

HR Excellence in Research (HRS4R) — Supporting Documents

Institute of Agrophysics, Polish Academy of Sciences, Lublin

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The documents below evidence the implementation of the Action Plan under the Human Resources Strategy for Researchers (HRS4R). They are grouped according to the four pillars of the European Charter for Researchers (2023). Action numbers refer to the Institute's HRS4R Action Plan, available in the Action Plan section of this site.

Pillar 1 — Ethics, Integrity, Gender and Open Science

Research ethics and consent

Document	Related action(s)	Access
Director's Order 6/2016 on the obligation to notify the Director of an intention to undertake new research, with the consent application form (annex)	Action 1	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/1_Directors-Order-6_2016-obligation-to-notify-Director-of-intention-to-undertake-new-research-1.pdf

Gender equality

Document	Related action(s)	Access
Gender Equality Plan	Action 24	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/2_Gender-Equality-Plan-of-Institute-of-Agrophysics.pdf
Director's Order No. 63/2021 on the appointment of the Director's Gender Equality Officer Note: The position has been filled continuously since its establishment; as of June 2026 it is held by a new Officer, with duties assigned by an amendment to the employment contract (document contains personal data; available for verification on request, according to GDPR rules and regulations).	Action 24	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/3_Directors-Order-63_2021-appointment-of-the-Directors-Gender-Equality-Officer.pdf
Composition of Scientific Council's Commissions_translation from Institute's website	Action 25	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/4_Composition-of-Scientific-Councils-Commissions_translation-from-Institutes-website.pdf
Example_Resolution No. 7/P1/2023 of Scientific Council on the election of members of the Scientific Council Commission for the Evaluation of Scientific Activity (Example of a recurring instrument)	Action 25	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/5_Example_Scientific-Council-7_P1_2023-electing-Scientific-Council-Commission-for-Scientific-Activity.pdf
Example_Resolution No. 8/P1/2023 of the Scientific Council on the election of members of the Disciplinary Commission (Example of a recurring instrument)	Action 25	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/8_Example_Directors-Order-8_2026-on-appointment-of-Procurement-Commitee.pdf
Example_Resolution No. 175/P15/2024 of Scientific Council on supplementing the composition of Disciplinary Commission	Action 25	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/7_Example_Scientific-Council-Res-175_P15_2024on-supplementing-composition-of-Diciplinary-Commission.pdf

Document	Related action(s)	Access
(Example of a recurring instrument)		
Example_Director's Order No. 8/2026 on the appointment of the Procurement Committee (Example of a recurring instrument)	Action 25	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/8_Example_Directors-Order-8_2026-on-appointment-of-Procurement-Commitee.pdf

Integrity, non-discrimination and freedom from harassment

Document	Related action(s)	Access
Regulation on Internal Reports (whistleblower protection)	Action 34	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/9_Regulation-on-Internal-Reports-whistleblower-protection.pdf
Director's Order No. 56/2019 on introducing Internal Anti-Mobbing Policy	Action 34	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/10_Directors-Order-56_2019-on-introducing-Internal-Anti-Mobbing-Policy.pdf
Example_Announcement email on Anti-Mobbing Policy entry into force_bilingual Note: All-staff email announcement of the entry into force of the Internal Anti-Mobbing Policy (Director's Order No. 56/2019), 30 October 2019.Documents the dissemination of the Policy (e-mail with attachment, HR notice board, Institute website) and the requested staff statements confirming familiarisation with the Policy.	Action 34	Contains personal data — available on request, subject to GDPR (E-01)
Information for Employees on Equal Treatment in Employment (Labour Code extract)	Action 34	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/12_Information-for-Employees-on-Equal-Treatment-in-Employment.pdf

Science communication, public engagement, and dissemination of research results to society

Document	Related action(s)	Access
Action 12 evidence pack — representative material from the Institute's official social-media channels (Facebook, LinkedIn) and traditional-media coverage (radio, television), together with participation in the 28th Science Picnic (screenshots and documents, 2017–2026). Full bilingual (PL/EN) records for the radio, television and science-picnic items are provided as separate files. Further examples available on request.	Action 12	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/13_Action-12_evidence-pack_EN.pdf
Action 12_Exhibit F_radio outreach example	Action 12	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/13_Action-12_Exhibit-F_radio-outreach-example.pdf
Action 12_Exhibit G_TV outreach example	Action 12	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/14_Action-12_Exhibit-G_TV-outreach-example.pdf

Document	Related action(s)	Access
Action 12_ Exhibit H_science picnic	Action 12	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/15_Action-12_Exhibit-H_science-picnic.pdf
Action 13_evidence pack_EN	Action 13	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/16_Action13_evidence-pack_EN.pdf

Pillar 2 — Researchers' Assessment, Recruitment and Progression

Document	Related action(s)	Access
Resolution No. 106/P10/2020 of Scientific Council on the adoption of Regulation on the Evaluation of Scientific Staff	Action 14	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/1_Resolution-of-Scientific-Council-106_P10_2020-adopting-Regulation-on-Evaluation-of-Scientific-Staff.pdf
Resolution 140/P12/2024 of Scientific Council - Amendments to Regulation on Evaluation of Scientific Staff	Action 14	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/2_Resolution-of-Scientific-Council-140_P12_2024_Amendments-to-Regulation-on-Scientific-Staff-Evaluation.pdf
Resolution No. 104/P10/2020 — Rules and Procedure for Open Competitions, with annex	Actions 16, 20, 21, 22	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/3_Resolution-104_P10_2020-of-Scientific-Council-adption-of-Rules-and-Procedure-for-Open-Competitions.pdf
Resolution No. 105/P10/2020 of Scientific Council on the adoption of Rules and Procedure on Conducting Promotion Proceedings	Action 16	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/4_Resolution-105_P10_2020-of-Scientific-Council-adopting-Rules-and-Procedure-for-Promotion-Proceedings.pdf
Director's Announcement No. 1 of 4 Jan 2021 on the required documents and detailed criteria for candidates for scientific positions	Action 20	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/5_Directors-Announcement-1-of-4-Jan-2021-%E2%80%94-application-documents-and-criteria-for-scientific-positions.pdf
Recruitment portal — career.ipan.lublin.pl (link)	Actions 16, 18, 20, 21, 22	Job posting page in English
Doctoral school — online application (links and applicant guide)	Action 18	Doctoral School of Quantitative and Natural Sciences (admission system operated by Maria Curie-Skłodowska University): — online application system: https://irk.umcs.pl/en-gb/offer/szkoly-doktorskie-26-27L/ — applicant guide (video): https://www.youtube.com/watch?v=xtc_USLC_7U Interdisciplinary Doctoral School of Agricultural Sciences (admission system operated by the Institute of Animal Reproduction and Food Research, PAS): — school website: https://pan.olsztyn.pl/interdisciplinary-doctoral-school-of-agricultural-sciences/

Document	Related action(s)	Access
		– online application form: https://pan.olsztyn.pl/interdisciplinary-doctoral-school-of-agricultural-sciences/application-form/

Pillar 3 — Working Conditions and Practices

Intellectual property and commercialisation

Document	Related action(s)	Access
Appointment of the Intellectual Property Rights Advisor/IPR Plenipotentiary	Action 2	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/1_Appointment-of-IPR-AdvisorDirectors-Plenipotentiary_bilingual.pdf
Action 2 evidence pack — examples of IPR consultation topics: screenshots from the inbox of the Director's Plenipotentiary for IPR	Action 2	Contains personal data — available on request, subject to GDPR (E-03)
Appointment of the Business Development Specialist/Commercialization Plenipotentiary	Action 10	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/2_Appointment-of-Business-Development-Specialist-Commercialisation-Plenipotentiary_bilingual.pdf
Action 10 evidence pack — examples of commercialisation consultation topics: screenshots from the inbox of the Director's Plenipotentiary for Commercialisation	Action 10	Contains personal data — available on request, subject to GDPR (E-03)
	Action 2	Contains personal data — available on request, subject to GDPR (E-02)
Regulation on The Management of Intellectual Property Rights and the Principles of Commercialisation Of The Results of Scientific Research and Development Work (consolidated text)	Actions 10, 11	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/3_Regulation-on-he-Management-of-Intellectual-Property-Rights-and-the-Principles-of-Commercialisation-consolidated-text.pdf
Patents granted to the Institute available on website	Actions 10, 11	https://www.ipan.lublin.pl/en/research/patents/

Research environment, working conditions and data protection

Document	Related action(s)	Access
Director's Order No. 67/2019 on the introduction of the Accounting Principles (Policy) and the Company Chart of Accounts	Action 4	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/4_Directors-Order-No.-67_2019-introduction-of-the-Accounting-Principles-Policy-and-the-Company-Chart-of-Accounts.pdf
Director's Order No. 47/2019 defining the rules of procedure for the preparation and circulation of contracts	Action 4	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/5_Directors-Order-47_2019-rules-for-preparation-and-circulation-of-contracts.pdf
Remote Work Regulation of 7 April 2023)	Action 36	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/6_Remote-Work-Regulation-of-7-April-2023.pdf

Document	Related action(s)	Access
Statute Amendment of 19 Dec 2024 — structure reorganisation	Action 32	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/7_Statute-Amendment-of-19-December-2024.pdf
Example_Director's meetings with department heads – attendance sheets Note: Evidence illustrating communication through director's meetings with department heads	Action 32	Contains personal data — available on request, subject to GDPR (E-04)
Personal Data Security Policy	Action 8	Internal document, available to persons authorised by the Directorate (E-05)
IT System Management Instructions	Action 8	Internal-use document per Section II of the Information Security Policy; available on request (E-06)
Data Protection Regulation	Action 8	Internal document, available to persons authorised by the Directorate (E-07)
Description of Personal Data Protection (GDPR) Training	Action 7	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/8_Description-of-Personal-Data-Protection-GDPR-Training.pdf
Information Security Policy	Action 8	Internal document, available to persons authorised by the Directorate (E-08)
Action 7 evidence pack — attendance list from the 2016 workshop on technical aspects of data protection and confidentiality; example certificate issued to participants (2016); online training course content and sample slide; institutional training completion record; example examination result	Action 7	Contains personal data — available on request, subject to GDPR (E-09)
Action 38 evidence pack — employee portal account view and index of the documentation area for employees	Action 38	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/9_Action-38-evidence-pack_EN.pdf

Pillar 4 — Research Careers and Talent Development

Orientation in the research environment and early-career researchers' skills development.

Document	Related action(s)	Access
Action 3 evidence pack— compiled announcements and agendas of internal scientific seminars and the annual reporting session on scientific activity (screenshots and documents, 2023–2026); Institute events calendar [PL], www.ipan.lublin.pl/events. Further seminar announcements and agendas available on request. Note: These are historical examples illustrating the Institute's internal practice. This action originated under Principle 4 "Professional attitude" of the European Charter for Researchers and Code of Conduct (pre-2023), whose aim was researchers' familiarity with their research environment. In the 2023 European Charter for Researchers (Council Recommendation of 18 December 2023), "Professional attitude" was not retained as a discrete principle. The Institute maps this action to Pillar 4 because the seminar programme	Action 3	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/1_Action-3-evidence-pack_EN.pdf

Document	Related action(s)	Access
serves two developmental functions for researchers, particularly early-career and doctoral staff: for those presenting — departmental and project-progress seminars, doctoral seminars — it builds scientific and communication skills (structuring an argument, presenting, responding to questions); for those attending, it provides familiarization with the Institute's research environment and scientific community. Both fall within continuous professional development.		
Example_ Sign-in sheets from internal scientific seminars and project status presentations Note: Historical examples illustrating the Institute's internal practice. A set of attendance/sign-in sheets documenting participation of researchers, particularly early-career and doctoral staff, in events at the Institute: a thematic scientific seminar; a doctoral thesis defence; a doctoral student's individual research plan presentation; a young-scientists' workshop; and a promotion proceeding (a presentation delivered within promotion proceedings for the title of professor). These occasions provide early-career researchers with exposure to how scientific work is presented, discussed and defended within the Institute's scientific community.	Action 3	Contains personal data — available on request, subject to GDPR (E-10)

Training leave and international mobility

Document	Related action(s)	Access
Remuneration Regulations, § 26 ² — paid training leave	Action 23	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/2_Remuneration-Regulations-consolidated-text-of-2021.pdf
Confirmation for an Employee Sent Abroad for Research or Training (form)	Action 23	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/3_Confirmation-for-employee-sent-abroad-for-research-teaching-or-training-purposes.pdf
Application for Funding of an International Scientific Internship (form)	Action 23	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/4_Application-for-funding-of-an-international-scientific-internship.pdf
Agreement on the Implementation and Settlement of a Scientific Internship (form)	Action 23	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/5_Agreement-on-the-Implementation-and-Settlement-of-a-Scientific-Internship.pdf

Access to career advice, mobility and funding opportunities

Document	Related action(s)	Access
EURAXESS — researcher mobility portal (link)	Action 27	https://www.ipan.lublin.pl/en/hrs4r-strategy/
Horizontal Contact Point (HPK) for Eastern Poland — information (link) (in Polish)	Action 27	https://www.ipan.lublin.pl/horyzontalny-punkt-kontaktowy/

Document	Related action(s)	Access
Action 27 evidence pack: EURAXESS signpost on the Institute's HRS4R Strategy page; the Horizontal Contact Point for Eastern Poland (HPK PW) hosted at the Institute and linked from its main page; website announcement of Horizon Europe training (Hop-on Facility) by HPK; and representative Secretariat communications to all staff forwarding award, conference and mobility opportunities (screenshots and records, 2025–2026).	Action 27	https://www.ipan.lublin.pl/wp-content/uploads/2026/07/6_Action-27-evidence-pack_EN.pdf