

Proposed ACTIONS

Action 1

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.

GAP Principle(s)

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

**Responsible
Unit**

**Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 5. Contractual and legal obligations	3rd/4th quarter of 2022	Deputy Director for Administrative Matters	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

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
			meetings related to these issues
Current Status	Remarks		
IN PROGRESS	1) In November 2022, a two-part training on copyright and related rights was conducted by an invited specialist from the Department of Law and Administration of the University of Silesia in Katowice. The possibility to ask questions via e-mail before the meeting had a very positive impact on the effectiveness of the training. The materials are available on the Institute's website. 2) as regards point 2, these issues, excluding intellectual property law, are strictly linked to the data governance policy, explanation cf. Action 2		

Proposed ACTIONS

Action 2

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

GAP Principle(s)

**Timing
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semester)**

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Unit**

**Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(--) 7. Good practice in research	3rd/4th quarter of 2022	Institute's Data Protection Officer	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

Proposed ACTIONS

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

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>Relevant documents with a short commentary are available on the Institute's website. Additionally, training in the use of databases for collecting scientific achievements was conducted by the Institute's specialists. Material for the training is also available on the Institute website. However, the Institute until now has not developed a coherent policy regarding data governance. This does not mean that researchers are deprived of assistance in this area: if necessary (e.g. when preparing applications for financing scientific research), we use available materials from friendly scientific institutions. The data governance policy has been postponed because it requires cooperation with specialists, including IT specialists. This policy covers quite complicated technical issues that often do not overlap with humanities knowledge. Therefore, it is not enough to prepare the document itself, but it must be described in a very transparent form about its content. We are talking about training with what we consider to be the best specialist (from the University of Silesia; she was excluded for a long time due to a conflict of interest) who can easily convey knowledge in the field of data governance. If everything goes according to our plans, she will conduct training for our employees in the late autumn.</p>

Proposed ACTIONS

Action 3

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.

GAP Principle(s)

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

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 8. Dissemination, exploitation of results	3rd/4th quarter of 2023	representatives of each department in collaboration with the deputy director for scientific affairs	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.

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>We have adopted generally applicable regulations in this regard, cf. e.g. Vancouver recommendations: http://www.icmje.org/icmje-recommendations.pdf or https://www.cambridge.org/core/services/authors/publishing-ethics/research-publishing-ethics-guidelines-for-journals/authorship-and-contributorship. Links to websites and a short commentary are posted on the Institute's website. It should be emphasized that no researcher reported any abuse in this regard, i.e. nobody was forced to include as co-author people not involved in the process of creating the texts.</p>

Proposed ACTIONS

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.

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

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Since receiving the HR Award, the Institute has been much more visible in social media (e.g. Facebook, X), and the information entered there is attractive to the general public, e.g. we introduced the obligation for beneficiaries of the Erasmus+ program to publish popular science reports. The Institute also organizes regular meetings to popularise science, led by both Institute researchers and invited guests, open to the general public. Information about the meetings is posted on the Institute's social media and available at: https://ijp.pan.pl/cykle-spotkan/, https://ijp.pan.pl/en/cykle-spotkan/. Open lectures are available both on-site, as well as in remote way.</p>

Proposed ACTIONS

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.

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

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Links to relevant documents are posted on the Institute's website (https://ijppan.ssdip.bip.gov.pl/regulaminy-i-dokumenty-wewnetrzne/395404_regulamin-wynagradzania-ijp-pan.html; https://ijppan.ssdip.bip.gov.pl/regulaminy-i-dokumenty-wewnetrzne/1-regulamin-oceny-okresowej-pracownikow-naukowych-ijp-pan.html). When signing an employment contract, each employee knows the scope of his or her duties. Therefore, some of the activities performed by employees do not involve a salary supplement. However, the implementation of "special" tasks assigned by management is rewarded. There is also a coherent system of rewards for submitted/won applications for research funding from external sources and financial rewards for winning competitions (https://ijppan.ssdip.bip.gov.pl/rok-2020/zarzadzenie-nr-2-2020.html). Interviews with trade union representatives and the Institute's management show that no employee officially reported the need to correct these documents. Individual comments and reservations submitted during informal meetings were confronted with applicable regulations and explained. However, the issue that arose during the discussion was the uneven burden on employees with duties arising from the employment contract, e.g. work on committees. Some people are very involved in the Institute's activities and are</p>

Proposed ACTIONS

Current Status**Remarks**

willing to work, even taking up various initiatives themselves, but, as a result, they are very burdened; some avoid any additional activities. However, we decided that this was such a simple issue to solve (e.g. keeping appropriate statistics by the management and activating "indifferent" employees) that we decided to mark the Action as "completed".

Proposed ACTIONS

Action 6

1) improving transparency and adjusting the recruitment procedure to C&C standards by modification of certain elements, see gap analysis

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 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
Current Status	Remarks		
EXTENDED	Cf. point Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment). Three important issues have arisen in the last few weeks.		

Proposed ACTIONS

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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 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
Current Status	Remarks		
EXTENDED	Cf. point Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment). Three important issues have arisen in the last few weeks.		

Proposed ACTIONS

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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 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
Current Status	Remarks		
EXTENDED	Cf. point Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment). Three important issues have arisen in the last few weeks.		

Proposed ACTIONS

Action 9

1) elaborating and implementing clear procedures/model of the transparency of the recruitment process according to the C&C requirements

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 15. Transparency (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
Current Status	Remarks		
EXTENDED	Cf. point Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment). Three important issues have arisen in the last few weeks.		

Proposed ACTIONS

Action 10

This criterion requires analysis and redefinition according to the C&C requirement as well as the specificity of the Institute, cf. gap analysis.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 16. Judging merit (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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>As a rule, candidates with very strictly defined experience and scientific knowledge are sought to work at the Institute. The scientific criteria are specified in the advertisements. Taking into account the specifics of the Institute, a holistic assessment of the current research activities of the candidates is not always necessary (such as e.g. teaching). However, in some cases it is necessary to introduce additional criteria in the evaluation process, such as the ability of teamwork, management of research and innovation, and public awareness activities. Cf. also remarks concerning the implementation of the OTM-R principles below.</p>

Proposed ACTIONS**Action 11**

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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-- 18. Recognition of mobility experience (Code)	1st/2nd quarter of 2023	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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	In job advertisements for scientific positions that appeared after 7/7/2022, experience in the field of mobility is mentioned in the 'additional advantages' section. This issue is implemented according to the C&C requirements, however, we have to underline that the importance of the mobility experience assessment in competitions for positions must be differentiated for individual departments, even as regards the same position. This aspect is individualized and must be correlated with the type of work is planned to perform. Mobility experience is also a part of the periodic employee evaluation in the Institution, cf. § 5 pkt 3 of https://ijppan.ssdip.bip.gov.pl/regulaminy-i-dokumenty-wewnetrzne/1-regulamin-oceny-okresowej-pracownikow-naukowych-ijp-pan.html -

Proposed ACTIONS

Action 12

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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 19. Recognition of qualifications (Code)	1st/2nd quarter of 2023	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
Current Status	Remarks		
COMPLETED	Cf. remarks to the Action 11.		

Proposed ACTIONS

Action 13

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)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-- 21. Postdoctoral appointments (Code)	1st/2nd quarter of 2023	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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>We have marked this Action as 'completed', but the situation here is not simple and is basically unsolvable in the legal system in force in Poland. Polish law, including the Law of Higher Education, does not foresee a 'post-doc' position. To a certain extent, such a position can be considered an assistant professor (adiunkt) position; sometimes the term 'post-doc type position' is used. When announcing competitions for scientific positions, the Institute specifies whether they are concerned with employment as assistant professors and specifies the requirements for this position in the advertisements, cf. https://ijp.pan.pl/aktualnosci/ogloszenia-o-pracy/.</p>

Proposed ACTIONS

Action 14

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>)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 23. Research environment	3rd/4th quarter of 2022	the deputy director for scientific matters	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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>On the Institute's website, there are links to scientific databases and scientific libraries. Every employee has an opportunity to use the Jagiellonian Library, the second largest scientific library in Poland, located within walking distance from the Institute, on similar terms as researchers from the Jagiellonian University. Employees are regularly informed via e-mails about open competitions for financing scientific research: national and international. The Institute employs a person who assists in preparing applications for funding scientific research. The Erasmus+ program is developing at the Institute: internal competitions for training and teaching mobilities/internships for employees and PhD students are announced regularly, the competition regulations are updated in accordance with changing regulations, meetings devoted to the program are organized, during which, among others, are discussed: structure of the mobility application and program requirements. In 2023 we started cooperation with Babel Academy of English in Dublin, Ireland. Thanks to this cooperation, already 11 employees (that is over 10% of all the staff): researchers and administrative staff, attended language courses in Dublin. The courses are tailored to individual needs: from the very basic to the C1 level. The problem that we noticed, but we did not find and probably will not find a solution to, is that a</p>

Proposed ACTIONS

Current Status**Remarks**

relatively small group (ca 1/4 of all the staff) - although constantly growing, which is optimistic - is interested in mobilities. A relatively large number of researchers is simply indifferent to the opportunities offered by the Institute.

Proposed ACTIONS**Action 15**

1) formal internal regulation of remote work rules and flexibility in accordance with existing national legislation, in agreement with employees and trade unions

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 24. Working conditions	3rd/4th quarter of 2023	the deputy director for administrative matters	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
Current Status	Remarks		

Proposed ACTIONS**Current Status****Remarks**

COMPLETED

In April 2023, the deputy director for administrative affairs sent an official e-mail informing employees about formal changes related to remote work, consistent with the amended Labor Code. We copied the information to the Institute's website dedicated to the HR Award. However, we would like to emphasize that remote work and full flexibility for employees have existed at the Institute for a long time. The fact that these practices are common and do not require corrections was confirmed in June 2024 in a survey conducted among Institute employees for the implementation of the Gender Equality Plan.

Proposed ACTIONS

Action 16

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

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 25. Stability and permanence of employment	3rd/4th quarter of 2023	the deputy director for administrative matters	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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>As regards stability and permanence of employment in the Institute, two situations must be considered. The first is full-time employment, regulated by the Polish Labor Code, the second – employment in a research position financed by external entities (grant agencies). The latter type of employment is by definition a fixed term and is regulated by the grant's terms. But of course, after the grant ends, researchers can apply in an open competition for research positions for an unlimited period (tenure positions). As for the permanence of employment in full-time positions, these issues are sufficiently explained in the Polish Labor Code, and in our opinion, no additional regulations are needed. According to the Code, the third fixed-term contract by definition becomes an open-ended contract, as is the case with a fixed-term contract lasting longer than 33 months. Career paths, employee evaluation principles and requirements related to scientific promotions are described in the Institute's internal regulations, which are publicly available. We recalled them on the Institute's webpage dedicated to the HR Award.</p>

Proposed ACTIONS**Action 17**

1) an information campaign concerning the possibilities of financing mobilities is needed.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 26. Funding and salaries	3rd/4th quarter of 2022	the person responsible in the Institute for the Erasmus+ Programme	1. Information campaign for employees (meeting).
Current Status	Remarks		
COMPLETED	Cf. remarks to the Action 14 regarding mobilities.		

Proposed ACTIONS

Action 18

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)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-- 28. Career development	1st quarter of 2024	the deputy director for scientific matters in collaboration with representatives of PhD students	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
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>Scientific caring for young scientists and PhD students is the responsibility of researchers and is an element of the assessment of their work (see § 5 point 1 of https://ijppan.ssdip.bip.gov.pl/regulaminy-i-dokumenty-wewnetrzne/1-regulations-periodical-appraisal-of-scientific-employees-ijppan.html). The Institute provides ongoing advice on obtaining funds for research from external sources (grants). The next step is to familiarize employees with the possibilities offered by Era Talent Platform (https://ec.europa.eu/era-talent-platform/). Information on this subject is available on the Institute's website. Employees claim, however, that it would be beneficial to employ a person who would focus exclusively on individual researcher's career development, a kind of scientific "buddy". We assess the idea as very good, but the current financial situation of the Institute completely excludes this possibility.</p>

Proposed ACTIONS

Action 19

- 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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 29. Value of mobility	3rd/4th quarter of 2022	the deputy director for scientific matters in collaboration with the person responsible in the Institute for the Erasmus+ Programme	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
Current Status	Remarks		
COMPLETED	Cf. remarks to the Action 14.		

Proposed ACTIONS

Action 20

- 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

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

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 31. Intellectual Property Rights	3rd/4th quarter of 2022	the deputy director for administrative matters	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

Proposed ACTIONS

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

Current Status	Remarks
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COMPLETED

In November 2022, a two-part training on copyright and related rights was conducted by an invited specialist from the Department of Law and Administration of the University of Silesia in Katowice. The possibility to ask questions via e-mail before the meeting had a very positive impact on the effectiveness of the training. The materials are available on the Institute's website.

Proposed ACTIONS

Action 21

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

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 32. Co-authorship	3rd/4th quarter of 2023	the deputy director for scientific matters	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

Current Status

Remarks

Proposed ACTIONS

Current Status	Remarks
COMPLETED	<p>Cf. remarks to the Action 3. It should be added that the publishing model in the so-called "hard" humanities is somewhat conservative: most of the works are still single-authored works (at the Institute, roughly 2/3 of published texts are single-authored tests). Multi-authored texts are generally published by researchers employed in research grants financed from external sources. This means that Principal Investigators and all researchers involved in projects must comply with the requirements of funders regarding research integrity, among them, the rules on co-authorship, cf. e.g. document valid in the Polish National Science Center: https://www.ncn.gov.pl/sites/default/files/pliki/uchwaly-rady/2016/uchwala39_2016-zal1.pdf</p>

Proposed ACTIONS

Action 22

1) analyzing and discussing with the supervisors their needs, which may result in the implementation of procedures proposed by the respondents

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 33. Teaching	1st quarter of 2024	the deputy director for scientific matters in collaboration with representatives of PhD students	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
Current Status	Remarks		
COMPLETED	Explanation see point Have any of the priorities for the short- and medium term changed?		

Proposed ACTIONS

Action 23

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.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(++) 34. Complains/ appeals	3rd/4th quarter of 2022	the deputy director for administrative matters in collaboration with the Scientific Council of the Institute	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
Current Status	Remarks		

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

The Institute's website presents the anti-harassment procedure and information about disciplinary committees. There is also an entry on the role of trade unions in the process of accepting complaints and resolving labour disputes/conflicts. The action must be however expanded due to the entry into force act of 14 June 2024 on the protection of whistleblowers. The Institute must implement it by January 1, 2025, which is related to the change of internal regulations in force at the Institute. The Act regulates (art.1): "1) the conditions for protection of whistleblowers reporting or publicly disclosing information about violations of the law; 2) protection measures for whistleblowers reporting or publicly disclosing information about violations of the law; 3) principles for establishing an internal procedure for reporting information about violations of the law and taking follow-up actions; 4) principles for reporting information about violations of the law to a public body; 5) principles for public disclosure of information about violations of the law [...]".

Proposed ACTIONS

Action 24

1) discussion with the directly interested parties 2) developing and implementing an effective way of cooperation with supervisors, satisfactory for both parties.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 36. Relation with supervisors	1st quarter of 2024	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
Current Status	Remarks		
COMPLETED	Explanation see point Have any of the priorities for the short- and medium term changed?		