HR EXCELLENCE IN RESEARCH



Institute of Geophysics
Polish Academy of Sciences

Document structure related to obtaining the HR Excellence in Research logo

I. Introduction

The Institute of Geophysics, Polish Academy of Sciences (Instytut Geofizyki Polskiej Akademii Nauk, IoG PAS) is a scientific institution representing the main stream of Polish basic research in Earth sciences. It is the only institution in Poland that performs monitoring of geophysical fields in seismology, geomagnetism, and selected areas of atmospheric physics.

- Research areas
- Seismology and lithospheric research
- Geomagnetism
- Theoretical geophysics
- Atmospheric physics
- Hydrology and hydrodynamics
- Polar and marine research

The main statutory tasks of the Institute include scientific research, development, monitoring and educational activities, as well as dissemination of the results of the research and their implementation in the economy.
An important objective of the activity of the Institute of Geophysics, Polish Academy of Sciences, is supporting people beginning their scientific careers and education and development of research workers and specialists with particular skills in the field of geophysical sciences, as well as to anticipate hazards, perform risk assessments and manage crisis situations.
The Institute also conducts extensive cooperation with universities, research institutes and scientific associations, particularly in the field of research and development works. We also ensure the continuous development of international scientific cooperation through creation of research consortia and conduct of joint research projects with foreign partners.

THE MISSION OF THE INSTITUTE OF GEOPHYSICS PAS

- Studying geophysical processes for better understanding of the mechanisms controlling the Earth's system and risk management
- Working for the benefit of the society and economic development
- Development and maintenance of strategic research infrastructure
- Geophysical monitoring
- Training future leaders of the scientific community

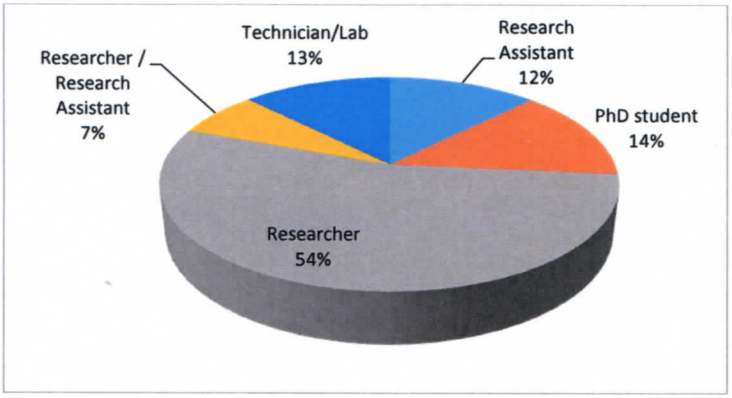
II. Stages of implementation of the logo

In connection with the process of obtaining the HR Excellence Research logo, IoG PAS has taken the following steps:

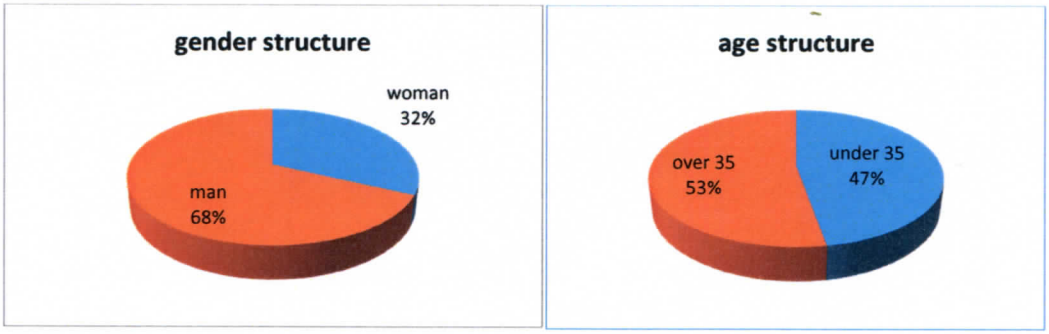
- a commission was appointed by order of the Director of IoG PAS to be responsible for conducting the process, implementing the provisions contained in the EC-approved Charter for Researchers and the Code of Conduct for the Recruitment of Researchers
- the membership of the commission appointed to conduct the process included researchers with the title of professor, a Ph.D. as well as a doctor and a representative of PhD students. Furthermore, the team included administrative staff representing the human resources, promotion and international cooperation and the project management departments;
- the order of the Director of IoG PAS had the objective of formally starting the process of fully implementing the issues regarding the Charter for Researchers and the Code, which is to contribute to the Institute obtaining the HR Excellence Research logo;
- in order to obtain information on the assessment of the implementation of the individual aspects of the Charter and the Code, in accordance with the order of the Director, a survey was conducted among the researchers employed at the Institute, as well as the doctoral students specifying the implementation of the individual issues (the questionnaire is attached as Appendix 1 to this application);
- in connection with the work performed in order to implement the guidelines taken into account, in both the Charter and the Code, the commission reviewed the acts of law, both external and internal, as well as the good practices applied the Institute which are not regulated by law;
- the commission analysed the results of the survey, which, together with the review of the current national legislation, as well as the regulations and practices in force at IoG PAS, enabled the assessment of the current status and an outline of the areas that should be modified or areas that require regulation and introduction into practice. The resulting document can be divided into two basic parts. The first giving a detailed description of all 40 principles of the Charter and the second outlining the list of planned activities, taking into account detailed information on the method of implementing, as well as the period of implementation and organizational sections operating at the Institute responsible for this process.
- Special attention was devoted to the principles, the results of the surveys of which showed a lower level of implementation of the issue. Those issues in which the average assessment of the implementation was less than 3.5 were considered a lower level of implementation. In addition, the suggestions of the respondents were also used to introduce activities in the area of issues, the implementation of which was rated high, but the need was specified for introducing additional activities.

III. Survey results

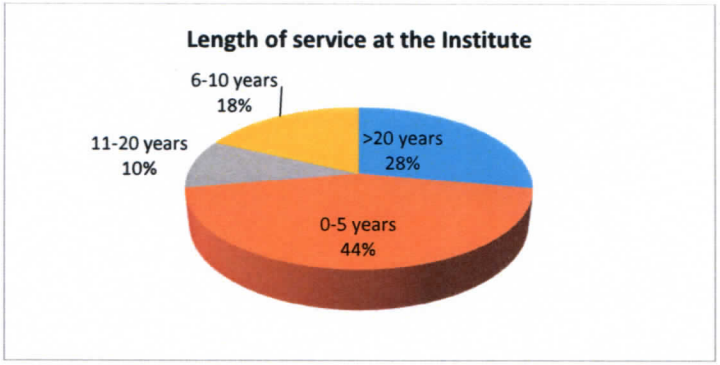
In accordance with the assumptions of the process related to the implementation of the Charter for Researchers and the Code of practice, as well as the regulations of IoG PAS, an electronic questionnaire was sent to researchers, as well as doctoral students, who were the addressees of the documents in question. The survey was anonymous and voluntary. Although the completion of the questionnaire was not obligatory, the percentage of people who decided to participate in the study was very high, namely 72 people, which represented 66% of the people who were asked to complete the questionnaire.



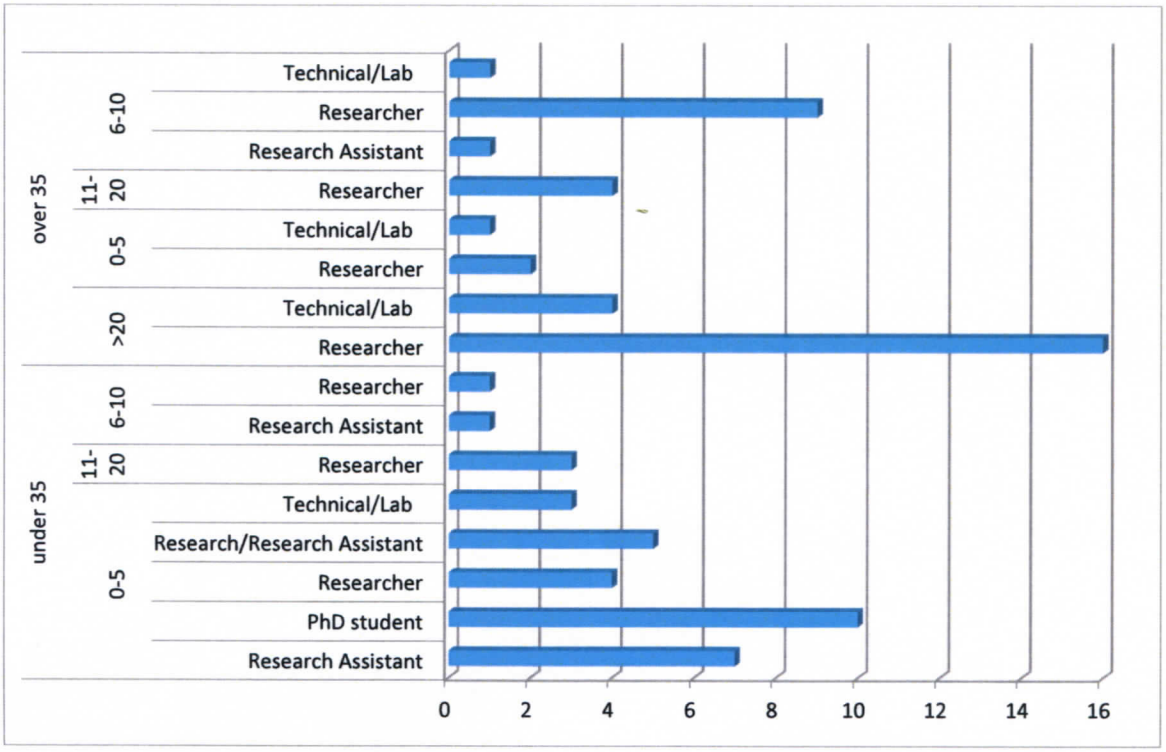
The respondents who took part in the study were mainly researchers. Even so, 14% of respondents were doctoral students, studying at the Institute of Geophysics at the Polish Academy of Sciences, who may constitute the Institute's scientific staff in the future. The majority of the respondents were men. However, the age structure of people participating in the survey was highly differentiated; a comparable proportion of people was aged over and under 35 years.



The majority of respondents were employees with a length of service of up to 5 years and over 20 years. The large share of such a diverse group in terms of length of service enabled the presentation of issues from a very broad perspective, both in terms of young workers and people with extensive experience and scientific achievements.

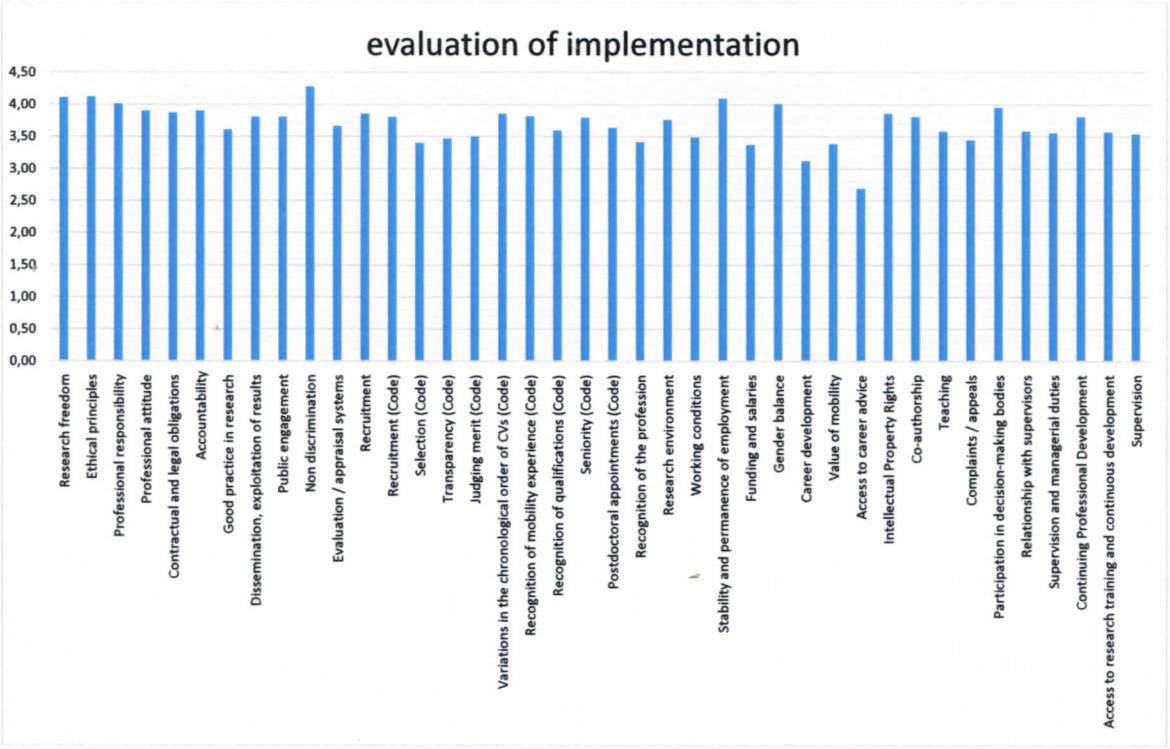


The majority of respondents aged under 35 years were doctoral students and assistants with a length of service of up to 5 years. It should also be emphasized that researchers aged under 35 years also constituted a large group. The structure of the respondents aged over 35 years was dominated by researchers with a length of service of over 20 years. In second place, among the employees aged over 35, were researchers with a length of service of between 6 and 10 years. The age and functional structure of employment of the employees at the Institute is very diverse. The number of employees with a great deal of scientific achievements, who can provide support for the younger employees is adequate to encompass young researchers by the support.



The analysis conducted showed that most of the 40 issues included in the survey, were considered important by the respondents. A 5-point scale of importance was used to specify the significance of individual issues, understood as importance of the principle under evaluation to the respondent in the fulfilment of his official duties. It should be pointed out that the average assessment of importance of an issue was specified by the respondents as being below 4, with respect to only questions 9, 14, 19, 27 and 29, while importance of the remaining points was described as very high, i.e. over 4.

Additionally, the results of the assessments regarding the level of implementation understood as the extent to which the Institution or the respondent applies the principles described in the question while performing his duties, were very high. The average assessment of implementation was less than 3.5 in the case of only nine issues, the implementation of which was assessed. In the context of the 5-point scale used, this result should be considered high. The lowest average levels of implementation were demonstrated with regard to questions 14, 15, 22, 24, 26, 28, 29, 30 and 34. These issues were covered by a broader analysis, whereby it should be emphasized that the average was only below 3 in the case of question 30. Detailed information on the survey results by age, length of service and function performed is attached as appendix 2 to this application.



IV. Analysis of the condition, as well as the Strategy for human resources development at IoG PAS - status and planned activities

As presented in the introduction, IoG PAS is the country's leading centre for research in earth sciences. The entity's strong position primarily arises from the potential of the Institute's research staff. The activities undertaken by the Institute intended to fully implement issues arising from the Charter and Code are ultimately expected to contribute to increasing the number of outstanding research employees. In addition, the overriding objective is to maintain transparency of the recruitment process for scientific posts, as well as ensuring equal treatment of all candidates, thereby increasing the attractiveness of working for the Institute. This is a very important factor in raising the status of the Institute. Similarly, in order to maintain a high level of effects, steps must be taken to ensure that the Institute has an appropriate academic staff and creates conditions for unfettered research activity. This is consistent with the objectives of the Charter for researchers, as well as the Code of Conduct when recruiting researchers. The work conducted also effectively have the objective of enabling new skills to be acquired in connection with the fulfilment and commercialization of projects as an important element in the creation of a dynamic knowledge-based economy.

The implementation of the above primarily requires the appropriate diagnosis of the current situation, as well as the identification of the priority directions that will be realistically achievable and will contribute to the maximum extent to the achievement of the conditions specified in the Charter for researchers, as well as the Code of Conduct when recruiting researchers. Information has been presented below on the condition of the individual issues at the Institute, as well as the legal framework for both the internal, as well as the national governing issues described in the Charter and the Code.

1. Research freedom – *wolność badań naukowych*

1.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle) *Odpowiednie przepisy (pozwalające lub utrudniające implementację tych zasad)*	**Existing Institutional rules and/or practices** ***Istniejące przepisy lub/i praktyki***
Resolution No. 164/20111 of the Council of Ministers of 16/08/2011 on the establishment of a National Research Programme; The Act on the principles of financing science of 30/04/2010; The Public Finance Act of 29/08/2009; The Act on the Polish Academy of Sciences of 30/04/2010; The Act on the National Research and Development Centre of 30/04/2010; The Act on the National Science Centre of 30/04/2010; The Act on copyright and related rights of 04/02/1994; The Industrial Property Law of 30/06/2000; The Act on the protection of databases 30/06/2000; The Act on Combating Unfair Competition of 16/04/1993; The Labour Code of 26/06/1974;	The Statutes of IoG PAS of 5/05/2011 approved by the President of the Polish Academy of Sciences of 09/05/2011, Amended by a resolution of the Scientific Council of IoG PAS of 23/10/2012, approved by the President of the Polish Academy of Sciences of 18/12/2012, Amended by a resolution of the Scientific Council of IoG PAS of 12/02/2014, approved by the President of the Polish Academy of Sciences of 24/09/2014; Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25/03/2015 on the adoption of the Regulations on the management of copyright and industrial property rights, as well as the principles of

The Polish Civil Code of 23/04/1964.	commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 9/07/2015; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

1.2. Description of the situation

Researchers are able to freely expand the frontiers of their scientific knowledge, while enjoying the freedom of conviction and expression, as well as the freedom to specify methods of solving problems, according to recognized ethical principles and practices. They are independent employees, while their scientific achievements are a result of independent work, during which the regulations related to the issues, namely the protection of intellectual property, are not breached. The applicable regulations clearly lay out the principles of scientific ethics, guaranteeing freedom of research, taking into account the limitations which are obviously and clearly included in the internal and external regulations. IoG PAS supports all activities related to bottom-up initiatives presented by researchers within the framework of leading themes and with the consent of the immediate supervisors, and supports activities related to obtaining funding for their implementation. A creative approach to scientific work is a valued element, while any of its manifestations are appreciated.

The results of the survey confirm that this issue is very important to IoG PAS. In addition, the respondents also well assessed the level of implementation of this issue. Only three of the seventy-two people commented that they consider it an unimportant issue. It was simultaneously emphasized in the survey that this aspect is naturally observed by researchers and does not require further regulation. The existing procedures strictly define the organizational constraints without breaching the freedom of scientific research.

1.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.

1.4. Organizational section responsible for implementing the actions

HR Department

1.5. Timing of the implementation of actions

at least twice a year, the first block of training in the fourth quarter of 2016.

2. Ethical principles – *zasady etyczne*

2.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
Researcher's Code of Ethics – appendix to Resolution No. 10/2012 of the General Assembly of PAS of 13/12/2012; The Act on the Polish Academy of Sciences of 30/04/2010; the Polish Labour Code of 26/06/1974;	**Disciplinary Commission**: selected during the Elections held on 24 November 2015; Resolution of the Scientific Council of IoG PAS No. 13/218/2014 of 12/02/2014 regarding the appointment of a Disciplinary Commissioner at the Institute of Geophysics at the Polish Academy of Sciences; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

2.2. Description of the situation

The regulations in force at the Institute clearly specify the ethical dimension, as well as the requirements of researchers in this area. Each researcher starting to work with the Institute is obliged to read and comply with these regulations while conducting research under the auspices of IoG PAS. Ethical issues are a priority, which is reflected in the internally adopted regulations, namely the Employment Regulations, but also external documents, namely the Researcher's Code of Ethics introduced in the form of a Resolution by the General Assembly of the Polish Academy of Sciences. Researchers may obtain any documents, including those governing ethical issues, from the Scientific Secretariat, while those regarding acts of internal regulation can be obtained from the IoG PAS public website.

The importance of this issue was also presented in the results of the surveys. Only two people indicated that this issue is of minor importance. Furthermore, only 3 employees assessed the level of implementation of the issue as being low. Assessments also appeared that ethical aspects should not be regulated to a greater degree than at present. It was also mentioned that, due to the specific nature of science, it is sufficient in this respect, to undertake to observe the "scientist's code of ethics" or a similar document.

2.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey.

1) At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.
2) The update of files on acts of internal regulation in force at the Institute is available on the IoG PAS website, which is generally available to employees.

2.4. Organizational section responsible for implementing the actions

HR Department

2.5. Timing of the implementation of actions

1) at least twice a year, the first block of training in the fourth quarter of 2016.
2) on an ongoing basis.

3. Professional responsibility – *odpowiedzialność*

3.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
Researcher's Code of Ethics – appendix to Resolution No. 10/2012 of the General Assembly of PAS of 13/12/2012; The Act on the Polish Academy of Sciences of 30/04/2010; the Act on copyright and related rights of 04/02/1994; The Industrial Property Law of 30/06/2000; The Act on the protection of databases 30/06/2000; The Act on Combating Unfair Competition of 16/04/1993; The Labour Code of 26/06/1974; The Polish Civil Code of 23/04/1964.	**Disciplinary Board:** selected during the Elections held on 24 November 2015; Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25 March 2015 on the adoption of the regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 9 July 2015; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

3.2. Description of the situation

Researchers create their own image on the national and international arena through their activities and therefore it is in their broadly understood interests that the studies are of significance to society and do not duplicate other research conducted to date. The high quality of scientific achievements is a researcher's flagship and therefore the actions conducted by the Institute can only support the work performed by the individual researchers.

However, in taking up the issue of usefulness to society of research conducted, it should be emphasized that the Institute focuses on basic research. This research constitutes the first intellectual phase on the way to creating specific solutions and without them it would be impossible to talk about new solutions. Therefore, the Institute endeavours to maintain a balance between outlay and support of the core business, as well as applied research, industrial research and development work.

During the survey conducted, only one person mentioned the low level of importance of this issue, while three respondents rated implementation low.

3.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.

3.4. Organizational section responsible for implementing the actions

HR Department

3.5. Timing of the implementation of actions

at least twice a year, the first block of training in the fourth quarter of 2016.

4. Professional attitude - *profesjonalizm*

4.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the principles of financing science of 30/04/2010; The Public Finance Act of 29/08/2009; The Act on the National Research and Development Centre of 30/04/2010; The Act on the National Science Centre of 30/04/2010; The Labour Code of 26/06/1974; The Polish Civil Code of 23/04/1964.	Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2014 of 21 March 2014 on the definition of the principles of supervision of the execution of scientific research projects or research and development projects and spending the funds awarded. Order No. 9/2015 of the Director of the Institute of Geophysics at the Polish Academy of Sciences of 22 October 2015 amending the principles of supervision of the execution of scientific research projects or research and development projects and spending the funds awarded.

4.2. Description of the situation

The regulations and accepted practices developed at the Institute fully enable the implementation of the above issue. Firstly, the Institute's statutes define the areas of research and subject matter of the work conducted. A number of internal activities have been introduced to update knowledge and facilitate and increase the opportunities for obtaining co-financing by researchers, namely, for example, posting information in the Institute's website on national and international tenders, which creates conditions for more rapidly acquiring

knowledge in this area. In addition, the International Cooperation and Project Management Department provides information to employees who have expressed such a need for information on ongoing and planned tenders, for co-funding of scientific projects. Information is also provided about possible external training on applying for funding from various sources.

In terms of project supervision, procedures have been introduced to supervise the implementation of scientific research or research and development projects, as well as the disbursement of the allocated funds constituting Appendix 1 to Order No. 7/2014 of the Director of IoG PAS of 21/03/2014. This document imposes the obligation to monitor progress against the schedule of the scientific research or research and development project and to control expenditure of funds, as well as procedures for conducting the final settlement of the projects referred to above.

Similarly, the Institute's activities are focused on the creation of an institutional framework enabling the streamlining of the process related to the application of this principle among scientists.

This is also confirmed by the results of the survey, as 70 out of 72 respondents considered this issue to be important, while 66 people rated implementation highly. Despite such a high percentage of people who assessed the implementation of the issues highly, a few comments also appeared on possible activities related to the organization of training and the dissemination of information on funds which are possible obtain in Polish or foreign tenders. Therefore, the activities related to the transfer of information on this will continue. The steps have already been taken, so, in this respect, their frequency can only be increased to enhance the effect of the actions undertaken.

4.3. Description of activities planned to be taken

Not applicable

4.4. Organizational section responsible for implementing the actions

Not applicable

4.5. Timing of the implementation of actions

Not applicable

5. Contractual and legal obligations – *zobowiązania umowne i prawne*

5.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Polish Civil Code of 23/04/1964; The Act on copyright and related rights of 04/02/1994; The Industrial Property Law of 30/06/2000; The Act on Combating Unfair Competition of 16/04/1993; The Act on the protection of databases 30/06/2000; The Labour Code of 26/06/1974; The Act on the principles of financing science of 30/04/2010;	Order No. 1/2011 of the Director of the Institute of Geophysics of PAS dated 12/01/2011 on determining the Remuneration Regulations of the employees of IoG PAS; Order No. 8/2012 of the Director of the Institute of Geophysics of PAS dated 28/09/2012 on the introduction of

The Public Finance Act of 29/08/2009; The Act on the National Research and Development Centre of 30/04/2010; The Act on the National Science Centre of 30/04/2010; The Act on the Polish Academy of Sciences of 30/04/2010;	amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 2/2015 of the Director of the Institute of Geophysics of PAS dated 06/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 13/2015 of the Director of the Institute of Geophysics of PAS dated 28/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 03/2016 of the Director of the Institute of Geophysics of PAS dated 28/01/2016 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25 March 2015 on the adoption of the regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 9 July 2015;

5.2. Description of the situation

As indicated in point 3, researchers create their own image on the national and international arena and therefore the observance of legal and contractual aspects is in their broadly understood interests. The high quality of scientific achievements is a scientist's flagship, so the activities performed by the Institute can only support the work performed by the individual scientists. Researchers are aware of the importance of these issues and their impact on their academic career.

Even so, in the legal aspects, the scientists are supported by the staff of the Scientific Secretariat, especially with regard to agreeing on interpretations with external Institutions in the area of external regulations. In terms of internal regulations, the employees of IoG PAS can use the website that is accessible by them, where acts of internal law are posted. Furthermore, regardless of whether or not they are posted in the website at the time of introducing new regulations into the internal order, this information about their introduction is communicated to the employees electronically.

In terms of the above issues 66 people indicated that it is important, while 69 respondents indicated a high level of implementation.

5.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held

each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.

5.4. Organizational section responsible for implementing the actions

HR Department

5.5. Timing of the implementation of actions

At least twice a year, the first block of training in the fourth quarter of 2016.

6. Accountability – *odpowiedzialność*

6.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Labour Code of 26/06/1974; The Polish Civil Code of 23/04/1964; The Act on the principles of financing science of 30/04/2010; The Public Finance Act of 29/08/2009; The Act on the National Research and Development Centre of 30/04/2010; The Act on the National Science Centre of 30/04/2010; Researcher's Code of Ethics – appendix to Resolution No. 10/2012 of the General Assembly of PAS of 13/12/2012;	Regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development studies: Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25 March 2015 on the adoption of the regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 9 July 2015; Regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of IoG PAS's research and development studies: Principles of supervising the implementation of scientific research or research and development projects, as well as spending of the funds awarded: Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2014 of 21 March 2014 on the definition of the principles of supervision of the execution of scientific research projects or research and development projects and spending the funds awarded. Order No. 9/2015 of the Director of the Institute of Geophysics at PAS of 22 October 2015 amending the principles of supervision of the execution of scientific research projects or research and development projects and spending the funds awarded;

Procedure for supervising the implementation of scientific research or research and development projects, as well as spending of the funds awarded:

Disciplinary Commissioner:

Resolution of the Scientific Council of IoG PAS No. 13/218/2014 of 12 February 2014 on the appointment of the Disciplinary Commissioner; The disciplinary commission was selected during the Elections of 24 November 2015;

Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS;

Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

6.2. Description of the situation

The principle of diligent, transparent and efficient financial management and cooperation with all bodies authorized to audit the scientific research is included in the procedure of supervising the fulfilment of scientific research or research and development projects, as well as the spending of the allocated funds attached as appendix 1 to order No. 7/2014 of the Director of IoG PAS of 21/03/2014. The funds for implementing most tasks or projects undertaken by IoG PAS are public funds, so, their distribution and spending is treated in a special way. Therefore, professionalism and transparency are required of the people responsible for their management in the activities undertaken. In addition, activities are conducted which arise from the Supervision procedures implemented at the Institute.

None of the respondents rated this issue as being unimportant. However, 65 people assessed the implementation of the issue highly.

6.3. Description of activities planned to be taken

Implementation of an integrated system within the available funding, taking into account the digital workflow, including financial and accounting documents. This action will increase the efficiency of the work of the administration, as well as separating the roles of scientist and project manager. The streamlining of the document flow and access to financial data on the project for project managers will help improve the management process ultimately, to a significant extent supporting the activities conducted by the project managers.

6.4. Organizational section responsible for implementing the actions

Deputy Director for General Matters

6.5. Timing of the implementation of actions

- Q2-Q3, 2016 – development of the technical functional requirements of the system, including the specification of the target purchase procedure;

- Q3, 2016 Q3, 2017 – raising funds for the fulfilment of an of the contract and the purchase of a solution;
- Q3-Q4, 2017, introduction of the personnel and payroll, as well as the financial and accounting modules;
- Q1, 2018 – testing of the modules implemented;
- Q1-Q2, 2019 – implementation of the document flow module
- Q3-Q4, 2019 – testing of the document flow module
- Q3-Q4, 2018 – implementation of the project management module;
- Q1–Q2, 2019 – testing of the project management module and completion of implementation of the full functionality of the system.

7. Good practice in research – *dobre praktyki w zakresie badań*

7.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Labour Code of 26/06/1974; The Polish Civil Code of 23/04/1964; The Act on the Protection of Personal Data of 29/08/1997; The Act on the Protection of Classified Information of 05/08/2010; The Act on Combating Unfair Competition of 16/04/1993;	Scope of duties of the research employees: Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS; Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25/03/2015 on the adoption of the regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 09/07/2015; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

7.2. Description of the situation

The issue is currently being implemented through standard procedures occupational safety and health (OSH) procedures arising from the applicable legal regulations. Furthermore, training is held on classified and confidential information among the employees who have been posted to perform these activities.

The principles of occupational safety are regularly communicated to the employees in regular OSH training in accordance with applicable regulations. In addition, the large amount of field work conducted by the Institute in difficult and even extreme conditions, e.g. in the Polar Regions, means that each employee undergoes additional training, as required in the given circumstances. The training for the employees involved in research at sea and in Polar Regions is particularly important here. This also applies to the qualifications to drive vehicles for every employee using a company car. In addition, the Institute has an information security policy and instructions on IT system management with regard to the requirements of personal data processing security.

7.3. Description of activities planned to be taken

1) Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.
2) Updating of data regulating the issue in the IoG PAS website, which is accessible by all employees.

7.4. Organizational section responsible for implementing the actions

HR Department

7.5. Timing of the implementation of actions

at least twice a year, the first block of training in the fourth quarter of 2016.

8. Dissemination, exploitation of results – *upowszechnianie, wykorzystywanie wyników*

8.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the principles of financing science of 30/04/2010; The Public Finance Act of 29/08/2009; The Act on the National Research and Development Centre of 30/04/2010; The Act on the National Science Centre of 30/04/2010; The Act on the Polish Academy of Sciences of 30/04/2010;	Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS; Regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development studies: Resolution of the Scientific Council of IoG PAS No. 10/224/2015 of 25/03/2015 on the

	adoption of the regulations on the management of copyright and industrial property rights, as well as the principles of commercialization of the results of research and development of the Institute of Geophysics at the Polish Academy of Sciences, amended by Resolution of the Scientific Council of IoG PAS No. 24/226/2015 of 09/07/2015;

8.2. Description of the situation

The dissemination and promotion of the research results is an important part of the Institute's activities and is a part of IoG PAS's mission involving, *inter alia*, activities in support of the community and economic development, on which a great deal of emphasis is placed. According to Article 2, para. 1 of the Act on the Polish Academy of Sciences of 30 April 2010, the Academy serves the development, promotion, integration and dissemination of science and contributes to the development of education and the enrichment of the national culture. The Institute places a great deal of emphasis on the dissemination of knowledge and the effective use of the results of research conducted at the institute, in particular, that conducted as a result of public funding. The researchers are supported in this through dissemination activities coordinated by the Promotions Department. They involve, *inter alia*, the engagement of researchers in popularizing events, as well as the promotion of research results and the popularization of research topics through involvement, among others, in fairs, exhibitions and scientific picnics, handling promotional and popularization activities for the Institute, including the effects of the work of researchers working for the Institute.

During the survey conducted, only one person mentioned the low level of importance of this issue, while 62 people indicated a high level of implementation. Voices appeared among the responses given that this is a natural aspect of scientific work that does not require regulation. A natural part of the scientific work is its popularization, and therefore, open access to the results of research conducted by individual researchers, most frequently in the form of publications by the Institute's employees.

8.3. Description of activities planned to be taken

Not applicable

8.4. Organizational section responsible for implementing the actions

Not applicable

8.5. Timing of the implementation of actions

Not applicable

9. Public engagement – *zaangażowanie społeczne*

9.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Language of 07/10/1999; The Act on the Polish Academy of Sciences of 30/04/2010;	

9.2. Description of the situation

Social engagement is particularly emphasized at the Institute, because it is one of the most important factors increasing the effectiveness of the acceptance of the research conducted at the Institute. Such activities conducted by researchers are especially rewarded and appreciated by the directors of the Institute and are reflected in the projects conducted, including those undertaken within the framework of structural funds and Horizon 2020. The researchers are supported in the creation and implementation of educational activities in a manner which is also understandable by non-specialists in the given field. Clear communication is a very important factor and requires a great deal of interest and involvement, as well as cooperation on the part of both the researchers and the administrative section. The implementation of the measures in this respect is therefore also supported by the administrative staff, in particular those dedicated to promotional activities. An example of the social involvement of researchers is the performance of educational activities in the proprietary educational project namely Geophysics at school and Geophysics within the walls of the observatory, as well as at numerous scientific events of a conference and workshop nature, of which the Institute is the patron. Only 6 employees assessed that this issue is of little importance, while 64 rated implementation highly. In addition, voices appeared that these actions are supported and implemented professionally by the IoG promotional department.

9.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.

9.4. Organizational section responsible for implementing the actions

HR Department

9.5. Timing of the implementation of actions

At least twice a year, the first block of training in the fourth quarter of 2016.

10. Non-discrimination – *zasada niedyskryminacji*

10.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; Regulation of the Minister of Science and Higher Education of 12/10/2006 on foreigners taking up and undergoing studies and training, as well as their involvement in research and development work.	Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

10.2. Description of the situation

The procedures and practices in which the Institute operates does not allow for any signs of discrimination by sex, age, ethnic origin, nationality and social differences. The Institute's community is open to new members regardless of the above factors, which is confirmed by the highly differentiated structure of employees in researcher positions at IoG PAS, as well as doctoral students. The Institute guarantees equal opportunities to positions with equal pay and development opportunities of a scientific career. Furthermore, a number of activities are undertaken (promotion and advertising of doctoral studies, e.g. during the job and internship fairs, as well as or international student workshops etc.), intended to attract doctoral students and researchers who are differentiated by sex or nationality, such as, for instance, international PhD studies which are planned to be launched.

Furthermore, the Institute provides equal opportunities to female researchers, as well as men in reconciling professional life with motherhood / fatherhood.

Women benefit from maternity leave and men entitled to paternity leave. The Institute employs a staff of researchers of other nationalities: Germany, Russia, Ethiopia, Greece and a doctoral student from India. Employees and PhD students from abroad have the same forms of employment and salaries as the other researchers. They have the same availability of opportunities for scientific research as other researchers.

Information on foreigners working / studying at the Institute.

country of origin	nationality;	sex	age	employee / PhD student
Germany	German	woman	40	employee
Russia	Russian	man	70	employee
Ethiopia	Ethiopian	man	32	employee
Ethiopia	Ethiopian	man	30	employee
Greece	Greek	man	36	employee
India	Indian	man	25	PhD student

All workers employed at IoG PAS are acquainted with the information on equal treatment in employment. Therefore, the Institute prevents any undesirable conduct and takes preventive measures to counter mobbing. Order of the Director of the Institute of 17/01/2014 on the introduction of an anti-mobbing policy and the organization of training for employees on this.

The observation of conduct and practices at the Institute does not show any signs of discrimination and therefore the principle is considered fully implemented.

Seven employees considered to be an unimportant issue, while 68 people considered the issue to have been implemented to a high degree. Opinions appeared that this aspect is regulated by the regulations on recruitment and it arises from the employment structure at IoG that it works very well.

10.3. Description of activities planned to be taken

Due to the suggestions appearing in the survey in each point regarding training, the organization of training blocks is planned, *inter alia* on the issues mentioned in the survey. At least two training sessions will be held each year, whereby it will be possible to increase the amount of training, depending on the number of employees interested.

10.4. Organizational section responsible for implementing the actions

HR Department

10.5. Timing of the implementation of actions

at least twice a year, the first block of training in the fourth quarter of 2016.

11. Evaluation / appraisal systems – *ewaluacja*

11.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; Regulation of the Minister of Science and Higher Education of 12/10/2006 on foreigners taking up and undergoing studies and training, as well as their involvement in research and development work.	Resolution of the Scientific Council of the Institute of Geophysics at PAS No. 15/218/2014 of 12/02/2014 on the adoption of new Regulations on the assessment of scientific activity of researchers at IoG PAS, approved by the Vice President of the Polish Academy of Sciences on 31/03/2014; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS;

11.2. Description of the situation

Employee appraisals are conducted at every stage of their scientific career and apply to both junior and senior researchers. Given the importance of the process, it is regulated by the Regulations on the appraisal of the activity of researchers at the Institute of Geophysics of the Polish Academy of Sciences, which have been approved by the President of PAS. Based on these Regulations, the appraisal process is conducted no less frequently than every two years with respect to lecturers and assistants, and no less frequently than every 4

years for ordinary and extraordinary professors. The evaluation criteria are determined by a Commission, which is specially appointed for this purpose so that it is possible to make a reliable assessment of the research work performed. The researchers are appraised regularly, transparently and objectively. The introduction of elements of assessment of mobility is planned to be introduced into the employee appraisal, which will be discussed in the next points. In the case of PhD students, progress in the academic work is also appraised.

The Institute does not have an international commission conducting appraisals, although the achievements recognized by various international bodies are taken into account in the employee appraisals and constitute additional confirmation of the quality of work performed by the researcher.

As indicated by the survey results and sixty-six people rated the importance of this issue highly, while 62 rated the implementation of this issue highly.

11.3. Description of activities planned to be taken

Not applicable

11.4. Organizational section responsible for implementing the actions

Not applicable

11.5. Timing of the implementation of actions

Not applicable

12. Recruitment – *rekrutacja*

12.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; Regulation of the Minister of Science and Higher Education of 12/10/2006 on foreigners taking up and undergoing studies and training, as well as their involvement in research and development work.	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at PAS No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

12.2. Description of the situation

The nature of the Institute and its duties arising from the Act on the Polish Academy of Sciences, as well as the statutes of the Institute mean that the recruitment procedures are a sensitive element, are particularly important, because they determine the quality of the resources in the organization and ultimately enable the Institute to achieve a high position. Similarly, the Institute seeks to ensure that the standards of admission of researchers, particularly at the initial stage of their careers, are clearly specified and should facilitate access for *the least privileged groups* or researchers returning to a research career, which is reflected in the recruitment

procedures adopted and used. The policy of recruiting researchers arises from Article 91 of the Act on the Polish Academy of Sciences of 25/04/2010.

Simultaneously, in terms of both respect for cultural diversity, as well as the differences between individual researchers, as well as the creation of regulations allowing for the transparency of this process, internal regulations have been created on this. The Institute has specified detailed principles of recruitment in the regulations on holding contests for research positions at IoG PAS, which were approved at the 206th meeting of the Scientific Council of IoG PAS on 20/10/2010. This primarily guarantees the ability to obtain the best possible staff of researchers. Job advertisements are considered carefully and clearly present a description of the required knowledge and skills.

During the survey, seventy people considered this element as being important and 65 rated the implementation of the issue at the Institute highly.

12.3. Description of activities planned to be taken

Not applicable

12.4. Organizational section responsible for implementing the actions

Not applicable

12.5. Timing of the implementation of actions

Not applicable

13. Recruitment (Code) – *rekrutacja (kodeks)*

13.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; Regulation of the Minister of Science and Higher Education of 12/10/2006 on foreigners taking up and undergoing studies and training, as well as their involvement in research and development work.	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at PAS No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG

13.2. Description of the situation

This issue has already been partially described in point 12, whereby it should be added that the Institute conducts open recruitment for research posts. It is not possible to fill a post without an open competition procedure. All information on the recruitment of new employees is announced on the website of the public information bulletin of the Ministry of Science and Higher Education (tab on information about the recruitment of research employees), on the EURAXESS site for mobile researchers and on the IoG PAS website. Similarly, in addressing

the needs of the Institute to obtain the best employees, both those who already have experience as well as young promising scientists, it is very important to observe the regulations arising in this respect, as well as provide extensive information about the recruitment process, not only on national but also the foreign pages.

The confirmation of the high level of implementation of these solutions is that of the results of the survey and the fact that 68 of the respondents considered these issues to be important, while 66 considered the level of implementation to be high. It should also be emphasized that, of the employees who highly appreciated the implementation of the recruitment procedures, 31 people are young people aged under 35 years, while 30 of them declared that they have a length of service of up to 5 years.

13.3. Description of activities planned to be taken

Not applicable

13.4. Organizational section responsible for implementing the actions

Not applicable

13.5. Timing of the implementation of actions

Not applicable

14. Selection (Code) – *dobór kadr (kodeks)*

14.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974;	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

14.2. Description of the situation

The selection of the right candidate is the most important element of the recruitment process and special attention should be devoted to it and therefore it is extremely important to continuously adapt this process to the changes taking place in business practice and to adapt to generation changes. Ultimately, the process is supposed to ensure and enable the employment of the best employees. The employee is selected in accordance with the accepted regulations, is obligatorily conducted through a contest, while the assessment is made by a commission that is specially appointed for this. Experienced employees are involved at every stage of the evaluation, both those representing the administrative part, who are responsible for the course of the process, as well as researchers dedicated to the selection of the right candidates, who are presented to the directors with

clearly justified recommendations. Despite the very narrow specialization of employees sought by the Institute, which, in turn, is related to the small number of candidates, the recruitment procedures and the whole of the process is treated specially while the criteria set and whether the candidate satisfies them are always verified.

In the first stage of the recruitment process, applications submitted by candidates are checked for compliance of the documents with the requirements of the contest. If the documents satisfy the formal requirements of the contest, candidates are invited for interviews. The committee handling recruitment consists of the Deputy Scientific Director, the Manager of the Department for which the employee is being sought and an employee of the Institute nominated by the Director of the Institute, who works in a position which is at least equivalent to the research position for which the contest is being held. Such a selected body of employees selecting the candidate enables a high level and appropriate quality of the process to be maintained. Knowledge is checked, qualifications are assessed, and suitability for the position for which the recruitment is being conducted is determined during the interview. Some interviews were conducted via the Internet, mainly with the recruitment of foreigners. Candidates are informed of the outcome of the recruitment.

The method of handling the recruitment process presented ensures that the best choice is made, while giving grounds for including foreigners and the disabled in the procedure through the use of a variety of communication tools in the recruitment process. This also enables the maintenance of equal access to the process, regardless of age, gender, origin or level of disability.

The results of the survey conducted showed that 60 of the respondents considered this issue important. It should be pointed out that 14 people rated the implementation of the issue at the Institute very low, which gives grounds to consider taking steps to improve this process.

14.3. Description of activities planned to be taken

1) A more detailed description of the criteria that are required of a given candidate will arise and a list of points gained in accordance with the accepted criteria will be created during the recruitment process.

14.4. Organizational section responsible for implementing the actions

HR Department / Scientific Secretariat

14.5. Timing of the implementation of actions

Forthwith

15. Transparency (Code) - *przejrzystość*

15.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974;	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the

	definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

15.2. Description of the situation

These issues are strictly related to the issue described in point 14, so the regulations in this area are the same. As mentioned above, the information on the recruitment process and the requirements of a candidate are specified in the advertisement for the position. Similarly, during the recruitment procedure, the candidate is informed about the recruitment process and the selection criteria. The prospects for the development of a researcher are outlined in the Act on the Polish Academy of Sciences, which regulates the requirements and successive stages of the scientific career, and therefore, there is no substantive justification for dwelling on the regulations in the areas in question within the Institute.

Candidates are sought with very narrow, specialized knowledge and experience because of the nature of the scientific work. The selection criteria, as well as the evaluation of the candidates are therefore very simple and transparent.

As a result of the survey conducted, 66 people rated the importance of this issue highly, while 58 rated implementation highly. Despite the satisfactory results, this average is slightly lower than for most responses. It constitutes the basis of considering the introduction of measures to improve this element of the recruitment process.

15.3. Description of activities planned to be taken

1) A form will be developed on the course of the recruitment process, which will include a detailed description of the criteria required of the candidate; furthermore, a list of points obtained according to the accepted criteria will be created during the recruitment process;

2) After the process of selecting candidates, an activity will be introduced involving the provision of feedback to the candidates taking part in the recruitment process which takes into account information on the outcome of the recruitment, as well as information on the candidates weaknesses and strengths.

3) Support of the recruitment commission from the administration side, including with regard to the development of requirements and the preparation of documentation on the course of the recruitment process

15.4. Organizational section responsible for implementing the actions

HR Department / Scientific Secretariat

15.5. Timing of the implementation of actions

3Q, 2016

16. Judging merit (Code) – *ocenianie zasług*

16.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974;	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

16.2. Description of the situation

The assessment of applications received is always based on criteria which are clearly defined for the evaluation commission. Bibliometric indicators are taken into account, but, in addition to them, other criteria are considered, which will ultimately enable the selection of the right candidate. In practice, the criteria which are most frequently taken into account are academic qualifications or experience in the given field, knowledge to the required extent, professional experience, training, foreign language skills and proficiency in foreign languages.

Only two people indicated this issue as unimportant, while 64 people assessed the implementation highly, similarly confirming that the selection criteria of a job candidate set by the institute fully take into account not only achievements in the form of the number of publications, but also other achievements and skills. Furthermore, this is typical of the changes taking place in the business environment, including in Polish science where the selection criteria are being subjected to transformation and increasing importance is being given to aspects such as team work, especially because of the future cooperation in project teams, knowledge transfer, aspects related to managing scientific research.

16.3. Description of activities planned to be taken

Not applicable

16.4. Organizational section responsible for implementing the actions

Not applicable

16.5. Timing of the implementation of actions

Not applicable

17. Variations in the chronological order of CVs (Code) – *odstępstwa w porządku chronologicznym CV*

17.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974;	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

17.2. Description of the situation

The Institute does not have a specific regulation in this area, although, despite the absence of such regulations in the practice of the processes of employment derogations *in the chronological order of the CV* do not cause discrimination. In terms of employment, aspects such as an interruption arising from maternity / paternity or parental leave are absolutely respected. Furthermore, interruptions arising from the tightening of the collaboration with business, which can, at some stage "draw away" from strictly scientific activities, are seen as an important element enabling the subsequent utilization of the experience gained in commercial areas, in particular because of the strong emphasis on all the collaboration between the environment of science and business. Similarly, an interruption in a scientific CV dictated by these premises can constitute added value to the Institute.

The survey results showed that only one person considered this unimportant, while 68 people assessed the implementation of these activities highly.

17.3. Description of activities planned to be taken

Not applicable

17.4. Organizational section responsible for implementing the actions

Not applicable

17.5. Timing of the implementation of actions

Not applicable

18. Recognition of mobility experience (Code) – *mobilność edukacyjna*

18.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974;	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG.

18.2. Description of the situation

The accepted practice appreciates employee mobility, while the activities of the Institute support such attitudes and broadly understood mobility, the manifestations of which are very well perceived. When developing legal regulations, the Institute highly appreciates and creates possibilities for increasing mobility. In addition, all forms of mobility are promoted because of their positive aspect on the development of the scientific career, as well as the beneficial aspect of the broadly understood exchange of experience and knowledge. The multidisciplinary nature of a great deal of research makes these issues extremely valuable. Activities such as foreign internships and long-term post - doc type cooperation are also appreciated.

Of the respondents, only 6 people indicated that the issue is not very important to them, whereas 67 people rated the implementation of the issue at the Institute highly.

18.3. Description of activities planned to be taken

Not applicable

18.4. Organizational section responsible for implementing the actions

Not applicable

18.5. Timing of the implementation of actions

Not applicable

19. Recognition of qualifications (Code) – *uznawalność kwalifikacji*

19.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; The Act of 14/03/2003 on academic degrees and the academic titles and degrees and the title in art.	Regulations on holding contests for scientific positions at IoG PAS;

19.2. Description of the situation

The experience and qualifications of the candidates are among the most important factors taken into account when employing them and arise from all regulations adopted in the employment of a researcher because of the specific nature of the work requiring highly specialized and narrow expertise. As indicated in the above point, the recognition and evaluation of qualifications is an important element in the recruitment process, which is taken into account when assessing a candidate in the recruitment process.

Only 3 people considered the implementation of the provisions to be of little importance, while 61 people responded that implementation at the Institute is at a high level.

19.3. Description of activities planned to be taken

Not applicable

19.4. Organizational section responsible for implementing the actions

Not applicable

19.5. Timing of the implementation of actions

Not applicable

20. Seniority (Code) – *staż pracy*

20.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; The Act of 14/03/2003 on academic degrees and the academic titles and degrees and the title in art.	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014

dated 15/12/2014 amending the Employment Regulations at IoG PAS;

Order No. 1/2011 of the Director of the Institute of Geophysics of PAS dated 12/01/2011 on determining the Remuneration Regulations of the employees of IoG PAS;

Order No. 8/2012 of the Director of the Institute of Geophysics of PAS dated 28/09/2012 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS;

Order No. 2/2015 of the Director of the Institute of Geophysics of PAS dated 06/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS;

Order No. 13/2015 of the Director of the Institute of Geophysics of PAS dated 28/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS;

Order No. 03/2016 of the Director of the Institute of Geophysics of PAS dated 28/01/2016 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS;.

20.2. Description of the situation

The Institute fully respects this principle and the Institute's activities are targeted at supporting scientists at every stage of their academic career. The Commission recruiting researchers always assesses the candidate's achievements and qualifications. This is one of the most important criteria to be taken into account in terms of recruitment, whereby it is not the only criterion because the length of employment should not be a grossly asymmetric to the scientific achievements and achievements of a scientific nature constituting the culmination of scientific activity.

The attraction of young researchers, who, based on the experience of their older colleagues have enormous development potential, is considered important. The cognitive abilities of the young scientific staff are also evaluated highly. This is confirmed by the opinions of the respondents who indicated in the survey that this is observed in the recruitment process, although it is not strictly regulated.

Only one in 72 respondents mentioned a low level of importance of the issue, while 4 respondents assessed the level of implementation as being low, which is a good result.

20.3. Description of activities planned to be taken

Not applicable

20.4. Organizational section responsible for implementing the actions

Not applicable

20.5. Timing of the implementation of actions

Not applicable

21. Postdoctoral appointments

21.1. Legal grounds regulating the issue

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act on the Polish Academy of Sciences of 30/04/2010; The Labour Code of 26/06/1974; The Act of 14/03/2003 on academic degrees and the academic titles and degrees and the title in art.	Regulations on holding contests for scientific positions at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 7/2011 dated 31/03/2011 on the definition of the Employment Regulations at IoG PAS; Order of the Director of the Institute of Geophysics at the Polish Academy of Sciences No. 15/2014 dated 15/12/2014 amending the Employment Regulations at IoG PAS; Order No. 1/2011 of the Director of the Institute of Geophysics of PAS dated 12/01/2011 on determining the Remuneration Regulations of the employees of IoG PAS; Order No. 8/2012 of the Director of the Institute of Geophysics of PAS dated 28/09/2012 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 2/2015 of the Director of the Institute of Geophysics of PAS dated 06/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 13/2015 of the Director of the Institute of Geophysics of PAS dated 28/12/2015 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS; Order No. 03/2016 of the Director of the Institute of Geophysics of PAS dated 28/01/2016 on the introduction of amendments to the Remuneration Regulations of the employees of IoG PAS;

21.2. Description of the situation

According to Polish legislation, PhD students are not employees of the Institute, but they are only undertaking third degree studies at the institute. The candidate is selected in an open contest for every work post at IoG PAS. However, it should be noted that, in practice, in the case of bright PhD students at IoG they have relatively greater opportunities of obtaining a post at the Institute, as they have already been brought up to speed on the research work being conducted and have the experience and knowledge of the subject matter of the research conducted by the Institute.

Four employees considered the issue as unimportant, while 7 considered the issue as being implemented to an excessively low level in the regulations in the practice at the IoG, which is a good result.

21.3. Description of activities planned to be taken

Not applicable

21.4. Organizational section responsible for implementing the actions

Not applicable

21.5. Timing of the implementation of actions

Not applicable

22. Recognition of the profession

22.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code. The Act of 14.03.2003 on Academic Degrees and the Academic Title, and the Degrees and Title in Arts.	The rules and regulations of holding competitions for academic job positions at the IG, PAS

22.2. Description of the situation

All employees are treated in a professional manner, which accounts for the current stage of their academic career; this also results, among others, from the very recruitment process during which qualified professional employees are sought. The Institute creates appropriate conditions for professional development of both experienced researchers and young PhD students. Numerous activities are encouraged that are aimed at obtaining high class research infrastructure, which is confirmed by the structure of the domestic and foreign grants won. Activities are supported that make it possible to obtain additional funds for researchers. All are treated like professionals and are covered by transparent competition procedures and procedures for particular research groups.

Four persons considered the issue to be of little importance, and they were only persons over 35, while 58 of the interviewees evaluated the implementation of the issue as high. Nevertheless, owing to the average being lower than for the majority of responses, this encourages consideration of possible improvements in this area. Moreover, as many as 14 persons indicated a low level of implementation, of which 8 were below 35, which may confirm that this concerns largely younger employees. This was also confirmed by comments indicating areas that could be changed with respect to the implementation of the issue.

22.3. Description of planned actions to take

1) Owing to suggestions of disruptions in the information flow process, actions will be implemented to improve the information flow through implementation of test procedures, examination of the quality as well as the fact of transferring information. Check points will be introduced, on the basis of which statistics will be prepared in the area of information flow within the organisation.
2) Moreover, good practice in this area will be encouraged during any type of meetings.
3) It is also planned to hold a series of soft training sessions related to the issue.

22.4. Organisational unit responsible for action

1) Deputy Research Director
2) Director
3) HR Department

22.5. Action implementation dates

1) promptly
2) promptly
3) a training course regarding the issues covered by the questionnaire will be held at least twice a year, with the first course planned in Q4 2016.

23. Research environment

23.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Principles of Funding Science; The Act of 29.08.2009 on Public Finance; The Act of 26.06.1974 on the Labour Code.	The Statute of the IG, PAS of 5.05.2011 approved by the President of the Polish Academy of Sciences on 9.05.2011, amended by the resolution of the Academic Council of the IG, PAS on 23.10.2012, approved by the President of the PAS on 18.12.2012, amended by the resolution of the Academic Council of the IG, PAS on 12.02.2014, approved by the President of the Polish Academy of Sciences on 24.09.2014; The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of

	the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS.

23.2. Description of the situation

The activities are so arranged as to provide the best possible working environment through ensuring appropriate comfort of work as well as equipment infrastructure enabling research. The Institute supports researchers and takes a number of actions to crease grounds for winning funds for the purpose of providing the appropriate conditions referred to above. Special funds are assigned in the Institute to follow the research topics and the actions implemented at present are aimed at improving the process of transferring the funds and using them better for the research. Moreover, ensuring appropriate working conditions is the fundamental job of the authorities of the Institute as the employer and therefore a number of works are undertaken to create the best possible conditions of accommodation by renovating on an ongoing basis particular rooms and developing the IT infrastructure.

Only one person considered the issue to be of little importance, while 64 persons considered it to be implemented on a high level, which confirms the practical implementation of the issue.

23.3. Description of planned actions to take

Not applicable

23.4. Organisational unit responsible for action

Not applicable

23.5. Action implementation dates

Not applicable

24. Working conditions

24.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS,

The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS;

Regulation 1/2011 of the Director of the Institute of Geophysics, PAS dated 12.01.2011 on establishment of the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 8/2012 of the Director of the Institute of Geophysics, PAS dated 28.09.2012 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 2/2015 of the Director of the Institute of Geophysics, PAS dated 06.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 13/2015 of the Director of the Institute of Geophysics, PAS dated 28.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 03/2016 of the Director of the Institute of Geophysics, PAS dated 28.01.2016 on amending the Rules and Regulations of remunerating the employees of the IG, PAS.

24.2. Description of the situation

The above issue is governed by a number of legal acts, including internal regulations. The leading document that governs the subject issues is the Act on the Polish Academy of Sciences, which awards a 10-day longer annual leave to researchers. Moreover, issues related to occupational health and safety are governed by domestic

regulations, which the employer is obligated to respect. In an attempt to meet the researchers' expectations and while respecting their diversity, a flexible working time was introduced by making it possible to start work between 8 and 10 am. Changes to the working hours of employees, including researchers, are also possible upon the employee's request. Sabbaticals are also allowed.

All interviewees considered the issue to be important, while 17 interviewees considered the issue to be implemented on a low level.

24.3. Description of planned actions to take

Further promotion in form of a communication issued to all employees concerning flexible employment forms applicable at the Institute.

24.4. Organisational unit responsible for action

HR Department

24.5. Action implementation dates

Q2 2016

25. Stability and permanence of employment

25.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	

25.2. Description of the situation

Employment of a researcher is preceded by a competition announced on the dedicated website of the minister competent for science in the Public Information Bulletin and on the website of the European Commission in the European portal for mobile researchers used to publish job offers for researchers. The manner and mode of holding competitions for particular academic job positions is determined by the academic council of the Institute or authorities of the unit.

As practice at the Institute shows, most frequently young researchers sign employment contracts for a longer period (instead of a standard probationary period). At the same time, domestic regulations introduce limitations not only to the number of the specific-term contracts but also to their total duration, thus creating more convenient conditions of employment, in particular for young employees. After the amendments introduced, an employer can only make three specific-term contracts with an employee, and the total term of the contracts cannot be longer than 33 months. Breaks between subsequent contracts will not matter. Specific-term contracts are generally used at the initial stage of employment and this is motivated most of all by the obvious reasons

related to verification of usefulness of the new employee and confrontation of their declarations with their actual work.

Only two persons evaluated the implementation of the issue as low and all interviewees considered it to be important.

25.3. Description of planned actions to take

Not applicable

25.4. Organisational unit responsible for implementation of actions

Not applicable

25.5. Action implementation dates

Not applicable

26. Funding and salaries

26.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Rules and Regulations of remunerating the employees of the IG, PAS, Regulation 1/2011 of the Director of the Institute of Geophysics, PAS dated 12.01.2011 on establishment of the Rules and Regulations of remunerating the employees of the IG, PAS, Regulation 8/2012 of the Director of the Institute of Geophysics, PAS dated 28.09.2012 on amending the Rules and Regulations of remunerating the employees of the IG, PAS, Regulation 2/2015 of the Director of the Institute of Geophysics, PAS dated 06.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 13/2015 of the Director of the Institute of Geophysics, PAS dated 28.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 03/2016 of the Director of the Institute of Geophysics, PAS dated 28.01.2016 on amending the Rules and Regulations of remunerating the employees of the IG, PAS.

26.2. Description of the situation

Employees' remuneration is always a trouble spot causing a lot of discussion, which was also reflected in the questionnaire. In the majority of cases, the Institute's practice is inclined towards promoting additional activity and rewarding it through various benefits and bonuses in relation to a considerable increase in the tasks performed as well as additional achievements, such as winning of projects or the number of publications. It should be stressed here that the Institute manages public funds and is not able to shape the funds for particular years in a fully independent manner. Availability of public funds therefore determines the financial capacity of the Institute, which is a public finance sector entity within the meaning of the Act on Public Finance.

The employees' remuneration is divided into: base remuneration, long service pay, bonuses, special benefits, bonuses for publications and patent activity. Moreover, a new reward was introduced for exceptional publication activity by the decision of the Authorities of the Institute; the procedure of awarding it was outlined in form of rules and regulations which entered into force in December 2015.

Moreover, pursuant to the Act on the Polish Academy of Sciences:

- after having worked at the Institute full time for 3 years, researchers have a right to a paid health leave lasting not more than a year,
- researchers are entitled to a long service pay after 3 years of work, and the remaining employees – after 5 years of work,
- employees are entitled to a three-month retirement severance pay in relation to retirement.

Consequently, compared to other professions, the structure of the remuneration offered is advantageous and gives grounds for obtaining additional funds related to various forms of activity. It is justified to consider remuneration raises in the science sector but that needs to be governed at the governmental level and it will be necessary to assign a larger amount of public funds to perform these actions.

Eighteen interviewees considered the implementation of the issue to be on a low level.

26.3. Description of planned actions to take

1) The Institute will try to obtain larger funds for the researchers' remuneration within the scope of the statutory jobs.
2) The issue of measurable financial benefits for the Institute employees on account of performance of projects will be stressed in communication with directors of particular units.
3) Implementation of new forms of promoting employees determined by their activity and effectiveness of their work.
4) Within the legal and financial capacities, implementation of changes to the rules and regulations of remuneration, also accounting for the employee's evaluation.

26.4. Organisational unit responsible for action

1) Deputy Research Director

2) Director

3) Deputy Research Director

4) HR Department

26.5. Action implementation dates

1) on an ongoing basis within the statutory time limits for submission of applications for funds to the Ministry of Science and Higher Education

2) on an ongoing basis during meetings

3) Q2 2017

4) Q4 2016

27. Gender balance

27.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The rules and regulations of holding competitions for academic job positions at the IG, PAS; The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014

dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS.

27.2. Description of the situation

There are 83 researchers and research and technical employees employed at the Institute and 20 PhD students who are not employees.

There are 24 women and 59 men among the employees, and 8 women and 12 men among the PhD students.

A summary according to gender according to the Act on the Polish Academy of Sciences is presented below:

Assistants – 24 persons (women – 11, men – 13)

Assistant Professors [adiunkt] – 20 persons (women – 3, men – 17)

Associate Professors [profesor nadzwyczajny] – 19 persons (women – 6, men – 13)

Full Professor [profesor zwyczajny] – 15 persons (women – 3, men – 12)

Research and Technical – 5 persons (women – 1, men – 4)

PhD students – 20 persons (women – 8, men – 12)

The structure of the researchers working for the Institute both in terms of age and gender is strongly varied, which is visible for instance in the information on the persons taking part in the questionnaire. It is a natural and desirable phenomenon owing to the diverse perspective and specific nature of researchers at various stages of their professional career. The gender balance is of fundamental importance to a correctly functioning research system. In order to achieve its objectives, the Institute has to take full advantage of the human capital that it has at its disposal. The key element on the way to gender equality is appropriate balancing of the professional and the family life. Thus the Institute creates conditions that enable women to grow regardless of their involvement in family life. All signs of the so-called "glass ceiling" or "the maternity wall" that make it difficult for female researchers to pursue careers – as women still bear the main burden of child care and housework – are being eliminated. No discrimination based on gender or attempts to balance the family and the academic life is allowed. The Institute respects the rights of women and is trying to note in the most flexible manner that it is possible to maintain an appropriate balance between work and family also for male researchers, as creation of appropriate conditions for balancing home and professional duties should be available to any researcher regardless of their gender, age etc. Many of the young female researchers employed at the Institute returned to work after their maternity and parental leaves, and achieved excellent results in research.

The activities pursued by the Institute in no way focus on preferential treatment of women but focus on creating conditions that enable balancing of the professional and the academic work, for instance by creating flexible working time and creating equal professional opportunities. All applications related to maternal, paternity and parental leaves are treated with respect.

The issue was considered to be of little importance by a high share of the interviewees, that is 13 of them, who were exclusively men; 8 persons considered the issue to be implemented on a low level.

27.3. Description of planned actions to take

Owing to the suggestions appearing in the questionnaire in particular items with respect to training, it is planned to organise training courses, for instance with respect to issues raised in the questionnaire. At least two training sessions a year will be held, and it will be admissible to increase the number of the sessions depending on the number of the employees interested in them.

27.4. Organisational unit responsible for action

HR Department

27.5. Action implementation dates

at least twice a year, the first training course in Q4 2016

28. Career development

28.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code. The Act of 30.04.2010 on the Principles of Funding Science;	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; The rules and regulations of holding competitions for academic job positions at the IG, PAS

28.2. Description of the situation

The Act on the Polish Academy of Sciences determines the principles that govern employment of researchers at the Polish Academy of Sciences. Employment of a researcher is preceded by a competition announced on the dedicated website of the minister competent for science in the Public Information Bulletin and on the website of the European Commission in the European portal for mobile researchers used to publish job offers for researchers. The manner and mode of holding competitions for particular academic job positions is determined by the academic council of the Institute or its authorities.

The period of employment on the position of an assistant or an assistant professor is also determined by the above Act. Persons who support younger academic staff are employees holding higher research positions and supporting staff – supervisors of academic papers.

At the same time, according to the provisions of the Act on the PAS, the tasks of the Academy include supporting development of persons starting their academic career referred to in Article 2 item 3 of the Act of 30 April 2010 on the National Science Centre (Journal of Laws of 2015 item 839). These tasks are performed by giving support to various initiatives notified by the researchers and to pursuing new topics and projects.

Five persons considered the issue to be of little importance. Nevertheless, i should be stressed that 23 interviewees considered the issue to be implemented to a very small extent, which confirms the need to take action in this area and account for the issue in the HR strategy to be prepared.

28.3. Description of planned actions to take

1) The path of the academic career is strictly determined by external regulations. Currently it mainly depends on the activity of the researchers how quickly they obtain subsequent academic degrees and titles, in particular at the early stage of the academic career. The funding opportunities for good quality research available at present from funds obtained outside of the Institute make it possible to accelerate greatly the development of the young researchers' career. Our young employees understand it very well and are very successful in using additional funding sources. The Institute will continue to support young researchers in obtaining funds and pursuing effectively good quality research.
2) Competition for a mentor
3) as far as financially possible, introduction of a position of a visiting professor – mentor

28.4. Organisational unit responsible for action

1) Department of International Cooperation and Project Management
2), 3) Deputy Research Director

28.5. Action implementation dates

1) On an ongoing basis
2), 3) Q4 2016

29. Value of mobility

29.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Principles of Funding Science; The Act of 30.04.2010 on the National Centre for Research and Development; The Act of 30.04.2010 on the National Science Centre; The Act of 30.04.2010 on the Polish Academy of Sciences;	

29.2. Description of the situation

The issues related to mobility are particularly respected and appreciated at the Institute. We understand mobility both as geographical mobility and mobility between sectors (e.g. between science and industry), which makes practical application of knowledge possible. A lot of attention was also given to the issues of mobility in the domestic regulations, which create the basis for the development of mobility and stress its importance in science. Activities that increase mobility, in particular through various academic scholarships and visiting scholarships are widely supported. One of the most important objectives of the Institute's activities is an increase in competitiveness of science on the international arena. It is exactly mobility that is an important driver of the increase in the value of the academic potential. Therefore it is an extremely important way to expand the knowledge and support the professional development of researchers at any stage of their career. For this reason, any activities related to participation in international conferences, workshops as well as international exchanges are supported. Nevertheless, owing to factors such as gender diversity and creation of conditions encouraging the balancing of the family and the professional life, various forms of not only geographical mobility but also mobility between sectors are respected, as well as scientific mobility understood as multi-disciplinary nature of the work pursued. The Institute also awards grants for young researchers enabling foreign travel.

It should be stressed that 66% of the interviewees considered the importance of the issue to be high and 60 persons considered the issue to be implemented at the Institute on a high level. Nevertheless, the average of the results differing from the remaining ones encourages consideration of measures to take to support the implementation.

29.3. Description of planned actions to take

1) The issues of mobility cannot be the most important and obligatory element in evaluation of an employee, as they may be hurtful to employees who owing to taking care of family members or other important family issues are not able to act in this area; nevertheless, the Institute will request the Commission preparing the employee evaluation to consider rewarding the issues of mobility and international cooperation higher in the employee evaluation.
2) Moreover, a link will be published on the Institute's website where young researchers will find post-doc information, which will enable them to take action to obtain international experience and to increase their mobility.

29.4. Organisational unit responsible for implementation of actions

Deputy Research Director

29.5. Action implementation dates

1) during the next employee evaluation;

2) Q2 2016

30. Access to career advice

30.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 26.06.1974 on the Labour Code.	

30.2. Description of the situation

The Institute supports its employees and graduates of PhD studies organised by the Institute, as far as possible in legal and financial terms. As far as possible, actions are taken that make it possible to retain the most distinguished researchers, both young and more experienced ones. The Institute does not purse the same activity as universities and therefore it was not justified to create separate structures dedicated to provide career counselling and no formal regulations in this respect have been created. Owing to the role of the researchers and the specific nature of the profession, the Institute tries to create conditions to support the researchers in finding their place in the job market without interfering and searching for the target job positions for the researchers. Moreover, the actions are aimed at providing training (e.g. language classes for PhD students) and continuing professional development opportunities (participation in a number of domestic and international research projects), as the most important elements enabling a person to create for themselves the most appropriate conditions to find a job.

As the results of the interview showed, 62 persons considered the issue to be very important and 42 interviewees evaluated the implementation as high. The structure of the responses may also follow from the fact that owing to the nature of the Institute, there is no typical career office and owing to the tasks pursued by the Institute it is not necessary to create such a unit. The Institute may only create conditions and point its researchers to new development opportunities. Moreover, as any employer the Institute is interested in retaining the most distinguished staff and the actions taken are aimed at retaining exactly such employees. Nevertheless, the results of the questionnaire and the postulates notified mostly by young researchers and PhD students encouraged the authorities of the Institute to provide an even greater support in this area.

30.3. Description of planned actions to take

As one of the actions that is planned to be implemented in order to support researchers at the first stages of their career, that is mainly PhD students, it is planned to publish a link on the Institute's website where young

researchers will find post-doc information, which will enable them to take action to obtain international experience and to increase their mobility.

30.4. Organisational unit responsible for action

Deputy Research Director

30.5. Action implementation dates

Q2 2016

31. Intellectual Property Rights

31.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 30.04.2010 on the National Science Centre; The Act of 30.06.2000 on the Industrial Property Law; The Act of 4.02.1994 on Copyright and Related Rights; The Act of 27.07.2001 on Protection of Databases; The Act of 16.04.1993 on Counteracting Unfair Competition; The Act of 26.06.1974 on the Labour Code. The Act of 23.04.1964 on the Labour Code.	By the Resolution of the Academic Council of the IG, PAS no. 10/224/2015 dated 25.03.2015 on adopting the rules and regulations of managing the copyright and the rights of industrial property and the principles of commercialisation of the results of research and development works of the Institute of Geophysics of the Polish Academy of Sciences, amended by the Resolution of the Academic Council of the IG, Pas no. 24/226/2015 dated 9.07.2015; The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS.

31.2. Description of the situation

According to the Act on the PAS, the Academic Council of the Institute exercises ongoing supervision over the Institute's activity, taking care in particular of the high level of its research activity and development of persons starting their academic career referred to in Article 2 item 3 of the Act of 30 April 2010 on the National Science Centre. In the light of the above, the Academic Council of the Institute adopted the rules and regulations of managing the copyright and related rights, and the rights of industrial property and the principles of commercialisation of the results of research and development works. It should be mentioned at the same time

that the rights of intellectual property are governed in detail in domestic legislation. Additionally, internal legal acts were introduced in the Institute that form the procedures of conduct with respect to this issue.

The result of the questionnaire showed that 68 persons considered the issues to be very important, and 65 interviewees considered the issue to be implemented on a high level, which makes it possible to consider the implementation of the issue as sufficient.

31.3. Description of planned actions to take

Not applicable

31.4. Organisational unit responsible for action

Not applicable

31.5. Action implementation dates

Not applicable

32. Co-authorship

32.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 30.04.2010 on the National Science Centre; The Act of 30.06.2000 on the Industrial Property Law.	By the Resolution of the Academic Council of the IG, PAS no. 10/224/2015 dated 25.03.2015 on adopting the rules and regulations of managing the copyright and the rights of industrial property and the principles of commercialisation of the results of research and development works of the Institute of Geophysics of the Polish Academy of Sciences, amended by the Resolution of the Academic Council of the IG, Pas no. 24/226/2015 dated 9.07.2015;The rules and regulations of managing the copyright and the rights of industrial property and the principles of commercialisation of the results of research and development works at the IG, PAS, The Working Rules and Regulations: The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS.

32.2. Description of the situation

Co-authorship is the ability to cooperate and therefore taking joint action is an important element taken into consideration by the Institute. Both when it comes to supporting younger colleagues at the start of their professional career, and in their advanced activities and joint projects, which often result in joint academic papers, series of articles, research etc. The Institute therefore supports cooperation between researchers and

responds positively to co-authorship of works. Co-authorship is also an excellent way to introduce younger colleagues to academic activity.

Moreover, the multidisciplinary nature of the work and very narrow specialisations, including international projects, naturally "force" the researchers to cooperate both within the organisation and with researchers engaged outside of the Institute.

Results of the questionnaire showed that only one person considered the issue to be of little importance, while 65 interviewees evaluated the implementation of the issue as high.

32.3. Description of planned actions to take

Not applicable

32.4. Organisational unit responsible for action

Not applicable

32.5. Action implementation dates

Not applicable

33. Teaching

33.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; The Rules and Regulations of remunerating the employees of the IG, PAS: Regulation 1/2011 of the Director of the Institute of Geophysics, PAS dated 12.01.2011 on establishment of the Rules and Regulations of remunerating the employees of the IG, PAS, Regulation 8/2012 of the Director of the Institute of Geophysics, PAS dated 28.09.2012 on amending the

Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 2/2015 of the Director of the Institute of Geophysics, PAS dated 06.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 13/2015 of the Director of the Institute of Geophysics, PAS dated 28.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 03/2016 of the Director of the Institute of Geophysics, PAS dated 28.01.2016 on amending the Rules and Regulations of remunerating the employees of the IG, PAS.

Regulation 1/2011 of the Director of the Institute of Geophysics, PAS dated 12.01.2011 on establishment of the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 8/2012 of the Director of the Institute of Geophysics, PAS dated 28.09.2012 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 2/2015 of the Director of the Institute of Geophysics, PAS dated 06.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 13/2015 of the Director of the Institute of Geophysics, PAS dated 28.12.2015 on amending the Rules and Regulations of remunerating the employees of the IG, PAS,

Regulation 03/2016 of the Director of the Institute of Geophysics, PAS dated 28.01.2016 on amending the Rules and Regulations of remunerating the employees of the IG, PAS.

The statutes of the IG, PAS:

The Statute of the IG, PAS of 5.05.2011 approved by the President of the Polish Academy of Sciences on 9.05.2011, amended by the resolution of the Academic Council of the IG, PAS on 23.10.2012, approved by the President of the PAS on 18.12.2012, amended by the resolution of the Academic Council of the IG, PAS on 12.02.2014, approved by the President of the Polish Academy of Sciences on 24.09.2014;

33.2. Description of the situation

The Institute is engaged in didactic activity to a very limited extent only oriented towards PhD studies. Therefore researchers are not burdened with didactic duties, which are performed on a very small scale and concern only employees with a longer academic service and are additionally remunerated. Therefore there are no situations when there is a high didactic burden at the initial period of academic development. Actions oriented towards training in the area of teaching and holding training sessions as part of the researchers' professional development are supported. The educational projects, often international, held at the Institute were an excellent example of these activities.

As the results of the questionnaire showed, 69 persons considered the issue to be important and 62 interviewees evaluated the implementation as high.

33.3. Description of planned actions to take

Owing to the suggestions appearing in the questionnaire in particular items with respect to training, it is planned to organise training courses, for instance with respect to issues raised in the questionnaire. At least two training sessions a year will be held, and it will be admissible to increase the number of the sessions depending on the number of the employees interested in them.

33.4. Organisational unit responsible for implementation of actions

HR Department

33.5. Action implementation dates

at least twice a year, the first training course in Q4 2016

34. Complains/ appeals

34.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	Regulation 1 of the Director of the Institute of Geophysics, PAS dated 17.01.2014 on introduction of an anti-harassment policy.

34.2. Description of the situation

The Institute appreciates the importance of processes such as handling complaints and appeals, which are not infrequently an integral element of any organisation. Everyone has a right to express their opinion, if it is not hurtful to others and is based on facts. The actions taken by the Institute allow fair and equal treatment of employees and their problems, which eventually contributes to the improvement of the general quality and environment of the work. The conflicts arising are resolved by the Director of the organisational unit or the Director of the Institute. The PAS disciplinary commission considers, in accordance with the Statute of the PAS, appeals from the decisions of the Director of the Institute on disciplinary matters of researchers and research and technical employees for gross violations of their duties or offending the dignity of a researcher. The commission is composed of 4 members and is elected for a period of 4 years. The active and passive election rights are vested in all researchers and research and technical employees of the Institute employed full time. At least one of the commission members is a person employed full time as a full professor [profesor zwyczajny].
Regulation 1 of the Director of the Institute of Geophysics, PAS dated 17.01.2014 on introduction of an anti-harassment policy is also in force. Every employee may file an application to the Anti-Harassment Commission, if necessary.
In the questionnaire, 68 interviewees considered the issue to be important and 60 interviewees evaluated its implementation as high. Owing to the importance of the procedures related to this area, it is planned to take actions to support the process. As the questionnaire shows, the actions require changes with respect to young researchers, mainly PhD students.

34.3. Description of planned actions to take

Owing to the lower evaluation given to the issue, a communication will be prepared and issued to the PAS researchers on the works of the PAS disciplinary Commission and the possibility to file applications to the Commission.

34.4. Organisational unit responsible for action

HR Department/ Research Department Secretarial Office

34.5. Action implementation dates

On an ongoing basis

35. Participation in decision-making bodies

35.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; The Regulation of the Director of the Institute of Geophysics, PAS no. 14/2014 dated 24.11.2014 on establishment of the Organisational Rules and Regulations of the IG, PAS; The Statute of the IG, PAS of 5.05.2011 approved by the President of the Polish Academy of Sciences on 9.05.2011, amended by the resolution of the Academic Council of the IG, PAS on 23.10.2012, approved by the President of the PAS on 18.12.2012, amended by the resolution of the Academic Council of the IG, PAS on 12.02.2014, approved by the President of the Polish Academy of Sciences on 24.09.2014;

35.2. Description of planned actions to take

All important decisions taken by the Institute are agreed with trade unions, which follows from good practice, and with respect to some organisational areas is a legal requirement. In the research area, the issues are presented during meetings of the Academic Council of the Institute. Moreover, the most important communications introducing internal legal acts are transferred to the employees via e-mail.

The Institute also supports researchers in all kinds of forums and international organisations, as it contributes to exchange of experiences, professional development and also indirectly promotes the Institute itself.

Only one person considered the issue to be of little importance, while 69 evaluated the implementation level as high.

35.3. Description of planned actions to take

Not applicable

35.4. Organisational unit responsible for action

Not applicable

35.5. Action implementation dates

Not applicable

36. Relation with supervisors

36.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; The Resolution of the Academic Council of the Institute of Geophysics, PAS no. 15/218/2014 dated 12.02.2014 on passing of new Rules and Regulations of evaluating the academic activity of the researchers of IG, PAS, approved by the Vice-President of the Polish Academy of Sciences on 31.03.2014.

36.2. Description of the situation

The academic supervision is exercised at the Institute over assistants and activities in this area are performed by directors of particular units as part of their tasks. For PhD students, the supervision is exercised by the PhD studies director and apart from that, a specific person to supervise the young trainees is appointed. Usually the academic supervisors are the students' paper supervisors at the later stage, and because of this they hold at least, in accordance with the applicable legislation, the degree of a PhD [doktor habilitowany]. There are no formal regulations with respect to the academic supervision; nevertheless it is only motivated by the individual approach to assistants and PhD students. For young PhD students taking part in the PhD studies organised by the Institute, the academic supervisor is selected at the very beginning and is assigned to the student when they start their PhD studies. These activities are performed in agreement with the PhD studies director, who appoints the academic supervisor formally in agreement with the persons involved. The conditions of the supervision are adjusted to the student individually, owing to the specific nature of their research. It is admissible to change the academic supervisor during the PhD studies. The process follows from the practice adopted and is not formally governed but it is observed and coordinated by the PhD studies director.

The procedure of changing the supervisor consists in the student submitting an application for changing the academic supervisor to the PhD studies director. The application has to be approved both by the earlier academic

supervisor and the new supervisor. The procedure has worked so far but it is not impossible to be able to submit an application without approval of the academic supervisors; yet, this extends the process of agreements required to change the academic supervisor owing to the need to determine the reasons for the change.

Moreover, annual reports are prepared by students during their PhD studies and opinions on the progress of the research are prepared by the academic supervisor. According to established practice, the PhD students also present their progress during reporting sessions. The sessions are open and information on the sessions is sent to the employees of the Institute and the parties involved. During these sessions discussions are allowed during which the student's work and indirectly also the work of their academic supervisor watching over the student's career development are being assessed.

Verification of the relations and resolution of conflicts between academic supervisors and PhD students is part of the PhD studies director's duties. For researchers under supervision of the unit directors, conflict situations are resolved by the unit director or directly the Director of the IG, PAS.

The questionnaire showed that 68 interviewees considered the issue to be important and 63 persons evaluated the implementation as high, which confirms that the level of implementation of the issue is satisfactory.

36.3. Description of planned actions to take

Not applicable

36.4. Organisational unit responsible for action

Not applicable

36.5. Action implementation dates

Not applicable

37. Supervision and managerial duties

37.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; Working Rules and Regulations; Amendments introduced in form of an annex to employment contracts of people with managerial functions.

37.2. Description of the situation

The Institute's intention is that directors of particular units, similar to the authorities of the Institute, should be academic supervisors, mentors, advisors and leaders to their employees, and take care of good relations between the superiors and the employees in particular units. However, it should be stressed that these actions are supportive and not instructive; the authorities support creation of good atmosphere without imposing specific actions, thus leaving the directors of units free to decide and leaving a freedom of topics.

It should be stressed that model relations lead as a result to high efficiency of employees, which is reflected in the number of grants, publications, advancement of the research work and international cooperation.

Only two interviewees considered the issue to be of little importance and 63 researchers evaluated the implementation as high.

37.3. Description of planned actions to take

Not applicable

37.4. Organisational unit responsible for action

Not applicable

37.5. Action implementation dates

Not applicable

38. Continuing Professional Development

38.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Rules and Regulations of funding participation of the employees and PhD students of IG, PAS in scientific conferences abroad from the statutory subsidy

38.2. Description of the situation

Doing research obligates the researchers to pursue continuing professional development as well as requires openness to new solutions. The interdisciplinary nature of many areas of research forces the researchers to cooperate and to use ever more modern tools and solutions, often created exactly as a result of research. Therefore this aspect is important and supported by the Institute in every possible way, both by supporting participation in numerous training courses, seminars, workshops, congresses, as well as by supporting all initiatives and projects that are planned.

The questionnaire showed that 69 persons considered the issue to be important, and 67 interviewees considered the issue to be implemented on a high level.

38.3. Description of planned actions to take

Not applicable

38.4. Organisational unit responsible for action

Not applicable

38.5. Action implementation dates

Not applicable

39. Access to research, training and continuous development

39.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	

39.2. Description of the situation

Such activities are pursued at the Institute for instance through dedicated language courses for PhD students. Owing to the specific nature of the tasks performed, no specific training courses are indicated but all forms of increasing qualifications and continuing development are supported – in form of workshops, participation in international projects and involvement in the most advanced research. Moreover, the Cooperation Department sends information on the selection of projects or training in obtaining funds and winning finance to persons who are interested in the information. Soft training sessions are also held, often coordinated by the promotion department; also thematic blocks are planned with respect to various types of training, which is reflected in this plan.

The results of the questionnaire showed that 68 interviewees considered the issue to be important and 62 persons evaluated the implementation as high, which confirms that the level of implementation of the issue is high.

39.3. Description of planned actions to take

Not applicable

39.4. Organisational unit responsible for action

Not applicable

39.5. Action implementation dates

Not applicable

40. Supervision

40.1. Legal grounds governing the issue.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices
The Act of 30.04.2010 on the Polish Academy of Sciences; The Act of 26.06.1974 on the Labour Code.	The Regulation of the Director of the Institute of Geophysics, PAS no. 7/2011 dated 31.03.2011 on establishment of the Working Rules and Regulations of the IG, PAS, The Regulation of the Director of the Institute of Geophysics, PAS no. 15/2014 dated 15.12.2014 amending the Working Rules and Regulations of the IG, PAS; **Organisational Rules and Regulations:** The Regulation of the Director of the Institute of Geophysics, PAS no. 14/2014 dated 24.11.2014 on establishment of the Organisational Rules and Regulations of the IG, PAS;

40.2. Description of the situation

As indicated in item 36, academic supervision is exercised by directors of particular units in relation to assistants. Academic supervision over PhD students is exercised by specific supervisors as well as by the director of the PhD studies. Moreover, according to the practice adopted, unit directors are persons holding the title of a professor, and therefore this can be considered to be sufficient confirmation of their knowledge and experience in development of academic career. As far as academic supervisors of PhD students are concerned, they are so selected that they can eventually become the students' paper supervisors, so the minimum legal requirements for a doctoral thesis supervisor are taken into consideration; this means that the academic supervisors have to hold at least the academic degree of doktor habilitowany, which confirms their competence necessary to support a young student.

As many as 70 persons considered the issue to be important, and 63 persons considered the implementation to be on a high level.

40.3. Description of planned actions to take

Not applicable

40.4. Organisational unit responsible for action

Not applicable

40.5. Action implementation dates

Not applicable

HR strategy and Action Plan – summary

An analysis of domestic legal acts as well as the internal acts applicable at the Institute will make it possible to outline the formal regulations supporting implementation of the issues included in the Charter and the Code. Also, the questionnaire held made it possible to identify the areas in relation to which it is advisable to take action to support particular issues from the Charter and the Code. This enabled us to outline an HR action plan whose implementation will be the responsibility of specific organisational units of the Institute. Specific dates were also assigned for performance of the said actions.

Actions planned to take

Planned actions	Unit responsible for the job	Deadline	Issue no.	Name of the issue
Organisation of training sessions, for instance with respect to issues raised in the questionnaire.	HR Department	A cycle of training sessions, at least twice a year, the first training course already in Q4 2016	1	Research freedom
			2	Ethical principles
			3	Professional responsibility
			5	Contractual and legal obligations
			7	Good practice in research
			9	Public engagement
			10	Non discrimination
			22	Recognition of the profession
			27	Gender balance
			33	Teaching
Update in the database of the applicable internal legal acts generally available to the employees of the Institute	HR Department	On an ongoing basis	2	Ethical principles
			7	Good practice in research
Implementation, as far as the available funds allow, of an integrated system including digital circulation of documents, including financial and accounting documents.	Deputy Director for General Matters	Q2-Q3 2016 – development of the functional technical requirements of the system, including determination of the final purchase procedure;	6	Accountability
		Q3 2016 – Q3 2017 – obtaining		

		funds for the order and purchase of the solution; Q3-Q4 2017 – implementation of the HR and payroll module and the financial and accounting module; Q1 2018 – testing of the modules implemented; Q1-Q2 2018 – implementation of the document circulation module; 3-4 2018 – testing of the document circulation module; Q3-Q4 2018 – implementation of the project management module; 1-2 2019 – testing of the project management module and completion of implementation of the full functionality of the system.		
A recruitment process form will be developed to include a detailed description of the criteria required of the candidate; moreover, a list of points obtained according to the adopted criteria will be developed during the recruitment process;	HR Department/ Research Department Secretarial Office	Q3 2016	14 15	Selection (Code) Transparency (Code)

Introduction into the recruitment procedures of feedback issued to all candidates taking part in the recruitment on the result of the recruitment process as well as on the candidate's weak and strong points	HR Department/ Research Department Secretarial Office	Promptly	15	Transparency (Code)
Enhancing the recruitment commission in terms of administration, including with respect to development of the requirements and preparation of the documentation of the recruitment process	HR Department/ Research Department Secretarial Office	Promptly	15	Transparency (Code)
Implementation of actions to improve the information flow through implementation of test procedures, examination of the quality as well as the fact of transferring information. Check points will be introduced, on the basis of which statistics will be prepared in the area of information flow within the organisation.	Deputy Research Director	Promptly	22	Recognition of the profession
Promotion of good practice	Management	Promptly	22	Recognition of the profession
Further promotion in form of a communication issued to all employees concerning flexible employment forms applicable at the Institute.	HR Department	Q4 2016	24	Working conditions
Trying to obtain larger funds for the researchers' remuneration within the scope of the statutory jobs.	Deputy Research Director	on an ongoing basis within the statutory time limits for submission of applications for funds to the Ministry of Science and Higher Education	26	Funding and salaries
The issue of measurable financial benefits for the Institute employees on account of performance of projects will be stressed in communication with directors of particular units.	Director	On an ongoing basis during meetings	26	Funding and salaries

Implementation of new forms of promoting employees determined by their activity and effectiveness of their work.	Deputy Research Director	Q2 2017	26	Funding and salaries
Implementation of changes to the rules and regulations of remuneration, also accounting for the employee's evaluation	HR Department	Q4 2016	26	Funding and salaries
Support with respect to information on the competitions for funding of projects	Department of International Cooperation and Project Management	On an ongoing basis	28	Career development
Competition for a mentor	Deputy Research Director	Q4 2016	28	Career development
As far as financially possible, introduction of a position of a visiting professor – mentor	Deputy Research Director	Q4 2016	28	Career development
The Institute will request the Commission preparing the employee evaluation to consider rewarding the issues of mobility and international cooperation higher in the employee evaluation.	Deputy Research Director	During the next evaluation of researchers	29	Value of mobility
Publishing of a link on the Institute's website where young researchers will find post-doc information, which will enable them to take action to obtain international experience and to increase their mobility.	Deputy Research Director	Q2 2016	29	Value of mobility
			30	Access to career advice
A communication will be prepared and issued to the PAS researchers on the works of the PAS disciplinary Commission and the possibility to file applications to the Commission.	HR Department/ Research Department Secretarial Office	On an ongoing basis	34	Complaints and appeals

Director of the Institute of Geophysics
Polish Academy of Sciences
Assoc. Prof.Beata Orlecka-Sikora

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POLISH ACADEMY OF SCIENCES
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POLAND

ATTACHMENT 1



Institute of Geophysics
Polish Academy of Sciences

*gender: K / M **poniżej 35 lat / powyżej 35 lat**
*employee: Research, Research Assistant, technical/lab, PhD student
*age: over 35 under 35
*work experience at the Institute (in years): (0-5) (6-10) (11-20)(>20)

I. Ethical and professional aspects

1. Researchfreedom

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.

1.significance: irrelevant 1 2 3 4 5 relevant

1.degree of implementation: No 1 2 3 4 5 Yes

1.**The actions to be taken by the institute**

2. Ethical principles

Researchers should adhere to the recognised 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.

2. significance: irrelevant 1 2 3 4 5 relevant

2. degree of implementation: No 1 2 3 4 5 Yes

2.**The actions to be taken by the institute**

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.

3. significance: irrelevant 1 2 3 4 5 relevant

3. degree of implementation: No 1 2 3 4 5 Yes

3.The actions to be taken by the institute

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.

4. significance: irrelevant 1 2 3 4 5 relevant

4. degree of implementation: No 1 2 3 4 5 Yes

4.The actions to be taken by the institute

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.

5. significance: irrelevant 1 2 3 4 5 relevant

5. degree of implementation: No 1 2 3 4 5 Yes

5.The actions to be taken by the institute

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.

6. significance: irrelevant 1 2 3 4 5 relevant

6. degree of implementation: No 1 2 3 4 5 Yes

6.The actions to be taken by the institute

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.

7. significance: irrelevant 1 2 3 4 5 relevant

7. degree of implementation: No 1 2 3 4 5 Yes

7.The actions to be taken by the institute

8. Dissemination, exploitation of 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.

8. significance: irrelevant 1 2 3 4 5 relevant

8. degree of implementation: No 1 2 3 4 5 Yes

8.The actions to be taken by the institute

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.

9. significance: irrelevant 1 2 3 4 5 relevant

9. degree of implementation: No 1 2 3 4 5 Yes

9.The actions to be taken by the institute

10. 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.

10. significance: irrelevant 1 2 3 4 5 relevant

10. degree of implementation: No 1 2 3 4 5 Yes

10.The actions to be taken by the institute

11. 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.

11. significance: irrelevant 1 2 3 4 5 relevant

11. degree of implementation: No 1 2 3 4 5 Yes

11.The actions to be taken by the institute

II. RECRUITMENT

12. 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.

12. significance: irrelevant 1 2 3 4 5 relevant

12. degree of implementation: No 1 2 3 4 5 Yes

12.The actions to be taken by the institute

13. Recruitment (Code)

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.

13. significance: irrelevant 1 2 3 4 5 relevant

13. degree of implementation: No 1 2 3 4 5 Yes

13.The actions to be taken by the institute

14. Selection (Code)

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 should be realistic.

14. significance: irrelevant 1 2 3 4 5 relevant

14. degree of implementation: No 1 2 3 4 5 Yes

14.The actions to be taken by the institute

15. Transparency (Code)

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.

15. significance: irrelevant 1 2 3 4 5 relevant

15. degree of implementation: No 1 2 3 4 5 Yes

15.The actions to be taken by the institute

16. Judging merit (Code)

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.

16. significance: irrelevant 1 2 3 4 5 relevant

16. degree of implementation: No 1 2 3 4 5 Yes

16.The actions to be taken by the institute

17. Variations in the chronological order of CVs (Code)

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 array of achievements and qualifications appropriate to the post for which application is being made.

17. significance: irrelevant 1 2 3 4 5 relevant

17. degree of implementation: No 1 2 3 4 5 Yes

17.The actions to be taken by the institute

18. Recognition of mobility experience (Code)

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.

18. significance: irrelevant 1 2 3 4 5 relevant

18. degree of implementation: No 1 2 3 4 5 Yes

18.The actions to be taken by the institute

19. Recognition of qualifications (Code)

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.

19. significance: irrelevant 1 2 3 4 5 relevant

19. degree of implementation: No 1 2 3 4 5 Yes

19.The actions to be taken by the institute

20. Seniority (Code)

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 recognised.

20. significance: irrelevant 1 2 3 4 5 relevant

20. degree of implementation: No 1 2 3 4 5 Yes

20.The actions to be taken by the institute

21. Postdoctoral appointments (Code)

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 postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

21. significance: irrelevant 1 2 3 4 5 relevant

21. degree of implementation: No 1 2 3 4 5 Yes

21.The actions to be taken by the institute

III. WORKING CONDITIONS AND SOCIAL SECURITY

22. Recognition of the profession

All researchers engaged in a research career should be recognized 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).

22. significance: irrelevant 1 2 3 4 5 relevant

22. degree of implementation: No 1 2 3 4 5 Yes

22.The actions to be taken by the institute

23. 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.

23. significance: irrelevant 1 2 3 4 5 relevant

23. degree of implementation: No 1 2 3 4 5 Yes

23.The actions to be taken by the institute

24. 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. 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.

24. significance: irrelevant 1 2 3 4 5 relevant

24. degree of implementation: No 1 2 3 4 5 Yes

24.The actions to be taken by the institute

25. 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.

25. significance: irrelevant 1 2 3 4 5 relevant

25. degree of implementation: No 1 2 3 4 5 Yes

25.The actions to be taken by the institute

26. 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.

26. significance: irrelevant 1 2 3 4 5 relevant

26. degree of implementation: No 1 2 3 4 5 Yes

26.The actions to be taken by the institute

27. 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.

27. significance: irrelevant 1 2 3 4 5 relevant

27. degree of implementation: No 1 2 3 4 5 Yes

27.The actions to be taken by the institute

28. 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.

28. significance: irrelevant 1 2 3 4 5 relevant

28. degree of implementation: No 1 2 3 4 5 Yes

28.The actions to be taken by the institute

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, 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.

29. significance: irrelevant 1 2 3 4 5 relevant

29. degree of implementation: No 1 2 3 4 5 Yes

29.The actions to be taken by the institute

30. 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.

30. significance: irrelevant 1 2 3 4 5 relevant

30. degree of implementation: No 1 2 3 4 5 Yes

30.The actions to be taken by the institute

31. 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.

31. significance: irrelevant 1 2 3 4 5 relevant

31. degree of implementation: No 1 2 3 4 5 Yes

31.The actions to be taken by the institute

32. 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).

32. significance: irrelevant 1 2 3 4 5 relevant

32. degree of implementation: No 1 2 3 4 5 Yes

32.The actions to be taken by the institute

33. 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.

33. significance: irrelevant 1 2 3 4 5 relevant

33. degree of implementation: No 1 2 3 4 5 Yes

33.The actions to be taken by the institute

34. 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.

34. significance: irrelevant 1 2 3 4 5 relevant

34. degree of implementation: No 1 2 3 4 5 Yes

34.The actions to be taken by the institute

35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize 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.

35. significance: irrelevant 1 2 3 4 5 relevant

35. degree of implementation: No 1 2 3 4 5 Yes

35.The actions to be taken by the institute

36. 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.

36. significance: irrelevant 1 2 3 4 5 relevant

36. degree of implementation: No 1 2 3 4 5 Yes

36.The actions to be taken by the institute

37. 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.

37. significance: irrelevant 1 2 3 4 5 relevant

37. degree of implementation: No 1 2 3 4 5 Yes

37.The actions to be taken by the institute

38. 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.

38. significance: irrelevant 1 2 3 4 5 relevant

38. degree of implementation: No 1 2 3 4 5 Yes

38.The actions to be taken by the institute

39. 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.

39. significance: irrelevant 1 2 3 4 5 relevant

39. degree of implementation: No 1 2 3 4 5 Yes

39.The actions to be taken by the institute

40. 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.

40. significance: irrelevant 1 2 3 4 5 relevant

40. degree of implementation: No 1 2 3 4 5 Yes

40.The actions to be taken by the institute

ATTACHMENT 2

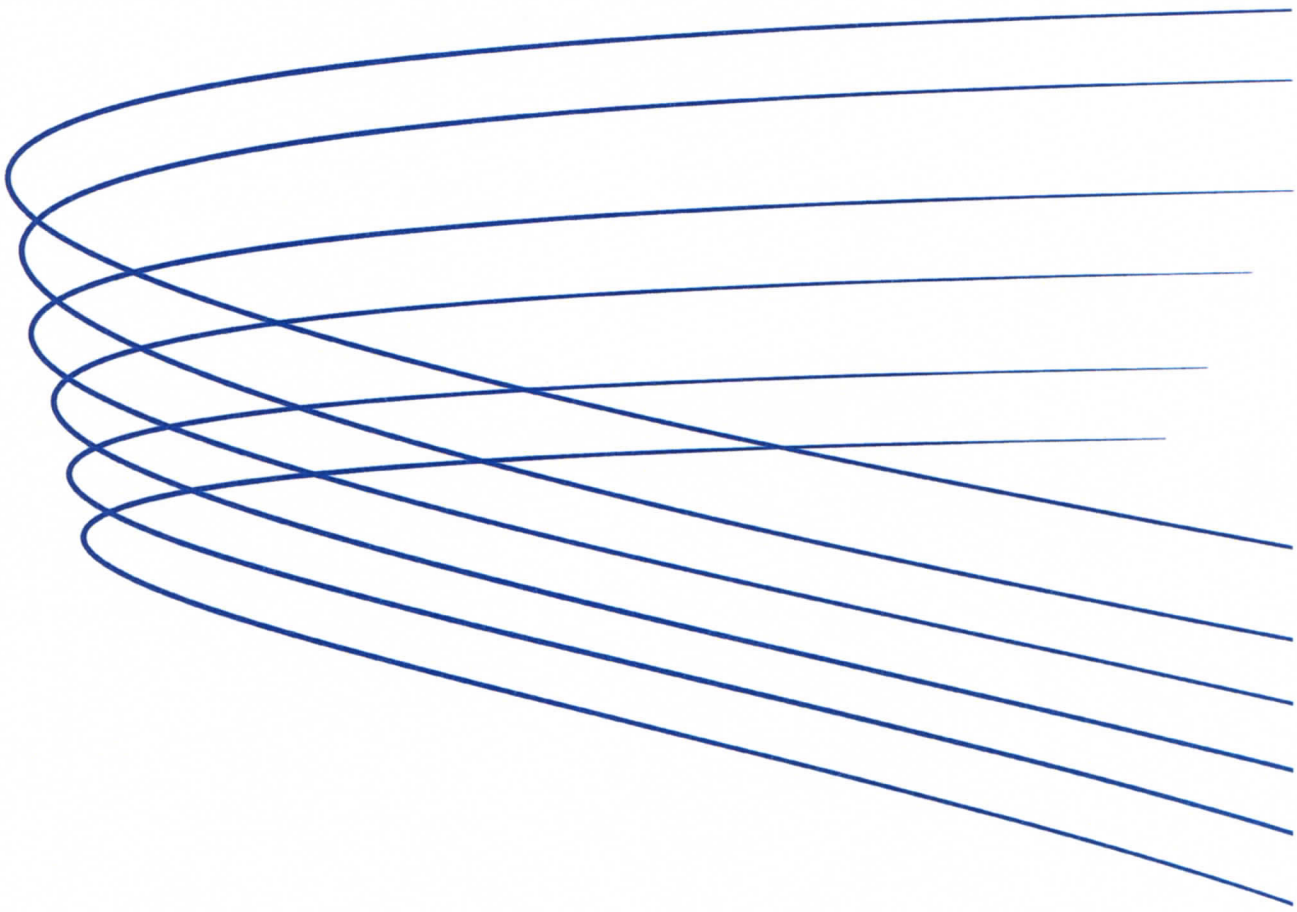


Institute of Geophysics
Polish Academy of Sciences

specification/ No. Questions																		
Age	work experience at the Institute (in years)	employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
under 35	0-5	Research Assistant	4,43	4,57	4,29	3,57	4,00	4,14	3,57	3,86	3,43	4,29	3,86	4,00	4,14	3,71	3,71	4,43	4,14
		PhD student	3,90	4,10	4,00	3,80	3,80	4,00	3,80	3,50	3,70	4,40	3,40	3,50	3,90	3,30	3,40	3,40	4,00
		Research	4,50	4,75	4,50	4,75	4,00	4,50	3,50	4,00	4,50	5,00	3,75	4,75	4,00	3,25	3,00	3,25	4,50
		Research/Research Assistant	3,80	4,20	3,80	3,80	4,40	4,40	4,20	3,80	3,80	4,00	2,60	3,40	3,60	3,00	2,80	3,20	4,00
		Technical/Lab	4,67	4,33	4,33	4,67	3,67	4,33	4,33	4,00	4,33	4,67	3,67	5,00	4,33	3,67	4,00	4,33	4,33
	0-5 Summary		4,17	4,34	4,14	3,97	3,97	4,21	3,83	3,76	3,83	4,41	3,45	3,93	3,97	3,38	3,38	3,69	4,14
	11-20	Research	4,00	3,33	3,67	3,33	3,67	3,67	2,33	2,67	2,67	3,67	2,33	2,67	3,00	2,33	1,67	2,00	3,00
	11-20 Summary		4,00	3,33	3,67	3,33	3,67	3,67	2,33	2,67	2,67	3,67	2,33	2,67	3,00	2,33	1,67	2,00	3,00
	6-10	Research Assistant	5,00	5,00	5,00	5,00	4,00	5,00	4,00	5,00	4,00	5,00	4,00	4,00	4,00	3,00	3,00	3,00	4,00
		Research	4,00	5,00	4,00	5,00	3,00	4,00	3,00	4,00	4,00	5,00	4,00	3,00	5,00	4,00	5,00	3,00	4,00
	6-10 lat Summary		4,50	5,00	4,50	5,00	3,50	4,50	3,50	4,50	4,00	5,00	4,00	3,50	4,50	3,50	4,00	3,00	4,00
under 35 summary			**4,18**	**4,29**	**4,12**	**3,97**	**3,91**	**4,18**	**3,68**	**3,71**	**3,74**	**4,38**	**3,38**	**3,79**	**3,91**	**3,29**	**3,26**	**3,50**	**4,03**
over 35	>20	Research	4,06	3,88	3,81	3,81	3,75	3,56	3,50	4,13	3,75	4,00	3,94	3,81	3,69	3,63	3,88	3,63	3,88
		Technical/Lab	4,25	4,25	4,25	4,25	3,75	4,00	4,00	3,50	4,00	4,75	3,75	4,25	3,50	3,75	3,75	3,25	4,00
	>20 Summary		4,10	3,95	3,90	3,90	3,75	3,65	3,60	4,00	3,80	4,15	3,90	3,90	3,65	3,65	3,85	3,55	3,90
	0-5	Research	4,00	4,50	4,00	4,00	3,00	4,00	2,50	4,00	4,50	5,00	3,00	3,50	4,00	3,50	3,50	3,00	3,50
		Technical/Lab	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00
	0-5 Summary		4,33	4,67	4,33	4,33	3,67	4,33	3,33	4,33	4,67	5,00	3,67	4,00	4,33	4,00	4,00	3,67	4,00
	11-20	Research	4,00	3,75	4,00	3,75	4,50	3,00	3,75	4,25	4,00	4,50	4,25	4,50	3,50	3,50	3,25	3,50	3,75
	11-20 Summary		4,00	3,75	4,00	3,75	4,50	3,00	3,75	4,25	4,00	4,50	4,25	4,50	3,50	3,50	3,25	3,50	3,75
	6-10	Research Assistant	4,00	4,00	5,00	4,00	4,00	4,00	4,00	4,00	5,00	5,00	5,00	4,00	4,00	4,00	4,00	4,00	4,00
		Research	3,78	3,78	3,56	3,44	3,67	3,56	3,22	3,22	3,44	3,67	3,67	3,56	3,56	2,78	3,11	3,11	3,00
		Technical/Lab	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00
	6-10 Summary		3,91	3,91	3,82	3,64	3,82	3,73	3,45	3,45	3,73	3,91	3,91	3,73	3,73	3,09	3,36	3,36	3,27
over 35 summary			**4,05**	**3,97**	**3,92**	**3,84**	**3,84**	**3,66**	**3,55**	**3,89**	**3,87**	**4,18**	**3,92**	**3,92**	**3,71**	**3,50**	**3,66**	**3,50**	**3,71**
total amount			**4,11**	**4,13**	**4,01**	**3,90**	**3,88**	**3,90**	**3,61**	**3,81**	**3,81**	**4,28**	**3,67**	**3,86**	**3,81**	**3,40**	**3,47**	**3,50**	**3,86**

specification/ No. Questions			No. Questions															
Age	**work experience at the Institute (in years)**	**employee**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**
under 35	0-5	Research Assistant	3,29	3,86	3,71	3,57	3,86	4,00	3,57	4,14	4,14	3,86	3,29	3,14	2,71	4,00	3,71	3,57	3,86
		PhD student	3,90	3,70	3,60	3,40	2,70	3,40	3,00	3,80	3,30	3,80	3,00	3,50	2,70	3,40	3,70	3,50	2,90
		Research	3,50	3,75	4,00	4,50	3,75	4,00	3,50	4,50	3,25	4,50	3,50	4,00	2,00	3,50	3,75	3,50	4,25
		Research/Research Assistant	3,60	3,60	4,00	3,60	3,40	4,00	2,80	4,40	3,60	4,40	2,60	3,20	2,40	3,60	3,80	3,20	2,60
		Technical/Lab	5,00	4,33	5,00	4,67	4,33	5,00	5,00	5,00	4,33	5,00	4,67	4,00	3,00	4,33	4,67	4,33	4,00
	0-5 Summary		3,76	3,79	3,90	3,76	3,41	3,90	3,38	4,21	3,66	4,14	3,24	3,48	2,59	3,69	3,83	3,55	3,38
	11-20	Research	2,67	2,67	3,00	3,00	2,33	3,67	2,67	3,00	2,00	3,00	2,00	2,67	2,67	3,33	3,33	3,33	3,00
	11-20 Summary		2,67	2,67	3,00	3,00	2,33	3,67	2,67	3,00	2,00	3,00	2,00	2,67	2,67	3,33	3,33	3,33	3,00
	6-10	Research Assistant	4,00	3,00	4,00	4,00	2,00	3,00	3,00	5,00	5,00	5,00	3,00	5,00	3,00	5,00	5,00	3,00	4,00
		Research	4,00	4,00	4,00	3,00	4,00	3,00	5,00	4,00	3,00	5,00	3,00	4,00	4,00	5,00	4,00	3,00	5,00
	6-10 lat Summary		4,00	3,50	4,00	3,50	3,00	3,00	4,00	4,50	4,00	5,00	3,00	4,50	3,50	5,00	4,50	3,00	4,50
under 35 summary			**3,68**	**3,68**	**3,82**	**3,68**	**3,29**	**3,82**	**3,35**	**4,12**	**3,53**	**4,09**	**3,12**	**3,47**	**2,65**	**3,74**	**3,82**	**3,50**	**3,41**
over 35	>20	Research	4,00	3,44	3,81	3,50	3,56	3,69	3,88	4,00	3,25	3,88	3,25	3,31	2,75	4,13	3,81	3,63	3,44
		Technical/Lab	4,25	4,00	4,25	3,50	4,00	3,75	3,75	4,50	3,75	4,00	2,75	3,50	3,50	4,25	3,50	3,75	3,75
	>20 Summary		4,05	3,55	3,90	3,50	3,65	3,70	3,85	4,10	3,35	3,90	3,15	3,35	2,90	4,15	3,75	3,65	3,50
	0-5	Research	3,50	3,50	3,50	3,00	3,00	4,00	2,50	3,00	3,00	3,50	2,50	3,00	2,00	3,00	3,50	3,50	3,00
		Technical/Lab	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00
	0-5 Summary		4,00	4,00	4,00	3,67	3,67	4,33	3,33	3,67	3,67	4,00	3,33	3,67	3,00	3,67	4,00	4,00	3,67
	11-20	Research	3,75	3,75	3,50	3,75	3,25	3,25	3,75	4,50	3,25	4,25	3,50	3,25	3,25	3,75	3,75	3,75	3,75
	11-20 Summary		3,75	3,75	3,50	3,75	3,25	3,25	3,75	4,50	3,25	4,25	3,50	3,25	3,25	3,75	3,75	3,75	3,75
	6-10	Research Assistant	4,00	4,00	4,00	4,00	4,00	4,00	4,00	3,00	3,00	4,00	3,00	4,00	4,00	4,00	5,00	5,00	3,00
		Research	3,67	3,00	3,33	3,56	3,11	3,56	2,89	4,00	3,00	4,11	2,89	2,89	2,00	3,67	3,78	3,22	3,22
		Technical/Lab	5,00	5,00	5,00	5,00	5,00	5,00	5,00	5,00	2,00	2,00	3,00	5,00	2,00	5,00	3,00	5,00	4,00
	6-10 Summary		3,82	3,27	3,55	3,73	3,36	3,73	3,18	4,00	2,91	3,91	2,91	3,18	2,18	3,82	3,82	3,55	3,27
over 35 summary			**3,95**	**3,53**	**3,76**	**3,61**	**3,53**	**3,71**	**3,61**	**4,08**	**3,24**	**3,95**	**3,13**	**3,32**	**2,74**	**3,97**	**3,79**	**3,66**	**3,47**
total amount			**3,82**	**3,60**	**3,79**	**3,64**	**3,42**	**3,76**	**3,49**	**4,10**	**3,38**	**4,01**	**3,13**	**3,39**	**2,69**	**3,86**	**3,81**	**3,58**	**3,44**

specification/ No. Questions								
Age	**work experience at the Institute (in years)**	**employee**	**35**	**36**	**37**	**38**	**39**	**40**
under 35	0-5	Research Assistant	4,29	2,86	3,14	4,14	3,71	3,14
		PhD student	3,50	3,50	3,40	3,80	3,90	3,70
		Research	4,25	3,75	3,50	4,00	3,50	3,25
		Research/Research Assistant	4,00	3,40	3,00	3,80	3,60	3,20
		Technical/Lab	4,33	5,00	5,00	5,00	4,67	4,67
	0-5 Summary		3,97	3,52	3,45	4,03	3,83	3,52
	11-20	Research	2,67	3,67	3,67	3,33	3,00	2,67
	11-20 Summary		2,67	3,67	3,67	3,33	3,00	2,67
	6-10	Research Assistant	5,00	2,00	3,00	5,00	3,00	3,00
		Research	4,00	3,00	3,00	3,00	3,00	4,00
	6-10 lat Summary		4,50	2,50	3,00	4,00	3,00	3,50
under 35 summary			**3,88**	**3,47**	**3,44**	**3,97**	**3,71**	**3,44**
over 35	>20	Research	4,00	3,69	3,69	3,63	3,56	3,56
		Technical/Lab	4,50	4,00	4,50	3,75	3,75	4,00
	>20 Summary		4,10	3,75	3,85	3,65	3,60	3,65
	0-5	Research	3,50	2,50	3,00	4,00	4,00	3,00
		Technical/Lab	5,00	5,00	5,00	5,00	5,00	5,00
	0-5 Summary		4,00	3,33	3,67	4,33	4,33	3,67
	11-20	Research	4,00	3,75	3,25	2,75	3,00	3,25
	11-20 Summary		4,00	3,75	3,25	2,75	3,00	3,25
	6-10	Research Assistant	4,00	4,00	4,00	4,00	4,00	5,00
		Research	3,78	3,56	3,33	3,67	3,11	3,44
		Technical/Lab	5,00	4,00	4,00	5,00	2,00	5,00
	6-10 Summary		3,91	3,64	3,45	3,82	3,09	3,73
over 35 summary			**4,03**	**3,68**	**3,66**	**3,66**	**3,45**	**3,63**
total amount			**3,96**	**3,58**	**3,56**	**3,81**	**3,57**	**3,54**



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