

GAP ANALYSIS

Case number: **2021PL699209**

Name Organisation under review: Hirszfeld Institute of Immunology and Experimental Therapy Polish Academy of Sciences in Wrocław

Organisation's contact details: 12 Rudolfa Weigla Street, 53-114 Wrocław, Poland

SUBMISSION DATE: DECEMBER 20, 2022

DATE ENDORSEMENT CHARTER AND CODE: OCTOBER 21, 2021

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's gap analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : Gap analysis overview			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation.	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	++		
2. Ethical principles	+/-	The employees were asked whether they are aware that the Commission for Ethics in Science functions or whether they know where to find documents and legal regulations linked ethics in science. We received approximately 40% negative answers to both questions. This shows that despite the good perception of observing ethical principles, scientific research needs informational actions to facilitate the employees' access to sources of information in this area.	Initiatives undertaken: The Institute has appointed an Ethical Advisor (Order no. 16/2020 by the Director of the Institute) and anti-corruption policy (Order no. 15/2020 by the Director of the Institute). Commission for Ethics in Science functions at the Institute. The Institute collaborates with a law office. Polish scientists and PhD students are supported by national Commission for Ethics in Science established by Polish Academy of Sciences (https://bip.pan.pl/artykuly/75/komisja-ds-etyki-w-nauce). New proposals: Action 1: Supplementing and improving the functionality of the Institute's public and intranet website in terms of popularizing issues related to the HRS4R requirements:

			<p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>Action 2: Creating an interactive tool that facilitates access to information related to work at the Institute and procedures in force at the Institute:</p> <p>It is proposed that the tool will be based on an alphabetical list of entries with links to the most important information and documents related to the four main pillars of the HRS4R strategy.</p> <p>Action 10 Dissemination of knowledge and practices regarding ethics in science:</p> <p>A10.1. Organization of a lecture concerning ethics in science once a year.</p> <p>A10.2. Providing the employees and doctoral students with articles on issues related to ethics published in the journal <i>Forum Akademickie</i> (https://forumakademickie.pl/).</p> <p>A10.3. Dissemination of the Code of Ethics for Researchers developed and implemented by the national Commission for Ethics in Science established by Polish Academy of Sciences in 2020, which describes, among other topics, the principles of co-authorship in scientific works.</p>
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			A10.4 Supplement regulations for the management of copyright and related rights as well as industrial property rights and the rules for commercialization of scientific research and development work results at the Institute with a template of a confidentiality agreement.
3. Professional responsibility	++		
4. Professional attitude	++		
5. Contractual and legal obligations	++		
6. Accountability	+/-	Despite the technical capabilities provided by the Institute in the field of data archiving and backup, there is insufficient knowledge about the available methods of archiving and their use.	<p><u>New proposals:</u></p> <p><i>Action 13. Improved knowledge on the duties and possibilities of archiving data. Increasing accessibility to the archive:</i></p> <p>A13.1 Familiarizing the employees of the Institute with the “Data Protection Policy,” with Annex 7 to this policy, which is the “User’s guide for networks, devices and IT systems at IJET PAS,” and with Annex 6d containing the “Instructions for creating and verifying backup copies.”</p> <p>A13.2 Conducting a survey among employees and laboratory/grant managers on the demand for archiving.</p> <p>A13.3 Presentation of the technical possibilities and</p>

			<p>procedures for data archiving at the Institute (annual periodic meeting).</p> <p>A13.4 Ensuring access of the digital archive.</p>
7. Good practice in research	+/-	<p>Approximately 50% of the employees expressed uncertainty (answered as “difficult to say”) regarding the possibilities offered by the Institute in the field of electronic data storage and recovery of data lost due to IT failures. The respondents showed an average score regarding their knowledge on the protection of data and ensuring confidentiality at the Institute (2.96 pts/5 pts).</p>	<p><u>Initiatives undertaken:</u></p> <p>In 2019, the “Data Protection Policy at IITD PAN” was developed and implemented along with the attached instructions.</p> <p><u>New proposals:</u></p> <p><i>Action 9. Organization of the annual meeting “Institute in a nutshell” to present departments supporting research in terms of regulations, procedures, and support offered:</i></p> <p><i>A9.1. Presentation of administration departments, the Director’s department, and departments supporting research, including the Technology Transfer Centre</i></p> <p><i>Action 13. Improved knowledge on the duties and possibilities of archiving data. Increasing accessibility to the archive:</i></p> <p>A.13.1 Familiarizing the employees of the Institute with the “Data Protection Policy,” with Annex 7 to this policy, which is the “User’s guide for networks, devices and IT systems at IIT PAS,” and with Annex 6d containing the “Instructions for creating and verifying backup copies.”</p> <p>A13.2 Conducting a survey among employees and laboratory/grant managers on the demand for archiving.</p>

			<p>A13.3 Presentation of the technical possibilities and procedures for data archiving at the Institute (annual periodic meeting).</p> <p>A13.4 Ensuring access of the digital archive</p>
8. Dissemination and exploitation of results	+/-	In addition to the high awareness of the social importance of the conducted research, approximately 12% of the respondents believed that the Institute does not provide sufficient opportunities to popularize science.	<p><u>Initiatives undertaken:</u> The Institute has been running its Twitter profiles for many years. Thus far, social media were used solely to promote the generally available news and scientific achievements as well as organized events. The Institute actively participates in the Lower Silesian Science Festival (DFN) (https://www.facebook.com/DolnoslaskiFestiwalNauki)</p> <p><u>New proposals:</u></p> <p><i>Action 5: Using the potential of social media to increase the Institute's recognition, recruitment range, and popularization of science:</i></p> <p>A5.1 Setting up and running the Institute's profiles on Facebook and LinkedIn</p> <p>A5.2 Updating and running the Twitter profile</p> <p>A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.</p> <p><i>Action 14: Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</i></p>

			<p>The consultation will cover:</p> <p>A14.7 Possibility and legitimacy of creating an Institute repository of manuscripts as part of the open access policy in science.</p>
9. Public engagement	+/+		
10. Nondiscrimination	+/-	<p>Ten percent of the respondents answered positively to the question regarding whether an employee had experienced discrimination. These respondents represented a wide range of positions (age). Gender of the respondents with positive answer reflected the general structure of the staff. Despite the very good perception of the work environment at the IJET in terms of nondiscrimination, we believe that the reasons why 10% of the respondents encountered cases of discrimination should be investigated. Furthermore, as many as 70% of the respondents did not know the correct authority to report such cases. Moreover, over 50% of those who experienced discrimination did not know where to report such events.</p>	<p><u>Initiatives undertaken:</u> Proxy of the Director for Reporting was appointed at the Institute, and regulations regarding the so-called whistleblowers are currently in preparation.</p> <p><u>New proposals:</u></p> <p><i>Diagnosis and tools to solve problems related to working conditions, discrimination, and conflicts</i></p> <p>A8.1. Conducting a survey for providing details on the signals about discrimination at the Institute.</p> <p>A8.2 Presentation of the competencies of the Proxy of the Director for Reporting and development of regulations for accepting internal reports of violations of the law and taking follow-up actions in force at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences (update of the Institute's organizational chart).</p> <p>A8.3 Ensuring knowledge of the regulations on accepting internal reports of violations of law and taking follow-up actions applicable at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences and the procedure for reporting complaints and conflicts to the appropriate</p>

			<p>representative.</p> <p>A8.4 Increasing the knowledge of regulations and the procedure for reporting complaints and conflicts to the Ethical Advisor at the IJET PAS.</p> <p>A8.5 Enhancing the knowledge of the procedure of reporting OHS deficiencies to the OHS Inspector.</p> <p>A8.6 Conducting a survey concerning the potential violations/deficiencies in terms of OHS.</p> <p>A8.7. Improving the knowledge regarding the Internal Anti-mobbing Policy at IJET PAS.</p> <p>A8.8 Dissemination of information on planned colleges among all employees and doctoral students for facilitating the path of reporting problems.</p>
11. Evaluation/appraisal systems	+/-	<p>Until July 14, 2022, the Institute had outdated Regulations for the Assessment of Researchers, which was introduced in 2011, and its operation was assessed in the survey. Between October 2021 and March 2022, work was carried out on the new regulations, which have been in force at the Institute since July 15, 2022, and the first assessment will be conducted in 2023. Employees' perception of the outdated regulations is very diverse, and 24% of the employees do not consider</p>	<p><u>Initiatives undertaken:</u></p> <p>Over the past year, new modified regulations for the assessment of researchers have been developed. This document was approved in June 2022, and from December 2021, it was consulted during 3 Boards and 3 meetings of the Institute's Scientific Board. The regulations were also sent as a circular to the heads of all laboratories of the Institute and laboratory employees. These regulations have been in force since July 15, 2022.</p> <p>After the first periodic assessment of researchers, which will be carried out in 2023, researchers will again have the opportunity to express their opinion during an anonymous survey to check whether the new regulations for the assessment meet expectations of researchers and management of the Institute.</p>

		<p>these regulations as fair and effective. However, 34% of the respondents have a contrasting opinion. The HRS4R committees considered this rating to be of historic value as the new regulations have now been implemented.</p>	<p><u>New proposals:</u></p> <p><i>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</i> The consultation will cover:</p> <p>A14.5 A survey of the opinions of research workers on the functioning of the newly introduced Regulations for the evaluation of scientific activity of research workers of the IJET PAS. It will be conducted after a full cycle of the upcoming periodic assessment of researchers.</p>
Recruitment and Selection			
12. Recruitment	+/-	<p>The procedure of researcher recruitment was assessed negatively by 17% of the respondents, primarily for organizational reasons. The following disadvantages of the existing procedure were indicated: (1) unintuitive access to information on the Institute's website, and the need to improve the procedure for all stages of the recruitment process, with a clear indication of the responsible units and persons and the scope of their activities. Employees and doctoral students rated the range (reaching potential candidates and ways of</p>	<p><u>Initiatives undertaken:</u> Recruitment: The Institute has Twitter profile and has used it so far to only promote generally available news and scientific achievements as well as organized events. The accounts are used to promote job advertisements and recruitment for the doctoral school The Policy of Open, Transparent, and Merit-based Recruitment of Researchers was introduced at the IJET PAS in Wrocław (Director Ordinance No. 8/2022).</p> <p><u>New proposals:</u></p> <p><i>Action 1. Supplementing and improving the functionality of the Institute's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</i></p>

		<p>dissemination) of job advertisements published by the Institute less favorably (3 points/5 points), which in their opinion results in low interest in job offers in laboratories and scientific projects. (2) The low range of announcements regarding the recruitment of participants for the doctoral school was also indicated as a disadvantage. (3) The format of job advertisements published on the Institute's website was indicated as a disadvantage. A total of 41% of the respondents indicated the need to supplement the regulations with a candidate assessment form template in accordance with the HRS4R principles.</p>	<p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>A1.2 Uploading documents, ordinances, and regulations as well as letter templates in a format that allows for text searching.</p> <p>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</p> <p>A3.1 Addition of a complete description of the recruitment procedure, including the indication of organizational units responsible for individual stages of the recruitment procedure.</p> <p>A3.2 Inclusion of a candidate evaluation form that considers the evaluation criteria in accordance with the guidelines of the HRS4R Code, including creativity, independence, experience gained from teaching and supervising students, teamwork skills, knowledge transfer, and popularizing science or innovative activities (for candidates with professional experience in the industrial sector).</p> <p>A3.3. Indication of obligatory places for publishing announcements, including the Institute's website, BIP, EURAXESS, websites of grant funding agencies, LinkedIn, Facebook, and Twitter.</p> <p>A3.4 Prolonging the time of announcement publication to 30 days, with maintaining the possibility to shorten it to 14 days for positions funded from</p>
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			<p>grants and to extend it in case of insufficient number of candidates.</p> <p>A3.5 The recruitment procedure (regulations) will be supplemented with the requirement to submit Curriculum Vitae (CV) as an “evidence-based-CV.”</p> <p>A3.6 The procedure for evaluating candidates for scientific positions will be supplemented with guidelines for consulting the recognition of qualifications of candidates from abroad, based on the guidelines of associations such as the National Academic Recognition Information Centers and the ENIC Network (European Network of Information Centres).</p> <p>A3.7 Recruitment procedure will be supplemented on its organizational side with the recommendation to inform about competition results as well as strengths and weaknesses of the assessed applicants.</p> <p>A3.8 Recruitment procedure will be supplemented with an appeal procedure, with 10 days given for appeal.</p> <p>A3.9 Developing a bilingual (Polish and English) template for job advertisement.</p> <p>A3.10 Translation of the regulations and making the document available on the open access website of the Institute.</p> <p><i>Action 5. Using the potential of social media to increase the Institute’s recognition, recruitment range, and popularization of science:</i></p>
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			<p>A5.1 Setting up and running the Institute's profiles on Facebook and LinkedIn.</p> <p>A5.2 Updating and running the Twitter profile.</p> <p>A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.</p> <p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultation will cover:</p> <p>A14.1 Open recruitment for the positions of laboratory and research department managers.</p>
13. (Code)	Recruitment	+/-	<p>Efficiency (score: 3 points/5 points), transparency, administrative support, and comparability on an international scale of recruitment procedures functioning at the Institute require strengthening and implementation for recruitment for scientific positions. However, only 17% of the respondents negatively assessed the efficiency and transparency of recruitment procedures at the Institute. The ease of accessing information</p> <p><u>New proposals:</u></p> <p>Action 1. Supplementing and improving the functionality of the Institute's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</p> <p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>Action 2. Creating an interactive tool that facilitates access to information related to work at</p>

		<p>and documents related to the recruitment of researchers was rated low (3.5 points/5 points).</p>	<p><i>the Institute and procedures in force at the Institute:</i></p> <p>It is proposed that the tool will be based on an alphabetical list of entries with links to the most important information and documents related to the four main pillars of the HRS4R strategy.</p> <p><i>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</i></p> <p>A3.1 Addition of a complete description of the recruitment procedure, including the indication of organizational units responsible for individual stages of the recruitment procedure.</p> <p>A3.2 Inclusion of a candidate evaluation form that considers the evaluation criteria in accordance with the guidelines of the HRS4R Code, including creativity, independence, experience gained from teaching and supervising students, teamwork skills, knowledge transfer, and popularizing science or innovative activities (for candidates with professional experience in the industrial sector).</p> <p>A3.3. Indication of obligatory places for publishing announcements, including the Institute’s website, BIP, EURAXESS, websites of grant funding agencies, LinkedIn, Facebook, and Twitter.</p> <p>A3.4 Prolonging the time of announcement publication to 30 days, with maintaining the possibility to shorten it to 14 days for positions funded by grants and to extend it in case of insufficient number of candidates.</p>
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			<p>A5.2 Updating and running the Twitter profile.</p> <p>A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.</p> <p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultation will cover:</p> <p>A14.1 Open recruitment for the positions of laboratory and research department managers.</p>
14. Selection (Code)	++		
15. Transparency (Code)	+/-	<p>No access to the Regulations for Conducting Competitions for Research Positions at the IIET PAS on the open access website of the Institute. Lack of an English version of the regulations. The survey showed that not all recruitments ended with informing all applicants about the results of the competition. Moreover, the nonrecruited candidates do not receive any information about their strengths and weaknesses.</p>	<p><u>New proposals:</u></p> <p>Action 1. Supplementing and improving the functionality of the IIET's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</p> <p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>A1.2 Uploading documents, ordinances, and regulations as well as letter templates in a format that allows for text searching.</p>

			<p>Action 2: Creating an interactive tool that facilitates access to information related to work at the Institute and procedures in force at the Institute:</p> <p>It is proposed that the tool will be based on an alphabetical list of entries with links to the most important information and documents related to the four main pillars of the HRS4R strategy.</p> <p>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</p> <p>A3.1 Addition of a complete description of the recruitment procedure, including the indication of organizational units responsible for individual stages of the recruitment procedure.</p> <p>A3.2 Inclusion of a candidate evaluation form that considers the evaluation criteria in accordance with the guidelines of the HRS4R Code, including creativity, independence, experience gained resulting from teaching and supervising students, team work skills, knowledge transfer, and popularizing science or innovative activities (for candidates with professional experience in the industrial sector).</p> <p>A3.3. Indication of obligatory places for publishing announcements, including the Institute’s website, BIP, EURAXESS, websites of grant funding agencies, LinkedIn, Facebook, and Twitter.</p> <p>A3.4 Prolonging the time of announcement publication to 30 days, with maintaining the possibility to shorten it to 14 days for positions funded by grants and to extend it in case of insufficient number of</p>
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			<p>candidates.</p> <p>A3.5 The recruitment procedure (regulations) will be supplemented with the requirement to submit Curriculum Vitae (CV) as an “evidence-based-CV.”</p> <p>A3.6 The procedure for evaluating candidates for scientific positions will be supplemented with guidelines for consulting the recognition of qualifications of candidates from abroad, based on the guidelines of associations such as the National Academic Recognition Information Centers and the ENIC Network (European Network of Information Centres).</p> <p>A3.7 Recruitment procedure will be supplemented on its organizational side with the recommendation to inform about competition results as well as strengths and weaknesses of the assessed applicants.</p> <p>A3.8 Recruitment procedure will be supplemented with an appeal procedure, with 10 days given for making an appeal.</p> <p>A3.9 Developing a bilingual (Polish and English) template for job advertisement.</p> <p>A3.10 Translation of the regulations and making the document available on the open access website of the Institute.</p> <p>Action 6. Actions for foreigners:</p> <p>A6.2 Translation and publication of the recruitment regulations and recruitment-related documents into English.</p>
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			A6.5. Improvement of the English version of the website.
16. Judging merit (Code)	+/-	Although the survey did not indicate any shortcomings for this aspect, the analysis of the procedure for recruiting researchers functioning at the Institute showed that the candidate's evaluation form should be supplemented with an assessment in terms of creativity, independence, teaching, student care, teamwork skills, knowledge transfer, and popularizing science or innovative activities (for candidates from the industry).	<p><u>New proposals:</u></p> <p><i>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</i></p> <p>A3.2 Inclusion of a candidate evaluation form that considers the evaluation criteria in accordance with the guidelines of the HRS4R Code, including creativity, independence, experience gained from teaching and supervising students, teamwork skills, knowledge transfer, and popularizing science or innovative activities (for candidates with professional experience in the industrial sector).</p> <p>A3.5 The recruitment procedure (regulations) will be supplemented with the requirement to submit Curriculum Vitae (CV) as an "evidence-based-CV."</p>
17. Variations in the chronological order of CVs (Code)	+/-	No major deficiencies were identified in this regard, apart from the lack of a requirement for candidates to submit a Curriculum Vitae (CV) as an "evidence-based CV".	<p><u>New proposals:</u></p> <p><i>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</i></p> <p>A3.5 The recruitment procedure (regulations) will be supplemented with the requirement to submit Curriculum Vitae (CV) as an "evidence-based-CV."</p>
18. Recognition of mobility experience (Code)	++		

19. Recognition of qualifications (Code)	+/-	The procedure for assessing candidates for scientific positions does not include suggestions in the field of consultations of accepting qualifications of foreign candidates.	<p><u>New proposals:</u></p> <p><i>Action 3. Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules:</i></p> <p>A3.6 The procedure for evaluating candidates for scientific positions will be supplemented with guidelines for consulting the recognition of qualifications of candidates from abroad, based on the guidelines of associations such as the National Academic Recognition Information Centers and the ENIC Network (European Network of Information Centres).</p>
20. Seniority (Code)	++		
21. Postdoctoral appointments (Code)	+/-	The respondents indicated the lack of policy for managing human potential, mainly for graduates of the Doctoral Study. The respondents expected support in terms of foreign internships and open competitions for the most promising graduates of Doctoral Study and employing them in scientific positions with requirements matching the stage of their scientific career, and not in the positions of specialists (i.e., below their qualifications, according to the respondents).	<p><u>New proposals:</u></p> <p><i>Action 7. Actions for the support of personal development and mobility:</i></p> <p>A7.1 Presentation and promotion of the existing collaboration of the Institute with the commercial sector.</p> <p>A7.2 Establishing/renewing contacts with former employees of the Institute currently employed in the industry by creating a network of contacts through social media, e.g., LinkedIn</p> <p>A7.3 Organizing meetings with former PhD students or employees of the Institute who are currently employed in the industry. Discussion on professional development, career, and commercialization of research.</p>

			<p>Action 4: Developing and implementing criteria for employment and promotion of employees with scientific positions.</p> <p>Action 5: Using the potential of social media to increase the Institute's recognition, recruitment range, and popularization of science:</p> <p>A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.</p>
Working Conditions and Social Security			
22. Recognition of the profession	+/-	<p>The survey showed good (3.8 points/5 points) recognition of researchers as professionals. However, some of the respondents had a different opinion, and they gave an average rating (3.21 points/5 points) of recognizing doctoral students as professionals and treating them in accordance with this statement. According to these respondents, researchers are often not treated as professionals, are underpaid, and perform a considerable amount of administrative and technical work.</p>	<p>New proposals:</p> <p>Action 11. Expanding the scope of professional training at the Institute:</p> <p>A11.1 Organizing obligatory personnel management training for grant managers and heads of organizational units (every 2 years).</p> <p>A11.4 Organizing a cyclical training for supervisors of doctoral dissertations (once a year) by the WSD IPAS (https://www.intibs.pl/en/for-students/doctoral-school.html).</p> <p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultations will cover:</p> <p>A14.3 Legal and financial possibilities of increasing doctoral scholarships and/or possibilities of obtaining additional financial (motivational) benefits by doctoral</p>

			<p>students.</p> <p>A14.4 Analysis of the functioning and future of the discretionary bonus regulated by the rules for granting the discretionary bonus for scientific activity.</p> <p>Action 12: Actions for the support of scientific work</p> <p>A12.1a Reducing the workload of the scientific staff, with technical and administrative activities, i.e., preparation and submission of survey reports, to be given to managers of units.</p> <p>A12.1b Development of remedial programs by the research supporting departments (if valid).</p> <p>A12.2 Improving the function of scientific laboratory/department offices.</p>
23. Research environment	+/-	<p>The respondents gave an average rating to the provision of a friendly research environment by the Institute in the scope of scientific training (2.72 points/5 points), administration (2.94 points/5 points), and commercialization of scientific research (2.77 points/5 points). Similarly, a low rating (2.44 points/5 points) was given to the provision of sufficient support for scientific research by the grant system functioning in Poland.</p>	<p><u>New proposals:</u></p> <p>Action 7. Actions for the support of personal development and mobility:</p> <p>A7.1 Presentation and promotion of the existing collaboration of the Institute with the commercial sector.</p> <p>A7.2 Establishing/renewing contacts with former employees of the Institute currently employed in the industry by creating a network of contacts through social media, e.g., LinkedIn.</p> <p>A7.3 Organizing meetings with former PhD students or employees of the Institute who are currently employed in the industry. Discussion on professional development, career, and commercialization of research.</p>

			<p>Action 9. Organization of the annual meeting “Institute in a nutshell” to present departments supporting research in terms of regulations, procedures, and support offered:</p> <p>A9.1. Presentation of administration departments, the Director’s department, and departments supporting research, including the Technology Transfer Centre</p> <p>A9.2. Presentation of the competences and procedures of units and proxies of the Director’s department.</p> <p>A9.3. Presentation of units supporting the research and key research equipment.</p> <p>A9.4. Presentation of the key equipment and unique research methods at the laboratories.</p> <p>Action 11. Expanding the scope of professional trainings at the Institute</p> <p>A11.1 Organizing obligatory personnel management training for grant managers and heads of organizational units (every 2 years).</p> <p>A11.2 Continue to provide the English language course for administrative and scientific employees.</p> <p>A11.3 Organizing training on transferring knowledge and presentations.</p> <p>A11.4 Organizing a cyclical training for supervisors of doctoral dissertations (once a year).</p>
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			<p>A11.5 Development of a list of foreign institutions that can fund training in soft skills and personnel management.</p> <p>Action 12. Actions for the support of scientific work:</p> <p>A12.1a Reducing the workload of the scientific staff, with technical and administrative activities, i.e., preparation and submission of survey reports, to be given to managers of units.</p> <p>A12.1b Development of remedial programs by the research supporting departments (if valid).</p> <p>A12.2 Improving the function of scientific laboratory/department offices.</p> <p>A12.3 Updating the Institute's profile, description of the research infrastructure, and current metric information of the Institute in Polish and English for the use of grant applications. Preparation of templates of the most frequently required information when applying for projects.</p> <p>A12.4 Developing a list of key research equipment together with supervisors and posting it on the Institute's website.</p> <p>A12.5 Creation of tabs presenting the administration division and the Director's department on the Institute's website</p> <p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultation will cover:</p> <p>A14.2 Principles and policy regarding partial remote working for employees.</p>
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			<p>A14.6 Opportunities and forms of financial support for participation in external training.</p> <p>A14.9. Possibility of the employees to participate in the classes offered to the doctoral students of the WSD IPAN Doctoral School.</p>
24. Working conditions	Working	+/-	<p>A total of 5.5% of the respondents stated that OHS regulations are not observed, while 12% answered as “difficult to say”.</p> <p><u>New proposals:</u> <i>Action 2: Creating an interactive tool that facilitates access to information related to work at the Institute and procedures in force at the Institute</i></p> <p>It is proposed that the tool will be based on an alphabetical list of entries with links to the most important information and documents related to the four main pillars of the HRS4R strategy.</p> <p><i>Action 8. Diagnosis and tools to solve problems related to working conditions, discrimination, and conflicts:</i></p> <p>A8.2 Presentation of the competencies of the Proxy of the Director for Reporting for undertaking follow-up activities - to explain the cases and communicate with the whistleblower and to develop regulations on accepting internal reports of violations of the law and taking follow-up actions in force at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences (update of the organizational chart of the IJET PAS).</p> <p>A8.3 Ensuring knowledge of the regulations on accepting internal reports of violations of law and taking follow-up actions applicable at the Institute of Immunology and Experimental Therapy at the Polish</p>

			<p>Academy of Sciences and the procedure for reporting complaints and conflicts to the appropriate representative.</p> <p>A8.5 Increasing the awareness of the procedure of reporting OHS deficiencies to the OHS Inspector.</p> <p>A8.6 Conducting a survey on potential violations/deficiencies in terms of OHS.</p> <p>A8.8 Dissemination of information regarding planned colleges among all employees and doctoral students to facilitate the path of reporting problems.</p>
25. Stability and permanence of employment	++		
26. Funding and salaries	-/+	<p>The conditions of financing and remuneration at the Institute were rated as insufficiently fair (2.94 points/5 points). Suspension of the scientific benefit has markedly reduced the adequacy of remuneration, and it further reduces the motivation of employees. Doctoral students are not satisfied with the low scholarship, which currently amounts to less than the national minimum wage.</p>	<p><u>Initiatives undertaken:</u> At the Institute, there are (Director Ordinance No. 21/2021 of September 17, 2021; Appendix 4a to the Remuneration Regulations) Remuneration Regulations for IITD PAN Employees participating in the implementation of projects financed/co-financed by domestic and foreign sources, including European funds, structural funds, and European Commission programs, which enable to regulate remuneration of employees involved in the implementation of projects under the 2021-27 EU financial perspective.</p> <p><u>New proposals:</u></p> <p><i>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</i></p>

			<p>The consultations will cover:</p> <p>A14.3 Legal and financial possibilities of increasing doctoral scholarships and/or possibilities of obtaining additional financial (motivational) benefits by doctoral students.</p> <p>A14.4 Analysis of the functioning and future of the discretionary bonus regulated by the rules for granting discretionary bonus for scientific activity.</p>
27. Gender balance	+/-	<p>There is no gender balance among the employees (about 70% are women). This disproportion is related to the financial conditions in force in Polish science.</p> <p>The vast majority of the employees (4.16 points/5 points) believe that the Institute has a policy of equal opportunities in terms of gender at the recruitment stage, at subsequent stages of professional career, as well as in access to managerial positions.</p>	<p>In 2021, based on the Ordinance of the Director no. 18/2021, the Institute introduced an action plan for gender balance at the IIET PAS.</p>
28. Career development	+/-	<p>A total of 39% of the respondents answered that the Institute has adequate regulations regarding the professional development path for scientists. However, 55% of the respondents answered that</p>	<p><u>New proposals:</u> <i>Action 7. Actions for the support of personal development and mobility:</i> A7.1 Presentation and promotion of the existing collaboration of the Institute with the commercial sector.</p> <p>A7.2 Establishing/renewing contacts with former</p>

		<p>they had no knowledge in this area.</p> <p>The employees gave an average rating (2.83 points/5 points) for the Institute's support for the process of planning a scientific career by their employees.</p>	<p>employees of the Institute currently employed in the industry or other research centers by creating a network of contacts through social media, e.g., LinkedIn.</p> <p>A7.3 Organizing meetings with former PhD students or employees of the Institute who are currently employed in the industry or other research centers. Promoting discussion on professional development, career, and commercialization of research.</p> <p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultation will cover:</p> <p>A14.8. Legitimacy and possibilities of concluding an agreement with scientific institutions of Wrocław for collaboration in career counseling.</p> <p>Action 4. Developing and implementing criteria for employment and promotion of employees with scientific positions.</p>
29. Value of mobility	+/-	<p>The employees gave an average rating (2.9 points/5 points) for administration in terms of accepting scientists from abroad, lack of English versions of forms, and lack of effective communication in English by the majority of administrative employees.</p>	<p><u>Initiatives undertaken:</u> Erasmus+ Institute at the IIET PAS the Institute possesses the Erasmus Chart and implements the Erasmus+ program.</p> <p><u>New proposals:</u></p> <p>Action 6. Actions for foreigners: A6.1 Translation and publication of important documents and regulations into English.</p>

			<p>A6.2 Translation and publication of the recruitment regulations and recruitment-related documents into English.</p> <p>A6.3 Dissemination of announcements important for employees and doctoral students in English.</p> <p>A6.4 Conducting English courses for the employees of auxiliary departments.</p> <p>A6.5. Improvement of the English version of the website.</p>
30. Access to career advice	+/-	A total of 43% of the respondents answered that there is no access to career counseling at the Institute, while 55% of the respondents were unaware of this feature.	<p><u>New proposals:</u></p> <p><i>Action 1. Supplementing and improving the functionality of the ILET's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</i></p> <p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>A1.2 Uploading documents, ordinances, and regulations as well as letter templates in a format that allows for text searching.</p> <p>Action 4. Developing and implementing criteria for employment and promotion of employees with scientific positions.</p>

			<p>Action 7. Actions for the support of personal development and mobility:</p> <p>A7.1 Presentation and promotion of the existing collaboration of the Institute with the commercial sector.</p> <p>A7.2 Establishing/renewing contacts with former employees of the Institute currently employed in the industry by creating a network of contacts through social media, e.g., LinkedIn</p> <p>A7.3 Organizing meetings with former PhD students or employees of the Institute who are currently employed in the industry. Promoting discussion on professional development, career, and commercialization of research.</p> <p>Action 14. Internal consultations regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultations will cover the following:</p> <p>A14.8. Legitimacy and possibilities of concluding an agreement with scientific institutions of Wrocław for collaborating in career counseling.</p>
31. Intellectual Property Rights	++		
32. Co-authorship	+/-	A total of 33% of the respondents believed that the principles and practices concerning co-authorship are not clearly outlined at the Institute, while 30% of the	<p><u>New proposals:</u></p> <p>Action 1. Supplementing and improving the functionality of the ILET's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</p>

		<p>respondents answered that they had no idea about this issue. The respondents reported problems related to unjustified inclusion of authors and determination of the order of authors in publications.</p>	<p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>A1.2 Uploading documents, ordinances, and regulations as well as letter templates in a format that allows for text searching.</p> <p>Action 10. Dissemination of knowledge and practices regarding ethics in science:</p> <p>A10.1. Organization of a lecture on ethics in science once a year.</p> <p>A10.2. Providing the employees and doctoral students with articles on the issues related to ethics published in the journal <i>Forum Akademickie</i>.</p> <p>A10.3. Dissemination of the Code of Ethics for Researchers developed and implemented by the Polish Academy of Sciences in 2020, which presents, among other topics, the principles of co-authorship in scientific works.</p>
33. Teaching	+/-	<p>A high rating (3.27 points/5 points) was given by the respondents for the need to access training in the field of transferring knowledge and teaching.</p>	<p><u>New proposals:</u></p> <p><i>Action 11. Expanding the scope of professional trainings at the Institute:</i></p> <p>A11.1 Organizing obligatory personnel management training for grant managers and heads of organizational units (every 2 years).</p>

			<p>A11.3 Organizing training on transferring knowledge and presentations.</p> <p>A11.4 Organizing a cyclical training for supervisors of doctoral dissertations (once a year).</p> <p>A11.5 Development of a list of foreign institutions that can finance training in soft skills and personnel management.</p>
34. Complaints/appeals	+/-	<p>A total of 68% of the respondents had no knowledge that the Institute provides confidential and informal help in the case of conflicts and disputes related to work. Furthermore, 54% of the employees were unaware of whom to contact in the case of conflicts, disputes, and disorders.</p>	<p><u>New proposals:</u></p> <p><i>Action 2. Creating an interactive tool that facilitates access to information related to work at the Institute and procedures in force at the Institute:</i></p> <p>It is proposed that the tool will be based on an alphabetical list of entries with links to the most important information and documents related to the four main pillars of the HRS4R strategy.</p> <p><i>Action 8. Diagnosis and tools to solve problems related to working conditions, discrimination, and conflicts</i></p> <p>A8.2 Presentation of the competencies of the Proxy of the Director for Reporting and development of regulations on accepting internal reports of violations of the law and taking follow-up actions in force at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences (update of the Institute's organizational chart).</p> <p>A8.3 Ensuring knowledge of the regulations on accepting internal reports of violations of law and</p>

			<p>taking follow-up actions applicable at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences and the procedure for reporting complaints and conflicts to the appropriate representative.</p> <p>A8.4 Increasing awareness of regulations and the procedure for reporting complaints and conflicts to the Ethical Advisor at the IJET PAS.</p> <p>A8.5 Increasing knowledge on the procedure of reporting OHS deficiencies to the OHS Inspector.</p> <p>A8.6 Conducting a survey on the potential violations/deficiencies in terms of OHS.</p> <p>A8.7. Increasing awareness regarding the Internal Anti-mobbing Policy at IJET PAS.</p> <p>A8.8 Dissemination of information about planned colleges among all employees and doctoral students to facilitate the path of reporting problems.</p>
35. Participation in decision-making bodies	+/-	Approximately one-third of the respondents gave a negative answer, stating that they do not feel to have influence on ensuring the interests of their professional group within the organizational and administrative activities of the Institute.	<p><u>New proposals:</u></p> <p><i>Action 8. Diagnosis and tools to solve problems related to working conditions, discrimination, and conflicts:</i></p> <p>A8.2 Presentation of the competencies of the Proxy of the Director for Reporting and development of regulations on accepting internal reports of violations of the law and taking follow-up actions in force at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences (update of the Institute's organizational chart).</p>

			<p>A8.3 Ensuring knowledge of the regulations on accepting internal reports of violations of law and taking follow-up actions applicable at the Institute of Immunology and Experimental Therapy at the Polish Academy of Sciences and the procedure for reporting complaints and conflicts to the appropriate representative.</p> <p>A8.8 Dissemination of information regarding planned colleges among all employees and doctoral students to facilitate the path of reporting problems.</p> <p>Action 1. Supplementing and improving the functionality of the ILET's public and intranet website in terms of popularizing issues related to the HRS4R requirements:</p> <p>A1.1 Creation of a tab related to the HRS4R strategy, including its key aspects such as ethics in science, recruitment, work conditions and safety, and training and development, including the indication of representatives of employee groups in the bodies and commissions of the Institute.</p> <p>A1.2 Uploading documents, ordinances, and regulations as well as letter templates in a format that allows for text searching.</p>
Training and Development			
36. Relation with supervisors	+/+		
37. Supervision and managerial duties	+/+		

38. Continuing Professional Development	+/+		
39. Access to research training and continuous development	+/-	<p>A total of 26% of the researchers did not participate in external training. Considering the specificity of scientific work, care should be taken to ensure that the highest possible number of employees undergo training and regularly upgrade their qualifications. Only 50% of the researchers mentioned that the Institute provides opportunities for development through participation in training and scientific conferences. Similarly, according to the respondents, who gave a rating of 2.72 points/5 points in question 56, the Institute was not very good as a stimulating environment in the field of scientific training. In line with these results, despite a good assessment of the relationship with supervisors and subordinates, 33% of the respondents expressed the need to acquire skills related to providing scientific supervision. Also, despite the good perception of scientific supervision, 26% of the respondents mentioned that</p>	<p><u>New proposals:</u></p> <p><i>Action 11. Expanding the scope of professional training at the Institute:</i></p> <p>A11.1 Organizing obligatory personnel management training for grant managers and heads of organizational units (every 2 years).</p> <p>A11.2 Continue to offer the English language course for administrative and scientific employees.</p> <p>A11.3 Organizing training on transferring knowledge and presentations.</p> <p>A11.4 Organizing a cyclical training for supervisors of doctoral dissertations (once a year).</p> <p>A11.5 Development of a list of foreign institutions that can finance training in soft skills and personnel management.</p> <p><i>Action 9. Organization of the annual meeting “Institute in a nutshell” to present departments supporting research in terms of regulations, procedures, and support offered:</i></p> <p>A9.3. <i>Presentation of units supporting the research and key research equipment.</i></p> <p>A9.4. <i>Presentation of the key equipment and unique research methods at the laboratories.</i></p>

		<p>their scientific supervisor needs to upgrade her/his qualifications related to scientific supervision.</p>	<p>Action 14. Internal consultation regarding the possibility of implementing solutions proposed by the respondents:</p> <p>The consultations will cover the following: A14.9. Possibility of the employees to participate in the classes offered to the doctoral students of the WSD IPAN Doctoral School.</p> <p>Action 5. Using the potential of social media to increase the Institute's recognition, recruitment range, and popularization of science</p> <p>A5.1 Setting up and running the Institute's profiles on Facebook and LinkedIn.</p> <p>A5.2 Updating and running the Twitter profile.</p> <p>A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.</p>
40. Supervision	+/-	<p>Despite the good perception of the support received from supervisors, only 44% of the respondents regularly attended meetings of their team. Furthermore, 16 people of 40% respondents who do not have a supervisor, are researchers holding a PhD degree. It requires to be determined whether these people are truly independent or lack appropriate supervision.</p>	<p><u>New proposals:</u></p> <p>Action 11. Expanding the scope of professional training at the Institute:</p> <p>A11.1 Organizing obligatory personnel management training for grant managers and heads of organizational units (every 2 years).</p> <p>A11.2 Continue to offer the English language course for administrative and scientific employees.</p> <p>A11.3 Organizing training on transferring knowledge and presentations.</p>

			<p>A11.4 Organizing a cyclical training for supervisors of doctoral dissertations (once a year).</p> <p>A11.5 Development of a list of foreign institutions that can finance training in soft skills and personnel management.</p>
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