

HR Reward: Action Plan

Case number: 2020PL323447

Name Organisation under review: Institute of the Polish Language,
Polish Academy of Sciences

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Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) familiarizing the staff with existing documents in this regard (e.g. "Regulations on the management of copyright and related rights as well as the principles of commercialization of the results of scientific research and development works at IJP PAN"; https://ijppan.ssdip.bip.gov.pl/regulaminy-i-dokumenty-wewnetrzne/regulamin-zarzadzania-prawami-autorskimi-i-pokrewnymi.html); 2) conducting a series of training meetings related to intellectual property law, principles and possibilities of publishing on the Internet, Open Access policy, sharing data, and research results on the Internet, processing will be organized; 3) creating a clear website devoted to these issues. The website must be updated on an ongoing basis along with the changing legal regulations.</p>	<p>(-/+) 5. Contractual and legal obligations</p> <p>Responsible Unit</p> <p>Deputy Director for Administrative Matters</p>	<p>3rd/4th quarter of 2022</p> <p>Indicator(s) / Target(s)</p> <p>1. Collecting the existing documents on this subject on the Institute's subpage dedicated to HR reward; preparing a clear commentary on these documents; sending an e-mail to employees informing them about the modification of the website; 2. Conducting a series of training meetings related to these issues</p>
Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) familiarizing the employees by a training session with the General Data Protection Regulation, the principles of personal data processing, including sensitive data as well as data governance policy. 2) creating a website devoted to these problems. Relevant information must be posted in a clear way</p>	<p>(--) 7. Good practice in research</p> <p>Responsible Unit</p> <p>Institute's Data Protection Officer</p>	<p>3rd/4th quarter of 2022</p> <p>Indicator(s) / Target(s)</p> <p>1. Collecting the existing documents on this subject on the Institute's subpage dedicated to HR reward; preparing a clear commentary on these documents; sending an e-mail to employees informing them about the modification of the website; 2. Conducting training related to these issues.</p>
Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) discussing the topic and exchanging experiences of each department; 2) standardizing procedures to create an effective model and policy of dissemination and exploitation of results.</p>	<p>(-/+) 8. Dissemination, exploitation of results</p> <p>Responsible Unit</p> <p>representatives of each department in collaboration with the deputy director for scientific affairs</p>	<p>3rd/4th quarter of 2023</p> <p>Indicator(s) / Target(s)</p> <p>1. Written summary of the discussion; 2. Creation of an effective model and policy of dissemination and exploitation of results in a written form; 3. Posting the results of this action on the Institute's subpage dedicated to HR reward; an e-mail to employees informing them about the modification of the website.</p>

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Action	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Action 4				
1) changing the Institute's websites in social media to attract a wider audience; introducing more popular science elements and improve the public's understanding of science. 2) conducting regular lectures promoting the results of research conducted at the Institute for the wide public, involving in science festivals, etc.	(-/+) 9. Public engagement	2nd quarter of 2024 (for full implementation of our ideas we have to wait until the end of the pandemic, when remote contact will only be an alternative and not a necessity)	representatives of each department in collaboration with the deputy director for scientific affairs	1. Regular posts on Institute's websites in social media; 2. Lectures promoting the results of research conducted at the Institute for the wide public; 3. Participation in science festivals.
Action 5				
1) explanation/discussion with employees, the Scientific Council, and trade unions the evaluation/appraisal system in force at the Institute; 2) introducing changes permitted by law - if it will be necessary.	(-/+) 11. Evaluation/ appraisal systems	3rd/4th quarter of 2023	deputy director for administrative matters in collaboration with the Scientific Council and trade unions	1. Collecting the existing documents on this subject on the Institute's subpage dedicated to HR reward; 2. Discussion with employees in this subject; 3. If necessary - introducing a new policy in this regard.
Action 6				
1) improving transparency and adjusting the recruitment procedure to C&C standards by modification of certain elements, see gap analysis	(-/+) 12. Recruitment	1st/2nd quarter of 2023	Scientific Council of the Institute in collaboration with the deputy director for administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 7				
1) improving transparency and adjusting the recruitment procedure to C&C standards by modification of certain elements, see gap analysis; 2) establishing of control mechanism for the quality of the recruitment process.	(-/+) 13. Recruitment (Code)	1st/2nd quarter of 2023	Scientific Council of the Institute in collaboration with the deputy director for administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 8				
1) improving transparency and adjusting the selection procedure to C&C standards by modification of certain elements, see gap analysis; 2) establishing of control mechanism for the quality of the selection process.	(-/+) 14. Selection (Code)	1st/2nd quarter of 2023	Scientific Council of the Institute in collaboration with the deputy director for administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website

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Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)
1) elaborating and implementing clear procedures/model of the transparency of the recruitment process according to the C&C requirements	(+/-) 15. Transparency (Code)	1st/2nd quarter of 2023
	Responsible Unit	Indicator(s) / Target(s)
	Scientific Council of the Institute in collaboration with the deputy director for administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)
This criterion requires analysis and redefinition according to the C&C requirement as well as the specificity of the Institute, cf. gap analysis.	(+/-) 16. Judging merit (Code)	1st/2nd quarter of 2023
	Responsible Unit	Indicator(s) / Target(s)
	Scientific Council of the Institute in collaboration with the deputy director for administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 11	GAP Principle(s)	Timing (at least by year's quarter/semester)
This issue needs to be implemented according to the C&C requirements, however, we probably will have to differentiate the importance of the mobility experience assessment in competitions for positions for individual departments.	(--) 18. Recognition of mobility experience (Code)	1st/2nd quarter of 2023
	Responsible Unit	Indicator(s) / Target(s)
	Scientific Council of the Institute in collaboration with the deputy director for scientific matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)
We consider all the components of this criterion to be fully implemented except for the issue of the mobility experience (see above, point 18), which requires an action described above.	(+/-) 19. Recognition of qualifications (Code)	1st/2nd quarter of 2023
	Responsible Unit	Indicator(s) / Target(s)
	Scientific Council of the Institute in collaboration with the deputy director for scientific matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website
Action 13	GAP Principle(s)	Timing (at least by year's quarter/semester)
1) creating clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers according to the C&C and national requirements (new Law of Higher Education)	(--) 21. Postdoctoral appointments (Code)	1st/2nd quarter of 2023
	Responsible Unit	Indicator(s) / Target(s)
	Scientific Council of the Institute in collaboration with the deputy directors for scientific and administrative matters	1. Modified, according to C&C requirements, OTM-R in a written form; 2. Post the document on the Institute's website; e-mail to employees informing about the modification of the website

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Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) information about the scientific databases available at the Institute and the possibility of using the resources and scientific databases of the Jagiellonian Library (the second largest scientific library in Poland), located within walking distance from the Institute, should be clearly presented for the employees; 2) further popularizing the possibility of applying for financing research from external sources; 3) encouraging the employees to join the work of already existing research teams, e.g. by looking for cooperation opportunities on the websites of national grant agencies and commonly recognized international websites (e.g. https://euraxess.ec.europa.eu/career-development)</p>	<p>(+/-) 23. Research environment</p>	<p>3rd/4th quarter of 2022</p>
	<p>Responsible Unit the deputy director for scientific matters</p>	<p>Indicator(s) / Target(s) 1. An information campaign for the employees (meeting); 2. Posting all relevant information on the Institute website; e-mail to employees informing about the modification of the website</p>
Action 15	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) formal internal regulation of remote work rules and flexibility in accordance with existing national legislation, in agreement with employees and trade unions</p>	<p>(+/-) 24. Working conditions</p>	<p>3rd/4th quarter of 2023</p>
	<p>Responsible Unit the deputy director for administrative matters</p>	<p>Indicator(s) / Target(s) 1. Regulation in a written form; 2. Posting the regulation on the Institute website; e-mail to employees informing about the modification of the website</p>
Action 16	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) analysis of the employment stability of employees employed on the basis of civil law contracts and, if needed, a change in internal regulations is required</p>	<p>(+/-) 25. Stability and permanence of employment</p>	<p>3rd/4th quarter of 2023</p>
	<p>Responsible Unit the deputy director for administrative matters</p>	<p>Indicator(s) / Target(s) 1. Regulation in a written form - if a new regulation will be necessary; 2. Posting the regulation on the Institute website; e-mail to employees informing about the modification of the website</p>
Action 17	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) an information campaign concerning the possibilities of financing mobilities is needed.</p>	<p>(+/-) 26. Funding and salaries</p>	<p>3rd/4th quarter of 2022</p>
	<p>Responsible Unit the person responsible in the Institute for the Erasmus+ Programme</p>	<p>Indicator(s) / Target(s) 1. Information campaign for employees (meeting).</p>
Action 18	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) preparing the system solutions related to career development strategy for researchers at all stages of their career basically from scratch, based on already developed individual cooperation methods and consulting the planned strategy with its direct beneficiaries 2) ensuring that all researchers are familiar with elaborated provisions and arrangements (employee meetings, posting relevant information on the Institute's website)</p>	<p>(--) 28. Career development</p>	<p>1st quarter of 2024</p>
	<p>Responsible Unit the deputy director for scientific matters in collaboration with representatives of PhD students</p>	<p>Indicator(s) / Target(s) 1. Document on this issue in a written form; 2. Posting the document on the Institute website; e-mail to employees informing about the modification of the website</p>

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Action 19	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>- conducting a campaign dedicated to convincing the unconvinced about the advantages of mobility and the real scientific benefits of mobility and its impact on career development, as well as other information about the opportunities available to the Institute - developing system solutions linking the mobility experience of researchers with their career progression and appraisal system - putting in place the necessary administrative instruments to allow the portability of both grants and social security provisions, in accordance with national legislation.</p>	<p>(-/+) 29. Value of mobility</p> <p>Responsible Unit the deputy director for scientific matters in collaboration with the person responsible in the Institute for the Erasmus+ Programme</p>	<p>3rd/4th quarter of 2022</p> <p>Indicator(s) / Target(s) 1. Modified, according to C&C requirements, OTM-R in a written form 2. Posting the document on the Institute's website; e-mail to employees informing about the modification of the website</p>
Action 20	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) conducting training about intellectual Property Rights 2) posting factual information on the Institute's website, updating in the case of a change in the law</p>	<p>(+/-) 31. Intellectual Property Rights</p> <p>Responsible Unit the deputy director for administrative matters</p>	<p>3rd/4th quarter of 2022</p> <p>Indicator(s) / Target(s) 1. Collecting the existing documents on this subject on the Institute's subpage dedicated to HR reward; preparing a clear commentary on these documents; sending an e-mail to employees informing them about the modification of the website 2. Conducting training related to these issues</p>
Action 21	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) developing the rules of co-authorship based on the best global practices 2) training concerning these rules and posting them on the Institute website</p>	<p>(-/+) 32. Co-authorship</p> <p>Responsible Unit the deputy director for scientific matters</p>	<p>3rd/4th quarter of 2023</p> <p>Indicator(s) / Target(s) 1. Preparing the rules of co-authorship based on the best global practices in a written form; 2. Posting the document on the Institute's website; e-mail to employees informing about the modification of the website</p>
Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>1) analyzing and discussing with the supervisors their needs, which may result in the implementation of procedures proposed by the respondents</p>	<p>(-/+) 33. Teaching</p> <p>Responsible Unit the deputy director for scientific matters in collaboration with representatives of PhD students</p>	<p>1st quarter of 2024</p> <p>Indicator(s) / Target(s) 1. Preparing a document regulating the issue; 2. Posting the document on the Institute's website; e-mail to employees informing about the modification of the website</p>
Action 23	GAP Principle(s)	Timing (at least by year's quarter/semester)
<p>We considered the procedures to be fully implemented, but since the surveys show that not all employees are aware of this, we need to provide employees with substantive information on this issue.</p>	<p>(++) 34. Complains/appeals</p> <p>Responsible Unit the deputy director for administrative matters in collaboration with the Scientific Council of the Institute</p>	<p>3rd/4th quarter of 2022</p> <p>Indicator(s) / Target(s) 1. Collecting the existing documents on this subject on the Institute's subpage dedicated to HR reward; 2. Sending an e-mail to employees informing them about the modification of the website</p>

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Action 24	GAP Principle(s)	Timing (at least by year's quarter/semester)
1) discussion with the directly interested parties 2) developing and implementing an effective way of cooperation with supervisors, satisfactory for both parties.	(-/+) 36. Relation with supervisors	1st quarter of 2024
	Responsible Unit	Indicator(s) / Target(s)
	the deputy director for scientific matters in collaboration with representatives of PhD students	1. Preparing a document regulating the principles of such cooperation. 2. Posting the document on the Institute's website; e-mail to employees informing about the modification of the website
