



The Human Resources Strategy for Researchers (HRS4R) including OTM-R Policy

Internal Gap Analysis and Action Plan: 2021-2023



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About the Institute

The Institute of Rural and Agricultural Development (IRWiR PAN), situated within the Polish Academy of Sciences (the Social Sciences Department) was established in 1971. It is nationally and internationally recognised public body which embraces various scientific fields of rural development – its economic, social, cultural, geographical and demographic aspects. It is a leading interdisciplinary research organization focused on monitoring the on-going socio-economic and environmental challenges facing rural areas. The Institute's scientific staff includes specialists representing various disciplines: economics, sociology, demography, ethnology, education, human geography and history; all of whom share an interest in rural and agricultural issues. In the recent period, the Institute's experts have been engaged by various international organisations as well as national governmental institutions to provide them with a high-quality, interdisciplinary expertise of the most important issues of a societal concern. The main areas of research activities have been local development, sustainable development, rural labour markets, rural institutions, entrepreneurship and education in rural areas as well as the economic diversification of rural areas, rural poverty, the role of women, policy modelling and evaluation (impact assessment of the Common Agricultural Policy and the related instruments and regulations, including economic and environmental policies implemented at various territorial levels from the local- through regional- and national-, to the EU-level).

The Institute has conducted numerous research and development projects on rural and agriculture issues and this institution is an unchallenged precursor of the theoretical studies on the multi-functional development of rural areas in Poland. Among the funding institutions supporting financially grants and projects received by the Institute employees are: National Science Centre, National Agency for Scientific Exchange, European Commission, ERASMUS+, Ministry of Agriculture and Rural Development, The Agency for Restructuring and Modernisation of Agriculture (ARiMR), Ministry of Education and Science, Ministry of Development Funds and Regional Policy, National Rural Network, Foundation of Assistance Programmes for Agriculture (FAPA), The European Fund for the Development of Polish Villages Foundation, Mazovian Centre for Social Policy, and the Visegrad Fund. IRWiR PAN is a member of the three scientific networks: European Rural Development Network (ERDN) since 2002, European Network of Agricultural and Rural Policy Research Institutes (ENARPRI), and the Alliance of Poverty Reduction and Development (APRAD) since 2020. IRWiR PAN collaborates with numerous national and international research centers and universities. Cooperation Agreements were signed, among others, with institutions from the European Union countries, Eastern Europe (Romania and Ukraine), Asia (China, Mongolia and Vietnam). The Institute also engages in scientific cooperation with research partners from Australia, Austria, Belgium, Czechia, Finland, France, Germany, Greece, Hungary, Italy, Montenegro, the Netherlands, Slovakia, Slovenia, Sweden, the UK and the USA. Apart from that, the Institute's researchers participate in activities of international organisations, e.g. Associate Professor Katarzyna Zawalińska is a member of the Management Board of the European Association of Agricultural Economists (EAAE), Associate Professor Paweł Chmieliński is a chairman of the European Rural Development Network (ERDN) and of the BIOEAST TWG Food Systems. Associate Professor Katarzyna Zawalińska is also involved into the steering group of "Eurochoices" journal released by the John Wiley & Sons publishing house. Associate Professor Marta Bład is a member of the editorial advisory board of the "Rural History: Economy, Society,

Culture” journal published by the Cambridge University Press. Senior Researcher Mirosław Drygas is a member of FAO Executive Committee of the European Commission on Agriculture. He also represents National Council of Agricultural Chambers in Civil dialogue group on Rural development, Civil dialogue group on the common agricultural policy and Civil dialogue group on direct payments and greening.

The Institute of Rural and Agricultural Development confers doctoral degree in Economics.

In 2017, the Institute has lost the “A” scientific category as a result of the new parametric evaluation (for activities undertaken in period 2013-2016) of all the scientific units in Poland. The newly obtained scientific category “B” reflected, first of all, in the reduced amount of the statutory subsidy allocation in the subsequent period (2017-2020). However, due to the COVID-19 pandemic, the Ministry of Education and Science has extended the current period under evaluation (2017-2021 instead of originally planned 2017-2020) so that the new parametric evaluation will take place at the beginning of 2022. It means that, first, this unfavourable financial situation which has affected various aspects of the Institute's functioning (HR Strategy included) will last longer than expected; second, this situation has created an opportunity for the Institute staff to go on working hard and improving to regain the “A” scientific category as a result of the new evaluation in 2022.

The Institute publishes, since 1973, two types of publications - a quarterly open access journal “Wieś i Rolnictwo” (Village and Agriculture) and a book series “Problemy Rozwoju Wsi i Rolnictwa” (Problems of the Agriculture and Rural Development). In the latest version of the journal ranking made by the Polish Ministry of Education and Science, 40 points have been assigned to “Wieś i Rolnictwo” (the point range varies from 5 to 200 points, although it should be stressed that journals with 100 and more points assigned are usually highly-ranked international journals with large impact factors). The “Wieś i Rolnictwo” is covered by the following journal databases: European Reference Index for the Humanities (ERIH+), EBSCO Discovery Service (EDS), Central and Eastern European Online Library (CEEOL), AgEconSearch, BazEkon database, AGRO database, CEJSH, CEON Biblioteka Nauki, Arianta, Polish Scientific Bibliography (PBN), and since 2021 has been also indexed CAB Abstracts, Central & Eastern European Academic Source (CEEAS), Current Geographical Publications (CGP), ECONBIZ and ECONIS. Access to the full text of articles published by “Wieś i Agriculture” is enabled by the Open Journal Systems (OJS) platform.

In 2021, the organisational structure of the Institute changed and since then it has been simplified by merging two departments (Department of Anthropology of the Rural Culture and Department of Rural Sociology). As a result, the Institute consists of four scientific departments: Department of Rural Economics, Department of European Integration, Department of Economic Modelling, Department of Rural Sociology. Besides the scientific departments, there is an administrative unit comprising financial accounting unit, HR unit, information unit, IT support unit, and the project desk manager as well as the Institute's library. While the organisation structure has been simplified, the Institute has increased the number of employees (researchers) from 27 in the period covered by the previous HR Strategy to 31 in 2021.

Internal Gap Analysis

Introduction

As an introductory step, IRWiR PAN signed on July 16th 2015 the Declaration of Commitment for current Researchers and the Code of Conduct for the Recruitment of Researchers to come. At that time, the Internal Gap Analysis began with establishing the Steering Committee, responsible for conducting an internal analysis and preparing an Action Plan for fully implementing in the Institute the rules laid down in the European Charter and the Code. The Steering Committee consisted of three people (Deputy Director of the Institute, Representative of the Employees and the Head of the Organisational Department). The internal analysis was based on two phases: A. Analysis of convergences to and deviations from the Charter and Code principles in internal regulations and existing practices, B. Questionnaire directed to all scientific employees of the Institute.

The composition of the Steering Committee has significantly changed since 2021 due to the changes in the Institute's employment situation and, first and foremost, in order to best reflect the structure and specificity of the Institute. To this end, the Steering Committee involves: 1. A representative of the executive/managing board (Associate Professor, PhD and Director for Scientific Affairs Adam Czarnecki), 2. A head of one of the scientific departments (Associate Professor, PhD and Head of Department of Economic Modelling Katarzyna Zawalińska), 3. A representative of employees (Full Professor, PhD and Disciplinary Spokesman Marek Kłodziński), 4. A representative of administrative staff (Information Unit Manager Ewa Rybarczyk), 5. A representative of young/early-stage researchers (MA Łukasz Komorowski), and 6. A representative of post-docs (PhD Aleksandra Pawłowska). As a result, not only a full representation of the Institute has been achieved but also the way of communication between the Steering Committee and the executive/managing board as well as between the Steering Committee and researchers and administrative staff has been facilitated and ensured. What is important, the gender balance within the Steering Committee has been fully introduced.

Given that the full representation of the Institute has been achieved within the current Steering Committee, the revised internal analysis was designed and implemented in a way that the analysis of convergences to and deviations from the Charter and Code principles in internal regulations and existing practices was made by the Steering Committee members who took into account opinions, remarks and suggestions of potential changes declared and reported by all the Institute's employees in open discussions carried out in the researchers and staff meetings organised (on average) quarterly.

The Steering Committee has analysed 12 internal documents:

- 1) The Statute
- 2) Organisational Regulation
- 3) Work Regulation
- 4) Regulation on Remuneration
- 5) Regulation on Selection of the Representative of the Employees
- 6) Regulation on Social Fund

- 7) Regulation on competitions for scientific posts in the IRWiR PAN
- 8) Rules of domestic and foreign business trips
- 9) Regulation on using of results of intellectual work
- 10) Rules of Procedure of the Scientific Council
- 11) Regulation on Periodic Assessments of the Scientific Staff Activity
- 12) Regulation on management of copyright and related rights and industrial property rights and the principles of commercialization of the results of research
- 13) Recruitment procedures
- 14) Internal policy against mobbing, sexual harassment and discrimination
- 15) Reports on the Institute's scientific activities and achievements (2018-2020)

Most of the rules laid down in these documents, as well as practices existing in the Institute, are with accordance with the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. However, in some points there is still need for improvement, as it is shown later in the following sections.

Detailed Gap Analysis

1. Research freedom

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

Relevant legislation, existing institutional rules:

Article 94 of the Act on the Polish Academy of Sciences states that: Having obtained the director's consent, scientific staff may conduct research on their own initiative within the scientific unit at which they are employed. Also, it is a well-established rule at IRWiR PAN that researchers determine, in consultation with the Director for Scientific Affairs and the Head of their Department, the subject and methods of their research for the four-year periods as well as the specific research tasks for each year of that period.

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the research freedom in the Institute.

Actions required

Revise the issue of research freedom in the process of updating the Institute's development strategy.

2. Ethical principles

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

Relevant legislation, existing institutional rules:

Code of Good Customs in Science developed by the Polish Academy of Sciences.

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In relation to the ethical issues, the Gender Equity Plan (2022-2025) is needed to be introduced in order to efficiently and successfully manage the gender balance among the Institute's employees. It also addresses the EU current regulations requiring all the research institutes to provide such a plan to the EU funding bodies, for instance, when applying for funding.

Since the EU new regulations about the data and information collected, produced or paid for by the public bodies and made freely available for re-use for various purposes were introduced and made as obligatory for all the research/scientific units in Poland (including the institutes of the Polish Academy of Sciences), the Institute's managing board is being prepared the respective internal regulation and the related training for the Institute's employees on the Open Data initiative. This initiative partly includes the issue of ethical principles.

Actions required

Revise the issue of ethical principles in the process of updating the Institute's development strategy.

Link the issue of ethical principles with the Institute's Gender Equity Plan.

Include and raise an awareness of the ethical principles in the training on the Open Data initiative.

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation, existing institutional rules:

Supervision from the Scientific Council (statutory research) and National Science Centre (grants) as well as Heads of Departments helps to ensure that no scientist employed in the Institute duplicates research previously carried out elsewhere.

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the professional responsibility in the Institute.

Since the EU new regulations about the data and information collected, produced or paid for by the public bodies and made freely available for re-use for various purposes were introduced and made as obligatory for all the research/scientific units in Poland

(including the institutes of the Polish Academy of Sciences), the Institute's managing board is being prepared the respective internal regulation and the related training for the Institute's employees on the Open Data initiative. This initiative partly includes the issue of professional responsibility.

Actions required

Revise the issue of professional responsibility in the process of updating the Institute's development strategy.

Include and raise an awareness of the professional responsibility in the training on the Open Data initiative.

4. Professional attitude

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

Relevant legislation, existing institutional rules:

Research Projects Office offers support and information to all scientific employees about funding mechanisms.

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Actions required

Revise the issue of professional attitude in the process of updating the Institute's development strategy.

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation, existing institutional rules:

There is a Regulation on management of copyright and related rights and industrial property rights and the principles of commercialisation of the results of research. Each new employee and collaborator is informed about his/her rights and duties before signing the contract.

Actions required

None

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether

undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation, existing institutional rules:

According to the Act on the Principles of Financing Science, every entity receiving funding for science is obliged to use the funds properly, effectively and in a manner consistent with the intended purpose. It is also obliged to complete the tasks on time and submit an annual report. Article 72 of the Act on the Polish Academy of Sciences states that “the management of assets of the Academy, including assets of scientific units and of other organisational units of the Academy, shall be conducted in accordance with the principles of expediency, economy and parsimony and in accordance with the requirements of efficient management”. At the end of the year every researcher has to present the main results of his/her studies. Those results form the basis of an annual report on research activities in IRWiR PAN. The report, after being approved by the Scientific Council, is sent to the Polish Academy of Sciences and is available to the public on the website of the Institute.

Actions required

None

7. Good practice in research

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

Relevant legislation, existing institutional rules:

Institute organises regular trainings on OSH. There is a back-up strategy, however not everyone is familiar with it.

After the IRWiR PAN’s vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the good practice in research in the Institute.

Since the EU new regulations about the data and information collected, produced or paid for by the public bodies and made freely available for re-use for various purposes were introduced and made as obligatory for all the research/scientific units in Poland (including the institutes of the Polish Academy of Sciences), the Institute’s managing board is being prepared the respective internal regulation and the related training for the Institute’s employees on the Open Data initiative. This initiative partly includes the issue of good practice in research.

Actions required

Revise the issue of good practice in research in the process of updating the Institute’s development strategy.

Include and raise an awareness of the good practice in research in the training on the Open Data initiative.

8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior

researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation, existing institutional rules:

According to the Statute of the Institute, its tasks include in particular the dissemination of research results. In IRWiR there is a Regulation on management of copyright and related rights and industrial property rights and the principles of commercialisation of the results of research, however, due to the nature of research conducted in the Institute (social sciences), the commercialisation of results and findings obtained is unlikely. The main form of dissemination is therefore a scientific publication (in 2021 IRWiR PAN organised and co-organised 10 conferences and seminars (three of international character). In 2021, the Institute's researchers published 69 publications including 51 research papers as well as 15 books and book chapters. The research papers were published in some highly-ranked renowned international journals with impact factors such as "Agricultural Systems", "Behavioral and Brain Sciences", "East European Politics and Societies", "Energies", "International Journal of Consumer Studies", "Journal of Rural Studies", "Nature Food", "Sociologia Ruralis", and "Sustainability Science".

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issues of dissemination and exploitation of results in the Institute.

Since the EU new regulations about the data and information collected, produced or paid for by the public bodies and made freely available for re-use for various purposes were introduced and made as obligatory for all the research/scientific units in Poland (including the institutes of the Polish Academy of Sciences), the Institute's managing board is being prepared the respective internal regulation and the related training for the Institute's employees on the Open Data initiative. This initiative partly includes the issues of dissemination and exploitation of results.

In addition, another action is planned to be conducted. It addresses the needs and requirements concerning the broad issue of accessibility resulting from the new regulations introduced by the Ministry of Education and Science and the Institute's umbrella organisation (the Polish Academy of Sciences). In particular, the action addresses the need of ensuring the Institute's website disabled users and visitors with fully digital and communication access to the Institute's website and its open content. Given the above it has lots in common with the principle of dissemination and exploitation of the results among the wider audience and end-users.

After the new ranking of scientific journals in Poland was published in 2019, the position of the journal significantly dropped. Hence, a new strategy is needed to plan the journal's activities in a proper way - mainly in terms of increasing the visibility, quality, and importance of the journal in the scientific community. The draft version of the journal's development strategy – addressing the issues of dissemination and exploitation of results – is being under review by the scientific council of the journal. After the comments and remarks are collected, the relevant changes will be introduced to the strategy.

Actions required

Revise the issues of dissemination and exploitation of results in the process of updating the Institute's development strategy.

Include and raise an awareness of the issues of dissemination and exploitation of results in the training on the Open Data initiative.

Enable and facilitate dissemination and exploitation of the results through increasing the Institute's website/digital accessibility for people with disabilities.

Improve the dissemination and exploitation of the results through the creation of the mid-term development strategy of the journal "Village & Agriculture".

9. Public engagement

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

Relevant legislation, existing institutional rules:

According to the Statute of the Institute, its tasks include the cooperation with the socio-economic community in the field of scientific research; in particular providing scientific opinions and expertise as well as providing consultation to authorities, government, local government and other entities. Researchers employed in the Institute are providing opinions and expertise, they cooperate with agricultural advisory centres, publish scientific articles for the general public (e.g. articles in „Academia” – a magazine of the Polish Academy of Sciences), give interviews to the media.

Actions required

None

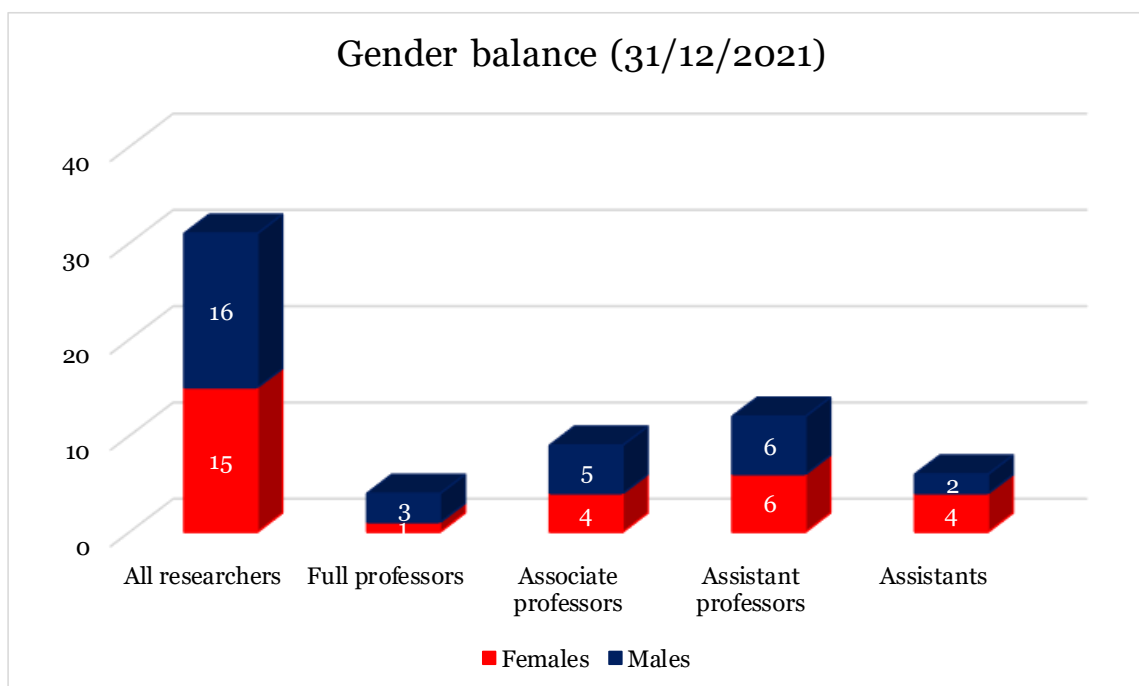
10. Non discrimination

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

Relevant legislation, existing institutional rules:

According to § 15 of Work Regulation in IRWiR PAN "the employer prevents discrimination in employment, especially in salaries, on grounds of gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, and also because of full-time or part-time employment, by ensuring equal working conditions". There is no evidence of any discrimination against researchers in IRWiR PAN. Currently the Institute employs equal number of male and female researchers.

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of non-discrimination in the Institute.



In relation to the non-discrimination issue, the Gender Equity Plan (2022-2025) is needed to be introduced in order to efficiently and successfully manage the gender balance among the Institute's employees. It also addresses the EU current regulations requiring all the research institutes to provide such a plan to the EU funding bodies, for instance, when applying for funding.

In addition, another action is planned to be conducted. It addresses the needs and requirements concerning the broad issue of accessibility resulting from the new regulations introduced by the Ministry of Education and Science and the Institute's umbrella organisation (the Polish Academy of Sciences). In particular, the action addresses the need of ensuring the Institute's website disabled users and visitors with fully digital and communication access to the Institute's website and its open content. Given the above, by increasing the Institute's website/ digital accessibility for people with disabilities, the issue on non-discrimination is tackled.

Actions required

Revise the issue of non-discrimination in the process of updating the Institute's development strategy.

Address the issue of non-discrimination in the IRWiR PAN's Gender Equity Plan.

Enable and facilitate non-discrimination through increasing the Institute's website/ digital accessibility for people with disabilities.

11. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Relevant legislation, existing institutional rules:

Article 94 of the Act on the Polish Academy of Sciences states that: "Scientific staff shall undergo periodic evaluation by the scientific board, which shall cover the results of their work; lecturers and senior lecturers shall undergo evaluation at least every two years, and professors shall undergo evaluation at least every four years. The detailed procedure and frequency of evaluation shall be set forth by the scientific board of the institute in the rules approved by the Vice-President of the Academy who

supervises the work of the relevant division“. Apart from this periodic evaluation, each year a committee composed of the President of Scientific Council, Principal Director of the Institute, Director for Scientific Affairs and Heads of Departments assess the activity of all the Institute’s researchers. The following matters are being taken into account when making such as assessment: 1. Publication activity; 2. Project application and involvement; and 3. Other activities and initiatives for the sake of the Institute and the wider scientific community. The written opinion of the committee about each researcher’s performance is shown to the person in question.

After the IRWiR PAN’s vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of evaluation/ appraisal systems in the Institute.

Actions required

Revise the issue of evaluation/ appraisal systems in the process of updating the Institute's development strategy.

12. Recruitment

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

Relevant legislation, existing institutional rules:

Regulation on competitions for scientific posts in the Institute of Rural and Agricultural Development states what documents should be submitted by candidates for specific positions and what elements are taken into account by the committee assessing candidates. Apart from that, since the recruitments arranged in 2014 and 2015, recruiting committees have already followed principles set out in the Code of Conduct for the Recruitment of Researchers.

Given the planned action of “Building the Institute's internationalisation strategy” (to be delivered and approved in autumn 2022) which addresses the current trends and processes observed in the domestic labour market, demographic tendencies as well as the growing competitiveness among the research institutes and universities in Poland, there is a need include the binding recruitment regulations at IRWiR PAN to the above-mentioned strategy. This is to ensure the compatibility and consistency of the Institute’s internationalisation strategy with the recruitment regulations so that they fit into the institute's vision, mission, strategy and development directions.

Actions required

Include and link the Institute’s binding recruitment regulations with the Institute's internationalisation strategy.

13. Recruitment (Code)

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

the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation, existing institutional rules:

Vacancies are posted on webpage of the Institute, Euraxess portal and website of the Polish Ministry of Science and Higher Education. The competition is open for every candidate who meets the requirements. Advertisements contain precise information on required qualifications and description of the working conditions, including career development prospects. The time between the advertisement of the vacancy and the deadline for applications is not shorter than 4 weeks.

Actions required

None

14. Selection (Code)

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

Relevant legislation, existing institutional rules:

Regulation on competitions for scientific posts in the Institute of Rural and Agricultural Development states that the selection committee consists of five members, including at least two holding a degree of *doktor habilitowany*. Four of them are elected from among the academic staff of the Institute by the Scientific Council of the Institute. The fifth member of the Commission is the Head of the Department, in which the new employee will be working. Currently, among the four elected members there are three women and one man. One of the elected members represents sociology and three represent economy (two main disciplines in the Institute). Inclusion in the commission of external experts would be pointless and would generate additional costs. Selection is a two-stage procedure: first the documents of all candidates are assessed, then face-to-face interviews take place.

Actions required

None

15. Transparency (Code)

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

Relevant legislation, existing institutional rules:

Advertisements contain precise information on selection criteria, the number of available positions and career development prospects.

Actions required

Preparing the feedback for each candidate about the strengths and weaknesses of their application (available upon request).

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on

outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation, existing institutional rules:

Regulation on competitions for scientific posts in the Institute of Rural and Agricultural Development states that the selection process takes into consideration: 1) publications of the candidate, 2) scientific interests of the candidate and its convergence with the profile of the Institute, 3) organizational activities, 4) teaching experience, 5) knowledge of foreign languages, 6) the perspective of scientific development; 7) the opinion of the Head of the Department in which the candidate would be employed about his/her usefulness in the department. Bibliometric indices are only one of the tools used to assess the candidate, but never play the major role.

Actions required

None

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation, existing institutional rules:

Career breaks or variations in the chronological order do not affect the assessment of a candidate.

Actions required

None

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation, existing institutional rules:

Any mobility experience (especially foreign internships) is treated as a considerable asset of the candidate. A change of the discipline is not penalised in any way during the assessment. Among the researchers employed in IRWiR PAN there is a considerable number of those who have changed the discipline during the course of their academic career (e.g. geographers to economics, anthropologists to sociology, etc.). In addition, mobility seen in geographical terms – including foreign origins of the candidates and new employees as well as the international mobility experience gained by the Institute's existing research staff – is also considered as an asset and acknowledged by the Institute's executive board. While the foreign candidates are encouraged to apply for a position at IRWiR PAN, the current employees are provided on a regular basis with information on the currently open fellowships and scholarships abroad so that they can be involved in the researchers' mobility.

Given the planned action of “Building the Institute's internationalisation strategy” (to be delivered and approved in autumn 2022) which addresses the current trends and processes observed in the domestic labour market, demographic tendencies as well as the growing competitiveness among the research institutes and universities in Poland, there is a need to include the mobility aspect in the above-mentioned strategy. This is to ensure the critical issue of the internationalisation strategy is covered by this document and thus gives a solid ground for its effective and successful implementation.

Actions required

Include the mobility aspect to the Institute's internationalisation strategy.

19. Recognition of qualifications (Code)

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

Relevant legislation, existing institutional rules:

Foreign diplomas are recognised according to the provisions of the Polish law.

Actions required

None

20. Seniority (Code)

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

Relevant legislation, existing institutional rules:

Regulation on competitions for scientific posts in the Institute of Rural and Agricultural Development states which elements are taken into consideration during the selection process. Personal circumstances or reputation of the institution where the qualifications were gained do not affect the assessment of a candidate.

Actions required

None

21. Postdoctoral appointments (Code)

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

Relevant legislation, existing institutional rules:

According to Act on the Polish Academy of Sciences “The period of employment of a senior lecturer who does not hold the academic degree of *doktor habilitowany* (i.e.

post PhD degree required to become an Associate Professors) shall not exceed eight years”.

Actions required

None

22. Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Relevant legislation, existing institutional rules:

Act on the Polish Academy of Sciences lays down common provisions for various research positions (full professor, associate professor, visiting professor, senior lecturer and assistant lecturer). Regardless of the level of their scientific career, general rules apply to all employees engaged in a research.

Actions required

None

23. Research environment

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

Relevant legislation, existing institutional rules:

OSH specialist supervises compliance with health and safety regulations. Recently, scientific department's rooms have been renovated. The Institute's Library had 6,851 volumes in 2021 available for the Institute's research staff as well as the external users. Apart from that, scientific employees have access to numerous electronic databases. The COVID-19 pandemic has significantly impacted on the utilisation of the online communication tools by the Institute's staff. They can participate in national and international conferences, and also in trainings over the Internet. They can participate in discussions with other researchers via Skype, Zoom and Microsoft Teams meetings.

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of research environment in the Institute.

After the new ranking of scientific journals in Poland was published in 2019, the position of the journal significantly dropped. Hence, a new strategy is needed to plan the journal's activities in a proper way - mainly in terms of increasing the visibility, quality, and importance of the journal in the scientific community. The draft version of the journal's development strategy – referring to the issue of research environment – is being under review by the scientific council of the journal. After the comments and remarks are collected, the relevant changes will be introduced to the strategy.

Actions required

Revise the issue of research environment in the process of updating the Institute's development strategy.

Improve the research environment through the creation of the mid-term development strategy of the journal “Village & Agriculture”.

24. Working conditions

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

Relevant legislation, existing institutional rules:

The duty hours (with the possibility to easily change them if necessary) makes it easier to combine work with taking care of children. In difficult family situations, there is an opportunity to ask for of task-based working time or a longer un-paid leave. Access to the premises of IRWiR PAN can be difficult for people with disabilities because of the stairs in the hallway but this matter does not belong to IRWiR PAN but to the administration building. However, there is a good access for all to the library of IRWiR PAN. The COVID-19 pandemic has significantly impacted on the obligatory presence of the research and administrative staff at the Institute (on spot). Depending on the seriousness of the COVID-19 related situation in Warsaw (where the seat of the Institute is based) as well as of the national and regional lockdowns and/or other mobility restrictions imposed by the authorities, the research and administrative staff members have received the work schedules adjusted to the situation for the next month. To ensure that the Institute functions efficiently, flexibly and in a safe manner the online work has been recommended.

After the IRWiR PAN’s vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of working conditions in the Institute.

In relation to the working conditions, the Gender Equity Plan (2022-2025) is needed to be introduced in order to efficiently and successfully manage the gender balance among the Institute’s employees. It also addresses the EU current regulations requiring all the research institutes to provide such a plan to the EU funding bodies, for instance, when applying for funding.

Actions required

Revise the issue of working conditions in the process of updating the Institute's development strategy.

Address the gender-related working condition issues in the Institute's Gender Equity Plan.

25. Stability and permanence of employment

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

Relevant legislation, existing institutional rules:

Every new scientific employee is hired for a one-year trial period. After this time, if his /her performance is satisfactory, he/she is employed for an indefinite period (full-time position). However, according to article 92. of the Act on the Polish Academy of Sciences “The period of employment of a senior researcher/lecturer who does not hold the academic degree of *doktor habilitowany* (i.e. docent/post PhD degree) shall not exceed eight years, and that of an assistant lecturer who does not hold the academic degree of doctor shall not exceed six years.”

After the IRWiR PAN’s vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of stability and permanence of employment in the Institute.

Actions required

Revise the issues of stability and permanence of employment in the process of updating the Institute's development strategy.

26. Funding and salaries

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

Relevant legislation, existing institutional rules:

General rules concerning salaries and social security provisions are regulated by labour law. Act on the Polish Academy of Sciences and Regulation on Remuneration in IRWiR PAN contain more specific regulations applying to scientific staff (such as seniority bonus after 3 years of employment, service anniversary awards, paid convalescence leave etc.).

The Institute employees are financed with the funds from the Ministry of Education and Science. Thus, in terms of salaries the Institute adheres to this law and the related salary scales.

Actions required

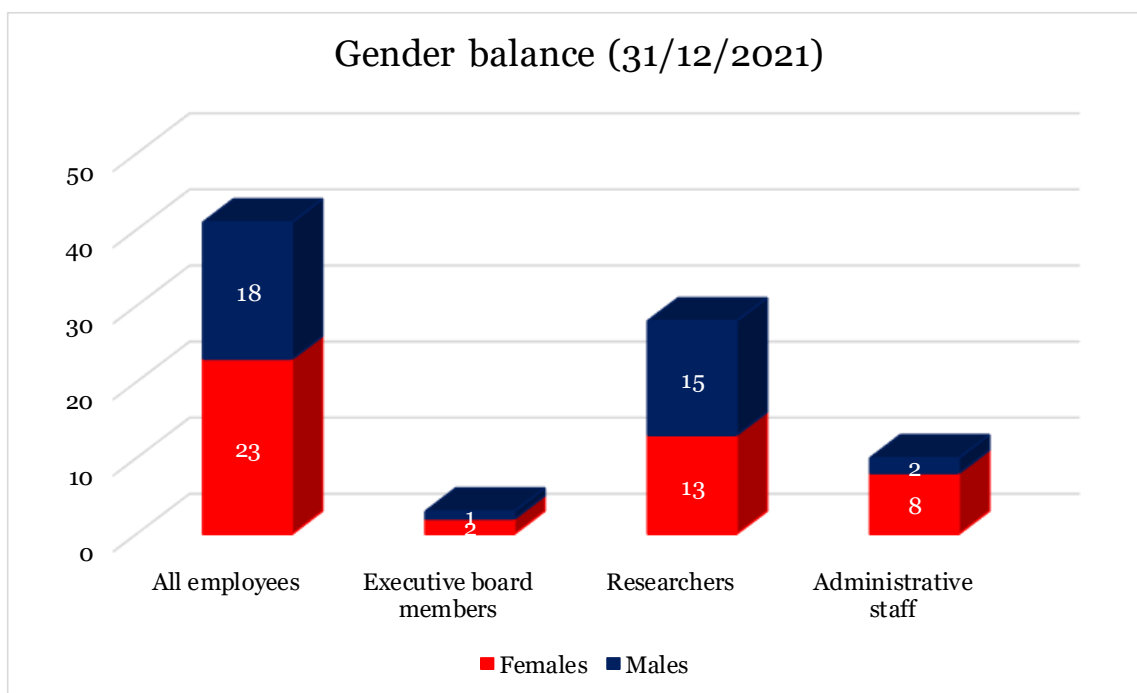
None

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation, existing institutional rules:

IRWiR PAN currently employs 13 female researchers and 15 male researchers. Gender balance exists at almost all levels of staff, including supervisory and managerial level, as is shown below, except the administrative division. In general, when considering all the employees, the gender asymmetry is of a light character.



After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of gender balance in the Institute.

In a direct relation to the gender balance issue, the Gender Equity Plan (2022-2025) is needed to be introduced in order to efficiently and successfully manage the gender balance among the Institute's employees. It also addresses the EU current regulations requiring all the research institutes to provide such a plan to the EU funding bodies, for instance, when applying for funding.

Actions required

Revise the issue of gender balance in the process of updating the Institute's development strategy.

Link the gender balance principle with the Institute's Gender Equity Plan.

28. Career development

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

Relevant legislation, existing institutional rules:

The career path for all researchers is defined in the Act on Academic Degrees and Academic Title, and on Degrees and Title in Art and Act on the Polish Academy of Sciences. According to §5 of the Work Regulation of IRWiR PAN: "Professors are obliged also to take part in education of early stage scientists organized by IRWiR PAN and PhD students, senior lecturers and assistants are obliged to do the work necessary to obtain scientific degrees and participate actively in trainings."

After the IRWiR PAN's vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of career development in the Institute.

Given the planned action of "Building the Institute's internationalisation strategy" (to be delivered and approved in autumn 2022) which addresses the current trends and processes observed in the domestic labour market, demographic tendencies as well as the growing competitiveness among the research institutes and universities in Poland, there is a need to refer to the career development aspect which may/should include the international experience of the research staff either in form of the international mobility or the international scientific cooperation. This is to ensure that the Institute's internationalisation strategy covers the matter of the research staff's career development.

Due to the heavy workload (both of scientific and administrative nature) during the new period under evaluation not much attention has been paid to the training on transferable skills for the Institute's employees. Hence, there is a need to undertake necessary activities at least twice a year focusing on the development of different transferable skills.

Actions required

Revise the issues of career development in the process of updating the Institute's development strategy.

Link the international experience of the research staff to the Institute's internationalisation strategy.

Arrange series of training on transferable skills for researchers and the administrative staff in order to support the Institute's staff career development.

29. Value of mobility

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

Relevant legislation, existing institutional rules:

Involvement in international cooperation is one of the elements of the annual assessments of the scientific staff activity. Participating in foreign internships is considered an advantage and younger employees are encouraged to gain mobility experience. Portability of grants is possible, in accordance with the rules of each type of grant.

Given the planned action of "Building the Institute's internationalisation strategy" (to be delivered and approved in autumn 2022) which addresses the current trends and processes observed in the domestic labour market, demographic tendencies as well as the growing competitiveness among the research institutes and universities in Poland, there is a need to include the mobility aspect in the above-mentioned strategy. This is to ensure the critical issue of the internationalisation strategy is covered by this document and thus gives a solid ground for its effective and successful implementation.

Actions required

Include the mobility aspect to the Institute's internationalisation strategy.

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation, existing institutional rules:

The annual assessments of the scientific staff activity often contains recommendations for the assessed researcher. Scientists are informed about possible internships and training. IRWiR PAN offers no job placement assistance, because the aim is that the job positions offered in the Institute are permanent.

Due to the heavy workload (both of scientific and administrative nature) during the new period under evaluation not much attention has been paid to the training on transferable skills for the Institute's employees. Hence, there is a need to undertake necessary activities at least twice a year focusing on the development of different transferable skills and thus, to enable the employees' access to career advice.

Actions required

Arrange series of training on transferable skills for researchers and the administrative staff that would address the issue of the access to career advice.

31. Intellectual Property Rights

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

Relevant legislation, existing institutional rules:

Exploitation of research results is regulated by Regulation on management of copyright and related rights and industrial property rights and the principles of commercialization of the results of research. The protection of property rights and the copyright are always taken into account when the Institute's researchers work on a project. The clauses are always discussed the Institute's attorney.

After the new ranking of scientific journals in Poland was published in 2019, the position of the journal significantly dropped. Hence, a new strategy is needed to plan the journal's activities in a proper way - mainly in terms of increasing the visibility, quality, and importance of the journal in the scientific community. The draft version of the journal's development strategy – directly referring to the issue of Intellectual Property Rights – is being under review by the scientific council of the journal. After the comments and remarks are collected, the relevant changes will be introduced to the strategy.

Actions required

Tackle the Intellectual Property Rights in a proper manner through the creation of the mid-term development strategy of the journal "Village & Agriculture".

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the

necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Relevant legislation, existing institutional rules:

Code of Good Customs in Science developed by the Polish Academy of Sciences states that “Among the most serious offences, particularly affecting the ethos of scientific research, are fabricating and falsifying test results, which constitute a flagrant violation of the basic principles of scientific research, as well as plagiarism, which is an unacceptable form of misconduct against other researchers”. Plagiarism is not accepted in IRWiR PAN and each person’s contribution to the research has to be recognized. Unfortunately, Regulation of the Minister of Education and Science on Criteria and Procedure of Granting Scientific Category to Research Units is not promoting co-authorship, since in most cases points for the publication are divided between co-authors.

After the new ranking of scientific journals in Poland was published in 2019, the position of the journal significantly dropped. Hence, a new strategy is needed to plan the journal's activities in a proper way - mainly in terms of increasing the visibility, quality, and importance of the journal in the scientific community. The draft version of the journal's development strategy – including the issue of co-authorship – is being under review by the scientific council of the journal. After the comments and remarks are collected, the relevant changes will be introduced to the strategy.

Actions required

Address the co-authorship issue through the creation of the mid-term development strategy of the journal “Village & Agriculture”.

33. Teaching

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

Relevant legislation, existing institutional rules:

IRWiR PAN does not have any students. Apart from postgraduate studies, conducted by IRWiR PAN in cooperation with other institutions, there is no other opportunity for researchers employed in the Institute to participate in teaching. Teaching activities in other institutions are appreciated. Helping early stage researchers IRWiR PAN (especially holding the position of supervisor of doctoral thesis) is taken into account during Assessments of the Scientific Staff Activity.

Actions required

None

34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-

stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation, existing institutional rules:

Researcher's complaints are usually dealt with by Director of the Institute. Should the researcher prefer it, he/she can ask for assistance from Representative of the Employees (Disciplinary Spokesman), chosen from among all scientists employed in the Institute, in accordance with Regulation on Selection of the Representative of the Employees. In the case the complaint is reported, the ad hoc commission is appointed to solve the problem.

In relation to complains/ appeals, the Gender Equity Plan (2022-2025) is needed to be introduced in order to efficiently and successfully manage the gender balance among the Institute's employees. It also addresses the EU current regulations requiring all the research institutes to provide such a plan to the EU funding bodies, for instance, when applying for funding.

Actions required

Address the issue complains/ appeals in the Institute's Gender Equity Plan.

35. Participation in decision-making bodies

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

Relevant legislation, existing institutional rules:

According to the Act on the Polish Academy of Sciences and the Statute of IRWiR PAN Full Professors and Associate Professors employed in the Institute are members of the Scientific Council. Among members of this Council is also one representative of early stage researchers. There are also regular meetings of the Director, Deputy Directors and the Heads of Departments, during which all important matters of the Institute are discussed. Since the beginning of the COVID-19 pandemic the Principal Director along with the managing board members every two-three months organise meetings of all researchers and the administrative staff, during which they are informed about all recent and forthcoming events in the Institute as well as raise and discuss the current issues of concern/importance.

Actions required

None

36. Relation with supervisors

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

Relevant legislation, existing institutional rules:

The Supervisor and the Head of the Department, in which an early stage researcher is employed, monitor the progress of his/her doctoral thesis and guide him/her. An early stage researcher is also required to present the result of his/her studies during the seminars for his/her department's staff and seminars for all scientific employees of the Institute. The basic schedule is based on PhD conferment procedure, according

to provisions in Regulation of the Minister of Science and Higher Education on the Detailed Course of Action and Requirements for Conducting Activities in PhD Conferment Procedure, *Habilitation* Proceedings and Proceedings to Award the Title of Professor.

Actions required

None

37. Supervision and managerial duties

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

Relevant legislation, existing institutional rules:

According to §5 of the Work Regulation of IRWiR PAN: “Professors are obliged also to take part in education of early stage scientists organized by IRWiR PAN and PhD students, senior lecturers and assistants are obliged to do the work necessary to obtain scientific degrees and participate actively in trainings.”

Actions required

None

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation, existing institutional rules:

According to §5 of the Work Regulation of IRWiR PAN: “The primary responsibility of the employee is to 7). increase professional qualifications and develop his/her skills.” Scientists are encouraged to take part in workshops, conferences and training related to their research.

After the IRWiR PAN’s vision and mission were checked and updated last year, in 2022 is a time to update the existing mid-term (till 2025) development strategy of the Institute. This key strategic document naturally covers a wide range of issues and problems, which in most cases refer directly and indirectly to the GAP Principles as for instance the issue of continuing professional development in the Institute.

Given the planned action of “Building the Institute's internationalisation strategy” (to be delivered and approved in autumn 2022) which addresses the current trends and processes observed in the domestic labour market, demographic tendencies as well as the growing competitiveness among the research institutes and universities in Poland, there is a need to reflect on the continuing of professional development of the Institute’s research staff since it should cover the international aspect of this matter, for instance in the form of international mobility, international cooperation, international recognition of the scientific works, expertise. This is to ensure the issue of the continuation of professional development is included in this strategic document.

Due to the heavy workload (both of scientific and administrative nature) during the new period under evaluation not much attention has been paid to the training on transferable skills for the Institute’s employees. Hence, there is a need to undertake necessary activities at least twice a year focusing on the development of different

transferable skills and thus, address the issue of continuing professional development.

Actions required

Revise the issue of continuing of professional development in the process of updating the Institute's development strategy.

Reflect on continuing of professional development of the Institute's research staff in the Institute's internationalisation strategy.

Arrange series of training on transferable skills for researchers and the administrative staff that would address the issue of continuing professional development.

39. Access to research training and continuous development

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

Relevant legislation, existing institutional rules:

According to §5 of the Work Regulation of IRWiR PAN: "It is the responsibility of the Employer to 6) facilitate increasing professional qualifications". Scientific staff has access to training, including on-line training and low cost courses. More costly courses are usually paid via grants and projects. Information about opportunities for training are sent to all employees, as only they come. Besides, the Institute applies for funds for capacity building, which usually allows financing of training courses of the new staff (including summer schools, computer courses, modelling courses, software courses, etc.). The Institute managing board members are open to training suggestions from the part of employees.

Due to the heavy workload (both of scientific and administrative nature) during the new period under evaluation not much attention has been paid to the training on transferable skills for the Institute's employees. Hence, there is a need to undertake necessary activities at least twice a year focusing on the development of different transferable skills and thus, enable the employees' access to research training and continuous development.

Actions required

Arrange series of training on transferable skills for researchers and the administrative staff that would enable the access of employees to research training and continuous development.

40. Supervision

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

Relevant legislation, existing institutional rules:

According to §14 point 6. of Organizational Regulation "(It is the responsibility of the Heads of Departments) to supervise the development of scientific staff of their department". The Heads of Departments are also guiding early stage researchers. Apart from that, every researcher preparing a doctoral thesis has a Supervisor` who oversees his/her doctoral dissertation. Assessments of the Scientific Staff Activity by

Assessment committee provides feedback for all scientific employees, including early stage researchers.

Actions required

None

Action Plan

I. Ethical and professional aspects

1. Research freedom		
Actions required	Responsible	Timing
Revise the issue of research freedom in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022

2. Ethical principles		
Actions required	Responsible	Timing
Revise the issue of ethical principles in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Link the issue of ethical principles with the Institute's Gender Equity Plan.	Director of Economic Affairs and the Equity Plan Task Force	Spring 2022
Include and raise an awareness of the ethical principles in the training on the Open Data initiative.	Director for Scientific Affairs	Summer 2022

3. Professional responsibility		
Actions required	Responsible	Timing
Revise the issue of professional responsibility in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Include and raise an awareness of the professional responsibility in the training on the Open Data initiative.	Director for Scientific Affairs	Summer 2022

4. Professional attitude		
Actions required	Responsible	Timing
Revise the issue of professional attitude in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022

7. Good practice in research		
Actions required	Responsible	Timing
Revise the issue of good practice in research in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Include and raise an awareness of the good practice in research in the training on the Open Data initiative.	Director for Scientific Affairs	Summer 2022

8. Dissemination, exploitation of results		
Actions required	Responsible	Timing

HR Strategy and Action Plan

Revise the issues of dissemination and exploitation of results in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Include and raise an awareness of the issues of dissemination and exploitation of results in the training on the Open Data initiative.	Director for Scientific Affairs	Summer 2022
Enable and facilitate dissemination and exploitation of the results through increasing the Institute's website/digital accessibility for people with disabilities.	Director for Economic Affairs	Summer 2024
Improve the dissemination and exploitation of the results through the creation of the mid-term development strategy of the journal "Village & Agriculture".	Director for Scientific Affairs, Editor-in-Chief of "V&A"	Spring 2022

10. Non discrimination

Actions required	Responsible	Timing
Revise the issues of non-discrimination in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Address the issue of non-discrimination in the IRWiR PAN's Gender Equity Plan.	Director of Economic Affairs and the Equity Plan Task Force	Spring 2022
Enable and facilitate dissemination and exploitation of the results through increasing the Institute's website/digital accessibility for people with disabilities.	Director for Economic Affairs	Summer 2024

11. Evaluation/ appraisal systems

Actions required	Responsible	Timing
Revise the issue of evaluation/ appraisal systems in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022

II. Recruitment

12. Recruitment

Actions required	Responsible	Timing
Include and link the Institute's binding recruitment regulations with the Institute's internationalisation strategy.	Director for Scientific Affairs	Autumn 2022

18. Recognition of mobility experience (Code)

Actions required	Responsible	Timing
Include the mobility aspect to the Institute's internationalisation strategy.	Director for Scientific Affairs	Autumn 2022

III. Working Conditions and Social Security

23. Research environment

HR Strategy and Action Plan

Actions required	Responsible	Timing
Revise the issue of research environment in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Improve the research environment through the creation of the mid-term development strategy of the journal "Village & Agriculture".	Director for Scientific Affairs, Editor-in-Chief of "V&A"	Spring 2022

24. Working conditions

Actions required	Responsible	Timing
Revise the issue of working conditions in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Address the gender-related working condition issues in the Institute's Gender Equity Plan.	Director of Economic Affairs and the Equity Plan Task Force	Spring 2022

25. Stability and permanence of employment

Actions required	Responsible	Timing
Revise the issues of stability and permanence of employment in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022

27. Gender balance

Actions required	Responsible	Timing
Revise the issue of gender balance in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Link the gender balance principle with the Institute's Gender Equity Plan.	Director of Economic Affairs and the Equity Plan Task Force	Spring 2022

28. Career development

Actions required	Responsible	Timing
Revise the issues of career development in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Link the international experience in the career development of the research staff to the Institute's internationalisation strategy.	Director for Scientific Affairs	Autumn 2022
Arrange series of training on transferable skills for researchers and the administrative staff in order to support the Institute's staff career development.	Director for Scientific Affairs, Research Projects Desk	On a regular basis

29. Value of mobility

Actions required	Responsible	Timing
Include the mobility aspect to the Institute's internationalisation strategy.	Director for Scientific Affairs	Autumn 2022

30. Access to career advice

Actions required	Responsible	Timing
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HR Strategy and Action Plan

Arrange series of training on transferable skills for researchers and the administrative staff that would address the issue of the access to career advice.	Director for Scientific Affairs, Research Projects Desk	On a regular basis
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31. Intellectual Property Rights

Actions required	Responsible	Timing
Tackle the Intellectual Property Rights in a proper manner through the creation of the mid-term development strategy of the journal "Village & Agriculture".	Director for Scientific Affairs, Editor-in-Chief of "V&A"	Spring 2022

32. Co-authorship

Actions required	Responsible	Timing
Address the co-authorship issue through the creation of the mid-term development strategy of the journal "Village & Agriculture".	Director for Scientific Affairs, Editor-in-Chief of "V&A"	Spring 2022

34. Complains/ appeals

Actions required	Responsible	Timing
Address the issue complains/ appeals in the Institute's Gender Equity Plan.	Director of Economic Affairs and the Equity Plan Task Force	Spring 2022

IV. Training and Development

38. Continuing professional development

Actions required	Responsible	Timing
Revise the issue of continuing professional development in the process of updating the Institute's development strategy.	Principal Director of the Institute	September 2022
Reflect on continuing professional development of the Institute's research staff in the Institute's internationalisation strategy.	Director for Scientific Affairs	Autumn 2022
Arrange series of training on transferable skills for researchers and the administrative staff that would address the issue of continuing professional development.	Director for Scientific Affairs, Research Projects Desk	On a regular basis

39. Access to research training and continuous development

Actions required	Responsible	Timing
Arrange series of training on transferable skills for researchers and the administrative staff that would enable the access of employees to research training and continuous development.	Director for Scientific Affairs, Research Projects Desk	On a regular basis

Open, Transparent, and Merit – Recruitment for researchers OTM-R Policy

Introduction

In order to promote the development of research excellence at IRWiR PAN, it is essential to have a recruitment procedure of quality for researchers and to accompany them throughout their professional career at the IRWiR PAN. This issue is reflected in the mission of the Institute that is to provide the society with advanced, high-quality and interdisciplinary research. Since 2016, the IRWiR PAN has been committed to the process of human resources management by adhering to the 40 principles of the European Charter for Researchers and the European Union Code of Conduct for the Recruitment of Researchers. After the latest revision of the Internal Gap Analysis and Action Plan within the modified Human Resources Strategy for Researchers (HRS4R) including OTM-R Policy for 2021-2023, the relevant steering committee has created an action plan in consultation with managing board, researchers and the administrative staff. This action plan has been under evaluation and the related adjustments on a regular basis in order to be in line with the priorities of the OTM-R procedure.

This revised policy includes the HRS4R processes as cross-cutting, horizontal components in its guidelines and promotes an open, transparent and merit-based recruitment policy. The purpose of this OTM-R policy is therefore:

- To improve the data/information necessary to establish good recruitment conditions,
- To encourage the Institute's managing board as well as the members of the recruitment committees to develop and use egalitarian recruitment procedures, and
- To formalize IRWiR PAN's OTM-R policy through all the new- and "in progress"-actions included in the above-presented HRS4R action plan for 2021-2023.

Context

The recruitment of researchers at IRWiR PAN is mainly organized in four categories of staff members: full professors, associate professors (doctors with habilitation/docent degree), adjuncts (doctors) and assistants (masters, PhD students). The modalities of recruitment of the researcher categories – reflecting mainly in the formal requirements concerning the scientific titles, diplomas are written and explained in the relevant regulations provided by the Polish law and the Ministry of Education and Science.

Some members of the administrative division may also be recruited for specific research management positions, for instance so called scientific-technical worker. They are part of a fifth category of staff related to research/scientific work.

IRWiR PAN recruits its researchers both internally and externally, regardless of the type of contract (permanent or temporary).

The IRWiR PAN recognises that research entities must be able to recruit researchers in the most efficient way. Thus, it is working to apply strict recruitment and selection rules. However, derogations must be allowed in certain specific cases, notably to retain, extend or reintegrate researchers. The exemption process is intended to be

clear, transparent, justified and non-discriminatory.

OTM-R

The human resources policy elaborated by the managing board of the Institute, HRS4R Steering Committee in charge of personnel, in close collaboration with the Human Resources Department, has made it possible to highlight the priority actions of the OTM-R Action Plan for the precedent period (2018-2021).

Taking advantage of the current revision of the statutes of the five categories of scientific personnel, the priority actions to be carried out (2019-2021) are the following:

- Revision of the recruitment procedure for scientific personnel to bring it in line with the OTM-R principles;
- Revision and improvement of the IRWiR PAN's current Recruitment Charter common to the five categories of scientific personnel, integrating the new recruitment procedure for scientific personnel;
- Updating of the Guidelines of Recruitment at the IRWiR PAN;
- Systematic publication of all job offers on the Euraxess-Jobs platform.

These various actions are fully included in the current HRS4R Action Plan. Other additional actions were included in the previous "OTM-R Action Plan" (2019-2021). These actions are mainly aimed at improving recruitment conditions in order to make them more transparent for researchers who recruit as much as for those who are looking for useful pieces of information about the procedure at IRWiR PAN. The focus is therefore on revising existing documents to facilitate work and centralise information.

The Steering Committee has ensured that all the job offers more are posted systematically on the Euraxess Jobs platform. In the past, the published job offers were available only for a short period of time on the IRWiR PAN website, being mixed with other job offers. Feedback on recruitment is given to candidates who express their interest without it being systematic for all candidates interviewed. All contracts are drawn up in accordance with the Polish law and include social security. Researchers are informed at the time of signing their contract of the regulations applicable to ethics, intellectual property and plagiarism.

Contacts

Recruitment procedures:

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Ms. Ewa Rybarczyk (Information Unit),

Ms. Ewa Chałupczak (Human Resources Services).

Understanding of the OTM-R policy and the HRS4R process: Adam Czarnecki (Director for Scientific Affairs)