

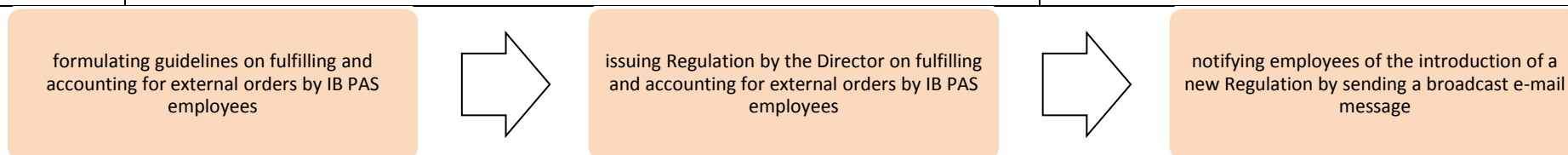
## Corrective action plan at IB PAS (2017–2019)

**Legend:** ○ – action planned on the basis of survey results ● – action planned on the basis of document analysis

Field of action	Research environment ( 13.2 ○, 23 ● )	
Action		Who/When
<b>I</b>	<p style="text-align: center;">Implementation of internal rules on access to laboratories and research equipment</p> <p><i>We expect that the internal rules will provide IB PAS employees with clear and easy to follow guidelines on the use of laboratories and research equipment. These rules will streamline the access to research facilities available at IB PAS and create equal opportunities to carry out planned laboratory work for employees at all levels. Moreover, additional funds will be allocated to purchase basic, commonly used equipment.</i></p>	<p>Vice Director for Administration – Economic</p> <p>December 2018</p> <p><b>COMPLETED</b></p>
<pre> graph LR     A[the process of drawing up internal rules on access to laboratories and research equipment at IB PAS] --&gt; B[consultation with Heads of Departments and laboratory managers]     B --&gt; C[approval of the Director of IB PAS]     C --&gt; D[sending a broadcast e-mail message to employees of the implementation of internal rules and providing access to the file on the IB PAS local network]             </pre>		

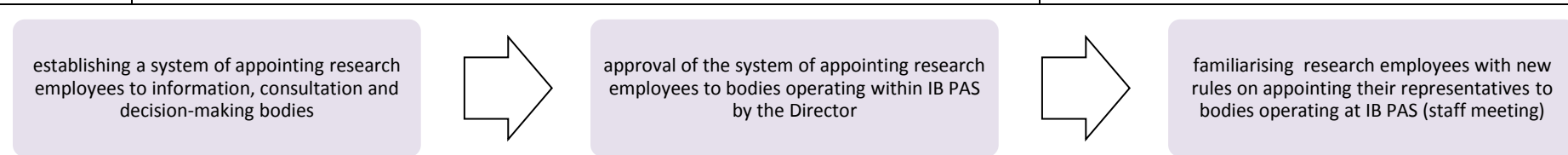
III	<p>Conducting missing analysis of occupational hazards for particular positions</p> <p><i>Analysis of the occupational hazards will be aimed at eliminating risks in the workplace that could result in inflicting injuries or developing work-related diseases by IB PAS employees or at reducing occupational hazards in case of risks that cannot be completely eliminated.</i></p>	<p>Vice Director for Administration – Economic OHS Specialist</p> <p>October 2018 <b>COMPLETED</b></p>
<pre> graph LR     A[planning the process of conducting analysis of occupational hazards for particular positions] --&gt; B[conducting analysis of occupational hazards for particular positions by a professional company]     B --&gt; C[modification of particular workstations according to the recommendations included in the occupational hazard documentation] </pre>		
<b>Field of action</b>	<b>Funding and salaries</b> ( 16.2 o )	
<b>Action</b>		<b>Who/When</b>
IV	<p>Promotion of the policy on rewarding outstanding achievements (publications)</p> <p><i>We expect that introduction of an additional bonus for the best research papers will be an efficient incentive for IB PAS employees that will successfully increase citation rate and the quality of research conducted by the Institute.</i></p>	<p>Vice Director for Research</p> <p>March 2018 <b>COMPLETED</b></p>
<pre> graph LR     A[amending internal regulations on awarding bonuses at IB PAS by introducing additional entries] --&gt; B[verification of amended internal regulations on awarding bonuses by a legal advisor]     B --&gt; C[approval of the Director of IB PAS]     C --&gt; D[approval of the amended internal regulations on awarding bonuses by the Company Trade Union]     D --&gt; E[familiarising employees with the new regulations by sending a broadcast e-mail message and providing access to the file on the IB PAS local network] </pre>		

<b>V</b>	<p>Implementation of the internal regulations on fulfilling and accounting for external orders placed by other research institutes and business entities</p> <p><i>Research employees by realizing external orders share their knowledge and professional experience with scientific and other communities and get an opportunity to receive additional remuneration for their work. Implementation of the rules on fulfilling and accounting for external orders will enable IB PAS employees to combine cooperation with other entities with obligations arising from the employment agreement concluded with IB PAS.</i></p>	<p>Vice Director Administration and Economics</p> <p>April 2019 <b>COMPLETED</b></p>
----------	---	--



<b>Field of action</b>	<b>Participation in decision-making bodies</b> (24.1 o )
------------------------	---

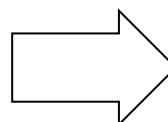
	Action	Who/When
<b>VI</b>	<p>Implementation of a system of appointing research employees to information, consultation and decision-making bodies</p> <p><i>Open system of appointing research employees to take part in fulfilling tasks undertaken by information, consultation and decision-making bodies at IB PAS will increase employees awareness of their influence on the operations and decisions taken by these bodies. What is more, it will enable active participation in the decision-making process.</i></p>	<p>Vice Director for Research</p> <p>October 2018 <b>COMPLETED</b></p>



Field of action	<b>Recruitment Recruitment (Code)</b> ( 30.2 ○, 13 ● )	
<b>Action</b>		<b>Who/When</b>
<b>VII</b>	Dissemination of information on recruitment process adopted by the IB PAS  <i>Popularising knowledge about recruitment processes adopted by IB PAS will enable employees to familiarise with each stage of the recruitment process, admission standards and required documents.</i>	Human Resources Department  June 2018 <b>COMPLETED</b>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; border-radius: 5px;">             creating a quick reference on recruitment process at IB PAS           </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; border-radius: 5px;">             introduction of a new tab on the IB PAS website regarding recruitment process           </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; border-radius: 5px;">             notifying employees of the possibility to learn more about recruitment process adopted by IB PAS by sending a broadcast e-mail message           </div> </div>		
<b>VIII</b>	Introduction of an obligation for applicants for research positions with respect to familiarising with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers  <i>Such actions are aimed at implementing and popularising principles set forth in the above-mentioned documents. Future employees will be more aware of rights and duties established in the spirit of the Charter and the Code.</i>	Human Resources Department  November 2017 <b>COMPLETED</b>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; border-radius: 5px;">             introduction of a proper entry with regard to recruitment for research positions           </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; border-radius: 5px;">             extending the list of documents required to conclude employment agreement with a statement on familiarising with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers           </div> </div>		

<b>IX</b>	<p>Modification of the content of the job advertisement on available research positions with the aim of incorporating principles included in the Code of Conduct for the Recruitment of Researchers</p> <p><i>Modification will regard the module describing working conditions offered by IB PAS at a given research position. It will enable candidates to gain better understanding of the working environment before commencing employment. What is more, the length of time between advertising vacancy and the deadline for applying will be extended.</i></p>	<p>Human Resources Department</p> <p>December 2017 <b>COMPLETED</b></p>
-----------	--	---

drawing up a new job advertisement template

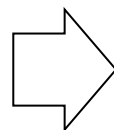


approval of the new job advertisement template by the Director of IB PAS

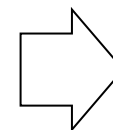
<b>Field of action</b>	<b>Ethical principles</b> ( 2 • )
------------------------	--------------------------------------

	<b>Action</b>	<b>Who/When</b>
<b>X</b>	<p>Popularising ethical guidelines for conducting research included in the Code of Ethics for Researchers</p> <p><i>We expect that the action taken will increase researchers' awareness of the established and recognised rules of professional conduct.</i></p>	<p>Human Resources Department LAN Administrator</p> <p>November 2017 <b>COMPLETED</b></p>

providing access to the Code of Ethics for Researchers on IB PAS website



notifying employees by a broadcast e-mail message



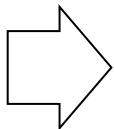
including the Code of Ethics for Researchers in the set of documents that applicants are obliged to familiarise with at concluding employment agreement

Field of action		Professional attitude Accountability ( 4 •, 6 • )	
Action		Who/When	
XI	<p>Adopting procedure on developing, carrying out and accounting for research projects financed or co-financed from funds designated for financing scientific work or other domestic and foreign sources</p> <p><i>Formal rules on developing, carrying out and accounting for research projects that will provide research employees at IB PAS with easy-to-follow guidelines on planning tasks from the stage of developing to completing the project.</i></p>	<p>Vice Director Administration and Economics</p> <p>March 2019 <b>COMPLETED</b></p>	
<p>establishing rules on developing, carrying out and accounting for research projects</p>		<p>issuing Regulation by the Director on rules applied to developing, carrying out and accounting for research projects</p>	<p>familiarising employees with new rules by providing access to a proper document on the IB PAS local network</p>
Field of action		Good practice in research ( 7 • )	
Action		Who/When	
XV	<p>Creating an internal database containing information on research projects carried out at IB PAS</p> <p><i>The database (containing project title, financing sources, deadline, short description of the project) will improve the flow of information and expand employees' knowledge on research projects undertaken at IB PAS.</i></p>	<p>LAN Administrator</p> <p>December 2018 <b>COMPLETED</b></p>	
<p>building a database containing information on research projects carried out at IB PAS</p>		<p>demonstration of the draft database to the Director of IB PAS and introducing modifications</p>	<p>approval of the Director of IB PAS and the official launch of a project database</p>
		<p>notifying employees of the possibility to use the new database containing information on research projects carried out at IB PAS (staff meeting)</p>	

Field of action	<b>Evaluation/appraisal systems</b> <b>Teaching</b> ( 11.2 ○, 11 ●, 22.1 ○, 22.2 ○ )	
<b>Action</b>		<b>Who/When</b>
<b>XVI</b>	<p>Modification of the scope of performance appraisal by introducing new criteria for research staff evaluation and employee rating system that will allow for recognising mobility and teaching activity</p> <p><i>Introducing new criteria such as mobility and teaching activity will expand the scope of performance appraisal by key elements reflecting professional activity of research employees. This will enable the Institute to reward employees properly.</i></p>	<p>Ranking Committee at IB PAS Committee on the Staff Appraisal operating within Scientific Council</p> <p>December 2017 <b>COMPLETED</b></p>
<pre> graph LR     A[verification of the rating system at IB PAS and drawing up new regulations on performance appraisal] --&gt; B[approval of the new rating system by the Director of IB PAS]     B --&gt; C[approval of the new regulations by the Scientific Council at IB PAS (by adopting resolution)]     C --&gt; D[approval of the new regulations by the Vice-President of the Polish Academy of Sciences]     D --&gt; E[notifying employees of the changes in the rating system and new regulations on performance appraisal by sending electronic notification]           </pre>		

Field of action		Value of mobility ( 19.2 ○, 29 ● )	
Action		Who/When	
<b>XVIII</b>	<p>Amendment of the regulations on domestic and foreign travel taken by research employees and PhD students</p> <p><i>Introduction of clear rules that encourage domestic and foreign business travel and open up a possibility of planning trips within research projects and grants in accordance with national legislation. This action is also clearly related to the evaluation/appraisal systems as it is aimed at rewarding scientific staff for mobility.</i></p>	<p>Vice Director for Research</p> <p>April 2017 <b>COMPLETED</b></p>	
<p>verification of the rules on domestic and foreign business travel for research employees and PhD students</p>		<p>issuing Regulation by the Director of IB PAS of implementing new rules on domestic and foreign business travel for research employees and PhD students</p>	<p>notifying employees of the amendment to the regulations by sending a broadcast e-mail message and providing access to the document on the IB PAS local network</p>
Field of action		Continuing Professional Development	
		Access to research training and continuous development ( 38 ●, 28.1 ○, 39 ● )	
Action		Who/When	
<b>XX</b>	<p>Providing additional funds for business travel within the scope of the statutory activities</p> <p><i>Allocating additional funds by the Director of IB PAS to cover the cost of business travel (training, internships and conferences) within the scope of research defined by the statutory activity of the Institute will motivate employees to take advantage of all available means of continuing their professional development.</i></p>	<p>Vice Director for Research</p> <p>March 2018 <b>COMPLETED</b></p>	
<p>including additional category of financing (i.e. training, internships, conferences, research exchange) in the yearly schedule of the statutory tasks</p>		<p>approval of the amendment to the Statute by the Director of IB PAS</p>	<p>sending to employees electronic notifications of the possibility to obtain finances for training, travel and placement as well as a copy of the amended Statute of the Institute</p>



<b>Field of action</b>		<p style="text-align: center;"><b>Access to career advice</b></p> <p>(30 – the questionnaire did not cover the aspects concerned with career advice as IB PAS does not have any special unit providing such assistance; according to national regulations IB PAS is not obliged to have such unit)</p> <p>However, the issue of access to career advice has been raised by the reviewers. IB PAS is willing to provide young researchers and PhD students with professional assistance in developing their research careers and thus has decided to undertake proper corrective actions.</p>	
		<b>Who/When</b>	
<b>XXI</b>	<p style="text-align: center;">Ensuring access to career advice for young researchers by involving senior research staff</p> <p><i>Experienced researchers (mentors) will provide young researchers and PhD students with continuing informal support and guidelines on planning and developing their professional career.</i></p>	<p>Vice Director for Research</p> <p>March 2018</p> <p><b>COMPLETED</b></p>	
<p>appointment of mentors who will provide young researchers and PhD students with guidance on career planning and development</p>		 <p>drawing up a schedule of consultations with a given mentor</p>	<p>disseminating information on the possibility of having consultation by a broadcast e-mail message and placing a notice on the bulletin board</p>

# Implementation schedule for the action plan

IMPLEMENTATION SCHEDULE																																															
No. according to ACTION PLAN	Coordinator	Completion time short / long	Duration	2017												2018												2019						2020													
				I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	VII	VIII
I	Vice Director for Administration - Economics	short	December 2018	short-term activity												long-term activity																															
II	Vice Director for Research	long	December 2020	long-term activity																																											
III	Vice Director for Administration - Economic OHS Specialist	short	October 2018	short-term activity												long-term activity																															
IV	Vice Director for Research	short	March 2018	short-term activity												long-term activity																															
V	Vice Director for Administration - Economic	long	April 2019	long-term activity																																											
VI	Vice Director for Research	short	October 2018	short-term activity												long-term activity																															
VII	Human Resources Department	short	June 2018	short-term activity												long-term activity																															
VIII	Human Resources Department	short	November 2017	short-term activity												long-term activity																															
IX	Human Resources Department	short	December 2017	short-term activity												long-term activity																															
X	Human Resources Department LAN Administrator	short	November 2017	short-term activity												long-term activity																															
XI	Vice Director for Administration i- Economic	long	March 2019	long-term activity																																											
XII	Vice Director for Research	long	December 2019	long-term activity																																											
XIII	Vice Director for Research	long	March 2020	long-term activity																																											
XIV	Vice Director for Research	long	January 2020	long-term activity																																											
XV	LAN Administrator	short	December 2018	short-term activity												long-term activity																															
XVI	Ranking Committee at IB PAS Committee on the Staff Appraisal operating within	short	December 2017	short-term activity												long-term activity																															
XVII	Vice Director for Research	long	October 2020	long-term activity																																											
XVIII	Vice Director for Research	short	April 2017	short-term activity												long-term activity																															
XIX	Vice Director for Research	long	December 2020	long-term activity																																											
XX	Vice Director for Research	short	March 2018	short-term activity												long-term activity																															
XXI	.Vice Director for Research	short	March 2018	short-term activity												long-term activity																															

Key

	short-term activity
	long-term activity

