

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2021PL593977

Name of the Organisation under review: Central Mining Institute GIG

Organisation contact details: Plac Gwarków 1, Katowice, 40-166

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. 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, 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:

Name	Position	Management line/ Department
Supervisory Committee		
Jan Bondaruk	Deputy Director	Deputy Director, Environmental Engineering
Zbigniew Lubosik	Deputy Director	Deputy Director, Geoengineering and Industrial Safety
Adam Smoliński	Professor, Scientific Secretary	Scientific Secretary
Józef Dubiński	Professor, Deputy Chair	Scientific Council
Researchers R1-R4		
Przemysław Rompalski	Research Assistant, R1	Department of Solid Fuels Quality Assessment
Piotr Zawadzki	Engineer, R1	Department of Water Protection
Karolina Wojtacha-Rychter	Senior Technical and Research Specialist, R2	Department of Mining Aerology
Paweł Zawartka	Chief Technical and Research Specialist, Department Head, R2	Department of Water Protection
Natalia Howaniec	Professor GIG, R3	Department of Energy Saving and Air Protection
Alicja Krzemień	Professor GIG, Department Head,	Department of Risk Assessment and

	R3	Industrial Safety
Mirosława Bukowska	Professor, R4	Department of Mechanical Devices Testing and Rocks
Krzysztof Stańczyk	Professor, Department Head, R4	Department of Energy Saving and Air Protection
<b>Working Group – Gap Analysis</b>		
Adam Smoliński	Professor, Scientific Secretary	Scientific Secretary
Józef Dubiński	Professor, Deputy Chair	Scientific Council
Mariola Zalot	Chief Specialist, Department Head	Personnel and Organization Department
Bożena Targowska	Senior Specialist	Personnel and Organization Department
Elżbieta Gruszka	Senior Specialist, Director's Representative for Management Systems	Representative of the Director on Management Systems
Małgorzata Zielińska	Senior Specialist, Head	Training and Information Centre
Jolanta Żurawska-Chmielewska	Senior Specialist, Scientific Council Office	Scientific Council Office
Daria Białek	Legal Counsel	Legal Affairs
Łukasz Bogus	Senior Specialist, Head	Support Office
Ewa Bubis	Engineer	Support Office
Agnieszka Siwy	Specialist	Support Office
<b>Task Force Groups – Implementation of the Process</b>		
Mariola Zalot	Chief Specialist, Department Head	Personnel and Organization Department
Bożena Targowska	Senior Specialist	Personnel and Organization Department
Elżbieta Gruszka	Senior Specialist, Director's Plenipotentiary for Management Systems	Representative of the Director on Management Systems
Magdalena Bemke-Świtilnik	Senior Research and Technical Matters Specialist, Centre Head	Centre for Information Science
Jolanta Żurawska-Chmielewska	Senior Specialist, Scientific Council Office	Scientific Council Office
Daria Białek	Legal Counsel	Legal Affairs
Piotr Sibiga	Chief Specialist	Finance and Debt Collection Department
Łukasz Bogus	Senior Specialist, Head	Support Office
Ewa Bubis	Engineer	Support Office

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, 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.*

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
Working Group	workshop	Templates 1-4 – development
Researchers	workshop	Templates 1-4 – verification
Supervisory Committee	documentation analysis and amendment proposals	Templates 1-4 – approval

Please describe how the Committee overseeing the process was appointed:

Free text 200 words maximum
<p>The Committee overseeing the process is composed of the following individuals who actively participated in the works on Gap Analysis:</p> <ul style="list-style-type: none"> <li>- two Deputy Directors responsible for managing the areas of Environmental Engineering as well as Geoenvironment and Industrial Safety,</li> <li>- the Scientific Secretary and the Deputy Chair of the Scientific Council responsible for formulating the research policy at the GIG and the development of its researchers.</li> </ul>

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

Free text 200 words maximum
<p>Upon the comments and recommendation of European Commission experts, the GIG Director appointed a Working Group responsible for determining the scope of necessary changes to be introduced into the internal GIG documents in order to align them to the requirements which must be met to be awarded the title of HR Excellence in Research. The overarching objective of the Group activities was the development of HRS4R templates 1-4, including the Gap Analysis, the OTM-R Checklist and the Action Plan. The Working Group was composed of GIG employees representing organizational units which are directly and indirectly engaged in the recruitment of researchers – the Scientific Secretary, the Secretary of Scientific Council and the Deputy Chair of the Scientific Council, the Head of the Personnel and Organization Department, the Head of the Training and Information</p>

Centre, the Representative of the Director on Management Systems, the Legal Counsel and the Representative of Support Office.

After templates 1-4 have been developed, the Working Group was transformed into Task Teams responsible for implementing the HRS4Rstrategy. The Scientific Secretary and the Deputy Chair of the Scientific Council were excluded from the Task Teams as they will be the members of the Committee supervising the implementation process. A representative of Financial Department also joined the Task Teams.