

## 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.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom	3rd quarter of 2016. //	IBCH PAS //	112 PhD students received copies of the Code of Ethics of the PAS. All the documents are available on the Institute's website //
2. Ethical principles			
34. Complains/ appeals			

Current Status	Remarks
COMPLETED ▾	The action will be continued in the future. The primary goal was to raise the awareness and significance of applying the ethical principles in research work. //

### 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)
3. Professional responsibility	1st quarter of 2019* //	IBCH PAS //	The anti-plagiarism software shall be used to verify PhD theses //
4. Professional attitude			

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 – 3rd Q 2016, 2nd edition – 4th 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 Rights			

#### 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.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	Training courses - 2	Data Security	2 training sessions with regard to creating backups, protection of personal data and confidentiality

#### Current Status

#### Remarks

COMPLETED

The courses turned out to be successful and the employees appreciated their value. They will surely be repeated in the future, especially in view of the new challenges posed by the General Data 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.

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

**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. //

**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. //

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

**Current Status** **Remarks**

COMPLETED ▾

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

#### Action 7

Verification of the IBCH 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.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	4th quarter of 2018	Research Staff	1 internal document amended.
Current Status	Remarks		
COMPLETED	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 Polish Academy of Sciences.		

#### Action 8

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



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
21. Postdoctoral appointments (Code)	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

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.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	December 2018	Head of the	1 internal survey conducted.
Current Status	Remarks		
COMPLETED	The assessment survey took place in December 2018 and it contained questions on the possibilities 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.

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	n/a	Director of the	n/a

Current Status	Remarks
IN PROGRESS	Two events with regards to research career management were promoted at the Institute, currently a dedicated training session is planned this year. It will be held within our premises and its program shall be adjusted to the needs of our employees.

#### 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.

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development	1st quarter of 2018	Young	1 internal document disseminated.

Current Status	Remarks
IN PROGRESS	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.

#### 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.

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	FNP HOMING - 4th	Scientific	8 proposals submitted, 1 successful application.

Current Status	Remarks
IN PROGRESS	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 13**

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

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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24. Working conditions	Report concerning	Director of the	1 analysis was carried out.
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**Current Status**    **Remarks**

EXTENDED	IBCH PAS still seeks for funds to fully adapt its buildings to the needs of persons with disabilities. So far a detailed report has been drawn-up, pinpointing the potential barriers and obstacles for such employees.
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**Action 14**

Implementation of a new system for data collection and dissemination, available to external and internal recipients

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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6. Accountability 8. Dissemination, exploitation of results	4th quarter of 2020	Board of Directors	Integrated system for dissemination of results
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**Current Status**    **Remarks**

NEW	A kick-off meeting already took place in February 2019, during which the functionalities of the future system were presented to the representatives of responsible units.
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**Action 15**

Regular, open training courses for researchers holding management positions (PIs, Team Leaders, Heads of Departments/Laboratories) in soft skills and mentoring, aiming at building positive and constructive relations with subordinates and co-workers.

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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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32. Co-authorship 37. Supervision and managerial duties 38. Continuing Professional Development 39. Access to research training and continuous development	At least two training	Scientific	5 training sessions until the end of 2021
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**Current Status**    **Remarks**

NEW	Apart from on-site events, we wish to promote e-learning possibilities among the management staff members.
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**Action 16**

Implementing a new mentoring strategy in the Regulations of the Doctoral School

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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36. Relation with supervisors	4th quarter of 2020 //	Director of IBCH //	New regulations of the Doctoral School //
40. Supervision			

Current Status	Remarks
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NEW	According to the new Law on Higher Education, the Institute shall establish a Doctoral School which will replace the current Partnership-based Doctoral Program. Upon compiling regulations of this unit, we wish to introduce a set of stipulations ensuring PhD students with broader mentoring possibilities, going beyond standard cooperation with their supervisors. The Doctoral School will be launched since October 1st, 2019, and the aforementioned task will be assigned to the newly appointed Head of the Doctoral School.
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**Action 17**

Dissemination of research results remains a significant task of IBCH PAS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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9. Public engagement	continuous action //	Director of IBCH //	
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Current Status	Remarks
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COMPLETED	We continue our dissemination activities through participation in various events such as festivals and workshops popularizing science, Researcher's Night etc. Moreover, a dedicated administrative department for PR and promotion of the Institute's action was established.
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**Action 18**

Enabling and encouraging researchers to take up teaching duties.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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33. Teaching	continuous action //	n/a //	n/a //
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Current Status	Remarks
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COMPLETED	Since IBCH PAS is a research unit, our employees are not obliged to involve in teaching and education. However, ca. 70 students from Poznan Higher-Education entities accomplish their Master's, BA's or Eng.'s papers annually.
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**Action 19**

The Institute maintains high standards of stability and permanence of employment, offering long-term contracts, in accordance with the Labour Code of Poland. Salaries are systematically increased in line with available funds.

Current Status	Remarks
COMPLETED	Researchers are free to seek external funding. The Institute's internal procedures enable them to benefit from multiple sources of income.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
25. Stability and permanence of employment	continuous action	Board of Directors	n/a
26. Funding and salaries			

**Current Status**   **Remarks**

COMPLETED	Researchers are free to seek external funding. The Institute's internal procedures enable them to benefit from multiple sources of income.
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**Action 20**

Establishing several Director's advisory boards covering key aspect of the Institute's functioning and development.

Current Status	Remarks
COMPLETED	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, Advisory Group for the development of young researchers, Advisory Group for implementation of the English language as a second language at the Institute.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	1st quarter of 2019	Director of IBCH	n/a

**Current Status**   **Remarks**

COMPLETED	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, Advisory Group for the development of young researchers, Advisory Group for implementation of the English language as a second language at the Institute.
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**Action 21**

Organization of socializing events

Current Status	Remarks
NEW	We would like to engage our employees and also members of their families in such events, in order to strengthen the bonds within our Institute's community and foster friendly and inspiring atmosphere.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	continuous action	Deputy Director	At least 3 events a year

**Current Status**   **Remarks**

NEW	We would like to engage our employees and also members of their families in such events, in order to strengthen the bonds within our Institute's community and foster friendly and inspiring atmosphere.
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**Action 22**

Setting up a common, indoor social space for all staff members

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	2nd quarter of 2019	Deputy Director	n/a

Current Status	Remarks
NEW	Following feedback we received in the survey from December, it turned out that there is a need for a common social space for our employees. The Institute already has a patio where they can spend their free time, however its availability is limited due to weather conditions. Therefore, apart from the smaller, social rooms at laboratories and administrative buildings, a common social space for that matter will be arranged indoors.

**Action 23**

Monitoring gender balance within the IBCH PAS HR strategy.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	continuous process	Board of Directors	n/a

Current Status	Remarks
NEW	We still experience difficulties in achieving gender balance within our HR strategy. It is worth emphasizing that recruitment regulations at IBCH PAS have been amended in such a way that all recruitment commissions aim at balancing their composition in terms of gender. However, practically it turns out quite difficult to appoint members of the above mentioned commissions, based on their qualifications, and maintain gender balance at the same time. Therefore, we will keep paying special attention to this issue, and further monitor the situation.

**Action 24**

Introducing English as a second language at the Institute.

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
10. Non discrimination			

Current Status	Remarks
NEW	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.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	1st quarter of 2019	Deputy Director	n/a

Current Status	Remarks
NEW	Following the answers received in the survey from December, we realized that all the documentation associated with interim evaluation procedures should be easily available on our website.