



2019–2021 Action Plan

| NO. | TASK/ACTION | IMPLEMENTATION | RESPONSIBLE UNIT |
|--|--|-------------------------------|---|
| 1. ETHICAL AND PROFESSIONAL ASPECTS | | | |
| 1.1 | Conducting a SWOT analysis at the Department and organisation-wide level | Q2 2019 | External company Deputy Director for Scientific Affairs Research Office Scientific Departments |
| 1.2 | Organisation of annual research reporting sessions | Q1 2019 Q1 2020 Q1 2021 | Research Office Scientific Departments |
| 1.3 | Preparation and publication of three <i>Annual Report</i> publications for 2018, 2019 and 2020 | Q1 2019 Q1 2020 Q1 2021 | Scientific Departments Deputy Director for Scientific Affairs Research Office Promotion Department Scientific Information and Publishers Department |
| 1.4 | Appointment of the International Advisory Board at IG PAS and permanent cooperation in the field of scientific advice | From Q1 2019 | Director of IG PAS |
| 1.5 | Assessment of the quality of cooperation between researchers and Administration Departments (survey) | Q2 2019 | Project Management Department |
| 1.6 | Organisation of regular scientific seminars | From Q1 2020 | Deputy Director for Scientific Affairs Research Office |
| 1.7 | Website adjustment to make it accessible for visually impaired people | Q3 2020 | Promotion Department |
| 1.8 | Creation of a digital repository for the staff | Q4 2019 | Scientific Information and Publishers Department |
| 1.9 | Creation of a web portal for researchers to store research data | Q3 2020 | Technical Support Department |
| 2. RECRUITMENT AND SELECTION | | | |
| 2.1 | Ongoing monitoring of compliance of the researcher recruitment process with the rules set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers | On the date-to-date basis | Deputy Director for Scientific Affairs Research Office HR Department |
| 2.2 | Verification of current procedures and development of a new OTM-R policy based on measurable and strictly defined indicators | Until the end of 2021 | Management of IG PAS |



| 3. WORKING CONDITIONS | | | |
|------------------------------------|---|----------------------|--|
| 3.1 | Development and implementation of the Strategy for Communication in and between Scientific Departments of IG PAS | From Q1 2020 | Science Communication and Education Team |
| 3.2 | Renovation of the following: – common break rooms (kitchenettes) – guest rooms – creation of a common room | 2020 2021 | Administration Department |
| 3.3 | Implementation of the electronic system to control access to the IG PAS building | Q2 2020 | Administration Department |
| 3.4 | Preparation of Terms of Reference for the implementation of the Electronic Workflow System | From 2019 | Deputy Director for Administration and Finance Administration Departments of IG PAS |
| 3.5 | Creation of the intranet and ongoing update of document forms and regulations in two language versions (Polish and English) | From 2019 | All Administration Departments of IG PAS |
| 3.6 | Ongoing provision of social benefits for the staff as part of the Social Benefits Fund | From 2019 | Social Benefits Committee of IG PAS |
| 3.7 | Organisation of events/team-building events for all employees and PhD students | From 2019 | Administration Department Promotion Department |
| 3.8 | Annual awards of the Director of IG PAS for the best achievements | 2019 2020 2021 | Director of IG PAS |
| 3.9 | Provision of new IT tools to facilitate communication and work of the staff and PhD students of IG PAS | From 2019 | Technical Support Department |
| 3.10 | Production of a brochure with information about the Institute and living conditions in Poland for PhD students | 2019 | Promotion Department |
| 4. TRAINING AND DEVELOPMENT | | | |
| 4.1 | Organisation of special training to improve competences and knowledge | From 2019 | HR Department Research Office |
| 4.2 | Polish courses for foreigners | From 2019 | Research Office |