

**HR Excellence in Research**

# **| Internal Review**

## **Internal Review**

**Case number**

2019PL367314

**Name Organisation under review**

Nencki Institute of Experimental Biology

**Organisation's contact details**

3 Pasteur St., Warsaw, Poland

### 1. Organisational Information

Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.

<b>STAFF &amp; STUDENTS</b>	<b>FTE</b>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	355
Of whom are international (i.e. foreign nationality) *	35
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	135
Of whom are women *	201
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	69
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	39
Of whom are stage R1 = in most organisations corresponding with doctoral level *	100
Total number of students (if relevant) *	0
Total number of staff (including management, administrative, teaching and research staff) *	455
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>
Total annual organisational budget	346246412
Annual organisational direct government funding (designated for research)	8856736
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	23864840
Annual funding from private, non-government sources, designated for research	428450

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

The Nencki Institute of Experimental Biology PAS was founded in 1918, and is currently the largest non-university biological research centre in Poland.

Nencki Institute's activities concentrate on three main fields: scientific research, innovation, and education. Our scientific team combines biology, chemistry, computation, and technology to apply novel approaches to understand the fundamental nature of biological processes and solve complex research problems. Our main interest is focused on studies that can be directly translated to health protection and improving quality of life, including novel therapies and diagnostic methods in cancer, diabetes, neurodegenerative diseases, neurological disorders, and other diseases of modern civilization.

**2. Strengths and weaknesses of the current practice**

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

**Note:** Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects\*



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

**Strengths and Weaknesses (Award Renewal, max 500 words) \***

Candidates for all available positions are recruited and hired as a result of pre-announced contests. Contest announcements are placed on the Institute's website, along with other Polish websites. Furthermore, in case of contests for scientific positions, the Institute also places announcements on international websites i.e. euraxess, Research Gate, FENS.

PhD students are recruited according to ***The Terms and Procedures of Admission for PhD Studies***, approved by the Institute's Scientific Board, in compliance with the Polish legislation.

The Institute regularly assesses its scientific employees as a part of annual assessment, named staff review, which is performed by the team managed by the Director of the Institute, and within the framework of operations of an independent statutory committee of the Scientific Board (Committee for Scientific Staff Assessment). Both assessments of the scientific staff take into account general scientific creativity and results of research such as publications, patents, management of scientific projects and actions taken in order to raise an awareness of science within society. The Committee for Scientific Staff Assessment of the Scientific Board of the Nencki Institute, assess employees occupying the function of profesor (professor) *adjunkt* (adjunct) and *asystent* (assistant) every four years. Should the assessment be negative, the given scientific staff member is reassessed after a year. The last evaluation of the assistants and adjuncts took place in 2022. The last evaluation of the professor took place in 2023.

**Remarks (max 500 words)**

Recruitment and selection\*



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

**Strengths and Weaknesses (Award Renewal, max 500 words) \***

PhD students are evaluated at mid-term. The implementation of the individual research plan is subject to a mid-term evaluation carried out at the mid-point of their education. The mid-term evaluation is carried out by a committee consisting of 3 persons, including at least 1 person holding the degree of *doktor habilitowany* or the title of *profesor* in the discipline in which the PhD dissertation is being prepared, employed outside the institutes conducting the School.

A representative of the PhD Student Council, who is not the PhD student subject to the mid-term evaluation, may participate in all committee proceedings as an observer.

Candidates for all available positions are recruited and hired as a result of pre-announced contests. Contest announcements are placed on the Institute's website, along with other Polish websites. Furthermore, in case of contests for scientific positions, the Institute also places announcements on international websites i.e. euraxess.

PhD students are recruited according to The Terms and Procedures of Admission for PhD School, approved by the Institute's Scientific Board, in compliance with the Polish legislation.

In 2022 - 2024 the Institute recruited and hired 38 new postdocs and 50 PhD students.

Online meetings organized, for example, via the zoom platform are the preferred method of recruitment. Online recruitment is carried out in accordance with the OTMR rules.

Once a year, the Institute recruits research group leaders. Recruitment consists of several stages and candidates are evaluated by an international independent committee.

**Remarks (max 500 words)**

Working conditions\*



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

**Strengths and Weaknesses (Award Renewal, max 500 words) \***

The Institute provides researchers, including disabled scientists with flexible working conditions essential for effective research performance in accordance with national legislation. The Institute also provides, as far as possible, such working conditions which allow both men and women to reconcile family and work, children and professional careers.

The Institute has established the position of "Welcome center" responsible for supporting foreign PhD students and employees. Support is provided in the legalization of stay and employment, finding accommodations, adaptation with Nencki community. We also assist foreigners with visits to Polish offices such as the Foreigners Office, District Office, Tax Office, ZUS to facilitate communication with office staff. etc.

The Institute provides medical care of wide range of specialists for PhD students and employees, offers entrance cards to sports facilities and supports other cultural, educational and sports activities. Additionally the institute offer subsidy to kindergarten and nursery. On the occasion of International Children's Day, the Institute is preparing gifts for children.

From October 2021 we offer legal consultations in English for foreigners – employees and doctoral students of the Nencki Institute. We also offer psychology support in English for foreigners – employees and doctoral students of the Nencki Institute.

The doctoral student council organizes themed meetings such as a book club, movie club and table games as part of the integration process.

The Institute's staff and doctoral students come up with their own initiatives for spending time together, e.g. organising joint jogs in the field.

**Remarks (max 500 words)**





Training and development\*



**Strengths and Weaknesses (Initial Phase)**

**Strengths and Weaknesses (Interim Assessment)**

**Strengths and Weaknesses (Award Renewal, max 500 words) \***

We regularly organize trainings for PhD students within the framework of PhD studies. Due to the necessity of conducting scientific research, scientists may participate in all training courses. We send information in advance to employees and PhD students about upcoming seminars, trainings, conferences and lectures, encouraging them to participate.

Young researchers at the institute are involved in a new Nencki Open Lab initiative. The goal is to create a creative environment, in which researchers can discuss their ideas, exchange thoughts with people coming from different subfields of neuroscience and learn to use open tools that allow them to develop their experimental setups and analyse their data. The initiative is composed of two parts: the School of Tools and the School of Ideas.

In March 2020 we presented new initiative. PhD Student Council is coordinating Women in Science initiative at the Nencki Institute. We would like to create supportive environment for girls by organising events focused on topics important for female researchers. More information: <https://nencki.edu.pl/education/information/phd-student-council/projects/women-for-science/>

The Institute organizes scientific seminars on average once a week where eminent scientists are invited to present the results of the latest research. This is an opportunity for discussion and networking within the scientific community.

The Institute actively pursues anti-mobbing and anti-discrimination policy, according to the recommended good practices in this area, all employees and PhD students took part in training.

Educational activities in this area are aimed at raising awareness of the subject and prevent unwanted mobbing and discrimination in time.

The training will be extended to all employees and PhD students.

In 2023, the budget was allocated for training and workshops for employees and PhD students. Thirty people were trained through training trips. A total of PLN 250,000 has been planned for training and workshops.

Funding applies only to participation in workshops, courses and trainings of a practical nature, or short internships (max. 7 days), designed to learn a new research method/technique.

The *Welcome to Poland* project plans to offer training on Polish culture and customs in English for 40 people and workshops on international cuisine in 2025.

**Remarks (max 500 words)**

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**Have any of the priorities for the short- and medium term changed? (max 500 words)**

There are regular meetings of the Board of Directors with the head's of laboratories regarding any new Regulations in the Nencki Institute (approximately every 6 months). Such meetings are followed by regular meetings of the Director with all the researchers and supporting staff. The presence of the heads of laboratories at the meetings is obligatory!

(<https://intra.nencki.gov.pl/wp-content/uploads/2011/03/Zarzadzenie-13-2018-z-podpisem-pol.pdf>)

There is individual training carried out by the Head of HR when a new recruitment has place. The new recruitment usually starts when a new founding from Polish sources (the National Center Science or National Center of Research and Development or the Foundation for Polish Science) as well as international takes place (Horizon 2020, Era-Net Neuron, EMBL or others).

The Lab Managers and Group Leaders are kept informed about the OTMR rules via mail.

**Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)**

In line with changes in labour law in Poland, we have introduced Remote Working Regulations at the Institute.

**Are any strategic decisions under way that may influence the action plan? (max 500 words)**

In December, the Scientific Council will hold an open discussion on career development in science. Special commission was established to prepare career development plan.

Women in Science initiative was created in May 2020.

**Mission statement**

The overarching goal of Women in Science at Nencki is to promote the interests of female scientists and advocate for gender equality in Academia. Our community is welcoming not only to women and gender minorities at Nencki, but to everyone who is interested in promoting gender equality in science and research.

Even though the involvement of women in science has continued to grow, they are still underrepresented in many fields and face significant challenges at all levels of their scientific careers.

WIS aims to organize a series of events dedicated to open discussion about gender equality and ways to support women at different career stages and moreover, WIS intends to build a platform for female networking and mentorship.

The topics WIS plans to highlight in lectures and panel discussions with guest speakers and experts include i.e. leadership, work/life balance, discrimination, gender bias in Academia, mentorship, approaches to conflict resolution, and gender pay gap.

### 3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

**Note:** Choose one or more of the principles automatically retrieved from the GAP Analysis with their ratings.

**Proposed ACTIONS**

**Action 1**

Development of a lecturer evaluation sheet

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research	2015-06	HR and Recruitment Department	assessment by doctoral students
<b>Current Status</b>		<b>Remarks</b>	
COMPLETED			

**Action 2**

Modification of the curriculum of doctoral studies The curriculum can be changed after approval of proposals by the Scientific Board of the Institute

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
12. Recruitment	2016-04	Head of Doctoral Studies	in case
<b>Current Status</b>		<b>Remarks</b>	
COMPLETED			

**Proposed ACTIONS**

**Action 3**

Appointment of an independent mediator to settle disputes between doctoral students and thesis advisors

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	2017-12	Director of the Institute, the Scientific Council	during the verification by the new Director, the procedures were updated and the order of an external mediator in case of such necessity was appointed and a Trustee
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

**Action 4**

Issuing certificates for persons participating in English classes organized at the Institute

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research	2020-12-31	Language school	register of persons participating in the training
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Action 5**

Introduction of rules of using results of intellectual work developed at the Institute

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
31. Intellectual Property Rights	2015-10	Director of the Institute	in case
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

**Action 6**

HR training package for a manager or sending a short presentation containing the HR training package to a manager. A special guide for new employees and managers was developed, containing the most important rules of work at the Institute and supporting the introduction of new employees to the organization.  
<https://www.nencki.edu.pl/institute/about/structure/hr-unit/support-for-foreigners/>

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
12. Recruitment			register of persons participating in the training; 60% of managers will participate in the training within 3 years or the collection of declarations of acquaintance with the above rules - 80% of managers will sign the declaration
13. Recruitment (Code)			
23. Research environment			
24. Working conditions	once a year	HR Office	
25. Stability and permanence of employment			
26. Funding and salaries			
27. Gender balance			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

**Action 7**

External training in soft skills for managers

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
2. Ethical principles	once a year	Director of the Institute	register of persons participating in the training; 80% of managers will participate in the training within 3 years or the collection
3. Professional responsibility			
4. Professional attitude			
7. Good practice in research			
8. Dissemination, exploitation of results			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			



**Proposed ACTIONS**

**Action 8**

Trainings for foreigners. A special guide for foreigners has been developed. It contains the most important tips related to coming to Poland, legalization of stay, health care, works and study at the Institute and life in Poland.  
<https://www.nencki.edu.pl/institute/about/structure/hr-unit/support-for-foreigners/>

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
5. Contractual and legal obligations			
10. Non discrimination			
24. Working conditions			register of persons participating in the training, every 6 months
25. Stability and permanence of employment	on time	HR Office	
26. Funding and salaries			
29. Value of mobility			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

**Proposed ACTIONS**

**Action 9**

Trainings for researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom	on time	HR Office, PhD Office	register of persons participating in the training, on time, career development opportunities for phd students in the Institute
4. Professional attitude			
10. Non discrimination			
21. Postdoctoral appointments (Code)			
28. Career development			
38. Continuing Professional Development			
39. Access to research training and continuous development	Current Status	Remarks	
IN PROGRESS			

**Proposed ACTIONS**

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**Proposed ACTIONS**

**Action 10**

Career development strategy for researchers. documents are available on the internal web page of the Institute  
<https://docs.google.com/document/d/11PQEkRHr6kP5-kBvNDSNSn6LdrbqUV5BzmrUWErIviE/edit#heading=h.gjdgxs>

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
11. Evaluation/ appraisal systems			
19. Recognition of qualifications (Code)			
22. Recognition of the profession			
28. Career development	2021-12-31	HR Office, Office of International Relations and Project Management	actualization once a year
30. Access to career advice			
33. Teaching			
36. Relation with supervisors			
38. Continuing Professional Development			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	Reviewed April 2022		

**Proposed ACTIONS**

**Action 11**

Appointment of an internal mediator. In justified cases, if necessary, it is possible to refer to an external mediator.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	2019-12-31	Director of the Institute	regular meetings planned, written report prepared till end of January every year
6. Accountability			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

**Action 12**

Collection of good practices at the Institute in conjunction with C&C Order 24/2019 of the Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences on the establishment of the Man of Trust function; Regulation 4/2020 of the Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences on the introduction of an anti-corruption policy

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research			the chair person of the implementation commission
34. Complains/ appeals	2020-12-31	HR Office	collects the submitted comments on an ongoing basis
35. Participation in decision-making bodies			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

**Proposed ACTIONS**

**Action 13**

Placing the HR logo on all programmes prepared for the Institute's employees

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	on time	HR Office, Office of International Relations and Project Management, PhD Office	in case, in each programs prepared HR logo is placed
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

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**Action 14**

Introduction of progress monitoring for HRs4R activities in the Institute

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research	2020-12-31	HR Office	Implementation Commission monitor the process and meets every 6 months with Director of the Institute
	<b>Current Status</b>	<b>Remarks</b>	
	IN PROGRESS	Reviewd May 2024	

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## Proposed ACTIONS

### Action 15

The SPARK-POLAND Program (part of the SPARK-GLOBAL 'translational scientists without borders' initiative). Prof. Agnieszka Dobrzyń is the director of SPARK POLAND. Dr. Dorota Gierej-Czerkies is its manager. An Advisory Committee includes Prof. Craig Garner, Dr. Liliane Brunner Halbach, Prof. Franz Theuring, and Prof. Maciej Żylicz.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	2019-11-29	Director of the Institute	on-line meetings
7. Good practice in research			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

### Action 16

Regulations on intellectual property management and commercialization of research and development results. Resolution No. 2 / P3 / 2020 of the Scientific Council of the Institute

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	2020-12-31	Director of the Institute, the Scientific Council	in case
31. Intellectual Property Rights			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	each employee will sign a statement		

**Proposed ACTIONS**

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**Action 17**

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Trainings for researchers: "ethics in working with animals"

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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2. Ethical principles	2020-11-30	Animal House	on-line meetings
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<b>Current Status</b>	<b>Remarks</b>
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IN PROGRESS	
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**Proposed ACTIONS**

**Action 18**

Appointment of the non-discrimination committee

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
2. Ethical principles			
3. Professional responsibility			first meeting was organized, appointments will be organized once a year
5. Contractual and legal obligations	2017-03-17	Director of the Institute	
7. Good practice in research			
23. Research environment			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

**Action 19**

Appointment of the committee for Ethics in Science

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles			
3. Professional responsibility			
6. Accountability			
9. Public engagement			
15. Transparency (Code)	2019	the Scientific Council	in case
17. Variations in the chronological order of CVs (Code)			
34. Complains/ appeals			
40. Supervision			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS**

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<b>Action 20</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
periodic appraisal of research workers	14. Selection (Code)			
	16. Judging merit (Code)			
	18. Recognition of mobility experience (Code)			
	19. Recognition of qualifications (Code)	every two years, the last one in Feb 2021	Director of the Institute	minutes after the meeting (protocol)
	20. Seniority (Code)			
	32. Co-authorship			
	33. Teaching			
	36. Relation with supervisors			
	37. Supervision and managerial duties			

**Proposed ACTIONS**

	<b>Current Status</b>	<b>Remarks</b>
	IN PROGRESS	planned May 2026

<b>Action 21</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
on-boarding survey	14. Selection (Code)			
	17. Variations in the chronological order of CVs (Code)	30.06.2021	HR Department	survey will be organized once a month

	<b>Current Status</b>	<b>Remarks</b>
	IN PROGRESS	

**Proposed ACTIONS**

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**Action 22**

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Polish language lessons for foreigners - employees and PhD students

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
24. Working conditions			
28. Career development	on time	HR Department	register of persons participating in the training
39. Access to research training and continuous development			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

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**Proposed ACTIONS**

**Action 23**

Welcome Poland - NAWA project. Welcome to Poland program - a project organized by Narodowa NAWA. The main goal of the Program is the internationalization of Polish institutions of higher education and science by financing projects related to: building internationalization potential, building capacity in the field of admitting and servicing foreign doctoral students, teaching and research staff, promoting internationally, in particular through cooperation with foreign graduates.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
5. Contractual and legal obligations			all foreigners are welcome to participate in the events organized within the project
10. Non discrimination	20.06.2022	HR Department	
24. Working conditions			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			



**Proposed ACTIONS**

**Action 24**

Polish language classes for foreigners

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
24. Working conditions	once a week	HR Department	employees and PhD students
38. Continuing Professional Development			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Proposed ACTIONS**

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**Action 25**

antimobbing and anti-discrimination policy

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
2. Ethical principles			
3. Professional responsibility	every few years	HR Department	employees and PhD students
7. Good practice in research			
24. Working conditions			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

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**Proposed ACTIONS**

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**Action 26**

Nencki Open Lab initiative, tools allow to develop experimental setups and analyse their data

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research			
24. Working conditions	quarterly	researchers	researchers
28. Career development			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

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**Proposed ACTIONS**

**Action 27**

scientific seminars

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research			
23. Research environment			
24. Working conditions	once a week	researchers	researchers
28. Career development			
33. Teaching			
36. Relation with supervisors			
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

**Proposed ACTIONS**

**Action 28**

themed meetings e.g. book club, movie club and table games

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
23. Research environment	once a month	doctoral student council	employees and PhD students
24. Working conditions			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Action 29**

medical care of wide range of specialists

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
24. Working conditions	during the employment	HR Department	employees and PhD students
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS			

**Proposed ACTIONS**

**Action 30**

legal consultations in English

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	once a week	HR Department	employees and PhD students
24. Working conditions			
Current Status	Remarks		
IN PROGRESS			

**Proposed ACTIONS**

**Action 31**

trainings about technology transfer e.g. IP Essentials Training  
Intellectual property & IP management Patent process

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
3. Professional responsibility			
7. Good practice in research			
15. Transparency (Code)			
23. Research environment	quaterly	Technology transfer office	researchers
24. Working conditions			
31. Intellectual Property Rights			
32. Co-authorship			
<b>Current Status</b>	<b>Remarks</b>		

NEW

**Proposed ACTIONS**

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**Action 32**

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Welcome Poland - NAWA project - staff integration, yoga classes, training Fun Run

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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24. Working conditions	during the employment	HR Department	all staff
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<b>Current Status</b>	<b>Remarks</b>
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NEW	
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**Proposed ACTIONS**

**Action 33**

Media policy

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
2. Ethical principles			
3. Professional responsibility			
7. Good practice in research	during the employment	the Director	all staff
23. Research environment			
32. Co-authorship			
<b>Current Status</b>		<b>Remarks</b>	
IN PROGRESS			

**Proposed ACTIONS**

**Action 34**

Code of Ethics for Researchers

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
2. Ethical principles			
3. Professional responsibility			
7. Good practice in research			
15. Transparency (Code)	during the employment	the Scientific Council	researchers
32. Co-authorship			
36. Relation with supervisors			
40. Supervision			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Proposed ACTIONS**

<b>Action 35</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Antidiscrimination policy	7. Good practice in research  10. Non discrimination  12. Recruitment  23. Research environment  24. Working conditions  27. Gender balance	2026	the Director	all staff
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Unselected principles:**

**The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.**

Please provide the link to the dedicated webpage(s) on your organisation's web site, multiple links must be comma separated \*:

**URL \*:**

<https://www.nencki.edu.pl/institute/about/structure/hr-unit/hr-excellence/> (<https://www.nencki.edu.pl/institute/about/structure/hr-unit/hr-excellence/>)

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress.

**Comments on the implementation of the OTM-R principles (Initial Phase)**

**Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)**

**Comments on the implementation of the OTM-R principles (Internal Review for Award Renewal)**

**Please be aware that your OTM-R policy should be 'embedded' into the institutional HR strategy at the award renewal phase. The extended version of the reviewed HR strategy including the OTM-R policy and actions should be published on your organisation's website.**

#### 4. Implementation process

**General overview of the implementation process: (max. 1000 words)**

The action plan is updated on an ongoing basis and a responsible unit or person is assigned to each task. The assigned units/persons have the relevant knowledge and competence to implement and monitor a given task.

If problems arise with the implementation of an activity, the person responsible for the task reports the problem to the Committee for the Implementation of the Principles of the European Charter for Researchers at the Institute. Progress is also monitored by the HR Unit. The Head of the HR Unit acts as an intermediary between the individuals responsible for carrying out the task and the Committee for the Implementation

of the Principles of the European Charter for Researchers at the Institute.

Electronic communication tools will facilitate the exchange of information between members of the Committee and those responsible for the implementation of the task.

Key aspects of HRS4R implementation will be discussed with the Institute community:

- meetings organized by the Director of the Institute.
- e-mail account hr@nencki.edu.pl.
- direct contact or email contact with members of the Committee.
- surveys.

Committee members are encouraging participation in the process through various information campaigns. In addition, the involvement of scientists through focus and consultation groups is expected to help develop a framework for more complex or broad-based activities.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

**Note:** Click on each question of the checklist to open the editor.

How will the implementation committee and/or steering group regularly oversee progress?\*



**Detailed description and duly justification (max. 500 words)**

The Committee for the Implementation of the Principles of the European Charter for Researchers at the Institute, managed by Prof. Urszula Sławińska, is responsible for implementing the tasks set out in the Action Plan. This group will meet 2-3 times a year to assign specific responsibilities and evaluate progress in their implementation. Digital communication tools will be used to facilitate on-time completion of tasks and discuss potential adjustments in response to changing circumstances. If there is a significant delay or a threat of not completing a task, the Committee Head shall report the matter directly to the Director of the Institute.

How do you intend to involve the research community, your main stakeholders, in the implementation process?\*



**Detailed description and duly justification (max. 500 words)**

More than 20 people have been consistently involved in the activities outlined in the Action Plan. To date, the following bodies and individuals have played a key role in supporting the process on a daily basis:

1. The Committee for the Implementation of the Principles of the European Charter for Researchers at the Institute (current composition):

Prof. dr hab. Urszula Sławińska – Head of the Committee

Prof. dr hab. Daniel Wójcik – Head of Doctoral Studies

Prof. dr hab. Katarzyna Kwiatkowska

Prof. dr hab. Jakub Włodarczyk

Prof. dr hab. Urszula Wojda

Dr hab. Grażyna Mosieniak

Dr hab. Ewa Kublik – representative of the Polish Teachers' Union

Dr Tomasz Wypych – representative of young researchers

Dr Dominika Malińska – representative of young researchers

Dr Anna Mietelska-Porowska – representative of young researchers

Mgr Wiktoria Podolecka – representative of PhD students

Mgr Nataniel Stefanowski – representative of PhD students

Mgr Urszula Dziewulska – Head of HR Unit

2. The Committee on Implementation of the Equality Plan and Anti-discrimination Handbook at the Nencki Institute of Experimental Biology PAS.

dr Marta Gawor – Head of the Committee

mgr Łukasz Bijoch

mgr Urszula Dziewulska

dr hab. Adam Hamed

dr hab. Minika Liguz-Lęcznar


prof. dr hab. Katarzyna Łukasiuk

dr Alicja Puścian

mgr Marta Rucińska

prof. dr hab. Krzysztof Zabłocki

Employees and PhD students are, and will continue to be, encouraged to participate directly in the implementation of the Charter of Researchers' objectives plan. We plan to create new groups to help implement more complex activities. In addition, researchers can influence the implementation process by submitting their ideas and comments through all established communication channels.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the \* organisation's research strategy, as the overarching HR policy. 

**Detailed description and duly justification (max. 500 words)**

The Charter for Researchers remains one of the basic documents in the management of researchers at the Institute, and the Director and the Committee Head ensure that legal actions comply with the principles of the Charter. This applies not only to documents on recruitment, but also to all areas covered by the Charter, such as the composition of consultative bodies, work organization systems and dispute resolution mechanisms. A person involved in the Labour Union is a member of the HRS4R Committee so local legal acts are also reviewed in consultation with the Labour Union, HR Unit and Legal Counsel.

Document compliance with applicable laws and the recommendations of the Charter for Researchers is constantly monitored and updated at the Institute.

At the Institute, laboratory heads/ scientific project leaders are responsible for organizing contests for scientific and technical positions and organizing work in their laboratories. Therefore, we have prepared a short presentation for them to follow the rules set by the grantors and the Charter.



How will you ensure that the proposed actions are implemented?\*



**Detailed description and duly justification (max. 500 words)**

The Action Plan assigns a person/group responsible for the implementation of each activity. These people are well prepared to manage a particular activity and, if necessary changes are required, they make them or inform the Director of the Institute. The Director of the Institute ensures the availability of the necessary resources, including funding. Some of the activities are preceded by email or in-person consultations at meetings with the Directors of the Institute or the HRS4R Committee, or at meetings organized by the PhD Student Council.

The progress of the Action Plan is constantly monitored and discussed at meetings with the Directors of the Institute. The HRS4R Committee is composed of people from different professional groups and different departments, both scientific and administrative, which ensures a quick response to any delays or problems that arise in the implementation of the Action Plan.

How will you monitor progress (timeline)?\*



**Detailed description and duly justification (max. 500 words)**

The HRS4R Committee is responsible for following the progress of the Action Plan and responding when problems or delays in task completion arise. This includes monitoring the implementation of tasks and their compliance with the planned schedule, a matter that will be addressed 1-2 times a year at the Committee's meetings. In addition, some of the activities are recurring activities that are a permanent part of the Institute's work.

Each meeting of the HRS4R Committee is followed by new initiatives worth implementing at the Institute and the appointment of a person/group responsible for implementation after the approval of the initiative by the Director of the Institute. These meetings also aim to motivate the team involved in the implementation process and seek solutions to any unexpected challenges.

How will you measure progress (indicators) in view of the next assessment?\*



**Detailed description and duly justification (max. 500 words)**

Each activity under the 2024-2026 Action Plan is defined by clear and measurable indicators, making it easier to follow the implementation progress. For activities such as trainings, lectures and workshops, we will also evaluate the quality of these events by collecting feedback from participants. The responsibility for collecting such feedback rests with the event organizer. An additional measure of progress is the use of statistics collected by the HR Unit. The HRS4R Committee will use the collected feedback to inform and to manage further activities in the implementation process.

**Additional remarks/comments about the proposed implementation process: (max. 1000 words)**

1. the involvement of all professional groups and a Labour Union representative in the activities of the HRS4R Committee,
2. the HRS4R Committee members' active discussions and involvement in activities
3. appointment, if the results of the survey confirm the need, of a Career Development Counselor,
4. maintenance of the *Welcome Point* post, dedicated to foreigners,
5. preparing guidebooks and leaflets for employees and PhD students to help them navigate the administrative complexities,
6. engaging the entire Institute community to work for HR Excellence through meetings and information materials that will present the purpose, importance and benefits of maintaining the HR Excellence distinction,
7. preparing a survey and opinion poll for employees on working conditions, needs and possible areas for improvement,
8. establishment of structured working groups,