

Important message to institutions:

Due to exceptional circumstances linked to COVID19, processing of HRS4R applications might suffer additional delays. Moreover, in the context of extraordinary measures taken at national level (e.g. universities or other institutions closed), all self-assessment deadlines between 15 March and 30 May can be extended by one or two months, depending on your needs. You only need to apply for an extension electronically in your dashboard or, if you need more than one month extension, send an email to the functional mailbox: RTD-CHARTER@ec.europa.eu.

Site Visits: All in house audits planned for April through June (and possibly July and August - depending on how the pandemic situation evolves) are cancelled. HRS4R experts and/or EC will contact you in due course to arrange additional dates. No site visits dates will be set before the situation both at EU and national level stabilises. Meanwhile, you can continue using the HR Excellence in research award.

Remote assessments: We will continue processing remote evaluations within the limits of HRS4R experts' availability and the special circumstances of EC staff being on mandatory teleworking. Please note that evaluation and communication of outcome might incur further delays.

Action Plan

Case number: 2019PL437070

Name Organisation under review: Institute of Pharmacology Polish Academy of Sciences

Organisation's contact details: Smetna street 12, Cracow, PL31343

1. Organisational Information

Please provide a limited number of 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 *	146
Of whom are international (i.e. foreign nationality) *	1
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	8
Of whom are women *	79
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	49
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	64
Of whom are stage R1 = in most organisations corresponding with doctoral level *	30
Total number of students (if relevant) *	3
Total number of staff (including management, administrative, teaching and research staff) *	253
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	10029691.78
Annual organisational direct government funding (designated for research)	3884161.81
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3898624.70
Annual funding from private, non-government sources, designated for research	55463.79

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

IP PAS is currently a leading scientific unit in Poland, specializing in neuro-psychopharmacology. Investigations, conducted in 14 departments, laboratories and modern animal house, focus on the central nervous system (CNS) disorders and the search for new biologically active substances which can be used in the treatment of neurological and psychiatric conditions. The IP PAS research priorities include depression, schizophrenia, chronic pain, drug and natural rewards and addiction, as well as anxiety, post-traumatic stress disorder, neurodegenerative and immunoendocrine processes and phytochemistry. IP PAS promotes the search for innovative therapeutic strategies and biomarkers of CNS disorders using genomics, proteomics and transcriptomics.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects*

Strengths and Weaknesses (max. 800 words)

Strengths:

- Freedom: research freedom is guaranteed by the Polish Constitution for Science and treated with priority, researchers have the freedom to express their own opinions and views, as well as the possibility to shape their research work through the choice of topics and methodology of research if only consistent with the assumptions of the IP PAS scientific profile and infrastructure;
- Non discrimination: all employees are treated equally in respect of establishing and terminating the employment relationship, employment terms and conditions, promotion and access to trainings in order to raise professional qualifications, regardless of their age, gender, disability, race, religion, nationality, sex orientation, political views, trade union membership, as well as regardless of the type of employment contract or work time;
- Ethical code: strongly supported and supervised by Scientific Council of IP PAS;
- Research relevant to society: research focusing on unraveling socially important issues (depression, substance use disorder, neurodegenerative diseases);
- Professional responsibility: the issues of originality and standards of research is governed by the Polish law, e.g. by the Act on Copyrights and Related Rights, research is published only in high-impact peer-review journals which have rigorously rules regarding ethics and plagiarism, data regularly presented on internal scientific seminars and subjected to evaluation of colleagues and Scientific Council, supervision of Financial Department, supervision of Head of the Institute regarding grants, raw data available on demand (repository planned), data obtained in collaboration with R&D sector are published according to the rules of contracts, commercialization of results started by Technology Transfer Center;
- Contractual and legal obligations: the employees are clearly informed about their rights and duties before signing the employment contract, overall good relationship with supervisors;
- Accountability: good responsibility towards funders of research and other entities governed by the provisions of agreements and contracts;
- Dissemination and exploitation of results: research results are published only in peer-reviewed journals and presented on domestic and international conferences, internal supervision prevents publishing in predatory journals and attendance at predatory conferences, every year the summary of IP PAS activity and bibliographic descriptions of all publication achievements of employees are published in ANNUAL REPORT available to public.

Weaknesses:

- R&D underpromoted: very weak awareness of R&D possibilities in research, only few such projects running at IP PAS, no information regarding their results;
- Evaluation/ appraisal systems - rules for periodic evaluation of scientific achievements based mostly on bibliometrics lacking other important issues related to scientific activity (e.g. popular results dissemination, R&D projects, membership in ethical commissions, scientific council, membership in grant evaluation panels - will be included in the new appraisal system);
- Public engagement: relatively low interest among researchers.

Recruitment and selection*

Strengths and Weaknesses (max. 800 words)

Strengths:

- Clear procedures, established rules: the candidates are employed only through open competitions, which ensures careful selection in terms of scientific output and experience, OTM-R recently introduced and implemented, recruitment of employees takes place in line with other general rules foreseen under national law;
- No discrimination by any means: all candidates have right to equal chance irrespectively from race, gender, religion, ethnic/social background or physical disability.
- Scientific mobility value: international and professional mobility experience highly appreciated.

Weaknesses:

- Feedback from recruitment process: candidates are informed about the available job positions and professional development opportunities as well as final decision, however, after the end of the recruitment process, candidates do not receive any feedback justifying the negative decision;
- English information: scarce information in English available, apart from very basic issues;
- Adjustment of recruitment principles to OTM-R policy: the OTM-R was recently introduced but as for now there are still some gaps to be cleared in the recruitment process, i.e. when evaluating the qualifications, the recruitment committee takes into consideration mainly the achievements and professional qualifications of the candidate but focusing mostly on bibliometrics as an easy to compare factor, gaps/breaks in career having still impact on candidate's final evaluation;
- Little representation of foreign researchers among IP PAS staff;
- No engagement of international and intersectoral members in selection committees.

Working conditions*

Strengths and Weaknesses (max. 800 words)

Strengths:

- Working conditions: for the purpose of scientific research IP PAS provides many services and internal supporting units providing tools that enable effective research conduct (i.e. IT support, Financial Department, Work Safety Unit, Administration Office, International Cooperation Unit, Public Procurement Office), some of this support is also available remotely which was recently successfully tested in COVID-19 pandemic situation, all software necessary for research is licensed and being subject to regular audit, remote access to bibliographic databases is also secured, overall it is possible to join private and professional life, working rules based on task system not bounded to strict time schedule adjusted to private life; safe working conditions are strictly followed, safety procedures and trainings regularly performed and checked;
- Gender balance: IP PAS supports the idea of gender balance, e.g. by providing equal opportunities in the staff recruitment process, as well as access to achieving subsequent stages of scientific and administrative career, the key criteria in recruitment and professional promotion are substantive aspects, such as competences, experience, scientific achievements and organisational skills;
- Recognition of profession.

Weaknesses:

- Lack of permanent contracts: as related to Polish law regulations.
- Underpayment: due to low national financial support and funding of science.
- Value of mobility: international mobility is highly appreciated but there is lack of support for intersectoral mobility neither any programs allowing for such activity;
- Participation in decision-making bodies of young researchers.

Training and development*

Strengths and Weaknesses (max. 800 words)

Strengths

- Relation with supervisors: with some exceptions overall identified as functioning well, the regulations of doctoral studies imposes the obligation to present regularly the data on scientific meetings at IP PAS allowing to monitor the progress in research work and doctoral thesis;
- Professional development: the constant upgrade of quality of IP PAS scientific staff is the most important asset of the Institute, many activities are focused on the systematic development of researchers and improvement of the quality of the conducted research work, IP PAS supports any activities of the employees undertaken in order to raise their professional qualifications and scientific output (conferences, scientific meetings, scientific exchange), the organisational structure of IP PAS includes the International Cooperation Unit, currently the second edition of PROM exchange programme supports the professional development of researchers by co-funding foreign trips intended to raise their qualifications.

Weaknesses

- Lack of mentoring program.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

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

Proposed ACTIONS

Action 1

IP PAS will undertake measures to increase awareness of different possibilities of financial support of research in order to enable free choice to individual researchers. Regular meetings at the IP PAS with different grant funding agencies will be organized and advertised by e-mails and at the News browser tab of the IP PAS website. Information about deadlines and appropriate links to current calls will be included at the IP PAS Website at the special browser tab Funding programmes and grants.

GAP Principle(s)

(+/-) 1. Research freedom

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

Meetings will be organized once a year (first meeting - 1st quarter 2021), and the website will be actualized in the normal course.

Responsible

Unit

Indicator(s) / Target(s)

Scientific
Projects IP PAS browser tab: "Funding programmes and
Coordination grants", "News"
Research
Unit

Action 2

IP PAS will undertake measures to increase awareness of researchers of national and internal regulations regarding science politics and working conditions, by gathering legal articles in one Browser tab at the IP PAS website.

GAP Principle(s)

(+/-) 5. Contractual and legal obligations

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

4th quarter 2020

Responsible Unit

Indicator(s) / Target(s)

IP PAS HR
Unit, IP PAS Solicitor IP PAS website browser tab: "Legal acts"

Action 3

In order to increase possibility of internal and external scrutiny of experimental data IP PAS will introduce the Open Research Data Repository. In the meantime the researchers will be encouraged to use public or commercial domains for data storage.

GAP Principle(s)

(+/-) 6. Accountability

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

4th quarter 2022

Responsible Unit

Indicator(s) / Target(s)

Scientific Information Centre, Library and Archives supported by IP PAS Network Administrator. Open Research Data Repository available to public, containing data gathered by all researchers at IP PAS

Action 4

Since the problems with results disseminations were identified as concerning mainly R&D projects, information regarding such possibilities will be provided by Technology Transfer Center (meetings, presentations of current ongoing projects, grant possibilities and rules of application, possibilities of collaboration with industry - at least once a year). In order to increase commercialization of scientific results IP PAS declares to support applications for R&D PhD studies and R&D grants, if only possible. Participation of the IP PAS in the Life Science Cluster will be promoted among researchers.

GAP Principle(s)

(+/-) 8. Dissemination, exploitation of results

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

meetings at least once a year, first planned: 1st quarter 2021

Responsible Unit

Indicator(s) / Target(s)

Technology Transfer Center Periodic meetings, seminars, presentations (information available on IP PAS website and distributed by e-mails to researchers).

Action 5

In order to increase popularization of science IP PAS will encourage researchers to participate actively in organization of the Festival of Science and Art, Brain Awareness Week, FameLab and other popular science events every year. Internal competition for a paper to the Polish popular scientific journal "Wszecławiat" will be continued, and awarded papers will be published at the IP PAS website. Furthermore, public engagement activity will be taken into account in periodic scientific staff evaluation

GAP Principle(s)

(+/-) 9. Public engagement

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

Festival of Science and Art (first planned - 05.2021); Brain Awareness Week (first planned - 03.2021).

Responsible Unit

Indicator(s) / Target(s)

Deputy

Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>In the descriptive part of the survey there were complains about the work under pressure and cases of interpersonal conflicts. It should be emphasized that employees at IP PAS are not discriminated 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. However, in order to prevent and counteract any potential discrimination in the future, IP PAS will organize regular antimobbing trainings, the ombudsman will monitor situation and when necessary an antimobbing commitions will be appointed. Contact information will be provided on IP PAS website.</p>	<p>(+/-) 10. Non discrimination (+/-) 34. Complains/ appeals (+/-) 36. Relation with supervisors</p>	<p>Every 2nd year anti-mobbing and interpersonal relation trainings will be organized, first - 1st quarter 2021, meetings of antimobbing committees when necessary</p>
	<p>Responsible Unit Indicator(s) / Target(s)</p>	
	<p>Ombudsman person, Secretary Unit Antimobbing commitions Antimobbing meeting organized. Interpersonal relation HR courses. Reports of antimobbing commitions.</p>	
Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>IP PAS will undertake measures to improve appraisal system of periodic evaluation of researchers and their promotion. It is suggested to include, besides bibliometrics, also other activities i.e. popularization of science, activities for the scientific community (membership in various commitions, grant evaluation panels etc), teaching activities (both internal courses and external lectures), intersectoral and any other kind of scientific mobility.</p>	<p>(-/+) 11. Evaluation/ appraisal systems (+/-) 16. Judging merit (Code) (-/+) 29. Value of mobility (-/+) 33. Teaching</p>	<p>Timing has to be adjusted to internal rules of Polish Academy of Sciences: 1. Consultations – meetings with independent researchers (3rd quarter 2020); 2. Preparation of new appraisal system by the Committee and its presentation at the meeting of the Scientific Council (2nd quarter 2021); 3. Acceptance by the Scientific Council (4th quarter 2021); 4. Final acceptance by the President of the Polish Academy of Sciences (1st quarter 2022).</p>
	<p>Responsible Unit Indicator(s) / Target(s)</p>	
	<p>Committee for Evaluation of the Scientific Staff New system will be published at the IP PAS Website (Browser tab: "Scientific Council regulations and resolutions").</p>	
Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>IP PAS will undertake measures to increase contribution of international and intersectoral members in selection committees. IP PAS is considering to apply for MSC COFUND PhD program where selection committees have</p>	<p>(+/-) 14. Selection (Code)</p>	<p>Depending on the call rules - either 3rd</p>

	Responsible Unit	Indicator(s) / Target(s)	
	Deputy Director for Scientific Affairs	International or intersectoral members in evaluation committee, if applicable and consistent with rules of current PhD programme.	
Action 9			Timing (at least by year's quarter/semester)
In the OTMR procedure of IP PAS additional information will be supplemented: 1) concerning the Institution's obligation to inform rejected candidates about the reason of rejection in recruitment process - upon direct request; 2) clear indication that career breaks (e.g. maternal leave) will not have any negative impact on recruitment process; 3) post-doc positions will be recognized only as research positions (not technicians) and this information will be added to OTMR; 4) no further requirement of Polish language knowledge will be included into recruitment procedure; 5) team leaders and recruitment committee members will be subjected to training regarding the OTMR principles (approx. 15 persons).	GAP Principle(s)		
		(+/-) 15. Transparency (Code)	
		(+/-) 16. Judging merit (Code)	
		(-/+) 17. Variations in the chronological order of CVs (Code)	immediately (4th quarter 2020)
		(+/-) 21. Postdoctoral appointments (Code)	
	Responsible Unit	Indicator(s) / Target(s)	
	HR Unit	OTMR procedure published at the IP PAS Website, OTMR seminar given to selected persons (team leaders and recruitment committee members)	
Action 10			Timing (at least by year's quarter/semester)
In order to increase access to the infrastructure of the IP PAS crucial scientific equipment list will be published on IP PAS Website followed by internal regulations regarding the open access to it.	GAP Principle(s)		
		(+/-) 23. Research environment	immediately (4th quarter 2020)
	Responsible Unit	Indicator(s) / Target(s)	
	Financial Unit Technical Service	List published at the IP PAS website regularly updated.	
Action 11			Timing (at least by year's quarter/semester)
In order to increase recognition of employment stability a new rule will be introduced that both employees and their supervisors will be informed 3 months prior to contract termination and will be obliged to decide (within 14 days) whether the contract will be prolonged or not.	GAP Principle(s)		
		(-/+) 25. Stability and permanence of employment	immediately (4th quarter 2020)
	Responsible Unit	Indicator(s) / Target(s)	
	HR Unit	Implementation of this rule to HR activity.	
Action 12			Timing (at least by year's quarter/semester)
According to the employment national regulations, all social security provisions are included and fully supported. However, it is true that since in general the science in Poland is underfunded, there is no possibility to raise salaries taking into account the financial status of the Institute. Nevertheless, there is an opportunity to take advantage of attractive externally funded positions available in National Science Center (NCN) and National Science and Development (NCBR) grants. These will be	GAP Principle(s)		
		(-/+) 26. Funding and salaries	immediately (4th quarter 2020)
	Responsible Unit	Indicator(s) / Target(s)	

highly promoted in the career model and fully supported by IP PAS. Additionally, researchers employed at the Institute can be extra paid from grant funds. The management of the Institute will recommend the PI's to take this advantage when placing the grant applications and support opening the PhD student and postdoc new positions covered by attractive grant funds.

Financial Unit Implementation of this rule to HR activity.

Action 13

In order to clarify the career development strategy the Position Description Card will be implemented. Moreover, mentoring system will be implemented in the PhD programme by organization of meetings with experienced researchers where young researchers will have opportunities to discuss various aspects of scientific carrier. The IP PAS Alumni Association will be launched.

GAP Principle(s)

- (-/+) 28. Career development
- (-/+) 29. Value of mobility
- (-/+) 30. Access to career advice

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

1st quarter 2021 - as for Position Description Card, other activities will be implemented during the 2021/2022 academic year: mentoring system, Alumni Association - 2nd quarter 2022.

Responsible

Unit Indicator(s) / Target(s)

HR Unit
Deputy Director for Scientific Affairs
1) Position Description Card created and published on IP PAS website. 2) Mentoring program will be implemented.

Action 14

The website will be reorganized in order to increase content clarity and there will be organized a short briefing for all researchers regarding this issue. Additionally organisation of regular trainings for employees and doctoral students in the field of professional liability, intellectual property protection and commercialisation of research is foreseen.

GAP Principle(s)

- (+/-) 31. Intellectual Property Rights

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

Every 2nd year, first - 4th quarter 2021

Responsible

Unit Indicator(s) / Target(s)

Technology Transfer Center IP PAS Solicitor
Information available in website with better clarity. Meetings and seminars concerning intellectual property rights organized.

Action 15

A collection of good practices regarding co-authorship in scientific publications is included in the Ethical Code for Researchers. It will be better disseminated among researchers at IP PAS.

GAP Principle(s)

- (+/-) 32. Co-authorship

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

1) Clear link to the Ethical Code will be provided on IP PAS website. 2) Meeting with all researchers regarding this issue will be organized (1st quarter 2021)

Responsible

Unit Indicator(s) / Target(s)

Committee for Evaluation of the Scientific Staff; IP PAS website administrator
Indicators: link to Ethical Code, meeting.

Action 16

In order to increase participation of young employees in decision-making bodies, representative of R1 and/or R2 group of researchers who have already been elected to the Scientific Council, as well as PI's in grants of budget >500 000 PLN, will be invited to internal meetings of senior researchers (collective body) which will be organized every year quarter.

GAP Principle(s)

(-/+ 35. Participation in decision-making bodies

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

Quarterly - first started 4th quarter 2020.

Responsible**Unit Indicator(s) / Target(s)**

Director of IP PAS	Meeting schedule, reports available at the IP PAS Website.
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Unselected principles:

(++) 2. Ethical principles (++) 3. Professional responsibility (++) 4. Professional attitude (++) 7. Good practice in research

(++) 12. Recruitment (++) 13. Recruitment (Code) (++) 18. Recognition of mobility experience (Code)

(++) 19. Recognition of qualifications (Code) (++) 20. Seniority (Code) (++) 22. Recognition of the profession (++) 24. Working conditions

(++) 27. Gender balance (++) 37. Supervision and managerial duties (++) 38. Continuing Professional Development

(++) 39. Access to research training and continuous development (++) 40. Supervision

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

IP PAS has its own internal guide settings out clear OTM-R procedures and practices for all types of positions which are gathered in one document "OTMR procedures of the Maj Institute of Pharmacology, Polish Academy of Sciences" and have been published in Polish at the website ([link](#)). The English version of these procedures is currently under preparation. The IP PAS internal regulations are in accordance to Polish legal acts listed in the above document, and a Code of Conduct for the Recruitment of Researchers recommended by the Commission of the European Communities. Employees of the IP PAS HR unit are aware of these procedures and further 15 persons will be trained. Our recruitment procedures allow equal chances to Polish candidates independently whether they are internal or external, and do not discriminate anybody. This principle is guaranteed by publishing position advertisements not only at the IP PAS website but also at the EURAXESS and appropriate Polish data bases i.e. Public Information Bulletin (BIP), National Science Center (NCN), Polish Neuroscience Society etc. In order to further strengthen non-discrimination principle it is planned to introduce to the OTM-R procedure clear indication that career breaks (e.g. maternal leave) will not have any negative impact on recruitment process. However, up till now too little effort has been undertaken to attract foreign researchers. Although, work offers are put down at the EURAXESS in English more information about working conditions in Poland should be supplemented. Moreover, in order to encourage candidates from abroad Polish language should not be obligatory. Additionally, IP PAS is going to apply for a grant of MSC COFUND PhD Studies which will increase attractiveness of the Institute for foreigners. Our OTM-R policy secures clear, transparent rules of employment conditions and remuneration. Job advertisements include description of timeline of selection process, type of contract, job status, research field, research profile, responsibilities, requirements regarding skills and qualifications of candidates. Since these requirements are clearly defined and widely distributed among academic graduates and post-docs, the most suitable researchers are likely to apply. Administrative burden to candidates during recruitment process is reduced to a necessary minimum because applications should contain only the most important information: application letter, a copy of respective diploma, recommendation letter, summary of professional accomplishments, list of publications and congress reports with a short bibliometric analysis, list of research grants in which the candidate was a leader or principal investigator, English proficiency certificate (if applicable), statement about knowledge and acceptance of rules regarding intellectual property, protection of intellectual property and current legal regulations concerning science, statement that the Maj Institute of Pharmacology of the Polish Academy of Sciences in Krakow will be the primary place of employment of the candidate. Applications are checked first from the formal point of view by workers of the HR Department and the Deputy Director for Scientific Affairs. Then the selection committee is appointed by the ordinance of the Director of the Institute, which examines merit of obtained documents. This commission is obligatorily composed of at least 3 persons i.e. a representative of the Director, representative of the Committee of Evaluation of the Scientific Staff, and the Head of an employing Department. Members of the recruitment committees are experts in the field. In case of employment for grant positions leader of the grant has to be a member of the Commission. It is planned to introduce to the OTM-R regulations a possibility to include, when necessary (e.g. MSC COFUND PhD Studies), international and intersectoral experts in the selection commission. In general, IP PAS makes efforts to gender balance of selection committee composition, however, sometimes it is not possible because it depends on gender of the persons in charge of the positions specified above. If necessary, the selection committee invites a candidate for interview. E-recruitment tools are not sufficiently used. Although candidates can send necessary documents to IP PAS by e-mails, no on-line interviews have been organized, so far. IP PAS will implement the possibility of on-line interviews for candidates using internet programs (e.g. Webex, Skype, GoogleMeet) which will increase access to research positions for foreign candidates. After the end of selection process all candidates are informed about the result of selection. However, up till now justification of rejection was not feedbacked. It will be implemented in the future. OTM-R procedures are controlled by the IP PAS Scientific Council which examines complaints against decisions of recruitment committees. Every second year the OTM-R system procedures will be assessed, whether it delivers on its objectives, by evaluation of survey given to all researchers at the IP PAS.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers started from the analysis of the current HR policy, practices applied at the Maj Institute of Pharmacology, Polish Academy of Sciences (IP PAS) followed by survey regarding this issue presented to all eligible respondents (researchers R1-R4). The Director of the Institute established HRS4R Committee responsible for reviewing the internal regulations and legal acts existing at the IP PAS, as well national regulations concerning higher education existing in Polish law with reference to the recommendations included in the Charter and Code. Furthermore, the thorough analysis of the current HR policy and practices applied at the IP PAS together with the survey feedback provided all necessary information which was the base for amendments proposed to incorporate under the HR Excellence Certificate which the IP PAS is applying for. These will be undertaken in order to bridge the gaps between the current HR policy existing at IP PAS and the rules specified in the Charter and Code as well as national regulations to meet the expectations identified in the survey for development and implementation of HR Strategy for Researchers e.g.:

- increase awareness among researchers of national and internal regulations regarding science politics and working conditions;
- improvement of appraisal system of periodic evaluation of researchers and their promotion;
- increase awareness of different possibilities of financial support of research in order to enable free choice to individual researchers;
- further development and activation of Technology Transfer Center at IP PAS;
- increase popularization of science as an important issue in daily scientific life;
- increase contribution of international and intersectoral members in HR selection committees;
- adjustment of OTM-R policy to current needs;
- improvement of the structure of information on the IP PAS website in terms of its functionality related to access to information in respect of good practices in the field of research and other HR related issues as well as increase of availability of all information in English;
- update of the existing detailed procedures regarding the recruitment (preparation of the English version of all necessary documents);
- increase access to the infrastructure of the IP PAS;
- increase recognition of employment stability;
- implementation of the Position Description Card;
- increase participation of young employees in decision-making bodies;
- organization of regular trainings for employees and PhD students, e.g. in the field of counteracting mobbing, discrimination and corruption, professional liability, intellectual property rights, commercialization of research;; interpersonal relationship.

These actions, described in details in Action Plan, will involve the employees of various IP PAS units, including:

- Deputy Director for Scientific Affairs
- Secretary Unit
- Committee for Evaluation of the Scientific Staff
- Scientific Projects Coordination Research Unit
- HR Unit
- Solicitor
- Scientific Information Centre, Library and Archives
- Network Administrator
- Technology Transfer Center
- Ombudsman person
- Anti-mobbing committee
- Financial Unit
- Technical Service

The implementation of HRS4R strategy and OTM-R policy is one of the priority actions for the Institute in pursuit of creating a friendly research work environment, improving the quality of this work and research conducted as part of this work, as well as ensuring the transparency of recruitment rules for researchers. The HR strategy is closely correlated the adopted strategy of IP PAS which is already compliant with OTM-R established prior to sending the application for HR Excellence. The strategy was deeply discussed and elaborated by HRS4R Committee consisting of 15 representatives of key persons related to HR at IP PAS as well as representatives of researchers at all levels (R1-R4) which were involved in implementation process.

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

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

How will the implementation committee and/or steering group regularly oversee progress?*

Detailed description and duly justification (max. 500 words)

The steering committee which was appointed by the Director of the Maj Institute of Pharmacology, Polish Academy of Sciences, consists of Deputy Director for Scientific Affairs and other 14 persons who represent PhD Studies, Committee for Evaluation of the Scientific Staff, Trade Unions, HR Unit, Scientific Information Centre, Library and Archives, R1-R4 researchers, and a professor emeritus. From this Committee a 3-person working group was appointed. When the HR Award is granted the working group will inform about this fact the Director of the Institute who will summon a meeting of the whole Steering Committee where the working group will make a presentation of the Action Plan, and the strategy of its implementation will be discussed. Additionally, the Action Plan is currently published at the IP PAS website to be open to everybody. Then the working group in co-operation with the Director of the Institute will take care over implementation of the action plan by responsible units in due time. The Director of the Institute will summon the Steering Committee every half a year (at the end of the 2nd and 4th quarter) where the working group will report a progress in Action Plan implementation indicating still existing gaps. All meetings of the Steering Committee will be protocolled and these protocols will be published at the HR browser tab of the IP PAS website. HR department and the unit of Scientific Information Centre, Library and Archives will be responsible for collecting and storing of all files documenting Action Plan implementation process for external scrutiny. 1.5 year after the start of the implementation phase the working group inspired by a discussion of the whole Steering Committee will elaborate questionnaire to be disseminated among employees of the Institute concerning their opinion about implementation of the HRS4R at the Institute. The result of this survey will be presented at the last Steering Committee meeting before interim external assessment and published at the IP PAS website.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*

Detailed description and duly justification (max. 500 words)

The research community of the IP PAS has already been involved in the implementation of the HRS4R. The survey conducted among researchers of the Institute, in which 60% of entitled persons took part, helped the IP PAS management to realize existence of gaps in the current application of the Charter and Code. Moreover, active researchers belonging to different Departments of the IP PAS and representing all career levels were appointed to the Steering Committee, as well as to the Working group. In order to further engage researchers of the IP PAS in improvement of HRS4R implementation, the Action Plan, as well as protocols of the Steering Committee meetings, will be published at the IP PAS website to be open to everybody. Implementation process including proposed changes to appraisal system will be consulted first with independent researchers (R3, R4), then with members of the Scientific Council. Finally, a new survey will be conducted among researchers 1.5 year after the start of implementation phase and its result will be published at the IP PAS website.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy. *

Detailed description and duly justification (max. 500 words)

To identify needs and deficiencies in current HR policy at IP PAS the Director of IP PAS established a HR Committee consisting of 15 persons representing groups R1-R4 as well as key management persons related to HR procedure including the Deputy Director for Scientific Affairs. This will ensure that the alignment of organizational policies will be consistent with the HRS4R. The HR strategy will be closely correlated to the strategy of IP PAS development approved by Scientific Council. The strategy's main priorities will be related mainly (but not limited) to scientific research - focusing scientific and research activities on distinguishing areas on a national scale and gaining international significance, creating new conditions for the development of key scientific specializations, effective dissemination of research results and strengthen intersectoral and R&D research. Adaptation of the general HR policy to the principles of OTM-R will be achieved by adjusting and developing procedures and legal regulations, all published on IP PAS website and available to public in Polish and English language.

How will you ensure that the proposed actions are implemented?*

Detailed description and duly justification (max. 500 words)

The process of implementing remedial and corrective actions has already started last year as part of our activity in preparation for HR Excellence application (i.e. OTM-R strategy created, HR related files and documents were gathered and published on IP PAS website). Another prompt for developing clear rules for HR strategy was recently introduced by The Constitution for Science which organises the entire system of higher education and science in Poland, implemented by Polish Ministry of Science and Higher Education in 2018. Other actions foreseen to implement under HRS4R policy will be closely monitored by persons in charge identified in Action Plan. Their action and results will be evaluated by HR Committee on periodic meetings. These will be organized regularly: initially, during the first two years of HRS4R implementation – half a year. Moreover, to compare the effectiveness of actions the survey with similar questions as addressed before starting preparation for HRS4R will be repeated and the results carefully evaluated.

How will you monitor progress (timeline)?*

Detailed description and duly justification (max. 500 words)

First of all, progress will be monitored based on regular reports which will be prepared by responsible units identified in Action Plan – relevant departments of IP PAS. According to timeline included in Action Plan, there will be prepared a time schedule with detailed dates describing actions planned to be performed. Working Group will monitor the time schedule. HR department and Scientific Information Center Library and Archives Unit will be responsible for collecting and storing of all files documenting Action Plan implementation for external scrutiny.

If the deadline for completing the task and its documentation will not be met, Working Group will call the responsible unit for possible explanation of the causes of delay, analyze the reasons, elaborate the solution and set a new date for completing the task.

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

Detailed description and duly justification (max. 500 words)

IP PAS Action Plan includes various kinds of indicators: IP PAS website browser tab – published information and documents, IP PAS website regularly updated, Open Research Data Repository, periodic meetings, seminars, presentations, implementation of employment rules to HR activity, participation of international or intersectoral members in evaluation committee, implemented of mentoring program. Main method of measuring progress in reference to indicators will be elaborating questionnaire to be disseminated among employees of the Institute concerning their opinion about implementation of the HRS4R at the Institute. This will be 1,5 year after the start of the implementation phase. Except of a survey there will be started (immediately - 4th quarter 2020) a contact box (as a specially e-mail address or intranet forum on the IP PAS website). Contact box will be active all the time during implementation of the HRS4R at the Institute. Every researcher employed at IP PAS will be able to express his/her opinion (positive or negative) on changes related to the implementation of the principles of HRS4R. Also indicator "IP PAS website browser" will be measured via the visit counter website, and indicator "Meetings, seminars, presentations" - via attendance lists of events participants. For indicators "Open Research Data Repository" main measure progress will be the amount of data collected there. All actions, results and indicators defined in Action Plan will be evaluated by HR Committee on periodic meetings.

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

None.