



INSTYTUT TECHNOLOGII ELEKTRONOWEJ

al. Lotników 32/46, 02-668 Warsaw, Poland

<http://www.ite.waw.pl>



HR EXCELLENCE IN RESEARCH

***Human Resources Strategy
for Researchers***

incorporating

the European Charter for Researchers,

the Code of Conduct for the Recruitment of Researchers

and

Open, Transparent and Merit-based Recruitment of Researchers

Revised

HRS4R and Action Plan 2018-2020

ITE's Revised HR Strategy and Action Plan for researchers for purposes of implementing the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, and recommendations on Open, Transparent and Merit-based Recruitment practices (OTM-R) for the period 2018-2020.

Planned actions will answer the main identified challenges:

- to increase the researchers' knowledge and understanding of ethical and professional issues and to provide support in obtaining sources of research funding (domestic and international grants and projects),
- to enhance transparency, develop and unify procedures in order to improve the recruitment process,
- to raise researchers' satisfaction in a field of working conditions by improving the career development strategy,
- to enable continuing development of skills and competencies for researchers at all career levels by developing the existing training system within and outside the Institute.

The Action Plan was discussed and validated by the key stakeholders before submission to the decision making bodies of the Institute.

HRS4R Working Group has been changed on 15th June 2018, now the working group consists of:

1. Assoc. Prof. Janusz Kaniewski - Deputy Director for Scientific Affairs (Coordinator)
2. Prof. Andrzej Czerwiński - Leader of Department of Materials and Semiconductor Structures Research
3. M.Sc. Alina Kalicińska - Department of Silicon Microsystem and Nanostructure Technology
4. M.Sc. Agnieszka Plewa - Manager of HR Department
5. M.Sc. Maciej Pilch - Director Office

HRS4R Working Group is responsible for the implementation and the following up of the strategy and periodically examining the progress of the strategy modifying certain aspects if necessary. The WG Coordinator will report to the Director and other stakeholders on a regular basis on any developments or issues regarding the implementation of the HRS4R action plan. Implementation of the proposed actions and maintaining high standards will be controlled by the steering committee. The commitment to continuous improvement that the HRS4R requires is a collaborative effort, consistently requiring attention and revision of the planned actions.

Action Plan 2018-2020



Action plan 2018 – 2020



HR EXCELLENCE IN RESEARCH

<i>Title action</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target</i>	<i>Current status</i>
I. Ethical and professional aspects				
1. ITE's website (English version) to be improved	3Q 2018 – 3Q 2019	Deputy Director for Scientific Affairs IT Unit	The English version of ITE's website will be extended and rebuilt in order to facilitate access to legal documents.	In Preparation
2. Regular e-mail information on financial sources for research to be distributed, trainings for young researchers to be organized	2018 – 2020	Department for Planning and Coordination of Scientific and Research Projects, and Implementations	Informational actions on financial sources for research (applications for Polish and international grants) will be intensified through regular e-mails (already existing practice) and periodic trainings for young researchers will be organized.	Regular action
3. The workshop on research commercialisation to be organized	2Q 2019	HRS4R Working Group HR Department	The dedicated workshop on commercialization of research results will be organized.	New action
4. The workshop on financial management of the project to be organized	1Q 2019	Department for Planning and Coordination of Scientific and Research Projects and Implementations	ITE will organise the workshop to provide knowledge in the field of project management.	New action
5. Closer cooperation with legal experts on commercialisation, spin-offs to be initiated	3Q 2018 – 3Q 2019	Deputy Director for Scientific Affairs	Increased awareness of the issues connected with commercialization.	In Preparation
II. Recruitment				
6. Further review on ITE's policy on recruitment of research staff in line with EC guidelines on OTM-R	2018 – 2020	HRS4R Working Group HR Department	ITE's OTM-R policy will be reviewed on a regular basis and, if necessary adapted accordingly. Job advertisement will contain links to the rules of the competitions and the general working conditions.	Regular action
7. Translation of all the necessary incoming documents and making them easily accessible on the webpage	1Q 2019	HRS4R Working Group IT Unit	English version of the regulations will be prepared and announced on the website (guidelines for selection committees, clear rules governing the appointment of selection committees).	New action
8. Gender balance in the Selection Committee	3Q 2019	HRS4R Working Group Legal Office	An amendment to the Ordinance of the Director that the Selection Committee must consist of both male and female representatives will be introduced.	New action
9. ITE's website to be rebuilt in order to facilitate access to job opportunities	2Q 2020	HRS4R Working Group IT Unit	The new subpage "job opportunities" will be added to the Institute webpage.	New action

10. Provide training to new staff acting on selection committees	2018 – 2020	Deputy Director for Scientific Affairs	New persons involved in the recruitment process will be trained successively.	Regular action
11. An e-recruitment system for all applicants	2Q 2020	Deputy Director for Scientific Affairs IT Unit	ITE will introduce and develop an online submission system for the job applications.	New action
12. Introducing annual reports on recruitment	4Q 2019	Deputy Director for Scientific Affairs HRS4R Working Group	ITE will introduce annual reports on recruitment (statistics about candidates and recruitment committees). These reports will enable monitoring whether OTM-R delivers on its objectives.	New action
13. A separate complains mechanism dedicated to the recruitment process to be established	2Q 2019	Deputy Director for Scientific Affairs HRS4R Working Group	ITE will establish the appropriate mechanism.	New action
14. A quality control system for OTM-R policy to be created	4Q 2019	Deputy Director for Scientific Affairs HRS4R Working Group	ITE will constitute a commission to monitor the quality of OTM-R	New action
III. Working conditions and social security				
15. Internal workshop on research infrastructure management to be organized	4Q 2019	Deputy Director for Scientific Affairs Department for Planning and Coordination of Scientific and Research Projects and Implementations	ITE will organise the workshop to develop research infrastructure management skills.	New action
16. Regular meetings dedicated to “international exchange” (exchange of researchers and/or knowledge) to be organized	2018 – 2020	Deputy Director for Scientific Affairs	ITE will continue internal meetings dedicated to “international exchange” to support career development of researchers.	Regular action
17. The workshop on Intellectual Property Rights to be organised	1Q 2020	Patent Agent	ITE will organise the workshop to increase awareness of the issues connected with Intellectual Property Rights.	New action
18. Website serving communication for decision-making bodies to be improved	3Q 2019	Deputy Director for Scientific Affairs IT Unit	ITE website will be rebuilt and improved in terms of a communication tool for decision-making bodies.	In Preparation
Training				
19. Information regarding fellowships, conferences, trainings and workshops to be	2018 – 2020	Deputy Director for Scientific Affairs Department for Planning	Continuation of the implemented practice of disseminating information regarding fellowships, conferences,	Regular action

distributed via e-mails		and Coordination of Scientific and Research Projects and Implementations	trainings and workshops via e-mails.	
20. Informing, supporting and guiding PhD students and postdoctoral researchers for their professional development in foreign institutions	1Q 2018 – 4Q 2019	Deputy Director for Scientific Affairs HR Department	ITE will implement program of foreign workshops in Finland and in Spain which will be an opportunity to establish contacts with potential partners of future projects.	New action
21. Trainings/webinars on communication skills improvement to be organized	4Q 2018	Deputy Director for Scientific Affairs HRS4R Working Group	ITE will organise the training to increase communication skills, especially in a field of dissemination ways.	New action
22. The guide on procedure re. HR management and mentoring to be prepared and relevant training to be organized.	1Q 2019	Deputy Director for Scientific Affairs HR Department	Improvement of the mentoring system. Assigning a mentor to every researcher at an early stage.	In Preparation

The Director of the Institute of Electron Technology accepts the Revised Human Resources Strategy for Researchers and Action Plan 2018 – 2020.

Warsaw, 12th December 2018

Place/date

INSTYTUT TECHNOLOGII ELEKTRONOWEJ
DYREKTOR



Dr inż. Piotr Czerwinski

Signature