

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2021PL593977

Name of the Organisation under review: Central Mining Institute GIG

Organisation contact details: Plac Gwarków 1, Katowice, 40-166

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	Status: to what extent does this organisation meet the following principles? In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	++	The principle of research freedom is well established at the GIG. While conducting research, the employees focus their efforts on the good of mankind and endeavor to extend the frontiers of scientific knowledge enjoying the freedom of thought and expression. Researchers have the influence on the choice of research areas to be explored through identifying new scientific problems and the choice of research methodologies. Researchers carry on their activities in accordance with the GIG's Employee Ethical Code(PS – 6.02 – zał. nr 8), respecting the intellectual property rights and recognizing the infrastructural, budgetary as well as individual limitations.	
2. Ethical principles	++	The GIG employees adhere to commonly recognized ethical principles which relate to	

		<p>the scientific disciplines they deal with. The principles are regulated by the GIG's Employee Ethical Code (PS – 6.02 – zał. nr 8), developed on the basis of the European Charter for Researchers.</p>	
<p>3. Professional responsibility</p>	<p>++</p>	<p>Researchers endeavor to ensure that their research is relevant to society and take every effort so as not to duplicate previous research. They avoid plagiarism and observe the principle of respecting intellectual property rights as well as joint data ownership in the case of collaboration with supervisors and other researchers. While delegating tasks, the researchers make sure that the individual to whom tasks are delegated has the relevant competence to carry them. The researchers have the awareness of being accountable for their activities and the resulting consequences. In order to prevent the infringement of the intellectual property rights of other individuals and/or third parties, the GIG ensures that the legal counsels and patent attorneys support the research staff. Additionally, there exists a possibility to use the antiplagiarism system in place. The GIG guarantees the inviolability of intellectual property rights which do not belong to the Institute in relation to all works, including research results. The GIG's Employee Ethical Code (PS – 6.02 – zał. nr 8) regulates the issues by means of two dedicated procedures: Publishing Employees Research Works (PS – 6.16), and the Protection of GIG Intellectual</p>	

		Property and Interests (PS – 6.01).	
4. Professional attitude	++	<p>The GIG employees know the strategic goals of its research environment as well as the mechanisms of financing research (Regulations of the GIG's Own Research Fund - document was implemented upon the Ordinance of GIG Director nr 15 of 16.11.2020). 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.</p> <p>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>	

		<p>The execution of research works within the framework of national and international R&D projects is in line with the regulations included in the procedure Projects Execution (PS – 7.13) and with the terms and conditions of particular project contracts. The execution of statutory research is regulated by the procedure Statutory Works Execution(PS – 7.15).</p> <p>Research funding granted within the above mechanisms is based on an open competition with fair, objective and publicly announced criteria; the results of the competition are communicated to all the GIG employees.</p> <p>In the case the execution of research works requires relevant approvals; they are obtained before the commencement of the works or before accessing the financial resources. The Management, the supervising units and research supervisors should be immediately informed about any changes in the project, including circumstances where the project is delayed, redefined, completed, terminated or suspended for whatever reason. The above issues are regulated by the procedure Project Execution (PS – 7.13).</p>	
5. Contractual and legal obligations	++	The GIG employees adhere to the binding regulations governing the working and training conditions stipulated by the Labor Code, the Corporate Collective Labor Agreement, the Work Regulations, the	

		<p>Organizational Regulations, or the procedure Improving the Qualifications of GIG Employees (PS – 6.03). Rules governing the execution of national and international projects are stipulated by the procedure Project Execution (PS – 7.13) and the agreements made with particular financing institutions.</p> <p>Regulations concerning the intellectual property rights and the benefits resulting from the application of solutions developed at the GIG are stipulated by the following internal documents: the GIG Employee Ethical Code (PS – 6.02 – zał. nr 8), the procedure Protection of GIG Intellectual Property and Interests (PS – 6.01) including the guidelines on the Protection of Intellectual Property Rights and the Benefits Resulting from the Application of Solutions Developed at GIG (IS – 6.01/1), Management of Copyrights and Related Property Rights, Industrial Property Rights and the Principles of Commercialization of R&D Results. The above documents were implemented upon the Ordinance of GIG Director nr 1 and 2 of 03.01.2018 as well as upon the Regulation of GIG Implementation Fund.</p> <p>Legal regulations concerning research works executed by a given unit are recorded and updated according to the procedure Supervision of Legal Requirements (PS – 5.04).</p>	
--	--	---	--

6. Accountability	++	<p>The GIG employees are aware that they are accountable for sound, transparent and efficient financial management and allocation of the funding granted for the execution of research works, which is regulated by GIG Employee Ethical Code (PS – 6.02 – zał. nr 8).</p> <p>The GIG internal procedures ensure diligent and transparent financial management, which is also confirmed by the results of regular audits administered by various supervising bodies. Financial management is based on the Accounting Policy implemented upon the Ordinance of GIG Director nr 8 of 08.06.2020.</p> <p>Apart from the persons listed in the National Court Register, individuals authorized to incur financial liabilities on behalf of the GIG received the authorization upon the Ordinance of GIG Director nr 5 of 07.03.2019 with further Annexes - nr 1 of 10.09.2019, nr 2 of 03.06.2020 and nr 3 of 01.10.2020.</p> <p>All purchases of products and services are made according the provisions of the Public Procurement Law and regulated by the procedure Purchases (PS – 7.02).</p> <p>Public procurement is realized by tender committees appointed upon Director’s Letter nr 26/20 of 16.11.20. Contracts are made according to the procedure Entering into Contracts (PS – 7.09).</p> <p>Legal activities concerning the disposal of</p>	
-------------------	----	---	--

		<p>assets which are the GIG's property are carried on in compliance with the regulations of Act of 16.12.2016 on the Management of National Assets (i.e., of 16.04.2020, Journal of Law of 2020, item 735).</p> <p>The principles of managing tangible assets are regulated by procedure Management of GIG Tangible Assets (PS – 6.05).</p> <p>The mode of financial operations is governed by the Ordinance of GIG Director nr 18 of 26.09.18 concerning the implementation of the procedure Instructions on Dealing with Documents which Constitute Grounds for Receiving or Spending Financial Resources.</p>	
7. Good practice in research	++	<p>The GIG employees adhere to the principles of good research practice while conducting research works both at the Institute and within the framework of national and international cooperation.</p> <p>Research works are conducted with due diligence, honesty and recognition of the co-authorship as well as fair evaluation of the contributions of other individuals.</p> <p>All GIG employees observe the principles concerning work health and safety in line with binding legal regulations and internal documents such as the GIG Integrated ManagementSystem and SHE Management</p>	

		<p>System.</p> <p>The GIG is a holder of compliance certification issued by Polish Center of Testing and Certification (certificate JBS-54/10/2020 valid until 04.06.2021).</p> <p>The IT staff performs activities ensuring the security of computer networks and the data stored on GIG servers. The scope of the activities includes securing the access to data by means of various mechanisms (e.g. operating system passwords, application passwords, protection of file attribute levels), data archiving, anti-virus protection of servers and computer work-stations, monitoring network traffic by means of scanning and analyzing software and hardware. The above mentioned activities are regulated by the procedure Administration of GIG Computer Networks (PS — 6.12).</p> <p>The GIG ensures personal data protection; the security of personal data is regulated by the Ordinance of GIG Director nr 10 of 06.06.2018 on the implementation of the Policy of Personal Data Protection.</p>	
8. Dissemination, exploitation of results	++	Activities concerning the dissemination and exploitation of GIG research results include publishing activity, education and training, organization and participation in both national and international conferences as well as the	

		<p>implementation of research results. Publishing ethics principles as well as issues such as ghostwriting and guest-authorship are regulated by the procedure Publishing Employee Research Works (PS - 6.16).</p> <p>The GIG has developed and follows the policy of an open access to research publications in its own publishing house as well as other national and international publishers.</p> <p>The publication of books in the GIG publishing house or articles in GIG Journal of Sustainable Mining, a Scopus indexed journal, is realized according to the adopted Principles of Publishing Ethics.</p> <p>A Coordinator responsible for the open access and research results was appointed. The scope of the Coordinator responsibilities include providing information on the Open Access Policy, coordinating works on the design, maintenance and development of the open access infrastructure at the GIG, recommending best practices, educating the stakeholders, monitoring the implementation of the Policy and reporting the results to the Director of the Institute.</p> <p>Increased awareness of the benefits resulting from the implementation of the Open Access Policy such as a higher number of citations and growing international recognition</p>	
--	--	--	--

		<p>generates a larger volume of papers published in high index peer review journals.</p> <p>The Institute allocates financial resources to cover the expenses connected with publication procedures and translation services.</p> <p>Educational and training activities as well as active participation in national and international conferences, publications in conference proceedings and displays of posters also constitute essential elements of disseminating R&D activities. These activities are regulated by the procedure Participation of GIG Employees in Conferences (IS – 6.03/2).</p> <p>The GIG itself organizes scientific conferences, the principles concerning the organization of such events are stipulated by the procedure Marketing and Promotional Activities and the Organization of Conferences (PS – 7.16).</p> <p>Based on R&D activities, the GIG develops proprietary courses, trainings and post graduate studies. Every year, more than 2000 individuals participate in post graduate programs, trainings and courses. These activities are realized according to the procedure Educational and Training Activities (PS – 7.05).</p> <p>The results of research works which constitute</p>	
--	--	---	--

		<p>the GIG know-how are submitted to the Polish Patent Office in the form of inventions or utility models in order to ensure their protection. The results are also implemented in different economic areas on the basis of license and implementation agreements.</p>	
9. Public engagement	++	<p>Employees disseminate the results of their research so that they can find practical applications and so that they are made known to society at large and improve the public's understanding of science, which is stipulated by GIG Employee Ethical Code (PS – 6.02 – zał. nr 8). Researchers share their knowledge with the society by means of local, national and international media, by participating in trade fairs and by supporting educational institutions through the organization of open days or demonstrations at schools and kindergartens. The GIG employees participate as field experts and consultants in different committees and expert panels convened to evaluate various strategic documents.</p> <p>Information concerning the GIG activities is published on general news portals, local government and trade association websites, social media as well as in periodicals, TV and radio programs.</p> <p>The GIG Spokesperson is responsible for contacts with media. In 2019, there were 266 press publications and employee interviews.</p>	

		<p>This area of activities is covered by the procedure Marketing and Promotional Activities and the Organization of Conferences (PS – 7.16).</p> <p>The GIG takes as its premise the principle of Corporate Social Responsibility taking care of the interests of the general public as well as of the protection of natural environment. In 2019, within the framework of national and international fair trades - five stands with research equipment were demonstrated. The GIG also organized seven promotional seminars and three science and technology conferences.</p> <p>Upon the agreement with Silesian Digital Library, the GIG Scientific Library places its collection on their platform, thanks to which all interested persons have the access to entire publications.</p>	
10. Non discrimination	++	<p>The GIG does not accept any form of mobbing, discrimination and physical or psychological violence on the part of supervisors as well as coworkers and takes each and every effort to ensure harassment free working environment.</p> <p>The principle of non-discrimination is declared in the GIG Working Regulations. In addition, the employees have access to the provisions of Labor Code which stipulate the</p>	

		<p>requirements of equal employment opportunities. The particular provisions constitute an Annex to the GIG Working Regulations.</p> <p>Upon the Ordinance of GIG Director of 01.08.2019, an Anti-mobbing and Anti-discrimination Procedure was introduced. The procedure determines the rules to prevent the practices of mobbing and discrimination at the GIG as well as the anti-mobbing proceedings.</p> <p>All GIG employees are obligated to abide The Anti-mobbing and Anti-discrimination Procedure.</p> <p>The implementation of the procedure is to ensure:</p> <ul style="list-style-type: none"> - prevention of mobbing and discrimination in the work place; - appropriate corrective measures in case mobbing and/or discrimination incidents take place; - activities which support establishing positive relationships among the GIG employees. <p>An Anti-mobbing Committee was appointed to implement the procedure. The Committee is a collegiate body responsible for dealing with complaints concerning the potential incidents of mobbing and/or discrimination. Researchers are represented in the Committee make-up. The GIG strictly</p>	
--	--	--	--

		<p>adheres to the principle of equal opportunities of men and women with reference to all activities carried out at the Institute.</p> <p>The GIG ensures equal treatment in terms of establishing and terminating employment relationships, employment conditions, promotions, access to training in order to improve professional qualifications regardless of: gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, trade union affiliation, political opinion, social or economic condition, full or part-time employment as well as fixed-term or permanent employment.</p> <p>Equal employment opportunities mean that the individual does not experience any kind of discrimination, directly or indirectly on the basis of the above.</p>	
11. Evaluation / appraisal system	++	<p>The appraisal system of researchers and research technicians is regulated by the instruction Employment and Periodical Appraisal of Researchers and Research Technicians (IS 6.02/1). According to the instruction, the said employees are subject to periodical appraisals with regard to their research and technical accomplishments at least once every four years. The periodical appraisals are performed by the GIG Scientific Council upon the provisions of the Law on</p>	

		<p>Research Institutes, article 44, item 3 and article 50. The criteria of the appraisal include in particular:</p> <ul style="list-style-type: none"> - the number of points awarded for publications, monographs, conference proceedings and joint publications in line with the guidelines of the Ministry of Science and Higher Education; - the number of points awarded for invention proposals, patents, protection rights for utility models and industrial registered design rights, and/or - the number of points for the implementation of inventions, utility models or industrial designs according to the current recommendations of the Minister in charge of science. <p>In the case, the number of authors of the publication, monograph, chapter, joint publication, conference proceedings or patent is bigger than one, the number of points is divided by the number of co-authors.</p> <p>The criteria of the appraisal also include points granted for preparing applications to obtain resources for financing research projects from external funds.</p>	
Recruitment and Selection			
12. Recruitment	- / +	The procedures and conditions of employing researchers are regulated by the GIG Statute and the instruction Employment and	To update the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG in order to

		<p>Periodical Appraisal of Researchers and Research Technicians (IS 6.02/1) as well as the Regulation on Competitions for the Recruitment to Research Positions at GIG.</p> <p>According to the above documents and the Law on Research Institutes, researchers are employed on the basis of an open Competition, with the exception of cases stipulated by the provisions of the Law on Research Institutes.</p> <p>The decision of employing a researcher is determined by the fulfilment of the criteria listed in the Notice of Competition which are in compliance with the above mentioned regulations.</p> <p>Candidates to research positions at the GIG are granted equal treatment regardless of any intervals in their professional career.</p>	<p>improve the quality and transparency of standards concerning the employment of candidates to research positions, and in particular issues related to:</p> <ul style="list-style-type: none"> - appointing the members of the Selection Committee in line with the principle of gender balance; - establishing additional criteria of candidate selection to include candidate's mobility and the resulting professional experience; - designing a unified template of the Notice of Competition; - providing the candidates with the feedback on the competition results.
13. Recruitment – Code	- / +	<p>The principles of recruiting employees for research positions are regulated by the GIG Statue and the instruction Employment and Periodical Appraisal of Researchers and Research Technicians (IS 6.02/1) as well as the Regulation on Competitions for the Recruitment to Research Positions at GIG.</p> <p>The employment of a candidate for the research position of full professor, associate professor, assistant professor or research</p>	<p>To develop the strategy (prospects) of professional development for employees at all stages of research career.</p> <p>To update the Notice of Competition so that it will include the description of working conditions and the prospects of career and research development.</p>

		<p>assistant is preceded by an open Competition, with the exception of cases stipulated by the provisions of the Law on Research Institutes.</p> <p>The Notice of Competition includes:</p> <ul style="list-style-type: none"> - the name of the position and the organizational unit where the researcher will be employed; - the requirements; - the list of required documents including information on professional and research accomplishments; - the deadline for the submission of the documents; - the deadline for the settlement of the competition. <p>The Notice of Competition is posted on the GIG website, as well as on the website of the Minister in charge of science, in the Bulletin of Public Information, and on the website of the European Commission in the European Portal for mobile researchers.</p> <p>The deadline for the submission of documents, determined in the Notice, cannot be shorter than 14 days from the date of the publication of the Notice on the GIG website.</p> <p>The competition is organized by the Selection Committee. The members of the Selection Committee determine if the candidate met the formal conditions specified in the Notice</p>	
--	--	--	--

		of the Competition, verify the qualifications, the accomplishments and the skills relevant to the advertised research position as well as the suitability of the candidate for the position which constitutes the subject of the Competition.	
14. Selection – Code	- / +	<p>The Selection Committee is composed of:</p> <ul style="list-style-type: none"> - the Scientific Secretary as the Chair; - at least two employees holding the title of full professor or habilitated doctor, each time appointed by the GIG Director; - the head or deputy head of the organizational unit upon whose request the competition was announced. <p>The Head of the Department of Personnel and Organization as well as the Secretary of the Scientific Council participate in the works of the Committee. The Secretary of the Scientific Council also performs the function of the Committee Secretary.</p> <p>For each competition, the make-up of the Committee is partially changed so that its members have relevant knowledge and experience ensuring the adequate evaluation of the candidates within the framework of their science discipline.</p> <p>The GIG abides the principle of equal opportunities of men and women with reference to all activities carried out at the</p>	<p>To update the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG in order to improve the quality and transparency of standards concerning the employment of candidates to research positions, and in particular issues related to:</p> <ul style="list-style-type: none"> - appointing the members of the Selection Committee in line with the principle of gender balance; - establishing additional criteria of candidate selection to include candidate's mobility and the resulting professional experience; - designing a unified template of the Notice of Competition; - the principles of providing the candidates with the feedback on the competition results.

		<p>Institute.</p> <p>The GIG ensures equal treatment in terms of establishing and terminating employment relationships, employment conditions, promotions, access to training in order to improve professional qualifications regardless of: gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, trade union affiliation, political opinion, social or economic condition, full or part-time employment as well as fixed-term or permanent employment.</p> <p>Equal employment opportunities mean that the individual does not experience any kind of discrimination, directly or indirectly on the basis of the above.</p>	
15. Transparency – Code	- / +	<p>The competitions for research positions at the GIG have an open and competitive character. The principles of recruiting research staff are delineated in:</p> <ul style="list-style-type: none"> - the GIG Statute; - the instruction Employment and Periodical Appraisal of Researchers and Research Technicians (IS 6.02/1); - the Regulation on Competitions for the Recruitment to Research Positions at GIG. <p>The Notice of Competition includes information on the selection criteria and the number of vacant positions.</p> <p>After the settlement of the Competition, the</p>	<p>To update the Notice of Competition to include the information concerning the prospects of career and research development.</p> <p>To post the results of the Competition on the GIG website.</p> <p>To design the template of the Notice of Competition.</p> <p>To develop and implement an electronic application form for the candidates applying for research positions at the GIG.</p>

		<p>Committee introduces the candidate. The qualifications of the candidate are reviewed by the GIG Scientific Council. The Scientific Council draws up an opinion concerning the candidate within 30 days from the receipt of the documents. The decision of employing the candidate who won the competition is made by the GIG Director.</p> <p>The candidates are informed about the results of the competition.</p>	
16. Judging merit – Code	++	<p>According to the provisions of the GIG Statute, a person who may be employed for a research position at the GIG is required:</p> <ul style="list-style-type: none"> - to enjoy full civil rights; - to have predispositions for research work; - to possess suitable knowledge and professional experience for the advertised position; - to have performed research activity documented by a proven track record of accomplishments. <p>The required documents include relevant information concerning research interests, R&D accomplishments to date, including a list of publications, patents, participation in national and international research projects and a CV.</p> <p>Based on the above documents and information, the Committee evaluates the</p>	

		candidate's achievements taking into account not only the number of points awarded for publications but also research and development activities.	
17. Variations in the chronological order of CVs – Code	- / +	<p>The Regulation on Competitions for the Recruitment to Research Positions at GIG includes the list of the following documents required in order to enter the Competition:</p> <ul style="list-style-type: none"> - a letter of application, - a CV, - documents confirming qualifications. <p>The Regulation does not specify the form of the candidate's CV. Therefore, potential intervals in the professional career are not considered to adversely affect the candidate's suitability for the advertised position and do not require explanation. The major criteria which determine the candidate's predispositions for the position are knowledge, professional experience and a proven track record of accomplishments in the relevant discipline.</p>	

18. Recognition of mobility experience – Code	- / +	Currently, the internal GIG regulations concerning the criteria of recruitment to research positions do not recognize candidates experience gained as a result of their professional mobility.	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.
19. Recognition of qualifications – Code	- / +	The current internal regulations concerning the criteria of the selection of research staff take into account formal qualifications while the informal ones, gained as a result of their international and professional mobility, are not taken into consideration.	To update the Regulation on Competitions for the Recruitment to Research Positions at GIG to include selection criteria concerning informal qualifications gained as a result of their international and professional mobility to be considered as an additional asset.
20. Seniority – Code	++	According to the Regulation on Competitions for the Recruitment to Research Positions at GIG, all documented R&D accomplishments from all previous work places are taken into consideration. As a consequence, each candidate is evaluated on an individual basis within the context of the requirements related to the research position the candidate applies for.	
21. Postdoctoral appointments – Code	++	The process of hiring and appointing employees for research positions at the GIG, including candidates holding the PhD, is performed in accordance with the Law on Research Institutes. The principles of recruiting researchers are	

		specified in the Regulation on Competitions for the Recruitment to Research Positions at GIG. The GIG takes as its premise the necessity of running an open Competition. Within the framework of the Competition, previous functions of the candidate in other institutions as well as the previous achievements are taken into account.	
Working Conditions and Social Security			
22. Recognition of the profession	++	All GIG employees engaged in research career are recognized as professionals and treated accordingly regardless of their classification at national level.	
23. Research environment	++	<p>The GIG constitutes one of the best equipped research institutes in Poland. The GIG research infrastructure includes 18 laboratories accredited by the Polish Accreditation Center (PCA). In addition, there is a Conformity Assessment Unit accredited by PCA within the scope of certification of products, management systems and persons. The GIG is a European Union Notified Body nr1453, in addition to being authorized as an IEX certification body.</p> <p>The GIG laboratories are equipped with high-tech instrumentation and unique research facilities. New research equipment is purchased on a constant basis.</p>	

		<p>In the period of 2009–2013, a modern laboratory complex– the Center for Clean Coal Technologies (CCTW) was built to further enhance the Institute research infrastructure. Within the CCTW project, a unique underground research facility for coal seam gasification was also created. Another significant milestone was the development of the Marii Goeppert- Mayer Silesian Center of Environmental Radiometry with unique cutting-edge measurement systems. The Center functions within the framework of the national system of radiation monitoring under the National Atomic Energy Agency, a member of ALMERA network, supervised by IAEA.</p> <p>Both the centers ensure excellent research facilities and working conditions which are in compliance with the highest occupational health and safety standards.</p> <p>Yet another project is under way, namely the development of a Center of Dedicated Technologies to support the existing GIG research infrastructure.</p>	
24. Working conditions	++	<p>The researchers working conditions are stipulated by the GIG Work Regulations, in line with the Law Labor Code of 26.06.1974, the Law on Research Institutes of 30.04.2010 and the Corporate Collective Labor Agreement.</p> <p>The document GIG Work Regulations ensures</p>	

		<p>the following:</p> <ul style="list-style-type: none"> - 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). <p>The employees are also entitled to the parental benefits guaranteed by the provisions of the Labor Code to combine family, work, children and professional career such as maternity and paternity leave, or decreased working time.</p>	
25. Stability and permanence of employment	++	<p>The GIG ensures the permanence and stability of employment preferring contracts concluded for an indefinite period. In the case of fixed-term contracts, the fixed term does not exceed 33 months, while the contract conditions are in line with the Labor Code. However, such cases are limited to the minimum necessary. Many employees are granted permanent employment after the completion of their first year.</p> <p>In addition, employees with fixed-term contracts have access to trainings and non-wage benefits to the same extent as permanent employees.</p>	

26. Funding and salaries	++	<p>The conditions of funding and salaries with adequate and equitable social security provisions are in accordance with the existing national legislation. They are stipulated by the GIG Corporate Collective Labor Agreement (as of 02.01.2019). The remuneration system is integrated and includes the following components:</p> <ul style="list-style-type: none"> - basic salary according to the grading principles including educational background and professional experience listed in job classifications; - seniority allowance reflecting professional experience; - research degree allowance; - qualifying allowance for research technicians; - functional allowance; - allowances for work in harmful conditions; - bonus. <p>Bonuses are awarded according to §5 of the Bonus Regulation constituting Annex 6 to the GIG Corporate Collective Labor Agreement and the Ordinance of GIG Director on bonus coefficients.</p>	
27. Gender balance	++	<p>The GIG adheres to the policy of equal opportunities of men and women starting with the recruitment and selection processes through all the consecutive stages of career development without lowering the criteria of quality and qualifications.</p>	

		<p>Despite the specifics of the mining and energy sectors which are traditionally dominated by male employees, the GIG does not discriminate on the basis of gender. The GIG strictly adheres to the principle of equal opportunities of men and women with reference to all activities carried out at the Institute. The GIG ensures equal treatment in terms of establishing and terminating employment relationships, employment conditions, promotions and access to trainings in order to improve professional qualifications; especially, regardless of gender.</p>	
28. Career development	- / +	<p>The Scientific Secretary is responsible for shaping the professional development of the GIG researchers as well as for stimulating publishing activity. Publications constitute one of the essential elements of promotions in research career. The Scientific Secretary carries on meetings with GIG researchers who are committed to developing their professional portfolios. In the course of the meeting, the employees are provided with information concerning the requirements they must satisfy. In addition, they have the opportunity to discuss in detail the area of research they intend to explore. It is also established whether the objectives are in line with the GIG Multi-annual Research Program. In the course of the meetings with the Scientific Secretary and the periodic trainings, the early stage researchers are familiarized with issues related to the preparation of</p>	<p>To develop the strategy (prospects) of professional development for employees at all stages of research career.</p>

		<p>research publications and conference presentations. Improving professional qualifications also includes the development of research skills, i.e., acquiring knowledge and experience necessary for research positions listed in the Law on Research Institutes. The improvement of qualifications is regulated by the procedure Improving the Qualifications of GIG Employees (PS – 6.03).</p>	
29. Value of mobility	++	<p>The GIG employees who take part in the execution of research projects as well as research staff have the opportunity of active participation in prestigious international conferences and making contacts with the representatives of foreign companies and research institutions.</p> <p>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.</p>	
30. Access to career advice	++	<p>Career advice and job placement assistance are not included in the scope of responsibilities of the employers in Poland. The GIG operates in the free market environment where having highly educated competent staff is a strategic asset. Therefore, the GIG endeavors to provide a stimulating</p>	

		working environment to attract researchers to pursue their professional careers at the Institute.	
31. Intellectual Property Rights	++	<p>The GIG ensures that researchers at each stage of their professional career reap the benefits of the exploitation of their research results through the legal protection of the intellectual property rights, including copyrights. The principles of patent and inventive design protection are regulated by the instruction Procedure Concerning Protection of GIG Solutions and Settling the Benefits of their Application (IS – 6.01/1).</p> <p>The Ordinance of GIG Director nr 1 of 03.01.2018 introduced the Regulation of the Management of Copyrights and Related Property Rights, Industrial Property Rights and the Commercialization of the Results of GIG Research and Development Works.</p> <p>The Ordinance of GIG Director nr 2 of 03.01.2018 introduced the Regulation of the GIG Implementation Fund. The GIG Management and the Marketing and Technology Transfer team support the activities of research staff within the scope of protecting the research results and their industrial implementation.</p>	
32. Co-authorship	++	The cooperation of researchers at the GIG as	

		<p>well as the cooperation with national and overseas research centers constitute fundamental prerequisites of the research activities, while fairness in science is a basic component of its quality and value.</p> <p>The GIG takes effort to ensure that the recognition of research accomplishments is granted to the individual who actually deserves it. Guest-authorship or ghost-writing practices are dishonest and unacceptable. Only the individual who is the actual author of the work has the right to be listed in a publication, and this right is inalienable. Furthermore, only an original contribution constitutes the grounds for becoming an author of a research work.</p> <p>In line with the procedure Employment and Periodical Appraisal of Researchers and Research Technicians (IS 6.02/1), the authors specify their individual contributions with regard to a joint publication. According to the GIG Employee Ethical Code, early stage researchers are granted the right of authorship and co-authorship in a publication, research work or patent within the scope of their actual contribution, independently of their supervisors.</p>	
33. Teaching	++	Teaching does not constitute a major activity of the GIG in contrast to higher education institutions such as universities. However, researchers may be involved in teaching	

		activities through lectures within the frameworks of the GIG Doctoral School or trainings organized by the Institute.	
34. Complaints / appeals	- / +	According to the GIG Work Regulations and the procedure Communication (PS – 5.05), employees' complaints and proposals are reported to the GIG Director and the Deputy Director. The schedules of their respective office hours are put up on the notice board.	The internal regulations concerning the recruitment of researchers should include information on the possibility of making complaints to the GIG Director, who takes the decisions on hiring staff for research positions.
35. Participation in decision-making bodies	++	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.	
Training and Development			
36. Relations with supervisors	++	Since 2019, the GIG runs a Doctoral School in cooperation with Silesian Technical University, the Institute of Theoretical and Applied Informatics, the Institute of Environmental Engineering as well as the Center of Polymer and Carbon Materials upon the provisions of Law on Higher Education and Science of 20.07.2018 (Journal of Law of 2018, item 1688 with further amendments). Details concerning the supervision of a PhD	

		<p>student and the individual research plan are delineated in the Doctoral School Regulation which constitutes an Annex to the Resolution of the Senate of the Silesian Technical University nr 58/2019 of 24.06.2019. The Regulation was approved by the GIG Scientific Council on 11.06.2019.</p> <p>According to the Regulation, upon the commencement of studies the PhD student submits to the Head of the School an application for selecting a supervisor, supervisors or the main supervisor and a co-supervisor.</p> <p>Apart from the application, the student must submit: 1) the dissertation proposal 2) the information concerning previous doctoral programs, if applicable 3) the proposal of a supervisor who meets the conditions stipulated in § 7 item 3, of the Law and who declared to assume the responsibility for supervising the preparation of the student's dissertation.</p> <p>The supervisor is responsible for supporting the PhD student in the design of the individual research plan with reference to the content matter, the research methodology and the preparation of the PhD dissertation. In addition, the student holds regularly scheduled consultations with the supervisor.</p> <p>The progress of dissertation writing is</p>	
--	--	--	--

		<p>monitored on a regular basis; at least once in every academic year the scientific development of the PhD student is evaluated and the preparation of the thesis overviewed. In order to satisfy these requirements, the advisor submits a written opinion to the Head of the Doctoral School. In addition, the PhD student is provided with support concerning the preparation of research publications.</p> <p>The right of authorship and co-authorship within the scope of the actual contribution which the PhD student brings independently of his/her advisor is recognized.</p>	
37. Supervision and managerial duties	++	<p>At the GIG, the employees who perform the function of research supervisors or project coordinators build up constructive and positive relationships with the early stage researchers. There are no formal regulations concerning this issue; the principles traditionally result from commonly adopted practices.</p>	
38. Continuing Professional Development	++	<p>The GIG employees have the possibility of professional development through trainings, seminars, conferences or workshops.</p> <p>The principles of participation in both internal and external trainings are clearly delineated in the commonly available procedure Improving the Qualifications of GIG Employees (PS – 6.03). Every year, a schedule of trainings is</p>	

		<p>designed according to proposals submitted by the heads of the units, the applications of staff interested in a given training and current needs identified during the evaluation of employee competences.</p> <p>The schedule of trainings has an open character at all times, which means that it is successively updated to reflect the training needs articulated by the employees.</p> <p>In general, the employer approves the employee proposed trainings once they have received positive opinion from the supervisors. The employee is granted a given training when it is necessary or desirable to improve the employee's qualification due to the character of his responsibilities or the occupied position. The head of the relevant unit determines the usability of the training from the perspective of the GIG needs.</p>	
39. Access to research training and continuous development	++	<p>All GIG employees have access to resources enabling continuous development of skills and qualifications. The employees actively participate in internships, post graduate programs, internal trainings, including those connected with upgrading their professional skills. The principles governing the above activities are stipulated in the procedure Improving the Qualifications of GIG Employees (PS – 6.03), while the rules concerning internships abroad are delineated in the procedure Internships and International</p>	

		Exchange to Gain or Extend Knowledge (IS – 6.03/1).	
40. Supervision	++	<p>Early stage researchers have to possibility to communicate with the heads of organizational units to discuss matters related to their professional duties. The organizational structure is laid down in the GIG Organizational Regulation which also specifies the scope of competences and responsibilities of the heads of GIG organizational divisions and units. The heads of R&D units are responsible for the professional development of their staff in addition to verifying the quality of research works carried out in their units, reviewing the research works and services on a regular basis and overseeing the execution of research procedures.</p> <p>The responsibilities of the Scientific Secretary involve monitoring the professional development of the GIG researchers as well as stimulating publishing activity. The Scientific Secretary holds meetings with the GIG employees, especially with young researchers who have to opportunity to acquire specific skills and knowledge on how to successfully conduct research works, prepare publications or conference presentations.</p>	