

## GAP ANALYSIS – PROCESS

**Case number:** 2020PL573903

Lomza State University of Applied Sciences

Akademicka Street 14, 18-400 Lomza, phone: +48 86 215 59 50; email: [biuro@pwsip.edu.pl](mailto:biuro@pwsip.edu.pl), webpage: [www.pwsip.edu.pl/](http://www.pwsip.edu.pl/)

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The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues.<sup>1</sup> 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<sup>2</sup>, 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:

Oversight Committee

Name	Position	Management line/ Department
Sylwia Chojnowska	Vice-Rector for Research and International Cooperation	University authorities
Małgorzata Knaś	Dean of the Faculty of Health Sciences	Faculty of Health Sciences
Sylwia Jaskuła-Korporowicz	Dean of the Faculty of Social Sciences and Humanities	Faculty of Social Sciences and Humanities
Aneta Wiktorzak	Dean of the Faculty of Computer Science and Food Sciences	Faculty of Computer Science and Food Sciences
Danuta Zysk	Legal Advisor	Legal Office
Beata Siekierska	Department Head	Human Resources Department

Logo HR Excellence in Research Implementation Team

Name	Position	Management line/ Department
Anna Szafranek	Research and teaching staff	Faculty of Social Sciences and Humanities
Tomasz Waldziński	Research and teaching staff	Faculty of Health Sciences
Grzegorz Rubin	Research and teaching staff	Faculty of Computer Science and Food Sciences
Marta Nawrocka	Administrative clerk	Legal Office
Monika Chaberek	Human Resources specialist	Human Resources Department
Anna Chrzanowska	Administrative specialist	Department of Science and Projects
Sylwia Just	Administrative specialist	Department of Science and Projects

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, 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. 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
Department of Science and Projects	Meeting	Preparation of a survey on compliance with the principles of the Charter and Code of the Scientist by PWSLiP in Łomża. Sending out questionnaires to employees. Conducting a gap analysis and preparation of an action plan based on the analysis of completed questionnaires.

Scientists	Questionnaire	Filling in the questionnaire regarding the Charter and Code of the Scientist.
Senate Scientific Research Ethics Committee	Meeting	Analysis of the Rules of Procedure of the Senate Scientific Research Ethics Committee and the Senate Appeal Committee for Scientific Research Ethics at the PWSLIP in Łomża and simplification of procedures for scientists

Please describe how was appointed the Committee overseeing the process:

The Oversight Committee was appointed from among the persons responsible for the scientific activity at the University. The team coordinated the work of the Implementation Team and supervised the preparation of the gap analysis and action plan.

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

The appointment of the Implementation Team was the result of the Oversight's Committee examination of the provisions of the Charter and Code from among the representatives of the responsible units. In 2021, the meetings of the Implementation Team began, during which the questionnaires were developed, analyzed and all the required application documents were completed. 139 respondents took part in the survey (R1-R4 scientists from all 3 faculties, i.e. the Faculty of Health Sciences, the Faculty of Social Sciences and Humanities and the Faculty of Computer Science and Food Sciences). Percentage of respondents in individual groups: R1 - 36%, R2 - 45.3%, R3 - 12.9%, R4 - 5.8%. The return of the survey was 95.59%. The survey was conducted electronically and consisted of 40 questions corresponding to the principles of the Charter and Code. The respondents rated each question on a scale from 1 to 5 points.