

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2022PL778539

Name Organisation under review: *The Franciszek Górski* Institute of Plant Physiology Polish Academy of Sciences (IPP PAS)

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SUBMISSION DATE:

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### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. <sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:.

Name	Position	Management line/ Department
Franciszek Janowiak	HR Steering Committee; Professor; M; R4	DIRECTOR OF THE INSTITUTE
Marcin Rapacz	HR Steering Committee; Professor; R4	CHAIRMAN OF THE SCIENTIFIC COUNCIL at the IPP PAS
Iwona Żur	HR Steering Committee; Professor; M; R4	Representative of IPP PAS at the Doctoral School; Head of the Department of Cell Biology in the IPP PAS; Leader of Research Group Microspore Embryogenesis

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Ewa Dubas	Head of the HR working group; Associate Professor; M; R3	DEPUTY DIRECTOR FOR SCIENTIFIC RESEARCH
Edyta Skrzypek	HR working group; Professor; M; R4	Leader of Research Group Interspecific Cereal Crosses/Department of Biotechnology in the IPP PAS
Ireneusz Ślesak	HR working group; Professor; M; R4	Deputy Head of the Department of Stress Biology; Leader of Research Group Oxygenic Photosynthesis/Department of Stress Biology in the IPP PAS
Maciej Grzesiak	HR working group; Associate Professor; M; R3	Leader of Research Group Roots/Department of Ecophysiology in the IPP PAS
Monika Krzewska	HR working group; Adjunct (PhD); PostDoc; R2	Department of Cell Biology in the IPP PAS
Kamila Laskoś	HR working group; Assistant (M.Sc Eng.); R1	Department of Biotechnology in the IPP PAS
Joanna Kisielewska	HR working group; (M.Sc); F	HR/Administration of IPP PAS
Robert Szymański	HR working group; (M.Sc Eng.); F	Technical and Administrative Manager/Administration of IPP PAS

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career level, type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Steering Committee	<p>Steering Committee meetings</p> <p>Meetings (including on-line) with all employee</p> <p>Regular email correspondence</p>	<p>commenting on and contributing to the specific steps; seminars conducted with the researchers (e.g. principles of career development and employee evaluation, research data management, the Code of Ethics, etc.); review the survey questionnaire according to the 40 C&amp;C principles (June 16, 2022 - the head of the HR Working Group and the Steering Committee to obtain the approval of the proposed final version Questionnaire for survey by the Director); OTM-R checklist and results of the survey as well as to prepare the action plan and the final report; implementation of the 40 C&amp;C principles; providing constructive suggestions necessary to develop HRS4R Strategy of the whole institution, as well as keeping the link to other strategic documents of the IPP PAS</p>
Working Group	<p>Visiting EURAXESS links</p> <p>Attending in HRS4R workshops organizing by PAS</p> <p>Working Group meetings</p> <p>Meetings (including on-line) with all employee</p> <p>Regular email correspondence</p> <p>MS tools (e.g. MS Teams + Office 365 Forms)</p> <p>HR eTool</p>	<p>Studying HRS4R documents (e.g. EURAXESS -The European Charter for Researchers; The Code of Conduct for the Recruitment of Researchers (C&amp;C)) and tools (e.g. HRS4R e-tool); analysing current state of the Institute; preparing Questionnaire according to the 40 C&amp;C principles, (WG meeting May 26, 2022; E-mail correspondence in order to improve the content and quality of survey), conducting (June 17-19, 2022 conducting; Questionnaire prepare in Office 365 Forms; Questionnaire sent to all R1-R4 researchers and other employees in June 20, 2022; deadline for submission June 24, 2022; reminder in the meantime), and analysing the survey (June 24, 2022 – August 12, 2022 processing the survey results); finding GAPS; drawing up the Action and Recruitment strategy in accordance with OTM-R; preparing OTM-R checklist, meeting of the Head of the HR working group and the Steering Committee with the non-independent (R1-R2) and independent researchers (R3-R4) to present and discuss the proposed action plan (November 15, 2022); the action plan and the final report; developing and delivering HRS4R strategy for the future development of the Institute; making sure HR is aligned with business.</p>

Please describe how was appointed the Committee overseeing the process:

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The three-person **SC** overseeing the process was established by the Director's resolution no. D-021-9/2022. SC members are professors – two from IPP PAS and one from The Institute of Botany PAS. The composition of Committee was determined with gender balance and the members have not any conflict of interest. The Committee makes key decisions and oversees the strategic course of action in the field of HRS4R and is responsible for monitoring the progress of the tasks set out in the current Action Plan.

SC 2022 appointed (5.09.2023) by the Director of the Institute is composed of R4 relevant employees and researchers representing two Institutes of PAS and two Departments IPP PAS:

1. Prof. Franciszek Janowiak (M; R4)
2. Prof. Iwona Żur (M; R4)
3. Prof. Marcin Rapacz (R4)

Meetings:

- 1) June 14, 2022 (the approval of the proposed Questionnaire for survey proposed by the head of the HR Working Group; Protocol)

Free text 200 words maximum

The eight-person WG, appointed by the Director's resolution no. D-021-9/2022 (25.04.2022) and comprised all employees (researchers R1-R4 representing four Departments and four Research Groups, Administration and the HR department). The composition of WG was determined with gender balance and the members had not any conflict of interest. The WG was responsible for the preparing and analysing of survey, GAP analysis and Action plan. All tasks were discussed on WG meetings or by regular email correspondence.

Meetings:

May 26, 2022 (Questionnaire ready for survey);

- 2) June 16, 2022 (the approval of the proposed final version Questionnaire for survey by the SC);
  - 3) June 17-19, 2022 (Questionnaire in Office 365 Forms);
  - 4) June 20 - 24, 2022 (conducting Questionnaire addressed to all employees (56); deadline for submission; reminders in the meantime);
- (Responded employees: 35 (62.5%). Possible answers: Yes, full implemented; No, definitely not implemented; I do not know; Not applicable. Comments were possible).

- 5) June 24, 2022 – August 12, 2022 (the survey results);
- 6) August 16 – 31, 2022 (finding GAPS);
- 7) September 01 – 30, 2022 (drawing up the Action plan and Recruitment strategy in accordance with OTM-R);
- 8) October 01, 2022 (the approval of the proposed Action plan by the Director);