

ICRI HR ACTIVITIES

An internal analysis and the HR Strategy performed in the process of applying for HR Logo revealed that in ICRI all provisions of the European Charter for Researchers and the Code of conduct for the Recruitment of Researchers have been fulfilled. It results from engagement of the Institute Director in actions aimed at improving working conditions and professional development of employees. Regulations and decisions of the Director, regarding also HR, updated on current basis and adapted to law in force in the area of research and to recommendations of the European Commission.

For the first 24 months with HR Logo some actions have been planned. An appointed Coordination Team was responsible for their performance. All planned activities had been completed. Many additional actions consistent with HR Strategy were also carried out.

ACTIVITIES PLANNED FOR THE PERIOD OF 2017-2018	Time limit for completion	KPI
Planned activities		
Preparation of a brochure (information material) for new employees	Since 2017 up to date	The brochure is published on ICRI Intranet
Preparation of Science Festival	10.06.2017	Invitation, a plan of attractions, photos from the festival in ICRI documentation
Workshops on financial management of the project: ICRI staff took part in workshops and training	26.01.2017, 31.01.2017,	

organized by NCP	2.03.2017, 6.03.2017, 7.12.2017, 12.12.2017	Notifications and attendance lists in NCP
Workshops on good practice in research: participation of ICRI Staff in the following workshops and trainings: 1. Violation of intellectual property rights 2. Protection of intellectual property rights 3. Intellectual property in a digital world	9.10.2017 21.05.2018 21.06.2018	Notification and certificate of participation in workshops
Demonstration classes for secondary school students	20.04.2012 – 7.12.2018 update	Cooperation agreement with Limanowski Secondary School in Warsaw and Traugutta Secondary School In Warsaw on chemical experiments demonstrations and providing access to some ICRI laboratory visits.
ADDITIONAL ACTIVITIES		
Introduction of regulations for periodic employee evaluation	9.11.2017	ICRI Director ordinance no. 12 from 2017
Introduction of competence cards and workplace cards	9.11.2017	ICRI Director ordinance no. 13 from 2017
Creation of agreements and research offers electronic database	16.01.2018	ICRI server, confirmation from the system administrator
Introducing of research project performing regulations	17.05.2018	ICRI Director ordinance no. 15 from 2018

Organization of research seminars on projects performed in ICRI		
Workshops on project management organized by the Technology Transfer Office	06.03.2019	Presentation and a list of attendance

DESCRIPTION OF THE OTHER ACTIVITIES CARRIED OUT IN THE PERIOD OF 2017-2018

➤ FREEDOM OF RESEARCH AND ETHICAL PRINCIPLES

ICRI researchers benefit from freedom of research, whilst recognizing some limits resulting from schedules of projects being carried out or from agreements regulating protection of intellectual property rights (the state agendas, the state-owned companies, internal regulations of ICRI director). ICRI workers can acquaint with the Code of Conduct for Researchers which is available for all the workers on the ICRI Intranet. A new Disciplinary Spokesperson (for the 2018-2022 term office) ensure that the ethical principles are complied with.

➤ PROFESSIONAL RESPONSIBILITY

Technologies developed in ICRI are assessed in relations to a patent purity by a patent agent, employed in ICRI. In 2018 the rules for patent protection and remuneration for inventors were regulated by the order No. 14 of the Director.

➤ PROFESSIONAL APPROACH

Researchers employed in ICRI benefit from trainings and take part in seminars and thematic conferences. During 2017-2018 137 persons (among them 80 researchers) participated in trainings and conferences. In order to structure and to improve works connected with projects' implementation, the order No. 15 of the Director – The Rule book on research project implementation - was introduced.

➤ OBLIGATIONS RESULTING FROM AGREEMENTS OR PROVISIONS

In ICRI there are regulations on concluding and implementing research agreements. Department of legal service is responsible for correct preparation of contracts and implementation of research projects. Since 2018 an electronic base of contracts is operating. It is managed by the Technology Transfer Bureau staff.

➤ RESPONSIBILITY

Scientific staff implementing in ICRI projects co-financed by the state funds strictly follow the rules concerning project financing. The order No. 8 of the Director introduced the Rule book for storage and archiving of documentation on research projects implementation, what enables a quick availability of documentation for external controls. A new unit was created in ICRI's structure – the Technology Transfer Bureau. Its tasks cover support for research staff in supervision over carried out projects, research and market analyses for chemical technologies, finding new clients, sale of products and chemical technologies.

➤ GOOD PRACTICE IN RESEARCH PRINCIPLES

Good practice principles in scientific research refer to safe working conditions and to data safety and confidentiality. In order to determine the rules of conduct with hazardous wastes coming from research, by the order No. 5 of the Director (2018) the appropriate procedure was introduced. The order No. 5 of the Director (2017) launched the Information safety policy and instruction on information system management in ICRI.

➤ WIDESPREADING AND THE USE OF RESULTS

In order to publicise and commercialise research results, Technology Transfer Bureau was created in ICRI. Its main tasks are, among others, elaboration of marketing plans and sales forecast, finding new clients, after-sales service, ICRI's promotion and creation of a good image in external environment.

➤ SOCIAL ENGAGEMENT

ICRI supports a direct dialogue – directed to a better understanding of science - with society. ICRI cooperates with I Warsaw High School in the area of chemical experiments. High schools students visit ICRI laboratories. In 2018 the next agreement on cooperation between ICRI and I Warsaw High School was signed. Additionally, the ICRI staff is open to similar social initiatives in other schools. In April 2017 a series “A coloured world of chemistry” of experiments was performed in the Warsaw 80. Elementary School.

In 2017 for the 100. anniversary of ICRI the Scientific Feast for the ICRI workers and citizens of neighbourhoods. During that event all the guests could visit ICRI laboratories and participate in scientific lectures and demonstrations.

➤ NON-DISCRIMINATION PRINCIPLE

In ICRI the equal opportunities policy – regardless of sex, age, ethnicity, nationality, social origin, religion, sexual orientation, language, disability, political views, social or material status – has been respected. All the ICRI workers are informed about it during signing of the employment contract.

According to data from the end of December 2018, among 26 persons on managerial positions in ICRI there were 15 women.

➤ A SYSTEM OF WORKERS RATING

According to the Act of law on research institutes, a periodic employee appraisal is being performed in ICRI. This process concerns scientific achievements of both research staff and research-technical employees. Additionally, in order to ensure an optimal use of the employees' potential, analysis of their competences and identification of their needs in the field of professional development, the Role book on a system of workers rating was implemented (the order No. 12 (2017) of the Director). This system is divided into groups: scientific staff, scientific-technical employees, engineers, administration and support Service. An assessment procedure uses a set of criteria resulting from job descriptions and qualifications (the order No. 13 (2017) of the Director). At present works on introducing the uniform employee appraisal system at all institutes belonging to the Research Network Łukasiewicz.

➤ A STAFF SELECTION

Many new director orders make the ICRI management easier and enable making a better use of employees' potential. One of such orders implemented a practice of employees' mobility within ICRI's organisational structure. Under these regulations members of

ICRI staff can be employed for up to three months period in other Institute's units, according to present Institute needs and employees' qualifications. This enables for an effective use and development of employees' competences. As part of implementation of rejuvenation policy, some management posts were given to younger people, who can make profit of knowledge and experience of elder colleagues.

➤ PROCEDURE OF OTM-R IMPLEMENTATION

OTM-R practice is one of the pillars of the European Charter for Researchers and in particular of the Code of Conduct for the Recruitment of Researchers, launched in 2005. Industrial Chemistry Research Institute started implementation of HRS4R before publishing of OTM-R and the Commission recommendations in this respect. Up to now a procedure of Institute's staff recruitment has been based on the basis of law on research institutes. Since 1 April 2019 Industry Chemistry Research Institute (ICRI) belongs to the Lukasiewicz Research Network and is subject to provisions of law of 27 February 2019 on Lukasiewicz Research Network. ICRI has not regulations on OTM-R, therefore with the use of a template recommended by the Commission the detailed activities concerning staff recruitment procedures has been planned (OTM-R checklist is enclosed). OTM-R implementation in Industrial Chemistry Research Institute will promote selection of the most competent candidates for the vacant research posts and will guarantee equal chances of professional career development.

ACTION PLAN FOR 2019-2021 PERIOD

No.	Description of the activity	Time limit for completion	Responsible Unit	KPI
1.	Appointment of a Working Group for the Action Plan and HR Strategy for 2019-2021 implementation	III-IV Q 2019	Legal and Information Protection Department	Decision of the ICRI Director
2.	Elaboration of the research and support divisions employees recruitment regulation, according to OTM-R requirements, Polish and English versions	III-IV Q 2019	Personnel Management Department	<u>Regulation</u> of the ICRI Director ICRI Director regulation published on ICRI website (link to it attached to a vacancy notice)
3.	Elaboration and implementation of rules and requirements concerning information safety,	III-IV Q 2019	Personnel Data Protection Officer	"Information Safety Policy" introduced by the regulation of ICRI Director
4.	Continuation of cooperation with Limanowski Secondary School (SS) in Warsaw, Feliński 15 Str. in the range of conducting classes, meetings and demonstrations for students.	III-IV Q 2019 with continuation in subsequent years	Division of Technology and Polymer Processing	Agreement between ICRI and SS in documents on HR Strategy A timetable of meetings for the school year 2019/2020
5.	An overview of qualitative periodic employees' appraisal and its adjustment to European Charter for	III –IV Q 2019	Personnel	Regulation of the ICRI Director

	Researchers and to Lukasiwicz Research Network guidelines.		Management Department	
6.	Elaboration of the OTM-R rating system	I Q 2020	Personnel Management Department	<u>Regulation</u> of the ICRI Director
7.	Current updating of documents concerning occupational health and safety (OHS)	III Q 2019-IV Q 2020	Chief specialist on OHS	Documents introduced by the ICRI Director decision or <u>regulation</u>
8.	English translation of an information brochure for newly hired employees	III Q 2019	Personnel Management Department	A brochure in English version will be passed to newly hired English-speaking employees and available in the ICRI Intranet
9.	English translation of contract for employment forms, civil law contracts and other employment questionnaires	I Q 2020	Personnel Management Department	Models of documents
10.	Organisation of workshops on writing scientific publications worth publishing in a magazine belonging to the Philadelphia List	I Q 2020	Personnel Management Department	List of attendance, documents on the programme and the course of workshops
11.	Continuation of technical English course	IV Q 2019- III Q 2020 with continuation	Personnel Management	Contract with a lector, a course programme,

		in subsequent years	Department	attendance lists
12.	Continuation of internal research seminars concerning research and projects performing in ICRI	On current basis 2019-2021	Secretariat of the research division/ Personnel Management Department	Information about seminars' dates published in ICRI Intranet, list of attendance
13.	Current informations for employees about gant and scholarships offers	On current basis 2019-2021	Personnel Management Department	Information published in ICRI Intranet

Implementation of the above action plan will be monitored by the implementation team appointed by the Director of the Institute. Implementation team will monitor a status of the progress made with implementation of the planned activities, with suggesting some corrections, if needed. After each 12 months of a plan execution a report on the implementation progress will be prepared.

In the first quarter of 2021 a questionnaire verifying a level of the Institute community acceptance for implementing actions and ICRI personnel policy will be carried out. It will be a basis for internal evaluation of HR strategy implementation.

In the third quarter of 2021 an external auditor will verify a status of performing the HR strategy goals and its compatibility with principles of the Card and the Code.

For the purpose of the external evaluation a full documentation on the plan of action implementation will be completed.