

**Order No. 9/2016**

**of the Director of the Institute of Geophysics, Polish Academy of Sciences,**

**of 15 April 2016**

**regarding the appointment of a Team for the implementation of the rules and recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Institute of Geophysics, Polish Academy of Sciences**

Pursuant to § 10(1) of the Statutes of the Institute of Geophysics, Polish Academy of Sciences, of 5 May 2011, approved by the President of the Polish Academy of Sciences on 9 May 2011, amended by the resolution of the Scientific Council of the Institute of Geophysics, Polish Academy of Sciences, of 23 October 2012, approved by the President of the Polish Academy of Sciences on 18 December 2012, amended by the resolution of the Scientific Council of the Institute of Geophysics, Polish Academy of Sciences, of 12 February 2014, approved by the President of the Polish Academy of Sciences on 24 September 2014, I hereby order as follows:

**§ 1**

1. A Team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the "Team", is hereby appointed. Its tasks shall include the implementation at IG PAS of the rules and requirements set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, in accordance with the guidelines of the European Commission.
2. The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are documents that define best practices in the recruitment and employment of researchers.
3. Tasks of the Team shall include in particular the following:
  - 1) analysis of regulations, procedures and practices in place at the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the "Institute", showing to what extent the Institute implements the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
  - 2) conducting consultations in the form of an anonymous survey for researchers regarding the scope of implementation by the Institute of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
    - a) the survey shall be sent to all researchers of IG PAS and PhD students;
    - b) the survey shall be voluntary;
    - c) the survey shall be conducted using an IT tool that shall ensure the confidentiality of data of the persons completing it;
    - d) none of the Team members shall influence the results of the survey;
  - 3) preparation of organisational, legal and information documentation, as a result of the conducted analysis and survey – identification of areas requiring action to be taken to adapt internal regulations to the requirements of the Charter and the Code;
  - 4) development of an action strategy, called the "HR Strategy", including the following:
    - a) results of the analysis of internal regulations in the context of the implementation of the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
    - b) an action plan, including a description of actions to be taken in order to implement the provisions of the Charter and the Code;
    - c) a timetable of work and responsibilities;

- d) carrying out the process of implementation of the provisions of the Code and Charter in internal legal acts, procedures and practices.

## § 2

1. The implementation of the HR Strategy for researchers is one of the priority actions to improve the quality of the working environment and conducted research.
2. The implementation of the HR Strategy at the Institute shall be the responsibility of the Heads of individual Departments as specified in the HR Strategy.

## § 3

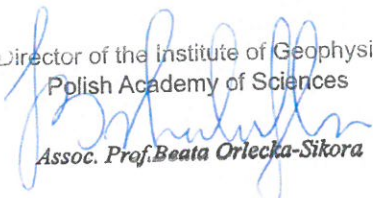
1. The Team shall consists of the following:
  - 1) representatives of researchers:
    - a) prof. dr hab. Maria Teisseyre-Jeleńska – Team Coordinator;
    - b) dr hab. Mariusz Majdański – Deputy Team Coordinator;
    - c) dr Anna Odzimek;
    - d) mgr Oskar Głowacki;
  - 2) employees responsible for the analysis and preparation of revised regulations, procedures and practices, development of a document describing the action strategy (“HR Strategy”) and promotion and communication of the prepared documents:
    - a) mgr Arieta Roguszewska;
    - b) mgr inż. Agata Szczegielniak;
    - c) dr Joanna Danilczuk-Zembrzuska.
2. Tasks of the Team Coordinator shall include the following:
  - 1) supervision over the implementation of the current work of the Team;
  - 2) coordination of work performed by the Team in accordance with the approved scope of work and implementation schedule;
  - 3) ensuring the proper flow of information and communication during the work;
  - 4) submitting periodic reports on the Team’s work to the Director of the Institute.

## § 4

The staff of the Institute are required to cooperate with the Team Coordinator to ensure smooth implementation of individual stages of work.

## § 5

The Order shall come into force on the date it is signed.

Director of the institute of Geophysics  
Polish Academy of Sciences  
  
*Assoc. Prof. Beata Orlecka-Sikora*