



HR EXCELLENCE IN RESEARCH

## The implementation of the rules of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Institute of Slavic Studies, Polish Academy of Sciences



The new action plan for 2023–2025 was prepared based on the recommendations given by the assessors during the study visit to the Slavic Institute of the Polish Academy of Sciences on June 30, 2023. In addition, we relied on interviews with employees at all levels of the Institute at the time (interviews were conducted in 2020–2022), as well as on the experience of the implementation of HR charter to date, and the experience of the ISS PAS management.

According to the recommendations, the new Action Plan is divided into short term, medium term and long term actions. The short term actions include all the changes recommended by the assessors: concerning the website and ISS PAS English language documents. Within a few months, the first survey will be conducted by the working group established for this purpose, among R1 to R4 researchers, defining their opinions and attitudes toward HR issues. Such a survey will then be conducted annually. The results of these surveys will sue ISS PAS for medium term tasks, in particular: defining the needs of early career researchers and PhD students, gender equality, anti-mobbing activities, and developing a better work-life balance in scientific work. Based on the survey results analysis, a revised Action Plan will be submitted within 12 months.

Long-term actions relate to improving the institute's infrastructure, as well as supporting the development of ISS PAS researchers with regard to their acquisition of the European funds and the employment of foreign scientists at the institution.

## Action Plan 2023–2025

### Short term actions

<b>Action 1</b>	Improvement of the ISS PAS website
<b>Sub-actions:</b>	➔ Conducting a review of the ISS PAS website and preparing an inventory of deficiencies and necessary additions
	➔ Supplementing the ISS PAS website with: HR section with all documents concerning HR and OTRM policy in both Polish and English languages
<b>Indicators:</b>	Dedicated website section with all HR documents in Polish and English
<b>When:</b>	September 2023 ➔ June 2024
<b>Responsible staff:</b>	Deputy Director for General Affairs; Website administrator

<b>Action 2</b>	Internal survey
<b>Sub-actions:</b>	➔ Preparation and conducting of a survey among employees of ISS PAS
	➔ Compilation of the results and preparation of a revised plan taking into account the survey results
<b>Indicators:</b>	Number of completed survey (target 80% of ISS PAS employees) The revised plan submitted
<b>When:</b>	September 2023 ➔ August 2024
<b>Responsible staff:</b>	HR Working group

## Medium term actions

<b>Action 3</b>	Enhancement of gender equality w ISS PAS
<b>Sub-actions:</b>	➔ Information campaign among ISS PAS employees, trainings on gender equality
	➔ Monitoring of gender equality at ISS PAS. Verification of: contracts, gender balance, payment in relation to gender, analysis of management positions from the perspective of exclusions
<b>Indicators:</b>	% of employees participating in trainings and campaign (assessed target: 80%) % of verified ISS PAS documents (70% of ISS PAS documents) Recommendations concerning gender equality at the ISS PAS
<b>When:</b>	October 2023 ➔ December 2025
<b>Responsible staff:</b>	Gender Equality working group, HR working group

<b>Action 4</b>	Empowering early stage researchers and PhD students
<b>Sub-actions:</b>	➔ Monitoring among early stage researchers and PhD students, identification of their needs
	➔ Integration and support activities and supporting their integration and development.
<b>Indicators:</b>	% of people participating in the survey (assessed target 80%). Number of early stage researchers and PhD students that present their research at ISS PAS open seminars (assessed target 10% of all seminars)
<b>When:</b>	October 2023 ➔ December 2025
<b>Responsible staff:</b>	Deputy Director for Scientific Affairs, Working group, Head of PhD studies, Heads of ISS PAS departments

<b>Action 5</b>	Countering mobbing
<b>Sub-actions:</b>	➔ anti-mobbing training mandatory for all employees (researchers and administration)
	➔ creation of more effective anti-mobbing monitoring measures
<b>Indicators:</b>	% of employees participating in training (assessed target 95%) Plan of anti-mobbing activities (based on survey's results)
<b>When:</b>	November 2023 ➔ November 2025
<b>Responsible staff:</b>	Deputy Director for General Affairs

<b>Action 6</b>	Work-life balance improvement measures
<b>Sub-actions:</b>	➔ reconnaissance of the field and monitoring on work-life balance situation at ISS PAS (such as planned holidays, the use of maternity and paternity leaves)
	➔ Campaign on work-life balance in academia
<b>Indicators:</b>	Written recommendations for employees
<b>When:</b>	November 2023 ➔ November 2025
<b>Responsible staff:</b>	Director, HR team, HR working group, GEP Team

## Long term activities

<b>Action 7</b>	Development of ISS PAS infrastructure
<b>Sub-actions:</b>	➔ Raising funds for the digital infrastructure
	➔ Applications to obtain a new ISS PAS headquarter
<b>Indicators:</b>	Number of applications submitted and goods purchased (10% increase) Number of applications for ISS PAS headquarter
<b>When:</b>	September 2023 ➔ December 2025 (and further)
<b>Responsible staff:</b>	Director, Research Support Office, Administration manager

<b>Action 8</b>	Supporting employees in obtaining European funds for research and development
<b>Sub-actions:</b>	➔ Information campaign, supporting researchers' participation in trainings and networking with institutions that support researchers in Poland in applying for the European funds
	➔ Priority for researchers submitting European grant applications to take advantage of the institute's internal resources and capabilities (including programs of the Office of International Cooperation of the Polish Academy of Sciences and Erasmus + programs)
<b>Indicators:</b>	% of employees participating in trainings (assessed target 20%) 5 application for different European programs by 2027
<b>When:</b>	September 2023 ➔ December 2025 (and further)
<b>Responsible staff:</b>	Deputy Director for Scientific Affairs, Research Support Office

<b>Action 9</b>	Increasing the number of international staff
<b>Sub-actions:</b>	➔ Development of the Welcome Center and promotion of MSCA program at ISS PAS
	➔ Supporting foreign candidates to work at ISS PAN (among other through NAWA grants)
<b>Indicators:</b>	Number of people applying and hired at ISS PAS (assessed increase of 10% in relation to 2018-2022 period)
<b>When:</b>	September 2023 ➔ December 2025 (and further)
<b>Responsible staff:</b>	Deputy Director for Scientific Affairs, Research Support Office