



The new, updated action plan

No.	Action	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)/Target(s)	current status
A1	Information on the HR Logo on the IFJ PAN website	2. Ethical principles	3 Q 2016	HR-logo Working Group and Computer and Network Support unit	https://www.ifj.edu.pl/kariera/hrs4r/ https://www.ifj.edu.pl/en/career/hrs4r/ https://www.ifj.edu.pl/kariera/hrs4r/pdf/LogoHR_IFJ_PAN.pdf https://www.ifj.edu.pl/kariera/hrs4r/pdf/strategia-2019.pdf	completed
A2	Place “Code of Ethics of Scientific Employee” and “The European Code of Conduct for Research” on the IFJ PAN website	2. Ethical principles	4 Q 2016	Scientific Director and Computer and Network Support unit	https://www.ifj.edu.pl/dla-pracownikow/etyka/ https://www.ifj.edu.pl/en/institute/staff/ombudsman.php https://www.ifj.edu.pl/dla-pracownikow/komisje/ombudsman.php https://www.ifj.edu.pl/dla-pracownikow/etyka/European-Charter.pdf https://www.allea.org/wp-content/uploads/2017/05/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017.pdf	completed
A3	Organize a seminar for IFJ PAN employees or share presentation in order to present Polish and European documents concerning the ethic work of a researcher	2. Ethical principles 5. Contractual and legal obligations	2 Q 2017	Director General and Organization and Legal Offices	1. Information materials and on-line training are available on the IFJ PAN website: https://www.ifj.edu.pl/kariera/hrs4r/ https://www.ifj.edu.pl/en/career/hrs4r/ 2. Seminars presented in March 2018 and June 2021 3. Newsletters IFJ PAN published: 2020-1, 2021-2, 2022 -1 https://www.ifj.edu.pl/instytut/biuletyn/ https://www.ifj.edu.pl/en/institute/newsletter/ 4. Document about Ethics https://www.ifj.edu.pl/dla-pracownikow/etyka/	completed



A4	Introduce the rule that the researchers should be informed about the principles governing the protection of intellectual properties before signing a job contract at IFJ PAN	3. Professional responsibility 5. Contractual and legal obligations 6. Accountability 31. Intellectual Property Rights	2 Q 2017 4 Q 2022	Director General and Human Resources Section	1. Materials for newcomers and international staff: https://www.ifj.edu.pl/en/career/hrs4r/welcome-for-newcomers/ 2. Mini Guide for PhD students https://kisd.ifj.edu.pl/documents/ 3. Appointment of the Commercialization Team which also supplies all the details related to protection of intellectual properties: https://www.ifj.edu.pl/dla-pracownikow/komisje/zespol-ds-komercjalizacji/kontakt.php 4. Appointment of an assistant for a foreigner in 2019 Ongoing: Compilation of a guide on the principles relative to the protection of intellectual properties available on the IFJ PAN web page and linked to every announcement of competition or vacant position; an e-mail sent to all the employees. Number of meetings, number of e-mails.	extended
A5	Organize a training workshop on good data protection practices: backup procedures and tools, safe work practices, data protection/encryption tools etc.	6. Accountability 7. Good practice in research	2 Q 2017 4 Q 2022	Computer and Network Support unit	1. Research data management training was performed in 2 Q 2021, and a Research Data Management Plan (DMP) has been initiated. 2. Presentation on research data and DMP was prepared: https://www.ifj.edu.pl/library/open-access/materials/Plan_zarzadzania_danymi_badawczymi.pdf 3. Example of DMP was prepared for researchers: https://www.ifj.edu.pl/library/open-access/materials/DataManagementPlan_Z_Lodziana.pdf	extended
A6	Issue the document on the policy of information security	6. Accountability 7. Good practice in research	4 Q 2016	Administrative and Economic Director	Information on the Personal Data Protection Policy at IFJ PAN are published: https://www.ifj.edu.pl/en/pdp/ https://www.ifj.edu.pl/rodo/	completed
A7	Organize an internal audit at IFJ PAN on architectural barriers for people with disabilities	10. Non discrimination 24. Working conditions	3Q2017	Scientific and Technical Director and Safety Department	The audit was carried out. Architectural barriers for people with disabilities were identified. A list of activities aimed at the subsequent removing of these barriers was prepared. The report was presented to the HRS4R Steering Committee.	completed



A8	Information about permanent opportunities and positions communicated in a more accessible way using the IFJ PAN web	22. Recognition of the profession 28. Career development 30. Access to career advice 39. Access to research training and continuous development	4Q 2017 2Q 2021	Scientific Director and Computer and Network Support unit Head of OTM-R group	number of open competitions; structural change on the website - 59 An upgrade of the „Career” website (Polish and English version) was performed: https://www.ifj.edu.pl/en/career/ https://www.ifj.edu.pl/kariera/ Appropriate information on job offers is published on: https://www.ifj.edu.pl/kariera/oferty-pracy/ https://www.ifj.edu.pl/en/career/job-offers/ Job offers are also published on the ministry's website and EURAXESS website	completed
A9	The appropriate information campaign on the rules governing performance evaluation of scientists should be targeted to the young researchers group	11. Evaluation/appraisal systems 40. Supervision	2Q 2017 4Q 2022	Head of the Scientific Council Committee for the evaluation of scientists	The Regulations for the periodic evaluation of academic staff of the IFJ PAN were introduced in 2020 (Order 56/2020) and are available at: https://www.ifj.edu.pl/instytut/rada-naukowa/regulaminy/pdf/regulamin-ocen-pracownikow.pdf A web pages in PL and ENG containing the rules of evaluation has been created at the IFJ PAN. https://www.ifj.edu.pl/dla-pracownikow/ocena-pracownikow-naukowych For KISD doctoral students, assessment documents are available in PL and ENG at https://kisd.ifj.edu.pl/documents The middle-term evaluation requirements KISD doctoral students are presented in the PL and ENG version: PL - https://kisd.ifj.edu.pl/wp-content/uploads/2021/06/Zarzadzenie-Dyrektora-KISD_3_2021_szczegolowy-tryb-przeprowadzenia-oceny-srodkresowej.pdf https://www.ifj.edu.pl/msd/index.php?menu=raport ENG - https://kisd.ifj.edu.pl/wp-content/uploads/2021/07/Decree-No_3_2021_detailed-procedure-for-conducting-the-mid-term-	in progress



					<p>evaluation-_ENG.pdf https://kisd.ifj.edu.pl/mid-term-evaluation</p> <p>Number of employees assessed in 2017: 181 positively Number of employees assessed in 2021: 213 positively</p> <p>Number of PhD students assessed positively by year: 2017 – 89 students, 2018 – 98 students, 2019 – 72 students, 2020 – 58 students (none of doctoral students received a negative grade)</p> <p>For PhD students of MSD, the assessment document is available at https://www.ifj.edu.pl/msd/index.php?menu=sprawozdanie</p>	
A10	Create easily accessible (for IFJ PAN employees) webpage information about the Anti-mobbing Commission, Disciplinary Commissioner, and Employee Council	10. Non discrimination 34. Complains/appeals 35. Participation in decision-making bodies	3Q 2017	Members of mentioned bodies and Computer and Network Support unit	Webpages prepared: 1. https://www.ifj.edu.pl/en/institute/staff/ 2. https://www.ifj.edu.pl/dla-pracownikow/komisje/ 3. https://www.ifj.edu.pl/dla-pracownikow/ocena-pracownikow-naukowych/	completed
A11	Publish the information about the recruitment also in English on the Institute's web page	10. Non discrimination 12. Recruitment 13. Recruitment (Code) 15. Transparency (Code)	3Q 2017	Head of the Selection Committee	The ratio of position advertisements in English to the number of open competitions: in 3Q 2017 was 12% Now, all vacancies for research positions are published in English on: https://www.ifj.edu.pl/en/career/job-offers/	completed



A12	Provide the English translation of the document "Rules for the Recruitment on the Assistant and Adjunct Positions"	10. Non discrimination 12. Recruitment 13. Recruitment (Code) 15. Transparency (Code)	3Q 2017 4 Q 2022	Head of the Selection Committee Head of OTM-R group	Published 1. recruitment rules for scientific positions: English: https://www.ifj.edu.pl/en/career/recruitment-procedures.php Polish: https://www.ifj.edu.pl/kariera/zasady-zatrudniania/ 2. recruitments rules for PhD students: ENG: https://kisd.ifj.edu.pl/recruitment/ PL: https://kisd.ifj.edu.pl/rekrutacja/	completed
A13	Providing mentoring training to scientific employees performing managerial functions	3. Professional responsibility 36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	2-3 Q 2019 - preparation of the training schedule and program 4 Q 2019 - conducting training for Division/Department/Project Heads 1Q2020-4Q2022 - implementation system of the compulsory, periodic training for mentoring	Directors IFJ PAN and Human Resources Section (DSP), European Cooperation Department (DWE) and Economic Planning Department (DEP), Research Project Service Department (DPN)	The initiation of a pilot mentor program for young (R2) and senior (R3) researchers: the program started in two Departments of the Division of Condensed Matter Physics Future targets: The training of young academic staff from two departments until 2022. Creation of a guidebook "Qualities of a Good Supervisor".	in progress



A14	Providing training in the field of mediation and conflict resolution for scientific employees	1. Research freedom 34. Complain/ appeals	4 Q 2019 - preparation of the training schedule and program 4 Q 2019 - conducting training for Division/Department/Project Heads 1 Q 2020-4Q 2022 - implementation system of the compulsory, periodic training in the field of mediation and conflict resolution for scientific employees	Directors IFJ PAN and Human Resources Section (DSP), European Cooperation Department (DWE) and Economic Planning Department (DEP), Research Project Service Department (DPN)	Leadership training for management - performed in 1Q 2022 for a limited number of departments heads - 60% of managers participated in the training. Future targets: The training of 85% of academic staff performing management functions until 2025	extended
A15	Providing young scientists and PhD students with training in professional networking skills	30. Access to career advice 38. Continuing Professional Development 39. Access to research training and continuous development	3 Q 2019 - preparation of the schedule and program of training / seminar 1 Q 2020 - start of training meetings for young scientists and PhD students	Directors IFJ PAN and heads of Scientific Divisions and Laboratories	Organization of an integration trip: 2019 - title: "Super communications, a key competence on the way to success. Lecturer: M. Juchiewicz. Number of participants 27. A course on soft skills at the KISD PhD School – April-July 2021 "Researchers scientific skills" – 30h, Participants: 4 students of the first year and 28 students of the second year of the School. Now, this course is a recurring course at KISD	in progress
A16	Introduction of the monitoring system for PhD students at the IFJ PAN	36. Relation with supervisors 40. Supervision	2 Q 2019 - implementation of the IFJ PAN system for monitoring the mentoring of PhD students, enabling meetings with each doctoral student at least once in six months	Heads of the International PhD Studies Heads of Divisions, group leaders in cooperation with Director of IFJ PAN, and Self-government of PhD students	Regular meetings (at least one every six months) were introduced bringing together supervisors, PhD students and the Management of the PhD School: in 2021, 8 meetings were organized, 4 on-line + 4 in person. Essential information for PhD students is available at: Mini Guide for PhD https://kisd.ifj.edu.pl/wp-content/uploads/2020/10/Mini-Guide_The-clearance-slip.pdf	completed



A17	Undertaking efforts to establish a PhD school	33. Teaching	1-2 Q 2019 development of an internal strategy of the IFJ PAN concerning the opening of a doctoral school	Directors IFJ PAN, Heads of the International PhD Studies	In 2018, IFJ PAN succeeded, together with other six institutes of the Polish Academy of Sciences and two faculties of the AGH University, in founding a new PhD school, named Krakow School of Interdisciplinary PhD Studies (KISD), to train PhD students in the domain of five basic science disciplines. The IFJ PAN as the coordinating institution. Numbers of the enrolled students are: in 2019 – 29 (4 foreigners), in 2020 – 35 (5 foreigners), in 2021 – 30 (7 foreigners).	completed
A18	Organisation of a "small seminar for PhD students" Enhancement of participation of PhD Students as speakers in seminars and conferences.	8. Dissemination, exploitation of results 39. Access to research training and continuous development	2 Q 2019 - organisation of the first seminars and continuous monitoring	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of PhD students	A cyclic seminar was launched aimed at enabling PhD students of the first and second year of the PhD School to acquire the ability to clearly and interestingly present their scientific interests and the results of their research. At KISD, a seminar-course is offered, in which PhD students participate as speakers presenting their progress in research. Presentation of the seminar by: 100% of first year PhD students in 2019, 100% of first and second year PhD students in 2020 and 2021. Seminars are provided in English.	in progress
A19	Organisation of a "large seminar for PhD students"	8. Dissemination, exploitation of results 39. Access to research training and continuous development	1Q 2022 organisation of the first seminars and continuous monitoring	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of doctoral students	The organization of the seminar is aimed at enabling PhD students of the third and fourth year to acquire the skills of a clear and interesting presentation of their own research. Participation in seminars of 100% of third year doctoral students. Presentation of the seminar by 100% of 3rd year PhD students in 2022. 4th year PhD students will start their studies at the doctoral school in 4Q2022.	in progress



A20	Organisation of consultation/advisory meetings for a PhD student-promotor couple	11. Evaluation/appraisal systems 23. Research environment 36. Relation with supervisors	2 Q 2019 - Establishment of a counselling team for PhD students 3 Q 2019 - organisation of meetings for interested parties	Heads of the International PhD Studies and The Scientific Committee of the IFJ PAN for PhD Studies	The Consultative Panel consists of the MSD Manager and Deputy Manager (at the same time the Deputy Director of KISD and the Scientific Secretary of KISD). The panel organized obligatory meetings for the PhD student-supervisor pairs. Participation in the meetings of 100% of the 4th year of MSD PhD students. The purpose of the meetings was to discuss the timetable and timeliness of the research, the culmination of which is to write a dissertation.	in progress
A21	Introduction of a form of personalized career guidance in the field of scholarship and grant offers	4. Professional attitude 5. Contractual and legal obligations 26. Funding and salaries 28. Career development	1Q2020 4Q2023	Directors IFJ PAN, European Cooperation Department (DWE) and Economic Planning Department (DEP), Research Project Service Department (DPN)	Information on current offers of grants and scholarships is available at the website: 1. www.ifj.edu.pl (the tab: EURAXESS Poland grants and scholarships) 2. https://www.ifj.edu.pl/badania/projekty-naukowe/ 3. https://ifj.edu.pl/dla-pracownikow/oferty-stypendialne.php E-mails to employees about every opening of a call for grant or fellowship competition are sent by the departments supporting grant applications: DWE and DEP, DON, and, now, Research Project Service Department (DPN)	in progress
A22	To familiarize employees with information on the current mechanisms and funding perspectives of the IFJ PAN and science	4. Professional attitude 5. Contractual and legal obligations 26. Funding and salaries	2 Q 2019 - implementation of an appropriate information tab on the website of the IFJ PAN 3 Q 2019 - development of on-line training for IFJ PAN employees	Directors IFJ PAN and Research Service and Administration (DON), DWE, DEP	Training on research grants offered by the National Science Center and application procedures: 2021 (40 persons), 2022 (40 persons) Information on open access publishing programs financed by the ministry and subscribed by the IFJ PAN are posted on the website: https://www.ifj.edu.pl/library/open-access/ and distributed to employees and doctoral students. It is planned to organize meetings with project managers from funding institutions in order to obtain advices and information on good practices in applying for grants.	in progress



A23	Starting regular general meetings at the Divisions and Departments for all employees of IFJ PAN	35. Participation in decision-making bodies 40. Supervision	3 Q 2019 - implementation of recommendations concerning the organization of cyclical general meetings in the Divisions and Departments	Directors IFJ PAN and Research Service and Administration (DON)	Webpages prepared: 1. https://www.ifj.edu.pl/en/institute/staff/ 2. https://www.ifj.edu.pl/dla-pracownikow/komisje/ 3. https://www.ifj.edu.pl/dla-pracownikow/ocena-pracownikow-naukowych/	in progress
A24	Providing candidates with exhaustive feedback on candidates' strengths and weaknesses in recruitment (also in grants)	12. Recruitment 15. Transparency (Code) 29. Value of mobility	1 Q 2019 – implementation 4 Q 2022	Competition Commissions, Appeal Board at the Scientific Committee	All participants qualified to the final stage of competitions for research positions funded by the ministerial subvention receive feedback on their strengths and weaknesses. Similar procedure is applied to the candidates for research positions funded by the projects.	completed
A25	Undertaking activities to stabilize the employment of researchers regardless of the stage of their career	22. Recognition of the profession 25. Stability and permanence of employment 28. Career development	4 Q 2020 and continuous monitoring	Directors IFJ PAN Human Resources Section (DSP) and Competition Commissions	Percentage of researchers employed for an indefinite period in consecutive years: 1) All (R1-R4): 42% in 2017, 31% in 2018, 45% in 2019, 64% in 2020, 77% in 2021; 2) Young researchers (R1,R2): 11% in 2017, 11% in 2018, 26% in 2019, 53% in 2020, 61% in 2021; 3) Senior researchers (R3,R4): 58% in 2017, 68% in 2018, 71% in 2019, 79% in 2020, and 87% in 2021.	completed



A26	Establishment of confidential procedures in the consideration of complaints / appeals of scientists	2. Ethical principles 3. Professional responsibility 4. Professional attitude	2 Q 2019 - development of a complaint/appeal procedure by the Ombudsman of the IFJ PAN and their publication on the website of the IFJ PAN 4 Q 2019 - development by the Ombudsman of the IFJ PAN of an action programme to promote ethical principles in science and improve the overall quality of the working environment for the years 2020-2021 Cyclical annual reports of the Ombudsman on his activities submitted to the Scientific Council of the IFJ PAN	Ombudsman IFJ PAN, Directors IFJ PAN	1. Establishing the Ombudsman - 2019 2. Information on the Ombudsman's complaints / appeals procedure and the Ombudsman action program is published in a special tab on the IFJ PAN website: https://www.ifj.edu.pl/en/institute/staff/ombudsman.php https://www.ifj.edu.pl/dla-pracownikow/komisje/ombudsman.php 3. Establishing the Disciplinary Committee at IFJ PAN https://www.ifj.edu.pl/dla-pracownikow/komisje/komisja-odwolawczarn/	completed
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A27	Providing PhD students with access to soft skills training	39. Access to research training and continuous development	2 Q 2019, 3 Q2021, 2 Q2022 - organization of internal trainings for PhD students of the IFJ PAN, e. g. on copyright, possibility of obtaining a scholarship/grant or other form of financing. From 2019 - organization of annual training in soft skills in the form of a trip, combined with integration meetings of new doctoral students/ young scientists 2Q2021 – soft skills (30h)	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of PhD students	<ol style="list-style-type: none">1. Organization of a training: "Super communications, a key competence on the way to success". Lecturer: M. Juchniewicz; 2019, number of participants: 27.2. Organization of a seminar : "Beyond the slides - why are most scientific presentations so poor, and what we can do about it", lecturer: dr hab. Piotr Wasylczyk, 10.05.2021.3. A course on soft skills at the KISD PhD School – April-July 2021 "Researchers scientific skills" – 30h, Participants: 4 students of the first year and 28 students of the second year of the School, , i.e. 100% of 2nd year of doctoral students and all first-year foreigners.4. Participation of doctoral students in training courses organized by the National Science Centre on how to obtain grants: 2 persons in 202) and 2 persons in 2022.5. Seminars for young researchers (PhD students + employees before obtaining the degree of habilitated doctor): 4 seminars. The seminars were held on-line (in English). From October 2022, it is planned to start meetings in the auditorium.	in progress
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A28	Introduction of translations of current forms, regulations, etc. (for internal needs)	10. Non discrimination 24. Working conditions 28. Career development	1-3 Q 2019 - translation into English of the forms used by the research workers of the IFJ PAN and placing them on the website of the IFJ PAN in the form of an information brochure. 4 Q 2019 - commencement of selection of internal legal acts of the IFJ PAN, the translation of which into English is important in order to provide scientific staff with the necessary organisational and legal information 1 Q 2020 - starting to draw up extracts from internal legal acts of the IFJ PAN in English 4 Q 2023	Directors IFJ PAN	A mini-guide for new foreign employees was prepared: https://www.ifj.edu.pl/en/career/hrs4r/welcome-for-newcomers/ All documents related to the KISD PhD School were translated into English: https://kisd.ifj.edu.pl/documents/ All documents relevant to the activity of the Company Social Benefits Funds Committee are available also in English: https://www.ifj.edu.pl/en/institute/staff/zfss/ A platform was opened which allows you to quickly submit a request for annual leave (special leave, childcare leave) through the use of a web browser or a mobile application: https://www.ifj.edu.pl/en/departments/dsp/hrcloud-platform.php	in progress
A29	Providing IFJ PAN employees with training in research commercialization.	8. Dissemination, exploitation of results	4 2022 - 1 Q 2023 conducting a training for research workers with a representative of the Technology Transfer Centre office	Directors IFJ PAN and the WGC group	The Working Group for Commercialization (WGC) was established in 2020; see the Decree of the IFJ PAN Director no. 52/2020: https://www.ifj.edu.pl/dla-pracownikow/zarzadzenia/2020/zarzadzenie_52_2020.pdf A webpage dedicated to the WGC was created: https://www.ifj.edu.pl/dla-pracownikow/komisje/zespol-ds-komercjalizacji/	extended



A30	Providing PhD students IFJ PAN internal training in the commercialization of research and intellectual property rights	5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship 39. Access to research training and continuous development	3 Q 2022 - conducting 12 hours of training for PhD students of IFJ PAN	Directors IFJ PAN and the WGC group, Director of KISD	Participation in the training on intellectual property rights: 100% of the second-year KISD PhD students and first year foreigners.	extended
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A31	<p>Undertaking information and promotion activities by the IFJ PAN in the field of commercialization and protection of intellectual property, aimed at raising awareness among employees and PhD students of the issues related to the dissemination and exploitation of research results and increasing social involvement.</p>	<p>5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship 39. Access to research training and continuous development</p>	<p>2 Q 2019 - 1Q 2023 implementation of a separate tab on the website of the IFJ PAN ('commercialisation'), containing information relevant from the point of view of a research worker on commercialization and protection of intellectual property.</p> <p>1 Q 2020 - 1Q 2023 initiating activities aimed at creating in the IFJ PAN the position of advisor on commercialisation and protection of intellectual property.</p> <p>2 Q 2023 - implementation of a tab on the IFJ PAN website, accessible from the outside, containing information/advertising the products of the IFJ PAN with commercial potential</p>	<p>Directors IFJ PAN, Computer and Network Support Unit (DSK) and Commercialization section.</p>	<p>The Working Group for Commercialization (WGC) was established in 2020; see the Decree of the IFJ PAN Director no. 52/2020: https://www.ifj.edu.pl/dla-pracownikow/zarzadzenia/2020/zarzadzenie_52_2020.pdf A webpage dedicated to the WGC was created: https://www.ifj.edu.pl/dla-pracownikow/komisje/zespol-ds-komercjalizacji/</p> <p>Number of consultations provided by WGC: 30.</p> <p>In 2020 the PhD students of KISD had a training in ENG about writing the project and the protection of intellectual property.</p> <p>A data base on the inventions/patents is available at https://www.ifj.edu.pl/dla-pracownikow/komisje/zespol-ds-komercjalizacji/materialy.php,</p> <p>The "Commercialization" tab will be available on the IFJ PAN website: https://www.ifj.edu.pl/</p>	<p>in progress</p>
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A32	Undertaking promotional and informational activities among research workers regarding contests, funds for financing commercial projects	4. Professional attitude 5. Contractual and legal obligations 6. Accountability 26. Funding and salaries	2 Q 2019 - initiation of promotion and information activities 1 Q 2020 - development of the thematic scope and content of the tab dedicated to financing commercial projects on the website of the IFJ PAN, and its subsequent implementation 4 Q 2023	Directors IFJ PAN, European cooperation department (DWE) and Economic Planning Department (DEP), Research Project Service Department (DPN)	Providing the IFJ PAN staff with permanent access to information on the possibilities of financing commercial projects - through publication in the "Commercialization" tab on the IFJ PAN website https://www.ifj.edu.pl/	in progress
A33	Introduction of an internal policy for the commercialization of research	8. Dissemination, exploitation of results	1Q 2020 2 Q 2023- development of an internal policy for commercialization of research of the IFJ PAN 3 Q 2023 Issuing a document summarizing the policy of research commercialization	Directors IFJ PAN, Financial and accounting department (DFK), European cooperation department (DWE) and Economic Planning Department (DEP), Research Project Service Department (DPN), Working Group for Commercialization and Legal Counsel	The IFJ PAN internal law document on principles of commercialization of research and development results at IFJ PAN is available to all IFJ PAN employees on the Institute's website: https://www.ifj.edu.pl/dla-pracownikow/zarzadzenia/2016/z26.pdf Publication of the Institute's policy for research commercialization is the next step.	extended



A34	Introduction of obligatory library training for PhD students in the field of open access Acquainting PhD students with the idea and principles of open access through practical training.	8. Dissemination, exploitation of results 9. Public engagement	3 Q 2019 - development of the thematic scope of open access training tailored to the needs of PhD students of the IFJ PAN 1 Q 2020 - conducting training for PhD students of IFJ PAN 3 Q 2019 4 Q 2022 - making efforts to ensure that open access training is a permanent element of the doctoral student's circulation card	Research Service and Administration (DON) Coordinator of Open Access. Library staff.	The first training on the idea and principles of open access took place. 10% of test takers are doctoral students (from MSD and KISD) . Essential information about open access is available in English: https://www.ifj.edu.pl/library/en/open-access Presentations were organized also in each Scientific Division with PhD students participation - 6 presentations.	in progress
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A35	Providing academic staff and PhD students of the IFJ PAN with training materials on open access	8. Dissemination, exploitation of results 39. Access to research training and continuous development	3 Q 2019 - initiating activities aimed at making training materials and on-line test available to research workers and PhD students (e. g. development of the exact subject matter and scope of materials/training) 1 Q 2020 - making training materials and an online test available to researchers and PhD students 4 Q2023 creating regulations on the open data storage and accessibility	Research Service and Administration (DON) and Computer and Network Support Unit (DSK) Open Access Coordinator	Open Access Coordinator was established by the Decree of IFJ PAN Director. Presentations on the idea and principles of open access (OA) were organized in each Scientific Division - 6 presentations . Open access materials are provided on https://www.ifj.edu.pl/library/en/open-access A test on OA was conducted in IIIQ 2020 - 64% of scientists took the test and passed it successfully. E-mail information to all employees was sent on the requirements of NCN funding agency related to OA. Up to date information is available on the IFJ PAN website. A group of Open Research Data Coordinators from all individual Research Divisions has been established (two persons from each Division)	in progress
A36	Ensuring the best use of the IFJ PAN repository in the context of open access.	8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship	2 Q 2019 - Initiating an internal discussion on the optimal use of the IFJ PAN repository. 2 Q 2020 - implementation of actions recommended on the basis of internal discussion 4 Q2023 - introducing regulations on open data storage and reporting at the IFJ PAN repository	Directors IFJ PAN, Research Service and Administration (DON) Open Access Coordinator	Repository IFJ PAN is accepting open scientific papers and open scientific data - https://rifj.ifj.edu.pl/ Definition and management of scientific data is described at: https://www.ifj.edu.pl/library/open-access/dane-badawcze.php https://www.ifj.edu.pl/library/en/open-access/data-management-plan.php https://www.ifj.edu.pl/library/open-access/plan-zarzadzania.php A preliminary Data Management Plan is available at: https://www.ifj.edu.pl/library/open-access/materials/DataManagementPlan_Z_Lodziana.pdf	in progress



A37	Adaptation of the IFJ PAN website to guidelines for facilitating content published in the Internet Facilitating the access to the web pages to blinded and visually impaired persons.	9. Public engagement 10. Non discrimination 24. Working conditions	1 Q 2020 - conduct an audit on necessary changes 2 Q 2020 - development of a change implementation plan 3 Q 2020 - Initiate changes to facilitate content published on the Internet (to be implemented by the end of 2023) 4 Q2023	Directors IFJ PAN and Computer and Network Support Unit (DSK)	The IFJ PAN website is partially compliant with the Act of April 4, 2019 on digital accessibility of websites and mobile applications of public entities. The Declaration of Accessibility, which contains information on the IFJ PAN website adaptation to the guidelines of the WCAG 2.1 standard, as well as information on the status of this implementation is available: https://www.ifj.edu.pl/dostepnosc Public entity accessibility status report, which includes information on the IFJ PAN website accessibility is available: https://ifjpan.bip.gov.pl/fobjects/download/962296/raport_zd_bip-pdf.html A video file is also available in PJM with information about the scope of the Institute's activities: https://www.ifj.edu.pl/institut/	in progress
A38	Organization of a first aid point	24. Working conditions	2 Q 2019 - equipment and access to a first aid point 4 Q 2019 - taking action to monitor the functioning of the first aid point 4 Q2022 - informing employees on the first aid points	Directors IFJ PAN, Department of Health and Safety at Work (DOZ)	The ability to quickly provide first aid - an emergency number has been introduced where you can get help 24 hours a day / 7 days a week (8444 - internal telephone; 12 / 662-8444 - mobile phone); information is available on the website in polish version: https://www.ifj.edu.pl/dla-pracownikow/bhp/pierwsza-pomoc/numery-alarmowe.php A list of places where first aid kits and defibrillators are available was compiled Information on first aid points is being disseminated to all employees.	in progress



A39	Take action to implementation facilities for people with disabilities	10. Non discrimination	<p>1 Q 2019 - development of an internal procedure in case of necessity to provide assistance to a disabled person</p> <p>2 Q 2019 - conducting an audit to determine the scope of work necessary to ensure free movement of persons with disabilities on the premises of the IFJ PAN.</p> <p>2 Q 2019 - introduction of information/support materials for the disabled (e. g. leaflets, maps, signs)</p> <p>3 Q 2019 - preparation of a plan and cost estimate of necessary works</p> <p>1 Q 2020 - commencement of implementation of necessary investments</p> <p>4 Q 2023 - installing an elevator for the disabled in buildings No. 0 and No. 1</p>	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Technical Section (DOT)	<p>A map with routes for people with disabilities https://www.ifj.edu.pl/en/contact/ https://www.ifj.edu.pl/kontakt/</p> <p>There are ramps for disabled people to enter the building, located in the following places:</p> <ul style="list-style-type: none"> a. main building complex on the north side b. Bronowice Cyclotron Center from the west side of the building c. Building no. 1 - ramp located on the northern side of the building <p>Toilets for disabled are located at the following locations:</p> <ul style="list-style-type: none"> a. main complex (building 4, building 5) - there are two toilets for the disabled, accessible from the ground floor b. Centrum Cyklotronowe Bronowice - the building is equipped with a toilet adapted for the disabled, accessible from the ground floor c. Building no. 1 - the building is equipped with a toilet adapted for the disabled, accessible from the ground floor <p>Video materials published by IFJ PAN on the website, FB and YT are provided with subtitles.</p>	in progress
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A40	Installation of an interactive information point	10. Non discrimination 24. Working conditions	1-2 Q 2019 - initiation of activities aimed at defining the boundary conditions of the project (e. g. requirements, cost estimate, establishing a convenient location, scope of information, visualization) 2 Q 2019 – 3 Q 2020 - project implementation 2 Q 2022 - the first point in the hall of the main building 3-4 Q 2022 - next points	Directors IFJ PAN and Computer and Network Support Unit (DSK)	The interactive information points are located: - building No. 0 - the area next to the library - main hall	in progress
A41	Providing employees with access to rooms for preparing meals	24. Working conditions	1 Q 2019 - conducting an internal audit in order to assess the needs of employees related to such a room and to assess the capabilities of the IFJ PAN 2 Q 2019 - commencement of project implementation (by the end of 2022) 4 Q2022	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Technical Section (DOT)	Information about available rooms for each Division will be made available to IFJ PAN employees social rooms/ microwaves/ coffee machine	in progress



A42	Designation of a room for breastfeeding mothers and rest of pregnant women	10. Non discrimination 24. Working conditions 27. Gender balance	2-4 Q 2019 - designating and equipping the room 1 Q 2022 undertaking information activities	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Technical Section (DOT)	The room is available, is signposted, and remains open. It has access to the bathroom.	completed
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A43	Organization of training and promotional-informational activities related to health and safety for employees	24. Working conditions	<p>2019 - providing employees and guests of the IFJ PAN with stickers with emergency and rescue numbers on access cards 3 Q 2019 – IV Q 2021 Retraining and retrofitting of the volunteer ‘first aid team’; 2019 - 2021 organisation of additional first aid training for IFJ PAN employees 2019-2021 - providing employees with access to on-line training on health and safety at work 2020 - organization of training in extinguishing techniques for employees of IFJ PAN</p> <p>2 Q 2022 - gathering information on programs enabling the organization and financing of first aid training</p> <p>1 Q 2023 - organization of training sessions</p>	Directors IFJ PAN, Department of Health and Safety at Work (DOZ)	<p>All employees are requested on a regular basis to complete an on-line training on health and safety at work.</p> <p>Information on programs enabling the organization and financing of first aid training has been gathered. Based on this, a series of trainings will be organized.</p>	in progress
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A44	Promotion of HRS4R strategy among employees and PhD students C&C	1. Research freedom 2. Ethical principles 22. Recognition of the profession	2019 - providing employees and doctoral students with information materials on the current state of implementation of the principles of the Charter and Code at the IFJ PAN 2020 - development of on-line training on the principles of the Charter and Code and HRS4R CONTINUOUS ACTION	Directors IFJ PAN, Steering committee HRS4R in IFJ PAN and Monitoring Team HRS4R in IFJ PAN	1. Seminar and training concerning the current action plans of the HRS4R Steering Committee - 3.2018 Seminar discussing the activities of the groups working under the HRS4R strategy- 6.2021 2. Newsletter IFJ PAN - 2020-1, 2021-2, 2022 -1 https://www.ifj.edu.pl/instytut/biuletyn/ https://www.ifj.edu.pl/en/institute/newsletter/ 3. Information materials and on-line training are available on the IFJ PAN website: https://www.ifj.edu.pl/kariera/hrs4r/ https://www.ifj.edu.pl/en/career/hrs4r/ 4. Mini guide for PhD https://kisd.ifj.edu.pl/wp-content/uploads/2020/10/Mini-Guide_The-clearance-slip.pdf	in progress
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A45	Undertaking training and information activities in the field of data security	7. Good practice in research	2020	Directors IFJ PAN, Computer and Network Support Unit (DSK), The Data Protection Officer	<p>Relevant documents and information on the Personal Data Protection Policy at IFJ PAN are available: https://www.ifj.edu.pl/en/pdp/ https://www.ifj.edu.pl/rodo/</p> <p>Trainings for employees on the protection and proper processing of personal data (GDPR):</p> <ul style="list-style-type: none">- 4 September 2018- 27 and 28 May, 2019;- in 2020, due to Covid restrictions the GDPR training took the form of a presentation made available to employees on the IFJ PAN website;- 23 November 2021 - 73 certificates were issued. <p>AUDITS:</p> <p>2018 - GDPR implementation external audit - 6 July - 30 July, 2018;</p> <p>2019 - GDPR compliance internal audit (partial audit) - 3 June - 12 June, 2019 and 7 November - 15 November, 2019;</p> <p>2020 - GDPR compliance internal audit (partial audit) - 1 September - 8 September, 2020 and 21 September - 25 September, 2020;</p> <p>2021 - GDPR compliance internal audit (partial audit) - 13 September - 24 September, 2021;</p> <p>2022 - GDPR compliance external audit (partial audit) - 21 June 2022 - ongoing</p> <p>In 2022, a cyberspace security training was organized by an external company.</p>	completed
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A46	Full implementation OTM-R	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code) 29. Value of mobility	4Q2020 2Q2023	OTM-R Group	Published: Recruitment Policy for scientific positions at IFJ PAN: https://www.ifj.edu.pl/en/career/documents/otm-r-policy.pdf and 1) recruitment rules for scientific positions: English: https://www.ifj.edu.pl/en/career/recruitment-procedures.php Polish: https://www.ifj.edu.pl/kariera/zasady-zatrudniania/ 2) recruitments rules for PhD students: ENG: https://kisd.ifj.edu.pl/recruitment/ PL: https://kisd.ifj.edu.pl/rekrutacja/ All recruitment procedures at IFJ PAN are conducted with the use of the above mentioned documents and comply with the OTM-R Principles and Policy. The description of the position details and requirements in job advertisements are not yet at a satisfactory level.	extended
A47	Identification and implementation of Good Practices for the determination of co- authorship of scientific publications.	1. Research freedom 2. Ethical principles 3. Professional responsibility 8. Dissemination, exploitation of results 32. Co-authorship	2Q2023	IFJ PAN Directors	A document describing the Good Practices of Defining the Co-authorship of Scientific Publications	new
A48	Post the "KISD PhD student Code of Ethics " on the IFJ PAN website.	2. Ethical principles 3. Professional responsibility	4Q2023	KISD PhD School Management	The "KISD PhD student Code of Ethics " available on the IFJ PAN www page.	new



A49	Providing to IFJ PAN employees internal trainings on intellectual property rights	5. Contractual and legal obligations 8. Dissemination, exploitation of results 28. Career development 31. Intellectual Property Rights 33. Teaching	4Q 2025	IFJ PAN Directors	Cyclical trainings on the subject of intellectual property in the context of the current regulations - number of trainings and number of participants per year	new
A50	Creation of a tab on the IFJ PAN website dedicated to all trainings performed, offered and planned.	1. Research freedom 28. Career development 33. Teaching 39. Access to research training and continuous development	2Q2023	IFJ PAN Directors	number of trainings offered, number of participants in each training	new
A51	Creation of a complete data base of scientific equipment as well as establishing access rules and contact persons	23. Research environment 24. Working conditions	1Q2023	Heads of Scientific Divisions, Computer Managers (DSK)	A searchable list of scientific equipment made available at the IFJ PAN webpage	new
A52	Creation of creative workplaces/relaxation zones outside	23. Research environment 24. Working conditions	4 Q 2022 - partial implementation 2 Q 2024 - completion of the implementation	Directors IFJ PAN, technical services	number of zones with number of tables and chairs	new



A53	Creating virtual visits to the IFJ PAN Laboratories	1. Research freedom 8. Dissemination, exploitation of results 9. Public engagement	4Q2024	Team for Popularization of Scientific Research, Scientific Divisions	Virtual visits available on the IFJ PAN website	new
A54	Adding a Quick Sharing icon in the News and Announcements of the Institute's home page	4. Professional attitude 23. Research environment	4Q2022	IFJ PAN Webmaster	Presence of the Quick Sharing option in the appropriate parts of the Institute's webpage https://www.ifj.edu.pl	new
A55	Implementation of Open Data Policy	1. Research freedom 3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship	2Q2024	Team for Open Data Coordination	A document "Open Data Policy at IFJ PAN" available at the IFJ PAN website.	new
A56	Starting a mentoring program for young researchers in each Scientific Division and KISD	23. Research environment 25. Stability and permanence of employment 28. Career development 30. Access to career advice 33. Teaching 36. Relation with supervisors	4Q2024	IFJ PAN Directors, Heads of Scientific Divisions, Heads of Departments	Number of mentors vs. total number of young researches; Number of young researches per mentor; Number of PhD students-supervisor pair per mentor; Schedules of the meetings with mentors available at each Scientific Division and KISD.	new



		37. Supervision and managerial duties				
A57	Making the HRS4R distinction more recognizable	1. Research freedom 2. Ethical principles 3. Professional responsibility 4. Professional attitude 28. Career development	2Q2025	IFJ PAN Directors, HRS4R Steering Committee	updated the HRS4R website; new templates, institute paper, and presentations with the HRS4R logo; periodic seminars on the role played by HRS4R actions for the IFJ PAN community	new
A58	Career development guidelines – guide & mentoring	4. Professional attitude 24. Working conditions 28. Career development 30. Access to career advice	4Q2023	Director, Department of Research Service and Administration (DON),	Career development strategy guide made available to all employees.	new
A59	Strategies for back-up of computer resources – training and requirements	23. Research environment 39. Access to research training and continuous development	4Q2023	Personal Data Protection (DPO), Computer and Network Support (DSK)	Number of participants in trainings on back-up strategies; Presentation about the data protection and confidentiality.	new