

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)
<ul style="list-style-type: none"> 1. Research freedom 2. Ethical principles 34. Complains/ appeals 	3rd quarter of 2016, 3rd quarter of 2017	IBCH PAS Disciplinary Committee, IBCH PAS Ethics Committee, Director of the Institute, Head of the Partnership- based Doctoral Program	112 PhD students received copies of the Code of Ethics of the PAS. All the documents are available on the Institute's website

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. 2022: In 2020, a new edition of the Code of Ethics was released by the PAS. This document was subsequently published on the IBCH 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)
<ul style="list-style-type: none"> 3. Professional responsibility 4. Professional attitude 	1st quarter of 2019* * depending on the decision of the Ministry of Science and Higher Education	IBCH PAS Disciplinary Committee, PhD Degree Conferment Committee, PhD and DSc supervisors	The anti-plagiarism software shall be used to verify PhD theses

Current Status	Remarks
COMPLETED	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). 2022: The online tool called Uniform Anti-Plagiarism System, administered by the National Information Processing Institute - National Research institute was released, and IBCH PAS became its registered user. Since the beginning of 2021 all PhD dissertations in IBCH PAS have been verified in this system.

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	Training courses - 1st edition – 4rd quarter of 2017, 2nd edition – 2nd quarter of 2018 Publication of the Regulations on copyright laws and related laws - 1st quarter of 2019	Director of the Institute, Scientific Secretariat	2 training sessions with regard to Regulations on copyright laws and related laws.
8. Dissemination, exploitation of results			
31. Intellectual Property Rights			

Current Status	Remarks
COMPLETED	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". 2022: We consider this task as completed, since the onsite sessions were not organized throughout the pandemic period. In order to compensate this, we intensified our actions in terms of searching for and informing about external training offers. When it comes to IPRs, we recommended eg. training sessions organized by IP helpdesk of the European Commission. The Department of Commercialization and Promotion released and disseminated a poster for inventors on patenting procedure in IBCH PAS.

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 editions, both held in the 2nd quarter of 2018	Data Security Group	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 Institute, Disciplinary Committee	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 Institute, Heads of the Recruitment Committees	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 Review Committee, Director of the Institute	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 Institute	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 Partnership-based Doctoral Program, Director of the Institute, Heads of Departments	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.



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)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	n/a	Director of the Institute	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. 2022: Due to COVID-19 pandemic, the action was postponed, and will be continued in the upcoming reporting period.

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 Investigators Committee, Scientific Development Committee, Director of the Institute	1 internal document disseminated.

Current Status	Remarks
COMPLETED	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. 2022: A new edition of the "The principles of functioning of IBCH PAS" is being prepared - to be published in the upcoming reporting period.

Action 12

Preparation of the IBCH 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 IBCH PAS 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.



Action 13

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



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	FNP HOMING - 4th quarter of 2017 FNP Powroty - 1st quarter of 2018 Polskie Powroty - 2nd quarter of 2018	Scientific Secretariat, Director of the Institute	8 proposals submitted, 1 successful application.

Current Status	Remarks
COMPLETED	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.
	2022: All actions have been completed, apart from successful application for the MSCA grant. In the current reporting period, the Institute gained two new projects for incoming researchers - Polskie Powroty - a program funded by the Polish National Agency for Academic Exchange and PASIFIC - coordinated by the Polish Academy of Sciences and funded under the MSCA project. Apart from these projects, it worth emphasizing that over the last few years we witnessed a great increase in the number of researchers and PhD students incoming from abroad, many of whom have accomplished prestigious internships.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	Report concerning barriers for the disabled - 4th quarter of 2017	Director of the Institute	1 analysis was carried out.

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.
	2022: We have accomplished the actions aimed at obtaining funds and identifying the barriers to be dealt with. The task will encompass operational actions.

Action 14

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.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	At least two training sessions a year (at least one in 2019)	Scientific Secretariat, Deputy Director for Scientific Affairs, Director's Advisory Group for the development of young researchers	2 sessions per year
37. Supervision and managerial duties			
38. Continuing Professional Development			
39. Access to research training and continuous development			

Current Status	Remarks
IN PROGRESS	<p>Apart from on-site events, we wish to promote e-learning possibilities among the management staff members.</p> <p>2022: There were two training sessions on intercultural and interpersonal communication. Participation was open to all members of the staff. The sessions took place online. We plan to organize subsequent events in the future.</p> <p>Our initial intention was to arrange onsite meetings, as, in our opinion, such a mode is the most efficient one in this case. Due to pandemic restrictions we managed to organized only 2 online sessions.</p>

Action 15

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)
36. Relation with supervisors	4th quarter of 2020	Director of IBCH PAS, Deputy Director for Scientific Affairs, Head of the Doctoral School	1 document - New regulations of the Doctoral School
40. Supervision			

Current Status	Remarks
COMPLETED	<p>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.</p> <p>2022: The Doctoral school was established in 2019 under the name of Poznań Doctoral School of the Institutes of the Polish Academy of Sciences. The regulations of this institution specify the duties and obligations of the scientific supervisor when it comes to guidance for the doctoral student, selection of research topics and directions, as well as preparation of the doctoral dissertation.</p>

Action 16

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

Action 17

Enabling and encouraging researchers to take up teaching duties.

Action 18

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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	continuous action	Director of IBCH PAS, PR department	1 edition of the Researchers Night per year; 1 Reporting session per year; 1 Scientific conference per year

Current Status	Remarks
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.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	continuous action	n/a	2020 - 36 students 2021 - 75 students

Current Status	Remarks
COMPLETED	Since IBCH PAS is a research unit, our employees are not obliged to be involved in teaching and education. However, multiple students from Poznan Higher Education entities do their apprenticeships and internships in IBCH PAS annually. Moreover, some of them achieve their Master's, BA's or Eng.'s theses in our Institute under the supervision of IBCH PAS scientists. Some of the experienced researchers at IBCH PAS give lectures at the Poznan Doctoral School of the Institutes of the Polish Academy of Sciences- The Institute also does not prevent the researchers from undertaking teaching duties at other institutions.

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.

Action 19

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

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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35. Participation in decision-making bodies	1st quarter of 2019	Director of IBCH PAS	n/a
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Current Status	Remarks
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COMPLETED	Part of the aforementioned groups have already existed, now some additional groups responding to emerging challenges were appointed, e.g. Advisory Team for IBCH PAS development strategy, Advisory Team for the development of young researchers, Advisory Team for implementation of the English language as a second language at the Institute, Advisory Team for Bioethics and GDPR in Biomedical Research, Advisory Team for the Purchase of Strategic Equipment, Advisory Team for the Strategic Investments
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Action 20

Organization of socializing events

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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23. Research environment	continuous action	Deputy Director for Administrative Affairs, PR Department	At least 3 events a year
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Current Status	Remarks
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IN PROGRESS	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. 2020-2021 - due to pandemic restrictions most of the events were held online, however in 2022 we began to organize onsite events, to be continued, provided that the aforementioned restrictions will not be restored.
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Action 21

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

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Action 22

Monitoring gender balance within the IBCH PAS HR strategy.

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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	2nd quarter of 2019	Deputy Director for Administrative Affairs	6 social areas (4 already exist)
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Current Status **Remarks**

IN PROGRESS	<p>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.</p> <p>2022: Additional dedicated social space was arranged in the main hall. Moreover, the existing social rooms were refurbished. At least one social space is available in every building at IBCH PAS campus. We are planning to arrange more social areas in the future.</p>
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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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27. Gender balance	continuous process	Board of Directors	1 document - Gender Equality Plan 2 proxies for Gender Equality (one for IBCH PAS and the other for IBCH PAS-PSNC)
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Current Status **Remarks**

IN PROGRESS	<p>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.</p> <p>2022: The Gender Equality Plan for IBCH PAS and IBCH PAS-PSNC entered into force in 2021. In line with its stipulations, two proxies were appointed, who monitor gender balance at th Institute.</p>
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Action 23

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 10. Non discrimination	to be settled	Director of IBCH PAS, Advisory Group for implementation of the English language as a second language at the Institute, the entire administration section of the Institute,	473 pages translated so far

Current Status Remarks

IN PROGRESS	<p>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.</p> <p>2022: Multiple internal documents and formulars were already translated into English under the funds of the "Welcome to Poland" grant. Subsequent documents will be translated in the future under statutory funds.</p>
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Action 24

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	continuous action	Deputy Director for Scientific Affairs, Scientific Secretariat	1 evaluation period concerning researchers - report issued every two years 1 evaluation report per student, issued after the interim assessment taking place in the 2nd year of study.

Current Status	Remarks
IN PROGRESS	<p>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.</p> <p>2022: In 2020 evaluation of all researchers took place at IBCH PAS. Protocol summarizing the results of this evaluation is available on the Institute's website. It included a descriptive summary and statistical presentation across different positions. Evaluation of PhD students takes place after 2nd year of studies. Since the first PhD students were admitted to the Doctoral School by the end of 2019, several PhD students have already been evaluated. Since the first PhD students were admitted to the Doctoral School by the end of 2019, several PhD students have already been evaluated, including individual recommendations, are available on the website of the Poznań Doctoral School of the Institutes of the Polish Academy of Sciences.</p>

**Action 25**

Distribution of a newsletter addressed to the entire community of IBCH PAS, informing about funding opportunities and training offers concerning preparation of proposals, dissemination of research results, scientific communication, Intellectual Property Rights.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
8. Dissemination, exploitation of results 28. Career development 31. Intellectual Property Rights	continuous	Scientific Secretariat	12 issues per year

Current Status	Remarks
IN PROGRESS	<p>The newsletter distributed by the Scientific Secretariat previously focused mainly on funding opportunities. Since November 2021, the newsletter that was formerly prepared only in Polish is being disseminated both in Polish and English. Moreover, apart from calls for proposals, the bulletin now features more information on training offers, concerning such topics as preparation of proposals, dissemination of research results, scientific communication, Intellectual Property Rights.</p>



Action 26

Preparing a notice for the Board of Directors, on establishing the conditions of cooperation with the Universities located in Poznań, regarding possible admittance to their dormitories of incoming researchers and PhD students, who experience difficulties when it comes to finding accommodation in Poznań.

**Action 27**

Organization of training courses in handling specialized equipment available at IBCH PAS laboratories.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	2023	Board of Directors, Scientific Secretariat	1 document
29. Value of mobility			

Current Status	Remarks
NEW	According to the survey conducted in early 2022 on implementation of the HR strategy at IBCH PAS, there is a need for providing help to incoming researchers and PhD students in finding their first accommodation in Poznań. University dormitories may be a good solution, due to their convenient location and availability.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	Twice a year	Deputy Director for Scientific Affairs, Heads of the Institute laboratories	2 courses per year
24. Working conditions			
28. Career development			
38. Continuing Professional Development			
39. Access to research training and continuous development			

Current Status	Remarks
NEW	According to the survey conducted in early 2022 on implementation of the HR strategy at IBCH PAS, there is a need for more frequent presentations of the offer of IBCH PAS Specialized Laboratories given for IBCH PAS researchers. Moreover, employees and PhD students demand more training in handling specialized equipment, particularly, the new and highly advanced one.

Action 28

Release of the new edition of the "The principles of functioning of IBCH PAS".



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability			
7. Good practice in research			
12. Recruitment			
16. Judging merit (Code)	2023	Board of Directors	1 document
24. Working conditions			
28. Career development			
37. Supervision and managerial duties			

Current Status	Remarks
NEW	A new edition of the "The principles of functioning of IBCH PAS" is being prepared - to be published in the upcoming reporting period. The document will be updated in line with all the internal regulations, procedures and Director's decrees. It is supposed to be a user's manual for every researcher and PhD student, featuring: the structure and organization of the Institute's scientific units (Departments and Laboratories), economic aspects of their functioning, recruitment procedures for the scientific positions, the rights and duties of PI's and heads, possible career paths of PhD's and scientists, and various administrative procedures governing scientific activities in the Institute.

Action 29

Survey on the "social needs" of the employees and PhD students.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment			
24. Working conditions	2023	Department of PR, Board of Directors	1 survey
34. Complains/ appeals			

Current Status	Remarks
NEW	We wish to address the needs of employees and PhD students going beyond science and work itself. In other words we want to create more friendly, open and inclusive environment at IBCH PAS. Therefore, in order to gain insight in specific needs and demands, we will conduct a survey among the IBCH PAS community.

Action 30

Preparing a set of recommendations for the Board of Directors, regarding the need for a person dedicated to assist incoming researchers and PhD students with all the issues related to relocation to Poznań.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	2022	Working Group for Implementation of the HR Strategy at IBCH PAS	1 letter to the Director
23. Research environment			
24. Working conditions			
29. Value of mobility			

Current Status	Remarks
NEW	According to the survey conducted in early 2022 on implementation of the HR strategy at IBCH PAS, there is a need for a person dedicated to assist incoming researchers and PhD students with all the issues related to relocation to Poznań. Several recommendations shall be presented to the Board of Directors, including the list of job duties for such an employee. On the basis of the aforementioned recommendations, the Directors will be able to decide whether a new position should be established, or should this person be recruited among current staff members, eg. project support specialists.

Action 31

Distribution of a reminder concerning the role of the Disciplinary Proceedings Representative at the Institute. Moreover, the reminder will concern the available communication channels, to be used in case of facing certain issues at work.

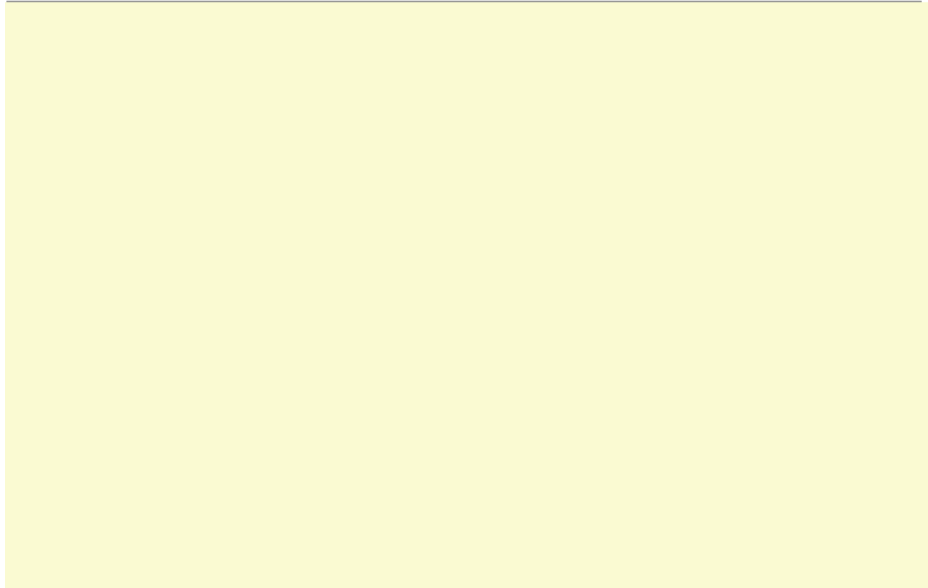


GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	Twice a year	Board of Directors	2 e-mails sent per year
3. Professional responsibility			
4. Professional attitude			
6. Accountability			
10. Non discrimination			
15. Transparency (Code)			
23. Research environment			
24. Working conditions			
34. Complains/ appeals			

Current Status	Remarks
NEW	Such a reminder is important, as new employees and PhD students are incoming to the Institute on a regular basis. Furthermore, the need for communication channels was indicated in the 2022 survey, which suggests that at least a part of IBCH PAS community is not aware of the existing means.

Action 32

Adjusting the buildings within the IBCH PAS campus to the needs of the disabled persons.



GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<ul style="list-style-type: none"> 10. Non discrimination 23. Research environment 24. Working conditions 	2022 - 1st stage 2025 - completion	Board of Directors	1. Signeage in 2 languages and Braille for crucial rooms in all buildings - COMPLETED 2. Two typhlographic plans - at the main entrances (Noskowskiego St. and Wieniawskiego St.) - COMPLETED, 3. Corner overlays in contrasting colors on the steps of the stairs in building B - COMPLETED 4. Warning stripes in a contrasting color on the steps of main staircases - COMPLETED, 5. Toilet for the disabled, equipped with appropriate amenities (ground floor of building B) - COMPLETED 6. Lift for the disabled, ensuring access to all floor levels (ground floor of building B)- COMPLETED 7. Induction loop for hearing impaired (at the main reception desk) - COMPLETED 8. Lift for the disabled people wishing to enter building A using the stairs - to be installed in July 2022 - COMPLETED. 9. Warning stripes in a contrasting color on the steps of the remaining staircases - PENDING 10. Induction loop for hearing impaired (at all reception desks) - PENDING 11. Lift for the disabled people wishing to enter all the buildings. - PENDING 12. Additional toilets for the disabled, equipped with appropriate amenities (other building) - PENDING 13. Installing an external elevator at the building E. - PENDING

Current Status	Remarks
NEW	Some of the tasks have already been accomplished, as listed in the indicators section. More actions shall be taken in the upcoming years. Seeking funding is also in progress.

Action 33

Improving digital accessibility at IBCH PAS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination 23. Research environment 24. Working conditions	2022 - 1st stage 2025 - completion	Board of Directors	1. Website automatically adjusting to the screen size. It can be enlarged using standard shortcuts. - COMPLETED 2. Font size that can be increased in articles, using the buttons available on the website. - COMPLETED 3. Text version of the website, along with a text version with enhanced contrast. - COMPLETED 4. Navigation through the website, using standard keyboard shortcuts, mouse or keyboard. - COMPLETED

Current Status	Remarks
NEW	When it comes to ensuring digital accessibility, we have taken steps to make the Institute's website available to people with various disabilities, e.g. vision impairment, hard of hearing or mobility disorders, but also with intellectual disabilities or cognitive disorders. Some of the tasks have already been accomplished, as listed in the indicators section.