

Action Plan 2016-2018

Area	Planned action	Body responsible	Timeline
Professional responsibility	Description of the scope of rights and duties for PhD students	Board of Directors, Scientific Secretariat	September 2016
Contractual and legal obligations	A bilingual set of documents (PL & EN) to be provided by signing the job contract	HR unit Legal counsellor Scientific secretariat	ongoing
Contractual and legal obligations	Safety training in English	Safety officer Scientific secretariat	December 2016
Good practice in research	On-site training for master and PhD students as well as trainees	Supervisor HR unit	ongoing
Good practice in research	Director's order regarding on-site training with a form attached	Board of Directors	June 2016
Good practice in research	Strategy of making back-ups	IT specialist	March 2017
Dissemination, exploitation of results	Workshop on commercialisation	Innovation broker	December 2016
Non discrimination	Translation of internal regulations into English	Scientific secretariat	ongoing
Non discrimination	Search for technical solutions to adapt the entrance to the Institute for disabled people	Board of Directors	December 2018
Evaluation/ appraisal systems	Modification of appraisal system	Board of Directors	December 2016
Recruitment	Updated OTM-R policy PL & EN version	Scientific secretariat HR Department	December 2017

Recruitment	<p>Director's order regarding pre-selection committee and its duties and competencies</p> <p>Defining and publishing selection criteria for all types of positions</p> <p>Development of a complaint mechanism</p> <p>Update of the employment advertisement template</p>	<p>Board of Directors</p> <p>HR Department</p>	December 2017
Postdoctoral appointments	Update of the Director's order 9/2013 on appointment of post docs	Board of Directors	December 2016
Research environment	Director's order regulating rules of common use of laboratory equipment at the Institute	Board of Directors	December 2016
Research environment	Reorganization of lab space in order to adapt laboratories to common use where possible	Board of Directors	December 2018
Working conditions	Director's order on "home office" rules based on new Polish law regulations	<p>Board of Directors</p> <p>HR Unit</p>	June 2016
Funding and salaries	Development of new rules on social funds at the Institute on the basis of updated Labour Code and public announcement to all employees	<p>HR Unit</p> <p>Board of Directors</p>	December 2016
Career development	Publication of all internal documents on the website (both PL and EN version)	Scientific secretariat	June 2017
Career development	Update of Director's order 17/2014 on Career development	Board of Directors	December 2016