

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2022PL724997

Name Organisation under review: Institute of Mother and Child

Organisation's contact details: Kasprzaka 17a, Warsaw

Date endorsement charter and code: 30/03/2016

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R).

Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	https://imid.med.pl/en/about-us/logo-hr-excellence-in-research

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	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 OTMR guide`
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Number of meetings for members of competition committee during which HR Department Manager reminds the rules of carrying out the competition for a researcher position (these rules are in accordance with OTM-R Policy) versus number of competitions. Since the beginning of 2020 there were 2 meetings and 2 competitions.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Yes, we publish each advertisement for a researcher position on our website and in Euraxess, as well as on the Public Information Bulletin (PIB) website of the relevant Minister Responsible for Science.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	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.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Yes, we publish each advertisement for a researcher position in Euraxess, as well as on the Public Information Bulletin (PIB) website of the relevant Minister Responsible for Science.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Each advertisement is available in Euraxess in English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Trend in the share of applicants among underrepresented groups - during the last three years, only women applied for research positions in our Institute.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Trend in the share of applicants who still work in our institution - since 2018 we carried out 4 competitions and 3 researchers still work in IMC.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	After a year we analyze results of newly hired researchers' results of research activity.

Advertising and application phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	See the attached document: `Recommendations for an advertisement for the position of a researcher`.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Our quality control system to monitor to what extent the OTM-R system is being implemented allows to check effectively whether an advertisement complies with the rules included in the document.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	We plan to promote IMC stronger: when inserting an ad for the next time we will check whether we use all available options of Euraxess

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	We believe it is enough to present an advertisement in three places mentioned above. It never happened that no candidate applied for a vacancy
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Candidates are obliged to bring copies of documents, but no candidate has expressed a wish to send it in an electronic form, so we do not think it is needed.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The document 'The rules of procedure of the commission appointed to conduct a competition for a scientific position at the Institute of Mother and Child' (introduced by the Director's directive no. 45/2011).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	It is the decision of the Director. The Director takes into account the needs of the Institute in case of a given position. It is important, that members of a committee should have professional experience and scientific achievements, they are often unit managers and researchers in the same time.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	It is very difficult to achieve the gender balance, because a vast majority of research employees are women. Generally, paediatrics is feminized in Poland. We believe it is more important, that members of a committee are experts in a given area, than that the gender balance is assured.
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	++ Yes completely	The document 'The rules of procedure of the commission appointed to conduct a competition for a scientific position at the Institute of Mother and Child' (introduced by the Director's directive no. 45/2011),
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Share of informed candidates, Since 2018 all were informed.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	see above
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Statistics on complaints – it has not happened so far. The rules of complaints are described in the directive of the IMC director no 45/2011.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Introduction of "Control procedure for starting the employment on researchers' position " as an appendix no. 2 to the internal OTM-R guide (Director's order no. 37/2021) - see the attached document