

## TEMPLATE 3: INTERNAL REVIEW

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| Name Organisation under review: Institute of Geophysics, Polish Academy of Sciences  |
| Organisation's contact details: Księcia Janusza 64, 01-452 Warsaw, Poland  |
| +48 22 6915-950  |
| office@igf.edu.pl  |
| Web-link to published version of organisation's HR Strategy and Action Plan:<br>http://private.igf.edu.pl/~azdunek/wniosek%20HR.pdf  |
| Web-link to organisational recruitment policy (OTM-R principles): <sup>45</sup><br><a href="https://www.igf.edu.pl/hr-excellence-in-research.php">https://www.igf.edu.pl/hr-excellence-in-research.php</a> |

**SUBMISSION DATE TO THE EUROPEAN COMMISSION:** .....

### 1. ORGANISATIONAL INFORMATION

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

| <b>STAFF &amp; STUDENTS</b>   | <b>FTE</b> |
|---|------------|
| Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research                            | • 89       |
| Of whom are international (i.e. foreign nationality)  | • 4        |
| Of whom are externally funded (i.e. for whom the organisation is host organisation)   | • 6        |
| Of whom are women   | • 21       |
| Of whom are stage R3 or R4 <sup>1</sup> = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. | • 36       |
| Of whom are stage R2 = in most organisations corresponding with postdoctoral level  | • 23       |
| Of whom are stage R1 = in most organisations corresponding with doctoral level  | • 13       |
| Total number of students (if relevant)  | • 17       |
| Total number of staff (including management, administrative, teaching and research staff)   | • 184      |
| <b>RESEARCH FUNDING (figures for most recent fiscal year)</b>   | <b>€</b>   |
| Total annual organisational budget  |            |
| Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)  |            |
| Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)            |            |
| Annual funding from private, non-government sources, designated for research  |            |
| <b>ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)</b>   |            |

<sup>1</sup> [http://ec.europa.eu/euraxess/pdf/research\\_policies/Towards\\_a\\_European\\_Framework\\_for\\_Research\\_Careers\\_final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf)

*The Institute of Geophysics, Polish Academy of Sciences is a scientific institution representing the main stream of Polish basic research in Earth sciences. It is the only institution in Poland that performs monitoring of geophysical fields in seismology, geomagnetism, and selected areas of atmospheric physics.*

- *Research areas*
- *Seismology and lithospheric research*
- *Geomagnetism*
- *Theoretical geophysics*
- *Atmospheric physics*
- *Hydrology and hydrodynamics*
- *Polar and marine research*

*The main statutory tasks of the Institute include scientific research, development, monitoring and educational activities, as well as dissemination of the results of the research and their implementation in the economy.*

## **2. NARRATIVE (MAX. 2 PAGES)**

Please consult the narrative on the strengths and weaknesses under the 4 thematic areas of the Charter and Code as provided in the initial submission of your organisation's HR Strategy. Have any of the priorities for the short- and medium term changed? Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? Are any strategic decisions under way that may influence the action plan?

Please provide a brief commentary – not only looking back, but also looking forward.

1. Thematic area *Ethical and Professional Aspects* – actions foreseen in this category have been implemented and researchers received training in ethical aspects. Each researcher starting the work at the Institute is obliged and comply with regulations that are in force at the Institute which clearly specifies the ethical dimension. Ethical issues are a priority being reflected in the internally adopted Employment Regulations. Researchers may obtain any documents (internal or external) from the Scientific Secretariat or the IG PAS Intranet (internal regulations) at any moment.
2. Thematic area *Recruitment* – information about vacancies are being well disseminated on IG PAS website, EURAXESS and website of Ministry of Higher Education, as well as earthworks-jobs portal. These recruitment channels have proved satisfactory level of effectiveness especially in hiring foreign researchers. Most of the applications are processed online and the administrative burden is limited to a minimum. The Institute has clear and specified detailed principles of recruitment which guarantees the ability to obtain the best possible staff or researchers. IG PAS is looking forward to disseminate job possibilities in various recruitment channels possibly focusing at international website since it is has been difficult to hire well-trained national researcher due to the fact that there is not such major as geophysics at Polish universities.
3. Thematic area *Working Conditions* – in attempt to meet the researchers' expectations and while respecting their diversity, a flexible working time was introduced by making it possible to start work between 8 and 10 am. Various initiatives have been taken to assist with the submission of grant applications and for future activities it is planned to take actions to support the gender policy plan.
4. Thematic area *Training* – various trainings dedicated to researchers have been carried out in recent years, as well as any other forms of increasing qualifications and continuing development were supported. For instance, 8 trainings were organised by IG PAS, PhD students and other interested employees took part in language courses. Researchers were informed on call for proposals for various

projects, funding possibilities and external trainings. IG PAS foresees conducting additional trainings in the forthcoming period as well.

Conclusion:

Around the four domains numerous actions and initiatives have been undertaken with a direct link and impact on researchers' career and increasing qualifications. Any of the short- and medium term has changes nor the circumstances in which IG PAS operates. There are any strategic decisions under way that may influence the action plan.

### 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.

| <i>Title action</i>   | <i>Timing</i>   | <i>Responsible Unit</i>                    | <i>Indicator(s) / Target</i>   | <i>Current status</i>   |
|---|---|--|--|---|
| <i>Organisation of training sessions, for instance with respect to issues raised in the questionnaire.</i>  | <i>A cycle of training sessions, at least twice a year, the first training in Q4 2016</i>   | <i>HR Department</i>                       | <i>1. Training on Horizon 2020 possibilities for researchers 25.11.2016<br/>2.Training on contracts in the institutions 17.10.2017<br/>3.Training on effective use of industrial designs in business 28.02.2018<br/>4. Training on copyrights in scientific works and in business 24.04.2018<br/>5. Linguistic correctness and language rules in scientific and popular science texts on Earth sciences 16.05.2018<br/>6. Training on personal data protection 24.05.2018<br/>7. Training on personal data protection 07.06. 2018 and 08.06.2018<br/>8. Training on strategy for the protection of intellectual and industrial property rights in an enterprise, 14.06.2018.</i> | <i>Achieved (additional trainings are foreseen in forthcoming period)</i>     |
| <i>Update in the database of the applicable internal legal acts generally available to the employees of the Institute</i>   | <i>On ongoing basis</i>   | <i>HR Department</i>                       | <i>Legal acts are being uploaded on ongoing basis at IG PAS Intranet, available for all employees pomoc.igf.</i>   | <i>Achieved (keeping the repository up to date in the forthcoming period)</i> |
| <i>Implementation, as far as the available funds allow, of an integrated system including digital circulation of documents, including financial and accounting documents.</i> | <i>Q2-Q3 2016 – development of the functional technical requirements of the system, including determination of the final purchase procedure</i> | <i>Deputy Director for General Matters</i> | <i>In September 2016 IG PAS has prepared a document dedicated to development of the functional technical requirements of the system.</i>   | <i>Achieved</i>   |

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|   | Q3 2016  |   | <p>Preparation of application for obtaining funds for the order and purchase of the solution: <a href="https://cppc.gov.pl/programy/popc-2/popc/dzialanie-2-2-cyfrizacja-procesow-back-office-w-administracji-rzadowej/nabor-wnioskow-popc-2-2-2-konkurs/">https://cppc.gov.pl/programy/popc-2/popc/dzialanie-2-2-cyfrizacja-procesow-back-office-w-administracji-rzadowej/nabor-wnioskow-popc-2-2-2-konkurs/</a></p> <p>It was planned to get funding in Q3/04 2017 but despite attempts and submission of application for proper call on time, IG PAS application was rejected. Nevertheless, IG PAS took steps towards implementation of an integrated system including digital circulation of documents, including financial and accounting documents and decided to buy the system from its own financial resources.</p> | <p>Achieved</p> <p>Ongoing (implementation foreseen in forthcoming period)</p> |
| A recruitment process form will be developed to include a detailed description of the criteria required of the candidate; moreover, a list of points obtained according to the adopted criteria will be developed during the recruitment process. | Q3 2016  | HR Department/ Research Department Secretarial Office | The recruitment form has been developed in Q4 of 2016 and is currently in use. The form determines criteria and points obtained during the committee's evaluation. The recruitment committee works in two stages. Candidates who fall out in the first stage are not invited to the interview. All recruitment interviews are conducted with all candidates qualified for the second stage.   | Achieved   |
| Introduction into the recruitment procedures of feedback issued to all candidates taking part in the recruitment on the result of the recruitment process as well as on the candidate's weak and strong points.                                   | Promptly | HR Department/ Research Department Secretarial Office | <p>After the first stage of recruitment, a candidate receives an invitation to the second stage of recruitment. During the second stage, the Recruitment Committee takes into account specialistic knowledge, qualifications, professional experience, scientific achievements and publications, knowledge of foreign languages, strengths and weaknesses and predispositions to work for a given position.</p> <p>People who take part in the second stage are informed about the result of recruitment and their qualifications, strengths and weaknesses for a given position.</p>   | Achieved   |
| Enhancing the recruitment commission in terms of administration, including with respect to development of the requirements and preparation of the documentation of the recruitment  | Promptly | HR Department/ Research Department Secretarial Office | The recruitment commission in the recruitment process is supported by the administrative departments. The HR Department helps in the process of preparing requirements and forms. It also publishes the job offer at the website of the IGPAS, the website of the Ministry of Science and Higher Education where is the database "WORK IN THE SCIENTIFIC INSTITUTIONS - ANNOUNCEMENTS ON ELECTIONS AND COMPETITIONS" and  | Achieved   |

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| <i>process.</i>   |  |                                 | <i>on the EURAXESS website. The Scientific Secretariat supports the commission in the preparation of documentation in the recruitment process. It also prepares the minutes of the committee meeting for the Director of the Institute with and justification why they recommend the selected candidate.</i>   |  |
| <i>Implementation of actions to improve the information flow through implementation of test procedures, examination of the quality as well as the fact of transferring information. Check points will be introduced, on the basis of which statistics will be prepared in the area of information flow within the organization.</i> | <i>Promptly</i>  | <i>Deputy Research Director</i> | <i>A survey on the quality of the information was carried out. It has shown that the information given by various Heads of Departments has not been passed on in satisfactory manner. As a result, it was decided that the transfer of information will be sent to all [researchers] or individual stakeholder groups. The scientific secretariat cares for updates of mailing addresses to individual groups to improve this process.</i>   | <i>Achieved</i>                                  |
| <i>Promotion of good practice</i>   | <i>Q4 2016</i>   | <i>Management</i>               | <i>There are various types of prizes awarded at IG PAS for good practices and achievements, for example ministerial distinctions, application made by employer, for researchers who stand out by their activities. They are emphasized at meetings of head of departments and scientific councils.</i>   | <i>Achieved (Ongoing for forthcoming period)</i> |
| <i>Further promotion in form of a communication issued to all employees concerning flexible employment forms applicable at the Institute.</i>   | <i>Q4 2016</i>   | <i>HR Department</i>            | <i>According to the Institute's rules and conditions of work, researchers have the opportunity to freely decide on the time of starting the work. Regulations allow to start work from 8:00 to 10:00. At the Institute, a message about these flexible forms of starting work was posted for all employees. It is also possible to change the individual working time schedule at a request of an employee. At the Institute there are employees who have individual working time, approved by their superior.</i> | <i>Achieved</i>                                  |
| <i>Trying to obtain larger funds for the researchers' remuneration within the scope of the statutory jobs.</i>  | <i>On an ongoing basis within the statutory time limits for submission of applications for funds to the Ministry of Science and Higher Education</i> | <i>Deputy Research Director</i> | <i>Thanks to obtaining a larger statutory subsidy for 2017 IG PAS decided to allocate more funds for remuneration, which allowed to increase researchers' remuneration on an average of 5%.</i>  | <i>Achieved</i>                                  |
| <i>The issue of</i>   | <i>Ongoing basis</i>   | <i>Director</i>                 | <i>Bonus resulting from implementation</i>   | <i>Achieved</i>                                  |

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| <i>measurable financial benefits for the Institute employees on account of performance of projects will be stressed in communication with directors of particular units</i>                     | <i>during meetings</i>                  |  | <i>of H2020.</i>  |                 |
| <i>Implementation of new forms of promoting employees determined by their activity and effectiveness of their work.</i>   | <i>Deputy Research Director</i>         | <i>Q2 2017</i>                                   | <i>Additional pay up to 8 000,00 EUR per year, full-time.</i>   | <i>Achieved</i> |
| <i>Implementation of changes to the rules and regulations of remuneration, also accounting for the employee's evaluation.</i>   | <i>HR Department</i>                    | <i>Q4 2016</i>                                   | <i>In the Institute, the remuneration regulations for employees were changed in connection with the introduction of additional remuneration in the form of a new component of remuneration - pro-quality bonus, which is awarded as a result of employees' assessment.</i>  | <i>Achieved</i> |
| <i>Support with respect to information on the competitions for funding of projects.</i>   | <i>Department of Project Management</i> | <i>Ongoing</i>                                   | <i>Information on current calls for proposals are being published at IG PAS website. It is being kept up to date.</i>   | <i>Achieved</i> |
| <i>Competition for a mentor</i>   | <i>Deputy Research Director</i>         | <i>Q4 2016</i>                                   | <i>First edition of competition completed. The results has been presented in form of the report dated 16.01.2017. The committee organizing the first edition of the competition consisted of six people. The survey presented a set of 12 features of a potential Mentor. The voter could choose up to 3 features and indicate one person representing the given feature.</i> | <i>Achieved</i> |
| <i>As far as financially possible, introduction of a position of a visiting professor - mentor</i>  | <i>Deputy Research Director</i>         | <i>Q4 2016</i>                                   | <i>The Institute takes steps to assure additional funds for remuneration for visiting professor.</i>  | <i>Ongoing</i>  |
| <i>The Institute will request the Commission preparing the employee evaluation to consider rewarding the issues of mobility and international cooperation higher in the employee evaluation</i> | <i>Deputy Research Director</i>         | <i>During the next evaluation of researchers</i> | <i>This issues will be raised before the works of Commission begins; the evaluation is expected to take place in September/October 2018.</i>  | <i>Pending</i>  |
| <i>Publishing of a link on the Institute's website where</i>  | <i>Deputy Research Director</i>         | <i>Q2 2016</i>                                   | <i>Published link on IG PAS website with post-doc information which enables post-docs to take actions to obtain</i>   | <i>Achieved</i> |

|   |  |                            |   |                 |
|---|--|----------------------------|---|-----------------|
| <i>young researchers will find post-doc information, which will enable them to take action to obtain international experience and to increase their mobility.</i>                     |  |                            | <i>international experience and to increase their mobility.</i>   |                 |
| <i>A communication will be prepared and issued to the PAS researchers on the works of the PAS disciplinary Commission and the possibility to file applications to the Commission.</i> | <i>HR Department/ Research Department Secretarial Office</i> | <i>On an ongoing basis</i> | <i>A communication has been prepared and issued to the PAS researchers informing on works of the disciplinary Commission, its composition, instructions how to issue complaints and how the process looks like.</i> | <i>Achieved</i> |

As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, 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, please provide a short commentary demonstrating this implementation.

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 checklist<sup>45</sup>, attach it to this self-evaluation form, and provide a commentary on how you will (continue to) address these principles in the years to come.

Comment on the implementation of Open, Transparent, Merit-Based Recruitment principles:

IG PAS has filled out the OTM-R checklist, which is attached to this report. In addition to what was reported in the checklist, IG PAS would like to stress that strong basis for OTM-R recruitment principles already exists and have been respected through the years. The principles have been reflected in regulation 'IG PAS principles of conducting the competition for scientific positions'. This document presents sets of rules obeyed during the recruitment of researchers.

In order to meet the requirements of the OTM, after the checklist was completed, the HR Working Group has decided that guidelines for the updated OTM regulation will be prepared. They will be approved by the Scientific Council of the Institute on June 26, 2018.

#### **4. IMPLEMENTATION (MAX. 1 PAGE)**

Please provide an overview of the expected implementation process. You can use the following questions as a guideline in your description:

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

The overall responsibility for the monitoring and implementation of IG PAS Action Plan lies with the HR Department. The two-year internal review has involved consultation with Head of HR Department, Head of Project Management Department and Deputy Research Director.

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

Progress has been monitored on an on-going basis by the HR Head of Department and Head of Project Management Department through various meetings.

- 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?

Yes, there is. Strong basis of the HRS4R principles have been reflected in regulation 'IG PAS principles of conducting the competition for scientific positions'. This document presents sets of rules obeyed during the recruitment of researchers that corresponds with HRS4R.

- How do you involve the research community, your main stakeholders, in the implementation process?

Research community has been involved in the implementation process by various surveys, consultations and meetings with Deputy Research Director. We also encouraged feedback from our research staff following events.

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

The overall responsibility for the monitoring and implementation of IG PAS Action Plan lies with the HR Department, however, in order to ensure proper implementation of proposed actions, Head of Project Management Department and Deputy Research Director are also involved in the process. All actions have been well considered and corresponded with IG PAS priorities.

- How are you monitoring progress?

Progress is being monitored on an on-going basis by the HR Head of Department and Head of Project Management Department and administrative staff through various meetings during which the implementation of actions in action plan are being checked and documentation updated.

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

Since the external review is one of the most important phases of the HRS4R process, the IG PAS will take proper steps to ensure good preparation for external review, in particular: review and update the progress of Action Plan and review and collecting of all materials indicating implementation of planned actions.

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