


HR Excellence in Research

Renewal Review

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Internal Review

Case number

2022PL724997

Name Organisation under review

Institute of Mother and Child

Organisation's contact details

Kasprzaka 17a, Warsaw, 01211, Poland

1. Organisational Information

Please provide an update of the key figures for your organisation. Fields marked with * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD students either full-time or part-time involved in research *	58
Of whom are international (i.e. foreign nationality) *	0
Of whom are externally funded (i.e. for whom the organisation is the host organisation) *	0
Of whom are women *	46
Of whom are R3 or R4 = established or leading researchers with a large degree of autonomy (e.g. holding the status of principal investigator or professor) *	20
Of whom are R2 = recognised researcher (e.g. postdoctoral researcher, junior researcher) *	31
Of whom are R1 = first stage researcher (e.g. doctoral candidate, research apprentice) *	7
Total number of students (if relevant) *	1
Total number of staff (including management, administrative, teaching, and research staff) *	1207
RESEARCH FUNDING (figures for the most recent fiscal year)	€
Total annual organisational budget	
Annual organisational direct government funding (designated for research)	
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	
Annual funding from private, non-government sources, designated for research	

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

The Institute of Mother and Child is a research institute with a proven track record in Poland and on the international arena, active in the field of maternal and child health, reproductive health and health of the population in developmental age. It is an institution with many years of tradition and significant achievements known in the country and on the international forum. The Institute was appointed by the resolution of the Council of Ministers in 1951. Activities undertaken by IMC serve families who plan and expect children as well as children and young people themselves.

2. Strengths and weaknesses of the current practice

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

Note: Click on the name of each of the four thematic headings of the European Charter for Researchers to open the editor and provide your answers in the section dedicated to internal review for the interim assessment.

Ethical and professional aspects*



Strengths and weaknesses (initial phase)

Strengths and weaknesses (interim assessment)

Strengths and weaknesses (award renewal, max. 500 words) *

IMC is a specialist centre with a nationwide coverage, a reference hospital. We treat children with rare diseases from all over the country . We employ first rate scientists, specialists of international renown, our researchers keep developing all the time (since 01.2023, three employees obtained the title of professor, two employees - habilitation, 21 - Ph.D. degree.)

We have got A category in research activity.

Our researchers publish papers with high IF (2023: IF=624,3; 2024: IF= 597,5 ;2025: IF= 347,05) and are engaged in international cooperation (e.g. with WHO, HBSC, membership in European Reference Network).

We are involved in education of our physicians (medical specialties) which translates into better medical service as well as scientific value.

Within POWER project `Genetically determined disease - education and diagnostics' as well as FERS project `Enhancing the knowledge and skills of medical personnel in the field of perinatal diagnostics of genetically determined diseases, with a focus on early prenatal diagnosis of Inborn Errors of Metabolism` financed from the UE funds, our researchers educate laboratory diagnosticians and physicians employed in the Institute as well as from other institutions.

Public engagement of our scientists is beyond doubt - they participate in parliamentary committees, are national consultants in various fields of medicine, play important functions in scientific societies.


The researchers follow the rules of the Code of Ethics, there is no complaints to the Disciplinary Spokesman, no infringement of Copyright Law.

In the next 3 years we plan to continue encouraging researchers to use our newly introduced system combining functionalities of Institutional Repository (IR) and Current Research Information System (CRIS). It allows researchers to easily become familiar with reasearch activity of other scientists in our Institute and to cooperate with them, as well as to have easy access to their own publications and projects.

We keep rewarding our scientists for best publications (with the highest IF score) in a given year.

Our researchers are not actively involved in the commercialization of their scientific results or patents. We understand that this is particularly challenging in the medical field, but we encourage them to pursue such activities.

Remarks (max 500 words)

Recruitment and selection* **Strengths and weaknesses (initial phase)****Strengths and weaknesses (interim assessment)****Strengths and weaknesses (award renewal, max. 500 words) ***

We apply practices developed in previous years and regularly evaluate their effectiveness (OTMR-rules and the set of accompanying documents).

Now the process of recruiting the researchers is really clear/transparent and available on our website. We do not carry out a lot of competitions for scientific positions, because fluctuation of researchers in our Institute is very low and there is no need for competitions (researchers who quit the job mainly retire) . Since 01. 2023 we carried out 14 competitions.

Unfortunately, the trend of a low number of applicants for a research position continues to persist (usually it is only one), although we publish the offers in all required places (Euraxess, the website of the Ministry of Science and Higher Education, our website).

The Institute already communicates recruiting employees via social media and in some cases also at LinkedIn.

Remarks (max 500 words)

Working conditions* ▼**Strengths and weaknesses (initial phase)****Strengths and weaknesses (interim assessment)****Strengths and weaknesses (award renewal, max. 500 words) ***

Remote work, which proved effective during the SARS-COV-2 pandemic, continues for most researchers at a rate of 1–2 days per week. The survey and interviews we conducted with researchers in 2025 show that this solution is highly appreciated and perceived as contributing to increasing efficiency in academic work. We also continue to use many online tools implemented during the pandemic and it visibly accelerates the processing of documents at IMC.

Despite difficult financial situation of our Institute, we keep improving working conditions of our researchers. Renovation works are ongoing, and the construction of a new building has begun. We have gained funding from the Ministry of Health, as well as funding for IT infrastructure from the National Recovery Plan (KPO) funds.

Employees receive salary increases every year in July. The amount of the increase depends on the average national salary in Poland and the indicators specified in the Act on the Method of Determining the Minimum Basic Salary for Certain Employees Working in Healthcare Entities (applicable to medical and research staff). The results of surveys and interviews conducted recently show a clear increase in employee satisfaction regarding remuneration.

Since last year, we have also been offering psychological consultations for employees.

Remarks (max 500 words)

Training and development* ▼
Strengths and weaknesses (initial phase)
<input type="text"/>
Strengths and weaknesses (interim assessment)
<input type="text"/>
Strengths and weaknesses (award renewal, max. 500 words) *
<p>During the last three years our physicians as well as laboratory diagnosticians took part in many professional trainings developing their professional skills (e.g. diagnostics of genetically determined diseases, including inborn errors of metabolism; prenatal diagnosis; courses in proteomics and metabolomics).</p> <p>Besides, the employees participated in cybersecurity and personal data protection training , as well as AI training for researchers.</p> <p>Each year, a training plan is prepared based on the needs submitted by the head of a given unit, with the aim of maintaining and developing employees' qualifications .</p> <p>Further trainings is one of our goals for the next three years, as described in Action 9.</p> <p>We plan to launch an on-line training platform in the coming years, where materials and trainings on various topics will be made available, such as personal data protection, cybersecurity, labour law.</p> <p>The librarian regularly sends information about training related to publishing activities (see Action 29).</p>
Remarks (max 500 words)
<input type="text"/>

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

Over the past three years, we have got used to the new working conditions that emerged as a result of the SARS-CoV-2 pandemic - on line work and conferences and meetings, the widespread use of online tools.

After the pandemic, we have been trying to return to in-person formats for some meetings (e.g. scientific meetings and Scientific Council meetings), as they foster stronger interpersonal relationships and facilitate the development of new channels of cooperation. To further strengthen connections, we also organize joint sports initiatives and team-building events. In the coming months we are going to celebrate 75th anniversary of the Mother and Child Institute.

In the recent period, we have started carrying out more non-commercial clinical research projects. Some researchers working in the medical field have significantly expanded their knowledge in this area by participating in training courses organized by the Medical Research Agency (ABM) as well as in the course of realizing projects financed by ABM.

We have begun implementing the initiatives Startup Challenge, thanks to which we are strengthening cooperation between researchers and the business sector. Startup Challenge is one of the few initiatives in Poland created by public medical institutions that systematically connects the startup ecosystem with the real needs of hospitals. The collaboration model developed within the competition supports not only the implementation of innovative technologies, but also the development of research and development projects.

In 2025, we introduced a Gender Equality Plan and we will regularly monitor its implementation.

In line with the principles of the OTM-R policy, we will continue to collect information on the job satisfaction of research staff and introduce any necessary improvements or modifications resulting from the analysis of the collected data.

Furthermore, we will focus on improving researchers' working conditions through continued investment projects and the purchase of equipment used in scientific activities.

We regularly submit applications to the Ministry of Science and Higher Education (MNiSW) to obtain additional funding for the expansion of the LAN network, the maintenance of research equipment, and the purchase of new devices. In recent years, we have successfully obtained funding in this way for the expansion of the LAN network used by researchers.

Have any of the circumstances in which your organisation operates changed and, as such, have had an impact on your strategy for the implementation of the principles of the European Charter for Researchers? (max. 500 words)

Undoubtedly, a certain change in the way scientists work has been brought about by the emergence of AI, and we have introduced a policy limiting the use of AI in writing statutory grant applications. In the future, we plan to pay attention to ensuring that AI is not overused by researchers at IMC.

Another important factor driving changes in our organization is the war in Ukraine. We employ Ukrainian staff, provide care for patients from Ukraine, and are developing scientific cooperation with Ukrainian partners. We also implemented a support program for Ukrainian immigrants in cooperation with UNICEF.

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

3. Actions

Please consult the [list of all the actions](#) you have submitted as part of your strategy for the implementation of the principles of the European Charter for Researchers. Please add to the overview [the current status of these actions as well as the status of the indicators](#). If any actions have been revised or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the gap analysis with their ratings.

PROPOSED ACTIONS

PROPOSED ACTIONS**Action 1**

Creating OTM-R
policy of the Institute
of Mother and Child

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)	May 2020	the HR and Payroll Department, the Scientific Research and Technology Transfer Department, The Commission for HR Excellence in Research award	introduction of OTMR
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			

Current Status	Remarks
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COMPLETED	The OTM-R policy has been introduced by the Director of IMC on the 29th of May 2020 and all the st was informed about it. The document is available on the IMC website: https://imid.med.pl/files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Zarz%C4%85dzenie%2025_2020%20Dobre%20prakryki%20w%20zatrudnaniu%20prac.naukowych
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PROPOSED ACTIONS**Action 2**

Translating OTM-R
policy of the Institute
of Mother and Child
into English

(at least
by year's
quarter/
semester) Unit

12. Recruitment

13. Recruitment (Code)

14. Selection (Code)

15. Transparency (Code)

16. Judging merit (Code)

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

June 2020

the Scientific
Research
and
Technology
Transfer
Department,
The
Commission
for HR
Excellence in
Research
award

publication of English version of OTMR

18. Recognition of mobility
experience (Code)19. Recognition of
qualifications (Code)

20. Seniority (Code)

Current Status**Remarks**

COMPLETED

the English version of the OTMR policy was published on our website in June 2020: https://imid.med.files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Good%20practices_OTMR.pdf

PROPOSED ACTIONS**Action 3**

Updating research advertisements` content according to the Institute's OTM-R policy - establishing clear rules how an advertisement for a research position should be like.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
12. Recruitment	July 2021	the HR and Payroll Department, the Scientific Research and Technology Transfer Department, the Commission for HR Excellence in Research award	introduction of `Recommendations for an advertisement for tl position of a researcher` as an appendix no. 1 to the internal OTM-R guide (Director's order no. 37/2021) - see the attached document
Current Status	Remarks		
COMPLETED			

PROPOSED ACTIONS**Action 4**

Preparing an internal guide setting out clear OTM-R procedures and practices for all types of positions

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)	July 2021	the HR and Payroll Department, the Scientific Research and Technology Transfer Department, the Commission for HR Excellence in Research award	introduction of a an internal guide setting out clear OTM-R procedures and practices for all types of position (Director's order no. 37/2021) - see the attached document `Internal OT guide`
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
27. Gender balance			
28. Career development			
Current Status	Remarks		
COMPLETED			

PROPOSED ACTIONS

Action 5

Creating and introducing a quality control system to monitor to what extent the OTM-R system is being implemented

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

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	September 2021	the HR and Payroll	introduction of a quality control system to monitor to what extent the OTM-R system is being implemented (Director's order no 44/2021) - see the attached document
11. Evaluation/ appraisal systems		Department, the Scientific Research	
12. Recruitment		and Technology	
13. Recruitment (Code)		Transfer Department,	
14. Selection (Code)		the Commission	
15. Transparency (Code)		for HR	
16. Judging merit (Code)		Excellence in Research	
17. Variations in the chronological order of CVs (Code)		award	
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			
23. Research environment			
24. Working conditions			

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
25. Stability and permanence of employment			
27. Gender balance			
28. Career development			
38. Continuing Professional Development			
39. Access to research training and continuous development			

Current Status	Remarks
COMPLETED	

PROPOSED ACTIONS

Action 6	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
Create a system to assess whether OTM-R delivers on its objectives and establish the rule of checking it once a year (checking if all criteria have been met during the process of starting the employment of a researcher)	12. Recruitment	July 2021	the HR and Payroll Department, the Scientific Research and Technology Transfer Department, the Commission for HR Excellence in Research award	introduction of "Control procedure for starting the employer on researchers' position " as an appendix no. 2 to the interna OTM-R guide (Director's order no. 37/2021) - see the attache document
	13. Recruitment (Code)			
	14. Selection (Code)			
	15. Transparency (Code)			
	16. Judging merit (Code)			
	17. Variations in the chronological order of CVs (Code)			
	18. Recognition of mobility experience (Code)			
	19. Recognition of qualifications (Code)			
	20. Seniority (Code)			
	Current Status			
COMPLETED				

PROPOSED ACTIONS

Action 7	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
Further renovation of Institute's facilities, buying new research equipment (mainly for Medical Genetics Department, Screening and Metabolic Diagnostics Department) In the years 2018-2021 we purchased modern laboratory equipment, e.g. sequencer, tandem mass spectrometer, digital microscope. In the coming years we will focus on renovation of laboratory buildings (including changing the roof, thermomodernization), to provide better working conditions for researchers working with the newly purchased equipment.	23. Research environment	until the end of 2024	External Company, Procurement and Supplies Department, Medical Instrumentation Department	number of renovated buildings, rooms and laboratories
	24. Working conditions			
	38. Continuing Professional Development			
Current Status	Remarks			
EXTENDED	New indicators since 2024: Implementation of the project for the construction of a new building in accordance with the schedule, and the number and value of new equipment for conducting scientific research, the action extended until the end of 2029			

PROPOSED ACTIONS

Action 8	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
Implementation and further development of HR portal. In 02.2022, the HR Portal was put into use for employees, where they can track their data on employment, medical examinations, pay slips and download the annual PIT-11 settlement. We plan to popularize the use of the portal among researchers and add new functionalities to it.	5. Contractual and legal obligations	until the end of 2024	the HR and Payroll Department	percentage of researchers using the portal
	15. Transparency (Code)			
	24. Working conditions			
	26. Funding and salaries			
	Current Status			
COMPLETED	100% of researchers using the portal			

PROPOSED ACTIONS**Action 9**

Training for scientists
- we are planning,
among others, a
training on copyrights
for researchers , a
training in using
Omega-Psir system
for researchers and
internal training on
OTM-R principles for
members of the
competition committee
and other people
participating in the
recruitment process
for scientific positions,
training in preparation
of publications and
seeking scientific
information.

GAP Principle(s)

Timing
(at least
by year's
quarter/
semester)

Responsible
Unit

Indicator(s) / Target(s)

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	until the end of 2024	the HR and Payroll Department, the Scientific Research and Technology Transfer Department	number of trainings for researchers, number of researchers participating in trainings
3. Professional responsibility			
4. Professional attitude			
5. Contractual and legal obligations			
6. Accountability			
7. Good practice in research			
8. Dissemination, exploitation of results			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			
23. Research environment			
24. Working conditions			
31. Intellectual Property Rights			
32. Co-authorship			
39. Access to research training and continuous development			

Current Status	Remarks
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EXTENDED	it is a continous task, extended until the end of 2029
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PROPOSED ACTIONS**Action 11**

Carrying out the procedure of assessment to what extent the OTM-R system is being implemented - according to the enclosed document 'Procedure for checking the conditions of employment in scientific positions - quality control of the application of the principles of Good Practices in the field of employment of researchers at the Institute of Mother and Child' - gathering information from scientists, drawing conclusions, creating recommendations and implementing them.

GAP Principle(s)

Timing
(at least
by year's
quarter/
semester)

Responsible
Unit

Indicator(s) / Target(s)

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom	until the end of 2022	the Scientific Research and Technology Transfer Department,HR Department, the Commission for HR Excellence in Research award	results of the assessment
2. Ethical principles			
3. Professional responsibility			
4. Professional attitude			
7. Good practice in research			
10. Non discrimination			
11. Evaluation/ appraisal systems			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of			

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
qualifications (Code)			
20. Seniority (Code)			
23. Research environment			
24. Working conditions			
25. Stability and permanence of employment			
27. Gender balance			
36. Relation with supervisors			
37. Supervision and managerial duties			
38. Continuing Professional Development			

Current Status	Remarks
COMPLETED	it is continued in action 17

PROPOSED ACTIONS**Action 12**

Adding to the responsibilities of the Librarian, that he/she informs (sends e-mails) all researchers about possibilities of participating in trainings in preparing publications, seeking scientific information.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment			
28. Career development			
30. Access to career advice			
38. Continuing Professional Development	April 2022	the Librarian, HR and Payroll Department,	regular analysis of available data and information sent by the Librarian
39. Access to research training and continuous development			

Current Status	Remarks
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COMPLETED	
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PROPOSED ACTIONS**Action 13**

Adding to the responsibilities of the Scientific Research and Technology Transfer Department informing all researchers regularly about possibilities of applying for research projects, participating in competitions etc. (sending e-mails, information in intranet)

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
26. Funding and salaries			
28. Career development			
30. Access to career advice			
38. Continuing Professional Development	June 2022	the Scientific Research and Technology Transfer Department,	regular analysis of available data and information sent by the Scientific Research and Technology Transfer Department
39. Access to research training and continuous development			

Current Status	Remarks
COMPLETED	

PROPOSED ACTIONS

Action 14	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
<p>We plan to carry out 4 competitions for a scientific post, because we develop scientific activity of the Department of Child and Adolescent Health (competitions for an assistant and for an adjunct) and there is also a need for an adjunct in the Department of Medical Genetics as well as for an Institute's professor in the Department of Nutrition.</p>	7. Good practice in research	until the end of 2022	HR and Payroll Department	employing 4 new researchers as a result of competitions
	12. Recruitment			
	13. Recruitment (Code)			
	14. Selection (Code)			
	15. Transparency (Code)			
	16. Judging merit (Code)			
	17. Variations in the chronological order of CVs (Code)			
	18. Recognition of mobility experience (Code)			
	19. Recognition of qualifications (Code)			
Current Status	Remarks			
COMPLETED				

PROPOSED ACTIONS**Action 15**

Adjusting
`Regulations for the
evaluation of scientific
and technical
achievements of
scientific and
scientific-technical
employees` to new
rules of evaluating
research activity of
universities and
research institutes

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	the end of 2022	the Scientific Research and Technology Transfer Department, the Commission for HR Excellence in Research award	Introducing changes in the `Regulations for the evaluation of scientific and technical achievements of scientific and scientific-technical employees`
23. Research environment			
24. Working conditions			
28. Career development			
38. Continuing Professional Development			
40. Supervision			

Current Status	Remarks
COMPLETED	

PROPOSED ACTIONS**Action 16**

Analysis of researchers salaries with regard to gender and age to determine whether there is any discrimination in this area

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	once a year		
15. Transparency (Code)	(2023, 2024,	HR and Payroll Department	Analysis and report
26. Funding and salaries	2025,		
27. Gender balance	2026,		
28. Career development	2027,		
	2028, 2029)		

Current Status	Remarks
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EXTENDED	the report has been prepared each year, as planned and will be prepared annually in the years 2027-2029
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PROPOSED ACTIONS

Action 17

Evaluation of the effectiveness of OTMiR procedures and analysis of the procedures implemented to date, as well as conclusions drawn from surveys and interviews with researchers

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

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom	December 2025,	the Scientific Research	Analysis and report
2. Ethical principles	December 2028	and Technology Transfer Department, HR and Payroll Department	
3. Professional responsibility			
4. Professional attitude			
7. Good practice in research			
10. Non discrimination			
11. Evaluation/ appraisal systems			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of			

PROPOSED ACTIONS

Action 18

Conducting a job
satisfaction survey
among researchers

GAP Principle(s)

Timing
(at least
by year's
quarter/
semester)

Responsible
Unit

Indicator(s) / Target(s)

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research	Q3 2025, Q3 2028	Scientific Research and Technology Transfer Department, HR and Payroll Department	Analysis and report
10. Non discrimination			
11. Evaluation/ appraisal systems			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
23. Research environment			
24. Working conditions			

PROPOSED ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
25. Stability and permanence of employment			
26. Funding and salaries			
27. Gender balance			
28. Career development			
30. Access to career advice			
36. Relation with supervisors			

Current Status	Remarks
EXTENDED	The survey was conducted in Q3 2025, the next is planned for Q3 2028

PROPOSED ACTIONS**Action 19**

Conducting an evaluation of research performance with regard to participation in scientific and research projects

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
4. Professional attitude			
8. Dissemination, exploitation of results	annually (in March),	Scientific Research and Technology Transfer Department,	Analysis and report
26. Funding and salaries	until the end of 2029		
28. Career development			
29. Value of mobility			
38. Continuing Professional Development			

Current Status	Remarks
EXTENDED	

PROPOSED ACTIONS**Action 21**

Review of the scope of responsibilities of academic staff and a comparative analysis with employee surveys and interviews

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
22. Recognition of the profession		Scientific Research and Technology Transfer Department, HR and Payroll Department	
25. Stability and permanence of employment	December 2025, December 2028		Analysis and report
28. Career development			
37. Supervision and managerial duties			
38. Continuing Professional Development			

Current Status	Remarks
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EXTENDED	Completed in December 2025, the scope of responsibilities was found to be adequate
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PROPOSED ACTIONS**Action 22**

Analysis and comparison of the periodic performance evaluation for researchers under Director's Ordinance No. 8/2022 and the assessment of researchers achievements under Ordinance No. 85/2018 on the evaluation of scientific and technical output of academic and research-technical staff, as well as procedures for academic promotion

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	June 2024 (general staff evaluations), December 2024 (evaluation of the scientific and technical output of academic and research-technical staff); analysis and comparison will be performed every four years (the next in December 2028)	Scientific Research and Technology Transfer Department, HR and Payroll Department	Analysis and report
4. Professional attitude			
8. Dissemination, exploitation of results			
11. Evaluation/ appraisal systems			
16. Judging merit (Code)			
28. Career development			
38. Continuing Professional Development			

Current Status	Remarks
EXTENDED	

PROPOSED ACTIONS

Action 23	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
External audit of researchers achievements as an element of preparation for the next evaluation of the quality of the institute's scientific activity	3. Professional responsibility 4. Professional attitude 6. Accountability 8. Dissemination, exploitation of results 11. Evaluation/ appraisal systems 16. Judging merit (Code) 38. Continuing Professional Development	October 2024, next audits every two years (in the middle and in the end of the four-years evaluation period)	Scientific Research and Technology Transfer Department	Analysis and report
Current Status	Remarks			
EXTENDED				

PROPOSED ACTIONS

Action 24	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)	
Review of all procedures concerning academic staff in light of the approved scientific and clinical strategy for 2025 and beyond	1. Research freedom	March 2026	Scientific Research and Technology Transfer Department, HR and Payroll Department	Recommendations concerning changes in procedures	
	3. Professional responsibility				
	4. Professional attitude				
	6. Accountability				
	7. Good practice in research				
	8. Dissemination, exploitation of results				
	9. Public engagement				
	Current Status				Remarks
	EXTENDED				the next review will be carried out after implementation of the next strategy

PROPOSED ACTIONS**Action 25**

Development of the ZoolaHub initiative enabling the evaluation and submission of proposals for various ideas and initiatives within the organization

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment		Director's Plenipotentiary for the Organization of Medical Services	
24. Working conditions		Director's Plenipotentiary for the Implementation of Electronic Medical Records (EMR) and Patient Services	
34. Complains/ appeals	until Q2 2024	Head of Outpatient Clinic for Organizational and Administrative Affairs	Number of implemented projects
39. Access to research training and continuous development		Director's Plenipotentiary for Patient Rights	

Current Status	Remarks
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COMPLETED	11 projects have been implemented in this time
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PROPOSED ACTIONS**Action 26**

Introduction of the
Gender Equality Plan
(GEP) document

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination 27. Gender balance	Q4 2025	HR and Payroll Department, Scientific Research and Technology Transfer Department, The Commission for HR Excellence in Research award	The Gender Equality Plan (GEP) is implemented at IMC.
Current Status	Remarks		
COMPLETED	The Gender Equality Plan is available here: https://imid.med.pl/en/about-us/gender-equality-plan-gep-for-the-years-2026-2032		

PROPOSED ACTIONS**Action 27**

Realisation of the Goals and Actions included in the Gender Equality Plan

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	continuously, until the end of 2029	GEP Commission; relevant units of the Institute	number of realised actions - checked every two years
27. Gender balance			

Current Status	Remarks
NEW	

PROPOSED ACTIONS**Action 28**

Changes in the Bioethics Committee at the Mother and Child Institute necessitated by legislative changes (the new Act on Clinical Trials of Medicinal Products for Human Use).

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles			
3. Professional responsibility			
4. Professional attitude			
5. Contractual and legal obligations	Q4 2023	Scientific Research and Technology Transfer Department	appointment of a new Committee composition, amendments the Rules of Procedure
7. Good practice in research			
9. Public engagement			
35. Participation in decision-making bodies			
Current Status	Remarks		
COMPLETED			

PROPOSED ACTIONS

Action 29	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening researchers' awareness of career paths and development opportunities at the Institute through central communication	28. Career development	continuously, until the end of 2029	Scientific Research and Technology Transfer Department, HR and Payroll Department, PR Department, the Librarian	Number of messages addressed to researchers
	29. Value of mobility			
	30. Access to career advice			
	38. Continuing Professional Development			
	39. Access to research training and continuous development			
	Current Status	Remarks		
	NEW	continuation of actions 12 and 13		

PROPOSED ACTIONS**Action 30**

Digitization (electronic processing) of travel request forms.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions			
29. Value of mobility	January 2027	HR and Payroll Department	Implementation of a module for the electronic workflow of travel request forms.
37. Supervision and managerial duties			
Current Status	Remarks		
NEW			

PROPOSED ACTIONS**Action 31**

Development of the scientific staff through an increase in the number of employed researchers — approximately three recruitment processes conducted in accordance with the OTMR procedure.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
7. Good practice in research			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)			
17. Variations in the chronological order of CVs (Code)	continuously, until the end of 2029	HR and Payroll Department	Number of employed research staff
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
22. Recognition of the profession			

Current Status	Remarks
NEW	

PROPOSED ACTIONS**Action 32**

Review and update, if necessary, of the Institute's Code of Ethics for Employees with regard to research staff.

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles	December 2028	The Commission for HR Excellence in Research award	Report and, if necessary, update of the Code of Ethics
3. Professional responsibility			
4. Professional attitude			
7. Good practice in research			

Current Status	Remarks
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NEW	
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PROPOSED ACTIONS**Action 33**

Monitoring of complaints and disciplinary proceedings concerning research staff in the area of research and development activities

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
2. Ethical principles		HR and Payroll Department, Scientific Research and Technology Transfer Department, The Commission for HR Excellence in Research award	
3. Professional responsibility	December 2027, December 2029		Report
7. Good practice in research			
34. Complains/ appeals			

Current Status **Remarks**

NEW

PROPOSED ACTIONS**Action 34**

Co-funding of publication costs in prestigious scientific journals

GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
1. Research freedom			
8. Dissemination, exploitation of results	continuously, until the end of 2029	Scientific Research and Technology Transfer Department	Annual number of co-funded publications.; Rules of co-fund publications
26. Funding and salaries			
28. Career development			
38. Continuing Professional Development			
Current Status	Remarks		
NEW			

Unselected principles:

The extended version of the reviewed strategy for the implementation of the principles of the European Charter for Researchers in your organisation over the next three years, including the OTM-R policy, must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site. Multiple links must be comma separated. *:

URL *: <https://imid.med.pl/en/about-us/logo-hr-excellence-in-research> (<https://imid.med.pl/en/about-us/logo-hr-excellence-in-research>)

Please also indicate how your organisation is working towards / has developed an open, transparent, and merit-based recruitment policy

(OTM-R). Although there may be some overlap with the range of actions listed above in the action plan (as they emerged from the gap analysis), please provide a short commentary demonstrating the progress made.

Comments on the implementation of the OTM-R principles (initial phase)

Comments on the implementation of the OTM-R principles (internal review for interim assessment)

Comments on the implementation of the OTM-R principles (internal review for award renewal)

In the process of recruiting as well as promoting our researchers we follow the rules set out in the OTM-R policy and accompanying documents. The OTM-R policy has been introduced in IMC in May 2020. As a result of it, we also implemented a set of documents introducing rules, which make it possible to realize the policy. Since then, we have been regularly monitoring its effectiveness, and the results have been satisfactory.

The fluctuation of our employees remains very low and we plan to maintain a level of approximately four scientific competitions per year.

Our candidates for research positions met the criteria and each competition was a success (employment of a researcher).

To sum up, the OTM-R policy works in the IMC, on one hand streamlining the process of recruiting and promoting researchers and on the other - making it more clear and transparent for the scientists.

Please be aware that your OTM-R policy should be embedded into the institutional strategy for the implementation of the principles of the European Charter for Researchers at the award renewal phase. The extended version of the reviewed strategy for the implementation of the principles of the European Charter for Researchers including the OTM-R policy and actions should be published on your organisation's website.

4. Implementation process

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

The implementation process ran smoothly. Thanks to engagement of the HR and Payroll Department Manager who has been coordinating competitions for scientific positions for many years, Scientific Research and Technology Transfer Department manager, Deputy Director for Science and other members of the HR Excellence in Research award committee as well as on the basis of talks

with members of previous competitions commissions we were able to prepare the first draft of our policy. Then the document was discussed during the meeting of the of the HR Excellence in Research committee as well as with some researchers and finally the document has been implemented. Each time , when the competition commission is appointed by the Director of IMC, the HR and Payroll Department Manager presents the rules of carrying out the competition to members of the commission. After each recruitment for a research position, it is analysed whether the whole process was in accordance with the rules of OTM-R policy.

In December 2024, an analysis was conducted reviewing nine competitions: as a result of the audit of the activities carried out by the Competition Committees, no irregularities were identified. The Committees' actions comply with the standards and procedures adopted at the Institute of Mother and Child.

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

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

How have you prepared the internal review?*



Detailed description and justification (max. 500 words)

We checked regularly whether we fulfil the planned strategy (action plan) and we planned our next steps according to it. We had meetings of the Excellence in Research award Committee during which we analysed our progress. We implemented recommendations elaborated during the meetings. Generally, the Scientific Research and Technology Transfer Department Manager and the HR and Payroll Department Manager are the persons responsible for monitoring the progress of implementing the Action Plan and for initiating necessary activities to realize it.

How have you involved the research community, your main stakeholders, in the implementation process?*



Detailed description and justification (max. 500 words)

We informed the scientists about the implemented documents as well as about the trainings.

Information on our HRS4R strategy is available on our website. We have HR Excellence in Research logo in our emails of HR department and official papers as well as job offers. Information about our institute is available in Euraxess, we inserted in LinkedIn information, that IMC has got Excellence in Research award.

In the coming years we plan to continue carrying out the process of assessment to what extent the OTM-R system is being implemented - according to the document 'Procedure for checking the conditions of employment in scientific positions - quality control of the application of the principles of Good Practices in the field of employment of researchers at the Institute of Mother and Child'. We will gather opinions and information from scientists, analyze them and draw conclusions, create recommendations and implement them. That way we will get a broad picture of the process of implementing OTM-R policy in IMC. Similarly, we will monitor fulfillment of the Gender Equality Plan, which is also available on our website Gender Equality Plan - GEP for the years 2026 - 2032 - Institute of Mother and Child (<https://imid.med.pl/en/about-us/gender-equality-plan-gep-for-the-years-2026-2032>)

Do you have an implementation committee and/or steering group regularly overseeing progress?*



Detailed description and justification (max. 500 words)

Yes, we have the Commission for HR Excellence in Research award, which also plays the role of a steering committee. This body is implementing as well as monitoring the progress of the Action Plan. In the Committee there are researchers at various stages of their professional career as well as people employed in various Departments and at various levels of our organisation. There are engaged people with a great authority among the employees. Thanks to that our Committee combines knowledge from various areas (e.g. legal aspects, HR, carrying out scientific projects, being an active scientist) and represents different perspectives.

In 2025, we expanded the scope of the Committee's activities to include the Gender Equality Plan. Subsequently, as part of the Committee's work, we developed the Gender Equality Plan together with the accompanying Action Plan for 2026–2032.

Is there any alignment of organisational policies with the HR Excellence in Research award process? For example, is the HR Excellence in Research award recognised in the organisation's research strategy or overarching HR policy? *



Detailed description and justification (max. 500 words)

Yes, HRS4R is recognized in our new research strategy for the years 2025-2028. (in the binding document entitled "SCIENTIFIC AND CLINICAL STRATEGY 2025-2028").

In the brochure for new employees, we include information about the HR Excellence in Research award and basic information with a link to the information on HRS4R on our website.

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



Detailed description and justification (max. 500 words)

The Commission for HR Excellence in Research award is obliged to implement proposed actions. We believe, that these actions are needed in our organisation so we are going to put effort into carrying them out. We continuously monitor the effectiveness of the processes, and the results show that they are functioning properly.

How are you monitoring progress (timeline)?*



Detailed description and justification (max. 500 words)

The Scientific Research and Technology Transfer Department Manager and the HR and Payroll Department Manager are verifying every three months, whether the planned tasks have been realized. They also initiate the meetings and new steps taken by the Commission. The schedule of HRS4R is inserted in their calendars.

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



Detailed description and justification (max. 500 words)

We will check every six months, whether the planned actions have been taken and we will verify whether the targets (indicators) mentioned in the action plan are fulfilled. It will be done by the Scientific Research and Technology Transfer Department Manager and the HR and Payroll Department Manager. Information will be sent to members of the HR Excellence in Research award Committee. If need be, the Scientific Research and Technology Transfer Department Manager will organize meetings of the committee during which possible urgent issues will be discussed and solved and appropriate, necessary decisions will be made by voting.

How do you expect to prepare for the external review?*



Detailed description and justification (max. 500 words)

In the coming years we are going to carry out the monitoring described in the document 'Procedure for checking the conditions of employment in scientific positions - quality control of the application of the principles of Good Practices in the field of employment of researchers at the Institute of Mother and Child'. Thanks to that we will analyse how the implementation of the strategy is perceived by scientists at various stages of their career development as well as by those hired recently. We will find weak and strong points of implementation of our OTM-R strategy, prepare recommendations and present them during the external review.

We will also present the result of the survey to our researchers and ask them about their opinions and remarks.

Based on the experience and results of the carried out procedures, as well as the changes taking place in the world around us, we prepared the Action plan for the years at OTMR we have prepared the Action Plan for the years 2027-2029.

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