

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: **2023PL178824**

Name Organisation under review: Wrocław Medical University

Organisation's contact details: wyb. Ludwika Pasteura 1, 50-367 Wrocław

SUBMISSION DATE: 19.12.2024

DATE ENDORSEMENT CHARTER AND CODE: 15.12.2023

### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. <sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:.

### STEERING COMMITTEE

Name	R1-R4 level	Position	Management line/ Department
Agnieszka Hałoń	R4	Vice-Rector for Academic Staff Development, Chairwoman of the Steering Committee	Rectors' Authorities
Piotr Dzięgiel	R4	Vice-Rector for Research, Patron of HR Excellence in Research application process	Rectors' Authorities
Joanna Maj	R4	Chairwoman of the Scientific Discipline Board for Medical Sciences (R4)	University Authorities
Michał Czapla	R3	Chairman of the Scientific Discipline Board for Health sciences	University Authorities
Adam Matkowski	R4	Chairman of the Scientific Discipline Board for Pharmacology and Pharmacy	University Authorities

Anna Oleńska	N/A	Director of the Attorney-at-law Team	Central Administration
Elżbieta Olejnik	N/A	Director of Project Management Centre	Central Administration
Jakub Sojka	N/A	Director of Technology Transfer Centre	Central Administration

**IMPLEMENTATION TEAM FOR THE PRINCIPLES OF THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS**

<b>Name</b>	<b>Position</b>	<b>Role in the Team</b>
Dominika Szachniewicz	Acting General Director	Chairwoman of the Team
Aleksandra Królikowska	Associate Professor (R3)	Vice-Chairwoman of the Team
Kamila Środa-Pomianek	Associate Professor (R3)	Coordinator of Working Group G1
Anna Palko-Łabuz	Associate Professor (R3)	Member of Working Group G1
Grzegorz Wiera	Assistant Professor (R2)	Member of Working Group G1
Marek Misiak	Senior Specialist (ADM)	Member of Working Group G1
Anna Suska	Senior Specialist (ADM)	Coordinator of Working Group G2
Natalia Marchut	Senior Specialist (ADM)	Member of Working Group G2
Michał Olczyk	Deputy Director of the Main Library / Senior Librarian	Member of Working Group G2
Mateusz Olbromski	Assistant Professor (R2)	Member of Working Group G2
Joanna Zawadzka	Director (ADM)	Coordinator of Working Group G3
Joanna Ciapała	Senior Specialist (ADM)	Member of Working Group G3
Tomasz Konopa	Attorney -at-law (ADM)	Member of Working Group G3
Irena Duś - Ilnicka	Associate Professor (R3)	Member of Working Group G4
Julita Kulbacka	Associate Professor (R3)	Coordinator of Working Group G4
Urszula Szwedowicz	PhD candidate (R1)	Member of Working Group G4
Michał Tyliczszak	PhD candidate (R1)	Member of Working Group G4

## MONITORING GROUP

Name	R1-R4 level	Position
Agnieszka Matera – Witkiewicz	R3	Associate Professor, Chairwoman of the Monitoring Group
Paweł Gać	R4	Professor, Vice-Chair of the Monitoring Group
Dorota Diakowska,	R4	Professor
Marta Waliszewska – Prosół	R3	Assistant Professor
Kuba Ptaszkowski	R3	Associate Professor
Alicja Basiak – Rasała	R2	Assistant Professor
Jowita Frączkiewicz	R2	Research Assistant
Małgorzata Strzelecka	R2	Research Assistant
Urszula Bąchor	R1	Research Assistant

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used **in the largest possible sense**, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
R1 – employees before obtaining a doctoral degree or doctoral students.	Anonymous survey Representatives have been included in the work of the Implementation Team Consultations/meetings with members of individual working groups of the Implementation	The outcome was the collection of opinions and the identification of necessary changes in the current internal regulations, processes, and procedures regarding all areas of the Charter and Code, particularly concerning the recruitment process, professional development at the early

	Team collecting data for the gap analysis.	stages of a scientific career, and support and mentoring from more experienced researchers.
R2 – employees holding a PhD degree	<p>Anonymous survey</p> <p>Representatives have been included in the work of the Implementation Team</p> <p>Consultations/meetings with members of individual working groups of the Implementation Team collecting data for the gap analysis.</p>	The outcome was the collection of opinions and the identification of necessary changes in the internal regulations, processes, and procedures at WMU concerning all areas of the Charter and Code, particularly regarding further professional and scientific development, conditions and opportunities for conducting independent research in interdisciplinary teams in collaboration with national and international scientific institutions, as well as issues related to work-life balance.
	<p>Anonymous survey</p> <p>Representatives have been included in the work of the Implementation Team</p> <p>Consultations/meetings with members of individual working groups of the Implementation Team collecting data for the gap analysis.</p>	The outcome was the collection of opinions and identification of necessary changes in the internal regulations, processes, and procedures at WMU, with regard to all areas of the Charter and Code, particularly concerning further professional and scientific development, the conditions and opportunities for conducting independent research in interdisciplinary teams in collaboration with national and international research institutions, and issues related to work-life balance.
R4 – employees with the academic title of professor	<p>Anonymous survey</p> <p>Representatives have been included in the work of the Implementation Team</p> <p>Consultations/meetings with members of individual working groups of the Implementation Team collecting data for the gap analysis.</p>	The outcome was the collection of opinions and the identification of necessary changes in the internal regulations, processes, and procedures at WMU in relation to all areas of the Charter and Code, especially concerning the support for less experienced researchers in their professional and scientific development, as well as the opportunities for obtaining and conducting more innovative, interdisciplinary research to improve the university's evaluation results.

Scientific and technical staff – non-academic, supporting researchers in conducting research	Anonymous survey  Consultations/meetings with members of the working groups of the Implementation Team collecting data for the gap analysis.	The outcome was the collection of opinions and the identification of necessary changes in the internal regulations, processes and procedures in effect at WMU, in relation to all areas of the Charter and Code, particularly concerning the research environment, access to research infrastructure and training, as well as opportunities for professional and scientific development.
Administrative staff at WMU	Representatives were included in the work of the Implementation Team  Consultations/meetings with members of the working groups of the Implementation Team gathering data for the gap analysis.	The outcome was the collection of opinions and identification of necessary changes in the internal regulations, processes, and procedures at WMU, in relation to all areas of the Charter and Code, particularly concerning the administrative handling of the recruitment process, the process of acquiring grants, funding for training for researchers, and the management of financial resources in research projects.

The Implementation Team for the Charter and Code at WMU was established by the Rector's Order (Order No. 208/XVI R/2023 of 11th December 2023). The composition of the team was consulted during meetings with the authorities of WMU, who initiated the process of applying for the HR Excellence in Research award in 2022. The team included researchers and PhD students (R1-R4) as well as representatives from the University's administrative units, directly involved and influential in the working conditions and recruitment processes for academic staff.

In the first phase of its work, the team conducted a gap analysis and developed the HR Strategy for Researchers at Wroclaw Medical University (Rector's Order No 274/XVI R/2024 of 17th December 2024). For the purposes of the gap analysis, the team was divided into four working groups responsible for the following areas: ethical and professional aspects, recruitment and selection, working conditions and social security, and training and development.

The establishment of the Steering Committee and Monitoring Group as teams responsible for overseeing the implementation process at the strategic and operational levels took place after the election of the new university authorities (Rector's Order No.281/XVI R/2024 of 18th December 2024).

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

Free text 200 words maximum

As above. The meetings of the Implementation Team took place between December 2023 and May 2024. The four working groups selected within the Team began work by assessing the alignment of internal and external regulations with the requirements of the Charter and Code. The coordinators of each working group organised meetings according to their own schedules, reporting on the work progress to the Team's chairperson. On 15th March 2024, coordinators met to discuss the progress of the tasks and exchange experiences. Between 29th April and 14th May 2024, a survey was also conducted among academic staff and PhD students to gather their opinions on the level of implementation of the principles of the Charter and Code at WMU. The outcomes of the internal documentation analysis and the survey were presented to the entire Implementation Team at a summary meeting on 29th May 2024, during which corrective and improvement actions were agreed upon, forming the Action Plan within the HR Strategy for Researchers at WMU. After the approval of the HR Strategy by the newly appointed Rector of WMU, the HR Strategy was presented to the academic community and positively reviewed at the Senate meeting on 27th November 2024.