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How do you know?

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

Internal Review

Case number: 2021PL593977**Name Organisation under review:** Central Mining Institute GIG**Organisation's contact details:** Plac Gwarków 1, Katowice, 40-166

1. Organisational Information

*Please provide an update of the 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 *	106
Of whom are international (i.e. foreign nationality) *	0
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	34
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	27
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	62
Of whom are stage R1 = in most organisations corresponding with doctoral level *	17

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STAFF & STUDENTS

FTE How do you know?

Total number of students (if relevant) *

0

Total number of staff (including management, administrative, teaching and research staff) *

470

RESEARCH FUNDING (figures for most recent fiscal year)

€

Total annual organisational budget

21747990

Annual organisational direct government funding (designated for research)

4253878

Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)

5975490

Annual funding from private, non-government sources, designated for research

11518622

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

Główny Instytut Górnictwa is a research organization supervised by the Minister of National Assets. The scope of research and development activities encompasses such areas as mining, geo-engineering, industrial safety, environmental engineering, material engineering, and clean coal technologies. Additionally, the GIG also provides services in the fields of certification, training and education performing measurements, expert evaluations and research analyses for national and local government agencies, industry and foreign partners. The Institute has a broad network of contacts with overseas companies and institutions within the framework of research and technology cooperation as well as the professional services it provides. Research projects are executed within the scope of the European Union Framework Programmes, the European Research Fund for Coal and Steel and many others. The GIG holds full academic authorizations to grant the degree of doctor and habilitated doctor of technical science in the fields of environmental engineering, mining and energy.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects*

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

- Freedom of research and ethical standards, principles and practices are fully respected and observed by all employees and at all levels.
- The employees respect the intellectual property rights, are aware of professional responsibility and perform all their tasks with due diligence.
- All contractual, statutory and legal obligations resulting from contracts and legal regulations are complied with.
- Processes of the commercialization of research results are fostered with the adherence to good practice principles.
- Employees disseminate their research results with the aim of their practical application and in order to increase the common understanding of science in the society.
- Researchers are not discriminated; the GIG ensures equality regardless of sex, ethnicity, religion, age, disability, political orientation, etc.
- Transparent rules concerning the appraisal of researchers based on national and internal regulations are in place.

Remarks (max 500 words)

The strengths and the weaknesses of current GIG practice evolved from the initial phase to the implementation phase, due to decisions taken and modifications made in GIG's regulations since 2016.

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Recruitment and selection*

How do you know?



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

- The GIG has a functional and transparent procedure for the recruitment of employees. The procedure is regulated by an internal document called the GIG Statute, Instruction ZSZ IS6.02/1 regulating competitions for the recruitment to research positions at the GIG.
- The Selection Committee assessing the professional accomplishments of the candidates takes into consideration the number of points awarded for publications as well as other activities, for example the participation in research projects or invention proposals.
- Intervals in professional career are not considered as disadvantages adversely affecting the evaluation of the candidate during the recruitment process.
- The principle of equal treatment of men and women in relation to all positions is adhered to.

WEAKNESSES:

- Lack of strategies (prospects) of professional development for employees at all stages of research career.
- Lack of updates concerning the Regulation on Competitions for the Recruitment to Research Positions at GIG.
- Lack of the procedure to appoint the members of the Selection Committee and the requirements ensuring gender balance.
- Lack of the template of the Notice of Competition.
- Lack of the description of working conditions and professional development prospects in the Notice of Competition.
- Lack of an electronic version of the application form for research positions.
- Candidates' experience and qualifications concerning their professional mobility are not taken into consideration.
- The results of the recruitment process are not announced on the website.

Remarks (max 500 words)

The strengths and the weaknesses of current GIG practice evolved from the initial phase to the implementation phase, due to decisions taken and modifications made in GIG's regulations since 2016.

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Working conditions*

How do you know?



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

- Individuals employed at the GIG for research positions are deemed to be specialists in their own fields regardless of the stage of their research career.
- The GIG ensures that its employees have unlimited access to research facilities as well as good conditions for professional development.
- The employees are entitled to flexible working time as well as home office options in addition to all benefits stipulated in the Labor Code regulations.
- Employees are provided with training opportunities and inwork benefits independently of employment contract conditions.
- The remuneration system complies with binding national regulations. Salary components are clearly described in the GIG internal documents available to every employee.
- The principles of equal treatment of men and women within the scope of the GIG activities are observed.
- Individually scheduled consultations with the Scientific Secretary are in place with the aim of mentoring professional development and stimulating publishing activity.
- The intellectual exchange among researchers from different countries takes place during international conferences and within the framework of research and development projects.
- The GIG ensures the protection of intellectual property rights, including copyrights.
- The rights of young researchers to be acknowledged and listed or quoted in publications, dissertations and patents based on their actual contributions as coauthors are respected.
- Researchers are adequately represented in all GIG decision, opinion and advisory bodies.

WEAKNESSES:

- Lack of strategies (prospects) of professional development for employees at all stages of research career.
- Lack of documents describing the possibility and procedure of appealing against the decision of the Selection Committee by the candidate for a research position.

Remarks (max 500 words)

An Official English website the weaknesses of current GIG practice evolved from the initial phase to the implementation phase, due to decisions taken and modifications made in GIG's regulations since 2016. How do you know?

Training and development*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

- The GIG ensures that employees are granted the opportunity to develop professionally and to improve their qualifications.
- In cooperation with other research institutions, the GIG jointly runs a Doctoral School.
- Young researchers are provided with support in the design of an individual research plan with reference to methodology and content matters.
- The authorship and coauthorship based on the employee's actual contributions are acknowledged and recognized at the GIG.

WEAKNESSES:

Lack of strategies (prospects) of professional development for employees at all stages of research career.

Remarks (max 500 words)

The strengths and the weaknesses of current GIG practice evolved from the initial phase to the implementation phase, due to decisions taken and modifications made in GIG's regulations since 2016.

Have any of the priorities for the short- and medium term changed? (max 500 words)

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 There has been no change in priorities, including short and medium-term ones, which would affect the implementation of the HR strategy at the Central Mining Institute. How do you know?

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

When the Central Mining Institute began making efforts to win the HR Excellence Award in 2015, it operated in a different legal environment that concerns the system of science in Poland. On the basis of legal provisions in force at that time, the group of scientists included employees who were recognised in the parameterisation of research units (the so-called N number), i.e. persons employed in carrying out scientific research or development work, in particular: scientific, research-technical and engineering-technical staff. At that time, the group of scientists thus understood, was composed of 291 employees.

In October 2018, there was introduced a thorough reform of the system of science in Poland, with the enforcement of the Law on Higher Education and Science. The changes covered many areas of science, including those related to the strategy of employment and development of researchers. The act introduced organisational changes in the training of PhD students, introducing the existence of doctoral schools. The principles for financing science and for evaluation of scientific activity were changed.

There was introduced a new definition of employees, which would be included in the number N, limiting them to those who conducted scientific activity, employed mainly in scientific positions. Those changes in regulations have significantly reduced the number of Institute staff members that were employed in groups R1- R4. At the moment, at the Central Mining Institute hires 110 persons in various working hours in the research sector (106 work full-time). The change in the regulations on the evaluation of activities and the greater influence of individual achievements on the overall assessment of the Institute's research activities, have led to alterations in the criteria that are used to employ and evaluate scientific workers. These were reflected in the amended Instruction IS - 6.02/1 Principles of employment and rules for periodic evaluation of scientific and research-technical staff. New publication requirements for employees and candidates that are applying for scientific positions, were established and considered as basic criteria of evaluation.

It was also made obligatory to publish announcements of competitions for scientific posts in the European Researchers in Motion Portal (EURAXESS), which can be found on the European Commission's website. The GIG's commencement to this, has resulted in greater recognition of the Institute as a job provider and has widened the circle of potential candidates for research positions among foreigners.

Most of the new actions, taken under the revised action plan and HR strategy, concern streamlining the recruitment process, improvement of the quality of communication with candidates and the use of e-recruitment tools in order to fully implement the OTM-R based recruitment at the GIG.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

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 No strategic decisions have been taken that would affect the timeliness of the implementation of the action plan, which was set out in the Central Mining Institute HR Strategy. How do you know?

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

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

Proposed ACTIONS

Action 1

Implementation of an internal instrument of research grants awarding based on publicly available competition's results, following transparent criteria, and announced well in advance.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	IV Q 2020	Scientific Secretary, Deputy Director for Financial and Economic Affairs	Regulations of the GIG's Internal Research Fund Regulations of Conducting the Competition for Funding Statutory Works Involving Scientific and/or Research and Development Works
Current Status	Remarks		

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Proposed ACTIONS

How do you know?

Current Status	Remarks
COMPLETED	The transparent and objective criteria for funding research, carried out at the institute, have been included in the following documents:: - Regulations of the GIG's Internal Research Fund (Regulation No. 15 of 16 November 2020) - Regulations of Conducting the Competition for Financing Statutory Works Involving Scientific and/or Research and Development Works, constituting Appendix No. 1 to the Procedure PS 7.15 Statutory Works.

Action 2

Informing employees (especially newly -employed and young researchers) about actions taken at GIG in the area of financing research

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude	December 2016	Heads of Research and Development Departments, Director of GIG	Forwarding the information on HR activities to subordinate employees by Heads of Research and Development Departments, after each of GIG College meetings. Annual meetings of GIG's Directorate and Scientific Secretary with young employees
Current Status	Remarks		

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Proposed ACTIONS

How do you know?

Current Status	Remarks
COMPLETED	<p>The GIG employees know the strategic goals of its research environment as well as the mechanisms of financing research. They are also familiar with the information concerning current research trends and market trends, the available sources of financing research, as well as the organizational and legislative changes which can impact the daily operations of the Institute. The employees are informed about the current affairs by the heads of the GIG organizational divisions and units who participate in the monthly Collegium meetings. In addition, early stage researchers (below the age of 35) participate in a scheduled meeting with the Management and the Scientific Secretary during which they are familiarized with the possibilities of research career development (statutory works, R&D projects) and updated on the expected research activities to be undertaken in the future; the meetings are held on an annual basis.</p>

Action 3

Investigating and explaining each case of discrimination reported. Elaboration of appropriate procedures of conduct in case a discrimination is detected.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	III Q 2019	Head of Personnel and Organization Department	Anti-mobbing and anti-discrimination procedure Establishment of the Anti-Mobbing Commission
Current Status	Remarks		
COMPLETED	The solutions introduced in the procedure establish and regulate the rules of conduct in the event of the disclosure of discrimination or mobbing. The Anti-Mobbing Commission is a collegiate body, established by the Employer, which deals with complaints of potential mobbing or discrimination.		

Action 4

Updating Regulations of Conducting Competitions for the Positions of Research Scientists at GIG in the area of complementing with provisions facilitating access for disadvantaged groups or researches returning to a research career.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	III Q 2020	Personnel and Organization Department	Regulations of Conducting Competitions for the Positions of Research Scientists at GIG
Current Status	Remarks		
COMPLETED	Regulations of Conducting Competitions for the Positions of Research Scientists at GIG were prepared on the basis of the Law on Research Institutes. The document does not specify the form of the candidate's CV. Therefore, potential breaks in the professional career are not considered to adversely affect the candidate's suitability for the advertised position and do not require explanation.		

Action 5

To verify the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	IQ 2023	Personnel and Organization Department	Regulations of Conducting Competitions for the Positions of Research Scientists at GIG will be reviewed. Objective: optimization of the recruitment procedures
Current Status	Remarks		
EXTENDED	Regulations of Conducting Competitions for the Positions of Research Scientists at GIG will be reviewed and revised to include provisions in areas revealed in Template 2 as requiring corrective actions and improvements, such as information related to the duration of the planned employment (tenure) and criteria for the evaluation		

Action 6

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Proposed ACTIONS

How do you know?

Action 6

To update the Notice of Competition so that it will include the description of working conditions and the prospects of career and research development.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	IQ 2023	Personnel and Organization Department	The new template of the Notice of Competition will include the information concerning working conditions and the prospects of career and research development. Objective: improving the availability and transparency of the advertised vacancy
Current Status	Remarks		
IN PROGRESS			

Action 7

Supplementing the rules for appointing the Selection Committee with the need to represent various scientific disciplines

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
14. Selection (Code)	IV Q 2018	Head of Personnel and Organization Department	Appointing members of the Selection Committee indicated by the Director of GIG, representing a scientific discipline corresponding to the profile of the Institute's activities
Current Status	Remarks		
COMPLETED	Due to the change in legal regulations in 2018, GIG currently operates in one scientific discipline – environmental engineering, mining and energy. The discipline was created from the combination of three disciplines - energy, mining & geo-engineering and environmental engineering. Members of the Selection Committee employed at GIG represent one scientific discipline.		

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Proposed ACTIONS

How do you know?

Action 8

Unification the GIG Statute and Regulations of Conducting Competitions for the Positions of Research Scientists at GIG with regard to the composition of the Selection Committee.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
14. Selection (Code)	III Q 2020	Head of Personnel and Organization Department	The unified rules for appointing members of the Selection Committees were introduced in the GIG Statute and Regulations of Conducting Competitions for the Positions of Research Scientists at GIG
Current Status	Remarks		
COMPLETED			

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Proposed ACTIONS

How do you know?

Action 9

Supplementing the rules of the selection procedure in terms on informing candidates about the results of evaluation, indicating their strengths and weaknesses

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	IQ 2023	Personnel and Organization Department	An e-recruitment tools will be developed to inform candidates about all stages of the recruitment process
	Current Status	Remarks	
	IN PROGRESS	Because e-recruitment tools are planned to be used, candidates will receive feedback about the receipt of the application form, all stages of the recruitment process results and evaluation of their application.	

Action 10

To update the recruitment procedures so that the criteria will include Candidates' experience and qualifications concerning their professional mobility to be considered as an asset.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
18. Recognition of mobility experience (Code)	IQ 2023	Personnel and Organization Department	Candidate evaluation criteria referring to their professional mobility will be introduced to the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG. Objective: optimization of the recruitment process
Current Status	Remarks		
IN PROGRESS			

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Proposed ACTIONS

How do you know?

Action 11

Analysing and informing about a possibility to use the available mechanisms of reconciliation of family life and work and introducing further, appropriate system facilities, e.g. flexitime, part-time work, teleworking.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	December 2016	Head of Personnel and Organisation Department	Work Regulations, Teleworking Regulations Information on the possibility of using flexible working time and tele-working are contained in the internal GIG regulations available to all employees on the internal portal INTRA – GIG.
Current Status	Remarks		

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Proposed ACTIONS

How do you know?

Current Status	Remarks
COMPLETED	GIG Work Regulations ensures the following: - flexible working time (employees with 40 hour work week may start work in the 6-9 am time slot and after eight hours finish in the 2-5 pm time slot); - time off work to deal with urgent personal matters during the office hours; - tele-working (especially, in justified circumstances the employee may work using electronic communication devices according to the provisions stipulated in a separate internal GIG regulation)

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Proposed ACTIONS

How do you know?

Action 12

Updating Regulations of Conducting Competitions for the Positions of Research Scientists at GIG with a provision ensuring gender balance in the Selection Board.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	III Q 2021	Personnel and Organization Department	Regulations of Conducting Competitions for the Positions of Research Scientists at GIG will be updated with the principle of gender balance.
Current Status		Remarks	
IN PROGRESS			

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Proposed ACTIONS

How do you know?

Action 13

To formulate the strategy (prospects) of professional development for employees at all stages of research career.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
28. Career development	4Q 2022	Scientific Secretary, Secretary of the Scientific Council	Number of promotions
Current Status		Remarks	
IN PROGRESS			

Action 14

Complementing the employees' evaluation system with issues associated with experience acquired during international and industrial internships.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	II Q 2019	Chairman of the Scientific Council	The employees' evaluation system taking into account the issues associated with experience acquired during

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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			international and industrial internships is regulated by the instruction Principles of employment and rules for periodic evaluation of scientific and research-technical staff (IS 6.02/1).
Current Status	Remarks		
COMPLETED	The exchange of experiences among researchers from different countries within the framework of research projects and international conferences ensures continuing improvement of professional qualifications and constitutes an essential asset while pursuing promotions in the research career		

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Proposed ACTIONS

How do you know?

Action 15

Informing employees about actions taken in the area of participation and explaining the principle of participation in decision making, information and consulting organs at the Institute.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
35. Participation in decision-making bodies	IQ 2019	Head of Personnel and Organisation Department	Ordinance of GIG Director concerning the list of persons and the scope of their powers to act on behalf of the GIG. GIG Statute
Current Status	Remarks		
COMPLETED	The GIG Scientific Council, which is a decision making, opinion and advisory body on statutory activities and the development of research staff, is composed of researchers of all levels. The GIG research community is also represented in other advisory bodies such as the Management or the Collegium. Compositions of the organs are contained in the internal GIG regulations available to all employees on the internal portal INTRA – GIG.		

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Proposed ACTIONS

How do you know?

Action 16

Posting the recruitment results on the GIG website

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	1Q 2022	Personnel and Organization Department	A tab on the GIG website will be created to post the results of the recruitment for scientific positions Objective: improvement the quality of feedback given to applicants.
	Current Status	Remarks	
	NEW		

Action 17

Designing the template of the Notice of Competition

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

How do you know?

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	I Q 2023	Personnel and Organization Department	New template of the Notice of Competition will be designed and introduced as appendix to the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG. Objective: increasing the availability and transparency of the employment offer
Current Status	Remarks		

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Proposed ACTIONS

How do you know?

Current Status **Remarks**

NEW

Action 18

Developing and implementing an electronic application form for the candidates applying for research positions at the GIG

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	IQ 2023	Personnel and Organization Department / IT Team	An electronic application form for applicants for scientific positions will be developed and implemented Objective: easier submitting the application for candidates

Current Status **Remarks**

NEW

Action 19

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How do you know?

Action 19

To update the internal regulations so that they include procedures which enable making complaints relating to the recruitment for research positions at the GIG.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
34. Complains/ appeals	II Q 2022	Personnel and Organisation Department	Internal documents which regulate hiring research staff will be updated to include procedures which enable making complaints relating to the recruitment for research positions at the GIG Objective: optimization of the recruitment process.
Current Status	Remarks		
NEW			

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Unselected principles:

1. Research freedom 2. Ethical principles 3. Professional responsibility 5. Contractual and legal obligations 6. Accountability
7. Good practice in research 8. Dissemination, exploitation of results 9. Public engagement 11. Evaluation/ appraisal systems
16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code)
21. Postdoctoral appointments (Code) 22. Recognition of the profession 23. Research environment 25. Stability and permanence of employment
26. Funding and salaries 30. Access to career advice 31. Intellectual Property Rights 32. Co-authorship 33. Teaching
36. Relation with supervisors 37. Supervision and managerial duties 38. Continuing Professional Development
39. Access to research training and continuous development 40. Supervision

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *:

<https://www.gig.eu/en/hr-excellence>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

An official EU website How do you know?
 The GIG appreciates the impact of the provisions of the European Charter and Code for Researchers on the successful process of recruiting highly qualified research staff to perform its statutory activities. The GIG regards its employees to be the key asset along with the processes stipulated by the OTM-R as essential factors improving the effectiveness and quality of the Institute activities.

With an on-going optimization of the relevant processes, the GIG will fully implement OTM-R based recruitment procedures to achieve the following objectives:

- ensuring fair and transparent context;
- providing the candidates with feedback at every stage of the process;
- providing the management with complex, systematic and timely information concerning the candidates.

The endeavors will result in developing the strategy (prospects) of professional development for employees at all stages of research career which will be referred to in systemic documentation concerning the recruitment of employees and in the templates of application forms. In addition, an application dedicated to recruitment with an electronic application form will become available for the candidates to research positions. It will replace the traditional paper forms, thus facilitating the whole process.

All groups of the GIG employees, i.e., research staff, technical staff, administration and support services as well as the management, will be engaged in the design and implementation of the above instruments. The OTM-R guidelines will be circulated among all the GIG employees.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL:

4. Implementation

General overview of the implementation process: (max. 1000 words)

A review of current national legislature and the GIG regulations, an internal parametric survey as well as a gap analysis were performed and then juxtaposed with the report of the Working Group in order to develop an optimal Action Plan leading to the implementation of the provisions of both the Charter and Code.

The Working Group, which was appointed in 2015, was composed of the representatives of researchers and the management to facilitate the design of the Action Plan. The members of the Working Group were responsible for carrying out the analyses and setting the existing procedures and practices against the principles stipulated in Charter Code. Additionally, the Working Group also designed a parametric survey with a view to involving the GIG research community in the evaluation of the compliance of GIG activities with Charter and Code, as well as in order to elicit the

opinion of the GIG research community concerning the implementation of the principles stipulated in the said documents. The survey was conducted among employees belonging to group N, i.e., the individuals who deal with research and development projects, in particular researchers, research technicians and engineers.

Upon the evaluation on the part of the European Commission (May, 2020), the Action Plan was verified and necessary documentation amendments were made according to current criteria.

With the commencement of the implementation phase, i.e., after the required amendments have been made, the Working Group will be transformed into Task Teams which will be appointed by means of internal normative acts and will cooperate with the representatives of the GIG research community.

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

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

How have you prepared the internal review?*




Detailed description and duly justification (max. 500 words)

The provisions of both the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers were compared to the relevant national legal regulations as well as internal regulations and practices applied at GIG. The members of the Working Group were responsible for carrying out the analyses and setting the existing procedures and practices against the principles stipulated in the Charter and Code. Additionally, the Working Group also designed a parametric survey with a view to involving the GIG research community in the evaluation of the compliance of GIG activities with the Charter and the Code, as well as in order to elicit the opinion of the GIG research community concerning the implementation of the principles stipulated in the said documents.

<input type="checkbox"/>	An official EU website How have you involved the research community, your main stakeholders, in the implementation process?*	How do you know? ▼
Detailed description and duly justification (max. 500 words)		
<p>The Supervising Committee will participate in the meetings of the Task Teams and provide professional support at each phase of the project. Establishing good relations with the research staff will be an essential role of the Task Teams. In addition, the interdisciplinarity of the Task Teams will ensure effective implementation of the provisions stipulated by the Charter and the Code based on diversified competences as well as good communication established during long-term cooperation.</p>		
Do you have an implementation committee and/or steering group regularly overseeing progress?*		
Detailed description and duly justification (max. 500 words)		
<p>Task Team meetings will be held at least three times a year in order to report the progress of the works, monitor the completion of consecutive stages and analyze further activities. The Task Teams will be supported by the Supervisory Committee at each of the phases.</p>		
Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy *		
Detailed description and duly justification (max. 500 words)		
<p>HR principles based on OTM-R policy will be available to all employees in the internal system of information (intranet). Researchers of all levels as well as administrative staff will be actively involved in the development, implementation and optimization of the HR system.</p>		

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How has your organisation ensured that the proposed actions would be also implemented?*

How do you know? 

Detailed description and duly justification (max. 500 words)

The design and implementation of OTM-R policy will ensure transparent recruitment procedures and provide opportunities of professional development of research staff. The appraisal system will be continuously optimized while the documentation will be aligned to the requirements of HR policy. Research staff of all levels (R1–R4), administrative staff as well as management will be involved in the implementation of HR principles.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The Action Plan determines how the progress of the implementation process will be the monitored to simplify the evaluation of the works. The Task Teams, in cooperation with the Supervising Committee, will carry out the activities on a regular basis; progress will be evaluated during scheduled meetings.

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



Detailed description and duly justification (max. 500 words)

After each meeting, a report will be drawn up to record the progress of the implementation works. At each stage, the works will be monitored by the Supervising Committee. All non-compliances will be analyzed and aligned with the HR principles

An official EU website
How do you expect to prepare for the external review?*

How do you know?
▼

Detailed description and duly justification (max. 500 words)

Task teams in cooperation with The Supervising Committee will complete any deficiencies disclosed in the Actions section and will strive to ensure the coherence of GIG internal regulations with the Charter and the Code rules.

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