



'Sharing experience to better implement  
the Human Resources Strategy for Researchers'

**Individual assessment form**  
(to be filled by each assessor individually)



**APPLICATION**  
for the 'HR excellence in research' award submitted by:  
**Institute for Bioorganic Chemistry (IBC PAS,) Polish  
Academy of Science, POLAND**

On the basis of the information provided, please fill in (Y/N) and comment:

<b><u>Gap Analysis</u></b>	
Has a gap analysis been carried out?	Y
Have the key institutional stakeholders (in particular the group of researchers) been consulted in an appropriate way while carrying out the gap analysis?	Y
<p><i>Comments, if any:</i></p> <ul style="list-style-type: none"> <li>+ A set of consultations meeting took place and different categories of stakeholders were invited to make remarks and to discuss the suggested actions .</li> <li>- The WG composition includes representatives of all categories having an acceptable gender balance, no age structure was provided, therefore it can't be evaluate in which extent young researchers have contributed.</li> <li>+ All the principles were investigated in term of what it is in place and what future actions are needed;</li> </ul>	
<b><u>Institutional HR Strategy for Researchers / Action Plan</u></b>	
Has the institution/organisation provided an institutional HR Strategy for Researchers / an Action Plan, with concrete actions?	Y
Is/Are this/these document(s) based on the outcome of the gap analysis or do they take into account to a sufficient degree the outcome of the gap analysis?	Y
Are the departments / functions in the institution / organisation responsible for the implementation of the strategy / action plan identified in the document(s)?	Y
Is a timeline given for the implementation of the different actions (as a minimum in terms of "short/medium/long term")?	Y
<p><i>Comments, if any:</i></p> <ul style="list-style-type: none"> <li>+ Strategic goals are defined and a coherent set of actions were developed in an action plan</li> <li>+ 47% of actions are required in the area of ethics, 32% of actions in the area of career development and working conditions and only 21% of actions dedicated to staff recruitment and evaluation</li> <li>+ timeline is provided, and responsible pers/departements are nominated</li> <li>- no measurement tools for evaluating the AP implementation</li> </ul>	
<b><u>Publication</u></b>	

Has the strategy / action plan been published on the website of the institution/organisation in an easily accessible place (i.e. not password protected)?	Y
Are all the relevant documents available in English?	Y
<p><i>Comments, if any:</i></p> <p>+ the strategy &amp; action plan are published in a visible part of the website ( first page, right panel)</p> <p>+ easy to identify the access to the HRS4R documents + all documents are available in English</p>	
<b><u>Acknowledgement</u></b>	
In your view, did the institution/organisation fulfil the requirements for the "acknowledgement"?	Y
<p><i>Overall comments, if any:</i></p> <p><i>The organization should provide comments on how they proceed with stakeholders consultation. There is a need to identify how many of them were taking part of the consultations initiated by the WG .</i></p>	

Please indicate in which of the following categories the applicant should be filed:

<p><b>1. Accepted</b></p> <p>The applicant organisation meets the criteria and the 'HR award' is granted. The assessors may comment on the submission asking for future focus on a particular aspect/criterion if appropriate.</p>	Y
<p><b>2. Accepted pending minor alterations</b></p> <p>The applicant organisation broadly meets the criteria but the assessors have some concerns/questions about specific areas/criteria in which case the organisation needs to reflect on the feedback and update the documentation before resubmitting; till then the 'HR award' is put on hold. <u>Please justify:</u> <i>The stakeholders' consultation methodology needs to be detailed.</i></p>	
<p><b>3. Declined pending (major) revisions</b></p> <p>The applicant organisation does not meet the criteria and the 'HR award' is put on hold until the next submission deadline so the organisation can make the appropriate changes. <u>Please justify:</u></p>	