

Internal Review

Case number: 2019PL399853

Name Organisation under review: Warsaw University of Life Sciences - SGGW

Organisation's contact details: ul. Nowoursynowska 166, Warsaw

1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1285,4
Of whom are international (i.e. foreign nationality) *	11
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	695
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	647
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	157
Of whom are stage R1 = in most organisations corresponding with doctoral level *	758
Total number of students (if relevant) *	16 443
Total number of staff (including management, administrative, teaching and research staff) *	2456

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	422145709,2
Annual organisational direct government funding (designated for research)	19629,91
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	20579,70
Annual funding from private, non-government sources, designated for research	277538,72

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

SGGW is one of the largest and most prestigious Universities in Poland.
 The mission of SGGW is to serve the economic and intellectual development of Polish society w
 on rural areas, food industry and the environment in a broad sense.
 SGGW is also recognized internationally - it is among the top 100 universities (QS World Univers
 International cooperation plays an important role in University activities. SGGW is a member of p
 SGGW is implementing at the moment more than 90 international research projects within progr
 ERA-NET, Interreg and COST.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The universities strengths in respect to ethical and professional aspects is the high compliance of the following rules: Research freedom, Ethical principles, Professional attitude, Contractual and legal obligations, Good practice in research, Dissemination, exploitation of results, Non discrimination, The following rules needed focus: Evaluation/ appraisal systems, Public engagement, Professional responsibility, Accountability.

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" has been carried out - it was disseminated among the Deans.

Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the Young Researcher University in the latter case the preparation of a reward system for being active in this initiative. In 2017-2019 the academic staff was involved in the activities of the Open and Third Age University. For 2019-2021, it is planned to prepare a system of appraisal/rewarding of employees, taking into account this type of activity.

SGGW researchers participated in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University, but SGGW is not a partner within this project. Currently, SGGW participates in a project of a similar nature - "Academy of the Future".

The public engagement is performed in numerous activities of SGGW researchers: there is a constant cooperation based on the requests from kindergardens, schools, high schools ect, the constant cooperation between Forestry Faculty SGGW and Society of Forest Friends as part of the European Young People in European Forests YPEF, participation of SGGW researchers in scientific picnics and activities of the Copernicus Science Centre. Details available in Acion B.16 Public engagement

The 2019-2021 Action Plan foresees the inclusion of social engagement of academic staff in the evaluation of the Academic Teacher Assessment Survey; it has already considered international mobility as a factor related to professional development and the career development strategy.

In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the during training courses and seminars the importance of research to the public, copyright compliance, responsible sharing of results, is underlined by the training providers. In order to make researchers 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, a series of training sessions has been carried out by the SGGW different administration units as well as a guide to instruct scientists having projects within Horizon 2020 has been prepared how to adhere to the principles of sound, transparent and efficient financial management. According to the plan there is going to be more training courses and seminars in 2019 -2021.

Additionally it is foreseen to elaborate "Training Catalogue" including training related to both professional development, competence development and didactic improvement. The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences.

Remarks (max 500 words)

Recruitment and selection*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The compliance of the following rules was confirmed in the Initial Phase: Variations in the chronological order of CVs (Code), Recognition of mobility experience (Code), Recognition of qualifications (Code), Seniority (Code), Postdoctoral appointments (Code), which constitutes half of the rules from Recruitment and Selection.

The actions concerning: Recruitment, Recruitment (Code), Selection (Code), Transparency (Code) and Judging merit (Code) have been implemented. The documents in Polish and English informing about the entry and admission standards for researcher are included in the Statutes of SGGW. The Polish version is updated in the new Statutes presented on the Senates session on 26th of April 2019. However, the English version still needs to be updated therefore it will be included in the Revised Strategy.

SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. The Revised Strategy still includes the dissemination of information on the recruitment procedures. The part of the Revised Strategy is the document Good practices leading to implementation of OTM-R Policy SGGW. The plan for 2019-2021 assumes the preparation of sample forms for all units employing at the university. Additionally, information in the form of links concerning social benefits and living conditions will be attached to the job offers. Between 2019 and 2021, the recruitment committee will be expanded in line with the requirements of the HR Logo. The process started in 2019.

In general the employment of academic staff at the university is based on documents mentioned in ACTIONS (B5- Recruitment)

The matter of appointing selection committees assessing the candidates in a way that ensures bringing together diverse expertise and competences, adequate gender balance and includes members from different sectors (public and private) and disciplines and an information campaign is still a matter of focus. During the monitoring it was revealed that there is still room for improvement. That is why there are actions in the Revised Strategy included in order to implement the changes in the current practices.

Introduction to the recruitment procedure an obligation to inform about the recruitment process and the selection criteria, the number of available positions and the career development prospects as well as after the selection process about the strengths and weaknesses of the candidates' applications proved to be challenging. The monitoring proved that only partially it has been fulfilled . There is a specialist employed at Human Recourses Office specific specialists who will cooperate with the recruitment committees at Faculties and there is e-tool introduced that partially provides the possibility of providing the above mentioned elements, however both the full procedure and the options provided by the e-tool (including preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc) still have to adjusted and improved – which is reflected in the Revised Strategy

Remarks (max 500 words)

Working conditions* 

Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The biggest strength is the progress in implementation of the actions planned to tackle the lack of compliance of the rules that were defined on the level of the Initial Strategy as most urgent - Access to career advice, Teaching and Recognition of the profession. The details are described in the part Actions.

Progress has also been made in the activities group that was defined as urgent: Research environment, Evaluation/appraisal systems, Co-authorship, Funding and salaries, Intellectual Property Rights and Value of mobility.

The internal audit of the availability of internal SGGW resources was carried out. The report from the audit on the system and procedures for evaluation and appraisal of academic staff has been disseminated among the deans of Faculties. The process of collecting suggestions and good practices and procedures for the scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents content related in to the strategy has been started. The CiITT Strategy, which includes elements of intellectual property rights, has been developed , the document is in the last phase of editing. Currently, there is a good practice of participation of individual co-authors at the stage of submitting an application for a creative solution, where the application form contains percentage values for individual co-authors of patents, utility models, industrial designs, know-how and trademarks. Dissemination of information about the existing regulations concerning IPR has been performed.

To encourage staff members to increase their research activity a strong research support office has been created, a system of financial motivation of scientific employees - that is a periodical increase in remuneration for active employees as well as financial motivation of research staff and research teams who submitted applications for funding for research projects in the framework of external open calls for proposals of national or international scope, announced by the relevant financing institutions, but did not receive a positive decision on granting funding for their implementation and meet the criteria specified in the regulation have been introduced.

The lobbying for an amendment to the labour law in respect of employment in projects and increasing employment flexibility has been carried out – the results are changes in the Labour Law.

The updated academic staff evaluation system now includes mobility aspects.

There are a few actions that are still to be carried out: preparation of rules for granting access to the resources for other university units, in the newly developed a career development strategy for researchers at all stages of their career will be prepared and among the others mobility value and completion of a national or international internship as an essential criterion for promotion will be included, a new "Intellectual Property Management Regulations at the Warsaw University of Life Sciences" will be prepared. Dissemination of information about existing procedures for filing complaints will be performed, a guide on gender balance will be issued and a series of training sessions will be organised. Appointment of a Rector's Counsellor for Equal Treatment is planned.

Remarks (max 500 words)

The changes of the Labour Code mentioned above are as follows:

Art. 25, § 1: Employment period on the basis of a contract for fixed-term work, as well as the total period of employment under fixed-term employment contracts concluded between the same parties to the employment relationship may not exceed 33 months, and the total number of such contracts may not exceed three

Training and development*



Strengths and Weaknesses (Initial Phase)

Strengths and Weaknesses (Interim Assessment)

The compliance of the following rules was rated high during the initial gap analyses: Relation with supervisors and Supervision and managerial duties, therefore no action have been planned. In relation to 3 rules the actions were needed: Continuing professional development, Access to research training and continuous development and Supervision. trainings related to professional development of academic teachers have been conducted. SIRP and IRO have been conducting training courses on issues related to the development of scientific career paths including participation in international projects. These trainings have been conducted by the employees of SIRP and IRO, as well as by external institutions Currently, the training does not take place on the basis of the annual demand collected at the faculties, but the demand for training of individual university units was gathered at the stage of preparing "KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I, II and III and "Welcome to Poland" projects, which are currently being implemented at the university. Implementation of training in is planned for the years 2019 - 2020, and after that time the university will carry out an evaluation of the effects of their implementation.

The details are available in the part Acions: A.2 TEACHING, B.7 Acces to research training and continuous development,

In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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 the rules of recruitment to the doctoral school, adopted by the university Senate at the end of April 2019, provide for a competition for promoters of doctoral students of the doctoral school in each of the disciplines occurring in the school.

The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences.

In the years 2019 -2021 works related to the preparation of a specific career development strategy for researchers at all stages of their career will be continued not only for doctoral students.

Remarks (max 500 words)

Have any of the priorities for the short- and medium term changed? (max 500 words)

In general the priorities set in the Initial Plan are maintained, only in case of 2 rules perceived initially as not needing any actions it was decided after consultation with experts assessing implementation of HR Excellence in Research strategies that actions should be planned and they were included in the Revised Strategy. Those rules are: Relation with Supervisors and Non discrimination.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

There has been a big change as due to the change of the Law on the Higher Education and Science so called Law 2.0 that entered into force 1.10.2018 our university is obliged to change its Statutes. The new version of the Statutes was presented at the SGGW Senate hearing on 26th of April 2019. There are several aspects concerning the Strategy in the new Statutes, that is why the regulations of the Statutes have been analysed and the Revised Strategy has been adjusted accordingly.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

There is a plan to change the rules of the assessment and funding of scientific institutions on the national level, therefore it is planned that at SGGW the new way of assessment will include also the points covered by the Revised Strategy.

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Dissemination of the information system: among PhD students – about employment opportunities at the university and beyond, after obtaining a doctoral degree and/or completing doctoral studies;	30. Access to career advice	Regularly 1 time per year from 01.2017	Ph.D. Study Programmes Managers Career and Alumni Office Office of Research and Projects Human Resources Office Faculty Deans	
	Current Status	Remarks		
	IN PROGRESS	Information on employment opportunities within and outside the university is mainly disseminated through the extension of the activities carried out by the: Career and		

Proposed ACTIONS

Current Status

Remarks

Alumni Office, and SIRP's training activities, through the newsletter and the EURAXES advertisement website. Until 2017, the Career and Alumni Office was responsible for disseminating information on the employment opportunities of university graduates at the university. From 2017, within the framework of activities carried out in accordance with the HR strategy, the scope of the office's activities was extended to include dissemination of information on employment opportunities for doctoral students and academic teachers. As a part of the implementation of the HR Logo Strategy, the SGGW Career and Alumni Office started cooperation with - Institute of Hematology and Transfusiology - Institute of Experimental and Clinical Medicine of the Polish Academy of Sciences - Institute of Dendrology of the Polish Academy of Sciences - International Institute of Molecular and Cell Biology in Warsaw - Institute of Biocybernetics and Biomedical Engineering of the Polish Academy of Sciences The cooperation is based on placing advertisements on the website of the Career and Alumni Office by the employees of the institutes and it is a continuous cooperation. From 10.05.2018, based on the arrangements of the HR Logo working group meeting, the Career and Alumni Office regularly provides information to the doctoral student council and faculty councils about the offers submitted to this Office at: - Doctoral scholarships - post-doc and other position This information is also published on the Facebook page of the Career and Alumni Office in the information for doctoral students section. Information on employment opportunities for doctoral students and young researchers is also regularly published on the notice board of the Career and Alumni Office The International Research Projects Section (SIRP) in coordination with the International Relations Office (IRO) also disseminates information about employment opportunities outside the university as well as in international projects during training courses for doctoral students and young scientists. The number of trainings and participants is presented below: Number of training courses per year 2017 Number of trained persons per year: 14 Number of training courses in 2018 Number of trained persons per year: 138 Number of training courses in 2019 till 04.2019 Number of trained persons per year: 35 More at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research http://www.sggw.pl/en/international-cooperation_/hr-excellence-in-research Moreover, since 01.2018 the SIRP has been

Proposed ACTIONS

Current Status	Remarks
----------------	---------

providing twice a month in a newsletter information about employment opportunities outside the university, in other research units in Poland and abroad, as well as information about employment opportunities in international projects. As of the date of 26.04.2019, the newsletter has 435 subscribers. In addition, the SIRP website includes information on EURAXES http://www.sggw.pl/wspolpraca-miedzynarodowa_/programy-badawcze/eureka All these activities form the basis for an information system on the employment opportunities at the university and beyond, which will be further developed. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In the years 2019-2021 further cooperation is planned: SIRP, IRO, Career Office, Doctoral Council and Human Resources Office in the scope of mutual transfer of information on employment opportunities in foreign projects and units and development of a practical system in this scope to be applied at the university.

Action 2

Dissemination of the information system: among academic staff members about the criteria required for scientific career development (for obtaining a subsequent degree or academic title

GAP Principle(s)**Timing (at least by year's quarter/semester)****Responsible Unit****Indicator(s) / Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Regularly 1 time per year from 01.2017	Ph.D. Study Programmes Managers Career and Alumni Office Office of Research and Projects Human Resources Office Faculty Deans Office of Science and National Projects- Science Service Section	
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
COMPLETED	Information on the criteria required for scientific career development (for obtaining a subsequent degree or academic title) was published on the website of the office established in 2017: Science Service Section: http://www.sggw.pl/nauka/sekcja-obslugi-nauki/przepisy-prawne/stopnie-i-tytuly-naukowe-ndash-podstawy-prawne Resolution no. 31-2016/2017 of the SGGW Senate of 19.12.2016 on amendments to the SGGW Statute updated the internal regulations of the University with regard to the employment of academic teachers in view of the amendments to the Act - Higher Education Law, as well as introduced regulations concerning the procedure of promotion of academic teachers in SGGW.

Action 3

Information on the new rules of the criteria required for scientific career development regulated by the new Law on Higher Education and Science of 20 July 2018 will be disseminated at the university.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
30. Access to career advice	Regularly 1 time per year from 09.2019	Office of Science and National Projects-Science Service Section	e-mail sent to all researchers at SGGW
Current Status	Remarks		
NEW	The new Law on Higher Education and Science of 20 July 2018 regulates the issues about the criteria required for scientific career development. Therefore, information on the new rules will be disseminated at the university as the execution of the Revised Action Plan for 2019 - 2021.		

Proposed ACTIONS**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) / Target(s)****Action 4****GAP Principle(s)**

Introduction of a system of teaching load reduction for staff members with strong involvement in research.

33. Teaching

01.2017-06.2017

Faculty
Deans
Students
Affairs Office
Committee
for Academic
Staff
Development
Committee
for Education
Quality
Committee
for Education
Committee
for Academic
Staff
Evaluation

Current Status**Remarks**

Proposed ACTIONS

Current Status	Remarks
COMPLETED	This action was put into practice by the introduction at the University Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017, of which paragraph 4 states "the Rector may reduce the teaching load below the lower limit set in accordance with par. 3 in the event of entrusting academic staff with important tasks or carrying out research projects or other tasks provided for in the statutes". Link to the Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017 Information on this resolution has been sent by the IT Centre to all administrative units and departments. Information on this subject was also provided at Faculty Boards meetings

Proposed ACTIONS

Action 5

Limiting the hours exceeding the defined teaching load in the period preceding a scientific degree defense or when entering the procedure leading to obtaining the title of professor (on a voluntary not obligatory basis).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-06.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	

Current Status

Remarks

COMPLETED

The implementation of Resolution No. 73 - 2016/2017 of the Senate of the Warsaw University of Life Sciences, dated 26 June 2017, concerning the teaching load will allow the head of the unit, e.g. the dean, to carry out these activities. Knowing the scope of research work and the stage of professional development of a given employee, the dean may distribute didactic duties among employees in such a way that the person before the next stage of professional development is not burdened with the need to carry out didactic duties beyond its obligatory scope.

Action 6

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 6

Dissemination of a system rewarding staff members for teaching achievements (for the development of new textbooks, scripts and/or computer programs, for good assessment in students' surveys).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-06.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	

Current Status

Remarks

COMPLETED

Information on the currently used " Evaluation Survey for Academic Staff " has been placed on the SGGW website: <http://www.sggw.pl/nauka/sekcja-obslugi-nauki/ocena-nauczyciela-akademickiego> Information on the currently used Evaluation Survey for Academic Staff is made available to academic teachers prior to their assessment and regularly updated on the Science Service Section page. Information on this subject was also provided at Faculty Boards meetings In the "Academic Teacher Assessment Survey" section 2.5 the following provisions were introduced "Published didactic publication - handbook/script", which is evaluated as follows: 5/ publisher's sheet max. 20 points Information on the scope of the "Academic Teacher Assessment Survey" is also a module of the OmegaPSIR system, purchased by SGGW in 2018. Its simplicity of use and a wide range of applications will allow for a wider dissemination of information on the rules of evaluation of scientists at the university and will improve the process of evaluation of academic staff by the university authorities.

Proposed ACTIONS

Action 7

Information on the new rules of performing the "Academic Teacher Assessment Survey. regulated by the new Law on Higher Education and Science of 20 July 2018 will be disseminated at the university.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	2019-2021	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	new rules disseminated

Current Status Remarks

NEW

The new Law on Higher Education and Science of 20 July 2018 regulates the matters of the "Academic Teacher Assessment Survey. Therefore, information on the new rules will be disseminated at the university as the execution of the Revised Action Plan for 2019 - 2021.

Action 8

Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-10.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	

Current Status**Remarks**

IN PROGRESS

According to the SGGW Statute (par. 86, #4) "academic teacher is obliged to [...] constantly raise his/her competencies". In the "Evaluation Survey" this part is evaluated under "Other activities that are considered important and not covered by the survey" and "Obtaining professional qualifications in the scope of didactics conducted in the Faculty". Employees are aware of the expected content of this part of the Survey.

Proposed ACTIONS

Action 9

Reconsidering the number of points possible to be received in the "Evaluation Survey for Academic Staff" for teaching achievements and participation in training raising employee competencies.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2017-10.2017	Committee for Education Quality Committee for Education Committee for Academic Staff Evaluation	changes in the Evaluation Survey for Academic Staff

Current Status

Remarks

EXTENDED

Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Statute includes a provision (an obligation) on the need to improve the professional competences of academic staff of SGGW, and the inclusion of these activities in the "Evaluation Survey for Academic Staff". In the new Survey this will be explicitly stated.

Action 10

Introduction of training courses for academic staff on teaching methods.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
33. Teaching	01.2018-01. 2021	Faculty of Social Sciences, staff members of the Department of Education and Culture (providing trainings on education methods including courses leading to teaching certificates)	training courses
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
EXTENDED	Not yet implemented. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In 2018, the university received funding under the Project titled: "Success by nature - a comprehensive programme to improve the quality of education management and teaching at the Warsaw University of Life Sciences co-financed by the European Social Development Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020 , Axis III Higher education for economy and development, Measure 3.5 Comprehensive university programmes (POWR.03.05.00-00-Z033/17-00) and is implementing activities under which a training course entitled: "More than slides - effective scientific presentations" is planned for 2019 and . "Public Speaking and the Art of Speaking" is planned for 2020 Additionally, in the period 2019 - 2021 trainings are planned in which the Faculty of Social Sciences and Humanities staff will be involved.

Proposed ACTIONS

Action 11

Performance of a detailed analysis how the lack of recognition of scientists as professionals manifests at SGGW (lack of respect and prestige of the research profession, especially in earlier career stages) and whether the introduction of corrective measures will be required: preparation of appropriate regulations and performance of disseminating activities.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
22. Recognition of the profession	01.2017- 01.2021	Vice Rector for Science together with PhD Students Council Committee for Academic Staff Development	appropriate regulations prepared and of disseminating activities performed.
Current Status	Remarks		
EXTENDED	Not yet implemented. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The anonymous questionnaire to PhD students sent on 14 February 2019 and then on 04 March 2019 addressed this subject. Next, it is planned to conduct such a survey among "young scientists", with the degree of doctor. The analysis of the responses to the survey will be the first step towards the implementation of this action. Once the replies have been analysed, the first corrective actions can be taken.		

Proposed ACTIONS

Action 12

Conduct of an information campaign about the availability of internal resources at the university (equipment, laboratories, software etc.) – preparation of rules for granting access to the resources for other university units.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
23. Research environment	01.2018-01. 2021	Faculty Deans Assets Department Financial Department	

Current Status	Remarks
----------------	---------

IN PROGRESS	The first step in implementing this action was to audit the availability of internal resources at the university, the second step will be the preparation of accessibility rules and the third step will be an internal information campaign. In the period from 7.03 to 4.10.2018 an internal audit of the availability of internal SGGW resources was carried out. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. 1) It is planned to prepare rules for making equipment, laboratories and software available to other units 2) It is planned to carry out an information campaign on available equipment resources
-------------	---

Action 13

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 13

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	Regularly 1 time per year from 01.2017	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Evaluation Committee for Academic Staff Development Committee for Education	

Current Status

Remarks

IN PROGRESS

The audit was carried out as part of the project: "Improving the quality of SGGW's resource management". (UDA-POKL.04.01.01-00-051/11-00 Human Capital OP Action 4.1.1) The outcome of the audit was sent to the Deans. The information will be disseminated again when there will be changes on the posts of Deans.

Action 14

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 14

Dissemination of the results of the "Report from the audit on the system and procedures for evaluation and appraisal of academic staff" based on which the new procedure for academic staff evaluation and improved system for appraisal have been introduced at SGGW by the recommendations for Deans issued by the Senate Committee for Science, Implementation and Knowledge Dissemination.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
11. Evaluation/ appraisal systems	2019-2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Evaluation Committee for Academic Staff Development Committee for Education	changes in Evaluation Survey for Academic Staff
Current Status	Remarks		
EXTENDED	The new Statute of the university provides for activities related to the extension of evaluation and appraisal of academic staff with activities required under the HR Logo regulations. Details can be found in the relevant points of this table: (A.2, B.15, B.16, B.19.) New Statute: https://fs.siteor.com/ssgw/files/tresci/Senat/Statut_SGGW_2019.pdf?1559561521		

Action 15

Proposed ACTIONS**Action 15**

Development of a strategy, practices and procedures for the scientists to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc. in cooperation with the Committee for Science, Implementation and Knowledge Dissemination

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
32. Co-authorship	03.2017-03. 2019	Faculty Deans Committee for Academic Staff Development Committee for Science, Implementation and Knowledge Dissemination Science Office Patent Attorney	strategy, practices and procedures for the scientists
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
EXTENDED	<p>The process of collecting suggestions and good practices for content related in to the strategy has been started. The subject of co-authorship was the subject of a meeting of the Commission for Science, Implementation and Dissemination of Knowledge on 21.05.2018. The CITT Strategy, which includes elements of intellectual property rights, was developed. The document is in the last phase of editing. Currently, there is a good practice of participation of individual co-authors at the stage of submitting an application for a creative solution, where the application form contains percentage values for individual co-authors of patents, utility models, industrial designs, know-how and trademarks. At the moment, the Industrial Property Rights Application Form is in force, which has been placed on the University's website: http://www.sggw.pl/gospodarka/rzecznik-patentowy It allows to organize the authorship of industrial property rights. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. On 22 February 2019, the Ministry of Science and Higher Education issued an ordinance on the evaluation of scientific activity, which regulates the evaluation of work in co-authorship of scientific articles, monographs and chapters in monographs. It will be a guideline to be used in the assessment of academic staff On the basis of the regulation issued by Ministry of Science and Higher Education, „Regulations for the management of copyright, related rights and industrial property rights” are currently under development.</p>

Action 16

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
26. Funding and salaries	From 01.2017	Rector Research support office	

Proposed ACTIONS

Action 16	Current Status	Remarks
<p>The processes of obtaining financing and shaping the level of remuneration are extremely complex – dependent not only on the regulations at the state level (budget, Labour Code, Act on Social Security and many others), but also on the activity of individual units and staff members which influence directly – through the ministerial funds distribution algorithm and receiving external funds in the form of projects – and indirectly (by obtaining by the unit a scientific category which is related to the amount of the ministerial subsidy). There are actions planned to encourage staff members to increase their research activity – the creation of a strong research support office.</p>	COMPLETED	<p>The Office of Science and Projects was established (24.11.2016) on the basis of the Regulation No. 122 of the Rector of the Warsaw University of Life Sciences on changes in the organizational structure of the Warsaw University of Life Sciences. Within the framework of the Office of Science and Projects, 3 sections have been separated, i.e.: Science Service Section, International Research Projects Section, National Projects Section. Change to: Office of Science and National Projects) and the Section of International Research Projects, Regulation No 13 - date: 23.05.2019 The activities of both Sections consist of among others: a) identification of funding sources and needs for the implementation of national and international research projects, b) informing about potential projects of interested employees, and doctoral students of the University, c) informing university staff and doctoral students about training provided by project funding bodies and organising training courses on project implementation and settlement, d) assistance during project preparation and implementation, e) providing information on the path of development at different stages of scientific career and employment opportunities in projects In addition, motivational measures were taken, as a result of which appropriate regulations were established at the university, such as: Regulation No. 11 of 1 February 2017 introduced a system of financial motivation of scientific employees (subsequently amended by Regulation No. 3/2018 of 12 January 2018) consisting in a periodical increase in remuneration for employees who achieve the best results by obtaining grants for research and publishing scientific monographs and articles in highly-scoring journals, as well as by obtaining patents, patent applications, implementing research results in business practice and obtaining significant financial amounts for the University to carry out research. Regulation No. 2 of the Rector of the Warsaw University of Life Sciences dated 12.02.2019 of the System of Financial Support for Researchers and Research Teams at the Warsaw University of Life Sciences - the system of financial motivation of research staff and research teams who submitted applications for funding for research projects in the framework of external open calls for proposals of national or international scope, announced by the relevant financing institutions, but did not receive a positive decision on granting funding for their implementation and meet the criteria specified in the regulation. Ordinance No. 70 of the Rector of the Warsaw</p>

Proposed ACTIONS**Current Status** **Remarks**

University of Life Sciences of 24 August 2017 on the introduction of the Regulations for granting and paying the amount of the increase in the amount of the doctoral scholarship from the subject grant to co-finance pro-quality tasks for doctoral students of the Warsaw University of Life Sciences

Action 17

Preparation of a document in Polish and English informing about the entry and admission standards for researchers, as well as facilitated access for disadvantaged groups or for researchers returning to a research career

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
-------------------------	---	-------------------------	---------------------------------

12. Recruitment

09.2017-09. 2018

Faculty
Deans
Committee
for Academic
Staff
Development
Science
Office
Human
Resources
Office
International
Research
Projects
Office

Information document in Polish and English

Current Status **Remarks**

EXTENDED

The University is in the process of developing an OTM-R policy - the relevant document: Good practices leading to implementation of OTM-R Policy at Warsaw

Proposed ACTIONS

Current Status

Remarks

University of Life Science – SGGW has been published on the website and will be sent to academic teachers and PhD students by email from IT Center. The document informing about the entry and admission standards for researchers is included as : Annex 2 to the new university statute, dated 27.05.2019 Title: 'Rules governing the conduct of staff competitions'. New Statute

https://fs.siteor.com/sggw/files/tresci/Senat/Statut_SGGW_2019.pdf?1559561521 In general the employment of academic staff at the university is based on: Act on Higher Education and Science <http://www.dziennikustaw.gov.pl/DU/2018/1668/1>; <http://www.dziennikustaw.gov.pl/DU/2018/1669/1> Labour Code <http://prawo.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU19740240141> Statute of SGGW https://fs.siteor.com/sggw/files/tresci/Senat/Statut_SGGW_2019.pdf?1559561521 „Good practices in higher education institutions” code by the Foundation of Polish Rectors https://arch.krasp.org.pl/pl/kdp/kodeks_dobre_praktyki Code of Conduct for the Recruitment of Researchers https://cdn5.euraxess.org/sites/default/files/domains/pl/karta_i_kodeks_broszura_pl.pdf

In addition, to in the process leading to implementation of the OTM-R, on 17 December 2018, a questionnaire was sent to the university faculties concerning the recruitment processes at the university. On its basis, a number of corrective actions were prepared and related to the unification of employment at the university of the entire recruitment process, taking into account HR Logo requirements. The centralisation of the recruitment process from the initial stage to the interview was also ensured, and to this end In December 2018, the e-Recruiter programme was purchased. This programme ensures the recruitment process from the moment of creating an announcement, communication with open web portals, communication path between the recruiter and the candidate (answers to the application, communication during the recruitment process and feedback after the process is completed) to the signing of the contract. In addition, in March 2019, the entire recruitment process was tested at one of the university's faculties using e-Recruiter. In December 2018, a team was also established, which will be responsible for developing a detailed recruitment procedure together with the necessary documents. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. a) creation of response forms following an

Proposed ACTIONS**Current Status** **Remarks**

interview with merit grounds for rejection, b) sending out anonymous questionnaires to new employees to measure satisfaction with the entire recruitment process, c) expanding the composition of the selection committee in accordance with HR Logo requirements in this respect.

Action 18

Preparation of a candidate evaluation questionnaire in accordance with the following criteria: assessment of both qualitative and quantitative potential with the emphasis on creativity and level of independence, bibliometric indices, as well as by broader criteria, e.g. teaching, tutoring, teamwork, ethics, contributions to patents, development or inventions etc.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
-------------------------	---	-------------------------	---------------------------------

16. Judging merit (Code)

09.2018-09.2020

Faculty
Deans
Committee
for Academic
Staff
Development
Human
Resources
Office

candidate evaluation questionnaire

Current Status **Remarks**

EXTENDED

At present, such a form is not used in the recruitment process of academic teachers. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The development of questionnaires and application forms, including requirements under this section, that can be used by e-Recruiter. The Committee for Academic Staff Development will be involved in the development of this form.

Proposed ACTIONS

Action 19

Organisation of training by the employer according to the annual requests presented by the Faculties, creating adequate regulations

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
39. Access to research training and continuous development	Regularly 1 time per year from 01.2018	Rector Faculty Deans Committee for Academic Staff Development Multimedia Education Centre Language Centre	

Current Status

Remarks

IN PROGRESS

Currently, the training does not take place on the basis of the annual demand collected at the faculties. However, the demand for training of individual university units was gathered at the stage of preparing projects from " Operational Programme Knowledge Education Development 2014-2020 " (mentioned in point A.2)- funding granted in 2018 and 2019. Additionally in 2018, as part of the gap analyzes, questionnaires were sent to the faculties of the university to check the implementation of thematic trainings at the faculties. The need for training was then analysed by the SIRP team, expanded by good practices from universities implementing the HR Logo Since 2018, SIRP has been providing trainings related to improving professional development within the The Euroleague for Life Sciences (ELLS) network <https://www.euroleague-study.org/en/network> „Navigating Brussels 2018. How can the EU help to develop your scientific career?" Organiser: ELLS ST Research Support Offices 25-27 June 2018 Brussels, Belgium Participants: PhD students in their final years of doctoral studies

Proposed ACTIONS

Current Status	Remarks
	<p>and young doctors as soon as they have obtained their doctoral degree. Course scope: - lectures on the possibilities of European programmes, European institutions and national, which can help to find the right programme - workshops - how to prepare a project proposal - presentations by representatives from the EU and the best European universities (4 participants from SGGW) and „How to turn your project idea in a competitive Horizon 2020 proposal” a training provider: ELLS ST Research Support Offices 12-14 March 2019 in Czech University of Life Sciences Prague</p> <p>Participants: experienced researchers with at least a PhD degree who plan to apply for the topics on the agenda of the H2020 programme or themes related to these calls for proposals (3 participants from SGGW). Additionally, on 07.12.2018 SIRP organised a training course "How to become an evaluator in Horizon 2020" conducted by the Regional Contact Point of the EU Research Programmes Centre at the University of Warsaw. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Measures improving also professional competences of academic teachers will be implemented within the (POWR.03.05.00-00-Z033/17-00), mentioned in point A.2 , which provides the following training courses in 2019 -2021: Basics of project management in an organization PRINCE2 project management Agile Foundation project management Communication and cooperation in the project Project team management The article as a source of scientific success how to write effectively? How to successfully prepare a grant application? Project titled: "Integrated Development Programme of SGGW for Regional Development co-financed by the European Social Development Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020which provides the following training courses: 1. Public performance and the art of speaking 2. MS Office package for educators 3. Statistics for educators 4. Statistical tools for teachers and computerised analysis of qualitative data 5. The art of self-presentation and conducting meetings 6. Prince 2 Foundation 7. Research manager 8. Excel for intermediate and advanced 9. Management of the TRIZ type 10. Training in negotiation 11. Training entitled "Finance for non-financialists - awareness-raising 12. Financial employees) 13. Training in building the authority of a team leader 14. Through effective communication with subordinates Additionally it is foreseen to elaborate "Training Catalogue" including</p>

Proposed ACTIONS

Current Status	Remarks
----------------	---------

training related to both professional development, competence development and didactic improvement". The Catalogue will be then published on the HR Logo website at the University as a good practice to be used by university faculties. The new Statute of the University includes provisions on the need for the personal and professional development of academic teachers and the improvement of their professional competences.

Action 20

Undertaking of actions by various organisations that associate scientific institutions (e.g. CRASP, etc.) to lobby for an amendment to the labour law in respect of employment in projects and increasing employment flexibility (e.g. changing working conditions and remuneration for a certain period).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

25. Stability and permanence of employment

01.2017-01. 2021

SGGW employees who are the members of various organizations bringing together scientific institutions

The lobbying for an amendment to the labour law in respect of employment in projects and increasing employment flexibility has been carried out – the results are changes in the Labour Law. Based on those results the lobbying is not planned in the Revised Action Plan for 2019 - 2021

Current Status	Remarks
----------------	---------

NEW

Action 21

Proposed ACTIONS

Action 21	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>Preparation of a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, also for researchers on fixed-term contracts. It will include the availability of mentors providing individual support and guidance in creating a personal and professional development plan, adjustment of the motivation system as well as encouragement to perform duties other than providing education.</p>	28. Career development	01.2017-01. 2021	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office	
	<p>Current Status</p> <p>IN PROGRESS</p>	<p>Remarks</p> <p>At present, we do not have a career development strategy at our university in the form of a specific document, regulation or approved strategy. Since 09.2017, SIRP and IRO have been conducting training courses on issues related to the development of scientific career paths including participation in international projects. These trainings are also conducted by scientists experienced in project implementation as mentors who pass on their career steps as well as by young scientists who talk about their scientific path from doctoral student to doctor degree. These trainings have been conducted by the employees of SIRP and IRO, as well as by external institutions. Sample training courses (links and presentations on the SGGW website) Trainings: COST Actions (22.11.2017, 13.06.2018, 28.06.2018) MSCA Actions (12.12.2018) trainings for PhD students (21.11.2018). Training for PhD Students: Career development path (28.03.2019) 10.04.2019 r: "Planning the scientific career development path - national and international instruments, including the Horizon 2020 programme - contractor: Regional Contact Point of the EU Research Programmes</p>		

Proposed ACTIONS**Current Status****Remarks**

Centre at the University of Warsaw. Additionally an information on the opportunities arising from participation in both national and international projects is also provided at individual meetings in both sections. The knowledge gathered from all of these training courses will form the basis for the development of a career development strategy for the period 2019-2021. In addition to the ERASMUS and Tempus programmes, BWM, together with SIRP, prepared in 2018 a project PROM and has received funding from NAWA program . This project relates to the participation of researchers in short forms of training such as courses, workshops, work or industry placements, study visits as an essential element of a research career pathway. Additionally, a 'Guide to scholarships, competitions and programmes for young researchers' has been published on the website of the Science Service Section <http://www.sggw.pl/nauka/sekcja-obslugi-nauki/przewodnik-dla-mlodych-naukowcow> This guide was prepared by the Ministry of Science and Higher Education. In addition, in 2019, as a result of legislative amendments (Act on Higher Education and Science of 20 August 2018), Regulation No 16/2019, a doctoral school has been established. Its regulations require a fast selection of a supervisor (3 months after school admission), preparation of an individual research plan (max. up to 12 months after school admission) and including a possible scientific internship in another research unit. The school regulations place emphasis on the development of international scientific contacts, classes with visiting professors and active participation in international scientific discourse (papers at conferences, publications by authors and co-authors). After two years, a doctoral student will be subject to a mid-term evaluation, which motivates both the doctoral student and the supervisor to achieve concrete results by then. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In the years 2019 -2021 works related to the preparation of a specific career development strategy for researchers at all stages of their career will be continued not only for doctoral students.

Proposed ACTIONS

Action 22

Identifying the reason for the poor assessment of opportunities to continue professional development by scientists at all career stages (updating and expanding skills and qualifications in training, workshops, conferences and on-line courses) and the introduction of corrective measures.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
38. Continuing Professional Development	09.2017-09. 2020	Rector Faculty Deans Committee for Academic Staff Development	Report

Current Status	Remarks
----------------	---------

EXTENDED	We do not currently have any information as to whether scientists at SGGW still consider that the opportunities to continue professional development by scientists at all career stages poor. In the questionnaires sent in 2018 and 2019 we did not receive any response on this subject. Since 2018, trainings related to professional development of academic teachers have been conducted and the demand for such trainings has been developed on the basis of questionnaires sent to faculties and during the preparation of Operational Programme Knowledge Education Development 2014-2020 projects currently being implemented at the university.. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Implementation of this type of training in a broader scope is planned for the years 2019 – 2020.
----------	---

Action 23

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 23

Introduction to the recruitment procedure an obligation to – prior to the selection- about the recruitment process and the selection criteria, the number of available positions and the career development prospects. After the selection process about the strengths and weaknesses of the candidates' applications. For this purpose, employing in Human Resources Office specific specialists who will cooperate with the recruitment committees at Faculties will be necessary

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
15. Transparency (Code)	01.2018-01.2021	Faculty Deans Committee for Academic Staff Development Human Resources Office	employment HR specialists „soft HR; prepare a code
Current Status	Remarks		
EXTENDED	<p>The University is in the process of developing an OTM-R policy and the document - Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research No feedback is currently being sent on the substantive reason for rejecting a candidate at the stage of recruitment or after an interview. In December 2018 in the Human Resources Office the position of Deputy Head of the Office was created, in the scope of which the development of recruitment processes at the University was included, and in April 2019 an employee was hired responsible for supporting these processes. The plan for 2019-2021 assumes: 1) the Recruitment Procedure will prepare a full path of feedback to candidates in the entire recruitment process, which will be supported by the e-recruiter program, 2) assumes adjusting the e-recruiter program to particular stages of recruitment as well as preparing substantive responses for candidates.</p>		

Proposed ACTIONS

Action 24

Dissemination of information about the existing regulations. Improvement of the 'Management rules for copyright, related rights, sui generis database rights as well as industrial property rights and the right for the commercialisation of research and development results created at SGGW'.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
31. Intellectual Property Rights	01.2017-04.2017	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Office of Research and Projects Innovation and Technology Transfer Centre Patent Attorney Rectors Counsellor for Cooperation with Industry Faculty Deans Committee for Research, Implementation and Knowledge Dissemination Research and Projects Office Innovation and	

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
		Technology Transfer Centre Patent Attorney Rectors Counsellor for Cooperation with Industry	
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>Implemented: Dissemination of information about the existing regulations by means of: Training " How to publish to be able to patent" on 31.05.2017, number of participants: 62; The Patent Attorney has conducted training for researchers „Strategy for patenting the results of R & D projects" on 13.11.2017, number of participants: 20 Centre for Innovation and Technology Transfer (CITT) systematically provides information and support in the protection of intellectual property to employees and students of SGGW. Additionally: An internal audit on the management of intellectual property of the Warsaw University of Life Sciences (SGGW) was carried out A model agreement with students on the transfer of economic copyrights to the results of diploma theses has been made available: http://www.sggw.pl/gospodarka/wzory-dokumentow In May 2019 SGGW was awarded a grant from the Ministry of Science and Higher Education to continue training in the field of intellectual property protection for employees and students of SGGW and to employ experienced brokers to support the sale and licensing of industrial property rights belonging to the University. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. In accordance with legal amendments and audit results, a new "Intellectual Property Management Regulations at the Warsaw University of Life Sciences" will be prepared. The changes will concern management of rights to research results generated by persons who are not employees of SGGW (e.g. students). In 2019-2021, a continuation of training in the field of intellectual property protection for employees and students of SGGW is expected in connection with the grant received from the Ministry of Science and Higher Education. In addition: The programme of the doctoral school from autumn 2019 provides a module of education on intellectual property rights..</p>

Action 25

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS**Action 25**

In order to ensure the selection of mentors who are sufficiently expert in supervising research, who 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 the selection procedure will be prepared which will including the above criteria

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
40. Supervision	01.2018-01.2019	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Office of Research and Projects	Develop a procedure for the selection of (scientific) supervisors
Current Status	Remarks		
EXTENDED	<p>On 14.02.2019 and 04.03.2019 questionnaires were sent to doctoral students. The questionnaires asked, among other, questions about the selection of a promoter The analysis of the responses to these questionnaires will be the first step to develop the procedure Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The rules of recruitment to the doctoral school, adopted by the university Senate at the end of April 2019, introduce a competition for promoters of doctoral students of the doctoral school in each of the disciplines occurring in the school. The competition aims to select the best supervisor with interesting research topics. The regulations for doctoral schools have been published on the SGGW website. http://www.sggw.pl/nauka/sekcja-obslugi-nauki/szkola-doktorska_ At the same time, the website successively contains information on the selection of new mentors and the following business cards of academic teachers</p>		

Proposed ACTIONS

Action 26

Dissemination of information about existing procedures for filing complaints, the existence of the positions: Ombudsman Preventing Mobbing and Disciplinary Proceedings Representative. The establishment of a Mediator position is planned.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
34. Complains/ appeals	01.2017-01.2019	Rector Faculty Deans Rector's Committee for Preventing Mobbing Disciplinary Committee for Academic Staff Human Resources Office Disciplinary Proceedings Representative Ombudsman Preventing Mobbing	Dissemination of information about existing procedures for filing complaints; establishment of a Mediator position
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
EXTENDED	<p>Training for superiors and members of the Rector's Commission for Mobbing Prevention „Mobbing at work" conducted – 06.2017; during this training information about regulations in force at SGGW were mentioned. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Planned training for about 300 participants (June - December 2019) within the framework of the KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I on “Prevention of discrimination and mobbing in employee relations”. The social media based information campaign "Did you know that..." will be developed and it will convey information such as for example,:</p> <ol style="list-style-type: none"> 1. "you have the right to lodge a complaint with..." 2. “in case of a problem you can go to ..." 3. “the mediator solves such problems at the university" <p>Currently Existing Ombudsman Preventing Mobbing acts as a mediator and also there are external mediator services available on Rector’s request</p>

Action 27

Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	01.2017-01.2021	Faculty Deans Committee for Academic Staff Development Committee for International Cooperation Committee for Academic Staff Evaluation	

Current Status	Remarks
-----------------------	----------------

COMPLETED	Completed with regard to the international mobility: The survey of academic teachers included, among others: - didactic classes at a foreign university as part of participation in exchange programs international - taking a foreign academic internship Resolution No. 74 - 2016/2017 of the Senate of the Warsaw University of Life Sciences in Warsaw of 26 June 2017. Annex to Resolution No. 74 - 2016/2017 of the SGGW Senate - Evaluation questionnaire Employees of WULS are informed (via e-mailing, web, newsletter etc.) about the possibilities in terms of mobility on the regular basis. http://www.sggw.pl/wspolpraca_miedzynarodowa
-----------	--

Proposed ACTIONS

Action 28

Taking into account in the career development strategy and evaluation system the need to recognise any kind of mobility (international, sectoral, multi-disciplinary, virtual, etc.). Defining the completion of a national or international internship as an essential criterion for promotion.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
29. Value of mobility	01.2017-01.2021	Faculty Deans Committee for Academic Staff Development Committee for International Cooperation Committee for Academic Staff Evaluation	

Current Status

Remarks

IN PROGRESS

The Revised Action Plan 2019-2021 foresee the inclusion of cross-sectoral mobility in the Academic Teacher Assessment Survey and defining the completion of a national or international internship as an essential criterion for promotion .

Action 29

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS**Action 29**

Conduct of a series of training courses for scientists on how to make their research activities known to society at large in such a way that they can be understood by non-specialists.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	trainings

Current Status**Remarks**

EXTENDED

To date, no training has been organised in this area. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Prepare training for researchers how to disseminate science in understandable way; conduct – laureates of FameLab and Faculty of Social Sciences

Proposed ACTIONS

Action 30

Inclusion of academic staff in the activities of the Open University, the University of the Third Age and the forthcoming Young Researcher University (in the latter case the preparation of a reward system for being active in this initiative).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	Academic teachers and PhD students are involved in social and educational activities such as: Involvement of academic staff at WULS-SGGW in the activities of the Open in May 2017 - March 2019: 11 Involvement of academic staff at WULS-SGGW in the activities of the University of the Third Age: in 2017: 18 In 2018: 18 In addition, SGGW scientists conducted classes for children and youth in student science clubs run by academic teachers: In 2017: For kindergartens: 9 For primary schools: 13 For middle and high schools: 8 In 2018: For kindergartens: 3 For primary schools: 12 For middle and high school: 3 Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. For 2019-2021, it is planned to prepare a system of appraisal/rewarding of employees, taking into account this type of activity.

Action 31

Participation of SGGW in public consultations organised by the Ministry of Science and Higher Education regarding the project of the Young Researcher University.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	2016	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	

Current Status**Remarks**

COMPLETED

SGGW took part in consultations on University of Young Explorer organized by the Ministry of Science and Higher Education in 2016. The aim of the program was to popularize science and scientific research and their applications among children and youth aged 6 to 16 years (there were two editions). However, SGGW did not join the project itself. Currently, SGGW participates in a project of a similar nature, details described in the point below.

Proposed ACTIONS

Action 32	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Preparation of a project on including children and youth in scientific activities at a level understandable to the audience (period 2017-2020).	9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	
	Current Status	Remarks		
	COMPLETED	Completed: implemented in relation to the preparation of a project on such a topic.		

Proposed ACTIONS

Action 33

Implementation of the "Academy of the Future" project i under Axis III Higher education for economy and development Measure 3.1 Competences in higher education OP IE for 2014-2020 (classes are organised for young people aged 15-16)

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	2019-2020,	Project team	Implementation of the project

Current Status	Remarks
----------------	---------

NEW	At the moment SGGW participates in the "Academy of the Future" project implemented under Axis III Higher education for economy and development Measure 3.1 Competences in higher education OP IE for 2014-2020 (classes are organised for young people aged 15-16) (Operational Programme Knowledge Education Development 2014-202003.01.00-00-00-U141/17-00) The continuation of this activity is foreseen for the period 2019-2020, the implementation of the activities in accordance with the project agreement.
-----	--

Action 34

Preparation of a reward system for being active in public engagement).Preparation of relevant regulations.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
9. Public engagement	01.2017-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination Committee for Academic Staff Development Rector's Counsellor for Cooperation with High Schools Faculty of Social Sciences	

Current Status**Remarks**

IN PROGRESS

There is currently no system in place to promote such activities in the Academic Teacher Assessment Survey, apart from "Other activities" Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. The 2019-2021 Action Plan foresees the inclusion of social engagement of academic staff in the evaluation of the Academic Teacher Assessment Survey

Proposed ACTIONS

Action 35

SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. However, as the results of the survey showed, these are not fully complied with; therefore, dissemination of the recruitment procedures has been planned.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
13. Recruitment (Code)	Regularly 1 time per year from 01.2017	Faculty Deans Science Office Human Resources Office International Research Projects Office	

Current Status

Remarks

IN PROGRESS

The University is in the process of developing an OTM-R policy. The document- Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published at http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research Currently, most job advertisements at SGGW contain information on the profile and research scope of the unit announcing the recruitment process. There is also a link to the faculty website. In 2019, the employment process of employees was tested in one university faculty using e-recruiter software using the candidate requirements and job information form. The plan for 2019-2021 assumes the preparation of sample forms for all units employing at the university. Additionally, information in the form of links concerning social benefits and living conditions will be attached to the job offers.

Proposed ACTIONS

Action 36

In order to make sure that the selection committees assessing the candidates for vacancies bring together diverse expertise and competences and have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines an information campaign will be run at the Faculties.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
14. Selection (Code)	Regularly 1 time per year from 01.2017	Faculty Deans Human Resources Office	
Current Status	Remarks		
IN PROGRESS	<p>The University is in the process of developing an OTM-R policy and the document - Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been developed and published... http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research.. At present, the Competition Committee at the Warsaw University of Life Sciences is appointed by the Dean or the head of the inter-faculty unit of the university from among the employees of the unit in accordance with the Statute. http://bip.sggw.pl/statut-uczelni The selection board, apart from the chairperson, should include at least three other persons, including the head of an independent unit of the department or extra-departmental unit in which the position for which the applicant applies for employment is located. In the case of a competition for professorial positions, the composition of the committee should include at least two persons with academic titles and at least two persons with the degree of doktor habilitowany for other positions of academic staff. http://bip.sggw.pl/statut-uczelni Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Between 2019 and 2021, the recruitment committee will be expanded in line with the requirements of the HR Logo. The process started in 2019.</p>		

Proposed ACTIONS

Action 37

Taking into account in the career development strategy and academic staff evaluation system the need to recognise the academic and professional qualifications, including non-formal qualifications, in particular within the context of international and professional mobility.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
19. Recognition of qualifications (Code)	01.2017-01.2021	Faculty Deans Committee for Academic Staff Development Science Office Human Resources Office International Relations Office	

Current Status	Remarks
----------------	---------

IN PROGRESS	The Academic Teacher Assessment Survey has now considered international mobility as well as other non defined achievements which can include non-formal qualifications as a factor related to professional development and the career development strategy. The 2019-2021 Revised Action Plan also foresees inclusion of intersectoral mobility, work experience with companies and industry in the Academic Teacher Assessment Survey
-------------	--

Proposed ACTIONS

Action 38

In order to ensure that research is relevant to society and does not duplicate research previously carried out elsewhere, the conduct of a series of training courses and seminars on the importance of research to the public, copyright compliance, responsible sharing of results, etc. (in particular in the scope covered by the Academic Staff Member Code and the PhD Student Code of Ethics at SGGW in Warsaw).

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
3. Professional responsibility	01.2018-01.2021	Faculty Deans Committee for Science, Implementation and Knowledge Dissemination	Series of training courses and seminars (importance of research to the public, copyright compliance, responsible sharing of results...)
Current Status	Remarks		
EXTENDED	To date, no training has been organised in this area. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021. Additionally it is foreseen to elaborate of "Training Catalogue" includes training related to the importance of research to the public, copyright compliance, responsible sharing of results, etc. The Catalogue will be than published on the HR Logo website at the university as a good practice to be used by university faculties.		

Action 39

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 39

In order to make sure that the working conditions for researchers, including for disabled researchers, where appropriate provide the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements; lobbying measures will be taken by various organisations that associate scientific institutions (e.g. CRASP, etc.) to amend the labour law in respect of employment in projects and increasing the flexibility of employment.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
24. Working conditions	From 01.2017	Rector Faculty Deans Chancellor SGGW employees who are the members of various organizations bringing together scientific institutions	Extended scope of responsibilities and duties of the University Counsellor for People with Disabilities from the existing function for students and doctoral students to also academic teachers Expansion of the website: Disabled People at SGGW
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
NEW	<p>It has not yet been possible to achieve the objectives of this point of the strategy. We also recognize that this measure is burdened with too great a risk of failure to achieve a result to be continued, especially that lobbying is only possible if the Rector is on the CRASP committee and the term of office of the Rector ends in 2020. Therefore, we are undertaking a new action aimed at improving the conditions of functioning of people with disabilities at the university. New action for the period 2019-2021 Extending the scope of responsibilities and duties of the University Counsellor for People with Disabilities from the existing function for students and doctoral students to academic teachers Expansion of the website: People with Disabilities at SGGW with elements improving the functioning of this group of people at the university Information campaign: "Do you know that" 1. there is a University Counsellor for People with Disabilities 2) as a person with a disability you have the right to... etc. Initiate actions to prepare the university for better adaptation of working conditions and infrastructure for people with disabilities</p>

Action 40

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
------------------	--	------------------	--------------------------

Proposed ACTIONS

Action 40

In order to make researchers 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, a series of training sessions has been planned as well as the design of a guide to instruct scientists how to 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.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
6. Accountability	01.2017-01.2021	Faculty Deans Financial Department Offices responsible for consulting on specific research funds Science Office Internal Audit	
Current Status	Remarks		

Proposed ACTIONS

Current Status	Remarks
IN PROGRESS	<p>The university administration (in cooperation between units such as HR Department, Financial Department, SIRP, IRO) provides scientists with information on best practices, regulations in force at the university in terms of e.g. employment for projects, eligibility of costs, binding rules of public procurement, etc. For this purpose, training courses are regularly conducted with focus on young scientists, for example: 14.05.2018 – “Horizon 2020 -implementation of the projects in WULS” 31.10.2018 – “Financial training for the administrative employees of entities which participate in Horizon 2020 programme. Management of MSCA”. Details are available at: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research</p> <p>Additionally, the SIRP prepared a manual for the implementation of H2020 projects at at the Warsaw University of Life Sciences to. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021 In the following years, training will be provided in the framework of emerging competition programmes and according to the projects being prepared.</p>

Action 41

In order to ensure gender balance at all levels of staff, including at supervisory and managerial levels, a guide will be issued on gender balance and a series of training sessions will be organised for researchers and management. Appointment of a Rector’s Counsellor for Equal Treatment is planned.

GAP Principle(s)	Timing (at least by year’s quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
27. Gender balance	01.2017-01.2021	Rector Committee for Academic Staff Development Rector's Counsellor for Equal Treatment Human Resources Office Faculty of Social Sciences	Guide on gender balance Series of training: sessions dedicated to researchers and WULS management Position of Rector's Counsellor for Equal Treatment
Current Status	Remarks		
EXTENDED	No action has been taken so far. Broader actions in this regard formulate the Revised Action Plan for 2019 - 2021 Training planned (June - December 2019 under KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I) for about 300 people in the field of Counteracting discrimination and mobbing in employment relations, where one of the thematic blocks is Equal opportunities in employment and the problem of discrimination and self-discrimination, which is also related to gender balance.		

Proposed ACTIONS

Action 42

In order to ensure good relations with supervisors at various stages of academic teacher development, regulations in this area will be prepared.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
36. Relation with supervisors	06.2019-01.2021	Faculty Deans Committee for Academic Staff Evaluation Committee for Academic Staff Development Science Office	a good practice guide

Current Status

Remarks

NEW

Even though this principle is perceived as highly complied with at SGGW after training the HR logo working group decided to include actions concerning this principle in the Revised Strategy. Between 2019 and 2021 a good practice guide will be elaborated on the basis of experiences from other entities that have been implementing HR Logo strategy for a long time and have positively passed the self-assessment of the European Commission.

Proposed ACTIONS

Action 43

In order to raise awareness of the problem of discrimination and to prevent it, a series of awareness-raising activities and training courses on the problem have been set up.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
10. Non discrimination	06.2019-01.2021	Faculty Deans Committee for Academic Staff Evaluation Rector's Counsellor for Equal Treatment International Relations Office	information and training campaign
Current Status	Remarks		
NEW	An information and training campaign on discrimination and its prevention will be developed between 2019 and 2021.		

Unselected principles:

1. Research freedom 2. Ethical principles 4. Professional attitude 5. Contractual and legal obligations 7. Good practice in research
8. Dissemination, exploitation of results 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code)
20. Seniority (Code) 21. Postdoctoral appointments (Code) 35. Participation in decision-making bodies 37. Supervision and managerial duties

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *: http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-i

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

The University is in the process of developing an OTM-R policy - the relevant document: Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been published on the website and will be sent to academic teachers and PhD students by email from IT Center

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL: <http://www.yoursite.com>

4. Implementation

General overview of the implementation process: (max. 1000 words)

As a result of the analysis, it was found that the actions planned and implemented in the Action Plan caused a significant progress of the university in the implementation of the Charter and Code provisions.

As a result of the implementation of the strategy, among the others the following was achieved :

1. new offices for the preparation and support of research projects and new incentive schemes: which, among other, increased the participation of researchers in the implementation of international projects
2. new staff were appointed (BSO),
3. several regulations have been adopted,
4. a number of training courses have been provided

In order to implement the activities of the strategy, a number of measures have been prepared:

a) 3 “KNOWLEDGE, EDUCATION, GROWTH PROGRAMME I, II and III” projects related to training and development of administrative and scientific staff. The details are available in the part Acions: A.2 TEACHING, B.7 Acces to research training and continuous development, B.14 ComplainTs/ appeals, B.23 Gender balance

b) 1 “PROM” project related to the strengthening of international exchanges of researchers at different career levels The details are available in the part Acion: B.9 Career development

c) 1 “Welcome to Poland” related to the adaptation of universities to increase the internationalisation of universities (detailed information on their implementation in the table: Actions)

Additionally, as part of the implementation of the strategy, the following were purchased:

a. The Omega PSIR system is related, among others, to the repository of university knowledge, facilitating the establishment of partnerships in projects and in cooperation with companies, as well as the preparation of publications, facilitating the evaluation processes of research staff....

b. E-recruiter to improve hiring processes in accordance with the requirements of the HR Strategy Logo, allowing to conduct the entire recruitment process of the employee from the announcement of the job offer, preparation of appropriate forms (including contentrelated one) on the requirements for the candidate before employment and evaluation of the candidate after the interview.

Analysis of current strengths and weaknesses, made with reference to Gap Analysis, showed progress in the area of actions implemented in accordance with the Initial Action Plan

It was found that the majority of implemented actions requires continuation and consolidation, and some require expansion with new additional elements or modifications. All these activities have been included in the Revised Action Plan

Due to the preparation of the new University website, only the SMPB website has been updated at this stage to include information on the implementation of the strategy's actions, which could not be improved graphically for technical reasons.

It is planned that the new website of the university will include a website devoted to the HR logo and its implementation at the university.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

Following the award of HR Logo, a working group was set up in the Science and Projects Bureau, International Research Projects Section SIRP. On 27 November 2017, a new Team for the European Charter for Researchers (HR Logo) was established with Prof. Michał Zasada, Vice-Rector for International Cooperation as the Chairman.

Process of preparing the internal review:

- participation in trainings: 24 October 2017 - Info-day conference in Brussels „Raising perspectives for talented researchers by institutions implementing the Human Resources Strategy (HRS4R) & Complying with art. 32 of the H2020 multi-beneficiary grant agreement”, December 6, 2017 - seminar for Polish institutions with the HR Excellence in Research logo in Warsaw, 12 to 16 March 2018 - Erasmus Staff Training Week „HRS4S Assessment”, University of Leige, Belgium, 2 10 2018 – Managing Researchers’ Talents, Skills & Career Development, Vienna, Austria,
- transfer of good practices to working groups in the BSO, Career Office, during the training courses conducted by the SMPB and IRO for doctoral students and young scientists and continuous cooperation within the scope of delegated activities of individual units of the university
- as part of the Gap Analysis:
 1. preparation and distribution of questionnaires on the implementation of the strategy so far to all units responsible for the implementation of HR Logo strategy
 2. preparation and distribution to all university faculties of questions concerning the training courses conducted so far, in order to estimate the need for training for researchers in the years to come and preparation of the Training Catalogue (sent 12.10.2018 and 15.10.2018)
 3. preparation and distribution of an anonymous questionnaire to doctoral students on, among other issues, the selection of a supervisor as the first step to develop a "procedure for selecting supervisors". (sent 14.02.2019 and 04.03.2019)
 4. BSO's analysis of the processes of employing academic teachers at university on the basis of questionnaires sent to faculties The analysis of these questionnaires was used to prepare check-list to OTMR and will be used in the preparation of OTMR policy at university.

The results of the analysis of questionnaires and stages of implementation of the strategy were discussed at meetings of the Team for the HR logo, which was also an essential element of monitoring the implementation of actions of the strategy (the meetings: 11.12.2017, 25.04.2018, 6.11.2018, 26.03.2019)

At the University Senate meetings: on 26.06.2017 information about granting HR logo was presented, on 23.04.2018 the status of HR logo implementation was presented and on 26.04.2019 the HR logo strategy was included in the University Strategy.

The university also prepared a poster and a leaflet informing about the implementation of the HR strategy at the university, which was sent to the faculties, to all researchers implementing international research projects, doctoral students and placed on the website.

The process of implementing the individual actions of the strategy is also reflected on the website of the university.

Based on the analysis of the responses to the questionnaires referred to above and the discussions during the working group meetings, the university self-assessment have been prepared.

How have you involved the research community, your main stakeholders, in the implementation process? *



Detailed description and duly justification (max. 500 words)

At the level of the Initial Strategy particular councils and university units has been assigned tasks related to the implementation of the Strategy and fulfilling the actions planned in the Strategy. (the details in: *"How have you prepared the internal review?" point 3: a, b, c, d*)

<p>Do you have an implementation committee and/or steering group regularly overseeing progress? *</p>	▼
<p>Detailed description and duly justification (max. 500 words)</p> <p>At the level of the Initial Strategy particular councils and university units has been assigned tasks related to the implementation of the Strategy and fulfilling the actions planned in the Strategy. (the details in: <i>“How have you prepared the internal review?” point 3: a, b, c, d</i>)</p>	
<p>Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation’s research strategy, overarching HR policy *</p>	▼
<p>Detailed description and duly justification (max. 500 words)</p> <p>The implementation of the HRS4R Strategy is included in the objectives set in the general Strategy of SGGW</p>	
<p>How has your organisation ensured that the proposed actions would be also implemented?*</p>	▼
<p>Detailed description and duly justification (max. 500 words)</p> <p>The Working Group cooperates with the specific units and councils responsible for implementation of specific actions and monitoring measures are performed in order to control the progress of implementation.</p>	

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The Working Group is monitoring the progress by contacting the responsible units, analysing newly created regulations, analysing reports from the activities of university and specific units, analysing the issues that are discussed at the University Senates hearings and also sending questionnaires to researchers.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

The defined indicators will be monitored with a use of questionnaires sent to the units responsible for implementation of specific actions

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

Apart from the usual tasks concerning monitoring the progress of the implementation of the Strategy, the Working Group will create timeline of the preparations for the external review including participating in trainings on how to prepare for the external review, peer consulting, gathering documentation and preparing documentation that will be subject to the external review.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)