

Action no.	Proposed action	GAP Principle	Time for implementation (timing) in quarters of the year	Responsible unit	Indicators, targets	Status (completed, extended or in progress)	If "extended" or "in progress", please indicate new timing (quarters of the year)	Brief description of the implementation of the actions (including implementation of new indicators)
1.	The recruitment policy and process will be described in the "Guide of Good Practices in the Recruitment and Employment Process"	14,16,17,19,27	Q4 2019-Q4 2020	Human Resources Office	Guide of Good Practices in the Recruitment and Employment Process Creating a tab describing the recruitment process on the website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a>	completed	n/a	The recruitment policy and process was described in "Guide of Good Practices for/in the Recruitment and Hiring Process". Action completed. The guide is available on the website <a href="http://kariera.umed.lodz.pl">kariera.umed.lodz.pl</a> under the tab Recruitment and additionally in the same tab Documents to download. English version is available at: <a href="http://kariera.umed.pl/index.php/recruitment/">http://kariera.umed.pl/index.php/recruitment/</a>
2	Training for the MUL employees in the area of financial regulations and MUL internal procedures, particularly important while applying for grants	26	Q1 2020-Q4 2021	Office of Science, Strategy and Development / Vice-Chancellor - Bursar	Training of at least 50 researchers R2-R4 /per year - they will participate in courses available on the e-learning platform.  Training of 100% of PhD students (R1) at MUL/2 years	extended	1st quarter of 2025	Action in progress. The EC Consensus Report suggested to actively disseminate information about the trainings and encourage the largest possible group of people to take part in them: 1.Meetings with grant funding institutions: e.g. NSC (National Science Centre), NAAE (National Agency for Academic Exchange), VRI (Virtual Research Institute) preceded by a promotional and information campaign (newsletter, university website, personalized invitations to key persons). 2.Online training for NSC grant applicants. This is one of the training courses included in the thematic area "Training courses for MUL employees on the principles of financing and on internal procedures at MUL in particular on applying for grants", the form of which was changed from the traditional one to the online option in accordance with the comments made by the evaluation team. "Training courses for MUL employees on the rules of financing and on internal procedures at MUL, in particular on applying for grants": - Training on applying for NSC grants organized in cooperation with representatives of the National Science Centre. The training took place on 04.02.2020 and according to NSC requirements it was open, no attendance list was prepared. The training was attended by 60 persons. - training on applying for NSC grants organised in cooperation with representatives of the National Science Centre. The training took place on the ZOOM platform on 20.10.2020 and in accordance with the NSC requirements had an open character, no attendance list was prepared. The training was attended by 60 people. - training on the rules of applying for funds within the Virtual Research Institute (VRI). The training took place on 20.02.2020 and was organized in cooperation with representatives of VRI. After the training, there was an opportunity to have individual consultations. Registration for training took place through the VRI's dedicated IT system. The training was attended by 27 persons from the University and persons from outside (total number of the participants: 3). - training on Application for scientific and research projects AP10. Training in the Teams application was conducted: a. 27.07.2020 - 10 persons b. 29.07.2020 - 12 persons c. 29.09.2020 - 30 persons d. 30.09.2020 - 30 persons e. 27.10.2020 - 30 persons f. 28.10.2020 - 12 persons g. 17.11.2020 - 23 persons h. 18.11.2020 - 15 persons On 21.05.2021 the training of the National Science Center (NSC) took place, which was implemented at the invitation of MUL It was an open course which was carried out on the platform provided by NSC a.11.05.2021 - 5 persons
3	Preparation of a handbook for new employees with the information about development opportunities, entitlements (rights) and obligations, including important data for the adaptation of a new employee (so called on-boarding)	24	Q4 2019-Q4 2020	Human Resources Office	A handbook for the whole MUL staff, and especially for new employees, will be available in electronic or/and paper version	completed	n/a	Activity completed and finished. Within the framework of the action, information guides for newly hired employees were created, informing them about development opportunities, their rights and obligations, and containing important data for the adaptation of the new employee, the so-called on-boarding. Each newly hired employee receives a guide on the first day of work. It is sent to the employee's e-mail address. Essential Information for Academic Teachers is available on two websites: <a href="http://cwn.umed.pl/niezbednik-naukowca/">http://cwn.umed.pl/niezbednik-naukowca/</a> <a href="http://kariera.umed.pl/index.php/rekrutacja/">http://kariera.umed.pl/index.php/rekrutacja/</a> . The EC Consensus Report suggested that more measurable indicators should be introduced, this action should cover, to a greater extent, the deficiencies, i.e.insufficient transparency in terms of information on the staff remuneration system.It was also suggested to raise awareness of these new comprehensive guides and if possible to combine their publication on the website with an open event to present the key points, changes for the better and increase staff awareness. In view of the above comments, MUL has introduced additional indicators, i.e.: (a) number of Forms surveys/year collected - for 2020 (closed year) 96 surveys were collected (40 are for the academic research group). Currently, the link to the survey is included in the welcome email to the employee on their first day of work. b) Summary evaluation report of surveys/year - a summary evaluation report for 2020 was prepared and a report for January 2021 was presented to the NP. c) number of people who received the guide per number of people employed-100% of newly employed people received the guide  The creation and operation of the guide was discussed at the December meeting with the research staff. The readability of the information contained in the guide is examined in a survey that employees receive during their first week of employment. The employees who participated in the survey (96 people) rated the information in the guide as sufficient and readable.

4.	Improvement of the Periodic Evaluation System for academic teachers with the evaluation form and a field concerning the development path analysis, which must be filled in	28,33	Q4 2019-Q4 2021	Human Resources Office and IT Centre at MUL (IT)	A new periodic employee's evaluation form. Developing an Internet application for the Periodic Employee Evaluation System.	in progress	1st quarter of 2022	<p>Indicators have been updated to reflect comments from the EC Consensus Report:</p> <ol style="list-style-type: none"> <li>1. New sheet for Periodic Evaluation System</li> <li>2. Creation of a web application to support the Employee Periodic Evaluation System.</li> <li>3. Percentage of employees who changed their position or group, within one year, for whom the evaluation committee indicated a change of position or group in the previous periodic evaluation - measurability will be in the SOON IT system.</li> <li>4. Amount of training on the principles of the periodic evaluation system - change from face-to-face training to online.</li> <li>5. Evaluation of the SOON tool and process.</li> <li>6. Satisfaction survey of process participants to make modifications for next year. The periodic evaluation system for academic staff has been moved to an application. Launched in pilot version due to the ongoing pandemic.</li> </ol> <p>Indicator #1 and #2 - a new sheet was developed, the application was created and piloted. The SOON regulations were introduced in July 2020 under the decision of the Rector. 103 employees of the Faculty of Pharmacy were evaluated in the pilot (12.2020). Meetings were held with the Rector and Deans to discuss the evaluation process.</p> <p>Indicator no. 4 Number of training courses on principles of periodic evaluation system - change of training courses from face-to-face to on-line. Training on SOON application was prepared. Three trainings were prepared for groups: DSO, Commission Secretaries and academic staff plus an instructional video for the Faculty of Pharmacy was made available.</p> <p>Employees were informed about the principles of evaluation and SOON application, including the pilot and available training courses on the Intranet (priority announcements with the obligation and confirmation of reading by each employee visiting the Intranet). In one announcement, a link to answers to frequently asked questions was provided; in another, a link to a recording of the training was provided due to the fact that the whole number of seats provided for the (online) training was taken.</p> <p>Indicators 3, 5, 6 - due to the fact that the evaluation of SOON will be prepared in October 2021, we will be able to measure the indicators after the evaluation is completed, i.e. in Q1 of 2022. 2022. Therefore, the measure will be fully implemented in the first quarter of 2022.</p>
5	Systematic monitoring of University actions on gender balance and prevention of discrimination and intolerance based on regulations included in the "Guide of Good Practice in the Recruitment and Employment Process". MUL will monitor and actively support gender balance while choosing members of the Recruitment Committees, in the areas where interventions are possible, however, without giving up the competence criterion	27	Q4 2019-Q4 2021	Rector's Office	Annually - a report on systematic monitoring of the gender balance issue at MUL. The report will analyse cases of infringement procedures and suggest possible systemic solutions in this area based on national and European regulations as well as good practices in equal treatment of all subjects.	completed	n/a	A report on GENDER EQUALITY AND DIVERSITY MANAGEMENT - the report covered the period 2017-2020 and included information on the situation of women and men in the following areas: employment, academic promotion, project management. In addition, the report contains good practices and recommendations for planned activities. Materials from the report were used on the occasion of the International Day of Women and Girls in Science <a href="https://umed.pl/miedzynarodowy-dzien-kobiet-i-dziewczat-w-nauce/">https://umed.pl/miedzynarodowy-dzien-kobiet-i-dziewczat-w-nauce/</a> , <a href="https://en.umed.pl/international-day-of-women-and-girls-in-science/">https://en.umed.pl/international-day-of-women-and-girls-in-science/</a> . The EC's comments in the Consensus Report concerned a too narrow view of gender equality. We have broadened the issue to include the application of a gender perspective to different areas of the university - equal opportunities, support for underrepresented groups, and diversity management in the broadest sense (age diversity of staff, students and staff from different cultural backgrounds, people with special needs). By the end of 2021 there will be a Gender Equality Plan where the analysis will be done in a broader context and the proposed actions will also address these areas.
6	Implementing a standard electronic recruitment form for applicants	16	Q1-Q4 2020	Human Resources Office and IT Centre	An electronic form on the Internet website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> ; <a href="http://www.umed.lodz.pl">www.umed.lodz.pl</a> ; FB: @UMEDkariera	completed	n/a	Action completed. An electronic form was created on the website <a href="http://www.kariera.umed.lodz.pl">www.kariera.umed.lodz.pl</a> and in the Public Information Bulletin. It is attached to each announced competition, thanks to which a candidate can apply directly from the announcement: <a href="https://bip.umed.pl/witryny/nauczyciele/Strony/default.aspx">https://bip.umed.pl/witryny/nauczyciele/Strony/default.aspx</a> Due to the comment in the EC Consensus Report concerning the increase in the number of measurable indicators, we have introduced: 1) an indicator on number of complaints/number of recruitments, which is 0 and means that there were no complaints. 2) E-recruitment application - to be implemented in Q4 2021. Nevertheless, due to the fact that the form exists and it is functional, the activity is considered completed.
7	Preparing and implementing the Open, Transparent and Merit-Based Recruitment Strategy (OTM-R)	16	Q4 2019-Q3 2020	Human Resources Office	1 Recruitment Strategy	completed	n/a	Action completed. The Recruitment Strategy was prepared and introduced by Circular Letter No. 1/2020 dated 23.10.2020. Circular Letter No. 1/2020 dated 23.10.2020 of the Rector of the Medical University of Lodz on the Recruitment Strategy (OTM-R) at the Medical University of Lodz was communicated to employees on 28.10.2020 via the intranet as a priority message (with the obligation to read). Referring to the comments provided in the EC Consensus Report in addition to introducing 1 OTM-R Recruitment Strategy, we have additionally introduced: 1. training on the OTM-R policy for all members of the recruitment committee 2. a recruitment contact form. Training on academic recruitment for committee members is available on the e-learning platform on a continuous basis. As of 5/10/2021, 14 people have attended. MUL has also introduced a contact form through which one may inquire about the details of the recruitment process Link: <a href="http://kariera.umed.pl/index.php/rekrutacja/">http://kariera.umed.pl/index.php/rekrutacja/</a>
8	Recruitment – vacancy announcement template	15	Q4 2019-Q42020	Human Resources Office	Standard announcement template for a vacant position available on the website <a href="http://kariera.umed.pl/index.php/kariera/">http://kariera.umed.pl/index.php/kariera/</a> The English version of the description of the recruitment procedure on the website: <a href="http://kariera.umed.pl/index.php/kariera/">http://kariera.umed.pl/index.php/kariera/</a>	completed	n/a	The action was implemented and completed. A template of the announcement was developed and implemented, it was introduced by Regulation No. 11/2020 of 11.02.2020 on the Regulations for competitions for academic staff positions at the Medical University of Łódź. The announcement template is available at <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> . The website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> includes an English version of the recruitment process: <a href="http://kariera.umed.pl/index.php/recruitment/">http://kariera.umed.pl/index.php/recruitment/</a> . Considering the suggestions included in the EC Consensus Report concerning the improvement of the recruitment and selection process, MUL has introduced a satisfaction questionnaire, which is sent to the participant within 7 days after recruitment. The survey also includes questions about the selection committee itself. In 2021, 3 surveys were received. Deans' office staff are additionally expected to distribute surveys to all enrollees. Questions about the recruitment process are also included in the onboarding survey. In 2021, 19 surveys were received for a total of 72 hires.
9	Placing a link on the website <a href="http://kariera.umed.pl">kariera.umed.pl</a> directing to the Internet website: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a>	18	Q42019	Human Resources Office	Link directing to the Internet website: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a>	completed	n/a	Action completed. The initial, first indicator of this activity was the placement of a link on the <a href="http://kariera.umed.pl">kariera.umed.pl</a> website redirecting to <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> . As the EC Consensus Report suggested introducing more measurable indicators, MUL introduced additional ones: 1. a page visit counter <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> 2. A document describing the process of mobility support at the University, which would be a prelude to optimized monitoring of the process. The report was prepared by the International Relations Office which operates within the framework of the Office of Science, Strategy and Development. Based on the analysis contained in this document, new activities regarding mobility support for 2022-2025 were introduced.

10	MUL publication "Good Practices/ Customs in Publication and Reporting Inventions"	32	Q4 2019-Q1 2020	Ethics Committee/UMED Information and Library Centre (team coordinating the "Interscience Cloud" project)	1 internal regulation at MUL	completed	n/a	Action completed. MUL publication "Good practices/circumstances in publishing and reporting inventions" was introduced by internal regulation of MUL (Circular letter no. 1/2021 dated 07 October 2021 of the Rector of the Medical University of Lodz ). Knowledge of and compliance with the principles contained in the Guidebook is one of the conditions for academic staff applying for positions in the promotion procedure and for hiring new staff at MUL The Guidebook was included in the e-learning platform course and is an element of the Scientific Information course at the International Doctoral School (formerly Doctoral Studies). In the academic year 2020/2021 - according to the examination protocol, 41 students completed the training. According to the EC Consensus Report, more measurable indicators of measurement were suggested, therefore an evaluation questionnaire was introduced within the measure, which was completed last September. It was filled in by 73 persons.
11	Preparing a statement on knowing "Good Practice /Customs in Publishing and Reporting Inventions" which will be a compulsory element of applying for vacant positions in competition and promotion proceedings	32	Q2 2020	Human Resources Office	1 internal regulation at MUL	completed	n/a	Action completed. Information on the publication of "Good practices in publishing and submitting inventions" was introduced by an internal regulation of the Medical University of Łódź (Circular letter no. 1/2021 of October 07, 2021 of the Rector of the Medical University of Lodz). A statement of knowledge of and compliance with "Good practice in publishing and applying for inventions", together with the handbook, is given to every new employee before hiring and during promotion competitions.
12	Redesigning the Intranet site by adding information on career paths and counselling for researchers, sources of financing scientific and foreign internships enhancing career development, which will be available in one place. Including information on the possibilities opened in : <a href="https://www.eithealth.eu/">https://www.eithealth.eu/</a> <a href="http://alliance4life.ceitec.cz/">http://alliance4life.ceitec.cz/</a> Erasmus+ Intranet information about rights and existing procedures at the University will be provided, with links to the relevant national (Ministry of Science and Higher Education, National Contact Point for Research Programmes of the EU) and European portals: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a>	28,29,30,35	Q4 2019 - Q4 2020	Office of Science, Strategy and Development	Intranet tab containing all the necessary information for researchers	completed	n/a	The action has been realized and completed. Internet bookmarks were created containing all the necessary information for researchers, e.g. The bookmarks include all the necessary information for researchers, e.g. career path, indispensable information for a researcher, regulations and legal acts, application schedule, competition guide. Links: <a href="http://cwn.umed.pl/">http://cwn.umed.pl/</a> ; <a href="https://umed.pl/nauka/projekty/">https://umed.pl/nauka/projekty/</a> ; <a href="https://en.umed.pl/research-development/projects/">https://en.umed.pl/research-development/projects/</a> Currently, 182 researchers (R1-R4) from UMED are involved in the project implementation, of which 27 people work in external funding institutions as experts, and 14 people contribute to the boards of external institutions. Also, the whole website of the projects is currently being developed. <a href="http://projekty.umed.pl/">http://projekty.umed.pl/</a>
13	Working out the researcher's career path	28	Q4 2019-Q3 2020	Human Resources Office and IT Centre at MUL (IT)	Currently available internal document approved by MULS authorities.	completed	n/a	The "Career path of a scientist" was developed. It was issued by the circular letter No. 2/2020 dated 3.12.2020. It is available at <a href="http://kariera.umed.pl">kariera.umed.pl</a> and at <a href="http://cwn.umed.pl/niezbednik-naukowca/">http://cwn.umed.pl/niezbednik-naukowca/</a> .
14	Changing the form of training courses - transition to the e-learning platform which will be available to MUL researchers	39	Q4 2019 - Q4 2020	Human Resources Office in cooperation with other MUL units	To increase the number of training courses available to researchers via the e-learning platform. Indicator : 5 new e-learning courses introduced.	extended	I kw. 2025	The action in its original scope has been implemented. Within the framework of the action 5 e-learning courses for researchers have been introduced (R1-R4): 1. Bullying and discrimination in a nutshell ( attended by 199 people) 2. Motivation at MUL (attended by 69 persons) 3) How to prepare for self-assessment (117 participants) 4. Self-assessment interview with the supervisor (attended by 13 participants) 5. MUL Excel: part 1: 87 participants, part 2: 25 participants, part 3: 7 participants, part 4: 6 participants, part 5: 16 participants Information about training is announced on the Intranet, personal invitations to training, dedicated articles in MUL bulletin <a href="http://www.biuletyn.umed.pl/">http://www.biuletyn.umed.pl/</a> It is planned to successively add more e-learning courses between 2022 and 2025 and thus expand the e-learning offer. It is planned to develop and make available new e-learning materials containing important information for researchers in the field of: - possible sources of financing - national funds, structural funds and National Centre for Research and Development programme, international funds, - instructions facilitating preparation and implementation of projects, with indication of key units that may provide additional information (e.g. Office of Science, Strategy and Development, Centre for Innovation and Technology Transfer, Information and Library Centre) By 2025, the following indicators will be implemented: number of e-learning materials made available: 6 materials/3 years Number of people who have read the materials: 100 persons in total/3 years