

Internal Review

Case number: 2019PL435774

Name Organisation under review: W. Szafer Institute of Botany Polish Academy of Sciences

Organisation's contact details: Lubicz 46, Kraków, 31-512

Submission date to the European Commission: 04/12/2019

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 *	48
Of whom are international (i.e. foreign nationality) *	3
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	2
Of whom are women *	34
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	28
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	13
Of whom are stage R1 = in most organisations corresponding with doctoral level *	7
Total number of students (if relevant) *	10
Total number of staff (including management, administrative, teaching and research staff) *	106

RESEARCH FUNDING (figures for most recent fiscal year)**€**

Total annual organisational budget	2445537,90
Annual organisational direct government funding (designated for research)	1757596,04
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	479601,92
Annual funding from private, non-government sources, designated for research	23600,54

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

The W. Szafer Institute of Botany, Polish Academy of Sciences, is a modern scientific institution that carries out research in plants and fungi evolution, biogeography, paleobotany and ecology. The Institute is involved in worldwide multidimensional studies Research work is done by 8 teams employing more than 45 researchers. The Institute has modern laboratory facilities supporting genetic, genomie and eco-chemical studies. The country's largest scientific botanical collection is located at the Institute, containing approximately 1.5 million units accessed (vascular plants, algae, fungi). The Institute issues two internal journals: Plant and Fungi Systematics and Acta Palaeobotanica. The Institute leads the Doctoral School.

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**

The survey results related to the module ETHICAL AND PROFESSIONAL ASPECTS (aspects No. 1-11 according to the survey) showed that employees at IB PAS attach considerable significance to all these aspects. The number of positive answers provided by researchers was the highest in this module, both in the survey results from 2016 and from 2019. Among significant strengths the following aspects have been identified: 1) successfully supported principle of research freedom, which enables researchers to select particular research topics and methods (No. 1); 2) conducting research according to the recognised ethical practices and fundamental ethical principles (No. 2); 3) a high respect for the principle associated with intellectual property rights and joint data ownership and the avoidance of plagiarism (No. 3); 4) abidance by the rules on obtaining all necessary approvals before commencing any research by the researchers (No. 4); 5) abidance by all terms and conditions set out in employment agreements and agreements concluded with grant funders (No. 5); 6) abidance by the principles of sound, transparent and efficient financial management (No. 6); 7) knowledge of national legal requirements on occupational health and safety; the same is true for the rules on data protection and acts in line with these regulations (No. 7); 8) dissemination of research results in the scientific community (No. 8); 9) communication of the research outcomes among the non-specialist audience in a manner understandable to non-specialists (No. 9); 10) a general lack of discrimination on the grounds of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic background or scientific discipline (No. 10).

It has to be highlighted that, as compared to the first survey (2016), the results of the 2019 survey indicate a significant improvement in knowledge of the rules with regard to current national legal requirements on confidentiality and data protection (No. 7), with 86% of positive answers in 2016 and 100% in 2019. Moreover, an improvement was observed in the aspect of discrimination (No. 10), as in 2016 11% of the employees claimed that they have experienced some kind of discrimination, while in 2019 only 5% of the respondents reported such negative experience. On the other hand, a decrease was observed in the dissemination strategy of research results outside scientific community, from 2% to 8% of negative answers, showing that this strategy has to be improved on a current basis.

Weaknesses

The only important weakness identified in 2016 was related with the appraisal system (No. 11), especially with regard to the question (No. 11.2.) from the survey concerning the adaptation of the appraisal system for researchers to senior and junior employees. In 2016, the percentage of negative answers ('no' and 'rather no') exceeding 20% was reported, but in 2019 an important improvement was observed,

as only 8% of the employees gave negative answers. Modifications in the appraisal system made in 2019 (Resolution of Scientific Council of IB PAS sent for final approval by management of the PAS) covered inclusion of the researchers' experience.

Remarks (max 500 words)

Analysis of the survey results for ETHICAL AND PROFESSIONAL ASPECTS revealed that it is still necessary to review appraisal policy adopted at IB PAS (Action plan No. XVI). New internal regulations were introduced (Action plan No. XI, XII, XIV, and XVI). What is more, it is very important to familiarise all employees with these regulations. The policy had to be revised independently due to introducing new national regulations (Act 2.0). In addition, the dissemination strategy of research results outside scientific community has to be improved based on the results of the last survey from 2019 (see above).

Finally, with regard to all aspects of this module, the number of positive answers provided by the researchers at IB PAS in the survey in 2019 was similar or higher as compared with the survey results from 2016.

Recruitment and selection*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths

Analysis of the survey results from 2019 for module RECRUITMENT (aspects No. 30-39) revealed an important improvement in knowledge of the procedures on recruitment among researcher, compared to previous survey (2016). This is especially evidenced by an opinion of the employees that at IB PAS open, transparent, efficient and supportive recruitment procedures have been established, that are well tailored to the type of position advertised, as well as well-elaborated regarding time-scheduled activities and the feedback offered to the applicants (No. 31, 33, 34). The last survey indicated that many researchers possessed no knowledge of these issues, but in 2019 the great majority of the respondents were very familiar with a given issue. Moreover, comparing to the previous survey conducted in 2016, new survey results clearly showed that researchers at IB PAS gave more positive assessments of important impact of some of the aspects of the recruitment processes on employability, such as the mobility experience, recognition of variations in the chronological order of CVs and recruitment of the researchers with adequate levels of qualifications for each position (No. 35-39). With regard to judging merit (no. 34), a change in the recruitment strategy was also documented. Additionally, 33% of the respondents answered that the selection process at IB PAS does not focus mostly on judging researchers according to bibliometric indices, whereas in the survey in 2016 only 20% of the researchers gave negative answers. It means that other criteria such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation as well as increasing public awareness became more important in the recruitment process.

Weaknesses

Analysis of the results for module RECRUITMENT both from 2016 and 2019 revealed that despite majority of positive opinions and a significant increase of the awareness of the recruitment procedures among the researchers at IB PAS, there are still answers stating that respondents possess no knowledge of given aspects. Surprisingly, 13% of the researchers (50% in 2016) still claim that they are not familiar with the content of the Charter and the Code, despite launching an intensive programme focused on the HR strategy and the significance of these documents for the creation of a research environment at IB PAS. The results showed that some employees are not involved in the recruitment process and therefore they do not need to update this knowledge on recruitment policies.

Remarks (max 500 words)

The recruitment strategy has been intensively discussed and improved since the first survey in 2016 in order to make all necessary adaptations to the Charter and the Code and the process involved the implementation of the HR strategy at IB PAS. This process will be continued in the next years and new improvements will be added to prepare more comprehensive and well-elaborated documents comprising recruitment policy. This is also related to the project of OTM-R strategy implementation described elsewhere (Action plan No. XXII).

Working conditions*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths

The module WORKING CONDITIONS AND SOCIAL SECURITY includes 13 aspects (No. 12-24 according to the survey) and the great majority of them were assessed positively. There has been also a significant increase in a positive evaluation during last years, as observed based on the comparison between the survey results from 2016 and 2019. Among general strengths the following aspects have been identified: 1) recognition of the profession (No. 12); 2) offering stimulating research and research training environment, with appropriate infrastructure (No. 13); 3) good working conditions for combining family and professional life (No. 14); 4) stability and permanent employment (No. 15); 5) gender balance (No. 17); 6) clear career development strategy for researchers (No. 18); 7) value of mobility experience (No. 19); recognition of the Intellectual Property Rights and co-authorship (No. 20-21); 9) recognition of time dedicated to teaching and mentoring (No. 22); 10) assistance in resolving complaints and work-related conflicts (No. 23); 11) participation in decision-making bodies (No. 24).

Regarding the above-mentioned aspects, there was a clear increase of positive feedback especially concerning appraisal system relating to undertaking teaching activities and training early-stage researchers (No. 22), with 34% of unsatisfied researchers in 2016, while in 2019 only 3-5% of the respondents claimed to be discontent by dedicating time to teaching activities. What is more, with regard to issues related to the participation in decision-making bodies (No. 24), there was an increase in the general positive assessment, from 16-20% of unsatisfied researchers in 2016 to 8% in 2019, meaning that the researchers feel that they are better represented in all information, consultation and decision-making bodies. In addition, the researchers appreciated the development strategy aimed at enhancing future prospects at all stages of their career, including recognition of mobility (No. 18-19). It was expressed by very positive answers (92-97% in 2019) to that issue, compared to 70-84% in 2016. Finally, it is interesting to observe that the employees are slightly more satisfied with gender-balanced representation at all levels of staff at IB PAS (84% in 2016 and 90% in 2019).

Weaknesses

The major weakness of the module WORKING CONDITIONS AND SOCIAL SECURITY is still concerned with the remuneration system offered at IB PAS (No. 16). However, in the last survey (2019) a disappointment in this aspect was expressed only by 23% of the respondents, whereas 59% of survey participants were not satisfied with salaries in 2016 and they thought that remuneration was less attractive in comparison with other employers on the national job market. It clearly indicates that, despite the fact that almost one quarter of the employees consider themselves not sufficiently paid, the level of satisfaction significantly increased.

Remarks (max 500 words)

The actions planned for the entire HRS4R for the last years were focused especially on the improvement of the working conditions that will ensure researchers' satisfaction and effectiveness of the work. Based on the survey results from 2016 and 2019, it can be stated that thanks to a very wide range of new regulations and adaptations of the appraisal system, an improvement was observed in many aspects of working environment, infrastructure availability and finally, it was evidenced by a significant salary increase (Action plan No. IV). In general, new internal regulations (expressed by Actions No. I, IV, V, VI, and XVIII) were introduced, but it is worth pointing out that the flexibility of the remuneration system is limited by external regulations of the Polish Academy of Sciences and Ministry of Sciences and Higher Education, and also by a limited budget, recently decreased, of IB PAS.

Training and development*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

Strengths

Results obtained in the module TRAINING (aspects No. 25-29 according to the survey) revealed that in general the training activities are very well assessed by the researchers. Therefore, among strengths related to the training and development the following aspects can be identified: 1) positive relation with supervisors who provide research trainees with appropriate support and procedures to monitor research progress (No. 25, 29); 2) highly professional managerial duties fulfilled by the senior researchers (No. 26); 3) opportunity to develop career and access to training programmes (No. 27-28).

Interestingly, the researchers expressed a higher level of satisfaction in these aspects in the survey results from 2019, compared to the ones from 2016. For example, 27% of the employees gave negative answers to the problem concerned with the access to training and further development activities (No. 28) in 2016, while in 2019 only 3% expressed their dissatisfaction with this aspect. In 2019, the majority of the researchers (97%) think that senior researchers at IB PAS perform task related to leadership, project coordination and management with the highest professional standards (No. 26), whereas 82% of the employees assessed positively this aspect in 2016. Finally, a very positive result from the survey is that early-stage researchers can enhance their future career prospects under an efficient supervision of senior researchers who are able to dedicate their time, knowledge, experience, expertise and commitment.

Weaknesses

Despite the fact that the majority of the researchers are satisfied with the access and possibilities to undertake various training activities, these activities can mostly be covered by external funds such as research projects funded by different science foundations of national and international range. The funds offered by the IB PAS are still limited due to financial reasons.

Remarks (max 500 words)

Professional development of all researchers is of a high priority for IB PAS, since this process is a key for future scientific advances and development of a scientific institution. IB PAS made a special effort to support researchers in their search for future development by undertaking various actions and new internal regulations included aimed at guaranteeing the access to training (Action plan No. XIX, XX).

It is worth mentioning that a number of actions related to training and development of IB PAS staff were included in the Action Plan for the year 2020. Several of them were performed ahead in 2018 and 2019, for example, the Institute organised training on managing projects and teams, training for employees and PhD students on the usage of the Statistica software and on the operation of research equipment.

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

Despite the fact that none of the short- and long-term priorities have changed with regard to the subject matter in connection with the implementation of the new Act of 20 July 2018 – Law on higher education and science (Act 2.0) – some documents produced as a result of implementing corrective measures need nomenclature amendments. Short delays in implementing four corrective measures occurred due to necessity to allow more time for making formal and legal arrangements and approving documentation by higher authorities.

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)

Professor Lucyna Śliwa – the first President of the Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the W. Szafer Institute of Botany Polish Academy of Sciences – took up a position of the Director of IB PAS in April 2019. As a result, Magdalena Moskal-del Hoyo, Ph.D, has been appointed the new President of the above-mentioned Committee.

New Act of 20 July 2018 on higher education and science (Act 2.20) has been implemented and numerous actions had to be performed to adjust internal regulations.

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

The Director and managing staff of the IB PAS are focused on the substantive and timely implementation of all corrective actions planned in the HRS4R Strategy, as one of the strategic goals of IB PAS. However, as it has already been mentioned a new Act on the Polish Academy of Sciences is currently proceeded, which may result in the need of some adaptations of the internal regulations of the Polish Academy of Sciences institutes. In addition, in 2020 the evaluation of all Polish scientific institutions will be carried out by the Ministry of Science and Higher Education, affecting the amount of funding for the IB PAS activities for the next four years.

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

Action 1

Action X according to Action Plan of IB PAS: Popularising ethical guidelines for conducting research included in the Code of Ethics for Researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	November 2017	HR Department LAN Administrator	We expect that the action taken will increase researchers' awareness of the established and recognised rules of professional conduct.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) providing access to the Code of Ethics for Researchers on IB PAS website, 2) including the Code of Ethics for Researchers in the set of documents that applicants are obliged to familiarise with at concluding employment agreement. The effect achieved: 1) the Code of Ethics for the researchers issued in 2017 by the Committee for Ethics in Sciences was uploaded onto the IB PAS website, 2) The Code of Ethics was included to the set of documents that the new employees are obliged to familiarise with before concluding an employment agreement.

Action 2

Action XI according to Action Plan of IB PAS: 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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude 6. Accountability	March 2019	Vice Director Administration and Economics	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) establishing rules on developing, carrying out and accounting for research projects, 2) issuing Regulation by the Director on rules applied to developing, carrying out and accounting for research projects, 3) familiarising employees with new rules by providing access to a proper document on the IB PAS local network. The effect achieved: 1) on 14.08.2019 the Institute implemented the Procedure on preparing and running projects at IB PAS financed from external sources (Resolution of the Director of IB PAS No. 20/2019).

Action 3

Action XII according to Action Plan of IB PAS: Implementation of the rules on reporting and disseminating research results delivered at IB PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations	December 2019	Vice Director for Research	Drawing up and instructing employees on the rules applicable to reporting and disseminating research results that will ensure proper recording (archiving) of the research data and settle the issue of disseminating research results.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	Implementation mode: 1) drawing up internal regulations on reporting and disseminating research results delivered at IB PAS, 2) verification by a legal advisor, 3) approval of the internal regulations on reporting and disseminating research results delivered at IB PAS by the Director, 4) notifying employees of the implementation of new internal regulations by a broadcast e-mail message and providing access to the document on the IB PAS local network.

Proposed ACTIONS

Action 4

Action XIII according to Action Plan of IB PAS: Organising training for employees on the law of copyright and related rights

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations	March 2020	Vice Director for Research	The training will increase employees' awareness with regard to regulations on copyright and related rights and the necessity to follow it.
Current Status	Remarks		
IN PROGRESS	Implementation mode: 1) scheduling the training at a time convenient for all research employees, 2) training delivered by an expert in that field, 3) preparing a quick reference with practical guidelines facilitating observance of the law of copyright, 4) sending a quick reference by a broadcast e-mail message to all employees.		

Proposed ACTIONS

Action 5

Action XIV according to Action Plan of IB PAS: Implementation of the rules on making backup copies, confidentiality and data storage at IB PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	January 2020	Vice Director for Research	Implemented rules will ensure that all data and documents will be stored, used and protected in a proper manner.

Current Status	Remarks
IN PROGRESS	Implementation mode: 1) developing rules on making backup copies, confidentiality and data storage at IB PAS, 2) consultation with a legal advisor, 3) issuing Regulation by the Director on rules applied to making backup copies, confidentiality and data storage at IB PAS, 4) notifying employees of the implementation of new rules by sending an appropriate document by a broadcast e-mail message and providing access to the document on the IB PAS local network.

Action 6

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

Action 6

Action XV according to Action Plan of IB PAS: Creating an internal database containing information on research projects carried out at IB PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	December 2018	LAN Administrator	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) building a database containing information on research projects carried out at IB PAS, 2) demonstration of the draft database to the Director of IB PAS and introducing modifications, 3) approval of the Director of IB PAS and the official launch of a project database, 4) notifying employees of the possibility to use the new database containing information on research projects carried out at IB PAS (staff meeting). The effect achieved: 1) on 10.12.2018 internal database of completed and ongoing grants at IB PAS was published.

Action 7

Action XVI according to Action Plan of IB PAS: 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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems 33. Teaching	December 2017	Ranking Committee at IB PAS Committee on the Staff Appraisal operating within Scientific Council	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) verification of the rating system at IB PAS and drawing up new regulations on performance appraisal, 2) approval of the new rating system by the Director of IB PAS, 3) approval of the new regulations by the Scientific Council at IB PAS (by adopting resolution), 4) approval of the new regulations by the Vice-President of the Polish Academy of Sciences, 5) notifying employees of the changes in the rating system and new regulations on performance appraisal by sending electronic notification. The effect achieved: 1) on 12.12.2017 Internal regulations on research staff appraisal at IB PAS were implemented. (Resolution of the Scientific Council No. 20/21.06.2017).

Action 8

Action XVII according to Action Plan of IB PAS: Training aimed at raising teaching qualifications of research employees

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems 33. Teaching	October 2020	Vice Director for Research	Training aimed at raising teaching qualifications of research employees. The training will be aimed at developing competencies of the research staff and preparing them to undertake more extended teaching activities.
Current Status	Remarks		
IN PROGRESS	Implementation mode: 1) defining the scope of training and scheduling training sessions for research employees, 2) finding specialists/professional companies to provide the training sessions, 3) delivery of the training sessions.		

Proposed ACTIONS

Action 9

Action VII according to Action Plan of IB PAS: Dissemination of information on recruitment process adopted by the IB PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	June 2018	Human Resources Department	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.
13. Recruitment (Code)			
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Implementation mode: 1) creating a quick reference on recruitment process at IB PAS, 2) introduction of a new tab on the IB PAS website regarding recruitment process, 3) notifying employees of the possibility to learn more about recruitment process adopted by IB PAS by sending a broadcast e-mail message. The effect achieved: 1) Promoting procedures related to recruitment at IB PAS was implemented. On 26.06.2018 a document related to recruitment strategy entitled „Procedure for holding a competition for research positions at the W. Szafer Institute of Botany Polish Academy of Sciences” was accepted by the Scientific Council of IB PAS (Resolution of the Scientific Council No. 13/25.06.2018). The details concerning criteria for recruitment at IB PAS was accepted (“Criteria Adopted By The Research Staff Development Committee At The W. Szafer Institute Of Botany Polish Academy Of Sciences For The Candidates For Research Positions”, Resolution of the Director of IB PAS No. 12/2018). These two documents are included in so-called "Recruitment package".</p>

Action 10

Action VIII according to Action Plan of IB PAS: 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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	November 2017	Human Resources Department	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.
13. Recruitment (Code)			
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) introduction of a proper entry with regard to recruitment for research positions, 2) 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. The effect achieved: 1) Including the Charter and the Code into the set of documents that the new employees are obliged to familiarise with before concluding an employment agreement.

Action 11

Action IX according to Action Plan of IB PAS: 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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	December 2017	Human Resources Department	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.
13. Recruitment (Code)			

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) drawing up a new job advertisement template, 2) approval of the new job advertisement template by the Director of IB PAS. The effect achieved: 1) on 31.12.2017 a job posting template for the competition for a research position was introduced (Resolution of the Director of IB PAS No. 22/2017).

Action 12

Action I according to Action Plan of IB PAS: Implementation of internal rules on access to laboratories and research equipment

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	December 2018	Vice Director for Administration – Economic	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

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			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.
	Current Status	Remarks	

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) the process of drawing up internal rules on access to laboratories and research equipment at IB PAS, 2) consultation with Heads of Departments and laboratory managers, 3) approval of the Director of IB PAS, 4) 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. The effect achieved: 1) implementation of the Internal regulations on laboratory operation at IB PAS on 28.12.2018 (Resolution of the Director of IB PAS No. 30/2018).

Action 13

Action II according to Action Plan of IB PAS: Training for research staff and PhD students in the operation of modern research equipment and software

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	December 2020	Vice Director for Research	The training organised by IB PAS will extend employees knowledge on the technical capabilities of the research equipment, what will translate into more

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			efficient use of the laboratory facilities as well as increase research productivity. The training will also be used to promote the idea of being up-to-date with the latest technical innovations and new products that can be applied in conducting research in a given field.
	Current Status		Remarks

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	Implementation mode: 1) identification of the training needs and defining the scope of training, 2) negotiation with professional training providers specializing in a given technical equipment, 3) scheduling training sessions at a time convenient for employees and PhD students, 4) conducting training courses by a professional training provider.

Action 14

Action III according to Action Plan of IB PAS: Conducting missing analysis of occupational hazards for particular positions

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	October 2018	Vice Director for Administration – Economic OHS Specialist	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) planning the process of conducting analysis of occupational hazards for particular positions, 2) conducting analysis of occupational hazards for particular positions by a professional company, 3) modification of particular workstations according to the recommendations included in the occupational hazard documentation. The effect achieved: 1) on 21.06.2018 measures concerned with risk assessment for particular positions were implemented. As a result, some work stations were fitted with additional lighting.

Action 15

Action IV according to Action Plan of IB PAS: Promotion of the policy on rewarding outstanding achievements (publications)

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
26. Funding and salaries	March 2018	Vice Director for Research	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) amending internal regulations on awarding bonuses at IB PAS by introducing additional entries, 2) verification of amended internal regulations on awarding bonuses by a legal advisor, 3) approval of the Director of IB PAS, 4) approval of the amended internal regulations on awarding bonuses by the Company Trade Union, 5) 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. The effect achieved: 1) on 25.06.2018 Internal regulations on awarding bonuses to employees at IB PAS (Resolution of the Director of IB PAS No. 7/2018). As a result, researchers will receive bonuses for the most outstanding research achievements (publications).

Action 16

Action V according to Action Plan of IB PAS: Implementation of the internal regulations on fulfilling and accounting for external orders placed by other research institutes and business entities

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
26. Funding and salaries	April 2019	Vice Director Administration and Economics	Research employees by realizing external orders share their knowledge and professional experience with scientific and other communities

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) formulating guidelines on fulfilling and accounting for external orders by IB PAS employees, 2) issuing Regulation by the Director on fulfilling and accounting for external orders by IB PAS employees, 3) notifying employees of the introduction of a new Regulation by sending a broadcast e-mail message. The effect achieved: 1) On 14.08.2019 Internal regulations on undertaking commissioned works at IB PAS were introduced (Resolution of the Director of IB PAS No. 21/2019).

Action 17

Action XVIII according to Action Plan of IB PAS: Amendment of the regulations on domestic and foreign travel taken by research employees and PhD students

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	April 2017	Vice Director for Research	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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) verification of the rules on domestic and foreign business travel for research employees and PhD students, 2) issuing Regulation by the Director of IB PAS of implementing new rules on domestic and foreign business travel for research employees and PhD students, 3) 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. The effect achieved: 1) Amendment to the Internal regulations on business trips and conditions and methods of delegating abroad for research, teaching and training purposes (Resolution of the Director of IB PAS No.23/2017) .

Action 18

Action XXI according to Action Plan of IB PAS: Ensuring access to career advice for young researchers by involving senior research staff

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	October 2018	Vice Director for Research	Experienced researchers (mentors) will provide young researchers and PhD students with continuing informal support and guidelines on planning and developing their professional career.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) appointment of mentors who will provide young researchers and PhD students with guidance on career planning and development, 2) drawing up a schedule of consultations with a given mentor, 3) disseminating information on the possibility of having consultation by a broadcast e-mail message and placing a notice on the bulletin board. The effect achieved: 1) on 30.03.2018 the list of mentors appointed by the Advisory Committee at IB PAS with consultation timetables for each mentor was published.

Action 19

Action VI according to Action Plan of IB PAS: Implementation of a system of appointing research employees to information, consultation and 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	October 2018	Vice Director for Research	Open system of appointing research employees to take part in fulfilling tasks undertaken by information, consultation and decision-making

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			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.
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Implementation mode: 1) establishing a system of appointing research employees to information, consultation and decision-making bodies, 2) approval of the system of appointing research employees to bodies operating within IB PAS by the Director, 3) familiarising research employees with new rules on appointing their representatives to bodies operating at IB PAS (staff meeting). The effect achieved: 1) on 21.10.2018 the Internal regulations on appointing researchers' representatives for the purpose of participating in works undertaken by information, consultation and decision-making bodies (Resolution of the Director of IB PAS No. 22/2018), 2) As a result, the Director of IB PAS appointed researchers' representatives to join Committees operating within the scope of diverse activities undertaken at IB PAS.

Action 20

Action XIX according to Action Plan of IB PAS: Organizing open-access training for research employees and PhD students focused on research topics conducted by the Institute

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	December 2020	Vice Director for Research	Open-access training at IB PAS for research employees will improve their qualifications and ensure continuous development.
Current Status	Remarks		
IN PROGRESS	Implementation mode: 1) including additional category of financing (i.e. training, internships, conferences, research exchange) in the yearly schedule of the statutory tasks, 2) approval of the amendment to the Statute by the Director of IB PAS, 3) 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.		

Action 21

Action XX according to Action Plan of IB PAS: Providing additional funds for business travel within the scope of the statutory activities

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	March 2018	Vice Director for Research	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.

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Implementation mode: 1) including additional category of financing (i.e. training, internships, conferences, research exchange) in the yearly schedule of the statutory tasks, 2) approval of the amendment to the Statute by the Director of IB PAS, 3) 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. The effect achieved: 1) on 18.04.2018 a new form for research activity financed from specified-user subsidy for maintaining research potential was implemented (Resolution of the Director of IB PAS No. 4/2018), 2) As a consequence, the scope of financing for trips, training, placements and scientific conferences for researchers at IB PAS was broadened.</p>

Unselected principles:

1. Research freedom 3. Professional responsibility 8. Dissemination, exploitation of results 9. Public engagement 10. Non discrimination
14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code)
18. Recognition of mobility experience (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code)
22. Recognition of the profession 24. Working conditions 25. Stability and permanence of employment 27. Gender balance
28. Career development 31. Intellectual Property Rights 32. Co-authorship 34. Complains/ appeals 36. Relation with supervisors
37. Supervision and managerial duties 38. Continuing Professional Development 40. Supervision

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://botany.pl/index.php/en/news-events/405-human-resources-strategy-for-researchers>

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)

At the time of submitting the application for awarding the HR Excellence in Research logo by the W. Szafer Institute of Botany PAS filling in the OTM-R checklist was not in force. Within the scope of planned corrective measures IB PAS has undertaken to draw up recruitment procedures in line with the Charter and the Code. These procedures have been disseminated among IB PAS employees and made available to the public through IB PAS website as a recruitment package.

Currently IB PAS is at the stage of developing comprehensive OTM-R policy. The policy will conform as well to the principles set forth in the new act on higher education and science (Act 2.0) effective as of 22 July 2018 and the Act on the Polish Academy of Sciences pending completion of the legislative procedure. IB PAS has used best efforts to make current recruitment principles open, transparent and merit-based. Implementation of a comprehensive OTM-R policy will ensure greater stability of the recruitment at IB PAS in terms of openness, transparency and merit-based selection. Planned deadline for formulating OTM-R policy – the end of 2020.

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://botany.pl/index.php/en/news-events/405-human-resources-strategy-for-researchers>

4. Implementation

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

On 26.08.2015 the Director of the W. Szafer Institute of Botany Polish Academy of Sciences in Krakow signed the declaration of support for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and thus expressed Institute's full approval for the principles embodied in the Charter and the Code. It marked the commencement of works aimed at implementing the principles of the Charter and the Code at IB PAS. The Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the W. Szafer Institute of Botany Polish Academy of Sciences was established. The Committee analysed internal documents at IB PAS and conducted anonymous survey among its employees and PhD students. The areas that require implementation of corrective measures at IB PAS were identified based on the survey results. The Committee devised HRS4R and 21 corrective measures within the scope of 16 aspects among 40 included in the Charter and the Code that require improvement and transparency (Action Plan), that are listed below:

RESEARCH ENVIRONMENT

- I. Implementation of internal rules on access to laboratories and research equipment
- II. Training for research staff and PhD students in the operation of modern research equipment and software
- III. Conducting missing analysis of occupational hazards for particular positions

FUNDING AND SALARIES

- IV. Promotion of the policy on rewarding outstanding achievements (publications)
- V. Implementation of the internal regulations on fulfilling and accounting for external orders placed by other research institutes and business entities

PARTICIPATION IN DECISION-MAKING BODIES

- VI. Implementation of a system of appointing research employees to information, consultation and decision-making bodies

RECRUITMENT, RECRUITMENT (CODE)

- VII. Dissemination of information on recruitment process adopted by the IB PAS

VIII. 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

IX. 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

ETHICAL PRINCIPLES

X. Popularising ethical guidelines for conducting research included in the Code of Ethics for Researchers

PROFESSIONAL ATTITUDE, ACCOUNTABILITY

XI. 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

CONTRACTUAL AND LEGAL OBLIGATIONS

XII. Implementation of the rules on reporting and disseminating research results delivered at IB PAS

XIII. Organising training for employees on the law of copyright and related rights

GOOD PRACTICE IN RESEARCH

XIV. Implementation of the rules on making backup copies, confidentiality and data storage at IB PAS

XV. Creating an internal database containing information on research projects carried out at IB PAS

EVALUATION/APPRAISAL SYSTEMS, TEACHING

XVI. 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

XVII. Training aimed at raising teaching qualifications of research employees

VALUE OF MOBILITY

XVIII. Amendment of the regulations on domestic and foreign travel taken by research employees and PhD students

CONTINUING PROFESSIONAL DEVELOPMENT, ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT

XIX. Organizing open-access training for research employees and PhD students focused on research topics conducted by the Institute

XX. Providing additional funds for business travel within the scope of the statutory activities

ACCESS TO CAREER ADVICE

XXI. Ensuring access to career advice for young researchers by involving senior research staff

After receiving approval from the European Commission for the HRS4R, the Institute received on 04.12.2017 the distinction "*Human Resources Excellence in Research*". Seventeen corrective actions were planned for the two first years, 16 of which have already been implemented. One action will be introduced in the first half of 2021 (due to related challenges developed in frame of newly launched project on the digitalization of scientific resources at the IB PAS). Short delays in implementing five corrective actions occurred due to necessity to allow more time for making formal and legal arrangements and approving documentation by higher authorities. The actions were implemented in the form of the IB PAS Director's resolutions, introducing various regulations and through providing thematic training. All adopted documents were distributed among IB PAS employees by e-mail and uploaded to local network (Google Drive documents), according to previously declared dissemination means. One of the important actions was an implementation of the Recruitment package that comprises Procedure for holding a competition for research positions at the W. Szafer Institute of Botany Polish Academy of Sciences and Criteria adopted by the Research Staff Development Committee at the W. Szafer Institute of Botany Polish Academy of Sciences for the candidates for research positions. All researchers at IB PAS were familiarised with recruitment procedures. Moreover, Recruitment package was uploaded to Google Drive and was made available to the public on the IB PAS website (access path).

The documents explaining the process of the implementation of the HR Strategy of the IB PAS are presented on the IB PAS webpage:

<https://botany.pl/index.php/en/news-events/405-human-resources-strategy-for-researchers>

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)

The internal review among IB PAS employees was prepared based on a survey on working conditions and career development. The Committee for Implementing the Charter and Code, responsible for the process of implementation, has decided to utilize the same survey questionnaire that was used in 2016 in order to provide a reliable comparison of the results. The questionnaire was divided into four modules and covered all 40 general aspects indicated in the Charter and Code, gathered in 72 questions in total. Compared to the previous questionnaire, one aspect concerning the access to career advice was added, as requested by the external reviewers from the European Commission during the process of the evaluation of the Action Plan and the HR Strategy at IB PAS.

Before the survey, IB PAS conducted outreach campaign and organized seminars to continue familiarization of the research staff and PhD students with the principles of the Charter and the Code. What is more, this campaign was designed to describe the results of the previous survey (2016) and its relation with all actions (Action Plan) leading to establishing new trends in improving working environment in IB PAS. On 28th June 2019, a special meeting of the Committee with the research staff (seminar) took place during which all actions being implemented at IB PAS were summarized. All documents, which were previously sent by e-mails to all research staff, were discussed and were placed on a disc (Google Drive documents), aimed at gathering of all information for the employees to follow the implementation process of the Charter and the Code. During this meeting, the survey forms (questionnaires) were handed to the researches and PhD students to fill in, and later, all questionnaires were collected in a ballot box during 3 weeks. The Committee was focused on providing information about the survey by sending e-mails with notifications to encourage employees to take part in the survey in order to provide their opinions by filling the questionnaires.

The survey was conducted between 28th of June and 20th July 2019. All survey participants (senior research staff and early-stage researchers such as employees with a doctoral degree and PhD students) were ensured of the anonymity of the survey. The survey included 2 open questions and 4 demographic questions. A total of 39 persons responded to the questionnaire. The survey group consisted of both women (77%) and men (23%). Among the researchers, 59% of respondents hold a scientific title of professor or a degree of habilitated doctor (DSc.) and 41% a degree of doctor (PhD) or a title of master in sciences (MSc.). The results were firstly delivered as survey matrix, which shows a broad overview of the whole data obtained by presenting distribution of positive, negative and neutral answers of 4 investigated groups of researchers and answers to all questions covering 40 aspects of the Charter and the Code. Later, an in-depth analysis of the answers was conducted by the Committee and discussed taking into consideration the comparison with the results obtained in 2016.

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



Detailed description and duly justification (max. 500 words)

A highly effective implementation of the Action Plan requires collaborative work involving a great part of staff at IB PAS. First of all, in all actions the Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at IB PAS is involved, which includes representatives of scientists, both young and senior research fellows, and administration staff. The Committee closely cooperates with the members of the management such as the Director, Vice Director for Research and Vice Director for Administration and Economics, what ensures efficient implementation of the tasks contained in the Action Plan. During the meetings of the Committee, specific tasks are usually assigned to the Committee members, who later work in smaller groups. These groups usually invite other employees (research and administration), who offer important expertise for given aspects. In addition, the Committee members gather information about the perception of the strengths and weaknesses at IB PAS for all aspects described in the Charter and Code among the interviewed staff during formal (seminars dedicated to HR Strategy: HRS4R issues) and informal meetings/discussions with other researchers.

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



Detailed description and duly justification (max. 500 words)

After endorsing the Charter and the Code in 2014 by professor. K. Wołowski – the Director of IB PAS – on 26th August 2015 the process of implementing principles incorporated in these documents was initiated and the Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at IB PAS was officially appointed, based on Resolution No. 29/2015 issued by the Director of the Institute. The Committee was composed of representatives of the research staff and administrative employees and the following employees took part in the activities:

1. Professor Lucyna Śliwa – representative of senior research fellows (the President of the Committee)
2. Paweł Kapusta, DSc. – representative of senior research fellows
3. Magdalena Moskal-del Hoyo, PhD – representative of junior research fellows
4. Magdalena Kaptcia, MSc. – representative of PhD students
5. Bogumiła Kurzydło, MSc. – Administration and Economics Director
6. Agnieszka Urbaniak, MSc. – Administration Specialist


In April of 2019, professor Lucyna Śliwa became the Director of IB PAS and stopped being the President of the Committee. However, her great commitment to actions involved in the HRS4R at IB PAS is an important guarantee for a proper implementation of the entire process. The new President of the Committee was appointed at the same time (M. Moskal-del Hoyo, PhD). New member of the Committee was selected as well among staff supporting young researchers and PhD candidates:

New Committee based on the Resolution of the Director of IB PAS No. 9.1/2019

1. Magdalena Moskal-del Hoyo, PhD – representative of junior research fellows (the President of the Committee)
2. Grażyna Szarek, DSc. – representative of senior research fellows, Head of the Doctoral School (organized by four institutions of the Cracow Branch of the Polish Academy of Sciences)
3. Paweł Kapusta, DSc. – representative of senior research fellows
4. Magdalena Kaptcia, MSc. – representative of PhD students
5. Bogumiła Kurzydło, MSc. – Administration and Economics Director

6. Agnieszka Urbaniak, MSc. – Administration Specialist

The Committee has been responsible for preparing all necessary documents and regulations requested by the Action Plan proposed after the first Gap Analysis conducted at IB PAS. Moreover, the Committee was keeping deadlines and regularly overseeing the entire process of the implementation of all planned actions. This Committee is also responsible for the Internal Review for Interim Assessment and will be working on the comprehensive OTM-R along with members of the Human Resources Department.

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)

All actions planned in the HRS4R are in alignment with the overall strategy of the W. Szafer Institute of Botany PAS, that is circumscribed in internal regulations such as Statut and Working and Organization Regulations. Undertaken operations are aimed at devising solutions and procedures providing researchers with working conditions more compliant with principles set forth in the *European Charter for Researchers* and the Code of Conduct for the Recruitment of Researchers. That is why IB PAS has formulated for a given year a new form for a research activity financed from specified-user subsidy for maintaining research potential at IB PAS, that employees use to file request for financing field research, training and research placement, purchase of research equipment, home and abroad research visits. A number of internal regulations have been issued that stabilise IB PAS operations in various fields and thus improve working environment. There regulations include: i) internal regulations on access to laboratories and research equipment ensuring equal access to laboratories to all researchers at IB PAS, ii) internal regulations on awarding bonuses to researchers for the most outstanding research achievements (publications), iii) internal regulations on appraising researchers have been extended with criteria rewarding mobility and involvement in teaching activities. Above all, the Institute compiled a Recruitment package that supports implementation of the recruitment strategy at IB PAS consisting in acquiring suitable researchers who ensure execution of the research mission of IB PAS while applying the principles of open, transparent and merit-based recruitment.

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



Detailed description and duly justification (max. 500 words)

IB PAS has put a great deal of effort to implement planned corrective actions according to the Action Plan that was approved by the European Commission. The Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at W. Szafer Institute of Botany Polish Academy of Sciences established by the Director of IB PAS is responsible for pursuing HRS4R. The Committee has undertaken actions aimed at introducing corrective measures within deadlines established for the two first years of employing HRS4R. The documents compiled (internal regulations) and possible solutions were consulted with the managers of the research units and operational employees to provide suggestions with regard to the subject matter, if necessary. Formal and legal aspects were consulted with a lawyer. The Committee monitored the progress of works related with compiling documents for the implementation on a current basis and kept regular contact with the persons and units responsible for taking corrective actions.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at IB PAS holds regular meets in order to monitor progress in the implementation of the planned activities and prepare a plan for necessary activities for next months, including risk management and a possible contingency plan. The frequency of the meetings depends on the scheduling of the Action Plan because some actions required intensive work and several meetings, while others can be prepared quickly. During these meetings, specific tasks are usually assigned to the Committee members (working sub-teams), who later work in smaller groups, inviting other employees to participate to provide expertise in given aspects. Therefore, the monitoring programme is adjusted according to the needs of the required actions and according to a risk analysis and contingency plan.

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



Detailed description and duly justification (max. 500 words)

Implementation of further corrective measures is overseen by the Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the W. Szafer Institute of Botany Polish Academy of Sciences, as previously. To obtain reliable survey results and be able to evaluate the impact of undertaken actions on the researchers' assessment and awareness with regard to pursuing principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at IB PAS, the same questionnaires as in the surveys conducted in 2016 and in 2019 will be used in future. The results will be compared with those obtained in the previously carried out surveys at the time of applying for HR Excellence in Research logo in 2022. Moreover, in the case of next survey, asking additional more detailed questions – especially concerning areas covered by corrective actions – will be taken into consideration. This will take part during meetings in focus groups.

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



Detailed description and duly justification (max. 500 words)

The management of IB PAS, through the Committee for Implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at W. Szafer Institute of Botany Polish Academy of Sciences, shall ensure the implementation of remaining corrective measures. The Committee shall continue its operation following adopted progress monitoring model and analyse effectiveness of undertaken corrective actions. The Committee shall run information campaign to provide employees with equal opportunity to learn about the benefits resulting from effective implementation of the Charter and the Code as well as confirm its effectiveness during meetings with external experts. What is more, the Management shall organise a meeting with researchers to notify them of the external audit, including formal and practical aspects of that stage. The entire process of the implementation needs constant work and improvements because new employees are contracted and new regulations can be requested by the Ministry of Science and Higher Education and by the National Science Centre, among others.

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