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## Process Description

**Case number**

2022PL841029

**Name Organisation under review**

Centre of Polymer and Carbon Materials Polish Academy of Sciences

**Organisation's contact details**

M. Curie-Skłodowskiej 34, Zabrze, 41-819, Poland

**Date endorsement charter and code**

19/10/2022

**Submission date to the European Commission**

17/01/2023

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:



Name	Position	Steering Committee	Working Group	Management line/ Department
Barbara Trzebicka	R4, Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Director of the CMPW PAN
Krystyna Czaja	R4, Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy Chair of Scientific Council
Alicja Utrata-Wesolek	R3, DSc, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Head of the HR working group The team leader in the Laboratory of Nano- and Microstructural Materials
Ewa Schab-Balcerzak	R4, Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Director for Research The Head of the Laboratory of Functional Materials Engineering
Piotr Dobrzyński	R4, Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The team leader in the Laboratory of Polymer Biomedical Materials

Name	Position	Steering Committee	Working Group	Management line/ Department
Urszula Szeluga	R3, DSc, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Head of Laboratory of Carbon and Polymer-Carbon Materials
Barbara Mendrek	R2, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The team leader in the Laboratory of Nano- and Microstructural Materials The representative of the Trade Union of employees of the Polish Academy of Sciences
Michał Sobota	R2, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The team leader in the Laboratory of Polymer Biomedical Materials The representative of the Trade Union Solidarność 80
Joanna Rydz-Pawlak	R2, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The team leader in the Laboratory of Biodegradable Materials

Name	Position	Steering Committee	Working Group	Management line/ Department
Paweł Wróbel	R2, Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Researcher in the Laboratory of Carbon and Polymer-Carbon Materials
Tomasz Konieczny	R1, Assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PhD student in the Laboratory of Biodegradable Materials
Paweł Gnida	R1, Assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PhD student in the Laboratory of Functional Materials Engineering
Bożena Szapska	Specialist, PhD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Head of Scientific Secretariat
Paulina Gąsior	Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scientific Secretariat

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Researchers from CMPW PAN	 Mails, workshops, meeting	<p>Participation in the questionnaire and in meeting with the Head of the HRS4R Working Group and the Steering Committee. On the meeting following issues have been presented, explained and discussed:</p> <ul style="list-style-type: none"> <li>• the advantages of possessing by the Institute the HR Award and the process of applying for it</li> <li>• the methodology of conducting the questionnaire</li> </ul>
Working Group (representative group of researchers ranging from R1 to R4)	 Mails, meetings	<p>Contribution in the:</p> <ul style="list-style-type: none"> <li>• internal analysis of national and institutional regulations applicable to CMPW PAN followed by the comparison and discussion whether and to what extent the rules existing in CMPW PAN comply to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers</li> <li>• conducting of the questionnaire and analyzing its results</li> <li>• proposing of the initiatives for improvements</li> <li>• preparation of the final HRS4R proposal</li> </ul>

Stakeholder group	Consultation format	Contributions
Steering Committee (researchers R4)	Meetings	<p>Consultations with the Head of the HRS4R Working Group concerning the suggestion for action improvements.</p> <p>Approval of the improvements and the final version of HRS4R proposal.</p>

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The Steering Committee overseeing the process of implementation the HR Award is composed of the Director of the CMPW PAN and the Deputy Chair of Scientific Council. These individuals were chosen to form a Steering Committee as they are responsible for managing and formulating the research policy at the CMPW PAN and the development of its researches. The Steering Committee has met regularly with the Working Group in order to thoroughly discuss the questionnaire results and proposed Action Plan. The Steering Committee made the final decision on suggestion for improvements and on the final version of the proposal for the HRS4R award.

Please describe how the Working Group doing the Gap Analysis was appointed:

In the early 2021, CMPW PAN applied in the PASIFIC Fellowship Program. This movement inspired the management of the CMPW PAN Institute to initiate the process to review the level of compliance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) principles followed by applying for the "HR Excellence in Research" Award. For that purpose in the mid of 2021 the Director of the CMPW PAN established by the Ordinance No. 11/2021 the Working Group. Different groups of employees were engaged in this process thus the HR Working Group consisted of the Institute staff members, representing scientists (representation of employees of all departments, researcher ranged from R1-R4), management (Deputy Director for Research) and administration (Scientific Secretariat). In the mid of 2022 there was a slight adjustment of the composition of the Working Group accepted by Director of the CMPW PAN (Ordinance no. 28/2022 - one of the member from the groups of R2 has resigned and additional an employee from Scientific Secretariat has joined the WG). Depending on the needs, throughout the duration of the works, the Working Group was supported by the representative of the Project Coordination Office, Maintenance Office and Chief Accountant.

Firstly, the Working Group, supported by the Steering Committee, has conducted an internal analysis of national and institutional regulations applicable to CMPW PAN and thoroughly discussed them in reference to the regulation presented in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. As the European Charter and Code refers to a wide range of staff members of the CMPW PAN, the Working Group at the beginning of 2022 prepared the workshop for employees of the Institute to introduce them with rules of the European Charter and Code and to present the advantages of possessing "HR Excellence in Research" Award as well as to explained the process of its implementation. Afterwards, the Working Group has organized an open anonymous survey within the employees of the Institute. The questionnaire was given in two language versions (Polish and English). All of the relevant researchers professionally related to the Institute were invited to take part in the survey including scientific employee

and research and technical workers. 33 of researchers took part in the survey, which constituted 51% participation rate. 61% of the respondents were women. The survey contained a total of 40 issues, grouped into 4 thematic blocks, that are in line with the Researcher's Charter and the Code of Conduct for the Recruitment of Researchers. For each question, the answers: "YES", "RATHER YES", "RATHER NO", "NO" were proposed. Also an opportunity to comment on the issue was possible. The Working Group accepted the principle that the both answers "NO" and "RATHER NO" were considered as NEGATIVE responses. YES and RATHER yes were considered as POSITIVE opinions. The Working Group classified the areas as:

- ++ fully implemented - if only YES were greater than 75%
- +/- almost but not fully implemented - if answers YES were less than 74% and/or NEGATIVE responses were less than 5%
- -/+ partially implemented - if answers YES was less than 74% and/or NEGATIVE responses were in the ranges of 5-15%
- -/- insufficiently implemented - if answers YES was less than 74% and NEGATIVE responses were more than 15%

The outcomes of the questionnaire has been deeply analyzed by the Working Group which identified principles that require support and improvement at the institutional level. The Working Group prepared the propositions of the initiative suggestion for improvements that were consulted with the Steering Committee. After approval the improvements by the Steering Committee, the Working Group prepared the final reports considering the Templates 1-4.