



## Report for 2019–2021

NO.	TASK/ACTION	IMPLEMENTATION	RESPONSIBLE UNIT	CURRENT STATUS	MONITORING/INDICATORS
<b>1. ETHICAL AND PROFESSIONAL ASPECTS</b>					
1.1	A SWOT analysis for each Scientific Department and development of a SWOT analysis for the entire Institute	Q2 2019	Research Office AuditSolutions sp. z o.o.	done/in progress (regularly every 4 years)	A report summing up the analysis conducted at the Institute level A detailed report for individual Scientific Departments
1.2	2018 scientific reporting session	26 February 2019 27 February 2019	Research Office Scientific Departments	done	Session agenda Number of participants (120 people)
1.3	Preparation and publication of the Annual Report 2018	Q1 2019	Scientific Departments Research Office Promotion Department Scientific Information and Publishers Department	done	Report <a href="https://www.igf.edu.pl/annual-reports-ig-pas.php">https://www.igf.edu.pl/annual-reports-ig-pas.php</a>
1.4	Participation in the 2018 reporting session and advice provided by Paolo Papale, an international expert from Italy	26 February 2019 27 February 2019	Research Office	done	Guest arrival card Attendance list
1.5	Assessment of the quality of cooperation between researchers and Administration Departments	Q2 2019	Project Management Department	done	Survey Report with the survey results
1.6	Appointment of the International Advisory Board at IG PAS	1 December 2019	Director of IG PAS	done	Order of the Director of IG PAS No. 18/2019



1.7	Defining four research areas based on the SWOT analysis: Anthropogenic and natural geohazard & environmental antropopression; Geosystem processes; Earth structure & georesources Climate change & polar regions	Q4 2019	Deputy Director for Scientific Affairs	done	Thematic seminars within the areas Appointment of the Programme Team Decision of the Director of IG PAS No. 17/2020 of 1 September 2020
1.8	2019 scientific reporting session	2 June 2020 4 June 2020 9 June 2020 10 June 2020	Research Office	done	Session agenda Number of Zoom participants (120 people)
1.9	Preparation and publication of the Annual Report 2019	Q2 2019	Scientific Departments Research Office Promotion Department Scientific Information and Publishers Department	done	Report <a href="https://www.igf.edu.pl/annual-reports-ig-pas.php">https://www.igf.edu.pl/annual-reports-ig-pas.php</a>
1.10	Preparation of the report by the International Advisory Board at IG PAS on the participation in the 2019 reporting session	Q2 2020	International Advisory Board at IG PAS	done	Experts' Report



1.11	2020 scientific reporting session	23 March 2021 24 March 2021 30 March 2021 31 March 2021	Research Office	done	Session agenda Number of Zoom participants (120 people)
1.12	Preparation and publication of the Annual Report 2020	Q1 2021	Scientific Departments Research Office Promotion Department Scientific Information and Publishers Department	done	Report <a href="https://www.igf.edu.pl/annual-reports-ig-pas.php">https://www.igf.edu.pl/annual-reports-ig-pas.php</a>
1.13	Preparation of the report by the International Advisory Board at IG PAS on the participation in the 2020 reporting session	Q2 2021	International Advisory Board at IG PAS	done	Experts' report
1.14	Organisation of regular scientific seminars	From Q1 2020	Deputy Director for Scientific Affairs	in progress	Weekly team meetings
1.15	Website adjustment to make it accessible for visually impaired people	Q3 2020	Promotion Department	done	IG PAS website in the version for the visually impaired
1.16	Creation of the IG PAS dSpace repository	2019	Scientific Information and Publishers Department	done	<a href="https://dspace.igf.edu.pl/xmlui/">https://dspace.igf.edu.pl/xmlui/</a>
1.17	Creation and development of the Data Portal ("Open Science")	1 October 2020	IT Department	in progress	<a href="https://dataportal.igf.edu.pl/">https://dataportal.igf.edu.pl/</a>



## 2. RECRUITMENT AND SELECTION

2.1	Recruitment process audit	Q2 2021	Internal Auditor	done	Audit report
2.2	Verification of the OTM-R Policy	Q3 2021	OTM-R Committee	in progress	OTM-R Policy OTM-R Policy implementation monitoring report
2.3	Appointment of the Gender Equality Plan Development Committee	Q4 2021	GEP Committee	in progress	Gender Equality Plan
2.4	Conducting an assessment of the quality of the courses taught at the International Environmental Doctoral School	Q3 2021	Dean's Office, University of Silesia	done	Survey results

## 3. WORKING CONDITIONS

3.1	Appointment of the Science Communication and Education Team	21 August 2018	Director of IG PAS	done	Decision of the Director of IG PAS No. 9/2018
3.2	Preparation of an information brochure for PhD students – <i>Geoplanet Doctoral School Student's Guide</i>	September 2019	Promotion Department	done/in progress – ongoing update	Brochure: <a href="https://www.igf.edu.pl/studies.php">https://www.igf.edu.pl/studies.php</a>
3.3	A space has been created on Nextcloud, INTRANET, where documents and regulations important for the staff are made available. Many of these documents are in Polish and English versions.	from 2019	Administration Departments of IG PAS	in progress	Access to up-to-date document forms
3.4	Electronic Workflow System	from 2016	Deputy Director for Administration and	in progress	Preparation of tender documentation Tender procedure documentation



			Finance Administration Departments of IG PAS		
3.5	Creation of an equipped kitchenette for the Institute's staff	Q1 2020	Administration Department of IG PAS	done	Kitchenette, 1st floor in the building at ul. Ks. Janusza 64, Warsaw
3.6	Creation of a common room for the staff	Q2 2020	Administration Department of IG PAS	done	Common room, ground floor in the building at ul. Ks. Janusza 64, Warsaw
3.7	Renovation of all staff kitchens (on each floor of the building)	Q1 2020	Administration Department of IG PAS	done	Renovated kitchens in the building at ul. Ks. Janusza 64, Warsaw
3.8	Electronic building access control system	Q2 2020	Administration Department of IG PAS	done	The system has been installed Cards were programmed and distributed to the staff
3.9	Renovation of guest rooms (6 rooms)	Q2-Q3 2021	Administration Department of IG PAS	done	6 rooms were painted
3.10	Access to a hot drinks vending machine	Q4 2018	Administration Department of IG PAS	in progress	The vending machine available in the kitchenette
3.11	Polish Your Cooking cooking classes	11 November 2019	Promotion Department	done	Number of participants (36)
3.12	Organisation of a canoeing trip	30 July 2021	Administration Department of IG PAS	done	Number of participants (36)
3.13	Co-financing of kindergartens	in progress	Social Benefits Fund Committee	in progress	Number of beneficiaries in 2019: 9 Number of beneficiaries in 2020: 6 Number of beneficiaries in 2021: 7
3.14	Co-financing of cultural events (theatre tickets, cinema tickets, etc.)	in progress	Social Benefits Fund Committee	in progress	Number of beneficiaries in 2019: 76 Number of beneficiaries in 2020: 44 Number of beneficiaries in 2021: 30
3.15	Co-financing of holidays	in progress	Social Benefits Fund Committee	in progress	Number of beneficiaries in 2019: 72 Number of beneficiaries in 2020: 64 Number of beneficiaries in 2021: 66



3.16	Co-financing of the Fit Profit sports card	in progress	Social Benefits Fund Committee	in progress	Number of beneficiaries in 2019: 79 Number of beneficiaries in 2020: 23 Number of beneficiaries in 2021: 29
3.17	Subsidies for housing purposes	in progress	Social Benefits Fund Committee	in progress	Number of beneficiaries in 2019: 5 Number of beneficiaries in 2020: 7 Number of beneficiaries in 2021: 9
3.18	Director's awards for the best achievements in 2018	27 February 2019	Research Office	done	7 awarded people/diplomas
3.19	Director's awards for the best achievements in 2019	10 June 2020	Research Office	done	13 awarded people/diplomas
3.20	Director's awards for the best achievements in 2020	31 March 2021	Research Office	done	23 awarded people/diplomas
3.21	Bonus Rules – best publications, projects	in progress	Research Office	in progress	– number of awarded bonuses for projects – number of awarded bonuses for publications
3.22	Development and implementation of the Strategy for Communication in and between Scientific Departments of IG PAS	from Q1 2020	Science Communication and Education Team	in progress	<ul style="list-style-type: none"><li>• Communication Strategy</li><li>• Monthly newsletter in two language versions</li><li>• Access to minutes of meetings of the Board of Directors for all staff</li><li>• Access to the Scientific Council documentation <a href="https://www.igf.edu.pl/uchwaly-rady-naukowej.php">https://www.igf.edu.pl/uchwaly-rady-naukowej.php</a></li><li>• Mailing lists: for researchers – <a href="mailto:naukowi@igf.edu.pl">naukowi@igf.edu.pl</a> for foreigners – <a href="mailto:news@igf.edu.pl">news@igf.edu.pl</a></li></ul>
3.23	Access to Office 365 with full functionalities	Q3 2021	Technical Support Department	in progress	Number of users – access for all staff of IG PAS
3.24	Christmas and the New Year's concert	11 December 2019	Promotion Department	done	100 participants
3.25	Regular "Photographic Passion" exhibitions in the lobby	from February	Promotion Department	in progress	25 photo exhibitions



		2016			
3.26	Christmas and New Year's meeting	21 December 2020	Promotion Department	done	130 participants
<b>4. TRAINING AND DEVELOPMENT</b>					
4.1	"Bullying and Discrimination Prevention" training	19 February 2019	HR Department	done	Attendance list
4.2	Polish courses for foreigners	from 2019	Research Office	in progress	A contract with a language school Number of people attending the classes (PhD students and researchers from abroad)
4.3	Anti-corruption training	30 June 2020	HR Department	done	Attendance list
4.4	"ICT Security" training for all staff of the Institute of Geophysics, PAS	27–28 February 2020	Technical Support Department	done	Attendance list
4.5	"Data Management and Sharing at IG PAS Policy" training	9 and 16 December 2020 (online)	Technical Support Department	done	Attendance list
4.6	Training for researchers on European Research Council (ERC) grants in the form of webinars	24 and 26 November 2020	Project Management Department	done	Attendance list
4.7	Personal data protection training	periodically repeated for newly recruited employees	Personal Data Protection Officer	on the date-to-date basis	Attendance list/Certificate
4.8	Training for potential applicants in NCN competitions (online)	16 February 2021	Project Management Department	done	Number of people
4.9	Online access to the Nature Masterclasses training platform, modules:	Access to the platform for one year from	Research Office	in progress	Number of purchased platform access codes: 30



	<ul style="list-style-type: none"><li>• Scientific Writing &amp; Publishing</li><li>• Effective Collaboration in Research</li><li>• Focus on Peer Review</li><li>• Managing Research Data to Unlock its Potential</li><li>• Narrative Tools for Researchers</li></ul>	the date of logging in, starting from Q2 2021			
4.10	“Supporting Research Careers in Horizon Europe” training	19 March 2021	Project Management Department	done	Attendance list
4.11	“Remuneration in the Horizon Europe Programme” training for PAS Institutes	14 May 2021	Project Management Department	done	Attendance list