

TEMPLATE 4: ACTION PLAN

Case number: 2020PL463704
 Name Organisation under review: Maria Sklodowska-Curie National Institute of Oncology Gliwice Branch
 Organisation's contact details: **Wybrzeże Armii Krajowej 15, Gliwice, 44-101**

SUBMISSION DATE:

1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	237
Of whom are international (i.e. foreign nationality)	1
Of whom are externally funded (i.e. for whom the organisation is host organisation)	0
Of whom are women	143
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	42
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	99
Of whom are stage R1 = in most organisations corresponding with doctoral level	96
Total number of students (if relevant)	17
Total number of staff (including management, administrative, teaching and research staff)	1818
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	
Annual organisational direct government funding (designated for research)	
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	
Annual funding from private, non-government sources, designated for research	
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
Maria Sklodowska-Curie National Research Institute of Oncology, Gliwice Branch is a medical research institute conducting research in different fields of oncology and biomedicine. Institute employs 224 people involved in science, including 42 on the R4/R3 stage, 99 on R2 stage and 83 on R1 stage. The highly qualified group of scientists comprises an interdisciplinary team representing	

fields of science such as clinical oncology, surgery, nuclear medicine, radiotherapy, oncological endocrinology, medical biology, biotechnology, medical physics, chemistry, bioinformatics and epidemiology. Medical activity is supported by scientific activity done by various science units and laboratories. Since the foundation of the Institute in 1947 its employees have authored and co-authored more than three thousand papers published in internationally recognized scientific journals. Major part of the scientific activity is financed by research grants financed by Ministry of Science, National Science Centre, The National Centre for Research and Development or European funds. The research staff is well recognized on the Polish and international research scene and has been involved in many aspects of basic, translational and clinical research in oncology since early 1950s. In 2004, the Research Division of the Institute was awarded the title of “National Centre of Excellence” by the Polish Ministry of Science.

The Institute collaborates scientifically and didactically with Polish and foreign research and academic centres. The Institute is a member of four Polish science consortiums: Centre of Biotechnology, Bioengineering and Bioinformatics – Śląska BIOFARMA, BioTechMed Silesia, Centre of Chemistry, Biology and Translation Medicine, and the European Institute of Environmental Cancer. The Institute engages in training of young researchers actively participating in development of Master Degrees and PhDs at several Universities (including The Silesian University of Technology, The University of Silesia, and The Silesian Medical University). The Institute has been actively cooperating with research teams from European and American science centres, among others: Deutsches Krebsforschungszentrum (DKFZ) in Heidelberg, Karolinska Institutet in Stockholm/Huddinge, National Cancer Institute (NIH-NCI) in Bethesda, UT Southwestern Medical Center in Dallas and UT MD Anderson Cancer Center in Houston. The Institute, as the member of the CChBMT consortium, is the partner of the network of the Global Academic Program MD Anderson Cancer Center (MDAnderson Sister Institutions Network), which is an international science network grouping several dozen leading research institutions dealing with cancer therapy and biomedical sciences.

The Institute has at its disposal top-of-the-range science equipment and research facilities. In the Institute there are located facilities such as: the microarray laboratory (Affymetrix and Illumina platforms), the genome sequencing laboratory (Illumina Genome Analyzer platform), proteomics and mass spectrometry (Bruker platform), confocal microscope and laser microdissection (Zeiss platform) laboratory, cytometry and cell sorting (BD Biosciences platform) or the experimental NMR spectrometry (Bruker platform). The Institute possesses an animal facility allowing for the inbreeding of athymic mice and construction of the so called transgenic mice. In the Institute there is also a biological bank with a collection of several thousand DNA specimens and blood serum. It is complimented by the epidemiological information about the population of the cancer patients (The Institute runs a regional Silesian Cancer Registry). At the same time our belongs the largest oncology centres (in Poland and abroad) conducting advanced treatment on vast number of cancer patients. As a result, our Institute has a large potential to perform research leading to creation, testing and introduction of the new therapeutic and diagnostic procedures in the field of precision oncology.

2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE:

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Thematic heading of the Charter and Code	STRENGTHS and WEAKNESSES
Ethical and professional aspects	<p>According to the results of surveys conducted among researchers and PhD students of the NIO PIB Gliwice Branch revealed strengths and weaknesses in the areas described below.</p> <p>Strengths of current policy and practices:</p> <p>+Research freedom - The vast majority of the respondents (91%) perceives the NIO PIB Gliwice Branch as a place that offers them full freedom of speech and choice of research directions and methods within the framework of Institution activity. Research freedom is guaranteed by the Act on Higher Education and treated with priority.</p> <p>+Ethical principles - In the survey, 92% of the respondents repeated the knowledge and compliance with ethical principles. Ordinance no 2 of Director of Maria Skłodowska-Curie Reserach Institute of Onkology appoints the Ethical board and obliges employees to comply with the Code of Ethics and the Regulations of the anti-corruption policy applicable in the Institute.</p> <p>+Professional responsibility, Professional attitude - Individual commitments of researchers regarding conducting research disseminated, and the results are included in the scope of obligations that form part of the employment contract. The issue of standards of conducting research is regulated by Polish law, including in law on copyrights and related rights. Research undertaken by scientists at the NIO PIN Gliwice Branch is of great importance for sojety (confirmed by 93% of the respondents). They are also required to respect intellectual property rights. PhD thesis are checked with the anti-plagiarism system, and in the case of the habilitation procedure, scientists are obligated to present a statement indicating their percentage of authors contribution in the presented publications.</p>

	<p>+Contractual and legal obligations - The employees are informed about their rights and duties before signing the employment contract. The employees shall respect the provisions and requirements stipulated in the agreements when delivering Ph.D. dissertations, habilitation theses, publications, research reports. The employees of the NIO PIB Gliwice Branch are bound by the Regulations for Management of Copyrights, Related Rights and Industrial Property Rights, as well as the rules for commercialisation of the results of scientific research and development work that all employees are familiarised with.</p> <p>+Accountability - responsibility towards funders of researchers and other entities are governed by the provisions of agreements and contracts. Research Office coordinates and supervises the correctness of the process of implementing agreements and projects, as well as reporting in line with the requirements of the financing institutions. Independent external audits are performed to check the correctness of expenditure and settlement of funds allocated to research. Every year, in accordance with the existing regulations, the statutory auditor carries out an examination of the balance sheet of the NIO PIB Gliwice Branch.</p> <p>+Good practice in research - the employer is responsible for observing the rules of health and safety at work. The appointed health and safety officer and fire safety inspector are responsible for trainings in this area. The NIO PIB Gliwice Branch employees undergo periodic health and safety at work trainings.</p> <p>+Dissemination, exploitation of results - The primary duty of employees is to disseminate the research results in the form of publications or presentations at conferences. Director financially reward active employees for publications in journals with Impact Factor. The bibliographic descriptions of all publication achievements of employees are published in OMEGA-PSIR bibliographic database.</p> <p>+Non discrimination - all employees are treated equally in respect of establishing and terminating the employment relationship, employment terms and conditions, promotion</p>
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	<p>and access to trainings in order to raise professional qualifications, regardless of their age, gender, disability, race, religion, nationality, sex orientation, political views, trade union membership, as well as regardless of the type of employment contract or work time.</p> <p>+Evaluation/appraisal systems - Pursuant to art.44 sec. 3 and 4 of the Act on research institutes, NIO PIB Gliwice Branch researchers are subject to periodically evaluate their scientific achievements, conducted by the Scientific Council which includes results of their work, at least once every four years. The Scientific Council takes into account, in particular, the number and quality of patents, implementations, scientific publications as well as ongoing and planned scientific research or development works.</p> <p>Weaknesses of current policy and practices:</p> <p>+Contractual and legal obligations – The employees, participants of doctoral studies and other students are informed about their rights and duties at the beginning of their employment. However, it is necessary to develop a sort of guidebook which in between will include the information about contractual and legal obligations as well as a website containing such information with access only for researcher faculty.</p> <p>+Dissemination, exploitation of results, Public engagement - The NIO PIB Gliwice Branch lack certain institutionalized mechanics helping our scientists to present their knowledge to the public in a more informal and easy to understand way. There will be created a digital space targeted at the general population and featuring updates on our research and projects</p>
Recruitment and selection	<p>Strengths of current policy and practices:</p> <p>+Recruitment, Recruitment (Code), Transparency (Code), Judging merit (Code) - The recruitment procedure is based on the national regulations and the internal regulations of MSCNRIO (chapter V and VI). The binding internal regulations concerning the recruitment procedure indicate the composition of the selection committee, the</p>

	<p>phases of the recruitment procedure, as well as the information included in job advertisements. The competition announcement is published on the Institute's website, as well as on the website of the minister responsible for higher education and science in the Public Information Bulletin and on the website of the European. All candidates participating in the recruitment procedure obtain written information about the decision concerning the selection of a particular individual.</p> <p>+Variations in the chronological order of CVs (Code) - during a job interview, the candidate is free to describe their research achievements and plans, as well as the experience gained while working at other research units. At the NIO PIB Gliwice Branch, there is also a widespread acceptance of career breaks related to maternity leave, parental leave or paternity leave.</p> <p>+Recognition of mobility experience (Code) – during recruitment process there is full recognition for mobility experience.</p> <p>+Recognition of qualifications (Code) - under the Polish law, the problem of qualifications for research posts and recognition of qualifications in respect of diploma authentication is governed by the Act on Higher Education and by specific regulations. During the recruitment process or application for a change of the academic title, a thorough assessment of the academic and professional qualifications of the candidate is made. The professional and international mobility of the candidate is also taken into account. Additional NIO PIB regulations:</p> <ol style="list-style-type: none">1. The Statute of the NIO-PIB of December 20, 2019 - Chapter VI "Criteria and procedure for conducting and announcing a competition for scientific positions" and2. Ordinance No. 4/2018: "Regulations for the competition for a scientific position at the Maria Skłodowska-Curie Institute - Oncology Center". <p>Weaknesses of current policy and practices:</p>
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	<p>+Recruitment, Recruitment (Code), Transparency (Code), Judging merit (Code) - To improve recruitment process we recognize that adding the information to the standard job advertisement template that the Institute encourages applications from disadvantaged groups, for example researchers with disabilities or individuals returning to a research career, would facilitate access for disadvantaged and underrepresented groups. Job advertisement template also will be improved by adding information about period of employment and proposed salary. Accessibility of MSCNRIO Director's Decree no. 4/2018 should also be increased. After recruitment process candidates also should be informed of the strengths and weaknesses of their applications.</p> <p>+Selection (Code) - The binding internal regulations define principles of appointment of selection committees - Regulations on the competitions for scientific positions (MSCNRIO Director's Decree no. 4/2018). The selection committee is appointed by the Director of MSCNRIO after consulting the Scientific Council. The required tasks to be carried out include:</p> <ul style="list-style-type: none">-updating the existing detailed procedures for appointing the selection committee in order to securing gender balance in the selection committee,-updating the internal regulations so that members of the selection committee should represent various experiences and qualifications,-conduct training of members of the selection committee on non-discrimination recruitment procedures. <p>+Variations in the chronological order of CVs (Code) - The results of the survey show that variations in the chronological order of CVs are not penalized. However, the NIO-PIB lacks internal regulations on this topic. In order to improve transparency of recruitment procedure, the rules should be detailed described.</p>
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	<p>+Recognition of mobility experience (Code) - despite full recognition for mobility experience during recruitment process the Institution needs to adjust internal regulation concerning mobility especially in regards of long term internships.</p> <p>+Recognition of qualifications (Code) - The majority of respondents (51.5%) do not have sufficient knowledge about the recruitment system for scientific positions.</p> <p>+Postdoctoral appointments (Code) - 50% of respondents believe that the Institute has clear rules for employing Postdocs that provide further opportunities for the development of a scientific career. However, 19.8% of the respondents indicated the answer "I don't know".</p> <p>The Institute has internal regulations regarding the recruitment of employees for scientific positions:</p> <ol style="list-style-type: none"> 1. Statute of the NIO-NRI of 20/12/2019 - Chapter VI "Criteria and procedure for conducting and announcing a competition for scientific positions". 2. Ordinance No. 4/2018: "Regulations for the competition for a scientific position at the Oncology Center - Instytut im. Maria Skłodowskiej-Curie". <p>To improve the knowledge in this manner all research workers will be effectively informed about the applicable regulations regarding the recruitment of research workers (NIO PIB Gliwice Branch website) and easy to understand instructions for various legal regulations will be prepared. Due too lack of foreign Postdoc employment regulations such regulations will be prepared and a foreign employee manager in the HR department will be appointed.</p>
Working conditions	<p>Strengths of current policy and practices:</p> <p>+Research environment - Creating a favorable environment for scientific research at the NIO PIB Gliwice Branch is carried out, among others, by:</p>

-NIO PIB belongs to a consortium within the Virtual Science Library and this way providing free access to many scientific databases e.g.: ScienceDirect, SpringerLink, Wiley Online Library, EBSCOhost databases, Nature, Science, Web of Science,

-provides its employees and students with free access to many different software and information systems e.g.: STATISTICA, Oncentra, MATLAB, ARIA, ONKO.SYS, XERO, MEDSTREAM,

-covers the publishing costs of a scientific papers that do not have grant support,

-once a year for scientifically active researchers the costs related to participation in an international or national conference are reimbursed,

-provide access to the tools and services that enable research conduct at various times and from different locations (VPN services, anti-virus software, remote access mechanisms),

-NIO PIB takes patronage of more than 7 congress meetings organized yearly where for employees and students fee and/or accommodation is free of charge or with significant discount.

+Working conditions - In accordance with the Work Regulations of the NIO-PIB Gliwice Branch, introduced by Order No. 44/2020 of the Director of the Gliwice Branch of 28/12/2020 on the Work Regulations, research employee working time not exceeds 7 hours 35 minutes a day, from Monday to Friday. They can start working at different times: 7.00, 8.00, 9.00. By agreeing to the motivated request of the employee, the employer may individually set the hours of starting and finishing work and introduce a task-based working time system. The length of the annual leave for a researcher employee is 36 days. According to the national law, workers have different rights in relation to parentage. These regulations allow, among others for combining work with taking advantage of parental leave, in which case employment is reduced to half time.

	<p>+Funding and salaries - the NIO PIB Gliwice Branch employs scientist under employment contracts, including the resulting benefits (social insurance, health insurance, parental leaves, social benefits) in accordance with the applicable domestic, European and internal institute regulations. The employees also receive Director's awards.</p> <p>+Gender balance - the NIO PIB Gliwice Branch supports the idea of gender balance, e.g. by providing equal opportunities in the Staff recruitment process, as well as access to achieving subsequent stages of scientific and administrative career. The key criteria in recruitment and professional promotion are substantive aspects, such as competences, experience, scientific achievements and organisational skills.</p> <p>+Intellectual Property Rights - There are existing rules and procedures for proceeding with copyrights of the conducted research results.</p> <p>+Co-authorship - There is a clearly defined system for co-authoring a publication or a patent that reflects the real contribution of an individual scientist and does not depend on the degree. The best evidence of it is the positive assessment of the respondents (87.2%) in this matter.</p> <p>+Teaching - At the NIO PIB Gliwice Branch, there is no obligatory academic teaching. Researchers can serve as guest teachers at University or at specialized professional training courses if they wish and if permission from NIO PIB is obtained. In addition, trainings of early stage researchers can be accounted as their involvement in the teaching process.</p> <p>+Participation in decision-making bodies - The scientists employed at the Institute are well represented in the decision-making bodies. Domestic and internal regulations set out the principles of representation of scientist in decision-making bodies at the level of organisational units.</p> <p>Weaknesses of current policy and practices:</p>
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	<p>+Recognition of the profession - Only half of the respondents declared that people involved in research careers are considered professionals and are treated with respect. However, less than 30% of the respondents have the opposite opinion.</p> <p>+Research environment - only 60,4% of respondents agrees that The NIO-PIB in Gliwice cares about creating the most stimulating research environment possible. This indicates that improvement is needed.</p> <p>+Working conditions - because there are different types of employment modes and in many cases researchers and PhD students of the NIO PIB Gliwice Branch are not aware of them there will be website containg such infromations as well the employer will allow employees to switch to flexible employment modes.</p> <p>+Career development - 13% of respondents gave negative answers while 22% has difficulty to answer to the question about the support from NIO PIB Gliwice Branch in their career development. This indicates that improvement is needed.</p> <p>+Value of mobility - Only 56.4% of responders confirmed that the Institut implements the mechanisms leading to recognition of the value of mobility. That is way adjustments of internal regulations concerning mobility will be made.</p> <p>+Access to career advice – Because currently NIO PIB Gliwice lacks a proper career advice tool thus we can see the need of hiring a career advisor.</p>
<p>Training and development</p>	<p>According to the results of surveys conducted among researchers and PhD students of the NIO PIB Gliwice Branch revealed strengths and weaknesses in the areas described below.</p> <p>Strengths of current policy and practices:</p> <p>+Relation with supervisors - The vast majority of responders (82.2%) confirmed good relations with their supervisors, allowing</p>

	<p>regular contact between young researchers and their tutors and representatives.</p> <p>+Continuing Professional Development, Access to research training and continuous development - Creating a favorable environment for scientific and professional development at the NIO PIB Gliwice Branch is carried out, among others, by:</p> <ul style="list-style-type: none">-once a year for scientifically active researchers (employees) the costs related to participation in an international or national conference are reimbursed,-NIO PIB Gliwice Branch takes a patronage of over 7 congress meetings organized yearly where for employees, PhD students and students fee and/or accommodation is free of charge or with significant discount,-three seminar cycles are conducted every week throughout the academic year,-training courses on various topics are organized each year,-NIO PIB Gliwice Branch supports financially (fully or partially) employees: specialization trainings, postgraduate studies, PhD studies, language courses, different courses related to employee profession. <p>+Supervision - the researcher plan the development of their scientific activity in consultation with their direct supervisors. The Head of the Department is obliged to provide support in meeting the intended objectives, as well as to supervise the progress in research work. Achievement of the intended objectives is evaluated through the system of periodic evaluation of the scientific output of scientists. The offer of doctoral studies provides the opportunity to choose the research supervisor from the perspective of own scientific interest.</p> <p>Weaknesses of current policy and practices:</p> <p>+Continuing Professional Development, Access to research training and continuous development - Despite NIO PIB Gliwice Branch</p>
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	<p>efforts in creating the most favorable environment for scientific and professional development only 61,4% of respondents agrees, 19,8% are not sure and 18,8% disagree that the NIO PIB creates appropriate conditions for scientific and professional development. To improve current situation a required tasks to be carried out include:</p> <ul style="list-style-type: none"> - preparation of clear descriptions of possible career pathways for researchers at all stages of their career, regardless of their contractual situation (including researchers on fixed-term contracts and PhD students), - there will be part of the NIO PIB website where a proper access will be only for the employees, PhD students and students/trainee (properly adjusted) where will be available repository of all the knowledge related in between to their rights, obligations and benefits ect., - each of employee, PhD students and students at the beginning of their employment will receive a basic documents as a brochure holding in between information about their rights, obligations and benefits, NIO PIB Gliwice Branch structure and code of conduct ect., - undertaking by the Institute of activities aimed at obtaining funds for employee training.
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3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

<http://en.io.gliwice.pl/institute/logo-hr>

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) Target(s)
Preparation of a guidebook for employees	(-/+) 5. Contractual and legal obligations (+/-) 23. Research environment (+/-) 38. Continuing Professional Development	March 2022	Promotion and cooperation department with cooperation with other administrative departments	Indicator: guidebook Target: Creation of a website containing: database of legal acts information about rights and obligations practical information on dealing with matters at the institute recruitment procedures for scientific positions
Preparation of internal website	(-/+) 5. Contractual and legal obligations (-/+) 6. Accountability (+/-) 21. Postdoctoral appointments (Code) (+/-) 23. Research environment (+/-) 38. Continuing Professional Development	March 2022	Promotion and cooperation department with cooperation with other administrative departments	Indicator: internal website -1 Target: Creation of an internal, easily accessible website, which will include the Institute's current legislation, information on the rights and obligations of staff, guides developed through other actions, etc.
Training concerning procedures of ordering reagents, consumables, research equipment and services.	(-/+) 6. Accountability	Continuous as from Q1 2022	Public Procurement and Supply Department, Department of Coordination of Science and Clinical Research	Indicator: Trainings/ 2 per year Target: The acquisition of knowledge by researchers concerning the procurement of materials and reagents for scientific research. This will enable more effective and efficient spending of financial resources
Preparation of guidebook describing	(-/+) 6. Accountability	Styczeń 2022	Public Procurement and Supply	Indicator: Guidebook

procedures of ordering and purchasing reagents , services, etc.			Department, Department of Coordination of Science and Clinical Research	Targets: creation of a tool to help researchers navigate difficult public procurement regulations and internal procedures for ordering materials and reagents
Reorganisation of departments involved in the procurement of materials, equipment and reagents needed for scientific research	(-/+) 6. Accountability	September 2022	Board of Insitute	Indictors: more staff to handle purchases: Target: improving the purchasing of materials and reagents required for scientific research
Development of catalogue of good practices in the field of data protection and security	(+/-) 7. Good practice in research	March 2022	IT Department	Indicator: Catalogue of good practice Target: providing employees with information on how to safely store data
Creating on-line repository of PhD dissertation	(-/+) 8. Dissemination, exploitation of results	June 2022	Promotion and cooperation department, Department of Coordination of Science and Clinical Research	Indicator: on-line repository Target: Easy access to full texts of doctoral dissertations
Conducting cyclin seminars for general public	(-/+) 8. Dissemination, exploitation of results (+/-) 9. Public engagement	Continuous as from Q3 2021	Promotion and cooperation department in cooperation with other research department	Indicators: Seminars (also on-line) at least one per two months
Training on anti-mobbing, anti-discriminatory and anti-corruption policies	(+/-) 10. Non discrimination	Continuous as from Q1 2022	Promotion and cooperation department in cooperation with other research department	Indicators: Trainings (at least dwo a year) Target: increasing awareness of existing regulations
Preparation of document templates for the recruitment process	(+/-) 12. Recruitment (+/-) 13. Recruitment (Code)	March 2022	Employee Affairs and Payroll Department; Department of Coordination of Science and Clinical Research	Indicators: set of documents templates information also that encouraging to apply, e.g. people with disabilities Targets: prepering of documents that includes all necessary

Updating the internal recruitment regulations	(-/+) 14. Selection (Code) (-/+) 15. Transparency (Code) (-/+) 16. Judging merit (Code) (+/-) 17. Variations in the chronological order of CVs (Code)	Q3 2022	Organisational department	Indicators: Updated recruitment regulations Targets:creating regulations covering all aspects of OTM-R
Training for members of the selection committee	(-/+) 14. Selection (Code)	Q2 2022	Employee Affairs and Payroll Department; Department of Coordination of Science and Clinical Research	Indicators: trainings (once a year) Targets: familiarizing members of the recruitment committee with the rules of recruitment
Publication of the recruitment rules on the Institute's website	(-/+) 19. Recognition of qualifications (Code) (+/-) 21. Postdoctoral appointments (Code)	December 2021	Department of Coordination of Science and Clinical Research	Indicators: published regulations Targets: common access to recruitment rules
Appointment of a foreign employee manager in the HR department	(+/-) 21. Postdoctoral appointments (Code)	Q2 2022	Employee Affairs and Payroll Department	Indicator: Foreign employee manager Target: assistance in the process of hiring foreign employees
Creating tools to increase the recognition of the qualifications of Institute research workers	(-/+) 22. Recognition of the profession	1Q of 2022	Promotion and cooperation department, Department of Coordination of Science and Clinical Research	Indicators: the set of tools Targets : e.g. creating Researcher's "Wall of Fame"; presentation of the profiles of scientists via social media, website etc. introducing a graphic sign for scientists on badges
Preparation of a set of regulations indicating possible career pathways	(+/-) 28. Career development (+/-) 38. Continuing Professional Development	3Q of 2022	Employee Affairs and Payroll Department; Department of Coordination of Science and Clinical Research	Indicators: Regulation Targets: Creation of descriptions of possible career paths at the Institute

Involvement of a career counselor	(+/-) 28. Career development (-) 30. Access to career advice	2Q of 2022	Employee Affairs and Payroll Department; Department of Coordination of Science and Clinical Research	Indicators: Career counselor Targets: enabling researchers to consult a qualified person on their career choice
Adjustments of internal regulations concerning mobility	(+/-) 29. Value of mobility	2Q of 2022	Employee Affairs and Payroll Department; Department of Coordination of Science and Clinical Research	Indicators: Internal regulation Targets: preparation of internal regulations specifying the rules on mobility and the admission of researchers on internships, secondments and trainings
Organisation of training courses on the protection of intellectual property rights	(+/-) 31. Intellectual Property Rights	Continuous as from Q2 2022	Commercialisation team; Department of Coordination of Science and Clinical Research	Indicators: Trainings (twice a year) Targets: raise awareness of intellectual property rights and their protection
Preparation of a guidebook on reporting violations of anti-mobbing, anti-corruption and sexual harassment policies	(+/-) 34. Complains/ appeals	Q2 2022	Department of Coordination of Science and Clinical Research	Indicators: Applications for training funding Targets: raising funds to finance training of researchers
Making efforts to obtain funding for staff training	(+/-) 39. Access to research training and continuous development	Continuous as from Q3 2021	Department of Coordination of Science and Clinical Research	Indicators: Applications for training funding Targets: raising funds to finance training of researchers
Publication of information about the doctoral student evaluation system on the internal website	+/- 40 Supervision	Q1 2022	Department of Coordination of Science and Clinical Research	Indicator: The number of published regulations -1

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan

The Institute will use the principles of Open, Transparent and Merit based recruitment at every stage of the recruitment process of researchers. Relevant related procedures are already part of the existing procedures or will be implemented at a later stage during implementation phase.

As defined in OTM-R Checklist activities related to the implementation of OTM-R Principles:

- publication of amended rules of OTM-R policy on the MSCN-RIO website
- information activities and trainings for recruiting employees and other people involved in the recruitment process.
- appointing a person responsible for the process of employing foreign employees in the Human Resources Department
- Preparation of the candidate quality assessment system
- trainings for members of recruitment committees in order to increase their soft skills in this area

The appointed Monitoring committee will supervise the implementation of the planned activities

4. IMPLEMENTATION

General overview of the expected implementation process:

In order to monitor the implementation of the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers the Director of MSCNRIO Gliwice Branch established the Steering Committee which has the overall responsibility for the entire process, overlooking its progress, assuring fulfilment of complied actions.

The Working Group, which was appointed in January 2020, was composed of the representatives of researchers from each of the 4 stages of a scientific career (First Stage Researcher, Recognised Researcher, Established Researcher, Leading Researcher) to facilitate the design of the Action Plan.

The implementation of the Charter and the Code started from an analysis of the current HR policy, practices applied at the MSCNRIO Gliwice Branch and review of the internal regulations and legal acts existing at the Institute, as well as national regulations concerning research institutes existing in Polish law with reference to the recommendations included in the Charter and Code. The members of the Working Group were responsible for carrying out the analyses and setting the existing procedures and practices against the principles stipulated in Charter Code.

Additionally, the Working Group also designed a parametric survey with a view to involving the Institute's research community in the evaluation of the compliance of MSCNRIO activities with Charter and Code, as well as in order to elicit the opinion of the Institute's research community concerning the implementation of the principles stipulated in the said documents.

The detailed analysis of the current staff policy and practices applied at MSCNRIO Gliwice Branch demonstrated the necessity to amend provisions in certain operational areas. In consequence of the conducted gap analysis, additional actions were planned, intended to reduce the differences between the operating rules of the Institute and the rules specified in the Charter and the Code. Consultation in all stakeholder groups, including representatives of all researcher groups R1-R4, has been made accordingly during the entire HRS4R Initial Phase. For each stated action there is a responsible unit who is obliged to take precautions in order to fulfill the specific action, following

the stated timeline. This unit will coordinate necessary steps for the pursuit of the actions stated according to the Action Plan, and make sure that stakeholder groups are consulted accordingly.

All planned action are strictly connected with the strategic goals specified in HRS4R Strategy of MSCN RIO Gliwice Branch, made by the Working Team. Goals and objective of Strategy are consistent with the mission of the Institute as set out in the document of the Statute

To assure the operative and executive implementation an Implementation Committee has been formed. The Implementation Committee includes heads of departments responsible for the implementation of individual actions and representatives of the research community of the Institute.

The Steering Committee will supervise the progress of work related to the implementation of the necessary actions aimed at the full implementation of C&C principles at the MSCNRIO Gliwice Branch.

As recommended by the Commissions HRS4R-team, activities will be carried out over the next 24 months before the first interim assessment.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Checklist	*Detailed description and duly justification
How will the implementation committee and/or steering group regularly oversee progress?	The Implementation Committee meetings will be held at least once a quarter in order to report the progress of the works, monitor the completion of consecutive stages and analyze further activities. The Implementation Committee will be supported by the Steering Committee at each of the phases. The Implementation Committee meetings will be held at least once a quarter in order to report the progress of the works, monitor the completion of consecutive stages and analyze further activities. The Implementation Committee will be supported by the Steering Committee at each of the phases.
How do you intend to involve the research community, your main stakeholders, in the implementation process?	<p>Representatives of First Stage Researchers, Recognised Researchers, Established Researchers, Leading Researchers are integrated in the Implementation Committee.</p> <p>A special e-mail address will be created for the purpose of effective communication related to HRS4R.</p> <p>Additionally, a survey is planned to be transacted within the next 24 months, before the first interim assessment, with the intent to find out</p>

	and study how internal policies are functioning and experienced in the Institute, if there are discrepancies between intended goals and how they are experienced by staff.
How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.	<p>The HR strategy is closely correlated to the strategy of MSCRNIO for 2021-2023.</p> <p>Researchers of all levels as well as administrative staff will be actively involved in the development, implementation and optimization of the HR system.</p> <p>The general personnel policy will be adjusted to the principles of OTM-R and C&C by developing legal procedures and regulations. HR principles based on OTM-R policy will be available to all employees on the web site.</p>
How will you ensure that the proposed actions are implemented?	Planned activities will be implemented in accordance with the assumed schedule. In the event of delays in their implementation, the Implementation Committee will take decisions on taking appropriate remedial actions. People with the required competences in a given field will be selected to perform the tasks.
How will you monitor progress (timeline)?	<p>The Implementation Committee meetings will be held at least once a quarter in order to report the progress of the works, monitor the completion of consecutive stages and analyze further activities.</p> <p>The annual report containing information about the progress of implementation of Action Plan will be prepared after every 12 months of implementation.</p>
How will you measure progress (indicators) in view of the next assessment?	<p>The indicators are set as measurable values, as much as possible, with achievable goals and timings set by quarters. If necessary, they will be elaborated more precisely to allow monitoring by the Steering Committee.</p> <p>The total timeline setting last date when the action will be fulfilled, is stated after discussion with each responsible unit and with awareness of taking a certain extra time into consideration, in case of unexpected events.</p>

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

