

**Minutes from the HRS4R Internal Audit Team Meeting at IUNG-PIB  
of December 19, 2024**

On 19 December, the internal audit group for the HR Strategy for Research Staff (HRS4R) held a meeting at IUNG-PIB.

The meeting took place in person in the INCBR conference room.

The following topics were raised and discussed:

1. A decision was made to review the EC evaluators' comments on the HRS4R strategy at IUNG-PIB, paying particular attention to those addressed to the internal audit team.
2. It was decided that meetings should be organised at least once a quarter, and that there should be a willingness to meet with the WGA group twice a year.
3. The need for direct contact between ZAW and scientists, without intermediaries or the WGA group, was emphasised.
4. It was decided that a shared email address should be set up for communicating with researchers. The ZAW chair will create such an address.
5. It was indicated that the transparency of the presentation of information about the strategy itself and the ZAW on the IUNG-PIB website needs to be improved.
6. It was decided that the ZAW should send meeting minutes directly to the person responsible for website content.
7. The question of whether the minutes should also be written in English was left for consideration, and will be discussed and decided upon at the next meeting.
8. It was also decided that the minutes would be sent to all ZAW members, the Management Board (represented by Dr hab. Aleksandra Ukalska-Jaruga) and the WGA coordinator (who has not yet been appointed).
9. Dr Agata Witorożec-Piechnik, Equality Officer at IUNG-PIB, was invited to attend some ZAW meetings.
10. It was decided to prepare a new survey for researchers.
  - a. New questions are to be developed by the end of January 2025.
  - b. The survey will be completed remotely using Google Forms.
  - c. The survey will be conducted in February 2025.
  - d. Before sending the survey to researchers, the ZAW chair will request that the HR department provide the employment structure for individual research positions at the Institute. This document will be used to verify the survey results.
  - e. The survey is completely anonymous.
  - f. The survey will be sent directly to employees by the ZAW.
  - g. The survey has been prepared in electronic form.
  - h. The results of the survey will be made available to research staff.
11. The analysis of the survey results will inform the development of the 2025 audit plan.

12. The survey results will be made available to research staff.
13. It was identified that there is a need for ZAW members to exchange contact numbers in order to improve communication.