

**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.

## Internal Review

**Case number:** 2022PL724997

**Name Organisation under review:** Institute of Mother and Child

**Organisation's contact details:** Kasprzaka 17a, Warsaw

### 1. Organisational Information

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

**STAFF & STUDENTS****FTE**

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Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research \*

59

<b>STAFF &amp; STUDENTS</b>	<b>FTE</b>
Of whom are international (i.e. foreign nationality) *	0
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	47
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	20
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	22
Of whom are stage R1 = in most organisations corresponding with doctoral level *	8
Total number of students (if relevant) *	9
Total number of staff (including management, administrative, teaching and research staff) *	1096
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>
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	
<b>ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)</b>	
<p><i>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</i></p>	

*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 4 thematic areas of the Charter and Code, 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 Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

## 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 2018, three employees obtained the title of professor, two employees - habilitation, 23 - Ph.D. degree. )

We have got A category in research activity.

Our researchers publish papers with high IF (2018: IF=193,376; 2019: IF=274,5; 2020: IF=283,777, 2021: IF=503,034 ) 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' 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 consultant 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 encourage researchers to use our newly introduced system combining functionalities of Institutional Repository (IR) and Current Research Information System (CRIS). It will allow 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.

Our system of rewarding for achievements in gaining externally funded projects or outstanding publications might not be effective enough and we analyze possibilities of improving it. We also are going to organize a competition among researchers for starting cooperation with small and medium-size enterprises.

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) \*

During the last three years we rearranged the rules of recruitment, introducing a set of documents described in the part "Action" (actions 1-6) , which accompany introduction of OTMR-rules in our Institute. We informed the researchers about these changes. 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 2018 we carried out 4 competitions and 12 researchers have been promoted (higher positions due to gaining higher scientific degrees/titles).

Interestingly, not many candidates apply for a research position (usually it is only one), although we publish the offers in all required places (Euraxess, the website of the Ministry of Education and Science, our website).We are going to try to diagnose the reason for that through monitoring other job offers for research positions.

The Institute already communicates recruiting employees via social media and we plan to include these channels in informing about competitions for research positions - we mainly take into consideration LinkedIn as suitable for this group of professionals.

## Remarks (max 500 words)

Working conditions\* 

## Strengths and Weaknesses (Initial Phase)

## Strengths and Weaknesses (Interim Assessment)

## Strengths and Weaknesses (Award Renewal, max 500 words) \*

SARS-COV-2 pandemic brought huge changes in working conditions of researchers in our Institute: researchers spend much more time working on line. A quick switch to other forms and rules of work and communication was necessary. This process went surprisingly smoothly. We quickly implemented and popularized on line tools, the burden of bureaucracy was rapidly limited (e.g. shift from paper to electronic documents). There are changes in the way of submitting various documents (less originals with handwritten signatures are required). We made it possible for our researchers to work remotely, which allowed them to focus on research activity. This trend towards doing a part of research work from home is likely to be maintained.

We keep implementing more and more electronic personnel documentation, in the last years we implemented an electronic documentation management system in the Institute. All these activities improve the efficiency of office work and reduce the administrative burden on scientists.


Despite difficult financial situation of our Institute (especially during the pandemic), we keep improving working conditions of our researchers. We gain external financing (e.g. EU financing, subsidies from the Ministry of Health) thanks to which Institute buildings are being renovated and the most modern equipment is purchased enabling genetic research at the global level.

However, we still have not got enough space and due to difficult financial situations we are not able to increase salaries annually to match the inflation rate.

We are trying to improve our motivation system - recently we introduced into our Remuneration regulation a provision, that an employee who obtains at least good marks in periodic evaluation is entitled to an increase of salary every three years.

Remarks (max 500 words)



Training and development\* 

## Strengths and Weaknesses (Initial Phase)

## Strengths and Weaknesses (Interim Assessment)

## Strengths and Weaknesses (Award Renewal, max 500 words) \*

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).

Besides, the employees participated in trainings on counteracting mobbing and corruption.

In 2020 HR and Payroll Department Manager participated in Euraxess training concerning inserting a cv of a researcher , while Scientific Research and Technology Transfer Manager took part in a training for researchers concerning Euraxess portal. We also send information to all researchers encouraging to participate in this training.

Further trainings is one of our goals for the next three years, as described in Action 9.

Our Legal Department sends regularly a legal newsletter containing information on legal changes important for scientists and physicians.

## Remarks (max 500 words)

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

Undoubtedly, the outburst of SARS-CoV-2 pandemic rapidly changed the priorities in organizing working conditions of our researchers (on line work, fast introduction of new forms of work and communication, on line conferences and on line contacts with researchers from other countries and cities instead of traveling) .

Due to changes in legal system in Poland (a new act and regulations regulating the principles of evaluating the scientific activity of research institutions in Poland) we have to modify our system of evaluating professional development of our scientists (e.g. focusing on publications in prestigious journals with high IF instead of many publications). - see Action 15.

In 12.2021, by the Director's Order No. 65/2021, the Internal Reporting Regulations were introduced to implement the obligations arising from the Directive of 23 October 2019 of the European Parliament and of the Council of the European Union on the protection of persons reporting breaches of Union law and specifies the creation of an internal system of reporting , monitoring, detecting and solving situations related to the occurrence of irregularities and violations of the law.

A breach of law that is subject to Reporting under the Regulations is an action or omission that is illegal or aimed at circumventing the law, including:

- 1) public procurement;
- 2) protection of privacy and personal data;
- 3) mobbing;
- 4) discrimination;
- 5) corrupt activities;
- 6) security of networks and ICT systems;
- 7) violations other than those indicated in points 1-6, including those relating to the applicable internal regulations and ethical standards.

In the action plan for the years 2018-2021 we focused on implementing the OTM-R policy and documents necessary to implement it effectively in our Institute. Now we believe, that the binding set of documents enables to apply effectively the principles of OTM-R Policy in our Institute. Hence, in the coming three years we are going to focus on improving researchers conditions in various aspects - ranging from renovated buildings and innovative equipment, trainings, e-tools to better and structured information on research environment .

We are also going to get to know researchers' opinions about our HRS4S strategy and take necessary steps as a reaction to information we will gather.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

Unquestionably, the outburst of SARS-CoV-2 pandemic rapidly changed the circumstances our organisation operates in and working conditions of our researchers . We learned to work on line, which in many cases makes work more effective (it saves the traveling time, it is easier to arrange a meeting - people are more accessible, it saves money on traveling/accommodation). However, informal contacts established among researchers during `real time` conferences/events/meetings are undoubtedly of great importance in scientific cooperation.

In coming weeks and months the war in Ukraine will change working conditions in the Institute. Our hospital has already started admitting children and pregnant women from Ukraine and we are engaged in other forms of helping refugees. It means greater psychological burden for our workers as well more obligations.

Psychologists employed in the Institute will help coping with this stressfull situation. We will also organize special trainings (the first training on how to cope with this new, tragic situation and how to help refugees took place on the 4th of March 2022).

The structure of employment in the Institute will change as well - we already started preparations to employ Ukrainians - on medical, scientific and other positions.

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

### 3. Actions

Please consult the [list of all actions](#) you have submitted as part of your HR strategy. Please add to the overview [the current status of these actions as well as the status of the indicators](#). If any actions have been altered 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 implementation ratings.

### **Proposed ACTIONS**

**Proposed ACTIONS**

<b>Action 1</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Creating OTM-R policy of the Institute of Mother and Child	12. Recruitment			
	13. Recruitment (Code)		the HR and Payroll	
	14. Selection (Code)		Department,	
	15. Transparency (Code)		the Scientific Research	
	16. Judging merit (Code)		and Technology	
	17. Variations in the chronological order of CVs (Code)	May 2020	Transfer Department, The	introduction of OTMR
	18. Recognition of mobility experience (Code)		Commission for HR	
	19. Recognition of qualifications (Code)		Excellence in Research	
	20. Seniority (Code)		award	
		<b>Current Status</b>	<b>Remarks</b>	
	COMPLETED	The OTM-R policy has been introduced by the Director of IMC on the 29th of May 2020 and all the staff was informed about it . The document is available on the IMC website: <a href="https://imid.med.pl/files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Zarz%C4%85dzenie%2025_2020%20Dobre%20prakryki%20w%20zatrudniani%20prac.naukowych.pdf">https://imid.med.pl/files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Zarz%C4%85dzenie%2025_2020%20Dobre%20prakryki%20w%20zatrudniani%20prac.naukowych.pdf</a>		

**Proposed ACTIONS****Action 2**

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

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

<b>Current Status</b>	<b>Remarks</b>
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COMPLETED	the English version of the OTMR policy was published on our website in June 2020: <a href="https://imid.med.pl/files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Good%20practices_OTMR.pdf">https://imid.med.pl/files/imid/Aktualnosci/Aktualnosci/HR%20Excellence/Good%20practices_OTMR.pdf</a>
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**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.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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 the 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
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS****Action 4**

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

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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 OTMR guide`
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
27. Gender balance			
28. Career development			

<b>Current Status</b>	<b>Remarks</b>
COMPLETED	



**Proposed ACTIONS**

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**Action 5**

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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**

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
10. Non discrimination			
11. Evaluation/ appraisal systems			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)		the HR and Payroll Department,	
15. Transparency (Code)		the Scientific Research and Technology Transfer Department,	
16. Judging merit (Code)		the Commission for HR Excellence in Research award	
17. Variations in the chronological order of CVs (Code)	September 2021		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
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
21. Postdoctoral appointments (Code)			
23. Research environment			

**Proposed ACTIONS**

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

**Proposed ACTIONS****Action 6**

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)

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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 "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
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
20. Seniority (Code)			
<b>Current Status</b>	<b>Remarks</b>		
COMPLETED			

**Proposed ACTIONS****Action 7**

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.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
23. Research environment		External Company, Procurement and Supplies Department, Medical Instrumentation Department	
24. Working conditions	until the end of 2024		number of renovated buildings, rooms and laboratories
38. Continuing Professional Development			
<b>Current Status</b>	<b>Remarks</b>		
EXTENDED			

**Proposed ACTIONS****Action 8**

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.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
5. Contractual and legal obligations			
15. Transparency (Code)	until the end of 2024	the HR and Payroll Department	percentage of researchers using the portal
24. Working conditions			
26. Funding and salaries			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**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**

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



**Proposed ACTIONS**

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**Proposed ACTIONS****Action 10**

Further development and popularization among scientists of Omega Psir - a newly implemented electronic system combining functionalities of an Institutional Repository (IR) and a Current Research Information System (CRIS).

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research	until the end of 2024	the Scientific Research and Technology Transfer Department, the Librarian, IT Department	researchers of IMC become familiar with and use Omega-Psir
8. Dissemination, exploitation of results			
23. Research environment			
24. Working conditions			
38. Continuing Professional Development			
39. Access to research training and continuous development			

<b>Current Status</b>	<b>Remarks</b>
NEW	

**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**

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
1. Research freedom			
2. Ethical principles			
3. Professional responsibility			
4. Professional attitude			
7. Good practice in research			
10. Non discrimination			
11. Evaluation/ appraisal systems			
12. Recruitment	until the end of 2022	the Scientific Research and Technology Transfer Department,HR Department,	results of the assessment
13. Recruitment (Code)		the Commission for HR Excellence in Research award	
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**

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

**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.

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

<b>Current Status</b>	<b>Remarks</b>
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NEW	
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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)

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

<b>Current Status</b>	<b>Remarks</b>
NEW	

**Proposed ACTIONS****Action 14**

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.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
7. Good practice in research			
12. Recruitment			
13. Recruitment (Code)			
14. Selection (Code)			
15. Transparency (Code)			
16. Judging merit (Code)	until the end of 2022	HR and Payroll Department	employing 4 new researchers as a result of competitions
17. Variations in the chronological order of CVs (Code)			
18. Recognition of mobility experience (Code)			
19. Recognition of qualifications (Code)			
<b>Current Status</b>	<b>Remarks</b>		
NEW			



**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

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
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			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

Unselected principles:

9. Public engagement    22. Recognition of the profession    29. Value of mobility    33. Teaching    34. Complains/ appeals
35. Participation in decision-making bodies

**The extended version of the reviewed HR Strategy for your organisation for the next 3 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 \*:

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

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

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)

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 (all the documents are enclosed and described in the action plan).

Since 2018 there have been only 4 competitions for a research position because the fluctuation of our employees is very low. However, we plan to carry out 4 competitions in the coming year and they will be carried out according to the new procedure.

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

In the process of promoting our researchers we also follow the rules set out in the OTM-R policy and accompanying documents. 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 HR strategy at the award renewal phase. The extended version of the reviewed HR strategy including the OTM-R policy and actions should be published on your organisation's website.**

#### 4. Implementation

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 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.

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 duly 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 is the person 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 duly 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 months we plan to carry out the process 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'. 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.

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

Detailed description and duly 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.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy \*  
▼

Detailed description and duly justification (max. 500 words)

Yes, HRS4R is recognized in our research strategy ( in the binding document entitled "SCIENTIFIC AND CLINICAL STRATEGY - perspective directions of scientific, development and implementation activity 2021-2024").

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 be also implemented?\*

Detailed description and duly justification (max. 500 words)

The he 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.

How are you monitoring progress (timeline)?\*

Detailed description and duly justification (max. 500 words)

The Scientific Research and Technology Transfer Department manager is verifying every three months, whether the planned tasks have been realized. She also initiates the meetings and new steps taken by the Commission. The schedule of HRS4R is inserted in her calendar.

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



Detailed description and duly justification (max. 500 words)

We will check every three months, whether the planned actions have been taken and we will verify whether the targets (indicators) mentioned in the action planned are fulfilled. It will be done by the Scientific Research and Technology Transfer Department manager and 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 duly justification (max. 500 words)

In the coming months 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 point 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.

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