Department	Target - researchers. KPI - workshop which took place in IMP PAS.
	Current Status	Remarks		
	IN PROGRESS	Mandatory training for all IMP PAS employees took place on October 25th. Training materials have been placed on the Institute's website. Repetition of the training is planned every 2 years.		

Proposed ACTIONS

Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Updating the website.	8. Dissemination, exploitation of results	Starting in January 2016. Regularly and systematically	Scientific Computing Laboratory	Target -IMP PAS scientists and scientists from other research units. KPI - the quantity and quality of information posted on the IMP PAS website.
	Current Status	Remarks		
	COMPLETED	Information on scientific achievements, grants, publications in scientific journals, conferences and other achievements are published regularly on the IMP PAS website (Accordingly to Regulations on uploading the Institute of Molecular Physic's website – Annex no. 1) https://www.ifmpan.poznan.pl/en/		

Proposed ACTIONS

Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Encouraging scientists to become more involved in annual public events popularizing science, in particular the Poznań Festival of Arts and Sciences, and Researchers' Night in Poznań.	9. Public engagement	Start in May 2016 and permanent	Vice-Director of Scientific Affairs Scientific and Organizational Department	Target - students, pupils, young people interested in science. KPI - list of events organized for the public.
	Current Status	Remarks		
	IN PROGRESS	The IMP PAS researchers have been organizing science workshops "Lato z Helem", for gifted pupils, every year since July in 1985. The workshops take the form of 9-day science camps, which take place in Odolanów, where the IMP PAS Department of Low Temperature is located. Recent camp "Lato z Helem" took place 2 - 10 July 2018, previous workshops took place in July 2017, July 2016, July 2015 e.c.t.(starting from 1985). In 2018, IMP PAS joined the action "European Researchers' Night" for the first time. IMP PAS employees prepared many presentations and workshops for children and young people. These classes met a great interest. Researchers from IMP PAS also take part in the annual "Poznań Festival of Science and Art." In the future, we plan to intensify science promoting.		

Proposed ACTIONS

Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Open lectures promoting research, both in and outside the Institute	9. Public engagement	Start in May 2016 and permanent.	Vice-Director of Scientific Affairs Scientific and Organizational Department	Target - students, pupils, young people interested in science. KPI - list of lectures.
	Current Status	Remarks		
	IN PROGRESS	Seminars and lectures organized in IFMPAN are open and information about planned events is posted on the IMP PAS website.		

Action 11	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promoting IMP PAS in secondary schools - establishing contacts with selected schools and inviting students to lectures and scientific and popular science seminars organized in IMP PAS.	9. Public engagement	Start in February 2019	Vice-Director of Scientific Affairs Scientific and Organizational Department	Target - Secondary schools pupils. KPI - list of popular science seminars and other events organised for pupils.
	Current Status	Remarks		
	NEW	Establishing contacts with selected schools and inviting pupils to lectures and scientific and popular science seminars organized in IMP PAS.		

Proposed ACTIONS

Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Continuation of the regular evaluation in accordance with applicable regulations.	11. Evaluation/ appraisal systems	According to the legal regulations	Scientific Council Evaluation Committees	Target - researchers. KPI - Evaluation results.
	Current Status	Remarks		
	COMPLETED	According to the legal regulations		

Action 13	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of information about the evaluation system and appeals procedure: updating website, mailing.	11. Evaluation/ appraisal systems	Once a year: October 2019, October 2020, October 2021.	Vice-Director of Scientific Affairs Scientific and Organizational Department	Target - researchers. KPI - documents placed on the website, mails sent to scientific workers.
	Current Status	Remarks		
	IN PROGRESS	Assessment procedures are an important indicator of the professional development of researchers. It is necessary to regularly remind about the rules and procedures of this process.		

Proposed ACTIONS

Action 14

Dissemination of the information about facilitations of returning to scientific career – discussions, promotion measures.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	Start in November 2016 and permanent	Director's Office Heads of Scientific Departments	Target-researchers working in the IMP PAS, researchers, PhD students, former employees. KPI -mails sent.

Current Status	Remarks
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IN PROGRESS	Starting from November 2016, informations on the possibility of returning to a career in science and related grant and scholarship programs were regularly sent to researchers. The action should be carried out permanently due to new programs for people interested in returning to a career in science and an ever-changing circle of recipients.
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Proposed ACTIONS

Action 15	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Adding to the job advertisement the information about working conditions and career development prospects.	13. Recruitment (Code)	December 2019	Director Director's Office HR Office Legal team	Target-candidates applying for the job. KPI - pattern / template for a job advertisement.
	Current Status	Remarks		
	IN PROGRESS	Authors who prepare job advertisement received instructions on what information should be included in them. However, a new mandatory ad pattern has not yet been developed, but it will be developed by the end of 2019.		

Action 16	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Providing an English version of the job advertisements and publishing them on Euraxess website.	13. Recruitment (Code)	March 2017	Director Director's Office HR Office Legal team	Target-candidates applying for the job. KPI - job advertisements published on Euraxess website.
	Current Status	Remarks		
	IN PROGRESS	From March 2017, all job vacancies and advertisements for the doctoral studies are submitted to the Euraxess portal. The status of the action can not be considered as finished yet, because this matter requires constant monitoring and reminding.		

Proposed ACTIONS

Action 17	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Finishing the new Staff Regulations.	13. Recruitment (Code)	December 2020	Director Director's Office HR Office Legal team	Target - IMP PAS employees. KPI - new "Staff Regulations" document
	Current Status	Remarks		
	EXTENDED	The main reasons for the delay in work on new regulations were the waiting for the new law "Law on Higher Education and Science" (published in July 2018) and the fact of the change of the IMP PAS Director (June 2019).		

Proposed ACTIONS

Action 18

Improving the recruitment procedures in accordance with the Code.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	November 2020	Director Director's Office HR Office Legal team	Target-candidates applying for the job. KPI - new procedures, New OTM-R policy.

Current Status	Remarks
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EXTENDED

The recruitment rules at IMP PAS are gradually adjusted to the requirements of the "Charter & Code". The newly set up "Committee Implementing the Strategy for Human Resource Management for Researchers" deals with the comprehensive development of new OTM-R principles. The works will be finalized, after publishing of a new law "Act of the Polish Academy of Sciences" (the change is announced at the end of 2019).

Proposed ACTIONS

Action 19

Promotion of the gender balance at all levels of the Institute.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
14. Selection (Code)	Start in 2016 and permanent	Director's Office Scientific and Organizational Department	Target - researchers. KPI - increase in the number of women at higher levels of the career and in the decision-making bodies.

Current Status	Remarks
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IN PROGRESS	The number of women in the new Scientific Council after the elections in 2018 increased from two to eight (all women eligible to stand for Scientific Council were selected). This proves the awareness of the importance of creating gender balance in the decision-making bodies. New advisory bodies (including Selection Committees) will be selected during 2019. We will make every effort to keep the gender balance in their composition,
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Proposed ACTIONS

Action 20	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Training of the committee members regarding the elements and criteria for selection of candidates	14. Selection (Code)	November 2019	Director's Office Scientific and Organizational Department	Target - Selection Committee members. KPI - training report.
	Current Status	Remarks		
	EXTENDED	In addition, it will be necessary to train the heads of grant teams who will also have an impact on the recruitment process.		

Action 21	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Commitment to the implementation of the rules that the Selection Committee for assistants and adjuncts (if possible) must consist of both male and female representatives.	14. Selection (Code)	June 2019 (during and after new Scientific Council selection)	Scientific Council	Target - Scientific Council members. KPI - Selection Committee composition.
	Current Status	Remarks		
	EXTENDED	The new composition of the "Selection Committee for assistants and adjuncts" will be determined at the meeting of the Scientific Council in March 2019. Scientific Council members will be informed about the need to maintain the gender balance in the Committee and other decision-making and advisory bodies.		

Proposed ACTIONS

Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Developing an ordinance of good practice.	14. Selection (Code)	November 2020	Director's Office Scientific and Organizational Department	KPI - new recruitment policy.
	Current Status	Remarks		
	EXTENDED	In the newly created working group for implementing the HRS4R principle in the IMP PAS, a team emerged and undertook intensive work on improving the OTM-R principles. This matter will be treated as a priority.		

Action 23	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Adding to job advertisements the information about number of available positions.	15. Transparency (Code)	March 2017	Director's Office HR Office	KPI - correctly written job ads.
	Current Status	Remarks		
	EXTENDED	Starting from mid-2017, the number of available positions has been published in the job advertisements published by IMP PAS. However, the matter should be monitored and a recruitment policy should be established that unifies the recruitment procedures.		

Proposed ACTIONS

Action 24

Uploading to the Institute's website the information about the recruitment process and selection criteria.

GAP Principle(s)

15. Transparency (Code)

Timing (at least by year's quarter/semester)

November 2020

Responsible Unit

Scientific Computing Laboratory

Indicator(s) / Target(s)

Target - candidates applying for the job. KPI - IMP PAS website.

Current Status

EXTENDED

Remarks

Publication of the information about the recruitment process and selection criteria has been postponed until a coherent OTM-R policy is developed, which is currently being worked on by the "Committee Implementing the Strategy for Human Resource Management for Researchers".

Proposed ACTIONS

Action 25

Making a post-interview feedback a regular practice at the Institute.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	November 2018	Evaluation Committees	Target - Selection Committee, HR department, candidates applying for the job. KPI - number of feedback sent to the candidates.

Current Status

Remarks

IN PROGRESS

The employees are informed about the need to send a post-interview feedback. When the Selection Committees are set up, their members will also be informed of this fact. In the above-mentioned period (ie from November 2018), IMP PAS did not publish any job offers, so we can not verify whether the arrangements have entered into force. Intensive work on developing an OTM-R policy, which will unify and codify procedures, are underway.

Proposed ACTIONS

Action 26

Creation and adaptation of an employment policy compatible with the Code.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	December 2020	Director's Office Scientific and Organizational Department Scientific Council Legal team	KPI - new employment policy.

Current Status	Remarks
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EXTENDED

The employment policy is gradually adapted to the rules of "Charter and Code". The newly formed "Committee Implementing the Strategy for Human Resource Management for Researchers" set itself the task of speeding up this process. An important impact on the employment policy at IMP PAS may also have a new law "Act of the Polish Academy of Sciences", which is announced at the end of 2019.

Proposed ACTIONS

Action 27

Improving an employment policy in accordance with the Code

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
16. Judging merit (Code)	December 2020	Director's Office Scientific and Organizational Department Scientific Council Legal team	Target - Researchers and candidates applying for the job. KPI - new employment policy.

Current Status	Remarks
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EXTENDED

The employment policy is gradually adjusted to the regulations contained in the "Charter & Code". An important impact on the employment policy at IMP PAS may also have a new law "Act of the Polish Academy of Sciences", which is announced at the end of 2019.

Proposed ACTIONS

Action 28

Development and implementation of the new OTM-R policy, which will regulate all aspects of the recruitment process and criteria for the evaluation of candidates.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
16. Judging merit (Code)	December 2020	HRS4R Strategy Implementing Committee HR Department Director's Office	Target - Researchers, Selection Committee members and candidates applying for the job. KPI - the new OTM-R policy.

Current Status	Remarks
NEW	The principles of the recruitment process and merit evaluation will be specified in the new "OTM-R Policy".

Proposed ACTIONS

Action 29	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Development and implementation of the new OTM-R policy, which will regulate all aspects of the recruitment process and criteria for the evaluation of candidates.	17. Variations in the chronological order of CVs (Code)	December 2020	HRS4R Strategy Implementing Committee HR Department Director's Office	Target-researchers, Selection Committee members and candidates applying for the job. KPI - the new OTM-R policy
	Current Status	Remarks		
	NEW	The value of variations in the chronological order of CVs and a multidimensional career track will be emphasized in the document "OTM-R" policy. Selection Committee and other people involved in the recruitment policy will be properly trained.		

Action 30	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the information about the value of multidimensional career track.	17. Variations in the chronological order of CVs (Code)	Start in 2016 and permanent	Heads of Scientific Departments Organizational Department Scientific Council	Target-researchers. KPI - informations sent by e-mail.
	Current Status	Remarks		
	IN PROGRESS	Due to the constantly changing circle of recipients and the emergence of new scholarship programs, it is necessary to maintain a permanent information policy.		

Proposed ACTIONS

Action 31

Promotion of the mobility as a part of scientific career.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
18. Recognition of mobility experience (Code)	Start in January 2016 and permanent	Director's Office Scientific and Organizational Department Scientific Council Heads of Scientific Departments	Target: researchers and candidates applying for the job. KPI - informations sent by e-mail and posted on information board.

Current Status	Remarks
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IN PROGRESS	Promoting mobility among scientists working at IMP PAS. An open recruitment policy enabling scientists from outside IMP PAS to apply for work at our Institute.
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Proposed ACTIONS

Action 32	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Encouraging young scientists (with PhD) to complete research internships (postdoc) outside the IMP PAS.	18. Recognition of mobility experience (Code)	Start in January 2016 and permanent	Director's Office Scientific and Organizational Department Scientific Council Heads of Scientific Departments	Target-young researchers. KPI - number of researchers participating in postdoc or other scholarship programs
	Current Status	Remarks		
	IN PROGRESS	Young researchers are strongly encouraged and supported to experience mobility. It is necessary to be informed about new scholarship programs and opportunities for scientific trips.		

Action 33	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Improving the employment in accordance with the Code.	18. Recognition of mobility experience (Code)	December 2020	Director's Office Scientific and Organizational Department Scientific Council Legal team	Target - researchers and candidates applying for the job. KPI - new employment policy.
	Current Status	Remarks		
	IN PROGRESS	The employment policy is gradually adjusted to the regulations contained in the "Charter & Code".		

Proposed ACTIONS

Action 34	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Establishing the rules and of the recruitment and appointment of postdoctoral researchers.	21. Postdoctoral appointments (Code)	December 2020	Director Legal team HRS4R Strategy Implementing Committee HR Department Vice-Director of Scientific Affairs	Target-postdoctoral researchers.
	Current Status	Remarks		
	NEW	Establishing the rules and clearly defining the recruitment procedure, appointment and regulations related to employment of postdoctoral researchers including legal regulations in force in Poland.		

Proposed ACTIONS

Action 35	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>Finding new research areas. Early checking of possible funding opportunities, continuing information campaign on grant programs, developing a system of information on open calls for proposals, grants and new scientific networks. Planned tasks: mailing, updating website, promoting external training, organization of trainings on European grants at the Institute.</p>	<p>23. Research environment</p>	<p>February 2021</p>	<p>Director's Office Vice-Director of Scientific Affairs Heads of Scientific Divisions Scientific and Organizational Department</p>	<p>Target-researchers. KPI - number of grants and other funds raised.</p>
	<p>Current Status</p>	<p>Remarks</p>		
	<p>IN PROGRESS</p>			<p>IMP PAS applied to the Ministry of Science and Higher Education for restructuring measures. This application was approved positively. One of the main goals of restructuring is to expand the research areas. An active policy of promoting grant programs has resulted in the sending of many grant applications, both to national institutions and to the Horizon2020 program. The fact of having the HR Logo enabled IMP PAS to apply for the "ERA Chairs" grant, we are currently awaiting the results of the competition. It should be added that the number of grants obtained has increased significantly in the last two years. To increase the success rate in receiving grants, IMP PAS organized trainings on grants and writing applications: 1.Training meeting on National Science Centre (NSC) grants conducted by the NSC expert (April 2016) 2.Training meeting on ERC grants conducted by the RPK expert as part of the "Physics of Magnetism" conference organized by IMP PAS (June 2017) 3.Training meeting on NSC grants conducted by the NSC expert grants in IMP PAS – February 12nd 2019.</p>

Proposed ACTIONS

Action 36	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>Planning applications for future grants, intensifying national and international cooperation and networking.</p>	<p>23. Research environment</p>	<p>February 2021</p>	<p>Director's Office Heads of Scientific Departments</p>	<p>Target - researchers. KPI - number of grants applications sent and processed. existing network of contacts and scientific cooperation.</p>
	Current Status	Remarks		
	<p>IN PROGRESS</p>	<p>The planning for grant applications and the development of research cooperation is treated as a priority in the IMP PAS. The big challenge is to increase the success rate, for this purpose trainings conducted by professionals and funding organizations representatives are organized.</p>		

Proposed ACTIONS

Action 37

Amending the regulations concerning tele-working and flexible working hours in the Employment Conditions for the Institute of Molecular Physics PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	December 2010	Director Legal team	Target - researchers. KPI- new regulations.
Current Status	Remarks		
EXTENDED	IMP PAS strives to provide working conditions that will allow researchers to combine work and family life. In our institute, many people use flexible working hours, work remotely and part-time. However, there are no clear administrative guidelines regulating the principles of teleworking and flexible working hours. The Institute will try to introduce such solutions if they do not contradict the legal regulations of a higher rank.		

Proposed ACTIONS

Action 38	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>Finding new research areas. Early checking of possible funding opportunities, continuing information campaign on grant programs, developing a system of information on open calls for proposals, grants and new scientific networks. Planned tasks: mailing, updating website, promoting external training, organization of trainings on European grants at the Institute.</p>	26. Funding and salaries	February 2021	Director's Office Vice-Director of Scientific Affairs Heads of Scientific Divisions Scientific and Organizational Department	Target-researchers. KPI - number of grants and other funds raised.
	Current Status	Remarks		
	IN PROGRESS	IMP PAS applied to the Ministry of Science and Higher Education for restructuring measures. This application was approved positively. One of the main goals of restructuring is to expand the research areas. An active policy of promoting grant programs has resulted in the sending of many grant applications, both to national institutions and to the Horizon2020 program. The fact of having the HR Logo enabled IMP PAS to apply for the "ERA Chairs" grant, we are currently awaiting the results of the competition. It should be added that the number of grants granted has increased significantly in the last two years. To increase the success rate in obtaining grants, IMP PAS organized trainings on grants and writing applications: 1.Training meeting on National Science Centre grants conducted by the NSC expert (April 2016) 2.Training meeting on ERC grants conducted by the National Contact Point for Research Programmes of the European Union expert as part of the "Physics of Magnetism" conference organized by IMPAS (June 2017) 3.Training meeting on NSC grants conducted by the NSC expert grants in IMP PAS – February 12nd 2019.		

Proposed ACTIONS

Action 39

Promoting a policy of equal opportunities at recruitment, and working conditions for female and male researchers to achieve a better gender balance, without, however, taking a precedence over quality and competence criteria.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	February 2021 (permanent)	Director's Office Scientific Council Scientific and Organizational Department Heads of Scientific Divisions	Target-researchers. KPI - better gender balance on all levels . Number of grants obtained by women.
Current Status	Remarks		
IN PROGRESS	<p>At IMP PAS, a great importance is attached to the promotion of women, taking into account the principles of open recruitment, as well as ensuring the combine family life and work. All this should enable equal conditions for career development and facilitate the gender balance. In order to keep up with the current gender policy in science, IMP PAS is active in the GENERA network (Gender Equality Network in ERA). At the time of the large international scientific conference ECMetAC Days 2018 organized by IMP PAS, the first day of the conference was devoted entirely to the subject of gender in physics:</p> <p>http://www.eucmac.eu/index.php?option=com_mini&site=13&tab=113&Itemid=93</p> <p>Planned activities: encouraging women to become more active in applying for research grants, supporting women in the development of their career path.</p>		

Proposed ACTIONS

Action 40	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening a gender balance at selection and evaluation committees, as well as supervisory, managerial and decision-making bodies of the IMP PAS.	27. Gender balance	February 2021	Director's Office Scientific Council Scientific and Organizational Department Heads of Scientific Divisions	Target-researchers. KPI - increase in the number of women at higher levels of staff, including at supervisory and managerial level
Current Status	Remarks			
IN PROGRESS	At IMP PAS, a great importance is attached to providing gender balance. However, it is often difficult to ensure gender balance in all bodies due to the small number of women entitled to sit in decision and advisory bodies. We are convinced that the policy of promoting women will bring effective effects in the long term. In 2018, elections to the Scientific Council were held, as a result of which 8 women were elected, which is the absolute success of our gender policy, because all women entitled to stand as candidates entered to the Scientific Council . Undoubtedly, this is the result of a policy that was initiated thanks to the adoption of the HRS4R principles.			

Proposed ACTIONS

Action 41	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Distributing the information about available trainings, workshops on career development, posts, and fellowships – mailing, updating website.	28. Career development	Permanently since January 2016	Scientific and Organizational Department HR Office	Target - researchers. KPI - information sent by e-mail.
	Current Status	Remarks		
	IN PROGRESS	Information on courses, training, scholarship and grant programs, as well as other information helpful in the career path development are regularly sent to all scientists.		

Action 42	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Creating an internal career development strategy for researchers at all stages of their career. All researchers will be familiar with the regulations contained in the above strategy.	28. Career development	December 2019	Vice-Director of Scientific Affairs Scientific and Organizational Department HR Department	Target - researchers. KPI - Career development strategy for researchers document.
	Current Status	Remarks		
	NEW	A specific career development strategy for researchers will be prepared taking into account currently applicable legal acts. All scientists working at IMP PAS will be familiarized with the content of the document.		

Proposed ACTIONS

Action 43

Taking better account of mobility in terms of career and appraisal, and particularly inter-sectoral and interdisciplinary mobility

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	Permanently	Director Vice-Director of Scientific Affairs	Target - researchers, candidates applying for a job in IMP PAS. KPI - the number of employees acquired due to mobility.

Current Status

Remarks

IN PROGRESS

Mobility is seen as a positive aspect of a researcher's career. In the last two years, many scientists who have previously worked or completed doctoral studies at other research centers, have started working at the IMP PAS. However, mobility between sectors is difficult in our country. For financial reasons, employees rarely decide to switch from industry to science. However, taking into account the growing number of postdoc offers financed under grant programs, there is the possibility of such mobility.

Proposed ACTIONS

Action 44	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Encouraging researchers to participate in national and international mobility.	29. Value of mobility	Permanently – starting in 2016	Director Vice-Director of Scientific Affairs	Target - researchers KPI - effects of mobility.
	Current Status	Remarks		
	IN PROGRESS	Researchers at IMP PAS are encouraged to participate in research visits. Many young scientists are leaving during doctoral studies, a great importance is also attached to postdoc internships. Thanks to the developed network of scientific contacts, also experienced researchers go to numerous research internships, or conduct measurements in other laboratories, etc. The above aspects will be included in our document "Career development strategy for researchers".		

Action 45	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Provision of conditions for mobility of foreign researchers in the IMP PAS.	29. Value of mobility	Permanently – starting in 2016	Director Vice-Director of Scientific Affairs	Target - foreign researchers. KPI - number of foreign researchers.
	Current Status	Remarks		
	IN PROGRESS	Foreign scientists are highly valued at IMP PAS. Unfortunately, the earnings of scientists in Poland do not attract too many candidates. However, during the last two years, two foreign PhD students and one employee for post-doctoral internship joined IMP PAS.		

Proposed ACTIONS

Action 46	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Counselling services: links redirecting to web portals concerning meetings, twinnings and opportunities, e.g. EURAXESS.	30. Access to career advice	Permanently – starting in 2016	Scientific and Organizational Department Heads of Departments	Target-researchers. KPI - informations sent to researchers.
	Current Status	Remarks		
	NEW	IMP PAS is a small institute with a limited budget. The above factors do not allow us to maintain a special department dealing with career counseling. We inform employees about meetings and trainings devoted to this subject. In addition, younger employees can always count on the help and advice of more experienced researchers.		

Action 47	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the recently introduced document Management of Copyright and Related Rights, Industrial Property Rights and the Principles of Commercialization of the Results of Research and Development at the Institute of Molecular Physics Polish Academy of Sciences among scientific employees. Scientific	31. Intellectual Property Rights	May 2016	Scientific and Organizational Department	Target - researchers. KPI - document
	Current Status	Remarks		
	COMPLETED	The document Management of Copyright and Related Rights, Industrial Property Rights and the Principles of Commercialization of the Results of Research and Development at the Institute of Molecular Physics Polish Academy of Sciences, developed in IMP PAS, was placed on the website. Researchers have been informed about this fact (notifications will be repeated periodically).		

Proposed ACTIONS

Action 48

Drawing attention of senior researchers to the importance and relevance of publications by young workers their own research results independently from their supervisor.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	Permanently – starting in 2016	Vice-Director of Scientific Affairs Heads of Scientific Departments	Target-researchers. KPI - articles published independently by young scientists.
Current Status	Remarks		
COMPLETED	Over the last two years, the number of publications published by young researchers independently from their supervisors has increased significantly in IMP PAS. This is undoubtedly the merit of the information campaign devoted to this problem that was carried out after the arrival of the HRS4R rules.		

Proposed ACTIONS

Action 49	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Establishing a position of Ombudsperson (or an equivalent mechanism) to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers	34. Complains/ appeals	October 2018	Director Vice-Director of Scientific Affair	Target - researchers. KPI - establishing a position of Ombudsperson.
	Current Status	Remarks		
	COMPLETED	On 1. October 2018, the Director of the Institute of Molecular Physics of the Polish Academy of Sciences appointed the Ombudsman of European Charter for Researchers Ombudsman. The Ombudsman is in charge of handling complaints and appeals filed by scientist, including matters concerning conflicts between research supervisors and starting scientists. Such procedures aim to provide assistance to the faculty in scope of resolving conflicts associated with their work, to promote fair and equal treatment within the institution, and to improve the general quality of the workplace environment.		

Proposed ACTIONS

Action 50

Dissemination of the information about possibilities of participation in decision-making bodies.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	Permanently	Vice-Director of Scientific Affairs	Target - researchers. KPI - e-mail sent.

Current Status	Remarks
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IN PROGRESS	Researchers are informed about the possibility of standing for decision and advisory bodies. In 2018 elections to the IMP PAS Scientific Council were held. The members of the Scientific Council may be research workers at various levels of career development (detailed regulations are included in the document "The Statute of the Institute of Molecular Physics Polish Academy of Sciences").
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Action 51

Encouraging early-stage researchers to keep and systemize records of all work progress and research findings.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	Permanently – starting in 2016	Vice-Director of Scientific Affairs	Target - young researchers.

Current Status	Remarks
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COMPLETED	Early-stage researchers are encouraged to keep and systemize records of all work progress and research findings. Regulations regarding the above issues are included in the document "International Doctoral Studies Regulations".
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Proposed ACTIONS

Action 52	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Creating a list of milestones – proposed and discusses by a researcher and supervisor.	36. Relation with supervisors	January 2017	Head of the Doctoral Studies	Target - young researchers.
	Current Status	Remarks		
	COMPLETED	Regulations regarding the above issues are included in the document "International Doctoral Studies Regulations".		

Action 53	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Establishment of organized and regular forms of contact between PhD students and their supervisors	36. Relation with supervisors			
	37. Supervision and managerial duties	October- November 2018	Director Head of the Doctoral Studies	Target - young reseachers and their supervisor. KPI - new regulation.
	40. Supervision			
	Current Status	Remarks		
	NEW	October 30, 2018 The Director of IMP PAS issued a regulation regarding the establishment of organised and regular forms of contact between doctoral students and their supervisors , auxiliary supervisors and scientific supervisors. This ordinance obliges scientific supervisors to appoint regular contact hours with PhD students.		

Proposed ACTIONS

Action 54

Creating self-development opportunities – seminars and lectures.

GAP Principle(s)

39. Access to research training and continuous development

Timing (at least by year's quarter/semester)

Regularly – starting October 2016

Responsible Unit

Scientific and Organizational Department

Indicator(s) / Target(s)

Target - researchers.

Current Status

COMPLETED

Remarks

All scientists regularly present the results of their scientific work during scientific seminars.

Proposed ACTIONS

Action 55	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Implementing the HRS4R principles in the newly founded Poznań PhD School	12. Recruitment	November 2019	Vice-Director of Scientific Affairs Head of the Doctoral Studies,	KPK - Regulations of the Poznań DhD School , recruitment regulations for the Poznan PhD School.
	13. Recruitment (Code)			
	14. Selection (Code)			
	15. Transparency (Code)			
	16. Judging merit (Code)			
	Current Status	Remarks		
	NEW	IMP PAS actively participates in the creation of a Poznań doctoral school. We strive to ensure that the regulations of the Poznań DhD School and the recruitment regulations for the Poznan PhD School are consistent with the HRS4R principles. In this way, IMP PAS strives to ensure the dissemination of good HRS4R practices in the Poznań scientific community.		

Unselected principles:

1. Research freedom 3. Professional responsibility 4. Professional attitude 6. Accountability
10. Non discrimination 19. Recognition of qualifications (Code) 20. Seniority (Code)
22. Recognition of the profession 25. Stability and permanence of employment 33. Teaching
38. Continuing Professional Development

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *:

<https://www.ifmpan.poznan.pl/pl/dzialalnosc-naukowa-pl/human-resources-strategy-for-researchers.htr>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

The recruitment rules at IMP PAS are gradually adjusted to the requirements of the "Charter & Code". In the newly created "Committee Implementing the Strategy for Human Resource Management for Researchers" in the IMP PAS, a team emerged which undertook intensive work on improving the OTM-R principles. This matter will be treated as a priority. Works on the OTMR policy are delayed due to changes in important laws regulating the Institute's operation: on October 1st, 2018, a new law, "Law on Higher Education and Science", regulating the rules obeying universities, and partly, also scientific institutes in Poland was introduced. The Institute of the Polish Academy of Sciences also awaits the publication of a new law "Act on the Polish Academy of Sciences" (this law is announced at the end of 2019). Under the new law, doctoral training will be conducted as part of the "Doctoral Schools". IMP PAS currently participates in the creation of the Poznań "Doctoral School", the regulations for recruitment to the school have been adapted to the OTM-R requirements.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL:

<https://www.ifmpan.poznan.pl/pl/dzialalnosc-naukowa-pl/human-resources-strategy-for-researchers.htr>

4. Implementation

General overview of the implementation process: (max. 1000 words)

Below we list the factors that have had a particular impact on the implementation of the HRS4R principles:

- in June 2018, the position of the Director and Deputy Director of IMP PAS changed. The new Board of Directors was familiarized with the HRS4H regulations and the implementation of the "Action plan";

- works on new internal regulations (OTM-R policy, work regulations) have been suspended due to

changes in important legal acts: on October 1st, 2018, a new act "Law on Higher Education and Science", regulating the rules obeying universities, and partly, also scientific institutes in Poland was introduced; the institutes of the Polish Academy Sciences also expect that the new act on the Polish Academy of Sciences will be finalized soon.

- in December 2018 the new "Committee Implementing the Strategy for Human Resource Management for Researchers" was established. The group includes members of the management, as well as representatives of scientists and administration staff. The group's meetings will be held every two months, which should ensure efficient implementation of the tasks contained in the Action Plan.

-great advance in knowledge about HRS4R issues was made at IMP PAS during the development of the "Era Chairs" grant application, where great importance is attached to the fulfilment of the HRS4R principles. This brought us closer to the activities of the Charter and Code principles in practice.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

In order to develop the document, a "Committee Implementing the Strategy for Human Resource Management for Researchers" in the IMP PAS was established. The group has taken into account both the existing institutional rules and the results of the survey. In order to obtain a possibly broad viewpoint and expertise the Group members have been chosen from the experienced staff of the IMP PAS. In addition, the members have obtained information about the real perception of the interviewed staff during formal and informal meetings/discussions with other researchers.

How have you involved the research community, your main stakeholders, in the implementation process? *



Detailed description and duly justification (max. 500 words)

The new "Committee Implementing the Strategy for Human Resource Management for Researchers" includes members of the management (including Director, Vice-Director of Scientific Affairs and Head of the International Doctoral Studies) as well as representatives of scientists and administration staff. The group's meetings will be held every two months, which should ensure efficient implementation of the tasks contained in the Action Plan.

Do you have an implementation committee and/or steering group regularly overseeing progress? *



Detailed description and duly justification (max. 500 words)

A new "Committee Implementing the Strategy for Human Resource Management for Researchers" was established at IMP PAS in February 2019. It is the successor of the Working Group established in September 2015, whose task was to prepare HRS4R. Group meetings in full team will take place every two months. During the meetings, a current action plan will be prepared and progress will be monitored.

The members of the mentioned Group are:

Prof. dr hab. Zbigniew Trybuła – Coordinator and Director of the IMP PAS,
Dr hab. Bartłomiej Andrzejewski– Vice-Director of Scientific Affairs
Prof. dr hab. Jadwiga Tritt-Goc – Member of the Scientific Council, Head of the Doctoral Studies,
Dr hab. Joanna Kowalczyk, European Charter for Researchers Ombudsman
Mgr Hanna Frąckowiak – Human Resources Specialist,
Mgr Agata Tomaszewska – Scientific and Organizational Department, translator,
Elżbieta Seredyńska – Scientific and Organizational Department.
Mgr Monika Bartosińska-Kasierska – librarian, representative of a Trade Union,
Dr Iwona Olejniczak assistant, working group member,
Dr Jolanta Świergiel – assistant, working group member,
Dr Grzegorz Michalek – assistant, working group member, consultant,
Dr Andrzej Hilczer – research and technical worker, working group member.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy? *



Detailed description and duly justification (max. 500 words)

The current IMP PAS strategy has been presented in the "Restructuring Plan" approved by the Ministry of Science and Higher Education.
The planned activities presented in the "Internal Review" are fully in line with the assumptions of our "Restructuring Plan".

How has your organisation ensured that the proposed actions would be also implemented? *



Detailed description and duly justification (max. 500 words)

The new "Committee Implementing the Strategy for Human Resource Management for Researchers" includes people who make key decisions in IMP PA: Director, Vice-Director of Scientific Affairs and Head of International PhD Studies. This fact should ensure efficient implementation of the proposed actions.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The "Committee Implementing the Strategy for Human Resource Management for Researchers" will meet every two months. The meetings will aim to: monitor progress in the implementation of the planned activities and develop an action plan for the next two months. According to the needs, the "Implementing Committee" will hold additional meetings in full composition or in working subassemblies.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

"Committee Implementing the Strategy for Human Resource Management for Researchers" meetings will take place every two months. After each meeting, a report on the arrangements will be prepared, including: planned activities, responsible persons, manner and deadline. At the next meeting, the persons responsible for particular activities will present reports on the implementation of the objectives.

Each of the actions in the Action plan has a clearly set indicator, which can be objectively confirmed, i.e.: published documents, number of employees trained, introduction of new regulations. This fact will help in assessing the degree of task completion.

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

Taking into account the fact that the external review is one of the most important stages of the HRS4R process, IMP PAS will take appropriate steps to ensure good preparation for the external review, in particular: review and update of the progress of the action plan and review and collection of all materials indicating the implementation of planned actions . We will check the implementation of our Action plan and discuss it during the meetings of the "Committee Implementing the Strategy for Human Resource Management for Researchers" . We will also check whether all the documents are collected in one place. At the same time, we will conduct an analysis of the implementation of the OTM-R policy.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)