



Action Plan for 2022-2024

| NO. | TASK/ACTION | TIME FRAME | RESPONSIBLE UNIT | INDICATOR | PRINCIPLE NO. AND DESCRIPTION |
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| 1. ETHICAL AND PROFESSIONAL ASPECTS | | | | | |
| 1.1 | Reperformance of the SWOT analysis at the department and the organisational level | Q4 2022 | External company Deputy Director for Research Research Office Scientific Departments | Analysis report | 4 Professional attitude 24 Working conditions |
| 1.2 | Organisation of annual reporting sessions | Q1 2022 Q1 2023 Q1 2024 | Research Office Scientific Departments | List of participants | 38 Continuing professional development 8 Dissemination, exploitation of results 16 Judging merit |
| 1.3 | Preparation and issue of three <i>Annual Reports</i> for: 2021, 2022, 2023 | Q1/Q2 2022 Q1/Q2 2023 Q1/Q2 2024 | Scientific Departments Deputy Director for Research Research Office Promotion Department Scientific Information and Publishers Department | Report | 8 Dissemination, exploitation of results |
| 1.4 | Cooperation with respect to research advisory with the International Advisory Team of Experts at the Institute of Geophysics – Polish Academy of Sciences (IG PAS) | Q1/Q2 2022 Q1/Q2 2023 Q1/Q2 2024 | Director of IG PAS Deputy Director for Research | 3 reports Reporting session attendance report | 4 Professional attitude 23 Research environment 15 Transparency |
| 1.5 | Appointment of the Team of Mentors for the career development of young researchers and doctoral students | Q4 2022 | Director of IG PAS Deputy Director for Research | Director's ordinance | 30 Access to career advice 28 Career development 36 Relation with supervisors 38 Continuing professional development 40 Supervision |
| 1.6 | Organisation of regular research seminars | Starting Q1 2022 | Deputy Director for Research Research Office | Minimum 20 seminars a year | 8 Dissemination, exploitation of results 36 Relation with supervisors 38 Continuing professional development |



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| 1.7 | <p>Promotional and popularisation activities:</p> <ul style="list-style-type: none"> • updating the website of IG PAS on the occasion of the 70th anniversary; • publishing an educational book on geophysics for children; • participation in TV productions; • participation in science picnics and festivals. | <p>Q1 2023</p> <p>Q3 2022</p> <p>Q2 2022</p> <p>Q2 2022</p> <p>Q2 2023</p> | Promotion Department | <p>Current website</p> <p>Book</p> <p>Promotional and audio-visual materials</p> | 9 Public engagement |
| 1.8 | <p>Scientific communication activities</p> <ul style="list-style-type: none"> • Publication of popular science articles on polar research and geophysics • Preparations of podcasts – interviews with geophysics and videos with experts • “Dangerous Earth” exhibition • Polar mapping as part of the Night of Museums • Open lectures and outdoor lectures • Open webinars • Organisation of the Polar Festival | <p>by Q3 2022</p> <p>by Q4 2023</p> <p>by Q4 2023</p> <p>Q2 2022</p> <p>by Q3 2022</p> <p>by Q4 2023</p> <p>Q2 2022</p> | Science Communication and Education Unit | <p>12 articles;</p> <p>15 podcasts and videos with geophysics;</p> <p>4 specialised exhibitions;</p> <p>10 open or outdoor lectures;</p> <p>50 webinars;</p> <p>Polar Festival.</p> | <p>8 Dissemination, exploitation of results</p> <p>9 Public engagement</p> |
| 1.9 | <p>Educational activities:</p> <ul style="list-style-type: none"> • Online lessons for schools • Classes for schools as part of picnics, festivals • Preparation of interactive educational materials on Earth sciences • Running workshops for teachers on how to use materials for schools prepared by the Institute • Running webinars for teachers | by Q4 2024 | Science Communication and Education Unit | <p>30 online lessons;</p> <p>10 lessons for schools;</p> <p>10 educational packages;</p> <p>10 workshops for teachers;</p> <p>10 webinars for teachers.</p> | <p>8 Dissemination, exploitation of results</p> <p>9 Public engagement</p> |
| 1.10 | Development of functionalities of the portal for researchers to store research data (DataPortal) | 2022-2024 | Technical Support Department | <p>Number of data files saved</p> <p>New interactive functionalities</p> | <p>8 Dissemination, exploitation of results</p> <p>7 Good practice in research</p> |



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| 1.11 | Achieving objectives set in the Gender Equality Plan | 2022-2024 | Committee for HRS4R implementation and monitoring | 3 annual reports on the objective status | 2 Ethical principles 10 Non-discrimination 24 Working conditions 27 Gender balance 34 Complaints and appeals |
| 2. RECRUITMENT AND SELECTION | | | | | |
| 2.1 | Monitoring of the OTM-R Policy of IG PAS | Q4 2022 Q4 2023 Q4 2024 | Deputy Director for Research Research Office HR Department | Checklist (x 3) | 12 Recruitment 13 Recruitment (code) 14 Selection 15 Transparency 34 Complaints and appeals |
| 3. WORKING CONDITIONS AND SOCIAL SECURITY | | | | | |
| 3.1 | Renovation of buildings of IG PAS | 2022-2024 | Administration Department | Number of renovation projects carried out (NOTE: reaching the indicator will depend on the co-financing obtained) | 24 Working conditions |
| 3.2 | Implementation of the ERP Integrated IT System together with the electronic document flow system (EOD), including e-employee system facilitating communication between an employee and IG PAS with respect to HR and payroll matters | 31 December 2021 – deadline for submitting offers by contractors (NOTE: the detailed implementation schedule will be set out in the agreement with the selected contractor. Planned implementation time frame 2022/2023) | Deputy Director for Administration and Finance Administration Departments | Number of implemented modules | 24 Working conditions |
| 3.3 | Creation of a new INTRANET and onboarding guide for new employees, publication of all material forms and regulations (in 2 language versions), event calendars, availability of conference rooms, Zoom/Webex schedules, as well as modules | by Q4 2022 | Technical Support Department All Administration Departments of IG PAS | INTRANET Onboarding guide | 24 Working conditions |



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| | with an employee search engine and announcements | | | | |
| 3.4 | Ongoing provision of social benefits for employees from the Company's Social Benefits Fund | Starting 2022 | Social Committee of IG PAS | Number of applications filed | 24 Working conditions 25 Stability and permanence of employment 26 Funding and salaries |
| 3.5 | Organisation of integration events / parties for all employees and doctoral students | Starting 2022 | Administration Department Promotion Department | Number of events/parties organised | 24 Working conditions |
| 3.6 | Annual awards of the Director of IG PAS for achievements | 2022 2023 2024 | Director of IG PAS | Number of prizes | 26 Funding and salaries |
| 3.7 | Information bulletin of IG PAS (in PL and ENG) | On a monthly basis | Science Communication and Education Unit | Number of bulletins sent | 8 Dissemination, exploitation of results |
| 3.8 | Review of salaries taking into account the inflation rate | Q1 2022 | Directors of IG PAS HR Department | Number of salaries | 26 Funding and salaries |
| 4. TRAINING AND DEVELOPMENT | | | | | |
| 4.1 | Organisation of specialised trainings to develop competences and knowledge (project management, copyrights, anti-discrimination training, etc.) | Starting 2022 | HR Department Research Office | Minimum 2 trainings a year | 2 Ethical principles 4 Professional attitude 7 Good practice in research 28 Career development 31 Intellectual Property Rights 38 Continuing professional development 39 Access to research training and continuous development |
| 4.2 | Polish language courses for foreigners | Starting Q1 2022 | Research Office | Number of participants | 38 Continuing professional development 39 Access to research training and continuous development |
| 4.3 | Joining the Erasmus+ Programme | Starting Q1 2022 | Research Office | Erasmus+ Card | 38 Continuing professional development 39 Access to research training and continuous development |