



**INSTITUTE
OF HUMAN GENETICS**

POLISH ACADEMY OF SCIENCES

HR Excellence in Research

Poznań, 28 September 2023



HR EXCELLENCE IN RESEARCH



HR EXCELLENCE IN RESEARCH

What the HR Excellence in Research logo is?

- **The HR Excellence in Research** award is one of actions undertaken by the European Commission under **Human Resources Strategy for Researchers (HRS4R)**.
- The aim of this prestigious award is to enhance the attractiveness of working conditions and career development of researchers in the European Union.
- In **2005 the European Commission** adopted **European Charter for Researchers and the Code of Conduct in the Recruitment of Researchers**. The Charter and Code describe rights and obligations of researchers and their employers.
- Institutions that have implemented principles of **the Charter and Code** receive from the European Commission the **HR Excellence in Research** logo.
- New recommendations of the EC on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe [July 2023]

European Charter for Researchers ,Code of Conduct in the Recruitment of Researchers and OTMR- Policy

40 principles of the **European Charter for Researchers and the Code of Conduct in the Recruitment of Researchers** refer to **4 thematic areas**:

1. Ethical and professional aspects,
2. Recruitment,
3. Working conditions,
4. Training and development.

OTM-R (Open, Transparent, Merit-based Recruitment):

1. Assessment of the OTM-R system in the organisation.
2. Announcement of positions.
3. Selection and employment of candidates..



Principles of the Charter and Code 2005

Charter – provisions and requirements for researchers	Charter – provisions and requirements for employers and financing agencies	General provisions and requirements for the Code
<ul style="list-style-type: none">• Research freedom• Ethical principles• Professional responsibility• Professional attitude• Contractual and legal obligations• Accountability• Good practice in research• Dissemination, exploitation of results• Public engagement• Relations with supervisor• Supervision and managerial duties• Continuing Professional Development	<ul style="list-style-type: none">• Recognition of the profession• Non-discrimination• Research environment• Working conditions• Stability and permanence of employment• Funding and salaries• Gender balance• Career development• Value of mobility• Access to research training and continuous development• Access to career advice• IPR• Co-authorship• Supervision• Teaching	<ul style="list-style-type: none">• Recruitment• Selection• Transparency• Judging merit• Variations in the chronological order of CVs• Recognition of mobility experience• Recognition of qualifications• Seniority• Postdoctoral appointments





Principles of the European Charter for Researchers 2023

Pillar 1 Ethics, Integrity, Gender and Open Science	Pillar 2 Researchers Assessment, Recruitment and Progression	Pillar 3 Working Conditions and Practices	Pillar 4 Research Careers and Talent Development
<ol style="list-style-type: none">1. ETHICS AND RESEARCH INTEGRITY2. FREEDOM OF SCIENTIFIC RESEARCH3. OPEN SCIENCE4. GENDER EQUALITY5. EMBRACING DIVERSITY6. THE RESEARCH PROFESSION7. FREE CIRCULATION OF RESEARCHERS8. SUSTAINABILITY OF RESEARCH	<ol style="list-style-type: none">1. RESEARCHERS ASSESSMENT2. RECRUITMENT3. SELECTION4. CAREER PROGRESSION	<ol style="list-style-type: none">1. WORKING CONDITIONS, FUNDING AND SALARIES2. STABILITY OF EMPLOYMENT3. CONTRACTUAL AND LEGAL OBLIGATIONS4. DISSEMINATION AND EXPLOITATION OF RESULTS	<ol style="list-style-type: none">1. VALUING DIVERSE RESEARCH CAREERS2. CAREER DEVELOPMENT AND ADVICE3. CONTINUOUS PROFESSIONAL DEVELOPMENT4. SUPERVISION AND MENTORING

INITIAL PHASE

IMPLEMENTATION PHASE

AWARD RENEWAL PHASE

-  Endorsement of the C&C
-  Application for the HR Award:
 - ✓ Gap Analysis
 - ✓ OTM-R Checklist
 - ✓ Initial Action Plan Design

12 months

INITIAL ASSESSMENT

HR AWARD GRANTING



18.01.2019

 Implementation of the Action Plan

24 months

INTERIM ASSESSMENT

36 months

 Implementation of the Revised Action Plan

04/2021

RENEWAL WITH SITE VISIT

HR AWARD GRANTING



 Implementation of the Improved Action Plan

36 months

RENEWAL WITHOUT SITE VISIT



 Implementation of the Further Improved Action Plan

36 months

RENEWAL WITH SITE VISIT



HRS4R – from PROGRESS to QUALITY

 Institution

 European Commission

 External Experts

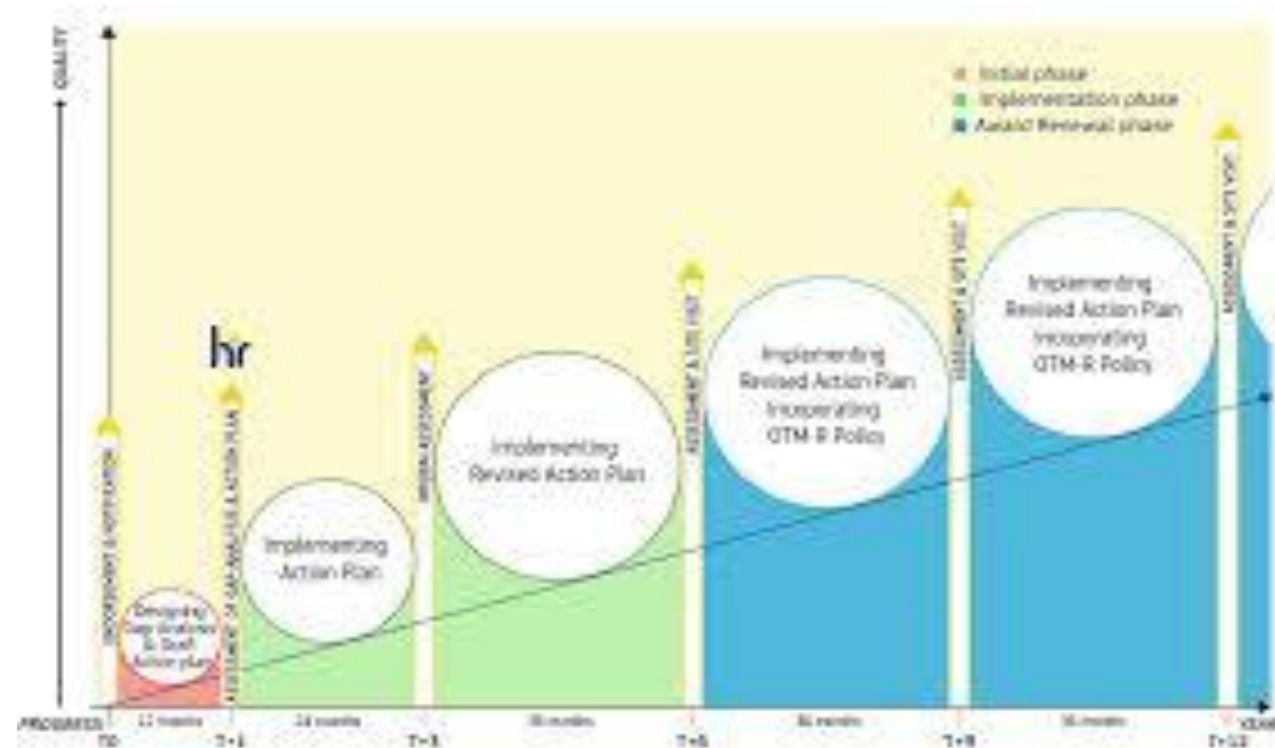




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Assessment of the implementation of the Charter and Code principles

- EC grants the „HR Excellence in Research” award to the institutions and the experts assess the quality of implementation.
- Experts never come from the country where the institution is located
- Remote assessment **after 2** years (01/2021) – based on report provided and documents available at: <http://igcz.poznan.pl/en/hrs4r/>
- Remote assessment and site visit: **after 5** years (beginning of 2024).





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Implementation in the IPG PAS 2017-2023 (1)

- **07/2017:** appointment of the **HR Working Group** and **Steering Committee**
- **HR Working Group**
 1. Prof. Ewa Zietkiewicz (F; R4) – head of the HR Working Group + members
- **Steering Committee:**
 1. Prof. Michał Witt (M; R4) – Director
 2. Małgorzata Strecker, MSc (F) – Deputy Director of Administration
- **08/2017:** Prof. Michał Witt, Director of the Institute signed the endorsement letter to the Charter and Code.
- **8/2017:** questionnaire sent to all academic staff [40 questions].
- **11/2017:** meetings of the Steering Committee with academic staff (R1-R2 and R3-R4) of the Institute **to discuss proposed actions.**
- **12/2017:** the HR Working Group prepared a report based on the gap analysis and results of the survey with the **Action Plan 2018-2020** included.



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Implementation in the IPG PAS 2017-2023 (2)

- **18/01/2019** the Institute was awarded the prestigious „HR Excellence in Research” award by the European Commission
- **2019-2020** implementation of actions planned in the Action Plan 2018-2020.
- **10-11/2020** questionnaire among academic staff
- **11-12/2020** development of a new Action Plan 2021-2023
- **12/2020** meetings of the Steering Committee with academic staff (R1-R2 and R3-R4) of the Institute **to discuss proposed actions.**
- **01/2021** report sent to the EC
- **04/2021: The European Commission has decided to maintain and extend the right to use the HR Excellence in Research award for the Institute of Human Genetics of the Polish Academy of Sciences for the next three years (2021 – 2023)**
- **06/2023: Update of the HR Working Group**

ACTION PLAN 2018-2020 (1)

Nr	Action	Implementation
1	Employment of the personal data inspector	Cooperation as of 4 April 2018
2	Training on the protection and confidentiality of data	Training for all employees 16 February 2018
3	Introduction of data confidentiality policy	Order 29/2019
4	Employment of the scientific secretary	YES
5	Establishment of the grant office	YES
6	Translation of the most important documents of the Institute into English	YES, ongoing

ACTION PLAN 2018-2020 (2)

Nr	Action	Implementation
6	Director's order – Introduction of a new bonus system promoting best-performing researchers	Order 26/2019
7	Director's order – The best article of the year	Order 26/2019 and annex n 1 to Order 26/2019 introduced by Order 22/2020
8	Director's order – flexible working hours	Order 9/2019 Work Regulations chapter 4
9	Director's order – home office	Order 1/2018, then 5/2019
10	Support of career advise	Coordinator for research (grants, fellowships, career planning)
11	Display of all information on the boards and in the intranet	Ongoing
11a	Revise appeal/complaint procedure	Order 15/2019
11b	Anti-mobbing policy	Order 12/2019

ACTION PLAN 2018-2020 (3)

Nr	Action	Implementation
12	Director's order – establishment of Young Researchers Council	Order 7/2017
13	Director's order – enlargement of the decision-making body	Order 9/2017
14	Mentoring for young (R1) researchers	Journal club and doctoral seminars Additional course on career development (Paweł Kaczmarek, RPK; 05 and 06/2020 – 4 meetings x 90min)
15	Soft skills trainings for team leaders and Heads of Departments	Within NAWA: workshop entitled management of an international team intercultural training (24-25.02.2020);
16	Establishment of International PhD Programme	All documents published http://igcz.poznan.pl/en/phd-studies/international-doctoral-school/regulations/

ACTION PLAN 2018-2020 (4)

Nr	Action	Implementation
17	Organisation of lectures, seminars and workshops at the Institute	<p>Lectures: 15 invited lectures (2018-2020) Horst memorial lecture</p> <p>Within <i>NAWA Welcome to Poland</i>: English course for 18 persons: administration, management, researchers</p> <p>IT courses by T. Woźniak:</p> <ul style="list-style-type: none"> - GIT course - Introduction of vector graphics using Inkscape - Introduction to programming in Python <p>Other seminars and workshops: 19.02.2019 Mobility and career development 8.05.2019 MSCA individual grants 17.06.2019 Procedure for dealing with medical waste 17.09.2019 Evaluation of institute's scientific excellence 7.11.2019 Commercialisation of research results 3.03-15.09.2020 Theory and practice how to deal with laboratory animals</p>

ACTION PLAN 2018-2020 (5)

Nr	Action	Implementation
18	Appointment of supervisor for R2 group	YES - prof. Jadwiga Jaruzelska
19	Seminar promoting gender balance	23.06.2020 dr Agnieszka Kozłowska (online) Gender balance policy in the EU
20	Publish English version of the job vacancy on the website of the Institute	YES; since 01/2018 – 19 announcements
21	Introduction of new rules of appointing researchers for scientific positions based on strengthened OTM_R procedure	Order no 7/2018; published at http://igcz.poznan.pl/wp-content/uploads/2018/10/Order_7_2018.pdf
22	Open Recruitment Policy 2018	Published at: http://igcz.poznan.pl/wp-content/uploads/2017/12/OTMR-policy-2017-IHG-PAS.pdf

ACTION PLAN 2021-23 (1)

No	Action	Implementation
1	Development and presentation of Institute's Development Strategy for the next 5 years	Bilingual document in the intranet
2	Director's communication on grant money and overheads	Bilingual document in the intranet
3	Development and implementation of Backup's Creation Policy	Bilingual document in the intranet
4	Training on creating back-ups	Completed
5	Purchase of a new server	Completed
6	Development of FAQs regarding GDPR (based on researchers questions to Data Protection Officer)	Bilingual document in the intranet
7	Director's communication on publishing in Open Access	Bilingual document in the intranet

ACTION PLAN 2021-23 (2)

No	Action	Implementation
8	Director's order on project preparation procedure	Bilingual document in the intranet
9	Commercialisation dedicated page in the Intranet	Completed
10	Organisation of a seminar/ consultations with a patent attorney	1.04.2022 Intellectual property in research institutions – seminar + consultations [twinning project]
11	IPR seminar	1.04.2022 Intellectual property in research institutions – seminar + consultations [twinning project]
12	Code of conduct for supervisors	Bilingual document in the intranet
13	Soft skills training – How to be a good mentor?	10.12.2021)'Management training for IHG staff' (R3)
14	Scientific workshops within the Twinning project	1.Title: 'AGO2-IP workshop' Organizer: UMCG, 23-27.08.2021 (3

ACTION PLAN 2021-23 (3)

No	Action	Implementation
15	Erasmus – training and job-shadowing	Participants: 2021:3 2022:15 2023:13 (as of 27.09.23)
16	Survey among researchers concerning training needs	Completed
17	Regular meetings of R1 group with the Director	ongoing
18	Director's communication on infrastructure applications in the past 5 years	Bilingual document in the intranet
19	Director's communication on financial support granted in 2020 for infrastructure	Bilingual document in the intranet
20	Survey among researchers concerning infrastructure needs	Completed

ACTION PLAN 2021-23 (4)

No	Action	Implementation
22	Erasmus – training and job-shadowing	Participants: 2021:3 2022:15 2023:14 (as of 27.09.23)
23	Soft skills trainings	<p>1)NEXT_LEVEL:</p> <p>‘Experiments with the use of laboratory animals - is it so difficult? Practical, ethical and legal aspects of working with laboratory animals’</p> <p>Speaker: Marta Kuczeriszka, PhD, 2.04.2021 (42 participants)</p> <p>‘Entrepreneurship’</p> <p>Speaker: Assistant professor Olga Belousova, University of Groningen Center of Entrepreneurship, 18.11.2021 (20 participants)</p> <p>One-day transferable skills workshop for ESR</p> <p>‘How to Lead and Manage Project Based on Your MBTI Personality Type’</p> <p>Speaker: Hiu Pun Chong, lecturer of IBE – Institute for Abilities and Development, Dresden,10.12.2021 (11 participants)</p>

Next steps

- Questionnaire among academic Staff [40 questions]: October 2023
- Analysis of results and development of the Action Plan (based on the results of the internal survey, national legal acts and new recommendation of the EC on the European Charter for Researcher 2024-2026)
- Meetings with academic staff to discussed proposed actions
- Preparation of report to the EC – February 2024
- Remote assessment by the EC experts followed by a site visit
- Implementation of the Action Plan 2024-2026



HR EXCELLENCE IN RESEARCH

Where to find information about the HR Excellence in Research logo in our Institute?

Documents at <http://igcz.poznan.pl/en/hrs4r/>

- [Endorsement letter 2017](#)
- [Report 2017](#)
- [OTM-R policy 2017](#)
- [Order no 7/2018 on Regulations for conducting competitions for scientific positions at the Institute of Human Genetics, Polish Academy of Sciences in Poznan](#)
- [HRS4R strategy 2018](#)
- [Updated Action Plan 2018-2020](#)
- [Uptated OTMR-Policy 2021](#)
- [Updated HRS4R Strategy 2021](#)
- [Action Plan 2021-2023](#)
- [Institute's Policy of Research Conduct](#)
- [Gender Equality Plan of the Institute of Human Genetics PAS in Poznań](#)
- [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#)
- [ANNEXES to the Proposal for a COUNCIL RECOMMENDATION on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe](#)

HRS4R

Human Resources
Strategy for
Researchers

