Action Plan

Case numer: 2021PL665028
Name Organisation under review: The John Paul II Catholic University of Lublin
Organisation's contact details: Al. Racławickie 14, Lublin, 20-950, Poland
Date endorsement charter and code: 31/07/2021

1. Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	784
Of whom are international (i.e. foreign nationality) *	19
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	16
Of whom are women *	351
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	403
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	335
Of whom are stage R1 = in most organisations corresponding with doctoral level *	46
Total number of students (if relevant) *	8945
Total number of staff (including management, administrative, teaching and research staff) *	1832

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	56 551 034,96
Annual organisational direct government funding (designated for research)	29 366 996,32
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	29 342 824,28
Annual funding from private, non-government sources, designated for research	24 172,03

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The John Paul II Catholic University of Lublin (KUL) was the first university in Lublin and is the oldest Catholic university in Central and Eastern Europe (founded in 1918). For more than 100 years, the University has been conducting research activities, and educating Polish and foreign students, currently at eight faculties (Theology; Law, Canon Law and Administration; Philosophy; Humanities; Social Sciences; Natural and Technical Sciences; Medical; a branch of the Catholic University of Lublin in Stalowa Wola) located on three campuses. The university is authorized to confer doctoral and postdoctoral degrees, and also runs a Doctoral School. Within the framework of its scientific activities, research staff, and research and teaching staff are currently implementing over 100 research projects financed from various external sources.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Ethical and professional aspects *
The University's strengths with regard to the principles of the Charter and the Code generally include intra-university legal solutions with proper access to legal regulations (i.e., strategic documents, including internal ones, such as regulations, instructions, orders) concerning the ethical and professional aspects of the University. Examples of actions and initiatives are listed in the Gap Analysis. However, based on the conducted research, the University's strengths generally include the following areas: • high compliance with laws and regulations: researchers comply with national and internal laws governing the conduct of scientific activities. This suggests a high level of awareness and adherence to legal requirements, which is crucial for maintaining integrity in research • recognition of intellectual property rights: KUL has a robust framework to avoid issues like plagiarism and ensures proper citation and acknowledgement of work • data protection standards: the function of the Personal Data Inspector, Cybersecurity Section in the IT Systems Department • freedom of research topic selection: KUL supports academic freedom, allowing researchers to choose their topics, which is vital for fostering innovation and creativity • ethical conduct in scientific activities • commitment to disseminating knowledge: employees strongly believe in taking action to disseminate scientific knowledge (e.g. Lublin Science Festival), which underscores a commitment to the social impact of research and the sharing of information with a broader community • conduct of socially significant research: the research carried out is socially important and contributes to the development of science (e.g. projects implemented under the programs: "Social responsibility of science", and "Science for society" of the Ministry of Science and Higher Education) • transparent and regular evaluation of researchers: there are transparent rules and regular assessments of scientific activities, suggesting a systematic approach to assessing the work and progress of KUL employees, which is important for the responsibility and continuous improvement of university researchers • freedom of belief and expression: the university grants researchers the freedom of belief and expression, provided they comply with ethical principles, emphasizing a culture of open intellectual discourse • non-discrimination: there is a strong adherence to non-discrimination principles within the institution, essential for fostering a diverse and inclusive work environment. The above-mentioned areas indicate a generally positive perception of the ethical and professional research environment at KUL. However, there are also weaker areas that require improvement. These are: • access to published documents regulating the researchers' work: in spite of the listing of internal regulations in the electronic document database ("Monitor KUL"), it is difficult for academic staff to search for documents of interest to them due to the overall number of regulations posted there • documents in language versions: no documents on ethical and professional aspects available in English to foreign academic staff • responsibility: increasing the sense of responsibility among employees, especially related to the effective and lawful management of public funds

- awareness of the University's strategic goals: improvement of information policy
- dissemination and commercialization: increasing activities undertaken to disseminate and commercialize research results.
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In general, the principles regarding ethical and professional aspects are well diagnosed and perceived at the University, but as with any set of guidelines, continuous improvement and strengthening are key. According to the opinions of the academic staff and the results of internal analysis, the area of ethical and professional aspects does not require many changes or special actions, but only the organization and intensification of information activities and the strengthening of the adopted solutions for promotion and dissemination among scientific workers, including foreigners.

Recruitment and selection *

Strengths and Weaknesses (max. 800 words)
The University's strengths concerning the principles of the Charter and the Code connected with recruitment and selection include:
- open and transparent competitions: there's a strong sense that competitions are open and well-documented. This indicates transparency and fairness in the hiring process, which is essential for attracting the right candidates
- clear information on recruitment: recruitment information, including selection criteria and position characteristics, is clearly communicated and accessible, reinforcing the institution's commitment to transparency
- comprehensive assessment in recruitment: KUL takes into account the full professional experience in recruitment, suggesting a holistic approach to evaluating candidates
- valuing mobility: the institution considers the experience of candidates' mobility to be valuable (especially those related to performing scientific work in foreign institutions)
- clear recruitment rules: KUL provides clear rules of recruitment and conditions for employment, particularly for scientists with doctoral degrees, highlighting transparency and fairness
- focus on actual achievements: there is a focus on candidates' actual achievements rather than the prestige of their former employment places, emphasizing a meritocratic approach.

The weaknesses, in turn, include:
- diversity of the composition of the recruitment committee: lack of promotion in terms of diversity and representation of various disciplines, gender of the recruitment committee members
- recognition of the entire professional profile: although the university values broad professional experience, there is a need to further emphasize or communicate exactly what different achievements are taken into account in the recruitment process, therefore it is planned, among others, standardization of the research CV template in language versions (Polish/English)
- recognition of career stages: there is some scepticism about how well admissions committees perceive and assess a candidate's career progression.

The process of recruitment and selection of research workers at all stages of their scientific development (R1-R4) is carefully regulated by national regulations. Additional provisions originate from regulations, and resolutions passed by the grantors covering personnel costs (e.g., post-doctoral employment) arising in the course of implementation of scientific projects. In addition, the University is planning to develop and implement an OTM-R strategy of KUL (examples of specific actions and initiatives are listed in part: OTM-R), which will not only strengthen but also complement the University's existing practices in this field.

Working conditions *

Strengths and Weaknesses (max. 800 words)

Based on the quantitative and qualitative research conducted and the results of meetings with representatives of R1-R4 scientists, KUL definitely has good practical solutions in recognizing researchers as professionals, supporting career development, ensuring gender balance, providing professional support and dealing with disputes in the workplace. In particular, the strengths are:

- stable employment conditions
- support for mobility: the university supports the mobility of its employees in conducting scientific activities, e.g. by financing it from its own funds, obtained grants, projects, international partnership agreements
- participation in decision-making: academic staff feel included in decision-making processes, this reflects the democratic and participatory approach to management at KUL
- protection of intellectual property rights
- work-life balance and flexibility of working hours: the university provides conditions that allow employees to balance family and professional life, use flexible forms of work and support for various professional needs
- recognition of researchers as professionals: research workers feel recognized as professionals, there is a culture of respect and professional treatment at KUL
- support for career development
- procedures for complaints and disputes: there are appropriate procedures for submitting complaints and appeals at KUL enabling researchers to assert their rights.

Areas identified as requiring improvement include:

- research infrastructure: review and modernization of existing infrastructure
- improving remuneration: additional forms of bonuses for research of the highest quality.

In general, researchers assess the degree of implementation of the principles of the Charter and Code in this area as positive. However, it is possible to indicate the scope of activities that the University should undertake in order to increase the satisfaction with the working conditions offered to its research employees.

Training and development *

Strengths and Weaknesses (max. 800 words)

Considering training and development principles of the Charter and the Code, the researchers assess positively their degree of implementation, while also pointing out those principles the implementation of which still requires additional measures. The strengths are as follows:

- continuous professional development: scientists are aware of the values and goals of professional development
- support at various career stages: promoting internal and external training offers, organizing workshops, ensuring internal financing of selected training offers.

On the other hand, identified weaknesses include:

- lack of a central, general training schedule and an up-to-date diagnosis of needs in this area
- lack of career counseling for scientists
- mentoring: no regulations or activities aimed at younger researchers
- unregulated rules of the role, rights and principles of operation of a research supervisor: functioning of solutions regarding relations with a research supervisor based on good practice
- support for foreign research staff: there are no training opportunities for foreign research staff.

In general, KUL creates an environment conducive to professional development and mentoring (e.g. the functioning of the Academic Teaching Center with experts in the field of mentoring, coaching, tutoring). The university has been investing for many years in training and continuous development. However, there are opportunities to further strengthen and improve the actions already underway.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):
http://www.yoursite.com

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles retrieved from the GAP Analysis.

Proposed ACTIONS

No.	ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
1.	**Effective communication strategy and promotion of researchers and their research results** 1.1. Intensification of information activities in the area of external research funding opportunities 1.2. Presentation and promotion of research results by the Center for Science Commercialization and the Academy of Modern Media and Communication 1.3. Construction of a knowledge management and research potential www portal 1.4. Update of promotion plans with a research component	(+/-) 4. Professional attitude (++) 6. Accountability (++) 8. Dissemination, exploitation of results (++) 9. Public engagement	Q4 2024 – Q4 2026	Department of Research Projects Academic Performance Evaluation Department Personal Affairs Department faculty administration Center for Science Commercialization Academy of Modern Media and Communication	1.1. Annual report on informational-promotional activities for researchers regarding external research funding (1 report/year); satisfaction of researchers with proposed information policy forms to be surveyed via anonymous e-surveys (1/year; expected survey return rate: min. 40%). Goal: 10% increase in the number of research articles and conducted research by R1-R4 researchers. 1.2. Annual report on the informational-promotional activities of researchers and their research outcomes, including messages on the eKUL platform, posts on KUL social media, publication of recordings on the KUL YT channel (translation of subtitles into English), information on the www page of faculty units (1 report/year); at least a 10% increase in the number of signed contracts for the commercialization of research work; a 10% increase in the number of international conferences organized; a 10% increase in the SCOPUS citation index compared to the previous year; maintaining the indexing of 8 journals published and co-published by KUL in the SCOPUS database, 8 journals published and co-published by KUL in the Web of Science database; creation and indexing in

the SCOPUS database of at least 2 journals published and co-published by KUL; registration of at least 2 journals to SCOPUS and/or Web of Science; a 20% increase in submitted international scientific projects. Goal: presentation and promotion of research results to the academic community and the development of cooperation (commercialization) offers to socio-economic entities.

1.3. Number of new researcher profiles (500 profiles of researchers R1-R4), number of site views (estimated at about 5000 visits to researchers' profile entries per year). Goal: dissemination of research achievements, fostering research cooperation.

1.4. Modification of promotional activities of researchers and their research results following consultations with representatives of researchers R1-R4. Goal: dissemination of research achievements, fostering research cooperation.

2.	**Clear and transparent regulations for researchers regarding the management, storage, and archiving of research data** 2.1. Development and implementation of an open research data management policy 2.2. Development of procedures for the storage and archiving of research data	(+/-) 7. Good practice in research (++) 31. Intellectual property rights	Q4 2024 - Q4 2026	Publications Repository and Positioning Department KUL Main Library Academic Performance Evaluation Department ICT Department	2.1. The expected outcome of the implemented open data management policy will be at least a 2-fold increase in the amount of data deposited over 3 years. Goal: Standardized principles of open data management and their dissemination among the academic community. 2.2. The expected outcome of the implemented instructions for storage and archiving procedures will be at least a 2-fold increase in the amount of data deposited over 3 years. Goal: Standardized procedures for the storage and archiving of research data and their dissemination among the academic community.
3.	**Increasing transparency of conditions for using university IT and research equipment** 3.1. Development of good practices for using the university's IT resources 3.2. Development of a plan for the modernization of computer and research equipment	(+/-) 23. Research environment	Q3 2025	ICT Department Rector's Plenipotentiary for Digitization and ICT	3.1. Development and dissemination of 1 practical guide; number of researchers trained in this area (e-course, min. 100 researchers R1-R4/year). Goal: Dissemination of good practices in the use of IT resources among university staff. 3.2. Development for administrative needs of 1 plan for the modernization of computer and research equipment used by R1-R4 researchers. Goal: Planning actions related to the modernization of the computer and research equipment owned by KUL and then its implementation.
4.	**Creating opportunities for periodic meetings of researchers at various career stages (R1-R4) with university authorities to discuss working**	(+/-) 24. Working conditions (++) 35. Participation in decision-making bodies	Q4 2024 – Q4 2026	Academic Performance Evaluation Department Vice-Rector for Science and HR	4.1. Schedule of in-person and/or online meetings of authorities with the academic community (min. 2 meetings/academic year); it is anticipated that approximately 15-20% of researchers R1-R4 will participate in the meetings (min. 117 researchers). Goal: To enable researchers to discuss with university

	conditions and professional development opportunities 4.1. Regular meetings of university authorities with researchers (R1-R4) to examine working conditions and development opportunities			Personal Affairs Department	authorities, propose new solutions, and submit suggestions regarding the examination of working conditions and development opportunities.
5.	**Increasing the number of initiatives for well-being and balance between professional and private life of researchers** 5.1. Evaluation and update of support offers for researchers R1-R4 in terms of work-life balance	(+/-) 24. Working conditions	Q4 2024 - Q4 2026	Personal Affairs Department	5.1. Conduct a survey (e-survey) concerning the sources of disturbed well-being, balance, and the preferred forms of support for researchers R1-R4 in this regard; it is anticipated that approximately 15-20% of scientific staff will participate in the survey (min. 117 researchers). Goal: To evaluate and develop an updated support offer for KUL employees in the area of Work-Life Balance.
6.	**Increasing the number and diversity of instruments for rewarding researchers for conducting high-quality research activities** 6.1. Update of the Quality-Based Remuneration Regulation for Researchers conducting particularly high-quality research activities 6.2. Development of rules for individually determining the amount of teaching load	(++) 3. Professional responsibility (++) 5. Contractual and legal obligations (++) 11. Evaluation / appraisal systems (++) 22. Recognition of the profession (++) 25. Stability and permanence of employment (+/-) 26. Funding and salaries (++) 35. Participation in decision-making bodies	Q1 2025 - Q4 2026	Academic Performance Evaluation Department Vice-Rector for Science and HR Organisational and Legal Department	6.1. Addition of favorable provisions for researchers in two documents: Quality-based remuneration regulation and Work regulation, regulating the possibility of receiving bonuses and salary increases for high-quality research outcomes; a 5% increase in the number of applications for scholarships for young researchers (R2) to the Ministry of Science and Higher Education; increase by at least one the number of scientists included in the World's Top 2% Scientists ranking. Goal: To adjust the quality-based remuneration regulation to the new forms of scientific activities reported. 6.2. A 10% increase in the number of researchers covered by the mechanism for flexible determination of teaching load. Goal: To update and disseminate new regulations regarding the amount of teaching load (e.g., in the case of receiving a prestigious research grant) among the academic community.
7.	**Monitoring equality actions included in the KUL Gender Equality and Equal Treatment Plan and development of new regulations** 7.1. Implementation of the KUL Gender Equality and Equal Actions Plan and continuation of training in the	(++) 1. Research freedom (+/-) 10. Non-discrimination (+/-) 27. Gender balance (+/-) 34. Complains/appeals	Q4 2024 – Q4 2026	KUL Rector's Plenipotentiary for Equal Treatment Organisational and Legal Department	7.1. Publication of annual reports on the activities of the Rector's Plenipotentiary for Equal Treatment (i.e., conducting awareness training, threat analysis) covering up to 2025 approximately 20% of the academic community members (min. 155 researchers); over 80% of appointed committees, teams are gender-diverse, further monitoring and evaluation of the composition of committees, appointed bodies in terms of gender balance, diversity principle and motivation to adhere to this principle; preparation of an offer for learning Polish

	area of the plan 7.2. Defining the rules for reporting discrimination cases with specified response forms				language (basic level) for newly hired foreign researchers (R1-R4). Goal: Dissemination of information about the state of gender equality and implemented equality actions at the University. 7.2. Update of the regulation regarding the rules for receiving, considering, and resolving complaints and requests, including a form for reporting discrimination in various languages. Goal: Development of tools enabling employees (researchers R1-R4, administrative staff) to report cases of discrimination with specified forms of response.
8.	**Development of research careers at a European level** 8.1. Development of the university strategy for the career development of researchers 8.2. Implementation of rules for developing and monitoring individual research development plans for researchers 8.3. Development and implementation of a pilot professional advisory programme for R1-R4 researchers	(++) 25. Stability and permanence of employment (--) 28. Career development (--) 30. Access to career advice (+/-) 33. Teaching (--) 36. Relation with supervisors (-/+) 37. Supervision and managerial duties (-/+) 40. Supervision	Q1 2025 - Q4 2025	Personal Affairs Department Academic Performance Evaluation Department deans of faculties Vice-Rector for Science and HR Organisational and Legal Department Careers Service	8.1. Development of a new document regulating the career development of researchers in the form of a strategy; further promotion of the idea of having a digital ORCID identifier (currently 80% of scientists have ORCID) and support for scientists R1-R4 in this regard. Goal: To develop and disseminate principles and conditions regulating the career development of KUL researchers. 8.2. Pilot of proposed new forms of support on a representative group of employees (min. 40 researchers R1-R4) and implementation among the ones responsible for developing and evaluating individual management plans along with document templates in various languages in the form of an e-course (100% of researchers qualifying for this role will be trained); a 10% increase in the number of research projects submitted by young researchers (R1); a 20% increase in the number of outgoing mobility of researchers R1-R4. Goal: To define transparent principles for developing and monitoring research development plans enabling the analysis of the development stage. 8.3. Pilot of proposed new forms of support on a representative group of employees (min. 40 researchers) and the development of necessary documentation (regulations, document templates); posting job offers for researchers from external employers on university websites (business entities). Goal: To develop and disseminate a pilot professional advisory program for R1-R4 researchers.
9.	**Establishing clear guidelines for researchers, including supervisors and heads of department** 9.1. Implementation of evaluations for research	(+/-) 2. Ethical principles (+/-) 4. Professional attitude (+/-) 24. Working conditions (++) 32. Co-authorship (+/-) 33. Teaching	Q4 2024 - Q4 2026	Organisational and Legal Department deans of faculties Academic Performance Evaluation Department Personal Affairs Department,	9.1. Development of necessary documentation regulating the role of research supervisors based on the results of a pilot study on a representative group of employees (min. 40 researchers R1-R4). Goal: To define transparent principles for evaluating researchers serving as heads of department and research supervisors. 9.2. Development of department regulations and implementation of rules for all departments through periodic training sessions for heads of department (min. 2

supervisors, including heads of departments 9.2. Development of department regulations 9.3. Development of a catalogue of best practices in research care 9.4. Introduction and dissemination of the 'Code of Ethics for Researchers of the Polish Academy of Sciences' on the website (Researchers' Vademecum)	(--) 36. Relation with supervisors (-/+) 37. Supervision and managerial duties (-/+) 38. Continuing professional development (-/+) 40. Supervision		University Committee for Researchers Department of Strategy and University Development Doctoral School of KUL	trainings/academic year; ultimately, 50%, or 72 heads of departments, will be trained). Goal: To regulate issues related to the care of the department team by heads and disseminate principles among researchers. 9.3. Development of a practical guide for research supervisors and implementation of its principles through an e-course for team managers (50% of those qualified for the role of research supervisors managing teams will be trained by the end of 2025). Goal: Proceeding according to clearly formulated principles regarding good practices of promoters and research supervisors. 9.4. Implementation of the Code's principles through an e-course for researchers (R1-R4) (25% of them will start and complete the course between 2024 and 2025). Goal: Promotion of the principles of the 'Code of Ethics for Researchers of the Polish Academy of Sciences' on the website ('Researchers'' Vademecum') among the academic community.
10.	**Transparent transfer of information regarding current regulations, guidelines, and training opportunities for R1-R4 researchers via a knowledge platform** 10.1. Construction of a knowledge base on current regulations and guidelines concerning the work of researchers 10.2. Construction of a university-wide knowledge base on current internal and external training offerings and training materials	(-/+) 38. Continuing professional development (-/+) 39. Access to research training and continuous development	Q4 2024 - Q4 2025	Academic Performance Evaluation Department KUL Main Library KUL Publishing House Organisational and Legal Department Competence Development Centre Academy of Modern Media and Communication Department of Research Projects Department of Academic Projects ICT Department	10.1. Development of the structure and administration of the knowledge base for researchers on the website, with an estimated number of website visits at least 1000/year. Satisfaction with this form of support will be measured using a star rating system (where one star indicates the lowest rating and five stars the highest). Goal: To disseminate current principles and guidelines among the academic community and job candidates at KUL. 10.2. Development of the structure and administration of the training base for researchers created in the Moodle KUL resources (estimated number of views: 500/year). Satisfaction with this form of support will be measured using a star rating system; a 20% increase in the number of outgoing mobility of researchers R1-R4. Goal: To familiarize and provide access to knowledge and best practices related to the roles of research supervisors, mentors, career advisors, project leaders, managers, or science popularizers.
11.	**Recruitment process for researchers compliant with European standards** 11.1. Development of OTM-R KUL, preparation of language versions, and dissemination of the document among	(+/-) 12. Recruitment (+/-) 13. Recruitment (Code) (+/-) 14. Selection (Code) (+/-), 15. Transparency (Code)	Q4 2024 – Q1 2026	Personal Affairs Department Organisational and Legal Department Academic Performance Evaluation Department deans of faculties	11.1. Development of OTM-R KUL in the form of a strategy document in various languages (100% of job offers for researchers will be published in English on the EURAXESS platform and easily accessible university web pages; 100% of researchers-recruitment participants will receive appropriate feedback; the quality of service based on OTM-R KUL principles will be assessed using a star rating system on the website or tablet, where one star indicates the lowest rating and five stars the highest). Goal: To establish transparent recruitment principles for

					R1-R4 researchers, including foreigners.
	university employees (researchers, administrative staff) 11.2. Standardization of CV components	(+/-) 16. Judging merit (Code) (+/-) 17. Variations in the chronological order of CVs (Code) (+/-) 18. Recognition of mobility experience (Code) (-/+) 19. Recognition of qualifications (Code) (++) 20. Seniority (Code) (++) 21. Postdoctoral appointments (Code) (++) 29. Value of mobility			11.2. Development of a CV template for researchers participating in the recruitment process in both Polish and English. Goal: To obtain complete information about the skills and competencies of candidates in the recruitment process of researchers.
12.	**Streamlining procedures for the preparation and implementation of research projects** 12.1. Development and implementation of instructions for a project proposal submission form 12.2. Distribution of information regarding time management regulations in projects	(+/-) 4. Professional attitude	Q4 2024 - Q3 2025	Department of Research Projects Personal Affairs Department Department of Academic Projects	12.1. Consultations with researchers on the content of the proposal submission form (with at least 25 researchers R1-R4). Goal: To simplify the procedures related to submitting and evaluating the project proposal form. 12.2. Communications directed to researchers (included each time a competition offer is published in the internal communication system) on the eKUL platform, information on the administrative units' website about guidelines regulating work time in research projects. Goal: To familiarize with the rules and regulations concerning the reporting of work time in projects.

Note: Add as many actions as needed.

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

By signing the Declaration of Endorsement of the Principles set out in the Charter and the Code, KUL has commenced its efforts to obtain the HR Excellence in Research award. To this end, the University is due to implement the planned actions (Action Plan) and develop the OTM-R KUL, as an integral part of the HRS4R, aligned with the objectives laid down in the Development Strategy of KUL, the Strategy for Internationalisation of KUL and the "Excellence Initiative - Research University" Development Strategy in the following areas:

1) Development Strategy of KUL

    Strategic objectives in the field of scientific research

    Objective 1: Improving the quality of research conducted at the University (actions: 2, 3, 6, 8, 12)

    Objective 2: Increasing the University's recognition as a research centre, especially by internationalising its research and increasing the citation rate of its results (actions: 1, 12)

    Strategic objectives in the ecclesiastical, social, educational and cultural dimensions and in terms of internal organisation

    Objective 1: Making catholicity – understood as the pursuit of harmony between faith and reason, respecting the primacy of truth and the freedom of human intellectual pursuits – the University's distinguishing factor in the field of scientific research and education, as well as in internal organisation, human relations, and educational activities (action: 7)

    Objective 2: Expanding the University's cooperation with church, state, local and social institutions and organisations, and strengthening the University's socio-cultural activities locally, nationwide and internationally (action: 12)

    Objective 3: Improving the management system and structure of the University, including increasing the competences of employees (actions: 2, 3, 4, 5, 7, 8, 9, 10, 11, 12)

    Objective 4: Development of the University's infrastructure to support teaching and research work, administrative activities, and improve the social and living conditions of students (actions: 4, 9)

2) Strategy for Internationalisation of KUL

    Part II: Scientific research, education and organisation of the John Paul II Catholic University of Lublin in the aspect of internationalisation

    3. Internationalisation in the field of scientific research

    Strategic Objective 1 [[BU_S1] Increasing the international recognition of research conducted at the University (actions: 1, 8)

    Strategic Objective 2 [BU_S2] Increasing the scale of international research collaboration involving the University (actions: 1, 6, 12)

    5. Organisation of the University in the context of internationalisation

    Strategic Objective 1 [OU_S1] Improving the organisation and internal procedures of the University to better serve the university teachers and foreign students (actions: 2, 4, 5, 7, 11)

    Strategic Objective 2 [OU_S2] Improving the organisation and internal procedures of the University to support international research and education (actions: 1,3, 4, 9, 10, 12)

3) "Excellence Initiative - Research University" Development Strategy

    Part III: Development goals Excellence Initiative - Research University

    III.1. Increasing the international visibility of scientific activity

    Operational Objective 1: Establishment and sustainment of institutional processes to motivate university teachers to improve the quality of research and shape optimised policies for publishing research results [IDUB_C1] (action: 2)

    Operational Objective 2: Optimisation of support processes in the application and implementation of grants and scientific projects [IDUB_C2] (action: 12)

    III.2. Strengthening of research cooperation with internationally renowned research centres

    Operational Objective 1: Building strategic partnerships for scientific development [IDUB_C4] (actions: 1, 3)

    III.4. Preparation of comprehensive solutions for the professional development of employees

    Operational Objective 1: Development of pro-quality personnel and payroll policy [IDUB_C9] (actions: 4, 6)

    Operational Objective 2: Employee competence development [IDUB_C10] (actions: 4, 5 8)

    III.5. Improving the quality of University management

Operational Objective 1: Construction of the knowledge and research potential management portal [IDUB_C11] (actions: 1, 10)
Operational Objective 2: Professionalisation of administration [IDUB_C12] (actions: 3, 9)

It is worth noting that based on the Gap Analysis, the University has been implementing 15 principles of the Charter and Code in various ways (e.g., legislatively, organizationally, through training, and providing human capital) for many years, hence 12 actions have been planned to continue their implementation and change the level of implementation of the remaining 25 principles. The actions involve continuous monitoring of the introduced solutions.

Although national regulations thoroughly regulate the issues related to the recruitment of staff at all stages of their scientific development (R1-R4), and additional provisions originate from regulations and resolutions passed by the grantors covering personnel costs (e.g., post-doctoral employment) arising in the course of implementation of scientific projects, the University is planning to develop and put in place the OTM-R KUL strategy which will enhance the University's existing practices in this respect. Example correlations between the Actions being developed and the OTM-R KUL policy areas include:

7. Monitoring equality actions included in the KUL Gender Equality and Equal Treatment Plan and development of new regulations (implementation of the KUL Gender Equality and Equal Actions Plan and continuation of training in the area of the plan, defining the rules for reporting discrimination cases with specified response forms)

8.Development of research careers at a European level (development of the university strategy for the career development of researchers, implementation of rules for developing and monitoring individual research development plans for researchers, development and implementation of a pilot professional advisory programme for R1-R4 researchers)

10. Transparent transfer of information regarding current regulations, guidelines, and training opportunities for R1-R4 researchers via a knowledge platform (construction of a knowledge base on current regulations and guidelines concerning the work of researchers , construction of a university-wide knowledge base on current internal and external training offerings and training materials)

11. Recruitment process for researchers compliant with European standards (development of OTM-R KUL, preparation of language versions, and dissemination of the document among university employees (researchers, administrative staff), standardization of CV components).

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website: URL: *http://www.yoursite.com*

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

At the strategic level, the following teams are to be engaged in the HRS4R implementation, monitoring and supervision processes: 1) Coordination and Management Team for HR Excellence in Research (Order of the Vice-Rector for Science and Human Resources No. ROP-0102-11/21 dated 17 December 2021) which will be responsible for submitting annual reports on the monitoring of the implementation of objectives included in the HRS4R and the Action Plan; 2) the Action Plan Implementation & Monitoring Team, to be appointed by way of a separate order, will be responsible for supervising the implementation of the Action Plan and the HRS4R based on the prepared action schedule, and 3) the OTM-R KUL Monitoring and Evaluation Team, whose goal will be to assess the level of implementation of OTM-R KUL objectives. The Teams' detailed goals, tasks, forms of work, and detailed structure, together with team members' data, will be revealed in relevant orders.

The representatives of the research staff of all levels (R1-R4), doctoral students and administration staff will be engaged in the above process. Depending on the needs, the University allows the possibility to engage external stakeholders in the implementation process. Implementation works will be directly supervised by the Chair of the Coordination and Management Team for HR Excellence in Research: Vice-Rector for Science and Human Resources.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

How will the implementation committee and/or steering group regularly oversee progress?*
Detailed description and duly justification (max. 500 words) With a view to fulfilling the objectives and performing specified tasks, the appointed Teams, i.e. the Action Plan Implementation & Monitoring Team and the OTM-R KUL Monitoring and Evaluation Team, will organise regular meetings of team members, invited stakeholders and experts, and hold consultations with stakeholders (e.g. R1-R4 research staff, doctoral students, and administration staff). As part of Action Plan development, University administrative units and persons paying special functions (Rector's plenipotentiaries) responsible for specified actions will be indicated. Their representatives will become members of the Action Plan Implementation and Monitoring Team, to coordinate the actions being performed. An internal communication system (a dedicated e-mail address, appointment of contact persons, an on-line reporting tool) and a system for documenting completed actions are due to be developed. All units and teams engaged in implementation and monitoring works will share information about the scope of works and work progress. In addition, a schedule of works, working meetings, and reporting meetings of the Action Plan Implementation and Monitoring Team and the OTM-R KUL Monitoring and Evaluation team will be prepared, while the results will be reported to the Coordination and Management Team for HR Excellence in Research.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*

Detailed description and duly justification (max. 500 words)

The engagement of the research community and other stakeholders in the implementation process will assume the following form: 1) the Teams, i.e. the Action Plan Implementation and Monitoring Team and the OTM-R Monitoring and Evaluation team, will be composed of the representatives of research staff at all levels (R1-R4), of all KUL faculties and administration staff representatives; 2) information about the implemented solution will be provided during open meetings of University authorities and the academic community (information about the meetings date and their detailed agenda, together with an invitation, will be provided to all University staff), 3) the drafted documents (i.e. Regulations, orders, codes) will be provided to all research staff members and KUL doctoral students via the e-KUL platform, Moodle resources ("Researcher's Vademecum" knowledge platform), KUL Monitor; 4) our research community will be engaged in the implementation process through taking part in a further survey to develop a new version of the GAP Analysis. Next, the members of individual Working Groups will analyse desk research data.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

Detailed description and duly justification (max. 500 words)
The implementation of the HRS4R will be included in the revised versions of KUL's strategic documents: Development Strategy of KUL and the Strategy for Internationalisation of KUL. The policy of adapting the university's organizational policy to HRS4R has already been included in selected activities of the new Development Strategy of the John Paul II Catholic University of Lublin. Excellence Initiative - Research University for the years 2024-2026. If necessary, the contents of the Statute of KUL will also be updated.

How will you ensure that the proposed actions are implemented?*

Detailed description and duly justification (max. 500 words)
The proposed actions will be performed by dedicated staff members (R1-R4 research staff, administration staff, in particular the heads of individual administrative units, KUL doctoral students). The University will also ensure financial resources (own or external funds) for translating the most important documents concerning the process of implementation of principles set out in the Charter and the Code into English.

How will you monitor progress (timeline)?*

Detailed description and duly justification (max. 500 words)
A schedule of works, working meetings and reporting meetings of the Action Plan Implementation and Monitoring Team and the OTM-R KUL Monitoring and Evaluation team will be prepared, while their results (reports, summaries, draft documents) will be reported to the Coordination and Management Team for HR Excellence in Research. Each meeting of the units will be recorded by way of minutes. Moreover, specific time frames were defined for the performance of the tasks included in the Action Plan (at least quarterly / year). The schedule may be amended only in justified circumstances.

How will you measure progress (indicators) in view of the next assessment?*
Detailed description and duly justification (max. 500 words) According to the schedule of works, University administrative units and persons entrusted with specific functions, responsible for the performance of individual actions, are obliged to submit any prepared and revised documents, regulations, guidelines, reports and summaries of completed actions, e.g. informational actions, training sessions, etc., to the Action Plan Implementation and Monitoring Team, and the OTM-R KUL Monitoring and Evaluation Team. The documentation will also include the internal legal regulations in force, formal procedures, training schedules and attendance lists, documents of competition and recruitment procedures, etc. The University will develop and adopt a strategy for communicating the results of the Action Plan with the use of existing IT resources; internal e-KUL platform, Moodle resources ("Researcher's Vademecum" knowledge platform), KUL Monitor, The progress in HRS4R implementation will be measured on the basis of further desk research and survey.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

The releases about progress in implementation works will be published on the KUL main page in a tab dedicated to the HR Excellence in Research award procedure. In addition, review papers on the HRS4R will be published in the University's internal journal "Przegląd Uniwersytecki" (University Review). The University will follow all the recommendations elaborated by the assessors during the implementation period.