


| Open, Transparent and Merit-based Recruitment practices (OTM-R) check-list                                  |      | <br><b>Mineral and Energy Economy Research Institute</b><br>Polish Academy of Sciences |             |                   |  |
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| Mineral and Energy Economy Research Institute of the Polish Academy of Sciences                             |      |   |             |                   |  |
| Question  | Open | Transparent   | Merit-based | Answer            | Suggested indicators (or form of measurements)   |
| <b>OTM-R system</b>   |      |   |             |                   |  |
| <b>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</b> | x    | x   | x           | -/+ Yes partially | <p>The Mineral and Energy Economy Research Institute of Polish Academy of Sciences (MEERI PAS) is committed to the implementation of the Open, Transparent and Merit-based Recruitment practices and standards for researches (OTM-R). We have carried out an overview of the implementation status of the Code of Conduct for the Recruitment of Researchers using this check-list.</p> <p><b>The OTM-R check-list can be found on the Institutes' website, in the part dedicated to the HRS4R: <a href="https://min-pan.krakow.pl/dzialalnosc-naukowa/en/hrs4r-euraxess/">https://min-pan.krakow.pl/dzialalnosc-naukowa/en/hrs4r-euraxess/</a>.</b></p> <p>At the moment, we are also working on the adaptation of the new provisions of the Law on Higher Education and Science. Among others, the Act has changed the previous regulations concerning researchers employment and defined new requirements related to their career path.</p> <p>This also overlaps with the expected change of the Act on the Polish Academy of Sciences, which will concern our Institute as well as any other PAS Institutes in the country and it will force further changes in our internal rules and regulations.</p> <p>As a result, all HR documents will be gradually updated, and their final form will be created when the announced process of legal changes is completed.</p> |

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| <p><b>2.</b><br/>Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p> | x | x | x | <p>+/- Yes substantially</p> | <p>In 2013 MEERI PAS implemented the procedure and set the criteria applicable for when the Institute employs a new person for the academic positions of an assistant, adjuncts, associate professor or professor (ordinance No. 1/2013). Two years later they were extended by a new regulation, concerning permission for the engagement of researchers who also work in other scientific units (ordinance No. 1/2015). In turn, ordinance No. 6/2017 implemented the regulations for granting statutory funds for the support of the young staff development. In 2019, as part of the Integrated Management System (ISO 9001 and 14001: 2015) operating at the Institute, a new Procedure for acquiring and employing candidates for scientific, engineering and technical positions was introduced. All the Director's ordinances are available to employees on the internal intranet site.</p> <p>Due to the legal changes, the planned activities provide for the development of the Institute's internal HRS4R Strategy, which are an adaptation of the European Charter for Researchers and the Code of Conduct. This policy will be posted on the website of our Institute in the HRS4R part.</p> |
| <p><b>3.</b><br/>Is everyone involved in the process sufficiently trained in the area of OTM-R?</p>                            | x | x | x | <p>-/+ Yes partially</p>     | <p>In 2018, the Institute organised training on the requirements of the new education reform in Poland. Eight employees took part in the training, including the institute's management and HR specialist.</p> <p>Members of the Recruitment Commission who decide about recruitment of scientists by competition, are instructed about the applicable rules consistent with the Code of Conduct for the recruitment of researches, before the new employee is chosen. A person who ensures that the competition is in line with internal and HRS4R rules is the Deputy Director of the Institute for Research, who also is a member of this Commission.</p> <p>The Institute is in the process of establishing a working group "Committee Implementing the Strategy for HRS4R" whose task would be to coordinate the entire HRS4R Strategy at our Institute. As part of these activities we are also planning dedicated trainings for researchers which would increase awareness about HRS4R principles.</p>  |
| <p><b>4.</b><br/>Do we make (sufficient) use of e-recruitment tools?</p>   | x | x |   | <p>+/- Yes substantially</p> | <p>The Institute largely uses online tools in the recruitment process. Job offers are announced on MEERI PAS website and Bulletin of Public Information of the Ministry of Science and Higher Education website as well as Euraxess. The Institute offers a possibility of submitting applications by email to the person that is responsible for handling the recruitment of scientists in a comprehensive manner. Feedback is sent to each candidate using internet tools.</p> <p>We use also internet tools to announce changes in internal procedures or any other important messages from management of the Institute. The Institute has an internal digital data resource in the form of an organised Intranet site,</p>   |

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|   |   |   |   |                       | invisible from outside of the Institute and equipped with a tool of personalized access to shared content. The Institute's website is in Polish but the most important content is also available in English: <a href="https://min-pan.krakow.pl/en/">https://min-pan.krakow.pl/en/</a>  |
| <b>5.<br/>Do we have a quality control system in place for OTM-R?</b>                               | x | x | x | +/- Yes substantially | In the recruitment process, the requirements are precisely defined for each competition and they are reflected in the internal rules. Each competition takes place in line with internal regulations and procedures. The correctness of the implementation of procedures is supervised by a Competition Committee, consisting of the head of the department in which a new candidate will be employed, the Deputy Director for Research, three researchers - specialists in the field, usually both men and women. The competition rules and requirements are structured in a transparent manner for all candidates, including those from abroad.<br>The results of the competition are presented to the Scientific Council, and the employment of the candidate requires the Council's consent.  |
| <b>6.<br/>Does our current OTM-R policy encourage external candidates to apply?</b>                 | x | x | x | +/- Yes substantially | Job offers can be found on the MEERI PAS website, the Euraxess website and Bulletin of Public Information of the Ministry of Science and Higher Education. The competition's rules and requirements are set in a very understandable and transparent manner for all candidates, including those from abroad. In the last couple of months we have registered several applications from abroad for job competitions. This is a good result considering that our Institute has only 115 employees (including administration). We also host foreign candidates for scientific internships, where they have an opportunity to work with experienced colleagues. Based on the number of submitted applications, we are observing a growing interest in competitions for scientific positions at our Institute. The recruitment process takes place in both Polish and English. Apart from several exceptions, candidates who have not been employed at the Institute before are accepted in competitions for scientific positions. |
| <b>7.<br/>Is our current OTM-R policy in line with policies to attract researchers from abroad?</b> | x | x | x | +/- Yes substantially | As already mentioned, the conditions for participation in the Competition for Scientific Positions are clear and transparent for all candidates, including foreigners. The recruitment process is bilingual, so that all candidates can participate in it. It is also possible to get additional information – both in Polish and English - should any doubts related to the interpretation of the competition rules arise.<br>The survey carried out among the researchers shows that there is no discrimination at the Institute. Everyone is treated in the same way, regardless of country of origin, gender, skin colour, social background, political beliefs or religion.  |

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| <p><b>8.</b><br/>Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>                       | x | x | x | <p>+/- Yes substantially</p> | <p>We constantly strive to make sure that our policies and procedures are transparent and fair, so that no one is excluded on grounds of sex, skin color, social background, political beliefs, religion or any other differences. Our recruitment policy is transparent, each competition is carried out in accordance with internal procedures and the required documentation.</p> <p>The scope of qualifications is always determined equally for both men and women. The basic criterion is to obtain a candidate whose qualifications correspond to the needs resulting from the planned research.</p> <p>According to our employment structure, gender participation in the Institute is well balanced.</p> <p>Our research scientists, who recently had the chance to express their opinion in the internal survey, agreed with this statement.</p>   |
| <p><b>9.</b><br/>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p> | x | x | x | <p>+/- Yes substantially</p> | <p>Over the last few years, several updates of the Remuneration Regulation in the Institute have been made in order to follow the general, market trends of wage increases. The remuneration regulations define the principles for various grades, both for researchers, engineering, technical and administration staff. The career path and professional growth for scientists is mainly determined by the Act on the Polish Academy of Sciences, while the salary increase is determined by such factor as: legal requirements (minimum salary for employees in scientific positions), financial situation of the Institute and individual arrangements between the employee and employer – in line with the remuneration regulation. All documents regarding work conditions in the Institute follow the legal changes in Polish legislation and are always adapted to them. The Institute also conducts widely available, merit-based research trainings, which consistently improves the competences of employees.</p> |
| <p><b>10.</b><br/>Do we have means to monitor whether the most suitable researchers apply?</p>                                   |   |   |   | <p>+/- Yes substantially</p> | <p>Control activities are part of the activities of employees responsible for the recruitment process and the Competition Committee.</p> <p>The level of expertise and a candidate's abilities are carefully monitored and discussed by the Commission. Furthermore, the terms of the competition and formal requirements impose an obligation to present scientific achievements, achievements related to the popularization of science and practical experience of each candidate. Incomplete applications are usually rejected, but in some cases additional documentation or other complementary materials is requested. Requirements for candidates for scientific positions are also precisely formulated in the ordinance of the Director of the Institute No. 1/2013. It is anticipated that this document will be updated by the end of Q2 of 2020. The update will cover the requirements of the HRS4R Strategy and the updated legal regulations. An English version of this ordinance will also be created.</p>  |

| Advertising and application phase  |   |   |  |  |
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| <p><b>11.</b><br/>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p>   | x | x |  | <p>+/- Yes substantially</p> <p>The templates of application documents are used in MEERI PAS. Information on competitions placed on the Euraxess platform is also compliant with the requirements. The rules for internships and apprenticeships are also clearly defined. Works on adapting the rules of apprenticeships and internships at MEERI PAS and on the development of the English version of these documents are planned for Q1 and Q2 of 2020.</p>   |
| <p><b>12.</b><br/>Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</p> | x | x |  | <p>+/- Yes substantially</p> <p>The job advertisements defines the job profile and the scope of requirements (position, field and discipline). The message also defines the formal requirements: (application, CV, copy of the diploma, language certificate at a minimum B2 level, a list of scientific achievements, statements on professional experience and previous workplaces, statements on the acceptance of the terms of the competition). The deadlines for applying, the type of employment contract, the date of settlement of the competition, the date of commencement of work, and consent to the processing of personal data for purposes related to the competition are also specified. Information about the competition is presented on the Institute's website, in the Career section, the Bulletin of Public Information of the Ministry of Science and Higher Education's website, and Euraxess websites, in accordance with the requirements of the forms provided there.</p> <p>Activities on the improvement of the HRS4R Strategy at MEERI PAS included in the Action Plan assume the preparation of information on working conditions, access to laboratory facilities, perspectives of scientific development and payment conditions before the end of Q3 2020.</p> |
| <p><b>13.</b><br/>Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</p>                                     | x | x |  | <p>++ Yes completely</p> <p>The intention of the Institute's management is to make sure that the information about the competition for a new position reaches the widest possible audience every time they are announced. Legal regulations and internal regulations require the competition announcement to be posted in the Careers section - on the Institute's website, at the Bulletin of Public Information of the Ministry of Science and Higher Education's website, and Euraxess websites, in accordance to the requirements of the templates available on those sites.</p>   |
| <p><b>14.</b><br/>Do we make use of other job advertising tools?</p>   | x | x |  | <p>++ Yes completely</p> <p>In some cases, information about vacancies at the Institute are posted on various, open access websites, also as sponsored announcements. This usually applies for non-scientific job offers.</p>  |

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| <b>15.</b><br><b>Do we keep the administrative burden to a minimum for the candidate?</b>   | x |   |   | +/- Yes substantially | The recruitment policy of the Institute assumes that the scope of required information and documents is consistent with the legal regulations and at the same time necessary to properly interpret the competences and experience of applicants in the recruitment process. We provide electronic channels (e-mail) in the recruitment process, limiting paper correspondence to a minimum.  |
| <b>Selection and evaluation phase</b>   |   |   |   |                       |  |
| <b>16.</b><br><b>Do we have clear rules governing the appointment of the selection committees?</b>  |   | x | x | ++ Yes completely     | The ordinance of the Director of the Institute No. 1/2013 and the Procedure for acquiring and employing a new person together with the Instructions for it, appoint a Competition Committee each time, the composition of which should be selected in such a way as to ensure the objective and proper evaluation of the competition documentation and selection of the best candidate. The result of the Commission's work is a protocol.                           |
| <b>17.</b><br><b>Do we have clear rules concerning the composition of the selection committees?</b>   |   | x | x | ++ Yes completely     | The ordinance of the Institute's Director No. 1/2013 states that the composition of the Competition Commission is: Deputy Research Director , 3 independent researcher (professor and associate professors) and the person requesting the announcement of the competition - i.e. the head of a given research division of the Institute. The composition of independent researchers is selected individually, in accordance with the specificity of the competition. |
| <b>18.</b><br><b>Are the committees sufficiently gender-balanced?</b>   |   | x | x | ++ Yes completely     | The gender structure of the Commissions is a natural consequence of selection of the best candidates from independent researchers. In some cases, therefore, unbalanced gender participation may occur. It is worth adding, however, that at present the percentage share of men and women in our Institute is equalled.   |
| <b>19.</b><br><b>Do we have clear guidelines for the selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?</b> |   |   | x | ++ Yes completely     | The Competition Commission uses the accepted template of the protocol. Formal aspects, competences, scientific achievements and seniority are evaluated. The protocol ends with recommendations of the Commission for the Institute's Scientific Council and its approval for employment to the Director of the Institute.   |
| <b>Appointment phase</b>  |   |   |   |                       |  |
| <b>20.</b><br><b>Do we inform all applicants at the end of the selection process?</b>   |   | x |   | ++ Yes completely     | Each candidate is informed via email or telephone about the result of the competition. At first, we inform the candidate that was chosen for the job. Once the candidate becomes our employee, some of his/her data are available publicly, among others, on the Institute's website.  |

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| <b>21.</b><br><b>Do we provide adequate feedback to interviewees?</b>                                 |  | x |  | -/+ Yes partially | <p>All candidates receive feedback on the results of the competition. Activities related to the improvement of the HRS4R Strategy at MEERI PAS, included in the Action Plan, assume the development of the Candidate Evaluation Form for recruitment processes and an update of good practices in the field of provided feedback before the end of Q2 of 2020. Improvement of the quality and range of feedback provided to candidates in particular, regarding their strengths and weaknesses in relation to competition requirements should increase the credibility and transparency of the recruitment process.</p>  |
| <b>22.</b><br><b>Do we have an appropriate complaints mechanism in place?</b>                         |  | x |  | -/+ Yes partially | <p>At present, the procedure and criteria for dealing with recruitment processes are adapted to the legal requirements. Basically, the completeness and quality of the submitted documents are not verified until the Competition Commission meeting. This way of proceeding is based on the assumption that the terms of the competition and the scope of requirements are clearly formulated. However it is worth emphasising that we inform the candidates about any lacks in the documentation in every case when the gap is noted by the administrative staff with respect to time regime. Due to the staff limitation, improving the recruitment policy is mainly the responsibility of the Institute's management.</p>  |
| <b>Overall assessment</b>   |  |   |  |                   |  |
| <b>23.</b><br><b>Do we have a system in place to assess whether OTM-R delivers on its objectives?</b> |  |   |  | -/+ Yes partially | <p>The quality of the recruitment policy is directly verified by the level of satisfaction of the Institute's management and employee supervisor, based on the scientific achievements and quality of work of the employed person. Currently, all the chosen candidates are employed on a permanent contract from the first day. We have noticed that this is not the most advantageous solution.</p> <p>For that reason we plan to change recruitment rules and offer in the first stage only fixed-term contracts. Then, if the candidate meets the requirements and achieves satisfactory results, a new, permanent contract will be granted. The Polish Labour Code, in justified cases, foresees possibilities for the disciplinary dismissal of an employee.</p> <p>The achievements of the Institute's researchers are subject to periodic appraisal. One of our future goals is to include periodic verification of the achievements of the scientific staff. This task is one of the duties of the HRS4R team working on the HR Policy at the Institute. These mentioned tasks are covered in the Action Plan for 2020.</p> |