



Revised HR Strategy and Action Plan for researchers for purposes of implementing the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, and recommendations on Open, Transparent and Merit-based recruitment practices (OTM-R) for the period 2024-2026

Title action	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Making the publications of the Institute's researchers available online	On regular basis	Organisational Department, Director for Scientific Affairs	<ul style="list-style-type: none"> Number of publications available online Number of the Institute's researchers trained and supported
Internal training on issues related to acquiring scientific grants and publishing research results in prestigious journals	A few times a year	Director for Scientific Affairs	<ul style="list-style-type: none"> Number of articles submitted to highly-ranked international, peer-reviewed journals Number of applications for funding and the number of successful research grants Number of pieces of training conducted Number of trained people Number of articles published Number of grants obtained
Training on Intellectual Property Rights and legal methods of dissemination of results	Once a year (depending on the new regulations)	Principal Director	<ul style="list-style-type: none"> Number of employees trained
Internal training on the contents of the Charter & Code and OTM-R Policy	A few times a year (for newly employed researchers)	HRS4R Steering Committee	<ul style="list-style-type: none"> Number of employers trained (newly employed persons trained)
Informing the candidates about the strengths and weaknesses of their applications upon request	After each recruitment process	Organisational Department	<ul style="list-style-type: none"> Number of candidates informed
Internal training on the reporting system	Once a year (for newly employed researchers)	Director for Scientific Affairs	<ul style="list-style-type: none"> Number of researchers trained



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Training on the improvement of transferrable skills provided by external bodies/ training-suppliers	At least once a year (for researchers and administrative staff)	Principal Director	<ul style="list-style-type: none"> Number of pieces of training conducted Number of employees trained
Implementing the Institute's Gender Equality Plan	On regular basis	Gender Equality Task Force	<ul style="list-style-type: none"> Implemented Gender Equality Plan Updated Gender Equality Plan for next period
Institute's general meetings (meetings with researchers and administrative staff)	A few times a year	Institute's managing board (board of directors)	<ul style="list-style-type: none"> Number of meetings Number of attendees Number of topics addressed
Organising a series of the Institute's seminars	Once a month (in the academic year)	Director for Scientific Affairs, a scientific department responsible for arranging seminars (interchangeably)	<ul style="list-style-type: none"> Number of seminars Number of participants
Organising a series of seminars on the "Social Aspect of Farming"	Once a month (in the academic year)	Department of Rural Sociology	<ul style="list-style-type: none"> Number of seminars Number of participants
Organising department-level seminars	A few times a year (in the academic year)	A scientific department responsible for arranging seminars	<ul style="list-style-type: none"> Number of seminars Number of participants
Organising a competition for the best master thesis on rural issues	Once every two years	The Competition Jury; Principal Director	<ul style="list-style-type: none"> Number of competitors Number of awarded participants
Conducting HRS4R-related surveys with the Institute's employees	Once a year	HRS4R Steering Committee	<ul style="list-style-type: none"> Number of survey respondents
Appraisal of the scientific performance of the selected researchers	Once a year	Director for Scientific Affairs, Commission for the Assessment of Researchers	<ul style="list-style-type: none"> Number of the researchers assessed Percentage of positively assessed researchers
Reporting of the scientific activity/ achievements	Once a year	Director for Scientific Affairs, Organisational Department	<ul style="list-style-type: none"> Number of the reporting researchers



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Corporate incentive/ integration trip for all the employees	Once a year	Director for Administrative Affairs	<ul style="list-style-type: none"> Number of trips organised Number of employees who participated
Input of the data to the Open Data System according to the approved schedule	Twice a year	Director for Scientific Affairs, IT support staff	<ul style="list-style-type: none"> Number of the new institute- related datasets/ records published
Training on artificial intelligence (AI) in research provided by external bodies/training-suppliers	Spring 2024	Principal Director	<ul style="list-style-type: none"> Number of researchers trained
Updating the mid-term development strategy of the “Wieś i Rolnictwo” [“Village & Agriculture”] journal	Spring 2024	Editor-in-Chief of the “WiR” [“V&A”] journal	<ul style="list-style-type: none"> Updated mid-term development strategy of the journal “Wieś i Rolnictwo” [“Village & Agriculture”]
Updating the Institute’s Development Strategy	Spring 2024	Principal Director	<ul style="list-style-type: none"> Updated the Institute’s Development Strategy
Increasing the Institute’s website/ digital accessibility for people with disabilities	On a regular basis	Director for Administrative Affairs, IT support staff, Accessibility Coordinator	<ul style="list-style-type: none"> Conformity of the Institute’s website improved to WCAG 2.1
Training on the Open Data initiative	Once a year	Director for Scientific Affairs, IT support staff	<ul style="list-style-type: none"> Number of employees trained
Creating the Institute’s Internationalisation Strategy	Spring 2024	Director for Scientific Affairs	<ul style="list-style-type: none"> Institute’s Internationalisation Strategy
Elaborating rules and regulations on conferring a docent (doctor with habilitation) degree	January 2024	Task Force on respective rules and regulations; Director for Scientific Affairs	<ul style="list-style-type: none"> Implemented regulations on conferring a docent (doctor with habilitation) degree
Elaborating rules and regulations on conferring a doctoral degree (new procedure)	January 2024	Task Force on respective rules and regulations; Director for Scientific Affairs	<ul style="list-style-type: none"> Implemented regulations on conferring a doctoral degree (new procedure)
Training on archiving the Institute’s internal documents	January 2024	Director for Administrative Affairs	<ul style="list-style-type: none"> Number of pieces of training conducted Number of employees trained
Applying with the “Wieś i Rolnictwo” [“Village & Agriculture”] journal to be included in the international	Spring 2024	Editor-in-Chief of the “WiR” [“V&A”] journal, “WiR” journal’s	<ul style="list-style-type: none"> Number of applications submitted



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database of the scientific journals (Web of Science, DOAJ)		secretariat, IT support staff, Institute's librarian	
Preparation of "Uniform material list of files"	Spring 2024	Director for Administrative Affairs	<ul style="list-style-type: none">Adapted "Uniform material list of files" to the needs of the InstituteAccepted Institute's "Uniform material list of files" by the Central Archives of Modern Records
Appointment of a coordinator for office activities	January 2024	Director for Administrative Affairs	<ul style="list-style-type: none">Appointed coordinator of office activities
Development of operational regulations	Autumn 2025	Principal Director	<ul style="list-style-type: none">Number of adapted operational regulations

Dark grey field – action continued

Light grey field – action "in progress"

White field – new action