



Action Plan 2016-2018

No.	Title action	Timing	Responsible Unit	Indicator(s) / Target	Current status
1	Organisation of training sessions, for instance with respect to issues raised in the questionnaire.	A cycle of training sessions, at least twice a year, the first training in Q4 2016	HR Department	1. Training on Horizon 2020 possibilities for researchers 25.11.2016 2. Training on contracts in the institutions 17.10.2017 3. Training on effective use of industrial designs in business 28.02.2018 4. Training on copyrights in scientific works and in business 24.04.2018 5. Linguistic correctness and language rules in scientific and popular science texts on Earth sciences 16.05.2018 6. Training on personal data protection 24.05.2018 7. Training on personal data protection 07.06. 2018 and 08.06.2018 8. Training on strategy for the protection of intellectual and industrial property rights in an enterprise, 14.06.2018.	Achieved (additional trainings are foreseen in forthcoming period)
2	Update in the database of the applicable internal legal acts generally available to the employees of the Institute	On ongoing basis	HR Department	Legal acts are being uploaded on ongoing basis at IG PAS Intranet, available for all employees pomoc.igf.	Achieved (keeping the repository up to date in the forthcoming period)
3	Implementation, as far as the available funds allow, of an integrated system including digital circulation of documents, including financial and accounting documents.	Q2-Q3 2016 – development of the functional technical requirements of the system, including determination of the final purchase procedure	Deputy Director for General Matters	In September 2016 IG PAS has prepared a document dedicated to development of the functional technical requirements of the system.	Achieved

		Q3 2016		<p>Preparation of application for obtaining funds for the order and purchase of the solution: https://cppc.gov.pl/proqramy/popc2/popc/dzialanie-2-2-cyfryzacjaprocessow-back-office-w-administracjirzadowej/nabor-wnioskow-popc-2-2-2konkurs/</p> <p>It was planned to get funding in Q3/04 2017 but despite attempts and submission of application for proper call on time, IG PAS application was rejected. Nevertheless, IG PAS took steps towards implementation of an integrated system including digital circulation of documents, including financial and accounting documents and decided to buy the system from its own financial resources.</p>	<p>Achieved</p> <p>Ongoing (implementation foreseen forthcoming period)</p>
4	A recruitment process form will be developed to include a detailed description of the criteria required of the candidate; moreover, a list of points obtained according to the adopted criteria will be developed during the recruitment process.	Q3 2016	HR Department/ Research Department Secretarial Office	The recruitment form has been developed in Q4 of 2016 and is currently in use. The form determines criteria and points obtained during the committee's evaluation. The recruitment committee works in two stages. Candidates who fall out in the first stage are not invited to the interview. All recruitment interviews are conducted with all candidates qualified for the second stage.	Achieved
5	Introduction into the recruitment procedures of feedback issued to all candidates taking part in the recruitment on the result of the recruitment process as well as on the candidate's weak and strong points.	Promptly	HR Department/ Research Department Secretarial Office	<p>After the first stage of recruitment, a candidate receives an invitation to the second stage of recruitment. During the second stage, the Recruitment Committee takes into account specialistic knowledge, qualifications, professional experience, scientific achievements and publications, knowledge of foreign languages, strengths and weaknesses and predispositions to work for a given position.</p> <p>People who take part in the second stage are informed about the result of recruitment and their qualifications, strengths and weaknesses for a given position.</p>	Achieved

6	Enhancing the recruitment commission in terms of administration, including with respect to development of the requirements and preparation of the documentation of the recruitment process.	Promptly	HR Department/ Research Department Secretarial Office	The recruitment commission in the recruitment process is supported by the administrative departments. The HR Department helps in the process of preparing requirements and forms. It also publishes the job offer at the website of the IGPAS, the website of the Ministry of Science and Higher Education where is the database "WORK IN THE SCIENTIFIC INSTITUTIONS - ANNOUNCEMENTS ON ELECTIONS AND COMPETITIONS" and on the EURAXESS website. The Scientific Secretariat supports the commission in the preparation of documentation in the recruitment process. It also prepares the minutes of the committee meeting for the Director of the Institute with and justification why they recommend the selected candidate.	Achieved
7	Implementation of actions to improve the information flow through implementation of test procedures, examination of the quality as well as the fact of transferring information. Check points will be introduced, on the basis of which statistics will be prepared in the area of information flow within the organization.	Promptly	Deputy Research Director	A survey on the quality of the information was carried out. It has shown that the information given by various Heads of Departments has not been passed on in satisfactory manner. As a result, it was decided that the transfer of information will be sent to all [researchers] or individual stakeholder groups. The scientific secretariat cares for updates of mailing addresses to individual groups to improve this process.	Achieved
8	Promotion of good practice	Q4 2016	Management	There are various types of prizes awarded at IG PAS for good practices and achievements, for example ministerial distinctions, application made by employer, for researchers who stand out by their activities. They are emphasized at meetings of head of departments and scientific councils.	Achieved (Ongoing forthcoming period)

9	Further promotion in form of a communication issued to employees concerning flexible employment forms applicable at the Institute.	Q4 2016	HR Department	According to the Institute's rules and conditions of work, researchers have the opportunity to freely decide on the time of starting the work. Regulations allow to start work from 8:00 to 10:00. At the Institute, a message about these flexible forms of starting work was posted for all employees. It is also possible to change the individual working time schedule at a request of an employee. At the Institute there are employees who have individual working time, approved by their superior.	Achieved
10	Trying to obtain larger funds for the researchers' remuneration within the scope of the statutory jobs.	On an ongoing basis within the statutory time limits for submission of applications for funds to the Ministry of Science and Higher Education	Deputy Research Director	Thanks to obtaining a larger statutory subsidy for 2017 IG PAS decided to allocate more funds for remuneration, which allowed to increase researchers' remuneration on an average of 5%.	Achieved
11	The issue of measurable financial benefits for the Institute employees on account of performance of projects will be stressed in communication with directors of particular units	Ongoing basis during meetings	Director	Bonus resulting from implementation of H2020.	Achieved
12	Implementation of new forms of promoting employees determined by their activity and effectiveness of their work.	Deputy Research Director	Q2 2017	Additional pay up to 8 000,00 EUR per year, full-time.	Achieved

13	Implementation of changes to the rules and regulations of remuneration, also accounting for the employee's evaluation.	HR Department	Q4 2016	In the Institute, the remuneration regulations for employees were changed in connection with the introduction of additional remuneration in the form of a new component of remuneration - proquality bonus, which is awarded as a result of employees' assessment.	Achieved
14	Support with respect to information on the competitions for funding of projects.	Department of Project Management	Ongoing	Information on current calls for proposals are being published at IG PAS website. It is being kept up to date.	Achieved
15	Competition for a mentor	Deputy Research Director	Q4 2016	First edition of competition completed. The results has been presented in form of the report dated 16.01.2017. The committee organizing the first edition of the competition consisted of six people. The survey presented a set of 12 features of a potential Mentor. The voter could choose up to 3 features and indicate one person representing the given feature.	Achieved
16	As far as financially possible, introduction of a position of a visiting professor - mentor	Deputy Research Director	Q4 2016	The Institute takes steps to assure additional funds for remuneration for visiting professor.	Ongoing
17	The Institute will request the Commission preparing the employee evaluation to consider rewarding the issues of mobility and international cooperation higher in the employee	Deputy Research Director	During the next evaluation of researchers	This issues will be raised before the works of Commission begins; the evaluation is expected to take place in September/October 2018.	Pending

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	<i>evaluation</i>				
18	<i>Publishing of a link on the Institute's website where young researchers will find post-doc information, which will enable them to take action to obtain international experience and to increase their mobility.</i>	<i>Deputy Research Director</i>	<i>Q2 2016</i>	<i>Published link on IG PAS website with post-doc information which enables post-docs to take actions to obtain international experience and to increase their mobility.</i>	<i>Achieved</i>
19	<i>A communication will be prepared and issued to the PAS researchers on the works of the PAS disciplinary Commission and the possibility to file applications to the Commission.</i>	<i>HR Department/ Research Department Secretarial Office</i>	<i>On an ongoing basis</i>	<i>A communication has been prepared and issued to the PAS researchers informing on works of the disciplinary Commission, its composition, instructions how to issue complaints and how the process looks like.</i>	<i>Achieved</i>