

GAP PROCESS ANALYSIS

VERSION 2.00 DATED 28 JUNE 2022

Case number: 2020PL573903

Lomza State University of Applied Sciences in Łomża (until 28.02.2022 State University of Information Technology and Entrepreneurship in Łomża)

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DATE OF THE CHARTER AND THE CODE APPROVAL: 04.11.2020

The HRS4R process must involve all management departments directly or indirectly responsible for the HR issues of the researchers. These are usually the Vice-Rector for Research, Staff Manager and other administrative staff. In addition, the HRS4R strategy must consult with stakeholders and involve a representative research community from R1 to R4 and appoint a process oversight committee and a working group responsible for the implementation of the process.

Please provide the name, position and management / department of people who are directly or indirectly involved in the HRS4R process in your organization:

General Sponsor:

Dariusz Surowik Rektor of ANS in Łomża – ANS profesor (level R3)

Oversight Committee:

Name	R1-R4 level	Position at the University	Management line / department
Sylwia Chojnowska	R3	Vice-Rector for Research and International Cooperation	University authorities
Małgorzata Knaś	R3	Dean of the Faculty of Health Sciences	Faculty of Health Sciences
Sylwia Jaskuła-Korporowicz	R3	Dean of the Faculty of Social Sciences and Humanities	Faculty of Social Sciences and Humanities
Aneta Wiktorzak	R2	Dean of the Faculty of Computer Science and Food Sciences	Faculty of Computer Science and Food Sciences

The Implementation Team for Logo HR Excellence in Research, which includes the following Working Groups:

Name	Position	R1-R4 level/ Administration employee	Management line / department
HRS4R Logo Working Party on the website, documentation and contacts with the EU			
Irena Wiska	Coordinator	Administration employee	Department of Science and Projects
Magdalena Zach	Member	Administration employee	Department of international cooperation
Jacek Bochenko	Member	Administration employee	Promotion Section
Sylvia Just	Member	Administration employee	Department of Science and Projects
Aldona Chojnowska	Member	Administration employee	Department of Science and Projects
HRS4R Logo Working Group on the working conditions of the researcher			
Cecylia Sadowska- Snarska	Coordinator	R3	Faculty of Social Sciences and Humanities
Tomasz Waldziński	Member	R2	Faculty of Health Sciences
Marta Pawelczyk	Member	R2	Faculty of Health Sciences
Monika Chaberek	Member	Administration employee	HR Department
Natalia Sasinowska	Member	Administration employee	Faculty of Computer Science and Food Sciences
Marta Nawrocka	Member	Administration employee	Legal office
HRS4R Logo Working Group for transparent rules for recruitment and competitions			
Krystyna Leszczewska	Coordinator	R3	Faculty of Social Sciences and Humanities
Rafał Melnik	Member	R2	Faculty of Computer Science and Food Sciences
Anna Szafranek	Member	R2	Faculty of Social Sciences and Humanities
Emilia Szablowska	Member	R1	Faculty of Computer Science and Food Sciences

Danuta Zysk	Member	Administration employee	Legal office
Beata Siekierska	Member	Administration employee	HR Department
Justyna Konopka	Member	Administration employee	Faculty of Social Sciences and Humanities
HRS4R Logo Working Group on professional development opportunities			
Grzegorz Rubin	Koordinator	R2	Faculty of Computer Science and Food Sciences
Jan Górski	Member	R4	Faculty of Health Sciences
Magdalena Taraszkiewicz	Member	R1	Faculty of Social Sciences and Humanities
Monika Chaberek	Member	Administration employee	HR Department
Marta Nawrocka	Member	Administration employee	Legal office
Anna Wrona	Member	Administration employee	Faculty of Health Sciences

Your organization must consult its stakeholders and involve a representative R1 to R4 research community, and appoint a process oversight committee and a working group responsible for the implementation of the HRS4R process.

The term 'human resources' is used in the broadest sense, including all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002), not including profile, career level, contract type etc. etc.

For the 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:

Stakeholders' group	Consultation format	Results
R1 level scientists	Survey / Email consultations / Meetings	<ol style="list-style-type: none"> 1. Consultations with the Department of Research and Projects regarding the content of the survey 2. Filling in the questionnaire regarding the assessment of the functioning of the principles of the Charter and the Code for Researchers at ANS in Łomża 3. Gathering opinions on the existing gaps in the processes and internal procedures affecting the working conditions and professional development of scientists at ANS in Łomża.
R2 level scientists	Survey / Email consultations / Meetings	<ol style="list-style-type: none"> 1. Consultations with the Department of Research and Projects regarding the content of the survey 2. Filling in the questionnaire regarding the assessment of the functioning of the principles of

		<p>the Charter and the Code for Researchers at ANS in Łomża</p> <ol style="list-style-type: none"> 3. Gathering opinions on the existing gaps in the processes and internal procedures affecting the working conditions and professional development of scientists at ANS in Łomża.
R3 level scientists	Survey / Email consultations / Meetings	<ol style="list-style-type: none"> 1. Consultations with the Department of Research and Projects regarding the content of the survey 2. Filling in the questionnaire regarding the assessment of the functioning of the principles of the Charter and the Code for Researchers at ANS in Łomża 3. Gathering opinions on the existing gaps in the processes and internal procedures affecting the working conditions and professional development of scientists at ANS in Łomża.
R4 level scientists	Survey / Email consultations / Meetings	<ol style="list-style-type: none"> 1. Consultations with the Department of Research and Projects regarding the content of the survey 2. Filling in the questionnaire regarding the assessment of the functioning of the principles of the Charter and the Code for Researchers at ANS in Łomża 3. Gathering opinions on the existing gaps in the processes and internal procedures affecting the working conditions and professional development of scientists at ANS in Łomża.

Please describe how the Process Oversight Committee was established:

Pursuant to the Ordinance of the Rector of the ANS in Łomża No. 30/22 of April 1, 2022, changes were made to the composition of the Supervisory Committee, which was appointed from among the persons responsible for the scientific activity of the University. It was recognized that the University employees should be more involved in activities in the area of the HRS4R Logo. The team coordinates the work of the Implementation Team and supervises the development of HRS4R documentation and meets at least once a month.

Please describe how the Implementation Team was established:

Pursuant to the Ordinance of the Rector of the ANS in Łomża No. 30/22 of April 1, 2022, changes were also made to the composition of the Implementation Team, which was the result of a thorough analysis by the Oversight Committee of the provisions of the Charter and the Code and other documents resulting from the gap analysis, e.g. the action plan. Already in 2021, meetings of the Implementation Team began, during which the questionnaires were developed, their analysis was performed, and all the required application documents were completed. Meetings of the entire Implementation Team are held at least once a month.

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

The establishment of the Working Groups resulted from the need to divide the areas related to the HRS4R Logo idea in such a way that the works were not duplicated by individual groups. They included people at levels R1-R4 and administration employees. Pursuant to the Order of the Rector of the ANS in Łomża No. 30/22 of April 1, 2022, the following Working Groups were established:

1. HRS4R Logo Working Group on the website, documentation and contacts with the EU
2. HRS4R Logo Working Group on the working conditions of the researcher
3. HRS4R Logo Working Group on transparent rules for recruitment and competitions
4. HRS4R Logo Working Group on Professional Development Opportunities .