

EURAXESS

Process Description

Case number

2022PL738284

Name Organisation under review

Center for Theoretical Physics PAS

Organisation's contact details

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

Date endorsement charter and code

03/02/2022

Submission date to the European Commission

10/07/2023

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. 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 , 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	Steering Committee	Working Group	Management line/ Department
Krzysztof Pawłowski	Director (since July 1, 2023 ; before Deputy Director for Science)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Director, R3 Researcher
Magdalena Kacprzak	Deputy Director for General Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Director for General Affairs
Remigiusz Augusiak	Deputy Director for Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Director for Science, Researcher R3
Lech Mankiewicz	Chair of the Research Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Council, Researcher R4
Wojciech Hellwing	Professor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Department, Researcher R3
Grzegorz Major	Project Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Department
Paulina Miziołek	HR manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department
Katarzyna Rajewska	Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General and Scientific Secretariat

Name	Position	Steering Committee	Working Group	Management line/ Department
Oskar Słowik	PhD student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PhD School, Researcher R1
Tomasz Rybotycki	PhD student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PhD School, Researcher R3
Piotr Grochowski	Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Department, Researcher R2
Mikołaj Korzyński	Professor CFT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Department, Researcher R3
Joanna Rutkowska	Project Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Projects Department
Wioleta Gryz	Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department
Owidiusz Makuta	PhD student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PhD School, Researcher R1
Karolina Szafrńska	Head of the Secretary Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Procurement Department, General and Scientific Secretariat

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

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

Stakeholder group	Consultation format	Contributions
Researchers from Steering Committee	Meetings with discussions (February 2022, March 2022, June 2022) Communication via email Working on documents shared for the whole Committee on a Google Cloud.	Self-assessment Proposition of actions Monitoring Survey for other researchers

Stakeholder group	Consultation format	Contributions
Researchers from working group	Four meeting with discussions Communication via emails	Self-assessment Proposition of Actions Preparing the survey
All researchers (R1-R4) from CTP PAS	Online surveys	Answers used to update GAP-analysis

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

January 2022

- Decisions of the Deputy Director for Science, dr. hab Krzysztof Pawłowski to restart the process of application.

February 2022

- Deputy Director dr hab. Krzysztof Pawłowski invited the first members of the Steering Committee, including the administration's representatives (dr Joanna Rutkowska from the project office, Wioleta Gryz - the secretary, mgr Magdalena Kacprzak - the Deputy Director for General Affairs) and researchers (R3-R4).
- Signing the Endorsement Letter.
- Every member of the Steering Committee prepared an assessment of the institute using the GAP-analysis blank template.
- The first meeting of the Steering Committee.: Discussion of the Steering Committee about "notes" in the GAP analysis, the impediments and suggestions of actions. The Committee selected its head: dr hab. Krzysztof Pawłowski.

March 2022

- Appointing the Working Group by the Deputy Director for Science.
- Preparation of the survey for all scientists. The Working Group prepared the survey with a significant contribution from the PhD students.

April 2022

- The survey has been sent.

May 2022

- The decision to prolong the deadline for answers due to insufficient response.

June 2022

- Online meeting of the Steering Committee. Evaluation of the institute and discussion on the survey results. The survey was discussed together with the results of the previous surveys: the sense of coherence from 2015, a general survey requesting suggestions for changes in the institute (2021), a survey prepared before the "Welcome to Poland" application (also 2021), and a survey for the Gender Equality Plan and the HR Award. The surveys are attached, with the results (wherever it was eligible to publish them) to this application.
- Update of the Gap analysis document.
- First Actions planned.

January 2023

- Reactivating the work on the application.

February 2023

- Request for the extension of the deadline for application.
- The decision to invite new members to the Working Group (the new Project Officer, the head of the HR Department, the secretary, the head of the secretary office).
- Meeting of the Working Group - OTM-R analysis.

March 2023

- Three meetings of the Working Group.
- Final documents were consulted online with the Steering Committee.
- Final approval and decision: sending application.

May 12, 2023

- EC Consensus Outcome: Minor Revision.
- Inviting Karolina Szafranska to the Working Group.
- Meeting of the Working Group to discuss the Consensus Report. Distribution of tasks.

June and July, 2023

- Weekly meeting of the Working Group.

July 2023

- Resubmission.

The Steering Committee and Working Group developed the OTM-R Checklist and Gap Analysis on the basis of their discussions and surveys. Two surveys have been conducted - one was prepared for the purpose of applying for the HR logo and Gender Equality Plan, the other - for the application in the "Welcome to Poland" program .

Their questions, parts of responses and the survey descriptions are posted on the CTP PAS website

<https://www.cft.edu.pl/hr-excellence> (<https://www.cft.edu.pl/hr-excellence>) in the section "Surveys used for the Gap Analysis."

The survey prepared for the application in the "Welcome to Poland" program was a more meaningful one, despite the fact that only 14 people took part in it. The survey about HR Award also initially received responses from 14 people. After repeated reminders from the management, the participation rate increased - 44 people took part, but 11 surveys were practically blank (responses were not mandatory). We now have only partial results (thanks to a backup after the first round) and analysis, which are included in the Gender Equality Plan, available at Link (<https://www.cft.edu.pl/plan-rownosci-plci>).

The Process was significantly delayed due to the following:

- The war in Ukraine.
- Personal changes in the administration of CFT

(Joanna Rutkowska and Wioleta Gryz, the member of the Steering Committee, decided to leave the institute in 2022).

Please describe how the Working Group doing the Gap Analysis was appointed:

The Steering Committee indicated the members of the Working Group during the first meeting including its members.

R2-R3 representatives were chosen from the Steering Committee.

R2 researchers have one official representative, Piotr Grochowski (formerly selected to vote for all R2 researchers). He was invited to the Working Group.

PhD students in CTP PAS have three official representatives (mgr Oskar Slowik in the Research Council and the two representatives in self-government of the PhD school -- Owidiusz Makuta and Tomasz Rybotycki). All of them were invited via email by the Deputy Director for Science, dr hab. Krzysztof Pawłowski.