



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

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

ANNEX

Gap Analysis, including the results of the survey



I. Ethical and professional aspects

1/40. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Code of Ethics for Researchers, approved by PAS 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>Researchers employed at IPPT PAN understand very well the principle of research freedom and enjoy it. In their work they follow the research strategy directions set by the Scientific Council.</p> <p>The Council is composed in its majority of representatives of researchers at various career stages and it is responsible for ensuring high quality of research conducted at the Institute while the deputy director for research is in charge of coordination and supervision of it.</p> <p>The Council regularly (annually) evaluates the quality of research performance of scientists at the Institute.</p> <p>The research programmes developed by the Council are shaped to ensure focus on key challenges in areas, represented by the Institute, in particular mechanics, physics, computer science, materials engineering, biomedicine and biomedical applications.</p> <p>Within the frames of research programmes IPPT PAN researchers enjoy freedom to conduct research they believe is important for the development of science and the society. It is reflected in the general bottom-up approach to applying for research funds, including researchers' freedom to propose research tasks to be</p>	<p>None,</p> <p>except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>funded from statutory funds coming from the national budget. The final selection of research tasks specified in the application is made on the institutional level. Such system combining flexibility with structured approach works very well and contributes to building mutual trust and joint responsibility.</p> <p>Researchers are also generally aware of IPR regulations, in particular those adopted by the Institute’s management bodies, which are in line with the national law. The current regulation on intellectual property management and commercialisation principles was adopted by the Scientific Council in April 2015.</p> <p>Staff can get support from a dedicated internal department - the Centre for Commercialization of Research Results and Technology Transfer - in the Institute’s structure which provides a tailor-made advice and services aimed at commercialisation and technology transfer. The Centre undertakes its own initiatives with the aim to improve cooperation between IPPT PAN and industry, including dedicated match-making events and establishment of dedicated legal forms (for example a spin-off) facilitating such cooperation.</p>		
<p><u>Survey results:</u></p>	<p>The survey conducted among the IPPT PAN staff confirmed the importance of the research freedom principle and the general satisfaction with the level of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is unexpectedly low among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers), bearing in mind the regular distribution of information and permanent availability of it on the internal network. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		

**RESEARCH FREEDOM/
TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?**

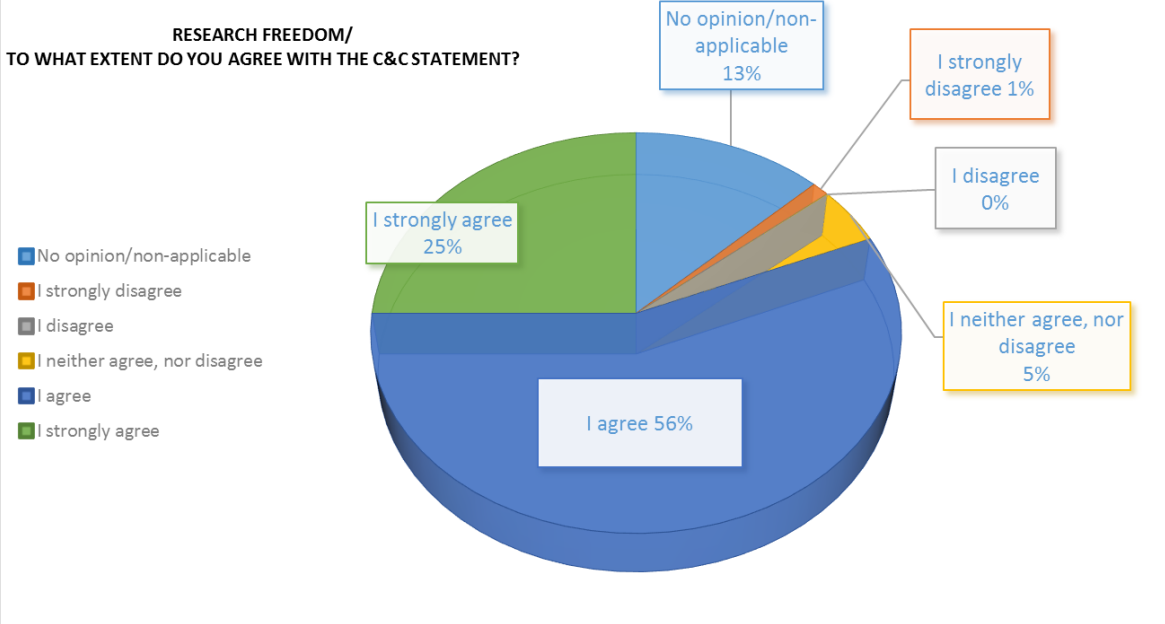


Fig. 1. Research freedom/To what extent do you agree with the C&C statement?

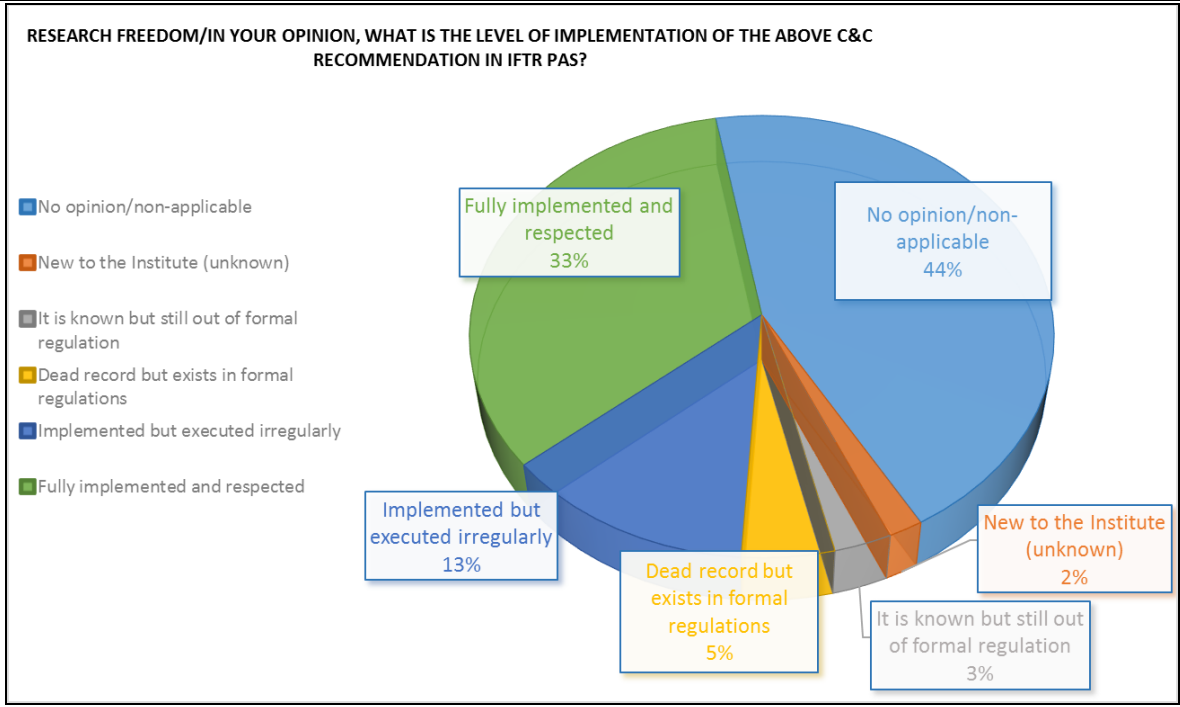


Fig.2. Research freedom/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

2/40. Ethical principles
 Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Act on the Principles of Financing 	Ethical rules and practices are well established in IPPT PAN. Relevant national legislation as well as lower level legal framework are in place and followed. The key law binding to IPPT PAN (Act on the Principles of Financing Science, Act on the	None, except the 'awareness- raising'	



<p>Science</p> <ul style="list-style-type: none"> Code of Ethics for Researchers, approved by PAS 	<p>Polish Academy of Sciences) includes relevant provisions regarding the obligation to adhere to ethical rules and standards and consequences of not doing so. The Institute follows the Code of Ethics, prepared by the PAS Committee on Ethics in Science and adopted by PAS in 2012. The Code of Ethics is based on the principles laid down in the European Code of Conduct for Research Integrity.</p> <p>According to Act on PAS, the Committee on Ethics in Science delivers opinions on cases of violation of ethical standards and may – on its own initiative – proceed such cases to relevant disciplinary committees. The Committee is also in charge of dissemination of research integrity standards.</p> <p>The Committee on Ethics in Science exists since 1993. Members of the Committee are selected by the General Assembly of PAS.</p> <p>The Scientific Council and the management of IPPT PAN supervise appropriate practical implementation of the rules in order to ensure that they are fully obeyed. Procedures in cases of breaching ethical standards are foreseen at IPPT PAN, including disciplinary measures. Such cases are dealt with by a nominated Disciplinary Official at the Institute and/or by the Disciplinary Committee of the Scientific Council.</p>	<p>actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the importance of the ethical principles rule and the general satisfaction with the level of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers). Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

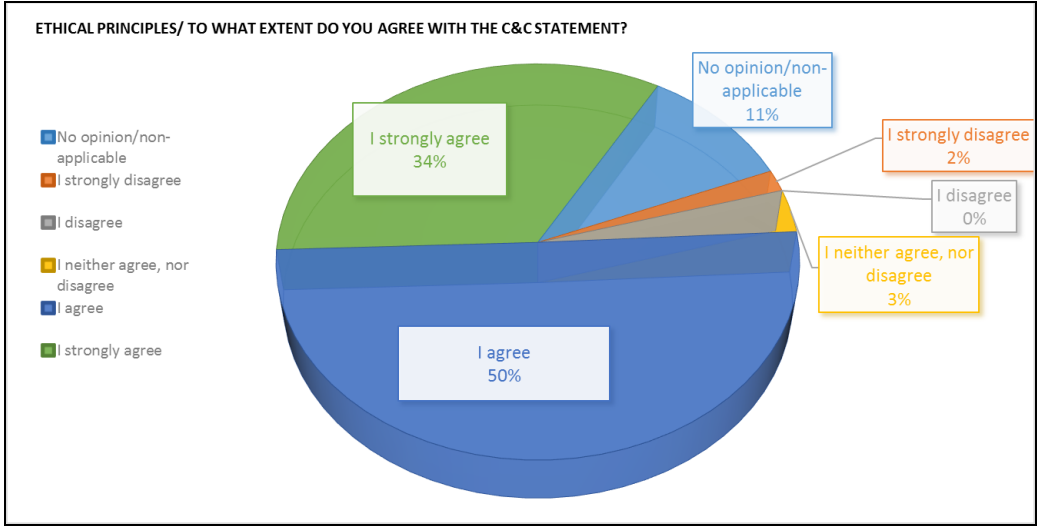


Fig. 3. Ethical principles/ To what extent do you agree with the C&C statement?

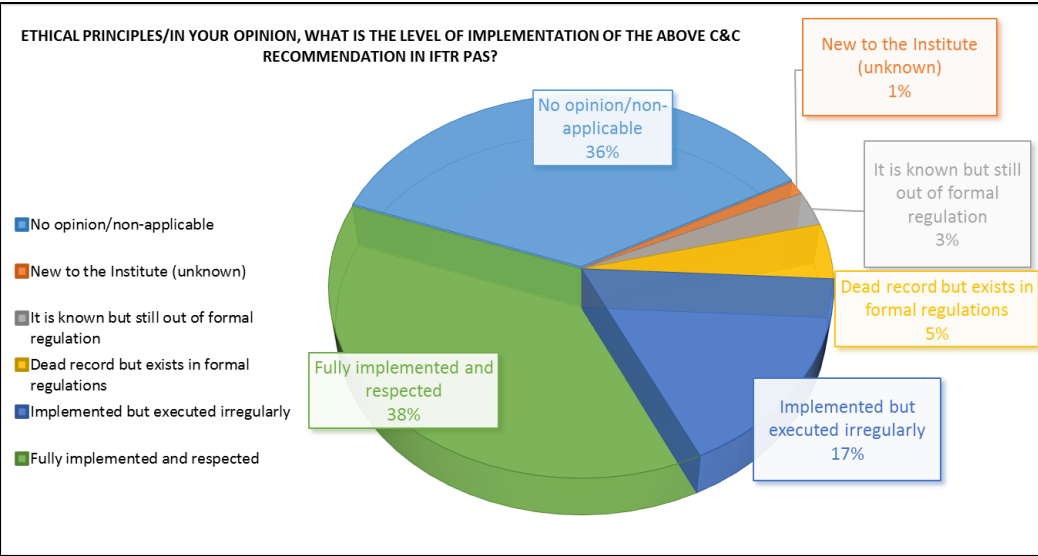


Fig. 4. Ethical principles/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?		
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<p>3/40. Professional responsibility</p> <p>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS) • Code of Ethics for Researchers, approved by PAS • Law on Academic Degrees and Title and Degrees and Title in the Arts 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> • Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>The principle of professional responsibility is properly implemented in IPPT PAN' activities. Relevant national legal framework, including the Code of Ethics, adopted by PAS in 2012, and institutional regulations provide solid basis to ensuring full compliance with the rule.</p> <p>Researchers at IPPT PAN are well aware and very careful about the principle. The Scientific Council as well as the management of the Institute pay and draw regular attention to respecting the rule.</p> <p>Access provided to databases of publications and patents facilitates compliance with the principle.</p> <p>Every scientific work is verified regarding plagiarism. In case of plagiarism, legal procedures are initiated (including cancellation of the process of awarding scientific degree or title).</p> <p>According to the regulations, cases of serious violation of existing rules are subject to relevant measures with involvement of Disciplinary Appointed Official at IPPT PAN.</p>	<p>None,</p> <p>except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



On both national and institutional levels reviewers are obliged to examine work in terms of plagiarism.

Relevant provisions regarding the principle, in particular IPR, are also addressed in grant agreements.

Survey results:

The survey conducted among the IPPT PAN staff **confirmed** the importance of the professional responsibility principle and general satisfaction with the level of its implementation at the Institute.

However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers), bearing in mind the systematic distribution of information and permanent availability of it on the internal network. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

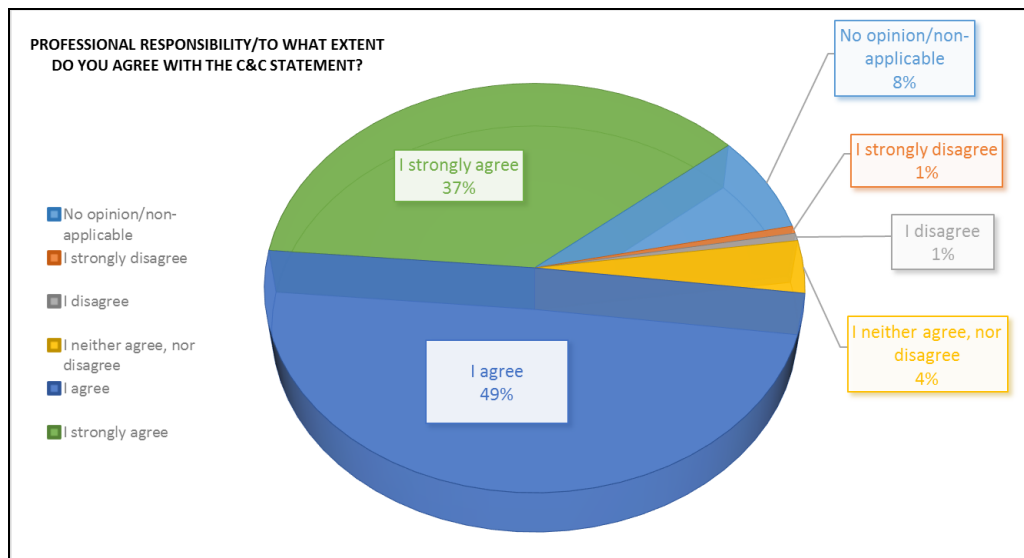


Fig.5 Professional responsibility/To what extent do you agree with the C&C statement?

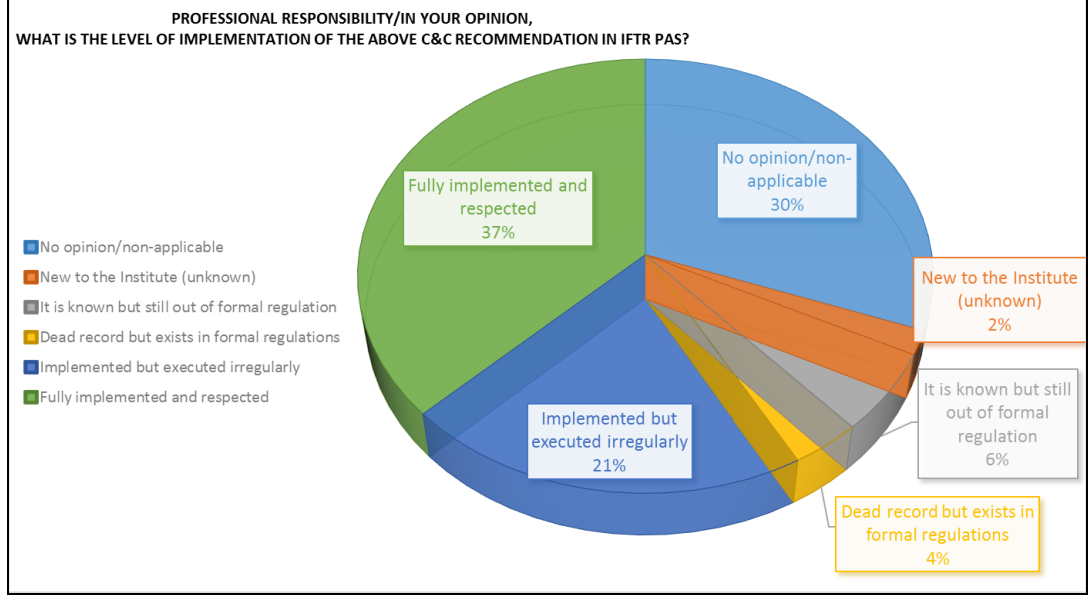


Fig. 6. Professional responsibility/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

4/40. Professional attitude
 Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Principles of Financing Science 	<p>IPPT PAN' researchers are familiar with strategic goals of their scientific environment and general principles of funding mechanisms. They are obliged to have necessary approvals before starting their research work.</p> <p>Researchers are fully supported and friendly monitored in meeting formal and</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



	<p>legal requirements regarding their research work by dedicated institutional units, mainly Project Management and Research Coordination Office. The Office is also in charge of supervising timely implementation of projects throughout their funding period.</p> <p>Researchers are obliged to inform their supervisors (direct supervisors and/or heads of research departments) as well as grant funding institutions in cases of delays, amendments or other challenges in timely and successful implementation of their research projects (contractual obligations). The requirements described above apply to all projects conducted at IPPT PAN, regardless their source of funding. For example: statutory (public) funds are granted based on the application made by an employer (IPPT PAN).</p> <p>All scientists are obliged to work on research tasks listed in the application under the control of their supervisors and employer. Any change in the status of implementation of the project must be reported to the supervisor.</p> <p>Public Institutions (such as National Science Centre, National Centre for Research and Development and others) are obliged to inform about their principles of funding. They regularly organise information days and seminars to disseminate knowledge on funding opportunities they offer. Some of them organise trainings on application, evaluation of proposals and implementation of projects rules and procedures. IPPT PAN staff regularly participates in such events.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the importance of the professional attitude principle and the general satisfaction with the level of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers), bearing in mind the general availability of information. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

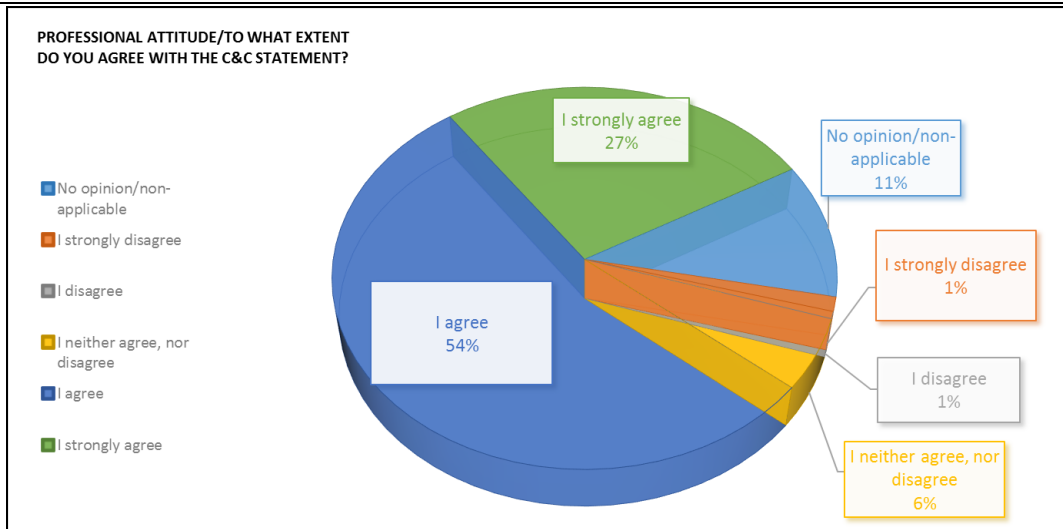


Fig. 7. Professional attitude/To what extent do you agree with the C&C statement?

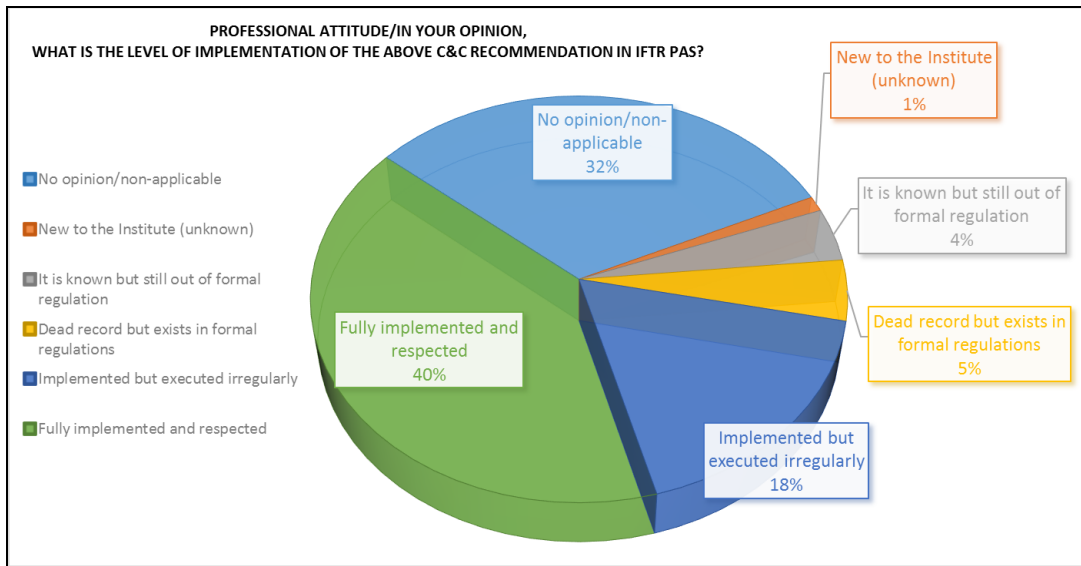


Fig. 8. Professional attitude/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?		
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5/40. Contractual and legal obligations			
<p>Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>Researchers at IPPT PAN are aware of general national and sectoral framework regulating training and working conditions.</p> <p>Institutional regulations are made available to the staff of the Institute immediately after their adoption and relevant units are in charge of monitoring and ensuring that they are applied.</p> <p>Requirements and conditions imposed by funders are known to members of IPPT PAN staff involved in a project implementation, in particular to project managers. The Project Management and Research Coordination Office is involved in monitoring of proper fulfilment of the requirements.</p> <p>Intellectual Property Rights regulations exist on both national and institutional levels and are respected and implemented by the staff of the Institute. The currently binding internal regulation was adopted in April 2015. Researchers can always get additional support from the institutional Centre for Commercialization of Research Results and Technology Transfer.</p>	<p>None,</p> <p>except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>An employment contract defines a given scientific position, its place in the IPPT PAN organisational structure and other requirements, including working conditions specific for the position.</p> <p>All internal regulations are available on the IPPT PAN's website. Changes in internal and other legislation acts are posted via internal network.</p> <p>Researchers employed in any scientific department have concrete research tasks which should bring results confirmed by deliverables (preferably publications). Lack of publications or other deliverables (e.g. patent application, commercialisation) has a negative impact on the result of annual evaluation of research achievements.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the importance of the contractual and legal obligations principle and the high level of satisfaction with the degree of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of 'no opinion/non-applicable' answers), bearing in mind the systematic distribution of information and its availability on the internal network. Hence the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

**CONTRACTUAL AND LEGAL OBLIGATIONS/
TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?**

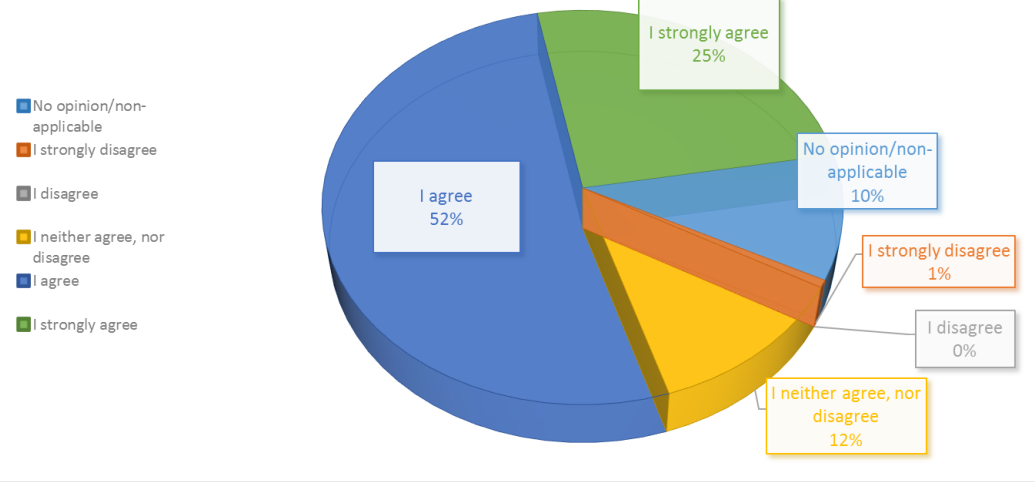


Fig. 9. Contractual and legal obligations/To what extent do you agree with the C&C statement?

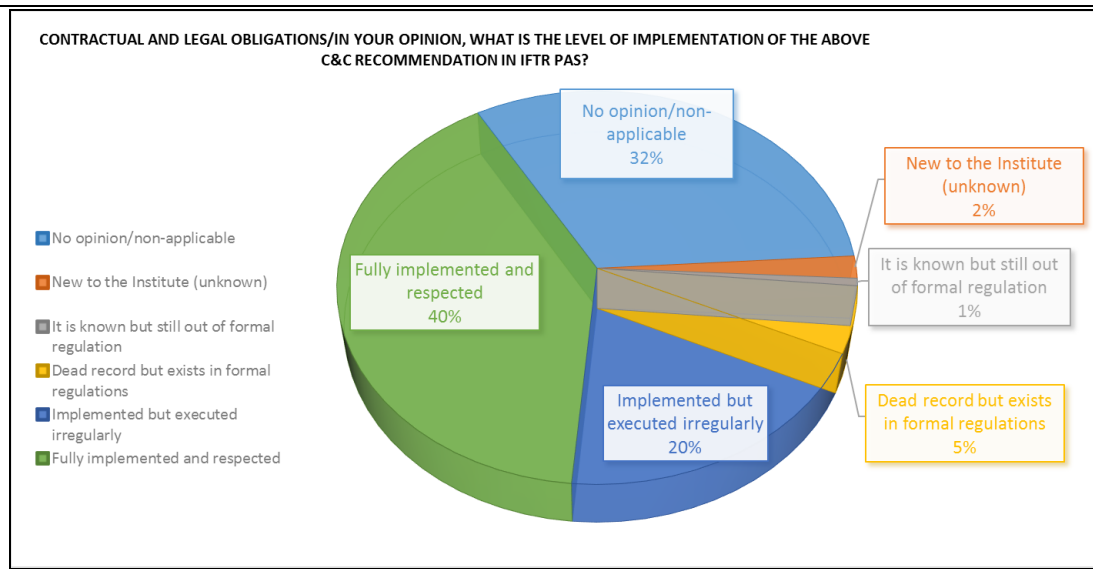


Fig. 10. Contractual and legal obligations/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

6/40. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Act on the Polish Academy of Sciences (PAS) Act on the Principles of Financing 	<p>The accountability principle is well rooted in existing national legislation which is binding to IPPT PAN, in particular in the Act on the Polish Academy of Sciences. Also contracts for public funding of research projects which are signed or countersigned by the grantees clearly refer to the principle. Thus research staff of</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of</p>	



<p>Science</p> <ul style="list-style-type: none"> Code of Ethics for Researchers, approved by PAS 	<p>IPPT PAN is aware of their obligations towards employers, funders and other relevant bodies. The Institute’s administration supports researchers in proper and timely fulfilment of the obligations as well as in efficient financial management of funds.</p> <p>Reports on public funds managed by the Institute are prepared for the Ministry of Science and Higher Education and for the Central Statistical Office. Scientists are informed what kind of reports or statistics must be prepared and what kind of information must be provided to prepare them.</p> <p>Expenses made by researchers from public funds as well as from private funds are reported to the employer, then checked by financial departments and accountants. Research projects are subject to external audits, following the rules on research financing and other regulations applicable to budget and private funding.</p>	<p>the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the importance of the accountability principle and the satisfaction with the level of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers), bearing in mind the general availability of information. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

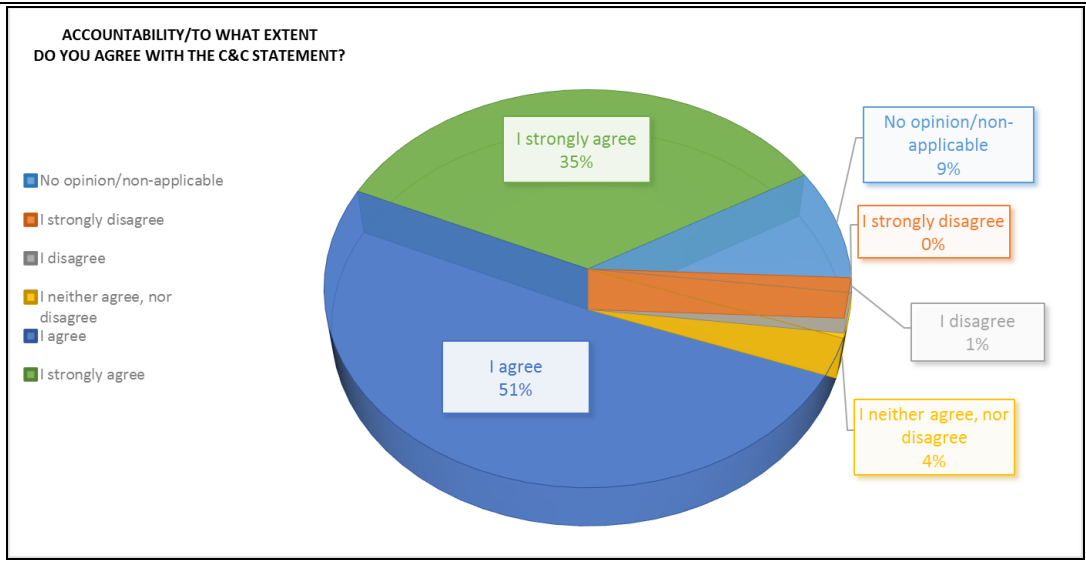


Fig. 11 Accountability/To what extent do you agree with the C&C statement?

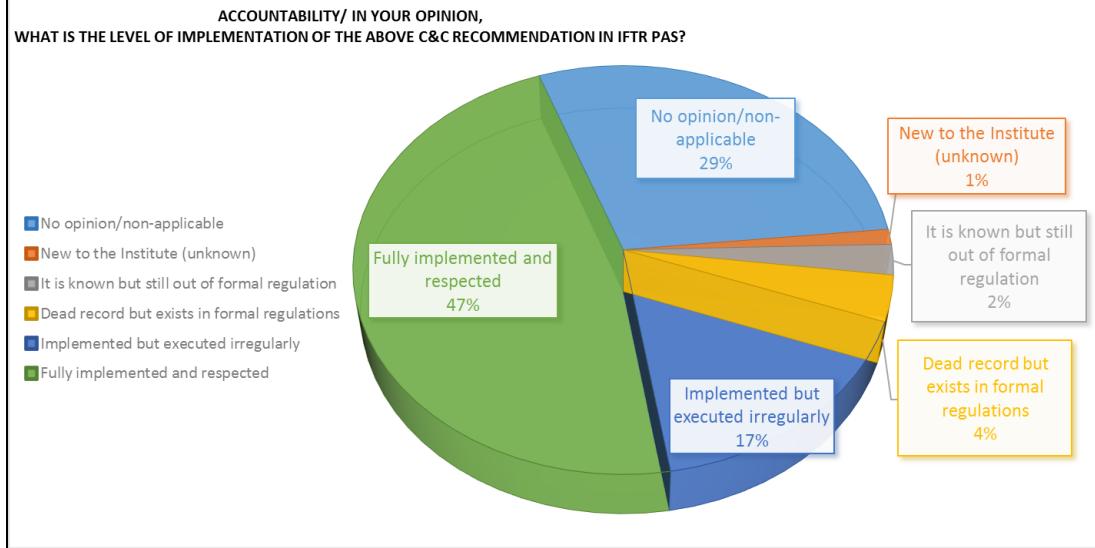


Fig. 12 Accountability/ In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

7/40. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Labour Code • Health and safety regulations • Code of Ethics for Researchers, approved by PAS 	<p>Employees undergo periodic trainings on health and safety rules and regulations. The first training is conducted when an employee is hired. According to the national regulations, prior to being hired a medical examination is also required in order to verify whether there are no health-related risks to work on a certain/given scientific position.</p>	<p>A.1.(C&C.7)To review and amend the existing institutional IT and data security policy</p>	<p>Computing Services Unit June 2017</p>

	<p>Computing Services Unit is in charge of developing relevant rules and practices regarding IT safety and data protection and it monitors whether they are properly implemented by all employees. In case of improper use of IT resources or external threat IT staff undertakes appropriate actions, such as recommended by CERT Poland, the European Union Agency for Network and Information Security (ENISA) and Research and Academic Computer Network (known as NASK - a research institute which is one of the leading Polish data networks operators). An internal data security policy has been adopted.</p>	<p>A.2.(C&C.7)To increase the level of awareness of the existence and implementation of the policy as well as of importance of IT safety and data protection aspects, by posting and disseminating clear and concise information in internal network,</p>	<p>Computing Services Unit October 2017</p>
		<p>A.3.(C&C.7)To undertake measures based on amended IT and data security policy which will lead to coordinated management of IT equipment and IT network</p>	<p>Computing Services Unit October 2017</p>
<p><u>Survey results:</u></p> <p>The survey confirmed the importance of the good practice in research principle.</p> <p>Although the rules and practices regarding IT safety and data protection are generally in place and the level of implementation of the rule was assessed rather positively (56% of positive responses vs. 17% of negative and 17% of no opinion/N/A), a few answers to the survey led to the conclusion that the level of awareness of the existence and implementation of the policy as well as of importance of IT safety and data protection is not sufficient.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

GOOD PRACTICE IN RESEARCH/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

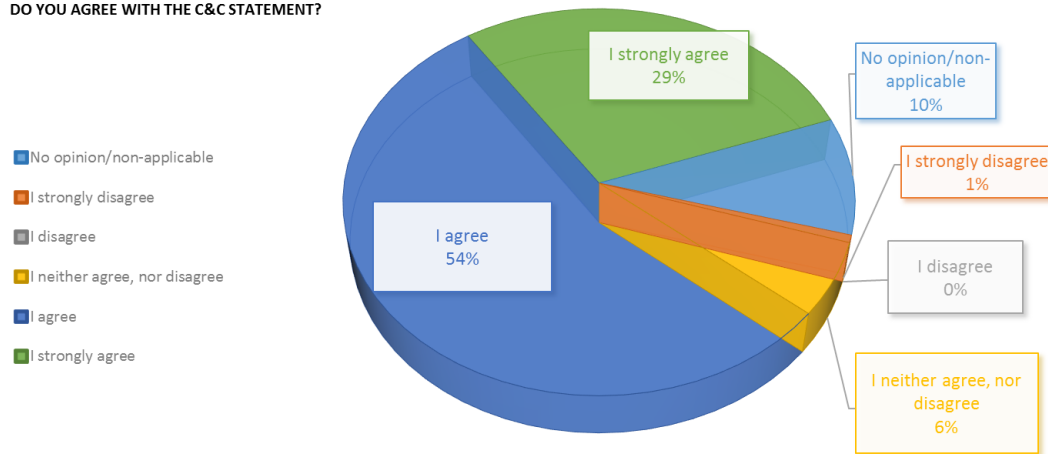


Fig. 13 Good practice in research/To what extent do you agree with the C&C statement?

GOOD PRACTICE IN RESEARCH/IN YOUR OPINION, WHAT IS THE LEVEL OF IMPLEMENTATION OF THE ABOVE C&C RECOMMENDATION IN IFTR PAS?

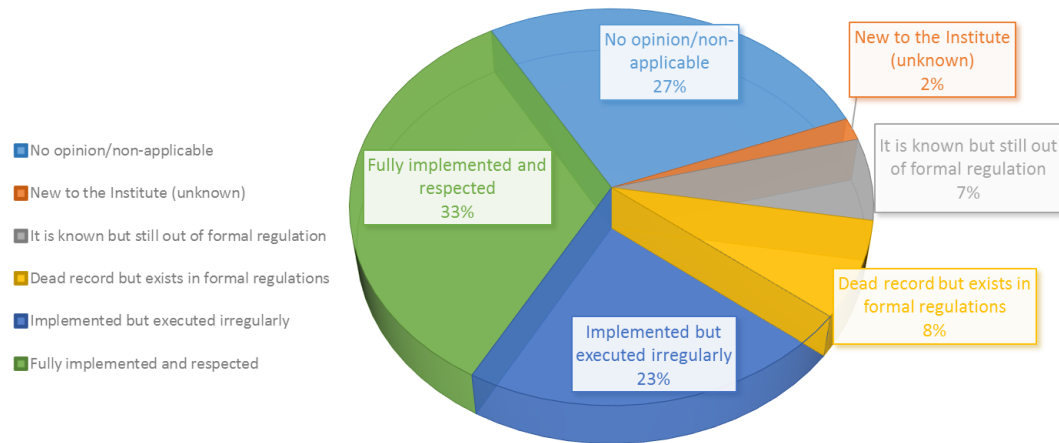


Fig. 14 Good practice in research/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

8/40. Dissemination, exploitation of results			
All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results ¹⁴ are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS), • Code of Ethics for Researchers, approved by PAS 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> • Statutes of IPPT PAN • Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p>Existing Institutional practices:</p> <p>According to the national and internal regulations, scientists are obliged to publish results of their research works, in particular in international scientific journals. It is natural for the research staff at IPPT PAN to either publish the results of their research work or to protect them with a view of commercialisation. Such approach is also actively encouraged by the management of the Institute. Dedicated departments in the Institute's structure, i.e. Centre for Commercialization of Research Results and Technology Transfer and Publishing Department, provide scientists with a necessary support.</p> <p>Research publications, patents and commercialised research results form a valuable basis of the annual evaluation of researchers, conducted at the Institute. Researchers with significant achievements are acknowledged and awarded.</p>	<p>None,</p> <p>except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the importance of the dissemination and exploitation of results principle and the high level of satisfaction with the degree of its implementation at the Institute.</p> <p>However, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the</p>			

percentage of 'no opinion/non-applicable' answers), bearing in mind the regular distribution of information and permanent availability of it on the internal network. Hence the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

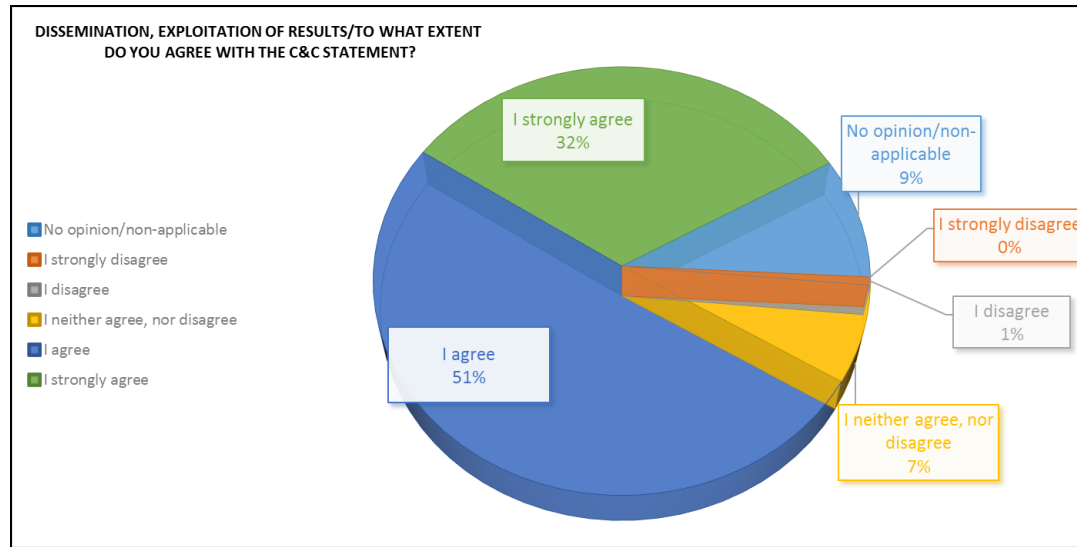


Fig. 15. Dissemination, exploitation of results/To what extent do you agree with the C&C statement?

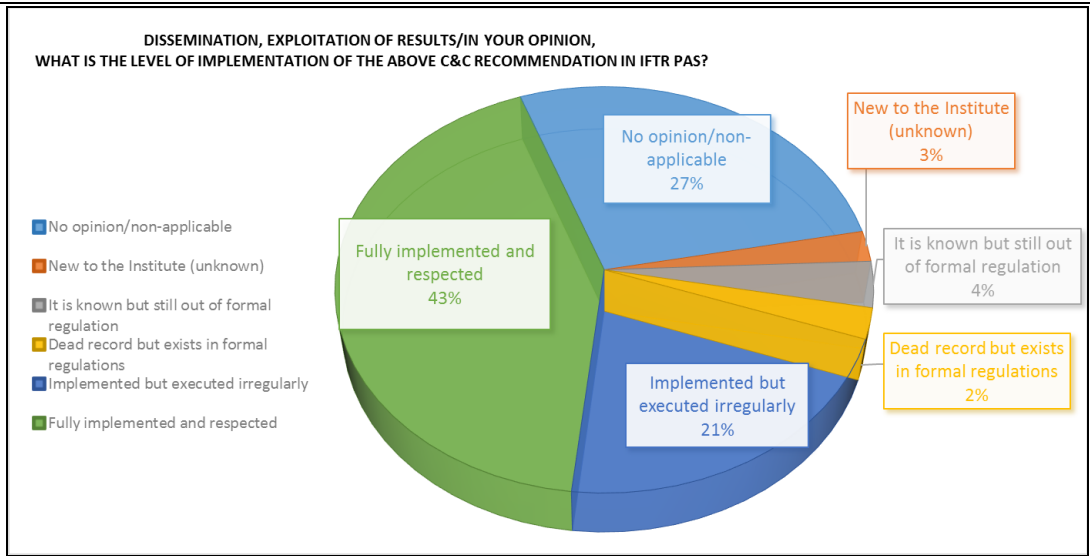


Fig. 16. Dissemination, exploitation of results/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

9/40. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>IPPT PAN is not only legally obliged but also interested in promoting its research</p>	<p>A.4.(C&C.9)To create a dedicated society-friendly website on research conducted at the Institute</p>	<p>Director's Assistant for promotion October 2017</p>

	<p>activities in society and undertakes actions aimed at improving the general understanding of science.</p> <p>Scientists have been participating in events promoting science in society, such as Science Picnic. Institute has also been implementing such actions on its own, i.e. Science Festival, for many years. Both events are annual. Active participation in such events has impact on the results of the annual evaluation of researchers.</p> <p>The Institute informs on its activities on its website. Information on projects, scientific collaboration, patent applications and patents is made available there. Individual researchers are often invited to participate in various television and radio programmes aiming at sharing knowledge on their individual research interests and achievements as well as science at large.</p> <p>Individual researchers also participate as coaches in trainings focused on special professional groups, e.g. for medical doctors.</p> <p>Director's assistant for promotion regularly initiates actions and supports researchers' activities aiming at improving public visibility and understanding of research works conducted at IPPT PAN and their results.</p>	<p>A.5.(C&C.9)To develop a framework plan of 'science-for-society' events, including Institute's open days</p>	<p>Director's Assistant for promotion</p> <p>September 2017</p>
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the public engagement principle and indicated a reasonable satisfaction with the level of its implementation at the Institute.</p> <p>The level of awareness of implementation of the principle was not sufficient among the survey respondents (the percentage of 'no opinion/non-applicable' answers), despite of the visibility of events promoting science. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

PUBLIC ENGAGEMENT/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

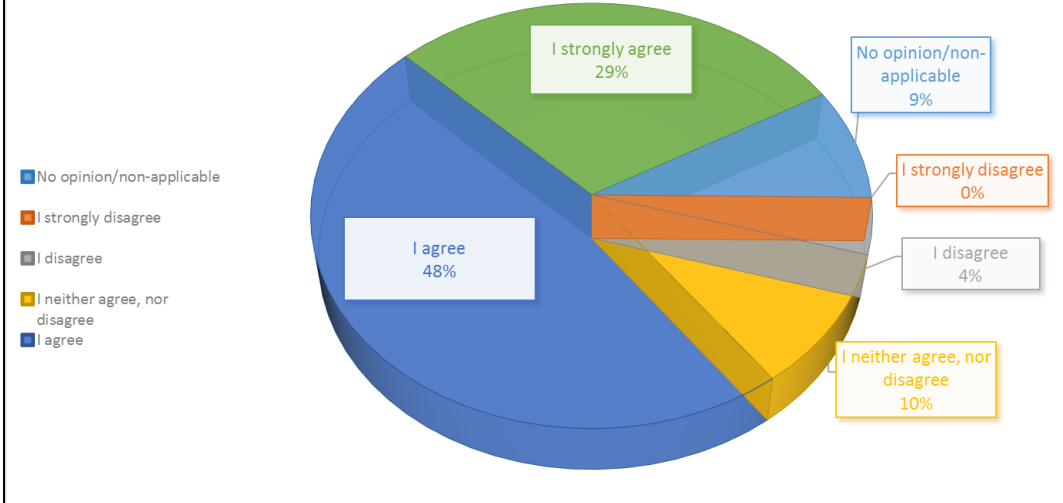


Fig. 17. Public engagement/To what extent do you agree with the C&C statement?

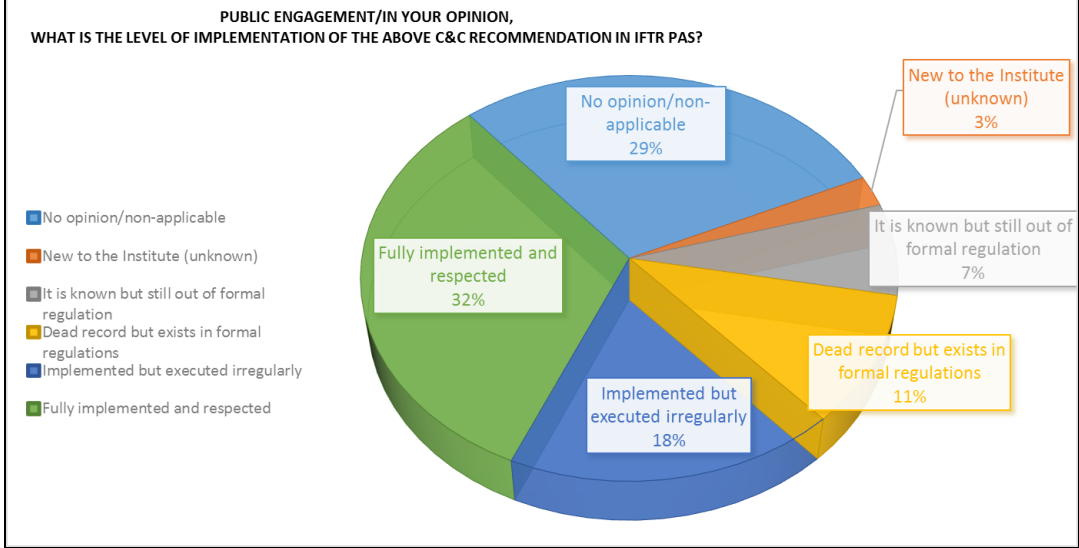


Fig. 18 Public engagement/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

10/40. Non discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Act on the Polish Academy of Sciences (PAS) Code of Ethics for Researchers, approved by PAS 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Work regulation of IPPT PAN <p>Existing Institutional practices: National and institutional regulations ensure equal treatment of all employees – the non-discrimination principle is well-rooted in the Polish legal framework. IPPT PAN fully respects and strictly follows the rules. The approach of the</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



management of the institute at all levels ensures creation of favourable working conditions for all.

Survey results:

The results of the survey among the employees **clearly confirm** both the importance of the principle and its proper implementation in the Institute.

At the same time – despite the above-mentioned positive opinions and the non-discrimination approach of IPPT PAN described in the previous section ('Existing Institutional practices')- 25% of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

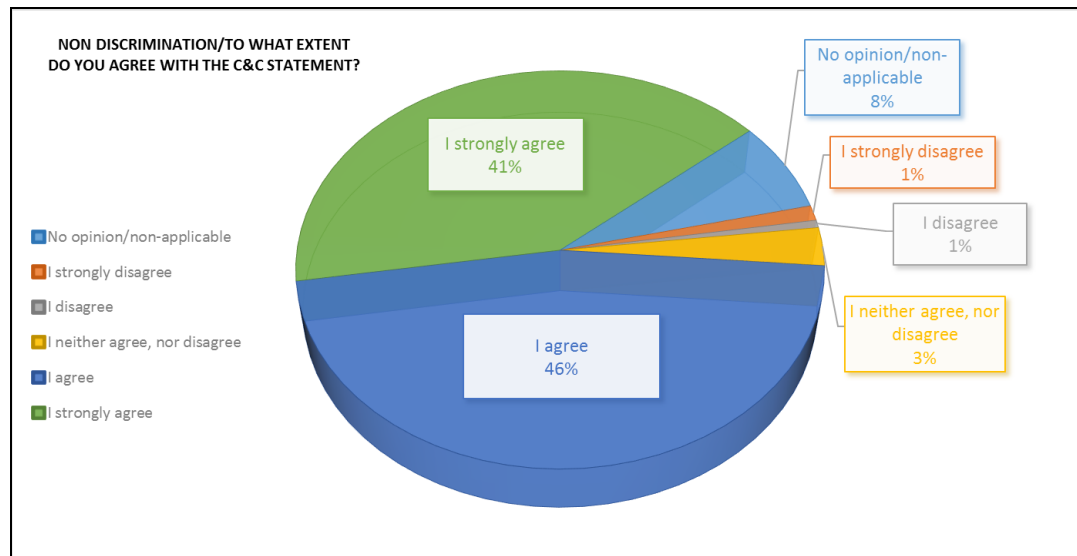
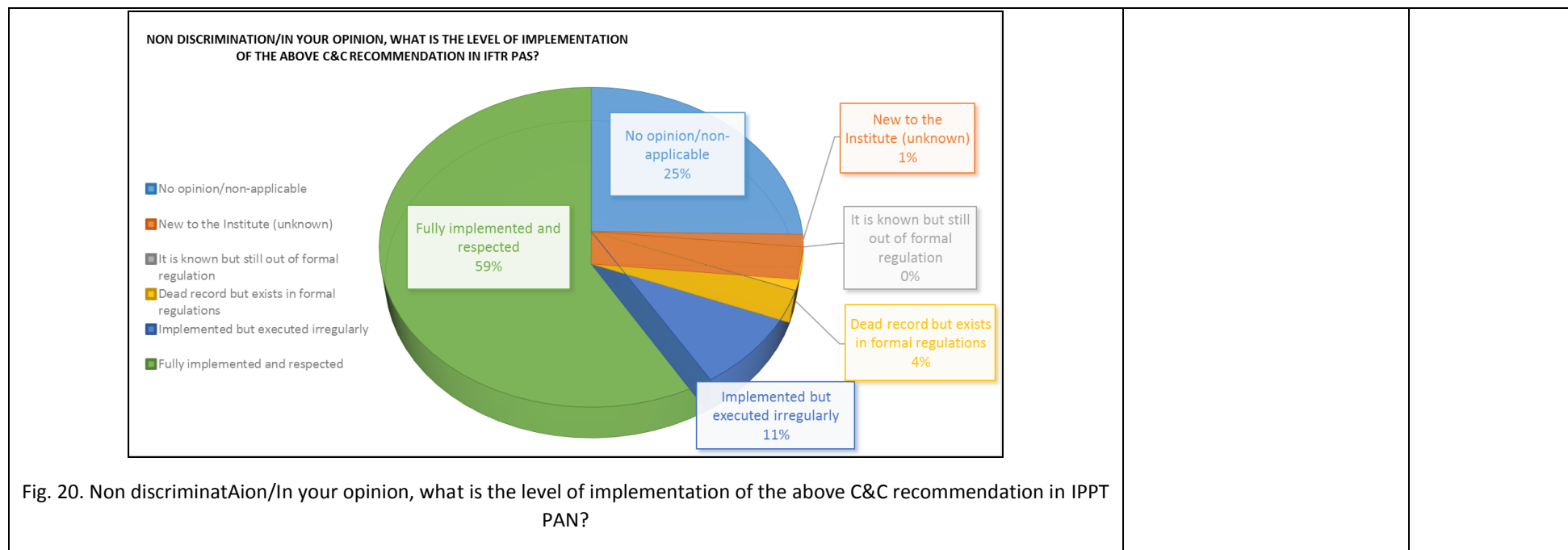


Fig. 19. Non discrimination/To what extent do you agree with the C&C statement?



11/40. Evaluation/ appraisal systems			
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Regulation on periodic evaluation of scientific activity of IPPT PAN researchers Scientific Council Resolution 'Rules of employment of scientists' Ordinance of the Director of IPPT PAN on Director's awards for employees conducting research <p><u>Existing Institutional practices:</u></p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>The national legislation, in particular the Act on PAS, clearly states that scientific staff undergoes periodic evaluation conducted by the scientific council. In case of research assistants and assistant professors it should be done at least every 2 years while in case of professors - at least every 4 years. According to the institutional rules, such evaluation of all researchers is conducted every year. The procedure with a clear aim of fair assessment of research performance is well developed. It is clearly described in internal regulations and well explained to researchers. It is conducted with an active involvement of an independent in its tasks committee – with a clear aim to assess the achievements of each researcher. Every year members of the committee are selected from the research staff. They are appointed by the director of the Institute.</p> <p>The process is transparent and the results of the evaluation are made available: individually – to an evaluated researcher and in an aggregated form - to the staff of the Institute. As already described, the best performing researchers are acknowledged and awarded. A clear redress procedure is also described in the internal rules.</p> <p>The process is supported by IT tools in order to make it as user-friendly as possible.</p> <p>The appraisal system is described in the Scientific Council Resolution on rules of employment of scientists and it is strictly followed. Promotion to a higher position is a subject of a process with clearly defined requirements and rules which have to be fulfilled.</p> <p>Recruitment for a higher scientific positions (e.g. head of a research department) is based on open, publicly announced competition. Any scientist of any nationality can apply. Scientists already hired at the Institute have equal chances as their competitors from outside.</p> <p>The appraisal and recruitment systems are fully based on merit and non-discrimination principles.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the high importance of the evaluation/ appraisal systems principle</p>			

and the satisfaction with the level of its implementation at the Institute.

Despite the described above well-functioning system as well as systematic distribution and permanent availability of information to IPPT PAN staff, the level of awareness of implementation of the principle among the survey respondents (the percentage of 'no opinion/non-applicable' answers) is lower than expected. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

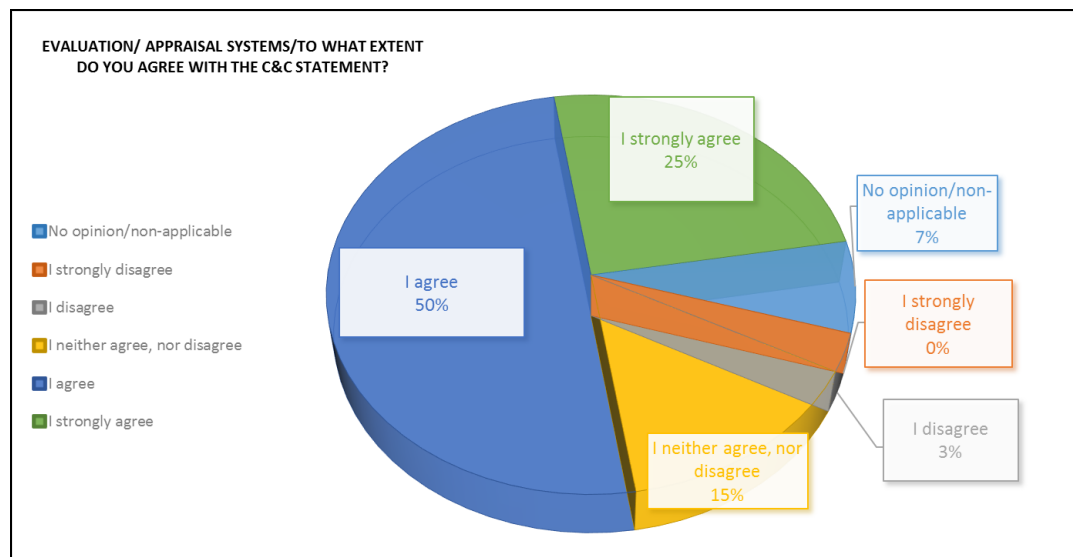
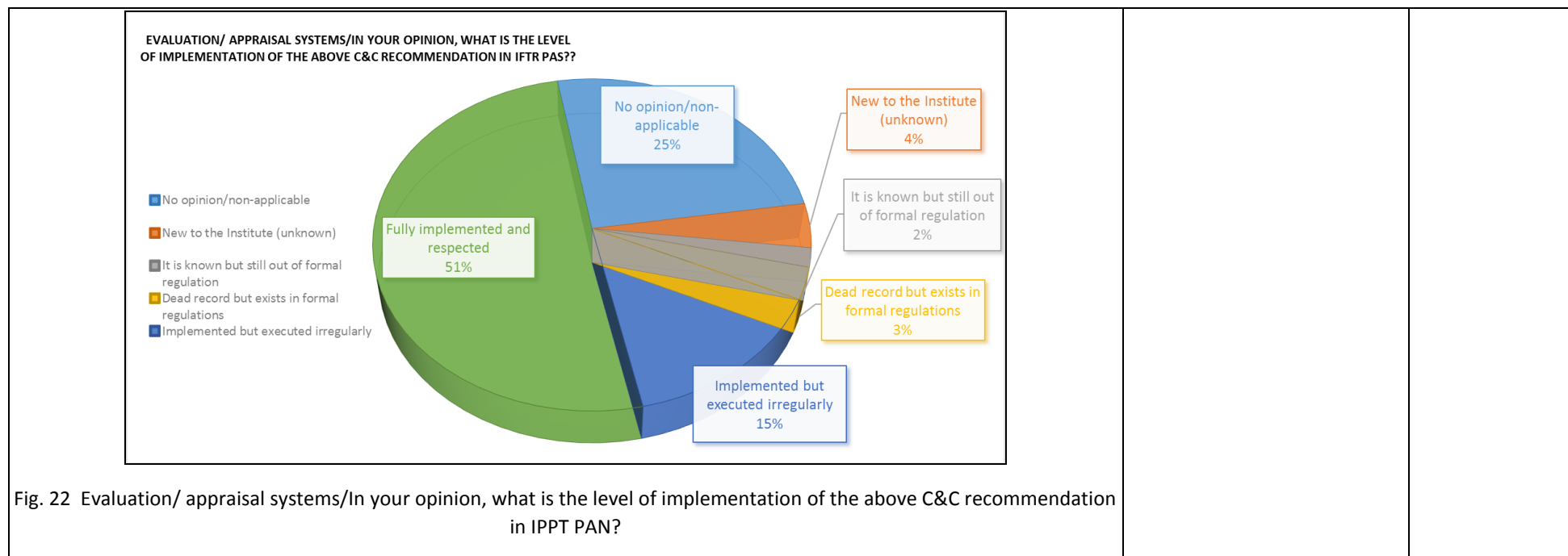


Fig. 21. Evaluation/ appraisal systems/To what extent do you agree with the C&C statement?



II. Recruitment

12/40. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p>Existing Institutional practices:</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of</p>	

	<p>IPPT PAN follows the existing national legal framework regarding the recruitment process. According to the Act on PAS, research positions should be taken as a result of an open, publicly announced competition. Exceptions from the above mentioned rule are limited - they are listed in the Act (e.g. staff exchange based on a contract with a foreign research institute).</p> <p>Procedures of recruitment, appointment and employment of scientists at IPPT PAN are defined by the Scientific Council Resolution on rules of employment of scientists. It specifies general requirements for each type of a scientific position. As described above, any scientist of any nationality can apply.</p> <p>The recruitment system is fully based on merit, equal chances and non-discrimination principles. All requirements for a specific position are described in each job announcement.</p>	the Gap Analysis tables	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the high importance of the recruitment principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>However, despite the availability of information, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of 'no opinion/non-applicable' answers). Thus the complementary 'awareness-raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

RECRUITMENT/TO WHAT EXTENT
DO YOU AGREE WITH THE C&C STATEMENT?

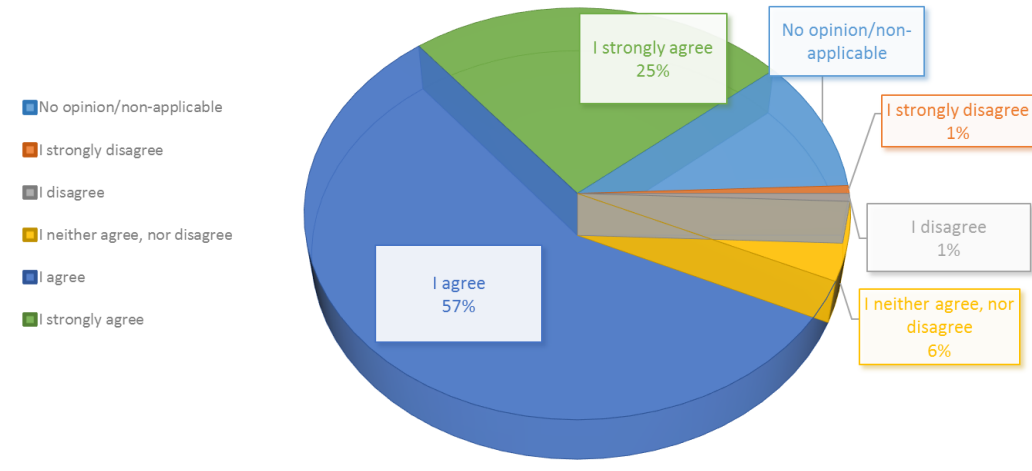


Fig. 23. Recruitment/To what extent do you agree with the C&C statement?

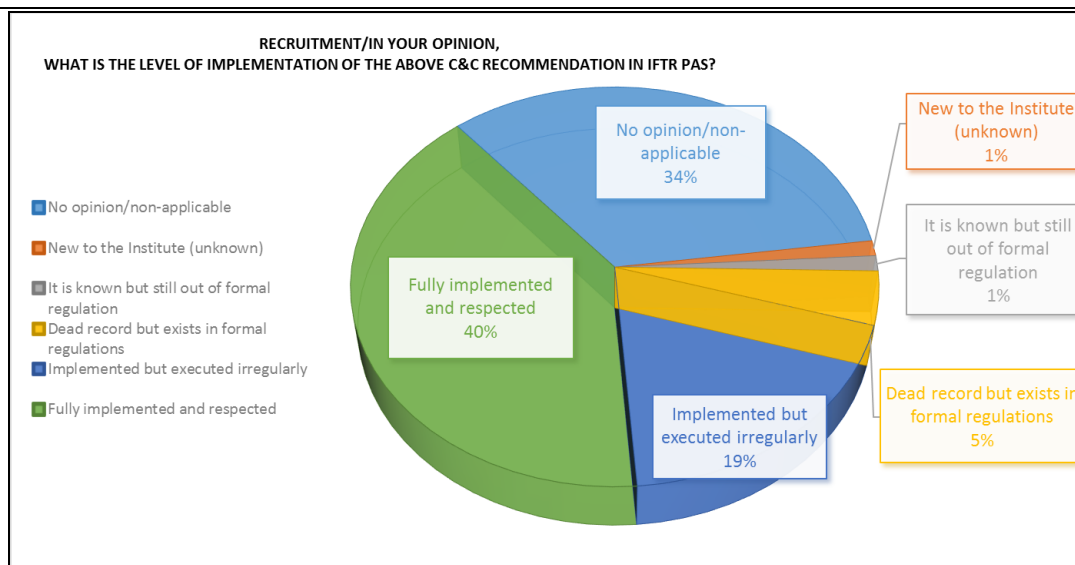


Fig. 24. Recruitment/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

13/40. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p>Existing Institutional practices:</p> <p>Apart from the national legal framework (listed in the left box) which IPPT PAN follows - the Institute has adopted rules specifying detailed procedure and</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>requirements regarding recruitment, appointment and employment on scientific positions. The procedures, defined by the Scientific Council Resolution on rules of employment of scientists, specify general requirements for each type of a scientific position. As described above, any scientist of any nationality can apply. The recruitment system is fully based on merit, equal chances and non-discrimination principles. All the requirements mentioned above – in the C&C recommendation - are listed in the announcement (requirements for a position, working conditions, etc.).</p> <p>The deadlines for submission of applications always allow sufficient time to prepare a good quality application.</p> <p>IPPT PAN job announcements are always published on the Institute’s website, on EURAXESS portal as well as on the publicly available database of the Polish Ministry of Science and Higher Education. On a regular basis the announcements are posted for at least 4 weeks to allow all candidates to apply in the right time.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff clearly confirmed the high importance of the recruitment principle and a very significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>However, despite the availability of information, the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers). Thus the complementary ‘awareness-raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

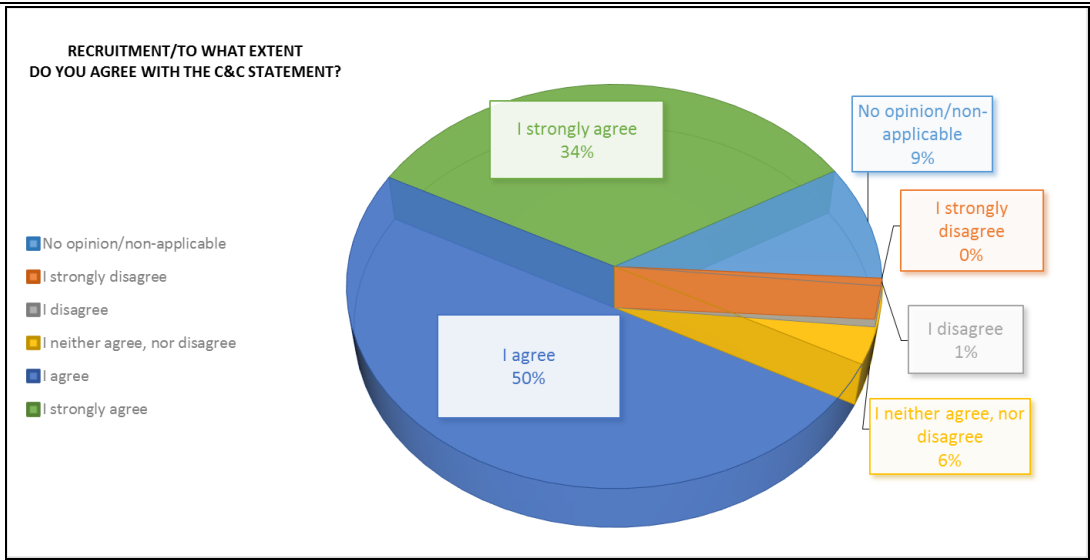
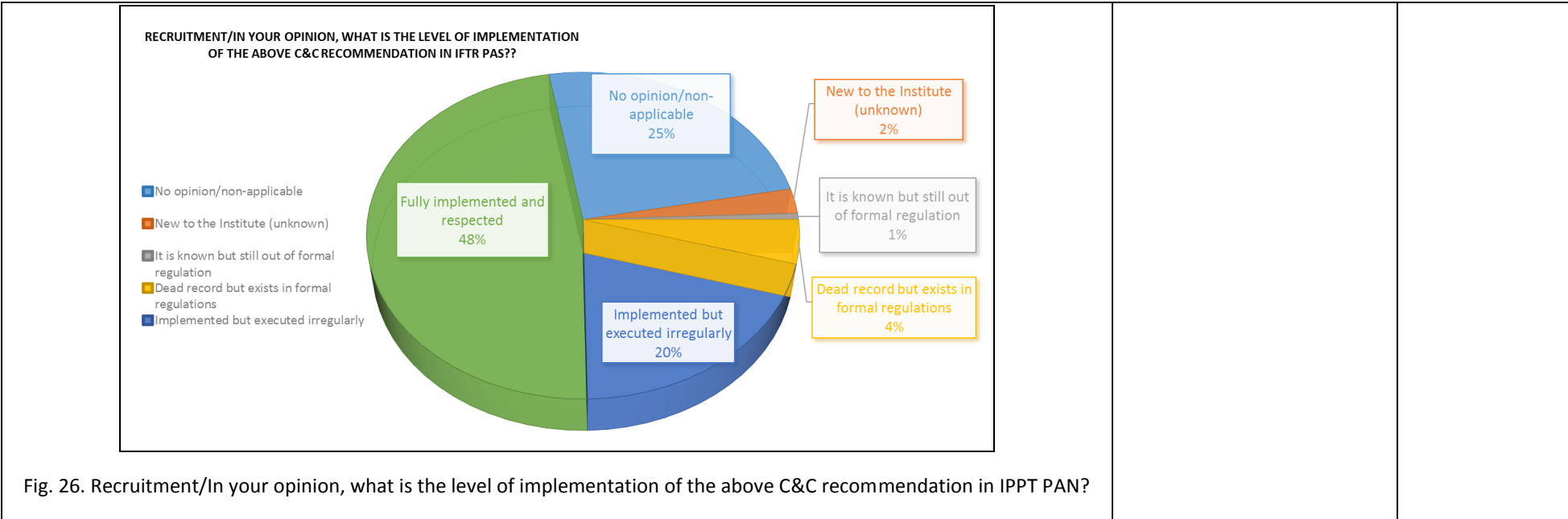


Fig. 25. Recruitment/To what extent do you agree with the C&C statement?



14/40. Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS) • Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> • Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The requirements mentioned above – in the C&C recommendation - are included in the Scientific Council Resolution on rules of employment of scientists.</p> <p>According to the resolution, a relevant Scientific Council committee (namely: the Committee for Organisational Structure and Employment) gives an opinion on a candidate selected in the recruitment process. In case of recruitment for higher scientific positions the opinion of the Scientific Council is also required. In this case the Scientific Council also asks two external experts for their opinion about the candidate's achievements. The final decision is taken by the director of the Institute.</p> <p>Members of selection panels know the recruitment and selection rules. The recruitment and selection process is generally carried out with full support of a HR Office representative which guarantees a coherent approach and full adherence to legal and formal rules and requirements at every stage of the process.</p> <p>Interviews with candidates, in particular for higher level positions, are part of the general practice.</p>	<p>A.6.(C&C.14;27). To undertake measures regarding the general awareness-raising of importance of gender balance principle by disseminating information on the issue and organising a seminar on gender aspects</p>	<p>Director's plenipotentiary for research funds</p> <p>June 2017: <i>dissemination of information</i></p> <p>June 2017: <i>seminar</i></p>
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a general importance of the selection principle. However, some respondents did not find gender balance sufficiently important to give it any specific priority. In particular, it was indicated that it should not compromise the quality of a candidate.</p> <p>The majority of responses was positive regarding the degree of the implementation of the rule at the Institute.</p> <p>At the same time – despite the above-mentioned positive opinions and the availability of information on selection procedures at IPPT PAN – a significant share (41%) of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		<p>Apart from the measures described above, the issue of gender balance principle will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

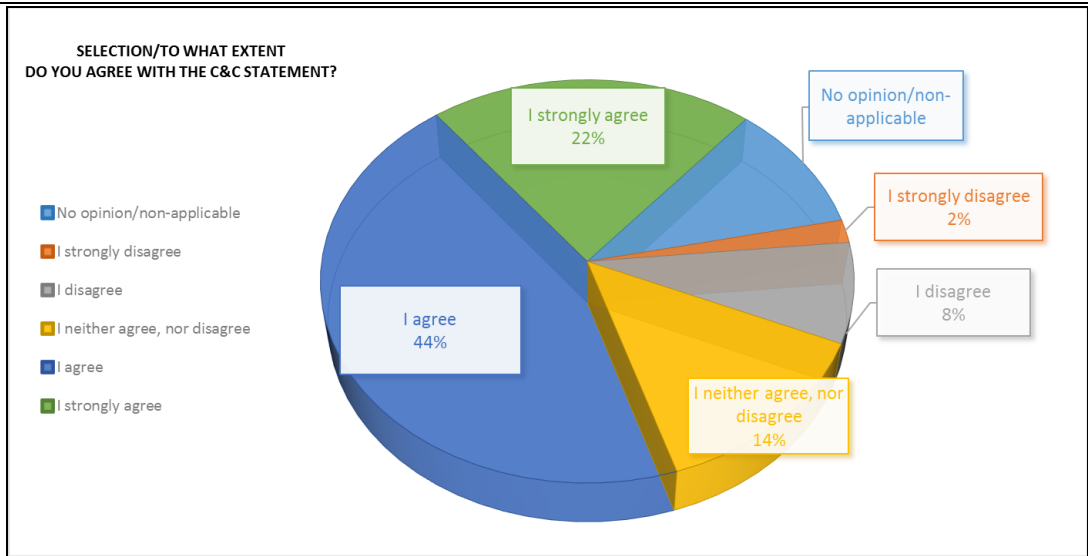


Fig. 27. Selection/To what extent do you agree with the C&C statement?

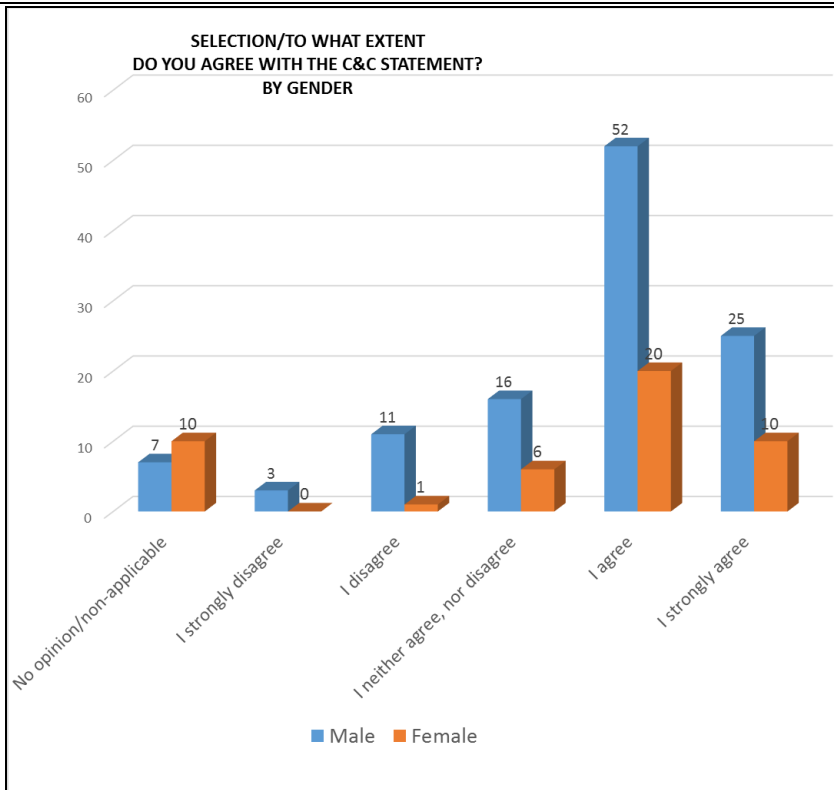


Fig. 28. Selection/To what extent do you agree with the C&C statement? By gender

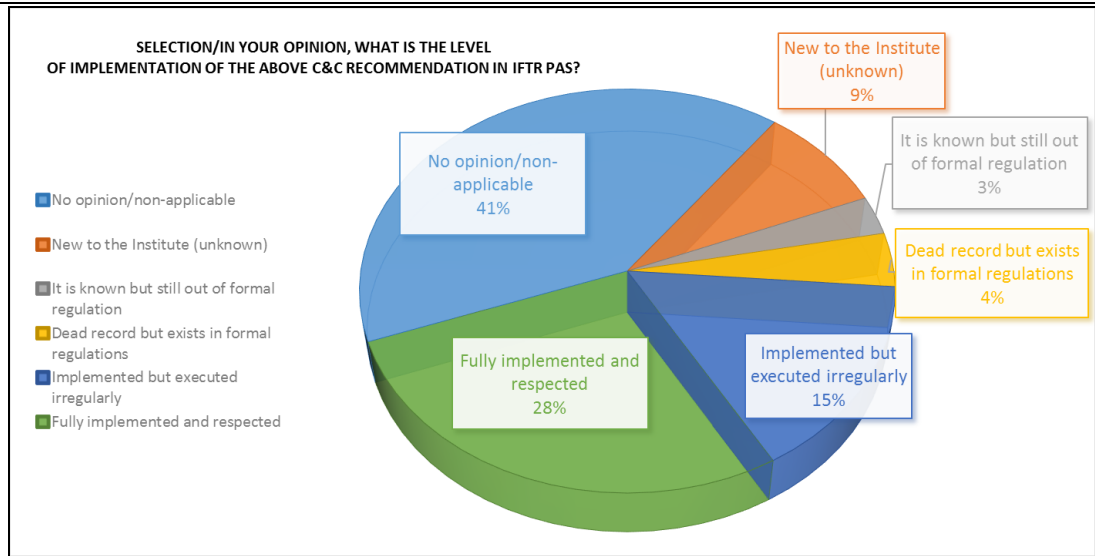


Fig. 29. Selection/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

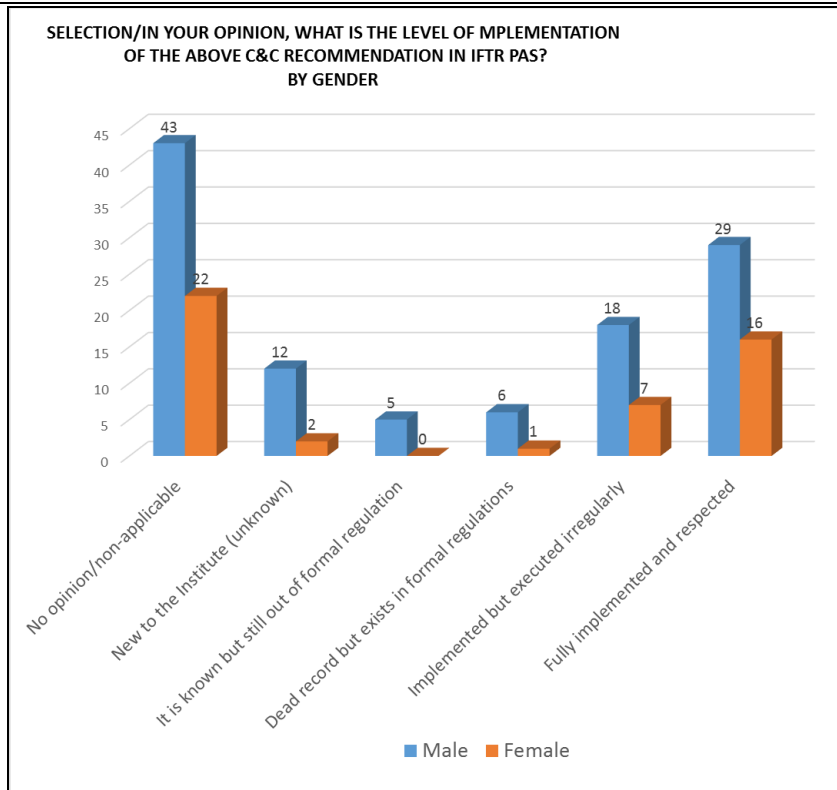


Fig. 30. Selection/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN? By gender

15/40. Transparency

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who



<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS), • Labour Code 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> • Scientific Council Resolution 'Rules of employment of scientists' <p>Existing Institutional practices:</p> <p>The requirements mentioned above – in the C&C recommendation - are included in the Scientific Council Resolution on rules of employment of scientists and they are respected.</p> <p>A job announcement describes the recruitment process and selection criteria. It also specifies the duration and general conditions of employment as well as employment perspectives. The number of available positions is indicated in each job announcement. Usually the career development prospects are also described, unless justified otherwise.</p> <p>The practice of informing after the selection process about the strengths and weaknesses of their applications has been recently introduced and will be continued on a regular basis, forming part of a good practice.</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the high importance of the transparency principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>At the same time – despite the above-mentioned positive opinions and the availability of information on selection procedures at IPPT PAN – a significant share (39%) of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

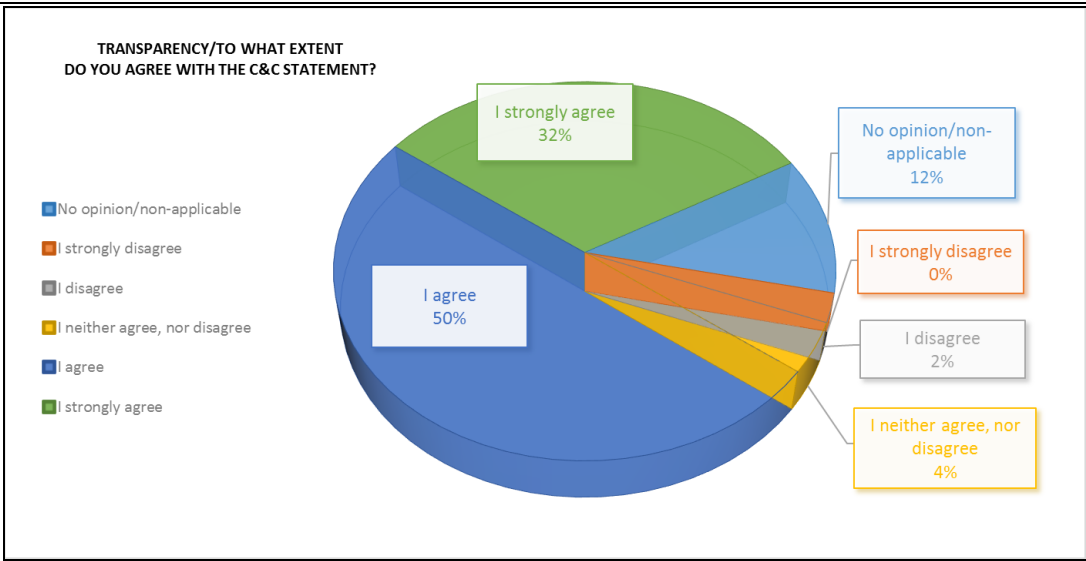


Fig. 31. Transparency/To what extent do you agree with the C&C statement?

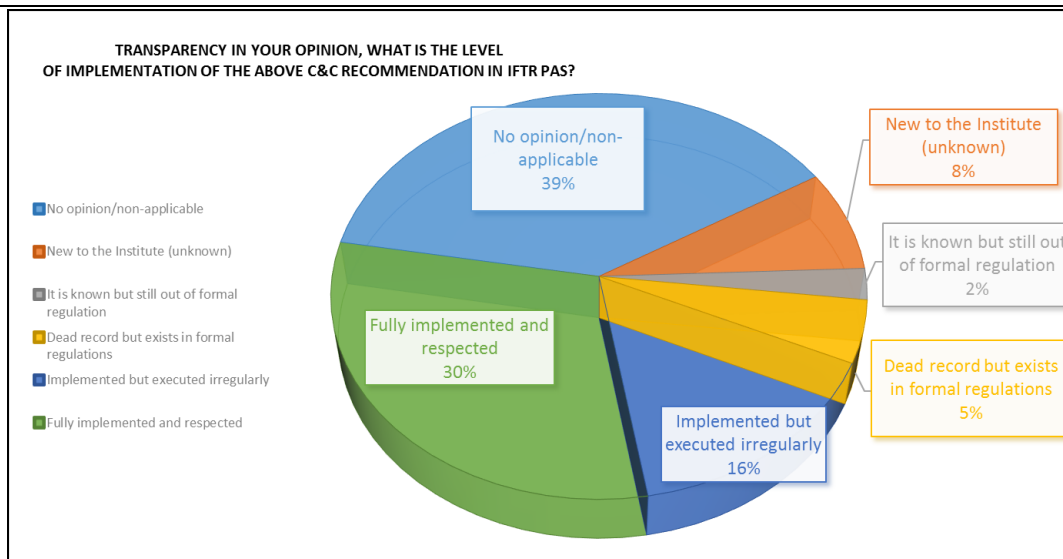


Fig.32. Transparency In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

16/40. Judging merit

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The national legal framework, including Act on PAS, indicates the general</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>principles of selection process which – by definition – should be based on merit judgement.</p> <p>The institutional rules specify more detailed requirements for each type of a scientific position.</p> <p>On the basis of the mentioned above regulations the requirements for a particular research position, including its specificity, if any, and location of a given position in the structure of the Institute, are prepared.</p> <p>A careful recruitment procedure established and strictly followed at the Institute, involving advanced scientists, representatives of management and the HR Office, guarantees that judgment is based on merit. Only such approach guarantees selection of best and most suitable candidates for certain positions which is of key importance to IPPT PAN whose ambition is not only to keep its position as one of the best research institutes in Poland but to be recognised internationally.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high level of importance of the judging merit principle.</p> <p>The level of satisfaction with the degree of its implementation at the Institute was significant. In particular bearing in mind that some of the detailed comments clearly indicated a certain degree of misunderstanding of the principle – they referred to the recently conducted evaluation of researchers instead of referring to the institutional rules and practices of evaluation of candidates for scientific positions.</p> <p>At the same time – despite the availability of information on selection procedures at IPPT PAN – a significant share (34%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

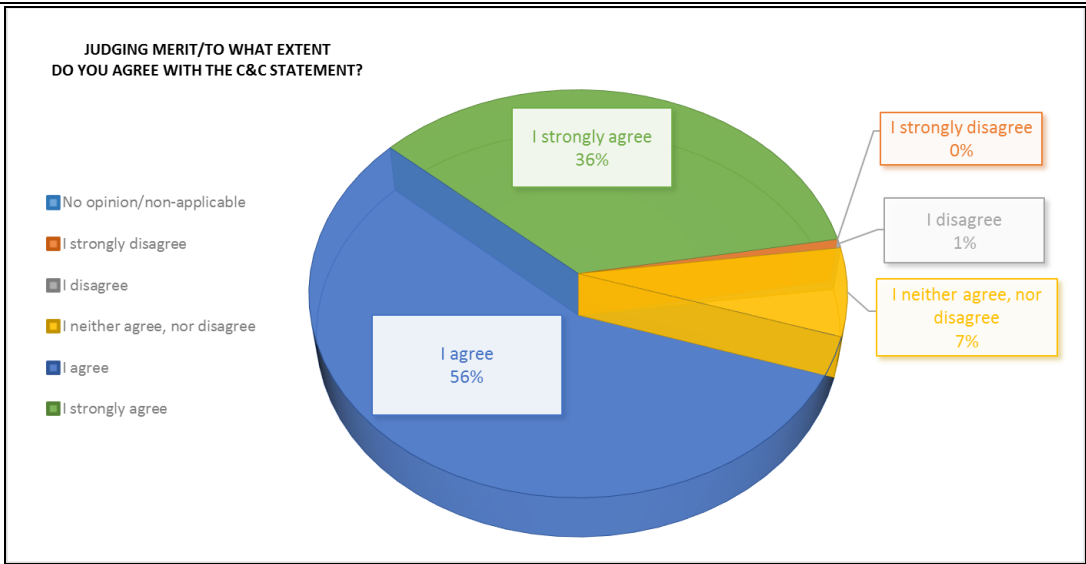
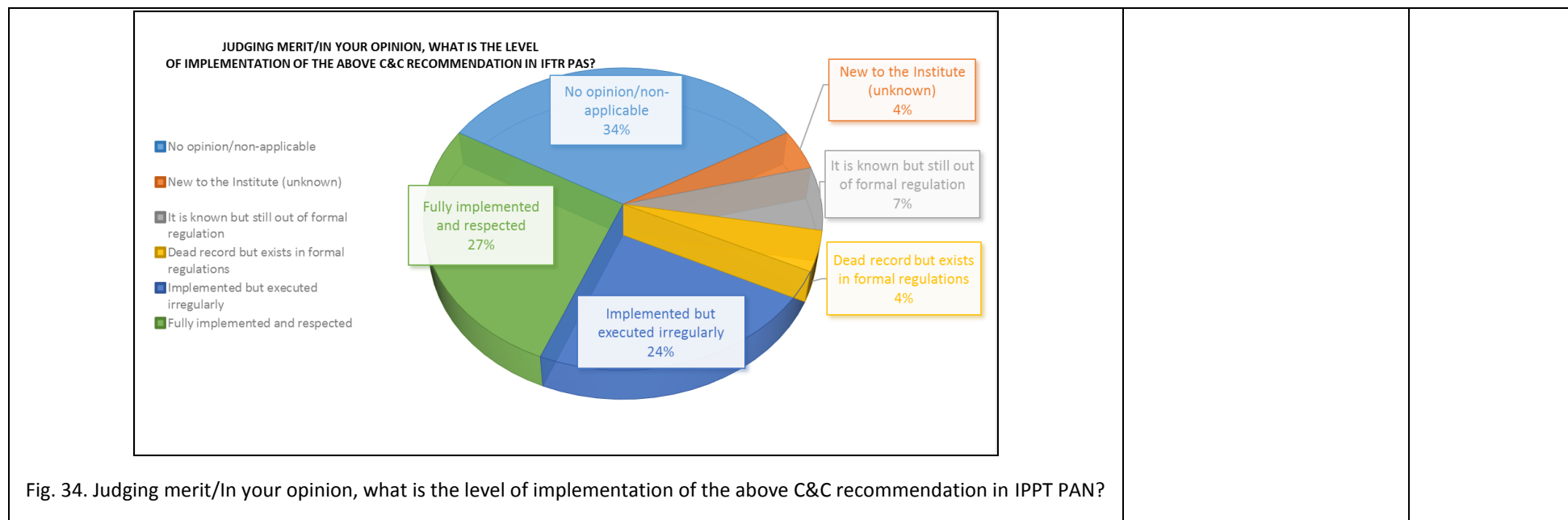


Fig. 33. Judging merit/To what extent do you agree with the C&C statement?



17/40. Variations in the chronological order of CVs			
Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The general rules, specified in the national legal framework, require equal and</p>	A.7.(C&C.17). To review the existing rules and practices at IPPT PAN in the context of the principle and adjust them accordingly	<p>HR Office</p> <p>March 2018</p>

	<p>fair treatment of employees as well as of candidates. IPPT PAN follows the same principles. Consequent application of rules, defined by the Scientific Council Resolution on rules of employment of scientists, as well as a general positive approach to all candidates result in an open-minded treatment of every candidate. Candidates are not only allowed but also encouraged to present evidence-based CVs. As was described before, the key aim of the recruitment process is to select best and most suitable candidates for certain positions - thus any form of penalisation of an excellent candidate only for the reason of a career break or variations in the chronological order of CVs would be harmful to the development of the Institute.</p>	<p>Apart from the measures described above, the issue of variations in the chronological order of CVs principle will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the variations in the chronological order of CVs principle. A reasonable level of satisfaction with the degree of its implementation at the Institute was indicated.</p> <p>At the same time a significant share (48%) of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

VARIATIONS IN THE CHRONOLOGICAL ORDER OF CVS/
TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

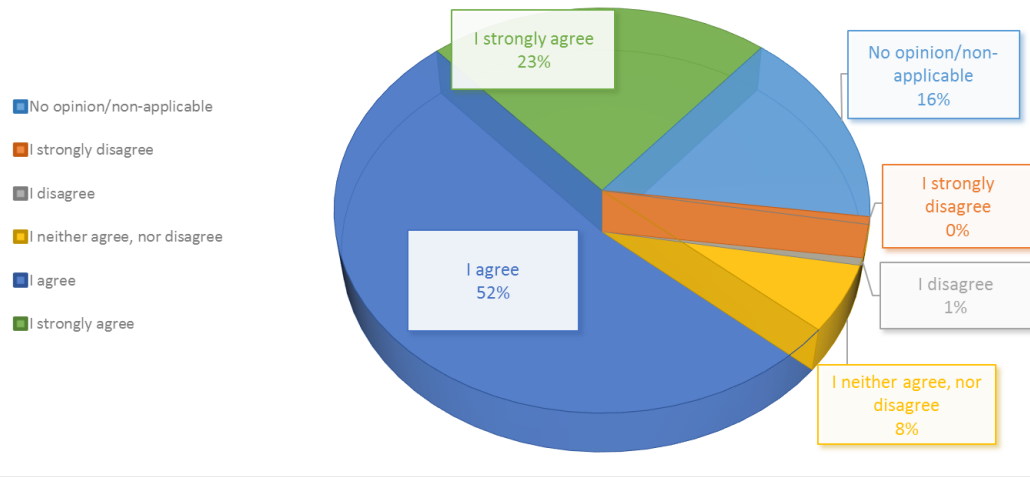
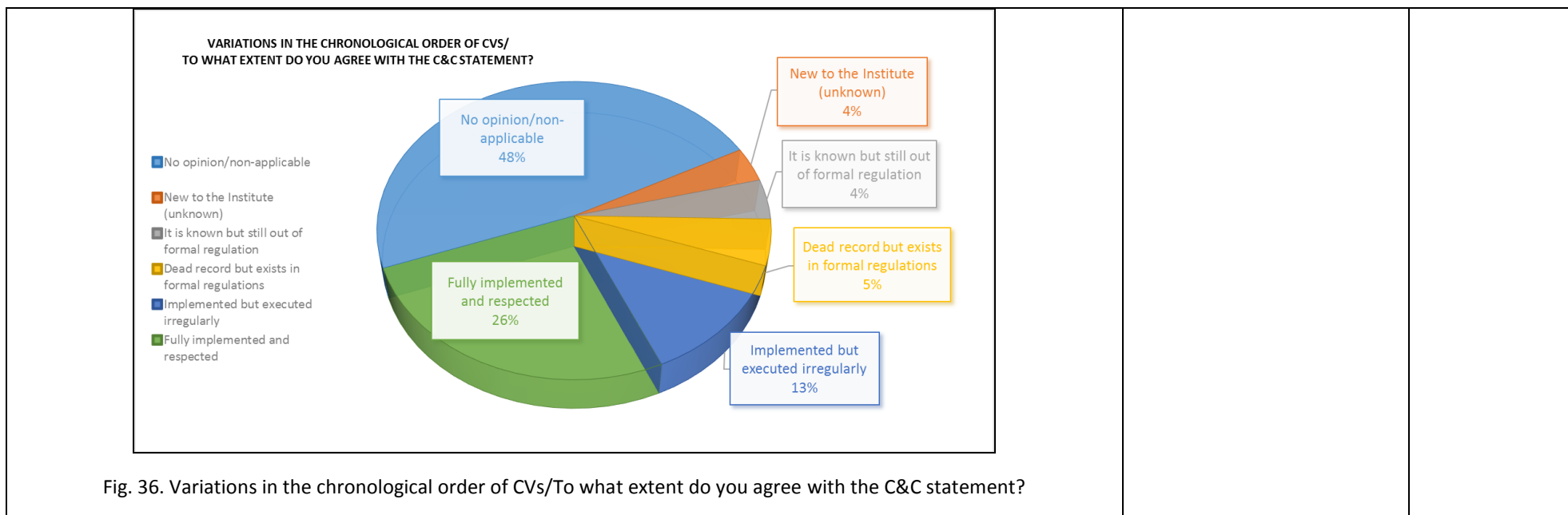


Fig. 35. Variations in the chronological order of CVs/To what extent do you agree with the C&C statement?



18/40. Recognition of mobility experience			
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The national legal framework, in particular Act on PAS, recognises the value of</p>	A.8. (C&C.18;29). To modify the Scientific Council Resolution 'Rules of employment of scientists' by quantifying the mobility criterion in order to amplify its value	<p>HR Office/Board of Directors</p> <p>March 2018</p>

	<p>mobility, both international as well as inter-sectoral and/or inter-disciplined.</p> <p>Researchers at IPPT PAN are supported and encouraged to participate in various mobility programmes (short and long-term mobility projects, staff exchange, international trainings). Foreign researchers are also welcomed to the Institute – as both temporary and permanent staff. At the moment IPPT PAN employs 10% researchers coming from abroad, including one head of research department (such situation is still rather unique in Poland). They are provided with every support they need (in particular facilitating contacts with various national and local authorities) during their stay in Poland. The Institute owns a few guest rooms which are available for its guests.</p> <p>The Institute has the ambition of creating more and more attractive conditions for best researchers, regardless their nationalities.</p> <p>The attractiveness of our doctoral studies to foreign students has increased. Currently 5 PhD students come from other countries than Poland (e.g. India, USA).</p>	<p>A.9.(C&C.18;29). To continue the practice of regular dissemination of information on mobility offers</p>	<p>Director’s plenipotentiary for research funds Regular (monthly) actions</p>
		<p>A.10.(C&C.18;29). To continue the practice of organising information seminars on mobility programmes and their advantages</p>	<p>NCP/Director’s plenipotentiary for research funds Regular (quarterly) actions (correlated with call schedules)</p>
		<p>Apart from the measures described above, the issue will be also addressed by the general ‘awareness- raising’ actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the recognition of mobility experience principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>At the same time – despite the above-mentioned positive opinions and availability of information - a significant share (41%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

RECOGNITION OF MOBILITY EXPERIENCE/
TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

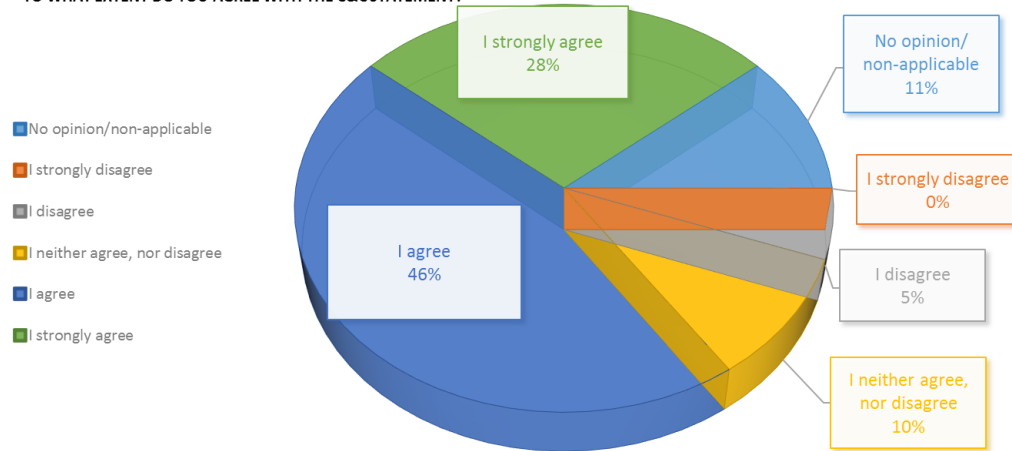


Fig. 37. Recognition of mobility experience/To what extent do you agree with the C&C statement?

RECOGNITION OF MOBILITY EXPERIENCE/IN YOUR OPINION, WHAT IS THE LEVEL OF IMPLEMENTATION OF THE ABOVE C&C RECOMMENDATION IN IFTR PAS?

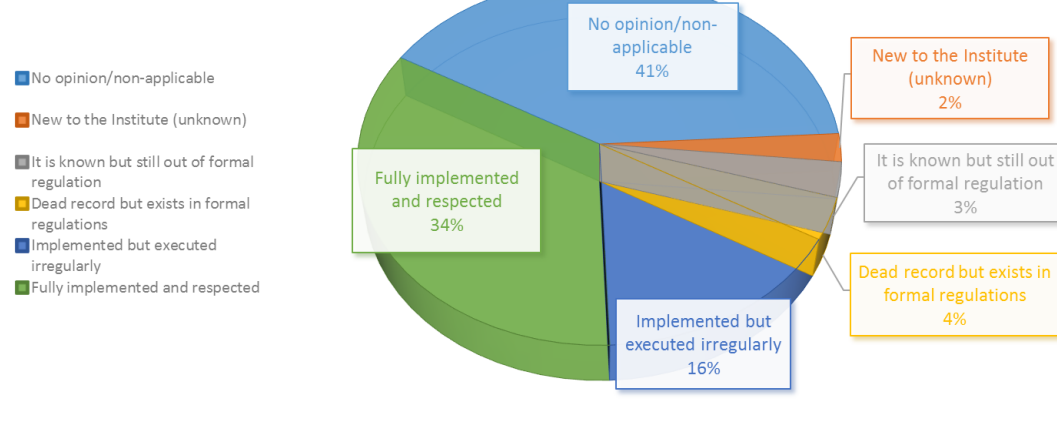


Fig. 38. Recognition of mobility experience/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

19/40. Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>IPPT PAN follows the national legal framework (the list of legal regulations listed in</p>	<p>None, except the 'awareness-raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>the left box) which provides necessary guidance regarding recognition of qualifications. Rare cases of specific qualifications which are not listed in the national regulations are carefully analysed by the committee in charge on a case by cases basis with a primary aim to give an objective and fair assessment of qualifications of a candidate. In possible cases of doubts relevant institutions could be consulted, in particular the Ministry of Science and Higher Education, the Polish Bureau for Academic Recognition and International Exchange or other relevant institutions in Poland, such as research funding agencies, and abroad. Up till now such situation has not occurred at the Institute.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the recognition of qualification principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>Despite the availability of information, a significant share (45%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

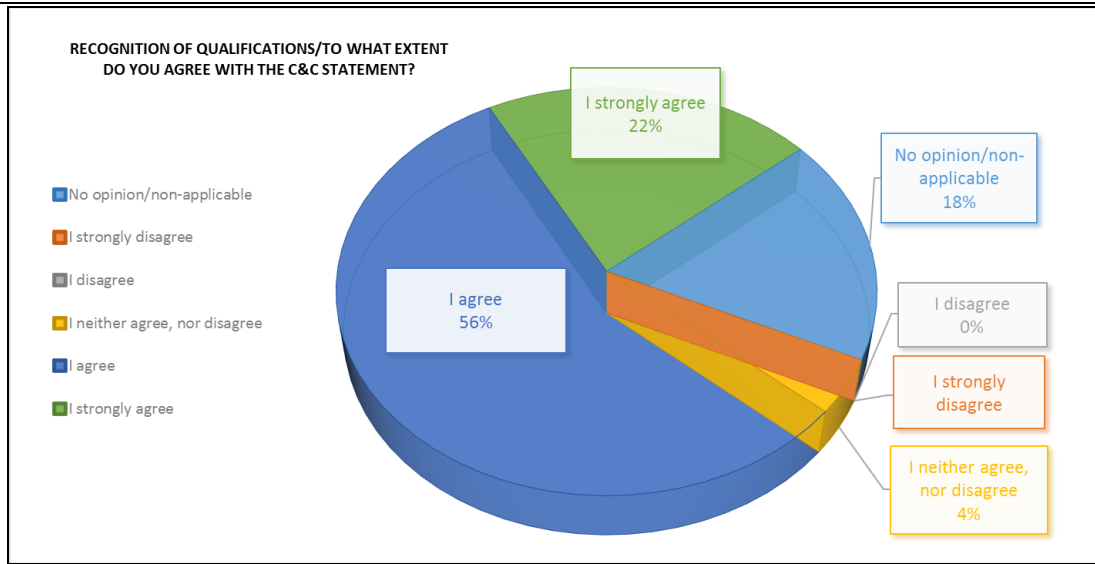


Fig. 39. Recognition of qualifications/To what extent do you agree with the C&C statement?

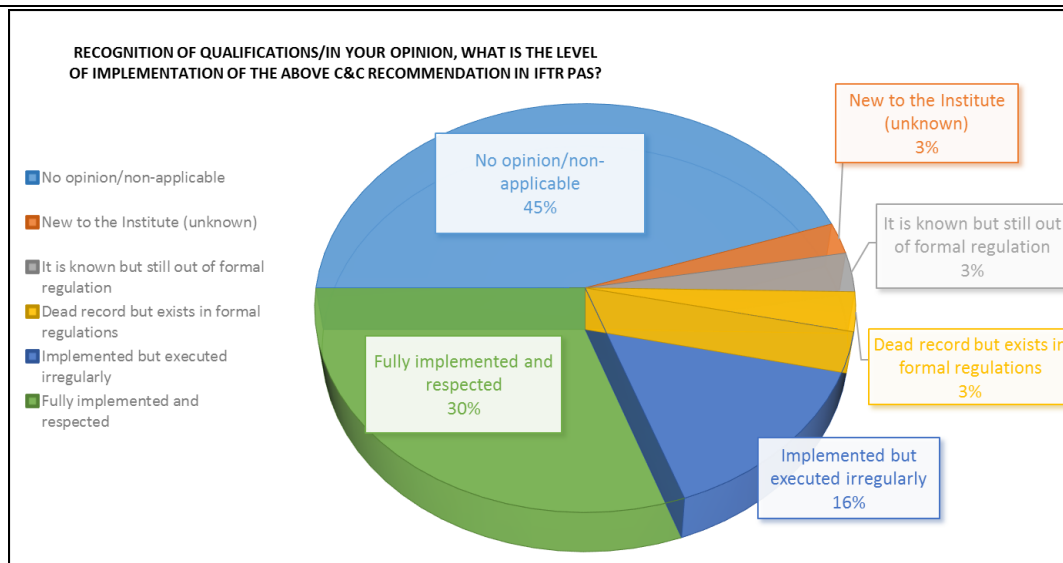


Fig. 40. Recognition of qualifications/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

20/40. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Labour Code 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The level of required qualifications listed in a job announcement always corresponds with the real needs of a given position. The general requirements for</p>	<p>None, except the 'awareness-raising' actions listed at the bottom of the Gap Analysis tables</p>	

	<p>different groups of scientific positions are specified in the national regulations, in particular in the Act on PAS.</p> <p>The institutional regulations, in particular Scientific Council Resolution on rules of employment of scientists, fully respect the national framework and define details regarding expected qualifications and professional record of candidates for each type of scientific position. They are publicly available on the Institute’s website. Requirements for individual positions are defined taking into account the described above regulations as well as specific conditions and needs for a given position.</p> <p>The general approach is that the requirements have to be set correctly in order to reach the goal which is to select and appoint the most suitable candidate for the position. IPPT PAN has no reason to act otherwise.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the high importance of the seniority principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>Despite the above-mentioned positive opinions and availability of information - a significant share (41%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

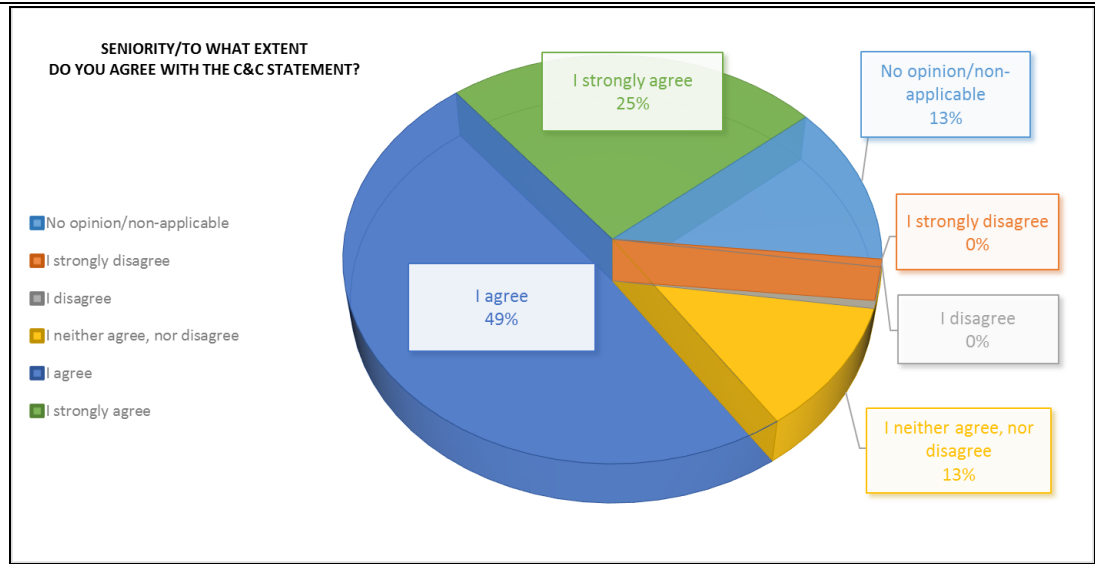


Fig. 41. Seniority/To what extent do you agree with the C&C statement?

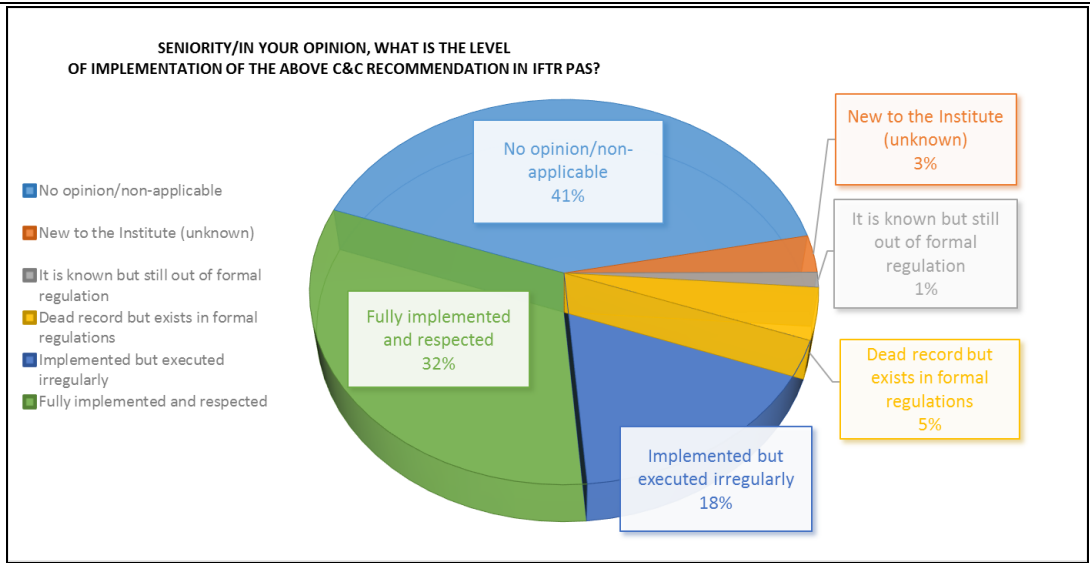


Fig. 42 Seniority/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

21/40. Postdoctoral appointments

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Act on the Polish Academy of Sciences (PAS) Law on Academic Degrees and Title and Degrees and Title in the Arts Regulation of the Minister of 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' Scientific Council Resolution on the terms of reference of calls for research positions procedure at IPPT PAN <p>Existing Institutional practices:</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



Science and Higher Education on evaluation criteria of achievements of a person applying for a postdoctoral degree	<p>Clear rules for the recruitment and appointment of postdoctoral researchers are defined on both national and institutional levels. The national and internal regulations (see the list above and in the left box) specify conditions, objectives and duration of such appointment. They follow the logic of transitional status of employment of PhD degree holders.</p>		
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Survey results:

The survey conducted among the IPPT PAN staff **confirmed** the high importance of the postdoctoral appointments principle and a very significant level of satisfaction with the degree of its implementation at the Institute.

At the same time – despite the above-mentioned positive opinions and availability of information - 36% of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

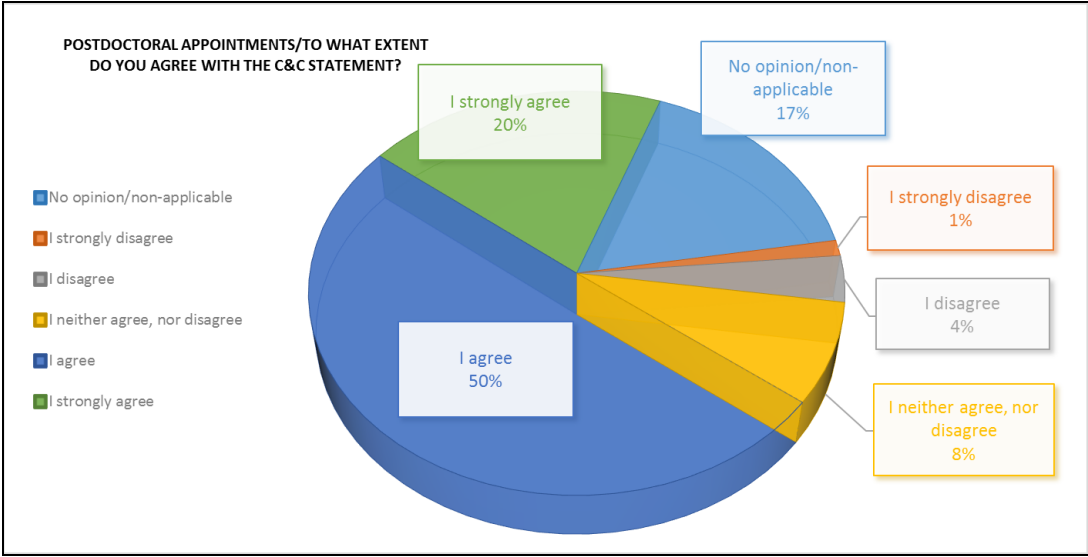
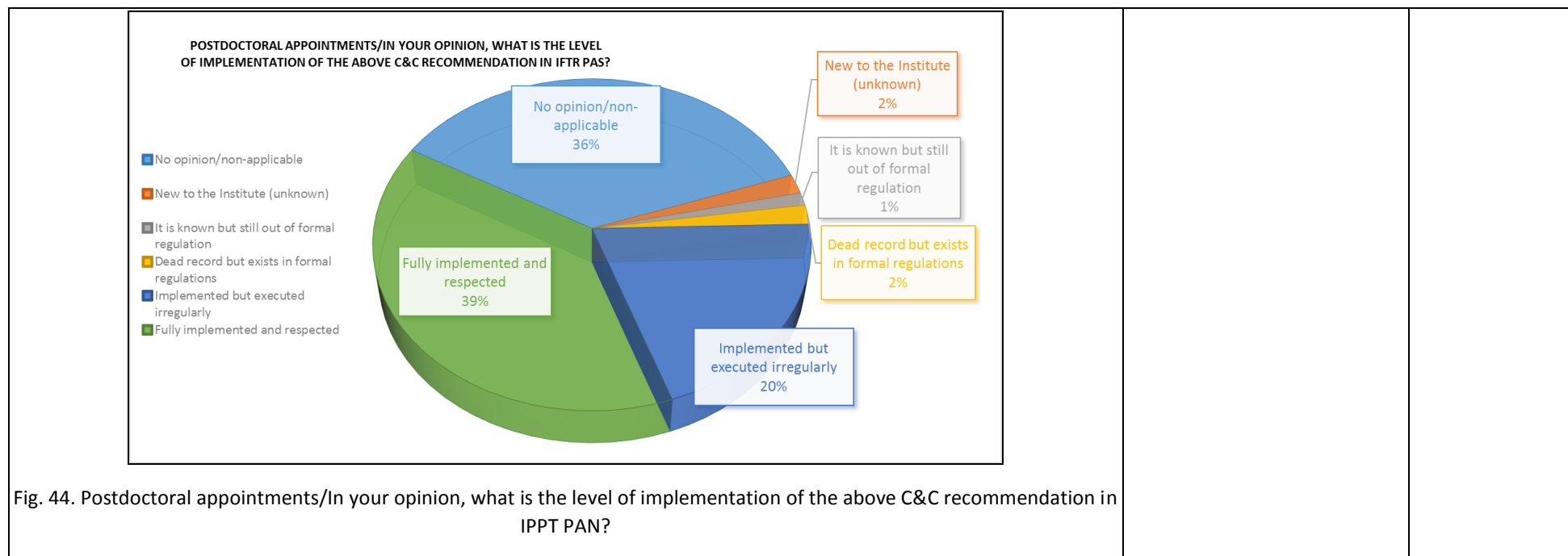


Fig. 43. Postdoctoral appointments/To what extent do you agree with the C&C statement?



III. Working conditions and social security

22/40. Recognition of the profession			
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Law on Academic Degrees and Title and Degrees and Title in the Arts 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Regulation on periodic evaluation of scientific activity of IPPT PAN researchers <p>Existing Institutional practices:</p>	<p>None, except the 'awareness-raising' actions listed at the bottom of</p>	

	<p>According to the national regulations researchers can be employed either as research staff or as research and technical staff. Researchers can hold one of the following positions: (a) research assistant, (b) assistant professor, (c) associate professor, (d) full professor. Researchers, hired on scientific positions are listed on the Institute’s website in the category ‘research staff’ with their professional degrees or titles indicated.</p> <p>Researchers, regardless of the stage of their career, participate in research projects and enjoy freedom of conducting research.</p> <p>Each group of researchers, regardless of the level of their career, is represented in the Scientific Council.</p> <p>All employees participating in research works are subject to the annual scientific activity evaluation, regardless of the type of their contractual position, and thus they are recognised as professionals.</p>	the Gap Analysis tables	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed the general importance of the recognition of the profession principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>At the same time a significant share (38%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

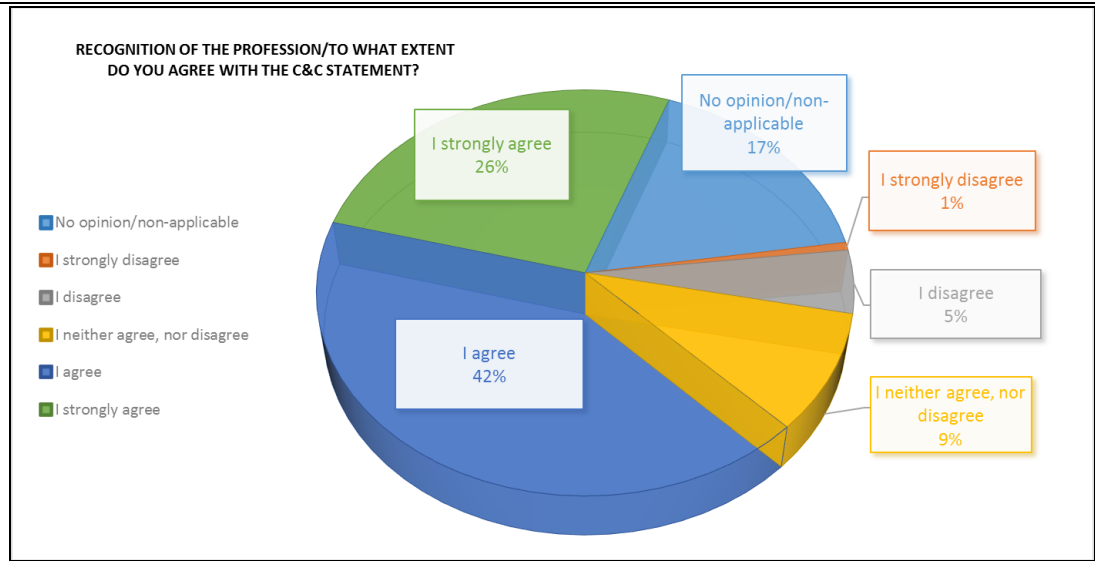


Fig. 45. Recognition of the profession/To what extent do you agree with the C&C statement?

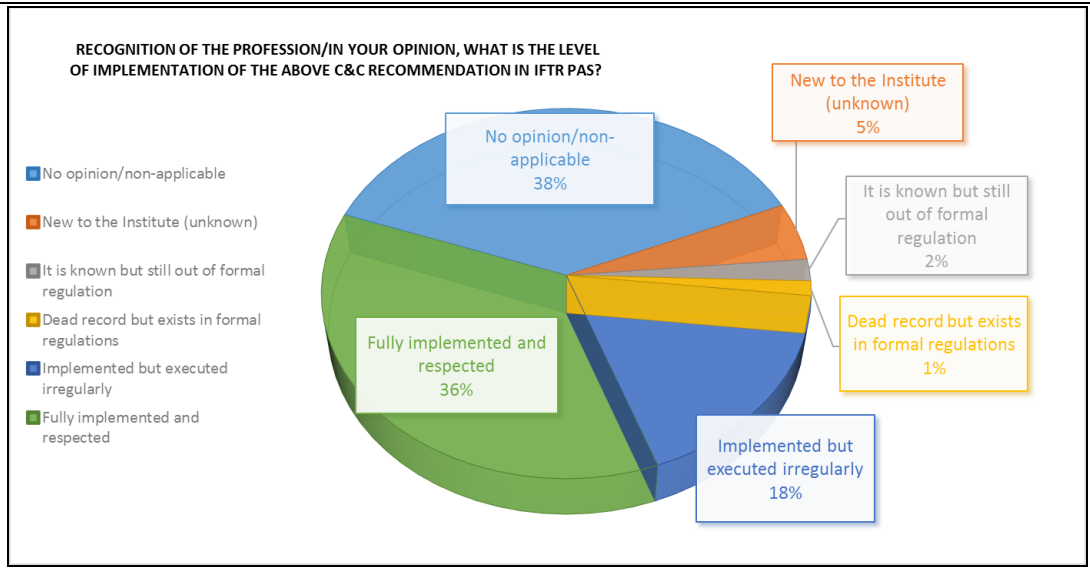


Fig.46. Recognition of the profession/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

23/40. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Health and safety regulations 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>The Institute aims at creating favourable conditions to stimulate research. Researchers are provided with facilities and equipment they need to conduct</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



	<p>their research. The list of available research equipment is available on the Institute’s website.</p> <p>Researchers, in particular young researchers, receive individual support they need from their supervisors.</p> <p>They are free and encouraged to participate in national and international trainings and conferences.</p> <p>National and international programmes offer funding opportunities to conduct research and stimulate scientific collaboration. Research staff at IPPT PAN is regularly informed about various programmes available and currently open and forthcoming calls.</p> <p>Newly hired employees undergo working conditions training, including health and safety training. Each employee undergoes regular periodic health and safety training as well as medical examination against health-related risks on a given position.</p>		
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high level of importance of the research environment principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>At the same time the level of awareness of implementation of the principle among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers) is lower than expected, bearing in mind the measures described above, including availability of information. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

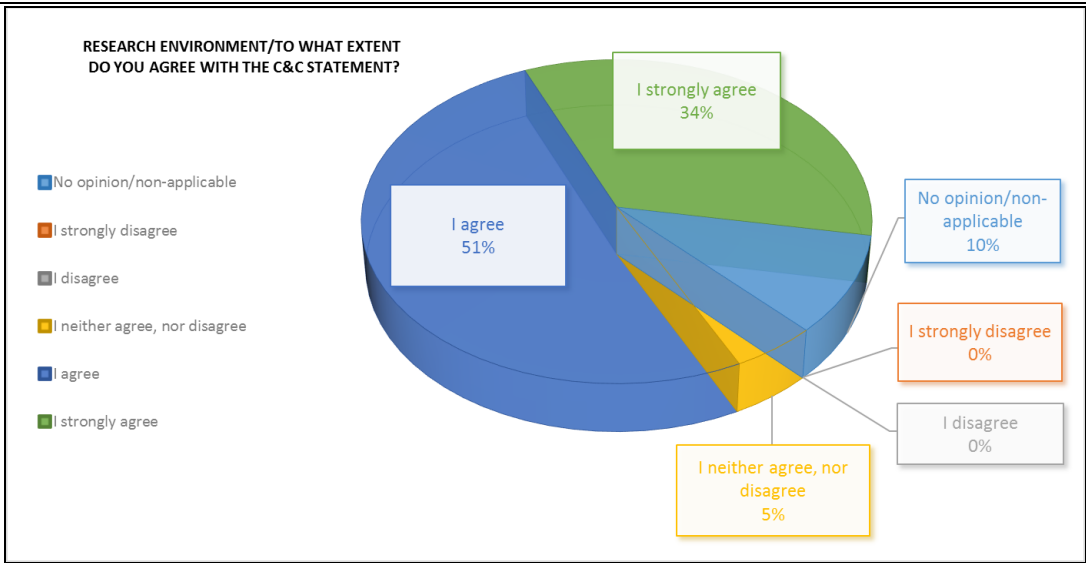


Fig. 47. Research environment/To what extent do you agree with the C&C statement?

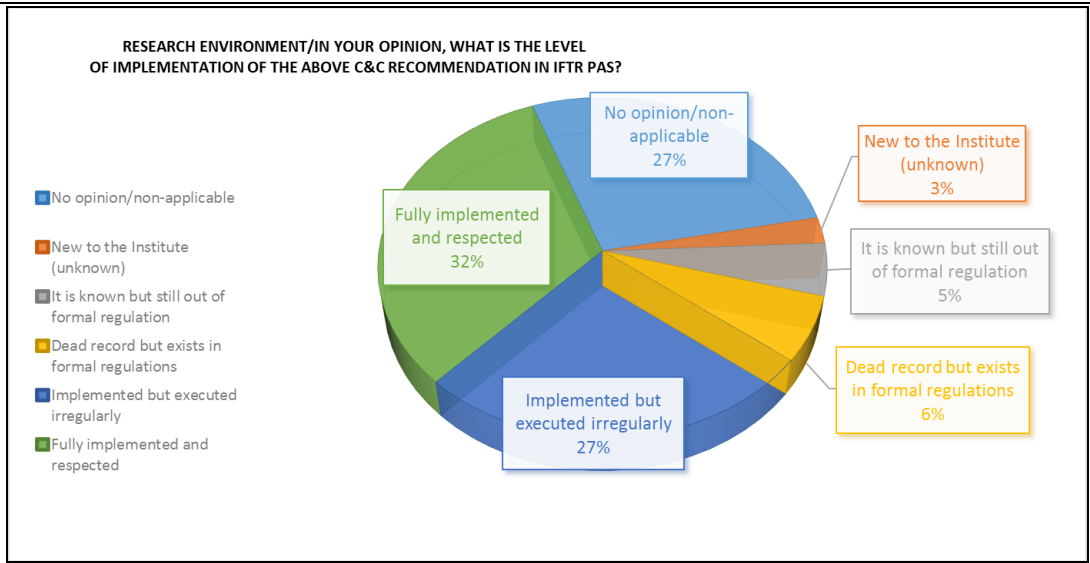


Fig.48 Research environment/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

24/40. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Act on the Polish Academy of Sciences (PAS) 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Work regulation of IPPT PAN <p>Existing Institutional practices: IPPT PAN follows and fully implements the existing national regulations regarding</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	



	<p>working conditions.</p> <p>Institutional staff regulation defines detailed rules applicable at the Institute.</p> <p>Whenever possible and justified the management of the Institute leaves a reasonable room for flexibility while still fully complying with national legal framework.</p> <p>Researchers as well as other groups of employees benefit from the regulations regarding parental leave.</p> <p>Flexible working hours as well as part-time work schemes are also present in the institutional practice.</p> <p>According to the national regulations, paid health leaves of a duration up to one year are accepted.</p> <p>Special working conditions, especially for disabled researchers, are defined and implemented (such as special orthopaedic chairs, special designed desks). The whole IPPT PAN building is fully accessible and friendly for disabled persons.</p> <p>The existing national regulations specify requirements and conditions for tele-working, making it legally possible. Until now there was no need to implement the provisions in institutional practice.</p>		
<p><u>Survey results:</u></p>	<p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the working conditions principle and a significant level of satisfaction with the degree of its implementation at the Institute.</p> <p>Despite the measures described above, the level of awareness of implementation of the principle among the survey respondents (the percentage of ‘no opinion/non-applicable’ answers) is lower than expected. Hence the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		

WORKING CONDITIONS/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

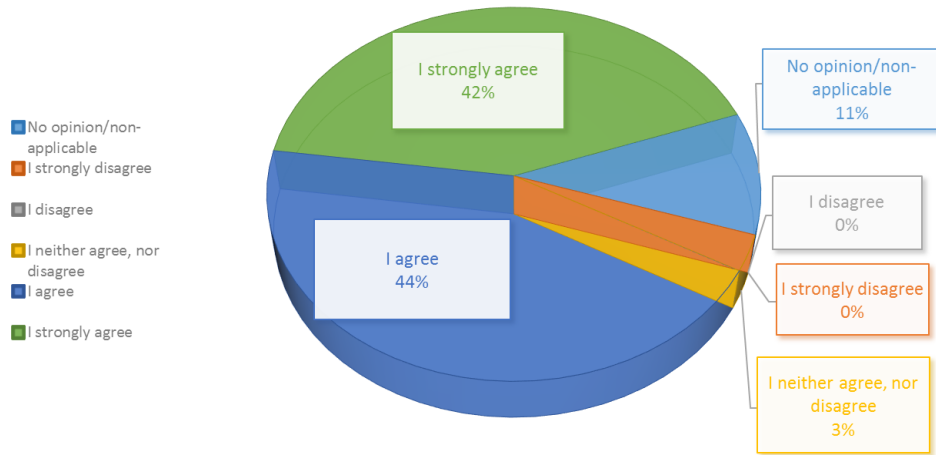


Fig.49 Working conditions/To what extent do you agree with the C&C statement?

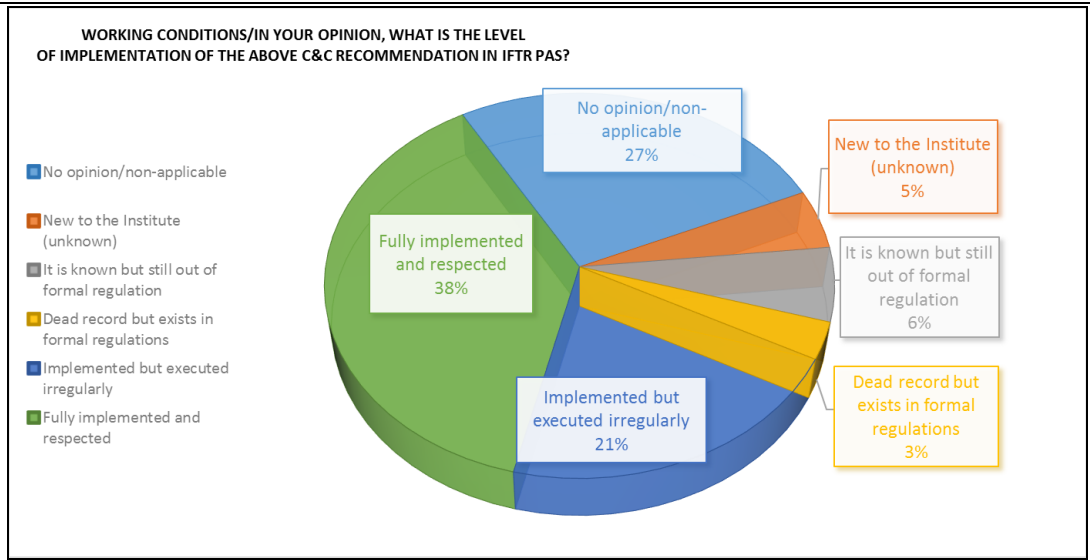


Fig. 50. Working conditions/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

25/40. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Scientific Council Resolution 'Rules of employment of scientists' <p><u>Existing Institutional practices:</u></p> <p>The national regulations, in particular Labour Code provisions, provide a sufficient level of safeguards regarding stability of employment. The most recent changes</p>	A.11.(C&C.25). To carry out another information action with the view to further increase the awareness of the regulations ensuring stability and permanence of	HR Office February 2017 <i>Information action</i>



	<p>to the Labour Code (in 2016), have resulted in a full compliance of the national rules with the requirements set in the <i>EU Directive on Fixed-Term Work</i>. As a consequence, amended detailed provisions have been adopted and implemented at IPPT PAN. The staff has been informed and is generally aware of the changes.</p> <p>The clear policy of IPPT PAN is that the employment on the basis of a fixed-term contract should not have any negative impact on chances for continuation of employment. It is the Institute's priority to ensure stability of working conditions for its high quality staff.</p>	<p>employment; the action will be repeated in the future whenever significant changes to the national regulations will be made</p>	
		<p>A.12.(C&C.25). To regularly monitor the general implementation of the principle</p>	<p>HR Office Regular (annual) actions</p>
		<p>Apart from the measures described above, the issue will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a general high importance of the stability and permanence of employment principle. However, a minor number of respondents were of the view that stability is not very important. There were single opinions that it may result in a lower efficiency of an employee. According to the survey, the level of satisfaction with the degree of the implementation of the principle at the Institute is considerable. However, there were some opinions – mainly referring to the period prior to the most recent changes of national and institutional regulations – suggesting that a higher level of compliance with the principle would be welcomed. Although the opinions on the level of implementation of the principle are considerably good (28% of respondents were of no opinion but 49% out of 78% of remaining responses were positive), 23% of responses have to be treated as negative in the case of this principle (answers: 'dead record but exists in formal regulation', 'it is known but still out of formal regulation', 'new to the Institute'). It indicates still insufficient level of awareness of recently introduced changes – despite the information action which was carried out.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

STABILITY AND PERMANENCE OF EMPLOYMENT/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

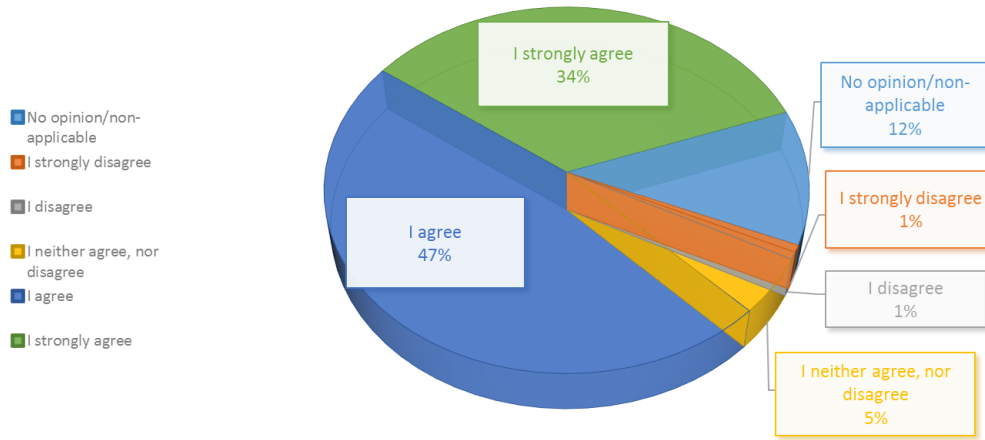


Fig. 51 Stability and permanence of employment/To what extent do you agree with the C&C statement?

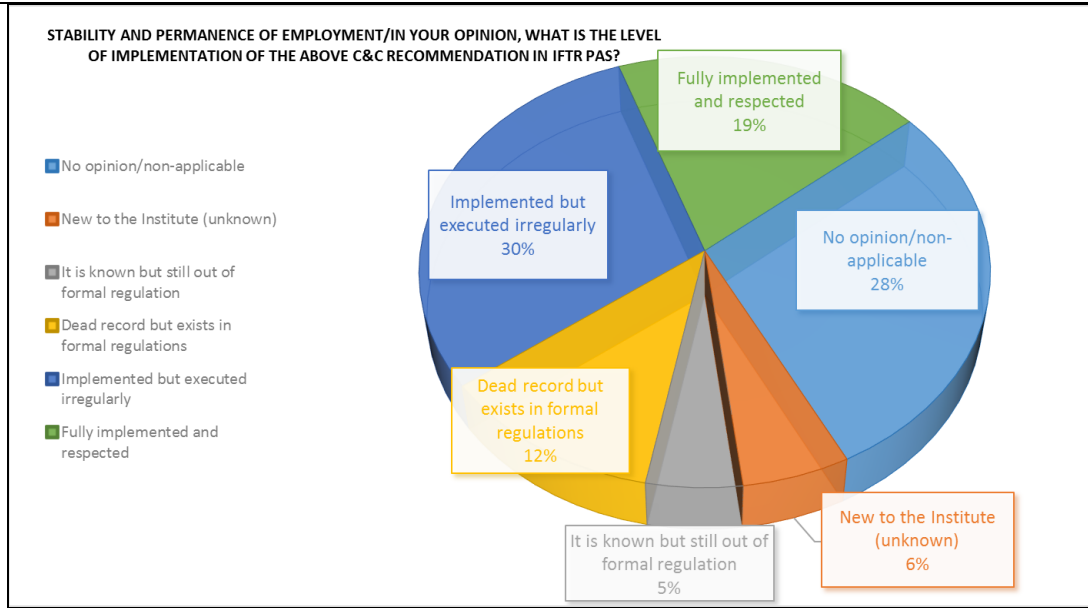


Fig. 52. Stability and Permanence of employment/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

26/40. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Labour Code • Act on the Polish Academy of Sciences (PAS) • Law on social security system 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> • Scientific Council Resolution 'Rules of employment of scientists' • Staff remuneration regulation • Ordinance of the Director of IPPT PAN on Director's awards for employees conducting research 	<p>None, except the 'awareness- raising' actions listed at the bottom of</p>	



	<ul style="list-style-type: none"> • Ordinance of the Director on IPPT PAN Master award • Regulation on management of social fund resources at IPPT PAN <p><u>Existing Institutional practices:</u> The principles of fair remuneration and adequate social security system are well-rooted in the Polish legal framework.</p> <p>The institutional regulations (see: the list above) clearly define detailed remuneration rules which are fully compliant with the national law. A dedicated bonus system is implemented, with special awards foreseen for researchers with outstanding achievements.</p> <p>IPPT PAN guarantees the social security benefits according to the existing national regulations, in particular the Law on social security system. In compliance with the internal regulation on social fund employees can also benefit from an attractive social package, based on the institutional social fund (e.g. co-funding of a vacation trip, a single non-refundable financial support in very specific life situations).</p>	the Gap Analysis tables	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the funding and salaries conditions principle (95% of positive responses vs. 2% negative). A significant level of satisfaction with the degree of the implementation of the principle at the Institute has to be noted, in particular considering how sensitive the issue of remuneration is in general.</p> <p>At the same time the level of awareness of implementation of the principle among the survey respondents (the percentage of 'no opinion/non-applicable' answers) is lower than expected, bearing in mind the measures described above, including availability of information. Hence the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

FUNDING AND SALARIES/
TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

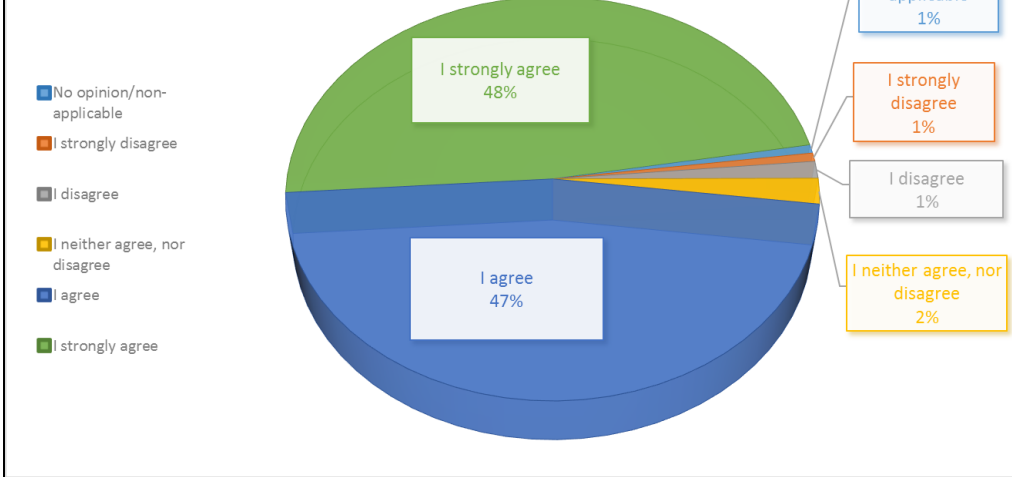
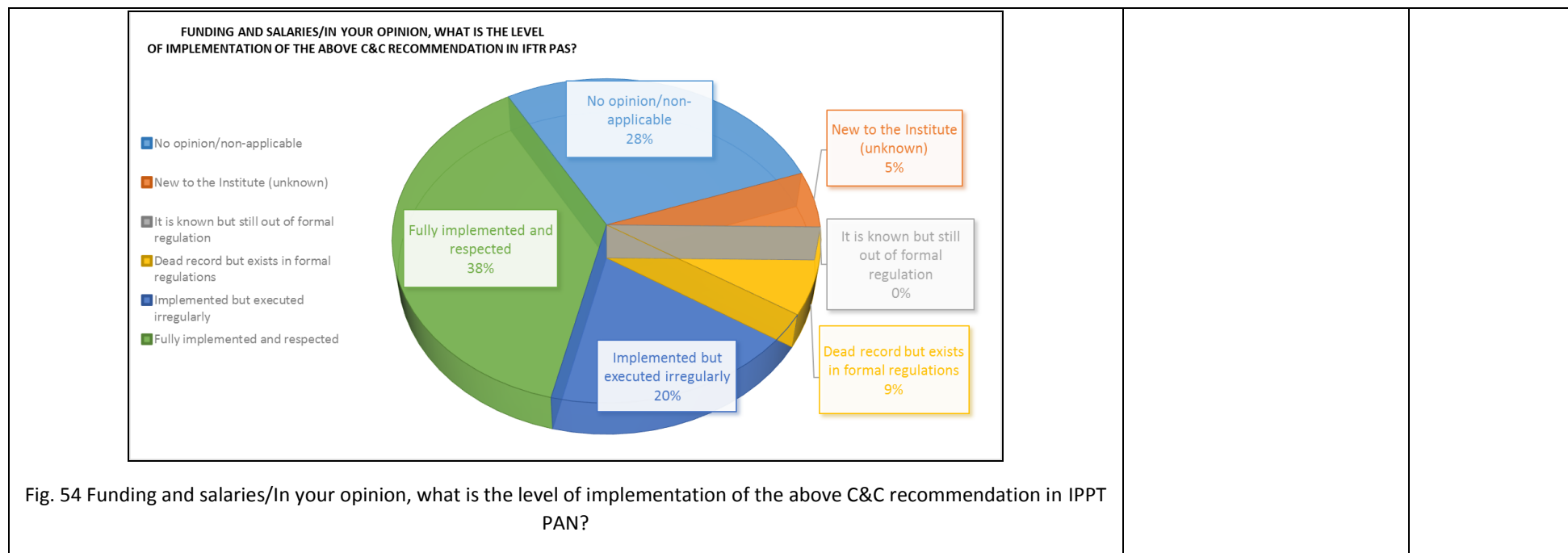


Fig.53 Funding and salaries/To what extent do you agree with the C&C statement?



27/40. Gender balance			
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code 	The policy of IPPT PAN fully respects the equal treatment and non-discrimination principles, which includes compliance with gender balance rules . The institutional recruitment regulations and practice follow the same principles. However, the scientific areas represented by the Institute – traditionally recognised as ‘male’ disciplines - have visible impact on the real gender balance among hired researchers, including the gender representation at supervisory and	A.6.(C&C.14;27). To undertake measures regarding the general awareness-raising of importance of gender balance principle by disseminating	Director’s plenipotentiary for research funds June 2017:

	<p>managerial level.</p> <p>Availability of female candidates with relevant qualifications is limited on the labour market. IPPT PAN management is fully aware of the situation and has been considering what measures could be undertaken to find and attract more high quality female researchers. However, this should not lead to potential discrimination of male candidates with similar qualifications.</p>	<p>information on the issue and organising a seminar on gender aspects</p>	<p>dissemination of information</p> <p>June 2017: seminar</p>
		<p>A.13.(C&C.27). The Scientific Council alongside with the Board of Directors will discuss the survey outcome regarding the gender balance principle and consider potential improvements</p>	<p>Board of Directors</p> <p>June 2016 - done</p>
		<p>A.14.(C&C.27). To regularly monitor the gender balance in employment, provided that the principle of highest quality of employees is a priority</p>	<p>HR Office</p> <p>Regular (annual) actions</p>
		<p>A.15.(C&C.27). To improve the visibility of information on favourable working conditions on the website of the Institute with the aim of increasing the attractiveness of IPPT PAN as a 'research-friendly' institution</p>	<p>Director's Assistant for promotion</p> <p>March 2017</p>
		<p>Apart from the measures described above, the issue of gender balance principle will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff showed rather diverse views on the importance of the gender balance principle (also a significant number of disregard of the principle). The share of positive opinions on the importance of the principle was higher in the female group compared to men. It has to be underlined that even the respondents who did not represent favourable approach towards the principle were of the gender non-bias approach.</p> <p>The diversity of views on the importance of the principle had a clear impact on the assessment of the level of implementation of the principle at IPPT PAN. Therefore it has to be underlined that the general level of satisfaction with the degree of the implementation of the principle at the Institute is considerably high (73% of positive opinions were given by each gender group out of those respondents who expressed substantial opinion). Bearing in mind the general barriers in achieving higher level of compliance with the principle (i.e. rather limited availability of female researchers in still traditionally ‘male’ disciplines represented by the Institute) the survey feedback confirms compliance with the principle to the highest degree possible.</p> <p>At the same time a significant share (42%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		
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GENDER BALANCE/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

- No opinion/non-applicable
- I strongly disagree
- I disagree
- I neither agree, nor disagree
- I agree
- I strongly agree

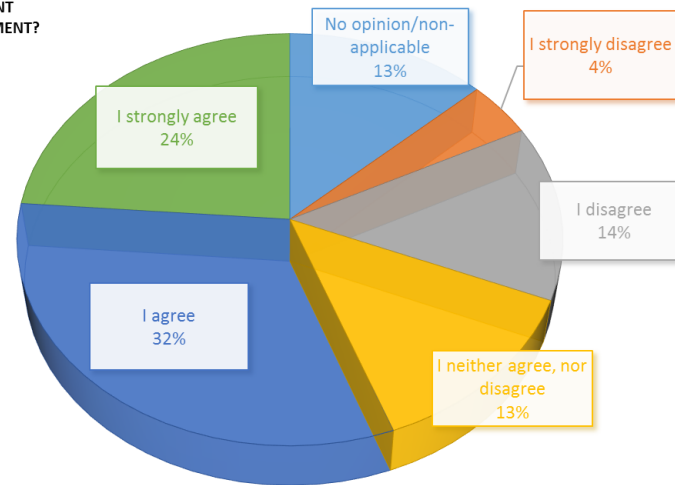


Fig.55 Gender balance/To what extent do you agree with the C&C statement?

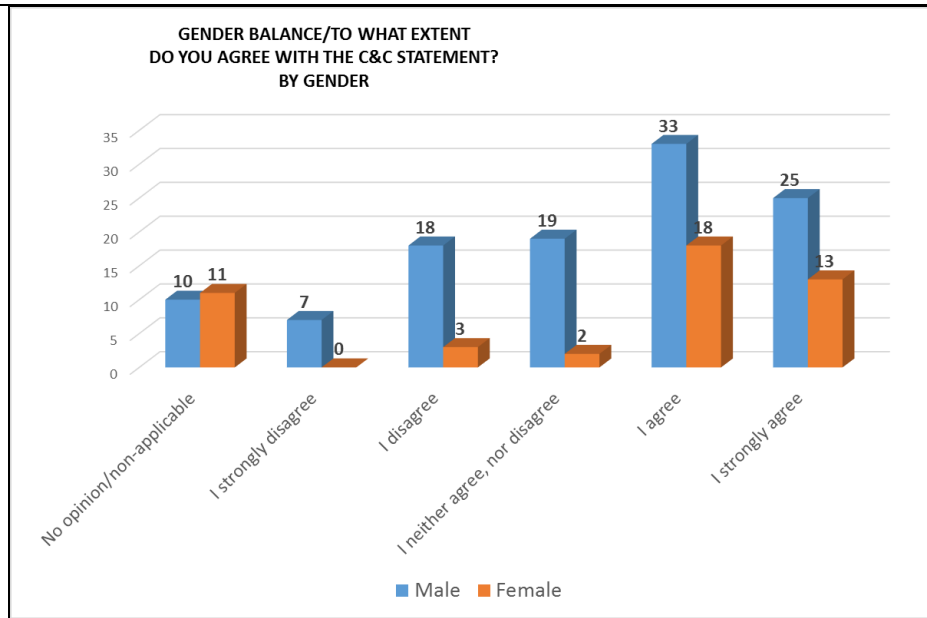


Fig. 56. Gender balance/To what extent do you agree with the C&C statement? By gender

GENDER BALANCE/IN YOUR OPINION, WHAT IS THE LEVEL OF IMPLEMENTATION OF THE ABOVE C&C RECOMMENDATION IN IFTR PAS?

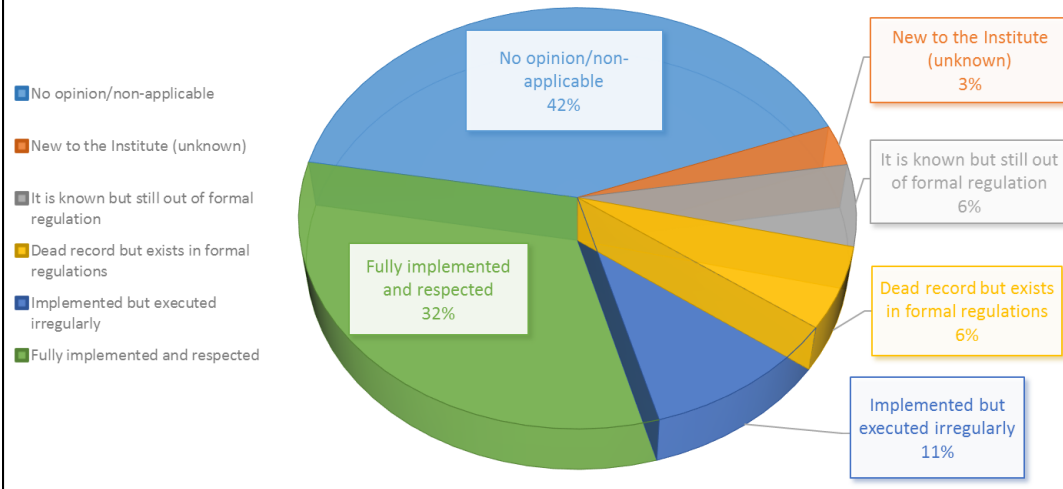


Fig. 57. Gender balance/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

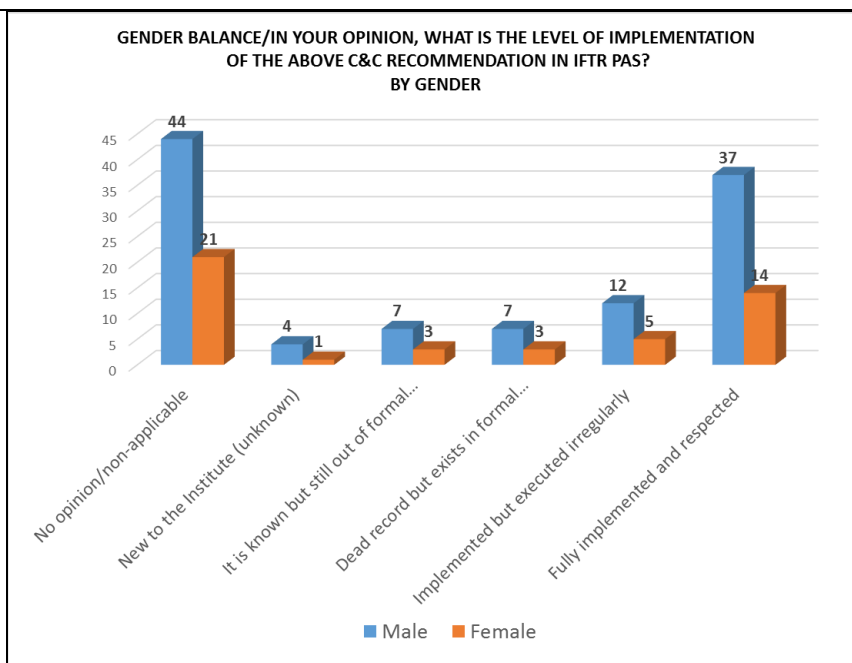


Fig. 58. Gender balance/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?
By gender

28/40. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>The paths and conditions of research career development are defined in national legislation, in particular the Act on PAS.</p> <p>According to Statutes of IPPT PAN, the Scientific Council is in charge of the research career development policy. The Council monitors and evaluates practical implementation of adopted rules and guidelines. It also regularly (annually) evaluates achievements of individual researchers.</p> <p>The organisational structure and practical functioning of the Institute ensures necessary balance and flexibility regarding career development of researchers. The precise organisational structure, including division into research departments and research groups, ensures sufficient level of formal and real supervision and support, especially to young researchers. Leaders of research departments and groups are natural (and formal) mentors of their teams. At the same time, a project-oriented approach adds necessary flexibility to the system and provides an added value of benefits of a mix of expertise, culture and approach. Support and guidance are provided individually, mainly at the level of scientific departments. Researchers are regularly provided with and have permanent access to information on career development opportunities and funding programmes dedicated to it. They are also encouraged to participate in events aiming at promoting research career development perspectives.</p>	<p>A.16.(C&C.28;30). The Scientific Council alongside with the Board of Directors will discuss the survey outcome regarding the career development and access to career advice principles and consider potential improvements</p>	<p>Board of Directors</p> <p>June 2016 - done</p>
		<p>A.17.(C&C.28;30). To undertake an initiative of creating a career advice centre within the structure of the Polish Academy of Sciences; the centre would serve researchers of all PAS institutes, whenever needed</p>	<p>Board of Directors</p> <p>March 2017</p>
		<p>A.18.(C&C.28;30). To modify the IPPT PAN's website in order to increase the visibility of information on career development</p>	<p>HR Office/Computer Services Unit</p> <p>June 2017</p>
		<p>Apart from the measures described above, the issue of variations in the chronological order of CVs principle will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the career development principle and indicated a reasonable level of satisfaction with the degree of its implementation at the Institute. Some respondents would</p>			

appreciate more systemic practical approach to supervision aspects.

At the same time a significant share (37%) of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

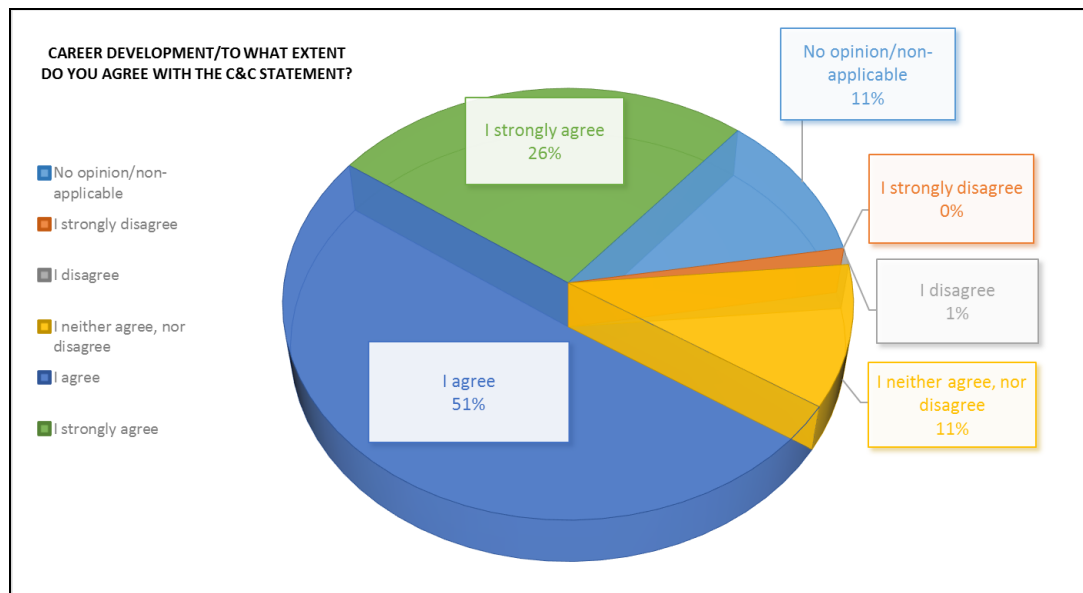


Fig. 59. Career development/To what extent do you agree with the C&C statement?

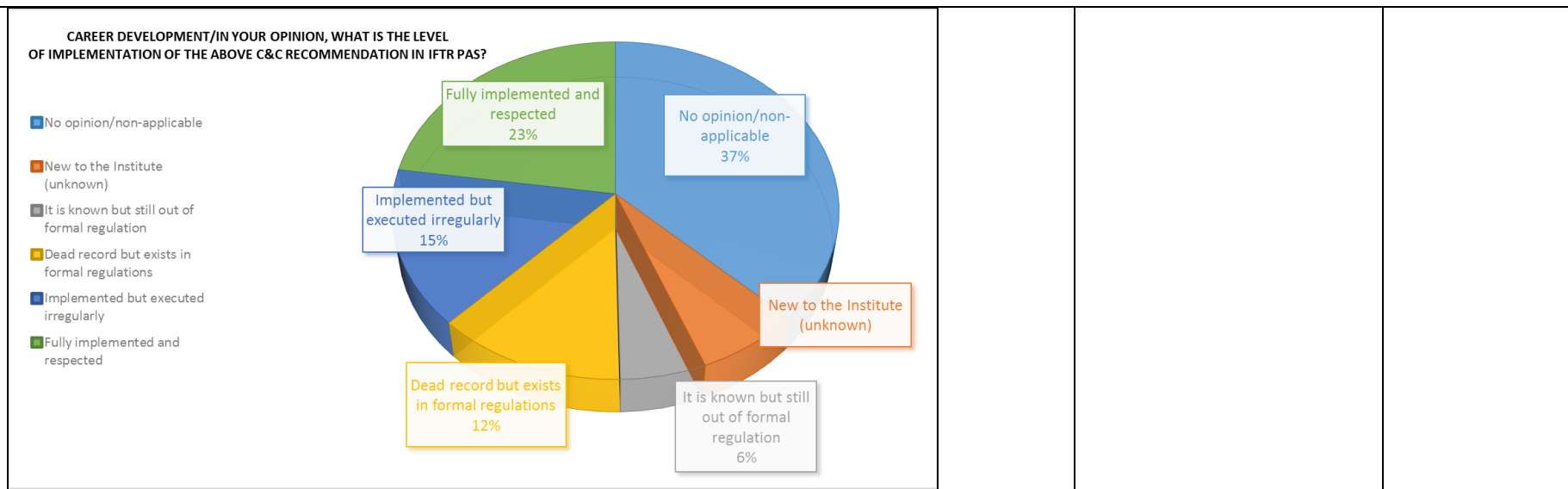


Fig. 60. Career development/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

29/40. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u> IPPT PAN recognises the value of mobility. Researchers at IPPT PAN are supported</p>	A.8.(C&C.18;29). To modify the Scientific Council Resolution 'Rules of employment of scientists' by quantifying the mobility	HR Office/Board of Directors March 2018

	<p>and encouraged to participate in various mobility programmes (short and long-term mobility projects, staff exchange, international trainings). Information on mobility and training programmes are regularly disseminated among the staff. Researchers are provided support to apply for and to implement mobility grants (e.g. Marie Skłodowska-Curie Actions in EU Framework Programmes for Research). Scientists from abroad are welcomed to the Institute – within exchange programmes, trainings and as temporary or permanent staff.</p>	<p>criteria in order to amplify its value</p>	
		<p>A.9.(C&C.18;29). To continue the practice of regular dissemination of information on mobility offers</p>	<p>Director's plenipotentiary for research funds Regular (monthly) actions</p>
		<p>A.10.(C&C.18;29). To continue the practice of organising information seminars on mobility programmes and their advantages</p>	<p>NCP/Director's plenipotentiary for research funds Regular (quarterly) actions (correlated with call schedules)</p>
		<p>Apart from the measures described above, the issue will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a general high importance of the value of mobility principle and showed a reasonable level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>At the same time – despite the availability of information - a significant share (45%) of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p>			

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

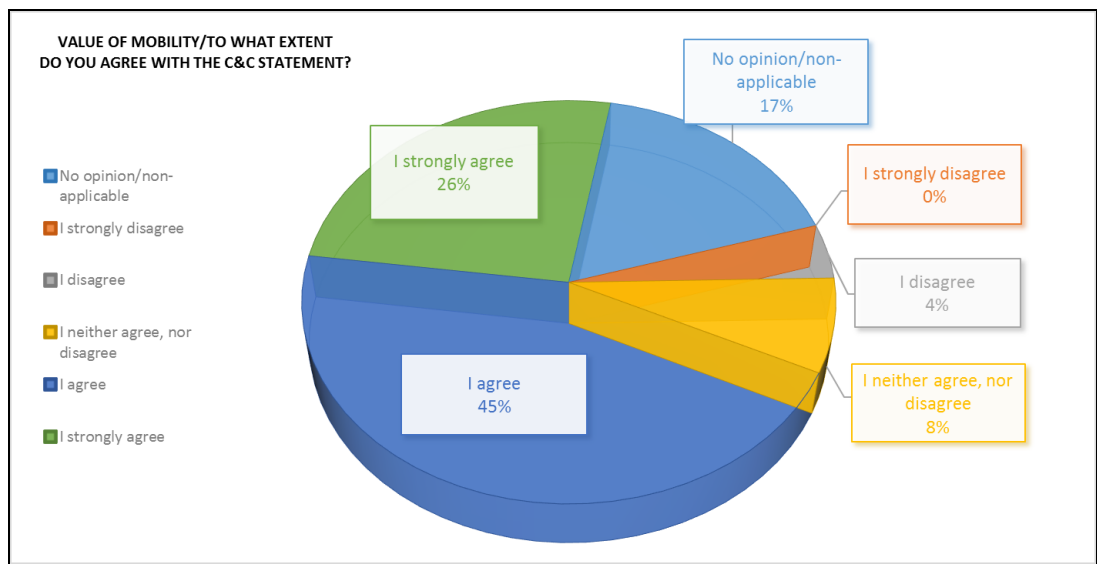
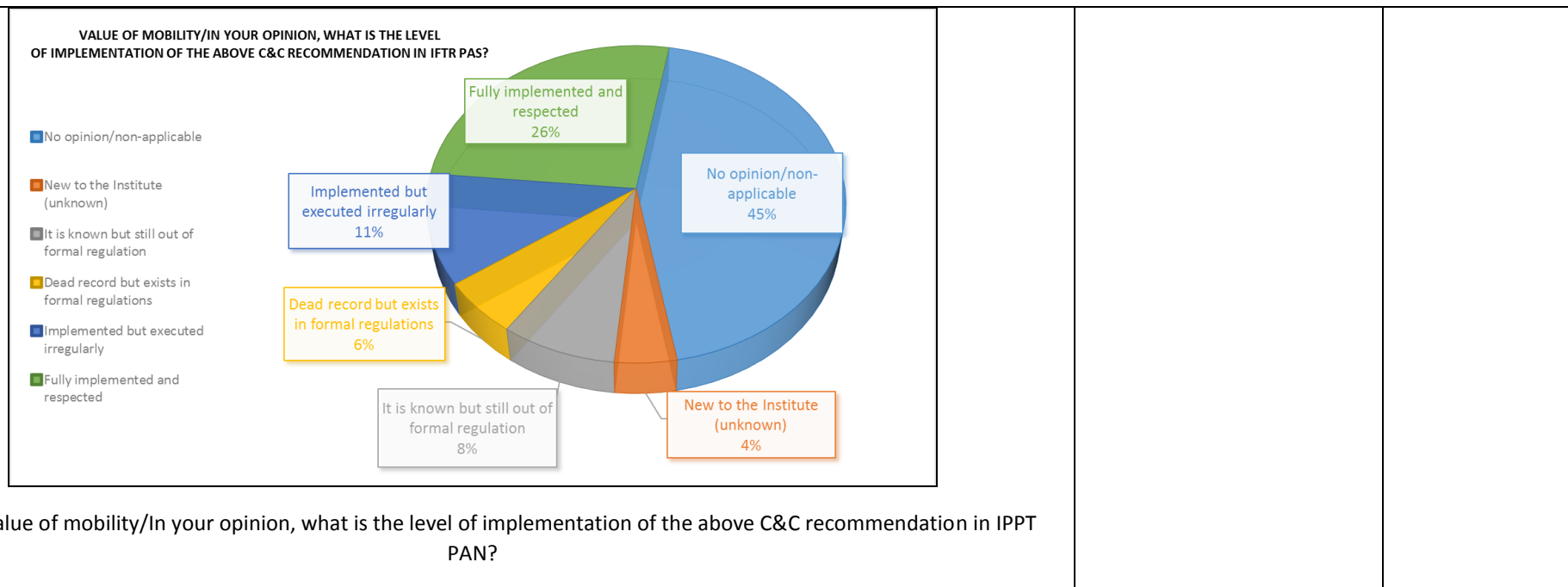


Fig. 67. Value of mobility/To what extent do you agree with the C&C statement?



30/40. Access to career advice			
Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u> Individual career advice and job placement assistance are offered on the scientific department level. HR Office also provides necessary support on the case by case</p>	A.16.(C&C.28;30). The Scientific Council alongside with the Board of Directors will discuss the survey outcome regarding the career development and access to career advice principles and	<p>Board of Directors</p> <p>June 2016 - done</p>

	<p>basis.</p> <p>Job offers at IPPT PAN are published on the Institute’s website, EURAXESS portal and publicly available database of the Polish Ministry of Science and Higher Education. Potential candidates are free to apply. Researchers at IPPT PAN have access to information and other databases publicly available. They can also take advantage of a partner search service, provided by NCP.</p>	consider potential improvements	
		A.17.(C&C.28;30). To undertake an initiative of creating a career advice centre within the structure of the Polish Academy of Sciences; the centre would serve researchers of all PAS institutes, whenever needed	Board of Directors March 2017
		A.18.(C&C.28;30). To modify the IPPT PAN’s website in order to increase the visibility of the legal and practical information on career development	HR Office/Computer Services Unit June 2017
		Apart from the measures described above, the issue of variations in the chronological order of CVs principle will be also addressed by the general ‘awareness- raising’ actions listed at the bottom of the Gap Analysis tables	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a general high importance of the access to career advice principle and indicated a moderate level of satisfaction with the degree of the implementation of the principle at the Institute. The existence of individual advice and support on the scientific department level was confirmed in the responses. A certain degree of diversity in approach among departments was reported which reflects the general expectations of the survey respondents.</p> <p>A significant share (42%) of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

ACCESS TO CAREER ADVICE/TO WHAT EXTENT
DO YOU AGREE WITH THE C&C STATEMENT?

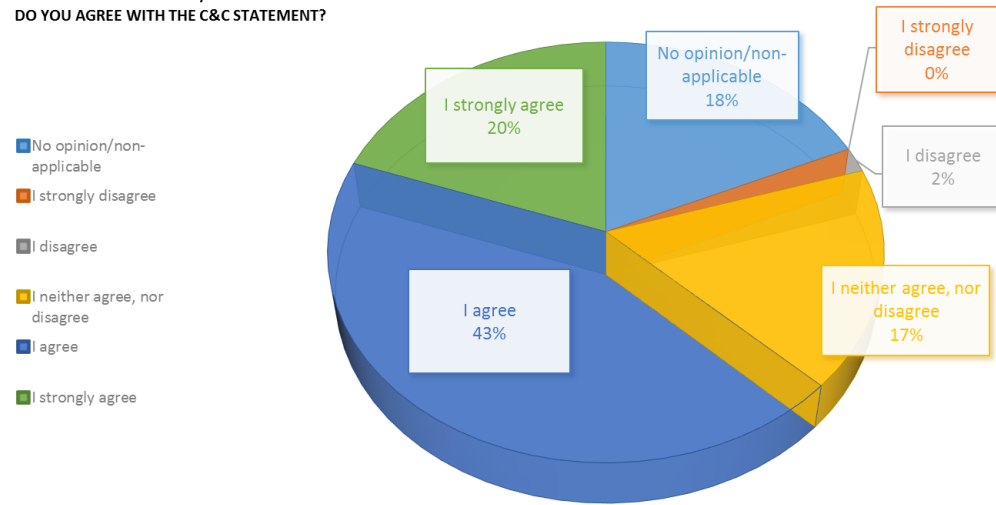


Fig. 70. Access to career advice/To what extent do you agree with the C&C statement?

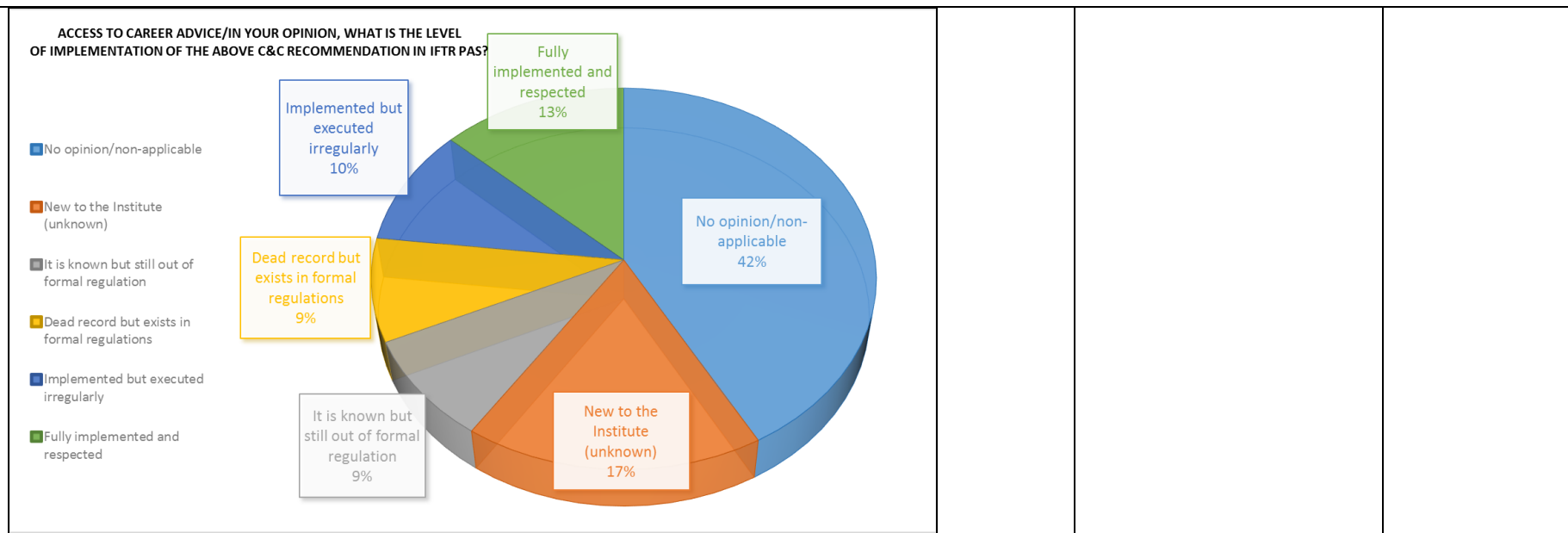


Fig. 71. Access to career advice/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

31/40. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS) • Law on copyright and related rights 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> • Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>Legal protection of Intellectual Property Rights is well developed on both national and institutional levels. Detailed rules applied by the Institute are specified in the Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN. It defines rights and obligations of IPPT PAN, its employees, PhD students and other authors, remuneration principles and conditions and procedures of commercialisation of research results.</p> <p>Researchers can also count on support of the Centre for Commercialization of Research Results and Technology Transfer situated in the Institute's structure.</p> <p>When needed, they can individually benefit from the expertise offered by the Polish H2020 Legal and Financial National Contact Points (also situated in the Institute's structure) as well as the one offered by BioCentrum Ochota Technology Transfer Centre which operates within a local project collaboration hub.</p> <p>Effective research work at the Institute supported by mentioned above legal and organisational framework has resulted already in a number of patents owned by IPPT PAN. The list of patents and patent applications is available on the IPPT PAN website.</p>	<p>A.19.(C&C.31). To make the information on IPR more user-friendly by improving the structure and information content of the Institute's website</p>	<p>Centre for Commercialization of Research Results and Technology Transfer</p> <p>April 2017</p>
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the intellectual property rights principle and a rather high level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>At the same time the level of awareness of implementation of the principle is not sufficient among the survey respondents (the percentage of 'no opinion/non-applicable' answers), bearing in mind the systematic distribution of information and permanent availability of it on the internal network. Hence the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		<p>Apart from the measures described above, the issue will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

INTELLECTUAL PROPERTY RIGHTS/TO WHAT EXTENT DO YOU AGREE WITH THE C&C STATEMENT?

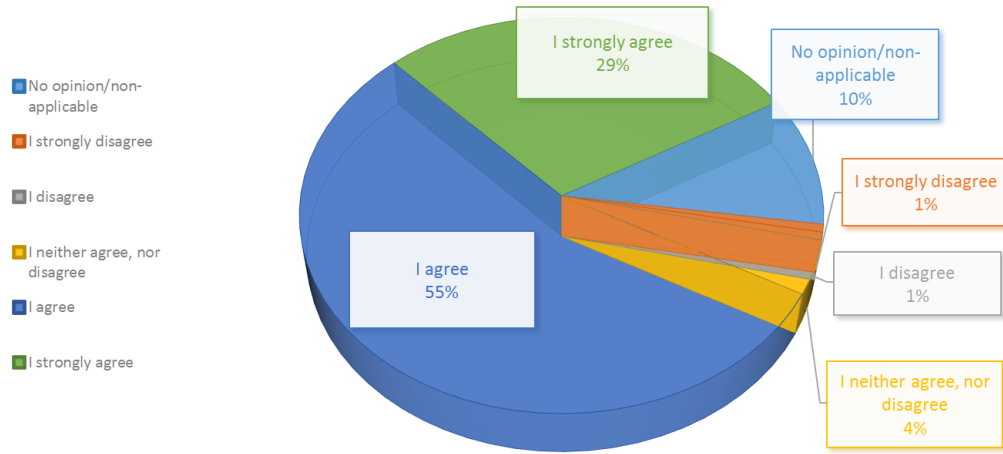
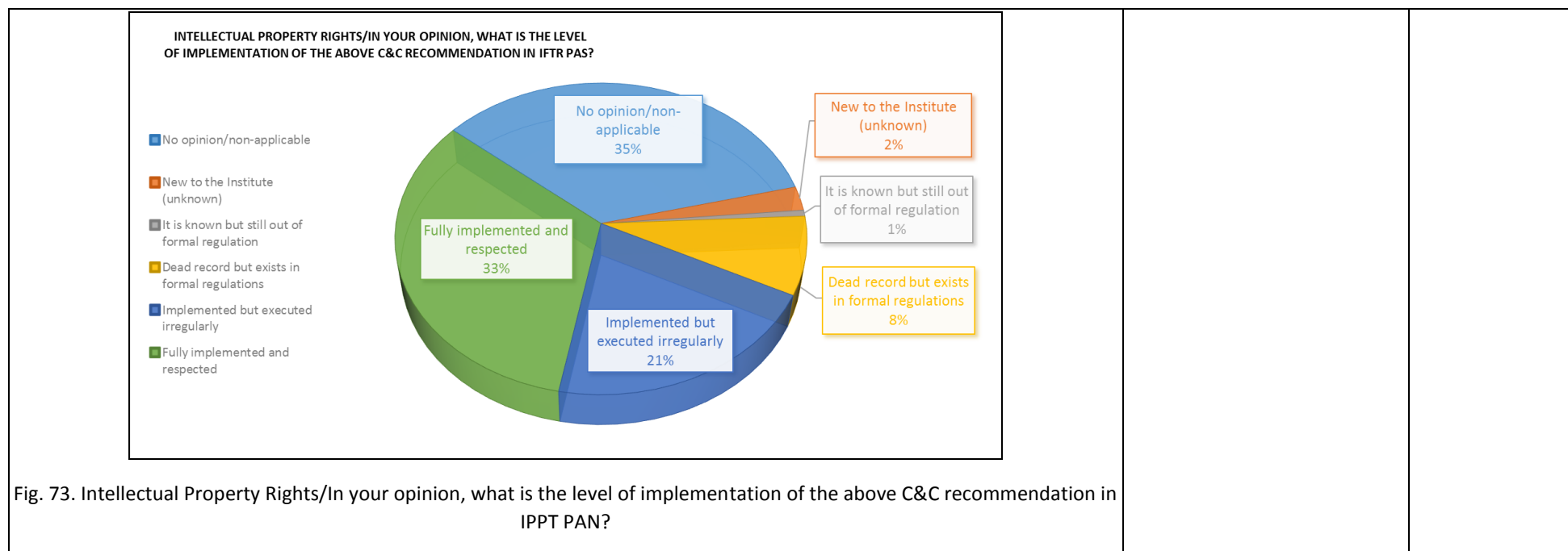


Fig. 72. Intellectual Property Rights/To what extent do you agree with the C&C statement?



32/40. Co-authorship			
Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Law on copyright and related rights Code of Ethics for Researchers, approved by PAS 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p>Existing Institutional practices:</p> <p>The general institutional policy is to support and encourage publishing and</p>	<p>None, except the 'awareness-raising' actions listed at the bottom of the Gap Analysis tables</p>	

patenting of research results by researchers. Co-authorship receives positive assessment as a visible contribution to research work.

As described above, protection of Intellectual Property Rights is well developed on both national and institutional levels. The national Law on copyright and related rights as well as the Act on PAS and Code of Ethics also define the rules of recognition of authorship and co-authorship. These rules are followed by IPPT PAN. Such practice together with the implementation of the Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN ensure full respect to C&C co-authorship principle.

Survey results:

The survey conducted among the IPPT PAN staff **confirmed** a general high importance of co-authorship principle and a generally significant level of satisfaction with the degree of the implementation of the principle at the Institute.

29% of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

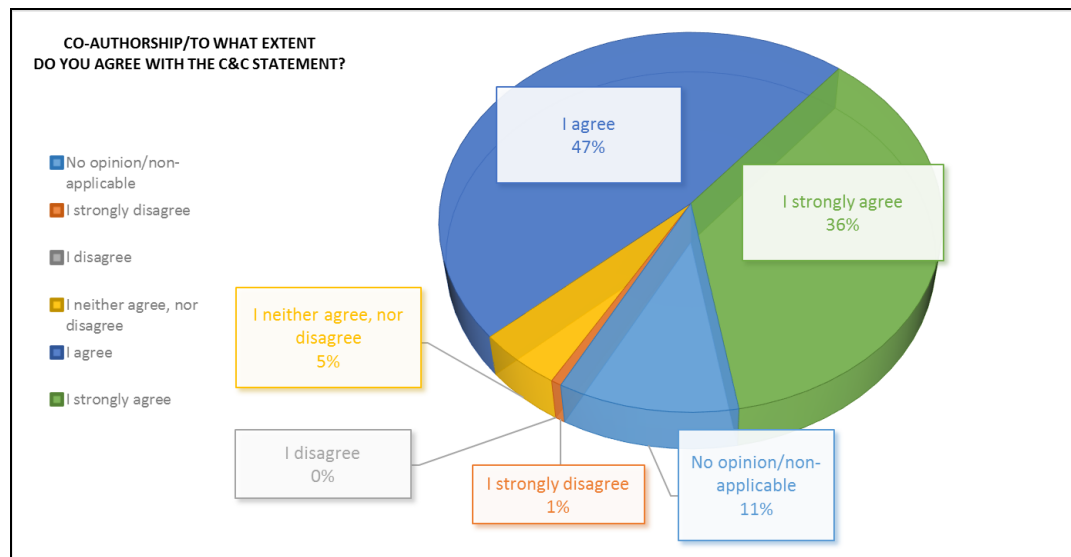


Fig. 74. Co-authorship/To what extent do you agree with the C&C statement?

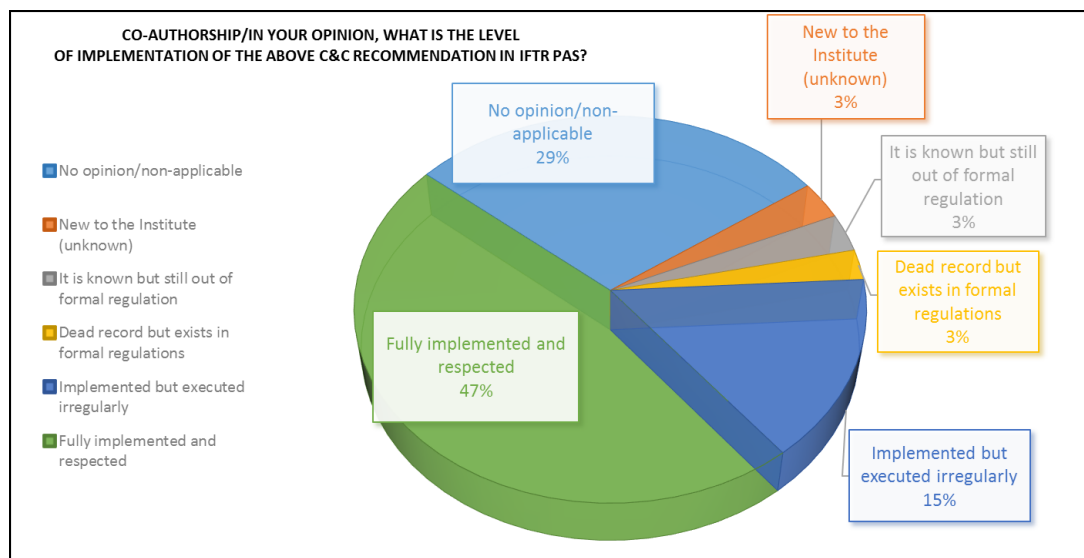


Fig. 75. Co-authorship/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

33/40. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	Existing Institutional rules: <ul style="list-style-type: none"> Ordinance of the Director of IPPT PAN on Director's awards for employees conducting research Regulations on doctoral studies at IPPT PAN 	None, except the 'awareness-raising' actions listed at the bottom of	

	<p><u>Existing Institutional practices:</u></p> <p>IPPT PAN is a research institute conducting doctoral studies. The general, commonly accepted approach and practice are that teaching and disseminating knowledge are key pillars of doing science. Thus it is natural for researchers employed by the Institute to fulfil teaching duties. Contribution to teaching and knowledge sharing is one of the aspects taken into account and positively assessed in the annual evaluation process. It is also considered when selecting researchers for Director's awards.</p> <p>Another popular form of coaching and knowledge dissemination are scientific seminars which are regularly organised by IPPT PAN researchers.</p>	the Gap Analysis tables	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the teaching principle and a significant level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>39% of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

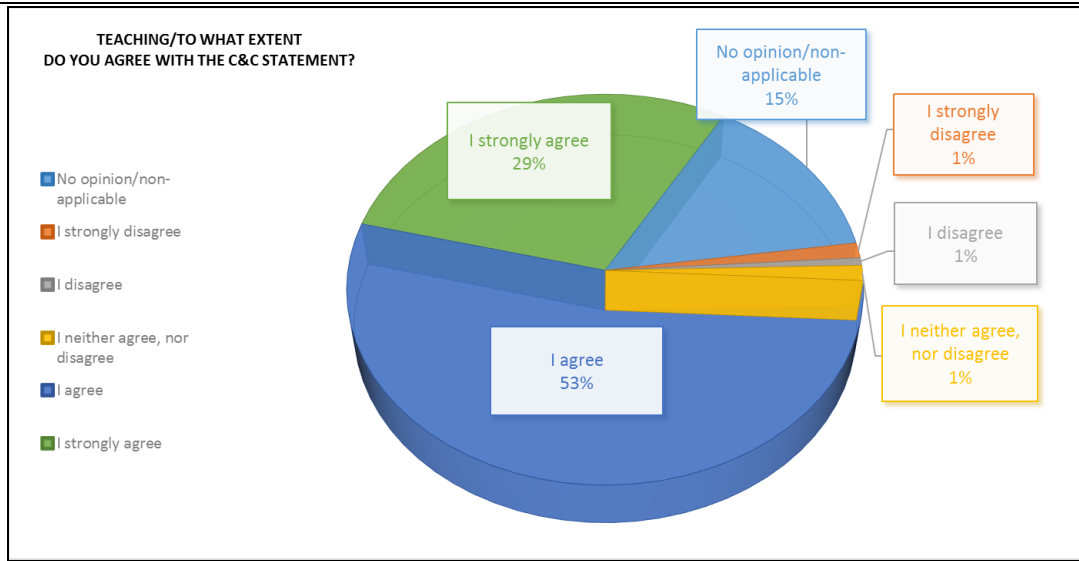


Fig.76. Teaching/To what extent do you agree with the C&C statement?

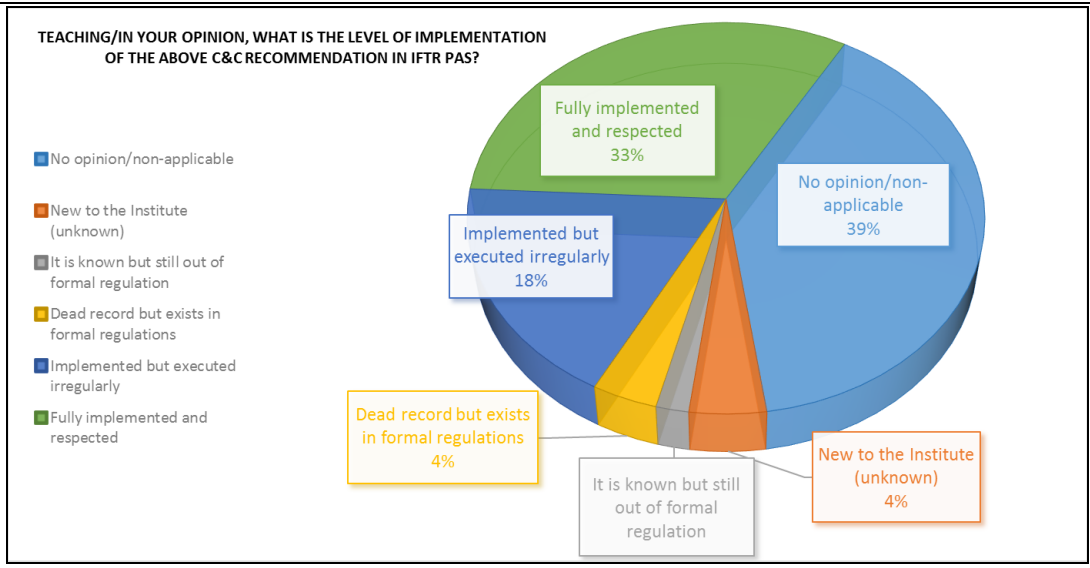


Fig. 77. Teaching/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

<p>34/40. Complain/ appeals</p> <p>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Act on the Polish Academy of Sciences (PAS) • Code of Ethics for Researchers, approved by PAS 	<ul style="list-style-type: none"> • Existing Institutional rules: • Work regulation of IPPT PAN • Regulation on periodic evaluation of scientific activity of IPPT PAN researchers <p><u>Existing Institutional practices:</u> The rules and procedures of solving disputes and conflicts as well as dealing with disciplinary responsibility are defined in relevant regulations (see: the list above and in the left box). Disputes/complaints are solved individually by a supervisor, leader or director. Cases of disciplinary responsibility of employees are analysed and solved by a disciplinary official appointed at the Institute and a disciplinary committee, when relevant. Also trade union safeguards employees' rights and its representatives can provide necessary support, defined in Labour Code and the law on trade unions. Relevant provisions regarding complaints against the result of an annual evaluation of an individual researcher are included in the regulation on periodic evaluation of scientific activity of IPPT PAN researchers.</p> <p>Taking into account the fact that over recent years the number of complaints was marginal – which shows that working conditions and professional relations at IPPT PAN are favourable - the existing safeguarding framework is sufficient.</p>	<p>A.20.(C&C.34). To elect (bottom-up approach) and appoint an ombudsman</p>	<p>Board of Directors/HR Office December 2017</p>
		<p>Apart from the measures described above, the issue will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a high importance of the complains/appeals principle and a reasonable level of satisfaction with the degree of the implementation of the principle at the Institute. However, the negative responses (in particular, 10% of the dead record opinions) have to be considered and require certain internal measures, e.g. nomination of an ombudsman.</p> <p>38% of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

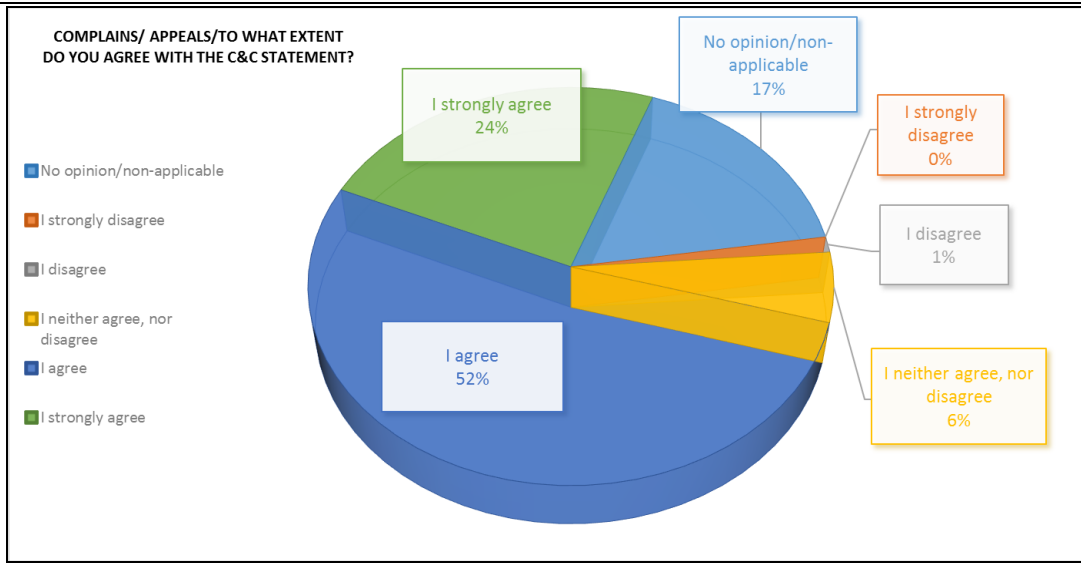
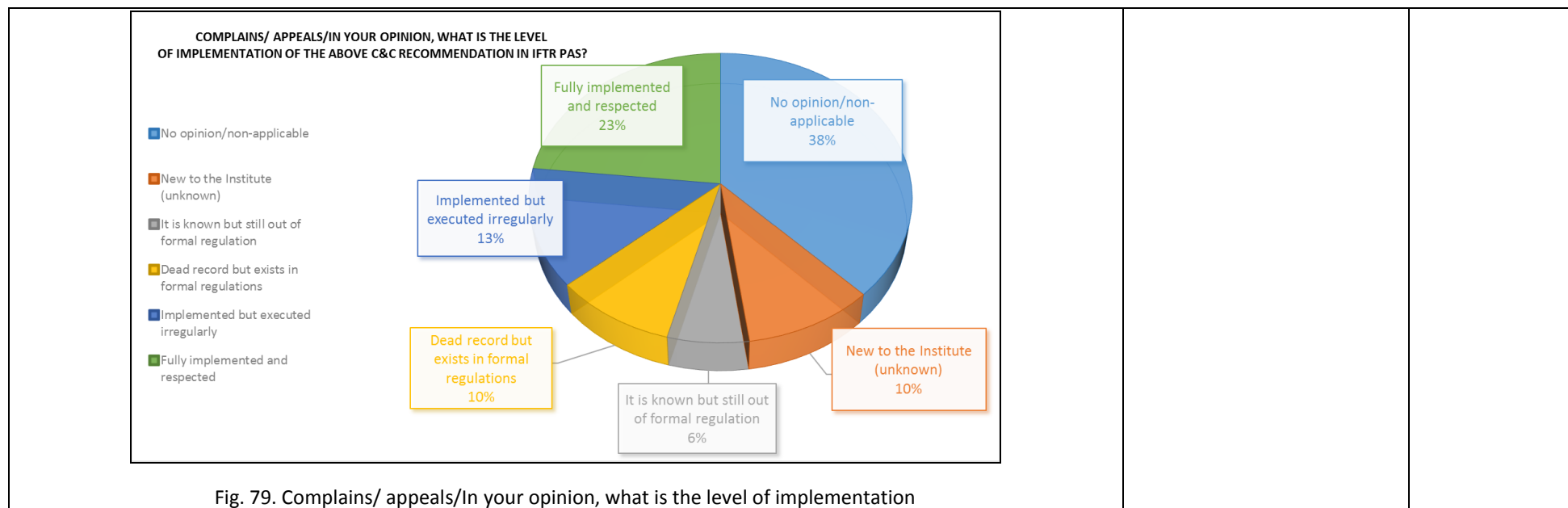


Fig. 78. Complains/ appeals/To what extent do you agree with the C&C statement?



35/40. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) Law on Higher Education Regulation of the Minister of Science and Higher Education on doctoral studies at universities and scientific organisations 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>According to the Statutes of IPPT PAN, researchers employed by the Institute as well as PhD students are represented in the Scientific Council. Various Council committees (e.g. the Committee for Organisational Structure and Employment, committees for scientific disciplines represented by IPPT PAN) comprise</p>	A.21.(C&C.35). To organise a pre-election campaign promoting the importance of active representation in decision-making bodies such as the Scientific Council	<p>Board of Directors/ Director's Assistant for promotion</p> <p>II-III quarter 2018</p>

researchers. PhD students have also their **self-government**.
 The **board of directors** of the Institute is composed of persons who are active researchers themselves. .
 Such approach and practice ensures full protection, understanding and promotion of research interests.

Apart from the measures described above, the issue will be also addressed by the general 'awareness- raising' actions listed at the bottom of the Gap Analysis tables

Survey results:

The survey conducted among the IPPT PAN staff **confirmed** a high importance of the participation in decision-making bodies principle and a significant level of satisfaction with the degree of the implementation of the principle at the Institute.

At the same time the level of awareness of implementation of the principle is unexpectedly low (38%) among the survey respondents (the percentage of 'no opinion/non-applicable' answers), bearing in mind the regular distribution of information and permanent availability of it on the internal network. Hence the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

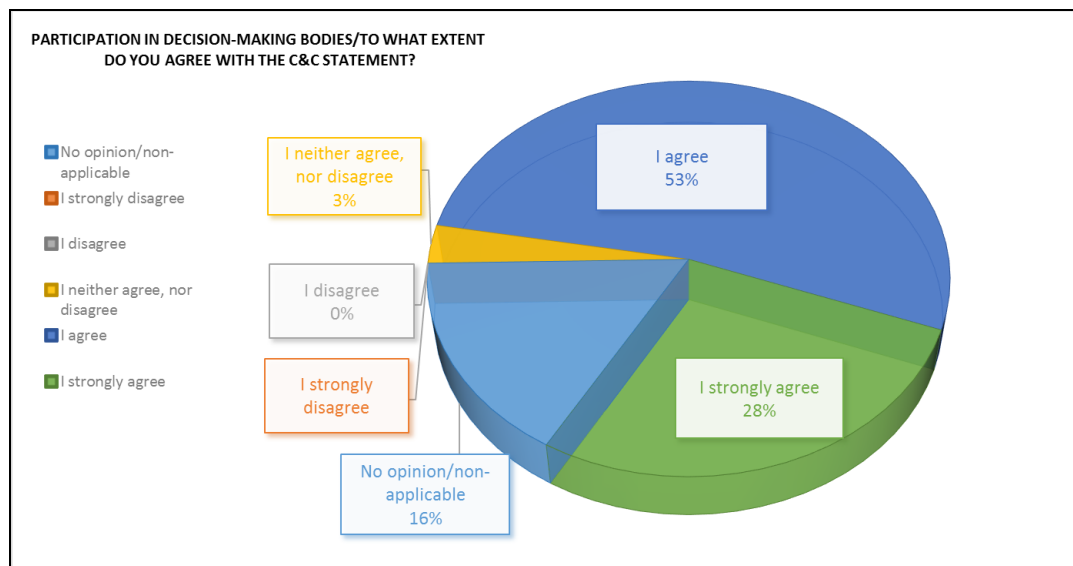
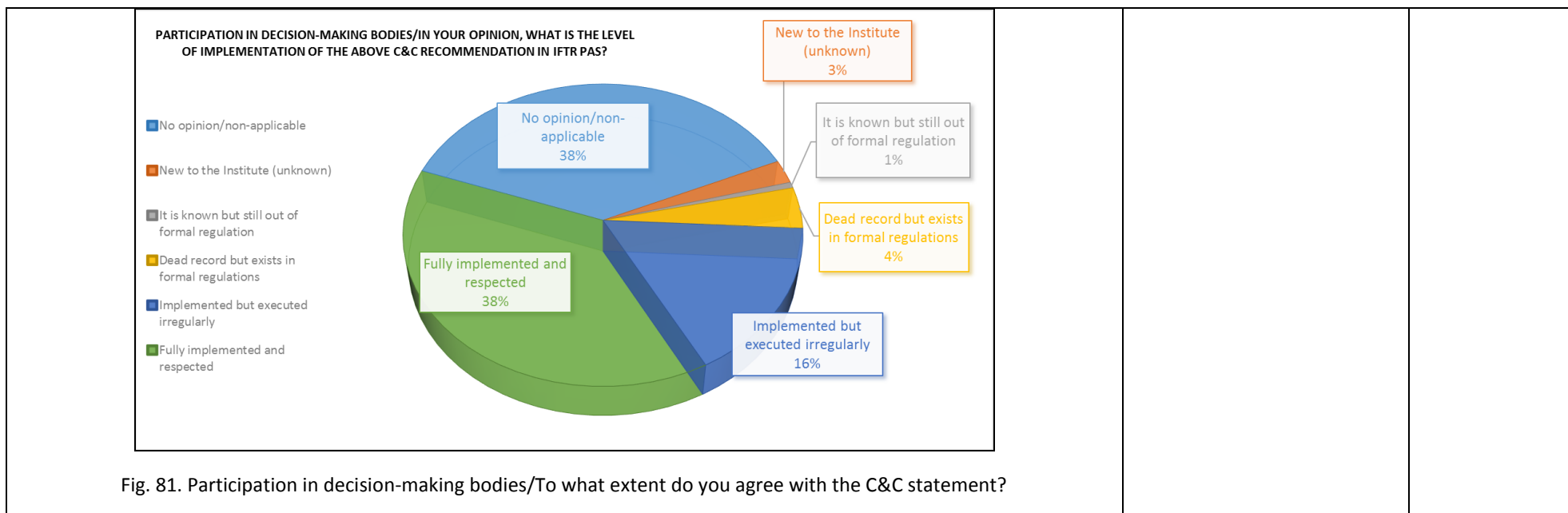


Fig. 80. Participation in decision-making bodies/To what extent do you agree with the C&C statement?



IV. Training

36/40. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p><u>Existing Institutional rules:</u></p> <ul style="list-style-type: none"> Statutes of IPPT PAN Regulations on doctoral studies at IPPT PAN <p><u>Existing Institutional practices:</u></p> <p>The organisational structure with a clear division into research departments and research groups as well as practical functioning of the Institute ensures sufficient level of formal and real supervision and support provided to researchers, in particular those in their training phase. Leaders of research departments and groups are natural (and formal) mentors and supervisors of their teams.</p> <p>PhD students are guided and monitored in their research work by dedicated senior scientific supervisors.</p> <p>A common practice spread across the Institute of regular organisation of scientific seminars serves well the purpose of exchanging knowledge and obtaining feedback on conducted research works, in particular in case of early-stage researchers.</p>	<p>A.22.(C&C.36;37). To organise series of soft skills trainings, workshops in smaller groups (research departments)</p>	<p>HR Office/Board of Directors</p> <p>October 2017 – February 2018</p>
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the relation with supervisors principle and a very significant level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>29% of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>		<p>Apart from the measures described above, the issue of variations in the chronological order of CVs principle will be also addressed by the general ‘awareness- raising’ actions listed at the bottom of the Gap Analysis tables</p>	

RELATION WITH SUPERVISORS/TO WHAT EXTENT
DO YOU AGREE WITH THE C&C STATEMENT?

- No opinion/non-applicable
- I strongly disagree
- I disagree
- I neither agree, nor disagree
- I agree
- I strongly agree

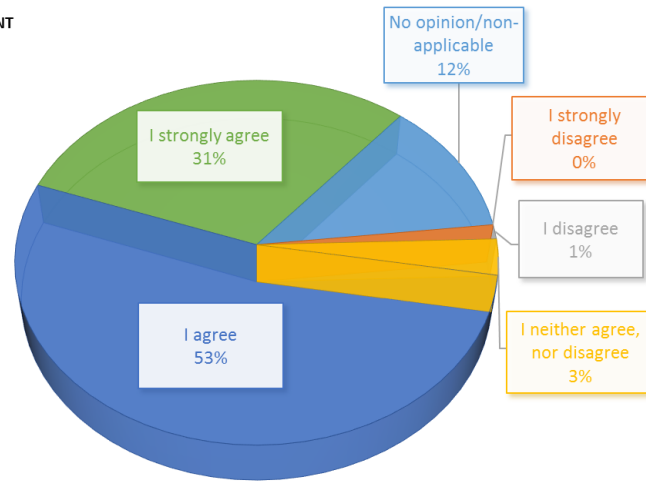


Fig. 82. Relation with supervisors/To what extent do you agree with the C&C statement?

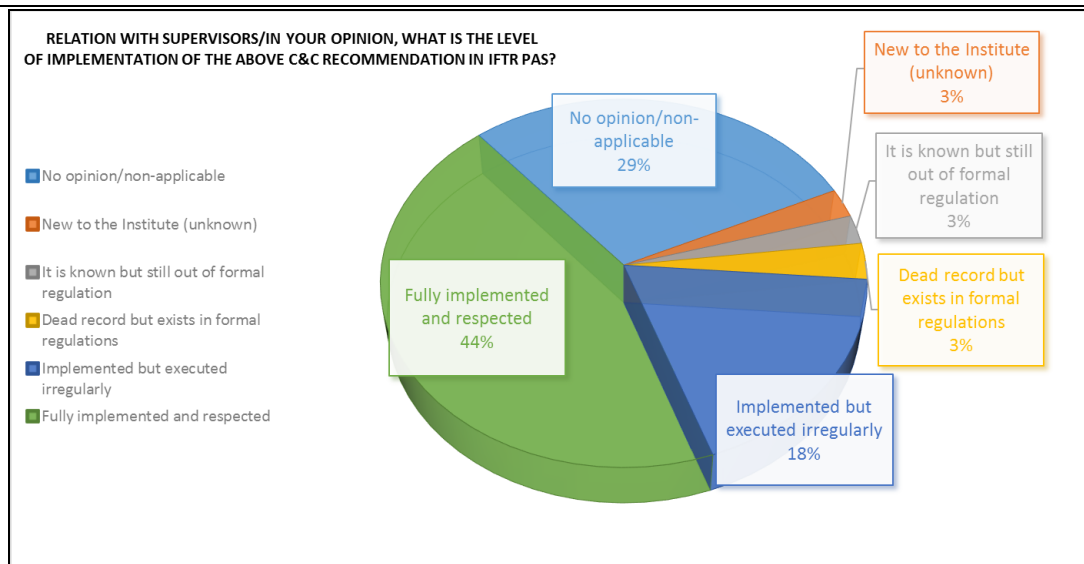


Fig. 83. Relation with supervisors/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

37/40. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Statutes of IPPT PAN Scientific Council resolution on the regulation on IP management and rules of commercialisation of research results at IPPT PAN <p>Existing Institutional practices:</p> <p>According to the Statutes of IPPT PAN, researchers employed by the Institute are represented in the Scientific Council. Most of them are senior researchers. Selected in open competition senior researchers hold positions of heads of scientific departments. The board of directors of the Institute is composed of persons who are active researchers themselves.</p> <p>They play successfully their roles of supervisors, mentors, leaders, project coordinators as well as case-by-case career advisors. Collaboration between researchers at all levels is based on sound and merit-based relationship.</p>	<p>A.22.(C&C.36;37). To organise series of soft skills trainings, workshops in smaller groups (research departments)</p>	<p>HR Office/Board of Directors</p> <p>October 2017 – February 2018</p>
<p><u>Survey results:</u></p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the relation with supervisors principle and a significant level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>29% of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

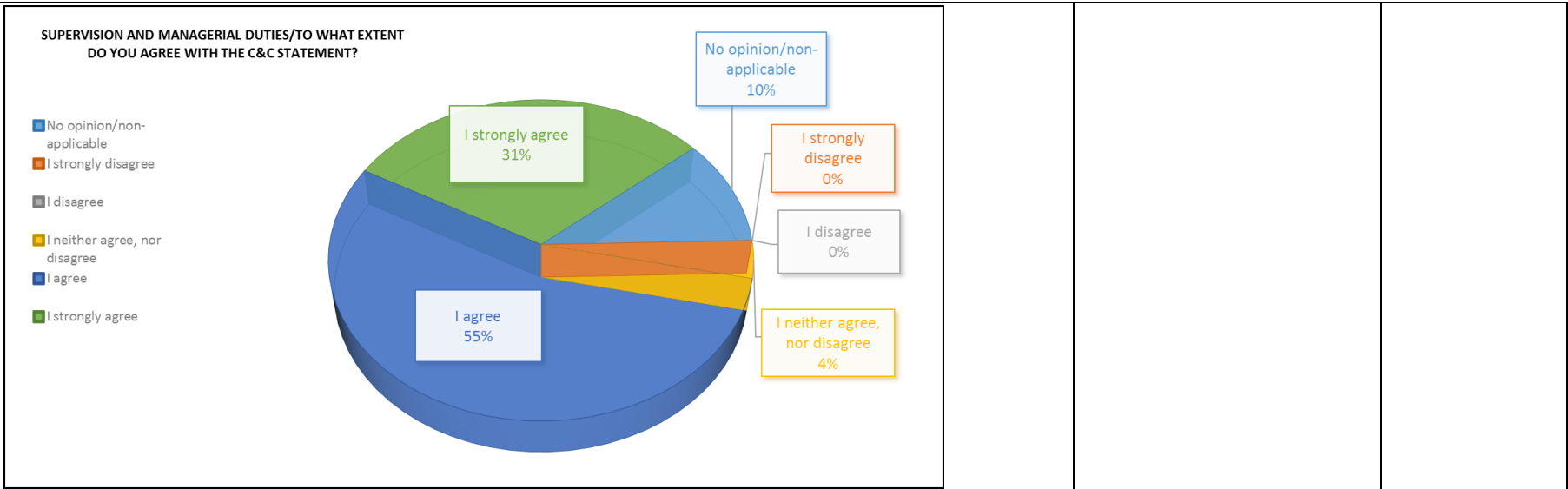
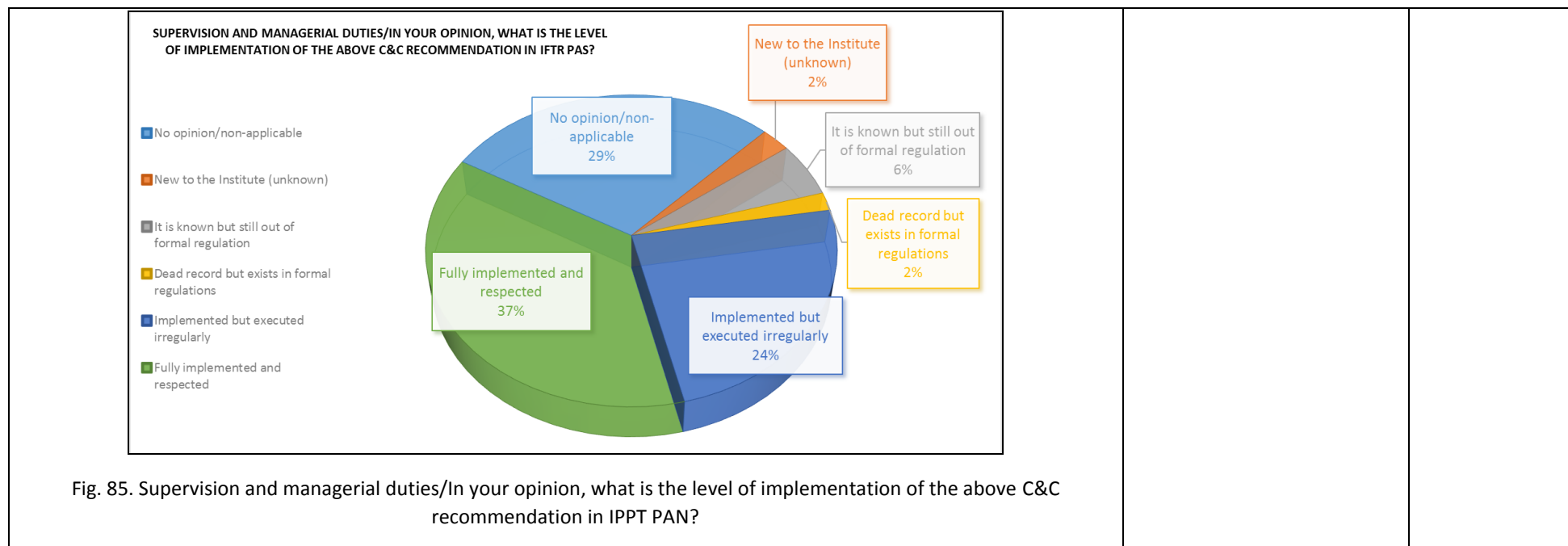


Fig. 84. Supervision and managerial duties/To what extent do you agree with the C&C statement?



38/40. Continuing Professional Development			
<p>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)		Actions required	When/Who
<ul style="list-style-type: none"> Act on the Polish Academy of Sciences (PAS) 	<p>Existing Institutional rules and/or practices</p> <p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p>Existing Institutional practices:</p> <p>Conditions created at IPPT PAN for research work stimulate continuous development. Researchers are provided with very good working conditions with a clear ambition to deliver excellent research results. Participation in research</p>	<p>None, except the 'awareness-raising' actions listed at the bottom of the Gap Analysis tables</p>	

projects, in particular implemented in international environment, workshops and conferences helps researchers at IPPT PAN to develop new and update existing knowledge and acquire new skills. They have general freedom to participate in trainings they need. IPPT PAN researchers organise mentioned above scientific seminars which also contribute to sharing experience with others.

Improvement in research performance has impact on annual evaluation of research performance and achievements.

Survey results:

The survey conducted among the IPPT PAN staff **confirmed** a very high importance of the continuing professional development principle and showed a general very significant level of satisfaction with the degree of the implementation of the principle at the Institute. A few respondents indicated financial aspects which may potentially limit a higher degree of implementation of the principle.

28% of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

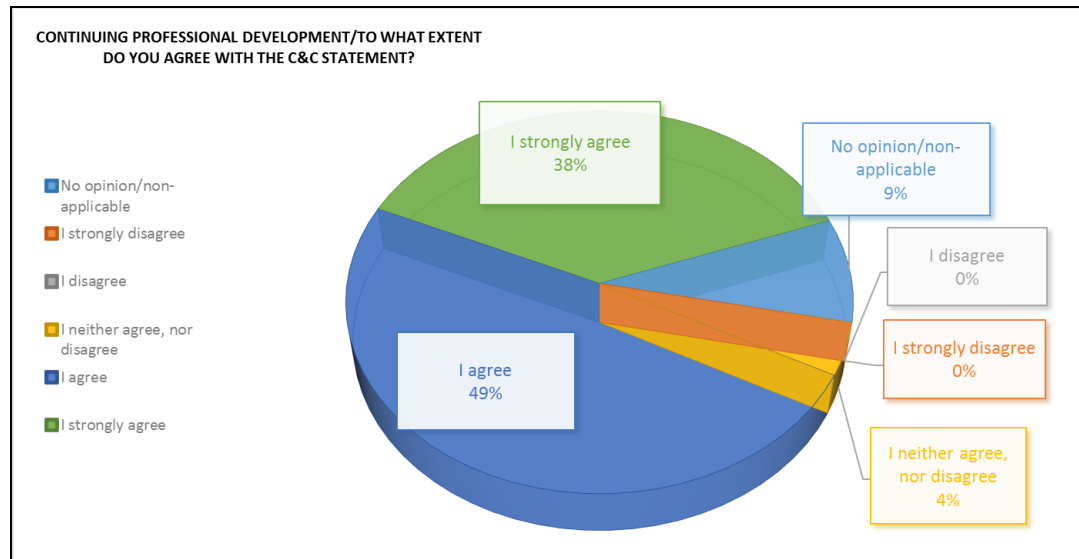


Fig. 86. Continuing Professional Development/To what extent do you agree with the C&C statement?

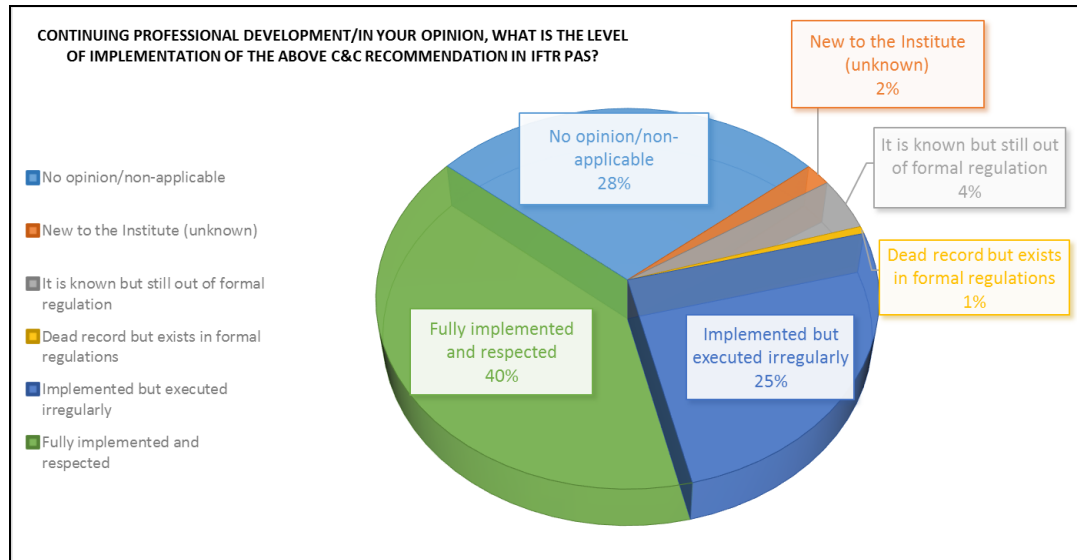


Fig. 87. Continuing Professional Development/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

39/40. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Labour Code 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Statutes of IPPT PAN <p>Existing Institutional practices:</p>	<p>None, except the 'awareness- raising' actions listed at the bottom of the Gap Analysis tables</p>	

Access to trainings and continuous development, when feasible, is guaranteed by the national and institutional regulations. The institutional policy and practice is to give researchers freedom to participate in trainings they need. IPPT PAN researchers regularly attend scientific conferences and workshops. The mentioned above scientific seminars organised at IPPT PAN serve the purpose of continuous development.

Survey results:

The survey conducted among the IPPT PAN staff **confirmed** a very high importance of the access to research training and continuous development principle and a generally significant level of satisfaction with the degree of the implementation of the principle at the Institute.

At the same time 30% of the survey respondents gave 'no opinion/non-applicable' answers. Thus the complementary 'awareness- raising' actions are required as listed at the bottom of the Gap Analysis tables.

The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.

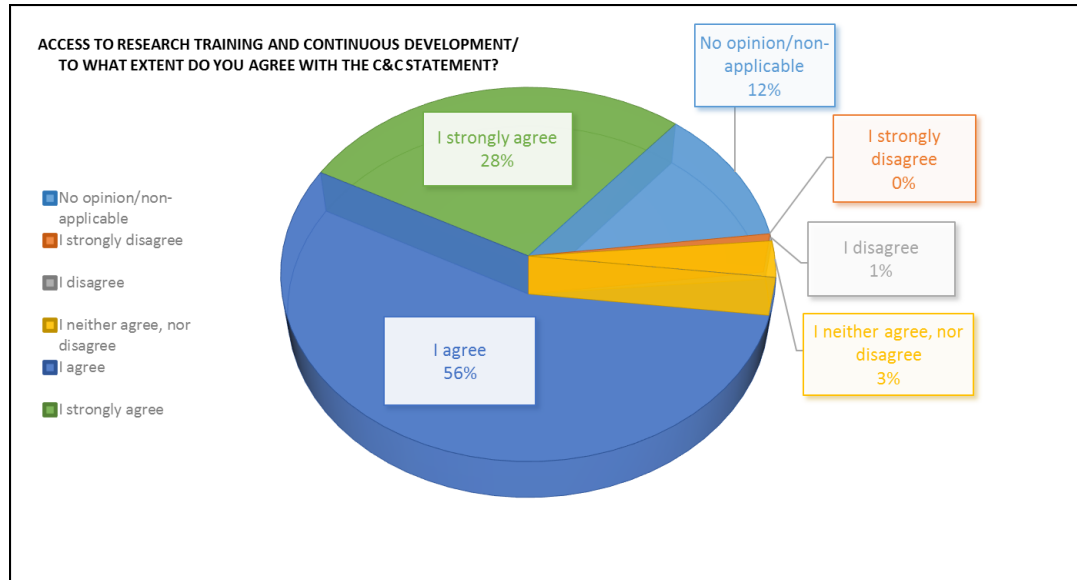


Fig. 88. Access to research training and continuous development/ To what extent do you agree with the C&C statement?

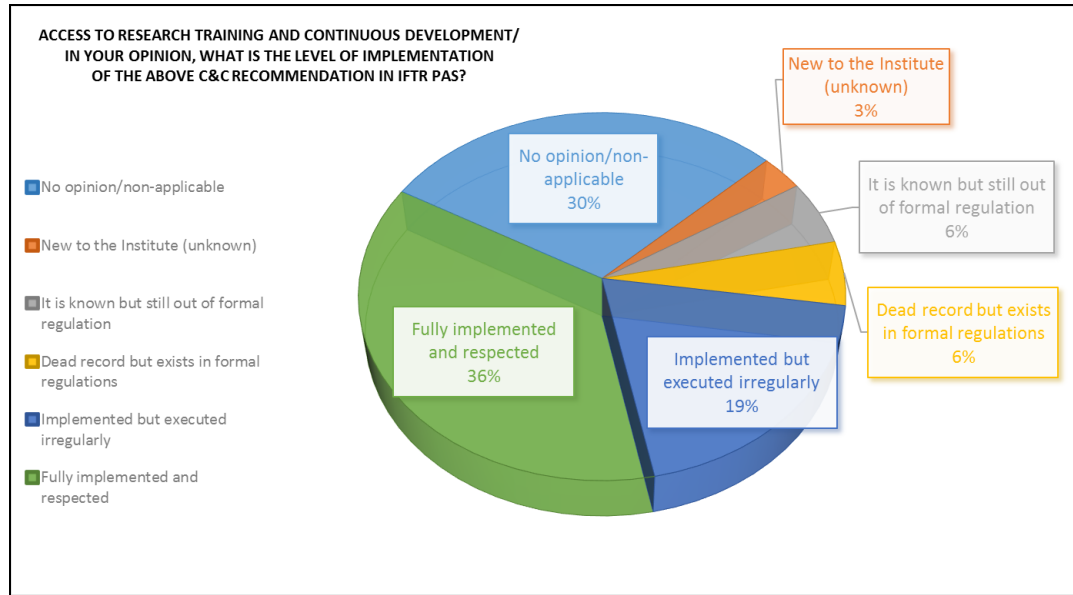


Fig. 89. Access to research training and continuous development/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

40/40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Law on Higher Education Regulation of the Minister of Science 	<p>Existing Institutional rules:</p> <ul style="list-style-type: none"> Statutes of IPPT PAN 	None, except the 'awareness- raising'	



<p>and Higher Education on doctoral studies at universities and scientific organisations</p>	<p>Existing Institutional practices: The principle of professional supervision is well defined in the national and institutional regulations (see: the list above and in the left box) and it is fully respected in practice at IPPT PAN.</p> <p>Individual employment contracts clearly indicate location of a given position in the Institute’s structure as well as direct and indirect supervision.</p> <p>The organisational structure of the Institute is clear as it is well defined in the Statutes of IPPT PAN. The reference to it is possible all the time – thus employees can get any support they may need not only from their direct colleagues and supervisors but also from other units, e.g. administration.</p> <p>Newly hired staff undergoes professional training on site.</p>	<p>actions listed at the bottom of the Gap Analysis tables</p>	
<p>Survey results:</p> <p>The survey conducted among the IPPT PAN staff confirmed a very high importance of the supervision principle and a significant level of satisfaction with the degree of the implementation of the principle at the Institute.</p> <p>Despite the availability of information 29% of the survey respondents gave ‘no opinion/non-applicable’ answers. Thus the complementary ‘awareness- raising’ actions are required as listed at the bottom of the Gap Analysis tables.</p> <p>The diagrams below present a detailed breakdown of responses to both questions asked in the questionnaire.</p>			

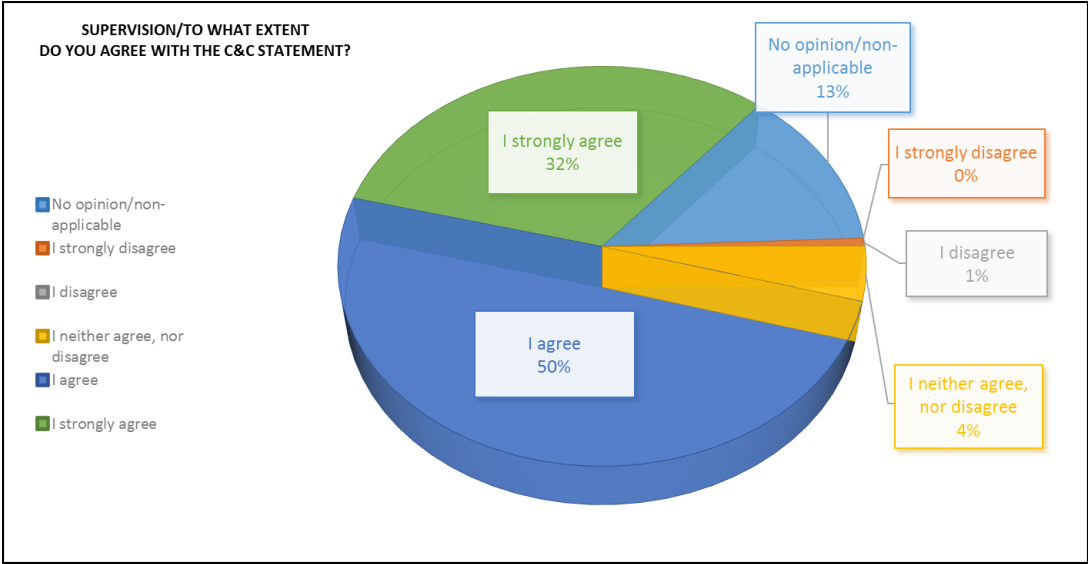


Fig. 90. Supervision/To what extent do you agree with the C&C statement?

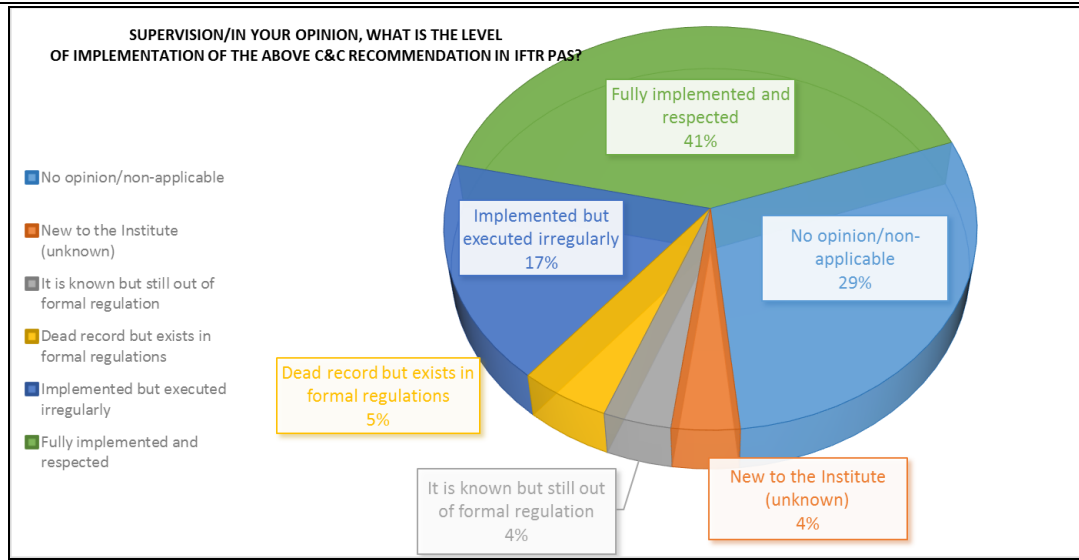


Fig. 91. Supervision/In your opinion, what is the level of implementation of the above C&C recommendation in IPPT PAN?

V. Complementary 'Awareness-raising' actions planned as a result of the Gap Analysis

The actions below are planned with the aim of increasing the level of awareness of the importance of all C&C rules and their level of implementation at IPPT PAN.

1/40-40/40. All C&C principles	
Actions required	When/Who
A.23.(C&C.1-40). To publishing C&C rules on IPPT PAN's website	HR Office/Computing Services Unit
	May 2016 - done

<p>A.24.(C&C.1-40). To prepare a 'HR-dedicated space' in IPPT PAN's internal network with staff-useful information package, including Labour law regulations and employees' rights and obligations</p>	<p>HR Office</p> <p>September 2017</p>
<p>A.25.(C&C.1-40). To undertake regular information actions, including:</p> <p>a) preparation and distribution of a newsletter on C&C, Labour law rights and obligations</p> <p>b) organising C&C information seminar</p>	<p>a) HR Office/Director's plenipotentiary for research funds</p> <p>Biannually: March and October</p> <p>b) HR Office/Director's plenipotentiary for research funds</p> <p>June 2018 and June 2020</p>