

Minutes from the HRS4R Internal Audit Team Meeting at IUNG-PIB of February 5, 2025

On the 5th of February 2025, the Internal Audit Team for the HR Strategy for Academic Staff (HRS4R) at IUNG-PIB held a meeting. Seven members of the group were present (attendance list attached).

The meeting was held via ZOOM and addressed several important issues:

1. The main topic was the analysis of questions proposed in a Google form, either as new questions or as modifications to existing ones, for conducting the HR survey for researchers.

The group members approved:

1.1. Sending the survey with all proposed questions, to cover the entire range of topics (approximately 60 questions for all candidates and 16 for doctoral candidates).

1.2. Sending the survey not only to researchers but also to those applying for promotion to a research position or those who have just completed their doctorate.

1.3. Additionally, a "metrics" section has been introduced at the beginning of the survey to allow for drawing conclusions based on gender or position held.

1.4. Adding the option of open questions in many cases.

1.5. Emphasizing the importance of anonymity when completing the survey to ensure respondents feel safe, which is expected to promote increased participation.

1.6. Management's role in encouraging employees to complete the survey and reassuring them of its anonymity has been emphasized.

1.7. The survey will be distributed in mid-February; the estimated time for completion will be approximately three weeks.

1.8. A reminder will be needed in the final phase of response collection to ensure everyone has time to participate.

2. Dr Karolina Furtak, Chair of the HRS4R group, proposed a letter requesting information on the employment structure, age and gender, which will be sent to Ms. Katarzyna Szewczyk.

3. The next meeting is scheduled for March to discuss the survey results and other important topics, including regulating the IUNG-PIB's position on intellectual property rights.

4. It was pointed out that the HRS4R group's website should be updated and continued on a regular basis.