

## TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review:

**Instytut Technologii Elektronowej / the Institute of Electron Technology**

Organisation's contact details: al. Lotników 32/46, 02-668 Warsaw, Poland

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Web-link to published version of organisation's HR Strategy and Action Plan:

<http://www.charter-researchers.ite.waw.pl/en/files.html>

Web-link to organisational recruitment policy (OTM-R principles):<sup>45</sup>

<http://www.charter-researchers.ite.waw.pl/en/recruitment.html>

**SUBMISSION DATE TO THE EUROPEAN COMMISSION:** DECEMBER 2018

### 1. ORGANISATIONAL INFORMATION

Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.

<b>STAFF &amp; STUDENTS</b>	<b>FTE</b>
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research – <b>this includes research support staff</b>	* 92
Of whom are international (i.e. foreign nationality)	* 2
Of whom are externally funded (i.e. for whom the organisation is host organisation)	* 0
Of whom are women	* 23
Of whom are stage R3 or R4 <sup>1</sup> = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.	* 17
Of whom are stage R2 = in most organisations corresponding with postdoctoral level	* 55
Of whom are stage R1 = in most organisations corresponding with doctoral level	* 8
Total number of students (if relevant)	-
Total number of staff (including management, administrative, teaching and research staff)	* 251
<b>RESEARCH FUNDING (figures for most recent fiscal year)</b>	<b>€</b>
Total annual organisational budget	8.953.000
Annual organisational direct government funding (block funding, used for teaching, research, infrastructure,...)	4.107.000
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	1.350.000
Annual funding from private, non-government sources, designated for research	1.820.000

<sup>1</sup> [http://ec.europa.eu/euraxess/pdf/research\\_policies/Towards\\_a\\_European\\_Framework\\_for\\_Research\\_Careers\\_final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf)

**ORGANISATIONAL PROFILE** (a very brief description of your organisation, max. 100 words)

The Institute of Electron Technology (ITE) is a major Polish research centre with the primary focus on semiconductor micro- and nanotechnology. The Institute was founded in Warsaw in 1966 by the Council of Ministers as a unit of the Polish Academy of Sciences. Since 1991, ITE is an independent research institute. The mission of the Institute is to conduct the basic and applied research in the field of semiconductor electronics and solid-state physics. Its objectives are the development, implementation and dissemination of modern micro- and nanotechnologies and their applications in the field of photonics and micro- and nanoelectronics.

## **2. NARRATIVE (MAX. 2 PAGES)**

In 2016, Institute of Electron Technology gained the HR Excellence in Research Award in recognition of the ITE's on-going commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. This commitment is echoed in the ITE's Research Strategy.

This report outlines the key achievements made against the actions listed in the ITE Action Plan 2016-2017. The overall responsibility for the monitoring and implementation of the Action Plan lies with the HRS4R Working Group. Self assessment process was defined as a set of specific and dedicated actions which concentrate on past activities, results achieved, existing gaps and issues met during 2 years of implementation of Action Plan. Finally, it leads to definition of future activities required as a result of completed actions, taking missing activities and new initiatives that have to be implemented in order to improve HRS4R within next 3 years (actions for implementation during 2018- 2020).

Self-assessment process was conducted in two separate ways:

1. Day-to-day analyses of each action undertaken,
2. Qualitative analyses by means of interviews with Management Board of the ITE, interviews with administration staff, interviews with leaders of ITE research staff and internal survey with ITE research staff (See ITE Researcher Survey Report 2018).

### Key Achievements and progress against the ITE Action Plan 2016 - 2017

#### 1. Ethical and Professional Aspects

ITE introduced "The Code of Ethics for Research Workers" in June 2016. The code aims to commit researchers to the highest standards of integrity in carrying out their research. During its implementation all researchers were made aware of the code through e-mails. The Code of Ethics for Research Workers is available on the ITE website and new research staff members are informed about the obligation to comply with the rules.

As part of its commitment to researchers ITE has introduced a training program covering financial management, good practices in research and dissemination of results.

Despite having various channels for internal communication used to provide information about funding opportunities some researchers believe that these channels could be improved. In response to this remarks the institute will intensify information campaign on sources of funding (Polish and

international) through e-mails sent regularly (already existing practice) and will organize trainings for young researchers.

## 2. Recruitment

The updated recruitment policy at the Institute of Electron Technology was introduced in February 2016. The regulation provide consistent and transparent recruitment process ensuring that the best person for the job is recruited. Currently all research recruitment adverts are posted on Euraxes to ensure our research vacancies reach a wider audience. The Institute's goal is to ensure equal opportunities for all applicants (including internal and external). ITE recruitment policy will be reviewed on a regular basis and, if necessary adapted accordingly. Building on this, ITE plan to constitute a commission to monitor the quality of OTM-R and to introduce annual reports on recruitment. Also, ITE is currently working to implement e-recruitment between 2019 and 2020 for all research vacancies.

## 3. Working Conditions and Social Security

As part of its commitment to the HR Excellence in Research Award, ITE implemented system of PhD and postdoctoral research projects selected in the competition procedure aimed at increasing the attractiveness of researchers' working conditions and the best possible conditions for the development of research staff. This project system was financed from the Institute's own resources and aimed to increase the motivation of young as well as experienced researchers to develop their scientific career. Within this system of projects 8 PhD projects and 2 postdoctoral projects were qualified for financing and 6 researchers received their PhD degree.

To ensure that the research staff voice is heard, researchers are represented on the ITE Academic Council. Through these channels researchers may input into the relevant decision-making processes of the ITE. Efforts will continue to be made to rebuild the ITE website and improve it in terms of a communication tool for decision-making bodies.

## 4. Training and Career Development

ITE is taking a proactive approach to career development for researchers. A key priority of the Institute is to enable continuing development of skills and competencies for researchers at all career levels (R1 – R4) by developing the existing training system within and outside the Institute. Continuing support research staff in their professional development, 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. The strategic objective of the program is to increase the participation of ITE in international research projects as both partners and coordinators.

As mentoring is regarded as an important opportunity to supplement other training offerings to enable research staff to develop their careers, ITE will improve the mentoring system through assigning a mentor to every researcher at an early stage.

The principles of the HRS4R correspond closely to principles of the scientific research and human resources present at ITE. The Institute makes every effort to ensure that the HRS4R rules are visible in the organization's research strategy.

The future changes of the circumstances and related strategic decisions that the Institute may need to take are related to the new Act on Research Network: Lukasiewicz currently proceeded in the Polish parliament. Since at the moment of submission of this document the final form of the Act is still unknown thus the details of this reorganization are difficult to predict.

### 3. ACTIONS

See ITE Action Plan 2016 – 2017

*In case your organisation has entered the HRS4R process prior to the publication of the OTM-R toolkit and recommendations by the European Commission (2015), please fill out the OTM-R checklist<sup>45</sup>, attach it to this self-evaluation form, and provide a commentary on how you will (continue to) address these principles in the years to come.*

See OTM-R check-list for ITE

Comment on the implementation of Open, Transparent, Merit-Based Recruitment principles:
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ITE's OTM-R policy is available and published on the Institute website: <http://www.charter-researchers.ite.waw.pl/en/recruitment.html>

Job advertisements are published in both Polish and English. All vacancies are published on Euraxes, on the website of the Ministry of Science and Higher Education and on the website of the Institute.

All applicants receive an e-mail acknowledging that their application has been received and providing them with further information on the recruitment process. The selection committees are appointed in relation to particular job competitions by the Head of the Institute. All candidates are treated equally and in the same way. The criteria for selecting researchers focus on both the candidates' past performance and their future potential. Candidates receive written notice about the competition results.

ITE will improve the guide which sets out, in chronological order, the whole recruitment process. We will use the European Framework for Researchers Careers which identifies four broad career profiles for researcher (R1-R4). ITE will introduce annual reports on recruitment and will constitute a committee to monitor the quality of OTM-R. ITE will develop the separate complains mechanism dedicated to the recruitment process. ITE will introduce and develop submission system for the job applications.

Implementation of the OTM-R policy will involve identifying issues within the policy as well as opportunities to assist in achieving the stated goals of the policy. The commitment to continuous improvement that the HRS4R requires will be a collaborative effort, consistently requiring attention and possible revision of ITE's OTM-R policy.

#### 4. IMPLEMENTATION (MAX. 1 PAGE)

The goal of the Internal Review process is to assess ITE's HRS4R actions and provide key information on the status of these actions and their progress, noting any changes or opportunities for growth and new initiatives that may have evolved from previous initiatives and actions. The self-assessment has been prepared by regular analyses of each action announced in our HR strategy 2016, by analysis of convergences to and deviations from the OTM-R Policy and existing in-house procedures and by preparing the Revised HR Strategy and Action Plan 2018-2020. To prepare for this review and implement our revised action plan many stakeholders were consulted particularly members of our research community. The self-assessment has involved consultation with Management Board of the ITE, administration staff and leaders of ITE research staff. The consultation process has also involved the survey distributed among the research staff (The ITE Researcher Survey Report 2018 has been published on the website of the Institute). Its purpose was to provide feedback on how the work conditions are perceived by researchers and what should be improved.

The Working Group will be responsible for the implementation and the following up of the HRS4R strategy under responsibility of the WG Coordinator. 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.

Further popularization of knowledge about the HRS4R principles among employees and regularly overseeing the implementation progress will be main elements of preparation for the external review.

#### 5. ACCEPTANCE

The Director of the Institute of Electron Technology accepts the Internal Review.

Warsaw, 12<sup>th</sup> December 2018

Place/date

INSTYTUT TECHNOLOGII ELEKTRONOWEJ  
DYREKTOR

  
dr inż. Piotr Dumański  
Signature

*Please note that the revised HR strategy and Action Plan must also be published upon completion of the internal assessment.*