

TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review: **Institute Geography and Spatial Organization Polish Academy of Sciences**

Organisation's contact details: **00-818 Warszawa, ul. Twarda 51/55, Warsaw, Poland**

Web-link to published version of organisation's HR Strategy and Action Plan:

www.igipz.pan.pl

Web-link to organisational recruitment policy (OTM-R principles):⁴⁵

https://www.igipz.pan.pl/tl_files/igipz/instytut/aktualnosci/euraxess/OTM-R_Checklist_IGSO_PAS.pdf

SUBMISSION DATE TO THE EUROPEAN COMMISSION: JANUARY 6, 2020

1. ORGANISATIONAL INFORMATION

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research	53
Of whom are international (i.e. foreign nationality)	1
Of whom are externally funded (i.e. for whom the organisation is host organisation)	0
Of whom are women	17
Of whom are stage R3 or R4 ¹ = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	22
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	24
Of whom are stage R1 = in most organisations corresponding with doctoral level	6
Total number of students (if relevant)	0
Total number of staff (including management, administrative, teaching and research staff)	98 (as of 15 Nov. 2019)
RESEARCH FUNDING (figures for most recent fiscal year)	PLN
Total annual organisational budget	5 741 610
Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)	619 156
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	3 671 017
Annual funding from private, non-government sources, designated for research	0
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	

¹ http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf

2. STRENGTHS AND WEAKNESSES OF THE CURRENT PRACTICE (NARRATIVE)

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Ethical and professional aspects

Researchers at all levels became familiar with the national, sectoral or institutional regulations on governing training and/or working conditions. During the quantitative survey, 25 percent of the employees said that the procedure for presenting regulations when hiring or extending contracts for employees had been improved in the last two years. 3 percent of employees said that the process deteriorated during this period, while 64 per cent had no knowledge on the subject. Also 39 per cent of employees said that during the last two years, during the employment procedure or extension of employment, employees were asked to confirm in writing that they had read the work regulations, 8 percent of the respondents did not agree with this statement, while 35 per cent did not know the answer to this question. This is in line with the recommendation "Providing copies of regulations to the newly-employed research staff (with confirmation of their receipt), the same procedure also at the renewal of contract."

Recruitment and selection

Researchers at all levels became familiar with the national, sectoral or institutional regulations on governing training and/or working conditions. During the quantitative survey, 25 percent of the employees said that the procedure for presenting regulations when hiring or extending contracts for employees had been improved in the last two years. 3 percent of employees said that the process deteriorated during this period, while 64 per cent had no knowledge on the subject. Also 39 per cent of employees said that during the last two years, during the employment procedure or extension of employment, employees were asked to confirm in writing that they had read the work regulations, 8 percent of the respondents did not agree with this statement, while 35 per cent did not know the answer to this question. This is in line with the recommendation "Providing copies of regulations to the newly-employed research staff (with confirmation of their receipt), the same procedure also at the renewal of contract."

In the case of transparency, regulations have been introduced at the Institute to inform candidates upon request, about the strengths and weaknesses of their applications. This is not reflected in the results of the study, where 77 percent of employees did not have knowledge of this subject, 13 per cent disagreed with this statement, and 10 per cent declared that in the last two years the scope of information provided on request to job candidates had increased. Due to high stability of employment, most employees were not aware of current employment procedures. This question should refer to candidates who had not completed the employment procedure successfully, however, due to personal data protection regulations it is not possible to implement such a procedure.

Working conditions

In the case of transparency, regulations have been introduced at the Institute to inform candidates upon request, about the strengths and weaknesses of their applications. This is not reflected in the results of the study, where 77 percent of employees did not have knowledge of this subject, 13 per cent disagreed with this statement, and 10 per cent declared that in the last two years the scope of information provided on request to job candidates had increased. Due to high stability of employment, most employees were not aware of current

employment procedures. This question should refer to candidates who had not completed the employment procedure successfully, however, due to personal data protection regulations it is not possible to implement such a procedure.

Training and development

55 per cent of the employees claimed that they had not discussed their professional career path with their direct superior; 45 per cent of the employees declared that such a procedure took place.

Have any of the priorities for the short- and medium term changed?

No

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy?

No

Are any strategic decisions under way that may influence the action plan?

No

3. ACTIONS

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered, omitted or added, please provide a commentary for each action.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings:

Examples:

<i>Proposed actions</i>	<i>Gap Principle(s)</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s)/ Target</i>	<i>Current status</i>	<i>Remarks</i>
<i>Providing copies of regulations to the newly-employed research staff (with</i>	Ethical and professional aspects/Contr actual and legal obligations	<i>December 2016</i>	<i>Recruitment unit</i>	<i>100% increase</i>	<i>Completed</i>	

confirmation of their receipt), the same procedure also at the renewal of contract.						
Training on back-up strategy	Ethical and professional aspects/Good practice in research	Autumn 2020	Administration Department	50% increase	In preparation	<p>The IGSO PAS' aim is to take the necessary measures to comply with guidelines and recommendations of back-up strategy. It is done, among others, by providing employees with possibilities to participate in trainings where they could obtain information and guidelines dealing with, broadly conceived, issues of data protection (especially sensitive data), cyber security, intellectual property law and professional ethics.</p> <p>For example, on July 4, 2019, the Institute's staff participated in training held on the occasion of entering into force of the EU General Data Protection Regulation. Each person who attend the training could familiarize him(her)self with the whole spectrum of topics connected with the protection of data. Also in July 2019, a workshop took place, open to every IGSO PAS' staff member, entitled Copyrights in science and RCIN Respository as an open access platform. It is the Institute's intention to hold such trainings in order to raise awareness among the employees about the importance of</p>

						implementation of the back-up policy in practical terms. Also, the Institute invests in hardware and software to have an adequate backup system in place.
To enlarge the composition of the selection Committee, by the addition of representatives of junior researchers.	Recruitment/ Selection	Beginning of 2017	Director of the Institute	100% increase	Completed	
Informing the candidates about the strengths and weaknesses of their applications upon request	Recruitment/ Transparency	Beginning of 2017	Representatives of the Committee	100%	Completed	This question should, however, refer to candidates who had not completed the employment procedure successfully, however, due to personal data protection regulations it is not possible to implement such a procedure.
Adding to the IGSO PAS' recruitment regulations the stipulation stating that career breaks and variations in career chronology order of CV's have no effect on recruitment process.	Recruitment /Variations in the chronological order of CVs	Autumn 2020	Director of the Institute	0%	In preparation	Starting with 2020, every job advertisement will contain the stipulation that career breaks and variations in career chronology of CV's have no effect on recruitment process. Also the works of the recruitment committee are in line with this requirement.

A future professional career path of the newly-employed scientific staff (as well as researchers who have higher scientific degrees) should be discussed with the direct superior and put in writing in the form of an independent working document.	Recruitment/ Career development	February 2020	Heads of departments	45% increase	do be completed	45% of the scientific staff that participated in the survey pertaining to the implementation of the HR Strategy have declared that they discussed their career path with their direct superior at least once. The Institute plans to introduce this procedure as a regular one, to be implemented every two to four years. A document concerning this regulation will be prepared in 2020
Information on career development opportunities (scholarship, collaboration in projects) should be placed by Secretariat on the Institute's website.	Recruitment/ Access to career advice	December 2016	IGSO PAS' Secretariat	100% increase	Completed	

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's website *:

<https://www.igipz.pan.pl/euraxess.html>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the

action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles

After a thorough analysis of the internal and external conditions related to the implementation of the OTM-R principles, we have recently published the OTM-R checklist on the Institute's website, and are currently working on the components which need either improvement and/or enactment. In detail, this concerns the elaboration of an internal guide setting out clear OTM-R procedures and practices for all types of positions; the training of staff involved in the OTM-R process; the creation of an internal quality control system. The OTM-R policy will be designed so as to include the shaping of favorable conditions for the application of foreigners and other underrepresented groups, including women and the disabled. The Institute plans to develop relevant mechanisms with respect to job advertisement references/links, as well as to prepare a written form of clear guidelines for selection committees. With regard to the appointment phase, the Institute plans to develop an appropriate complaints mechanism. The monitoring carried out by the Implementation Committee will be complemented by an internal assessment system responsible for controlling whether the OTM-R delivers on its objectives. All the above works are foreseen to be completed within two years.

In case your organisation has entered the HRS4R process prior to the publication of the OTM-R toolkit and recommendations by the European Commission (2015), please fill out the OTM-R checklist⁴⁵.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website. Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

https://www.igipz.pan.pl/tl_files/igipz/instytut/aktualnosci/euraxess/OTM-R_Checklist_IGSO_PAS.pdf

N.B. Please be aware that your OTM-R policy should be 'embedded' into the institutional HR strategy at the renewal phase at the latest.

4. IMPLEMENTATION (MAX. 1 PAGE)

General overview of the implementation process: (max. 1000 words).

During the implementation process an Implementation Committee and steering group were created. The Implementation Committee consists of 6 members representing R1-R4 staff and two administrative employees. The steering group includes the Director and the Deputy Director of the Institute. The group holds meetings every three months and discusses the implementation of the Strategy and further aims related to the process. The Implementation Committee supported by the Steering Committee and the Recruitment Department, has made an overview of the existing paper version and electronic documents in line with the Action Plan and gap analysis.

The research community has been informed about the HRS4R. All research staff had the opportunity to take part in an anonymous survey concerning the implementation of the Strategy at the Institute.

A survey questionnaire directed at all scientific staff was prepared (the analysis was carried out in the period of October-December 2019 with a return rate of 58%) which addressed all questions listed to in the gap analysis. The questionnaire contained questions regarding problem areas identified in the previous report. The results of the survey were then analysed by the Implementation Committee and included in the internal review.

The overall research strategy of the Institute involves the principles of the HRS4R. After a thorough analysis of the internal and external conditions related to the implementation of the OTM-R principles, the OTM-R checklist was published on the Institute's website. The Implementation Committee is currently working on the components which need either improvement and/or enactment.

The Implementation Committee, as well as the Steering Committee are responsible for monitoring of the actions proposed. Also, an internal assessment system is being developed responsible for controlling whether the objectives of the Strategy and the OTM-R principles are followed. The OTM-R policy will be designed so as to include the shaping of favorable conditions for the application of foreigners and other underrepresented groups, including women and the disabled. The Institute plans to develop relevant mechanisms with respect to job advertisement references/links, as well as to prepare a written form of clear guidelines for selection committees. With regard to the appointment phase, the Institute plans to develop an appropriate complaints mechanism. The monitoring carried out by the Implementation Committee will be complemented by an internal assessment system responsible for controlling whether the OTM-R delivers on its objectives.

We plan to refer to all remarks received within the feedback to the internal review report and then make a thorough review of all documents and policies. The steps to be taken declared in the new Action Plan will be monitored and discussed during the Implementation Committee meetings

Make sure you also cover all the aspects highlighted in the checklist below:

- How have you prepared the internal review?

The Implementation Committee (see below) has made an overview of the existing, paper version and electronic documents in line with the Action Plan and gap analysis. Feedback from the Steering Committee and the Recruitment Department was included in the analysis. A survey questionnaire directed at all scientific staff was prepared (the analysis was carried out in the period of October-December 2019 with a return rate of 58%) which addressed all questions listed to in the gap analysis. The results of the survey were then analysed by the Implementation Committee and included in the internal review.

- How have you involved the research community, your main stakeholders, in the implementation process?

The research community has been informed about the HRS4R. All research staff had the opportunity to take part in an anonymous survey concerning the implementation of the Strategy at the Institute, out of which 58 percent participated

- Do you have an implementation committee and/or steering group regularly overseeing progress?

Yes, the Implementation Committee consists of 6 members representing R1-R4 staff and two administrative employees. The steering group includes the Director and the Deputy Director of the Institute. The group holds meetings every three months and discusses the implementation of the Strategy and further aims related to the process

- Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy?

The overall research strategy of the Institute involves the principles of the HRS4R.

- How is your organisation ensuring that the proposed actions are also being implemented?

The Implementation Committee, as well as the Steering Committee are responsible for monitoring of the actions proposed. Also, an internal assessment system is being developed responsible for controlling whether the objectives of the Strategy and the OTM-R principles are followed.

- How are you monitoring progress?

The Implementation Committee meets every three months to discuss the external and internal conditions of the HR Strategy implementation process

- How do you expect to prepare for the external review?

We plan to refer to all remarks received within the feedback to the internal review report and then make a thorough review of all documents and policies. The steps to be taken declared in the new Action Plan will be monitored and discussed during the Implementation Committee meetings

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

The Institute plans to increase the awareness among the scientific staff concerning the principles of the OTM-R and the privilege of having HR Excellence.

It should be noted that IGSO PAS is a relatively small Institute in terms of staff (with 53 researchers). The recruitment of new scientific staff takes place, on the average, every 2-4 years per scientific Department (with six such units altogether in the Institute). That is why there has been no need for introduction of systemic solutions. At present, the inflow of the new young staff takes place primarily via postgraduate (or doctoral) studies, and not directly from the labour market. Every head of the Institute's Department is responsible for individual development of researchers, but there were no provisions regulating such obligations in a systemic way. The Institute plans to add such regulations to better meet the needs and requirements associated with development of young researchers careers.

The IGSO PAS' aim is to take the necessary measures to comply with guidelines and recommendations of the back-up strategy. It is done, for example, by providing employees with possibilities to participate in trainings where they can obtain information and guidelines dealing with, broadly conceived, issues of data protection (especially sensitive data), cyber security, intellectual property law and professional ethics.

Please note that the revised HR strategy and Action Plan must also be published upon completion of the internal assessment.