

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

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

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Development of a lecturer evaluation sheet	7. Good practice in research	2015-06	HR and Recruitment Department	
	Current Status	Remarks		

Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Modification of the curriculum of doctoral studies The curriculum can be changed after approval of proposals by the Scientific Board of the Institute	12. Recruitment	2016-04	Head of Doctoral Studies	
	Current Status	Remarks		

Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Appointment of an independent mediator to settle disputes between doctoral students and thesis advisors	2. Ethical principles	2017-12	Director of the Institute, the Scientific Council	
	Current Status	Remarks		

Proposed ACTIONS

Action 4	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Issuing certificates for persons participating in English classes organized at the Institute	7. Good practice in research	After the end of the academic year	Language school	register of persons participating in the training
	Current Status	Remarks		
Action 5	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of rules of using results of intellectual work developed at the Institute	31. Intellectual Property Rights	2015-10	Director of the Institute	
	Current Status	Remarks		
Action 6	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
HR training package for a manager or sending a short presentation containing the HR training package to a manager. A special guide for new employees and managers was developed, containing the most important rules of work at the Institute and supporting the introduction of new employees to the organization. https://docs.google.com/document/d/1UbeohjhEVUICEG2PIHUhsQySjbUzBOFCr9jFWyJmQTl/edit#heading=h.30j0zll	12. Recruitment 13. Recruitment (Code) 23. Research environment 24. Working conditions 25. Stability and permanence of employment 26. Funding and salaries 27. Gender balance	once a year	HR Office	register of persons participating in the training; 60% of managers will participate in the training within 3 years or the collection of declarations of acquaintance with the above rules - 80% of managers will sign the declaration
	Current Status	Remarks		

Proposed ACTIONS

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
External training in soft skills for managers	2. Ethical principles	once a year	Director of the Institute	register of persons participating in the training; 80% of managers will participate in the training within 3 years or the collection
	3. Professional responsibility			
	4. Professional attitude			
	7. Good practice in research			
	8. Dissemination, exploitation of results			
	Current Status	Remarks		

Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Trainings for foreigners. A special guide for foreigners has been developed. It contains the most important tips related to coming to Poland, legalization of stay, health care, works and study at the Institute and life in Poland.	5. Contractual and legal obligations	on time	HR Office	register of persons participating in the training
	10. Non discrimination			
	24. Working conditions			
	25. Stability and permanence of employment			
	26. Funding and salaries			
	29. Value of mobility			
	Current Status	Remarks		

Proposed ACTIONS**Action 9**

Trainings for researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
28. Career development			register of persons participating in the training
38. Continuing Professional Development	on time	HR Office, PhD Office	
39. Access to research training and continuous development			

Current Status	Remarks

Action 10

Career development strategy for researchers.
<https://docs.google.com/document/d/11PQEKrHR6kP5-kBvNDSNSn6LdrbqUV5BzmrUWErIvE/edit#heading=h.gjdgxs>

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development		HR Office, Office of International Relations and Project Management	questionare
38. Continuing Professional Development	2021-12-31		

Current Status	Remarks

Action 11

Appointment of an internal mediator. In justified cases, if necessary, it is possible to refer to an external mediator.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	2019-12-31	Director of the Institute	questionare

Current Status	Remarks

Proposed ACTIONS

Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Collection of good practices at the Institute in conjunction with C&C	7. Good practice in research	2020-12-31	HR Office	questionare
	Current Status	Remarks		

Action 13	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Placing the HR logo on all programmes prepared for the Institute's employees	4. Professional attitude	on time	HR Office, Office of International Relations and Project Management, PhD Office	questionare
	Current Status	Remarks		

Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Introduction of progress monitoring for HRs4R activities in the Institute	7. Good practice in research	2020-12-31	HR Office	questionare
	Current Status	Remarks		

Proposed ACTIONS**Action 15**

The SPARK-POLAND Program (part of the SPARK-GLOBAL 'translational scientists without borders' initiative). Prof. Agnieszka Dobrzyń is the director of SPARK POLAND. Dr. Dorota Gierej-Czerkies is its manager. An Advisory Committee includes Prof. Craig Garner, Dr. Liliane Brunner Halbach, Prof. Franz Theuring, and Prof. Maciej Żylicz.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	2019-11-29	Director of the Institute	on-line meetings
7. Good practice in research			

Current Status **Remarks**

Action 16

Regulations on intellectual property management and commercialization of research and development results. Resolution No. 2 / P3 / 2020 of the Scientific Council of the Institute

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	2020-12-31	Director of the Institute, the Scientific Council	
31. Intellectual Property Rights			

Current Status **Remarks**

each employee will sign a statement

Action 17

Trainings for researchers: "ethics in working with animals"

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	2020-11-30	Animal House	on-line meetings

Current Status **Remarks**

Proposed ACTIONS

Action 18	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Appointment of the non-discrimination committee	2. Ethical principles			
	3. Professional responsibility			
	5. Contractual and legal obligations	2017-03-17	Director of the Institute	in case
	7. Good practice in research			
	23. Research environment			
	Current Status	Remarks		

Action 19	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Appointment of the committee for Ethics in Science	2. Ethical principles			
	3. Professional responsibility			
	15. Transparency (Code)	2019	the Scientific Council	in case
	34. Complains/ appeals			
	40. Supervision			
	Current Status	Remarks		