



ISEA PAS

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

The European Charter for Researchers

and

The Code of Conduct for the Recruitment of Researchers

INTERNAL GAP ANALYSIS AND ACTION PLAN

Cracow, 2016

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1. Introduction

The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) was founded in 1989 from the Department of Systematic and Experimental Zoology PAS. However the history of the Institute goes back to the year 1865, the founding year of the Physiographic Committee initiated by the Kraków Scientific Society. The Natural History Museum was established at the same time under the original name of the Physiographic Museum. Today, the museum is an integral part of our Institute.

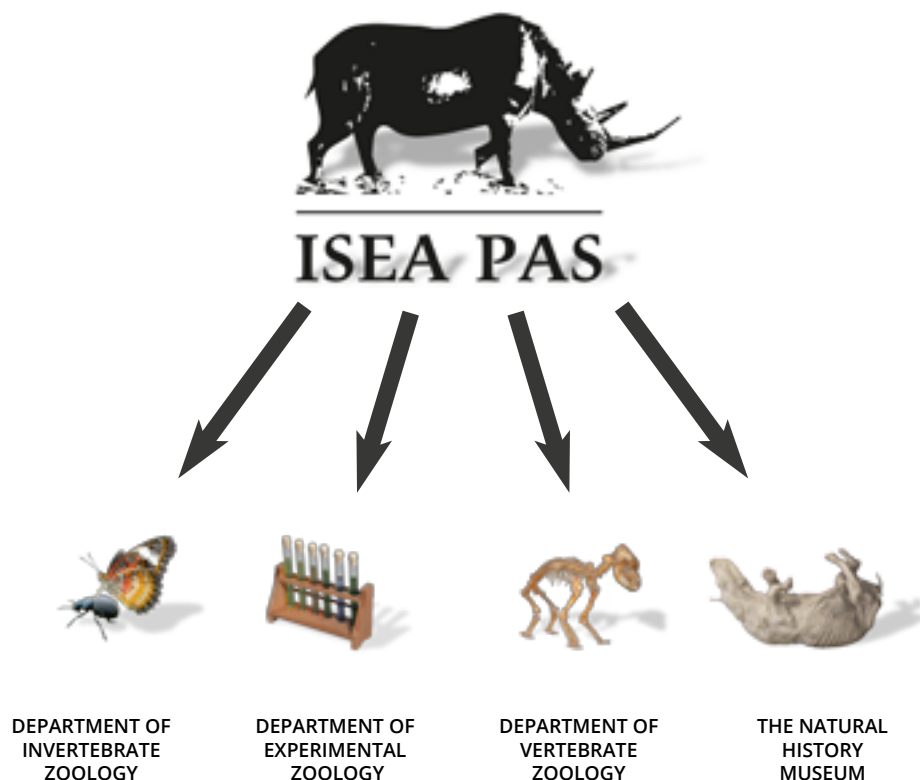
Our Institute combines traditional scientific disciplines, systematics of contemporary and extinct animals and modern karyological and genetic investigations. Our scientists have begun research in new fields, for example, in archaeozoology and ecology.

The Institute, which employs 42 researchers is authorized to grant doctorates and habilitations in the biological sciences.

Our collections include over 2 millions, often unique, specimens of fossil and contemporary vertebrates and invertebrates. Our library contains one of the largest collections of zoological books in Poland and contains over 100 thousand books and periodicals.

The Institute has been located in building 17 on Sławkowska Street since it was founded. This building is at a walking distance of two minutes from Kraków's Main Square.

Since 2003 The Institute of Systematics and Evolution of Animals belongs to Kraków's network of scientific facilities that create The PhD Projects Programme of Polish Academy of Sciences.



Department of Invertebrate Zoology

Research in the Department concentrates on investigations of the global biodiversity of insects (Insecta), springtails (Collembola) and proturans (Protura). Research includes phylogeny, biogeography, biodiversity and faunistics of various geographical regions.

The objects of study are insects including scarab and rove beetles (Scarabeidae, Staphylinidae), lepidopterans such as leafroller and tiger moths (Tortricidae, Arctiidae), hymenopterans such as bees (Apidae) and ants (Formicidae), flies from the families (Trichoceridae, Mycetophilidae) as well as two sister groups of insects: springtails (Collembola) and proturans (Protura). Our team has described new taxa (species and genera), elaborated identification keys for different invertebrate groups and compiled monographs (global and regional) of phylogenetic syntheses, comparative morphology, and faunistic surveys. These investigations are the basis for further studies using molecular techniques.

The taxonomic/faunistic studies of the Department have led to the compilation of identification keys for species and higher taxonomic units that are used in both basic and applied biological disciplines.

The Department oversees a large and growing collection of invertebrates from around the world. Presently, the collection encompasses over 500 thousand specimens. Valuable historic collections are also maintained, for example Antoni Waga's XIX century collection of insects and other invertebrates (spiders and harvestmen, among others), Oktawiusz Radoszkowski's collection of hymenopterans from remote parts of Asia (second half of the XIX century) and the "Apterygota of prof. Jan Stach" that contains a large amount of type material collected by the professor between the 1920's and 1960's. The collection of springtails and proturans was substantially augmented by prof. Andrzej Szeptycki. The hymenopteran collection was expanded by prof. Mirosława Dylewska and prof. Waldemar Celary from the 1950's to the beginning of the XXI century. The collection of Microlepidoptera of Sergiusz Toll has been enriched through the efforts of prof. Józef Razowski who obtained numerous type specimens of leafroller moths (Tortricidae). The Macrolepidoptera collection was also augmented by gifts from Teofil Baldwin-Kiełczyński (Ornithoptera and other exotic butterflies), Edward Palik and Jan Koziel.

Department of Vertebrate Zoology

Employees of the Department of Vertebrate Zoology conduct taxonomic and morphometric research on snakes, birds and mammals, both contemporary and fossil species from the Late Oligocene to Holocene. Fossil remains of animals are studied from Miocene brown coal deposits in Bełchatów, from Pliocene deposits in Ręblice Królewskie, and from numerous caves in the Kraków-Częstochowa Upland.

Herpetological studies carried out in recent years have concentrated mainly on the fossil remains of snakes from various countries of the Western Palearctic, mostly from Oligocene and Miocene sites. Our employees have examined bird remains of extinct species from the Oligocene (about 30 mln years ago) up to recent species, the bones of which have been preserved in archaeological sites.

We also study the recent bat fauna and the comparative osteology of contemporary bird species. The results have been applied in identification keys determining bird species (mostly domesticated) based on bones.

Our employees conduct research on zooarchaeology and taphonomy of remains of birds and mammals from many Polish archaeological sites including Obłazowa, Ciemna, Mamutowa, and Nietoperzowa cave, and open sites such as Kraków Spadzista, Zwoleń, and Wilczyce. In collaboration with scientists abroad, our researchers investigate archaeological sites in other European countries including Pavlov I, Dolni Vestonice II (Czech Republic), Klisoura cave (Greece), Bacho Kiro cave (Bulgaria). Our studies encompass bone remains not only from Paleolithic sites, but also from younger historical periods, e.g. Neolithic site Sarakenos (Greece), Bronze Age Asva (Estonia) and animal assemblages from the Main Square and Szczepański Square Kraków, dated to the Middle Ages.

The collections contain remains of contemporary reptiles, birds and mammals. An important part of the osteological collection consists of teeth and bones of Pleistocene animals. These include one of the largest assortments of mammoth *Mammuthus primigenius* specimens, numbering several thousand teeth and bones. We also maintain numerous cave bear *Ursus spelaeus* and reindeer *Rangifer tarandus* remains. A large amount of zoological material originates from places that are difficult to access such as Cuba, Mexico, Algeria, and Syria. This part of the collection contains unique bat and rodent specimens, not found in other museums in Poland or Europe. The bat collection holds many type specimens from mainly fossil species, making it one of the most important collections of this sort in the world.

We also maintain a large collection of over 5500 specimens (over 1000 taxa) of recent bird species. Nearly all European species are represented (over 500 taxa), as well as other species from all continents (over 500 additional taxa). We also house a collection of bird eggs that includes 188 eggs from all birds nesting on Antarctica and a historical collection of 2309 eggs collected in the XIX century by Wodzicki.

Department of Experimental Zoology

The Department conducts research in the fields of genetics and cytogenetics, phylogeography and molecular systematics, zoogeography and molecular ecology of various groups of organisms, particularly protists, insects and birds. The aim of our studies is to establish the diversity of organisms at the molecular and chromosomal levels. Our results are used to test hypotheses on the evolution of taxa and for systematic revisions.

Our main lines of inquiry encompass the genetics, cytogenetics and evolution of karyotypes of orthopterans (Orthoptera), true bugs (Hemiptera) and beetles (Coleoptera). We also conduct studies on the molecular systematics, evolution, phylogeography, ecology and conservation genetics of the aforementioned groups. Moreover, we take part in projects involved in the phylogeography, ecology and conservation biology of birds.

An important element of our program involves research on the zoogeography, genetics and cytogenetics (using microinjection techniques) of species of the *Paramecium aurelia* complex. Cytophysiological studies using microinjection techniques are also conducted on the *Paramecium aurelia* complex.

Our research is conducted in collaboration with scientists from other countries such as Germany, Finland, Bulgaria, Greece, Russia, Japan, Italy, Slovakia and Ukraine. The collections of the Department include a unique assortment of live strains of *Paramecium aurelia*.

The Natural History Museum

The Natural History Museum of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences in Kraków derives from the Physiographic Commission, which arose in 1864. At the beginning, the collection was kept on St. Anna's Street, after which it was moved to 17 Sławkowska Street. In 1992, ISEA PAS bought the building at 9 St. Sebastian Street, as an exclusive proposal for a new headquarters for The Natural History Museum.

The Natural History Museum's collection contains a unique exhibit of the woolly rhinoceros from Starunia, which is about 30,000 years old. It also shares huge collections (about 2 million specimens) of vertebrate, invertebrate, mineralogical, paleontological and archaeological specimens.

The Natural History Museum administers 11 showrooms and an audio-visual room, where scientific conferences may take place.

Woolly rhinoceros from Starunia

The Natural History Museum of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences on St. Sebastian Street possesses the exceptional state of preservation of the woolly rhinoceros from Starunia, complete with internal organs and soft tissues, one of the most valuable specimens in the world. The preservation of the body of the rhino was possible because of the brine deposits and mineral wax (ozokerite) occurring at the site. The Museum houses the mounted skin of the woolly rhino, a reconstruction of its skeleton prepared by Jan Stach, as well as a gypsum cast showing the original position of the animal at the Starunia site.

Collections Unit

The Collections Unit is an organizational division that aims at comprehensive caretaking of the collections of The Institute of Systematics and Evolution of Animals. It is entrusted with annotating and conserving the collections, making them available to the community as well as procuring new specimens. Curators with many years of experience oversee the scientific collections. A scientific adviser employed by the Institute is assigned to each division of the collections. The advisers are usually experts on the particular group of animals they are overseeing. The zoological and paleontological scientific collections are complemented by a separate exhibit collection with specimens used for permanent and temporary expositions.

Publishing

ISEA PAS has published two journals regularly: *Folia Biologica* since 1953 and *Acta Zoologica Cracoviensia* since 1956.

Folia Biologica (Kraków)

The journal (issued quarterly) publishes papers on the broad field of experimental zoology, nuclear and chromosome research, and also ultrastructural studies. Indexed in: ISI Master Journal List, Current Contents, Polish Scientific Journals Contents. Impact Factor (2014): 0.882; 5 year IF: 0.832. Polish Ministry of Science and Higher Education ranking (2015): 20 points.

Acta Zoologica Cracoviensia

Acta Zoologica Cracoviensia is an international journal that includes papers of general interest on the systematics, phylogeny, biogeography, ecology and paleontology of terrestrial and fresh-water animals worldwide. All papers are subject to peer reviews.

2. Methodology

2.1 At the beginning of the preparations for the gap analysis, the Director of ISEA PAS appointed a working group (WG) to study the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

The WG members:

- ✘ Dr Sebastian Tarcz - Director
- ✘ Prof Zbigniew M. Bocheński - Deputy Director
- ✘ Grażyna Dudek - Human Resources Specialist
- ✘ Danuta Grabowska - Research Development Specialist

2.2 The next step was general information sent to the researchers via e-mail, ISEA PAS endorsing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).

2.3 Afterward, there were questionnaire preparations. This questionnaire was created to reveal which regulations, based on the 40 principles of the C&C, need to be improved.

The questionnaire was distributed to all (42) researchers in ISEA PAS including:

- ✘ 10 professors
- ✘ 8 associate professors
- ✘ 7 adjunct professors
- ✘ 3 assistants
- ✘ 14 biological technicians

2.4 We prepared 40 questions based on the principles of the C&C and 5 additional questions about administrations' staff work organisation. The last part was linked to the 15th principal of the C&C in the analysis. The questionnaire contained statements with two types of possible responses.

Indicator of existing rules/practices - the following responses were given:

- ✘ 1 - I totally disagree
- ✘ 2 - I disagree
- ✘ 3 - neither agree, nor disagree
- ✘ 4 - I rather agree
- ✘ 5 - I totally agree

Obtained answers have shown which C&C principles are already followed and which we need to highlight and implement in our action plan.

Indicator of significance - the following responses were given:

- ✘ 0 - irrelevant
- ✘ 1 - no opinion
- ✘ 2 - relevant

Obtained answers have shown the level of information flow and researchers' interest.

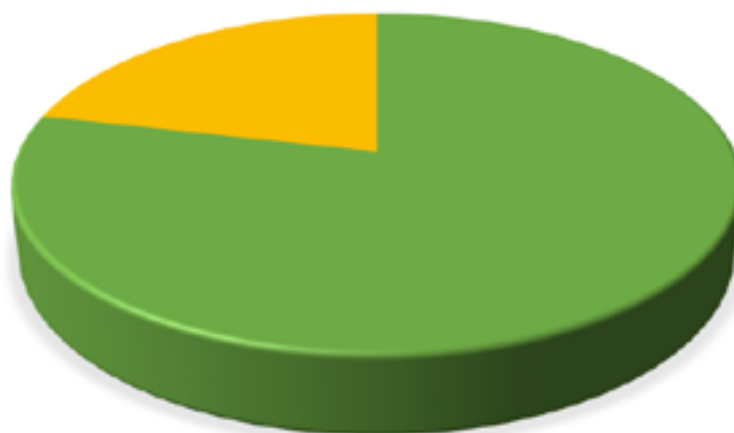
2.5 The survey was carried out between 15.12.2015-11.01.2016. Results were presented to the WG.

The WG executed an insightful analysis of the results, made a comparison between the principles of the C&C and the regulations of the ISEA PAS and prepared the action plan.

The analysis was conducted internally based on the following ISEA PAS documents:

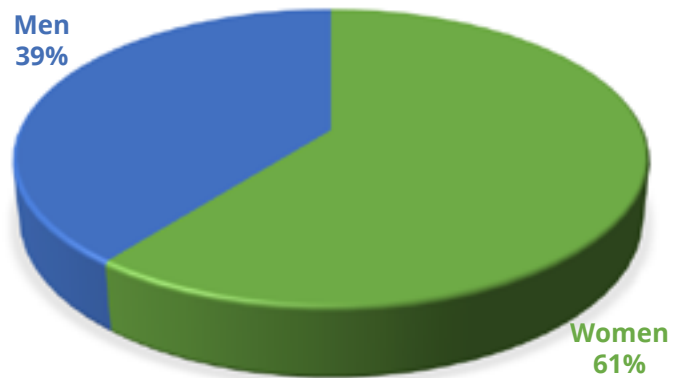
- ✘ *Polish Law*
- ✘ *Labour Code*
- ✘ *Act on Polish Academy of Sciences*
- ✘ *Act on Academic Degrees and the Academic Title*
- ✘ *Act of Social Insurance System*
- ✘ *Statute of Systematics and Evolution of Animals, Polish Academy of Sciences*
- ✘ *ISEA PAS Labour Regulations*
- ✘ *ISEA PAS Reward Regulation*
- ✘ *ISEA PAS Regulations of the evaluation of researchers*
- ✘ *ISEA PAS Security processing policy of personal data*
- ✘ *ISEA PAS Regulations of the competition for new researchers*
- ✘ *ISEA PAS Regulations of intellectual property protection*
- ✘ *ISEA PAS Regulations of business travel*
- ✘ *ISEA PAS Regulations of PhD students' material support*
- ✘ *ISEA PAS Social regulations*
- ✘ *ISEA PAS Organizational Regulations*
- ✘ *Regulations of Ph.D studies*
- ✘ *ISEA PAS Scopes of Responsibility*

Breakdown of respondents:

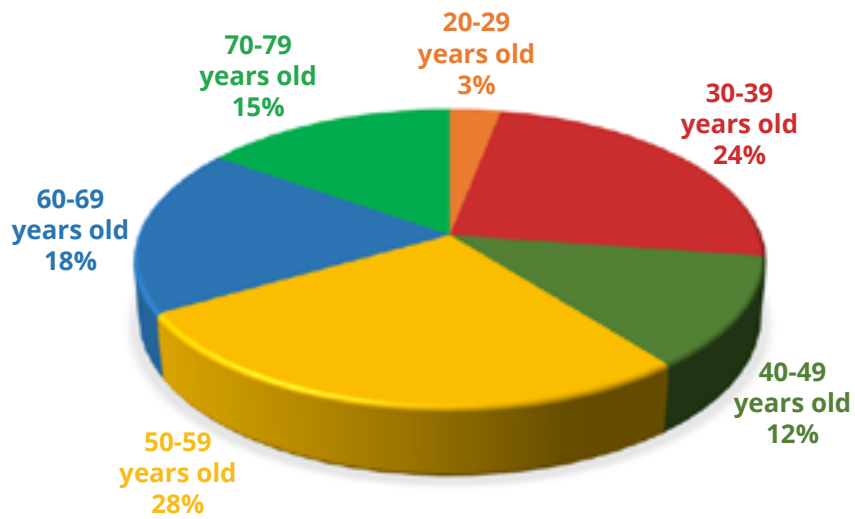


78,6% of ISEA PAS researchers took part in the questionnaire

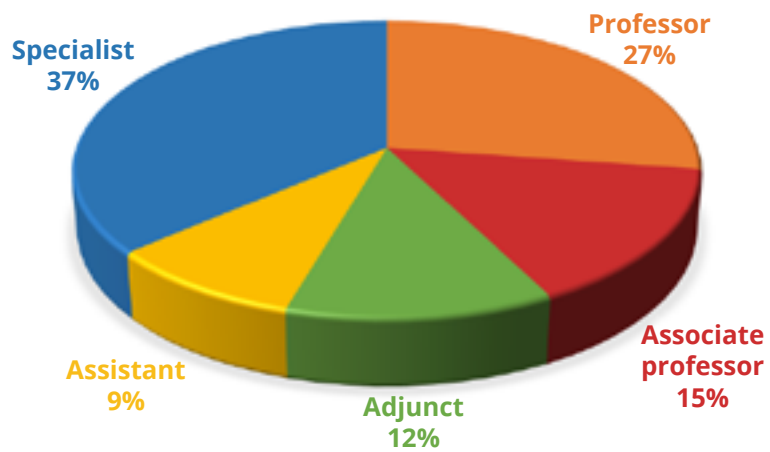
1. Gender of respondents:



2. Age of respondents



3. Professional profile of respondents:



3. Survey results

After analysing the results of the questionnaire, the WG accepted that a value below 4.0 comes under change and creates following conclusions:

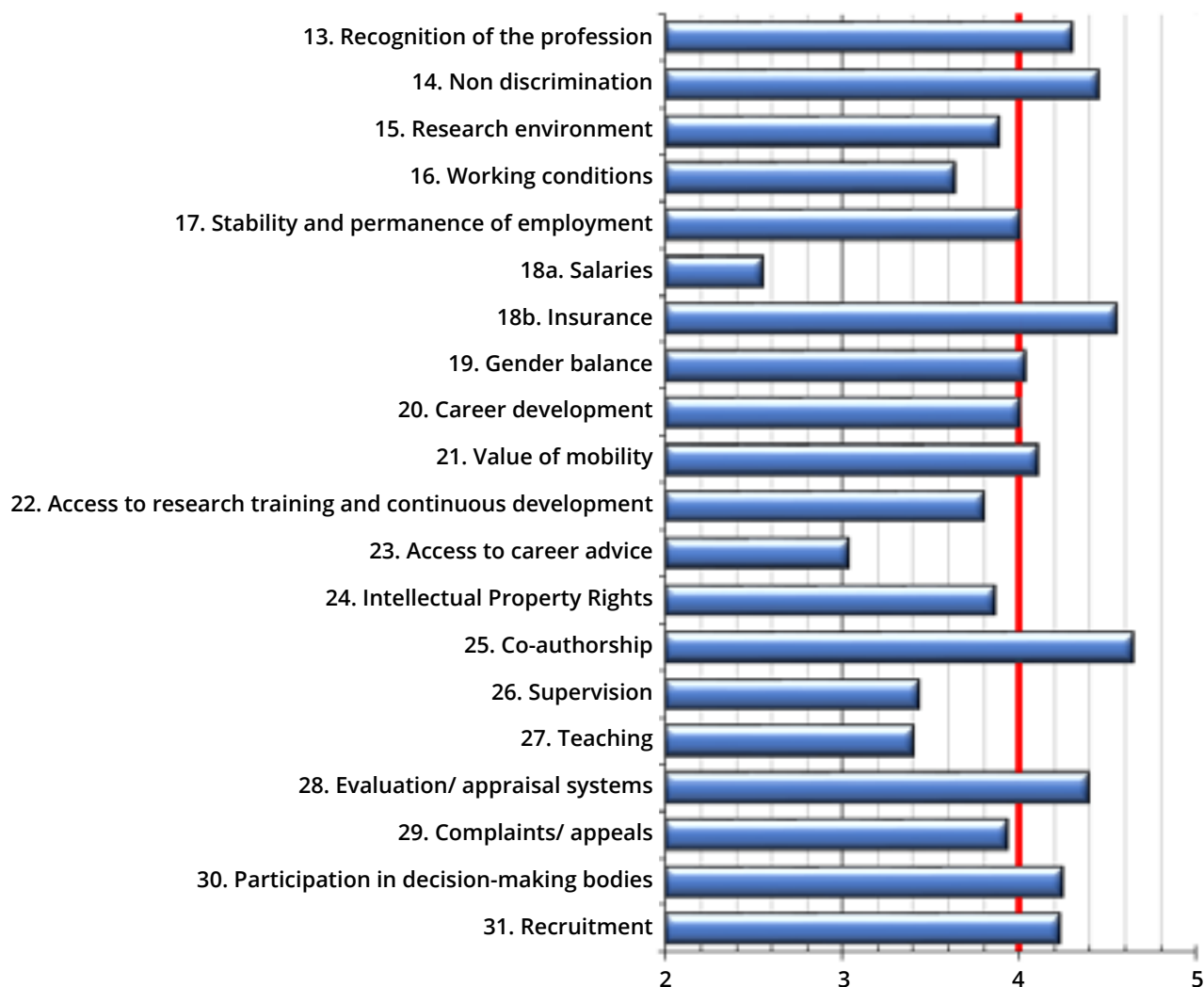
I. General Principles and Requirements applicable to Researchers



The average value of this category (Indicator of existing rules/practices) was 4.65. Additionally, no question scored less than 4.0. Therefore, the WG did not propose any modification to the ISEA PAS regulations according to C&C principles.

The average value of information flow and researchers' interest (Indicator of significance) was 1.8, which presents a significant quality.

II. General Principles and Requirements applicable to Employers and Funders



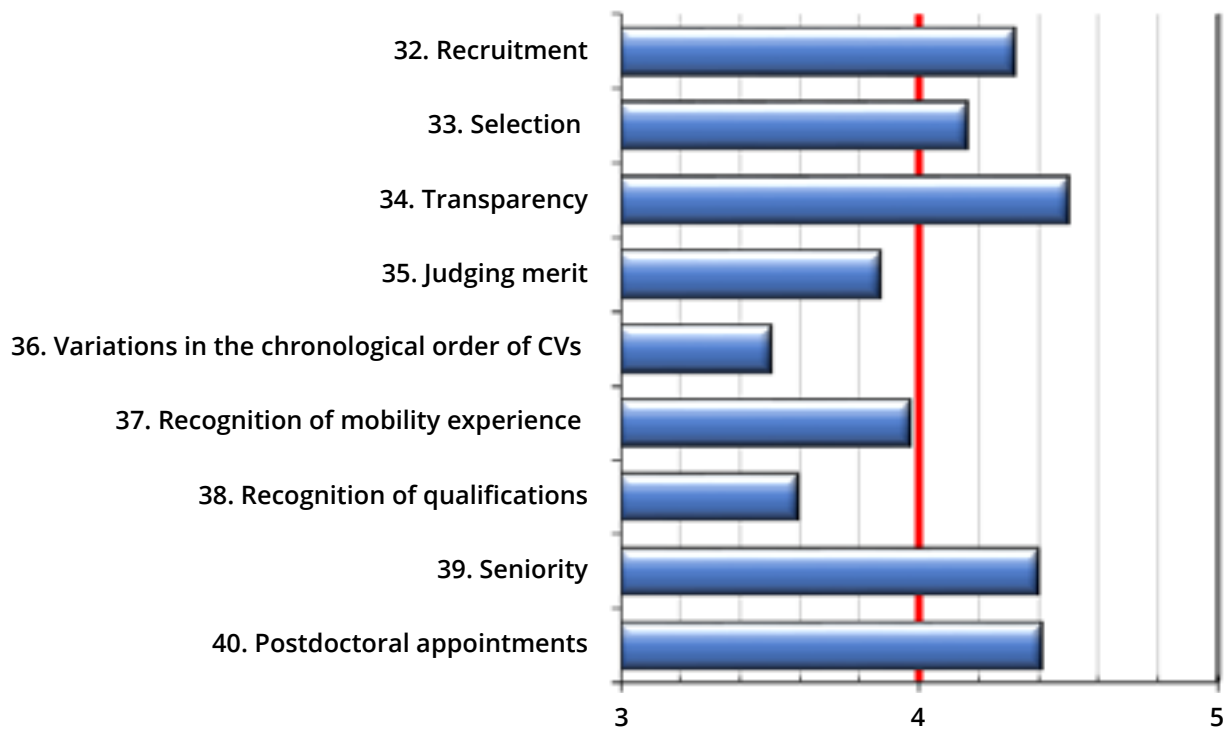
The average value of this category (Indicator of existing rules/practices) was 3.92.

The average value of information flow and researchers' interest (Indicator of significance) was 1.75, which presents a significant quality.

Network and office administration scored less than 4.0. Based on the answers, we decided to add two extra changes to the action plan (15. Research environment) associated with these units.

Furthermore we decided to divide principal number 18. into "Salaries" and "Insurance". We are financing from the state budget, meaning what level the budget is going to be is not our decision. Unfortunately, our researchers are unsatisfied with their salaries.

III. The Code of Conduct for the Recruitment of Researchers



The average value of this category (Indicator of existing rules/practices) was 4.08.

The average value of information flow and researchers' interest (Indicator of significance) was 1.7, which presents a significant quality.

4. Internal gap analysis

I. General Principles and Requirements applicable to Researchers

1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of intellectual property protection</i>	In ISEA PAS principles of freedom of opinion and expression are respected. Researchers are not limited in scientific research in accordance with recognised ethical principles and practices. Current internal <i>Regulations of intellectual property protection</i> ensure protection of copyrights and property rights for created publications.	None.	-

2. Ethical principles

Researchers should adhere to the recognized ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Ethical Principles of the Polish Academy of Sciences</i>	ISEA PAS abides by all rules included in <i>Ethical Principles of the Polish Academy of Sciences</i> .	None.	-

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out .

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Statute</i> <i>Organisational Regulations</i>	The <i>ISEA PAS Statute</i> and <i>Organisational Regulations</i> specify all tasks including spreading knowledge within the scope of research activity and achievements in ISEA PAS.	None.	-

4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Statute</i> <i>Organisational Regulations</i>	In ISEA PAS, there is a principle that obliges researchers to inform their supervisor about work progress. This mandatory annual evaluation of researchers is executed and coordinated by the Deputy Director.	None.	-

5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g., thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of intellectual property protection</i> <i>Act on Polish Academy of Sciences</i>	Researchers are obliged and familiar with national and other founders' rules. The main rules are <i>Regulations of intellectual property protection</i> and the most important <i>Act on Polish Academy of Sciences</i> .	None.	-

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i>	In ISEA PAS, researchers are obliged to follow good practices in research and effective management of Institute's finances. Detailed data is shared for all kinds of control.	None.	-

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Labour Code</i> <i>ISEA PAS Labour Regulations</i>	Researchers are using safe working practices in accordance with national regulations. ISEA PAS has clear procedures for data protection on backup disks.	None.	-

8. Dissemination, exploitation in results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Scopes of Responsibility</i>	ISEA PAS specifies all tasks, including spreading knowledge within the scope of the research activity and achievements by publishing in international and national journals as well as in public databases or participation in conferences, meetings, etc.	None.	-

9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Scopes of Responsibility</i>	ISEA PAS takes an active part in promoting science by publishing in popular science journals, TV and radio programs and organising events presenting research conducted in ISEA PAS.	None.	-

10. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of Ph.D. studies</i>	<i>Regulations of Ph.D. studies</i> are equal to C&C principles.	None.	-

11. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Scopes of Responsibility</i>	During the coaching of early-stage researchers, senior scientists fulfil their functions in accordance to the highest professional standards and therefore set the conditions for the efficient transfer of knowledge and for the further successful development of the young scientists' careers.	None.	-

12. Continuing professional development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Scopes of Responsibility</i> <i>ISEA PAS Labour Regulations</i>	ISEA PAS gives its employees many opportunities to participate in special trainings in Poland and the EU.	None.	-

II. General Principles and Requirements applicable to Employers and Funders

13. Recognition of the profession

All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Labour Regulations</i>	Employees, through a survey conducted, found that they are considered to be professionals in their field.	None.	-

14. Non-discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Labour Regulations</i>	<i>ISEA PAS Labour Regulations</i> ensure the equal treatment of workers regardless gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.	None.	-

15. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Labour Regulations</i>	<p>ISEA PAS tries to provide a most stimulating research or research training environment by being a member of research networks and cooperating with many foreign and domestic research centres, as well as by complying with the national or sectoral regulations concerning health and safety in research.</p> <p>ISEA PAS has scientific equipment, but in insufficient quantities, and therefore offers the opportunity for remote work based on <i>ISEA PAS Labour Regulations</i>.</p>	<p>15.a. Purchasing and renovating research equipment.</p> <p>15.b. Improved management of available equipment – creating ISEA PAS equipment list.</p> <p>15.c. Creating new scopes of responsibility.</p> <p>15.d. Commissioning certain work, connected with network and office administration, outside ISEA PAS.</p>	<p>Q3 2016-Q1 2020</p> <p>Director</p> <p>Head of Administration</p> <p>Human Resources Specialist</p>

16. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career 9. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Act on Polish Academy of Sciences</i></p> <p><i>Act on Academic Degrees and the Academic Title</i></p> <p><i>Labour law</i></p> <p><i>ISEA PAS Labour Regulations</i></p> <p><i>Regulation of the Minister of Science and Higher Education</i></p>	<p>The legal acts regulating work conditions:</p> <ul style="list-style-type: none"> - <i>Act on Polish Academy of Science</i> - <i>Act on Academic Degrees and the Academic Title</i> - <i>Labour law</i> - <i>ISEA PAS Labour Regulations</i> - <i>Regulation of the Minister of Science and Higher Education</i> on criteria for assessing the achievements of the person applying for postdoctoral appointment. <p><i>ISEA PAS Labour Regulations</i> allows the possibility of working different hours than agreed, as well as remote work, with the consent of the Director.</p>	<p>16.a. Purchasing mobile internet devices for researchers doing fieldwork.</p> <p>16.b. Installing a remote link for researchers to their computers in ISEA PAS.</p> <p>16.c. Rewarding activity (e.g., Research projects, training young researchers, training in foreign institutions, etc.).</p>	<p>Q2 2017 – Q2 2019</p> <p>Director</p> <p>Human Resources Special IT Network Administrator</p>

17. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>Act on Academic Degrees and the Academic Title</i>	Polish law regulates conditions of stability and permanence of employment by the following Acts: - <i>Act on Polish Academy of Sciences,</i> - <i>Act on Academic Degrees and the Academic Title</i>	None.	-

18. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

18.1. Salaries

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Reward Regulation</i>	Under the <i>ISEA PAS Reward Regulation</i> , employees have a guaranteed base salary.	<p>18.1.a. Extending the scope of granting special allowance for scientific work.</p> <p>18.1.b. Monetary compensation for conducting research projects.</p> <p>18.1.c. Monetary compensation for popularisation researches executed in ISEA PAS.</p> <p>18.1.d. Engaging employees in external projects, enabling earning additional funds.</p>	<p>Q2 2016 – Q2 2017</p> <p>Director</p> <p>Chief Accountant</p> <p>Human Resources Specialist</p> <p>Research Development Specialist</p>

18.2. Insurance

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on the social insurance system</i>	Polish law, based on the <i>Act on the social insurance system</i> , guarantees the provision of social security. ISEA PAS provides its employees with additional medical insurance.	None.	-

19. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Labour Code</i> <i>ISEA PAS Labour Regulations</i>	Based on the <i>Labour Code</i> and <i>ISEA PAS Labour Regulations</i> , gender equality is respected at all career levels.	None.	-

20. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Statute</i>	The <i>ISEA PAS Statute</i> provides a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation.	None.	-

21. Value of mobility

Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Labour Regulations</i>	<i>ISEA PAS Labour Regulations</i> allow researchers to work in a place other than headquarters. Therefore, ISEA PAS recognises the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility, as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career.	None.	-

22. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Labour Regulations</i></p>	<p>Researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies.</p>	<p>22.a. Monetary compensation for implementation, utilisation and transfer of knowledge and skills to young researchers.</p> <p>22.b. Financing specialist trainings in terms of researches carried out at the Institute.</p>	<p>Q4 2016 - Q1 2019</p> <p>Director Chief Accountant Research Development Specialist</p>

23. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>ISEA PAS Labour Regulations</i></p>	<p>ISEA PAS provides advice for all researchers.</p>	<p>23.a. Improving staff advice.</p>	<p>Q2 2017</p> <p>Deputy Director Human Resources Specialist</p>

24. Intellectual property rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of intellectual property protection</i>	Valid <i>Regulations of intellectual property protection</i> ensure protection of copyrights and property rights to created publications.	24.a. Inserting Regulations of intellectual property protection on the website in order to inform all employees.	Q3 2016 IT Network Administrator

25. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of intellectual property protection</i>	Researchers continue to cooperate with national and international Institutes and universities and publish their findings together. The copyright acts and the <i>Regulations of intellectual property protection</i> follow the same rules as C&C.	None.	-

26. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of Ph.D studies</i>	The ISEA PAS, W. Szafer Institute of Botany PAS, Institute of Plant Physiology PAS and Institute of Nature Conservation ISEA PAS build Ph.D. studies. The position of students' guardians exists in IB PAS.	26.a. Appointing a guardian for young researchers.	Q4 2016 Director Deputy Director

27. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Statute</i>	Researchers have an obligation to teach within the scopes of responsibility, ensue to <i>ISEA PAS Statute</i> . Therefore, there are no rewards for this.	27.a. Adding a new criterion (participation of young scientists in education) to the Regulations of the annual evaluation of researchers.	Q4 2016 Director Deputy Director

28. Evaluation/appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>Regulations of the annual evaluation of researchers</i>	Researchers are subject to an annual assessment of the achievements and effectiveness of scientific work. This obligation follows from the <i>Act on Polish Academy of Sciences</i> and <i>Regulations of the annual evaluation of researchers</i> .	None.	-

29. Complains/appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Labour Code</i> <i>ISEA PAS Labour Regulations</i>	ISEA PAS has an employee representative.	29.a. Developing a regulation for solving problems and conflicts.	Q1 2018 Director Human Resources Specialist

30. Participation in decision-making bodies

Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i> <i>ISEA PAS Statute</i>	The Scientific Council of ISEA PAS is a body that represents researchers and protects or promotes their individual and collective interests as professionals.	None.	-

31. Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of the competition for new researchers</i>	The rules and standards are clearly specified in the <i>Regulations of the competition for new researchers</i> .	None.	-

III. The Code of Conduct for the Recruitment of Researchers

32. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of the competition for new researchers</i>	The rules and standards are clearly specified in the <i>Regulations of the competition for new researchers</i> .	None.	-

33. Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Labour Code Act on Polish Academy of Sciences</i>	Selection committees comprise experts in a specific field.	None.	-

34. Transparency

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of the competition for new researchers</i>	Candidates are informed, prior to the selection, about the recruitment process and the selection criteria according to <i>Regulations of the competition for new researchers</i> .	None.	-

35. Judging merit

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of the competition for new researchers</i>	Evaluation of candidates is carried out according to the <i>Regulations of the competition for new researchers</i> .	35.a. Inserting recruitment regulations on the website. 35.b. Inserting information about choosing a candidate on the website.	Q3 2016 IT Network Administrator Human Resources Specialist

36. Variations in the chronological order of CVs

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Labour law</i>	<p>Possibility of variations in the chronological order of CVs are guaranteed under the <i>Labour law</i>.</p> <p>ISEA PAS takes career breaks due to childcare or , etc., into consideration</p>	None.	-

37. Recognition of mobility experience

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Labour Regulations</i>	<p>Any mobility experience is considered as a valuable contribution to the professional development of a researcher.</p> <p>ISEA PAS encourages its researchers to undertake academic trainings in national and international institutes and universities.</p>	None.	-

38. Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Regulations of the annual evaluation of researchers</i>	ISEA PAS has <i>Regulations of the annual evaluation of researchers</i> ; However, it is different from C&C principles.	38.a. Establishing academic and professional qualifications procedures and inserting these on the website	Q1 2017 Director Deputy Director

39. Seniority

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognized.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>ISEA PAS Regulations of competition for new researchers</i>	Recruitment procedure is based on <i>ISEA PAS Regulations of competition for new researchers</i> . The most important values are achievements, skills and creativity.	None.	-

40. Postdoctoral appointments

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the post-doctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of longterm career prospects.

Relevant permitting legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Act on Polish Academy of Sciences</i>	The rules are specified in the <i>Act on Polish Academy of Sciences</i> .	None.	-

5. Action plan.

The whole staff of ISEA PAS will be included in the changes.

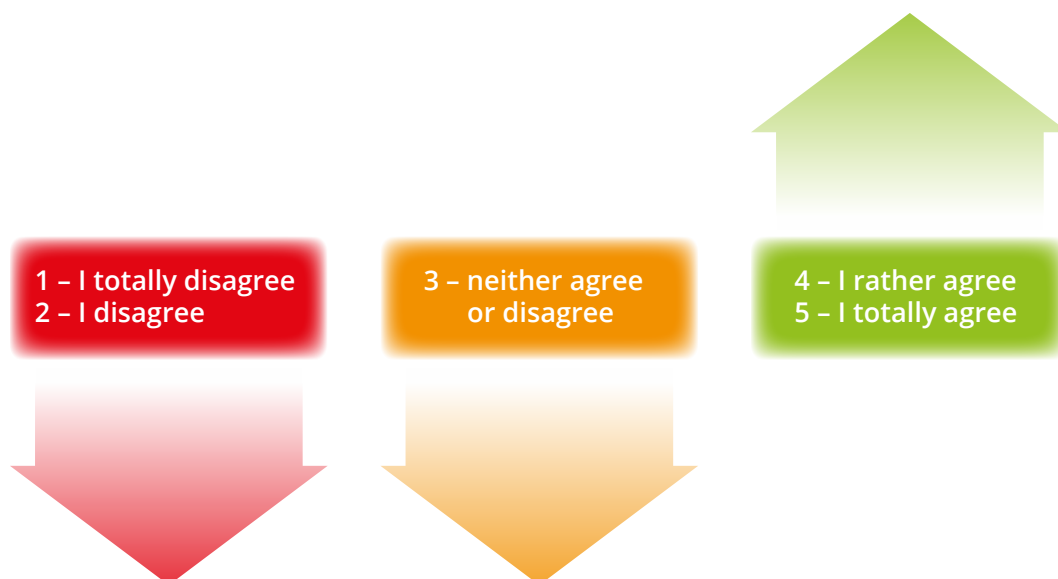


Based on the analysis of questionnaire, the WG defined 4 main changes:

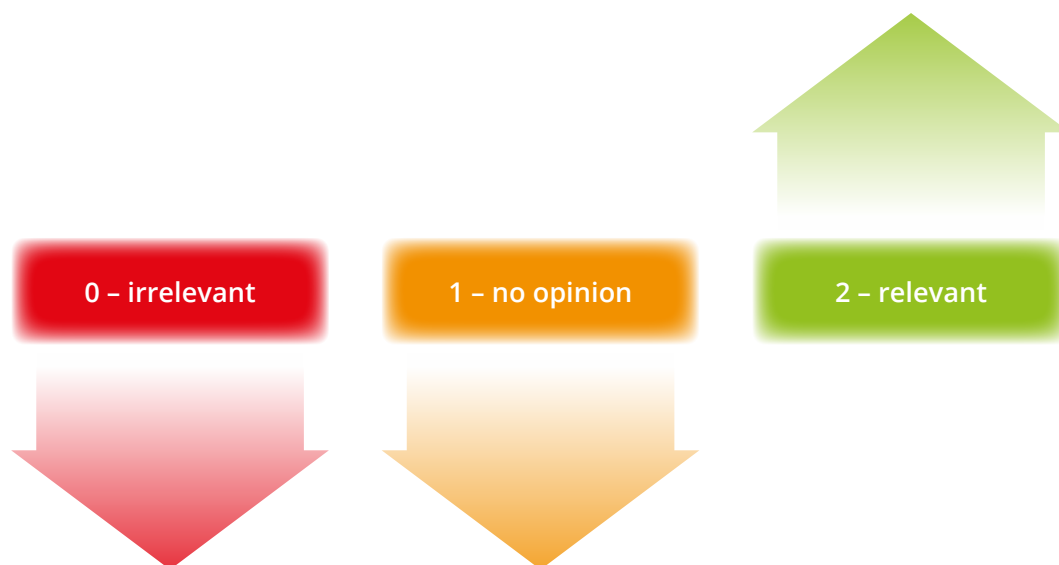
- ✘ Improvement of staff awareness of C&C,
- ✘ Modification of network administration and office,
- ✘ Modification of network website,
- ✘ Adaptation of ISEA PAS Regulations.

After analysing the results of the questionnaire, the WG accepted that a value below 4.0 comes under change.

Indicator of existing rules/practices:



Indicator of signification:



By analysing the survey results and summarising ISEA PAS' work, the WG has found/identified some main strengths and weaknesses.

Strengths:

- ✘ Young and creative supervisors supported by experienced researchers,
- ✘ Strong interest from researchers in the implementation of Charter & Code principles and high awareness of the upcoming changes,
- ✘ Many ISEA PAS acts and regulations similar to Charter & Code,
- ✘ WG consisting of people with variety of experiences and knowledge,
- ✘ Energetic and creative young staff, who gain special research projects.

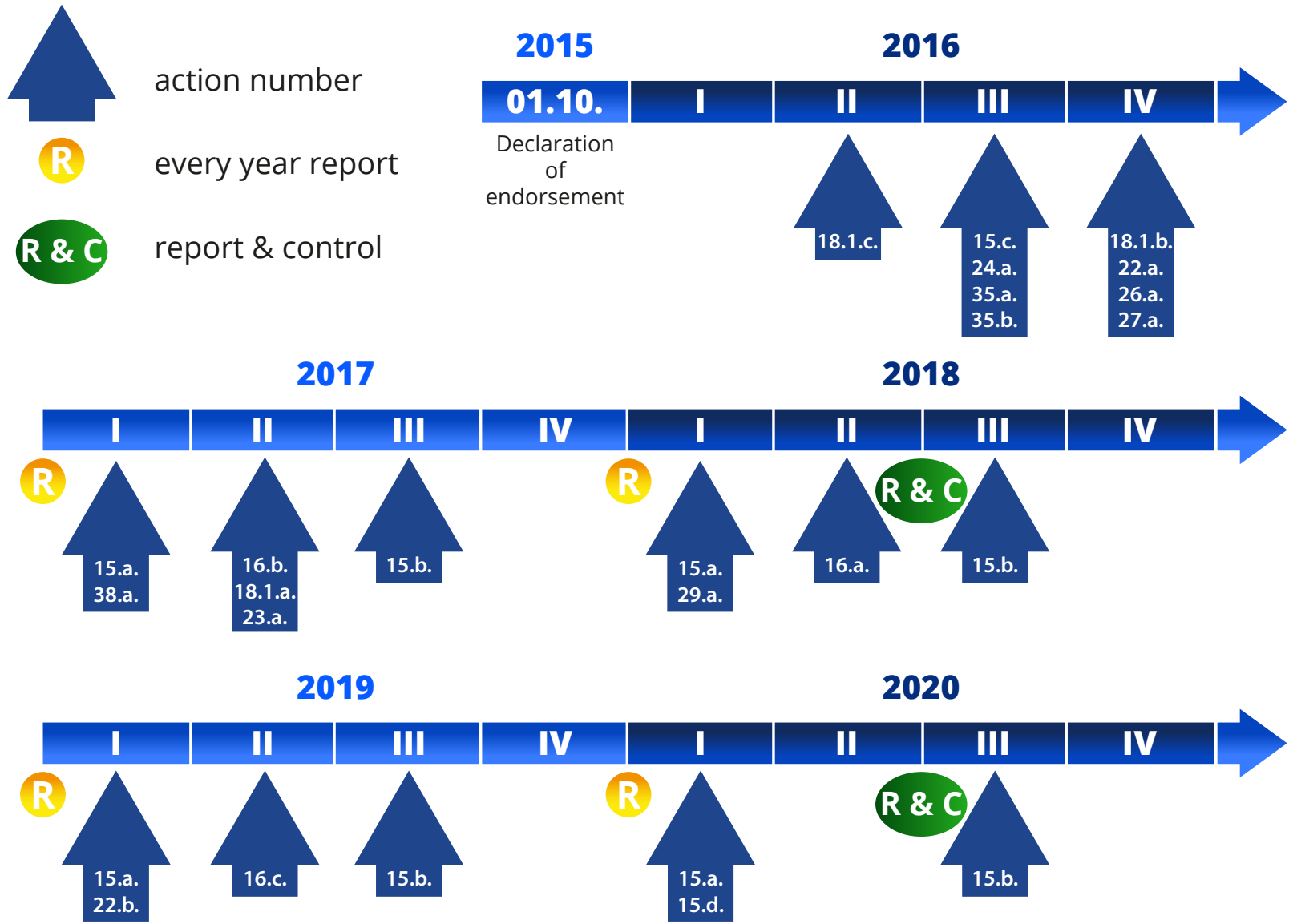
Weaknesses:

- ✘ Limited flow of information between researchers and administration staff,
- ✘ Some research focused on a narrow specialization, e.g., a small systematic group of animals,
- ✘ Majority of senior researchers,
- ✘ Lack of involvement in EU-level projects,
- ✘ Unsatisfactory success rate of obtaining external sources of funding.

During the entire process of adapting and implementing C&C principles, the WG has planned:

- ✘ WG meetings to oversee control all required actions,
- ✘ Annual progress report based on an internal questionnaire,
- ✘ Promotion of the HRS4R
- ✘ Internal audit after two years (2018); external after four years and than at least every four (2020)





II. General Principles and Requirements applicable to Employers and Funders

15. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Average value of respondents	Actions required	When	Who
3,88	<ul style="list-style-type: none"> 15.a. ISEA PAS will improve management of available equipment by carrying out a yearly inventory, conducted by a specially appointed commission. The ISEA PAS equipment list will be created according to the collected data. 	Q1 2017	Director Head of Administration
		Q1 2018	
		Q1 2019	
		Q1 2020	
	<ul style="list-style-type: none"> 15.b. Based on the yearly checked ISEA PAS equipment list ISEA PAS will purchase and/or renovate necessary research equipment. 	Q3 2017	Director Head of Administration
		Q3 2018	
		Q3 2019	
		Q3 2020	
	<ul style="list-style-type: none"> 15.c. Director of ISEA PAS will interview office administration and network employees and create new scopes of responsibility in consultation with Human Resources Specialist. 	Q3 2016	Director Human Resources Specialist
		Q1 2020	
	<ul style="list-style-type: none"> 15.d. After checking new scopes of responsibility Director will carry new interviews and the excess of duties connected with network and office administration will be commissioned to external company. 	Q1 2020	Director Human Resources Specialist

16. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career 9. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Average value of respondents	Actions required	When	Who
3,63	<ul style="list-style-type: none"> 16.a. ISEA PAS will conduct analysis among researchers who carry outdoor studies and decide about purchasing mobile internet devices. It will create possibility to communicate with them during field work. 	Q2 2018	Director IT Network Administrator
	<ul style="list-style-type: none"> 16.b. ISEA PAS will inform employees about possibility of tele-working. To achieve that, there can be installed a remote link for researchers to their computers in ISEA PAS. The remote link allows to connect to another computer (for example in the workplace) and use it despite the distance. 	Q2 2017	IT Network Administrator
	<ul style="list-style-type: none"> 16.c. ISEA PAS will plan a special amount of money for rewarding activity. Awards would be granted for research projects, spending time for training young researchers or trainings in foreign institutions, etc. 	Q2 2019	Director Human Resources Specialist

18. Funding and Salaries

18.1. Salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Average value of respondents	Actions required	When	Who
2,55	<ul style="list-style-type: none"> 18.1.a. Director of ISEA PAS will interview researchers and if it is necessary, he will extend the scope of granting special allowance for scientific work in consultation with Chief Accountant and Human Resources Specialist. 	Q2 2017	Director Chief Accountant Human Resources Specialist
	<ul style="list-style-type: none"> 18.1.b. ISEA PAS will create new rules to ISEA PAS Labour Regulations about monetary compensation for conducting research projects and popularisation of research executed in ISEA PAS. 	Q4 2016	Director
	<ul style="list-style-type: none"> 18.1.c. Newly opened work place for a Research Development Specialist who will search possibilities to engage employees in external projects, enabling earning additional funds by studying available websites and announcements. 	Q2 2016	Research Development Specialist

22. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Average value of respondents	Actions required	When	Who
3,8	<ul style="list-style-type: none"> ○ 22.a. ISEA PAS will introduce new rules in Regulations of the annual evaluation of researchers which will ensure a monetary compensation for implementation, utilisation and transfer of knowledge and skills to young researchers. 	Q4 2016	Director Chief Accountant
	<ul style="list-style-type: none"> ○ 22.b. Research Development Specialist will be responsible for seeking out new training opportunities for ISEA PAS researchers. Specialist trainings consistent with research carried out at the Institute will be financed by ISEA PAS. 	Q1 2019	Director Research Development Specialist

23. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Average value of respondents	Actions required	When	Who
3,03	<ul style="list-style-type: none">23.a. Regardless of researchers' contractual situation, the staff advice will be provided. Deputy Director and Human Resources Specialist have the best qualification to advice, supported by many years of experience in their work.	Q2 2017	Deputy Director Human Resources Specialist

24. Intellectual property rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of *Intellectual Property Rights*, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Average value of respondents	Actions required	When	Who
3,86	<ul style="list-style-type: none">24.a. The ISEA PAS website modernization and creation a proper place for inserting Regulations of intellectual property protection on the website in order to inform all employees.	Q3 2016	IT Network Administrator

26. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Average value of respondents	Actions required	When	Who
3,41	<ul style="list-style-type: none">○ 26.a. The competition for the young researchers' guardian will be announced among ISEA PAS researchers. Director and Deputy Director will evaluate candidates' experience and predispositions, then appoint the best guardian for young researchers.	Q4 2016	Director Deputy Director

27. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Average value of respondents	Actions required	When	Who
3,4	<ul style="list-style-type: none">○ 27.a. Adding a new criterion (participation of young scientists in education) to the Regulations of the annual evaluation of researchers which will ensure additional reward for researchers at the beginning of their carrier. ISEA PAS will inform all young researchers about a possible prize for their commitment and achieved results.	Q4 2016	Director Deputy Director

29. Complains/appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Average value of respondents	Actions required	When	Who
3,93	<ul style="list-style-type: none">○ 29.a. Developing a regulation for solving problems and conflicts. ISEA PAS can not appoint one person to deal with all complaints, therefore a representative has to be chosen properly to the particular problem. Director and Human Resources Specialist will decide who will be an impartial person and has the best experience for each situation individually.	Q1 2018	Director Human Resources Specialist

III. The Code of Conduct for the Recruitment of Researchers

35. Judging merit

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Average value of respondents	Actions required	When	Who
3,87	<ul style="list-style-type: none"> ○ 35.a. The ISEA PAS website modernization and elaboration a proper place for inserting recruitment regulations on the website. ○ 35.b. The ISEA PAS website modernization and creation a proper place for inserting information about new employee competition and selection of the best candidate. 	Q3 2016	IT Network Administrator Human Resources Specialist

38. Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Average value of respondents	Actions required	When	Who
3,59	<ul style="list-style-type: none">38.a. ISEA PAS Director and Deputy Director will establish academic and professional qualifications procedures and insert them on the modernized website.	Q1 2017	Director Deputy Director

5. Acceptance

The Institute of Systematics and Evolution of Animals, Polish Academy of Sciences, represented by Director Dr Sebastian Tarcz unreservedly accepts the Human Resources Strategy for Researchers.

A handwritten signature in blue ink, appearing to read 'S. Tarcz', is positioned in the center-right of the page.