



**SCIENTIFIC AND RESEARCH CENTRE FOR FIRE PROTECTION
NATIONAL RESEARCH INSTITUTE**

TO

**THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT
FOR THE RECRUITMENT OF RESEARCHERS**

Internal Gap Analysis and Action Plan

DYREKTOR CNBOP-PIB

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1. Methodology

1.1. Internal analysis of documentation and the practices of CNBOP-PIB

In September of 2015 the Director of CNBOP-PIB (hereinafter after referred to as the Institute) set up a Commission, which analysed the European Charter for Researchers (hereinafter referred to as the Charter) and the Code of Conduct for the Recruitment of Researchers (hereinafter referred to as the Code). The Commission consisted of academics and representatives of the Institute and of the administrative staff.

The Commission analysed the rules and requirements resulting from the provisions of the Charter and the Code for their implementation at the Institute.

Part of the rules are implemented by the Polish law, among others, by the labour code, the act on research institutes, part by internal acts of the Institute, for instance: labour regulation, regulation on the protection and management of intangible property, the resolution of the Scientific Council, a statute defining, among others, the manner and procedure of carrying out competitions for the academic position. Preliminary analysis showed that most of the principles in the Charter and in the Code are respected by CNBOP-PIB.

1.2. Survey

As a part of internal analysis was interviewing academics, which was used to analyse opinions and expectations of the addressees.

The next step was a questionnaire related to the opinions of the employees who perform scientific and research tasks on how the principles and working conditions in the Institute are consistent with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

An analysis of the results of the questionnaire carried out within the group of 6 people shall provide an answer to this question. The questionnaire was addressed to all of the employees with PhD degree.

The conducted survey allowed to confirm that in relation to the most of the principles of the Charter and Code the respondents' views are positive. They acknowledge that universally applicable standards and principles, as well as national law and internal documents are obeyed in the Institute.

On the basis of the questionnaire the Commission defined organizational and systemic imperfections, which in the opinion of the respondents have a major impact on the working conditions in CNBOP-PIB. The imperfections relate to the following areas:

1. Obeying the rules and laws of intellectual property rights;
2. Supporting professional development of young employees;
3. Employment stability in the Institute
4. Attractive conditions of funding and/or salaries.

In each of the discussed areas the Commission diagnosed reasons based on the examples given by the respondents and proposed planned actions presented in the following chapters.

1.3. Summary – defining the action plan

The summary of the two previous actions was a discussion carried out among the Directors regarding the compliance of Institute's functioning with the principles of the Charter and the Code. All discrepancies were discussed in detail, with the emphasis placed on searching for possible solutions and what the costs would be of implementing these solutions.

2. RESULTS OF ANALYSIS

2.1. Ethical and professional aspects

2.1.1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Existing Institutional rules and/or practices

Academics working at the Institute shall apply the principles of professional ethics laid down in the document "Code of Ethics of Academics". In addition, employees are required to earnestly carry out research and to respect intellectual property of the authors of any research. Employees are required to promote research results at scientific conferences, fairs, seminars and workshops while keeping in confidence research that is vital for safety and activities regarding certification and approval procedures.

Actions required: No action

2.1.2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Existing Institutional rules and/or practices

Academics at the Institute comply with "Code of Ethics of Academics". Scientists have a special duty to personally or through scientific institutions and organizations promote in their communities the principles of earnest scientific work, condemn scientific dishonesty and breaches of good manners.

Actions required: No action

2.1.3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Existing Institutional rules and/or practices

Academics at the Institute do their best for the research to serve as an instrument for increasing public safety. At the same time, the results of research, of analysis and of publications are perceived as personal good of the authors, while being considered at the same time the common good of the Institute. Research that is carried out is accurate while maintaining professional ethics. Recognition for academic achievements are awarded to the authors. The procedures which were applied made it possible for people with more research/scientific experience and who authorized each test report to verify the studies (research results). Any work done as part of research activities is checked by the anti-plagiarism system.

Actions required: No action

2.1.4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Existing Institutional rules and/or practices

Academics working at the Institute are informed about the objectives of both the scientific community and research funding mechanisms during scientific seminars, conferences, through the Institute's website. Academics know and abide by generally applicable regulations as well as detailed ones resulting from the regulations of national and international competitions.

Project management is carried out using internationally recognized methodologies such as PRINCE 2. Approximately 20% of the Institute's staff participated in proper training and obtained necessary qualifications.

Actions required: No action

2.1.5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Existing Institutional rules and/or practices

Academics at the Institute respect and know the rules generally applicable and applied to the requirements stipulated in the internal regulations of the Institute and in the external regulations of the financing institution, i.e.: "Terms of research work carried out at CNBOP-PIB", "Regulation on the protection and management of intangible property in CNBOP-PIB" and regulations regarding external financing.

Actions required: No action

2.1.6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Existing Institutional rules and/or practices

Academics at the Institute carry out research for the implementation of which they have appropriate competence. While carrying out work financed from the state budget they are responsible for the efficient use of funds. Academics carry out their work in accordance with the requirements. The work is received by the person supervising the research work. The carried out work undergoes both internal and external control, in accordance with the requirements of the financing institution.

Actions required: No action

2.1.7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Existing Institutional rules and/or practices

Academics at the Institute shall act in conformity with the provisions of health and safety regulation and are trained in this area. The Institute is responsible for providing a safe working environment that meets the requirements of the law. Academics create backup of data on a separate partition. Policy on information security was implemented at CNBOP-PIB. The employees know the policy and comply with the laws on data protection and on confidentiality of information which are considered a trade secret of CNBOP-PIB.

Actions required

Purchase and implementation of backup servers.

2.1.8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Existing Institutional rules and/or practices

Academics at the Institute share with others their achievements and knowledge. Academics disseminate the results of their research during scientific seminars, conferences, conventions, fairs, symposiums and in publications both in printed or electronic form available on the Institute's website.

Academics at the Institute are required to earnestly present the results of their studies under the applicable rules and regulations, aware that dishonesty both in science and society is harmful.

Academics do not hide inconvenient findings, undermining their working hypotheses, nor do they conceal alternative hypotheses and methods of interpretation.

Academics do not exert any pressure on other scientists in order to conceal the truth which came to light in the course of their research.

All employees of the Institute are guided by respect for other disciplines and are willing to cooperate in kindness with the representatives of those disciplines.

Academics at the Institute can apply for patents. The aim of such activity is to reserve the rights in the sphere of practice, but not restrict the free flow of scientific information.

The rules of conduct are contained in the regulations and guidelines applicable at the Institute, for instance "The principles of planning, preparing and implementing projects at CNBOP-PIB".

Actions required: No action

2.1.9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Existing Institutional rules and/or practices

The Institute concluded cooperation agreements with various state and research institutions, as well as with schools and universities. The Institute also conducts educational activities for students and has its own website aimed at promoting prevention and public education: <http://profilaktyka.cnbop.pl/>. The academics also publish articles in scientific journals.

Actions required: No action

2.1.10. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Existing Institutional rules and/or practices

Academics starting academic work at the Institute are assigned mentors, who are managers of individual research teams or individuals with the highest degree within a given research group. Academics who are at the beginning of their academic career at the Institute have unlimited access to mentors, who point out a path for carrying out relevant tests or analysis, who help in submitting project / research / development applications, who encourage and assist in writing scientific publications.

Actions required:

1. Continuance of the work of the Research Support Team (the team was established for substantive support in applying for funding new research and development projects) as a supportive body of young researchers.
2. Restoring the position of the Secretary of research activity (with at least PHD degree)
3. Increasing human capital of the Institute by employing people with scientific degrees.
4. Motivating the personnel and providing attractive conditions for starting PhD studies.

2.1.11. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Existing Institutional rules and/or practices

The Institute those of a higher rank or with more experience serve as tutors, mentors, advisors, leaders, project coordinators, popularisers of science who apply the highest professional standards and build positive relationships with academics at the early stage of their careers.

Actions required: No action

2.1.12. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Existing Institutional rules and/or practices

Academics have a chance for continuous development through participation in conferences, training, workshops, seminars, courses. The Institute subscribes scientific journals and has access to various scientific data bases that allow the expansion of knowledge and discovering technical and research novelties.

Actions required: No action

2.2 The general principles and requirements governing employers

2.2.1 Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Existing Institutional rules and/or practices

The Institute supports scientists at all career stages by financing courses, training or studies. All academics – no matter at what career stage they are – are considered professionals and are subject to transparent competition procedures. CNBOP-PIB respects the provisions of regulations and decrees regarding rising / acquiring professional qualifications, promoting employees.

Actions required: No action

2.2.2. Non discrimination

Employers and/or funders of researchers will 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.

Existing Institutional rules and/or practices

The Institute does not discriminate academics in any way based on gender, age, ethnicity, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

The competition procedure in force regarding the academic position is based on the principle of equal access to information, transparency, non-discrimination and clarity of the competition criteria. Recruitment is done based on open competition.

Actions required: No action

2.2.3. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Existing Institutional rules and/or practices

The Institute cares about creating the most stimulating environment for research or research training, which will ensure appropriate equipment, facilities and opportunities, including remote cooperation supported by research networks; the Institute also complies with the regulations regarding health and safety at work.

Achieving those goals has been sorted by rules and procedures related to the implementation of own research and national and international projects financed externally.

Actions required: No action

2.2.4. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Existing Institutional rules and/or practices

Internal regulations, in accordance with national regulations, enable researchers, both women and men, flexible working conditions, at the same time ensuring the achievement of effective research results. The Institute has (when needed), among others, flexible working hours, opportunity to work part-time, telecommuting. Internal regulations also allow the use of additional leave to prepare, among others, for the defence of a doctoral dissertation / habilitation.

Actions required: No action

2.2.5. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Existing Institutional rules and/or practices

Employment agreements at CNBOP-PIB are concluded in accordance with national regulations.

Actions required:

1. Monitoring the employees feelings in relation to the employment stability;
2. Whenever possible signing with researchers permanent employment contracts straight after trial period.

2.2.6. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Existing Institutional rules and/or practices

The aim of the Institute is to provide academics with the means to the carry out their research and to develop. The Institute also provides good working conditions and fair remuneration with adequate and fair benefits in terms of social security in accordance with national regulations.

CNBOP-PIB offers the following to:

- employees applying for PhD or habilitated PhD – partial financing or full financing of foreign internships to gain new experience and qualifications,
- employees with PhD applying for habilitation – additional paid educational leave,
- people working on the project – a salary with social and health insurance,
- employees – the possibility to apply for an award in recognition of outstanding achievements.

Actions required: Modifying the motivation system in relation to publishing in journals indexed in ISI Master Journal List and publications present at A and B lists of the Ministry of Science and Higher Education.

2.2.7. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Existing Institutional rules and/or practices

The Institute chooses its employees through recruitment based on merit criteria, without discrimination. CNBOP-PIB strives for a representative gender balance at all levels of career. This goal is achieved on the basis of equal opportunity policy during recruitment and at the subsequent career stages, but without compromising the quality and competence criteria. In order to ensure equal treatment in the committees during the selection and evaluation of candidates there is adequate gender balance.

Actions required: No action

2.2.8. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Existing Institutional rules and/or practices

The Institute supports and enables career development for academics at all stages of their careers, regardless of their contractual situation, including academics on fixed-term contracts.

Actions required: No action

2.2.9.. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Existing Institutional rules and/or practices

The Institute recognizes the value of:

- inter-sectoral mobility thus cooperating with businesses, universities, clusters, community organizations in executing projects, cooperation agreements, co-organizing conferences and training,
- transdisciplinary mobility thus cooperating with entities representing various disciplines of science and technology based on agreements and contracts,
- mobility between the public and private sector thus cooperating both with entrepreneurs and institutions, as well as with entities being part of the public finance sector,

career development strategy for academics by:

- signing employees up for training, courses, postgraduate and doctoral studies,
- providing proper conditions for research (preparation of laboratories, etc.) with which scientists – officers of State Fire Service – can develop their careers and achieve international success,

mobility within its own system of staff career development through efficient directing of employees to different projects and the implementation of statutory tasks depending on the nature and type of qualifications.

Actions required: No action

2.2.10. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Existing Institutional rules and/or practices

The Institute carries out this principle by offering financial support and training, as well as paid internships abroad in selected areas in order to continue the development of skills and qualifications.

Actions required: No action

2.2.11. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Existing Institutional rules and/or practices

Academics have access to multiple scientific and educational sources, through which they can develop their skills:

- free publications are available on the Institute's website;
 - there is access to an educational platform;
 - there is access to CNBOP-PIB library;
 - all scientists have access to subscriptions of selected journals;
- academics can participate in free training.

Actions required: No action

2.2.12. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Existing Institutional rules and/or practices

The Institute has the "Regulation on the protection and management of intangible property in CNBOP-PIB", which governs the legal relations in the field of protection and management of intangible property between the Institute and Employees, except in cases for which a separate law reserves need to adjust the content of the employment contract. The Regulation indirectly regulates the conduct of intangible property in civil relations of the Institute with third parties, in particular defines the duties of employees to safeguard the rights of the Institute towards intangible goods.

Actions required:

1. Providing additional training, in cooperation with the Secretary of research activity, for explaining the principles of existing Regulation and rules of protecting intellectual property rights compliant to the materials of the Main Council of the Research Institutes.
2. Including the content of the Code (in the scope of points 3-5, chapter 3.3.) in the Institute's employees motivation system.
3. Carrying out an awareness campaign about the current tasks and vision of the development of the Institute in its all R&D areas.

2.2.13. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research.

Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Existing Institutional rules and/or practices

Authorship is recognized in all publications of the Institute – e.g. in the scientific journal "Safety and Fire Engineering" the authors are indicated on the title page of each article. In the case of other publications authorship is indicated on the editorial pages or in individual articles, e.g. in the case of conference publications which are collections of articles. The authors indicate technical input in the publication by filling out a document that is the declaration of author contribution. According to the principles of scientific integrity and ethics all academics and other employees of the Institute are required to properly recognize other people's work. To take care of the quality of publications, proper citation and respect for intellectual property, all scientific and project reports, articles and publications are checked by the anti-plagiarism system. Academics employed at the Institute have complete freedom to choose the publishing house, where they send their articles. They should, however, show affiliation.

Under current law, patents are reported in the patent office by filling out a proper application where all investors must be listed.

Actions required: No action

2.2.14. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Existing Institutional rules and/or practices

The Institute ensures there is a designated person in the departments of the Institute who can be contacted by young academics regarding their professional duties.

Actions required: No action

2.2.15. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Existing Institutional rules and/or practices

At the Institute dissemination of knowledge is carried out by organizing educational projects in the form of training, workshops and scientific conferences, where lecturers are also academics. Teaching duties do not interfere in conducting research; they are included in the evaluation system of employees, and remunerated accordingly.

Actions required: No action

2.2.16. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Existing Institutional rules and/or practices

The Institute introduced for academics, as well as for research and technical personnel, an evaluation system in order to periodically assess their scientific and technical achievements. Evaluation of employees takes into account their creativity and research results, and in particular it takes into account the number and quality of patents, implementations, scientific publications and ongoing research and development ("Rules on the evaluation of academics and research and technical personnel").

In addition, at CNBOP-PIB "Rules on the motivation system of employees in terms of professional activity and scientific development" also function.

Actions required: No action

2.2.17. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Existing Institutional rules and/or practices

CNBOP-PIB Scientific Council appointed a disciplinary advocate who leads investigations into complaints of academics, including those concerning conflicts between mentors and early stage academics.

Actions required: No action

2.2.18. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Existing Institutional rules and/or practices

One of such bodies at CNBOP-PIB is the Scientific Council, which includes representatives of the entire scientific community of the Institute, thus providing protection and representation of individual and collective interests.

Actions required: No action

2.2.19. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Existing Institutional rules and/or practices

The Institute ensures that the recruitment process is carried out in accordance with the requirements of national law; it applies clearly defined rules on the employment of academics, and respects the principles set out in the Code.

Actions required: No action

2.3 Code of Conduct for the Recruitment of Researchers

2.3.1. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Existing Institutional rules and/or practices

The Institute applies transparent procedures for the establishment and termination of the employment relationship also describing the recruitment process, which at the same time provide support. It is possible to compare them on an international level. CNBOP-PIB statute also defines the criteria and procedures for carrying out the competition for the academic position. The competition notice contains a description of the main tasks, requirements which need to be fulfilled to participate in the competition, a list of required documents, mode, form, place and deadline for their submission.

Actions required: No action

2.3.2. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Existing Institutional rules and/or practices

Selection committees represent diverse expertise and qualifications and exhibit as much as it is possible an appropriate gender balance. The Institute applies a variety of methods for selecting candidates, including face-to-face conversations with a candidate, presentations before the Scientific Council.

Actions required: No action

2.3.3. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Existing Institutional rules and/or practices

The Code includes information regarding access to information about the recruitment process and criteria for evaluation and it is all fully implemented by the Institute. Such information is presented in detail in the competition documentation available on the websites of: the Institute, the minister responsible for science, the Public Information Bulletin and the European Commission in the European portal for mobile academics.

Once the selection process of candidates is complete, the Institute notifies about the strengths and weaknesses of its application.

Actions required

Giving feedback on the strengths and weaknesses of the application submitted by candidates for the academic position.

2.3.4. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Existing Institutional rules and/or practices

During the selection process the Institute takes into account the entire range of experience of the candidates. While focusing on their overall potential as academics, the Institute take into account their creativity and level of independence.

Actions required: No action

2.3.5. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Existing Institutional rules and/or practices

The Institute allows candidates to submit resumes supported by evidence that reflect all the achievements and qualifications relevant to the position for which they are applying.

Actions required: No action

2.3.6. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Existing Institutional rules and/or practices

Any mobility experience, for instance living in another country / region or in another research community, or having experience in the field of virtual mobility, is perceived by the Institute as a valuable contribution to the professional development of the academic.

Actions required: No action

2.3.7. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Existing Institutional rules and/or practices

The Institute carries out a proper evaluation of professional qualifications, including informal ones, through analysis and verification carried out during interviews.

Actions required: No action

2.3.8. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Existing Institutional rules and/or practices

At the Institute, each candidate is evaluated based on his/her own achievements according to the requirements of recruitment. During the recruitment process work experience, education, scientific achievements in the form of publications, patents are evaluated, among others.

Actions required: No action

3. Future action plan

Area	Planned action	Responsible department	Date
Relation with supervisors	Continuance of the work of the Research Support Team (the team was established for substantive support in applying for funding new research and development projects) as a supportive body of young researchers.	Department of Human Resources and Organisation	30.06.2016
	Restoring the position of the Secretary of research activity (with at least PHD degree)	Department of Human Resources and Organisation	31.12.2016
	Increasing human capital of the Institute by employing people with scientific degrees.	Department of Human Resources and Organisation	Up to date
	Motivating the personnel and providing attractive conditions for starting PhD studies.	Department of Human Resources and Organisation	Up to date
Stability and permanence of employment	Monitoring the employees feelings in relation to the employment stability;	Department of Human Resources and Organisation	Once a year in the third quarter of a year

	Whenever possible signing with researchers permanent employment contracts straight after trial period.	Department of Human Resources and Organisation	Up to date
Good practice in research	Purchase of Backup servers for data security	IT Department	31.12.2016
Funding and salaries	Modifying the motivation system in relation to publishing in journals indexed in ISI Master Journal List and publications present at A and B lists of the Ministry of Science and Higher Education.	Finance and Accounting Department as well as Projects and Research Services Office	30.09.2016
Recruitment	Updating of the existing recruitment procedures in the process of the management of human resources	Department of Human Resources and Organisation	31.03.2016
Intellectual Property Rights	Providing additional training, in cooperation with the Secretary of research activity, for explaining the principles of existing Regulation and rules of protecting intellectual property rights compliant to the materials of the Main Council of the Research Institutes.	Department of Human Resources and Organisation and Projects and Research Services Office	30.09.2016 and up to date

	Including the content of the Code (in the scope of points 3-5, chapter 3.3.) in the Institute's employees motivation system.	Projects and Research Services Office	30.09.2016
	Carrying out an awareness campaign about the current tasks and vision of the development of the Institute in its all R&D areas.	Projects and Research Services Office	30.09.2016 and up to date
Transparency	Giving feedback on the strengths and weaknesses of the applications submitted by academic candidates	Department of Human Resources and Organisation	Up to date