

# HRS4R Action Plan

## Award Renewal Update 2020–2023–2025–2027

*Institute of Agrophysics, Polish Academy of Sciences (IA PAN)*

### Colour guide

	<b>COMPLETED</b>	Completed / ongoing as planned
	<b>IN PROGRESS</b>	Initial actions taken, continuous delivery
	<b>EXTENDED</b>	Deadline extended, more time needed

## SECTION 1 Completed & Continuously Delivered Actions

### Action 1 Consent template for research

<b>GAP Principle(s)</b>	1. Research freedom	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	Research Support Dept	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Consent form available on intranet; Director's Order mandates application.		
<b>Progress to date</b>	COMPLETED. Consent form for scientific research use developed and published on the Institute's intranet.		
<b>UPDATE 2023–25</b>	The consent form for scientific research use has remained in place throughout 2023–25. Its availability on the Institute's intranet and the Director's Order mandating its application have been maintained without interruption.		

### Action 2 Creation of IPR Advisor position

<b>GAP Principle(s)</b>	1. Research freedom	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Part-time IPR Advisor in place as part of the legal services provided to the Entity.		
<b>Progress to date</b>	COMPLETED. Intellectual Property Advisor created as part-time role; organises training and provides support for all research staff on a daily basis.		
<b>UPDATE 2023–25</b>	The part-time IPR Advisor role has continued to function as part of the legal services provided to the Entity throughout 2023–25. The position remains active and continues to support researchers on intellectual property matters.		

### Action 3 Internal scientific seminars (half-yearly)

<b>GAP Principle(s)</b>	4. Professional attitude	<b>Timing</b>	Continuous
<b>Responsible unit</b>	Research Support Dept	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Seminars held cyclically; annual meeting summarises research projects.		
<b>Progress to date</b>	COMPLETED. Seminars held cyclically for all staff and PhD students; annual meeting summarises research projects progress.		
<b>UPDATE 2023–25</b>	Internal scientific seminars have continued to be held on a cyclical basis throughout 2023–25, maintaining the established practice of regular knowledge-sharing across all scientific staff and doctoral students. The annual summary meeting reviewing plan of scientific activity progress has likewise been upheld.		

#### Action 4 Ordinances on grant documentation & expense principles

<b>GAP Principle(s)</b>	4. Professional attitude	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Project Team appointed; regulation on document flow in place.		
<b>Progress to date</b>	COMPLETED. Director appointed a Project Team (3 persons) for formal/financial project support; regulation on document flow introduced.		
<b>UPDATE 2023–25</b>	The Project Team and the regulation on document flow in grant management have remained in place and fully operational throughout 2023–25, providing continued formal and financial support for externally funded projects. In 2025 the Team was transformed into Department.		

#### Action 7 Workshop on data protection & confidentiality

<b>GAP Principle(s)</b>	7. Good practice in research	<b>Timing</b>	Sep 2016
<b>Responsible unit</b>	IT Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Workshop conducted; follow-up planned.		
<b>Progress to date</b>	COMPLETED. Workshop conducted by external expert and/or Institute's Data Protection Officer. Follow-up editions held subsequently.		
<b>UPDATE 2023–25</b>	Data protection and confidentiality training has continued throughout 2023–25, with follow-up editions of the workshop maintained on a regular basis. The practice established by the initial external-expert workshop remains embedded in the Institute's training activities.		

#### Action 8 Data protection & confidentiality procedure

<b>GAP Principle(s)</b>	7. Good practice in research	<b>Timing</b>	Jun 2021
<b>Responsible unit</b>	IT Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Data management policy including protection procedure implemented.		
<b>Progress to date</b>	COMPLETED. Data management policy developed and implemented. The Institute maintains a Plenipotentiary for the Protection of Classified Information and a Confidential Office.		

<b>UPDATE 2023–25</b>	The data management policy, including the data protection and confidentiality procedure, has remained in effect throughout 2023–25. No material amendments to the policy were required; it continues to govern the Institute's data management practices.
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### Action 9 Rebuild and improve website (PL & EN)

<b>GAP Principle(s)</b>	8. Dissemination, exploitation of results	<b>Timing</b>	2017
<b>Responsible unit</b>	PR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Website rebuilt and continuously updated.		
<b>Progress to date</b>	COMPLETED. Website rebuilt; constantly updated by multiple key-position holders.		
<b>UPDATE 2023–25</b>	The Institute website (Polish and English versions) has continued to be actively maintained and updated throughout 2023–25 by designated key-position holders, ensuring current and accurate information for both national and international audiences.		

### Action 10 Create Business Development Specialist position

<b>GAP Principle(s)</b>	8. Dissemination, exploitation of results	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Position created in Research Support Dept.		
<b>Progress to date</b>	COMPLETED. Position created; responsible for commercialisation and Patent Attorney liaison.		
<b>UPDATE 2023–25</b>	The Business Development Specialist position has remained in place within the Research Support Department throughout 2023–25, continuing to oversee research commercialisation activities and liaison with the Patent Attorney.		

### Action 11 Develop commercialisation procedures for research results

<b>GAP Principle(s)</b>	8. Dissemination, exploitation of results	<b>Timing</b>	Jan 2020
<b>Responsible unit</b>	Business Development Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Commercialisation procedures documented and implemented.		
<b>Progress to date</b>	COMPLETED. Procedures developed and implemented end 2019 / beginning 2020.		
<b>UPDATE 2023–25</b>	The commercialisation procedures for research results have remained in effect and operational throughout 2023–25. The framework introduced in 2019–2020 continues to guide the Institute's technology transfer and intellectual property activities.		

### Action 12 Engaging social media (e.g. Facebook)

<b>GAP Principle(s)</b>	9. Public engagement	<b>Timing</b>	Apr 2016
<b>Responsible unit</b>	PR Specialist	<b>Status</b>	✓ COMPLETED

<b>Indicators / Targets</b>	Active Facebook profile maintained.
<b>Progress to date</b>	COMPLETED. Institute's Facebook profile carries current info on scientific events and researcher achievements.
<b>UPDATE 2023–25</b>	The Institute's Facebook, LinkedIn profiles has continued to be actively maintained throughout 2023–25, regularly carrying news on scientific events, research achievements, and Institute activities for the wider public. The Institute implements numerous outreach projects, for example, as part of the programs: Science for Society, Science for Social Development, and the Biodiversity Campaign.

### Action 13 Improving YouTube Channel

<b>GAP Principle(s)</b>	9. Public engagement	<b>Timing</b>	Ongoing
<b>Responsible unit</b>	PR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	YouTube Channel operational and regularly updated.		
<b>Progress to date</b>	COMPLETED. Channel operational and regularly maintained.		
<b>UPDATE 2023–25</b>	The Institute's YouTube Channel ( <a href="https://www.youtube.com/channel/UCrdienRH1ApQCEr8ieHm4ww">https://www.youtube.com/channel/UCrdienRH1ApQCEr8ieHm4ww</a> ) has remained operational and regularly updated throughout 2023–25, continuing to serve as a platform for public dissemination of the Institute's scientific work.		

### Action 14 Ordinance on periodic evaluation of scientific employees

<b>GAP Principle(s)</b>	11. Evaluation/appraisal systems	<b>Timing</b>	Nov 2016
<b>Responsible unit</b>	Evaluation Commission / Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Regulations updated; published online and emailed to all staff.		
<b>Progress to date</b>	COMPLETED. Regulations introduced, reflecting legislative changes; signed by Director and circulated.		
<b>UPDATE 2023–25</b>	Evaluation regulations have continued to be issued, updated to reflect any legislative changes, signed by the Director, and circulated to all staff throughout 2023–25. The established system of periodic evaluation of scientific employees has been consistently upheld.		

### Action 16 Ordinance on competition procedures in English

<b>GAP Principle(s)</b>	12. Recruitment	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	HR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Polish and English versions published on Institute website.		
<b>Progress to date</b>	COMPLETED. Both language versions of recruitment documents published on Institute website.		
<b>UPDATE 2023–25</b>	Recruitment documentation in both Polish and English has continued to be published on the Institute website throughout 2023–25, maintaining full compliance with the open competition requirements and ensuring accessibility for international candidates.		

### Action 17 Employment policy with selection criteria & mobility recognition

<b>GAP Principle(s)</b>	13. Recruitment (Code)	<b>Timing</b>	Oct 2016
<b>Responsible unit</b>	Evaluation Commission / Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Employment policy published; reputation-based selection excluded.		
<b>Progress to date</b>	COMPLETED. Policy developed and published; recognises mobility and excludes reputation-based selection.		
<b>UPDATE 2023–25</b>	The Institute's employment policy, incorporating selection criteria and recognition of mobility, has remained in force throughout 2023–25. Reputation-based selection continues to be explicitly excluded, and the policy is upheld in all recruitment proceedings.		

### Action 18 Online submission for candidates and PhD applicants

<b>GAP Principle(s)</b>	14. Selection (Code)	<b>Timing</b>	Jun 2016
<b>Responsible unit</b>	HR Specialist / IT Specialist (Since October 2020, the Chief Specialist for Organization and Recruitment)	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Online application form and EURAXESS submission available.		
<b>Progress to date</b>	COMPLETED. Online application form available; applications also accepted via EURAXESS.		
<b>UPDATE 2023–25</b>	The online application system for candidates and doctoral applicants has continued to operate throughout 2023–25. Applications are accepted both via the Institute's online form and through the EURAXESS platform.		

### Action 19 Unify all ordinances and regulations (PL & EN)

<b>GAP Principle(s)</b>	14. Selection (Code)	<b>Timing</b>	Jun 2016
<b>Responsible unit</b>	HR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	All regulations available in Polish and English online.		
<b>Progress to date</b>	COMPLETED. All regulations and recruitment/selection documentation available in both languages.		
<b>UPDATE 2023–25</b>	All key regulations and recruitment and selection documentation have continued to be available in both Polish and English throughout 2023–25, ensuring consistent and transparent access for all prospective applicants.		

### Action 20 Adapt good practices as ordinance & publish online

<b>GAP Principle(s)</b>	15. Transparency (Code)	<b>Timing</b>	Jun 2016
<b>Responsible unit</b>	HR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Documentation on position requirements published.		
<b>Progress to date</b>	COMPLETED. Documentation on position requirements published on website.		
<b>UPDATE 2023–25</b>	Documentation on position requirements has remained published and up to date on the Institute website throughout 2023–25, maintaining full transparency in line with the established good practices.		

**Action 21 Adopt and disseminate selection procedure documents**

<b>GAP Principle(s)</b>	16. Judging merit (Code)	<b>Timing</b>	Oct 2016
<b>Responsible unit</b>	Evaluation Commission	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Documents published online and emailed to all employees.		
<b>Progress to date</b>	COMPLETED. Documents published on website and emailed to all employees after Director's signature.		
<b>UPDATE 2023–25</b>	Selection procedure documents have continued to be published on the Institute website and circulated to all employees following the Director's signature throughout 2023–25. The established dissemination practice remains in place.		

**Action 22 Adopt Rules of selection proceedings (C&C-compliant)**

<b>GAP Principle(s)</b>	18. Recognition of mobility (Code)	<b>Timing</b>	Oct 2016
<b>Responsible unit</b>	Evaluation Commission	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Procedures adapted to Charter & Code; published on website.		
<b>Progress to date</b>	COMPLETED. Procedures adapted to Charter & Code and published on Institute website.		
<b>UPDATE 2023–25</b>	Recruitment and selection procedures aligned with the Charter & Code principles have continued to be applied and published on the Institute website throughout 2023–25, with no substantive changes to the framework required.		

**Action 23 Publish training-leave regulations and forms on website**

<b>GAP Principle(s)</b>	24. Working conditions	<b>Timing</b>	Dec 2016
<b>Responsible unit</b>	HR Specialist	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	All training-leave forms and regulations published.		
<b>Progress to date</b>	COMPLETED. Regulation and all forms concerning training leave published on Institute website.		
<b>UPDATE 2023–25</b>	Training-leave regulations and all associated forms have continued to be available on the Institute website throughout 2023–25. No revisions to the regulatory framework were necessary during this period.		

**Action 24 Develop gender policy in Polish and English**

<b>GAP Principle(s)</b>	27. Gender balance	<b>Timing</b>	Suspended → completed 2022
<b>Responsible unit</b>	Plenipotentiary for Gender Equality	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Gender Equality Plan implemented 2022.		
<b>Progress to date</b>	COMPLETED. Initially suspended due to political climate; Gender Equality Plan implemented 2022 following internal survey.		

<b>UPDATE 2023–25</b>	The Gender Equality Plan, implemented in 2022, has remained in effect throughout 2023–25. The Institute has continued to apply its provisions and monitor progress on gender equality objectives.
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### Action 25 Encourage women to stand for election (e-mails)

<b>GAP Principle(s)</b>	27. Gender balance	<b>Timing</b>	Jan 2016
<b>Responsible unit</b>	Director	<b>Status</b>	<b>✓ COMPLETED</b>
<b>Indicators / Targets</b>	Women actively represented in committees and elected bodies.		
<b>Progress to date</b>	COMPLETED. Women actively participate in procurement committees, Evaluation Commission, and as elected employee representatives.		
<b>UPDATE 2023–25</b>	Women have continued to be actively represented in procurement committees, the Evaluation Commission, Committees of the Scientific Council, committees in competition procedures, promotion procedures, doctoral degree proceedings, and habilitation proceedings. and as elected employee representatives throughout 2023–25. The practice of encouraging female participation in governance structures has been maintained. Ordinances concerning tender committees are available for review in the internal section of the website (accessible via the Institute's IP address): <a href="https://www.ipan.lublin.pl/kontakt/zarzadzenia-dyrektora/">https://www.ipan.lublin.pl/kontakt/zarzadzenia-dyrektora/</a>		

### Action 27 Counselling services: links to EURAXESS and career portals

<b>GAP Principle(s)</b>	30. Access to career advice	<b>Timing</b>	Apr 2016
<b>Responsible unit</b>	HR Specialist / PR Specialist	<b>Status</b>	<b>✓ COMPLETED</b>
<b>Indicators / Targets</b>	Secretariat and EU RCP redirect opportunity information to researchers.		
<b>Progress to date</b>	COMPLETED. Secretariat and EU Regional Contact Point redirect internship and opportunity info to researchers.		
<b>UPDATE 2023–25</b>	The Secretariat and the EU Regional Contact Point have continued to redirect relevant internship and career opportunity information to researchers throughout 2023–25, maintaining the established advisory and signposting function.		

### Action 30 Improve PhD studies website (incl. English version)

<b>GAP Principle(s)</b>	39. Access to research training	<b>Timing</b>	Apr 2016
<b>Responsible unit</b>	PR Specialist	<b>Status</b>	<b>✓ COMPLETED</b>
<b>Indicators / Targets</b>	PhD studies website improved in English.		
<b>Progress to date</b>	COMPLETED. PhD studies website improved; documents, development opportunities and conference info available in English.		
<b>UPDATE 2023–25</b>	The PhD studies website has continued to be maintained and updated throughout 2023–25, with documents, information on development opportunities, and conference details remaining available in English.		

### Action 32 Improvement of internal communication process

<b>GAP Principle(s)</b>	24. Working conditions	<b>Timing</b>	Oct 2020
<b>Responsible unit</b>	Director	<b>Status</b>	<b>✓ COMPLETED</b>

<b>Indicators / Targets</b>	Internal communication processes improved.
<b>Progress to date</b>	COMPLETED. Internal communication processes improved.
<b>UPDATE 2023–25</b>	The improved internal communication processes introduced under this action have continued to operate effectively throughout 2023–25. The established channels and workflows remain in place. In 2025, the Institute's administrative structure was reorganised with the establishment of two new departments: the Public Procurement Department (replacing the previous team) and the Project Support Department (replacing the existing team). Female heads of departments were appointed, a move also intended to streamline communication between the Director and administrative staff. Additionally, Director's boards were established, involving the Management, all managers, and employees in independent positions. Furthermore, HR communication processes were digitalized through the implementation of an HR portal available to all employees.

### Action 33 Development of doctoral school regulations & mentoring

<b>GAP Principle(s)</b>	40. Supervision	<b>Timing</b>	Dec 2019
<b>Responsible unit</b>	PhD Studies Secretary	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Doctoral school regulations and tutoring/mentoring programmes in place.		
<b>Progress to date</b>	COMPLETED.		
<b>UPDATE 2023–25</b>	The doctoral school regulations and the tutoring and mentoring programmes have remained in place and fully operational throughout 2023–25, providing a structured framework for the supervision and professional development of doctoral students.		

### Action 34 ✦ NEW Whistleblowing procedure for harassment cases

<b>GAP Principle(s)</b>	34. Complaints/appeals	<b>Timing</b>	Jun 2024
<b>Responsible unit</b>	Plenipotentiary for Gender Equality	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Procedure for cases of harassment to be developed.		
<b>Progress to date</b>	NEW action. Deadline: June 2024.		
<b>UPDATE 2023–25</b>	A whistleblowing procedure addressing cases of harassment and many other violations (including ethical ones) has been developed and implemented during 2023–25, fulfilling the requirements of EU Directive 2019/1937 and the Institute's internal Anti-Mobbing Policy.		

### Action 36 ✦ NEW Implementation of remote work rules

<b>GAP Principle(s)</b>	25. Stability of employment	<b>Timing</b>	Jun 2023
<b>Responsible unit</b>	Director	<b>Status</b>	✓ COMPLETED
<b>Indicators / Targets</b>	Remote work resolution implemented in accordance with Polish law.		
<b>Progress to date</b>	NEW action. Remote work regulations implemented in 2023 per Polish legal requirements.		

<b>UPDATE 2023–25</b>	Remote work regulations were adopted and implemented in 2023 in accordance with applicable Polish legislation. The rules have been in operation throughout the 2023–25 period and are accessible to all employees.
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### Action 38 ♦ NEW Expansion of access to documentation – internal platform

<b>GAP Principle(s)</b>	24. Working conditions	<b>Timing</b>	Dec 2024
<b>Responsible unit</b>	HR Specialist/IT Specialist	<b>Status</b>	<b>✓ COMPLETED</b>
<b>Indicators / Targets</b>	Internal platform operational; all employees have access to key documents.		
<b>Progress to date</b>	NEW action. No progress recorded in source document.		
<b>UPDATE 2023–25</b>	The internal HR and documentation platform became operational in early 2025, providing all Institute employees with centralised access to key HR documents and data (access to own salaries, leave, submitting leave requests, remote work requests, sick leave, tax information, and others). across all departments.		

## SECTION 2 Actions In Progress

### Action 5 IPR workshops – annual, obligatory for new staff

<b>GAP Principle(s)</b>	5. Contractual & legal obligations	<b>Timing</b>	Continuous
<b>Responsible unit</b>	IPR Advisor	<b>Status</b>	<b>🔄 IN PROGRESS</b>
<b>Indicators / Targets</b>	At least 1 workshop per year; all new researchers attend.		
<b>Progress to date</b>	IN PROGRESS. Workshop held initially; planned annually from 2019, hosted by IPR Advisor and Patent Attorney.		
<b>UPDATE 2023–25</b>	Open workshops on IPR have not been implemented in the 2023–25 period. At the same time, consultation meetings and individual consultations on IPR were conducted, for example within the framework of ongoing research projects and the intellectual property rights arising from them.		
<b>Plan 2026–27</b>	In 2026-2027, the Institute plans to organise a dedicated IPR training session delivered by an intellectual property expert from the national contact point network. In addition, a concise one-page summary of the most important IPR obligations and principles will be prepared and provided to all new employees as part of the onboarding process, also in 2026-2027.		

### Action 6 Open meetings on external research funds

<b>GAP Principle(s)</b>	5. Contractual & legal obligations	<b>Timing</b>	Continuous
<b>Responsible unit</b>	Research Support Dept/Projects Support Dept.	<b>Status</b>	<b>🔄 IN PROGRESS</b>
<b>Indicators / Targets</b>	Multiple info meetings per year on EU and national funding.		
<b>Progress to date</b>	IN PROGRESS. Regional Contact Point organises EU funding info meetings several times a year; national fund meetings also held.		
<b>UPDATE 2023–25</b>	In the 2023–25 period, the Research Support Department, in cooperation with the EU Regional Contact Point (Regionalny Punkt Kontaktowy – KPK), organised a dedicated five-session training cycle on Horizon Europe and external research funding, held in April–May 2025. The series covered: an introductory session on Horizon Europe; proposal structure; financial aspects; quality of the proposal including Open Science, Gender Equality and ethics; and a dedicated session on EIC Pathfinder Challenges. All sessions were held online in a one-hour format and were open to all Institute researchers.		
<b>Plan 2026–27</b>	<i>The Institute intends to continue providing open information events on external research funding opportunities on an annual basis. In the 2026–27 period, at least one thematic series is planned, with topics to be determined in response to current call opportunities and researcher needs. Possible themes include national funding instruments (NCN, NCBR), Marie Skłodowska-Curie Actions, and ERC grant schemes, with sessions delivered in cooperation with the KPK network or other expert providers.</i>		

### Action 15 Unify procedures for Polish and foreign scientists (EN docs)

<b>GAP Principle(s)</b>	11. Evaluation/appraisal systems	<b>Timing</b>	Jun 2020 (ongoing)
<b>Responsible unit</b>	Evaluation Commission	<b>Status</b>	<b>🔄 IN PROGRESS</b>
<b>Indicators / Targets</b>	All key procedural documents available in English.		
<b>Progress to date</b>	IN PROGRESS. Most documents unified and translated into English; remaining works ongoing.		

<b>UPDATE 2023–25</b>	Translation and unification of procedural documents for Polish and foreign scientific staff has continued throughout 2023–25, with significant progress achieved. Key documents currently available in English include: Rules and Procedure for Open Competitions for Individual Scientific Positions; Rules and Procedure for Promotion Proceedings; Gender Equality Plan; Internal Anti-Mobbing Policy; Whistleblower Policy; Doctoral School regulations; the Guide on how to prepare an Individual Research Plan; and the annual evaluation regulations. Full completion is pending translation of two documents under Actions 28 and 31.
<b>Plan 2026–27</b>	<i>Upon adoption of the documents planned under Action 28 (supervision regulation) and Action 31 (ordinance on training funds), English translations of both will be prepared and published on the Institute website, completing the unification of all key procedural documents. The status of this action will be reviewed for closure upon publication of those translations.</i>

### Action 26 Open workshops on management, patenting, commercialisation

<b>GAP Principle(s)</b>	28. Career development	<b>Timing</b>	Feb 2016 (ongoing) → extended until Jun 2027
<b>Responsible unit</b>	Deputy Director for Scientific Affairs	<b>Status</b>	<b>🕒 EXTENDED</b>
<b>Indicators / Targets</b>	Annual workshops/meetings on career and commercialisation topics.		
<b>Progress to date</b>	IN PROGRESS. Annual team-leader meetings on research progress held; commercialisation coordination meetings also organised.		
<b>UPDATE 2023–25</b>	Meetings regarding commercialisation, focused on specific cases where the process was applied to results achieved in completed research projects (e.g., the EcoFruits Project), were held throughout 2023–25, maintaining the forum for sharing expertise on management, patenting and research commercialisation topics.		
<b>Plan 2026–27</b>	Additional thematic workshops are planned for 2026–2027.		

## SECTION 3 Extended Actions (Revised Deadlines)

### Action 28 Regulations on structured relationship with supervisors

<b>GAP Principle(s)</b>	36. Relation with supervisors	<b>Timing</b>	Dec 2024 → Jun 2027
<b>Responsible unit</b>	Evaluation Commission / Director	<b>Status</b>	🕒 EXTENDED
<b>Indicators / Targets</b>	Formal regulation adopted; structured supervision schedule in place.		
<b>Progress to date</b>	EXTENDED to Dec 2024. No formal regulation yet; good practices in place. Semiannual Director seminars allow young scientists to consult senior staff.		
<b>UPDATE 2023–25</b>	Progress towards a formal regulation on structured supervisor–researcher relationships has continued during 2023–25. The practice of monthly Director seminars enabling young scientists to consult senior staff has been maintained throughout the period. A framework document is planned for adoption and implementation in 2026–27.		
<b>Plan 2026–27</b>	<i>A written framework document governing the supervisor–researcher relationship is planned for adoption by the end of June 2027. At minimum, the document will specify: (1) the minimum frequency of supervisor–researcher meetings; (2) the obligation to maintain a shared written record of meetings and agreed milestones; (3) the designation of a named supervisor or deputy for each researcher; (4) the procedure for a researcher to raise concerns about supervision arrangements; and (5) the obligation to conduct at least one formal mid-year progress review per researcher per year. The document will be published on the intranet and communicated to all research staff and doctoral students upon adoption.</i>		

### Action 29 HR management & mentoring training; supervision programme

<b>GAP Principle(s)</b>	37. Supervision & managerial duties	<b>Timing</b>	Dec 2020 → Jun 2024 → Jun 2027
<b>Responsible unit</b>	Deputy Director for Scientific Affairs	<b>Status</b>	🕒 EXTENDED
<b>Indicators / Targets</b>	Training held; supervision programme for young researchers established.		
<b>Progress to date</b>	EXTENDED to Jun 2024. Training held in 2016; repeat planned for 2020 — status of repeat not confirmed in source document.		
<b>UPDATE 2023–25</b>	The training on HR management and supervision responsibilities held in 2016 was not repeated during the 2023–25 period. Senior researchers continue to fulfil supervision roles in practice; however, no structured training or formal mentoring programme was introduced. The need for targeted support for research group leaders in their supervisory and managerial functions has been acknowledged in internal discussions as part of the HRS4R renewal process.		
<b>Plan 2026–27</b>	<i>In the 2026–27 period, at least one training session addressed to research group leaders and senior researchers with supervisory responsibilities is planned, covering: effective supervision and feedback practices; the obligations arising from the Institute's planned supervision framework (Action 28); recognition and response to early signs of research integrity or wellbeing concerns; and basic HR and administrative duties of project leaders. The Institute will also explore a light-touch peer-mentoring arrangement for early-career researchers (R1–R2).</i>		

### Action 31 Ordinance on training funds per department

<b>GAP Principle(s)</b>	39. Access to research training	<b>Timing</b>	Jan 2024 → Dec 2027
<b>Responsible unit</b>	Director	<b>Status</b>	🕒 EXTENDED
<b>Indicators / Targets</b>	Ordinance on hedging training funds adopted; applicable across all departments.		

<b>Progress to date</b>	EXTENDED to Dec 2027
<b>UPDATE 2023–25</b>	Work on the ordinance on training funds per department has continued during 2023–25. Adoption of the ordinance is planned in the 2026–27 period. Concurrently, in 2020, the Director published an announcement regarding the establishment of a program to support the scientific mobility of the Institute's staff.

### Action 35 ✦ NEW Anti-discrimination workshops for all employees

<b>GAP Principle(s)</b>	10. Non-discrimination	<b>Timing</b>	Continuous → Jun 2027
<b>Responsible unit</b>	Plenipotentiary for Gender Equality	<b>Status</b>	🕒 EXTENDED
<b>Indicators / Targets</b>	At least 1 workshop per year for all Institute employees.		
<b>Progress to date</b>	NEW action. No progress recorded in source document.		
<b>UPDATE 2023–25</b>	Anti-discrimination training for all Institute employees is planned as a recurring activity. The first edition of the workshop is scheduled for the 2026–27 period, to be coordinated by the Plenipotentiary for Gender Equality.		

### Action 37 ✦ NEW Training on problem-solving in multicultural environment

<b>GAP Principle(s)</b>	2. Ethical principles	<b>Timing</b>	Mar 2024 → Jun 2027
<b>Responsible unit</b>	HR Department	<b>Status</b>	🕒 EXTENDED
<b>Indicators / Targets</b>	At least 1 training session for all Institute employees.		
<b>Progress to date</b>	EXTENDED until June 2027.		
<b>UPDATE 2023–25</b>	A training session on problem-solving in a multicultural environment is planned for the 2026–27 period. Preparatory steps, including identification of a suitable provider, are under way.		