



**The Human Resources Strategy and
OTM-R
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 07.2021-09.2024**

Puławy, 21st of September 2021

***The Human Resources Strategy of The Institute of Soil Science and Plant Cultivation –
State Research Institute for researchers' career development (2021-2024)***

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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 Education and Science (formerly 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 fertilisation, 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 7 doctoral students (2 doctoral school and 5 doctoral studies). Additionally, 7 persons have opened doctoral proceedings (the employees of IUNG-PIB and other units who are not doctoral students).

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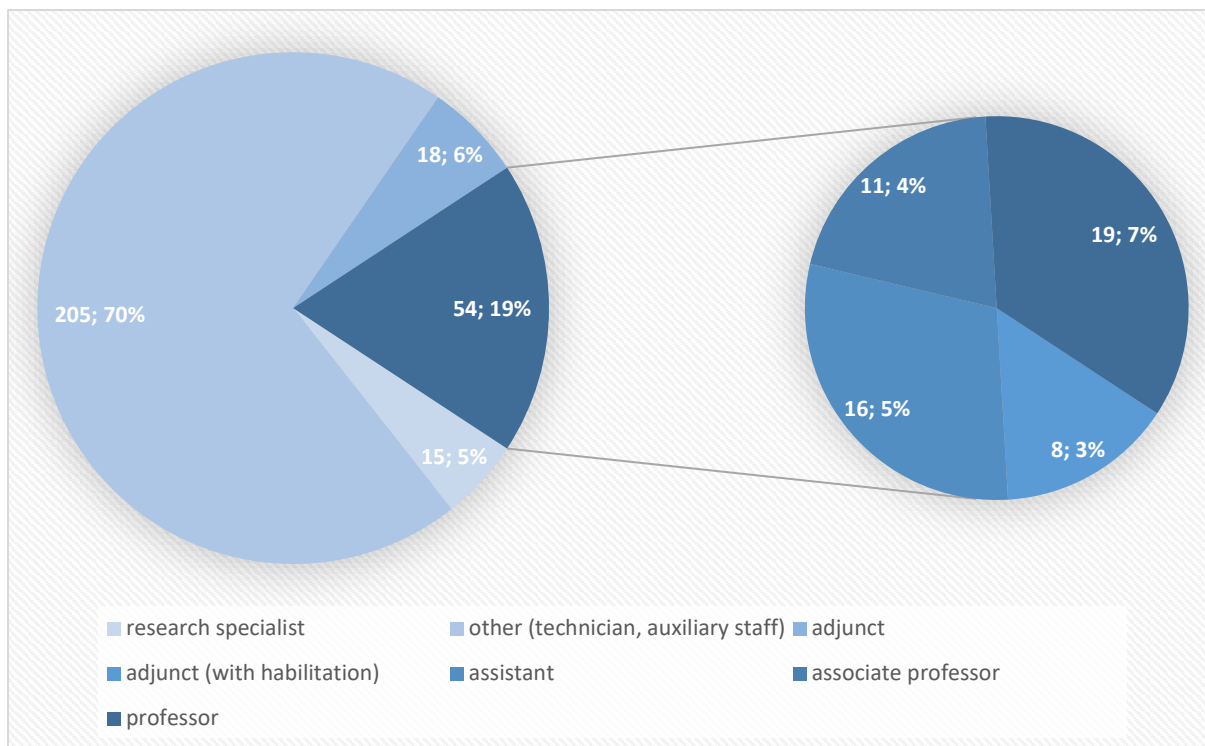


Figure 1. The structure of employment at IUNG-PIB according to a position. (Status at the end of 2020)

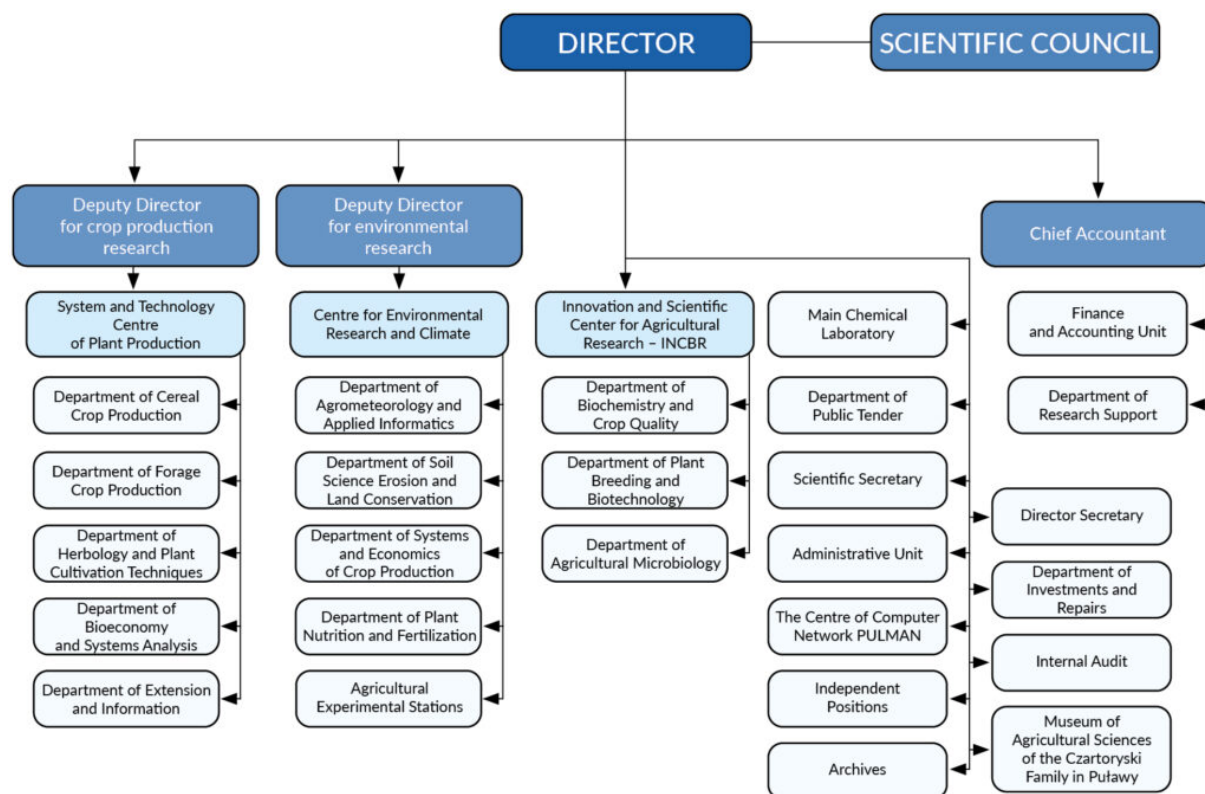


Figure 2. Institute organisation chart

1.2. The context and approach

Since its foundation, the Institute has put an emphasis on international cooperation, which significantly 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 hired new employees, mainly from EU countries and associates. The "HR Excellence for Research" award constituted a considerable incentive for new scientists seeking stable employment. Developing HR Strategy will allow for taking measures to improve the conditions of employment of scientists by 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 survey results 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 following the procedure for the 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 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 analysing 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 authorised 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 authorised 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.

2.3. General information about the test group in 2016

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).

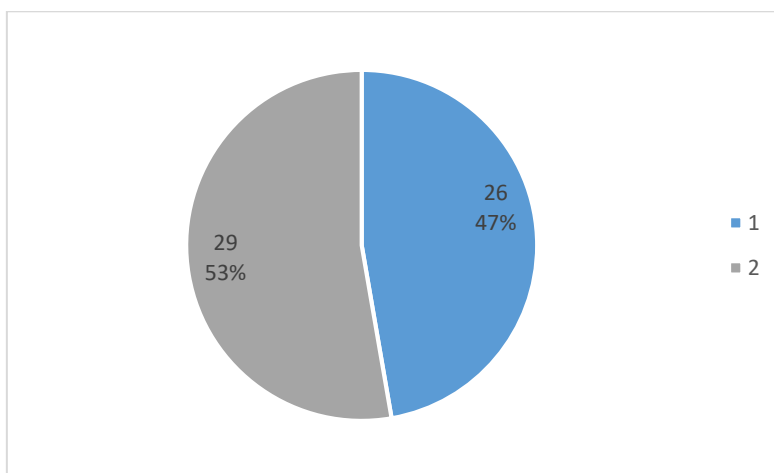


Figure 3. Gender of respondents (1-woman, 2- man)

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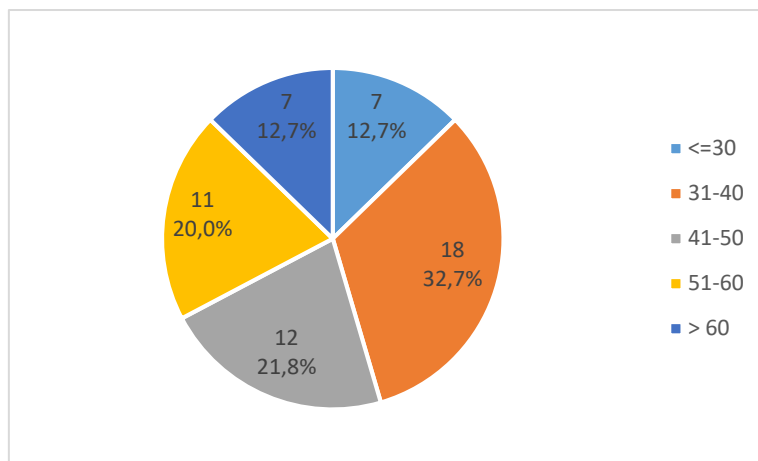


Figure 4. Age of respondents

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).

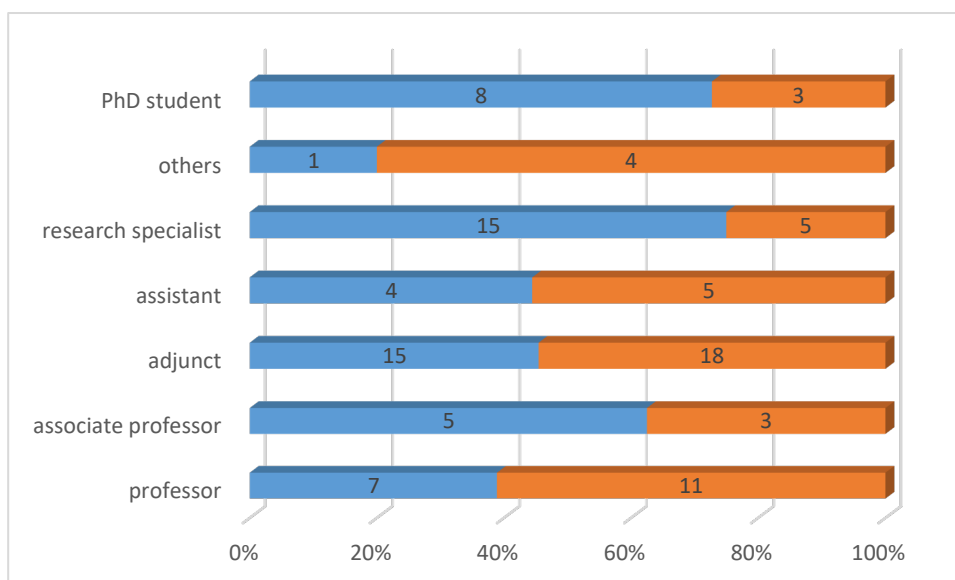


Figure 5. Respondents' professional profile

According to the criteria assumed, 2 issues were evaluated positively, 18 - averagely, while 19 – negatively.

2.4. Gap analysis after 6 years

Due to the relatively small group of academic staff, of which only a few were interested in cooperating in the implementation of the strategy, the work on determining future actions took place based on discussions with the internal audit team consisting of young academics and doctoral

students (active representatives were selected by the heads of the academic departments or in larger groups there was a vote).

These individuals comment on the activities carried out within the HRS4R strategy, the decisions of the Directorate relating to the Charter, the Code and OTM-R can also submit proposals for action. Some of these proposals have been included in the HRS4R Strategy Action Plan. In addition, each academic and doctoral student could submit their proposals to HRS4R. From these proposals, the HRS4R and OTM-R Team selected the proposals that are realistic and need to be implemented in the near future.

Table 1. The results of the evaluation issues of the Charter and Code, based on self-evaluation and internal audit comments

Evaluation	Previous 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

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😊	😊	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
😊	😊	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.

3. THE CURRENT STATE AND CONCLUSIONS OF INTERNAL DISCUSSIONS

1. RESEARCH FREEDOM	
<p>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.</p>	
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)	Domestic and international regulations apply. <i>"Ethical and organisational rules of conducting research at IUNG-PIB"</i>
	Remarks: none

Actions required: NO	
Previous strategy: (T1) Development of " <i>Ethical and organisational rules of conducting research at IUNG-PIB</i> "	
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.	
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:	
2 – T2 – Anti-plagiarism practices for monographs (procedures, anti-plagiarism software)	
Previous Strategy (T1) Development of " <i>Ethical and organisational rules of conducting research at IUNG-PIB</i> "	
	Remarks: Additionally, compliance with the ethical rules will be supervised by a disciplinary prosecutor, appointed by the Scientific Board (34).
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 commercialisation of the results of research and development works.
Actions required:	
2 – T2 – Anti-plagiarism practices for monographs (procedures, anti-plagiarism software)	
Previous: (T2) Verification of PhD theses, <i>monographies</i> in anti-plagiarism system.	
	Remarks: none
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

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	<p>activity; rules of settlement of research subjects and reception of statutory subjects.</p> <ul style="list-style-type: none"> Newsletters from Euraxess and NCP
<p>Actions required: No actions</p> <p>Previous: (T3) Regular newsletter (every 2 weeks) on current possibilities of application by the scientific staff of IUNG-PIB</p>	
	Remarks: none
<p>5. CONTRACTUAL AND LEGAL OBLIGATIONS</p> <p>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.</p>	
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.	<ul style="list-style-type: none"> The obligation to check and accept the contracts concluded by the Institute by the lawyer of IUNG-PIB Trained staff
<p>Actions required: 2-T6 Preparation of guidelines and recommendations for commercialization and technology transfer in IUNG-PIB as a roadmap for scientists</p> <p>Previous: (T4) Training for staff on intellectual property rights, their types, and the possibility of their transfer and commercialisation (conducted by a lawyer).</p>	
	Remarks: none
<p>6. ACCOUNTABILITY</p> <p>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.</p> <p>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.</p>	
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. 	<ul style="list-style-type: none"> Regulations for awarding public contracts in IUNG-PIB. Electronic document repository (DMS) in place
<p>Actions required: No</p> <p>Previous (T5) Establishment of an electronic document repository.</p>	
	Remarks: none
<p>7. GOOD PRACTICE IN RESEARCH</p> <p>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</p>	

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
<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). 	<ul style="list-style-type: none"> 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. Internatl procedures about backup, copies etc and GDPR
Actions required: No Previous: (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.	
	Remarks: none
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 commercialisation 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. Broker of innovation in institute
Actions required: 2-T5 Preparation of open database of IUNG-PIB publications (CC documents, links to publications) Previous: (T8) Hiring an innovation broker within the project.	
	Remarks: none
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

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	<p>Agriculture and Rural Development.</p> <ul style="list-style-type: none"> • Participation in "Science Festivals" and fairs. • Organisation of Open Days. • Cooperation with agricultural schools. • 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: 2-T5 Preparation of open database of IUNG-PIB publications (CC documents, links to publications) Previous: (T9) Development of public relations strategy for IUNG-PIB.	
	Remarks: Methods of implementation will depend on funds acquired for the promotion 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	Anti-discrimination procedures.
Actions required: 2-T1 Gender Equality Plan (GEP) Previous: (T10) The introduction of anti-discrimination procedures.	
	Remarks: none
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: none (T11) Changes in the evaluation of researchers and research specialists according to the legislative changes, in cooperation with the employees.	
	Remarks: none
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 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: 2-T9 Development and update of the IUNG HRS4R Portal for researchers, candidates and PhD students Previous: (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.	
	Remarks: none
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. • professional development perspectives in the competition announcements
Actions required: 2-T1 Gender Equality Plan (GEP), 2-T9 Development and update of the IUNG HRS4R Portal for researchers, candidates and PhD students Previous: (T13) Placing professional development perspectives in the competition announcements	
	Remarks: none
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.

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Actions required: 2-T1 Gender Equality Plan (GEP)	
Previous: (T14) Adjusting the Regulations of the Competition Committee to the requirements of the Charter and the Code.	
	Remarks: none
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.	
	Remarks: none
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.	
	Remarks: none
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: 2-T1 Gender Equality Plan (GEP)	
	Remarks: none
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	
	Remarks: none
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	
	Remarks: none
20. SENIORITY (CODE) 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	

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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	
	Remarks: none
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	
	Remarks: none
22. RECOGNITION OF THE PROFESSION All researchers engaged in a research career should be recognised 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: none	
	Remarks: none
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: 2-T10 Developing a guide to good digital practices for Institute employees	
	Remarks: none
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: 2-T1 Gender Equality Plan (GEP)	
	Remarks: Lack of adequate legislation to introduce flexible working time, which is expected by the employees. Requirements related to the settlement of projects.
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: none	
Previous: (T17) Updating the existing principles of employment for an indefinite period, together with the Scientific Board and trade union organisation.	
	Remarks: none
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	

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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 system of researcher remuneration dependent on their work performance, as indicated in the annual employee evaluation surveys
Actions required: none Previous (T18) Introduction of the system of researcher remuneration dependent on their work performance, as indicated in the annual employee evaluation surveys.	
	Remarks: none
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 on the basis of 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 are included in each recruitment committee
Actions required: 2-T1 Gender Equality Plan (GEP) Previous (T19) Women included in each recruitment committee, maintaining a gender balance. ¹	
	Remarks: none
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 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	Mentors group appointment
Actions required: no Previous: (T20) Appointment of mentor group at IUNG-PIB.	
Survey assessment:	Remarks: none
29. VALUE OF MOBILITY Employers and/or funders must recognise 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	

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.

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: no Previous: (T21) Procedures for internship, training, and post-doc leaves.	
	Remarks: none
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	Mentors group is active. There is also a possibility to use Regional Contact Point experts
Actions required: NO Previous: (T20) Appointment of mentor group at IUNG-PIB.	
	Remarks: none
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 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 commercialisation of the results of research and development works.
Actions required: 2-T6 Preparation of guidelines and recommendations for commercialisation and technology transfer in IUNG-PIB as a roadmap for scientists Previous: (T4): Training for staff on intellectual property rights, their types, and the possibility of their transfer and commercialisation (conducted by a lawyer).	
	Remarks: none
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	

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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 commercialisation 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	
	Remarks: none
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
<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: none	
Previous (T22) Seminars prepared by PhD students.	
	Remarks: The employees of the Institute do not have the obligation to run teach didactics.
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"> • The activity of the Trade Union; • Functioning of the Social Labour Inspector. • Disciplinary prosecutor by the Scientific Board of IUNG-PIB
Actions required: None Previous (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.	
	Remarks: none
35. PARTICIPATION IN DECISION-MAKING BODIES Employers and/or funders of researchers should recognise 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: none Previous: (T24) Development of new regulations for the Scientific Board of IUNG-PIB with regard to the legislative changes.	
	Remarks: none
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 and Doctoral School; • Regulations for professional advancement. • Implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis
Actions required: None (T25) The development/implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis.	
	Remarks: none
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.	

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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. Implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis
Actions required: none Previous: (T25) The development/implementation of good practice concerning the relations with the supervisor and promoter of PhD thesis.	
	Remarks: none
38. CONTINUING PROFESSIONAL DEVELOPMENT 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.	<ul style="list-style-type: none"> Participation in conferences and trainings, if requested by an employee, depending on the financial means. Internal procedures for internship, training, post-doc leaves.
Actions required: 2-T3 New skills for researchers - development programme (min. 5 workshops/presentations) for researchers Previous: (T21) Procedures for internship, training, post-doc leaves.	
	Remarks: none
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	<ul style="list-style-type: none"> The consent for a training considered individually on request of an employee, with an indication of the source of financing. Internal procedures for internship, training, post-doc leaves
Actions required: None Previous: (T21) Procedures for internship, training, post-doc leaves.	

	Remarks: none
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).	<ul style="list-style-type: none"> 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”. Mentor group at IUNG-PIB.
Actions required: none Previous: (T20) Appointment of mentor group at IUNG-PIB.	
	Remarks: none

4. 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 achieve a system similar to the OTM-R, 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 has been entering 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 forthcoming assessment phase. It is interim assessment for

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

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IUNG. Important element of this is the OTM-R internal review (checklist) and new actions regarding the OTM-R procedures and included in HRS4R action plan.

Policy for Open, Transparent and Merit based Recruitment (OTM-R) Institute of Soil Science and Plant Cultivation

I. General information

The Institute of Soil Science and Plant Cultivation – State Research Institute (IUNG) implements a recruitment policy that adheres to Constitutional principles³ and Polish Law and provides Researchers with “Open, transparent and internationally comparable selection and recruitment procedures”, in line with the spirit and letter of the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. Open, transparent and merit-based recruitment (OTM-R) is a crucial component of the Human Resources Strategy for Researchers (HRS4R). OTM-R ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

One of the main goals for the Institute in the next years is to improve recruitment procedures continuously - to attract more foreign researchers to work in the Institute. Regular procedures and practices that have been applied were in line with Polish law, but it still seems to be not enough ‘open’ and ‘transparent’ for foreign candidates. Therefore, the Institute will emphasise making it better according to HRS4R Strategy and the attached action plan.

II. OTM-R

Following procedures describing three phases at the points a), b) and c) apply to research staff in terms of R1-R4⁴ candidate for a research position (research assistant, post-doctoral researcher, assistant professor, professor and visiting professor) who has an employment contract.

a) Advertising and application

The recruitment process in IUNG starts, after request a Head of Department, from advertisement and establishment of The Selection Board according to internal regulations “*Director of IUNG ordinance concerning the Selecting Board appointment*”. It specifies, in particular, number of members, voting rules, job interviews procedure, candidates assessment methods. Key regulation concerning researchers and research specialists recruitment is Research Institute Act⁵ (Chapter 9 – staff of the institute, Art. 39-66). This act includes information about minimum requirements for research staff. Additional document based on the above act is “Director of IUNG ordinance concerning the Selecting Board appointment”⁶.

The IUNG HR manager is responsible for research vacancies advertisement in terms of content and OTM-R template compliance. All announcements are published on IUNG official website –

³ The Constitution of the Republic of Poland -2nd April, 1997, as published in Dziennik Ustaw No. 78, item 483. <http://www.sejm.gov.pl/prawo/konst/angielski/kon1.htm>

⁴ Research profiles descriptors, <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

⁵ Research Institute Act - Ustawa o Instytutach Badawczych – tekst jednolity z dn. 26 maja 2017, Dz. U. z 2017 r. item. 1158, 1452, 2201.

<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20170001158/U/D20171158Lj.pdf>

⁶

http://biper.iung.pulawy.pl/intra/images/pdf/zarz/Zarz%C4%85dzenie_%20zasady%20i%20tryb%20przeprowadzania%20konkurs%C3%B3w.pdf

<http://www.iung.pulawy.pl> , in the Polish and the English language version, on Euraxess and Ministry of Science and Higher Education website - Public Information Bulletin⁷. All candidates has the opportunity to send their application by email. Original documents are not needed on this step of the recruitment process.

All applications are stored by the HR manager in line with the principle of confidentiality.

b) Selection and evaluation

Preliminary selection of candidates is realised by The Selection Board to bring out applications meeting the advertised requirements. The Selection Board selects researchers who achieve the best scores after the internal assessment process according to *“Director of IUNG ordinance concerning the Selecting Board appointment”* annex (templates for respective research jobs regarding research profile descriptors R1-R4 and the Polish law). These candidates are invited on a job interview to IUNG or, if they prefer (e.g. foreigners), they can organise a teleconference with the Selecting Board. All candidates get feedback from the Selection Board: 1) if they did not meet formal requirements – what was missing, 2) if they met requirements - about their score in recruitment procedure and which skills need to be improved.

c) Appointment

Selected candidates for the scientific positions in accordance with polish law needs approval of the IUNG Scientific Board before signing the job agreement (Research Institute Act⁵ - Art 29.2 – 12). Then, the chosen candidate can be requested to provide documents proving his/her scientific achievements and sign an employment contract. In the case of refusing employment proposal by a selected candidate, The Selecting Board can ask the next candidate who obtained the best results in the competition (second score). Key regulation concerning the researchers and the research specialists recruitment in Poland is the Research Institute Act⁵ (Chapter 9 – staff of the institute, Art. 39-66).

III. Doctoral studies

PhD student recruitment is complemented by obligatory admission to the four years doctoral programme (oral exam). PhD student is a candidate for R1⁴ who does not have an employment contract but holds a fellowship.

The Institute offers a PhD studies programme with Polish as lecturing language, but it is open for foreigners with (minimum) communicative knowledge. Doctoral studies policy for IUNG is governed by polish law⁸ and consequent internal regulations⁹.

New recruitments are conducted from 2019 only by the Doctoral School.

A doctoral school is a new form of doctoral training introduced to the higher education system from 1 October 2019 under *the Act - Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended), the so-called Act 2.0.

Doctoral School of Quantitative and Natural Studies is run by Maria Curie-Skłodowska University in Lublin (UMCS) from 2019, which is the leader, as well as Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin (IA PAN) and the Institute of Soil Science and Plant Cultivation - State Research Institute in Puławy (IUNG-PIB), which are partners in running the PhD school. Doctoral School provides education in 6 academic disciplines: mathematics, biological sciences, chemical sciences, physical sciences, earth and environmental sciences, agriculture and horticulture. The disciplines of mathematics,

⁷ <http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/>

⁸ Rozporządzenia Ministra Nauki i Szkolnictwa Wyższego z dnia 12 grudnia 2013 r. w sprawie studiów doktoranckich oraz stypendiów doktoranckich (Dz. U. 2013, poz.1581)

⁹ Regulamin dziennych studiów doktoranckich prowadzonych w IUNG-PIB
http://iung.pl/SD/images/Regulamin%20Studiow%20Doktoranckich_2014.pdf

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biological sciences, chemical sciences, physical sciences, earth and environmental sciences are headed by Maria Curie-Skłodowska University in Lublin. IA PAN and IUNG-PIB head disciplines of **agriculture** and **horticulture**.

More information: <https://www.umcs.pl/en/disciplines,21209.htm>

IV. Contact

- New vacancies for researchers & advertisement: HR manager – dr Bożena Wielgo, kadry@iung.pulawy.pl
- Head of PhD studies: dr hab. Beata Feledyn-Szewczyk – prof. IUNG-PIB, bszewczyk@iung.pulawy.pl
- OTM-R procedures: HRS4R coordinator - dr Monika Kowalik – mkowalik@iung.pulawy.pl

5. ACTION PLAN

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

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No	Action	From month	To month	Duration	Responsibility	Charter, Code, OTM-R
2-T1	Gender Equality Plan (GEP)	1	18	17	Directory Board, SO	Gender balance, Non-discrimination, Working conditions, Recruitment, Selection, Variations in the chronological order of CVs
2-T2	Anti-plagiarism practices for monographs (procedures, anti-plagiarism software)	7	39	32	SB, DUW	Ethical principles, Professional responsibility
2-T3	New skills for researchers - development programme (min. 5 workshops/presentations) for researchers	5	39	34	Director, DWB	Continuing Professional Development
2-T4	Annual monitoring report on OTM-R			3	HR Manager	OTM-R
2-T5	Preparation of open database of IUNG-PIB publications (CC documents, links to publications)	7	39	32	DUW, Pulman, SO	Dissemination, exploitation of results; Public engagement
2-T6	Preparation of guidelines and recommendations for commercialisation and technology transfer in IUNG-PIB as a roadmap for scientists	7	18	11	Broker of innovation	Intellectual Property Rights, Contractual and legal obligations
2-T7	Annual report on the status of HRS4R tasks			3	HRS4R Coordinator	All relating to the performed actions
2-T8	Annual report on the status of implementation of HRS4R tasks from internal audit group with recommendations			3	Chair of Internal Audit Group	All relating to the performed actions
2-T9	Development and update of the IUNG HRS4R Portal for researchers, candidates and PhD students	1	39	38	HRS4R Coordinator	OTM-R, Recruitment,
2-T10	Developing a guide to good digital practices for Institute employees	24	30	6	Pulman	Research environment

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No.	Responsibility	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-T1	Directory Board, SO												
2-T2	SB, DUW												
2-T3	Director, DWB												
2- T4	HR Manager												
2-T5	DUW, Pulman, SO												
2-T6	Broker of innovation												
2-T7	HRS4R Coordinator												
2-T8	Chair of Internal Audit Group												
2-T9	HRS4R Coordinator												
2-T10	Pulman												
								1	2	3	4	5	6

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No.	Responsibility	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-T1	Directory Board, SO												
2-T2	SB, DUW												
2-T3	Director, DWB												
2-T4	HR Manager												
2-T5	DUW, Pulman, SO												
2-T6	Broker of innovation												
2-T7	HRS4R Coordinator												
2-T8	Chair of Internal Audit Group												
2-T9	HRS4R Coordinator												
2-T10	Pulman												
		7	8	9	10	11	12	13	14	15	16	17	18

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No.	Responsibility	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-T1	Directory Board, SO												
2-T2	SB, DUW												
2-T3	Director, DWB												
2- T4	HR Manager												
2-T5	DUW, Pulman, SO												
2-T6	Broker of innovation												
2-T7	HRS4R Coordinator												
2-T8	Chair of Internal Audit Group												
2-T9	HRS4R Coordinator												
2-T10	Pulman												
		19	20	21	22	23	24	25	26	27	28	29	30

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No.	Responsibility	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-T1	Directory Board, SO												
2-T2	SB, DUW												
2-T3	Director, DWB												
2- T4	HR Manager												
2-T5	DUW, Pulman, SO												
2-T6	Broker of innovation												
2-T7	HRS4R Coordinator												
2-T8	Chair of Internal Audit Group												
2-T9	HRS4R Coordinator												
2-T10	Pulman												

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