

O r d i n a n c e No. 16/2019

**of the Director of the National Marine Fisheries Research Institute in Gdynia
dated 17 May 2019**

regarding: the appointment of the committee for the monitoring of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the National Marine Fisheries Research Institute and the appointment of a working group for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Based on Article 24 (1) of the Act of 30 April 2010 on research institutes (Journal of Laws 2018, item 736 as amended) it is governed as follows:

§ 1.

1. The Committee for the monitoring of implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the National Marine Fisheries Research Institute, hereinafter referred to as "the Committee", is hereby appointed, in the following composition:

- | | |
|-------------------------------------|---------------------------------|
| 1. Dr. Piotr Margoński | - head of the Committee, |
| 2. Dr.Eng. Joanna Szlinder-Richert | - deputy head of the Committee, |
| 3. Rafał Geremek, M.Sc. | - member, |
| 4. Dr. Adam Woźniczka | - member, |
| 5. Prof. Jan Horbowy | - member, |
| 6. Dr. Patrycja Siudek | - member, |
| 7. Prof.Eng. Andrzej Dowgiałło | - member, |
| 8. Dr. Adam Mytlewski | - member, |
| 9. Małgorzata Arndt-Szyszeko, M.Sc. | - member, |
| 10. Maciej Siwy, legal counsel | - member. |

2. The tasks of the Committee include:

- 1) monitoring over the activity of the working group for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
- 2) substantive support and advice to the working group;
- 3) participation in discussions between members of the working group, the management of the Institute, heads of scientific departments and researchers at the Institute on activities aimed at implementing the Human Resources Strategy for Researchers (HRS4R);
- 4) ensuring proper flow of information and communication within the activities conducted in subordinate organizational units.

3. The working group for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, hereinafter referred to as "the working group", is hereby appointed, in the following composition:

- | | |
|------------------------------------|--|
| 1. Dr.Eng. Joanna Szlinder-Richert | - member, |
| 2. Anna Ochman, M.Sc | - HRS4R coordinator |
| 3. Małgorzata Grzeszczak, M.Sc | - HRS4R coordinator |
| 4. M.Eng. Danuta Polańska | - member, Coordinator for Employee Relations |
| 5. Dr. Anna Wąs-Barcz | - member, |
| 6. Dr. Joanna Całkiewicz | - member, |
| 7. Dr. Ilona Waszak | - member, |
| 8. Małgorzata Kieliszewska, M.Sc. | - member, |
| 9. Dr. Aleksander Drgas | - member. |

4. The tasks of the working group include:

- 1) implementation of the Charter and Code principles included in the Action Plan (Human Resources Strategy for Researchers (HRS4R) Internal Gap Analysis and Action Plan) together with a detailed review of the tasks performed by the organisational units;
- 2) conducting the process of implementation of the Charter and Code into internal legal acts, procedures and practices;
- 3) ongoing cooperation with universities, institutes, career offices;
- 4) preparing of communication materials for meetings with employees;
- 5) preparing reports and summaries of HR processes.

5. The meetings of the working group will be held according to the Action plan for the next 3 years in order to prepare the Institute for the external review.

6. The tasks of the Coordinator for Employee Relations include:

- 1) supervision over maintaining proper relations with employees;
- 2) participation in the development and updating of the employee communication policy and its implementation;
- 3) coordination of activities related to the preparation and conduct of engagement studies;
- 4) participation in the creation and planning of activities building the employer's image, development of messages to be used in Employer Branding activities.

§ 2.

1. Ordinance 24/2016 dated 16 December 2016 regarding the appointment of the Committee for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the National Marine Fisheries Research Institute, and Ordinance No. 33/2018 dated 21 December 2018 regarding the amendment of the Director's Ordinance No. 24/2016 are repealed.

2. The order comes into force on the day of signing.

D i r e c t o r

Dr. Piotr Margoński