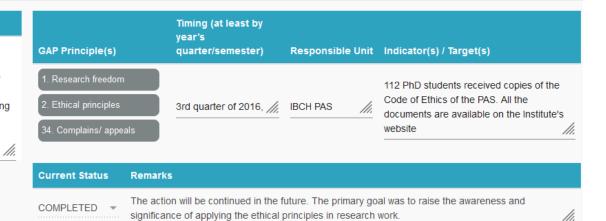
Proposed ACTIONS

Action 1

Posting the Code of Ethics of the PAS on the website, for acknowledgement and enforcement. 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 enrolment to the Doctoral Program). 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.



Action 2

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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Professional responsibility Professional attitude	1st quarter of 2019* ///	IBCH PAS ///.	The anti-plagiarism software shall be used to verify PhD theses



Current Status	Remarks
EXTENDED *	We aim at implementing unified anti-plagiarism software at IBCH PAS. However, in order not to generate additional costs, we have postponed completion of this task, because the Polish Ministry of Science and Higher Education shall soon release an official program of that kind, free of charge (According to the letter from the Ministry of Science and Higher Education, dated October 29th, 2018, the software shall be released at the beginning of 2019).

Action 3

Regular, open training courses for researchers, in Intellectual Property protection. 1st edition -3 rd Q 2016, 2nd edition -4 th Q 2017

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



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
5. Contractual and legal obligations			
8. Dissemination, exploitation of results	Training courses - 1st///	Director of the ///	2 training sessions with regard to Regulations on copyright laws and related laws.
31. Intellectual Property			

Current Status

Remarks

EXTENDED ▼

The training courses in Intellectual Property Protection gained high interest among the staff members. They will be repeated in the future, on a regular basis.

The Regulations on copyright laws and related have been published on the Institute's website, under the section "Director's Decrees".

Action 4

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





The courses turned out to be successful and the employees appreciated the COMPLETED be repeated in the future, especially in view of the new challenges posed by Protection Regulation of 2018.	, ,

Action 5

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

Action 6

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

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

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.

Timing (at least by year's **GAP Principle(s)** quarter/semester) Responsible Unit Indicator(s) / Target(s) 16. Judging merit (Code) 17. Variations in the Provisions expressing objection to chronological order of CVs discrimination on grounds other than 2nd quarter of 2018 // Director of the research accomplishments introduced to 2 key documents regarding the IBCH PAS HR Strategy. 19. Recognition of 20. Seniority (Code)

Current Status Remarks

COMPLETED ~

///.

Upon analysis of the Act on the Polish Academy of Sciences, it turned out that the Disciplinary Committee does not require separate regulations, as its operational principles are determined by the aforementioned act itself. Nevertheless provisions expressing objection to discrimination on grounds other than research accomplishments have been introduced to other binding regulations of IBCH PAS, namely Recruitment regulations for scientific positions and the Regulations of the Partnership-based Doctoral Program.

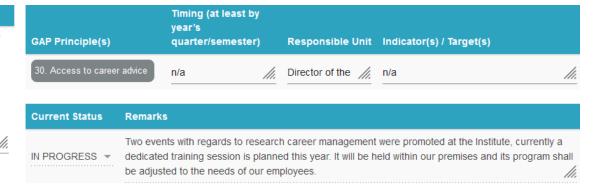
GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	
12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 22. Recognition of the profession 27. Gender balance	2nd quarter of 2018 ///,	Director of the ///,	3 internal documents amended.	fli.

Current Status	Remarks
	All the planned amendments have been implemented in relevant internal regulations and approved by
COMPLETED ▼	the Scientific Board of the Institute. Currently, they are all in force and constitute binding regulations at
	IBCH PAS.

Action 7 Timing (at least by year's Verification of the IBCH PAS Researcher Assessment Sheet, in terms of compliance with the provision **GAP Principle(s)** Responsible Unit Indicator(s) / Target(s) quarter/semester) of the Charter, on staff review system. Taking steps to include the criteria in the aforementioned sheet. 11. Evaluation/ appraisal 4th quarter of 2018 // Research Staff // 1 internal document amended. **Current Status** Remarks ///. The new Assessment Sheet has been amended and now constitutes an integral part of the updated Regulations on the interim evaluation of researchers and PhD students. It has been approved by the COMPLETED * Polish Academy of Sciences. Action 8 Timing (at least by year's Publishing the Regulations on recruitment for research positions on the IBCH PAS website, in the **GAP Principle(s)** Responsible Unit Indicator(s) / Target(s) quarter/semester) advertisement section. 21. Postdoctoral 2nd quarter of 2018 // Director of the // 1 internal document published. **Current Status** Remarks COMPLETED The Regulations on recruitment for research positions are now available on the IBCH PAS website. Action 9 Timing (at least by year's Policies enabling development of professional skills and qualifications shall be subject to evaluation in **GAP Principle(s)** quarter/semester) Responsible Unit Indicator(s) / Target(s) 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 39. Access to research the Institute, among researchers and PhD students training and continuous // Head of the // 1 internal survey conducted. December 2018 **Current Status** Remarks The assessment survey took place in December 2018 and it contained questions on the possibilities COMPLETED ▼ provided by IBCH PAS, regarding development of professional skills and qualifications.

Action 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.



Action 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.



GAP Principle(s)

29. Value of mobility

///.

///.

GAP Principle(s)

IN PROGRESS
introducing three
Senior Departments enabled young

Remarks

Timing (at least by

quarter/semester)

Timing (at least by

quarter/semester)

FNP HOMING - 4th // Scientific

vear's

1st quarter of 2018 // Young

year's

A major document entitled "The principles of functioning of IBCH PAS" has been compiled and then it was disseminated among the staff members. It laid down a completely new framework for the Institute introducing three classes of departments: Departments of Young Leaders, Leading Departments and Senior Departments, associated with various career stages of their managers. Such a solution enabled young researchers to achieve management positions and move on with their careers much faster.

Responsible Unit Indicator(s) / Target(s)

Responsible Unit Indicator(s) / Target(s)

application.

1 internal document disseminated

8 proposals submitted, 1 successful

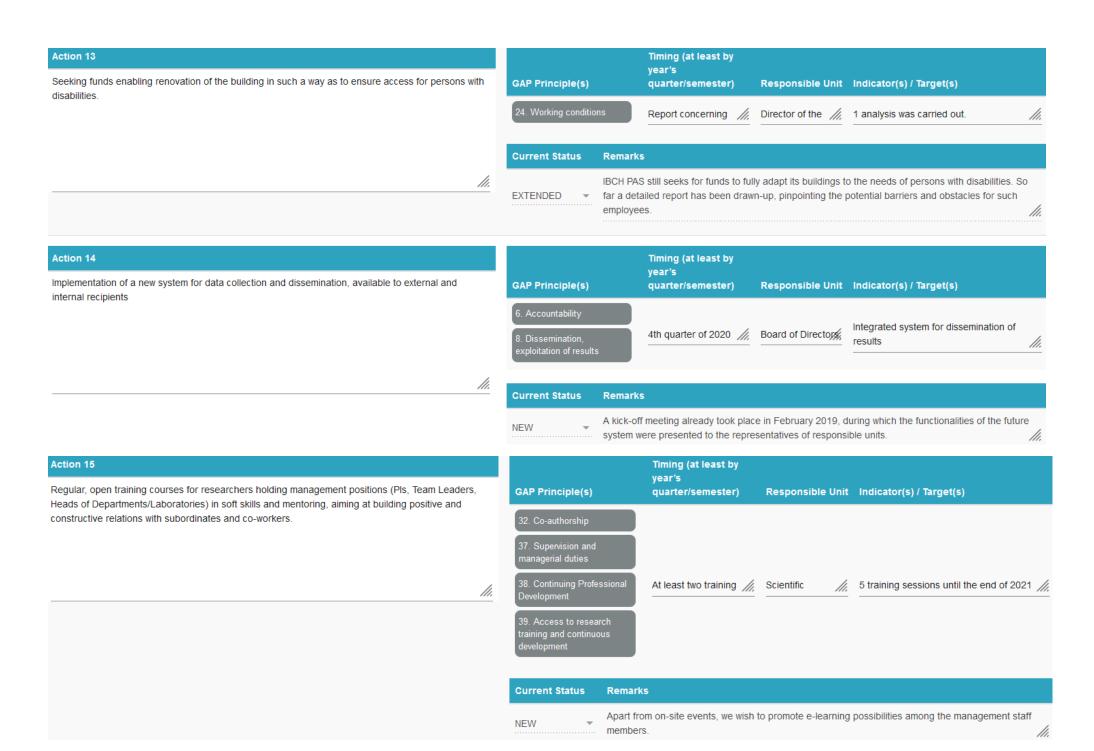
Action 12

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.



Remarks

Although we haven't managed to find a proper candidate to apply for a Marie Curie Skłodowska Grant, there have been several researchers who applied for grants enabling them to return to their home country after having accomplished an internship. These calls for proposals were the following: Homing and Powroty (Funded by the Foundation for Polish Science), Polskie Powroty (Funded by the Polish National Agency for Academic Exchange). The application for the Homing grant turned out to be successful. IBCH PAS is open to host MSCA grants in the future.



Action 16		Timing (at least by year's
Implementing a new mentoring strategy in the Regulations of the Doctoral School	GAP Principle(s)	quarter/semester) Responsible Unit Indicator(s) / Target(s)
	36. Relation with supervisor 40. Supervision	4th quarter of 2020 //, Director of IBCH//, New regulations of the Doctoral School //,
	Current Status Rei	marks
	NEW wisl goil	cording to the new Law on Higher Education, the Institute shall establish a Doctoral School which will lace the current Partnership-based Doctoral Program. Upon compiling regulations of this unit, we in to introduce a set of stipulations ensuring PhD students with broader mentoring possibilities, and beyond standard cooperation with their supervisors. The Doctoral School will be launched since lober 1st, 2019, and the aforementioned task will be assigned to the newly appointed Head of the storal School.
Action 17		Timing (at least by
Dissemination of research results remains a significant task of IBCH PAS.	GAP Principle(s)	year's quarter/semester) Responsible Unit Indicator(s) / Target(s)
	9. Public engagement	continuous action ///, Director of IBCH///,
	Current Status Rei	marks
	COMPLETED ▼ wor	continue our dissemination activities through participation in various events such as festivals and rishops popularizing science, Researcher's Night etc. Moreover, a dedicated administrative partment for PR and promotion of the Institute's action was established.
Action 18		Timing (at least by year's
Enabling and encouraging researchers to take up teaching duties.	GAP Principle(s)	quarter/semester) Responsible Unit Indicator(s) / Target(s)
	33. Teaching	continuous action /// n/a /// n/a ///
	Current Status Re	marks
	COMPLETED ▼ edu	ce IBCH PAS is a research unit, our employees are not obliged to involve in teaching and ucation. However, ca. 70 students from Poznan Higher-Education entities accomplish their Master's, is or Eng.'s papers annually.

Action 19 Timing (at least by year's The Institute maintains high standards of stability and permanence of employment, offering long-term **GAP Principle(s)** quarter/semester) Responsible Unit Indicator(s) / Target(s) contracts, in accordance with the Labour Code of Poland. Salaries are systematically increased in line 25. Stability and with available funds. continuous action Board of Directors n/a 26. Funding and salaries **Current Status** Remarks Researchers are free to seek external funding. The Institute's internal procedures enable them to COMPLETED ▼ benefit from multiple sources of income. Action 20 Timing (at least by year's Establishing several Director's advisory boards covering key aspect of the Institute's functioning and **GAP Principle(s)** quarter/semester) Responsible Unit Indicator(s) / Target(s) development. 1st quarter of 2019 // Director of IBCH // n/a making bodies **Current Status** Remarks M. Part of the aforementioned groups have already existed, now some additional groups responding to emerging challenges were appointed, e.g. Advisory Group for IBCH PAS development strategy, COMPLETED ▼ Advisory Group for the development of young researchers, Advisory Group for implementation of the English language as a second language at the Institute. Action 21 Timing (at least by year's Organization of socializing events **GAP Principle(s)** Responsible Unit Indicator(s) / Target(s) quarter/semester) continuous action // Deputy Director for At least 3 events a year **Current Status** Remarks We would like to engage our employees and also members of their families in such events, in order to NEW strengthen the bonds within our Institute's community and foster friendly and inspiring atmosphere. ///

Action 22 Setting up a common, indoor social space for all staff members	GAP Principle(s) 24. Working conditions	Timing (at least by year's quarter/semester) Responsible Unit Indicator(s) / Target(s) 2nd quarter of 2019 // Deputy Director f/m n/a
	NEW common free tin smaller	ing feedback we received in the survey from December, it turned out that there is a need for a on social space for our employees. The Institute already has a patio where they can spend their me, however its availability is limited due to weather conditions. Therefore, apart from the r, social rooms at laboratories and administrative buildings, a common social space for that will be arranged indoors.
Action 23 Monitoring gender balance within the IBCH PAS HR strategy.	GAP Principle(s) 27. Gender balance	Timing (at least by year's quarter/semester) Responsible Unit Indicator(s) / Target(s) continuous process /// Board of Directors/// n/a
	NEW recruiti turns o	Il experience difficulties in achieving gender balance within our HR strategy. It is worth asizing that recruitment regulations at IBCH PAS have been amended in such a way that all ment commissions aim at balancing their composition in terms of gender. However, practically it out quite difficult to appoint members of the above mentioned commissions, based on their cations, and maintain gender balance at the same time. Therefore, we will keep paying special on to this issue, and further monitor the situation.

Action 24 Introducing English as a second language at the Institute. GAP Principle(s) GAP Principle(s) Timing (at least by year's quarter/semester) Responsible Unit Indicator(s) / Target(s) 5. Contractual and legal obligations to be settled ///, Director of IBCH/// n/a

//.

Current Status

Remarks

The increasing number of foreign researchers and PhD students posed a need for making the entire communication within IBCH PAS bilingual. It was decided that English will be used as a second language, and therefore all documents regarding recruitment and employment procedures should be translated accordingly.

Action 25 Dissemination of regulations on the interim evaluation of researchers and PhD students.

