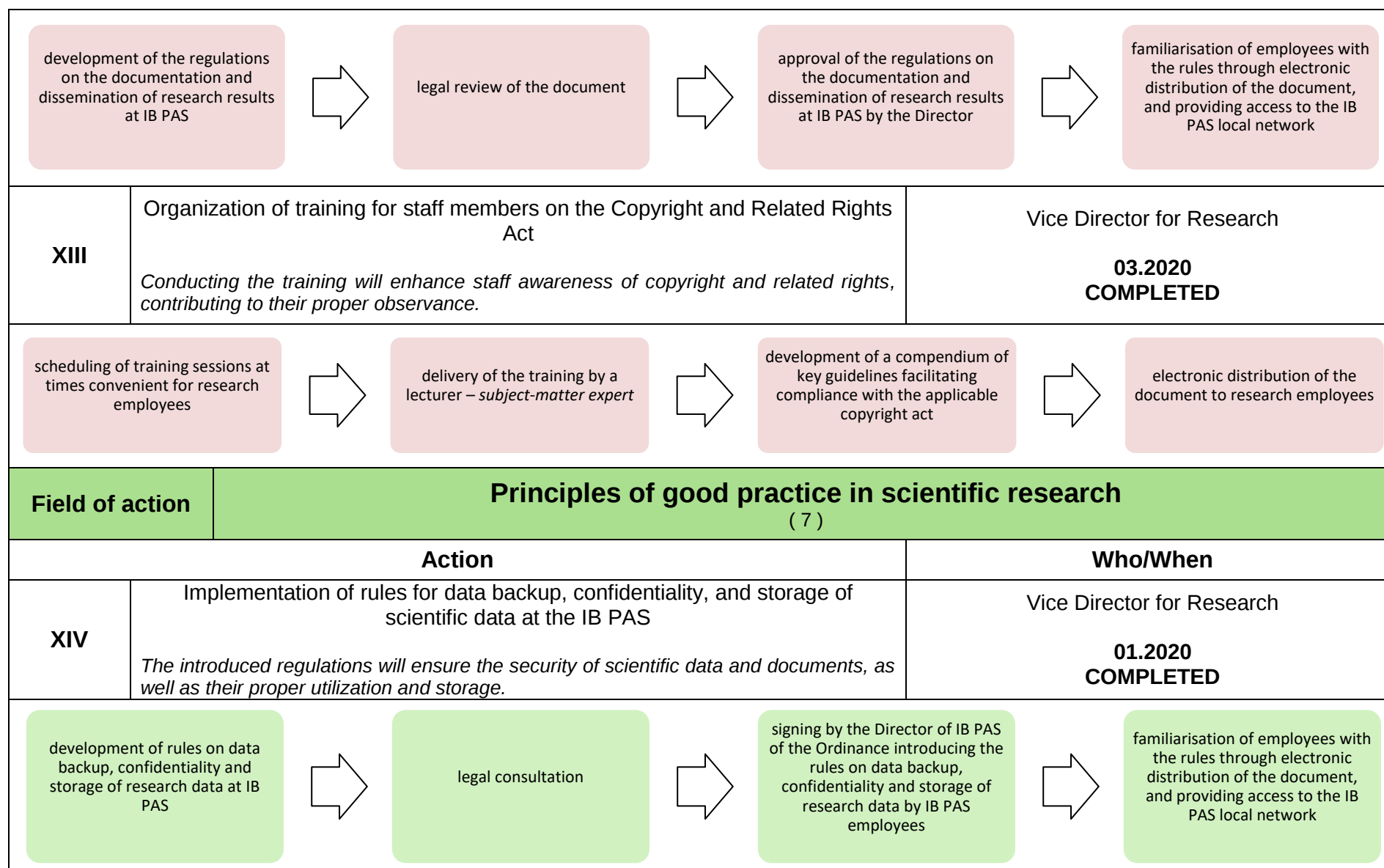


Corrective action plan at IB PAS (2019–2027)

Field of action		Research environment (13)	
Action		Who/When	
II	Training for researchers and PhD students in the use of the latest scientific and research equipment and software <i>The courses organized by IB PAS will provide employees with a broader understanding of the substantive and technical capacities of the equipment they use, which will translate into better utilization of the equipment and, consequently, enhance the quality of research. They will also facilitate the dissemination of information about evolving technical infrastructure and new products for use in a specific field.</i>	Vice Director for Research 12. 2020 COMPLETED	
identification of the needs and scope of the necessary training → engagement of specialized companies providing support for specific scientific and research equipment → scheduling of training sessions at times convenient for employees and PhD students → delivery of training by a specialized company			
Field of action		Obligations arising from the contract or legal provisions (5)	
Action		Who/When	
XII	Implementation of rules for the documentation and dissemination of research results IB PAS <i>Developing and enforcing rules requiring employees to document and disseminate research results will ensure the proper recording (archiving) of scientific data and regulate the procedures for disseminating research results.</i>	Vice Director for Research 12.2019 IN PROGRESS	



Field of action		Employee evaluation systems Teaching (11, 22)		
Action		Who/When		
XVII	Training to enhance the qualifications of researchers in conducting courses for students and PhD students <i>The conducted trainings will strengthen the competencies of researchers at the IB PAS and prepare them for broader engagement in educational activities.</i>	Vice Director for Research 10.2020 COMPLETED		
development of the scope and schedule of training sessions for research employees ecruitment of specialists/companies to deliver the training delivery of the training sessions				
Field of action		Continuation of professional development Access to scientific training and the opportunity for ongoing professional growth (27, 28)		
Action		Who/When		
XIX	Organization of open trainings at IB PAS for employees and PhD students in the scope of ongoing research <i>The open trainings conducted at IB PAS for researchers aim to enhance their professional qualifications and ensure ongoing professional development.</i>	Vice Director for Research 12.2020 COMPLETED		
establishment of a team responsible for identifying and organizing appropriate specialist training courses at IB PAS determination of the subject matter and schedule of the training sessions conducting training sessions				

Field of action		Non-discrimination principles (10)	
Action		Who/When	
XXII	Development and implementation of an anti-discrimination and anti-bullying policy at IB PAS <i>The adopted policy is expected to prevent situations leading to discrimination and/or bullying among IB PAS staff. It will establish clear procedures for promptly addressing conflict situations and help eliminate undesirable behaviors.</i>	Director IB PAS 12.2024 COMPLETED	
establishment of a team to develop the anti-discrimination and anti-mobbing policy at IB PAS → establishment of the Commission on anti-discrimination and anti-mobbing at IB PAS → preparation of the document "Anti-mobbing and anti-discrimination procedure of the W. Szafer Institute of Botany, Polish Academy of Sciences" → dissemination of the document to employees via electronic communication → appointment of an Ombudsperson for mobbing and discrimination			
Field of action		Principles of good scientific practice (7)	
Action		Who/When	
XXIII	Development of procedures for transferring biological materials constituting research documentation from projects and grants (DNA isolates, algal cultures, fungal cultures) <i>The development and implementation of transparent procedures for the transfer and deposition of the aforementioned biological materials will ensure their proper safeguarding and allow for their reuse, for example, as reference materials.</i>	Director IB PAS 03.2025 IN PROGRESS	

preparation of an instruction guide with procedural recommendations for research employees → providing infrastructure for the storage of biological materials and appointing personnel responsible for inventory management → development of rules for sharing special collections → informational and training meeting → dissemination of the instruction guide on transferring biological materials and sharing special collections via the IB PAS internal network and electronically		
XXIV	Development of procedures for transferring materials constituting research documentation from projects, subventioned studies, and research and development services conducted at IB PAS <i>The development of transparent procedures for the transfer and storage of data generated during projects, subsidized studies, or research and development services at the Institute will ensure proper safeguarding and compliance with applicable regulations and information management standards.</i>	Director IB PAS 06.2026 NEW
establishment of a team to develop the Regulations on data transfer and archiving at IB PAS → preparation and adoption of the Regulations → dissemination of the Regulations on electronically data transfer and via the IB PAS internal network		
XXV	Development and adoption of a Green Policy at IB PAS <i>Developing and implementing measures aimed at raising awareness among scientists about saving resources and energy in their research. The guidelines will cover the use of IB PAS infrastructure and business travel, taking into account an eco-friendly perspective.</i>	Director IB PAS 12.2026 NEW
promotion of the GREEN Policy through an informational meeting for all employees and PhD students → preparation and adoption of the GREEN Policy at IB PAS → dissemination of the GREEN Policy by electronic distribution and via the IB PAS internal network		
Field of action	Research environment (13)	
Action		Who/When

XXVI	Development and implementation of direct communication tools between staff and the management of IB PAS <i>The development and implementation of an additional direct dialogue platform will streamline and facilitate two-way communication between Institute staff and IB PAS management. An accessible and user-friendly communication system will enable the free exchange of opinions, proposals for new solutions, and suggestions for improvements regarding the functioning of the Institute and the working environment at IB PAS.</i>	Director IB PAS 09. 2025 NEW, COMPLETED
establishment of a team to develop an electronic contact form for employees ➔ preparation of a contact form ➔ dissemination of information on the availability of the contact form via electronic means ➔ sharing the contact form via the internal IB PAS network		
XXVII	Integration activities supporting communication and teamwork at IB PAS <i>Organization of periodic field trips to promote staff integration at IB PAS. These initiatives aim to strengthen cooperation between employees, improve internal communication, and create a positive work environment. By incorporating content related to the Institute's research profile, the program will have educational value, facilitate the exchange of knowledge and experience, and support the development of participants' competencies.</i>	Director IB PAS 06. 2027 NEW
designation of persons responsible for organizing field trips ➔ substantive and logistical preparation of the trips ➔ dissemination of information on the possibility of participating in the trips via electronic means ➔ preparation of a summary report on the field trips and making it available on the IB PAS website		
XXVIII	Organization of training for IB PAS staff on preparing grant applications under the Horizon Europe program <i>A series of training sessions aimed at enhancing IB PAS staff competencies in applying for funding under the Horizon Europe program, by presenting the key elements of application documentation and the structure of a project proposal. The training will provide practical skills in identifying relevant calls, formulating research objectives, and describing project implementation and management plans. This initiative will contribute to increasing the effectiveness of securing international grants by IB PAS researchers.</i>	Director IB PAS 10. 2026 NEW

engagement of specialists/companies to conduct training → scheduling the training at times convenient for all research employees → conducting the training sessions → distribution of training materials to research employees via electronic means					
Field of action	Obligations arising from contracts or regulations (5)				
	<table> <tr> <th>Action</th><th>Who/When</th></tr> <tr> <td> XXIX Organization of training on applicable legislation, including supplementary training for IB PAS employees on copyright and intellectual and material property <i>The organization of additional training on copyright and intellectual and material property at IB PAS aims to raise employee awareness, promote transparent rules for cooperation within research projects, and support the interpretation of specific provisions of internal regulations in the context of changing Polish law and regulations..</i> </td><td> Director IB PAS 10.2027 NEW </td></tr> </table>	Action	Who/When	XXIX Organization of training on applicable legislation, including supplementary training for IB PAS employees on copyright and intellectual and material property <i>The organization of additional training on copyright and intellectual and material property at IB PAS aims to raise employee awareness, promote transparent rules for cooperation within research projects, and support the interpretation of specific provisions of internal regulations in the context of changing Polish law and regulations..</i>	Director IB PAS 10.2027 NEW
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