



**INSTITUTE OF MATHEMATICS
OF THE POLISH ACADEMY OF SCIENCES**

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HR EXCELLENCE IN RESEARCH

***Human Resources Strategy
for Researchers***

incorporating

the European Charter for Researchers,

the Code of Conduct for the Recruitment of Researchers

and

Open, Transparent and Merit-based Recruitment of Researchers

Revised

HR STRATEGY /ACTION PLAN

Warsaw, July , 2018

In 2016 Institute of Mathematics of the Polish Academy of Sciences (IM PAN) joined the community of research institutes and universities which recognize the importance and value of the principles presented in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ("HR Excellence in Research"). Open, Transparent and Merit-Based Recruitment Policy (OTM-R) is a key element in the HR strategy.

The principles of the Charter and the Code correspond closely to principles of the scientific research and human resources present at IM PAN. The Institute commits to implement fair and transparent recruitment and appraisal procedures for researchers.

The major short- and medium term priorities of the Institute remain largely the same as on the submission of the HR Strategy in 2016. We have strengthen the development of the HR services in several ways including:

- 1) providing more information for job candidates and employees on the webpage of the Institute,
- 2) improving the amount of available information about the career development opportunities via the institute webpage and during the mentoring process (e.g. during the mentor-mentoree meetings),
- 3) improving the access to all necessary documents and regulations on the rights and duties of the employees, HR regulations, etc., by translating to English, posting them on the Institute's webpage and informing the employees about the availability of such documents,
- 4) improvement of the mentoring system.

HRS4R steering committee has been changed on June 20th, 2018:

Now the committee consists of:

1. Scientific director – dr hab. Tomasz Cieślak, chairman
2. Deputy director – Renata Podgórska-Zajac
3. Chairman of the Recruitment and Promotion Committee (R&P Committee, for short) – prof. dr hab. Bronisław Jakubczyk
4. PhD Coordinator – dr hab. Tomasz Adamowicz
5. dr hab. Jarosław Mederski
6. prof. dr hab. Teresa Regińska
7. Administration representatives:
HR manager - Monika Zysk,
RP (Research Project) office - Małgorzata Glińska

The steering committee is responsible for establishing priorities and periodically examining the progress of the strategy modifying certain aspects if necessary. The administration representatives are responsible for the implementation and the following up of the strategy, under the responsibility of the deputy director of IMPAN, and will report the progress.

Revised action plan:

2.a Further improvement of the mentoring system – continuation of the action 2.a from the previous action plan. A separated document on rights, duties and prerogatives of mentors will be prepared.

2.e A continuation of the action 2.e from the previous action plan: In order to provide more help in career development the questionnaire for a meeting of a young scientific employee and his/her mentor (with mentor's question to the employee) has been distributed. The more detailed instructions for conversations about further career development with employees are in preparation.

3.f Posters explaining the role and importance of Charter & Code will be prepared and displayed in the Institute (the action 3.f from the previous action plan).

Regular actions:

2.d Organization of regular meetings of the Directors board with researchers and PhD students (a continuation the action 2.d from the previous plan).

3.a Updates of „Welcome Package” for newly employed researchers; further updates (the action 3.a from the previous plan).

3.b The webpage with news about grants and job opportunities has already been created but regular updating is necessary. A responsible person will be appointed (the action 3.b from the previous plan).

3.c English translations of new acts, regulations and documents are being posted on the IMPAN webpage and easily accessible (the action 3.c from the previous plan).

3.f Presentation and popularization of the HRS4R principles and their implementation (a continuation the action 3.f from the previous plan).

New actions concerning OTM-R:

4.a OTM-R policy will be reviewed on a regular basis and, where necessary, adapted accordingly.

4.b Quality control system is not yet established. We are planning to constitute a committee to monitor the quality of OTM-R. The committee consisting of designated staff will supervise the whole recruitment process.

4.c We are going to establish the guide which sets out, in chronological order, the whole recruitment process.

4.d New persons involved in the recruitment process will be trained successively, as needed Program of further training will be established.

4.e Applications for positions in IMPAN can now be sent by email. We intend to introduce and develop the online submission system for the job applications.

2.f	Creation of recruitment calendar for employment at IMPAN, description of employment procedures (on IMPAN webpage) (completed)	Directors board, R&P Committee										
3.a	Updates of „Welcome Package” for newly employed researchers (regular action)	HR, RP, SD offices	■			■	■				■	■
3.b	Updates of the webpage with news about grants and job opportunities (continuation)	RP, IT offices	■	■	■	■	■	■	■	■	■	■
3.c	Translation of all the necessary incoming documents and making them easily accessible (IMPAN webpage) (continuation)	IT, HR, SD offices				■				■		
3.d	Extending the job advertisements to include description of job application process, working conditions and entitlements at IMPAN (completed)	Directors board, R&P Committee,										
3.e	Preparation of documents on selection procedures and evaluation systems, further updates (completed)	Directors board, R&P Committee										
3.f	Presentation of the C&C implementation during the annual meetings of employees and posters on C&C (continuation) (IV 2018)	Directors board, SD office			■		■				■	
New actions concerning OTM-R												
4.a	Reviewing and updating of the OTM-R policy	HRS4R steering committee			■		■			■		■
4.b	Constitute a committee to monitor the quality of OTM-R	Directors board			■							
4.c	The guide to recruitment process	Directors board, R&P Committee				■	■					
4.d	Training of new persons involved in the recruitment process	Directors board, HRS4R steering committee					■	■			■	■
4.e	Online submission system	IT, R&P Committee, HRS4R steering committee								■	■	
4.f	New complaints mechanism	IT, R&P Committee, HRS4R steering committee							■	■		

