



**Ordinance No. 7
of the Rector
of the Warsaw University of Life Sciences
of 16 February 2024**

on the appointment of a Steering Committee, a Coordinator for the Implementation of the HR LOGO Strategy and Working Group on the implementation of the Human Resources Management Strategy for Researchers and Action Plan at the Warsaw University of Life Sciences on the basis of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

Pursuant to § 20(2), (4) and (5)(2) of the Statute of the Warsaw University of Life Sciences, in connection with the "Human Resources Management Strategy for Researchers and Action Plan at the Warsaw University of Life Sciences" adopted by the Senate of the Warsaw University of Life Sciences on 24 October 2016, on the basis of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, it is hereby resolved as follows:

§ 1

1. The Steering Committee for the implementation of the Human Resources Management Strategy for Researchers and the Action Plan at the Warsaw University of Life Sciences based on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers has been appointed with the following composition:
 - 1) Rector,
 - 2) Vice-Rector for Science,
 - 3) Vice-Rector for Didactics,
 - 4) Vice-Rector for International Cooperation,
 - 5) Vice-Rector for Development,
 - 6) Chancellor.
2. The Steering Committee shall be chaired by the Vice-Rector for Science.
3. The Steering Committee's tasks include coordinating and supervising activities related to the implementation of the HR Management Strategy for Researchers, hereinafter referred to as the HR Logo Strategy, and the Action Plan at the Warsaw University of Life Sciences, hereinafter referred to as the Action Plan, based on the European Charter for Researchers

and the Code of Conduct for the Recruitment of Researchers, as well as supervising the correct implementation of the HR Logo Strategy and the Action Plan, in particular:

- 1) Setting strategic directions;
 - 2) Making strategic decisions on the implementation of the HR Logo Strategy and Action Plan, including the setting of a roadmap for 2024-2026;
 - 3) Periodical analysis of the assumptions of the HR Logo Strategy and Action Plan and initiation and determination of courses of change, including the formulation of possible recommendations for the given University organisational units and when necessary;
 - 4) Adopting a report on the implementation of the HR Logo Strategy and Action Plan;
 - 5) Ensuring the continuation of the recognition of HRS4R - Human Resources Strategy for Researchers at SGGW.
4. The Steering Committee shall coordinate and supervise the activities referred to in paragraph 3 in a manner agreed with the chairperson of the Steering Committee.
 5. The Steering Committee meetings are convened by the Chairperson of the Steering Committee on their own initiative or at the request of: the team leaders or the university-wide Coordinator for the implementation of the HR Logo Strategy referred to in § 2 - § 4. The chairperson of the Steering Committee shall determine the Committee's agenda. The Steering Committee meets at least annually during the academic year, in particular to adopt a report on the implementation of the HR Logo Strategy and Action Plan and to formulate possible recommendations to the given University organisational units and as and when needed

§ 2

1. The working groups referred to in § 4 are responsible for the implementation of the HR Logo Strategy and the Action Plan at the University, which are to be responsible for the ongoing implementation and monitoring of the implementation of the HR Logo Strategy and the Action Plan, as well as, within the HR and Payroll Office, the appointed university-wide Coordinator for the implementation of the HR Logo Strategy.
2. The heads of the working groups are listed in the Annex hereto. Other members of the working groups are appointed in writing by the Rector upon the request of the chairperson of the Steering Committee as agreed with the heads of those working groups.

The university-wide Coordinator for the implementation of the HR Logo Strategy is appointed upon the written request of the chairperson of the Steering Committee by the Rector.

§ 3

The responsibilities of the university-wide Coordinator for the implementation of the HR Logo Strategy include, in particular:

- 1) Monitoring the activities deriving from the working groups referred to in § 2 (1)-(2) and § 4 in terms of the set goals and deadlines deriving from the implementation of the HR Logo Strategy and the Action Plan;
- 2) Ensuring the proper exchange of information between the working groups and the Steering Committee;
- 3) Managing the SGGW account on the Euraxess website;
- 4) Representing the University at meetings organised within the Euraxess initiative;
- 5) Maintaining updated content on the website regarding the implementation of the HR Logo Strategy;
- 6) Communicating directly with European Commission experts;
- 7) On-going cooperation with the University's organisational units aimed at increasing the effectiveness of their activities;
- 8) Undertaking activities aimed at ensuring an appropriate level of communication, information and promotion of the activities carried out within the HR Logo Strategy implementation.

§ 4

1. The following working groups have been appointed:
 - 1) HR Logo Strategy Implementation Monitoring Team;
 - 2) The Team for the Adoption of a Policy for the Recruitment and Hiring of Academic Staff that is based on Openness, Transparency and Merit criteria. (OTM-R);
 - 3) The Young Researchers Team - to monitor the conditions for the development and research conducted by young researchers.
2. The working groups shall undertake implementation and monitoring activities within their scope of work aimed at:
 - 1) Developing roadmaps for the implementation of activities resulting from the HR Logo Strategy and Action Plan;
 - 2) Monitoring the implementation of activities that have already been introduced in the University;
 - 3) Developing the University procedures and documents resulting from the HR Logo Strategy;
 - 4) Conducting and developing surveys among academic teachers and PhD students and examining the outcomes and developing recommendations;
 - 5) Preparing the required analyses, summaries and reports;
 - 6) Developing and updating a need-gap analysis.
3. The tasks of the head of the given working group include planning, organising, supervising and coordinating the proper execution of the activities carried out by their team, in particular:
 - 1) Planning and coordinating ongoing activities in accordance with the road map;
 - 2) Supervising and monitoring the compliance of activities with the HR Logo Strategy and Action Plan and the recommendations of the Steering Committee;

- 3) Regular monitoring of the effectiveness;
 - 4) Cooperating with the coordinators of the other working groups;
 - 5) Participating in team meetings according to the agreed schedule;
 - 6) Collaborating with members of the working groups and providing proper communication regarding the coordinated team;
 - 7) Conducting promotion and information activities within the University.
4. When performing their tasks, the working groups may form task groups within those teams to increase their efficiency in particular aspects. The Chairperson of the Steering Committee may also ask for the opinion of experts, including those from outside the University, when particular tasks carried out by the working groups require the expertise.
 5. The working groups perform their tasks with the participation of the staff of the following University organisational units:
 - 1) the University's central administrative units, namely: HR and Payroll Office, International Projects Office, International Relations Office, Science Service Office, National Projects Office, Structural Projects and Technology Transfer Office, Teaching Excellence Office, IT Centre, Legal Advisors Unit, Communication and Marketing Office and Press Office, upon the approval of the SGGW Chancellor;
 - 2) institutes, faculties, university-wide and inter-institute units not forming any institute or faculty, as well as the Main Library, upon approval of the heads of those units.

§ 5

The implementation of the Ordinance shall be supervised by the Rector for Science.

§ 6

The Ordinance shall enter into force upon being signed.

Rector
of the Warsaw University of Life Sciences
Prof. dr hab. Michał Zasada
/signed with a qualified electronic signature/

Annex to the Ordinance No 7 Ordinance No. 7 of the Rector of the Warsaw University of Life Sciences of 16 February 2024 on the appointment of a Steering Committee, a Coordinator for the Implementation of the HR LOGO Strategy and Working Group on the implementation of the Human Resources Management Strategy for Researchers and Action Plan at the Warsaw University of Life Sciences on the basis of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

The chairpersons of the working groups:

- a) Prof. dr hab. Jadwiga Hamułka - Head of the HR LOGO Strategy Implementation Monitoring Team;
- b) Prof. dr hab. Joanna Paliszkievicz – Head of the Team for the Adoption of a Policy for the Recruitment and Hiring of Academic Staff that is based on Openness, Transparency and Merit criteria. (OTM-R);
- c) Dr hab. Marcin Kurek, prof. SGGW – Head of the Young Researchers Team.