



REPORT 2022

NO.	TASK/ACTION	IMPLEMENTATION	RESPONSIBLE UNIT	CURRENT STATUS	MONITORING/INDICATORS
1. ETHICAL AND PROFESSIONAL ASPECTS					
1.1	Scientific reporting session for 2022 in a hybrid form with the participation of the International Advisory Team of Experts at the IG PAS	06-09.03.2023	Research Office Scientific Departments	done	Session program Number of participants (120 people)
1.2	Development and publication of the Annual Report 2022	Q1 2023	Scientific Departments Research Office Science Communication and Education Department Scientific Information and Publishers Department	done	Report https://www.igf.edu.pl/annual-reports-ig-pas.php
1.3	Organization of regular scientific seminars	From Q1 2022	Scientific Departments Research Office	done	30 thematic seminars were held
1.4	Promotional, educational and disseminating activities	From Q1 2022	Promotion Department Science Communication and Education Department	done	Detailed report for 2022 (Appendix 1 to the report)
1.5	Development of the functionality of the portal for scientists to store research data (Data Portal)	From Q1 2022	IT Department, Data Steward	done	59 data sets 25 projects Detailed report in Annual Report 2022
1.6	Achieving the goals set out in the Gender Equality Plan	From Q1 2022	HRS4R Implementation and Monitoring Committee	done	GEP report for 2022
1.7	Support for scientists from Ukraine and their families	From Q1 2022	Directorate of IG PAS	done	- providing accommodation in Belsk for 8 people; - support in obtaining 2 scholarships from PAS



					- support in the preparation of the NCN project and employment of 1 scientist - institute-wide collection of basic necessities for refugees from Ukraine;
2. RECRUITMENT AND SELECTION					
2.2	Development of the OTM-R Checklist for 2022	November 2022	HRS4R Implementation and Monitoring Committee	done	OTM-R Checklist document: https://www.igf.edu.pl/download.php?id=3841
3. WORKING CONDITIONS					
3.1	Renovations of buildings belonging to IG PAS:	2022	Administration Department	done	<ul style="list-style-type: none">• renovation of the bituminous surface at the IG parking lot in Warsaw• construction of a fence of the Atmospheric Electricity and Meteorology Station in Świder• renovation of the roof of the main building in the COG in Belsk Duży• renovation of parquet floors in office rooms in Warsaw• installation of a new radiator in the COG Belsk Duży• replacement of telecommunications and power infrastructure, external lighting; vertical insulation of buildings 5, 6 and the main building in the COG in Belsk Duży• reconstruction of the power supply system for COG facilities in Belsk Duży
3.2	Electronic Document Workflow System	from 2022	Deputy Director for Administration and Finance Administration Departments of IG PAS	in progress	As part of the procedure ZP/02/22 (nonlimited tender), the contractor SIMPLE SA with its registered office in Warsaw, Bronisława Czecha 49/51 04-555, was selected. Agreement No. ZP/TWT/32/2022 was signed on 14.07.2022 From signing the contract a pre-implementation analysis was conducted by 19.10.2022; databases and



					a software license for the Integrated IT System were delivered and installed by 24.10.2022. After the above acceptances, the software implementation stage began, first in the field of HR and Payroll and Finance and Accounting. Preparations for the electronic document workflow have also begun.
3.3	Start of work on a new INTRANET and onboarding guide for new employees	Q4 2022	Technical Support Department All Administration Departments of IG PAS	in progress	A test version of the new INTRANET has been prepared on a dedicated website. By the decision of the Directorate, the new version was not launched. The previous version of the INTRANET on NCL is in use.
3.4	Co-financing for kindergartens	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2022: 7 people
3.5	Co-financing for culture (entrance tickets to theatre, cinema, etc.)	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2022: 83 people
3.6	Co-financing for recreation	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2022: 64 people
3.7	Co-financing for the Fit Profit sports card	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2022: 34 people/month
3.8	Co-financing for housing purposes	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2022: 11 people
3.9	Director's awards for the top performance in 2022	08.03.2023	Research Office	done	4 individual awards and 2 team awards were granted, for a total of 21 people/diplomas
3.10	Regulations on bonuses – the best publications	2022	Research Office	done	60 bonuses awarded for publications/for 43 people
3.11	Implementation of the Communication Strategy Within and Between the Scientific Departments of the IG PAS	Q1 2020	Science Communication and Education Department	done	<ul style="list-style-type: none"> • IG PAS bulletin every month in two language versions • Providing minutes of the College of Directors meetings to all employees • Sharing documentation of the Scientific



					<p>Council https://www.igf.edu.pl/uchwaly-rady-naukowej.php</p> <ul style="list-style-type: none"> Mailing lists: general: - ogloszenia@igf.edu.pl for scientists - naukowi@igf.edu.pl
3.12	A festive concert to celebrate Christmas and New Year	13.12.2022	Promotion Department	done	Number of participants (approx. 100 people)
3.13	Cyclical exhibitions of IG PAS employees in the hall entitled "Photographic passions"	from 2016	Promotion Department	done	2 photographic exhibitions
4. TRAINING AND DEVELOPMENT					
4.1	Polish language courses for foreigners	from 2019	Research Office	in progress	Agreement with the language school Number of people taking part in classes (Ph.D. students and scientists from abroad)
4.2	"Multicultural teams" training	20.10.2022	HR Department	done	Attendance list
4.3	Office365 email workshops	18.02.2022	IT Department	done	Attendance list
4.4	Training on personal data protection	repeated cyclically for newly employed employees	Personal Data Protection Officer	on an ongoing basis	Attendance list/certificate
4.5	<p>Access to the <i>Nature Masterclasses</i> online training platform, modules:</p> <ul style="list-style-type: none"> Scientific Writing & Publishing Effective Collaboration in Research Focus on Peer Review Managing Research Data to Unlock its Potential Narrative Tools for Researchers 	Access to the platform for one year from the date of login, starting from Q2 2021	Research Office	done	Number of purchased access codes to the platform: 30 units



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4.6	EPISODES PLATFORM: Workshops for scientists and Ph.D. students	Q2 2022	Department of Seismology	done	Number of participants – 10 people
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