

Institute of Geological Sciences PAS

ACTION PLAN FOR YEARS 2019-2021



HR EXCELLENCE IN RESEARCH



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Action	C&C principle	Timing	Responsible unit	Indicator/Target
Organizing periodical legal advisory training (on numerous issues) for ING PAN personnel	6. Accountability, 4. Professional attitude	On-going	Administrative Unit; Deputy Director for Management;	Courses/workshops that employees participate in.
Organizing periodical internal workshops for junior researchers to present and discuss their studies and obtain feedback from senior staff.	39. Access to research training and continuous development	On-going	Deputy Director for Research	Organized seminars and workshops.
Providing extensive training on research funding sources and applications procedures to researchers	4. professional attitude	On-going	Board of Directors	Target: scientists – raising awareness of the financing opportunities; administration and accountant unit – knowledge on how to help with managing administrative part of the project
Improve communication between administration, directors, and research and technical staff by presenting quarterly plans and accomplishments, introducing progressive approach in problem solving as best practices	4. professional attitude	On-going	Board of Directors	quarterly plans and accomplishments are sent by e-mail to all employees
Rising salaries	26. Funding and salaries 22. recognition of the profession	4 th quarter of 2018	Director	Target: young researchers

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Introduction of the regulation on teleworking	24. Working conditions	02/04/2019 Completed	HR Expert, Board of Directors	Regulation on teleworking is published on the intranet
Rising awareness on ethical aspects (on-going)	2. Ethical principles	May 2019	Deputy for Research, Scientific Information Office	Target: researchers on all stages of career
Revision of the regulation on competitions for research positions so that it is in line with new national law and with OTM-R policy.	12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 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) 21. Postdoctoral appointments (Code)	December 2019	Research Council, Board of Directors	Publication of revised regulation on the Institute's website
Development of a uniform form of job advertisement so that all necessary information needed for publication on various portals is provided.	12. Recruitment 13. Recruitment (Code)	December 2019	HR Expert, Scientific Information Office	Introduction of the form and publication on the Institute's website.

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Organizing regular workshops improving qualifications and skills	38. Continuing Professional Development	4 th quarter of 2019	Deputy for Research, Heads of Research Centres, Scientific Information Office,	Target: research and technical staff
Introduction of mechanism for coping with conflict in case that employees cannot resolve it themselves.	34. Complains/ appeals	February 2020	Director, Deputy for Research, Heads of Research Centres, Council of Doctoral Students	Procedure on coping with conflicts published on the institute's website
Developing good practices in IGS of the recognition of co-authorship of technical employees taking active and creative part in the research	32. Co-authorship	1 st quarter of 2020	Deputy for Research, Heads of Research Centres, Heads of Research Groups	Increased number of technical staff recognized as co-authors of publications
Introduction of a system of monitoring student-mentor relationship. This way potential problems can be solved amicably and will not adversely affect further cooperation	36 – relations with supervisors; 40 - supervision	April 2020	Deputy for Research, Head of the doctoral Studies	Target: young researchers and doctoral students
Develop a plan of cyclical popularization events the Institute participates	9 – public engagement	2 nd quarter of 2020	Scientific Information Office, Heads of Research Centres	Target: engaging wider group of researchers in popularizing science
Increasing the possibility of access to career counseling	30. Access to career advice	2 nd quarter of 2020	Heads of Research Centres, Scientific Information Office,	Target: young researchers
Thermomodernization of the building in Warsaw in cooperation with other institutes residing there	24. Working conditions	4 th quarter of 2020 In progress	Deputy for Management. Public procurements unit	completed renovation works in the building
Dissemination of information on mobility offers (on-going)	18. recognition of mobility	On-going	Scientific Information office	Target: researchers on all stages of career

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Providing English version of all necessary regulations and forms	10 – non discrimination	4 th quarter of 2019	Scientific Information Office, Deputy for Management	Translated documents published on the intranet
Gradual change of workstation equipment and furniture and renovation in Research Centre in Kraków; Creating new workstations in the Research Centre in Kraków through reorganization of library and laboratory accomodation	24. working conditions	4 th quarter of 2021; On-going	Administration Unit, Head of Research Centre in Kraków,	New equipment and furniture Target: improving work conditions, better space management
Providing young scientists with advice on the preparation of grant applications	4. Professional attitude 37. supervision and managerial duties	On-going	Deputy for Research, Scientific Information Office	Target: young researchers and doctoral students