

Action Plan

Case number: 2023PL136983

Name Organisation under review: Institute of Biochemistry and Biophysics Polish Academy of Sciences

Organisation's contact details: ul. Pawińskiego 5a, Warsaw, 02-106, Poland

Submission date to the European Commission: 05/10/2023

1. Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	304
Of whom are international (i.e. foreign nationality) *	81
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	52
Of whom are women *	171
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	35
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	92
Of whom are stage R1 = in most organisations corresponding with doctoral level *	177
Total number of students (if relevant) *	93
Total number of staff (including management, administrative, teaching and research staff) *	366

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	25 236 650 €
Annual organisational direct government funding (designated for research)	23 401 419 €
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	1 826 363 €
Annual funding from private, non-government sources, designated for research	8 869 €

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The Institute of Biochemistry and Biophysics of the Polish Academy of Sciences is one of the leading research units in life sciences in Poland.

Mission

Conducting scientific research in order to deepen existing knowledge and to obtain new knowledge about the molecular basis of the structure and functioning of organisms. Responding to current challenges, in particular by seeking applications of the obtained results.

Scientific disciplines

biochemistry, biophysics, bioinformatics, molecular biology, medical biology, biotechnology, molecular genetics, genomics, biological chemistry, physical chemistry

Main research directions

The Institute conducts research in seven main scientific areas. Each of these areas is represented by specialized laboratories that perform research in selected topics, using modern research methods and technologies.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Ethical and professional aspects *

Strengths and Weaknesses (max. 800 words)

Strengths:

1. Appointment of relevant collegial bodies and persons responsible for specific areas (Committee for Ethics in Science, Committee for the Prevention of Mobbing and Discrimination, Disciplinary Committees, Data Steward).
2. Introduction of regulations and orders concerning:
 - copyright,
 - intellectual property rights,
 - promotions.
3. Evaluation of employees' performance is regularly conducted at the Institute.
4. Researchers and doctoral students at the Institute receive a newsletter informing about opportunities for scientific funding and collaboration.

Weaknesses:

1. English versions of some documents are lacking.
2. Lack of a website section dedicated to ethical issues that would collect references to regulations and bodies concerned with ethics in research, including the PAS Code of Ethics for Researchers, RRITools, SATORI recommendations.
3. Need for better dissemination of existing regulations to the Institute's community - improvement of the Institute's information policy.
4. Lack of an Open Science Policy and Research Data Management Policy.
5. Lack of formal regulations for the operation of the Committee for the Prevention of Mobbing and Discrimination.
6. Lack of internal regulations and procedures for the operation of the following persons and bodies: Disciplinary Ombudsman, Academic Ombudsman, Disciplinary Committee for Scientific or Research and Technical Staff, Disciplinary Ombudsman for Doctoral Students, Disciplinary Committee for Doctoral Students, Disciplinary Appeals Committee for Doctoral Students, Committee for the Prevention of Mobbing and Discrimination.

Recruitment and selection *

*Strengths and Weaknesses (max. 800 words)***Strengths:**

1. The Institute has purchased and implemented the e-Recruiter platform for secure and easy access to candidates' application documents.
2. Job announcements are published in accessible sources, providing detailed information on eligibility requirements, responsibilities, and terms of employment, including salaries and stipends. Candidates are evaluated according to open and uniform criteria, and the minimum requirements for scientific positions correspond to the criteria for promotion to analogous positions at the Institute.
3. Recruitment to scientific positions is regulated by the Resolution of the Scientific Council No. 4/2025, which establishes selection standards and procedures for the admission of scientific staff.
4. The recruitment process is conducted by a dedicated Recruitment Commission, which is appointed each time by the Director of the Institute. The Commission always includes a representative of the Scientific Council (who also ensures that the procedure complies with the formal requirements), a representative of the head of the unit to which the candidate is applying, a representative of the Board of Directors, and, if necessary, other persons that are competent to evaluate the candidates in a substantive manner.
5. The Institute encourages employees to participate in international conferences, exhibitions and fairs, including through a system of grants financed from its own funds. Mobility is recognized as an important part of the academic career.

Weaknesses:

1. Some documents lack English versions.
2. Surveys have shown that a large proportion of the respondents are not thoroughly familiar with the tenets of the European Charter for Researchers and the OTM-R policy.
3. A system for monitoring recruitment processes by the Human Resources Department is necessary.

Working conditions *

*Strengths and Weaknesses (max. 800 words)***Strengths:**

1. The Institute has an active policy of supporting international mobility, both inbound and outbound, through cooperation with numerous foreign scientific partners. International staff and students are supported by the Welcome Center - a unit dedicated to the integration of foreign scientists, providing assistance in administrative, visa and adaptation matters.
2. At the Institute, specialized research facilities are available (mass spectrometry, DNA sequencing, recombinant protein purification, fluorescence microscopy, nuclear magnetic resonance, microarray laboratory, cell culture laboratory).
3. The Institute offers access to Class I and II GMM laboratories and Class I and II isotope laboratories.
4. The Institute provides access to specialized information technology sites, scientific journals and library resources.
5. For new employees, doctoral students and interns, the Institute offers the possibility to temporarily stay in guest rooms located on the Institute's premises; this option is offered on preferential terms and is subject to availability.
6. The Institute offers a flexible working time system, allowing working hours to be adapted to the individual needs of employees.
7. The Institute provides all employees with access to training to improve their professional competences, as well as to social benefits and employee benefits.
8. The Institute ensures adequate working conditions for people with disabilities, and provides access to a medical doctor and dentist.
9. The Institute has a policy of financial support for scientific research in the form of internal grants for Institute employees.
10. The criteria and achievements required for promotion at subsequent career levels are clearly defined in the Institute's internal regulations.
11. The Institute actively supports the mobility of researchers, and it also offers a wide range of administrative assistance and support in cultural adaptation for foreign employees and doctoral students (Welcome Center).
12. The Institute follows the general law in its rules on intellectual and industrial property rights, and it applies reasonable criteria regarding co-authorship.
13. The Institute provides its employees and doctoral students with mechanisms for complaints and appeals, in accordance with the applicable legislation.

Weaknesses:

1. Lack of a standardized onboarding process for new employees, which may cause difficulties in adaptation and in getting acquainted with the principles and conditions of work at the Institute.
2. Lack of an up-to-date list of scientific equipment available at the Institute.
3. No formal regulations for remote work.
4. No analysis of the quality and effectiveness of career development strategies or analysis of the specific needs of career development planning at various stages, no monitoring of career development.
5. Lack of regular monitoring of GEP or of the gender balance in internal bodies appointed by the Director and the Scientific Council.
6. Lack of English versions for some documents.

Training and development **Strengths and Weaknesses (max. 800 words)***Strengths:**

1. A comprehensive survey of relations between doctoral students and their supervisors was conducted in February 2024 and did not reveal significant discrepancies between the expectations of the two groups.
2. The relations between doctoral students and their supervisors are being monitored periodically and will be a model for analogous monitoring of relations between postdoctoral researchers and group leaders.
3. Meetings from a Career Development Series are organised at the Institute periodically.
4. The Institute runs from internal funds a Program for the Support of Scientific Cooperation.
5. Training on new technologies and operation of new equipment is offered at the Institute.
6. The Institute provides scientific and technical staff at every career stage with access to training and seminar participation.
7. The Doctoral School provides an independent fund for internship and conference grants to remove the financial barrier preventing doctoral students from travelling for research purposes.

Weaknesses:

1. Monitoring of the relations between young researchers (researchers in their training phase) and their supervisors should be introduced.
2. The competences of supervisors should be supported through their participation in workshops on effective communication and leadership skills.
3. Updating of the Regulations of the Doctoral Students' Council is required.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

<https://ibb.edu.pl/kariera/hr-excellence-in-research/>

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles retrieved from the GAP Analysis.

Proposed ACTIONS

Principles:

1. Research freedom; **2.** Ethical principles; **3.** Professional responsibility; **4.** Professional attitude; **5.** Contractual and legal obligations; **6.** Accountability; **7.** Good practice in research; **8.** Dissemination, exploitation of results; **9.** Public engagement; **10.** Non discrimination; **11.** Evaluation/ appraisal systems; **12.** Recruitment; **13.** Recruitment (Code); **14.** Selection (Code); **15.** Transparency (Code); **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); **22.** Recognition of the profession; **23.** Research environment; **24.** Working conditions; **25.** Stability and permanence of employment; **26.** Funding and salaries; **27.** Gender balance; **28.** Career development; **29.** Value of mobility; **30.** Access to career advice; **31.** Intellectual Property Rights; **32.** Co-authorship; **33.** Teaching; **34.** Complains/ appeals; **35.** Participation in decision-making bodies; **36.** Relation with supervisors; **37.** Supervision and managerial duties; **38.** Continuing Professional Development; **39.** Access to research training and continuous development; **40.** Supervision

No	Action	GAP Principle(s)	Timing (	Responsible Unit	Indicators/Target(s)
1	Introducing Regulations for the operation of the Committee for the Prevention of Mobbing and Discrimination	2. Ethical principles 10. Non discrimination 34. Complains/ appeals	Q3 2025	Director of IBB PAS	Publishing of the Regulations
2	Introducing internal procedures for the operation of the following persons and bodies: Disciplinary Ombudsman, Academic Ombudsman, Disciplinary Committee for Scientific or Research and Technical Staff, Disciplinary Ombudsman for Doctoral Students, Disciplinary Committee for Doctoral Students, Disciplinary Appeals Committee for Doctoral Students	2. Ethical principles 10. Non discrimination 34. Complains/ appeals	Q3 2025	Director of IBB PAS	Publishing of the procedures
3	Building of an internal section of the website (accessible to employees and doctoral students) with detailed information on the Institute's anti-mobbing policy, containing all prodecures and documents	2. Ethical principles 10. Non discrimination 34. Complains/ appeals	Q4 2025	IT Support Unit, Research Management Unit	Launching of a new internal webpage or modification of an existing one
4	A series of information meetings for employees and doctoral students on anti-mobbing/anti-discrimination procedures and tools	2. Ethical principles 10. Non discrimination 34. Complains/ appeals	Q4 2025, further annual meetings periodically	Chairperson of the relevant Committee	Periodical meetings in the last quarter of every year
5	Introducing Regulations for remote work	24. Working conditions	Q4 2025	Director of IBB PAS	Update of the Work Regulations
6	Preparing an Open Science Policy	8. Dissemination, exploitation of results	Q4 2026	Open Science Coordinator, Director of IBB PAS	Publishing of the Open Science Policy, organising training sessions.
7	Preparing a Research Data Management Policy	8. Dissemination, exploitation of results	Q4 2026	Data Steward, IT Support Unit, Director of IBB PAS	Publishing of the Research Data Management Policy (Intranet) and organising training sessions.

8	Monitoring Postdoctoral Researcher–PI Relationships: Introduce regular annual surveys to assess: (a) the quality of collaboration between early-career researchers and their supervisors or research group leaders; (b) the quality of scientific supervision, mentoring, and research team management; and (c) the quality of supervisor–employee relationships, regardless of career stage or length of employment.	36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	Q4 2026, followed by regular annual surveys	Research Support Unit, Director of IBB PAS	Assessment of relationships based on survey results: (a) survey participation rate (%); (b) average rating of supervisor–researcher collaboration; and (c) average rating of the quality of mentoring and scientific supervision. The effectiveness of the measures implemented will be assessed based on the number of improvement actions introduced in response to the survey results.
9	Training of group leaders in communication and team management skills	36. Relation with supervisors 37. Supervision and managerial duties 40. Supervision	Q4 2027, periodically, as required by the formation of new research groups	HR Unit, Director of IBB PAS	Externally provided training sessions
10	Further monitoring of the implementation of the GEP, in terms of gender balance	27. Gender balance, 10. Non discrimination	Q4 2025, later periodically, every year	HR Unit, Director of IBB PAS	Regular publishing of updated reports (yearly)
11	Career Path Monitoring: Develop and provide consistent information on the responsibilities associated with each position and the available career development opportunities, while increasing employees' awareness of the support mechanisms available to them, including mentoring.	28. Career development 30. Access to career advice	Q4 2026, later periodically, every year	HR Unit, Scientific Council, Research Support Unit, Director of IBB PAS,	Assessment of the effectiveness of the action based on the following indicators: (a) the number of job descriptions developed; and (b) the percentage of employees participating in career development discussions.
12	Updating of the list of scientific equipment available at the Institute	23. Research environment	Q4 2025, later continuous updating of the list of scientific equipment	Board of Directors of IBB PAS	Publishing of the updated list of scientific equipment in the Intranet
13	Reviewing of procedures and processes to support and value mobility	29. Value of mobility	Q4 2026	Board of Directors of IBB PAS	Preparing a report on mobility
14	Updating of the Regulations for the Doctoral Students' Council	35. Participation in decision-making bodies	Q3 2025	Doctoral Students' Council, Doctoral School	Publishing of the Regulations for the Doctoral Students' Council
15	Implementing a standardized onboarding program for new employees (including information on anti-mobbing and anti-discrimination policies)	24. Working conditions 25. Stability and permanence of employment	Q4 2025	HR Unit, Office of the Doctoral School, Board of Directors of IBB PAS	Preparation of an information package for new employees and doctoral students; standardized procedure for onboarding of new employees and doctoral students
16	Completion of an internal document	1. Research freedom	Q1 2026, later	IT Support Unit, HR	Publishing of documents in Polish

	database containing regulations, forms, instructions and procedures important for employees and doctoral students	47. Good Practice in Research	continuously updated	Unit, Research Support Unit, Secretariate of the Scientific Council, Main Secretariate	and English language versions
17	Strengthening OTM-R Training for Staff Involved in Recruitment: Provide information materials on the principles of Open, Transparent and Merit-based Recruitment (OTM-R), and develop and implement mandatory recurring OTM-R training for all staff involved in recruitment processes, including members of recruitment committees, research group leaders, and Human Resources staff.	1. Research freedom 13. Recruitment (Code)	Q4 2026, later periodically	HR Unit, Director of IBB PAS	Assessment of the effectiveness of the action based on the following indicators: (a) availability of information materials on the OTM-R policy; (b) number of OTM-R training sessions delivered per year; and (c) number and percentage of staff involved in recruitment processes who have completed OTM-R training.
18	Implementation of a System for Monitoring Compliance with the OTM-R Policy: Introduce a system to monitor and assess compliance of recruitment practices with the principles of Open, Transparent and Merit-based Recruitment (OTM-R).	13. Recruitment (Code)	Q4 2026, followed by an assessment of each recruitment process for compliance with the OTM-R principles.	HR Unit, Director of IBB PAS	Key elements of the compliance monitoring system: (a) ensuring that members of each recruitment committee are informed of the requirement to familiarize themselves with the OTM-R policy available on the Institute's website; (b) verification that all published job advertisements comply with the applicable recruitment regulations; and (c) verification that recruitment processes are conducted in accordance with the applicable regulations and OTM-R principles.
19	Strengthening Internal Communication and the Visibility of HRS4R Policies: Launch a dedicated hrs4r@ibb.waw.pl email address for submitting comments, feedback, and suggestions regarding the implementation of HRS4R-related measures; regularly disseminate information on HRS4R principles through the Institute's website, intranet, and newsletters; and develop onboarding materials on HRS4R for newly recruited employees and doctoral candidates.	1. Research freedom 13. Recruitment (Code), 25. Stability and permanence of employment, 30. Access to career advice	Q4 2026, followed by regular communication activities and annual surveys	HR Unit, Research Support Unit, Directors	Assessment of the effectiveness of the action based on the following indicators: (a) the number of communication activities carried out each year (e.g. newsletters, information meetings, announcements, and website/intranet updates); (b) the number of HRS4R-related documents and summaries published; and (c) the percentage of researchers declaring awareness of HRS4R policies in employee surveys.

Note: Add as many actions as needed.

*The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) **

The institute uses the OTM-R Toolkit as a benchmark to assess current practices and improve recruitment procedures:

- a detailed internal analysis of existing procedures has been conducted,
- areas for improvement have been identified,
- an action plan and implementation schedule have been developed to fully comply with OTM-R principles.

The OTM-R Toolkit also provides a practical tool for monitoring progress. It will be used regularly by the HR Unit for evaluating the quality of the Institute's recruitment processes.

As a result of the survey, it has been determined that there is a need for a wide-ranging information campaign about the principles contained in the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL: <https://ibb.edu.pl/kariera/hr-excellence-in-research/>, <https://ibb.edu.pl/en/career/hr-excellence-in-research/>

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The process of implementing the actions contained in the Action Plan will be carried out in an orderly and phased manner, with the involvement of key institutional stakeholders. The strategy is based on the principles of continuous improvement, sustainability and transparent monitoring.

Phase 1: Establishment of governance and internal structures

A dedicated HRS4R Working Group has been established and will continue as the main coordinating body for the implementation of the Action Plan. This interdisciplinary team is composed of academics at various stages of their careers, administrative staff and members of management. The group operates under the supervision of the Board of Directors and in consultation with the Scientific Council.

The tasks of the Working Group include monitoring progress, evaluating results and regularly reporting to the Institute's leadership. The Working Group cooperates closely with the collegial bodies responsible for specific policies and areas at the Institute.

If necessary, thematic subgroups may be formed.

Phase 2: Prioritization of activities

The Action Plan includes both short- and medium-term goals. The implementation process is integrated with the Institute's strategic planning and policies for the development of human resources. For each action, there is a responsible unit or person, a defined timeframe and measurable indicators of implementation.

Phase 3: Implementation

The units or persons responsible for each action will implement the planned actions within the specified timeframe.

Phase 4: Monitoring, Evaluation and Adaptation

Progress will be monitored through self-assessment and periodic internal reviews. The **HRS4R Working Group** will meet periodically to evaluate the degree of implementation of the planned actions.

Indicators for each activity have been selected to reflect both quantitative and qualitative results.

The Action Plan can be adapted to changing conditions, such as legislative changes or employee feedback.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

How will the implementation committee and/or steering group regularly oversee progress?*

Detailed description and duly justification (max. 500 words)

The HRS4R Working Group will be meeting periodically (i.e., at least quarterly) to discuss progress in implementing the actions envisaged in the Action Plan, review current regulations, and prepare a report on the current status of implementation for the Steering Group. If necessary, the Group's meetings will be held more frequently, and in addition, other persons and representatives of units implementing specific regulations or procedures may be invited to the meetings. The Director may convene a meeting of the Group in connection with new circumstances as well as for the purpose of assessing and evaluating progress in the implementation of issues.

After each meeting of the HRS4R Working Group, if necessary, appropriate changes may be made to the Action Plan.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*

Detailed description and duly justification (max. 500 words)

The Institute is planning activities that will ensure that members of the IBB PAS community are kept informed about the implementation of the HRS4R strategy and can be actively involved in the process. These include:

- organizing information meetings for employees and doctoral students to raise awareness of the goals, scope and importance of the HRS4R strategy,
- publishing information on current progress and implemented procedures and activities in the **HR Excellence in Research** tab on the Institute's website: <https://ibb.edu.pl/kariera/hr-excellence-in-research/>, <https://ibb.edu.pl/en/career/hr-excellence-in-research/>
- launching a procedure (e.g. e-mail address dedicated to the HRS4R strategy) which will enable the submission of comments, opinions and suggestions on the implemented solutions,
- inviting employees and doctoral students to participate in consultations, open meetings and working groups implementing individual actions from the Action Plan, so that the community has a real impact on their shape,
- conducting surveys that will serve to diagnose the needs related to specific solutions and assess the quality of implemented actions.

Thanks to these activities, the process of implementing the strategy will be better tailored to the needs of the community, and at the same time will allow greater involvement of employees and doctoral students in shaping working conditions, ethical principles and activities that support professional development at the Institute.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

Detailed description and duly justification (max. 500 words)

The HRS4R Working Group will meet periodically to evaluate the implementation of planned activities, and the Steering Group will continue oversight. One of the priorities will be to make the Institute's employees aware of the great importance of the HRS4R strategy and of their active participation in the strategy's development. Plans and updates of ongoing activities will be clearly presented on the Institute's website (public or internal, depending on the type of activity) to raise awareness among all employees. In addition, periodic meetings will be held and newsletters will be prepared to summarize activities regarding the Institute's HRS4R policy, in order to increase awareness and involvement among all employees. Annual surveys among the Institute's employees (in the last quarter of each year) will facilitate the monitoring of the progress of the HRS4R strategy, help inform employees about the activities that are being carried out, and provide an additional opportunity for comments, opinions and suggestions on the HRS4R strategy.

How will you ensure that the proposed actions are implemented?**Detailed description and duly justification (max. 500 words)*

The HRS4R Working Group will meet regularly to monitor in detail the progress of the planned activities and evaluate the effectiveness of their implementation and compliance with the planned schedule. In parallel, the Steering Group will maintain constant oversight of the entire process, including through direct working contacts with the Institute's employees responsible for individual tasks. In addition, an information campaign will be conducted among the Institute's employees and doctoral students (periodic meetings, information on the website, newsletters, surveys examining the actual status of implementation of the HRS4R strategy). These activities will not only increase the awareness and involvement of employees in the formation of the HRS4R strategy, but will also make employees aware of the overarching HRS4R policy in the Institute's research strategy. Activating employees in terms of HRS4R policy will also be an additional control element.

How will you monitor progress (timeline)?**Detailed description and duly justification (max. 500 words)*

A detailed timeline has been established for each activity included in Section 3 of this document (Actions). The progress of the work will be monitored internally by the HRS4R Working Group, as well as externally by the Board of Directors of IBB PAS and the Steering Group. Meetings of the HRS4R Working Group will be held periodically, i.e. quarterly. At each meeting, the actions implemented up to that time will be reviewed and evaluated. The various actions to be implemented have deadlines for implementation, including those to be completed by the end of September 2025, as well as actions requiring more time, with deadlines up to the end of 2027. New actions to be undertaken will be introduced and reviewed in a similar manner.

How will you measure progress (indicators) in view of the next assessment?**Detailed description and duly justification (max. 500 words)*

The implementation of the activities indicated in the Action Plan will be monitored in accordance with the implementation schedule approved by the Board of Directors of IBB PAS, the HR indicators adopted in the HR Strategy, and the Action Plan adopted for the upcoming 2 years.

Monitoring of the level of implementation of the HR Excellence in Research standards by the Institute will be the responsibility of the HRS4R Working Group, which will be reporting on an annual basis on the progress of implementation of the HR Strategy for Researchers.

As recommended in the prepared Action Plan, each action will have quantitative indicators of implementation, and the way of describing if a goal has been achieved has been modified, so that more detailed actions can also be defined (with an appropriate implementation schedule). The implementation of actions will be monitored and presented in the Director's reports in a six-month cycle, and the data will be available to employees on the website after logging in as well as in internal newsletters.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)*Detailed description and duly justification (max. 500 words)*

On April 4, 2025, a new Statute of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences came into force, involving a new organisational structure of the Institute. The Statute defines the following bodies: Disciplinary Committee for Scientific and Research-Technical Employees, Disciplinary Committee for Doctoral Students, Committee for the Prevention of Mobbing and Discrimination, and Committee for Ethics in Science.

The Institute has conducted appropriate anti-mobbing training for all employees. Such training will be conducted in subsequent years for all newly hired employees and doctoral students.