

IB PAS Director's orders introduced in response to the HR Excellence evaluation

No.	Name of the action	Action number
1.	Order of the Director of IB PAS No. 22/2017 – A job posting template for the competition for a research position was introduced.	Action Pan No. IX
2.	Order of the Director of IB PAS No. 4/2018 – A new form for research activity financed from specified-user subsidy for maintaining research potential was implemented.	Action Plan No. XX
3.	Order of the Director of IB PAS No. 7/2018 – Internal regulations on awarding bonuses to employees at IB PAS. As a result, researchers will receive bonuses for the most outstanding research achievements (publications).	Action Plan No. IV
4.	Order of the Director of IB PAS No. 22/2018 – Internal regulations on appointing researchers' representatives for the purpose of participating in works undertaken by information, consultation, and decision-making bodies.	Action Plan No. VI
5.	Order of the Director of IB PAS No. 30/2018 – Implementation of the Internal regulations on laboratory operation at IB PAS on 28.12.2018.	Action Plan No. I
6.	Order of the Director of IB PAS No. 20/2019 – The Institute implemented the Procedure on preparing and running projects at IB PAS financed from external sources.	Action Plan No. XI
7.	Order of the Director of IB PAS No. 21/2019 – Internal regulations on undertaking commissioned works at IB PAS were introduced.	Action Plan No. V
8.	Order of the Director of the IB PAS No. 25/2021 on the introduction of the Work Regulations of IB PAS.	Related to point No. 14 - „Working conditions”
9.	Order of the Director of the IB PAS No. 6/2022 (update	Action Plan No. IV

	of Order No. 7/2018) introducing the Bonus Regulations for employees of the W. Szafer Institute of Botany, Polish Academy of Sciences.	
10.	Order of the Director of the IB PAS No. 12/2023 on the Regulations governing the conditions and procedures for sending persons abroad for scientific and training purposes at the W. Szafer Institute of Botany, Polish Academy of Sciences.	Action Plan No. XVIII
11.	Order of the Director of the IB PAS No. 20/2023 on regulations concerning the functioning of the Department: National Collection of Biodiversity of Contemporary and Fossil Organisms of IB PAS (Herbarium KRAM).	Action Plan No. XXIII
12.	Order of the Director of the IB PAS No. 21/2023 introducing the Data Management and Information Security Policy at the W. Szafer Institute of Botany, Polish Academy of Sciences.	Action Plan No. XIV
13.	Communication of the Director of the IB PAS No. 3/2024 – Procedure at IB PAS concerning the prevention of threats related to sexual crime.	Action Plan No. XXII
14.	Order of the Director of the IB PAS No. 27/2023 on the Agreement regarding remote work at the W. Szafer Institute of Botany, Polish Academy of Sciences.	Related to point No. 14 - „Working conditions”
15.	Order of the Director of the IB PAS No. 10/2024 of 29 April 2024 on the procedure and criteria for candidates applying for promotion to a higher position at IB PAS.	Action Plan No. IX
16.	Order of the Director of the IB PAS No. 27/2024 on the procedure for calculating and awarding additional project-based remuneration to employees carrying out tasks within projects financed or co-financed from external national and international sources.	Action Plan No. XI
17.	Order of the Director of the IB PAS No. 28/2024 on scientific projects/grants carried out at IB PAS.	Action Plan No. XI

18.	Order of the Director of the IB PAS No. 34/2024 on the Regulations for the use of funds from the internal research fund of the W. Szafer Institute of Botany, Polish Academy of Sciences.	Action Plan No. XX
19.	Order of the Director of the IB PAS No. 4/2025 on the Regulations of the Ethics Committee of the W. Szafer Institute of Botany, Polish Academy of Sciences.	Action Plan No. X
20.	Order of the Director of the IB PAS No. 5/2025 on the Regulations for disciplinary proceedings against scientific and research-technical staff of the W. Szafer Institute of Botany, Polish Academy of Sciences.	Action Plan No. X
21.	Order of the Director of the IB PAS No. 14/2025 on the Work Regulations of IB PAS.	Related to point No. 14 - „Working conditions”
22.	Order of the Director of the IB PAS No. 15/2025 on the Remuneration Regulations for employees of IB PAS.	Action Plan XI; Related to point No. 16 „Funding and remuneration”
23.	Order No. 6/2025 of the Director of the W. Szafer Institute of Botany of the Polish Academy of Sciences (PAN) establishing the Anti-Harassment and Anti-Discrimination Procedure at the IB PAS.	Action Plan No. XXII
24.	Instruction for describing documentation collected in electronic form within activities related to the implementation of projects and subsidy-funded topics by substantive staff.	Action Plan No. XXIV