

## Implementation of the Human Resources Management Strategy for Researchers and the strategic Roadmap at the Warsaw University of Life Sciences (HR Logo Strategy) for the 2017-2023 years

**On 19 May 2017, the European Commission awarded the Warsaw University of Life Sciences (SGGW) the Human Resources Excellence in Research logo**, referred to as **HR Logo**. This is a prestigious recognition and one of the actions undertaken by the EU Commission under the Human Resources Strategy for Researchers, aimed at improvement of working conditions and career development for researchers in Europe. HR Logo is awarded to European institutions that provide researchers with the best possible working conditions and transparent recruitment processes in accordance with the principles of the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**.

For the purpose of obtaining the HR Logo, SGGW planned actions in response to the results of a survey conducted among university employees regarding the assessment of compliance with the principles of the Charter and Code at SGGW.

The planned activities were documented in the form of the **Human Resources Management Strategy for Researchers and the strategic Roadmap at the Warsaw University of Life Sciences**, referred to as the **HR Logo Strategy**. This document is available on the SGGW website:

<https://www.sggw.pl/wspolpraca-miedzynarodowa/hr-excellence-in-research>

The unit responsible for coordinating the actions related to obtaining the HR Logo and proceeding with the implementation of the Strategy at SGGW was the International Research Projects Office by mid-2023. However, from July 2023 those responsibilities were taken over by the HR and Payroll.

Furthermore, from May 2017, various university units and entities implemented a series of activities in different areas related to the principles of the Charter and the Code:

These include:

### Activities encouraging increased research activity among university staff:

- **Periodic salary increases for employees** who achieve outstanding results in research, namely: grants, publications of monographs and articles in high-impact journals, patents and patent applications, implementation of research findings in practice, and obtaining funds for the university for research projects.

The table below provides the number of individuals who received the incentive bonus from 2017 to 2023:

Incentive bonus	
Year	Number of persons
2017	22
2018	34
2019	35
2020	41
2021	36
2022	48
2023	34

Total: 250

- Development of a financial support system (**Support System**) for university researchers and research teams. This system is designed for researchers and research teams that had submitted funding applications for research projects in the open national or international competitions, received a high evaluation, but did not receive funding. The received funds will enable researcher to continue working on planned projects and re-apply for funding.

The table below provides a list of the amounts disbursed under the "Support System" from 2017 to 2023:

System support		
	Number of recipients	Amount
2019	11	PLN 1,000,000.00
2020	14	PLN 1,165,000.00
2021	14	PLN 990,000.00
2022	13	PLN 992,000.00
2023	17	PLN 1,007,500.00
Total		<b>PLN 5,154,500.00</b>

- Development of the International Research Projects Office, National Projects Office, Structural Projects Office, and Science Service Office to improve financing and project implementation, and to support researchers in their academic promotion procedures.

The activities of these units include:

- Identifying sources of funding and needs for the implementation of national and international research projects, informing interested staff and doctoral students about future projects.
- Providing information about training opportunities offered by project funding entities to university staff and doctoral students, as well as organizing project-related training, implementation, and accounting.
- Assisting in project preparation and implementation,
- Providing information about career development opportunities at various stages and employment possibilities in projects.

**Actions aimed at increasing academic supervision:**

In 2019, the Doctoral School was established at SGGW. The admission rules for the School, adopted by the SGGW Senate in April 2019, introduced a competition for doctoral supervisors in each discipline within the School. The purpose of this competition is to identify the best supervisors engaged in interesting research topics. The School's regulations also emphasize the importance of developing international scientific contacts, participating in classes with visiting professors, and in international academic discourse.

**Actions aimed at better compliance with Intellectual Property Rights:**

In this regard:

- Mechanisms and regulations for managing copyright have been improved
- The co-authorship strategy has been developed

The document is available on the university's website.

**Actions aimed at increasing competencies:**

The new statute of our university includes an obligation for academic teachers to participate in organizational activities for the benefit of the university and to continuously enhance their professional competencies. This matter is now assessed in the teacher evaluation survey as part of other important activities not covered by the survey itself.

**Actions aimed at developing Recruitment Policy at our university:**

SGGW is currently in the process of developing a transparent, open policy for recruiting researchers, which also takes into consideration facilitating access for groups facing difficulties and researchers returning to their scientific careers (referred to as OTM-R, which stands for Open, Transparent, and Merit-based Recruitment). A document

titled "**Best Practices leading to the implementation of the OTM-R Policy at SGGW**" has been published on the university's website in the section dedicated to HR Logo implementation.

This document outlines the norms and recommendations adopted by SGGW regarding staff recruitment, which served as the basis for creating Appendix No. 2 to the new university statute ("Rules for Organizing Employee Recruitment Contest").

Work in underway to prepare an OTM-R document that will consolidate all the previous agreements and requirements developed as part of the "checklist for OTM-R."

Furthermore, on 26 April 2019, the SGGW Senate approved **changes to the SGGW Strategy**, incorporating a coherent policy for implementing the HR Logo Strategy at SGGW.

Some of the activities outlined in the HR Logo Strategy are being implemented as **part of projects** that have received external funding. For example, "*Sukces z natury - kompleksowy program na rzecz poprawy jakości kształcenia, zarządzania i nauczania w Szkole Głównej Gospodarstwa Wiejskiego w Warszawie*" [Success by Nature - a comprehensive program to improve the quality of education, management, and teaching at the Warsaw University of Life Sciences], and "*Zintegrowany Program Rozwoju SGGW na rzecz Rozwoju Regionalnego współfinansowany przez Europejski Fundusz Społeczny*" [Integrated SGGW Development Program for Regional Development co-financed by the European Social Fund), "*Akademia Przyszłości*" [Academy of the Future], "PROM," and "Welcome to Poland" are examples of such projects. Furthermore, the *Omega PSIR System* and the *E-rekrutacja* program have been purchased. Information about the results achieved within these projects is available on the project websites.

As part of the project "*Sukces z natury - kompleksowy program podniesienia jakości zarządzania procesem kształcenia i jakości nauczania Szkoły Główna Gospodarstwa Wiejskiego w Warszawie*" POWR.03.05.00-00-Z033/17, funded under the operational programme Knowledge Education Development 2014-2020, Priority Axis 3. Higher education for Economy and Development, Action 3.5 Complex University Programs, the following training activities have been conducted:

Language Learning - English
MBA for Engineers
Post-graduate studies: IT Project Management
Postgraduate studies: Economic data analysis
Postgraduate studies: MBA in Finance
Postgraduate studies: MBA in IT
Postgraduate studies: Postgraduate Studies in Management and Finance
Training Course: Agile Foundation
Training Course: Agile Practitioner
Training Course: Building a Support Organization
Training Course: Budgeting and Cost, Income and Results Control
Training Course: Effective handling of Requests
Training Course: Advanced Excel, including Financial Analysis
Training Course: Finance for Non-Financials; Developing Financial Awareness
Training Course: ITIL Foundation v.3
Training Course: Team Leadership
Training Course: Communication and Collaboration in Project
Training Course: Internal IT-Business Communication
Training Course: M_o_R Foundation

Training Course: IT Help Desk IT Customer Service
Training Course: Foundations of Project Management
Training Course: Prince2 Foundation
Training Course: Prince2 Practitioner
Training Course: Business Process Management
Training Course: Preventing Workplace Harassment and Discrimination
Training Course: Effectively Communicating Numbers; The Art of Data Visualisation in Reports and presentations
Training Course: Internal Control System
Training Course: IT Security Awareness training for Non-IT Employees
Training Course: Management Skills
Training Course: Software Implementation Services Agreement
Training Course: Public procurement procedures for IT services and supplies
Training Course: Cost and Profitability Management
Training Course: Software Licensing Management
Training Course: Management by Objectives
Training Course: Project Team Management
Effective Presentation Skills and Public Speaking Training; Group and Individual Workshops.

### **Sharing equipment, apparatus, and software for researchers**

SGGW is currently in the process of updating its existing regulations for the provision of equipment at the university. This update is necessary due to changes in university units owing to some education reforms and changes in the legal forms of certain university units.

Moreover, as part of the implementation of the university's strategy, the following actions have been taken:

#### **Development of:**

- Guidelines titled *The academic and professional promotion process*

#### **Appointment of:**

- Rector's Plenipotentiary for Equal Treatment
- Coordinators for Equal Treatment
- Rector's Ant-Discrimination Committee
- Coordinators for Gender Equality Plans
- Ombudsman for Bullying
- Rector's Anti-Bullying Committee
- Rector's Plenipotentiary for Students with Disabilities

### **Adoption of:**

- SGGW Rector's Ordinance No. 140 of 31 December 2021, on the implementation of the SGGW Equal Treatment and Anti-Discrimination Policy at the Warsaw University of Life Sciences
- SGGW Rector's Ordinance No. 139 of 31 December 2021, on the implementation of the Anti-Discrimination Standard at the Warsaw University of Life Sciences
- SGGW Rector's Ordinance No. 141 of 31 December 2021, on the implementation of the Gender Equality Plan for the Warsaw University of Life Sciences 2022-2025
- Appendix No. 141 to the SGGW Rector's Ordinance of 31 December 2021, on the implementation of the **Gender Equality Plan** for SGGW Warsaw 2022-2025
- Appendix to the SGGW Rector's Ordinance No. 31 of 8 May 2013, on the Anti-Mobbing Policy at the Warsaw University of Life Sciences

### **Foundation of:**

- WePoint: Welcome Information Package
- <https://www.sggw.edu.pl/en/home/university/anti-discrimination/>

### **Implementation of:**

**SGGW has implemented an update to the regulations for the evaluation of academic teachers, taking into account new expanded criteria.** The updated criteria include recognizing international and interdisciplinary mobility, acknowledging teaching achievements, and participation in competency enhancement programs. The update also involves the involvement of academic staff in activities within the Open University and the University of the Third Age programs.

- SGGW Rector's Ordinance No. 137 of 30 December 2021, on the introduction of the update to the Regulations for the Evaluation of Academic Teachers at the Warsaw University of Life Sciences.

### **Information on the HR Strategy of Logo at Discipline Councils**

Between 22 November 2022 and 28 February 2023, the International Research Projects Office staff conducted meetings with academic staff during the meetings of Discipline Councils.

During the meetings organized in 15 Institutes, the following issues were discussed: principles of awarding the HR Logo to the university, the criteria for maintaining it, the benefits for academic teachers in relation to the implementation of the HR Logo Strategy at the university, and surveys sent to researchers.

### **Monitoring, review, and self-assessment.**

The implementation of the HR Logo Strategy involves ongoing monitoring, periodic revision, and self-assessment of its provisions.

In 2019, the university submitted a self-assessment of the implementation of the SGGW Strategy and the Revised Action Plan 2019-2021 to the European Commission (EC). The documents received a positive feedback.

Subsequently, another self-assessment was submitted on 18 August 2022, also with a positive feedback.

Currently, the university is awaiting a site visit by EC auditors, who will verify the implementation of specific actions within the Strategy.

The site visit has been scheduled for 4 October 2023.