



**INSTITUTE OF FUNDAMENTAL TECHNOLOGICAL RESEARCH  
POLISH ACADEMY OF SCIENCES**

## **HUMAN RESOURCES STRATEGY FOR RESEARCHERS**

**OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT CHECKLIST**

Warsaw, January 2019

## OTM-R Checklist

**Case number:** 2018PL358471

**Name Organisation under review:** Institute of Fundamental Technological Research Polish Academy of Sciences

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### Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution

should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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OTM-R system					
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Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	The relevant internal regulations regarding OTM-R are available in Polish in the internal network of IPPT PAN. It is planned (see: the Revised HRS4R Action Plan) to develop and publish on the IPPT PAN webpage the OTM-R policy in the form of a single document collecting the existing internal regulations. The document will be available in English.
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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Relevant national and internal regulations are in place. For scientific positions it is the Scientific Council Resolution of 28/01/2016 'Rules of employment of scientists' (entry into force on 22/02/2016): <a href="http://www.ippt.pan.pl/attachments/rada-naukowa/2016-02-22uchwala_zatrudnianie.pdf">http://www.ippt.pan.pl/attachments/rada-naukowa/2016-02-22uchwala_zatrudnianie.pdf</a> . For other positions the national Labour Code and its executive acts apply. The staff is regularly reminded of the rules, in particular when changes to the regulations are introduced (last information package sent to the staff in February 2017). The practice of information distribution will be continued.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Every time a well trained HR Office representative is involved in a recruitment process, providing relevant advice to a recruitment committee and monitoring compliance of the process with the existing rules. In case of research positions a relevant Scientific Council committee (namely: the Committee for Organisation and Employment and/or the Committee for Employment on Full Professor Position), possessing relevant knowledge is involved. In the recruitment system designed in the manner, involving professional, well trained HR Office staff, an additional training for other staff members is not needed.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Electronic database of the recruitment process in which candidates from abroad (e-mails, electronic files) have participated is available internally. Candidates based in Poland still provide documents in paper. Recruitment process documentation in paper is kept on file, according to thenational and legal regulations. Due to the scale (the size of IPPT PAN in terms of the number of employed researchers and the frequency of the recruitment process - for example in 2018 the recruitment process was conducted 12 times) there is no reason (either economic or organisational) to introduce more advanced e-tools now or in the nearest future. When the situation changes, IPPT PAN will consider transition to the e-recruitment tool.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Supervision by the Scientific Council (including its relevant committees, as mentioned above), the Board of Directors (merit-based quality) and HR Office (compliance with the rules and procedures) is already fully in place. The system designed this way provides sufficient quality control.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All vacancies are posted at least on IPPT PAN's website and EURAXESS and the Ministry of Science and Higher Education portals. The announcements always describe not only the requirements for the position but the future working conditions as well.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Despite a limited level of remuneration which IPPT PAN can offer (compared to the one offered by some foreign institutions) there is a growing interest from researchers from abroad. The minimum average annual share of applicants from abroad: 40%.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	<p>Our OTM-R policy and practice provide equal opportunities for all. The recruitment system is fully based on merit, equal chances and non-discrimination principles.</p> <p>Underrepresented groups, including handicapped persons, are informed about the favourable policy and conditions at IPPT PAN. Although the overall ratio of male and female staff members is close to ideal (56:44 %), due to the fact that the scientific areas (technical sciences) represented by the Institute have been traditionally recognised as 'male' disciplines, the share of female candidates for research positions remains rather low (15 % of all candidates). Female candidates for researchers are thus particularly welcomed. Despite the actions to attract female researchers the share of female researchers in the research staff will most probably not exceed 20%.</p>



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	The current OTM-R policy is in line with the institutional policy and practice to provide attractive working conditions for all, with a special emphasis on researchers. The practice covers regular development of facilities, including research equipment (the most recent one in December 2018). The information on working conditions the Institute offers is easily accessible on the web. The minimum average annual share of applicants from outside IPPT PAN: 80%.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<p>Do we have means to monitor whether the most suitable researchers apply?</p>				++ Yes completely	<p>The overall quality monitoring system follows the approach of the Institute of maintaining the highest standards and quality of its activity. The system which on one hand involves every time the key bodies and offices of the Institute in the recruitment process and on the other hand covers the annual assessment of the scientific performance of the Institute and its research staff contributes to naturally efficient monitoring of selecting the most suitable candidates for researchers.</p>
Advertising and application phase					
<p>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p>	x	x		++ Yes completely	<p>The template used by IPPT PAN is based on the template issued by the Ministry of Science and Higher Education (for announcements published in the Polish language version) and on EURAXESS template (for announcements published in English version).</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	The vacancy announcements include the description of the future working conditions as well as links to the employment rules.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	100% of research vacancies are posted on EURAXESS portal. The minimum average annual share of applicants from outside IPPT PAN: 80%. The minimum average annual share of applicants from abroad: 40%.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	A wide range of distribution channels and tools are used. All vacancies are posted at least on IPPT PAN's website and EURAXESS and the Ministry of Science and Higher Education portals. Other distribution channels include career offices of other scientific institutions. Non-research positions are also posted on dedicated vacancy portals.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The recruitment process is as candidate-friendly as the national legal framework regarding recruitment permits. The applicants are required to provide only those documents which are necessary to assess the quality of a candidate and his/her credibility as a candidate. In justified cases (candidates from abroad), interviews are held remotely (teleconferences) to keep the burden to a minimum.
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The relevant committees of the Scientific Council in charge of employment issues are nominated for the term of office on the basis of the regulation of the Scientific Council, defining the nomination rules. Selection committees dedicated to a given recruitment process (e.g. for a task in a single project) are appointed on the basis of the Scientific Council resolution on the competition for scientific positions. The minimum number of selection committee members is 4 and it obligatory comprises at least 3 researchers (a deputy director who is also a researcher, a head of a researcher department and/or a relevant laboratory and a member of the Committee for Organisation and Employment of the Scientific Council) and one representative of HR Office.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The rules are clear as described above (the regulation of the Scientific Council and the relevant resolution).
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Gender balance aspect is taken into consideration, whenever feasible. The selection committees dedicated to a given recruitment process are composed of men and at least one women. The relevant committees of the Scientific Council are gender-imbalanced due to unavailability of female professors at IPPT PAN and among the Scientific Council members (the general challenge described in HRS4R and above).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	++ Yes completely	All rules and guidelines are set out in the Scientific Council Resolution of 28/01/2016 'Rules of employment of scientists': <a href="http://www.ippt.pan.pl/attachments/rada-naukowa/2016-02-22uchwala_zatrudnianie.pdf">http://www.ippt.pan.pl/attachments/rada-naukowa/2016-02-22uchwala_zatrudnianie.pdf</a> . They are fully followed.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Applicants receive relevant information via e-mail at the end of the selection process. It covers a clear feedback whether a candidate has been accepted or not. In the latter case the candidate is informed about the reasons (for example, insufficient quality of the publication record or out of scope application).
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Interviewees are provided with a detailed feedback, including strong and weak aspects of their application.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		-- No	The complaints mechanism will be introduced in the coming cycle of HRS4R implementation.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	As underlined above, the overall quality monitoring system follows the approach of the Institute of maintaining the highest standards and quality of its activity. The recruitment system involving the key bodies and offices of the Institute in the process and the annual assessment of the scientific performance of the Institute and its research staff allows for the regular assessment of both the efficiency and impact of OTM-R procedure and process.