



## Action plan 2016 – 2017



<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. Newsletter or e-mail information on financial sources for research (twice a year).	April 2016	Department for Planning and Coordination of Scientific and Research Projects, and Implementations	ITE has introduced the practice of regular electronic distribution of information on research funding sources, at least twice a year, by the Department of Planning and Coordination of Scientific and Research Projects and Implementation. Researchers receive information about the start of contests, application dates and links to competitions.	Complete Implementation on-going
2. Instructions for newly hired researchers to be drafted.	March - April 2016	HR Department (in agreement with Deputy Director for Scientific Affairs)	The "Code of Ethics for Research Workers" was introduced by the Ordinance of the Director No 16/16 of 16 June 2016. The document was posted on the ITE website: <a href="http://www.charter-researchers.ite.waw.pl/en/ethical-and-professional-aspects.html">http://www.charter-researchers.ite.waw.pl/en/ethical-and-professional-aspects.html</a>	Completed
5a. New bookmark on Intranet for regulations on IPR regime of ITE to be created	April 2016	Director's Bureau IT Unit	The new subpage Intellectual Property Right was added to the Institute webpage: <a href="http://www.charter-researchers.ite.waw.pl/prawo-wasnoci-intelektualnej.html">http://www.charter-researchers.ite.waw.pl/prawo-wasnoci-intelektualnej.html</a>	Completed
5b. The workshop on research commercialisation to be organised	October 2016	Director's Bureau HR Department	The workshop has not been organised yet.	Action required
5c. Periodic newsletter on current regulations on training matters and working conditions to be issued	October - December 2016	Director's Bureau	The brochure for researchers on national, sectoral and institutional regulations defining training and working conditions was posted on the internal server.	Completed
6. The workshop on financial management of the project will be organised	November 2016	Department for Planning and Coordination of Scientific and Research Projects and Implementations	The workshop on financial management of the project was organized at the Institute by an external company: PMQ.PL Sp. z o.o.	Completed

7a. The training on good practice in research to be organised	June 2016	Director's Bureau Support by external experts to be considered	The training on good practices in research was organized at the Institute by an external company: Francuski Instytut Gospodarki Polska.	Completed
7b. Guide on good practices procedures and scholarships possibilities to be prepared	June 2016	Director's Bureau	"The Code of the National Center for Science on the reliability of scientific research and efforts to fund research funds" was posted on the ITE website: <a href="http://www.charter-researchers.ite.waw.pl/aspekty-etyczne-i-zawodowe.html">http://www.charter-researchers.ite.waw.pl/aspekty-etyczne-i-zawodowe.html</a>	Completed
8a. Closer cooperation with legal experts on commercialisation, spin-offs to be initiated (the structure of that cooperation / action to be determined - external or internal)	January - March 2017	Deputy Director for Scientific Affairs	Cooperation is not yet realized.	Action required
8b. Training to be organised and the guide prepared on the dissemination and use of research results. The guide will be accessible on the website of ITE.	January - March 2017	Deputy Director for Scientific Affairs	Internal training on the dissemination and use of research results was organized. The guide was posted on the ITE website: <a href="http://www.charter-researchers.ite.waw.pl/rozwj-kariery.html">http://www.charter-researchers.ite.waw.pl/rozwj-kariery.html</a>	Completed
8c. ITE's website (English version) to be extended and rebuilt in order to facilitate access to legal documents (such as IPR Regulation, access to the lab, procedures) and ITE's offers	September - November 2017	Deputy Director for Scientific Affairs  IT Unit	ITE's offers (English version) are available on the webpage: <a href="http://www.ite.waw.pl/en/offer/structure-and-system-design/">http://www.ite.waw.pl/en/offer/structure-and-system-design/</a>  The remaining documents are in preparation.	Partially completed
9. Participation at Science Festival 2017 and/or Science Picnic 2017	2017	Director's Bureau  Researchers (involved in the logistics and organisation of the ITE stand: information, artifacts and the like.)	ITE took part in the 21st Science Picnic organized in Warsaw on 3 <sup>rd</sup> June 2017. 13 researchers presented the achievements of ITE.	Completed
II. Recruitment				

12. A short manual on recruitment procedure with a contact person to be prepared - English version	November 2016 - January 2017	Deputy Director for Scientific Affairs HR Department	The instruction on the recruitment procedure is posed on the webpage: <a href="http://www.charter-researchers.ite.waw.pl/rekrutacja.html">http://www.charter-researchers.ite.waw.pl/rekrutacja.html</a>	Completed
13. The list of www addresses where the announcements of the ITE's available research positions will be published to be prepared.	March 2016	HR Department	Job adverts are posted on: 1. The website of ITE: <a href="http://www.ite.waw.pl/aktualnosci/wiadomosci/">http://www.ite.waw.pl/aktualnosci/wiadomosci/</a> 2. on the website of the Ministry of Science and Higher Education in Poland <a href="http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych">http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych</a> 3. on Euraxess: <a href="http://ec.europa.eu/euraxess/index.cfm/jobs/">http://ec.europa.eu/euraxess/index.cfm/jobs/</a>	Complete Implementation on-going
15. The formal recruitment sheet to be drafted.	April 2016	HR Department	The updated regulation of the competition procedure for the employment of a research worker at the Institute of Electron Technology were introduced by the Ordinance of the Director No. 6/16 of 26 <sup>th</sup> February 2016. A recruitment survey was prepared and placed on the ITE website: <a href="http://www.charter-researchers.ite.waw.pl/en/recruitment.html">http://www.charter-researchers.ite.waw.pl/en/recruitment.html</a>	Completed
16. The guide for the selection committee on requirements towards candidates to be drafted	January - March 2017	Deputy Director for Scientific Affairs HR department	The guide for the selection committee on requirements towards candidates is posed on the webpage: <a href="http://www.charter-researchers.ite.waw.pl/rekrutacja.html">http://www.charter-researchers.ite.waw.pl/rekrutacja.html</a>	Completed
18. New space on the ITE website to be dedicated to "international exchange" (exchange of researchers and/or knowledge)	June 2016	Deputy Director for Scientific Affairs Department for Planning and Coordination of Scientific and Research Projects, and Implementations IT Unit	After consultation with ITE research staff, it was found that the most desirable and practical would be to regularly organize meetings for researchers, during which reports on trips and conferences are presented. These meetings also give an opportunity to exchange of knowledge and views gained during the trips. The meetings are regularly organized by the Deputy Director for Scientific Affairs.	Complete Implementation on-going

19. The guide for the selection committee on the academic and professional qualifications assessment system to be prepared	January - March 2017	Deputy Director for Scientific Affairs HR department	The guide for the selection committee on the academic and professional qualifications assessment system is posed on the webpage: <a href="http://www.charter-researchers.ite.waw.pl/rekrutacja.html">http://www.charter-researchers.ite.waw.pl/rekrutacja.html</a>	Completed
21. The guide for the selection committee on the postdoctoral researchers recruitment and appointment to be prepared	January - March 2017	Deputy Director for Scientific Affairs HR department	The guide for the selection committee on the postdoctoral researchers recruitment and appointment is posed on the webpage: <a href="http://www.charter-researchers.ite.waw.pl/rekrutacja.html">http://www.charter-researchers.ite.waw.pl/rekrutacja.html</a>	Completed
III. Working conditions and social security				
23. Internal workshop on research infrastructure management to be organised  The guide on research infrastructure management to be distributed	May 2017	Deputy Director for Scientific Affairs  Department for Planning and Coordination of Scientific and Research Projects and Implementations	Internal training on research infrastructure management was organized. The guide was posted on the internal server.	Completed
24. Search for financial sources supporting the workplace adaptation for the disabled	April - May 2017	HR Department  Purchasing, Investment, Economy Appliance of Assets Department	A procedure for the employment of people with disabilities was created, in which there were identified sources of funding for adapting the workplace to the needs of a disabled person: funds from the State Fund for Rehabilitation of Disabled Persons and ITE own funds.	Completed
28a. Career Assistant to be employed/appointed	September - November 2016	Deputy Director for Scientific Affairs	Individual advice on career development has been entrusted to the Deputy Director for Scientific Affairs.	Completed
28b. Information regarding fellowships, training to be distributed via e-mails (ongoing process)	September - November 2016	Deputy Director for Scientific Affairs	The institute introduced a practice consisting of regular distribution via e-mails information on fellowships, scholarships and trainings, both domestic and foreign, by the Deputy Director for Scientific Affairs. When organizing trips for fellowships, scholarships and trainings, the research staff are supported by the HR Department.	Complete Implementation on-going

28c. The guidelines on the Career Development Plan (CDP) to be created for young researchers	September - November 2016	Deputy Director for Scientific Affairs HR Department	Career Development Plan for young researchers has been developed and posed on the internal information server.	Completed
29a. Information on mobility opportunities to be published on ITE website (ongoing process)	May - June 2016	Director's Bureau	A newsletter has been created on the ITE internal information server, which regularly contains up-to-date information on organized trainings, workshops and conferences. After consulting with researchers, it turned out that a better solution would be to send this information directly to the researchers to their email accounts. Since March 2017, the practice has been introduced consisting of regular electronic distribution of information in this regard by the Deputy Director for Scientific Affairs.	Complete Implementation on-going
29b. Reorganisation of website - placing offers for the market and cooperation with SMEs (ongoing process)	May - June 2016	Director's Bureau HR Department IT Unit	The new subpage "Offer" was added to the Institute webpage: <a href="http://www.ite.waw.pl/oferta/technologia/">http://www.ite.waw.pl/oferta/technologia/</a>	Complete Implementation on-going
30. A new task for HR related to career assistance to be implemented - doctorate, post-doctorate. Personal counselling services as to information on career development, scholarships, internships, twinnings to be implemented (ongoing process)	September - October 2016	Deputy Director for Scientific Affairs Director's Bureau HR Department	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. The detailed rules of the competition are set out in the "Rules of the competition for doctoral and postdoctoral research projects in ITE" dated 6 <sup>th</sup> November 2015. The first competition was announced on 6 <sup>th</sup> November 2015 and after evaluating the submitted applications by the appointed committee of senior researchers, the Director qualified for financing 7 projects, including 6 PhD projects and 1 postdoctoral project. Financing of projects qualified for implementation under the competition procedure started on 1 <sup>st</sup> January 2016. On 14 <sup>th</sup> March 2017 second competition was announced and after evaluation of submitted applications by the evaluation committee on 7 <sup>th</sup> April 2017, the Director qualified for financing next 3 projects, including 2 PhD and 1 postdoctoral projects. On 29 <sup>th</sup> January 2018, the commission for evaluating the implementation of PhD and postdoctoral research	Complete Implementation on-going

			projects selected in both the first and the second competition, was appointed. On 28 <sup>th</sup> February 2018 the Commission carried out comprehensive analysis of the progress in the implementation of the projects awarded. The Commission found a different degree of project implementation in the above mentioned competitions and proposed an appropriate form of continuation for each project. Within this system of projects 6 researchers received their PhD degree.	
31. The workshop on Intellectual Property Rights to be organised in cooperation with the Institute of Physics of Polish Academy of Science, the European IT Helpdesk and the Latin America IPR Helpdesk Appropriate booklet to be prepared (updated as required)	May - June 2016	Patent Agent	ITE in cooperation with Institute of Physics Polish Academy of Science, National Contact Point Poland for H2020, European IPR Helpdesk and Latin America IPR Helpdesk organised a training course on "Legal aspects (IPR) of cooperation between SMEs and Researches: transfer of technology". The aim of the training was on the one hand to raise awareness of differences in legal regulations in European IP regime and Latin America IP regime and on other hand to build capacities among the SMEs and Researchers in professional IP management and exploitation.	Completed
34. Workshop with discussion on the existing procedure of complaints /appeals to be organised.	June 2016	Director's Bureau HR Department	The questionnaire was prepared, which was sent to researcher staff. The survey presented the existing procedure of complaints / appeals applicable in ITE and asked about remarks on existing rules and proposed improvement actions. The results of the survey showed that the applied rules are sufficient and do not require changes.	Completed Action extended by introducing the questionnaire.
35. Regular e-mail information for the Institute's employees related to current activity, invitation to internal and external consulting groups. Website serving communication for decision-making bodies to be improved.	April - May 2016	Director's Bureau IT Unit	The internal information server has expanded the scope of provided information, particularly regarding the Institute's ongoing activities. Also, ITE is currently working to rebuild the ITE website and improve it in terms of a communication tool for decision-making bodies.	Partially completed
Training				
37. The space on the ITE website will be generated for the exchange of information related to conferences, trainings, workshops, e-learning platforms.	March - November 2016	Deputy Director for Scientific Affairs IT Unit	The research staff was consulted on the best form that should be adopted in order to increase researcher's ability to use training and improve qualifications and professional skills. The practice of providing direct information via e-mail about trainings and workshops available in the area of the Institute's activities was considered the most desirable form. Accordingly, the practice of sending e-mails containing information about trainings, scholarships and workshops by the Deputy Director for Scientific Affairs, was introduced.	Complete Implementation on-going

38a. Newsletter is foreseen to inform the researchers about the most important conferences, trainings, workshops.	March - November 2016	Deputy Director for Scientific Affairs	A newsletter has been created on the ITE internal information server, which regularly contains up-to-date information on organized trainings, workshops, conferences and competitions for research grants. After consulting with researchers, it turned out that a better solution would be to send this information directly to the researchers to their email accounts. Since March 2017, the practice has been introduced consisting of regular electronic distribution of information in this regard by the Deputy Director for Scientific Affairs and the Department for Planning and Coordination of Scientific and Research Projects and Implementations.	Complete Implementation on-going
38b. The guide on procedure re. HR management and mentoring to be prepared and relevant training to be organised.	November 2016	Deputy Director for Scientific Affairs HR Department	The guide has not been developed yet.	Action required
39. The need of Public Relation Manager position is to be discussed.	March - November 2016	Deputy Director for Scientific Affairs HR Department	After extensive consultations with ITE research staff and analysis of the scope of the Institute's activities, it was decided that there is no need to create a position in the field of PR. Contact with the mass media is substantive and decentralized. It takes place at the level of the Management Board of the ITE and leaders of ITE research staff.	Completed