



HUMAN RESOURCES STRATEGY FOR RESEARCHERS

INTERNAL GAP ANALYSIS AND AN ACTION PLAN
FOR THE INSTITUTE OF BIOORGANIC CHEMISTRY,
POLISH ACADEMY OF SCIENCES, IN APPLICATION
FOR THE EUROPEAN COMMISSION'S "HR
EXCELLENCE IN RESEARCH" AWARD



Institute of Bioorganic Chemistry
Polish Academy of Sciences
Noskowskiego St. 12/14
61-704 Poznań

INTERNAL GAP ANALYSIS AND AN ACTION PLAN FOR THE INSTITUTE OF BIOORGANIC CHEMISTRY, POLISH ACADEMY OF SCIENCES, IN APPLICATION FOR THE EUROPEAN COMMISSION'S "HR EXCELLENCE IN RESEARCH" AWARD

The hereby presented Human Resources Strategy for Researchers, drawn up for the Institute of Bioorganic Chemistry, Polish Academy of Sciences, fits well with the European Commission's actions, within the framework of the Europe 2020 strategy. In particular, it refers to enhancing Europe's attractiveness to researchers, improving human resources qualifications in the B+R sector and creating sustainable working and career development conditions, at every career stage.

Human Resources Strategy for Researchers, drawn up for the Institute of Bioorganic Chemistry, PAS, was based on the stipulations of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, with due respect to domestic and EU legislation. The implementation of the Strategy will directly result in the increase of the Institute's recognition, both across the EU and worldwide. The institute wishes to be perceived as an attractive destination for work and career development for researchers. Implementing the Strategy is in line with the Institute's strategic goals, approved by its Scientific Board.

IBC PAS strategic goals:



Introduction

The Institute of Bioorganic Chemistry, Polish Academy of Sciences, established in 1988, conducts cutting-edge, interdisciplinary research in bioorganic chemistry; molecular, systems and synthetic biology, as well as bioinformatics – in strict conformity with corresponding studies performed at prominent laboratories worldwide. The Institute is one of the leading research centers in Poland, both in terms of chemical and biological sciences, and it is also well recognized on the European and global scientific map. The Institute's major distinguishing feature is its comprehensive approach to the field of nucleic acids. In 2014, the accomplishments of this unit were honored with the status of the Leading National Research Center (KNOW), awarded to the Poznan RNA Consortium, which was formed by the Institute and the Faculty of Biology, Adam Mickiewicz University.

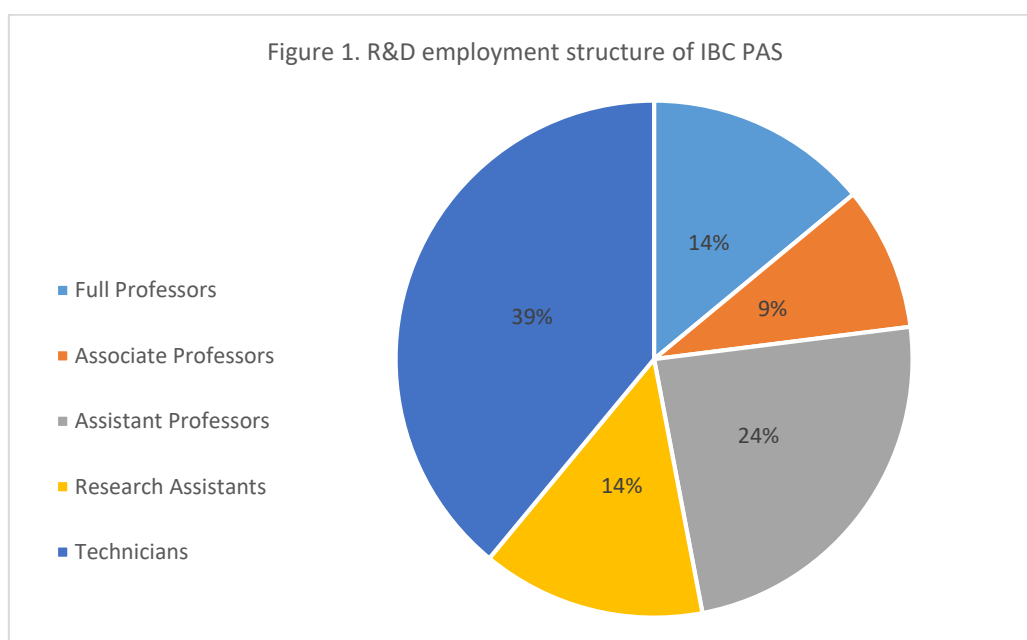
The Institute of Bioorganic Chemistry, headed by Professor Marek Figlerowicz, is one of the largest Institutes of the Polish Academy of Sciences. Together with Poznan Supercomputing and Networking Center, affiliated to IBC PAS, it employs over 540 staff members, including 94 researchers (23 Full Professors). The IBC PAS Partnership-based Doctoral Program enrolls 90 PhD students. The Institute is entitled to award doctorates and higher doctorates in chemistry, with regard to chemistry and biochemistry. IBC PAS encompasses research departments and specialized groups. Other significant elements of the Institute's structure are the PAS Scientific Center, Scientific Publishers, Guest Rooms and the Library. In the last few years, IBC and the Institute of Computing Science, Poznan University of Technology created the European Center for Bioinformatics and Genomics. Furthermore, the Institute is involved in various activities popularizing science, co-organizing annual events of great interest, such as Poznan Festival of Science and Art, Brain Awareness Week, and Researchers Night.

The Institute is one of the top-ranked Polish research institutions. Since the system of categorization has been introduced, IBC PAS has always been granted the highest category (A). Its high scientific rank is proven by exceptionally numerous publications, reviewed in world-renowned journals, and high *Impact Factor* rates. Despite the fact that the Institute of Bioorganic Chemistry is one of the youngest units among large research institutes, its employees have already published over 1800 research papers in the most prestigious journals, recognized by the Journal Citation Reports. Over the last few years, the Institute has been publishing ca. 120 research papers annually in the aforementioned journals. The Institute's staff members also belong to most often cited researchers in Poland.

The Institute has actively taken part in international research programs for many years. According to the report of the European Commission, the Institute belongs to an exclusive group of three Polish research institutions, most efficiently exploiting funds within the 7th Framework Program. The Minister of Science and Higher Education has already awarded the Crystal Brussels Sprout prize to the Institute in 2004 and 2010, for the most intense participation in the European Union Framework Programs. IBC (jointly with Poznan Supercomputing and Networking Center) can pride itself on acquiring multiple new projects within the HORIZON 2020 Framework Program, taking second place nationwide. The institute performs equally high when it comes to obtaining domestic grants. In 2015, only in terms of the biological-chemical section of the Institute, 80 projects altogether were being carried out, funded, among others, by the National Science Center, the National Center for Research and Development and the Innovative Economy Operational Program. On the other hand, in 2014, the European Center for Bioinformatics and Genomics, operating at the Institute, was enrolled in the prestigious Polish Map for Research Infrastructures. Moreover, "The Map" also includes two initiatives of the Poznan Supercomputing and Networking Center: PIONIER-LAB – National Platform for the Integration of Research Infrastructures and Ecosystems of Innovation, and PRACE – Cooperation on the advanced computations in Europe.

The activity of the Institute of Bioorganic Chemistry, PAS, and its researchers was honored with many awards and distinctions, both domestic and international. The most significant ones are the prestigious Prize of the Foundation for Polish Science, referred to as the “Polish Nobel Prize”, already granted three times to our affiliates (2000 – Prof. Jan Węglarz, 2002 – Prof. M. Jaskólski, 2007 – Prof. W.J. Krzyżosiak). Furthermore, 12 IBC researchers received the *Honoris Causa* doctorates. It is also worth mentioning that four of the Institute’s Full Professors were awarded with the most prestigious grants of the National Science Center – the “Maestro” projects.

As of 2015, the Institute employed 94 researchers and 59 technicians, i.e. specialists and senior specialists, both chemists or biologists. The quotas for certain positions, against the background of the overall number of research staff members employed at IBC PAS, are shown in Figure 1. The Partnership Doctoral Program of the Institute enrolls 94 PhD students, as of 2015.



Methodology

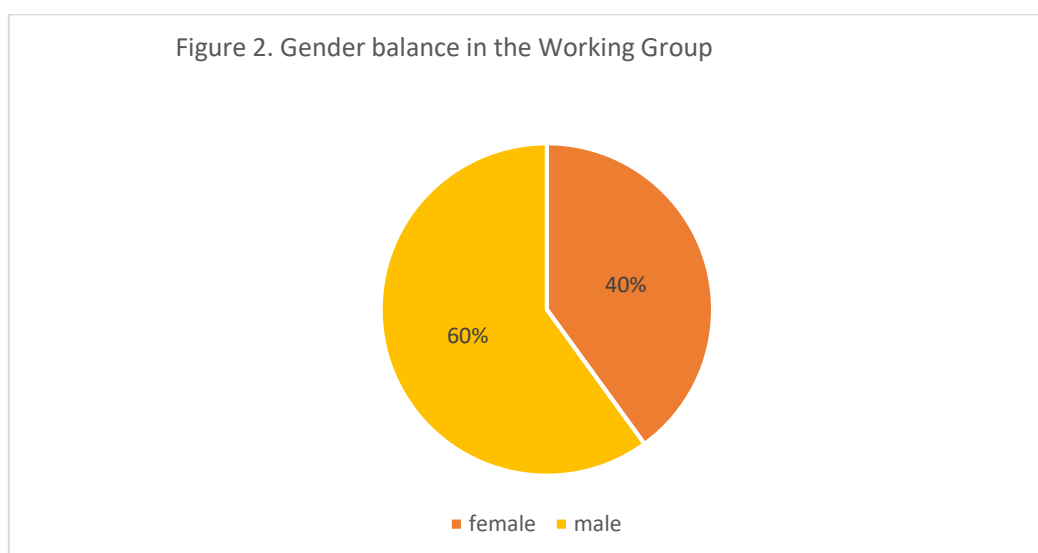
As part of the course of preparations to obtain the HR Excellence in Research Award, the Director of IBC PAS addressed a Letter of Endorsement to the European Commission, in which he expressed his support for the provisions of the Charter and the Code.

The next stage was the decision of the Board of Directors to take steps to obtain the HR badge, and appoint a Working Group to perform the internal analysis, with the following representatives:

- 1) Professor Jerzy Boryski, PhD, DSc, Head of the Working Group,
- 2) Associate Professor Michał Sobkowski, PhD, DSc, Deputy Director for Scientific Affairs,
- 3) Professor Wojciech T. Markiewicz, PhD, DSc,
- 4) Associate Professor Anna Pasternak, PhD, DSc,
- 5) Professor Ryszard Kierzek, PhD, DSc,
- 6) Professor Jerzy Ciesiołka, PhD, DSc,
- 7) Professor Jan Barciszewski, PhD, DSc,
- 8) Professor Maciej Stobiecki, PhD, DSc,
- 9) Associate Professor Piotr Kozłowski, PhD, DSc,
- 10) Professor Włodzimierz Krzyżosiak, PhD, DSc,
- 11) Professor Mariusz Jaskólski, PhD, DSc,
- 12) Professor Jacek Błażewicz, PhD, DSc,
- 13) Professor Adam Kraszewski, PhD, DSc, Head of the Partnership-based Doctoral Program,

- 14) Marta Rachwalak, MSc, Representative of PhD students,
- 15) Marta Pastorczyk, PhD, Assistant Professor,
- 16) Anna Krajczyk, PhD, Research Assistant,
- 17) Maria Szubińska, Accounts Department,
- 18) Julia Brzoska - Karwat, MSc, Deputy Director for Research Coordination,
- 19) Paweł Goderski, MA, Director's Secretariat,
- 20) Agnieszka Konrad, MA, Scientific Secretariat,
- 21) Dorota Nosal, MA, Human Resources Department.

The selection of the Working Group members was made with due attentiveness to assure proportional representation of all research staff groups, i.e. PhD students, Research Assistants, Assistant Professors, Associate Professors and Full Professors. Moreover, those members of the staff who made substantive contribution, based on experience in staff recruitment and human resources management, as well as in shaping the research and personnel policies of the Institute, were also involved in the aforementioned work. The analysis preparation also required participation of the Head of the Partnership-based Doctoral Program, Deputy Director for Scientific Affairs, Deputy Director for Research Coordination, Heads of Research Departments, Head of the Human Resources Department, Representative of the Accounts Department, Representatives of the Scientific Secretariat and Director's Secretariat. Efforts were also being made to assure gender balance in the Working Group.



In the letter dated April 7, 2016, the Director of the Institute asked members of the Working Group to take an active part in the group's tasks (see appendix 1). During the group's working meeting, each principle of the Charter and the Code was discussed against the background of the current regulations of the Institute. The Working Group analyzed the domestic legal acts and the internal regulations of the Institute, i.e. Orders and Regulations of the Director, in terms of coherence with the Charter and the Code. The Working Group accepted the Internal Gap Analysis put forth by the Head of the Group, based on the „Template for internal analysis”, recommended by the European Commission and available on the EURAXESS internet portal, and on the good practice of units applying for the HR in Research badge. As a result of the analysis of the compliance of IBC PAS practices with the principles of the Charter and the Code, potential gaps were identified and collectively presented in an Action Plan. The choice of remedial actions included in the Action Plan sheet was made in accordance with the small-step work improvement approach and the evolutionary approach to changes in the unit, so as not to disturb the functioning of its internal processes. The draft document prepared by the Working

Group was made available to all its members for further consultations. Taking into consideration the necessity for extensive presentation of the draft of the Internal Gap Analysis and an Action Plan, those members of the Working Group who head the research departments were asked to discuss the draft with their fellows, Head of the Partnership-based Doctoral Program was asked to verify the scope of work relevant for the Doctoral Program, Representative of PhD students was asked to arrange consultations within PhD students, Representatives of Research Assistants and Assistant Professors were asked to collect opinions of their fellow Research Assistants and Assistant Professors, the remaining members of the Working Group were asked to discuss the draft with their collaborators, whereas members of the Working Group representing the Board of Directors were asked to discuss the document during the Board's meeting. In the wake of those consultations, 8 members of the Working Group put forth additional remarks, which were then individually investigated by the Head of the Working Group. On the basis of the proposed draft and additional remarks, the final version of the Internal Gap Analysis and an Action Plan was prepared and then forwarded, along with supplementary information on the Institute, to the Director for approval.

The Internal Gap Analysis and an Action Plan document was sent to the European Commission, in accordance with the application procedure for the HR Excellence in Research Award. The Action Plan assumes, apart from the tasks directly resulting from the required course of action, that the evaluation of the introduced changes shall be performed among the research staff members and PhD students, aiming at identifying the weak and strong sides of the entire process of change. As a result of the achievement analysis, valuable feedback shall be obtained, facilitating formulation of a report for the European Commission, and constituting the basis of taking further steps to strengthen the image of the Institute of Bioorganic Chemistry, PAS, as an attractive place to conduct research, engaging highly-experienced scholars.

The Working Group prepared the internal analysis within 3 main areas, to which relevant principles of the European Charter and Code for Researchers were ascribed:

I. Ethical and professional aspects:

- Research Freedom
- Ethical principles
- Professional responsibility
- Professional attitude
- Contractual and legal obligations
- Accountability
- Good practice in research
- Dissemination, exploitation of results
- Public engagement
- Non-discrimination
- Gender balance

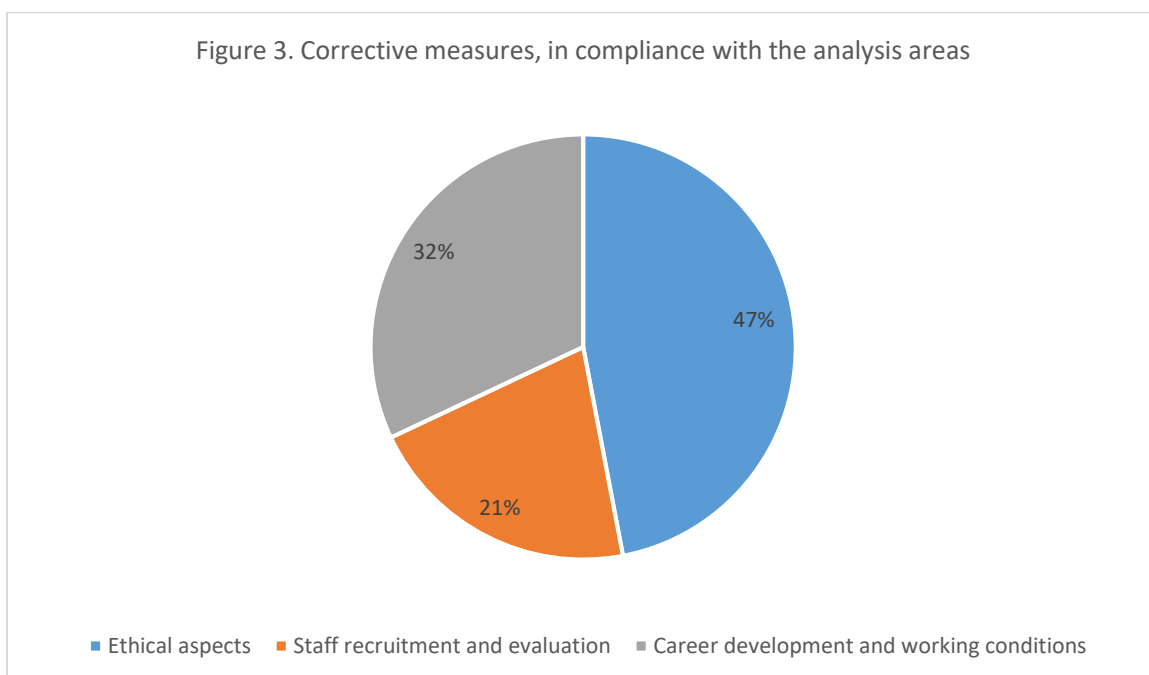
II. Staff recruitment and evaluation:

- Recognition of the profession
- Evaluation/appraisal systems
- Recruitment (Charter)
- Recruitment (Code)
- Selection
- Transparency
- Judging merit
- Variations in the chronological order of CVs
- Recognition of mobility experience
- Recognition of qualifications
- Seniority
- Postdoctoral appointments

III. Career development and working conditions:

- Relation with supervisors
- Supervision
- Supervision and managerial duties
- Access to research training and continuous development
- Career development
- Continuing Professional Development
- Research environment
- Working conditions
- Stability and permanence of employment
- Funding and salaries
- Value of mobility
- Intellectual Property Rights
- Co-authorship
- Teaching
- Complaints/appeals
- Participation in decision-making bodies

As a result of the Working Group's actions, it has been demonstrated that most extensive corrective measures are required within the area concerning the ethical and professional aspects. One third of the required actions relate to career development and working conditions. Whereas, the least significant improvements are needed within the area of staff recruitment and evaluation.



The Working Group's actions, in the form of detailed gap analysis, are presented in the subsequent chapter.

I. Ethical and professional aspects

Research Freedom

Stipulations and requirements of the Charter:

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognized ethical principles and

practices. Researchers should, however, recognize the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognized ethical principles and practices, to which researchers have to adhere.

Relevant legislation, existing regulations and practices of IBC PAS:

The IBC PAS researchers aim at broadening the frontiers of scientific knowledge, at the same time enjoying freedom to determine the problem solving methods. To do so, they apply the principles of ethics and ethical practices, stipulated in the Code of Ethics for Researchers (Code of Ethics for Researchers – attachment to the Resolution No. 10/2012 of the General Assembly of the PAS, from December 13, 2012). Simultaneously, researchers are obliged to conduct research, with all due respect to the norms and duties, resulting from the rules of conduct. The Regulations of the Institute oblige to obey high standards of ethics, in terms of task performance (Regulations, Paragraph 7, point 12, approved on April 11, 2016). International and domestic regulations are applied as well.

Required course of action:

Posting the Code of Ethics of the PAS on the website, for acknowledgement and enforcement.

Relevant organ and deadline: IBC PAS Disciplinary Committee, IBC PAS Ethics Committee, Director of the Institute – 3rd Q 2016

Ethical principles

Stipulations and requirements of the Charter:

Researchers should adhere to the recognized ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation, existing regulations and practices of IBC PAS:

The IBC PAS researchers are obliged to proceed in accordance with the ethical principles. Scientific staff members shall follow the provisions of the Code of Ethics for Researchers (Code of Ethics for Researchers – attachment to the Resolution No. 10/2012 of the General Assembly of the PAS, from December 13, 2012). Adherence to the ethical principles shall be monitored by the IBC PAS Ethics Committee, appointed in accordance with the Act on the Polish Academy of Sciences, and the Institute's Disciplinary Proceedings Representative. In compliance with §21 of the Regulations of IBC PAS, the Institute's Disciplinary Committee, consisting of 5 members, shall give its ruling in case of violation of the ethical principles, as an authority of the first instance. Should there be any doubts, concerning the qualification of the violation, the Committee may address the Committee on Ethics in Science, PAS.

Required course of action:

Dissemination of the Code of Ethics for Researchers, by posting it on the website, and making it henceforth official regulation of IBC PAS. Distribution of the copies of the Code of Ethics to the PhD students (cyclical action – taken upon enrollment to the Doctoral Program).

Relevant organ and deadline:

ICB PAS Disciplinary Committee, ICB PAS Ethics Committee, Director of the Institute, Head of the Partnership-based Doctoral Program – 3rd Q 2016, 3rd Q 2017

Professional responsibility

Stipulations and requirements of the Charter:

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation, existing regulations and practices of IBC PAS:

When applying for project financing, researchers declare that they do not replicate their earlier research. Researchers have access to the state-of-the-art literature, based on a prepaid access to online journals and vast IBC library resources. In their work, scientific staff members apply the principles of the Ethics Code for Researchers and the Regulations on the Intellectual Property, enacted by the decision of the Scientific Board. The Institute's Working Regulations stipulate that, prior to beginning work, "the employees shall be familiarized with the basic duties, ways of implementing procedures at a given place of employment and ways to exploit their entitlements. If necessary, the employee shall officially accept the place of employment."

Required course of action:

Implementation of the anti-plagiarism procedure for PhD and DSc dissertations, and ensuring access to the anti-plagiarism software for PhD and DSc supervisors.

Relevant organ and deadline:

ICB PAS Disciplinary Committee, PhD Degree Conferment Committee, PhD and DSc supervisors – 3rd Q 2017

Contractual and legal obligations

Stipulations and requirements of the Charter:

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation, existing regulations and practices of IBC PAS:

Researchers are familiar with the regulations concerning working conditions. The staff members independently apply for trainings. Periodic Health and Safety trainings are organized at the Institute for the staff members, PhD students, voluntary workers and trainees on laboratory internships. The Institute employs a person dedicated to handle patents and patent applications, who offers help to the persons concerned. The Institute continuously cooperates with Patent Attorneys Offices.

Required course of action:

Regular, open training courses for researchers, in Intellectual Property protection.

Relevant organ and deadline:

Director of the Institute – 3rd Q 2016 (1st edition), 4th Q 2017 (2nd edition)

Professional attitude

Stipulations and requirements of the Charter:

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation, existing regulations and practices of IBC PAS:

ICB PAS researchers are aware of the strategic goals of their scientific community and the mechanisms that govern research funding, and they are in possession of all the necessary permits before they begin their studies or obtain access to the provided funds. Researchers shall obtain the required permits of the Bioethical Committee or the permit to work with GMOs and GMMs, prior to beginning their research, in compliance with the relevant legislation. Researchers shall inform the Director of the Institute, through the Scientific Secretariat, in writing, on any delays or amendments to their projects, in order to gain acceptance, or on the accomplishment of their research projects.

Required course of action:

In view of the existing and official regulations, no corrective measures are required.

Relevant organ and deadline: not applicable

Accountability

Stipulations and requirements of the Charter:

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorized audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation, existing regulations and practices of IBC PAS:

IBC PAS researchers are all aware of their responsibility to their employers, funding institutions and other organs, as well as the whole of society. The procedure for assessment of efficiency and diligence, in terms of managing the funds obtained for research, was stipulated in the Order No. 24/2010, of the Institute of Bioorganic Chemistry, PAS, Poznan, from December 20, 2010, on the procedure of governance assessment. The Director entrusts the responsibility to abide by the public procurement procedure to project managers. Purchases covered by the obtained funds are processed in compliance with the Public Procurement Law. The data collection and analysis methods, the results and detailed information, if necessary, are made available for the purposes of both internal and external supervision.

Required course of action:

No corrective measures are required.

Relevant organ and deadline: not applicable

Good practice in research

Stipulations and requirements of the Charter:

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute organizes recurring trainings in Health and Safety, and evacuation in case of fire, for the staff members, PhD students, voluntary workers and trainees on laboratory internships. By the Order No 15/2015 of December 1, 2015, the Director of IBC PAS established a Data Security Group, responsible for formulation and implementation of the procedures concerning security policy; formulation and implementation of the instructions on information technology systems, concerning processing of personal data.

Required course of action:

Trainings for staff members in the procedures of creating backups, protection of personal data and confidentiality.

Relevant organ and deadline:

Data Security Group – 4th Q 2016

Dissemination, exploitation of results

Stipulations and requirements of the Charter:

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialized. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation, existing regulations and practices of IBC PAS:

Dissemination and commercialization of results are governed by the “Regulations on copyright laws and related laws, industrial ownership laws and rules of commercializing research results and developmental work at the Institute of Bioorganic Chemistry, Polish Academy of Sciences, in Poznan. In accordance with the aforementioned Regulations, the Institute has a priority right, as far as publishing is concerned. However, following the principle of research freedom and aiming to ensure the staff members a wide range of possibilities for publishing their research papers in renowned journals, the Institute shall not execute the aforementioned priority right in case of papers resulting from employment relationship, excluding special cases stipulated in the Regulations.

Required course of action:

Publication of the Regulations on copyright laws and related laws (...) on the website, in full view for the IBC PAS staff members.

Relevant organ and deadline:

Director of the Institute – 3rd Q 2016

Public engagement

Stipulations and requirements of the Charter:

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public’s understanding of

science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation, existing regulations and practices of IBC PAS:

Dissemination of the research results is a significant task of the Institute, included in the Regulations of our unit. IBC PAS staff members have actively been involved in various activities popularizing science among the society. The Institute co-organizes multiple events familiarizing science, such as Brain Awareness Week (http://www.pan.poznan.pl/tydzien_mozgu/), Researchers Night (<http://www.poznan.nocnaukowcow.pl/>), Poznan Festival of Science and Art (<http://festiwal.amu.edu.pl/>), Science on Vacation – open meetings concerning new, important discoveries in Biology and Medicine. The RNA Club has been established at the Institute, organizing cyclical, open discussion panels. Moreover, organized groups of pupils, students, teachers can visit the Institute, following the registration at the Secretariat.

Required course of action:

In view of the intent to continue previous forms of social involvement, no corrective measures are required.

Relevant organ and deadline: not applicable

Non-discrimination

Stipulations and requirements of the Charter:

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation, existing regulations and practices of IBC PAS:

The principles of conducting open competitions, ahead of employment at the Institute for the position of Full Professor, Associate Professor, Visiting Professor, Assistant Professor and Research Assistant, are included in the Regulations on recruitment for research staff members at the Institute of Bioorganic Chemistry, PAS, which states that the sole basis for the assessment of the candidates is their research output. The principles of recruitment for the Doctoral Program are stipulated in the Regulations of the Partnership-based Doctoral Program. The candidates are evaluated by the Recruitment Committee, on the basis of previous achievements and predispositions, as well as the examination result. The internal regulations do not include any provisions concerning non-discrimination. The aforementioned reservations are stipulated in the Code of Ethics of the PAS, published in 2001, reading as follows: "Researchers shall be characterized by impartiality and objection to any form of discrimination in science. Assessment of scientific achievements, based on personal, ethnic, racial or ideological criteria is unworthy of a member of the scientific community.

Required course of action:

Amendment to the Regulations of the Disciplinary Committee, in form of a provision expressing objection to discrimination on grounds other than research accomplishments.

Relevant organ and deadline:

Director of the Institute, Disciplinary Committee – 4th Q 2017

Gender balance

Stipulations and requirements of the Charter:

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation, existing regulations and practices of IBC PAS:

Regulations on recruitment for research staff members at the Institute of Bioorganic Chemistry, PAS determine the composition of the committee. It is comprised of the Director of the Institute or its Deputy for Scientific Affairs, head of a research group or team, within which the candidate shall work, and a third person, holding at least the degree of PhD, DSc, and representing a discipline relevant to the position to be occupied by the candidate. Women shall comprise 27% of the management boards of Departments, Groups and Teams, operating at IBC PAS.

Required course of action:

Introduction of the regulations ensuring gender balance in the recruitment committees, and those evaluating research output.

Relevant organ and deadline:

Director of the Institute – 1st Q 2017

II. Staff recruitment and evaluation

Recognition of the profession

Stipulations and requirements of the Charter:

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Relevant legislation, existing regulations and practices of IBC PAS:

There are no internal regulations at IBC PAS, as far as recognition of the profession is concerned, however it is a standard procedure applied since the Institute was established.

Required course of action:

Amendment on the recognition of the profession, applicable to the relevant Regulations of IBC PAS: Regulations on recruitment for research staff members at the Institute of Bioorganic Chemistry, PAS; Regulations of the Partnership-based Doctoral Program.

Relevant organ and deadline:

Director of the Institute – 1st Q 2017

Evaluation/appraisal systems

Stipulations and requirements of the Charter:

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public

awareness activities and mobility, and should be taken into consideration in the context of career progression.

Relevant legislation, existing regulations and practices of IBC PAS:

In accordance with the Regulations on the Assessment of research staff, employed at the Institute of Bioorganic Chemistry, PAS, the Institute's Scientific Board perform periodic assessment of the Institute's research staff. The evaluation of Full Professors and Associate Professors is performed at least every four years. The evaluation of Assistant Professors and Research Assistants is performed at least every two years. In order to perform a detailed assessment, the Scientific Board appoint the research staff Review Committee. The Committee may refer to the opinion of experts, who are not members of the Institute's Scientific Board or the Institute's research staff. The Committee is comprised of the Head and five members, including the representative of Assistant Professors. At least four members of the Committee (including the Head) should be employed at the Institute and hold a scientific degree. Full Professors may be evaluated only by those members of the Committee who hold the title of Professor. The Head of the Committee shall immediately pass on a written copy of the assessment result to the evaluated person, who has a right to file objections to the Institute's Scientific Board, within 14 days upon receipt. The Institute's research staff members have a right to appeal the assessment of their professional performance, and their work in particular, to the Vice-President of the Polish Academy of Sciences, administering Division II: Biological and Agricultural Sciences. The evaluation criteria for the assessment performed by the Committee are specified in the „IBC PAS Researcher Assessment Sheet”.

Required course of action:

Verification of the IBC PAS Researcher Assessment Sheet, in terms of compliance with the provision of the Charter, on staff review system. Taking steps to include the criteria in the aforementioned sheet.

Relevant organ and deadline:

Research Staff Review Committee, Director of the Institute – 3rd Q 2017

Recruitment (The Charter)

Stipulations and requirements of the Charter:

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation, existing regulations and practices of IBC PAS:

In the process of recruitment, the Institute applies the stipulations of the Act on Polish Academy of Sciences, Labor Code and internal regulations. There are also Regulations on the recruitment for research positions in force at the Institute, and the Regulations of the Partnership-based Doctoral Program that determine principles of recruitment to the Doctoral Program. The candidates are evaluated by the Recruitment Committees, on the basis of the submitted documents and the examination result, in case of the Doctoral Program. Those PhD students who find themselves in a difficult situation may apply for funds from the Social Welfare Fund, destined for social stipends, scholarships for disabled students or welfare allowances.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Recruitment (The Code)

Stipulations and requirements of the Code:

Employers and/or funders should establish recruitment procedures which are open 14, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute follows the procedure of conducting open recruitment competitions, for the purposes of the recruitment process. The job advertisements include descriptions of the required knowledge and qualifications, together with descriptions of working conditions and career development prospects. The advertisements are published, in compliance with the requirements of a given Funding Institution, on the Institute's website (<http://www.ibch.poznan.pl/pl/side-pl/konkursy/>), on the internet portal for internationally mobile researchers – Euraxess (<http://ec.europa.eu/euraxess/index.cfm/jobs/index>), on the internet portal of the Public Information Bulletin – bookmark "Science Careers", on the Institute's notice-board and on other websites, in accordance with the requirements of Funding Institutions.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Selection

Stipulations and requirements of the Code:

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

Relevant legislation, existing regulations and practices of IBC PAS:

The composition of the recruitment committee is determined by the Regulations on recruitment for research positions. The committee may however refer to the opinion of external experts, if necessary. Research output assessment and interviews are applied for the purposes of the recruitment process. The current procedure is fully concordant with the provisions of the Act on Polish Academy of Sciences, from 2010.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Transparency

Stipulations and requirements of the Code:

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation, existing regulations and practices of IBC PAS:

Every job advertisement includes the requirements imposed on the candidates, job description, number of available positions and the description of future career prospects. The recruitment committee presents the results of their work, in the form of a protocol, to the Director of the Institute. The announcement of results takes place no later than 15 days following the appointment of a candidate by the Committee, or the approval of the results by the Scientific Board. Following the recruitment process, the candidates are informed about the results.

Required course of action:

Amendment to the Regulations on recruitment for research positions, in the form of provision to impose an obligation upon the Head of the Recruitment Committee to inform the candidates about the strong and weak sides of their applications, following the recruitment process.

Relevant organ and deadline:

Director of the Institute, Head of the Recruitment Committee – 1st Q 2017

Judging merit

Stipulations and requirements of the Code:

The selection process should take into consideration the whole range of experience 15 of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation, existing regulations and practices of IBC PAS:

According to the Regulations on recruitment for research positions, the documents submitted by a candidate constitute the basis of the assessment. The Committee may address the candidate, asking to complete the forwarded documents and present additional materials, confirming his or her qualifications and research output. The bibliometric indicators are not a decisive factor, as far as the selection of research staff members is concerned.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Variations in the chronological order of CVs

Stipulations and requirements of the Code:

Career breaks or variations in the chronological order of CVs should not be penalized, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be

allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation, existing regulations and practices of IBC PAS:

In compliance with the Labor Code and the Work Regulations of the Institute, gaps in employment resulting from the following factors shall be recognized: maternal, paternal or parental leaves, sickness allowances or rehabilitation allowances, and training or unpaid leaves. During the recruitment process, it is possible to file documentation confirming the achievements and qualifications, significant for the position to be applied for.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Recognition of mobility experience

Stipulations and requirements of the Code:

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation, existing regulations and practices of IBC PAS:

Mobility, in terms of traineeships and temporal stays at other research units, is taken into account while assessing research staff performance. Virtual mobility of IBC PAS researchers is widespread and it is visible through participation in recruitment competitions, organized by foreign centers, as well as co-implementation of research projects with international units, accompanied by short study visits at partner institutions and guest lectures.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Recognition of qualifications

Stipulations and requirements of the Code:

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation, existing regulations and practices of IBC PAS:

The recruitment committee evaluate the academic and professional qualifications on the basis of the documents submitted by the candidate, including those certifying international and professional mobility. The Institute applies domestic provisions of law on the recognition of higher education degrees, obtained abroad, by validation of a foreign diploma, omitting this procedure in case of countries that signed treaties with Poland on mutual recognition of qualifications.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Seniority

Stipulations and requirements of the Code:

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.

Relevant legislation, existing regulations and practices of IBC PAS:

The recruitment committee evaluate the academic and professional qualifications on the basis of the documents submitted by candidates, including reference letters that are also subject to assessment. During the recruitment process, entire career development record of a given candidate is taken into account. Basic qualifications required of the Institute's staff are stipulated in the Act on Polish Academy of Sciences (chapter 8).

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Postdoctoral appointments

Stipulations and requirements of the Code:

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation, existing regulations and practices of IBC PAS:

The principles concerning staff recruitment are stipulated by the Regulations on recruitment for research positions. The principles concerning recruitment of Full Professors, Associate Professors, Assistant Professors and Research Assistants are stipulated in the Act on Polish Academy of Sciences (chapter 8).

Required course of action:

Publishing the Regulations on recruitment for research positions on the IBC PAS website, in the advertisement section.

Relevant organ and deadline:

Director of the Institute – 3rd Q 2016

III. Career development and working conditions

Relation with supervisors

Stipulations and requirements of the Charter:

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their

relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute encompasses the Doctoral Program, governed by the Regulations of the Partnership-based Doctoral Program. The Doctoral Program provides PhD students with scientific guidance, offered by supervisors. Supervisors and PhD students establish individual work plans, including individual studies and individual research work, mandatory classes, consultations with the supervisor, as well as participation in scientific seminars and foreign language courses. The research staff members have several opportunities to present their output and research results. The Institute's periodic seminars are a chance for the staff to individually present their research and achievements, whereas collective accomplishments of every Department and Group are presented during the annual reporting sessions. All researchers are obliged to submit annual reports on their research and publication output, actions for popularizing science, completed trainings and supervision of students and voluntary workers, in the form of an activity report, submitted to the Deputy Director for Scientific Affairs.

Required course of action:

In view of the Institute's intent to continue previous actions, no corrective measures are required.

Relevant organ and deadline: not applicable.

Supervision

Stipulations and requirements of the Charter:

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation, existing regulations and practices of IBC PAS:

One of the basic tasks of the Institute is to draw particular attention to exceptionally talented, beginner researchers. The Institute encompasses the Doctoral Program, governed by the Regulations of the Partnership-based Doctoral Program. The Doctoral Program provides PhD students with scientific guidance, offered by supervisors. Following the commencement of the PhD degree conferment procedure, the supervision is ensured by mentors, in accordance with provisions of the Regulation of October 30, 2015 on the course and conditions of the PhD conferment procedure, DSc conferment procedure and the proceedings to award the title of Professor. In order to support the assessment of the scientific development of Assistant Professors and Research Assistants, the Young Investigators Development Committee was established by the Order No. 1/2016, issued by the Director of the Institute.

Required course of action:

In view of the Institute's intent to continue previous actions, no corrective measures are required.

Relevant organ and deadline: not applicable.

Supervision and managerial duties

Stipulations and requirements of the Charter:

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute draws particular attention to those researchers who are at the onset of their research careers. This task forms part of the Regulations of the Institute. Research staff members, particularly senior researchers, aim at fulfilling their functions as supervisors, mentors, leaders, project coordinators, managers and promoters of science to the highest standards and principles of ethics for researchers. Senior researchers act as professional advisors, indicating attractive career destinations at prestigious domestic and foreign research centers.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

[Access to research training and continuous development](#)

Stipulations and requirements of the Charter:

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take-up and effectiveness in improving competencies, skills and employability.

Relevant legislation, existing regulations and practices of IBC PAS:

Researchers at IBC PAS have the opportunity to benefit from open workshops, trainings and seminars, dedicated to all staff members, at any career stage, in order to improve their skills and qualifications, and they can also individually apply for trainings and workshops, organized by other units. There is no formal procedure on enhancing qualifications and career prospects. Such a procedure would not be efficient in the case of a research institution of a multidisciplinary character, however information on training offers are sent to researchers both from the Scientific Secretariat and Director's Secretariat, as well as from researchers themselves. As a result, our Doctoral Program graduates are perceived as highly qualified specialists with significant chances for successful careers, both in Poland and abroad.

Required course of action:

Policies enabling development of professional skills and qualifications shall be subject to evaluation in terms of accessibility, popularity and efficiency, as far as enhancing qualifications, skills and career prospects is concerned. An assessment survey on the available measures shall also be conducted at the Institute, among researchers and PhD students.

Relevant organ and deadline:

Head of the Partnership-based Doctoral Program – 4th Q 2016

[Access to career advice](#)

Stipulations and requirements of the Charter:

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute has introduced a system for informing researchers and PhD students on open domestic and international calls for proposals, as well as on the advertisements posted on the Euraxess internet portal. There is no formal career consulting board at the Institute. Ordinarily, supervisors offer their help when it comes to finding new places of employment at prestigious research centers.

Required course of action:

Instructing supervisors on providing support for the research staff members in seeking new places of employment. Training of researchers and PhD students on research career management, in cooperation with other units and institutions supporting science.

Relevant organ and deadline:

Director of the Institute – 1st Q 2017

Career development

Stipulations and requirements of the Charter:

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation, existing regulations and practices of IBC PAS:

As part of formation of the strategy of career development, the Young Investigators Committee and the IBC PAS Director's Committee on scientific development were established this year, and setting a special path of development for the best, young, independent researchers (the so called young leaders) is also planned. As of this moment, there is no such strategy, in the form of a uniform, coherent document.

Required course of action:

Formulation of a strategy of career development, in writing, for researchers, at any career stage. The strategy determining the availability of mentors – giving support and guidance on personal and professional development for researchers, thus motivating young investigators and contributing to overcome uncertainty, as far as their career prospects are concerned – should also be implemented. All researchers should familiarize themselves with such regulations and arrangements.

Relevant organ and deadline:

Young Investigators Committee, Scientific Development Committee, Director of the Institute – 2nd Q 2017

Continuing Professional Development

Stipulations and requirements of the Charter:

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute organizes seminars for research staff members, on a regular basis, which give a chance to meet outstanding scholars, both from domestic and foreign units. The researchers can enhance their practical skills during training courses on handling specialist equipment, organized in collaboration with external companies. Since 2015, the RNA Club has begun to function at the Institute, hosting monthly scientific discussions. The Institute's staff members actively participate in conferences, trainings, on-line courses and workshops.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Research environment**Stipulations and requirements of the Charter:**

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work program.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute is at the forefront of Polish research institutions. The Institute's staff members are also one of the most often cited Polish researchers. The Institute provides a stimulating research environment and it also has properly equipped laboratories at its disposal. In 2014, the European Center for Bioinformatics and Genomics, operating at the Institute, found itself on the prestigious Polish Map for Research Infrastructures. Moreover, two initiatives of the Poznan Supercomputing and Networking Center, affiliated to the Institute, were also enrolled in the Map: PIONIER-LAB – National Platform for the Integration of Research Infrastructures and Ecosystems of Innovation, and PRACE – Cooperation on the advanced computations in Europe. The Institute abides by the regulations concerning Health and Safety.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Working conditions**Stipulations and requirements of the Charter:**

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute abides by the regulations on employment, stipulated by the Labor Code. The Institute permits flexible working hours and teleworking. Working time of the staff members employed on a part time basis is settled individually. During subsequent renovation works, working conditions are

adapted in such a way that they are suitable for disabled persons (disabled access elevators were installed in buildings B and W-12). In building A, there is an elevator that is to be adapted to the needs of wheelchair users, however as of this moment, people who suffer from mobility problems may find it difficult to enter the building.

Required course of action:

Seeking funds enabling renovation of the building in such a way as to ensure access for persons with disabilities.

Relevant organ and deadline:

Director of the Institute – 4th Q 2017

Stability and permanence of employment

Stipulations and requirements of the Charter:

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute's employment policy is compliant with the EU directive on fixed-term employment. In accordance with the Polish Labor Code, employees receive a full-time contract, upon fulfillment of certain conditions.

Required course of action:

Employment conditions, in terms of probationary employment period, fixed-term employment and permanent employment, directly derive from relevant domestic legislation. Hence, no further measures are feasible.

Relevant organ and deadline: not applicable.

Funding and salaries

Stipulations and requirements of the Charter:

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute applies the Regulations on Remuneration for staff members, including researchers at any career stage. The staff members are provided with social insurance, in accordance with relevant legislation, and a social package within the Institute's social benefits fund, in compliance with its Regulations.

Required course of action:

In view of the fact that all the regulations are fully obeyed, no corrective measures are required.

Relevant organ and deadline: not applicable.

Value of mobility

Stipulations and requirements of the Charter:

Employers and/or funders must recognize the value of geographical, inter-sectoral, inter- and trans-disciplinary and virtual 12 mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute appreciates and recognizes the worth of mobile researchers at any career stage. Researchers are encouraged to attend training trips and internships at other units. The Scientific Secretariat staff offer all sort of administrative help, connected with grant transferring, with support of the National Contact Point and Euraxess Office in Poznan.

Required course of action:

Preparation of the IBC PAS offer for applicants, seeking for research internships within Marie Skłodowska-Curie Fellowships. Improvement of efficiency in terms of substantive and administrative service for PhD students and researchers, taking part in mobility projects. Considering uploading a subpage to the IBAS website, destined for mobile researchers, providing information on residence conditions in Poland, and life in Poznan, including public transport, healthcare, education for children and practical facts concerning the Institute.

Relevant organ and deadline:

Scientific Secretariat, Director of the Institute – 2nd Q 2017

Intellectual Property Rights

Stipulations and provisions of the Charter:

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organizations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation, existing regulations and practices of IBC PAS:

Procedures concerning Intellectual Property Protection and the rights of researchers, the Institute and other parties, within legislation on the Intellectual Property Protection are governed by the Regulations on the use of deliverables, produced at the Institute of Bioorganic Chemistry, PAS.

Required course of action:

No corrective measures are required.

Relevant organ and deadline: not applicable.

Co-authorship

Stipulations and requirements of the Charter:

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their

research careers, with the necessary framework conditions so that they can enjoy the right to be recognized and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Relevant legislation, existing regulations and practices of IBC PAS:

The Institute is favorably disposed to co-authorship. At the Institute, the right to act as a co-author is granted with respect to intellectual contribution, not with respect to the career stage of a given researcher. The order of the names of authors is compliant with the IBC PAS customary practice, and it is accepted by all co-authors at an early stage of publication preparation. The corresponding author is responsible for all the ethical issues concerning co-authorship.

Required course of action:

In view of the Institute's intent to continue previous actions, no corrective measures are required.

Relevant organ and deadline: not applicable.

Teaching

Stipulations and requirements of the Charter:

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation, existing regulations and practices of IBC PAS:

Although, the Institute's essential mission is to conduct basic research, it is also involved in teaching process, at the level of the Doctoral Program. The IBC PAS Partnership-based Doctoral Program enrolls more than 90 PhD students. Every year, they have a possibility to attend seminars and series of monographic lectures, and the primary teaching process is based on individual cooperation with supervisors within research teams. Furthermore, c.a. 60 students of Poznan Higher Education schools accomplish their Master theses or perform their student practice at IBC PAS annually. Teaching duties are taken into consideration while assessing the output of researchers. Every young investigator has proper didactic qualifications, which is one the mandatory elements of the Doctoral Program curriculum.

Required course of action:

No corrective measures are required.

Relevant organ and deadline: not applicable.

Complaints/appeals

Stipulations and requirements of the Charter:

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with

the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation, existing regulations and practices of IBC PAS:

The course of action in terms of issues concerning violation of ethics principles in science is determined by the Code of Ethics for Researchers, enacted during the session of the General Assembly of the PAS, on December 13, 2012. The IBC PAS Working Regulations state that staff members may directly address the Director in the case of complaints and appeals concerning general issues of the Institute, and they shall not bear any negative consequences resulting from such a complaint or appeal. Staff members are subject to disciplinary responsibility for non-fulfillment of researcher's duties. The Regulations of the Institute determine the composition and election procedure for the Disciplinary Committee. There is an IBC PAS Ethics Committee operating at IBC PAS.

Required course of action:

Dissemination of Staff Composition and the operating rules of IBC PAS Ethics Committee and Disciplinary Committee among the staff members. Posting relevant information on the IBC PAS website.

Relevant organ and deadline:

IBC PAS Disciplinary Committee, IBC PAS Ethics Committee, Director of the Institute – 3rd Q 2016.

[Participation in decision-making bodies](#)

Stipulations and requirements of the Charter:

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation, existing regulations and practices of IBC PAS:

The Director and the Scientific Board are the administrative organs of the Institute. IBC PAS researchers have their representatives in the Scientific Board. The Scientific Board is comprised of: staff members holding a scientific degree or the DSc degree, employed on a full-time basis, other staff members employed on a full-time basis, representative of PhD students, Director of the Institute and Deputy Director for Scientific Affairs. The staff members are elected to the Scientific Board in a secret ballot, during a staff meeting, and the representative of PhD students is elected in a secret ballot, during PhD students meeting. The aforementioned procedure directly derives from the stipulations of the Act on Polish Academy of Sciences.

Required course of action:

In view of the Institute's intent to continue previous actions, no corrective measures are required.

Relevant organ and deadline: not applicable.

ACTION PLAN

The Action Plan will be implemented within 2 years on the accomplishment of the Analysis. The fulfillment of tasks in accordance with the Schedule and submission of the report on implementation of the Action Plan to the European Commission will be synchronized by the Coordinator, appointed by the Director. Task implementation will begin at the time when the Action Plan is approved by the Director. The relevant administrative organs will be responsible for timely accomplishment of tasks included in the Action Plan, and they will be also obliged to inform the coordinator about the task closure and any problems related to their implementation. In the event of possible delay of task accomplishment, the Coordinator is obliged to inform the Director of the Institute on this matter, who shall then take explanatory and preventive measures. The deadlines for certain tasks were staggered evenly, in order to avoid accumulation of work at a time. The chart below includes a list of tasks to be fulfilled, with the relevant organs and deadlines for task accomplishment. The results of tasks of informative-technical nature will be posted on the Institute's website, therefore they will be accomplished immediately following acceptance of the Director, consequently the deadlines for those tasks were set for the 3rd quarter 2016. The fulfillment of the final task is due in the 4th quarter 2017. Having introduced all the corrective measures, efficiency assessment shall be performed, concerning the course of action taken among the research staff members and PhD students. The results of the aforementioned assessment shall reveal the strong and weak sides of the introduced changes and pinpoint the fields for further necessary actions. On the other hand, submitting the report to the European Commission in 2nd quarter 2018, will be the final step to the fulfillment of the Action Plan.

WP	Required course of action	Abbreviation/Relevant paragraph of the Charter/Code	Responsible organ	Deadline	Expected outcomes
1	Posting the Code of Ethics of the PAS on the website, for acknowledgement and enforcement.	Research Freedom	ICB PAS Disciplinary Committee, ICB PAS Ethics Committee, Director of the Institute, Head of the Partnership-based Doctoral Program	3 rd Q 2016, 3 rd Q 2017 - 2nd edition of dissemination of the Code of Ethics)	Raising the awareness and significance of applying the ethical principles in research work
	Dissemination of the Code of Ethics for Researchers, by posting it on the website, and making it henceforth official regulation of IBC PAS. Distribution of the copies of the Code of Ethics to the PhD students (cyclical action – taken upon enrollment to the Doctoral Program).	Ethical principles			
	Dissemination of Staff Composition and the operating rules of IBC PAS Ethics Committee and Disciplinary Committee among the staff members. Posting relevant information on the IBC PAS website.	Complaints/Appeals			Increasing the transparency with respect to the actions of the Ethics

					Committee and facilitating retention of confidentiality of contacts with the Ethics and Disciplinary Committee
2	Implementation of the anti-plagiarism procedure for PhD dissertations, and ensuring access to the anti-plagiarism software for PhD supervisors.	Professional responsibility	ICB PAS Disciplinary Committee, PhD Degree Conferment Committee, PhD and DSc supervisors	3 rd Q 2017	Preventing the risk of plagiarism in research papers
3	Regular, open training courses for researchers, in Intellectual Property protection. 1 st edition – 3 rd Q 2016, 2 nd edition – 4 th Q 2017	Contractual and legal obligations	Director of the Institute	3 rd Q 2016 4 th Q 2017	Familiarizing researchers with domestic and international regulations on IPR, as well as respective internal regulations
	Publication of the Regulations on copyright laws and related laws (...) on the website, in full view for the IBC PAS staff members.	Dissemination, exploitation of results	Director of the Institute		
4	Trainings for staff members in the procedures of creating backups, protection of personal data and confidentiality.	Good practice in research	Data Security Group	4 th Q 2016	Ensuring the research data security
5	Amendment to the Regulations of the Disciplinary Committee, in form of a provision expressing objection to discrimination on grounds other than research accomplishments.	Non-discrimination	Director of the Institute, Disciplinary Committee	4 th Q 2017	Ensuring all researchers equal rights and opportunities
6	Introduction of the regulations ensuring gender balance in the recruitment committees, and those evaluating research output.	Gender balance	Director of the Institute	1 st Q 2017	Ensuring gender balance within the Committee, in all recruitment procedures
	Amendment on the recognition of the profession, applicable to the relevant Regulations of IBC PAS: Regulations on recruitment for research staff members at the Institute of Bioorganic Chemistry, PAS; Regulations of the Partnership-based Doctoral Program.	Recognition of the profession	Director of the Institute		Respecting and raising the significance of a given career path and perceiving the researcher as a

					professional at every career stage
	Amendment to the Regulations on recruitment for research positions, in the form of provision to impose an obligation upon the Head of the Recruitment Committee to inform the candidates about the strong and weak sides of their applications, following the recruitment process.	Transparency	Director of the Institute, Head of the Recruitment Committee		Giving feedback to all candidates participating in the recruitment procedure
7	Verification of the IBC PAS Researcher Assessment Sheet, in terms of compliance with the provision of the Charter, on staff review system. Taking steps to include the criteria in the aforementioned sheet.	Evaluation/appraisal systems	Research Staff Review Committee, Director of the Institute	3 rd Q 2017	Compliance of the evaluated criteria with the Charter and the Code, valid till the next periodic assessment of the staff member
8	Publishing the Regulations on recruitment for research positions on the IBC PAS website, in the advertisement section.	Postdoctoral appointments	Director of the Institute	3 rd Q 2016	Transparency of the recruitment procedure. Candidates will be informed about the recruitment process and the selection criteria

9	Policies enabling development of professional skills and qualifications shall be subject to evaluation in terms of accessibility, popularity and efficiency, as far as enhancing qualifications, skills and career prospects is concerned. An assessment survey on the available measures shall also be conducted at the Institute, among researchers and PhD students.	Access to research training and continuous development	Head of the Partnership-based Doctoral Program	4 th Q 2016	Better understanding of the training needs of the staff members
10	Instructing supervisors on providing support for the research staff members in seeking new places of employment. Training of researchers and PhD students on research career management, in cooperation with other units and institutions supporting science.	Access to career advice	Director of the Institute	1 st Q 2017	Betterment of the career development possibilities for young investigators. Greater transparency.
11	Formulation of a strategy of career development, in writing, for researchers at any career stage. The strategy determining the availability of mentors – giving support and guidance on personal and professional development for researchers, thus motivating young investigators and contributing to overcome uncertainty, as far as their career prospects are concerned – should also be implemented. All researchers should familiarize themselves with such regulations and arrangements.	Career development	Young Investigators Committee, Scientific Development Committee, Director of the Institute	2 nd Q 2017	Determining the career path. Helping to determine professional goals.
12	Preparation of the IBC PAS offer for applicants, seeking for research internships within Marie Skłodowska-Curie Fellowships. Improvement of efficiency in terms of substantive and administrative service for PhD students and researchers, taking part in mobility projects. Considering uploading a subpage to the IBAS website, destined for mobile researchers, providing information on residence conditions in Poland, and life in Poznan, including public transport, healthcare, education for children and practical facts concerning the Institute.	Value of mobility	Scientific Secretariat, Director of the Institute	2 nd Q 2017	Increasing the participation of Staff members in the MSC actions. Encouraging/facilitating relocation to Poznan
13	Seeking funds enabling renovation of the building in such a way as to ensure access for persons with disabilities.	Working conditions	Director of the Institute	4 th Q 2017	Facilitating movement of persons with

					disabilities within the Institute's premises
1 4	Efficiency assessment of task implementation, with reference to the stipulations of the Charter and the Code, performed among research staff members.	n/a	Director of the Institute, Scientific Secretariat	1 st Q 2018	Obtaining data indicating strong and weak sides of the actions undertaken within the Action Plan
1 5	Preparation and submission of the report on the implementation of the Action Plan, including the results of an assessment performed among research staff members, to the European Commission.	n/a	Director of the Institute, Scientific Secretariat	2 nd Q 2018	n/a

Schedule

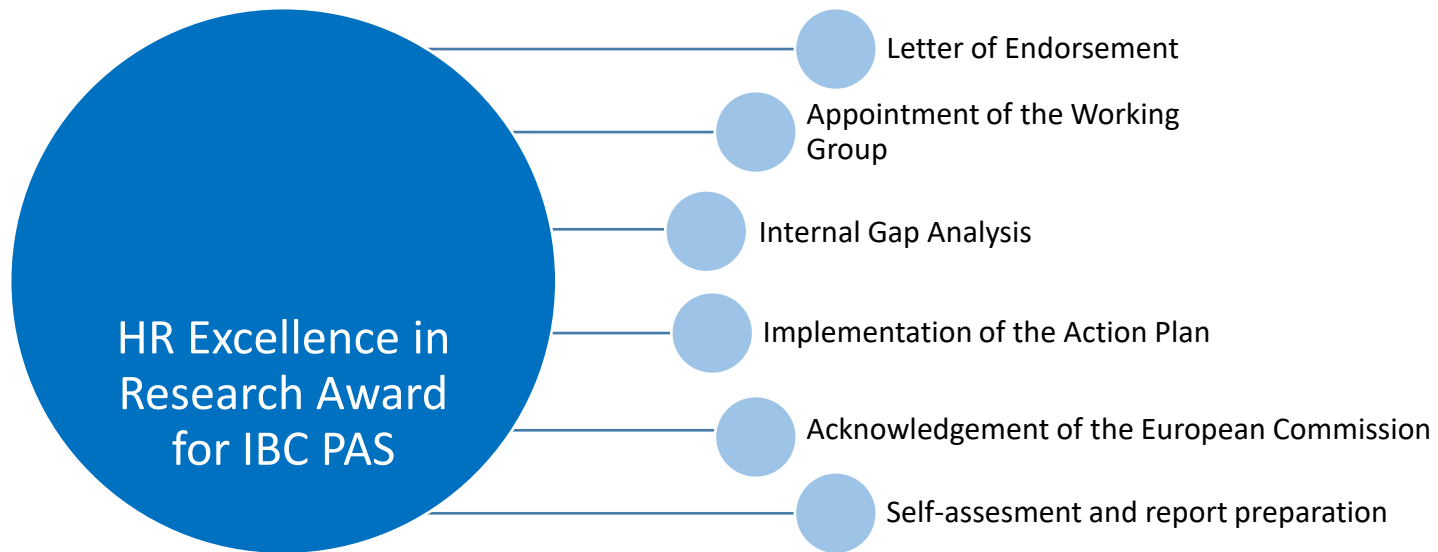
The task management schedule depicts the expected time for accomplishment of the planned work packages, assigning the tasks to relevant units. (T- planned training, E- planned evaluation)

WP No.	Implementation period								Responsible organ
	2016		2017				2018		
	3 Q	4 Q	1 Q	2 Q	3 Q	4 Q	1 Q	2 Q	
1									IBC PAS Disciplinary Committee, IBC PAS Ethics Committee, Director of the Institute, Head of the Partnership-based Doctoral Program
2									IBC PAS Disciplinary Committee, PhD Degree Conferment Committee, PhD supervisors
3	T								Director of the Institute
4		T							Data Security Group
5									Director of the Institute, IBC PAS Disciplinary Committee
6									Director of the Institute, Head of the Recruitment Committee
7									Director of the Institute, Research Staff Review Committee

8									Director of the Institute
9		E							Head of the Partnership-based Doctoral Program
10									Director of the Institute
11									Young Investigators Development Committee, Scientific Development Committee, Director of the Institute
	Implementation period								Responsible organ
WP No.	2016		2017				2018		
	3 Q	4 Q	1 Q	2 Q	3 Q	4 Q	1 Q	2 Q	
12									Director of the Institute, Scientific Secretariat
13									Director of the Institute
14							E		Director of the Institute, Scientific Secretariat
15									Director of the Institute, Scientific Secretariat

Milestones

The milestone steps to implement the Human Resources Strategy for Researchers at IBC PAS:



Appendix 1.

POLSKA AKADEMIA NAUK



INSTYTUT CHEMII BIOORGANICZNEJ

ul. Noskowskiego 12/14, 61-704 Poznań

tel.: centrala 61 852 85 03, sekretariat 61 852 89 19

fax: 61 852 05 32, e-mail: ibch@ibch.poznan.pl

REGON 000849327

NIP 777-00-02-062

Poznań, 07.04.2016 r.

Szanowni Państwo,

Instytut podjął starania uzyskania prestiżowego logo HR Excellence in Research. Komisja Europejska przyznaje logo instytucjom, które stosują zasady Europejskiej Karty Naukowca i Kodeksu Postępowania przy rekrutacji pracowników naukowych. Jednostki starające się o logo zobowiązują się do tworzenia sprzyjających warunków pracy, rozwoju kariery oraz przejrzystych procesów rekrutacji pracowników naukowych. Uzyskanie logo HR Excellence in Research przez Instytut to szansa na promocję i wzmocnienie wizerunku ICHB PAN, co z całą pewnością będzie miało wpływ na podejmowane starania o uzyskanie najwyższej kategorii w ocenie jednostek naukowych.

W celu uzyskania logo HR Excellence in Research należy przygotować i przesłać do Komisji Europejskiej analizę zgodności regulacji i procedur obowiązujących w Instytucie z zasadami ujętymi w Kartce i Kodeksie (Internal Gap Analysis) wraz z planem naprawczym.

Zwracam się do Państwa z prośbą o aktywne włączenie się w prace grupy roboczej, której zadaniem jest przygotowanie w terminie do 21 kwietnia br. dokumentacji niezbędnej do wystąpienia o logo HR do Komisji Europejskiej.

Poniżej przedstawiam skład grupy roboczej, której pracami kierować będzie prof. dr hab. Jerzy Boryski.

prof. dr hab. Jerzy Boryski, przewodniczący grupy roboczej

prof. dr hab. Jan Barciszewski

prof. dr hab. Jacek Błażewicz

prof. dr hab. Jerzy Ciesiołka

prof. dr hab. Mariusz Jaskólski

prof. dr hab. Ryszard Kierzek

dr hab. Piotr Kozłowski

prof. dr hab. Adam Kraszewski

prof. dr hab. Włodzimierz Krzyżosiak

prof. dr hab. Wojciech T. Markiewicz

dr hab. Anna Pasternak

dr hab. Michał Sobkowski

prof. dr hab. Maciej Stobiecki

dr Anna Krajczyk

dr Marta Pastorczyk

mgr Marta Rachwałak

mgr Julia Brzoska - Karwat

mgr Agnieszka Konrad

mgr Paweł Goderski

mgr Dorota Nosal

Maria Szubińska

Licząc na Państwa współpracę,

DYREKTOR
Instytutu Chemii Bioorganicznej
Polskiej Akademii Nauk

prof. dr hab. Marek Figlerowicz