



## REPORT 2023 IMPLEMENTATION OF THE HRS4R ACTION PLAN

NO.	TASK/ACTION	IMPLEMENTATION	RESPONSIBLE UNIT	CURRENT STATUS	MONITORING/INDICATORS
<b>1. ETHICAL AND PROFESSIONAL ASPECTS</b>					
1.1	Scientific reporting session for 2023 in a hybrid form with the participation of the International Advisory Team of Experts at the IG PAS	27-28.02.2024	Research Office Scientific Departments	done	Session program Number of participants (100 people)
1.2	Organization of regular scientific seminars	From Q1 2023	Scientific Departments Research Office	done	9 thematic seminars were held. Additionally, internal seminars of selected scientific departments and doctoral seminars were held periodically.
1.3	Bonuses for the best scientific publications	2023	Research Office	done	73 bonuses awarded for publications/for 45 people
1.4	Awards of the Director of the IG PAS for the 4 highest-rated researchers: 2 in the group of assistant professors and 2 independent employees	QIV 2023	Research Office	done	4 financial rewards
1.5	Awards of the President of the Republic of Poland	QIII-IV 2023	Scientific Departments Research Office	done	- 1 Silver Cross of Merit of the President of the Republic of Poland - 2 Bronze Crosses of Merit of the President of the Republic of Poland - 7 Gold Medals for Long Service - 1 Silver Medal for Long Service
1.6	Development of the functionality of the portal for scientists to store research data	From Q1 2023	IT Department, Data Steward	done	47 data sets 5 projects



	(Data Portal)				
1.7	Promotional, educational and disseminating activities	From Q1 2023	Science Communication and Education Department	done	Detailed report for 2023 (Appendix 1 to the report)
1.8	Achieving the goals set out in the Gender Equality Plan	From Q1 2023	HRS4R Implementation and Monitoring Committee	done	GEP report for 2023
1.9	Support for scientists from Ukraine and their families	From Q1 2023	Directorate of IG PAS	in progress	- providing accommodation in Belsk for 3 people; - implementation of a project with funds from the Polish Academy of Sciences and National Academy of Sciences in the United States by 1 scientist
<b>2. RECRUITMENT AND SELECTION</b>					
2.1	Development of the OTM-R Checklist for 2023	Q1 2024	HRS4R Implementation and Monitoring Committee	done	OTM-R Checklist document: <a href="https://www.igf.edu.pl/download.php?id=4678">https://www.igf.edu.pl/download.php?id=4678</a>
2.2	Updating <i>the Rules for Holding Competitions for Research Positions at the IG PAS</i>	26.10.2023	Deputy Director for Scientific Affairs Scientific Council	done	Document available on the following website: <a href="https://www.igf.edu.pl/download.php?id=4672">https://www.igf.edu.pl/download.php?id=4672</a>
<b>3. WORKING CONDITIONS</b>					
3.1	Renovations of buildings belonging to IG PAS	2023	Administration Department	done	- Geophysical Observatory in Swider - kitchen renovation - Warsaw - renovation of office premises
3.2	Start of work on a new INTRANET and onboarding guide for new employees	Q4 2023	Technical Support Department All Administration Departments of IG PAS	in progress	A test version of the new INTRANET has been prepared on a dedicated website. By the decision of the Directorate, the new version was not launched. The previous version of the INTRANET on NCL is in use.
3.3	Co-financing for kindergartens	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2023: 4 people
3.4	Co-financing for culture (entrance tickets to theatre, cinema, etc.)	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2023: 93 people
3.5	Co-financing for recreation	in progress	Social Benefits Fund	done	Number of beneficiaries in 2023: 64 people



			Committee		
3.6	Co-financing for the Fit Profit sports card	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2023: 47 people/month
3.7	Co-financing for housing purposes	in progress	Social Benefits Fund Committee	done	Number of beneficiaries in 2023: 15 people
3.8	Implementation of the Communication Strategy Within and Between the Scientific Departments of the IG PAS	from Q1 2020	Science Communication and Education Department	done	<ul style="list-style-type: none"><li>• IG PAS bulletin every month in two language versions</li><li>• Sharing documentation of the Scientific Council <a href="https://www.igf.edu.pl/uchwaly-rady-naukowej.php">https://www.igf.edu.pl/uchwaly-rady-naukowej.php</a></li><li>• Mailing lists: general: - <a href="mailto:ogloszenia@igf.edu.pl">ogloszenia@igf.edu.pl</a> for scientists - <a href="mailto:naukowi@igf.edu.pl">naukowi@igf.edu.pl</a> for doctoral students - <a href="mailto:doktoranci@igf.edu.pl">doktoranci@igf.edu.pl</a></li></ul>
3.9	Kayaking trip on the Bzura River	26.05.2023	Administration Department Science Communication and Education Department	done	Number of participants (51 people)
3.10	Board Games Festival	10.11.2023	Administration Department Science Communication and Education Department	done	Number of participants (70 people)
3.11	Workshops on creating Christmas wreaths	20.12.2023	Administration Department Science Communication and Education Department	done	Number of participants (49 people)
3.12	Cyclical exhibitions of IG PAS employees in the hall entitled "Photographic passions"	from 2016	Science Communication and Education Department	done	2 photographic exhibitions
<b>4. TRAINING AND DEVELOPMENT</b>					
4.1	Polish language courses for foreigners	from 2019	Research Office	in progress	Agreement with the language school Number of people taking part in classes (doctoral students and scientists from abroad)
4.2	Personal data protection	25.10.2023	Personal Data Protection	done	Attendance list



	training for all IG PAS employees	27.10.2023	Inspector		
4.3	Work on the implementation of the Integrated Electronic System: EOD – modules: Purchase orders and Invoices Modules implemented within ERP: – Finance and Accounting – Commodity Turnover – HR and Payroll – Project Management – mEmployee	2023	All Administration Departments of IG PAS	in progress	Implementation of individual modules to transfer the production version of the system from January 2024
4.4	Training on the office instruction and the Uniform Nominative List of Documents (JRWA)	16.10.2023	Institute's Archive	done	Attendance list