

EURAXESS

Action Plan

Case number

2022PL738284

Name Organisation under review

Center for Theoretical Physics PAS

Organisation's contact details

Al. Lotników 32/46, Warsaw, 02-668, Poland

Submission date to the European Commission

10/07/2023

1. Organisational Information

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	62
Of whom are international (i.e. foreign nationality) *	25
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	43
Of whom are women *	13
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	19

STAFF & STUDENTS	FTE
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	20
Of whom are stage R1 = in most organisations corresponding with doctoral level *	15
Total number of students (if relevant) *	8
Total number of staff (including management, administrative, teaching and research staff) *	72
RESEARCH FUNDING (figures for most recent fiscal year)	
	€
Total annual organisational budget	2945846
Annual organisational direct government funding (designated for research)	902781
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	2043065
Annual funding from private, non-government sources, designated for research	0

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The Center for Theoretical Physics of the Polish Academy of Sciences (CTP PAS) was founded in 1980 with the mission of creating the leading centre for theoretical physics in Poland. Its primary areas of research encompass quantum information, astrophysics and cosmology, ultracold gases, gravitation, and mathematical physics.

Despite its relatively modest size, CTP PAS currently oversees 29 research grants, including the ERC-Synergy, Widera, Pathfinder grants (as a consortium member) and QuantEra (as a leader). A significant aspect of the institute's work involves engaging in scientific collaborations with both domestic and international research institutions.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects*

**Strengths and Weaknesses (max. 800 words)****Strengths:**

- The institute holds a strong scientific position in Poland. It is recognised dur to prominent researchers.
- The institute is the category A institute in Poland. Therefore, despite its modest size, it has rights to award PhD and Habilitation degree.
- It is a place known for research freedom: researchers are fully independent in the selection of topics and the formation of research groups.
- The Institute promotes mobility by hosting researchers from abroad and helping our graduates in finding positions abroad. More than 80% of R2 and R3 researchers comes from abroad.
- The institute has a rich tradition of promoting science, spearheaded by Professor Łuaksz Turski. His initiatives include the Warsaw Scientific Picnic, which now attracts approximately 50,000 visitors per event, and the Copernicus Science Center, a prominent tourist attraction in Warsaw that welcomes around 500,000 visitors annually.
- The instutute has access to the IBM Quantum machines, due to agreement with Poznan Supercomputing and Networking Center (PCSS).
- The institute is also a member of the consortia EuroQCS-Poland, led by PCSS, with the aim of hosting and developing the quantum computer inPoland. This initiative result from the EuroHPC JU.
- Ongoing support from the administration, such as legal assistance with matters like residence or work permits, as well as the provision of a free Polish language course, is available to our foreign staff and students.
- The Institute has an open access policy - (Open Access) which allows the full content of publications to be available on the public Internet - without financial, legal or technical barriers.
- The Project Department coordinates and supervises the correctness of the project implementation process and reports following the funding institutions' requirements. As a scientific unit, we are committed to transparent and efficient financial management principles.
- Employees are treated equally concerning terms and conditions of employment and access to training to improve their professional qualifications, irrespective of age, gender, disability, race, religion, nationality, sexual orientation, political opinion, union membership and regardless of the type of employment contract and working hours.
- A chartered accountant carries out an annual audit of the financial balance sheet in accordance with the applicable regulations..
- About 30% of the Scientific Council members are external scientists employed outside CTP PAS, who actively participate in developing the Institute's most important procedures, evaluating the R3-R4 researchers and employing new scientists on permanent positions.

Weaknesses:

- Not sufficient onboarding of the newly recruited researchers. It would be worthwhile to appoint an administrative assistant to introduce them to the social life of the Institute.
- Staff members do not familiarise themselves with all the current procedures due to their extensive number.
- The regulations concerning promotion and retirement need improvements.
- The lack of a transparent academic staff appraisal system:
 - (i) The regulations regarding the evaluation of R3-R4 scientists are overly vague.
 - (ii) While directors acknowledge the efforts of scientists through appreciation bonuses, it would be beneficial to have some guidelines in this regard
- The institutes split into small groups - lack of integrity.
- Non-coherent regulations: regulations of the Polish Academy of Science require the statutory topics, but research projects and agencies financing science promote the division into research groups.
- Public engagement is, on average, decreasing.

Recruitment and selection*

**Strengths and Weaknesses (max. 800 words)****Strengths**

- Established competition procedures for positions: Professor, Assistant Professor and Assistant + guidelines from NCN competitions and regulations
- Open competitions, and announcements published on the CTP PAS website, Euraxess, sent to the governmental portal and published on thematic websites.
- e-Recruitment tool used in the recruitment to the Doctoral School Warsaw-4-PhD.
- All Job Offers are published on the CTP PAS website, and additional on EURAXESS, BIP.
- The evaluation is based on the candidate's professional achievements and qualifications and a total employment record.
- A committee composed of members working in the same field and research topic.

Weaknesses

- No document with the OTM-R policy.
- No e-Recruitment tool for R2-R4 researchers.
- There is no detailed information about the partial points in the given criteria, except PhD recruitment—feedback only on the request. The candidates are not informed about their position on the ranking list.
- Lack of gender diversity in the Selection Committees.
- The Selection Committee Members are not diverse concerning nationality.
- Missing links to the industry.

Working conditions*

**Strengths and Weaknesses (max. 800 words)****Strengths**

CTP PAS provides the necessary equipment and access to scientific software (Mathematica, Maple, Matlab, Overleaf-Pro and zoom accounts).

Recently the institute gained access to the IBM Quantum system (as the third organisation in Poland), allowing the quantum computing and quantum certification groups to do frontline research.

The institute ensures that researchers enjoy fair and attractive conditions of funding and salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) following existing national legislation.

The practice described in existing regulations includes:

- flexible working hours
- flexible solutions that help to combine family and work, children and career
- sabbatical leave possibility
- distance work
- laws related to training leaves

Weaknesses

- The main obstacle in CTP PAS is limited space. Consequently, the professors' rooms are shared by 2-3 persons. Post-docs and PhD students share single rooms between 4 persons.
- Despite being relatively small, the institute is split into two distant localisations.
- In one localisation the offices are old and need renovation.
- All post-docs and PhD students have short-term contracts. Given the current funding and limited space, they won't be able to continue their research at CTP PAS (on the other hand - they usually find positions, many alumni are Professors nowadays).

Training and development* ▼

Strengths and Weaknesses (max. 800 words)

Strengths

- Interdisciplinary Doctoral Schools (Warsaw-4-PhD and Geoplanet). The Schools are run by several institutes, providing an interdisciplinary offer of courses. The Schools provide training in soft skills and internships abroad.
- CTP PAS offer participation in language courses (English and Polish). The courses are free of charge,
- Mentoring programme. On average, R3-R4 researchers supervise 1-2 PhD students.
- Support of the Polish Academy of Sciences, including the regular workshops of the Office of Scientific Excellence. This unit offers training and help in the preparation of ERC proposals.
- Well-organized groups - with thematic journals clubs and weekly and individual meetings.
- Funds for summer schools and conferences.

Weaknesses

- There is no training in soft skills.
- The administration is not sufficiently well trained yet.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

<https://www.cft.edu.pl/hr-excellence> (<https://www.cft.edu.pl/hr-excellence>)

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1

Training: Effective communication in the leader-group relationship

GAP Principle(s)

- (+/-) 2. Ethical principles
- (+/-) 3. Professional responsibility
- (++) 4. Professional attitude
- (+/-) 10. Non discrimination
- (-/+) 34. Complains/ appeals
- (+/-) 36. Relation with supervisors
- (+/-) 37. Supervision and managerial duties
- (+/-) 39. Access to research training and continuous development
- (++) 40. Supervision

Timing (at least by year's quarter/semester)

At least once per 3 years First training: Q4 2023

Responsible

Unit Indicator(s) / Target(s)

Coordinator:

Deputy

Director for

General

Affairs

Indicator: Number of researchers trained. Target: Researchers' participation: at least 65%

Proposed ACTIONS

Action 2

Training: Recognizing conflict and bullying and how to deal with them

GAP Principle(s)

- (+/-) 2. Ethical principles
- (+/-) 3. Professional responsibility
- (+/-) 10. Non discrimination
- (-/+) 24. Working conditions
- (++) 26. Funding and salaries
- (+/-) 31. Intellectual Property Rights
- (-/+) 34. Complains/ appeals
- (+/-) 36. Relation with supervisors
- (+/-) 37. Supervision and managerial duties
- (+/-) 38. Continuing Professional Development
- (+/-) 39. Access to research training and continuous development

Timing (at least by year's quarter/semester)

At least once per 3 years First training: Q3 2024

Responsible

Unit Indicator(s) / Target(s)

Coordinator:

Deputy

Director for Indicator: Number of researchers trained. Target: Researchers' participation: at least 65%

General

Affairs

Proposed ACTIONS

Action 3

Training: Academy of Recruitment with OTM-R for HR Department

GAP Principle(s)

- (+/-) 2. Ethical principles
- (+/-) 3. Professional responsibility
- (++) 7. Good practice in research
- (+/-) 10. Non discrimination
- (-/+) 24. Working conditions
- (-/+) 34. Complains/ appeals

Timing (at least by year's quarter/semester)

At least once per 3 years First training: Q4 2024

Responsible

Unit	Indicator(s) / Target(s)
HR Department	Increased awareness of the OTM-R policy. Indicator: Number of trained employees taking part in the recruitment process. Target: Min. 50% employees responsible for recruitment trained.

Action 4

Training: English for the administration team

GAP Principle(s)

- (+/-) 12. Recruitment
- (-/+) 24. Working conditions

Timing (at least by year's quarter/semester)

On a regular basis

Responsible

Unit	Indicator(s) / Target(s)
Deputy Director for General Affairs	Indicator: Number of employees in the administration having certificate in B2 or higher.. Target: Min. 80% of administration employees with certificate B2 within 2 years.

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)
Action 5 Wider access to regulations and procedures in CTP PAS	(+/-) 2. Ethical principles	
	(+/-) 5. Contractual and legal obligations	
	(-/+) 11. Evaluation/ appraisal systems	
	(+/-) 12. Recruitment	
	(+/-) 13. Recruitment (Code)	Q2 2025
	(-/+) 24. Working conditions	
	(++) 26. Funding and salaries	
	(+/-) 31. Intellectual Property Rights	
	(-/+) 34. Complains/ appeals	
		Responsible Unit
	Indicator(s) / Target(s)	
	Head of Secretary Office	To carry out an information campaign at CTP PAS aimed at familiarizing R1-R4 researchers with the regulations, relevant information will be distributed through the following channels: https://www.cft.edu.pl/regulamin and https://wiki.cft.edu.pl/ . I1: Number of inquiries received by the HR Department, measured through applied monitoring. I2: Number of views on the internal Wikipedia. T1: Achieve a 20% reduction in questions regarding current procedures. T2: Increase the number of views on the internal Wikipedia by 20% within a two-year timeframe.
Action 6 Improving working conditions: development of office space modernisation architectural executive design	GAP Principle(s)	Timing (at least by year's quarter/semester)
	(-/+) 24. Working conditions	Q4 of 2023
	Responsible Unit	
	Indicator(s) / Target(s)	
	Deputy Director for General Affairs	The current office is outdated. Modernisation is required to ensure a comfortable working environment. Indicator: detailed design with visualization. Target: A complete, comprehensive project including a plan to upgrade the workplace. Including a new, more comfortable subdivision of the workspace, the installation of central air conditioning, an up-to-date electrical and IT network.

Proposed ACTIONS

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)
Improving working conditions: renovation	(-/+) 24. Working conditions	Q4 of 2024
	Responsible Unit Indicator(s) / Target(s)	
	Deputy Director for General Affairs Indicator: implemented renovation. Target: Improved working conditions, by redeveloping the office in accordance with the detailed design.	
Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)
Electronic recruitment system	(+/-) 12. Recruitment	
	(+/-) 13. Recruitment (Code)	
	(+/-) 14. Selection (Code)	Q3 of 2024
	(-/+) 15. Transparency (Code)	
	Responsible Unit Indicator(s) / Target(s)	
	Director Currently, all recruitments are conducted online, but the e-recruitment tool is limited to applications to the Warsaw-4-PhD School. However, we plan to implement another tool, dedicated to other positions. Indicator: Number of applications submitted via e-recruitment. Target: Recruitment system in which candidates will submit recruitment documents for other positions than the PhD offers in the Warsaw-4-PhD School. The system will also provide the ranking list and information for the candidates about it.	

Proposed ACTIONS

Action 9	GAP Principle(s)	Timing (at least by year's quarter/semester)
Coherent OTM-R policy	(+/-) 12. Recruitment	Q2 of 2024
	(+/-) 13. Recruitment (Code)	
	(+/-) 14. Selection (Code)	
	(-/+) 15. Transparency (Code)	
	(++) 16. Judging merit (Code)	
	(++) 17. Variations in the chronological order of CVs (Code)	
	(++) 18. Recognition of mobility experience (Code)	
	(++) 19. Recognition of qualifications (Code)	
	(+/-) 20. Seniority (Code)	
	(-/+) 21. Postdoctoral appointments (Code)	
	Responsible	
	Unit	Indicator(s) / Target(s)
	Deputy Director for Science	Indicator: Document with the policy and information about the selection process, job advertisements, selection criteria, language requirements, and systems for submitting the application. Target: Published OTM-R policy document on the CTP PAS webpage, approved by the Research Council of the CTP PAS.
Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)
Development of the Project Department	(-/+) 24. Working conditions	Q4 2023
	(-/+) 30. Access to career advice	
	Responsible	
	Unit	Indicator(s) / Target(s)
	Director	Researchers should have better assistance in managing their projects. The new Project Officer should also monitor new research programmes and advice researchers in selecting them. Indicator: Number of employees in the department. Target: One additional person working on the full-time contract.

Proposed ACTIONS**Action 11**

Improvement in onboarding: checklist for new employees

GAP Principle(s)

- (+/-) 3. Professional responsibility
- (+/-) 5. Contractual and legal obligations
- (-/+) 11. Evaluation/ appraisal systems
- (-/+) 24. Working conditions
- (+/-) 31. Intellectual Property Rights

Timing (at least by year's quarter/semester)

Q1 2024

Responsible**Unit Indicator(s) / Target(s)**HR
Department

New procedure, with checklists of onboarding actions. Newcomers should be aware of procedures, sources of information, our electronic system of documentation, and then the OTM-R policy.
Indicator: Implementation of onboarding checklist for employees to collect feedback from recently hired regarding their satisfaction with the onboarding process & the overall work environment.
Target: Checklist filled by at least 50% of the new hired.

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)
Action 12 Improvement in onboarding: checklist for CTP PAS directors and administration	(+/-) 3. Professional responsibility (+/-) 5. Contractual and legal obligations (-/+) 11. Evaluation/ appraisal systems (+/-) 12. Recruitment (-/+) 24. Working conditions (-/+) 30. Access to career advice (-/+) 34. Complains/ appeals	Q3 2024
	Responsible Unit Indicator(s) / Target(s)	
	Head of secretary office	The checklist will include a list of actions that each department must take in relation to the newcomer. Indicator: Employer's checklist outlining specific steps while introducing a newcomer to the work environment. Target: The goal is to monitor rate for all necessary onboarding tasks and adherence to company policies and procedures by new hire
Action 13 Promotion of research in social media	(+/-) 3. Professional responsibility (++) 4. Professional attitude (+/-) 6. Accountability (+/-) 8. Dissemination, exploitation of results (+/-) 9. Public engagement	Q4 2024
	Responsible Unit Indicator(s) / Target(s)	
	Deputy Director for General Affairs	Indicator 1: Number of subscriptions to CTP PAS Facebook page. Indicator 2: Setting up a Twitter account. Target 1: The effective promotion of the institute and care for a good reputation online. Increased frequency of posts to obtain new observers and reach different audiences. Increase in subscriptions by 20%.

Proposed ACTIONS**Action 14**

Policy for bonus system

GAP Principle(s)

(+/-) 5. Contractual and legal obligations

(+/-) 6. Accountability

(-/+) 11. Evaluation/ appraisal systems

Timing (at least by year's quarter/semester)

Q1 2024

Responsible**Unit Indicator(s) / Target(s)**

Responsible Unit	Indicator(s) / Target(s)
Deputy Director for Scientific Affairs	Currently, there is no cohesive policy in place regarding appreciation bonuses. It is essential for the institute to establish a clear policy outlining the categories of achievements and targets that hold significance for the institute. The bonus system should also encompass the administration staff. Lack of such system is described in the Gap Analysis as "lack of transparent academic staff appraisal system". Indicator: Official document outlining the regulations for the appreciation bonus system. Target: Publication of a comprehensive policy.

Proposed ACTIONS

Action 15

Satisfaction surveys for CTP PAS applicants

GAP Principle(s)

- (+/-) 10. Non discrimination
- (+/-) 13. Recruitment (Code)
- (+/-) 14. Selection (Code)
- (-/+) 15. Transparency (Code)
- (++) 16. Judging merit (Code)
- (++) 17. Variations in the chronological order of CVs (Code)
- (++) 18. Recognition of mobility experience (Code)
- (++) 19. Recognition of qualifications (Code)
- (+/-) 20. Seniority (Code)

Timing (at least by year's quarter/semester)

Q2 2025

Responsible

Unit

Indicator(s) / Target(s)

HR
Department

All candidates, including those who did not receive the position, will be asked to complete a survey evaluating the recruitment process. Indicator: Number of surveys - for candidates after the recruitment and for researchers (once per year, every June). Target: Survey sent to all candidates.

Proposed ACTIONS

Action 16

Translation of the CTP PAS regulations to English

GAP Principle(s)

- (+/-) 2. Ethical principles
- (+/-) 5. Contractual and legal obligations
- (-/+) 11. Evaluation/ appraisal systems
- (+/-) 12. Recruitment
- (+/-) 13. Recruitment (Code)
- (+/-) 14. Selection (Code)
- (-/+) 15. Transparency (Code)
- (-/+) 24. Working conditions
- (++) 26. Funding and salaries
- (+/-) 31. Intellectual Property Rights
- (-/+) 34. Complains/ appeals

Timing (at least by year's quarter/semester)

Q2 of 2024

Responsible

Unit	Indicator(s) / Target(s)
Head of the Secretary Office	Equal access to rules and procedures for all employees of the CTP PAS. Indicator: Percentage of the translated documents. Target: All regulations translated and accessible for CTP PAS researchers via the institute's official webpage and wikipedia

Action 17

Incorporation of CTP-PAS into social campaign "Two Hours for Family"

GAP Principle(s)

- (-/+) 24. Working conditions

Timing (at least by year's quarter/semester)

Q1 2024

Responsible

Unit	Indicator(s) / Target(s)
Head of the Secretary Office	Indicator: Incorporation of CTP-PAS as a partner of the social campaign "Two Hours for the Family" CTP-PAS placed on the list of partners. Target: Facilitating integration of professional and family life for CTP-PAS employees by including CTP-PAS in a social campaign for employers throughout the world for deep family relationships, to be together, not "next to each other" symbolized by the slogan: "We have one life in many roles".

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)
Action 18 Enhancing the flow of information within the institute	(+/-) 3. Professional responsibility (-/+) 24. Working conditions	continuous activity
	Responsible Unit	
	Indicator(s) / Target(s)	
	Deputy Director for Scientific Affairs	Indicator: Presentation of the administration's successes and difficulties at each monthly faculty meeting. Minutes from the meetings. Target: integration of the scientific and administrative layers of the institute by presenting the key administrative activities supporting scientific work. The transfer of information is aimed at valuing administrative support, leading to closer cooperation on tasks at the borderline between science and service.
Action 19 Integration of the institute's staff	(-/+) 24. Working conditions	Q4 2023- Q4 2024
	Responsible Unit	
	Indicator(s) / Target(s)	
	HR Department	Indicator: organisation of at least 2 team-building events (for example: outdoor games, collective team-building meetings, e-sports) Objective: to build and strengthen the collegial and professional relationships of CTP PAS employees

Proposed ACTIONS

Action	GAP Principle(s)	Timing (at least by year's quarter/semester)
Action 20		
Outreach activities	(+/-) 3. Professional responsibility (+/-) 6. Accountability (++) 7. Good practice in research (+/-) 8. Dissemination, exploitation of results (+/-) 9. Public engagement	On a regular basis
	Responsible Unit Indicator(s) / Target(s)	
	Deputy Director for Scientific Affairs	Indicator: Number of outreach events. Target: At least three outreach event per year, including participation in one big event (like the Warsaw Science Festival or the Scientific Picnic).
Action 21		
Publicly accessible descriptions of research projects	(++) 4. Professional attitude (+/-) 6. Accountability (++) 7. Good practice in research (+/-) 8. Dissemination, exploitation of results (+/-) 10. Non discrimination	Q1 2024
	Responsible Unit Indicator(s) / Target(s)	
	Secretary Office	Webpage of CTP PAS contains lists of implemented and running research projects (https://www.cft.edu.pl/nauka/granty-badawcze), but without links to the external webpages. 17 projects do not have separate webpages. We plan to add descriptions of all projects to the official webpage of CTP PAS. Indicator: Number of links to external webpages devoted to the projects on https://www.cft.edu.pl/nauka/granty-badawcze . Target: At least 80% of projects, including all running projects, will have external sites, linked to the official CTP PAS webpage.

Proposed ACTIONS

Action 22

Aligning the regulations of CTP PAS with the implementation of the Action Plan

GAP Principle(s)

- (+/-) 5. Contractual and legal obligations
- (-/+) 11. Evaluation/ appraisal systems
- (+/-) 12. Recruitment
- (+/-) 13. Recruitment (Code)
- (-/+) 15. Transparency (Code)
- (-/+) 21. Postdoctoral appointments (Code)
- (-/+) 34. Complains/ appeals

Timing (at least by year's quarter/semester)

Q1 2025

Responsible

Unit Indicator(s) / Target(s)

Director

The following documents will need updates: Regulations on Intellectual Property Rights (Regulamin zarządzania prawami autorskimi i prawami pokrewnymi oraz prawami własności przemysłowej oraz zasad komercjalizacji wyników badań naukowych i prac rozwojowych) The Guidelines for the Recruitment of Professors at CTP PAS (Regulamin Określający Tryb Postępowania Konkursowego na Stanowisko Profesora w CTP PAN) The Guidelines for the Recruitment of Research Assistants at CTP PAS (Regulamin Określający Tryb Postępowania Konkursowego na Stanowisko Asystenta w CTP PAN) The Regulations for Evaluating the Scientific Employees of CTP PAS (Regulamin Oceny Pracowników Naukowych CTP PAN) Indicator: The number of regulations, selected from the list above, that are being updated. Target: Updating all documents with new versions within a two-year timeframe.

Proposed ACTIONS

Action 23

Workshops on research programmes for post-docs and PhD students

GAP Principle(s)

- (+/-) 28. Career development
- (++) 29. Value of mobility
- (+/-) 38. Continuing Professional Development
- (+/-) 39. Access to research training and continuous development

Timing (at least by year's quarter/semester)

Q1 every year

Responsible

Unit Indicator(s) / Target(s)

Project Department	In order to foster a successful research career in Poland, it is crucial for researchers to proactively develop their own projects and actively apply to suitable programs organized by science funding agencies. The Polish agencies financing science, e.g. National Science Center and the Polish Agency for Academic Exchange, have many offers for continuing the research abroad. Indicator: Number of trained R1-R2 researchers. Target: All R1-R2 researchers shall be informed about the existing programmes. Everyone should receive, via email, the list of recommended programmes, well suited to the person.
-----------------------	---

Proposed ACTIONS

Action 24

Implementing Actions specified in the Gender Equality Plan

GAP Principle(s)

- (+/-) 2. Ethical principles
- (+/-) 10. Non discrimination
- (-/+) 23. Research environment
- (-/+) 24. Working conditions
- (+/-) 25. Stability and permanence of employment
- (-/+) 27. Gender balance
- (+/-) 28. Career development
- (-/+) 34. Complains/ appeals

Timing (at least by year's quarter/semester)

Continuous

Responsible

Unit Indicator(s) / Target(s)

Unit	Indicator(s) / Target(s)
Team for the Gender Equality Plan (coordinator: prof. dr hab. Agnieszka Janiuk)	The Gender Equality Plan https://www.cft.edu.pl/plan-rownosci-plci assumes 12 Actions in the three objectives related to gender disproportion in employment, the work-life balance, and in preventing mobbing and discrimination cases. The new team, established on June 26, 2023 and led by prof. dr hab. Agnieszka Janiuk, evaluate the progress, prepare new surveys for scientists and update the plan. Some actions of the Gender Equality Plan overlap with the tasks of this Action Plan. Link to GEP of CTP PAS: https://www.cft.edu.pl/plan-rownosci-plci Indicator: Reports of the Team for GEP Target: Implementing the Actions in accordance with GEP. Monitoring and progress is in hands of the Team for GEP. The updated GEP and reports will be discussed in front of the Research Council.

Unselected principles:

(++) 1. Research freedom (++) 22. Recognition of the profession (++) 32. Co-authorship (++) 33. Teaching (++) 35. Participation in decision-making bodies

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

The current legislation listed below regulates many processes in the CTP PAS. The self-assessment done in the preparation of the OTM-R and GAP-analysis documents indicates that CTP PAS is following, to a large extent, the Open Recruitment Policy in terms of the Polish and internal legislation.

The main work which needs to be done is to make practical use of the current rules. Regulations, policies and guidelines need to be comprehensible and easy to access. Therefore, the following steps will be undertaken based on Open, Transparent and Merit-Based Recruitment.

The Steering Committee and the Working Group (the HR department is included there) intend to improve some processes, e.g. onboarding (checklists), e-Tool, satisfaction feedback from candidates.

The documents must be translated and summarized into simple, clear guidelines. There is also a need for a general document describing the main recruitment principles, i.e. the OTM-R Policy.

The employees, both from the administration as well as researchers) must know the rules and be appropriately trained. The important part of the implementation will be the feedback in the form of regular surveys.

The CTP PAS team believes that accomplishing the steps listed above will significantly improve recruitment in terms of openness and transparency of the internal procedures.

The current legislation:

The most important documents regulating the overall higher education system in Poland and the Polish Academy of Sciences are "The Law on Higher Education and Science" (<https://www.gov.pl/attachment/d6975935-4b24-4be3-96f1-09c51589958a>) and "Ustawa o Polskiej Akademii Nauk" (<https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20100960619/U/D20100619Lj.pdf>) respectively.

The admission and duties in Doctoral Schools are regulated by "Admission Rules Warsaw-4-Phd" (<https://warsaw4phd.eu/en/admission-rules/>) and "The Regulations of the Recruitment to the GeoPlanet Doctoral School" (https://geoplanetschool.camk.edu.pl/wp-content/uploads/2022/08/Regulamin_Rekrutacji_29.04.2022_en.pdf).

The Ministry of Education and Science regularly specify additional regulations.

Current internal regulations in the CTP PAS are on the CTP PAS website (<https://www.cft.edu.pl/regulamin>), on the Public Information Bulletin (obligatory place for regulations in Poland) here (<https://cftpan.bip.gov.pl>), and in the internal Google Disc.

The relevant internal regulations are:

1. The Statutes of CTP PAS (Statut Instytutu pod nazwą Centrum Fizyki Teoretycznej PAN) (<https://cftpan.bip.gov.pl/statut/statut.html>)
2. The Employment Regulations of CTP PAS (Regulamin Pracy w Centrum Fizyki Teoretycznej PAN) (https://drive.google.com/file/d/1-ky0v_s-_Tx779HQ-HXtguP-4kXG8Lam/view?usp=sharing) (restricted access)
3. The Bylaws of the Scientific Council of CTP PAS (Regulamin Rady Naukowej) (restricted access) (https://drive.google.com/file/d/1x_olNpkf33XgADTeNf4FH-EEyXT6QwwwJ/view?usp=sharing)
4. Regulations on Intellectual Property Rights (Regulamin zarządzania prawami autorskimi i prawami pokrewnymi oraz prawami własności przemysłowej oraz zasad komercjalizacji wyników badań naukowych i prac rozwojowych) (https://drive.google.com/file/d/1sl6ec5NJ29M7ihWtWOXo8jx-WBvkq89G/view?usp=share_link) (restricted access)
5. The Guidelines for the Recruitment of Professors at CTP PAS (Regulamin Określający Tryb Postępowania Konkursowego na Stanowisko Profesora w CTP PAN) (<https://drive.google.com/file/d/17olmWxXqrd4YnpUj-kksekJDxe8YRR6x/view>)
6. The Payroll Regulations for Employees of CTP PAS (Regulamin Wynagradzania Pracowników Instytutu pod nazwą Centrum Fizyki Teoretycznej PAN) (https://drive.google.com/file/d/1rXGeeYF5g1A_e7S4q5xI9kl3OTVdyCsF/view?usp=share_link) (restricted access)
7. The Regulations for Evaluating the Scientific Employees of CTP PAS (Regulamin Oceny Pracowników Naukowych CTP PAN) (https://drive.google.com/file/d/1-ky0v_s-_Tx779HQ-HXtguP-4kXG8Lam/view?usp=sharing) (restricted access)
8. Procedure and rules of conducting activities in the proceedings for the award of the degree of doktor at the Center for Theoretical Physics of the Polish Academy of Sciences (CTP PAS) (https://uploads-ssl.webflow.com/5ee9d656ecaab814300ab93a/63c953f1e8b9d989ca44e168_Tryb%20i%20zasady%20przeprowadzania%20czynno%C5%9Bci%20w%20post%C4%99powaniu%20o%20nadanie%20stopnia%20doktora%20w%20ENG.pdf)

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

There is no webpage yet. (There is no webpage yet.)

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The overall responsibility for implementing the Action Plan is on the Board of Directors and the Steering Committee.

After the decision of HR4RS Committee, the Board of Directors will announce the decision via email and during the first Colloquium of the academic year 2023/2024 inviting volunteers to the cooperation.

The Steering Committee and the Working Committee will invite the representatives of R1- R2 researchers.

The Action Plan will be presented in front of the Research Council of CTP PAS.

The actions of the Action Plan will be implemented by the representatives of the departments, who were already involved in the process as members of the Working Group (listed in the Action Plan.) and volunteers.

Monitoring:

One of the important elements of the institute's operation is the monthly meeting of R3-R4 employees with the management - during the meetings a number of issues concerning the institute are discussed and joint decisions are made. The progress in the implementation of the Action Plan will be reported at these meetings.

The institute's integration and gender balance activities will also be evaluated by the Committee for Gender Equality Plan and summarized in annual reports published on the CFT website.

Four times per year, the institute organizes the meetings of the Scientific Council - the board that in between introduces new regulations, evaluates the R3-R4 researchers and accept/decline the financial and research reports. The Scientific Council will consist of full-time independent scientists at CTP PAS, selected experts from outside the institute or working part-time, a representative of CTP PAS doctoral students, and a representative of post-docs at CTP PAS.

A research community will be involved in most of the activities - as coordinators, recipients or evaluators:

- Participation in training will be mandatory, introduced by Director Order.
- The OTM-R policy will be reviewed by the Scientific Council of the Center for Theoretical Physics of the Polish Academy of Sciences.
- The bonus system will be designed by a committee appointed by the director, which will include R2-R4 representatives. The absence of a representative for doctoral students is due to the fact that they are not covered by the bonus system, as they do not have employee status. Instead, they are entitled to a stipend paid from the Scholarship Fund. The project will be presented to independent employees and introduced by an order of the director.
- Outreach activities are organized entirely by researchers. The coordinator of this task is the Director of General Affairs, who collects the most interesting information sent by scientists. The relevance of some information is verified by the Deputy Director for Scientific Affairs.
- Information about the inclusion of CFT PAN in the "Two hours for family" program will be communicated to employees by email, announced on the CFT PAN website and on Social Media. Employees will be able to declare their willingness to participate in the program.
- Naturally, integration applies to all employees
- Scientists will also cooperate with the IT department regarding pages about scientific projects. The IT department organizes the pages and takes care of the link system, but will contact the research groups about content.
- Recruitment committees usually include three scientists as members. After the introduction of the e-recruitment system, they will be trained in the use of the system by the IT department. The committee chairmen will present their opinions on the system's operation at a meeting between the directorate and the independent. The system will also be evaluated in a satisfaction survey sent to candidates.

The monitoring will follow the scheme:

- The Working Group will serve as the Implementation Group and meet regularly, every three months to discuss the progress. The executive persons responsible for the actions will self-assess the progress, based on the indicators (like - number of new subscriptions, % of translated documents, progress in implementing trainings etc). The assessments and eventually accomplishments of the actions will be based on the indicators listed in the Action Plan.
- The new documents and software (checklists, OTM-R policy, e-recruitment tool, changes in the website, twitter account etc..) will be discussed during the above mentioned meetings.
- Every summer, we plan a survey for all researchers - the survey will be the modification of the previous surveys, prepared by the Committee for the Gender Equality Plan.
- Once per half a year the Steering Committee will meet to discuss the progress, based on the discussion with the Working Groups, minutes from other meetings, and reports of the Committee for the Gender Equality Plan, report from the IT department. The progress will be measured by comparing the current situation with the indicators from the Action Plan. The Steering Committee will evaluate the progress and prepare recommendations.

From all meetings the minutes will be prepared.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Note:Click on each question of the checklist to open the editor.

How will the implementation committee and/or steering group regularly oversee progress?*



Detailed description and duly justification (max. 500 words)

The monitoring will follow the scheme:

- The Working Group will serve as the Implementation Group and meet regularly, every three months to discuss the progress. The representatives of the departments responsible for actions will present the progress, including self-assess based on the indicators listed in the Action Plan.
- The new documents and software (checklists, OTM-R policy, e-recruitment tool, changes in the website, twitter account etc..) will be discussed during the monthly meetings between R3-R4 researchers and directors.
- Every summer, we plan a survey for all researchers - the survey will be the modification of the previous surveys, prepared by the Committee for the Gender Equality Plan. The Committee prepares the annual report. The report will cover in between the gender-balance issues.
- Once per half a year the Steering Committee will meet to discuss the progress, based on the discussion with the Working Groups, minutes from other meetings, and reports of the Committee for the Gender Equality Plan, report from the IT department. The progress will be measured by comparing the current situation with the indicators from the Action Plan. The Steering Committee will evaluate the progress and prepare recommendations.

From all meetings the minutes will be prepared.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

A research community will be involved in most of the activities - as coordinators, recipients or evaluators.

The researchers are members of the Committees overseeing the progress: Steering Committee, the Committee for the Gender Equality Plan, the Scientific Council of CTP PAS.

The Working Committee will include R1-R4 researchers.

The direct involvement, as recipients

- Participation in training will be mandatory, introduced by Director Order.
- The OTM-R policy will be reviewed by the Scientific Council of the Center for Theoretical Physics of the Polish Academy of Sciences.
- The bonus system will be designed by a committee appointed by the director, which will include R2-R4 representatives. The absence of a representative for doctoral students is due to the fact that they are not covered by the bonus system, as they do not have employee status. Instead, they are entitled to a stipend paid from the Scholarship Fund. The project will be presented to independent employees and introduced by an order of the director.
- Outreach activities are organized entirely by researchers. The coordinator of this task is the Director of General Affairs, who collects the most interesting information sent by scientists. The relevance of some information is verified by the Deputy Director for Scientific Affairs.
- Information about the inclusion of CFT PAN in the "Two hours for family" program will be communicated to employees by email, announced on the CFT PAN website and on Social Media. Employees will be able to declare their willingness to participate in the program.
- Integration applies to all employees
- Scientists will also cooperate with the IT department regarding pages about scientific projects. The IT department organizes the pages and takes care of the link system, but will contact the research groups about content.
- Recruitment committees usually include three scientists as members. After the introduction of the e-recruitment system, they will be trained in the use of the system by the IT department. The committee chairmen will present their opinions on the system's operation at a meeting between the directorate and the independent. The system will also be evaluated in a satisfaction survey sent to candidates.
- Updates of regulations (Action 22) needs cooperation of the Faculty members, and then approval of the Research Council.
- Formally policy for retirement is solely decision of the director. As this is a subtle point, it will be discussed with the faculty members.
- Monitoring and progress in implementing the Gender Equality Plan is in hands of the Team for GEP. The updated GEP and reports will be discussed in front of the Research Council of CTP PAS.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.*



Detailed description and duly justification (max. 500 words)

The institute operates under the governance of its main document, the Statutes of CTP PAS (Statut Instytutu pod nazwą Centrum Fizyki Teoretycznej PAN), which outlines its mission and provides general guidelines for the director, deputy director, Scientific Council, and Disciplinary Committee. The Statute is available under this link: <https://www.cft.edu.pl/o-nas> (<https://www.cft.edu.pl/o-nas>).

The Statutes regulates the organisational structure of the institute. The resulting diagram is here in the CTP PAS webpage, at the part of the Statutes. Here is the direct link to this document:

https://uploads-ssl.webflow.com/5ee9d656ecaab814300ab93a/6486fc415b4d5580f7d6a213_Organizational%20chart.pdf.

New documents, such as detailed recruitment rules or OTM-R policies, undergo review by the Scientific Council. Therefore, the CTP PAS Scientific Council oversees this process. If the proposed Action Plan is implemented, the Council will be consulted for its opinion and potential amendments to the OTM-R policy and recruitment rules for scientists at the R2-R4 levels. The Scientific Council will also discuss the reports of the Committee for the Gender Equality Plan and recommend improvements.

Recruitment of researchers at the R1 level for doctoral schools is regulated by the Law on Higher Education and Science: <https://www.gov.pl/web/edukacja-i-nauka/konstytucja-dla-nauki-2> (<https://www.gov.pl/web/edukacja-i-nauka/konstytucja-dla-nauki-2>) and regulations of doctoral schools. CTP PAS is co-running two schools: Warsaw PhD School in Natural and BioMedical Sciences (Warsaw-4-PhD) and Geoplanet School (Geoplanet). These schools were established by HR-logged institutes and operate in accordance with the HRS4R policy. For more information on PhD recruitment, please refer to the following documents:

Warsaw-4-PhD: Admission Rules <https://warsaw4phd.eu/en/admission-rules/> (<https://warsaw4phd.eu/en/admission-rules/>),

Geoplanet: Regulations <https://geoplanetschool.camk.edu.pl/doctoral-school/regulations/> (<https://geoplanetschool.camk.edu.pl/doctoral-school/regulations/>)

The CTP PAS detailed strategy is determined by the director, who is elected through an open competition for a 4-year term. The director can serve two consecutive terms and has specific duties and rights regulated by the Law on the Polish Academy of Sciences established by the Polish Parliament on April 30, 2010.

During the director selection process, candidates present their development concepts for the institute through a presentation before a competition committee appointed by the president of the Polish Academy of Sciences. As of July 1, 2023, the position of director is held by Dr. Krzysztof Pawlowski, who previously served as the Deputy Director for Scientific Affairs and initiated the HR logo application process. Dr. Pawlowski, as a member of the Steering Committee, is fully committed to implementing the proposed plan, utilizing the decision-making and executive powers vested in the director. This includes the ability to issue mandatory trainings or introduce new documents, including new regulations and changes. In particular, introducing the e-recruitment tools, have to be added to regulations:

The Guidelines for the Recruitment of Professors at CTP PAS (Regulamin Określający Tryb Postępowania Konkursowego na Stanowisko Profesora w CTP PAN)

The Guidelines for the Recruitment of Research Assistants at CTP PAS (Regulamin Określający Tryb Postępowania Konkursowego na Stanowisko Asystenta w CTP PAN)

The document regulating the Intellectual Property Rights, Regulations on Intellectual Property Rights (Regulamin zarządzania prawami autorskimi i prawami pokrewnymi oraz prawami własności przemysłowej oraz zasad komercjalizacji wyników badań naukowych i prac rozwojowych) needs improvements.

The tasks outlined in the Action Plan may require financial resources. Currently, CTP PAS receives a subsidy to ensure the institute's operations and has funds allocated to the base funds (Fundusz Podstawowy), scholarship funds (Fundusz Stypendialny), own research (Fundusz Badań Własnych), and social benefits funds (Zakładowy Fundusz Świadczeń Socjalnych).

How will you ensure that the proposed actions are implemented?*



Detailed description and duly justification (max. 500 words)

Establishing a Steering Committee including Institute authorities, researchers, and people who represent the administration (like the Head of the HR Department) is an important step towards ensuring the effective implementation of the HRS4R strategy. This committee will help ensure that the implementation process is conducted properly, that progress is being made, and that the institute is meeting the European Charter for Researchers and the Code of Conduct for the Recruitment of Researcher standards.

A collection of the most important regulations are planned to be put in one place as a guide with reference to source documents. Regulations with detailed evaluation criteria will be provided to the broader community to increase the employees' awareness.

The actions of the Action Plan have clearly defined indicators. The success in the implementation will be assessed by the Working Group during the meeting, then approved by the Steering Committee during its meeting.

How will you monitor progress (timeline)?*



Detailed description and duly justification (max. 500 words)

As written above the monitoring will follow the scheme:

The Working Group will serve as the Implementation Group and meet regularly, every three months to discuss the progress. The representatives of the departments responsible for actions actions will present the progress, including self-assess based on the indicators listed in the Action Plan.

- The new documents and software (checklists, OTM-R policy, e-recruitment tool, changes in the website, twitter account etc..) will be discussed during the monthly meetings between R3-R4 researchers and directors.
- Every summer, we plan a survey for all researchers - the survey will be the modification of the previous surveys, prepared by the Committee for the Gender Equality Plan. The Committee prepares the annual report. The report will cover in between the gender-balance issues.
- Once per half a year the Steering Committee will meet to discuss the progress, based on the discussion with the Working Groups, minutes from other meetings, and reports of the Committee for the Gender Equality Plan, report from the IT department. The progress will be measured by comparing the current situation with the indicators from the Action Plan. The Steering Committee will evaluate the progress and prepare recommendations.

From all meetings the minutes will be prepared.

The Action Plan contains simple actions (like checklists, Twitter account) and tasks that need cooperation and time (renovations, e-recruitment tools). The more demanding actions have target deadlines set to Q4 or Q1 of 2025.

The group working on the drafts of this Action Plan met several times. In each Department there is a person responsible for each task, who declared and discussed the feasibility of the task and indicators.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

The revised Action Plan includes measurable indicators for most of the actions, which are relatively easy to verify. These indicators may include links to webpages, the number of visitors, facility renovations, new employees in the Project Department, and templates for boarding checklists, among others.

Certain indicators, such as the number of requests for help with current procedures, will require reports from the responsible units during meetings of the Working Group.

Ultimately, the final report from the Steering Committee will summarize the overall progress.

The assessment process can draw upon webpages, data regarding online activities, and existing documents. Feedback, checklists, survey results, reports, and minutes will be archived and provided for the subsequent assessment

Additional remarks/comments about the proposed implementation process: (max. 1000 words)