

## TEMPLATE 3 – OTM-R Checklist

**Case number:** 2022PL778539

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### OTM-R CHECKLIST

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					

1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	<p>IPP PAS's recruitment of researchers OTM-R policy have been published on the IPP PAS website in two (PL; ENG) language versions.</p> <p><b>Indicator:</b>  OTM-R policy published on the website:  <a href="https://ifr-pan.edu.pl/polityka-otm-r">https://ifr-pan.edu.pl/polityka-otm-r</a>  <a href="https://en.ifr-pan.edu.pl/otm-r-policy">https://en.ifr-pan.edu.pl/otm-r-policy</a></p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	<p>In order to communicate the key assumptions of OTM-R to IPP PAS employees, IPP PAS's recruitment of researchers OTM-R policy have been published on the IPP PAS website have been introduced by Director's Regulation No. 4/2023 of 23 May 2023. The guidelines set out the procedure for hiring, the requirements for positions in particular groups of researchers, the required competencies for particular positions, and the scale and description of behaviors and the responsibilities for particular levels of competence (R1-R4 researchers).</p> <p><b>Indicator:</b>  OTM-R policy (practices) for all types of positions available and published on the website:  <a href="https://ifr-pan.edu.pl/polityka-otm-r">https://ifr-pan.edu.pl/polityka-otm-r</a>  <a href="https://en.ifr-pan.edu.pl/otm-r-policy">https://en.ifr-pan.edu.pl/otm-r-policy</a></p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>OTM-R guidelines are well known to the staff belonging to the both, HR Steering Committee Working Group together with the Deputy Director for Scientific Affairs.</p> <p>Members of the Selection board selecting candidates are required to be familiar with the IPP PAS internal actual regulations in this respect. Their experience ensures that they act in line with the OTM-R policy available on the Institute's website.</p> <p>- The IPP PAS is planning to train supervisors in this area, and support in drafting correct promotion applications.</p>

					<p><b>Indicator:</b> OTM-R procedures and practices for all supervisors - training programme focused on competency-based candidates selection process - planned for 2024.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>The IPP PAS uses all possible e-recruitment tools (channels) to inform about competitions and to attract applicants, such as:</p> <p><a href="https://www.gov.pl/web/edukacja-i-nauka/praca2">https://www.gov.pl/web/edukacja-i-nauka/praca2</a>  <a href="https://ifr-pan.edu.pl/">https://ifr-pan.edu.pl/</a>  <a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a>  <a href="https://www.linkedin.com/company/the-franciszek-g%C3%B3rski-institute-of-plant-physiology-polish-academy-of-sciences/?viewAsMember=true">https://www.linkedin.com/company/the-franciszek-g%C3%B3rski-institute-of-plant-physiology-polish-academy-of-sciences/?viewAsMember=true</a></p> <p>Since the end of 2022 a vacancy notice for a researcher position - including information on competitions - is posted on the website of the Ministry of Science and Higher Education, the IPP PAS Public Information Bulletin website, EURAXESS, and LinkedIn portals.</p> <p><b>Indicator:</b> - Number of announced vacancies for research positions</p>

5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	<p>Not all elements of OTM-R are monitored for researcher employees, and an overarching quality control system is not available.</p> <p>However, the IPP board (Director, Deputy Director, Head of Department; governed by internal regulations: Regulations defining the rules and procedures for conducting competitions for scientific positions in the IPP PAS (29.10.2019)) monitors relevant aspects of OTM-R, such as the content of the vacancies (advertising sufficiently broad and internationally recognizable profiles, checking merit-based criteria in the selection of the final candidate in the selection process).</p> <p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>- Comprehensive and integrated quality control system for OTM-R available.</li> <li>- The IPP PAS is planning to audit of the recruitment process for scientific positions at the IPP PAS conducted by the Internal Auditor (2024).</li> </ul>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	<p>Vacancies are posted on the website of the Ministry of Science and Higher Education, the IPP PAS Public Information Bulletin website, EURAXESS, and LinkedIn portals. According to the Law on Higher Education and Science, the publication period of a vacancy cannot be less than 30 days, which allows information about the competition to reach the widest possible number of candidates interested in submitting application documents. More regulations are in The Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Law Dz. U. 2010 No 96 poz. 619; Dz. U. 2020 r. poz. 179. ; Polish version only).</p> <p><b>Indicator:</b></p> <p>Trend in the share of applicants from outside IPP PAS</p>

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<p>Vacancies are posted in both Polish and English to attract foreign researchers. The publication period of at least 30 days allows information about the vacancy to reach as many candidates as possible who may be interested in submitting an application. If an applicant is unable to attend in person, the interview may be conducted using online communication methods (i.e. Skype). Institute has employed no researchers from abroad so far since it has not realized big international research projects. However, internationalization is one of the priorities and Institute is currently trying to open for foreign scientists.</p> <p><b>Indicator:</b> Trend in the share of applicants from abroad (ratio applicants with a Polish nationality/non-Polish nationality).</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+	<p>The principles and overall regulations of The Gender Equality Plan for IPP PAS now promote gender equality. The IPP PAS is planning to appoint a Commissioner for Gender Equality Policy (2024). In addition, the IPP PAS will adapted website for the visually impaired (in black and yellow; 2023-2024).</p> <p><b>Indicator:</b> - Trend in the share of applicants from underrepresented groups (e.g. women, international candidates – see also indicator question 7)</p>

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<p>In pursuance of existing national legislation and with national or sectoral collective bargaining agreements, IPP PAS is legally bound to provide stable employment conditions. Thanks to, among others, IPP PAS offers rich social benefits, attractive group insurance, NNW (possibility of covering all family members) PZU Health insurance (possibility of covering all family members). All IPP PAS employees are covered by the Company Social Benefits Fund. Among the many social amenities are the following: holidays under the bushel for employees and their families, subsidies for kindergarten and nursery school, Christmas vouchers. In addition, IPP PAS is constantly improving research facilities and infrastructure.</p> <p><b>Indicator:</b> Clear staff regulations covering 'fair working' conditions for all researchers staff.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				--	<p>At the IPP PAS no such means exist to monitor directly that aspect of the recruitment process.</p> <p><b>Indicator:</b> The low number of dismissals and/or the low number of adjuncts/professors not being appointed after their tenure-track period might be seen as an (imperfect) indicator of the fact that the IPP PAS attracts the most suitable researchers.</p>
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		--	<p>At the IPP PAS no such guidelines or templates exist for advertising positions. The IPP PAS is planning to set up the template.</p> <p><b>Indicator:</b> Templates (new) available for researcher profile</p>

12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	In the adverts posted, we indicate exactly what documents are required and where to send the application.  <b>Indicator:</b> Templates (new) available for researcher profile
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Pursuant to the Law on Higher Education and Science, The Act of 30 April 2010 on the Polish Academy of Sciences , every vacancy announcement for researchers is published on EURAXESS (published in English).  <b>Indicator:</b> - Trend in the share of job adverts posted on EURAXESS - Trend in the share of applicants recruited from outside the organization/abroad (see indicator question 7)
14. Do we make use of other job advertising tools?	x	x		++	Vacancies are posted on the on the website of the Ministry of Science and Higher Education, the IPP PAS Public Information Bulletin website, EURAXESS, and LinkedIn portals.  <b>Indicator:</b> See indicator question 6.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+-	The number and scope of required documents are reduced to minimum. The documents required for submission, are attached in each published announcement. Although applicants can send most of the required documents <i>via</i> email, there are still some forms in a standard formula.  The OTM-R policy specifies in detail the rules on which the documents should be submitted with a clear indication that they can also be sent electronically.

					<b>Indicator:</b> - An adapted application form for researchers staff - Conducting the entire recruitment process remotely
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	No action has to be taken in this area. These rules are governed by internal regulations: Regulations defining the rules and procedures for conducting competitions for scientific positions in the IPP PAS (2019) and in the OTM-R policy, point 3.  <b>Indicator:</b> Rules and regulations internally applied.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	See question 16  According to the OTM-R Policy, the selection committee consists of at least three persons: the chairman (the head of the requesting unit for employment or his/her designee), one person representing the same or related scientific discipline (designated by the head of the requesting unit), and the future direct supervisor of the employee to be hired. The expert shall have knowledge and experience related to the competencies required of the candidate.  <b>Indicator:</b> - Statistics on the gender composition of selection committees - Publication of clear rules and written guidelines on the composition of selection committees on the website



18. Are the committees sufficiently gender-balanced?		x	x	++	<p>See question 17</p> <p>Selection committees are gender-balanced in terms of OTM-R policy (see point 8) except the recruitment of other research staff.</p> <p><b>Indicator:</b> See indicator question 17</p>
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-	<p>According to the OTM-R Policy, the selection criteria are clearly defined and the evaluation of candidates is carried out on the basis of these criteria. The recruitment process is divided into stages such as the analysis of application documents and an interview with selected candidates. The selection committee checks the candidates' knowledge and aptitude for the position, evaluates scientific potential. The rules for the conduct of competitions written in the above-mentioned OTM-R Policy are published on the IPP PAS website in Polish and English versions.</p> <p><b>Indicator:</b> - Training for selection committee members (see indicators question 3)</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		+/-	<p>At the end of the selection process, only chosen candidates are informed of the result (till May 2023). Although, since June 2023 according to the OTM-R Policy all candidates are informed of the result. The candidate selected for employment is informed of the result of the competition by e-mail. Moreover, a selection committee prepares a protocol (included information e.g. the number of all participants, the recruitment selection criteria).</p> <p><b>Indicator:</b></p>

					Template for feedback to applicants from selection committee published on the website in two language versions (PL and ENG); Protocol - Appendix No. 1 to OTM-R Policy of IPP PAS.
21. Do we provide adequate feedback to interviewees?		x		-/+	<p>Feedback is given at the end of the entire process. To date those information was provided at request on all matters relating to the position itself and IPP PAS employment policy. Although, since May/June 2023 according to the OTM-R policy, candidates who are selected for the second stage and are not chosen will be provided an individual response describing the strengths and weaknesses of the application, which is important feedback for the candidate in the perspective of his/her professional development, and includes a note on the possibility for each candidate to appeal the decision of the selection committee.</p> <p>The ranking of the candidates is largely motivated by the selection board in the final protocol (but only accessible internally).</p> <p><b>Indicator:</b> Training for selection committee members (see indicators question 3)</p>
22. Do we have an appropriate complaints mechanism in place?		x		++	<p>The issue is settles in the internal regulations: Regulations defining the rules and procedures for conducting competitions for scientific positions in the IPP PAS (29.10.2019) and the OTM-R policy (point 10).</p> <p><b>Indicator:</b> - Regulations published on the website - Monitoring (e.g., statistics) on complaints</p>
<b>Overall assessment</b>					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	The IPP PAS does not yet have an overarching and comprehensive monitoring system for OTM-R.  <b>Indicator:</b> Building a monitoring system of OTM-R objectives delivering
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