

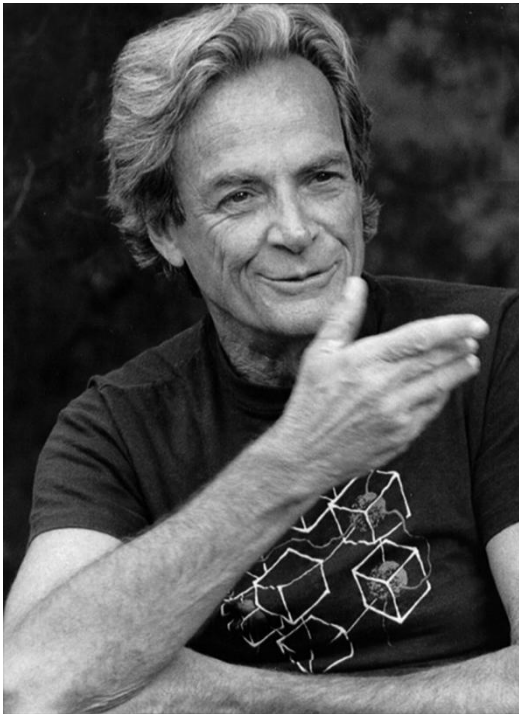


THE HENRYK NIEWODNICZAŃSKI
INSTITUTE OF NUCLEAR PHYSICS
POLISH ACADEMY OF SCIENCES

HR Excellence in Research at IFJ PAN



Kraków, 17.06.2021



Richard Feynman
1918-1988

Nobel Prize
1965

**„SCIENCE CREATES A POWER
THROUGH ITS KNOWLEDGE,
A POWER TO DO THINGS:**

**you are able to do things after
you know something
scientifically!”**





HRS4R – Human Resources Strategy for Researchers

EUROPEAN COMMISSION INITIATIVE

GOAL

*improving working conditions and professional development
of researchers in the European Union,
constant process of self-improvement of research institutions*

EUROPEAN
CHARTER FOR
RESEARCHERS

CODE OF CONDUCT
FOR THE
RECRUITMENT OF
RESEARCHERS

OTM-R

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

Rights and obligations of researchers and institutions

4 areas

40 principles





European Charter for Researchers

Rights and obligations of **researchers** and **institutions**: 40 principles

RESEARCHERS:

- Research Freedom and Ethical principles
- Professional responsibility
- Dissemination, exploitation of results
- Supervision of early stage researchers
- Continuing Professional Development

INSTITUTIONS

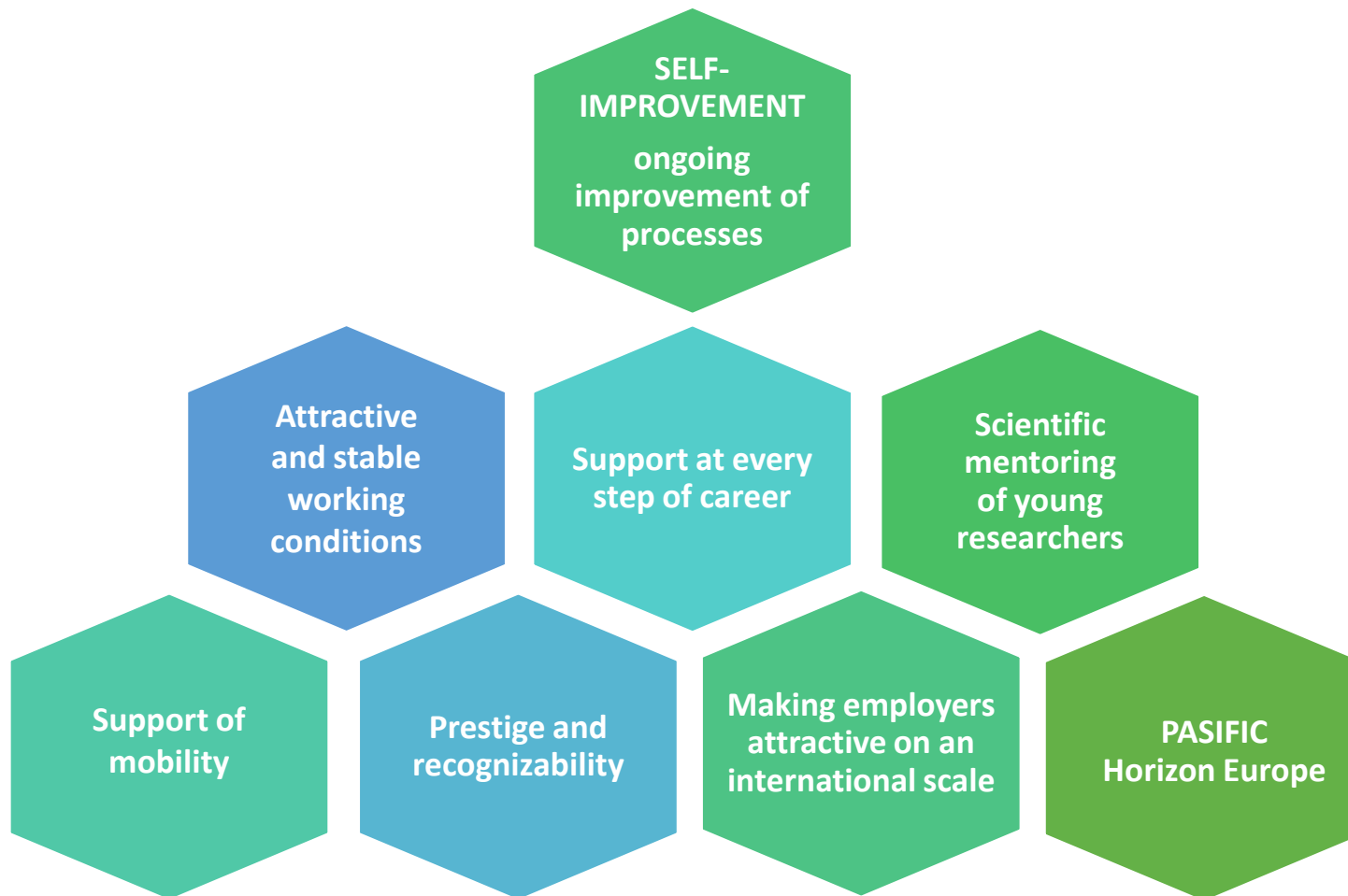
- Providing appropriate working conditions
- Non-discrimination
- System of evaluation of professional performance
- Good practice in research
- Dealing with appeals / complaints



Establishing „HR Excellence in Research” Award



Practical benefits





Benefits for the IFJ PAN community

Work in project teams – earning new skills, integration

Synergy of activities – sharing knowledge and ideas with other team members

Improvement of processes increasing comfort and quality of work at IFJ PAN

A chance for bottom-up initiatives

Exchange of points of view of different group of employees

Statistics of awarded recognitions



36 countries
599 institutions

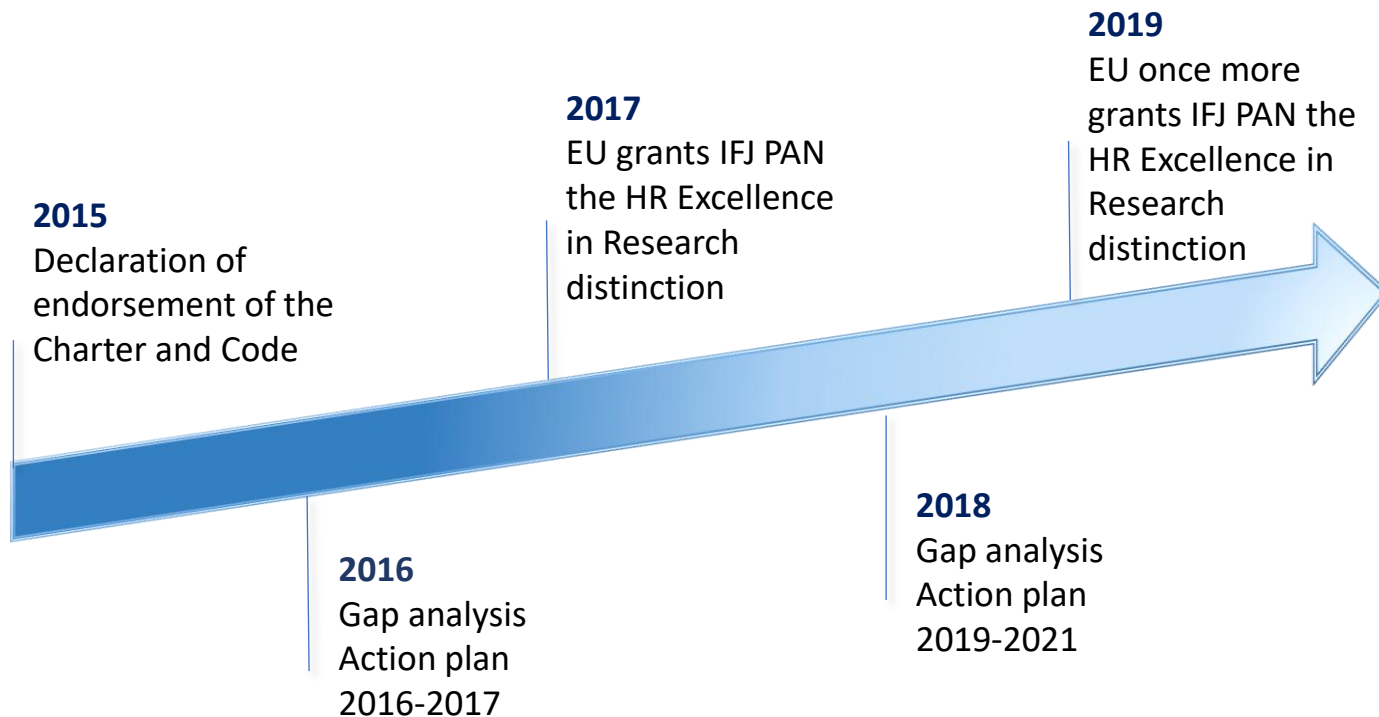


91
institutions

higher education institutions
institutes of the Polish Academy of Sciences
research institutions



HR Excellence in Research at IFJ PAN



HR Excellence in Research incoming actions at IFJ PAN



Conducting a survey among
employees and PhD students



GAP documents
self-evaluation of effects
Action Plan 2022-2025



External audit of foreign experts
combined with a study visit 1Q 2022

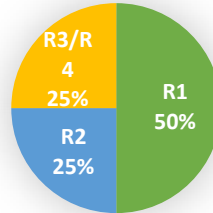


Working Groups at IFJ PAN

WG 1

Development of young scientists
Coordinator: *dr hab. Anna Kaczmarek*
including 2 non-nationals, 7F/5M

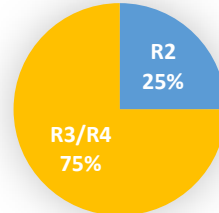
WG1



WG4

Equality and diversity
Coordinator: *dr hab. Barbara Marczevska*
2 administrative workers, 5F/1M

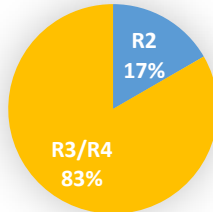
WG 4



WG2

Development of experienced scientists
Coordinator: *dr hab. Magdalena Fitta*
including 1 non-national, 3F/3M

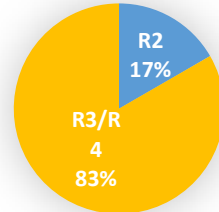
WG2



WG5

Strategies and ethical principles
Coordinator: *prof. dr hab. Andrzej Horzela*
2 administrative workers, 4F/4M

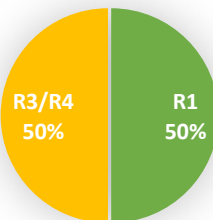
WG 5



WG3

Dissemination and exploitation of results
Coordinator: *prof. dr hab. Piotr Zieliński*
1 administrative worker, including 1 non-national, 3F/4M

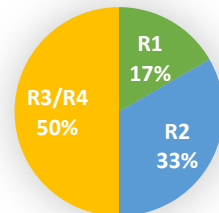
WG 3



OTM-R

Recruitment
Coordinator: *prof. dr hab. Wojciech Kwiatek*
1 administrative worker, 3F/4M

OTM-R



Research profiles: R1 – prior to PhD, R2 – PhD holder, R3 – established researcher, R4 – leading researcher



*We strongly encourage you to take part in
Working Groups' activities and to
contribute your ideas*

Contact



hrs4r@ifj.edu.pl



<https://www.ifj.edu.pl/kariera/hrs4r/>

prof. dr hab. Bogdan Fornal



WG 1

Development of young scientists and PhD students, PhD school, starter kit, career paths

Place and date: Kraków, June 17th, 2021

Speaker: Anna Kaczmarska

Department: NO 1



Action completed

- Mini Guide for PhD Students;
- Organization of the Seminar for Young Scientists;
- Creation of an anonymous survey:
“How to improve the quality of IFJ PAN offer and working conditions”;
- Confidential consultation for doctoral students with PhD management;
- Regular informal in-person meetings between a student, supervisor and PhD school management;
- Drawing attention to the missing office equipment for PhD students (chairs and desks);

MINI GUIDE

For PhD Students



HR EXCELLENCE IN RESEARCH

In the *MINI GUIDE* you can find the most important information about working in the Institute of the Nuclear Physics Polish Academy of Sciences: places, contacting persons, short instructions of using the VPN, printer etc.

HSR4R Committee



Action completed cont.

- **Welcome e-mail** to new PhD students;
- **Information on grants** from various agencies is collected - Euraxes;
- Providing **bilingual documents and website**
 - a. The Clearance slip of Krakow School of Interdisciplinary PhD Studies;*
 - b. KISD website (incl. recruitment and information about research projects);*
 - c. Prioritizing which documents need to be translated in the first order;*
- Procedure for the mid-term **evaluation** of KISD students;
- Co-organization of **The National Science Centre webinar**.



Future work

- **Extension of the mini-guide** for newly hired employees;
- Clarifying **administrative procedures** (Who? What? How?);
- Organization of **soft skills** trainings;
- **Consolidation** of information about **grants**;
- Clear criteria of annual **evaluation** of the PhD students (bilingual);
- **More frequent** use of **the HR Excellence in Research award** (logo);
- Improving **the IFJ website** - PhD student section.



Composition of the WG 1 team

1. dr hab. Anna Kaczmarska - Leader of the team
2. mgr inż. Dominik Czernia
3. dr Irene Dedes
4. mgr Kajangi Gnanachandran
5. dr Mariola Kłusek-Gawenda
6. mgr Andrzej Kubiak
7. mgr inż. Karolina Martinson
8. dr hab. Andrzej Siódmok
9. dr hab. Ewa Stanecka
10. mgr inż. Wiktoria Stańczyk
11. dr Rafał Staszewski
12. mgr Tomasz Zieliński



WG2

Development of experienced research staff, academic supervision, mentoring, starter kit, career paths, supervision and responsibilities related to management

Place and date: Kraków, June 17th, 2021

Speaker: Magdalena Fitta

Department: NO3



The following tasks have been completed:

- **Bilingual emails** containing informations for employees and Ph.D. students (in Polish and English)
- **IFJ PAN Director's Award** to distinguish persons standing out in terms of research or organizational capabilities
- Improving the path of providing information to employees (e.g. via a periodic bulletin)
- Scientific guiding and mentorship piloting at two departments of Division 3



Tasks in progress:

- Development of a research equipment database at IFJ PAN
- Support for employees in the preparation of the Data Management Plan
- Development of an „employee portal” containing the most important documents and regulations
- Training courses for employees on applying for grants and managing research data
- Guidelines for persons applying for scientific degrees and titles



Future tasks to be completed:

- Start- pack for new comers
- Periodic meetings about current situation at IFJ PAN
- Training package for employees at different stages of scientific career



Composition of the WG2 team

Dr hab. Magdalena Fitta – Leader of the team
Dr hab. Barbara Błasiak
Dr hab. Jakub Bielecki
Dr hab. Ewa Stanecka
Dr hab. Paweł Horodek
Dr Axel Jardin



WG3

Dissemination and utilization of research outcomes, social involvement, intellectual property

Place and date: Kraków, June 17th, 2021

Speaker: Piotr Zieliński

Department: NO3

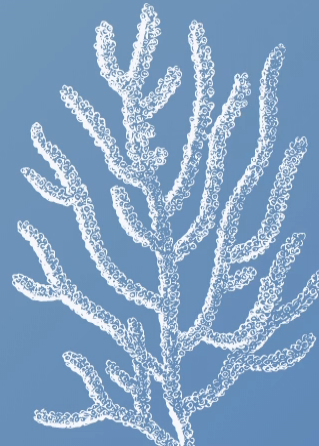


Activities in the domain of the WG3 group responsibility:

- Appointment of the Commercialization Team (protection of intellectual property, identification of potential business partners)
- Appointment of the Popular Science Team (events, social media, schools and teachers)
- Appointment of the Team for Popularisation of Scientific Research at IFJ PAN (mass media, multimedial presentations)
- Appointment of Open Access Coordinator (repository, cyclic courses)
- Obtaining grants (selected): "Physics as the key to understanding the world,, (Min. Education and Research), NAWA „Promotion of Education Offer”, „Welcome to Poland”, PROM and STER „Internationalization of the Doctoral School”, grants for admitting foreign PhD students.
- Dissemination events (selected): Małopolska Researchers' Night (yearly), Open Door Day (for students), Children's Day Division's international seminars, participation in national and municipal and all-Polish events; „Zapytaj Fizyka - Fizycy w krzyżowym ogniu ciekawych pytań”, films, subcasts



Działalność popularyzacyjna w IFJ PAN 2021





Composition of the WG3 team

M Sci Kajangi Gnanachandran

Dr hab. Katarzyna Górska

M Sci Kamila Kowalewska

M Sci Andrzej Kubiak

M Sci Tomasz Zieliński

Prof. Piotr Zieliński – leader of the team



WG4

Equality and diversity

Place and date: IFJ PAN June 17th, 2021

Speaker: Renata Kierepko

Department: NO 6



Act on Providing Accessibility to People with Special Needs (2019):

The public sector is required to ensure at least the minimum availability that will guarantee the availability of the public entity in terms of:

1. architectural accessibility
2. digital accessibility
3. information and communication availability

Activities

- easily accessible (for IFJ PAN employees) webpage information about the **Anti-mobbing Commission, Disciplinary Commissioner, and Employee Council**
- all information about availability and inaccessibility :
<https://www.ifj.edu.pl/dostepnosc/dostepnosc@ifj.edu.pl>
- main information on **the IFJ PAN website** is already **adapted to the needs of visually impaired people**
- most of the **video materials available** on the website and social media IFJ PAN have been enhanced **with subtitles**
- **routes for people with disabilities** have been marked out on the area of the IFJ PAN (map on the website)



Activities

- designation an **assistant and guidelines** (at the website) **for foreigners** - Welcome for Newcomers
- **EN version of IFJ PAN website and e-mails** sent to the entire IFJ PAN community
- introduction of **translations of current forms**, regulations, etc. in English
- **first aid points at two locations**: main gate, and BHP inspector's room (e.g. AED, self-inflating bag)
- setting up and furnishing of **the room for breastfeeding mothers**, parents and their young children and rest of pregnant women
- **promotion of HRS4R strategy** among employees and PhD students



FUTURE PLANS

- **2 new passenger and goods lifts** in building 0 (northern part) and 1 (AIC-144 cyclotron) - until 2022
- **driveway to the building 1** (AIC-144 cyclotron) - until 2022
- **external audit at the IFJ PAN on architectural barriers** for people with disabilities
- **access to 95%** of the area of all buildings **for people with disabilities**
- designation of **assistants of the disabled people**
- clear and visible **marking of buildings** and area of the IFJ PAN
- **EN version of webpages** of all departments and **all documents** for employees, PhD students, interns, etc.
- creating **co-working zones** outside buildings
- continuously providing the presence of at least **one person** on the IFJ premises **trained to provide first aid**
- **dissemination** of the information about the **HRS4R activities** and realized projects



Composition of the WG4 team

1. dr hab. Renata Kierepko
2. dr hab. Barbara Marczevska – coordinator
3. dr Natalia Piergies
4. mgr inż. Małgorzata Reś-Gunia
5. prof. dr hab. Mariusz Witek
6. mgr Kinga Zajączkowska



WG5: STRATEGY, ETHICAL PRINCIPLES, FREEDOM OF SCIENTIFIC RESEARCH, PROFESSIONAL RESPONSIBILITY, GOOD PRACTICES IN SCIENTIFIC RESEARCH

Place and date: Kraków, June 17th, 2021

Speaker: Andrzej Horzela

Department: NO 4



WHAT HAS BEEN DONE:

- Information on ethical principles in force in the scientific community and on the so-called good practices for employees and PhD students has been made available on the IFJ PAN webpage
- Anti-Mobbing Committee has been established
- IFJ PAN Ombudsman has been appointed
- Information about committees and teams operating at IFJ PAN is available on the IFJ PAN webpage
- New Regulations on the Periodic Assessment of Research Staff Members have been implemented



PLANS FOR FUTURE

- Preparation and implementation of projects at the Institute
 - PROM, STER, WELCOME TO POLAND, PRELUDIUM BIS
 - inviting foreign scientists (NAWA ULAM, PASIFIC)
 - HR Excellence in Research
- Promotion of scientific mentorship over young scientists
- The role of the assistant to foreigners at IFJ PAN



Composition of the WG 5 team

1. Prof. dr hab. Andrzej Horzela – coordinator
2. Prof. dr hab. Lidia Gorlich
3. Dr hab. Andrzej Ptok
4. Mgr Beata Różewicz
5. Dr hab. Andrzej Rybicki
6. Dr Alicja Wierzcholska
7. Prof. dr hab. Henryk Wilczyński
8. Mgr Magdalena Zydek



Importance of OTM-R for HRS4R

Place and date: Kraków, June 17th, 2021

Speaker: Wojciech M. Kwiatek

Department: NO5



OTM-R – Open, Transparent, Merit-based Recruitment

OPEN

- full information about the recruitment process,
- sufficient time for application,
- possibility of remote interview,
- minimum documents.

TRANSPARENT

- informing about the application status and stages,
- job description, responsibilities,
- possibility of appeals against decisions,
- feedback on the strengths and weaknesses.

MERIT-based

- objective and fair assessment,
- specific method of verification,
- various criteria and weights.



The following tasks have been completed:

- The OTM-R policy (Polish and English version)
- Terms and conditions for recruitment
- Evaluation and Recommendation forms
- Upgrade of the „Career” website (Polish and English version)
- Establishing recruitment procedures
- Creating templates for communication with candidates at different stages of the recruitment procedure (Polish and English version)
- Establishing appeal committees
- Establishing a unified e-mail address for job offers (jobs@ifj.edu.pl)



Future tasks to be completed:

- purchase of an on-line recruitment system,
- analysis of PhD student recruitment procedures,
- creating a dedicated website for recruitment committees with all necessary documents and guidelines.



Composition of the OTM-R team

Prof. dr hab. Wojciech M. Kwiatek – Leader of the team
(Prof. dr hab. Bogdan Fornal – Former Leader)

Dr hab. Radosław Ryblewski

Dr hab. Sebastian Sapeta

Dr Dominika Kuźma

Dr Katarzyna Pogoda

Mgr inż. Monika Bator-Odynokow

Mgr Juliusz Chojenka



THANK YOU FOR YOUR ATTENTION

WE ARE COUNTING ON YOUR SUPPORT AND COOPERATION

HRS4R Steering committee