



**THE CHILDREN'S MEMORIAL HEALTH INSTITUTE**

**The European Charter for Researchers  
The Code of Conduct for the Recruitment of  
Researchers**

**The Human Resources Strategy of the Children's Memorial  
Health Institute in Warsaw**

Internal gap analysis and action plan  
for the period 2016-2020

Warsaw, November 2016  
Updated: February 2017



## Table of Contents

1. About the Institute .....	4
1.1. The idea .....	4
1.2. Introduction .....	4
1.3. The mission of the Institute .....	4
1.4. Parametric evaluation .....	4
1.5. List of projects .....	4
1.6. CMHI researchers .....	5
1.7. Organizational Structure of CMHI .....	6
2. Methodology .....	8
2.1. Internal analysis .....	8
2.2. Questionnaire survey among researchers .....	8
2.3. The validation process .....	9
2.4. Details of Implementation procedure .....	9
3. Surveys results .....	11
3.1. General information about the study group .....	11
3.2. Analysis of survey results .....	15
4. The current state and conclusions from internal analysis and surveys .....	16
5. Action plan .....	31
6. Monitoring plan .....	34

## List of charts

Chart 1. Gender of respondents .....	11
Chart 2. Age of respondents.....	11
Chart 3. Structure of respondents by a group of professional employees .....	12
Chart 4. Structure of respondents by employees degree/academic title .....	12
Chart 5. The structure of respondents by employees position of research.....	13
Chart 6. Structure of respondents by research employees work experience in CMHI .....	13
Chart 7. Structure of respondents by work experience of research employees.....	14
Chart 8. Detailed results of the survey .....	15

## **1. About the Institute**

### **1.1. The idea**

The idea of the Memorial Hospital commemorating child casualties throughout Polish history was promoted by the writer Ewa Szelburg-Zarembina in the 60s. At the same time, the scope and specialization of this institution was to serve the health of all children in Poland. These ideas are also valid today. The first patient to the Children's Memorial Health Institute was admitted on 15 October 1977. In 1995 Hospital acquired the legal status of research and development unit.

### **1.2. Introduction**

The Children's Memorial Health Institute (hereinafter referred to as The Institute or the CMHI) is a research institute, and also one of the largest specialized pediatric hospitals in Poland acting for the benefit of modern pediatrics. The object of the Institute is to conduct research and development activities and medical services focused on the health needs of children, adolescents and young adults, and the implementation of teaching tasks, adapting the results of research and development to the needs of the practice and implementation of their results. Founding body of the Institute is the Council of Ministers. Scientific and clinical achievements are the result of nearly 40 years of work of the medical team.

### **1.3. The mission of the Institute**

Every day, all our efforts are directed toward to the small patients. We want to provide them with the care and treatment at the highest level. Our staff uses in everyday work the latest scientific achievements in the field of pediatrics, while taking into account the needs of patients and their families.

### **1.4. Parametric evaluation**

The Children's Memorial Health Institute received the highest A+ category of parametric comprehensive evaluation of the quality of scientific research and development of scientific institutions conducted by the Committee for Evaluation of Scientific accordance with the regulations of the Ministry of Science and Higher Education. Final evaluation placed the CMHI on first position among the 22 units in a group of common assessment (GWO) where only 2 units received an A+. CMHI is thus one of two units with the status of the research institute of the 39 evaluated in a group of Life Sciences, which received the highest category.

### **1.5. List of projects**

Within 2010 – 2016 the Institute realized 37 projects with national sources of financing (Ministry of Science and Higher Education, National Science Centre, The National Centre for Research and Development and foundation) and 32 projects with foreign sources of financing (European Commission, European Regional Development Fund, Swiss-Polish Cooperation Programme, WHO, EEA Grants and Norway Grants co-financed by Polish Institutions). CMHI is the leader in 2 international projects co-financed by EC (the 7th Framework Programme, Horizon 2020). Additionally at the same time the Institute realized 111 statutory projects and 21 projects for young scientists financed by Ministry of Science and Higher Education.



### 1.6. CMHI researchers

Currently the Children's Memorial Health Institute employs 95 researchers holding the following positions:

- 17 people - Professor
- 13 people - Associate Professor
- 40 people - Assistant Professor
- 25 people - Research Assistants

Status on November 2<sup>nd</sup> 2016.



*The Children's Memorial Health Institute - view from the Al. Dzieci Polskich*

## 1.7. Organizational Structure of CMHI





## APPENDIX B: CMHI AMBULANT CLINIC AND DIAGNOSTICS

SURGICAL CLINIC	HOME PERITONEAL DIALYSIS UNIT
AMBULATORY SURGERY CENTRE	BIOCHEMISTRY, RADIOIMMUNOLOGY AND EXPERIMENTAL MEDICINE UNIT
METABOLIC DISEASES OUTPATIENT CLINIC	DIAGNOSTIC IMAGING UNIT
PHONiatricS AND AUDIOLOGY OUTPATIENT CLINIC	MEDICAL GENETICS UNIT
GASTROENTEROLOGY OUTPATIENT CLINIC	NUCLEAR MEDICINE UNIT
LIVER DISORDERS AND TRANSPLANTATION OUTPATIENT CLINIC	MICROBIOLOGY AND CLINICAL IMMUNOLOGY UNIT
CARDIOLOGY OUTPATIENT CLINIC	PATHOLOGY UNIT
LARYNGOLOGY OUTPATIENT CLINIC	HEALTH PSYCHOLOGY UNIT
LOGOPEDICS OUTPATIENT CLINIC	PUBLIC HEALTH UNIT
NEPHROLOGY AND ARTERIAL HYPERTENSION OUTPATIENT CLINIC	DIALYSIS WARD
KIDNEY TRANSPLANTATION OUTPATIENT CLINIC	TRANSFUSIOLOGICAL IMMUNOLOGY LABORATORY AND BLOOD BANK
NEUROLOGY AND EPILEPTOLOGY OUTPATIENT CLINIC	HISTOCOMPATIBILITY LABORATORY
OPHTHALMOLOGY OUTPATIENT CLINIC	ANTHROPOLOGY LABORATORY
ONCOLOGY OUTPATIENT CLINIC FOR CHILDREN AND YOUNG PEOPLE	EEG AND VIDEOMETRY LABORATORY
CONSULTATION OUTPATIENT CLINIC	EVOKED POTENTIAL AND EMG LABORATORY
NEUROSURGERY OUTPATIENT CLINIC	PHYSICAL THERAPY LABORATORY
ORGAN TRANSPLANT OUTPATIENT CLINIC	LOCOMOTOR SYSTEM DIAGNOSTICS LABORATORY
COMPLEX OF SPECIALIST OUTPATIENT CLINICS	CARDIOVASCULAR INTERVENTION LABORATORY

APPENDIX C:

HOME PERITONEAL DIALYSIS UNIT
BIOCHEMISTRY, RADIOIMMUNOLOGY AND EXPERIMENTAL MEDICINE UNIT
DIAGNOSTIC IMAGING UNIT
MEDICAL GENETICS UNIT
NUCLEAR MEDICINE UNIT
MICROBIOLOGY AND CLINICAL IMMUNOLOGY UNIT
PATHOLOGY UNIT
HEALTH PSYCHOLOGY UNIT
PUBLIC HEALTH UNIT
DIALYSIS WARD
TRANSFUSIOLOGICAL IMMUNOLOGY LABORATORY AND BLOOD BANK
HISTOCOMPATIBILITY LABORATORY
ANTHROPOLOGY LABORATORY
EEG AND VIDEOMETRY LABORATORY
EVOCKED POTENTIAL AND EMG LABORATORY
PHYSICAL THERAPY LABORATORY
LOCOMOTOR SYSTEM DIAGNOSTICS LABORATORY
CARDIOVASCULAR INTERVENTION LABORATORY





## 2. Methodology

The Children's Memorial Health Institute expressed its support for provisions resulting from the "European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers" (abbreviated Charter and Code) through the signing by the Director of CMHI, Małgorzata Syczewska PhD, Support Declaration Charter and Code in August 2016 year.

In addition, has been appointed an internal team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in CMHI, composed of: Professor Katarzyna Kotulska-Józwiak, Deputy Director for Science Affairs - Chair of Team; representatives of the research workers: Professor Piotr Socha, Deputy Chairman of the Research Council, Maciej Pronicki, PhD, Professor CMHI, Chairman of the Science Committee; employees who are responsible for the analysis and preparation verified legal regulations, practices and procedures, and a document describing the strategy of actions ("HR Strategy") and the promotion of elaborated documents: Anna Drewnowska, senior inspector of scientific research planning - team coordinator, Inga Gołasiewicz, Manager of Human Resources Policy Division, Ewelina Kryszczyńska, HR specialist, Mariusz Piotrowicz, Manager of Scientific Research And International Cooperation Division, Danuta Piotrowska, Deputy Manager of Scientific Research And International Cooperation Division, Ewa Świerkula, specialist of scientific research planning, Mikołaj Dakowski, Acting Manager of Legal Division.

Prepared internal analysis and the results of the survey were the basis for decisions of the team of the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in CMHI, concerning activities aimed to eliminate incompatibilities existing in CMHI in relation to the provisions of the Charter and Code. After developing the HR strategy with a plan of corrective action documents shall be sent to the European Commission according to the procedure of applying for units with logo HR.

### 2.1. Internal analysis

After sending a letter of intent in which the CMHI authorities expressed their support for the provisions of the Charter and Code, activities aimed at obtaining the HR logo were undertaken. From September 2016, a group of employees appointed by the Director of CMHI prepared internal analysis concerning current legal status in CMHI and in Poland, and its consistency with the Charter and Code.

### 2.2. Questionnaire survey among researchers

The next step in the internal analysis was to conduct an anonymous survey among researchers and other staff members running scientific research. Respondents received a questionnaire that contained 40 questions, the fulfillment of which is required when applying for a logo "HR Excellence in Research". Employees were asked to determine the extent to which in their opinion are fulfilled individual criteria by the Institute. Answers provided on a scale of 1-definitely unimportant, 2-unimportant, 3-important, 4-very important, 5-definitely important. The respondents also mentioned the activities that they believe could be taken in the future in order to improve the implementation of the criteria of the Charter and Code. The questionnaire included a complete definition of the parameters contained in the Charter and Code so that respondents will not only thoroughly understand the content of individual questions, but on the occasion of the research had the opportunity to familiarize themselves with the provisions of the Charter and Code.



### **2.3. The validation process**

The proposed in the chapter 5 actions were validated by the Working Group and accepted by the Director of the Institute. To implement the particular aspects of the Charter and Code the CMHI chose appropriate complementary activities. The validation process based on the legal analysis of each 40 principles, survey assessment and specific of the organization (research institute in pediatric medicine). The Working Group with the Director of CMHI have assigned to each action the appropriate coordinator. The deadline was also stated. During the period of implementing by Coordinators recommended actions the Working Group will continue its involvement and meet regularly to monitor the work progress. The protocols of such monitoring meetings were collected by the Working Group Coordinator.

### **2.4. Details of Implementation procedure**

The Working Group, from its official appointment, has communicated through the e-mails and working meetings. All chosen members of the Team are experienced CMHI employees. The Working Group decisions, especially on the required actions, based on the consensus and considered the answers of respondents. Before the official set up of the Working Group the meetings were aimed to design a path that the CMHI should proceed to receive the "HR award". The Working Group consists of the specialists (above mentioned in the point 2) representing all employment groups involved into Research and Development activities of CMHI, i.e. researchers, HR division, legal division, scientific division, management.

29<sup>th</sup> October 2015

The delegation of CMHI took part in the INFO-DAY - The Human Resources Strategy for Researchers and How to comply with article 32 of the H2020 Grant agreement on 29 October 2015 in Brussels. Due to support and active involvement both the Commission and participants, this Info Day was a big success. Participation in the meeting initiated the process of implementation of European Charter for Researches and the Code of Conduct for the Recruitment of Researchers in the Children's Memorial Health Institute. The process of implementation the Charter and the Code was initiated.

1<sup>st</sup> December 2015

The presentation of the assumptions of the European Charter for Researches and the Code of Conduct for the Recruitment of Researchers to the Director of the CMHI.

December 2015 – June 2016

Analysis of documents relating to European Charter for Researches and the Code of Conduct for the Recruitment of Researchers.

Collecting the essential information in order to begin the process of obtaining the logo "HR Excellence in Research" award.

Preparatory works and consultation on choosing the members of the Working Group with the highest qualifications. The Team consists of the specialist from such division as researchers, HR division, legal division, scientific division, management.

Selected employees – specialists from various CMHI divisions guarantee the best solution of every identified problem and aspect. The group of employees collected auxiliary materials, set up the methodology and prepared the draft of the survey questionnaire and details of survey conduct.

15<sup>th</sup> July 2016

During the first meeting of the Working Group the implementation schedule was developed. The group worked out a preliminary procedure for preparing the implementation of provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

12<sup>th</sup> August 2016

The CMHI sent to the EC the Declaration of support accepting and fully supporting the principles expressed in the Recommendation of the European Commission 2005/251/EC on “The European Charter for Researchers” and “The Code of Conduct for the Recruitment of Researchers”.

13<sup>th</sup> September 2016

The internal regulation on “Implementation in the CMHI and Creation of Team for European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers” was issued. This official act scheduled the aim, created formally the Working Group and its coordinator, etc.

The final version of the questionnaire was prepared. The questionnaire refers to the EC regulation and all 40 recommended aspects. The shape of questionnaires was prepared in order to gather the good quality data. The target group was selected.

16<sup>th</sup> September 2016

During the meeting the Working Group approved the final content of survey questions concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers addressed to scientific-research.

19<sup>th</sup> September 2016

The survey was launched, and the questionnaires were distributed to respondents. The completed questionnaires were delivered. The deadline for the respondents to submit the completed questionnaires was defined as 23<sup>rd</sup> September. Reminding e-mails were sent on the 21<sup>th</sup> and 23<sup>th</sup> of September 2016. Finally 84 % of respondents submitted the papers.

18<sup>th</sup> October 2016

On the Working Group meeting the preliminary analysis of the survey results was done and internal document summarizing the survey was prepared.

25<sup>th</sup> October 2016 - 14<sup>th</sup> November 2016

On the Working Group meeting (25<sup>th</sup> October 2016) an exact verification concerning the EU, national legislation and internal regulations of the CMHI was made. The final version of The Human Resources Strategy of the Children's Memorial Health Institute in Warsaw and Internal gap analysis and action plan was acknowledged. The application was sent to the European Commission.



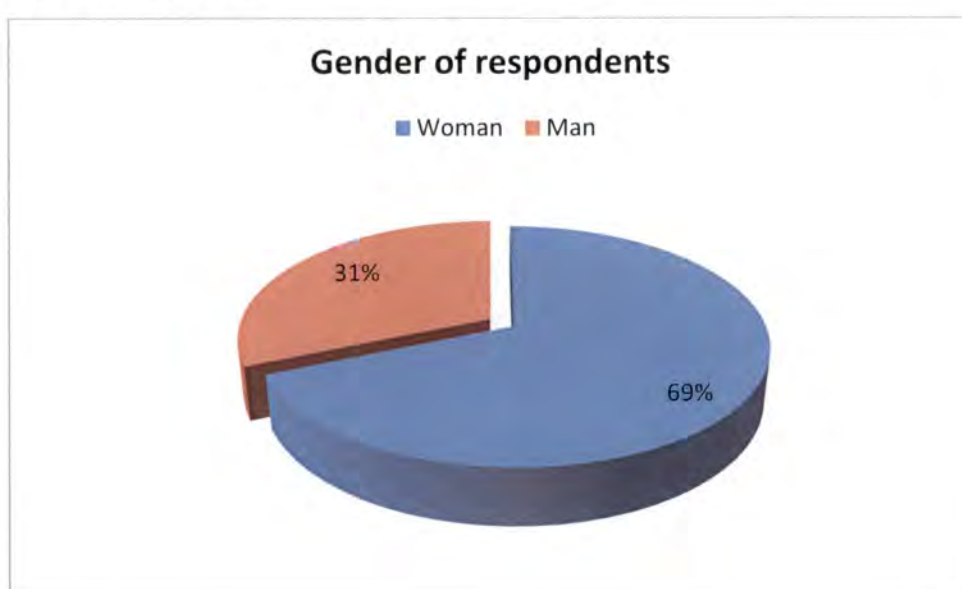
### 3. Surveys results

#### 3.1. General information about the study group

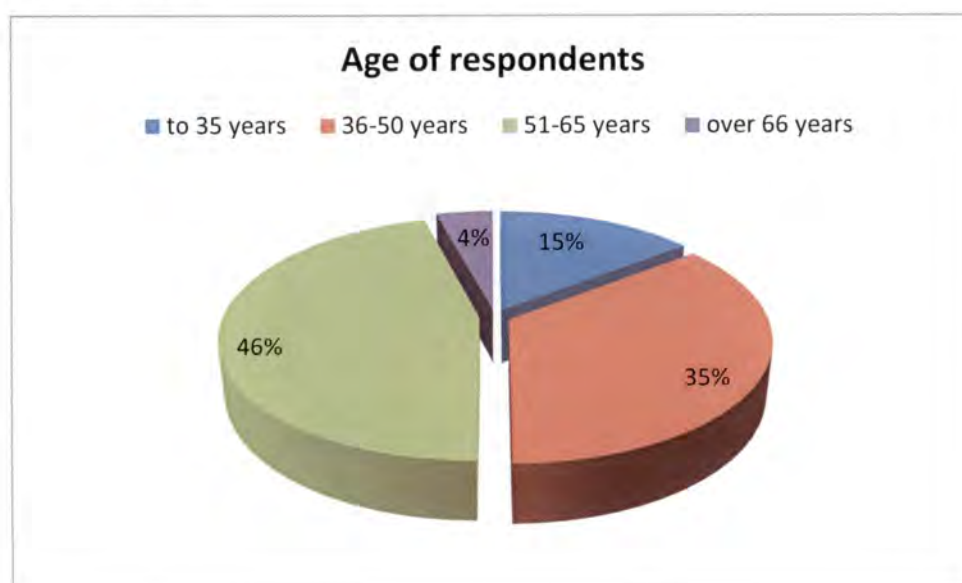
The anonymous survey was sent to 114 CMHI employees. The form filled 96 persons, representing 84% of the respondents. The high level of return on the survey results can be regarded as reliable and applicable to all respondents. The data included in the analysis below represent the status on September 30, 2016.

The structure of respondents by gender and age presents the following charts. The gender unbalance towards women responds to the characteristics of the institution. The CMHI is at the same time research institute and pediatric hospital with predominance of female workers which cannot be changed by regulations within the research area.

**Chart 1. Gender of respondents**



**Chart 2. Age of respondents**



69% of respondents were women, men - 31%. Most respondents - 46% of that group of workers are in aged between 51-65 years and 35% - 36-50 years. Surveyed employees under 35 is 15% while over 66 years only 4%.

Respondents represented the following professional groups:

- Physician,
- Laboratory diagnostician / other medical
- Administration (staff involved in the process of research)
- Other.

**Chart 3. Structure of respondents by a group of professional employees**



The structure of respondents divided into degree / academic title and scientific position is presented on the charts below.

**Chart 4. Structure of respondents by employees degree/academic title**

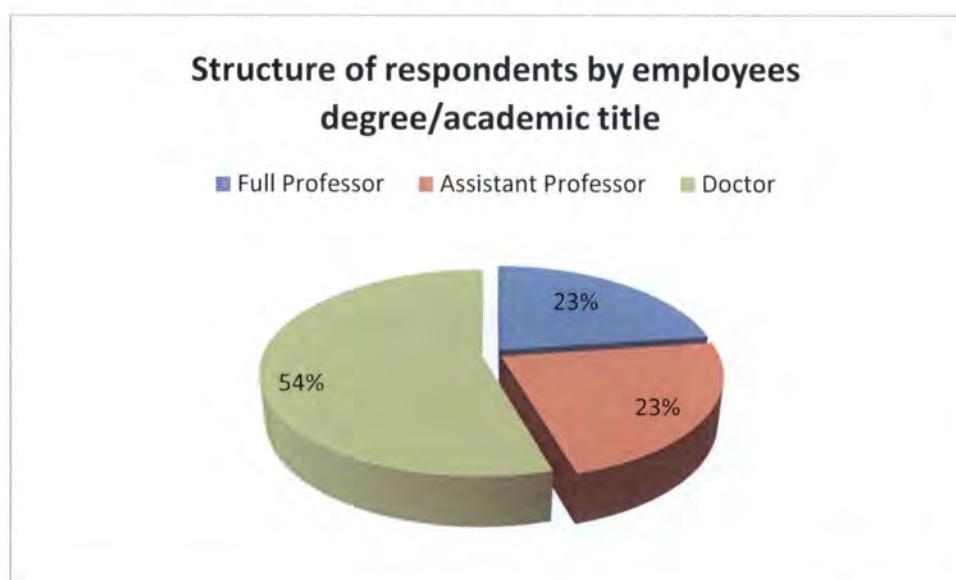
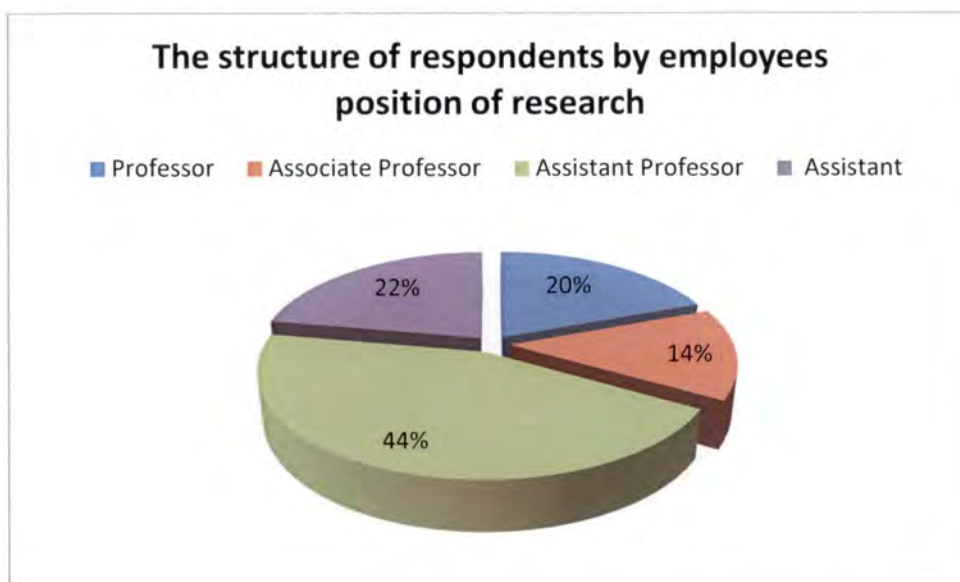




Chart 5. The structure of respondents by employees position of research



Division of surveyed research employees due to work experience in CMHI and general research experience is as follows.

Chart 6. Structure of respondents by research employees work experience in CMHI

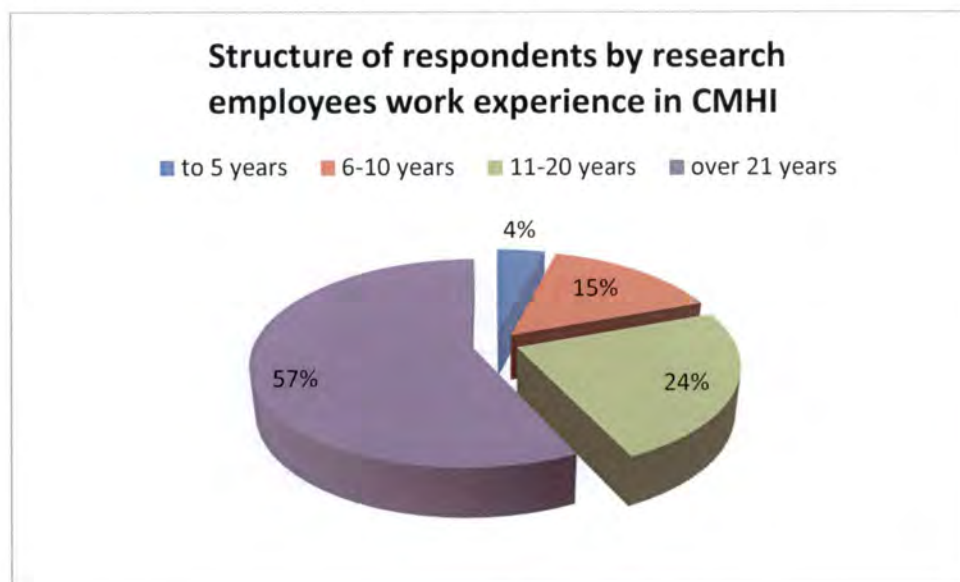
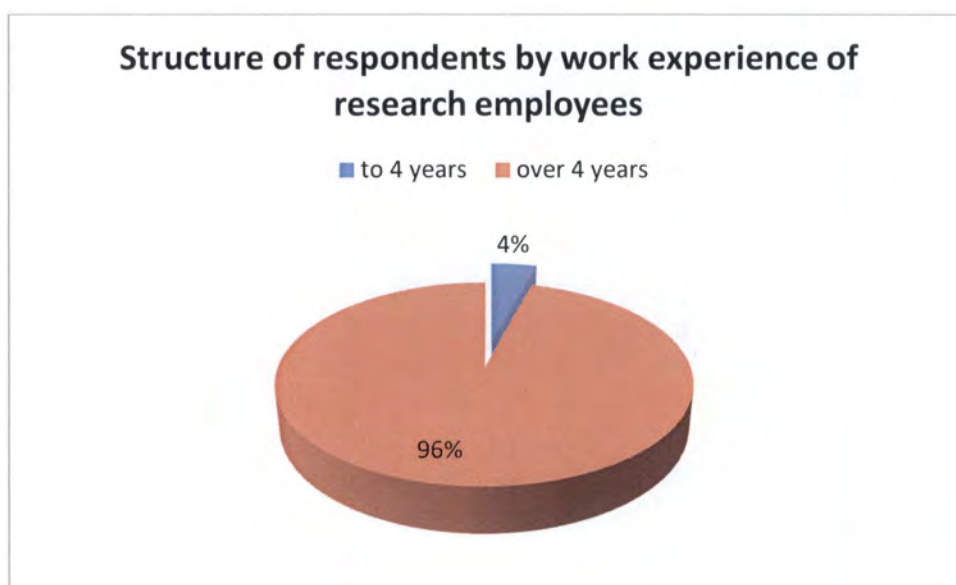


Chart 7. Structure of respondents by work experience of research employees

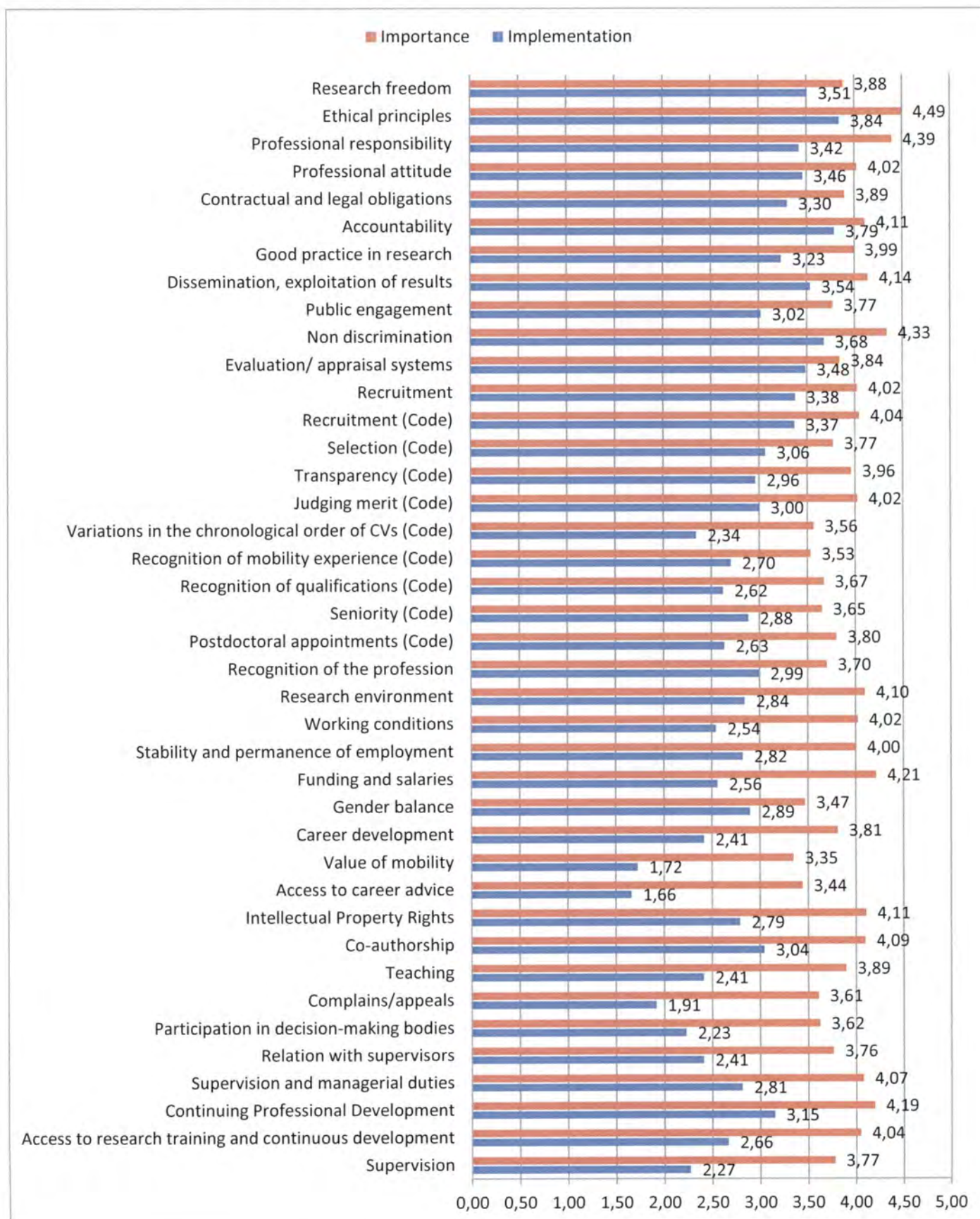


*The Children's Memorial Health Institute – view from the helicopter landing site built in 2015.*



## 3.2. Analysis of survey results

Chart 8. Detailed results of the survey



For internal analysis of the survey were used the following evaluation criteria:

1 - 1.66	BAD ASSESSMENT
1.67 - 3.33	AVERAGE ASSESSMENT
3.34 - 5	GOOD ASSESSMENT

#### 4. The current state and conclusions from internal analysis and surveys

Below are presented the conclusions of the internal analysis and the results of surveys in relation to the issues of the Charter and Code together with the relevant legislation and existing laws and institutional practices.

I. Ethical and professional aspects	
1. Research freedom	
Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.	
Relevant legislation (permitting or impeding the implementation of this principle):	Existing Institutional rules and/or practices:
1. The World Intellectual Property Organization Copyright Treaty (WIPO Copyright Treaty or WCT). 2. A code of ethics for scientists. 3. Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2006, No.90, item 631, with further amendments). 4. Convention on the Rights of the Child. 5. A patient's bill of rights.	1. Work Regulations of the Bioethics Committee at The Children's Memorial Health Institute. 2. Provisions in agreements with contractors and partners in the projects.
Survey assessment: good	Remarks: None
Actions required:	
Developing ethical principles and organizational assumptions of research in CMHI. Acquaint with the code of ethics for scientists. (T1)	
Implementation time of the action:	Coordinator of the action:
36 months	Scientific Research And International Cooperation Division
2. Ethical principles	
Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.	
Relevant legislation (permitting or impeding the implementation of this principle):	Existing Institutional rules and/or practices:
1. A code of ethics for scientists. 2. Convention on the Rights of the Child. 3. A patient's bill of rights.	Work Regulations of the Bioethics Committee at The Children's Memorial Health Institute.
Survey assessment: good	Remarks: None
Actions required:	
Developing ethical principles and organizational assumptions of research in CMHI. Acquaint with the code of ethics for scientists. (T1)	
Implementation time of the action:	Coordinator of the action:
36 months	Scientific Research And International Cooperation Division
3. Professional responsibility	



<p>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.</p>	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2006, No.90, item 631, with further amendments). 2. The World Intellectual Property Organization Copyright Treaty (WIPO Copyright Treaty or WCT). 3. A code of ethics for scientists.	Decree No. 39/2014 issued by the Director of the Institute introductory the Rules of the management of copyright, related rights and industrial property rights and the principles of commercialization of the results of research and development work.
<b>Survey assessment:</b> good	<b>Remarks:</b> None
<b>Actions required:</b>	
Conducting a lecture / training on respect for intellectual property rights and copyright. Verification of publications in the central antiplagiarism system as will be implemented. Preparatory work for implementation of the 2018 Ordinance No. 536 of the Council and the European Commission. (T2)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
36 months	Scientific Research And International Cooperation Division/ Research Council
<b>4. Professional attitude</b>	
<p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Act of 15 January 2015 on changes to the act on rules of science financing and some other acts, Journal of Laws 2015 item 249. 2. Regulations of National Science Centre, The National Centre for Research and Development, European Union.	1. Decree No. 16/16 issued by the Director of the Institute on determining the rules for granting and accounting for internal grants, statutory research tasks and tasks of research aimed at the development of young scientists. 2. Decree No. 23/16 issued by the Director of the Institute on the regulation of inclusion in the research team subsidiary staff, including nurses and midwives, for the exercise by the staff research tasks in research projects. 3. Directions on implementation of external projects and agreements of projects implementation with funders.
<b>Survey assessment:</b> good	<b>Remarks:</b> Remarks: Regular newsletter (every 2 weeks) on current possibilities of application by the scientific staff of CMHI. Researchers must obtain all necessary approvals before starting their research or accessing the resources provided. Researchers applying for new projects should be acquainted with call rules.
<b>Actions required:</b>	
Carrying out internal analysis of risk reporting needs. Researchers must inform their supervisors when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason. (T3)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Scientific Research And International Cooperation Division
<b>5. Contractual and legal obligations</b>	
<p>Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</p>	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>



<p>1. Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2006, No.90, item 631, with further amendments).</p> <p>2. The Public Procurement Law.</p>	<p>1. Decree No. 16/16 issued by the Director of the Institute on determining the rules for granting and accounting for internal grants, statutory research tasks and tasks of research aimed at the development of young scientists.</p> <p>2. The obligation to check and accept the agreements concluded by the Institute by a lawyer.</p> <p>3. Decree No. 4/15 issued by the Director of the Institute on determining the procedure and activities related to public expenditure on the basis of exemptions to the Public Procurement Act (as amended).</p> <p>4. Decree No. 32/14 issued by the Director of the Institute on the introduction of the Regulations of preparation and conduct of public procurement procedures by The Children's Memorial Health Institute (as amended).</p>
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Conducting a lecture / training on respect for intellectual property rights and copyright. (T4)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Legal Division
<b>6. Accountability</b>	
Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
<p>1. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 44 paragraph 5.</p> <p>2. The Labour Code art. 100.</p> <p>3. The Act on Liability for Breaching the Public Finance Discipline.</p> <p>4. Provisions of funders, i.e. NSC, EU on project auditing and a potential ban on application in case of committing a breach of financial discipline.</p>	<p>1. Decree No. 32/14 issued by the Director of the Institute on the introduction of the Regulations of preparation and conduct of public procurement procedures by The Children's Memorial Health Institute (as amended).</p> <p>2. Decree No. 4/15 issued by the Director of the Institute on determining the procedure and activities related to public expenditure on the basis of exemptions to the Public Procurement Act (as amended).</p>
<b>Survey assessment:</b> good	<b>Remarks:</b> Extending knowledge of scientists in CMHI concerning the principles of neat, transparent and efficient financial management is an ongoing process.
<b>Actions required:</b>	
Informing scientists about current guidelines, regulations, and their participation in training courses in the field of implementation and accounting grants. (T5)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Scientific Research And International Cooperation Division
<b>7. Good practice in research</b>	
Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
<p>1. Labour Law (Labour Code (Section X) art. 207 - 237<sup>15</sup>).</p> <p>2. Regulation on occupational safety and health.</p> <p>3. The Act of 29 August 1997 on the protection of personal data (Journal of Laws of 1997, No. 133, item 883).</p> <p>4. The Act of 5 August 2010 on the protection of classified information (Journal of Laws of 2010 No. 182, item 1228).</p>	Documents of CMHI Security Policy - Management Instructions of Information System - Procedures for backing up data files and programs and tools for processing.



<b>Survey assessment:</b> average		<b>Remarks:</b> Extending knowledge of scientists in CMHI in this area is an ongoing process.
<b>Actions required:</b>		
Informing scientists about current health and safety regulations and data recovery. Participation in training on the protection of personal data. (T6)		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
12 months		IT Systems Division/OSH Section
<b>8. Dissemination, exploitation of results</b>		
All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.		
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>		<b>Existing Institutional rules and/or practices:</b>
1. The Act of 30 April 2010 on science funding (Journal of Laws of 2010, No.96, item 615). 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 44 paragraph 3.		1. Decree No. 16/16 issued by the Director of the Institute on determining the rules for granting and accounting for internal grants, statutory research tasks and tasks of research aimed at the development of young scientists. 2. Participation in conferences, festival of science, another co-operation (in the proposals for the trip domestic or foreign required position or participation "active" - eg. the presentation of research results in the form of a lecture, or "passive" - eg. as a listener).
<b>Survey assessment:</b> good		<b>Remarks:</b> Extending knowledge of scientists in CMHI in this area is an ongoing process.
<b>Actions required:</b>		
Conducting training for more effective dissemination and exploitation of research results. The establishment of appropriate databases of the individual effects of research results. (T7)		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
24 months		Scientific Research And International Cooperation Division/Library
<b>9. Public engagement</b>		
Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non- specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.		
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>		<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 44 paragraph 3.		1. Participation in the festival of science. 2. CMHI is a partner in the "1000 First day for health" project. 3. CMHI is a partner in a project called "Preventing overweight and obesity as well as chronic diseases by education on nutrition and physical activity of the society" carried out under the Swiss-Polish Cooperation Programme. 4. CMHI organizes many events/picnic area dedicated to patients and their families, as well as all interested people in order to promote knowledge.
<b>Survey assessment:</b> average		<b>Remarks:</b> None
<b>Actions required:</b>		
Modernization of CMHI website (supplement of materials for patients and research offer of each clinic and lab). Supplementing the website with practical results of the research to be used for raising the level of public understanding of science in society. (T8)		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
36 months		Scientific Research And International Cooperation Division
<b>10. Non discrimination</b>		
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.		
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>		<b>Existing Institutional rules and/or practices:</b>



1. The Labour Code (art. 183a-183e), The obligation to counteract mobbing, art. 94. 2. Provisions in the grant agreements.		Decree No. 49/15 issued by the Director of the Institute on determining the rules to prevent and to respond in case of mobbing or molestation, and establish a Commission preventing mobbing and molesting in the workplace.
<b>Survey assessment:</b> good		<b>Remarks:</b> Monitoring respect for the principles resulting from the Decree is an ongoing process.
<b>Actions required:</b>		
None		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
None		None
<b>11. Evaluation/ appraisal systems</b>		
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.		
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>		<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 44 paragraph 3.		1. Statute of CMHI. 2. Decree No. 10/16 issued by the Director of the Institute on the implementation of the Rules of the interim evaluation of the scientific achievements of researchers of The Children's Memorial Health Institute.
<b>Survey assessment:</b> good		<b>Remarks:</b> Continue the CMHI policy in the field of periodic evaluation of the scientific achievements of researchers in accordance with the guidelines of the Scientific Board.
<b>Actions required:</b>		
None		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
None		None
<b>II. Recruitment</b>		
<b>12. Recruitment</b>		
Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.		
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>		<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.		1. Statute of CMHI. 2. Recruitment of researchers through a competition - announcement of the competition on research positions. 3. The competition procedure. 4. Tariff Qualifying Remuneration Regulations of CMHI. 5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.
<b>Survey assessment:</b> good		<b>Remarks:</b> Continue the CMHI policy in the field of employment research personnel based on the competition procedure.
<b>Actions required:</b>		
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. (T9)		
<b>Implementation time of the action:</b>		<b>Coordinator of the action:</b>
12 months		Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>13. Recruitment (Code)</b>		



Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Labour Code art. 22. 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	1. Statute of CMHI. 2. The recruitment procedure PIII; QP1. 3. Recruitment of researchers through a competition - announcement of the competition on research positions. 4. The competition procedure. 5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.
<b>Survey assessment:</b> good	<b>Remarks:</b> Continue the CMHI policy in the field of employment research personnel based on the competition procedure.
<b>Actions required:</b>	
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. (T9)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>14. Selection (Code)</b>	
Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Constitution of the Republic of Poland. 2. The Labour Code art. 11. 3. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	1. Recruitment of researchers through a competition - announcement of the competition on research positions. 2. The competition procedure. 3. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at the "Children's Memorial Health Institute" and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute. 4. Traditionally in CMHI chairman of the committee is the current Deputy Director of Science Affairs and the other members are employees of the Institute for outstanding scientific and clinical achievements, representing various scientific areas, different disciplines. In CMHI there is no specific gender parity when it comes to committee members, but it does not happen to the committee was exclusively male or female.
<b>Survey assessment:</b> average	<b>Remarks:</b> Continue the CMHI policy in the field of employment research personnel based on the competition procedure.
<b>Actions required:</b>	
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. (T9)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>



12 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>15. Transparency (Code)</b>	
Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	<ol style="list-style-type: none"> <li>1. Statute of CMHI.</li> <li>2. The recruitment procedure PIII; QP1.</li> <li>3. Recruitment of researchers through a competition - announcement of the competition on research positions.</li> <li>4. The competition procedure.</li> <li>5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.</li> </ol>
<b>Survey assessment:</b>	<b>Remarks:</b> Continue the CMHI policy in the field of employment research personnel based on the competition procedure.
<b>Actions required:</b>	
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. (T9)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>16. Judging merit (Code)</b>	
The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	<ol style="list-style-type: none"> <li>1. Statute of CMHI.</li> <li>2. The recruitment procedure PIII; QP1.</li> <li>3. Recruitment of researchers through a competition - announcement of the competition on research positions.</li> <li>4. The competition procedure.</li> <li>5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.</li> </ol>
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Update criteria requirements included in the competition notices in accordance with the guidelines of the Scientific Board. Presentation of conclusions from questionnaires to possible verification assessment criteria to Scientific Board. Expand the criteria for the evaluation of skills: project management, teamwork, implementation of project results, the number of publications with the first authorship. (T10)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Secretariat of Deputy Director for Scientific Affairs
<b>17. Variations in the chronological order of CVs (Code)</b>	



Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	The principle of voluntary submit additional documents by the candidate.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>18. Recognition of mobility experience (Code)</b>	
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	Informing about the possibilities of participation in training, internships through scientific CMHI newsletter, intranet website.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Preparation strategies of training courses and internships promotion. Promoting training courses and external internships. (T11)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Education And Training Division
<b>19. Recognition of qualifications (Code)</b>	
Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non- formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Convention on the Recognition of Studies, Diplomas and Degrees concerning Higher Education in the States belonging to the Europe Region, drafted in Paris on 21 December 1979 (Journal of Laws 1983, No. 7, item 38). 2. Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) the uniform text of 2 December 2014 (Journal of Laws 2014 item 1852).	1. Statute of CMHI. 2. Recruitment of researchers through a competition - announcement of the competition on research positions. 3. The competition procedure. 4. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. (T9)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>20. Seniority (Code)</b>	
The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.	



Relevant legislation (permitting or impeding the implementation of this principle):	Existing Institutional rules and/or practices:
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	<ol style="list-style-type: none"> <li>1. Statute of CMHI.</li> <li>2. The recruitment procedure PIII; QP1.</li> <li>3. Recruitment of researchers through a competition - announcement of the competition on research positions.</li> <li>4. The competition procedure.</li> <li>5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.</li> <li>6. The CMHI implemented the regular assessment of scientific achievements for scientific positions. When the criteria is not fulfilled the position can be lost. With the development of a scientific career each scientific can apply for higher scientific position. The application are evaluated by special research body.</li> </ol>
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Updating criteria for scientific position. (T9a)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
15 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>21. Postdoctoral appointments (Code)</b>	
Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.	
Relevant legislation (permitting or impeding the implementation of this principle):	Existing Institutional rules and/or practices:
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	<ol style="list-style-type: none"> <li>1. Statute of CMHI.</li> <li>2. The recruitment procedure PIII; QP1.</li> <li>3. Recruitment of researchers through a competition - announcement of the competition on research positions.</li> <li>4. The competition procedure.</li> <li>5. Decree No. 30/16 issued by the Director of the Institute on the announcement of the competition for the research positions at The Children's Memorial Health Institute and the appointment Competition Commission to carry out the competition for research positions at The Children's Memorial Health Institute.</li> </ol>
<b>Survey assessment:</b> average	<b>Remarks:</b> Continuation of the periodic evaluation of researchers.
<b>Actions required:</b>	
Presentation of the career opportunities offered in the research market which will be combined with a new website construction. (T12)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
36 months	Secretariat of Deputy Director for Scientific Affairs/Research Council
<b>III. Working conditions and social security</b>	
<b>22. Recognition of the profession</b>	
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).	
Relevant legislation (permitting or impeding the implementation of this principle):	Existing Institutional rules and/or practices:



1. The Labour Code art. 18 3b. 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) – art. 43 paragraph 7.	Statute of CMHI.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>23. Research environment</b>	
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
Labour Law and Polish Health and Safety regulations.	1. Work Regulations of CMHI. 2. Health and safety instructions for all employees.
<b>Survey assessment:</b> average	<b>Remarks:</b> Continuation of mandatory Health and Safety trainings according to the schedule.
<b>Actions required:</b>	
Analysis of the needs for additional training courses in the field of health and safety. (T13)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	OSH Section
<b>24. Working conditions</b>	
Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Labour Code. 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202). 3. Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) the uniform text of 2 December 2014 (Journal of Laws 2014 item 1852). 4. Polish Health and Safety regulations.	Work Regulations of CMHI.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Training for employees of the Department of Human Resources in the field of labor law. Cooperation with the trade unions. (T14)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Human Resources Policy Division
<b>25. Stability and permanence of employment</b>	
Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i> .	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Labour Code. 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) - art. 44-46.	1. Remuneration Regulations of CMHI. 2. Regulations of the Social Fund in CMHI.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	



Training for employees of the Department of Human Resources in the field of labor law. Cooperation with the trade unions. (T14)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Human Resources Policy Division
<b>26. Funding and salaries</b>	
Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Labour Law. 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202).	1. Remuneration Regulations of CMHI. 2. Regulations of the Social Fund in CMHI. 3. Funders directions for research projects.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>27. Gender balance</b>	
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
Treaty on the Functioning of the European Union.	None
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>28. Career development</b>	
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
None	None
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Continuation of the periodic evaluation of researchers including the scientific plans. (T15)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Secretariat of Deputy Director for Scientific Affairs
<b>29. Value of mobility</b>	
Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>



The Labour Code.	The possibility of applying scientific, research and technical employees and doctoral students on departures within the time training leave (1-2 months), unpaid leave in the case of longer departures, short training departures as part of the delegation. Financing of EU projects, NCBiR, NCN.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
The researchers will be supported and encouraged to participate in internships, international events such as trainings, conferences, common publications and to be professionally mobile. The beneficiary / partner country must mobilise its staff, demonstrate enduring commitment and ownership and take on board changes and best practices in a sustainable way. Twinning is not a one-way technical assistance instrument but a shared commitment. The CMHI will encourage the staff to participate in available initiatives eg. Twinning - EU programme. (T16)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Scientific Research And International Cooperation Division/ Legal Division
<b>30. Access to career advice</b>	
Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
None	None
<b>Survey assessment:</b> bad	<b>Remarks:</b> None
<b>Actions required:</b>	
Supplement a newsletter of jobs and collaboration available for researchers. (T17)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Scientific Research And International Cooperation Division
<b>31. Intellectual Property Rights</b>	
Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. Act on principles of financing science. 2. Copyright and related rights. 3. Industrial property rights.	Decree No. 39/2014 issued by the Director of the Institute introductory the Rules of the management of copyright, related rights and industrial property rights and the principles of commercialization of the results of research and development work.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Conducting a lecture / training on respect for intellectual property rights and copyright. (T4)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
12 months	Legal Division
<b>32. Co-authorship</b>	
Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
Copyright and related rights.	Decree No. 39/2014 issued by the Director of the Institute introductory the Rules of the management of copyright, related rights and industrial property rights and the principles of commercialization of the results of research and development work.
<b>Survey assessment:</b> average	<b>Remarks:</b> None



<b>Actions required:</b>	
Preparation guidelines for co-authorship of scientific works. (T18)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Research Council/Science Committee
<b>33. Teaching</b>	
Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202) - art. 44-46. 2. The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595 with further amendments).	CMHI is organizing: - scientific-training meetings, which are held twice a month, which always relate to other aspects of science. - CMKP courses - compulsory courses within the field / specialization for doctors, which are organized on behalf of the Medical Centre of Postgraduate Education. - Interdisciplinary meetings dedicated to metabolic diseases. In CMHI there are about 130 different kinds of training courses each year.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>34. Complaints/appeals</b>	
Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Labour Law; 2. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202), art. 51-58.	Disciplinary Commissioner in CMHI currently Assistant Professor Bożenna Dembowska - Bagińska, term of office 2014/09/25 - 2018/09/24.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Dissemination of information about the Disciplinary Commissioner in CMHI. (T19)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
6 months	CMHI Disciplinary Commissioner
<b>35. Participation in decision-making bodies</b>	
Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202). 2. The Labour Code . 3. The act of 23 May 1991 on labor unions (Journal of Laws 2015 item 1881).	1. CMHI Employees - specialists in their fields are part of the Institute appointed advisory, relevant information, consultation and decision-making committees. 2. Within the CMHI also operate Bioethics Committee and Scientific Board, where members are employees of the Institute.
<b>Survey assessment:</b> average	<b>Remarks:</b> Continuation of existing activities.



<b>Actions required:</b>	
None	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
None	None
<b>IV. Training</b>	
<b>36. Relation with supervisors</b>	
Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202). 2. The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595).	Compliance to the principles of social coexistence and "conscientious and neatly work".
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Conducting research among young scientists on the mode and manner of implementation of care research and the possible need to develop a uniform procedure for documenting care research. (T20)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>37. Supervision and managerial duties</b>	
Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
1. The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202). 2. The Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) with further amendments (Journal of Laws of 2014, item 1852, and of 2015, item 249). 3. Regulation of the Ministry of Science and Higher Education of 30 October 2015 on the detailed mode and conditions of conducting activities in PhD proceedings, in habilitation proceedings, and the procedure for the conferment of the professor title (Journal of Laws z 2015, item 1842).	1. The job description. 2. Compliance to the principles of social coexistence and "conscientious and neatly work". 3. Work Regulations of CMHI.
<b>Survey assessment:</b> average	<b>Remarks:</b> None
<b>Actions required:</b>	
Conducting research among young scientists on the mode and manner of implementation of care research and the possible need to develop a uniform procedure for documenting care research. (T20)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division
<b>38. Continuing Professional Development</b>	



Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Labour Code art.103.	1. Participation in conferences and training after notification by the employee, depending on the availability of funds. 2. Loyalty agreements with greater involvement of the CMHI financial.
<b>Survey assessment:</b> average	<b>Remarks:</b> Continuation of publishing a newsletter.
<b>Actions required:</b>	
Expansion of the list of newsletter addressees. (T21)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
3 months	Scientific Research And International Cooperation Division
<b>39. Access to research training and continuous development</b>	
Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
	1. Participation in conferences and training after notification by the employee, depending on the availability of funds. 2. Loyalty agreements with greater involvement of the CMHI financial.
<b>Survey assessment:</b> average	<b>Remarks:</b> Continuation of publishing a newsletter.
<b>Actions required:</b>	
Expansion of the list of newsletter addressees. (T21)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
3 months	Scientific Research And International Cooperation Division
<b>40. Supervision</b>	
Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.	
<b>Relevant legislation (permitting or impeding the implementation of this principle):</b>	<b>Existing Institutional rules and/or practices:</b>
The Act of 30 April 2010 on research institutes as amended by the Act of 16 December 2016 (Journal of Laws of 2015 item 1095 and Journal of Laws of 2017 item 202).	Decree No. 16/16 issued by the Director of the Institute on determining the rules for granting and accounting for internal grants, statutory research tasks and tasks of research aimed at the development of young scientists.
<b>Survey assessment:</b> average	<b>Remarks:</b> Training and foreign internships of young scientists within the project SMART.
<b>Actions required:</b>	
Establishing cooperation with organizations of residents and graduate students and their inclusion in the work associated with conducting research among young scientists on the mode and manner of implementation of care research and the possible need to develop a uniform procedure for documenting care research. (T22)	
<b>Implementation time of the action:</b>	<b>Coordinator of the action:</b>
24 months	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division

## **5. Action plan**

The recovery plan will be implemented in a period of 4 years. For the execution of individual tasks listed in the action plan will be designated responsible person. HR Strategy coordinator appointed by the Director of CMHI will be responsible for implementing the schedule and sending reports to the European Commission.



Actions required	No.	Coordinator	Implementation time	Implementation time (months)
Developing ethical principles and organizational assumptions of research in CMHI. Acquaint with the code of ethics for scientists.	T1	Scientific Research And International Cooperation Division	2017/01/01 - 2019/12/31	36
Conducting a lecture / training on respect for intellectual property rights and copyright. Verification of publications in the central antiplagiarism system as will be implemented. Preparatory work for implementation of the 2018 Ordinance No. 536 of the Council and the European Commission.	T2	Scientific Research And International Cooperation Division/Research Council	2017/01/01 - 2019/12/31	36
Carrying out internal analysis of risk reporting needs. Researchers must inform their supervisors when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.	T3	Scientific Research And International Cooperation Division	2017/01/01 - 2017/12/31	12
Conducting a lecture / training on respect for intellectual property rights and copyright.	T4	Legal Division	2017/01/01 - 2017/12/31	12
Informing scientists about current guidelines, regulations, and their participation in training courses in the field of implementation and accounting grants.	T5	Scientific Research And International Cooperation Division	2017/01/01 - 2018/12/31	24
Informing scientists about current health and safety regulations and data recovery. Participation in training on the protection of personal data.	T6	IT Systems Division/OSH Section	2017/01/01 - 2017/12/31	12
Conducting training for more effective dissemination and exploitation of research results. The establishment of appropriate databases of the individual effects of research results.	T7	Scientific Research And International Cooperation Division/Library	2017/01/01 - 2018/12/31	24
Modernization of CMHI website (supplement of materials for patients and research offer of each clinic and lab). Supplementing the website with practical results of the research to be used for raising the level of public understanding of science in society.	T8	Scientific Research And International Cooperation Division	2017/01/01 - 2019/12/31	36
Preparation procedure for recruitment on research positions. Placing professional development perspectives in the competition announcements. Candidates will be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects.	T9	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	2017/01/01 - 2017/12/31	12
Updating criteria for scientific position.	T9a	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	2017/01/01 - 2017/12/31	12



Update criteria requirements included in the competition notices in accordance with the guidelines of the Scientific Board. Presentation of conclusions from questionnaires to possible verification assessment criteria to Scientific Board. Expand the criteria for the evaluation of skills: project management, teamwork, implementation of project results, the number of publications with the first authorship.	T10	Secretariat of Deputy Director for Scientific Affairs	2017/01/01 - 2017/12/31	12
Preparation strategies of training courses and internships promotion. Promoting training courses and external internships.	T11	Education And Training Division	2017/01/01 - 2017/12/31	12
Presentation of the career opportunities offered in the research market which will be combined with a new website construction.	T12	Secretariat of Deputy Director for Scientific Affairs/Research Council	2017/01/01 - 2017/12/31	12
Analysis of the needs for additional training courses in the field of health and safety.	T13	OSH Section	2017/01/01 - 2017/12/31	12
Training for employees of the Department of Human Resources in the field of labor law. Cooperation with the trade unions.	T14	Human Resources Policy Division	2017/01/01 - 2017/12/31	12
Continuation of the periodic evaluation of researchers including the scientific plans.	T15	Secretariat of Deputy Director for Scientific Affairs	2017/01/01 - 2018/12/31	24
The researchers will be supported and encouraged to participate in internships, international events such as trainings, conferences, common publications and to be professionally mobile. The beneficiary / partner country must mobilise its staff, demonstrate enduring commitment and ownership and take on board changes and best practices in a sustainable way. Twinning is not a one-way technical assistance instrument but a shared commitment. CMHI will encourage the staff to participate in available initiatives eg. Twinning - EU programme.	T16	Scientific Research And International Cooperation Division/Legal Division	2017/01/01 - 2018/12/31	24
Supplement a newsletter of jobs and collaboration available for researchers.	T17	Scientific Research And International Cooperation Division	2017/01/01 - 2017/12/31	12
Preparation guidelines for co-authorship of scientific works.	T18	Research Council/Science Committee	2017/01/01 - 2018/12/31	24
Dissemination of information about the Disciplinary Commissioner in CMHI.	T19	CMHI Disciplinary Commissioner	2017/01/01 - 2017/12/31	12
Conducting research among young scientists on the mode and manner of implementation of care research and the possible need to develop a uniform procedure for documenting care research.	T20	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	2017/01/01 - 2018/12/31	24
Expansion of the list of newsletter addressees.	T21	Scientific Research And International Cooperation Division	2017/01/01 - 2017/03/31	3
Establishing cooperation with organizations of residents and graduate students and their inclusion in the work associated with conducting research among young scientists on the mode and manner of implementation of care research and the possible need to develop a uniform procedure for documenting care research.	T22	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	2017/01/01 - 2018/12/31	24



## 6. Monitoring plan

Monitoring the effects of the tasks set in the action plan will be an important aspect of the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The monitoring plan will be led by the Head of the Working Group.

Monitoring meetings will be held:

- Every six months to check the status of implementation of the action plan.
- If necessary – e.g. at the completion of the implementation of the task.
- After two years of receiving the HR Excellence in Research Logo for auditable own assessment of the effects of the implementation of the HR Strategy.

We will collect documentation and report the progression of tasks in accordance with accepted principles.

A detailed monitoring plan will be create, including:

- The composition of the team, division of tasks.
- Checking the status of the tasks.
- Rules of reporting irregularities.
- The procedure for responding to reported irregularities.
- If necessary, order corrective action.
- Reporting

Actions (short term)	Coordinator	Issues in the Charter and the Code	2017				2018				2019				2020			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
T1	Scientific Research And International Cooperation Division	1, 2																
T2	Scientific Research And International Cooperation Division/Research Council	3																
T3	Scientific Research And International Cooperation Division	4																
T4	Legal Division	5, 31																
T5	Scientific Research And International Cooperation Division	6																
T6	IT Systems Division/OSH Section	7																
T7	Scientific Research And International Cooperation Division/Library	8																
T8	Scientific Research And International Cooperation Division	9																
T9	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	12, 13, 14, 15, 19																
T9a	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	20																
T10	Secretariat of Deputy Director for Scientific Affairs	16																
T11	Education And Training Division	18																
T12	Secretariat of Deputy Director for Scientific Affairs/Research Council	21																
T13	OSH Section	23																
T14	Human Resources Policy Division	24, 25																
T15	Secretariat of Deputy Director for Scientific Affairs	28																
T16	Scientific Research And International Cooperation Division/Legal Division	29																
T17	Scientific Research And International Cooperation Division	30																
T18	Research Council/Science Committee	32																
T19	CMHI Disciplinary Commissioner	34																
T20	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	36, 37																
T21	Scientific Research And International Cooperation Division	38, 39																
T22	Secretariat of Deputy Director for Scientific Affairs/Human Resources Policy Division	40																

Each cell indicates a quarter period.





## THE CHILDREN'S MEMORIAL HEALTH INSTITUTE

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DYREKTOR

Instytutu "Pomnik-Centrum Zielenia Dziecka"

2017 -02- 28

Dr hab. n. med. Małgorzata Szycańska

.....  
date and signature of person authorized to represent the Institute