

### TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review: Institute of Mathematics of the Polish Academy of Sciences .....

Organisation's contact details: Sniadeckich 8, 00-656 Warsaw, Poland,

e-mail: [im@impan.pl](mailto:im@impan.pl), fax: +48(22)629 39 97

Web-link to published version of organisation's HR Strategy and Action Plan:

<https://www.impan.pl/instytut/strategia/complete-revised-version.pdf>

Web-link to organisational recruitment policy (OTM-R principles):<sup>45</sup>

<https://www.impan.pl/en/insitute/hr-strategy>

**SUBMISSION DATE TO THE EUROPEAN COMMISSION:** ..... September 28, 2018 .....

#### 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>
<i>Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research</i>	118
<i>Of whom are international (i.e. foreign nationality)</i>	22
<i>Of whom are externally funded (i.e. for whom the organisation is host organisation)</i>	6
<i>Of whom are women</i>	14
<i>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.</i>	56
<i>Of whom are stage R2 = in most organisations corresponding with postdoctoral level</i>	41
<i>Of whom are stage R1 = in most organisations corresponding with doctoral level</i>	21
<i>Total number of students (if relevant)</i>	10
<i>Total number of staff (including management, administrative, teaching and research staff)</i>	194
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>
<i>Total annual organisational budget</i>	9.567.000
<i>Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)</i>	4.650.000
<i>Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)</i>	4.879.000
<i>Annual funding from private, non-government sources, designated for research</i>	38.000

<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)

**ORGANISATIONAL PROFILE** (a very brief description of your organisation, max. 100 words)

IMPAN, the most recognized mathematical research institute in Poland, was established in 1948. In 1972 the Stefan Banach International Mathematical Center (BC) was created within the Institute. Since 1996 IMPAN has Będlewo Conference Center where a part of scientific activities of BC is located.

IMPAN has one of the best mathematical libraries in Europe, and a publication department, publishing 9 international journals and, in collaboration with Birkhäuser edits the series Mathematical Monographs.

IMPAN is a top class research institute on the Polish and international scenes. It fosters excellence in mathematical research, mobility and cooperation.

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

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 strengthened 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.

The circumstances in which IMPAN operates have not changed since 2016. The Institute maintained the highest scientific category A+ assigned by the Ministry of Science and Higher Education and remains one of the top 3 leading mathematical research institutions in Poland. The future changes of the circumstances and related strategic decisions that the Institute may need to take are related to the new Act on Higher Education currently proceeded in the Polish parliament. The future Act does not apply per se to institutes of the Polish Academy of Sciences (governed by the separate act), but may have impact on the PhD studies and the way the graduate level education will be reorganized. Since at the moment of submission of this document the final form of the Act is still unknown, the details of this reorganization are difficult to predict. However, it is planned that the institutes like IMPAN would not be able to maintain their own PhD studies, but instead would have to enter a joint venture with some other scientific institutes with similar research profile, for example with Mathematics or Physics departments of University of Warsaw or Institute of Theoretical Physics at Polish Academy of Sciences.



### 3. ACTIONS

Title action The abbreviated description	Timing	Responsible body	Indicator(s) / Target	Current status
<p>1.a</p> <p>A document on duties of mentors and supervisors: discussions and preparation, circulation, implementation</p>	<p>10.2016-06.2017-</p>	<p>Directors board</p>	<p>22.03.2017 the document on mentoring and supervision system was sent to all staff.</p> <p>Commentaries:</p> <p>1. The document is forwarded to newly hired employees</p> <p>2. In order to facilitate good relationships between mentors and mentorees, in Winter 2018 we have prepared a questionnaire containing a set of topics which should be addressed during meetings. It is available on the webpage <a href="https://www.impan.pl/instytut/strategia/ankiety/mentoring.pdf">https://www.impan.pl/instytut/strategia/ankiety/mentoring.pdf</a></p>	<p>Completed</p> <p>Action extended by introducing the questionnaire.</p>
<p>1.b</p> <p>An additional employee in the Secretarial office: improvement of management services</p>	<p>Spring, summer 2016</p>	<p>Directors board, R&amp;P Committee</p>	<p>2 additional employees in the Secretariat have been employed in 2016 (one to service foreign employees and the second one to handle large international grants); 1 additional person has been employed in the accounting office (2017)</p>	<p>Completed</p>
<p>1.c</p> <p>Creation of the Mediation Committee</p>	<p>Winter 2017</p>	<p>Directors board</p>	<p>The committee appointed on 31/03/2017- <a href="https://www.impan.pl/en/insitute/structure/other-commissions/mediation-committee">https://www.impan.pl/en/insitute/structure/other-commissions/mediation-committee</a></p>	<p>Completed</p>
<p>1.d</p> <p>Creation of the Equal Treatment Committee</p>	<p>Autumn 2016</p>	<p>Directors board, SD office</p>	<p>The committee appointed on 20.04.2016 - <a href="https://www.impan.pl/en/insitute/structure/other-commissions/equal-treatment-committee">https://www.impan.pl/en/insitute/structure/other-commissions/equal-treatment-committee</a></p>	<p>Completed</p>
<p>2.a</p> <p>Printed information describing rights, duties and prerogatives of mentors: discussions and preparations, implementation</p>	<p>Winter spring 2017</p>	<p>Directors board, mentors Directors board</p>	<p>Printed information describing rights, duties and prerogatives of mentors is included in the letter sent to all staff on 22.03.2017 and in the questionnaire <a href="https://www.impan.pl/instytut/strategia/ankiety/mentoring.pdf">https://www.impan.pl/instytut/strategia/ankiety/mentoring.pdf</a></p> <p>Commentaries:</p> <p>a separate document is in preparation; within a short time after the questionnaire was launched, nearly half of young scientists and mentors met and submitted questionnaires.</p>	<p>Partially completed</p>
<p>2.b</p> <p>Preparation of information on ethical and professional aspects of the profession</p>	<p>Winter spring 2017</p>	<p>Directors board HR, IT offices</p>	<p>The Code of Ethics of Researchers of the Polish Academy of Sciences in Polish is posed on the webpage <a href="https://www.impan.pl/instytut/statut/kodeks.pdf">https://www.impan.pl/instytut/statut/kodeks.pdf</a></p> <p>Commentary:</p> <p>We are waiting for the official English translation prepared by the appropriate office of the Polish Academy of Sciences</p>	<p>Completed</p>

2.c Information related to researchers' rights and their obligations to IMPAN (on webpage)	Autumn 2016 Winter 2017	HR, IT offices Director, SD and PhD offices	<a href="https://www.impan.pl/institut/strategia/rights-obligations-of-researchers.pdf">https://www.impan.pl/institut/strategia/rights-obligations-of-researchers.pdf</a>	Completed
2.d Organization and schedule of regular meetings of the Directors board with researchers and PhD students	Autumn 2016, spring 2017	Director, SD and PhD offices Directors board, supervisors	<ul style="list-style-type: none"> <li>• general meetings of all employees in June each year</li> <li>• integration meeting of employees and PhD students in October each year</li> <li>• Directors board meeting with heads of departments devoted to HR strategy 11.01.2017</li> <li>• daily open meetings of researchers in the social room at 14.00 (tea, coffee and cookies)</li> </ul>	Regular action
2.e Preparation of instructions for conversations about further career development with employees; implementation process	Winter, spring 2017	Directors board, supervisors Directors board, R&P Committee	<p>The questionnaire questions are instructions for interviews <a href="https://www.impan.pl/institut/strategia/ankiet/mentoring.pdf">https://www.impan.pl/institut/strategia/ankiet/mentoring.pdf</a></p> <p>Almost half of young scientists and mentors met in the past three months.</p> <p>Commentary: More detailed instructions are in preparation</p>	Partially completed
2.f Creation of recruitment calendar for employment at IMPAN, description of employment procedures (on IMPAN webpage)	Winter, autumn 2017	Directors board, R&P Committee HR, RP, SD offices	<p>"Rules of the competitions for research positions at the Institute of Mathematics of the Polish Academy of Sciences" <a href="https://www.impan.pl/wydarzenia/konkursy/regulamin-konkursow_eng-1.pdf">https://www.impan.pl/wydarzenia/konkursy/regulamin-konkursow_eng-1.pdf</a></p> <p>The Rules were adopted during the IMPAN Scientific Council's meeting held on 25 January 2018.</p> <p>Actual and expired competitions are on the webpage <a href="https://www.impan.pl/en/events/competitions">https://www.impan.pl/en/events/competitions</a></p>	Completed
3.a Preparation and discussion of „Welcome Package” for newly employed researchers; further updates	Autumn 2016 Spring, autumn 2017 Spring 2018	HR, RP, SD offices RP, IT offices	<p>Welcome Package is prepared and is available in HR office. It is handed out to new employees and PhD students.</p> <p>It is updated annually on the basis of the feedback from employees.</p>	Regular action
3.b Creation of a webpage with news about grants and job opportunities	Autumn 2016 Winter 2017	RP, IT offices IT, HR, SD offices	<p>The new subpage "Grants and job opportunities" was added to the Institute webpage <a href="https://www.impan.pl/en/insitute/hr-strategy">https://www.impan.pl/en/insitute/hr-strategy</a></p>	Regular action
3.c	Autumn 2016-	IT, HR, SD offices	The following documents have been posted on the IMPAN webpage:	Regular action



Translation of all the necessary documents and making them easily accessible (IMPAN webpage)	Spring 2017	Directors board, R&P Committee	Statute of the Institute and Organizational Chart; The main webpage of Scientific Council; Governing documents of the Institute; History of the Institute; Regulations on the Management of Copyright and Related Rights in IMPAN; Rules-grants for young researchers and PhD students at IMPAN; Rules of paying for guest rooms in IMPAN; Rules of the competitions for research positions at IMPAN; The general working conditions at IMPAN; Ph.D. Program;	
3.d Extending the job advertisements to include description of job application process, working conditions and entitlements at IMPAN	Autumn 2016 Winter 2017	Directors board, R&P Committee, Directors board, R&P Committee	The general working conditions at IMPAN are available on the webpage <a href="https://www.impan.pl/wydarzenia/konkursy/2018/the-general-working-conditions-at-impan.pdf">https://www.impan.pl/wydarzenia/konkursy/2018/the-general-working-conditions-at-impan.pdf</a> Details in the announcements of competitions <a href="https://www.impan.pl/en/events/competitions">https://www.impan.pl/en/events/competitions</a>	Completed
3.e Preparation of documents on selection procedures and evaluation systems	Autumn 2016- winter 2018	Directors board, R&P Committee Directors board, SD office	Selection procedures for the job competitions are available here: <a href="https://www.impan.pl/instytut/strategia/hr-zasady-konkursow_eng.pdf">https://www.impan.pl/instytut/strategia/hr-zasady-konkursow_eng.pdf</a> ; Regulations for the assessment of researchers <a href="https://www.impan.pl/en/insitute/regulations/rules-of-assessing-researchers">https://www.impan.pl/en/insitute/regulations/rules-of-assessing-researchers</a>	Completed
3.f Presentation of the C&C implementation during the annual meetings of employees, posters on C&C	continuous	Directors board, SD office	Presentation on the annual meetings of employees in June 2016, 2017 and 2018  Commentary: Posters on C&C not yet realized, in preparation.	Regular actions
Internal evaluation	Spring, Summer 2018	HRS4R steering committee	The two questionnaires.	Completed

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:

OTM-R system in IMPAN

1. Review current OTM-R policy, practices and procedures: see the OTM-R checklist attached to this self-evaluation form.
2. Develop and put in place a revised OTM-R policy. Our OTM-R policy will be reviewed on a regular basis and, if necessary, adapted accordingly
3. Publishing the OTM-R policy Our OTM-R policy is published in an easily accessible part of the Institute website.
4. 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.
5. Establish an internal OTM-R guide. We already have core elements of the guide: The recruitment of all researchers positions is described in a relevant competition announcements. Moreover, the document containing rules of the competitions for research positions at the IMPAN as well as the document describing the selection procedure in competitions have been prepared and published on the Institute website. (see Actions 2.f and 3.e).  
We are going to establish the guide which sets out, in chronological order, the whole recruitment process. We will use the European Framework for Research Careers which identifies four broad career profiles for researchers (R1, R2, R3, R4).
6. Training and awareness raising within the institution. The all members of the main selection Committee (Scientific Council's Committee for Employment and Assessment of Scientific Activities of the Employees) were involved in preparing the rules of choosing winners of the competitions  
Program of further training:
  - Members of the other competition committees will be introduced to the OTM-R rules as soon as they are appointed by the director (in the case of competition for a position financed by external funds and in the case of competition for positions of assistants for the PhD students at the Institute ).
  - the internal OTM-R guide will be announced to all the researchers in the Institute.
7. E-recruitment. Applications can be send by email. We intend to introduce and develop an online submission system for the job applications.

#### Advertising and application phase

8. Advertising the post. We try to keep the job advertisement and description of requirements as concise as possible and include links to more detailed information online. Job advertisements contain links to the rules of the competitions and the general working conditions. The advertisements are published in Polish and in English. All vacancies are published on EURAXESS and on the website of The Ministry of Science and Higher Education in Poland <http://www.bip.nauka.gov.pl/> and on the website of the Institute <https://www.impan.pl/en/events/competitions>
9. Keeping the administrative burden to a minimum. Only basic necessary documents are required and can be sent by e-mail. Applicants should not have to provide original or translated certificates related to qualifications with their initial application. In case of external candidates, Skype interview is possible and e.g. foreign candidates do not need to travel for the interview.
10. Acknowledging receipt and providing additional information. All applicants receive an e-mail acknowledging that their application has been received ( it is currently not automatic) and providing them with further information on the recruitment process



### Evaluation and selection phase

11. Setting up selection committees. The main selection committee has fixed members constituted by the Scientific Council. In addition, there are also the selection committees appointed in relation to particular job competitions within research grants. These committees may differ according to the profile and type of contract. Members of these committees are appointed by the Head of the Institute with the PI of the given grant as one of the members of such a committee.
12. Screening and interviewing. All applications are screened. All candidates are treated equally and in the same way.
13. Assessing merit and future potential The criteria for selecting researchers focus on both the candidates' past performance and their future potential. The evaluation criteria are consistent with the requirements of the position. The evaluation criteria are included in competition announcements and they are described in the document "The rules of choosing winners of the competitions for temporary/indefinite employment at IM PAN "

### Appointment phase

14. Feedback. Candidates receive written notice about the competition results. Moreover, starting from 2018 the final list of candidates employed as the outcome of a competition is published on the webpage of IM PAN in the "expired contests" tab (links 'Details'):

<https://www.impan.pl/en/events/competitions>

15. Complaints mechanism We have not a separate complaints mechanism dedicated to the recruitment process. Usually complaints are addressed to the director There have been no complaints so far.

## 4. IMPLEMENTATION (MAX. 1 PAGE)

In order to reach the goals of the action plan set up in 2016, the Institute established the HRS4R steering committee that has been responsible for establishing priorities and regularly overseeing the progress. In order to prepare the internal review the Director of IMPAN established the additional Working group consisting of dr hab. Tomasz Adamowicz, dr hab. Jarosław Mederski and prof. Teresa Regińska. Aims of the Working group included:

- (1) analysis of current status of the actions announced in our HR strategy (2016);
- (2) analysis of convergences to and deviations from the OTM-R Policy and existing in-house procedures;
- (3) preparing the revised HR strategy and Action Plan.

In order to involve the research community in the implementation process two questionnaires were distributed among the scientific staff. The first one was anonymous and its purpose was to provide feedback on how the work conditions are perceived by scientists and what should be improved. Moreover, the question on satisfaction with mentor's care was addressed to the young scientists.

The second questionnaire was devoted to mentoring. In order to facilitate maintaining good relationships of supervisors or mentors with their mentorees, a questionnaire have been prepared to contain a set of topics which should be addressed during their meetings. The questionnaire has been published on the website of the Institute in „HR Strategy” tab.

The principles of the HRS4R correspond closely to principles of the scientific research and human resources present at IM PAN. The Institute makes every effort to ensure that the HRS4R rules are visible in the organization's research strategy.

Implementation of the proposed actions and maintaining high standards will be controlled by the new HRS4R steering committee appointed by the director in June 2018. The members of the Scientific Council's Committee for Employment and Assessment of Scientific Activities of the Employees as well as the administration representatives will be responsible for the implementation and the following up of the HRS4R strategy, under the responsibility of the directors board of IMPAN. Moreover, the HR strategy, OTM-R policy and the action plan are available on IMPAN's webpage. The director expects feedback from researchers during the meetings or personal conversations. Similarly, the feedback from candidates appealing from the results of a given competition to the Head of the Institute will be partial indication whether OTM-R policy is followed by the Selection Committee and will serve the Institute as an indicator.

Further popularization of knowledge about the HRS4R principles among employees and regularly overseeing the implementation progress will be main elements of preparation for the external review.

## 5. ACCEPTANCE

The Director of the Institute of Mathematics of the Polish Academy of Sciences accepts the Internal Review.

Warsaw, July 30, 2018

Place/date

DYREKTOR  
Instytutu Matematycznego PAN  
  
Prof. dr hab. Lukasz Stettner  
Signature

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