



The Human Resources Strategy
of The Institute of Soil Science and
Plant Cultivation –
State Research Institute
for researchers' career development



Internal Gap Analysis and Action Plan
for the period 2016-2021

Pulawy, 1st February 2016

Revised: 30th March 2018

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List of abbreviations

| ABBREVIATION | FULL NAME |
|--------------|--|
| HR award | EU award HR EXCELLENCE IN RESEARCH |
| HR Strategy | The Human Resources Strategy for Researchers (HRS4R) |
| Charter | European Charter for Researchers |
| Code | The Code of Conduct for the Recruitment of Researchers |
| DRS | Department of Research Support |
| SO | Scientific Office |
| NSC | The National Science Centre (pl: NCN) |
| NCRD | The National Centre for Research and Development (pl: NCBiR) |

1. THE INSTITUTE

1.1. Introduction

The Institute of Soil Science and Plant Cultivation (IUNG) was founded in 1950. It operates under the supervision of the Ministry of Agriculture and Rural Development and the Ministry of Science and Higher Education. A tradition of agricultural research in Pulawy, however, goes back to the year of 1862, when the Polytechnic Institute of Agriculture and Forestry was established here. IUNG is also the heir of the State Research Institute of Rural Husbandry (PIRGW) that was seated in Pulawy in the years of 1917-1950.

The Institute of Soil Science and Plant Cultivation is the largest and the oldest research-development centre in Poland, conducting agricultural studies. The broad range of activities comprises crop production, soil science and fertilization, as well as recognition and protection of agricultural areas against various forms of degradation.

The Institute employs: researchers (professors and associate professors, adjuncts, and assistants), research specialists, engineering and technical specialists, administration staff, technicians, and auxiliary personnel (Figure 1).

IUNG-PIB offers stationary and extramural PhD courses, which are currently pursued by 11 doctoral students (6 in a stationary and 5 in an extramural mode). Additionally, 16 persons have opened doctoral proceedings (the employees of IUNG-PIB and other units who are not doctoral students).

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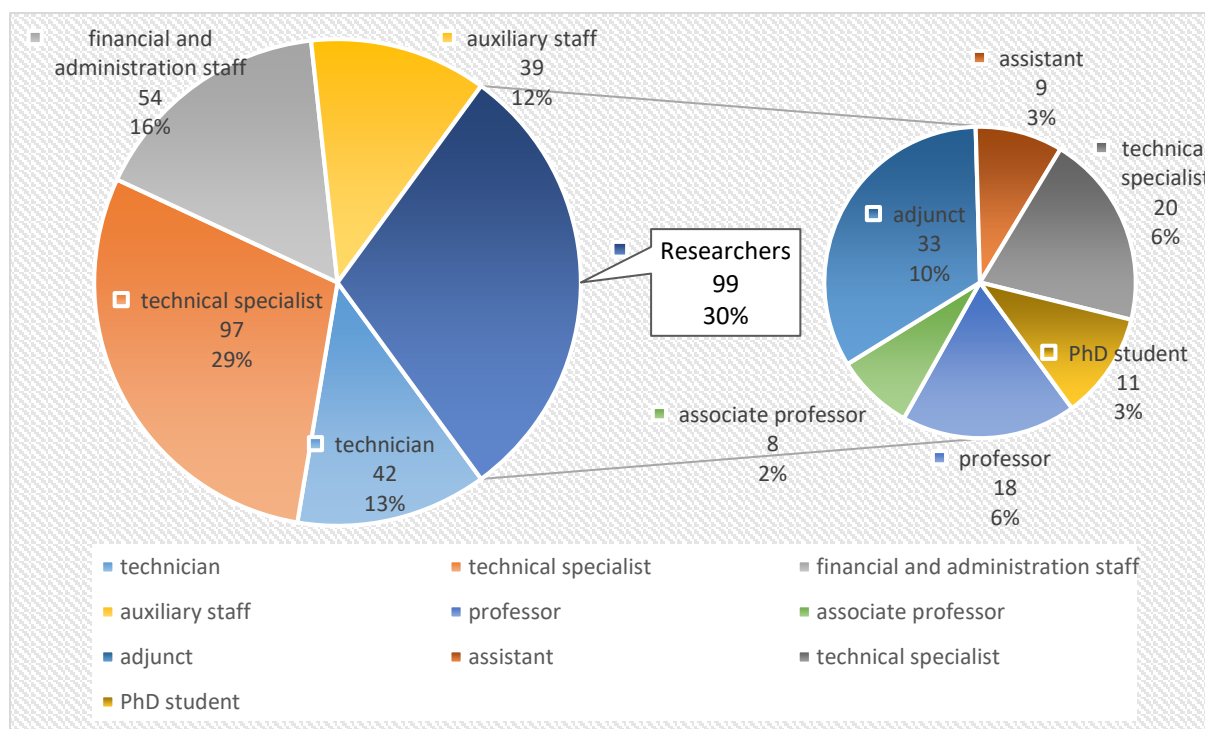


Figure 1. The structure of employment at IUNG-PIB according to position

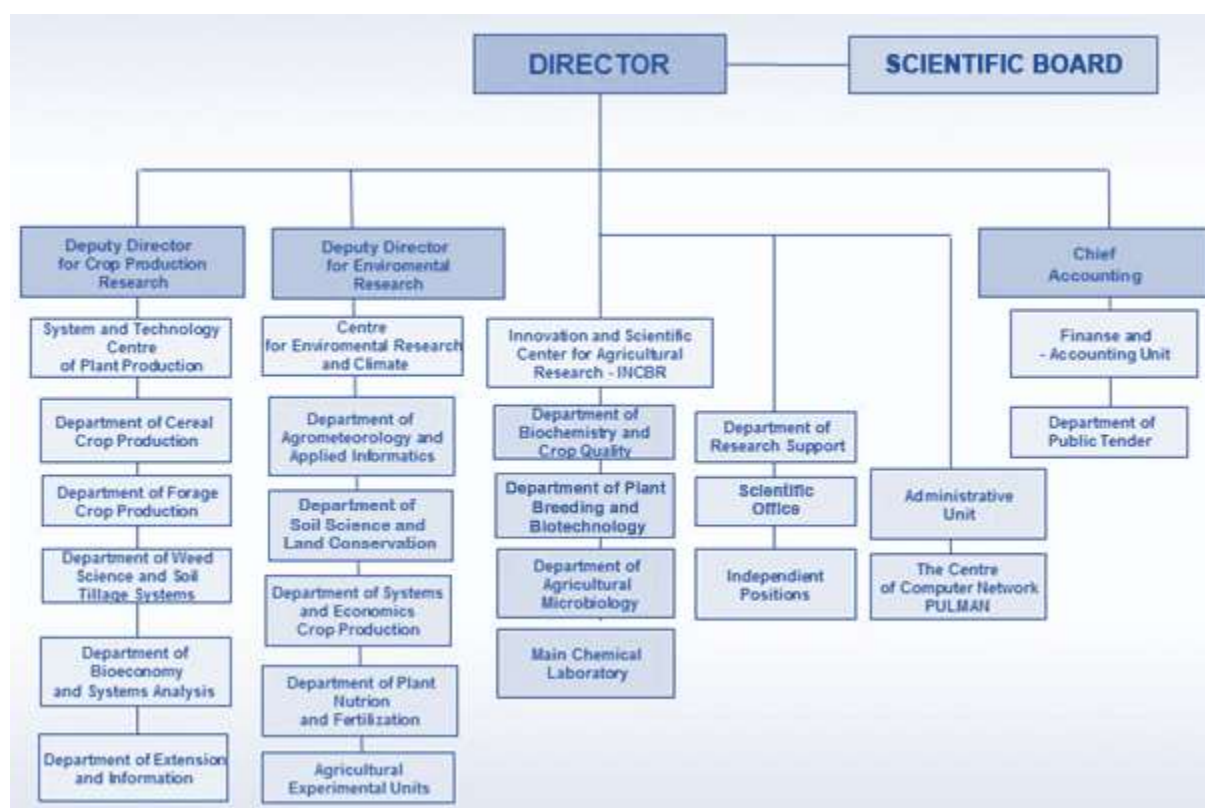


Figure 2. Institute organization chart

1.2. The context and approach

Since its foundation, the Institute has put an emphasis on international cooperation, which greatly facilitates the exchange of knowledge and experience and the development of science. In the recent years, changes in the structure of employment and international exchange of employees can be largely attributed to EU projects: *„Protection of Land and Water Quality and Sustainable Development of Rural Areas”* (Proland) and *Strengthen IUNG’s proficiency on „Managing the Production of Food and Feedstuff, their Safety and Quality under Global Climate Change”* (Proficiency) coordinated by IUNG-PIB. Since June 2015, the Institute has been coordinating the project of "New Strategies on Bio-Economy in Poland" (BioEcon), under which IUNG-PIB will hire new employees, mainly from EU countries and associates. The "HR Excellence for Research" award will constitute a huge incentive for new scientists seeking stable employment. Developing HR Strategy will allow for taking measures to improve the conditions of employment of scientists, in accordance with the provisions of the Charter and the Code.

2. METHODOLOGY

The first step related to the preparation of the HR Strategy for IUNG HR-PIB was to send a letter of intent to the European Commission on 27 July 2015, in which the Directorate of IUNG-PIB expressed support for the provisions of the Charter and Code.

The next step was the decision of the Directorate of IUNG-PIB to apply for the HR award and to assemble a three-person working group, which included a lawyer of IUNG-PIB, head of the Scientific Secretary, and a researcher trained in the HR. In December 2015, a survey was conducted among the employees running research activity. The working group for HR Strategy used an internal analysis and the results of the survey to take decisions aimed at removing any inconsistencies that existed at IUNG-PIB in respect to the provisions of the Charter and Code. After developing the HR strategy with a plan of corrective actions, the documents were sent to the EC in accordance with the procedure for business unit applying for the HR award.

2.1. Internal Gap Analysis

After sending a letter of intent, in which the authorities of IUNG-PIB expressed their support for the provisions of the Charter and the Code, activities aimed at obtaining the HR award were undertaken. Since October 2015, an informal group formed by the Director of IUNG-PIB conducted an internal analysis of the current state of the legal status of IUNG-PIB and in Poland and their consistency with the Charter and the code. The internal analysis was performed in accordance with the *"Template for internal analysis"* placed on the EURAXESS website.

The document of the internal analysis has been made available to the Directorate of IUNG-PIB.

2.2. The survey for researchers

The next step in preparing the HR Strategy was to make a survey among researchers, research specialists, doctoral students, and other staff members running scientific research. The survey included 56 respondents, but 55 questionnaire forms were valid as 1 form was rejected for not fulfilling the criteria of the survey. The survey was conducted in a partially open manner due to the need to verify the questionnaire forms. The data in the survey included an e-mail address, but it was available only for the person collecting the data, and not to persons analyzing the survey. Data collection by a server located outside the Institute (the Google Forms) allowed for the verification of whether more than one questionnaire was not sent by a respondent and whether it was filled by an authorized employee. It also made it possible to return to completing the survey in case of problems with editing.

The questionnaire forms were drafted in Polish, due to the fact that all the persons authorized to participate in the survey knew the Polish language in a sufficient degree to understand the questions. 40 survey questions were based on the provisions of the Charter and the Code. Each point of the survey required assessing the state of the implementation of a particular issue on a scale from 1 to 5, where 1 – very bad, 5 – very good.

In addition, each questionnaire point included a text box in which the respondents (voluntarily) could enter their suggestions and proposed actions for improving the state of the given issue at IUNG-PIB.

The survey results were evaluated according to the following criteria for the evaluation of issues in the Charter and the Code:

| | | |
|--------------------------------|--|---|
| poor | There are discrepancies between the state of the given issues in IUNG-PIB and the provisions of the Charter and the Code, remedial actions recommended | > 35% of 3,2,1 points |
| average/ acceptable | An acceptable situation, actions recommended depending on the possibility | 20-35% of 3,2,1 points |
| good | Implementation of the provisions of the Charter and Code evaluated as good | > 80% questionnaires with 5 or 4 points |

Text fields, the fulfillment of which was optional provided an additional valuable information in the survey. A significant part of the comments of the employees who filled those text fields were the basis to take up additional measures.

3. SURVEY RESULTUS

3.1. General information about the test group

Among the 55 persons who took part in the survey, 47% were women (Figure 3). 1/3 of the surveyed employees were persons aged 31-40 years, while the smallest groups, 12.7% each, were the oldest (>60 years) and the youngest (≤ 30 years) employees (Figure 4).

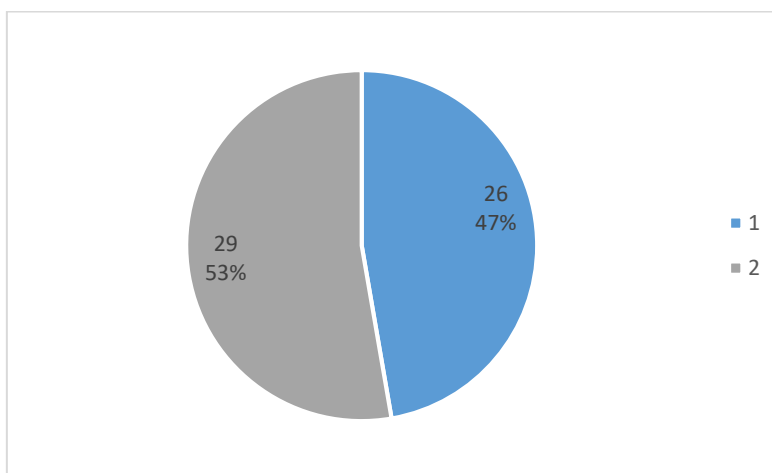


Figure 3. Gender of respondents (1-woman, 2- man)

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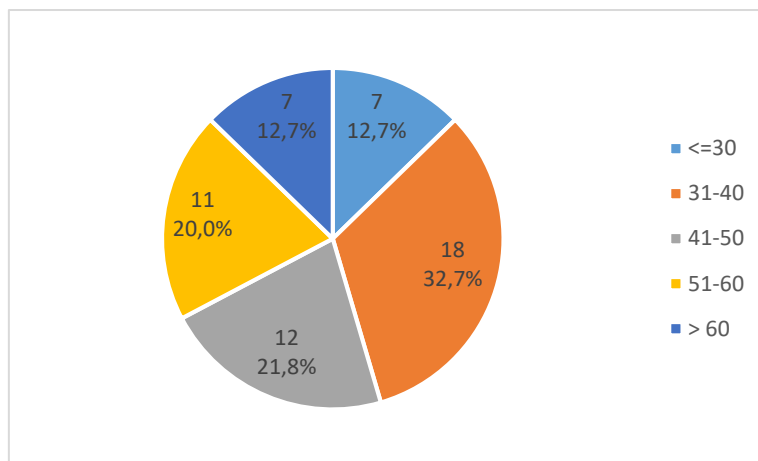


Figure 4. Age of respondents

Doctoral students and research specialists showed the highest activity among the studied groups – 70% of the employees within each group took part in the survey (Figure 5).

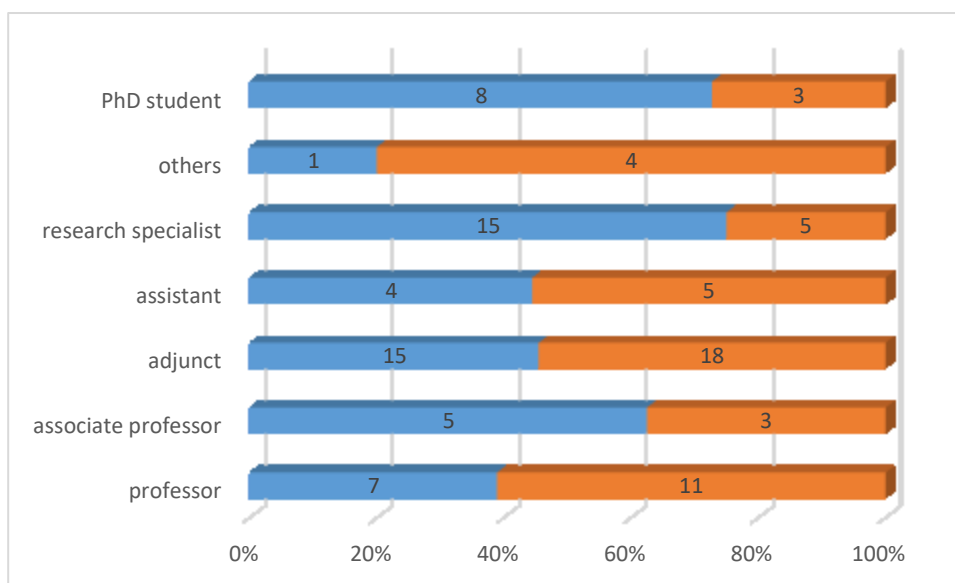


Figure 5. Respondents' professional profile

According to the criteria assumed, 2 issues were evaluated positively, 18 - averagely, while 19 – negatively (Figure 6, Table 1).

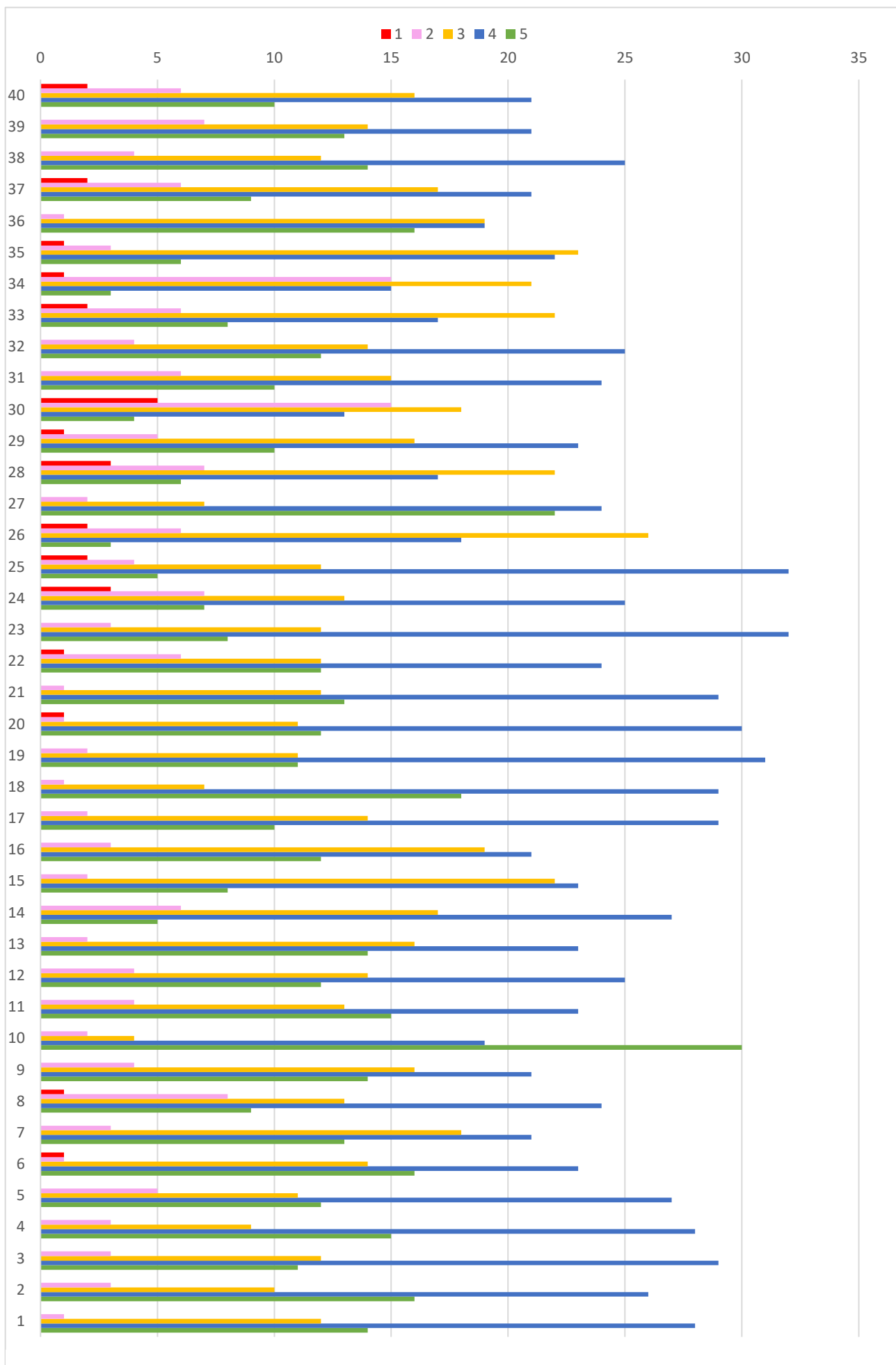


Figure 6. Total ratings for questions concerning the principles of the Charter and Code 1-40: 1- v. bad, 2-poor, 3-acceptable, 4-good, 5- v. good,

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Table 1. The results of the evaluation issues of the Charter and Code, based on a survey

| Evaluation | Charter & Code Principle |
|------------|---|
| 😊 | 1. RESEARCH FREEDOM |
| 😊 | 2. ETHICAL PRINCIPLES |
| 😊 | 3. PROFESSIONAL RESPONSIBILITY |
| 😊 | 4. PROFESSIONAL ATTITUDE |
| 😊 | 5. CONTRACTUAL AND LEGAL OBLIGATIONS |
| 😊 | 6. ACCOUNTABILITY |
| 😞 | 7. GOOD PRACTICE IN RESEARCH |
| 😞 | 8. DISSEMINATION, EXPLOITATION OF RESULTS |
| 😞 | 9. PUBLIC ENGAGEMENT |
| 😊 | 10. NON DISCRIMINATION |
| 😊 | 11. EVALUATION/ APPRAISAL SYSTEMS |
| 😊 | 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) |
| 😊 | 22. RECOGNITION OF THE PROFESSION |
| 😊 | 23. RESEARCH ENVIRONMENT |
| 😞 | 24. WORKING CONDITIONS |
| 😊 | 25. STABILITY AND PERMANENCE OF EMPLOYMENT |
| 😞 | 26. FUNDING AND SALARIES |
| 😊 | 27. GENDER BALANCE |
| 😞 | 28. CAREER DEVELOPMENT |
| 😞 | 29. VALUE OF MOBILITY |
| 😞 | 30. ACCESS TO CAREER ADVICE |
| 😞 | 31. INTELLECTUAL PROPERTY RIGHTS |

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|---|--|
| ☹ | 32. CO-AUTHORSHIP |
| ☹ | 33. TEACHING |
| ☹ | 34. COMPLAINS/ APPEALS |
| ☹ | 35. PARTICIPATION IN DECISION-MAKING BODIES |
| ☹ | 36. RELATION WITH SUPERVISORS |
| ☹ | 37. SUPERVISION AND MANAGERIAL DUTIES |
| ☺ | 38. CONTINUING PROFESSIONAL DEVELOPMENT |
| ☹ | 39. ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT |
| ☹ | 40. SUPERVISION |

Explanation: The principle at ☺ - good, ☺ - acceptable / average, ☹ - poor.

4. THE CURRENT STATE AND CONCLUSIONS OF INTERNAL ANALYSIS AND SURVEYS

4.1. First period

The conclusions from both the internal analysis and survey results will be presented as compared to the provisions of the Charter and the Code. Most of the provisions of the Charter and the Code include remedial actions or additional information explaining the limitations of IUNG-PIB in implementing them.

| | |
|--|--|
| 1. RESEARCH FREEDOM Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| EU and domestic regulations GMO, i.e. the Common Catalogue of Varieties of Agricultural Plant Species (CCA) | Lack of relevant internal regulations. Domestic and international regulations apply. |
| Survey assessment : average | Remarks: none |
| Actions required: (T1) Development of <i>"Ethical and organizational rules of conducting research at IUNG-PIB"</i> | |
| When: 9th month | Who: Scientific Board |
| 2. ETHICAL PRINCIPLES Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics. | |

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| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
|---|--|
| The European Code of Conduct for Research Integrity 2011 (<i>The European Science Foundation and All European Academies</i>) | The Code of Ethics for researchers (2012, PAN), made available to doctoral students. |
| Actions required: (T1) Development of " <i>Ethical and organizational rules of conducting research at IUNG-PIB</i> " | |
| Survey assessment : average | Remarks: Additionally, compliance with the ethical rules will be supervised by a disciplinary prosecutor, appointed by the Scientific Board (34). |
| When: 9th month | Who: Scientific Board |
| 3. PROFESSIONAL RESPONSIBILITY Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Act of 4th February 1994 on copyright and related rights (i.e. Journal of Laws of 2006, No.90, item 631, with further amendments) | Regulations for managing copyright and related rights, industrial property rights, and commercialization of the results of research and development works. |
| Actions required: (T2) Verification of PhD theses, monographies in anti-plagiarism system. | |
| Survey assessment : average | Remarks: none |
| When: 15th month | Who: Head of SO |
| 4. PROFESSIONAL ATTITUDE Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Act of 15 January 2015 on changes to the act on rules of science financing and some other acts, Journal of Laws 2015 item 249 | <ul style="list-style-type: none"> Regulations for the division of financial means granted to young researchers for conducting research. Competition procedure for the implementation of research within statutory activity; rules of settlement of research subjects and reception of statutory subjects. |
| Actions required: (T3) Regular newsletter (every 2 weeks) on current possibilities of application by the scientific staff of IUNG-PIB | |

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| Survey assessment : average | Remarks: none |
| When: 3rd month | Who: Head of DRS |
| 5. CONTRACTUAL AND LEGAL OBLIGATIONS Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2006, No.90, item 631, with further amendments. | The obligation to check and accept the contracts concluded by the Institute by the lawyer of IUNG-PIB |
| Actions required: (T4) Training for staff on intellectual property rights, their types, and the possibility of their transfer and commercialization (conducted by a lawyer). | |
| Survey assessment : average | Remarks: none |
| When: 12th month | Who: The Directorate of IUNG-PIB |
| 6. ACCOUNTABILITY Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> • The Act on Liability for Breaching the Public Finance Discipline; • The Labour Code; • Provisions of funders, i.e. NSC, EU on project auditing and a potential ban on application in case of committing a breach of financial discipline. | Regulations for awarding public contracts in IUNG-PIB. |
| Actions required: (T5) Establishment of an electronic document repository. | |
| Survey assessment : average | Remarks: none |
| When: 15th month | Who: Chief Accountant |
| 7. GOOD PRACTICE IN RESEARCH Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |

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| <ul style="list-style-type: none"> Labour Law (Labour Code), Regulation on occupational safety and health. The Act of 29 August 1997 on the protection of personal data (Journal of Laws of 1997, No. 133, item 883). The Act of 5 August 2010 on the protection of classified information (Journal of Laws of 2010 No. 182, item 1228). | ACCREDITATION CERTIFICATE OF TESTING LABORATORY no. AB 339 meets requirements of the PN-EN ISO/IEC 17025:2005 standard, Accredited activity is defined in the Scope of Accreditation No AB 339. The certificate of accreditation is valid until 07.08.2017 from POLISH CENTRE FOR ACCREDITATION. |
| Actions required: (T6) Development of an internal database of projects (title, managers, source of funding, general description). (T7) Regulations for making backup copies, confidentiality and storage of data at IUNG-PIB. | |
| Survey assessment : poor | Remarks: none |
| When: 15th month | Who: Head of DRS (T6), Head of PULMAN (T7) |
| 8. DISSEMINATION, EXPLOITATION OF RESULTS All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on science funding (Journal of Laws of 2010, No.96, item 615) | <ul style="list-style-type: none"> Regulations for the management of copyright and related rights, industrial property rights and the commercialization of the results of research and development works. Regulations No. 002/20/2011 on the award of the Director of IUNG-PIB. Cooperation with schools. Participation of IUNG employees in the Science Festival in Lublin, Poland. |
| Actions required: (T8) Hiring an innovation broker within the project. | |
| Survey assessment : poor | Remarks: none |
| When: 39th month | Who: the Directorate of IUNG-PIB |
| 9. PUBLIC ENGAGEMENT Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act on Research Institutes – art. 2 point 2 | <ul style="list-style-type: none"> Scientific workshops (within the framework of the multiannual programme), conferences, and trainings run by the Institute within the framework of statutory activity and the projects and contracts with the Ministry of Agriculture and Rural Development. Participation in "Science Festivals" and fairs. Organization of Open Days. Cooperation with agricultural schools. |

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| | <ul style="list-style-type: none"> • Cooperation with Agricultural Advisory Centers - an important part of the knowledge transfer to agriculture. • Provision of IT agricultural advisory systems, applications for agricultural practice, i.e. NawSald, MacroBil, Plano RSN; on-line advisory programs – calculators and others. • ‘Science-farming practice’ site on the website of the Institute with subsequently updated information and recommendations intended for agricultural practice: http://duw.iung.pulawy.pl/. |
| Actions required: (T9) Development of public relations strategy for IUNG-PIB. | |
| Survey assessment : poor | Remarks: Methods of implementation will depend on funds acquired for the promotion of IUNG-PIB. |
| When: 18th month | Who: The Directorate of IUNG-PIB |
| 10. NON DISCRIMINATION Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Labour Code (art. 18 ^{3a} -18 ^{3e}), The obligation to counteract mobbing, art. 94 | None |
| Actions required: (T10) The introduction of anti-discrimination procedures. | |
| Survey assessment : good | Remarks: none |
| When: 18th month | Who: the lawyer of IUNG-PIB |
| 11. EVALUATION/ APPRAISAL SYSTEMS Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> • Regulations for the evaluation of researchers and research specialists employed at IUNG-PIB; • Annual evaluation of the employees. |
| Actions required: (T11) Changes in the evaluation of researchers and research specialists according to the legislative changes, in cooperation with the employees. | |
| Survey assessment : average | Remarks: none |
| When: 18th month | Who: Head of SO |
| 12. RECRUITMENT Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the | |

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| principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> • The Statute of the Institute; • Competition procedure; • Director's regulations as regards the competition. |
| Actions required: (T12) Development of procedures for proper conduct in the Institute, including good habits and practices in mutual contact, indication of the behaviors that are considered by the employer as objectionable and specification of how to respond to the cases of psychological harassment or discrimination. | |
| Survey assessment : average | Remarks: none |
| When: 9th month | Who: the lawyer of IUNG-PIB |
| 13. RECRUITMENT (CODE) Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3. | <ul style="list-style-type: none"> • The Statute of the Institute; • Competition procedure; • Director's regulations as regards the competition. |
| Actions required: (T13) Placing professional development perspectives in the competition announcements | |
| Survey assessment : average | Remarks: none |
| When: 3th month | Who: the lawyer of IUNG-PIB |
| 14. SELECTION (CODE) Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3. | <ul style="list-style-type: none"> • The Statute of the Institute; • Competition procedure; • Director's regulations as regards the competition. |
| Actions required: (T14) Adjusting the Regulations of the Competition Committee to the requirements of the Charter and the Code. | |
| Survey assessment : poor | Remarks: none |
| When: 18th month | Who: the lawyer of IUNG-PIB |

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| 15. TRANSPARENCY (CODE) Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> Announcement of competitions on the website; The Statute of the Institute; Competition procedure, regulation. |
| Actions required: (T15) Updating of the Regulations of the Competition Committee. <i>“The guidance for personal and professional development for researchers”</i> in the Intranet network and as an attachment to the job announcement. Strong and weak points of the candidates taking part in competitions. | |
| Survey assessment: bad | Remarks: none |
| When: 6th month | Who: the lawyer of IUNG-PIB |
| 16. JUDGING MERIT (CODE) The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> The Statute of the Institute, Competition procedure, Director’s regulations as regards the competition. |
| Actions required: (T16) Sharing <i>“The guidance for personal and professional development for researchers”</i> in the Intranet network and as an attachment to the job announcement. | |
| Survey assessment: poor | Remarks: none |
| When: 6th month | Who: the lawyer of IUNG-PIB |
| 17. VARIATIONS IN THE CHRONOLOGICAL ORDER OF CVs (CODE) Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> The Statute of the Institute, Competition procedure, Director’s regulations as regards the competition. |
| Actions required: | |

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| None | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 18. RECOGNITION OF MOBILITY EXPERIENCE (CODE) Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> • The Statute of the Institute, • Competition procedure, • Director's regulations as regards the competition. |
| Actions required: None | |
| Survey assessment: good | Remarks: none |
| When: does not apply | Who: does not apply |
| 19. RECOGNITION OF QUALIFICATIONS (CODE) Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> • Convention on the Recognition of Studies, Diplomas and Degrees concerning Higher Education in the States belonging to the Europe Region, drafted in Paris on 21 December 1979 (Journal of Laws 1983, No. 7, item 38); • European Convention on the Academic Recognition of University. Qualifications of 14 December 1959 (Journal of Laws 1995, No. 40, item 204); • Act on the Education System of 7 September 1991 (Journal of Laws No. 95, item 425), the uniform text of 16 May 1996 (Journal of Laws no. 67, item 329); • Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) the uniform text of 2 December 2014 (Journal of Laws 2014 item 1852) | None. Statutory regulations apply. |
| Actions required: None | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 20. SENIORITY (CODE) | |

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| The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> • The Statute of the Institute; • Regulation on the principles of employing researchers and research specialists at IUNG-PIB; • Director's regulations as regards the competition. |
| Actions required: None | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 21. POSTDOCTORAL APPOINTMENTS (CODE) Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3 | <ul style="list-style-type: none"> • The Statute of the Institute; • Regulation on the principles of employing researchers and research specialists at IUNG-PIB; • Director's regulations as regards the competition. |
| Actions required: None | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 22. RECOGNITION OF THE PROFESSION All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants). | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> • The Labour Code; • The Act of 30 April 2010 on research institutes (Journal of Laws of 2015 item 1095) – art. 44 paragraph 3. | <ul style="list-style-type: none"> • The Statute of the Institute; • Regulation on the principles of employing researchers and research specialists at IUNG-PIB; • Director's regulations as regards the competition. |
| Actions required: | |

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| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 23. RESEARCH ENVIRONMENT Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Labour Law and Polish Health and Safety regulations | Collective Labour Agreement |
| Actions required: None | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 24. WORKING CONDITIONS Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i> , to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Labour Law and Polish Health and Safety regulations | Collective Labour Agreement |
| Actions required: None | |
| Survey assessment: poor | Remarks: Lack of adequate legislation to introduce flexible working time, which is expected by the employees. Requirements related to the settlement of projects. |
| When: does not apply | Who: does not apply |
| 25. STABILITY AND PERMANENCE OF EMPLOYMENT Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i> . | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> Labour Law; The Act on Research Institutes of 30 April 2010 (Journal of Laws 2015 item 1095) - art. 44-46. | <ul style="list-style-type: none"> Collective Labour Agreement; The Benefits and Loan Fund. |
| Actions required: (T17) Updating the existing principles of employment for an indefinite period, together with the | |

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| Scientific Board and trade union organization. | |
| Survey assessment: average | Remarks: none |
| When: 12th month | Who: Director |
| 26. FUNDING AND SALARIES Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> Labour Law The Act on Research Institutes of 30 April 2010 (Journal of Laws 2015 item 1095) | <ul style="list-style-type: none"> Collective Labour Agreement Guidelines of NSC or scientific projects |
| Actions required: (T18) Introduction of the system of researcher remuneration dependent on their work performance, as indicated in the annual employee evaluation surveys. | |
| Survey assessment: poor | Remarks: The proposed system should promote outstanding employees and impose sanctions against workers who do not meet expectations. The system of premiums resulting from activity in acquiring funds for research also needs to be improved. |
| When: 12 th month | Who: Director |
| 27. GENDER BALANCE Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved based on an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| None | Women constitute 48% of research and research specialist staff; 41 women/ 85 researchers and research specialists (as at 24 November 2015) |
| Actions required: (T19) Women included in each recruitment committee, maintaining a gender balance. ¹ . | |
| Survey assessment: good | Remarks: none |
| When: 6th month | Who: Director during the recruitment for vacancies |
| 28. CAREER DEVELOPMENT Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term | |

¹ According to the opinion of the European Economic and Social Committee on Women in Science (of 15 October 2014), each recruitment committee should include women. The committees should also keep gender balance. This may encourage women to apply for the jobs and contribute to their more frequent recruitment.

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| contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| None | None |
| Actions required: (T20) Appointment of mentor group at IUNG-PIB. | |
| Survey assessment: poor | Remarks: none |
| When: 30th month | Who: Scientific Board |
| 29. VALUE OF MOBILITY Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Labour Law | <ul style="list-style-type: none"> The possibility for researchers, research specialists, and doctoral students to apply for delegation in case of temporal leaves such as training leaves (up to 1-2 months), unpaid leaves in the case of longer trips, and short training trips; Funding within EU projects: (Proficiency), NCRD (SIMS), NSC. |
| Actions required: (T21) Procedures for internship, training, and post-doc leaves. | |
| Survey assessment: poor | Remarks: none |
| When: 9th month | Who: the lawyer of IUNG-PIB |
| 30. ACCESS TO CAREER ADVICE Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| None | None |
| Actions required: (T20) Appointment of mentor group at IUNG-PIB. | |
| Survey assessment: poor | Remarks: none |
| When: 30th month | Who: Scientific Board |
| 31. INTELLECTUAL PROPERTY RIGHTS Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for | |

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| under specific collaboration agreements or other types of agreement. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> • Act on principles of financing science; • Copyright and related rights; • Industrial property rights. | Regulations for the management of copyright and related rights, industrial property rights and the commercialization of the results of research and development works. |
| Actions required: (T4): Training for staff on intellectual property rights, their types, and the possibility of their transfer and commercialization (conducted by a lawyer). | |
| Survey assessment: poor | Remarks: none |
| When: 12th month | Who: the Directorate of IUNG-PIB |
| 32. CO-AUTHORSHIP Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s). | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| Copyright and related rights | <ul style="list-style-type: none"> • Regulations for the management of copyright and related rights, industrial property rights and the commercialization of the results of research and development works; • Determination of the percentage share individual co-authors of the work in the scoring (project manager or the lead author), taken into account when assessing researcher's and research specialist's performance. |
| Actions required: none | |
| Survey assessment: average | Remarks: none |
| When: does not apply | Who: does not apply |
| 33. TEACHING Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |

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| <ul style="list-style-type: none">• The Act of 30 April 2010 on Research Institutes (Journal of Laws of 2015 item 1095) - art. 44-46;• The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595 with further amendments). | <ul style="list-style-type: none">• Regulations for PhD studies at IUNG-PIB;• Regulations for doctoral proceedings. |
| Actions required: (T22) Seminars prepared by PhD students. | |
| Survey assessment: poor | Remarks: The employees of the Institute do not have the obligation to run teach didactics. |
| When: 6th month | Who: Head of PhD studies |
| 34. COMPLAINS/ APPEALS Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none">• The Labour Law;• The Act of 30 April 2010 on Research Institutes (Journal of Laws 2015 item 1095), art. 51-58. | <ul style="list-style-type: none">• Activity of the Trade Union;• Functioning of the Social Labour Inspector. |
| Actions required: (T23) Development of the regulations for complaints and appeals. The establishment of the institution of a disciplinary prosecutor by the Scientific Board of IUNG-PIB. | |
| Survey assessment: poor | Remarks: none |
| When: 9th month | Who: the lawyer of IUNG-PIB |
| 35. PARTICIPATION IN DECISION-MAKING BODIES Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none">• The Act of 30 April 2010 on Research Institutes (Journal of Laws 2015 item 1095);• The Labour Code. | <ul style="list-style-type: none">• The Statute- many decisions require an opinion or consent of the Scientific Council;• Activity of the Trade Union;• Functioning of the Social Labour Inspector;• The Programme Council (Heads of the Departments + representatives of junior researchers). |
| Actions required: (T24) Development of new regulations for the Scientific Board of IUNG-PIB with regard to the legislative changes. | |
| Survey assessment: poor | Remarks: none |
| When: 6th month | Who: Scientific Board |

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| 36. RELATION WITH SUPERVISORS Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> The Act of 30 April 2010 on Research Institutes (Journal of Laws 2015 item 1095); The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595). | <ul style="list-style-type: none"> Regulations for PhD studies; Regulations for professional advancement. |
| Actions required: (T25) The development/implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis. | |
| Survey assessment: poor | Remarks: none |
| When: 6th month | Who: Head of PhD studies |
| 37. SUPERVISION AND MANAGERIAL DUTIES Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| <ul style="list-style-type: none"> The Act of 30 April 2010 on Research Institutes (Journal of Laws 2015 item 1095); The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) with further amendments (Journal of Laws of 2014, item 1852, and of 2015, item 249); Regulation of the Ministry of Science and Higher Education of 30 October 2015 on the detailed mode and conditions of conducting activities in PhD proceedings, in habilitation proceedings, and the procedure for the conferment of the professor title (Journal of Laws z 2015, item 1842). | <ul style="list-style-type: none"> Regulations of PhD studies; Regulations for professional advancement. |
| Actions required: (T25) The development/implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis. | |
| Survey assessment: poor | Remarks: none |
| When: 6th month | Who: Head of PhD studies |
| 38. CONTINUING PROFESSIONAL DEVELOPMENT | |

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| Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Labour Code art.103. | Participation in conferences and trainings, if requested by an employee, depending on the financial means. |
| Actions required: (T21) Procedures for internship, training, post-doc leaves. | |
| Survey assessment: average | Remarks: none |
| When: 9th month | Who: the lawyer of IUNG-PIB |
| 39. ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT | |
| Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| None | The consent for a training considered individually on request of an employee, with an indication of the source of financing. |
| Actions required: (T21) Procedures for internship, training, post-doc leaves. | |
| Survey assessment: poor | Remarks: none |
| When: 9th month | Who: the lawyer of IUNG-PIB |
| 40. SUPERVISION | |
| Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms. | |
| Relevant legislation (permitting or impeding the implementation of this principle) | Existing Institutional rules and/or practices |
| The Act of 30 April 2010 on Research Institutes (Journal of Laws 2015 item 1095). | Regulations for PhD studies at IUNG-PIB, §10 point 2. „A scientific supervisor can be a researcher, having at least the scientific title of doctor habilitated within a given or related scientific discipline, academically active with a confirmed scientific record from the last 5 years“. |
| Actions required: (T20) Appointment of mentor group at IUNG-PIB. | |
| Survey assessment: poor | Remarks: none |
| When: 30th month | Who: Scientific Board |

4.2. After 2 years of the action plan implementation

The Institute carried out the most actions of planned for 24 months. Some of them were delayed, which was caused by the, longer than planned, internal consultation process. However a large majority of planned actions have been implemented.

Some tasks e.g. T20 -"*Appointment of mentor group at IUNG*" had been implemented earlier. Some actions are ongoing: T8 "*Hiring an innovation broker within the project*" –an innovation broker has been employed under BioEcon project on temporary contract. One action T2 "*Verification of PhD theses, monographies in anti-plagiarism system*" has been suspended in order to wait for the Ministry of Science and Higher Education plan concerning a unified system.

4.3. Open Transparent and Merit Recruitment (OTM-R) procedures

The OTM-R is one of the pillars of the European Charter of Researchers and more specifically, of the Code of Conduct for the Recruitment of Researchers, published by the European Commission (EC) in 2015. The objective of the OTM-R is to ensure that the best person for the job is recruited. Specifically, the OTM-R aims to make research careers more attractive, to guarantee equal opportunities for all and to facilitate mobility.

The EC Working Group of the steering group of Human Resources Management under the European Research Area put together a report to assist the research centres in implementing OTM-R practices². The research institutions can then review their current recruitment policies and make the necessary amendments. The report defines the principles and guidelines to help to achieve a system similar to the OTM-R, constituting a checklist for the institutions as a tool for self-evaluation to compare current practice against the OTM-R principles of the organisation.

The 'strengthened' HRS4R implementation procedure started after 1st January 2017. All institutions already involved in the process (awarded "*The HR Excellence in Research*") are required to switch to the strengthened process in the forthcoming assessment phase. It is an interim assessment for IUNG. Important elements of this are the OTM-R internal review (checklist) and new actions regarding the OTM-R procedures, which are included in HRS4R action plan.

5. ACTION PLAN

5.1. Actions implemented from April 2016 to March 2018

The reorganization plan will be implemented over 4 years divided into two periods; short-term and medium-term actions will be implemented over the first 2 years, and long-term actions – over more than 2 years. The realization of the particular tasks set out in the Action Plan will be delegated to individual persons. The HR Strategy coordinator appointed by the Director of IUNG will be

² Report of the ERA-SGHRM Working Group on Open, Transparent and Merit-based Recruitment of Researchers (OTM-R), 2015,

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responsible for implementing the schedule and sending reports to the European Commission.

| Actions | No. | Responsibility |
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| Development of "Ethical and organizational rules of conducting research at IUNG-PIB" | T1 | Scientific Board |
| <i>Verification of PhD theses, monographies in anti-plagiarism system</i> | T2 | Head of SO |
| Regular newsletter (every 2 weeks) on current possibilities of application by the scientific staff of IUNG-PIB | T3 | Head of DRS |
| Training for staff on intellectual property rights, their types, and the possibility of their transfer and commercialization (conducted by a lawyer) | T4 | Director |
| Establishment of an electronic document repository | T5 | Chief Accountant |
| Development of an internal database of projects (title, managers, source of funding, general description). | T6 | Head of DRS |
| Regulations for making backup copies, confidentiality and storage of data at IUNG-PIB | T7 | Head PULMAN |
| Hiring an innovation broker within the project | T8 | Director |
| Development of public relations strategy for IUNG-PIB | T9 | Director |
| The introduction of anti-discrimination procedures | T10 | The lawyer of IUNG-PIB |
| Changes in the evaluation of researchers and research specialists according to the legislative changes, in cooperation with the employees | T11 | Head of SO |
| Development of procedures for proper conduct in the Institute, including good habits and practices in mutual contact, indication of the behaviors that are considered by the employer as objectionable and specification of how to respond to the cases of psychological harassment or discrimination | T12 | The lawyer of IUNG-PIB |
| Placing professional development perspectives in the competition announcements | T13 | The lawyer of IUNG-PIB |
| Adjusting the Regulations of the Competition Committee to the requirements of the Charter and the Code | T14 | The lawyer of IUNG-PIB |
| Updating of the Regulations of the Competition Committee. "The guidance for personal and professional development for researchers" in the Intranet network and as an attachment to the job announcement. Strong and weak points of the candidates taking part in competitions | T15 | The lawyer of IUNG-PIB |
| Sharing "The guidance for personal and professional development for researchers" in the Intranet network and as an attachment to the job announcement | T16 | The lawyer of IUNG-PIB |
| Updating the existing principles of employment for an indefinite period, together with the Scientific Board and trade union organization. The update will involve researchers. In the case of auxiliary staff, the principles of the Labour Code shall apply. | T17 | Director |
| Introduction of the system of researcher remuneration dependent on their work performance, as indicated in the annual employee evaluation surveys | T18 | Director |
| Women included in each recruitment committee, maintaining a gender balance. | T19 | Director |
| Appointment of mentor group at IUNG-PIB | T20 | Scientific Board |
| Procedures for internship, training, post-doc leaves | T21 | The lawyer of IUNG-PIB |
| Seminars prepared by PhD students | T22 | Head of PhD studies |

| Actions | No. | Responsibility |
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| Development of the regulations for complaints and appeals. The establishment of the institution of a disciplinary prosecutor by the Scientific Board of IUNG-PIB | T23 | The lawyer of IUNG-PIB |
| Development of new regulations for the Scientific Board of IUNG-PIB with regard to the legislative changes | T24 | Scientific Board |
| The development/implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis | T25 | Head of PhD studies |
| <i>Audit of implementation HR Strategy of IUNG-PIB</i> | T26 | <i>Auditor</i> |

All symbols of the carried out tasks are marked by diagonal line in action plan.

State Research Institute for researchers' career development

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| Actions (long term) | Responsibility | Charter's and Code's Principle | M26 | M27 | M28 | M29 | M30 | M31 | M32 | M33 | M34 | M35 | M36 | M37 | M38 | M39 | M40 | M41 | M42 | M43 | M44 | M45 | M46 | M47 | M48 | M49 |
|------------------------|------------------------|--------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|
| | | | 2018 | | | | | | | | | 2019 | | | | | | | 2020 | | | | | | | |
| T1 | Scientific Board | 1,2 | | | | | | | | | | | | | | | | | | | | | | | | |
| T2 | Head of SO | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| T3 | Head of DRS | 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| T4 | Director | 5, 31 | | | | | | | | | | | | | | | | | | | | | | | | |
| T5 | Chief Accountant | 6 | | | | | | | | | | | | | | | | | | | | | | | | |
| T6 | Head of DRS | 7 | | | | | | | | | | | | | | | | | | | | | | | | |
| T7 | Head of PULMAN | 7 | | | | | | | | | | | | | | | | | | | | | | | | |
| T8 | Director | 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| T9 | Director | 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| T10 | The lawyer of IUNG-PIB | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| T11 | Head of SO | 11 | | | | | | | | | | | | | | | | | | | | | | | | |
| T12 | The lawyer of IUNG-PIB | 12 | | | | | | | | | | | | | | | | | | | | | | | | |
| T13 | The lawyer of IUNG-PIB | 13 | | | | | | | | | | | | | | | | | | | | | | | | |
| T14 | The lawyer of IUNG-PIB | 14 | | | | | | | | | | | | | | | | | | | | | | | | |
| T15 | The lawyer of IUNG-PIB | 15 | | | | | | | | | | | | | | | | | | | | | | | | |
| T16 | The lawyer of IUNG-PIB | 16 | | | | | | | | | | | | | | | | | | | | | | | | |
| T17 | Director | 25 | | | | | | | | | | | | | | | | | | | | | | | | |
| T18 | Director | 26 | | | | | | | | | | | | | | | | | | | | | | | | |
| T19 | Director | 27 | | | | | | | | | | | | | | | | | | | | | | | | |
| T20 | Scientific Board | 28, 30, 40 | | | | | | | | | | | | | | | | | | | | | | | | |
| T21 | The lawyer of IUNG-PIB | 29, 38, 39 | | | | | | | | | | | | | | | | | | | | | | | | |
| T22 | Head of PhD studies | 33 | | | | | | | | | | | | | | | | | | | | | | | | |
| T23 | The lawyer of IUNG-PIB | 34 | | | | | | | | | | | | | | | | | | | | | | | | |
| T24 | Scientific Board | 35 | | | | | | | | | | | | | | | | | | | | | | | | |
| T25 | Head of PhD studies | 37, 38 | | | | | | | | | | | | | | | | | | | | | | | | |
| T26 | Auditor | | | | | | | | | | | | | | | | | | | | | | | | | |

5.2. Future activities - from April 2018 to March 2021

In the new action plan (from April 2018 to March 2021) are included the long term and delayed tasks as well as new actions arising directly from the OTM-R practices and internal survey on the end of 2 year implementation the HRS4R.

| No. | Actions | Responsibility |
|------------|--|-----------------------------|
| T2 | Verification of PhD theses, monographies in anti-plagiarism system | Head of SO |
| T8 | Hiring an innovation broker within the project | Director |
| T26 | Audit of implementation the HR Strategy of IUNG-PIB | Auditor |
| T27 | English translation of IUNG regulation for candidates and researchers | Head of SO |
| T28 | New recruiting announcements regarding OTM-R scheme | HR Manager |
| T29 | Information about strengths and weaknesses of a candidate application. | HR Manager |
| T30 | Monitoring of progress for HRS4R and OTM-R policy | HRS4R Coordinator |
| T31 | Report on HRS4R implementation | HRS4R Coordinator |
| T32 | Excellent Skills - workshops for researchers and PhD students under BioEcon project | BioEcon project coordinator |
| T33 | Establishing a quality control mechanism of the OTM-R combined with the internal assessment of the HRS4R; | HRS4R Coordinator |
| T34 | Training on OTM-R principles for the Selecting Board, the HR manager and all persons involved in the recruitment ; | Director of IUNG |
| T35 | Monitoring of recruitment process - Indicators; | HR Manager |
| T36 | Collecting and ongoing update: information, news, procedures regarding researchers in one place on public website: http://www.hr.iung.pulawy.pl , staff module; | HRS4R Coordinator |
| T37 | Collecting and ongoing update: information, news, procedures regarding PhD students in one place on public website: http://www.hr.iung.pulawy.pl , PhD module; | HRS4R Coordinator |
| T38 | English translation of the website of IUNG doctoral studies – recruitment information for foreign PhD candidates | Head of PhD studies |
| T39 | Enabling access to information about IUNG procedures for candidates from other countries – on a public website: http://www.hr.iung.pulawy.pl , candidates module. | HRS4R Coordinator |
| T40 | English translation of internal regulation e.g. <i>“Regulations specifying the rules and procedure for conducting competitions for scientific positions at IUNG-PIB”</i> with annexes | Head of SO |
| T41 | Negotiations on new IUNG Collective agreement - changes in the researchers wage policy - upper limit depending on activity in external projects | IUNG Director |

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| No. | Charter &Code, OTM-R | Responsibility | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2018 | 2019 | 2019 |
|-----|-------------------------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| T2 | 3 | Head of SO | | | | | | | | | | | | |
| T8 | 8 | Director | | | | | | | | | | | | |
| T26 | | Auditor | | | | | | | | | | | | |
| T27 | OTM-R | Head of SO | | | | | | | | | | | | |
| T28 | OTM-R | HR Manager | | | | | | | | | | | | |
| T29 | 15, OTM-R | HR Manager | | | | | | | | | | | | |
| T30 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T31 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T32 | 38,39 | BioEcon project coordinator | | | | | | | | | | | | |
| T33 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T34 | OTM-R | Director of IUNG | | | | | | | | | | | | |
| T35 | OTM-R | HR Manager | | | | | | | | | | | | |
| T36 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T37 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T38 | OTM-R | Head of PhD studies | | | | | | | | | | | | |
| T39 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T40 | OTM-R | Head of SO | | | | | | | | | | | | |
| T41 | 26 | IUNG Director | | | | | | | | | | | | |

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| No. | Charter &Code, OTM-R | Responsibility | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2020 | 2020 |
|-----|-------------------------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| T2 | 3 | Head of SO | | | | | | | | | | | | |
| T8 | 8 | Director | | | | | | | | | | | | |
| T26 | | Auditor | | | | | | | | | | | | |
| T27 | OTM-R | Head of SO | | | | | | | | | | | | |
| T28 | OTM-R | HR Manager | | | | | | | | | | | | |
| T29 | 15, OTM-R | HR Manager | | | | | | | | | | | | |
| T30 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T31 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T32 | 38,39 | BioEcon project coordinator | | | | | | | | | | | | |
| T33 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T34 | OTM-R | Director of IUNG | | | | | | | | | | | | |
| T35 | OTM-R | HR Manager | | | | | | | | | | | | |
| T36 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T37 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T38 | OTM-R | Head of PhD studies | | | | | | | | | | | | |
| T39 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T40 | OTM-R | Head of SO | | | | | | | | | | | | |
| T41 | 26 | IUNG Director | | | | | | | | | | | | |

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| No. | Charter &Code, OTM-R | Responsibility | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2021 | 2021 |
|-----|-------------------------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| T2 | 3 | Head of SO | | | | | | | | | | | | |
| T8 | 8 | Director | | | | | | | | | | | | |
| T26 | | Auditor | | | | | | | | | | | | |
| T27 | OTM-R | Head of SO | | | | | | | | | | | | |
| T28 | OTM-R | HR Manager | | | | | | | | | | | | |
| T29 | 15, OTM-R | HR Manager | | | | | | | | | | | | |
| T30 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T31 | All | HRS4R Coordinator | | | | | | | | | | | | |
| T32 | 38,39 | BioEcon project coordinator | | | | | | | | | | | | |
| T33 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T34 | OTM-R | Director of IUNG | | | | | | | | | | | | |
| T35 | OTM-R | HR Manager | | | | | | | | | | | | |
| T36 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T37 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T38 | OTM-R | Head of PhD studies | | | | | | | | | | | | |
| T39 | OTM-R | HRS4R Coordinator | | | | | | | | | | | | |
| T40 | OTM-R | Head of SO | | | | | | | | | | | | |
| T41 | 26 | IUNG Director | | | | | | | | | | | | |

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