



Action plan 2019 - 2021



No.	Action	GAP Principle(s)	Timing	Responsible Unit	Indicator(s)/Target(s)	Current Status
1.	Information on the HR Logo on the IFJ PAN website	2. Ethical principles	3 Q 2016	HR-logo Working Group and Computer and Network Support unit	Access from the website www.ifj.edu.pl	completed
2.	Place "Code of Ethics of Scientific Employee" and "The European Code of Conduct for Research" on the IFJ PAN website	2. Ethical principles	3/4 Q 2016	Scientific Director and Computer and Network Support unit	https://www.ifj.edu.pl/en/career/hrs4r/	completed
3.	Organize a seminar for IFJ PAN employees in order to present Polish and European documents concerning the ethic work of a researcher	2. Ethical principles 5. Contractual and legal obligations	2 Q 2017	Director General and Organization and Legal Offices		completed
4.	Introduce the rule that the researchers should be informed about the principles governing the protection of intellectual properties before signing a job contract at IFJ PAN	5. Contractual and legal obligations 6. Accountability 31. Intellectual Property Rights	2 Q 2017	Director General and Human Resources Section		In progress
5.	Organize a training workshop on good data protection practices: backup procedures and tools, safe work practices, data protection/encryption tools etc.	6. Accountability 7. Good practice in research	2 Q 2017	Computer and Network Support unit		extended
6.	Issue the document on the policy of information security	6. Accountability 7. Good practice in research	4 Q 2016	Administrative and Economic Director		new
7.	Organize an internal audit at IFJ PAN on architectural	10. Non discrimination	3 Q 2017	Scientific and Technical Director and Safety Department		In progress



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	barriers for people with disabilities	24. Working conditions				
8.	Information about permanent opportunities and positions communicated in a more accessible way using the IFJ PAN web	30. Access to career advice 39. Access to research training and continuous development	4 Q 2017	Scientific Director and Computer and Network Support unit		New
9.	The appropriate information campaign on the rules governing performance evaluation of scientists should be targeted to the young researchers group	11. Evaluation/ appraisal systems 40. Supervision	2 Q 2017	Head of the Scientific Council Committee for the evaluation of scientists		New
10.	Create easily accessible (for IFJ PAN employees) webpage information about the Anti-mobbing Commission, Disciplinary Commissioner, and Employee Council	10. Non discrimination 34. Complains/ appeals 35. Participation in decision-making bodies	3 Q 2017	Members of mentioned bodies and Computer and Network Support unit	https://www.ifj.edu.pl/dla-pracownikow/komisje/	completed
11.	Publish the information about the recruitment also in English on the Institute's web page	10. Non discrimination 13. Recruitment (Code) 15. Transparency (Code)	3 Q 2017	Head of the Selection Committee	Disseminate the information on the web page and publish it together with the call for recruitment	New
12.	Provide the English translation of the document "Rules for the Recruitment on the Assistant and Adjunct Positions"	10. Non discrimination 13. Recruitment (Code) 15. Transparency (Code)	3 Q 2017	Head of the Selection Committee	Disseminate the information on the web page and publish it together with the call for recruitment	completed
13.	Providing mentoring trainings to scientific employees performing managerial functions	36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	II-III Q 2019 - preparation of the training schedule and program	Directors IFJ PAN and Human Resources Section (DSP), European cooperation department (DWE) and	The training of 85% of academic staff performing management functions until 2020.	New



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			IV Q 2019 - conducting training for Division/Department/Project Heads 2020-2021 - implementation system of the compulsory, periodic training for mentoring	Economic Planning Department (DEP)	Ensuring the implementation of a system of mandatory, periodic training by an internal law act of the IFJ PAN.	
14.	Providing training in the field of mediation and conflict resolution for scientific employees	34. Complain/ appeals	IV Q 2019 - preparation of the training schedule and program I-II Q 2020 - conducting training for Division/Department/Project Heads 2020-2021 - implementation system of the compulsory, periodic training in the field of mediation and conflict resolution for scientific employees	Directors IFJ PAN and Human Resources Section (DSP), European cooperation department (DWE) and Economic Planning Department (DEP)	The training of 85% of academic staff performing management functions until 2020. Ensuring the implementation of a system of mandatory, periodic training by an internal law act of the IFJ PAN	new
15.	Providing young scientists and PhD students with training in professional networking skills	30. Access to career advice 38. Continuing Professional Development 39. Access to research training and continuous development	III Q 2019 - preparation of the schedule and program of training / seminar I Q 2020 - start of training meetings for young scientists and PhD students	Directors IFJ PAN and heads of Scientific Divisions and Laboratories	Organization of at least 1 training meeting in the first half of the year. Information about the training is available at: https://www.ifj.edu.pl/konferencje/	New
16.	Introduction of the monitoring system for mentoring of PhD students at the IFJ PAN	36. Relation with supervisors 40. Supervision	II Q 2019 - implementation of the IFJ PAN system for monitoring the mentoring of PhD students, enabling	Heads of the International PhD Studies	Providing each doctoral student with a meeting at least once in half-year. Information about the meetings is available at: https://www.ifj.edu.pl/msd/	New



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			meetings with each doctoral student at least once in six months			
17.	Undertaking efforts to establish a PhD school	33. Teaching	I-II Q 2019 development of an internal strategy of the IFJ PAN concerning the opening of a doctoral school	Directors IFJ PAN, Heads of the International PhD Studies	Providing the IFJ PAN with the possibility of educating doctoral students - in a new form of doctoral education - for a PhD school	New
18.	Organization of a "small seminar for PhD students"	8. Dissemination, exploitation of results 39. Access to research training and continuous development	II Q 2019 - organisation of the first seminars	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of PhD students	<p>The organization of the seminar is aimed at enabling PhD students of the first and second year of the MSD to acquire the ability to clearly and interestingly present their scientific interests and tell stories about science</p> <p>Participation in seminars min. 80% of doctoral students of the first and second year of MSD - statistics based on attendance lists published on: https://www.ifj.edu.pl/msd/.</p> <p>Presentation of the seminar by at least: - 60% of first and second year PhD students in 2019, - 70% in 2020, - 80% in 2021, subject to the launch of a doctoral school.</p>	new
19.	Organization of a "large seminar for PhD students"	8. Dissemination, exploitation of results 39. Access to research training and continuous development	IV Q 2019 - organisation of the first seminars	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of doctoral students	<p>The organization of the seminar is aimed at enabling PhD students of the first and second year of the MSD to acquire the skills of a clear and interesting presentation of their own research.</p> <p>Participation in seminars min. 80% of doctoral students of the third and fourth year of MSD - statistics based on</p>	new



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					attendance lists published on: https://www.ifj.edu.pl/msd/ Presentation of the seminar by at least: - 50% of PhD students in the third and fourth year in 2019, - 70% in 2020, - 80% in 2021	
20.	Organisation of consultation/advisory meetings for a PhD student-promoter couple	11. Evaluation/appraisal systems 23. Research environment 36. Relation with supervisors	II Q 2019 - Establishment of a counselling team for PhD students III Q 2019 - organisation of meetings for interested parties From 2020 - coverage by annual meetings of all PhD students-guardian/promoter couples *If a doctoral school is established, the introduction of a regulation to sanction the organisation of and participation in meetings.	Heads of the International PhD Studies and The Scientific Committee of the IFJ PAN for PhD Studies	Participation in meetings min. 15% of MSD PhD students - statistics published on: https://www.ifj.edu.pl/msd/	new
21.	Introduction of a form of personalized career guidance in the field of scholarship and grant offers	4. Professional attitude 5. Contractual and legal obligations 26. Funding and salaries	I Q 2020	Directors IFJ PAN, European cooperation department (DWE) and Economic Planning Department (DEP)	Provision of individual advice to employees and doctoral students in the scope of possible scholarships, national and European grants. Indication of persons responsible for providing information to employees and doctoral students - indicating information about designated persons and possible forms of contact at: https://www.ifj.edu.pl/	new



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22.	To familiarize employees with information on the current mechanisms and funding perspectives of the IFJ PAN and science	4. Professional attitude 5. Contractual and legal obligations 26. Funding and salaries	II Q 2019 - implementation of an appropriate information tap on the website of the IFJ PAN III Q 2019 - development of on-line training for IFJ PAN employees	Directors IFJ PAN and Research Service and Administration (DON)	Raising awareness of science funding rules among employees and PhD students at the IFJ PAN Providing information about the science financing system on the IFJ PAN website. Passing the on-line test by min. 60% of employees and doctoral students	new
23.	Starting regular general meetings at the Divisions and Departments for all employees of IFJ PAN	35. Participation in decision-making bodies 40. Supervision	III Q 2019 - implementation of recommendations concerning the organization of cyclical general meetings in the Divisions and Departments	Directors IFJ PAN and Research Service and Administration (DON)	Providing all employees with access to information and raising awareness of issues related to the functioning of the IFJ PAN. Increasing the impact on decision-making bodies, transparency and commitment. Number of meetings - statistics published on the IFJ PAN website, in tabs of individual Branches: https://www.ifj.edu.pl/oddzialy/no1/ https://www.ifj.edu.pl/oddzialy/no2/ https://www.ifj.edu.pl/oddzialy/no3/ https://www.ifj.edu.pl/oddzialy/no4/ https://www.ifj.edu.pl/oddzialy/no5/ https://www.ifj.edu.pl/oddzialy/no6/	new
24.	Providing candidates with exhaustive feedback on candidates' strengths and weaknesses in recruitment (also in grants)	15. Transparency (Code)	I Q 2019 – implementation	Competition Commissions, Appeal Board at the Scientific Committee	Appreciation of the candidate's commitment and time, as well as the opportunity to contribute to its development. Building the image of IFJ PAN as a good employer. 100% - written responses. Number of consultations with the chairman after the competition - information on the IFJ PAN website	In progress



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					https://www.ifj.edu.pl/kariera/oferty-pracy/	
25.	Undertaking activities to stabilize the employment of researchers regardless of the stage of their career	25. Stability and permanence of employment	II Q 2019 - carrying out an internal analysis in order to consider the possibility of employing workers with a longer period of employment and longer periods of employment in the early stages of their careers for an indefinite period	Directors IFJ PAN Human Resources Section (DSP) and Competition Commissions	Improving the stability of employment for researchers regardless of their career stage. Improvement of the percentage of persons employed for an indefinite period in a given year, compared to previous years - in the case of employees with longer seniority. Improvement of the percentage of people employed for 12, 24, 33 months, compared to previous years	new
26.	Establishment of confidential procedures in the consideration of complaints / appeals of scientists	34. Complains/ appeals	II Q 2019 - development of a complaint/appeal procedure by the Ombudsman of the IFJ PAN and their publication on the website of the IFJ PAN IV Q 2019 - development by the Ombudsman of the IFJ PAN of an action programme to promote ethical principles in science and improve the overall quality of the working environment for the years 2020-2021 Cyclical annual reports of the Ombudsman on his activities submitted to the Scientific Council of the IFJ PAN	Ombudsman IFJ PAN, Directors IFJ PAN	Improving the overall quality of the work environment. Providing IFJ PAN employees with the opportunity to benefit from the participation of an impartial and experienced spokesperson mediating in conflicts within a confidential procedure. Information on the Ombudsman's complaints / appeals procedure and the Ombudsman action program for 2020-2021 will be published in a special tab on the IFJ PAN website: https://www.ifj.edu.pl/	new



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27.	Providing PhD students with access to soft skills training	39. Access to research training and continuous development	<p>II Q 2019 - organization of internal trainings for PhD students of the IFJ PAN, e. g. on copyright, possibility of obtaining a scholarship/grant or other form of financing.</p> <p>From 2019 - organization of annual training in soft skills in the form of a trip, combined with integration meetings of new doctoral students/ young scientists</p>	Directors IFJ PAN, Heads of the International PhD Studies and Self-government of PhD students	<p>The organization of training is intended, among others, improving the skills of public speaking, knowledge of copyright legislation and the acquisition of the ability to search for information, including about the possibilities of obtaining a scholarship / grant or other form of financing.</p> <p>Information on training will be published at: https://www.ifj.edu.pl/msd/.</p>	new
28.	Introduction of translations of current forms, regulations, etc. (for internal needs)	10. Non discrimination 24. Working conditions	<p>I-III Q 2019 - translation into English of the forms used by the research workers of the IFJ PAN and placing them on the website of the IFJ PAN in the form of an information brochure.</p> <p>IV Q 2019 - commencement of selection of internal legal acts of the IFJ PAN, the translation of which into English is important in order to provide scientific staff with the necessary organisational and legal information</p> <p>I Q 2020 - starting to draw up extracts from internal legal acts of the IFJ PAN in English</p>	Directors IFJ PAN	<p>An information brochure containing the forms in force at the IFJ PAN in English will be posted on the IFJ PAN website: https://www.ifj.edu.pl/dla-pracownikow/formularze/</p> <p>Extracts from the internal legal acts of the IFJ PAN in English will be published on the IFJ PAN website: https://www.ifj.edu.pl/dla-pracownikow/zarzadzenia/ - available only to employees of IFJ PAN</p>	new



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29.	Providing IFJ PAN employees with training in research commercialization	8. Dissemination, exploitation of results	IV Q 2019/ I Q 2020 - conducting a training for research workers with a representative of the Technology Transfer Centre office	Directors IFJ PAN and Research Service and Administration (DON)	Conducting training for min. 80 academic staff of IFJ PAN - information about the training along with statistics based on the attendance list will be posted on the IFJ PAN website, in a special tab "Commercialization"	new
30.	Providing PhD students IFJ PAN internal training in the commercialization of research and intellectual property rights	5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship 39. Access to research training and continuous development	III Q 2019 - conducting 12 hours of training for PhD students of IFJ PAN	Directors IFJ PAN and Heads of the International PhD Studies	The aim of training is to broadening the knowledge of PhD students in the field of commercialization and copyright. Participation in the training min. 60% of MSD PhD students - statistics published on: https://www.ifj.edu.pl/msd/	new
31.	Undertaking information and promotion activities in the field of commercialization and protection of intellectual property	5. Contractual and legal obligations 8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship 39. Access to research training and continuous development	II Q 2019 - implementation of a separate tab on the website of the IFJ PAN ('commercialisation'), containing information relevant from the point of view of a research worker on commercialization and protection of intellectual property. I Q 2020 - initiating activities aimed at creating in the IFJ PAN the position of advisor on commercialisation and protection of intellectual property.	Directors IFJ PAN, Computer and Network Support Unit (DSK) and Commercialization section	Undertaking information and promotion activities by the IFJ PAN in the field of commercialization and protection of intellectual property, aimed at raising awareness among employees and PhD students of the issues related to the dissemination and exploitation of research results and increasing social involvement. The "Commercialization" tab will be available on the IFJ PAN website: https://www.ifj.edu.pl/	new



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			II Q 2020 - implementation of a tap on the IFJ PAN website, accessible from the outside, containing information/advertising the products; of the IFJ PAN with commercial potential			
32.	Undertaking promotional and informational activities among research workers regarding contests, funds for financing commercial projects	4. Professional attitude 5. Contractual and legal obligations 6. Accountability 26. Funding and salaries	II Q 2019 - initiation of promotion and information activities I Q 2020 - development of the thematic scope and content of the tap dedicated to financing commercial projects on the website of the IFJ PAN, and its subsequent implementation	Directors IFJ PAN, European cooperation department (DWE) and Economic Planning Department (DEP)	Providing the IFJ PAN staff with permanent access to information on the possibilities of financing commercial projects - through publication in the "Commercialization" tab on the IFJ PAN website https://www.ifj.edu.pl/	new
33.	Introduction of an internal policy for the commercialization of research	8. Dissemination, exploitation of results	I Q 2020 - development of an internal policy for commercialization of research of the IFJ PAN	Directors IFJ PAN, Financial and accounting department (DFK), European cooperation department (DWE) and Economic Planning Department (DEP)	Introduction of a coherent and uniform commercialization policy at the IFJ PAN, available to IFJ PAN research staff. The IFJ PAN internal law document - available to all IFJ PAN employees on the Institute's website: https://www.ifj.edu.pl/dla-pracownikow/zarzadzenia/	new
34.	Introduction of obligatory library training for PhD students in the field of open access	8. Dissemination, exploitation of results 9. Public engagement	III Q 2019 - development of the thematic scope of open access training tailored to the needs of PhD students of the IFJ PAN I Q 2020 - conducting training for PhD students of IFJ PAN	Research Service and Administration (DON)	Acquainting PhD students with the idea and principles of open access through practical training. Participation in the training min. 70% of MSD PhD students - statistics published at: https://www.ifj.edu.pl/msd/ according to data provided by employees of the IFJ PAN Library conducting trainings.	new



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			III Q 2019 - making efforts to ensure that if a doctoral school is established, open access training is a permanent element of the doctoral student's circulation card			
35.	Providing academic staff and PhD students of the IFJ PAN with training materials on open access	8. Dissemination, exploitation of results 39. Access to research training and continuous development	III Q 2019 - initiating activities aimed at making training materials and on-line test available to research workers and PhD students (e. g. development of the exact subject matter and scope of materials/training) I Q 2020 - making training materials and an online test available to researchers and PhD students	Research Service and Administration (DON) and Computer and Network Support Unit (DSK)	Providing access to training materials and the test is aimed at enabling IFJ PAN employees and doctoral students to become familiar with the idea and principles of open access. Training should also take into account practical aspects. Participation in the training min. 10% of IFJ PAN employees and PhD students - statistics and information about the training available at https://www.ifj.edu.pl/library/open-access/	
36.	Actions for the optimal use of the IFJ PAN repository	8. Dissemination, exploitation of results 31. Intellectual Property Rights 32. Co-authorship	II Q 2019 - Initiating an internal discussion on the optimal use of the IFJ PAN repository. II Q 2020 - implementation of actions recommended on the basis of internal discussion	Directors IFJ PAN, Research Service and Administration (DON)	Ensuring the best use of the IFJ PAN repository in the context of open access. Repository iFJ PAN - https://rifj.ifj.edu.pl/	new
37.	Adaptation of the IFJ PAN website to guidelines for facilitating content published in the Internet	9. Public engagement 10. Non discrimination 24. Working conditions	I Q 2020 - conduct an audit on necessary changes II Q 2020 - development of a change implementation plan	Directors IFJ PAN and Computer and Network Support Unit (DSK)	Adaptation of the IFJ PAN website to guidelines for facilitating content published in the Internet	new



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			III Q 2020 - Initiate changes to facilitate content published on the Internet (to be implemented by the end of 2021)			
38.	Organization of a first aid point	24. Working conditions	II Q 2019 - equipment and access to a first aid point IV Q 2019 - taking action to monitor the functioning of the first aid point	Directors IFJ PAN, Department of Health and Safety at Work (DOZ)	Ensuring the safety of IFJ PAN employees and guests. The ability to quickly provide first aid.	new
39.	Take action to implementation facilities for people with disabilities	10. Non discrimination	I Q 2019 - development of an internal procedure in case of necessity to provide assistance to a disabled person II Q 2019 - conducting an audit to determine the scope of work necessary to ensure free movement of persons with disabilities on the premises of the IFJ PAN. II Q 2019 - introduction of information/support materials for the disabled (e. g. leaflets, maps, signs) III Q 2019 - preparation of a plan and cost estimate of necessary works I Q 2020 - commencement of implementation of necessary investments	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Department of Investment and Operation (DIE)	Information on the number of employees of IFJ PAN ensuring the implementation of the procedure for dealing with the need to provide assistance to the people disabled will be posted on the IFJ PAN website https://www.ifj.edu.pl/kontakt/ . On the IFJ PAN website and on its area, information materials for the disabled will be available https://www.ifj.edu.pl/kontakt/	new



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40.	Installation of an interactive information point	10. Non discrimination 24. Working conditions	I-II Q 2019 - initiation of activities aimed at defining the boundary conditions of the project (e. g. requirements, cost estimate, establishing a convenient location, scope of information, visualization) II Q 2019 – III Q 2020 - project implementation	Directors IFJ PAN and Computer and Network Support Unit (DSK)	An interactive information point that facilitates moving around the premises of the IFJ PAN to guests and new employees and doctoral students will be located in the main building or in the guardhouse building. Information about the point will be available on the IFJ PAN website https://www.ifj.edu.pl/kontakt/	new
41.	Providing employees with access to rooms for preparing meals	24. Working conditions	I Q 2019 - conducting an internal audit in order to assess the needs of employees related to such a room and to assess the capabilities of the IFJ PAN II Q 2019 - commencement of project implementation (by the end of 2021)	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Department of Investment and Operation (DIE)	Improving social conditions at the IFJ PAN. Preventive protection of employees' health. Information about available rooms will be made available to IFJ PAN employees	new
42.	Designation of a room for breastfeeding mothers and rest of pregnant women	10. Non discrimination 24. Working conditions 27. Gender balance	II-IV Q 2019 - designating and equipping the room and undertaking information activities	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Department of Investment and Operation (DIE)	Improving social conditions at the IFJ PAN. Preventive protection of employees' health. Information about available room will be made available on the IFJ PAN website https://www.ifj.edu.pl/kontakt/	new
43.	Organization of training and promotional -informational activities related to health and safety for employees	24. Working conditions	2019 - providing employees and guests of the IFJ PAN with stickers with emergency and rescue numbers on access cards III Q 2019 – IV Q 2021 Retraining and retrofitting of	Directors IFJ PAN, Department of Health and Safety at Work (DOZ) and Department of Investment and Operation (DIE)Directors IFJ PAN, Department of	Improving the safety of employees and raising awareness at the workplace. Acquisition by technical staff needed to introduce appropriate conditions in the face of danger. On the IFJ PAN website : https://www.ifj.edu.pl/dla-	new



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			<p>the volunteer 'first aid team';</p> <p>2019 - 2021 organisation of additional first aid training for IFJ PAN employees</p> <p>2019-2021 - providing employees with access to on-line training on health and safety at work</p> <p>2020 - organization of training in extinguishing techniques for employees of IFJ PAN</p>	<p>Health and Safety at Work (DOZ) and Department of Investment and Operation (DIE)</p>	<p>pracownikow/bhp/ will be published information about:</p> <ul style="list-style-type: none"> - number of stickers issued (at least 400), - number of trained members of the "first aid team", - number of employees who completed additional first aid training - min. 3 people from each branch in a given calendar year, - information on on-line training in the field of health and safety, - number of participants in extinguishing training (minimum 80) 	
44.	Promotion of HRS4R strategy among employees and PhD students C&C	2. Ethical principles	<p>2019 - providing employees and doctoral students with information materials on the current state of implementation of the principles of the Charter and Code at the IFJ PAN</p> <p>2020 - development of on-line training on the principles of the Charter and Code and HRS4R</p>	<p>Directors IFJ PAN, Steering committee HRS4R in IFJ PAN and Monitorin Team HRS4R in IFJ PAN</p>	<p>Increasing the knowledge of the Card and Code rules among employees and doctoral students of the IFJ PAN and providing them with access to the current state of implementation work.</p> <p>Information materials and on-line training should be available on the IFJ PAN website: https://www.ifj.edu.pl/kariera/hrs4r/ Training with a positive result should include min. 100 employees and 50% of PhD students.</p>	new
45.	Undertaking training and information activities in the field of data security	7. Good practice in research	2020	<p>Directors IFJ PAN, Computer and Network Support Unit (DSK)</p>	<p>Number of training participants - information on the website</p>	new
46.	Fully implementation OTM-R	<p>13. Recruitment (Code)</p> <p>14. Selection (Code)</p> <p>15. Transparency (Code)</p>	2019-2020	OTM-R commity		new



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		16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code)				
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