

Relevant Charter Principle	Title Action	Timing	Responsible	Indicator(s)/ Target(s)
Professional attitude	New, more informative Webpage of the institute, better use of the intranet	09/2019	Deputy Director for Research and Scientific secretariat	webpage
	Preparation of financial FAQs	06/2019	Chief Accountant	document available in the intranet
	Establishment of Grant Office, definition of its tasks and responsibilities	Ongoing/done	Director	New organisational structure
	Informative activity for project calls and rules	ongoing	Grant Office	number of e-mails sent, dedicated meetings (group/ individual), webpage/facebook
Accountability	Simplification formalities associated with orders and forms	ongoing	Director	Target - all academic staff
	New circulation of documents between researchers and administration	06/2019	Director	Director's order
Non-discrimination	Search for funds to enable disabled people enter the main building of the Institute	06/2020	Deputy Director for Administration	Application submitted

Relations with supervisors	Establishment of the International Doctoral School - new regulations	ongoing	Head of the International Doctoral School, Supervisors/co-supervisors, Heads of Departments	Target - all academic staff
Supervision and managerial duties	Establishment of the International Doctoral School - new regulations	ongoing	Head of the International Doctoral School	Target - senior academic staff
	Soft skills trainings for team leaders, heads of Departments, supervisors and co-supervisors	06/2019 06/2021	Director	number of trainings number of persons participating in the trainings
	Preparation of the Code of Practice for the Management of Researchers	03/2019	Grant Office	document available in the intranet
	Dissemination of Code of Practice for the Management of Researchers	03/2019 03/2020 03/2021	Grant Office	Awareness measured through future surveys
Research environment	Establishment of common genetic engineering facility	ongoing	Dr. Tomasz Pniewski with the help of Deputy Director for Research, Deputy Director for Administration and Safety Officer	Target - all academic staff
	Introduction of a revised motivation system/ awards	12/2019	Director	Director's order - re-introduction of a bonus system promoting the best-performing researchers

	Enhancement of promotion of local, national and international networks	12/2019 12/2020 12/2021	Deputy Director for Research Grant Office	Increased number of researchers belonging to various societies and associations Number of emails sent from office. Increased number of established collaborations (MoU, project consortia)
Career development	Information action - (updated remainder) current internal orders and national legal acts	06/2019 06/2020 06/2021	Scientific secretariat/ legal counsellor/ HR	Target - all academic staff
	Preparation of a set of binding legal acts	06/2019	legal counsellor/ HR	Target - all academic staff
	Provide mentors (other than supervisors/ HoDs) to proactively support young researchers (R1-R2) in their personal and professional career development	12/2019 12/2020 12/2021	Head of the International Doctoral School	Number of meetings mentor-mentoree
	Evaluation of PDPs of PhD candidates	Ongoing	Deputy Director for Research	Target - all PhD students
Access to career advice	set up a collaboration with a career office at the university	Regular meetings once a year 10/2019 10/2020 10/2021	Deputy Director for Research	number of meetings number of researchers participating in the meetings

Supervision	Appointment of a new Scientific Secretary dedicated only to PhD students and the International Doctoral School	Done/ ongoing	Deputy Director for Research ensures every PhD student has a clearly identified supervisor/co-supervisor	Target - PhD students
Complaints and appeals	Display of all information on the boards and in the intranet	Ongoing	Director	Target - all academic staff
	Preparation of anti-mobbing procedure	12/2019	HR/ Director	Document in the intranet
Participation in decision-making bodies	Participation of R1-R2 representatives [PhD students and Young Scientific Council] in the meetings of Senior Researchers' Board and meetings of PhD students representatives and YSC with R1-R2 staff before/after meetings of Senior Researchers Board	Ongoing	Director	Target – R1-R2 academic staff Protocol from the meeting
Teaching	Establishment of the International Doctoral School	Done/ ongoing	Head of the International Doctoral School	Increased number of academic staff with teaching activity per year
Continuing professional development	Establishment of the International Doctoral School	Done/ ongoing	Head of the International Doctoral School	increased number of researchers participating in lectures/ seminars/ trainings/ courses
	Publication of project and fellowship opportunities	regular update ongoing	Grant office/scientific secretary	increased number of applications for fellowships/ trainings/ projects