



**Nalecz Institute of Biocybernetics and Biomedical Engineering
Polish Academy of Sciences**

Human Resources Strategy for Researchers incorporating
the European Charter for Researchers

and

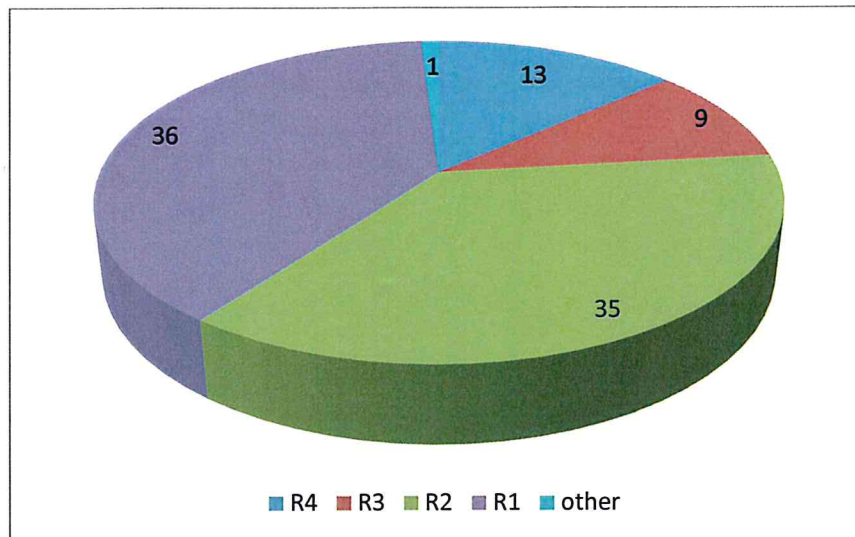
the Code of Conduct for the Recruitment of Researchers

Anex to INTERNAL GAP ANALYSIS AND ACTION PLAN
September 2017

According to European Commission assessors of HRS4R the IBBE PAS Working group HR4R analysed Gap analysis and action plan again.

“Different target groups from R1 to R4 must be involved in every step from the gap analysis to the action plan. An Top Down action is not in the spirit of the HRS4R.”

The survey was conducted between among all groups of staff at IBBE PAS researchers (levels R1 to R4).



Percentage of employees IBBE PAS of among responders

Moreover the Gap Analysis Plan was consulted by the IBIB PAS Director board with inner Youth Council, the new Heads of Departments and Laboratories, so that all R1-R4 researchers were able to comment and propose.

“Actions foreseen are too wide. Setting milestones and indicators would help to monitor the progress

Neither responsible departments nor positions have been defined to carry out the actions

The reviewers assessment has raised two fundamental objections:

The first one regards a lack of concrete steps and actions that should be implemented. It does not explain how and by which remedy they intend to improve the weak points or turn a potential threats into opportunities. The second objection refers to the restoring for each activity a more scheduled timeframe.”

HR4R Working Group elaborated detailed analysis of questionnaire according to a template for the internal analysis (Annex 1 - *“A Human Resources Strategy for Researchers incorporating the Charter and Code”*) – <http://ec.europa.eu/euraxess/rights> - see table below. According to the assessors recommendations, the timetable of dissemination and monitoring of undertaken actions was prepared.

Based on the reviewer assessment of the gap analysis and action plan submitted by IBBE PAS, the members of the HR4RS Working Group elaborated more specific action plan and remedial actions as well as persons/units responsible for the action and schedule for their implementation. For each item, a full description of *“A Human Resources Strategy for Researchers incorporating the Charter and Code”* is attached in Appendix 1.

The detail action plan with schedule is presented in Table 1.

Table 1. Detail Action Plan and Schedule.

Selected principles of C&C and their numbers	Actions required	Remedial actions No./when	Who	Deliverable /when
I. ETHICAL AND PROFESSIONAL ASPECTS				
1. Research freedom	None		not applicable (n/a)	n/a
2. Ethical principles	None		n/a	n/a
3. Professional responsibility	None		n/a	n/a
4. Professional attitude	None		n/a	n/a
5. Contractual and legal obligations	None		n/a	n/a
6. Accountability	None		n/a	n/a
7. Good practice in research	None		n/a	n/a
8. Dissemination, exploitation of results	None		n/a	n/a
9. Public engagement (threats)	<p>Encourage the staff members to dissemination of scientific knowledge and current results and promoting research activities by offering projects to the students and young researchers as well as open public scientific actions.</p> <p>Action A1 includes: permanent information disseminated among researchers employed in our Institute (website and social media) about cyclic scientific events and open public scientific activities. Publishing of annual reports on the realized and planned open public scientific activities (institute website).</p>	<p>A1 Ongoing process</p>	<p>- Deputy Director for Research - PR Specialist</p>	<p>D1 Annual report on the realized and planned open public scientific activities. Starting on - 12.2018</p>
10. Non discrimination	None		n/a	n/a
11. Evaluation/ appraisal systems	None		n/a	n/a
II. RECRUITMENT AND SELECTION				
12. Recruitment (opportunity)	None		n/a	n/a
13. Recruitment (Code)	None		n/a	n/a

14. Selection (Code) (weakness)	The management staff of the institute will support existing rules and practices at IBBE PAS in respect to compliance with recently updated regulations in Polish law. The existing rules will be revised in respect to Competition Committee constitution and its competence with special regards to multidisciplinary and gender balance of the committee members. Moreover possibility of the appointment of the researchers from R1 group could be also considered. After that a new Recruitment Procedure will be prepared.	A2 Preparation of a new Recruitment Procedure - 04.2018	- HR Specialist - Board of Directors - Heads of Departments	D2 New Recruitment Procedure of Researchers for IBBE PAS (in Polish and English) - 04.2018
17. Variations in the chronological order of CVs (Code) (weakness)	Action A2 includes: Preparation of a new Recruitment Procedure containing: templates for announcements (<i>offered conditions and post, requirements for candidates, etc.</i>), general description of recruitment procedure, judging criteria for competition committee members. The procedures of conducted contests for a position as well as announcements will be prepared in English.	A3 A3.1 Implementation of the Recruitment procedure - 06.2018 A3.2 Collection of feedback information from employees - 12.2018	- HR Specialist - Board of Directors - Heads of Departments	D3 Codified Recruitment procedure 02.2019
15. Transparency (Code) (threats)	Recruitment procedure and evaluation of candidates for employees will be codified. Appointed competition committee members will be informed about general rules of evaluations of candidates qualifications and achievements. Information about the final individual evaluation score will be send to candidates. A3 action will be performed as a continuation of action A2.	A3 A3.1 Implementation of the Recruitment procedure - 06.2018 A3.2 Collection of feedback information from employees - 12.2018	- HR Specialist - Board of Directors - Heads of Departments	D3 Codified Recruitment procedure 02.2019
16. Judging merit (Code) (threats)	Action A3 includes: implementation of the Recruitment Procedure and feedback collection.	A3 A3.1 Implementation of the Recruitment procedure - 06.2018 A3.2 Collection of feedback information from employees - 12.2018	- HR Specialist - Board of Directors - Heads of Departments	D3 Codified Recruitment procedure 02.2019
19. Recognition of qualifications (Code) (threats)	Recruitment procedure will be codified for internal use. It will contain templates for announcements (offered conditions and post, requirements for candidates, etc., general description of recruitment procedure.	A3 A3.1 Implementation of the Recruitment procedure - 06.2018 A3.2 Collection of feedback information from employees - 12.2018	- HR Specialist - Board of Directors - Heads of Departments	D3 Codified Recruitment procedure 02.2019
20. Seniority (Code) (threats)	Recruitment procedure will be codified for internal use. It will contain templates for announcements (offered conditions and post, requirements for candidates, etc., general description of recruitment procedure.	A3 A3.1 Implementation of the Recruitment procedure - 06.2018 A3.2 Collection of feedback information from employees - 12.2018	- HR Specialist - Board of Directors - Heads of Departments	D3 Codified Recruitment procedure 02.2019
18. Recognition of mobility experience (Code)	None	None	n/a	n/a

21. Postdoctoral appointments (Code)	None		n/a	n/a
III. WORKING CONDITIONS AND SOCIAL SECURITY				
22. Recognition of the profession (threats)	Specialist for International Co-operation will continue already existing practice, such as: permanent distribution among researchers (via e-mail) information about perspectives of professional career development, upcoming projects and possibilities for local and international co-operations. Implementing more efficient information system about research careers available in the IBBE PAS on the Institute's website providing wide information on promotions and scientific achievements. The modification of the IBBE PAS website in order to increase access to practical information on career development.	A4 A4.1 - Intensification of existing practice - 06.2018 A4.2 - more personalized distribution of the information – 05.2019 A4.3. - Ongoing action	- Specialist for International Co-operation - Head of PhD Studies	D4 More informative Institute website 06.2018
28. Career development (opportunity)	Action A4.1 includes: revision of existing practice and their intensification in recognising and distribution the information about perspectives of career development and modification Institute's website with more transparent information, which is easy to understand and available. Better dissemination of information on the role of the Institute services and their initiatives/actions should be addressed. Action A4.2 will be centred on distribution of the information to proper target groups. Action A4.3 will be continuation of the action			
30. Access to career advice (weakness)				
23. Research environment	None		n/a	n/a
24. Working conditions	None		n/a	n/a
25. Stability and permanence of employment	None		n/a	n/a
26. Funding and salaries	None		n/a	n/a
27. Gender balance	None		n/a	n/a
29. Value of mobility	None		n/a	n/a

31. Intellectual Property Rights	None			n/a	n/a
32. Co-authorship	None			n/a	n/a
33. Teaching (opportunity)	Continuation of existing practice and implementation of the regularity of the scientific seminars for researchers of R1-R4 groups to share knowledge and information on scientific achievements. Cyclic seminars e.g. at least one per three months organized by each research department. Action A5 includes: continuation the regularity of the scientific seminars which will be obligatory/compulsory for R1-R2 researchers.	A5 Ongoing action	- Deputy Director for Research - Head of Department - Head of PhD Studies	D5 Quarterly Timetable of Seminars	
34. Complains/appeals (weakness)	According to the Act on the Polish Academy of Sciences, Scientific Council is obliged to elect the disciplinary prosecutor for independent investigation and assessments of complaints submitted by researchers. Action A6 includes dissemination of information action on procedures in contradictory matters and conflicts, as well as discussion with employees.	A6 Ongoing action	- Deputy Director for Research - Discipline Commission of the Scientific Council - Scientific Council representative for discipline	D6 Dissemination of information action on procedures in contradictory matters and conflicts. 06.2018	
35. Participation In Decision-Making Bodies (opportunity)	To take advantage of the occurring opportunity, discussions with the researchers in all stages of career would be promoted. Heads of departments and laboratories will be obliged to start discussions at lower organizational levels and pass on the suggestion and conclusions to the collegial decision-making and advisory bodies. Action A7 includes obligation of Heads of departments and laboratories to start discussions at lower organizational levels to involve indirectly young researchers into decision-making bodies.	A7 Regular information meetings at department level Ongoing action	- Deputy Director for Research/Board of Directors	D7 Regular information meetings at department level	

IV. TRAINING AND DEVELOPEMENT

36. Relation with supervisors	None		n/a	n/a
37. Supervisors and managerial duties	None		n/a	n/a
38. Continuing Professional Development	None		n/a	n/a
39. Access to research training and continuous development	None		n/a	n/a
40. Supervision (opportunity)	<p>Anonymous semester survey concerning needs/problems or satisfaction and suggestions for improvement. The survey would be conducted among PhD students and young researchers.</p> <p>Action A8 includes: preparing a survey for PhD students and young researchers concerning/about their needs/problems or satisfaction and their suggestions of improvements.</p>	<p>A8 Survey 02.2018</p>	<p>- Head of PhD Studies - Heads of Departments</p>	<p>D8 Preparation and conducting of a survey 04.2018</p>

Monitoring plan

Monitoring of the action plan realization will be an important aspect of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The adequate remedial actions for elimination of the threats were undertaken. The results of survey revealed that the majority of weaknesses and threats concerned part II - „Recruitment and Selection” and III – „Working Conditions and Social Security”. Elimination of them will be treated as a priority, in particular in the case of weaknesses remedial actions are as follows: A2, A4, A6 and in the case of threats - A1, A3, A5.

In general the remedial actions concern:

1. Recruitment procedure preparation, dissemination of information, a new procedure implementation and collection of feedback information.
2. Intensification of existing practice of Specialist for International Co-operation
3. Intensification of existing practice about procedures in contradictory matters and conflicts.

Because, this experiences/activities are rather not systematically and the cooperation are most often incidental the Implementation of this action/procedure will be monitored starting since the first recruitemen and surveillance/observed during next. Further actions will focus on strengthening the opportunities - actions A7, A8, A9.

The monitoring plan will be led by the Head of the Department of Research External Projects. Monitoring meetings will be held:

- Every six months to check the status of implementation of the action plan.
- If necessary - e.g. at the completion of the implementation of the task.
- The progression of tasks will be reported to Board of Directors in accordance with accepted principles respectively

MS1 05.2018 - elimination of weaknesses related to RECRUITMENT (II) and Report of existing practice for elimination weaknesses related to WORKING CONDITIONS AND SOCIAL SECURITY-(III)

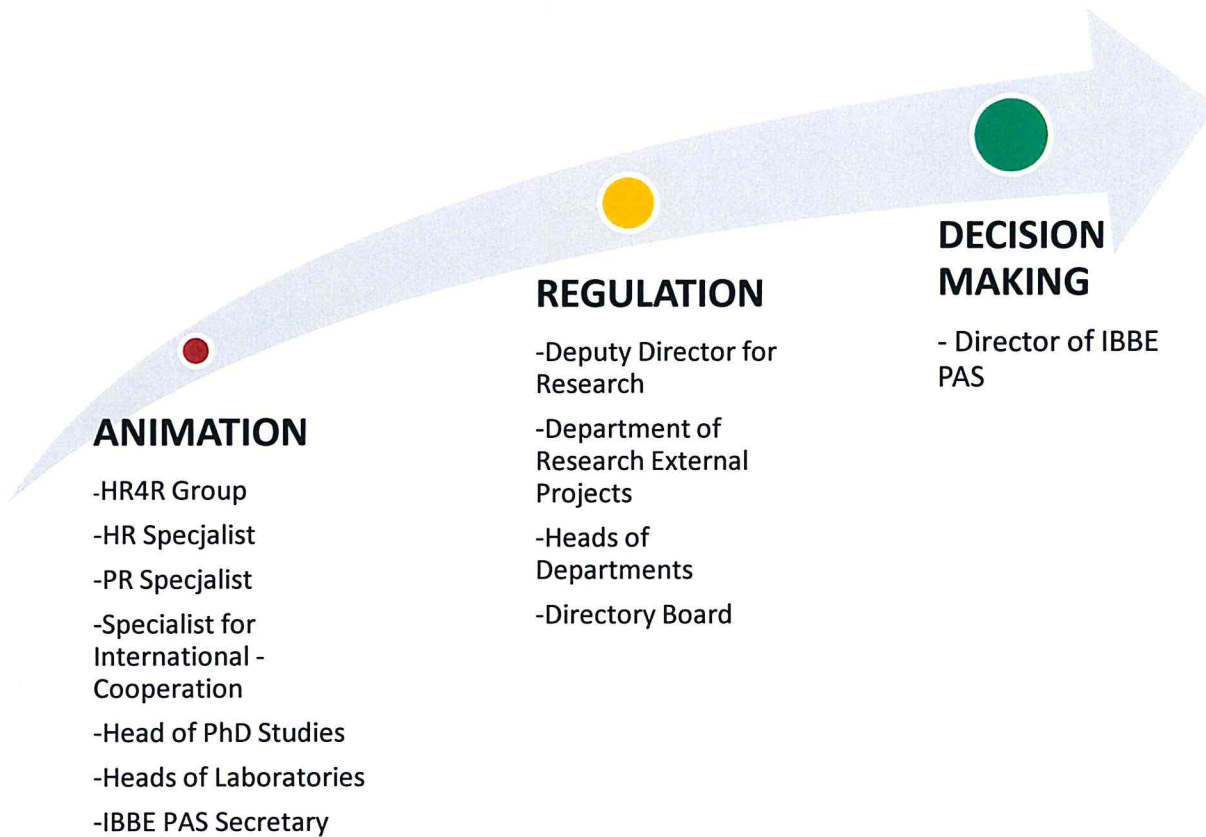
MS2 04.2019 - elimination of threats related to ETHICAL AND PROFESSIONAL ASPECTS (I), RECRUITMENT (II) and WORKING CONDITIONS AND SOCIAL SECURITY-(III),

MS3 04.2020 - use of opportunities related to WORKING CONDITIONS AND SOCIAL SECURITY-(III) and TRAINING (IV)

- After two years of receiving the HR Excellence in Research Logo for auditable own assessment of the effects of the implementation of the HR Strategy.

Summary - Implementation and Monitoring Process

Regarding ensuring the most efficient way if implementation of the HRS4R in IBBE PAS, several units will be involved in the whole process (see graph bellow):



The above process will take 4-5 years. Some activities will have a continuous character due to the natural and continuous staff turnover among the PhD students. Internal regulations status will be monitored for changes in the senior law and the needs of employees. The Working Group is responsible for monitoring the process of changes and overseeing timelines. The number of members of the WG be increased according to the assessors conclusions to involving researchers from group. R1-R4 Internal evaluation will be conducted on the basis of temporary interim reports and internal surveys.

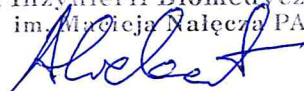
ACCEPTANCE

The annex of internal gap analysis and action plan was analyzed and accepted by IBBE PAS Directors board.

16. 01. 2018

Date

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