

Appendix 1. Full description of “A Human Resources Strategy for Researchers incorporating the Charter and Code” – 40 Principles of C&C

I. ETHICAL AND PROFESSIONAL ASPECTS

1. Research freedom			
Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences (PAS) ² Code of Ethics for Researchers, approved by PAS	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>In IBBE PAS researchers employed in IBBE PAS are aware of the responsibility for their research and some of their limitations. The survey conducted among the IBBE PAS employees, in particular researchers confirmed the importance of the principle of freedom of research and the general satisfaction with the level of its implementation at the Institute.</p>	None	not applicable (n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

2.Ethical principles			
Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences ² Act on the Principles of Financing Sciences ³ Code of Ethics for Researchers, approved by PAS	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>Ethical rules and practices are well established in IBBE PAS. Relevant national legislation as well as lower level legal framework are in place and followed. The key law binding to IBBE PAS is related to Act on the Principles of Financing Science and Act on the Polish Academy of Sciences. It includes relevant provisions regarding the obligations to adhere to ethical rules and standards and consequences of not respected them. The Institute follows the Code of Ethics, prepared by the PAS Committee on Ethics in Science and approved by PAS in 2012. The Code of Ethics is based on the principles defined in the European Code of Conduct for Research Integrity.</p> <p>The survey conducted by IBBE PAS staff confirmed the importance of ethical principles and general satisfaction with its implementation at the Institute.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20140001620>

3. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences ² Act on Academic Degrees and Title and Degrees and Title in the Arts ³ Code of Ethics for Researchers, approved by PAS ⁴ The World Intellectual Property Organization Copyright Treaty (WIPO Copyright Treaty or WCT).	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS– approved by President of PAS Regulations for the management of intellectual properties and rules for commercialization of research results at IBBE PAS. <p><i>Existing Institutional practices:</i></p> <p>As described above professional responsibility, ethical rules and practices are well established in IBBE PAS</p> <p>The survey conducted among the IBBE PAS staff confirmed the importance of this principle and the general satisfaction with the level of its implementation at the Institute.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160000882%20>

3. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

4. <http://www.wipo.int/treaties/en/ip/wct/>

4. Professional attitude			
Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Principles of Financing Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> Regulations on Periodic Assessment for Researchers and Employees – approved by the Scientific Council of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>Ethical rules and practices are well established in IBBE PAS. All researchers are obliged to inform their supervisors about progress of their works. Once a year at IBBE PAS seminars during which the teams present progress in their research projects are organised. Moreover national legislation as well as rules established in IBBE PAS are in place. Following the regulations, annual assessment of employees by the Board of Directors of IBBE PAS and next complex evaluation of researchers is performed by the Scientific Council of the IBBE PAS.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20140001620>

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹Act on the Polish Academy of Sciences</p> <p>²Act on copyright and related rights with further amendments</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>Regulations for the management of intellectual properties and rules for commercialization of research results at IBBE PAS - approved by the Scientific Council of IBBE PAS. During recruitment, all new employees are informed about their rights and responsibilities according to good practice principles (GPP). Each hired employee confirms her/his acquaintance with GPP by signing adequate statement in individual scope of duties document.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19940240083>

6. Accountability			
<p>Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences ³ Act on the Principles of Financing Sciences ⁴ Code of Ethics for Researchers, approved by PAS	<p><i>Existing Institutional practices:</i></p> <p>The issue of accountability addresses to all researchers. Superior regulations are included in Act on the Principles of Financing Science, and particular regulations are based on rules recommended by the funders in case of external projects cared out in the IBBE PAS. IBBE PAS - as the scientific unit of the Polish Academy of Sciences, is obliged to adhere to the principles of sound, transparent and efficient financial management and cooperate with authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. The management of assets of IBBE PAS including departments and laboratories, and other organisational units is conducted in accordance with the principles of expediency, economy and requirements of efficient management.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>
3. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20140001620>
4. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Code of Ethics for Researchers, approved by PAS ³ Regulation on Occupational Safety and Health.	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Labour Regulation at IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>As employer, IBBE PAS is also obliged to secure safe and healthy working conditions. There are two types of trainings on the aforementioned topic:</p> <ul style="list-style-type: none"> • initial training and acquaintance with safety and health regulations at general level and at workplace for newly hired employees is confirmed by the employee with his/her signature; • periodic training every not less than in a period of 3 years. <p>If there is a need reported by the supervisor, the specific training on health and safety conditions is organised.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

3. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20031691650&min=1>

8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹Act on the Polish Academy of Sciences</p> <p>²Code of Ethics for Researchers, approved by PAS</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulation of Use the Results of Intellectual Properties (12.2017) • Internal Regulation on Remuneration of Employees • Internal Regulation on Employee Bonus <p><i>Existing Institutional practices:</i></p> <p>At IBBE PAS exist the regulations for the management of intellectual properties and research results commercialization and the regulations of the periodical evaluation of employee. Following them, the IBBE PAS is focused on achieving the high level of dissemination of research results to the scientific community and the general public.</p> <p>Based on the survey can be concluded the high awareness of the regulations among employees and good implementation.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

9. Public engagement			
Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences ² Act on the Principles of Financing Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>Since management staff consider public engagement with science, technology, engineering etc. as a very important, then more effort will be directed to dissemination of information on this aspect of scientific activity among researchers. IBBE PAS employees are involved in the actions i.e. the Festival of Science, the Science Picnic aimed at promoting the science and activities of the Institute.</p>	Encourage the researchers to continuation and dissemination of results of current scientific activities (A1).	-Deputy Director for Research, -PR Specialist

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960615>

10. Non discrimination			
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences ³ Code of Ethics for Researchers, approved by PAS	<p><i>Existing Institutional practices:</i></p> <p>Management of the Institute promotes good working conditions for all employees. In IBBE PAS any employee discriminations on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social, economic condition nor any other basis are not observed.</p> <p>Internal oficial documentas are in both Polish and English language. The institute have facilities for the disabled.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>
3. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

11. Evaluation/appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹Act on the Polish Academy of Sciences</p> <p>²Act on the Principles of Financing Sciences</p>	<p><i>Existing Institutional rules</i></p> <ul style="list-style-type: none"> Internal Regulations on Periodic Assessment for Employees <p><i>Existing Institutional practices:</i></p> <p>Ethical rules and practices are well established in IBBE PAS. National legislation as well as rules established in IBBE PAS are in place. Therefore following actions are in use: periodic assessment of scientific employees and complex evaluation of research staff. In particular researchers from groups R1 and R2 are assessed every 2 years and from groups R3 and R4 - every 4 years. The management of the institute organize half-a-year meetings with all employees aimed at discussions on current problems.</p> <p>The system of evaluation of employees has been implemented, management of the institute is convinced that level of awareness on importance of this issue is adequate. The well established policy related to periodic evaluation of the scientific achievements of researchers will be continued.</p>	<p>None</p>	<p>(n/a)</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960615>

II. RECRUITMENT AND SELECTION

12. Recruitment			
Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules</i></p> <ul style="list-style-type: none"> • Internal Regulation on Remuneration of Employees • Internal Regulation on Employee Bonus • Internal Regulation on Institut’s Social Found <p><i>Existing Institutional practices:</i></p> <p>The IBBE PAS is obligated to prepare the recriutement procedure according to the national law and The Act on Polish Academy of Science and the Labour Law.</p> <p>Moreover the internal regulation for employee beeing in the difficult material situation is applied in IBBE PAS.</p>	None	n/a

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<i>Existing Institutional rules:</i> <ul style="list-style-type: none">• Labour Regulation at IBBE PAS• Internal Regulation on Remuneration of Employees• Internal Regulation on Employee Bonus	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional practices:</i></p> <p>According to Act on the Polish Academy of Sciences, the employment of scientific staff shall be preceded by a competition announced on the website of the minister responsible for science within the Public Information Bulletin (BIP).</p> <p>Recruitment procedure is multi-stage, pre-selection followed by interview with candidate is performed by a competition committee composed of researchers from groups R2 and R4. A competition committee is extemporaneously appointed by Director of the Institute. Usually gender balance as well as plurality of specialists in the committees are shown.</p>	<p>The management of the institute will support existing rules concerning competition committee formation with special regards to multidisciplinary and gender balance of the competition committee members. Moreover a researcher from R1 group will be also appointed as the committee member.</p> <p>The procedures of conducted contest for a position in English will be prepared. (A2)</p>	<p>-HR Specialist - Board of Directors -Heads of Departaments</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional practices:</i></p> <p>According to Polish law regulations, information on recruitment is announced in public and social media, including Bulletin of Public Information (BIP).</p> <p>Recruitment of researchers is performed according to the Act on the Polish Academy of Sciences. Up to now, only few recruitments was announced in English.</p> <p>Interviews with candidates are a part of the existing recruitment practice (see this table - item 14) so that, the candidates got a partial feedback from the competition committee.</p>	<p>Announcement on recruitments will be published in Polish and English if needed.</p> <p>Recruitment procedure will be codified for internal use. It will contain templates for announcements (offered conditions and post, requirements for candidates, etc.) and general description of recruitment procedure.</p> <p>(A3)</p>	<p>-HR Specialist</p> <p>- Board of Directors</p> <p>-Heads of Departments</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional practices:</i></p> <p>Recruitment of researchers as well as employment conditions are performed according to the Act on the Polish Academy of Sciences. Recruitment of scientific staff is obligatory and researcher-technical staff and other employees - optionally must be performed in competition procedure.</p> <p>Interviews with candidates as a part of the general recruitment practice allow to effective judge of merit for the competition committee. Members of the committee create a ranking list of the candidates and establish recommendations for the best candidates.</p>	<p>Recruitment procedure and evaluation of candidates 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)</p>	<p>-HR Specialist - Board of Directors -Heads of Departaments</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional practices:</i></p> <p>In compliance with the Polish Law Regulations, gaps in employment resulting from the following factors: maternal, paternal or parental leaves, sickness allowances or rehabilitation allowances, and training or unpaid leaves shall be recognized.</p> <p>During the recruitment process, it is needed to file documentation confirming the achievements and qualifications, significant for the position to be applied for.</p> <p>However candidates carriers are analyzed individually in respect to the requirements for candidates described in the job announcements.</p>	<p>Revision of the existing rules and practices at IBBE PAS in respect to compliance with recently updated Polish law regulations. (A2)</p>	<p>-HR Specialist, - Board of Directors -Heads of Departments</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	The IBBE PAS follows on the same principles as general rules specified in the national legal framework <i>Existing Institutional practices:</i> Despite the low rating of 17. Variations in the chronological order of CVs (Code) a reasonable level of satisfaction with the degree of its implementation at the Institute was indicated. IBBE PAS policy in the field of recruitment will be continued.	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences ³ Act on Academic Degrees and Academic Title, and on Degrees and Title in Art	<i>Existing Institutional practices:</i> The IBBE PAS follows on the principles as general rules specified in the national legal framework.	Recruitment procedure will be codified for internal use. It will contain templates for announcements (offered conditions and post, requirements for candidates, etc.) and general description of recruitment procedure. (A3)	-HR Specialist - Board of Directors -Heads of Departments

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

3. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20030650595>

20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	The new research position is defined and announced after detailed analysis of needs and establishing of requirements of the vacant position. During the recruitment procedure as first evaluation of the academic and professional qualifications based on the documents submitted by candidates, including reference letters are assessed. During the recruitment process, entire career development record of a given candidate is taken into account.	Recruitment procedure will be codified for internal use. It will contain templates for announcements (offered conditions and post, requirements for candidates, etc.) and general description of recruitment procedure (A3) .	-HR Specialist - Board of Directors -Heads of Departments

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences ³ Act on Academic Degrees and Title and Degrees and Title in the Arts ⁴ Regulation of the Minister of Science and Higher Education on criteria for assessing the achievements of the person applying for postdoctoral appointment	<i>Existing Institutional practices:</i> Postdoctoral appointments are in ceratian extend undergoes rules included in Regulations on financial support for research/rearch tasks realization in the framework of projects defined by founders (e.g.: National Science Centre, Foundation for Polish Science, National Centre for Research and Development, etc.) In view of the fact that all the regulations are fully obeyed, no corrective measures are required.	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>
3. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160000882%20>
4. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20111961165>

III. WORKING CONDITIONS AND SOCIAL SECURITY

22. Recognition of the profession			
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences ² Act on Academic Degrees and Title and Degrees and Title in the Arts	<p><i>Existing Institutional practices:</i></p> <p>According to the national regulations researchers are employed either as scientific staff or researcher and technical staff or engineering staff according to their professional qualifications. Scientific staff can hold one of the following positions depending on their scientific degree: (a) research assistant – Master of science degree, (b) assistant professor (senior lecturer, adiunkt) – for PhD, (c) associate professor – for Doctor of Science (doktor habilitowany), (d) visiting professor (e) full professor.</p>	<p>Implementing more efficient information system about research careers on the Institute’s website.</p> <p>Researchers, hired on scientific positions have been listed on the Institute’s website in the category ‘research staff’ with their professional degrees or titles indicated. (A4)</p>	<p>-HR Specialist, -Specialist for International Co-operation</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>
2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160000882%20>

23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour code ² Regulation on Occupational Safety and Health	<i>Existing Institutional rules:</i> <ul style="list-style-type: none">• Statute of IBBE PAS• Internal Health and Safety Regulations <i>Existing Institutional practices:</i> <p>IBBE PAS provides adequate facilities and resources necessary for support of the projects financed by the external funders according to the agreements signed with them.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20031691650&min=1>

24. Working conditions			
Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Labour Regulation at IBBE PAS • Internal Regulation on Remuneration of Employees <p><i>Existing Institutional practices:</i></p> <p>The Institute ensures individual work time schedule adjusted to the needs of employees if necessary. Working conditions allow to efficiently combine family and work, children and career.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code ² Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Labour Regulation at IBBE PAS • Internal Regulation on Remuneration of Employees <p><i>Existing Institutional practices:</i></p> <p>The national regulations, in particular Labour Code provisions, provide a sufficient level of safeguards regarding stability of employment.</p> <p>The clear policy of IBBE PAS is based on premise that a fixed-term contract should not have any negative impact on continuation of employment. It is the Institute's priority to ensure stability of working conditions for all employees.</p> <p>If permanence of employment is concerned then relevant provisions of the Labour Code are applied.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹ Labour Code</p> <p>² Act on the Polish Academy of Sciences</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Labour Regulation at IBBE PAS • Internal Regulation on Remuneration of Employees • Internal Regulation on Employee Bonus • Regulations on the Social Fund in IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>The principles of fair remuneration and adequate social security system are well-rooted in the Polish legal framework. The institutional regulations clearly define detailed remuneration rules which are fully compliant with the national law. A dedicated bonus system is implemented, with special awards foreseen for researchers with outstanding achievements. IBBE PAS guarantees the social security benefits according to the existing national regulations, in particular the law on social security system. In compliance with the internal Regulations on the Social Fund, employees can also benefit from an social package, based on the institutional social fund (e.g. financial support for holidays leaves and summer holidays for children, renumeration of costs of kindergarden of the employees children, renumeration of costs of physical activity of the employees, a single non-refundable financial support in difficult life situations).</p>	<p>None</p>	<p>(n/a)</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who																					
<p>¹Labour Code</p> <p>²Treaty on the Functioning of the European Union</p>	<p><i>Existing Institutional practices:</i></p> <p>The Institute follows on the principles as general rules specified in the national and European legal framework .</p> <p>The women scientific/research staff constitutes: 48.8% in R1, 55.3% - R2, 50% - R3, 14.3% - R4 of and 85.7% of other staff groups.</p> <div data-bbox="593 638 1422 1037" style="text-align: center;"> <table border="1"> <caption>Gender Balance between IBBE PAS workers</caption> <thead> <tr> <th>Category</th> <th>Male (%)</th> <th>Female (%)</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>51</td> <td>49</td> </tr> <tr> <td>R1</td> <td>51</td> <td>49</td> </tr> <tr> <td>R2</td> <td>45</td> <td>55</td> </tr> <tr> <td>R3</td> <td>50</td> <td>50</td> </tr> <tr> <td>R4</td> <td>86</td> <td>14</td> </tr> <tr> <td>other</td> <td>14</td> <td>86</td> </tr> </tbody> </table> </div> <p>In the recruitment process men and women have equal chances of access to career development, rewards, grants and trainings. In particular, it was indicated that it should not influence the opinion on the quality of a candidate. The majority of responses was positive regarding the degree of the implementation of this rule at the Institute.</p>	Category	Male (%)	Female (%)	All	51	49	R1	51	49	R2	45	55	R3	50	50	R4	86	14	other	14	86	None	(n/a)
Category	Male (%)	Female (%)																						
All	51	49																						
R1	51	49																						
R2	45	55																						
R3	50	50																						
R4	86	14																						
other	14	86																						

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://www.europarl.europa.eu/document/activities/cont/201107/20110725ATT24649/20110725ATT24649EN.pdf>

28. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹ Act on the Polish Academy of Sciences</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulation of PhD studies <p><i>Existing Institutional practices:</i></p> <p>The paths and conditions of research career development are defined in national legislation. This issue is not formalized at the IBBE PAS, but it is common practice for the senior scientists, group leaders, heads of departments to be mentors to younger co-workers/researchers and PhD students.</p>	<p>Continuation, already existing practice, i.e. distribution within the Institute (via e-mail) information about perspectives of professional career development practices (applications for Polish and international grants, stays outside the IBBE PAS, also posts/fellowships/training and workshops on career development). Permanent dissemination of information. (A4)</p>	<p>-HR Specialist, -Specialist for International Co-operation</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none">• Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>In IBBE PAS, at all stages of careers, researchers are encouraged to apply for and participate in short and long-term internships. The experience gained during fellowships and other research visits is always regarded as a valuable contribution to the professional development of employees.</p> <p>The information about different types of research visits is provided regularly by the International Cooperation Specialist via e-mails or in personal contacts. The mobility is analysed as a criteria in the general evaluation of scientific/research units by the Ministry of Science and Higher Education.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>It is a common practice that senior scientists, group leaders, heads of departments serve with advice and assistance on career development, either in the IBEE PAS or through collaboration with other research institutions to younger co-workers/researchers and PhD students. Since didactics is not a main line of the IBBE PAS mission then particular carrier development in education institutions is a metter of discussion beween mentor and young researcher.</p>	<p>Better dissemination of information on the role of the Institute services and their initiatives/actions should be addressed.</p> <p>The modification of the IBBE PAS website in order to increase access to practical information on career development and possible cooperation with other groups of the IBBE PAS as well as external research partners. (A4)</p>	<p>-HR Specialist, -Specialist for International Co-operation</p>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹Act on the Polish Academy of Sciences</p> <p>²Act on copyright and related rights</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulation of the IP Proppers <p><i>Existing Institutional practices:</i></p> <p>Legal protection of Intellectual Property Rights is well developed on both national and institutional levels. Researchers are aware of the regulations, both of the the national and international law and the internal regulation: the IPR regulation, the laboratory regulations and the conditions of contracts with external founders of reasearch. The series of free workshops on protection of IPR, organized by the Patent Office of The Republic of Poland, and IBBE PAS took place. The issue of intellectual property rights is most crucial in the case of technology transfer projects. The researchers of IBBE PAS can also count on support of the Department for External Research Projects.</p>	<p>None</p>	<p>(n/a)</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20060900631&min=1>

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences (PAS) ² Act on copyright and related rights ³ Code of Ethics for Researchers, approved by PAS	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulation on management of the IP Rights at IBBE PAS (2008) <p><i>Existing Institutional practices:</i></p> <p>Co-authorship as well as IPR protection are well developed on both national and institutional levels. The national Law on copyright and related rights as well as the Act on PAS and Code of Ethics also define the rules of recognition of authorship and co-authorship. These rules are followed by IBBE PAS.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20060900631&min=1>

3. https://instytucja.pan.pl/images/2016/komisja_etyki/Kodeks_etyki_pracownika_naukowego_-_wydanie_II_-_2016_r.pdf

33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	/Who
<p>¹Act on the Polish Academy of Sciences (PAS)</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Internal Regulation on Employee Evaluation • Regulation of PhD Studies <p><i>Existing Institutional practices:</i></p> <p>IBBE PAS is a research Institute, therefore teaching is not primary task of the Institute's mission. However in practice teaching is included in duty of the researchers as an important factor in education of PhD students and dissemination of knowledge. Different types of teaching activities are carried out by the Institute's researchers. Some of them deliver lectures to the undergraduate students of different Universities in Poland, supervising their projects for Bachelor and Master of Science degrees. At IBBE PAS are realized summer internships for students from universities located in Poland and also in other European countries.</p> <p>The popular form of teaching and knowledge dissemination are also scientific open seminars which are organised by ICB Center of IBBE PAS (http://www.ibib.waw.pl/en/icb/general-information).</p> <p>The teaching performance is also taken into account in annual evaluation of researchers.</p>	<p>Implementation the regularity of the scientific seminars for R1-R4 researchers to share knowledge among researchers. Cyclic seminars e.g. one per month organized by each research department. (A5)</p>	<p>-Deputy Director for Research -Heads of Departments -Head of PhD Studies</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
<p>¹Act on the Polish Academy of Sciences</p> <p>²Code of Ethics for Researchers, approved by PAS</p>	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Internal Regulation on Employee Evaluation • Internal Regulation on Employee Bonus • Regulations of Appeals from the Evaluation of Scientific Staff to the President of the Polish Academy of Sciences <p><i>Existing Institutional practices:</i></p> <p>Complaints/appeals are generally solved individually by supervisors, group leaders, /heads of departments, the Head of the PhD Studies and members of the Board of Directors. PhD students are allowed to present their opinion and suggestions through the PhD Students Council and the PhD student self-government or directly to their supervisors as well as to the Head of the PhD Studies or to the Director.</p> <p>Within Sicientific Council of the Institute a disciplinary committee was appointed. A member of scientific or research and technical staff admonished by the director may lodge an appeal with the disciplinary committee. The appeal shall be lodged within 14 days of the date on which the notice concerning the penalty is delivered (art. 109 Act on the Polish Academy of Sciences).</p> <p>According to the Act on the Polish Academy of Sciences, Scientific Council elected the disciplinary prosecutor for independent investigation and assessments of complaints submitted by researchers.</p> <p>In exceptional circumstances, employee may submit his/her complaints or appeals to the President of the Polish Academy of Sciences.</p>	<p>Meetings with employees to discuss the existing possibilities and procedures of solving conflicts among researchers.</p> <p>Updating the website on information about disciplinary committee and disciplinary prosecutor. (A6)</p>	<p>- Deputy Director for Research</p> <p>- Discipline Commission of the Scientific Council</p> <p>- Scientific Council disciplinary prosecutor</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. https://instytucja.pan.pl/images/2016/Uchwa%C5%82y/2_12/U-3.pdf

35. Participation In Decision-Making Bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulations on Scientific Council at IBBE PAS <p><i>Existing Institutional practices:</i></p> <p>According to the Statutes of IBBE PAS and the national law at the IBBE PAS are two main decision-making bodies: Director of the Institute and the Scientific Council. The Director manages the Institute and is aided by deputy Directors and the Scientific Council. Researchers employed in the Institute as well as PhD students have their representatives in the Scientific Council (SC). Within the SC various committees e.g. a disciplinary committee and committee for development of scientific staff are formed. PhD students have also their self-government and the Young Researchers Board which is informal advisory committee of the Director.</p>	<p>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.</p> <p>(A7)</p>	<p>-Deputy Director for Research/ Board of Directors</p>

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

IV. TRAINING

36. Relation with supervisors			
Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none"> • Statute of IBBE PAS • Regulation on PhD Studies <p><i>Existing Institutional practices:</i></p> <p>From the very beginning of a PhD student activity, she/he is assigned to a supervisor cooperating with a team functioning in the organisational structure of research departments and research teams. The Institute ensures sufficient level of formal and apparent supervision and support provided to researchers, in particular those in their training phase.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

37. Supervisors and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences ² Act on Copyright and Derivative Rights	<i>Existing Institutional rules:</i> <ul style="list-style-type: none">• Statute of IBBE PAS• Regulation of Use the Results of Intellectual Property (2008) <i>Existing Institutional practices:</i> <p>Senior researchers pay attention to their role as supervisors including knowledge transfer, building-up positive relationship as team leaders and career advisors for young co-workers or early-stage researchers.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19940240083>

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Act on the Polish Academy of Sciences	<i>Existing Institutional rules:</i> <ul style="list-style-type: none">• Statute of IBBE PAS <i>Existing Institutional practices:</i> <p>At IBBE PAS, researchers are encouraged and stimulated to continuous professional development. Their attendance in courses, workshops, conferences, trainings are supported and considered in the evaluation of researchers.</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	Who
¹ Labour Code	<p><i>Existing Institutional rules:</i></p> <ul style="list-style-type: none">• Statute of IBBE PAS• Regulation on PhD studies <p><i>Existing Institutional practices:</i></p> <p>At IBBE PAS conditions for researchers stimulation to continuous development are favourable. As far as financial aspects allow for that the researchers are provided with support for attendance in courses, workshops, conferences, trainings which improve thier profesional skills and competencies and expand their konwledge. The researchers have also the opportunity to participate in scientific conferences, workshops organised by the Institute</p>	None	(n/a)

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU19740240141+2016%2401%2402&min=1>

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
¹ Act on the Polish Academy of Sciences ² Act on Law on Higher Education	<i>Existing Institutional rules:</i> <ul style="list-style-type: none"> • Statute of IBBE PAS Regulation on PhD Studies <i>Existing Institutional practices:</i> Senior researchers playing role of supervisors used to provide to young co-workers or early-stage researchers besides knowledge transfer, building-up positive relationship as team leaders also serve as career advisors	Anonymous semester survey concerning needs/problems or satisfaction and suggestions for improvement. The survey would be conducted among PhD students and young researchers. Continuation of ongoing actions (A8)	-Head of PhD Studies -Heads of Departments

1. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20100960619>

2. <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20160001842>