## Action Plan resulting from the Human Resources Strategy for Researchers at the University of Warsaw with respect of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

No.	GAP Principle(s)	Action	Timing (at least by year's quarter/sem ester)	Responsible Unit	Indicators/Target(s)	Current Status (new/ in progress/ complete d/ extended)	Remarks, incl. no. in IDUB/ZIP/other (if applicable)
		Ethical and professional aspects					
1.	2 Ethical principles	Preparing the Code of Conduct /Ethics covering ethics, conduct of research and avoidance of any conflicts of interest.	4 <sup>th</sup> quarter 2024	A working group set up by the Rector including, among others, the Ombudsman	Submitting The Code of Conduct/Ethics for the Senate approval.	new	
2.	4 Professional attitude	<ol> <li>Pilot programme for Research Project Managers.</li> <li>Dean's Academy - programme for deputy deans and heads of organisational units carrying out research or didactic activities.</li> </ol>	1. 4 <sup>th</sup> quarter 2023 2. 4 <sup>th</sup> quarter of 2022	Human Resources Office     International Management     Center at the Faculty of     Management / Human     Resources Office	<ol> <li>At least 50 participants in the programme.</li> <li>At least 2/3 of the deans and vice deans for the 2020 - 2024 term trained 2020 – 2024.</li> </ol>	new	1. Excellence Initiative – Research University, action V 3.1. Development of the UW Staff competences. 2. Integrated Programme for the UW Development (ZIP), task 7.
3.	8 Dissemination, exploitation of results	Develop an Open Science Policy at the University of Warsaw and launch an Institutional Repository at the University of Warsaw enabling all members of the UW community to deposit, store, and make openly available research papers, conference proceedings, the UW publications, doctoral and dissertation works, teaching materials, and other types of documents produced at the University.	4 <sup>th</sup> quarter 2023	University of Warsaw Library	Publication of the Open Science Policy and creation of the Repository.	new	Excellence Initiative – Research University, action V.3.3. Development, adoption and implementation of the open science policy at the University of Warsaw.

4.	8 Dissemination, exploitation of results	Conduct meetings and dissemination training workshops for researchers as part of the alliance of the 6 universities' staff-led outreach to their scientists.	3 <sup>rd</sup> quarter of 2022	University of Warsaw Library in cooperation with Universities of 4EU+ Alliance	14 meetings	new	4EU+, Alliance Action 4.2
5.	10 Non- discrimination (in Internal Review 2018 point 6.3B)	Building awareness on the issue of combating discrimination, sexual harassment, supporting equality and diversity by means of issuing the anti-discrimination procedure and anti-discrimination guidebook, and the guidebook on combating sexual harassment.		Equality Unit	Publication of the following: the Guide on the prevention of sexual harassment; Recommendations on using antidiscrimination language; Antidiscrimination Guidebook and Procedure; Launching a "We Are All Equal, social campaign.	complete d*	* in the original Action Plan, drafting of other documents was planned, but with time it was decided as more beneficial to issue those indicated in KPI.
6.	10 Non- discrimination	Conducting training and workshops (i.e. obligatory equality training for new employees), training for decision-makers, administration, Ph.D. students.     Further development and improvements of the equality website: rownowazni.uw.edu.pl	3rd quarter     2023     4th quarter     of 2023	Equality Unit	Introducing the recommendation regarding an obligatory equality training.     All changes to the website are introduced.	in progress new	
7.	10 Non- discrimination	<ol> <li>Establishment of the Equality Observatory (collection of data on equality, cyclical research on the state of equality at the University and the state of knowledge; publication of results; publication of comparative statistics).</li> <li>Introduction of an electronic tool allowing for reporting sexual harassment and discrimination behaviours.</li> </ol>	1. the first survey planned in the 4 <sup>th</sup> quarter of 2022, then of 2024 and 2026 2. 4 <sup>th</sup> quarter of 2023	Equality Unit	Increased awareness as measured by the survey designed in collaboration with PEJK & Equality Unit on the awareness of issues and university policies in 2 years cycles.  Introducing the tool.	new	
8.	10 Non- discrimination	Removing architectural and organisational barriers:  1. within the Level Up programme:  a) diagnosis of the needs in terms of ensuring full accessibility of teaching buildings and architectural adaptation of the elements of the academic space,  b) preparing trainings for educators on how to support students with neurodevelopmental difficulties,  c) developing procedures for the evacuation of people with special needs,	1.4 <sup>th</sup> quarter of 2023 2.4 <sup>th</sup> quarter of 2025 3.1 <sup>st</sup> quarter of 2025	Office for Persons with Disabilities     Welcome Point     Translation Coordination Unit	Accordingly:     a) 2 university facilities adapted to the needs of people with disabilities,     b) 592 participants of inclusion education training, 180 academic teachers will be trained in UDL,     c) 60 participants in the training on safe evacuation,	new	Level up     (NCBiR - The     National     Centre for     Research and     Development)     .      Excellence     Initiative –     Research     University,     action II.2.4.     Support for     the relocation

9.	10 Non- discrimination	d) equipping laboratories with the equipment that enables people with the most severe disabilities to conduct research, improving transport infrastructure,  e) development of 3 e-guides for the university staff in three areas: Model of integrated support for students with special diseases; Standard of creating maps using 3D printing to learn spatial orientation; E-guide for educators in the field of supporting people with neurodevelopmental and mental disorders and learning disorders, presenting the developed support model and the guidelines for its application.  2. Supporting the relocation process of the foreign employees by preparing the community and administrative infrastructure to receive foreign employees:  a) training for employees (Polish language courses, a culture orientation programme),  b) networking events, c) development of the Welcome Point website.  3. Extending the scope of translation into English of the internal University regulations.  Verification of the Regulations of the Employee Benefit Fund in terms of its availability for young employees, including foreign employees, with a particular emphasis on support in the form of loans for housing and related purposes.	1 <sup>st</sup> quarter of 2023	A team appointed by the Rector including a representative of the Office for Personnel Social Benefits, Trade Unions, financial services, and representatives of young researchers.	d) purchases of equipment for 3 faculties and the purchase of 3 buses, e) publishing the guidelines.  2. Accordingly: a) at least 5 Polish language courses per year, b) at least 2 networking sessions per year, c) ongoing.  3. All ordinaries of Rector and the resolutions of the Senate translated into English and published.  Implementation of the proposed changes and inclusion into the 2024 budget.	new	process of employees from abroad by preparing the University of Warsaw academic community and administrative infrastructure for hosting employees from abroad.
10.	11 Evaluation /appraisal systems	Improving access to the data on scientific resources, competences and achievements of employees by developing and implementing the in-house method of the Knowledge Management Platform, integrated with the existing IT systems at the university.	1-2 4 <sup>th</sup> quarter of 2022, further development s - 4 <sup>th</sup> quarter of 2024	Office of University Advancement with other units at the University of Warsaw	Implementation - incrementally - of subsequent data registers within the Platform:  1. Register of intellectual property.	new	Excellence Initiative – Research University, action V.1.1 The development and

					<ol> <li>Register of projects and undertakings.</li> <li>Research infrastructure register.</li> <li>Register of personal profiles.</li> </ol>		implementation of knowledge (and research) management platform integrated with the existing university IT systems.
11.	11 Evaluation /appraisal systems (in Internal Review 2018 point 2)	Development of principles and procedure for the assessment of staff members who are involved in research but are not academic teachers (assessment sheet templates).		Human Resources Office	A draft version of the ordinance and evaluation sheet.	non completed	Recommendation to leave without completion - change of priorities.
12.	11 Evaluation /appraisal systems (in Internal Review 2018 point 11)	Implementation of an IT tool supporting the periodic assessment of academic teachers.	4 <sup>th</sup> quarter of 2024	Human Resources Office	Implementation of the IT tool in 1/3 of the UW faculties.	extended/ partially completed	
13.	11 Evaluation /appraisal systems	Implementation of the ordinance of the Rector regarding the periodic assessment of academic teachers.		Senate Committee for Staff Policy, Rector	The Ordinance announced:  https://monitor.uw.edu.pl/Lists/ Uchway/Attachments/5285/M. 2020.96.Zarz.33.pdf	completed	
14.	11 Evaluation /appraisal systems	Update of the ordinance of the Rector regarding the periodic assessment of academic teachers (assessment criteria).	4 <sup>th</sup> quarter of 2023	Rector in cooperation with the Senate Committee for Staff Policy	Submitting the proposal of a new ordinance to the Senate.	new	
15.	11 Evaluation /appraisal systems	Pilot implementation of the Performance Review for young researchers.	2 <sup>nd</sup> quarter of 2023		The summary of the pilot.	new	
		Recruitment					
16.	13 Recruitment	Setting up a dedicated internal organisational unit (section in the Human	4 <sup>th</sup> quarter of 2022	1. Rector	Issue of an Ordinance     amending the     Organisational Rules of	new	

		Resources Office) responsible for recruitment.  Define the UW's strengths as an employer and post the information on the Human Resources Office website directed at candidates.		Internal Organisational unit responsible for recruitment	the University with regard to the establishment of a new unit.  2. Publishing the information on the website.		
17.	13 Recruitment (in Internal Review 2018 point 5.4)	Selection and implementation of the Internet Employee Registration platform which acts as a database of candidates meeting the requirements of GDPR, facilitating the selection of applications and communication with candidates and monitoring of the recruitment process also in terms of the number of candidates and their demographic structure.	4 <sup>th</sup> quarter of 2024	Welcome Point in cooperation with the internal organisational unit responsible for recruitment	Implemented system in a basic version and trained participants from more than half of the organisational units (excluding the university-wide administration units).	extended	Excellence Initiative – Research University, action II.2.4. Support for the relocation process of employees from abroad by preparing the University of Warsaw academic community and its administrative infrastructure for hosting foreign employees
18.	14 Selection	<ol> <li>Prepare a set of Good Practices applicable in the recruitment process for academic positions.</li> <li>Preparing the training for the heads and members of recruitment committees.</li> <li>Include the recommendations for gender balance on qualifying teams in the Doctoral School Recruitment Resolution.</li> </ol>	1-2 4 <sup>nd</sup> quarter of 2024 3 – 1 <sup>st</sup> quarter of 2024	1-3 internal organisational unit responsible for recruitment 3. Heads of the Doctoral School	<ol> <li>Announcing the guidelines.</li> <li>90 % of heads and 50% of the regular selection committees members (competitions for academic positions) trained in good practices.</li> <li>Submitting the proposal of an amended Resolution to the Senate.</li> </ol>	new	
19.	19 Recognition of qualifications	Acquiring information on good practices in the area of recruitment of candidates for academic staff within the 4EU+ alliance and implementing the selected solution at the University.	4 <sup>th</sup> quarter of 2023	Human Resources Office	A set of information on good practices from other Universities.	new	Train 4EU, WP2
20.	22 Recognition of the profession	Conducting a survey among PhD students from the doctoral schools.	1 <sup>st</sup> quarter of 2022	Education Quality Evaluation Unit (PEJK)	An on-line survey tool available on the UW website.	new	
		Working conditions and social security					

21.	23 Research	Bringing the culture of the core facility to the University of Warsaw.	1 <sup>st</sup> quarter of 2024	Centre of New Technologies (CeNT UW) / Biological and	- The List of University's Core Facility with the description	new	INFRASTARt (the internal policies of
	environment	Oniversity of vvalsaw.	01 2024	Chemical Research Centre (CNBC UW) in cooperation with other units concerned	including: governance structure, size, equipment, staff, user data, access and list of provided services).		the participating units: Biological and Chemical Research Centre
					- Identifying the best practices for strengthened competences and on-the-job development of the research infrastructure and implementing the best practices guidelines.		(CNBC), Center for Preclinical Research and Technology (CePT), Interdisciplinary Centre for Mathematical and Computer Modelling (ICM), Faculty of Physics, Faculty of Geology) Excellence Initiative – Research, action I.4.1 Strengthening the core-facility potential on the Ochota Campus, action I.4.2 Fund for the Renovation and Development of Research Infrastructure. Train4EU, WP 3
22.	24 Working conditions (in Internal Review 2018 point 13)	Conduct a survey among the academics regarding the implementation of C&C principles at UW.		Education Quality Evaluation Unit (PEJK)	Report of the research in 2018 published http://pejk.uw.edu.pl/wp-content/uploads/sites/289/201 9/07/Raport_pracowniczy_201 9.pdf  A new edition of the research conducted in 2021.		completed
23.	24 Working conditions	<ol> <li>Development of the childcare infrastructure at the University.</li> <li>Development and dissemination of the recommendations on work-life balance i.e. with respect to hours of meetings of</li> </ol>	1. 4 <sup>th</sup> quarter of 2025	Equality Unit in     cooperation with relevant     councils, offices (i. a.     Social Support Office) and     central authorities	Increase in the number of children of the UW employees, Ph. D students and students	new	Excellence     Initiative –     Research     University,     action IV.5.3

		scientific councils, teaching councils and faculty councils.  3. Diagnosis of the needs of those returning to teaching and research activities after childcare leave.	2. 4 <sup>th</sup> quarter of 2023 3. 4 <sup>th</sup> quarter of 2023	Equality Unit in cooperation with relevant councils, offices (i. a. HR Office and central authorities)     Equality Unit	being looked after in the UW childcare facilities.  2. Dissemination of the recommendation to the faculties, the UW units and scientific councils.  3. Development of the report of the UW parents needs including recommendations.		Nursery school and Kindergarten on the Ochota UW Campus and the childcare facilities at the Warsaw University campus/Centr al Administration Budget
24.	26 Funding and salaries (in Internal Review 2018 point 12)	Implementation of the university-wide solutions in the area of "soft" HR: Implementation of the Remuneration System.		Human Resources Office	Ordinance announced: https://monitor.uw.edu.pl/List s/Uchwaly/Attachments/5240 /M.2020.26.Zarz.9.pdf	completed	
25.	26 Funding and salaries	Performing an audit on salaries and income earned by the researchers at the UW.	4 <sup>th</sup> quarter of 2023	A team appointed by the Rector including a representative of Human Resources Office and Bursary Office (Payroll)	A post-audit report with proposals for possible changes in the system of remuneration of researchers.	new	
26.	26 Funding and salaries (in Internal Review 2018 point 6.1A)	Research on gender pay gap at the UW.	4 <sup>th</sup> quarter of 2023	Equality Unit in cooperation with the relevant committees, organisational units (i. a. Education Quality Evaluation Unit. HR Office) and the UW authorities	Reports on the Gender Pay Gap issued every two years.	extended	
27.	27 Gender balance	Development of the guidelines on gender-balanced representation of women and men in:  a) recruitment, competition, expert, reviewer and examination teams and committees, b) in projects, scientific and popularisation events held at the UW, c) as chairpersons of decision-making committees.	by 4 <sup>th</sup> quarter of 2023	Equality Unit in cooperation with relevant committees and HR Office	Drafting and publishing the guidelines.	new	

28.	27 Gender balance	a) Networking groups for female doctoral candidates, b) Popularisation of good practices related to supporting women's careers, applied at the faculties and units, c) Doctoral Schools gathering statistical data on starting doctoral dissertation procedures and defence of doctoral dissertation by gender, and submitting these data to the Equality Unit.	1a 2021 preparations, 2 <sup>nd</sup> quarter of 2022 launch of the project 1.b ongoing, 2 <sup>nd</sup> quarter of 2022 summary of actions 1c 3 <sup>rd</sup> quarter of 2022 summary and presentation on the website	1.a, b, c Equality Unit	1. Accordingly:  a) A project on  networking and role- model discussions coordinated by Equality Unit, free to access recruitment, b) periodically published on the rownowazni.uw.edu. pl website, c) periodically published on the rownowazni.uw.edu. pl website.	new	1a Excellence Initiative – Research University, action IV.5.1 Programme supporting female researchers at the early stage of their career
29.	27 Gender balance	a. barriers and differences in the career development of women and men (including access to goods such as grants, training, laboratories, scholarships, internships, awards etc.), b. barriers and differences in the access of women and men to decision-making positions (including the study of the phenomena of horizontal and vertical segregation), c. experience of discrimination (including experience of violence and various types of discrimination, e.g. indirect discrimination, harassment, experience of discrimination based on various characteristics, e.g. disability, age, nationality, etc.).	2 <sup>nd</sup> quarter of 2023	Equality Unit in cooperation with organisational units and the UW authorities	The follow up report on the equal treatment and gender balance at the UW.	new	
30.	27 Gender balance	Preparation of a new edition of GEP.	4 <sup>th</sup> quarter of 2023	Equality Unit in cooperation with the organisational units and UW authorities	Adoption and dissemination of a new edition of GEP.	new	
31.	27 Gender balance	Integration of the gender dimension in research and innovation content following the Horizon Europe requirements.	4 <sup>th</sup> quarter of 2023	Equality Unit in cooperation with the Office for International Research and	Adoption and dissemination of the guidelines for researchers and innovators	new	

				Liaison, scientific councils, Office of Research Administration and organisational units	with methodological tools for sex, gender and intersectional analysis.		
36.	29 Value of mobility	<ol> <li>Introduction of a university-wide programme, preceded by a pilot for foreign researchers, to familiarise new staff with the university.</li> <li>Support system for international employees who need additional assistance in matters not related to the University.</li> </ol>	1. 3 <sup>th</sup> quarter of 2024 2. 1 <sup>st</sup> quarter of 2023	Welcome Point in cooperation with:  1. the organisational unit responsible for recruitment  2. the Volunteer Centre of the University of Warsaw	Introduction of the pilot programme and on-line guidelines for newcomers.     Establishing the group of 10 volunteers available on specific requests).	new	(Partially) within Excellence Initiative – Research University -Action II.2.3 Support for the relocation process of employees from abroad by introducing solutions facilitating the involvement of new foreign employees to work at the UW and the preparation for their stay in Poland
37.	29 Value of mobility (in Internal Review 2018 point 5.3)	Continuation of the work on the specification for the electronic outgoing mobility application.		International Relations Office		non completed	Change of priorities
38.	29 Value of mobility (in Internal Review 2018 point 5.4)	Implementation of the Internet Guest Registration system.	3 <sup>rd</sup> quarter of 2023	Welcome Point	A basic system implemented and participants from more than half of the organisational units trained (excluding the university-wide administration).	extended	Excellence Initiative – Research University, action II.2.4 Support for the relocation process of the employees from abroad by preparing the University of Warsaw academic community and administrative infrastructure for

							hosting employees from abroad
39.	29 Value of mobility (in Internal Review 2018 point 5.5)	Implementation of an application for the registration of international networks and associations in which the UW is a member.		International Relations Office	Application developed and implemented, made available on the office website (a different registration form was used due to some technical issues).	completed	
40.	29 Value of mobility (in Internal Review 2018 point 5.6)	Strengthening the cooperation with strategic partners/ establishing new strategic partnerships.	2 <sup>nd</sup> quarter of 2026	International Relations Office	Analysis of the status quo of internationalisation at the UW – a report; 10 new strategic partners (by 2026); recommendations for long-term internationalisation policy at UW.	extended	Excellence Initiative - Research University Action II.1.2 Establish ing and strengthening the cooperation with strategic partners
41.	29 Value of mobility (in Internal Review 2018 point 5.7)	Continuation of the training on problem solving in an intercultural environment.		International Relations Office	In 2019 Erasmus+ Staff Training Week for 29 people from 20 countries, combined with workshops on intercultural communication and dealing with conflict situations in a multicultural environment. In 2020 and 2021 online meetings with the representatives of the partner universities and mobility coordinators at the UW, presenting the rules of cooperation within the international academic exchange programmes.  Training on working with multicultural student groups for the academic staff (4 trainings and 39 people trained in 2020-21).  Intensive foreign language training (primarily English) for the administrative staff has	completed	

					been conducted since 2015, approximately 330 people attending per year. In 2021, English language courses for the academic staff (about 50 people trained).		
42.	30 Access to career advice	Introducing individual counselling for the academics.	4 <sup>th</sup> quarter 2022	Office for International Research and Liaison	10 academics receiving individual counselling by the end of 2022.	new	Excellence Initiative – Research University, action IV.1.3. ""From the Diamond Grant to the ERC grant"— creating individual plans for the research career development
43.	31 Intellectual Property Rights	Updating the Regulations for the Management of Intellectual Property at the University of Warsaw, including the accompanying model agreements.	1st quarter of 2023	University Technology Transfer Centre	Submit a draft of a new Resolution for consideration by the UW Senate.	new	
44.	33 Teaching	Summary of the Young Educators Programme.	3 <sup>rd</sup> quarter 2022	Human Resources Office	Recommendations for a university-wide program for beginning didactics.	new	
		Training					
45.	36 Relation with supervisors	Organisation of a pilot programme for talented early career researchers (from the University and partner universities) to join research teams.	2 <sup>nd</sup> quarter of 2026	International Relations Office	Selection of young researchers in the programme and implementation of internships for approximately 40 young researchers per year (160 by 2026) - outgoing and incoming.	new	Excellence Initiative – Research University, action IV.2.2 Inclusion of talented young scientists in research teams
46.	37 Supervision and managerial duties	Mentor Program:  1. announcing the enrolment to the Mentoring Programme,  2. appointing a nomination team composed of members of each Priority Research Field,  3. recruiting and selecting researchers;  4. organizing the first mentoring visit within the Project.	2 <sup>nd</sup> quarter of 2026	Office for Research Administration	At least 20 visits of the mentors organized.	new	Excellence Initiative – Research University, action I.1.1/IV.1.1 Mentoring Programme
47.	37 Supervision and managerial duties	Programme for young female researchers.	2 <sup>nd</sup> quarter of 2024	Human Resources Office	At least 30 participants in the programme.	new	Excellence Initiative – Research

							University Action IV.5.2
48.	28. Career development /38. Continuing Professional Development/39. Access to research training and continuous development	Create a UW employee training search tool facilitating an easy access to information on all training offered to the employees by the University units.	2 <sup>nd</sup> quarter of 2023	Digital Competence Centre of the University of Warsaw	At least 75% of training offers are available through the IT tool.	new	
49.	28. Career development /38. Continuing Professional Development/39. Access to research training and continuous development	Introduction of reporting on the development activities for employees, including academics.     Further expansion of the development offer for academics.	1. 2 <sup>nd</sup> quarter of 2022 2. 4 <sup>th</sup> quarter of 2024		The first report on development activities in 2021.     At least 150 training programs for academics.	new	
50.	28. Career development /38. Continuing Professional Development/39. Access to research training and continuous development (in Internal Review 2018 point 8)	Continuation of the implementation of university-wide programs for the development of doctoral students competences, including in particular:  1. financial support for their national and international mobility (scholarships),  2. financial support of interdisciplinary research projects, trainings and workshops developing soft skills, didactic competences and IT competence,  3. new education programs for PhD studies;  4. doctoral summer schools, general university courses for PhD students.  Evaluation of the effects of these programs and preparation of recommendations regarding the implementation of solutions developed in these programs to standardise paths of development of PhD students' competences at the University of Warsaw.	4th quarter of 2022	Office of Innovation in Teaching and Learning in cooperation with the organisational units	Up to date 420 PhD students took part in different university-wide programs, in particular:  1. 389 PhD students received international mobility scholarships. 2. 51 PhD students received financial support for interdisciplinary research projects, trainings and workshops developing soft skills, didactic competences and IT competence, and 11 PhD students obtained doctoral degree. 3. 12 PhD students took part in new education programs. 4. 82 PhD students took part in 7 doctoral summer schools. 5. 199 PhD students took part in the general university courses.	extended	University's Integrated Development Programme, ZIP/task 4 and 5