**Ordinance No. 7/2022**

**of the Director of the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy**

**of the Polish Academy of Sciences**

**of 12 August 2022**

**concerning**

**the establishment of a Monitoring Team and a Work Team for the Implementation of the HRS4R and the OTM-R Policy at the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences in Wroclaw.**

Pursuant to Article 51 §1 and Article 54 §1 of the Act on the Polish Academy of Sciences of 30 April 2010 (Polish Journal of Laws of 2020, Item 1796, as amended) and §13 of the Statute of the Institute, the following ordinance is established:

§1

Following the introduction of new acts; in particular, the European Charter for Researchers (hereinafter the ‘Charter’), Code of Conduct for the Recruitment of Researchers (hereinafter the ‘Code of Conduct’), European Framework for Research Careers, and the Open, Transparent and Merit-Based Recruitment Policy (hereinafter the ‘OTM-R Policy’) at the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences (IIET PAS), I hereby establish:

1. **A Monitoring Team for the HRS4R (Charter, Code of Conduct and OTM-R Policy) at the IIET PAS, comprising the Committee for Research and the Development of Researchers of the IIET PAS Scientific Board.**

2. A Work Team for the Implementation of the HRS4R (Charter, Code of Conduct and OTM-R Policy) at the IIET PAS, constituted of the following:

* Doctor Katarzyna Szczaurska-Nowak – Chief Expert for Quality, Chairperson of the Committee;
* Professor Doctor Habilitated Jolanta Łukasiewicz – Vice-Director for Scientific Matters, Head of the Laboratory;
* Magister Małgorzata Sachs – Head of the Human Resources and Remuneration Department;
* Doctor Habilitated Sabina Górska – Professor at the Institute, Head of the Laboratory, Laboratory of Microbiome Immunology;
* Doctor Habilitated Wojciech Kałas – Professor at the Institute, Head of the Laboratory, Laboratory of Tumour Immunology;
* Doctor Honorata Kraśkiewicz – Reader, Independent Laboratory of Biology of Stem and Neoplastic Cells;
* Doctor Łukasz Sobala – Reader, Laboratory of Glycobiology;
* Magister Marta Piksa – Doctoral Student, Head of the Doctoral Student Council.

§2

**The tasks of the Monitoring Team for the HRS4R Strategy** shall include:

– Providing opinions on the actions and documents prepared by the Work Team for the Implementation of the HRS4R and reporting to the IIET PAS Scientific Board;

– Providing guidance to the IIET PAS Scientific Board and the Director of the IIET PAS;

– Systematically monitoring the implementation of the Charter, Code of Conduct and OTM-R Policy at the IIET PAS, within the competences of the IIET PAS Scientific Board.

**The tasks of the Work Team for the Implementation of the HRS4R** shall include:

– Providing advice to the Director of the IIET PAS;

– Analysing shortcomings in the adherence to the Charter, Code of Conduct and OTM-R Policy, based on lists of the internal legal regulations and procedures and practices followed at the IIET PAS;

– Suggest formal and organisational solutions (plans of action) consistent with the provisions of the Charter, Code of Conduct and OTM-R Policy;

– Systematically monitoring the implementation of the provisions of the Charter, Code of Conduct and OTM-R Policy by each unit of the IIET PAS, in accordance with the guidelines of the European Commission;

– Monitoring and coordinating the adjustment of the IIET PAS internal legal regulations and organisational solutions with the provisions of the Charter, Code of Conduct and OTM-R Policy, based on the plans of action;

– Notifying the IIET PAS community about the performed work and motivating the IIET PAS employees to cooperate with the Work Team on the implementation of its tasks;

– Keeping the plans of action up to date;

– Preparing reports to be submitted to the European Commission through the HRS4R e-tool available on the EURAXESS website.

§3

The following are definitions of the terms used in this ordinance:

1) Human Resources Strategy for Researchers (HRS4R) – a strategy aimed at increasing the attractiveness of the working conditions and career prospects for researchers in Europe, consistent with the provisions of the Charter and Code of Conduct;

2) Open, Transparent and Merit-Based Recruitment of Researchers Policy (OTM-R Policy) – a policy of open and transparent recruitment processes based on the qualifications of the researchers.

§4

This ordinance shall enter into force on the day of its signing.