

# **ACTION PLAN**

## **2024-2026**

**areas which need improvement – weaknesses**

<b>No</b>	<b>Principle</b>	<b>Proposed action</b>	<b>Person/unit responsible</b>	<b>Indicator</b>	<b>Timeline</b>
	<i>Accountability: the principles of sound, transparent and efficient financial management as well as ethical principles are respected by ID PAN.</i>				
<b>1</b>		<i>Information meetings for employees of ID PAS explaining the rules for the distribution and spending of funds (subsidy, funds from scientific projects and research services, profit) and the management of the Institute's property</i>	<i>Chief Accountant</i>	<i>attendance list, number of meetings, survey verifying understanding of the topic after the meeting, frequently asked questions - tab in the intranet <b>Goal:</b> participation of 80% of employees and understanding of the principles of careful, transparent and effective financial management and ethical principles</i>	<i>03/2024 03/2025 03/2026</i>
<b>2</b>		<i>Training for ID PAS employees on the principles of spending public funds</i>	<i>Department of Administration Department of the Finance and Accounting</i>	<i>attendance list, number of meetings, survey verifying understanding of the topic after the training <b>Goal:</b> participation of 80% of employees and</i>	<i>03/2024 03/2025 03/2026</i>

				<i>understanding of the rules regarding the spending of public funds</i>	
3		<i>Providing information on the principles of distribution and spending of public funds on the intranet</i>	<i>Board of Directors ID PAS</i>	<i>information available in the intranet Goal: to improve communication by collecting information in one place in the HRS4R tab</i>	<i>03/2024 03/2025 03/2026</i>
	<i>Relations with supervisors: at the Institute there is established a structured and regular relationship of young researchers with their supervisor(s) and departmental representative(s) so as to take full advantage of their relationship with them.</i>				
4		<i>Development and implementation of a code of good practice for scientific supervisors at the ID PAS</i>	<i>Board of Directors ID PAS</i>	<i>document Goal: 100% of supervisors will comply with the standards contained in the document</i>	<i>06/2024 update as changes appear</i>
	<i>Supervision and managerial duties: senior researchers play a multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators.</i>				
5		<i>Appointing a team of mentors</i>	<i>Director</i>	<i>Director's order</i>	<i>3/2024</i>
6		<i>Development of mentoring recommendations</i>	<i>Team of mentors</i>	<i>document</i>	<i>9/2024</i>
7		<i>Soft and hard skills training</i>	<i>Deputy Directors</i>	<i>attendance list, number of meetings, survey verifying understanding of the topic after the meeting, frequently asked questions - intranet tab, number of emails</i>	<i>12/2023; 12/2024; 12/2025; 12/2026 developing training topics for the next year and</i>

				with information on open trainings, number of available documents concerning the development of selected competences <b>Goal:</b> 70% of participants in each training will be able to use the acquired skills in their professional lives	a training schedule
8		Training in the field of career counselling	Deputy Directors	attendance list, number of meetings, survey verifying understanding of the topic after the meeting, frequently asked questions - intranet tab, number of emails with information on open trainings, number of available documents concerning the development of selected competences <b>Goal:</b> 70% of participants in each training will be able to use the acquired skills in their professional lives	12/2023; 12/2024; 12/2025; 12/2026 developing training topics for the next year and a training schedule
	<b>Non-discrimination:</b> the Institute does not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.				
9		Translation of the most important regulations, orders, announcements and internal documents into English	Board of Directors ID PAS	translated documents <b>Goal:</b> not to discriminate due to language, and ultimately to prepare all documents bilingually	03/2024 templates of employment contracts, delegations, orders  6/2024 rules of remuneration and rules of work

					12/2024 documents circulation  3/2025 OHS regulations  12/2025 other internal regulations
10		Bilingual mail communication	Relevant organizational units preparing the document	number of e-mails sent – annual report	Continuous action
11		Search for funds to enable disabled people enter the main building of the Institute	Deputy Director for organisation and development	Application submitted for ministerial funds	2024
	<i>Career development: the Institute has a strategy of career development for R1-R4 researchers that is in line with national regulations.</i>				
12		Development of regulations for professional promotion	Board of Directors ID PAS	document prepared	04/2024
13		Elaboration of a career development program for a group of R1 and R2 scientists - recommendations	Deputy Director for Scientific Affairs	document prepared	04/2024
	<i>Value of mobility: the Institute recognises the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector; supports researchers coming to the Institute and stimulates mobility of researchers employed.</i>				
14		Information meetings on the possibility of applying for trips to other entities	Department of Scientific Information	attendance list, number of meetings, survey verifying understanding	Continuous action – daily activities

				of the topic after the meeting <b>Goal:</b> 30% of participants will take advantage of travel opportunities	of Scientific Information team Additional meeting organised when calls are announced by the external agencies
	<i>Access to research training and continuous development: the Institute enables professional development and continuous improvement through access to measures for the continuing development of skills and competencies (workshops and trainings).</i>				
15		A survey addressed to employees regarding training needs organized by the ID PAS	Deputy Directors	framework plan for scientific training for the next year	12/2023 12/2024 12/2025 12/2026
	<i>Access to career advice: career advice is offered to researchers at all stages of their careers.</i>				
16		Organization of meetings with employees of institutions supporting researchers in search of national opportunities and international research projects	Department of Scientific Information	attendance list, number of meetings, survey verifying understanding of the topic after the meeting <b>Goal:</b> 30% of participants will use the opportunities offered by the meetings	Continuous action – daily activities of Scientific Information team Additional meeting organised when calls are announced by the external agencies
	<i>Intellectual Property Rights: according to the IPR regulations, the Institute ensures that researchers at all career stages reap the benefits of the exploitation (if any) of their R&amp;D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights.</i>				
17		Creating a tab on the intranet dedicated to commercialization	Deputy Director for organisation and development	information available in the intranet <b>Goal:</b> to improve communication by collecting information	12/2024

				<i>in one place in the HRS4R tab</i>	
18		<i>Organization of trainings / consultations with a patent attorney</i>	<i>Deputy Director for organisation and development</i>	<i>attendance list, number of meetings, survey verifying understanding of the topic after the meeting,</i>	<i>12/2024 12/2025 12/2026</i>
19		<i>Organization of seminars on intellectual property law</i>	<i>Deputy Director for organisation and development</i>	<i>attendance list, number of meetings, survey verifying understanding of the topic after the meeting, <b>Goal:</b> 70% of participants in each training will be able to use the acquired skills in their professional lives</i>	<i>06/2025</i>
	<i><b>Co-authorship:</b> co-authorship is viewed positively by the Institute when evaluating staff, as evidence of a constructive approach to the conduct of research. Procedures and good practice at the Institute ensure that each researcher has the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc.</i>				
20		<i>Developing a research policy</i>	<i>Deputy Director for Scientific Affairs</i>	<i>document</i>	<i>06/2025</i>
	<i><b>Supervision:</b> at the Institute there is a person who is clearly identified and to whom early-stage researchers can refer for the performance of their professional duties. This person plays also an advisory role in terms of career development and fundraising for research.</i>				
21		<i>Appointment of a supervisor for the group of scientists R1 and R2 and determination of the scope of supervision</i>	<i>Director of the ID PAS</i>	<i>Director's orders</i>	<i>03/2024</i>
	<i><b>Complaints and appeals:</b> the Institute has established, in compliance with national rules and regulations, appropriate procedures and</i>				

	<i>an ombudsman-type person to deal with complaints/ appeals of researchers.</i>				
22		<i>Information on the intranet about the disciplinary ombudsman and his responsibilities, the disciplinary committee and the ombudsman for counteracting mobbing and discrimination</i>	<i>Board of Directors ID PAS</i>	<i>intranet content <b>Goal:</b> to improve communication by collecting information in one place in the HRS4R tab</i>	06/2024
	<b>Participation in decision-making bodies:</b> <i>the Institute has a body that regularly meets the Directors consisting of researchers at all stages of their career.</i>				
23		<i>Appointment of Young Researchers Council ID PAS</i>	<i>Director of the ID PAS</i>	<i>Director's order appointing the Young Research Council, Regulations of the YRC ID PAS</i>	04/2024
24		<i>Information activity of YRC ID PAS</i>	<i>Young Researchers Council ID PAS</i>	<i>intranet tab, number of meetings with young scientists</i>	2024-2026
25		<i>Meetings of YRC ID PAS and R1-R2 supervisor with the Director of the ID PAS</i>	<i>Young Researchers Council ID PAS</i>	<i>minutes from meetings</i>	2024-2026
	<b>Recruitment:</b> <i>the Institute ensures that the entry and admission standards for researchers dependig on their career stage, are clearly specified.</i>				
26		<i>Updating the regulations for conducting competitions and employment in scientific positions</i>	<i>Director of the ID PAS</i>	<i>document</i>	03/2024
	<b>Recruitment:</b> <i>the Institute ensures recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.</i>				

27		<i>Development of OTM-R policy</i>	<i>Deputy Directors</i>	<i>document</i>	09/2024
	<i>Transparency: the Institute informs, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. Candidates are also informed after the selection process about the strengths and weaknesses of their applications.</i>				
28		<i>Introduction to negative decisions after 2nd stage of recruitment information of candidate's strengths and weaknesses</i>	<i>Recruitment committees</i>	<i>negative decisions with justification</i>	2024-2026