

The IBC PAS Action Plan v.2024

Action no.	Current status	Task	GAP Principle(s)	Timing Year	quarter / other	Responsible unit	Indicator(s)/Target(s)	Remarks
1.	COMPLETED	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	1. Research freedom 2. Ethical principles 34. Complains/ appeals	2016 2017	3Q 3Q	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	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, both in Polish and English.
2.	COMPLETED	Implementation of the anti-plagiarism procedure for PhD dissertations, and ensuring access to the anti-plagiarism software for PhD supervisors.	3. Professional responsibility 4. Professional attitude	2019	1Q	IBCH PAS Disciplinary Committee, PhD Degree Conferment Committee, PhD and DSc supervisors	The anti-plagiarism software shall be used to verify PhD theses	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. 2024: Following the recommendation of the Site Visit Committee, we plan to implement a new task within the topic, covering the issue the AI plagiarism, The task is described in detail below Task no. 37.
3.	COMPLETED	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	5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights	2017 2018 2019	4Q 2Q 1Q	Director of the Institute, Scientific Secretariat	2 training sessions with regard to Regulations on copyright laws and related laws	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. 2024: Following the recommendation of the Site Visit Committee, we plan to implement extend the task by enriching the range of topics, with particular focus on preparation of a structured mentoring and training program - described in task no. 36
4.	COMPLETED	Trainings for staff members in the procedures of creating backups, protection of personal data and confidentiality.	7. Good practice in research	2017	2Q	Data Security Group	2 training sessions with regard to creating backups, protection of personal data and confidentiality	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.
5.	COMPLETED	Amendment to the Regulations of the Disciplinary Committee, in form of a provision expressing objection to discrimination on grounds other than research accomplishments.	10. Non discrimination 16. Judging merit (Code) 17. Variations in thechronological order of CVs (Code) 18. Recognition of	2018	2Q	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.	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.

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6.	COMPLETED	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	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 22. Recognition of the profession 27. Gender balance	2018	2Q	Director of the Institute, Heads of the Recruitment Committees	3 internal documents amended.	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.
7.	COMPLETED	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.	11. Evaluation/appraisal systems	2018	4Q	Research Staff Review Committee, Director of the Institute	1 internal document amended.	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.
8.	COMPLETED	Publishing the Regulations on recruitment for research positions on the IBCH PAS website, in the advertisement section	21. Postdoctoral appointments (Code)	2018	2Q	Director of the Institute	1 internal document published.	The Regulations on recruitment for research positions are now available on the IBCH PAS website.
9.	COMPLETED	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.	39. Access to research training and continuous development	2018	December	Head of the Partnership-based Doctoral Program, Director of the Institute, Heads of Departments	1 internal survey conducted.	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.
10.	COMPLETED	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.	30. Access to career advice	n/a	n/a	Director of the Institute	n/a	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
11.	COMPLETED	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.	28. Career development	2018	1Q	Young Investigators Committee, Scientific Development Committee, Director of the Institute	1 internal document disseminated.	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. Promoting opportunities concerning travel grants, stipends, internships

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12.	COMPLETED	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	29. Value of mobility	2017 2018 2018	4Q 1Q 2Q	Scientific Secretariat, Director of the Institute	8 proposals submitted, 1 successful application.	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.
13.	EXTENDED	Seeking funds enabling renovation of the building in such a way as to ensure access for persons with disabilities.	24. Working conditions	2017	4Q	Director of the Institute	1 analysis was carried out.	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
14.	COMPLETED	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	32. Co-authorship 37. Supervision and managerial duties 38. Continuing Professional Development 39. Access to research training and continuous	2019	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	Apart from on-site events, we wish to promote e-learning possibilities among the management staff members. 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. 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 organize only 2 online sessions.
15.	COMPLETED	Implementing a new mentoring strategy in the Regulations of the Doctoral School	36. Relation with supervisors 40. Supervision	2020	4Q	Director of IBCH PAS, Deputy Director for Scientific Affairs, Head of the Doctoral School	1 document - New regulations of the Doctoral School	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. 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. Since 2024, two tutors are appointed for each PhD student of the Doctoral School
16.	IN PROGRESS	Dissemination of research results remains a significant task of IBCH PAS.	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	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.
17.	COMPLETED	Enabling and encouraging researchers to take up teaching duties	33. Teaching	continuous action		n/a	2020 - 36 students 2021 - 75 students	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.

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18.	COMPLETED	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.	25. Stability and permanence of employment 26. Funding and salaries	continuous action		Board of Directors	n/a	Researchers are free to seek external funding. The Institute's internal procedures enable them to benefit from multiple sources of income.
19.	COMPLETED	Establishing several Director's advisory boards covering key aspect of the Institute's functioning and development.	35. Participation in decision-making bodies	2019	1Q	Director of IBCH PAS	n/a	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. 2024: Following the recommendation of the Site Visit Committee, we plan to implement a new task within the topic, namely appointment of the focus groups which will resemble the classification of the European Commission (R1-R4 researchers). The details can be found in the description of task no. 35.
20.	IN PROGRESS	Organization of socializing events	23. Research environment	continuous action		Deputy Director for Administrative Affairs, PR Department	At least 3 events a year	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.
21.	EXTENDED	Setting up a common, indoor social space for all staff members	24. Working conditions	2019	2Q	Deputy Director for Administrative Affairs	6 social areas (4 already exist)	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. 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.
22.	IN PROGRESS	Monitoring gender balance within the IBCH PAS HR strategy.	27. Gender balance	continuous action		Board of Directors	1 document - Gender Equality Plan 2 proxies for Gender Equality (one for IBCH PAS and the other for IBCH PAS-PSNC)	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. 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 the Institute.
23.	IN PROGRESS	Introducing English as a second language at the Institute.	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	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. 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.

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24.	IN PROGRESS	Dissemination of regulations on the interim evaluation of researchers and PhD students	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.	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. 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. Another evaluation was conducted in 2024, and the protocols are available to the Institute's community. Another evaluation procedure was conducted in 2024, and the protocols are available to the Institute's community.
25.	IN PROGRESS	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.	8. Dissemination, exploitation of results 28. Career development 31. Intellectual Property Rights	continuous		Scientific Secretariat	12 issues per year	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.
26.	NEW	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.	24. Working conditions 29. Value of mobility	2025	4Q	Board of Directors, Scientific Secretariat	1 document	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. A template of a letter in support of arranging accommodation of students and the university dormitories will be prepared, in attempt to facilitate the entire process and increase the odds of securing a place.
27.	COMPLETED	Organization of training courses in handling specialized equipment available at IBCH PAS laboratories	4. Professional attitude 24. Working conditions 28. Career development 38. Continuing Professional Development 39. Access to research training and continuous	2023		Deputy Director for Scientific Affairs, Heads of the Institute laboratories	2 courses per year, number of presentation attendees - 20, training courses in handling specialized equipment - 5-10 persons per session	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. 2023 - Laboratories began arrange short presentations of their offer combined with demonstration of their equipment, at least once a month. Information on all of such opportunities, including external ones, is spread among the Institute's website .

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28.	COMPLETED	Release of the new edition of the "The principles of functioning of IBCH PAS"	6. Accountability 7. Good practice in research 12. Recruitment 16. Judging merit (Code) 24. Working conditions 28. Career development 37. Supervision and managerial duties	2023	4Q	Board of Directors	1 document	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. The new edition of the document was published in 2023 (Polish version) and 2024 (English). Updated editions will be released in the upcoming years.
29.	NEW	Survey on the "social needs" of the employees and PhD students.	23. Research environment 24. Working conditions 34. Complains/ appeals	2024	4Q	Department of PR, Board of Directors	1 survey, 80 participants	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.
30.	COMPLETED	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.	4. Professional attitude 23. Research environment 24. Working conditions 29. Value of mobility	2022	1Q	Working Group for Implementation of the HR Strategy at IBCH PAS	1 letter to the Director	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. A dedicated Research Support Unit was created, and one of its tasks is to support incoming researchers and PhD students coming from abroad, in dealing with all the issues related to relocation to Poznań
31.	NEW	Arrangement of information sessions on ethics, disciplinary proceedings, anti-mobbing proceedings, both in Polish and English	2. Ethical principles 3. Professional responsibility 4. Professional attitude 6. Accountability 10. Non discrimination 15. Transparency (Code) 23. Research environment 24. Working conditions 34. Complains/ appeals	2024	2Q, then at least once a year	Board of Directors	300 persons	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.

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32.	IN PROGRESS	Adjusting the buildings within the IBCH PAS campus to the needs of the disabled persons.	10. Non discrimination 23. Research environment 24. Working conditions	2022- 1st stage 2025 completion	1Q 4Q	Board of Directors	1. Signeage in 2 languages and Braille for crucial rooms in all buildings - COMPLETED 2. Two typhographic 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 14. Bilingual Signs with high-contrast.	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
33.	COMPLETED	Improving digital accessibility at IBCH PAS	10. Non discrimination 23. Research environment 24. Working conditions	2022 1st stage 2025 - completion	1Q 4Q	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	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.
34.	COMPLETED	Appointment of the Steering Committee and the Working Group	6. Accountability	2024	2Q	Director of the Institute	Number of newly appointed Committees - 2	Following the recommendation of the Site Visit Committee, managment of the HR Award had to be reorganized into two complementary bodies - the Steering Committee and the Working Group.
35.	NEW	Appointment of the focus groups gathering representatives of R1 - R4 researchers	10. Non discrimination 23. Research environment	2024	4Q	Board of Directors	4 groups, 3-5 members each	
36.	NEW	Development of a training program, targeting the researchers needs	23. Research environment 24. Working conditions	2024 2025 2026	4Q 4Q 4Q	Working Group/ Steering Committee	1 program every year	Preparation of a training program available for employees and PhD students for the next calendar year. The program will be preceded by an analysis of employees' needs conducted in the form of meetings with representatives of focus groups.
37.	NEW	Development of a full and comprehensive policy for Research Integrity	2. Ethical principles 3. Professional responsibility 7. Good practice in research 4. Professional attitude	2025	1Q	Deputy Director for Scientific Affairs	1 document, revised every two years	The document on "Research Integrity" will stem from training on the topic, given to the employees and PhD students as well as from professional experience of more advanced scientific staff.
38.	NEW	Integration of the HR strategy into the general strategy for the development of IBCH PAS	12. Recruitment 24. Working conditions	2025	2Q	Director of the Institute	1 document - general strategy for the development of IBCH PAS	

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39.	NEW	Development of a policy for Open Data and Open Science	1. Research freedom 7. Good practice in research 15. Transparency (Code)	2025	2Q	Scientific Secretariat	1 document - either a chapter in the general strategy or a separate policy	
40.	COMPLETED	Terms of reference for the Steering Committee and Working Group	6. Accountability	2024	2Q	Director of the Institute	Director's order specifying the terms of reference for the Steering Committee and Working Group	Following the recommendation of the Site Visit Committee, management of the HR Award had to be reorganized into two complementary bodies - the Steering Committee and the Working Group, which was done through a Director's order.
41.	NEW	Formulating standards for different positions, both in terms of employment and research career stages	28. Career development 38. Acces to career development 30. Continuing professional development	2025	1Q	Deputy Director for Scientific Affairs	1 publication of standards on the IBCH PAS website	
42.	NEW	Development of a full and comprehensive policy for Research Integrity	2. Ethical principles 3. Professional responsibility 7. Good practice in research 4. Professional attitude	2025	2Q	Deputy Director for Scientific Affairs	Organization of training on ethical publication of research results, issues of co-authorship, scientific plagiarism, use of AI tools when writing articles, identification of predatory journals and pseudo-conferences for researchers and PhD students. 1 event a year, 100 attendees.	



HR EXCELLENCE IN RESEARCH