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Mossakowski MEDICAL RESEARCH INSTITUTE,

Polish Academy of Sciences

Annex to Order of the Director No. 23/2022 of June 27, 2022

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ORGANIZATIONAL REGULATIONS

of Mossakowski Medical Research Institute, Polish Academy of Sciences

General provisions

Article 1

Mossakowski Medical Research Institute, Polish Academy of Sciences, hereinafter referred to as the "Institute," is a scientific institute of the Polish Academy of Sciences and operates on the basis of the Act on the PAS and the Statute of the Institute according to the rules set forth in the legislation.

Article 2

The Organizational Regulations of the Institute, hereinafter referred to as the "Regulations," shall define the detailed internal organization of the Institute, the scope and principles of its activities, as well as the composition and procedure for the appointment of management for the various organizational units.

Article 3

The essential basis for these Regulations shall be the Institute's organizational chart, which is Annex 1 to the Institute's Statute adopted by the Institute's Scientific Council and approved by the President of the Polish Academy of Sciences.

Organization of the Institute

Article 4

The bodies of the Institute shall be:

1. Director of the Institute,
2. Scientific Council of the Institute.

Article 5

The advisory body of the Director shall be the College, consisting of the Heads of organizational units.

Article 6

The organizational structure shall consist of:

1. The scientific division, made up of departments, laboratories, teams, platforms:
 - a) departments and laboratories shall be scientific units engaged in basic research and/or research and development (R&D), with a minimum of 8 full-time positions, including 5 scientific ones,
 - b) clinical and research teams and teams shall be scientific units conducting research involving human subjects, with a minimum of 8 full-time positions in clinical and research teams, including 5 scientific ones,
 - c) platforms shall be scientific structures created from among the organizational units of the Institute to achieve specific goals.
2. Administration and research support units which shall include:
 - a) environmental laboratories,
 - b) genetic engineering departments,
 - c) animal house,
 - d) library,
 - e) archive,
 - f) registry of classified documents,
 - g) secretariat,
 - h) departments, sections, independent administrative and technical positions.
3. The organizational units shall be headed by persons appointed in accordance with the provisions of the Statute and internal regulations.

Authority and responsibilities of the Board of Directors of the Institute

Article 7

1. The Institute shall be headed by the Director of the Institute who at the same time shall exercise full supervision over the Institute's activities.
2. The Director of the Institute shall manage the Institute with the participation of:
 - Deputy Director for Scientific Research,
 - Executive Director,
 - Deputy Director for Administration and Development,
 - Deputy Financial Director / Chief Accountant.

Article 8

The Director's duties shall include, in particular:

1. managing the Institute and representing the Institute externally,
2. carrying out the activities of labor law reserved for the employer in relation to the Institute's employees,
3. developing programs for the scientific and economic development of the Institute in cooperation with the Scientific Council,
4. establishing the financial plan after consultation with the Scientific Council,
5. presenting to the Scientific Council draft programs, opinions, and proposals from the scope of its activities,
6. developing a draft organizational structure of the Institute,
7. creating and liquidating internal organizational units of the Institute that are scientific departments or laboratories, after consultation with the Scientific Council,
8. appointment of the heads of internal units of the Institute through a competition and their dismissal,

9. appointing committee/commission members in accordance with the applicable regulations,
10. establishing the organizational regulations of the Institute,
11. developing the work regulations,
12. appointing representatives of the Director,
13. making decisions on the operation of doctoral programs and the establishment and operation of doctoral schools,
14. attending meetings of the relevant Faculty of the PAS and the Board of Directors.

Article 9

The Deputy Director for Scientific Research shall act under the authority of the Director with respect to:

1. coordination of the work of subordinate organizational units in accordance with the organizational structure of the Institute in the full scope of their activities,
2. participation in the policy of hiring, managing, motivating, and developing employees in subordinate departments,
3. consultation and approval of scientific plans, plans for publication activities and scientific cooperation with foreign countries, as well as reports on their implementation,
4. participation in the development of strategic plans related to the Institute's activities, including activities related to the implementation of the Institute's strategy for increasing research capacity,
5. cooperation with the Director in the development of scientific development programs of the Institute,
6. preparation of requests for the awarding of academic titles and degrees for the Scientific Council,
7. substantive supervision over grant applications and reports on the implementation of grant projects,
8. substantive verification of eligibility for increased deductible costs,
9. collaboration with the presidium of the Scientific Council,
10. other tasks assigned as required.

Article 10

The Executive Director shall act under the authority of the Director with respect to:

1. coordination of the work of subordinate organizational units in accordance with the organizational structure of the Institute in the full scope of their activities,
2. participation in the policy of hiring, managing, motivating, and developing employees in subordinate departments,
3. participation in the development of strategic plans related to the Institute's activities,
4. participation in shaping and overseeing the implementation of the employee policies (HR),
5. supervision over the compliance with the rules set forth in the occupational health and safety (OHS), fire safety, and other regulations related to employee safety,
6. other tasks assigned as required.

Article 11

The Deputy Director for Administration and Development shall act under the authority of the Director with respect to:

1. coordination of the work of subordinate organizational units in accordance with the structure of the Institute in the full scope of their activities,
2. supervision over the determination of rules for access to the equipment and the price lists for research services,
3. participation in the policy of hiring, managing, motivating, and developing employees in subordinate departments,
4. optimization of administrative processes and procedures (circulation of documentation in subordinate departments, business relations, data collection and storage, communication channels, sequencing of activities),
5. optimization of procedures and policies related to the management of the Institute, including building infrastructure, research equipment, and other fixed assets,
6. coordination of the Institute's business activities: structural and investment projects, service activities, commercialization of the results of intellectual work, collaboration with business,
7. participation in the development of strategic plans related to the Institute's activities,
8. representation of the Institute in contacts with external entities on strategic issues for the infrastructure and economic development of the Institute,
9. other tasks assigned as required.

Article 12

The Deputy Financial Director / Chief Accountant shall act under the authority of the Director with respect to:

1. coordination of the work of subordinate organizational units in accordance with the organizational structure of the Institute in the full scope of their activities,
2. participation in the policy of hiring, managing, motivating, and developing employees in subordinate departments,
3. participation in conducting the financial policy: handling the Institute's finances, responsibility for the Institute's liquidity,
4. participation in the determination of rules for access to the equipment and the price lists for research services,
5. optimization of administrative processes and procedures (circulation of financial documentation, business relations, data collection and storage, communication channels, sequencing of activities),
6. analysis of and participation in the selection of funding sources with respect to the features of the Institute's activities, optimization of the cost structure, evaluation of investment projects for compliance with the applicable regulations,
7. supervision over and preparation of the annual budget and financial plan, control over their implementation, and requests for changes thereto,
8. supervision over the preparation of financial statements,
9. quarterly reports on the financial condition to the Director of the Institute,
10. responsibility for the functioning of internal financial control and the provision of financial information to the heads of all departments of the Institute,
11. supervision over the Institute's procurement,
12. contacts and collaboration with auditors, banks, insurance companies, investors, principals, and tax authorities on financial matters,
13. representation of the Institute during financial audits,
14. supervision over the Institute's ongoing, proper, and timely accounting and financial reporting,

15. participation in the development of strategic plans related to the Institute's activities,
16. signing contracts and agreements on behalf of the Institute, including procurement contracts with a representative of the Board of Directors entered in the Register of the Scientific Institutes,
17. performing the duties of the Chief Accountant in accordance with Article 54(1) of the Act of August 27, 2009 on Public Finance (Dz. U. [Journal of Laws] of 2021, item 305) in the following areas: keeping the Institute's accounts, making dispositions of funds, performing preliminary control of compliance of economic and financial operations with the financial plan, completeness and reliability of documents regarding the economic and financial operations,
18. other tasks assigned as required.

Authority and responsibilities of the Scientific Council of the Institute

Article 13

The Scientific Council shall carry out ongoing supervision over the Institute's activities, taking particular care of the high level of its scientific activities and the development of persons beginning their scientific careers.

The Scientific Council shall, in particular:

1. determine the profile of the Institute, taking into account the development directions of world science,
2. adopt programs of research, cooperation with foreign scientific institutions, and the publishing activities,
3. approve reports on the Institute's activities,
4. evaluate the scientific activity of the Institute's scientific staff,
5. supervise the doctoral studies and doctoral schools,
6. approve the curriculum for doctoral studies and doctoral schools conducted by the Institute, as well as the rules for obtaining the doctoral degree in an extramural mode,
7. determine the rules and conduct PhD programs and postdoctoral proceedings, and submit request for the awarding of academic titles,
8. adopt the statute of the Institute and the regulations of the Scientific Council, as well as amendments thereto,
9. adopt regulations on the management of copyright and related rights, as well as industrial property rights and the principles of commercialization of the results of scientific research and scientific work,
10. adopt the manner and procedure for conducting competitions for particular scientific positions,
11. appoint a disciplinary proceedings representative from among the Institute's employees,
12. make recommendations to candidates for membership in the Polish Academy of Sciences,
13. submits candidates for scientific awards,
14. submits candidates to the Council for Scientific Excellence,
15. adopt resolutions in other matters reserved for the authority of the Council in the Act on the Polish Academy of Sciences and in the Statute of the Polish Academy of Sciences.

Authority and powers of the heads of organizational units

Article 14

The management positions shall be determined by the Director.

1. The primary duties of all persons in the management positions shall include:
 - a) proper organization of the work of subordinate employees in a manner allowing for the performance of tasks,
 - b) determining detailed scopes of activities and tasks for the subordinate organizational units and workstations,
 - c) knowledge of legal acts, in particular those regulating the substantive scope of the organizational units,
 - d) preparing and transferring documentation to the Institute archive,
 - e) monitoring and reporting to the immediate supervisor on the status of the assigned tasks and any risks,
 - f) requesting changes, drafting documents, and ongoing updating of internal documents regulating issues that are the part of the organizational unit's scope of activity,
 - g) improving one's professional skills and ensuring that the skills of subordinate employees are being improved,
 - h) collaborating with other organizational units of the Institute,
 - i) complying with the principles of the Public Procurement Law,
 - j) notifying the Institute's Board of Directors of their intention to establish collaboration with external entities,
 - k) taking care of the property, conducting rational management of entrusted property,
 - l) protecting the good image of the Institute,
 - m) implementing the Director's orders,
 - n) observing the state and professional secrecy, including in the field of scientific research under the terms of separate regulations,
 - o) evaluating and giving opinions on the performance of subordinate employees, requesting rewards, bonuses, promotions for the said employees, and proposing disciplinary punishments and dismissals,
 - p) performing other tasks assigned as required.
2. Each person in a managerial position shall have the authority to:
 - a) manage the funds within the framework of approved budgets,
 - b) issue instructions to subordinate employees,
 - c) establish contacts with external entities within the scope of their authority,
 - d) make requests in personnel and payroll matters of subordinate employees,
 - e) evaluate the performance of employees and their professional qualifications.
3. Persons in the managerial positions shall be responsible for:
 - a) the results of subordinate organizational units,
 - b) proper and timely execution of tasks and instructions of the immediate supervisor,
 - c) updating documents on a subordinate organizational unit,
 - d) organizing work, ensuring work discipline and order,
 - e) proper management of the entrusted property,
 - f) ensuring occupational health and safety, fire protection, and professional, commercial, and state secrets,
 - g) motivating the employees and maintaining a good working atmosphere,
 - h) act to maintain the good image of the Institute.

Article 15

The responsibilities of the Head of a scientific organizational unit shall also include the implementation of the research plan by:

1. coordinating, controlling, and planning scientific research, development, and implementation work carried out in a scientific organizational unit within the framework of statutory activities, ongoing projects, commissioned work, and others,
2. financial accounting and supervising the implementation of the research topic,
3. developing projects and plans for scientific and research work of the unit,
4. ensuring the provision of tangible resources necessary for the conduct of research work of a scientific organizational unit, particularly in terms of obtaining funds from external sources,
5. preparing the unit's publication plans and supervising their implementation,
6. taking care of the development of the application potential of a subordinate unit,
7. active participation in the formation of young scientific staff,
8. implementing resolutions of the Scientific Council and the Director,
9. appointing a member of the scientific staff to act as a substitute during the absence of the Head.

Article 16

The duties of the Main Researcher shall include managing the implementation of the research theme entrusted within the framework of the Institute's statutory activities and reporting the progress of the theme to the Head of the scientific organizational unit.

Article 17

1. A person applying for a research project or other project funded outside the Institute's statutory activities shall be obligated to determine on its substantive scope, the involvement of personnel, and the use of infrastructure with the Head of the organizational unit.
2. The head of a research project or other project funded outside the statutory activities of the Institute shall be given a power of attorney by the Director, under which they shall be authorized to sign documents relating to the project.

Article 18

The Head of the Doctoral School and the Doctoral Education Representative shall perform their duties within the scope of the Regulations of Doctoral Studies and Doctoral Schools.

Tasks of the administration and research support departments

Article 19

The organizational structure of the Institute shall include the following administrative and research support units:

1. IT Department,

2. Research Organization Department,
3. Research and Development Projects Department,
4. Technology Transfer Department,
5. Administrative and Technical Division:
 - a) Administrative and Economic Department,
 - b) Procurement and Transportation Department,
6. Environmental Laboratories,
7. Finance and Accounting Department,
8. Project Settlement Department,
9. Section for Procurement and Investment Purchases,
10. Personnel Department,
11. Data Protection Officer,
12. Radiological Protection Inspector,
13. Section for Doctoral Students,
14. Registry of Classified Documents,
15. Director's Representatives,
16. Legal Counsel,
17. Section for OHS,
18. Secretariat,
19. Archive,
20. Library,
21. Veterinarian,
22. Animal House.

Article 20

The main tasks of the IT Department shall include:

1. constructing and maintaining the Institute's ICT infrastructure,
2. setting up workstations, solving technical problems, and repairing minor defects,
3. registering ICT devices used at the Institute,
4. ensuring the ICT security and overseeing the use of the infrastructure in a manner consistent with the safety principles,
5. creating an environment for secure storage of business data, including sensitive data,
6. granting and revoking authorizations to use the ICT infrastructure, including management of the user accounts,
7. supervising the legality of software used at the Institute,
8. computer network administration, including servers, databases, specialized ICT systems and applications,
9. technical support for the organization of Institute-wide remote and hybrid meetings.

Article 21

The main tasks of the Research Organization Department shall include:

1. managing the secretariat of the Scientific Council of MMRI PAS,

2. organization of plenary meetings of the Scientific Council of MMRI PAS and the Commissions appointed by the Council,
3. keeping records of the Scientific Council of MMRI PAS,
4. supervising the documentation on promotion and granting degrees to employees of the Institute,
5. keeping records of the Institute's scientific output,
6. proceeding requests for scientific awards for the employees,
7. supervising the maintenance of specialized databases on scientific activities, including POLON, SEDN,
8. preparing information on the activities of the scientific unit of the PAS in a given year for the Polish Academy of Sciences and a report on the scientific and research activities of the Institute in a given year for the Scientific Council of MMRI PAS,
9. preparing reporting to Statistics Poland and the Ministry on the scientific activities of the Institute,
10. preparing documentation for domestic and international trips,
11. collaboration in Academic Exchange between the Polish Academy of Sciences and other Academies,
12. operating the ePUAP mailbox: sending correspondence within the substantive scope of the Department,
13. ongoing transfer of new publications of the Institute's staff to the Institute Library,
14. collaboration with the Institute Library on reports and evaluation.

Article 22

The main tasks of the Research and Development Projects Department shall include:

1. preparing informational materials on the possibilities and principles of obtaining external funding,
2. training activities on the principles of acquiring and implementing scientific and R&D projects,
3. consulting project initiatives of the employees and seeking appropriate funding sources,
4. participation in the preparation of applications for obtaining subject and targeted grants, and projects of strategic importance to the Institute,
5. comprehensive administrative handling of grant applications, in particular:
 - a) coordinating the grant application process,
 - b) participation in the preparation and negotiation of the terms of grant and consortium agreements,
 - c) providing support to project managers in handling correspondence on formal aspects of the project implementation,
 - d) collaboration with the Project Settlement Department and project managers on the budgets of these projects,
 - e) monitoring of deadlines related to project implementation (contracts, periodic and final reports),
 - f) collaboration with authorized bodies in inspecting ongoing projects,

6. keeping records of and archiving grant applications and implemented grants, in accordance with the guidelines set by the funding institutions and the Institute's internal regulations,
7. participation in the preparation of reporting documentation on ongoing projects, periodic summaries and reports of the Institute, project statistics,
8. collaboration with relevant organizational units in promoting R&D projects and identifying results with application potential,
9. maintaining databases of ongoing projects within specialized information systems, including POLON,
10. operating the ePUAP mailbox: sending correspondence within the substantive scope of the Department.

Article 23

The main tasks of the Technology Transfer Department shall include:

1. identifying innovative solutions emerging from the ongoing scientific and R&D work,
2. accepting notifications for the results of intellectual work, evaluating their commercialization potential, and making recommendations to the Director for patent protection,
3. preparing scientific and R&D results for sale and licensing, including valuation of intangible assets and products,
4. formalizing contacts between the scientific staff and entrepreneurs:
 - a) comprehensive handling of the implementation of research services, including: conducting negotiations with business partners, preparing cost estimates and bids, preparing and supervising the execution of contracts,
 - b) comprehensive handling of the commercialization process, including: conducting negotiations with business partners, preparing cost estimates and bids, preparing and supervising the execution of contracts,
5. administrative support for the process of patent protection and use of intellectual property rights in collaboration with a patent attorney and maintenance of patent databases,
6. promoting the innovative solution offer at trade shows, business conferences, and face-to-face meetings with potential business partners,
7. establishing contacts with the business community and identifying potential business partners,
8. seeking strategic partners, including sponsors and investors,
9. establishing partnerships with external entities for innovative activities and joint R&D initiatives,
10. co-creating the Institute's policy on commercialization and usage of intellectual property,
11. creating and supervising the compliance with procedures for the protection and usage of intellectual property and the commercialization thereof,
12. conducting training and consulting activities in the areas of corporate secrecy, intellectual property protection, commercialization principles, and collaboration with the economic sector.

Article 24

The main tasks of the Administrative and Technical Division shall include:

1. in terms of the Administrative and Economic Department:
 - a) organizing all matters related to the handling of the organizational units of the Institute in terms of administration and management,
 - b) supervising the physical security of the Institute's facilities and property,
 - c) organizing and coordinating matters related to the maintenance of the buildings and infrastructure, including maintenance, technical inspections, repairs, renovations, adaptation of premises, installation of technical infrastructure and research equipment with special requirements,
 - d) supervising all technical documentation of the Institute's facilities and infrastructure,
 - e) supervising the cleaning crews and subcontractors providing technical services on the Institute's premises,
 - f) waste management,
 - g) managing the monitoring and access control system for the facilities,
 - h) maintaining a calendar of conference room bookings,
 - i) receiving, registering, and distributing mail received by the Institute, as well as registering and sending mail outside the Institute in accordance with the internal regulations.
2. in terms of the Procurement and Transportation Department:
 - a) organizing matters related to the procurement of equipment, reagents, office supplies, and consumables for the Institute,
 - b) securing transportation and supervising the proper operation of transportation means,
 - c) processing and placing purchase orders in the financial system,
 - d) supervising the warehouse management.

Article 25

The main tasks of the Environmental Laboratories shall include:

1. managing the research infrastructure critical to the Institute's operations, including:
 - a) taking care of maintaining the equipment in working order,
 - b) providing specialized personnel trained to operate the equipment,
 - c) participation in the determination of rules for access to the equipment and the price lists for research services,
 - d) granting authorizations for independent use of the equipment to trained users,
 - e) reporting on the use of the equipment and the research services,
2. providing research services to internal users and external entities, including:
 - a) building and developing a portfolio of the research services and working with relevant organizational units to promote the services,
 - b) providing substantive support for optimal use of the equipment and organization of research experiments,
3. conducting training on the use of the equipment.

Article 26

The main tasks of the Finance and Accounting Department shall include:

1. maintaining the Institute's accounting and bookkeeping,

2. collaboration in the development of the financial plans, ongoing supervision over their implementation, and reporting,
3. collaboration in the development of analyses of the financial management and economic condition of the Institute, as well as of conclusions resulting from these analyses,
4. preparing and submitting financial plans, reports, analyses, declarations to the competent authorities and institutions required by the provisions of law,
5. recording and controlling the timely settlement of received invoices, bills, and notes,
6. keeping records of cash and non-cash transactions,
7. keeping records of settlements with domestic and foreign counterparties,
8. accounting for business and foreign trips,
9. payroll service of the Institute, administration and payroll records: calculating remunerations for employees and preparing payrolls, posting payrolls in the financial system, and including them in the payroll program,
10. preparing statements, analyses, and reports on payroll issues,
11. preparing documentation for Social Insurance Institution and the Tax Office,
12. maintaining the supplemental payroll fund
13. participation in the preparation and monitoring of the implementation of remuneration agreements with the project personnel (contractors),
14. preparing and transferring the Department's documents to the Institute archive,
15. financial support of the Employee Capital Plans,
16. participation in financial audits
17. preparing reports to Statistics Poland and the PAS,
18. operating the ePUAP mailbox: sending correspondence within the substantive scope of the Department.

Article 27

The main tasks of the Project Settlement Department shall include:

1. coordinating domestic and foreign projects, and grants from the financial point of view,
2. accounting cost invoices for project expenses,
3. monitoring and analyzing the implementation of the projects budget and the correctness of the money spent in accordance with the project proposal, in collaboration with project managers,
4. collaboration with other organizational units of the Institute in terms of the monitoring and settlement of ongoing projects,
5. collaboration in the drawing up of the project reports and financial statements,
6. verifying and confirming the eligibility of expenses and the availability of funds in the project budget,
7. collaboration in the development of the financial plans, ongoing supervision over their implementation, and reporting,
8. responding to the need for potential project changes and collaborating with project managers to revise the project budgets,
9. ongoing monitoring of the financial guidelines for projects implemented by the Institute,
10. maintaining documentation, and internal and external correspondence related to financial settlement of projects and grants,
11. ongoing contact with the project-financing institutions,
12. drawing up financial reports on the progress of projects in accordance with the requirements of the Funding Institutions,
13. participation in the development of application documentation for funding for new projects,

14. participation in financial audits,
15. operating the ePUAP mailbox: sending correspondence within the substantive scope of the Department.

Article 28

The main tasks of the Section for Procurement and Investment Purchases shall include:

1. preparing and conducting public procurement proceedings,
2. supervising the compliance of the purchasing procedures with the Act: preparation of all documents necessary for the implementation of procurement – tender procedures in terms of the formal requirements related thereto,
3. acting as the secretary of the tender committee by the Section employee,
4. maintaining records on purchases under investment grants,
5. participation in the preparation of the annual procurement plan, its modifications, and the posting of notices in the Public Procurement Bulletin regarding the procurement plan,
6. supporting the organizational units of the Institute by providing advice on the application of the Public Procurement Law,
7. supervising the operation of the Regulations for Purchasing and Archiving of Purchase Requests, administering the electronic system for writing the requests,
8. proposing, in consultation with the legal office, the resolution of the disputes and problems that have arisen in the application of the public procurement law,
9. preparing, in collaboration with the Legal Counsel, contracts and agreements necessary for tender procedures, as well as those arising from the particulars of the procurement and those ordered by the supervisor,
10. archiving the proceedings documentation,
11. preparing other procedures based on the Public Procurement Law in terms of the formal requirements related thereto and carrying out the said procedures, including the implementation of non-investment purchases for the units of the Institute ordered by the supervisor,
12. preparing the Institute's bids in terms of the formal requirements related thereto if the Institute acts as the bidder,
13. ongoing monitoring of the legal status of the Public Procurement Law,
14. keeping the relevant public procurement records and registers: the register of concluded contracts, the register of purchases that are not subject to the Public Procurement Law, the register of public procurements,
15. operating the ePUAP mailbox dedicated to the Section.

Article 29

The main tasks of the Personnel Department shall include:

1. maintaining personnel records of the employees in accordance with the applicable regulations,
2. handling matters related to hiring and firing the employees,
3. preparing required documentation for the PAS, including documents related to the appointment of the employees to independent scientific positions and the dismissal thereof,
4. preparing the necessary documentation for the Social Security Institution regarding the employees who have become eligible for retirement or disability pension,
5. timely preparation of statistical data on the personnel matters,

6. keeping records of the Institute's Employee Benefit Fund,
7. supervising the application of the labor law and other provisions of law governing the rights and obligations of employees,
8. handling matters and carrying out control in terms of the work discipline, working hours and schedules, absences from work, including vacations and sick leave,
9. preparing and transferring the Department's documents to the Institute archive,
10. handling insurance matters,
11. administrative support of the Employee Capital Plans,
12. activities related to the maintenance of the "HR Excellence in Research" certification,
13. operating the "Welcome Center" information desk for the employees.

Article 30

The main tasks of the Library shall include:

1. ordering and purchasing of domestic and foreign publications,
2. coordinating and purchasing access to journal databases within consortia of scientific units,
3. maintaining an inventory of books and journals,
4. cataloging books and journals in the Horizon system and creating a traditional card catalog,
5. preparing the catalogs from current subscriptions to foreign journals,
6. ongoing lending of books and journals,
7. operating an interlibrary loan service,
8. carrying out readers' orders for individual articles,
9. preparing bibliometric and citation analyses for administrative and scientific purposes,
10. entering the scientific output of the employees in the PBN [*Polish Scientific Bibliography*] database,
11. collaboration in the evaluation process of the unit in terms of publication output,
12. participation in the preparation of reports and requests for the Institute funding,
13. coordinating open access within the national open publishing program (Elsevier, Springer, and others),
14. co-creating and replenishing of the RCIN (Digital Repository of Scientific Institutes) collections, including digitization of selected library collections and research data,
15. information work: providing library and bibliographic information, training users in the use of databases,
16. reporting on the activities of the Library.

Article 31

The main tasks of the Animal House shall include:

1. adherence to the principles set forth in the regulations of the Animal House,
2. breeding experimental animals and supplying animals from purchase for the Institute,
3. collaboration with other scientific centers included in the Ministry's list of experimental units authorized to conduct animal experiments,
4. collaboration with the business environment.

Article 32

The main tasks of the Secretariat shall include:

1. administrative and office support for the Secretariat of the Director of the Institute,

2. maintaining the calendar and arranging meetings of the Director of the Institute,
3. preparing letters on matters handled directly by the Director of the Institute,
4. organizing and servicing meetings of the Institute's Board of Directors,
5. keeping a register of orders issued by the Director of the Institute,
6. keeping a register of authorizations issued by the Director of the Institute, with the exception of authorizations issued by the Institute's Personnel Department and authorizations to conduct research on animals,
7. keeping a register of letters received at the Director's Secretariat, forwarded to other organizational units and sent externally,
8. operating the Secretariat's email box and ePUAP mailbox in terms of receiving mail and sending institute-wide correspondence that is not part of the duties of other organizational units of the Institute,
9. conducting electronic communications with the employees on behalf of the Board of Directors,
10. downloading an extract from the Register of Scientific Institutes,
11. preparing and transferring documents handled by the Secretariat to the Institute archive,
12. conducting publicity and communication activities (Public Relations PR),
13. updating the Institute website.

Article 33

The main tasks of the Section for Doctoral Students shall include:

1. participation in the recruitment procedure for doctoral students,
2. establishing and maintaining the personal files of the doctoral students,
3. ordering ID cards and holograms extending the validity of ID cards,
4. preparing and verifying attendance lists for the doctoral students in doctoral studies and doctoral schools from each organizational unit,
5. recording sick leaves, vacation leaves, and maternity leaves of doctoral students,
6. issuing certificates of study: for banking, Social Security Institution, and internship purposes,
7. accepting reports on the course of study,
8. drawing up amendments to agreements extending scholarships, changing sources of funding for scholarships,
9. running a financial aid fund for the doctoral students,
10. maintaining and updating the list of preliminary and periodic examinations of the doctoral students,
11. preparing reports on the doctoral students for external institutions,
12. preparing materials on the Doctoral Studies and the Doctoral Schools for the facility's annual reporting, facility funding application, and the unit survey,
13. ongoing maintenance of the POLON system modules in terms of:
 - a) the list of doctoral students,
 - b) financial aid,
 - c) notices of awarding degrees: doctorates, habilitation (post-doctoral dissertation),
 - d) including reviews and abstracts,
14. collaborating with the Head of Doctoral Studies on current issues and performing work ordered by the Head of Studies,
15. collaboration with the organizational units of the Institute, including the Finance and Accounting Department and the Personnel Department,
16. collaboration with the doctoral school secretariats.

Article 34

The main tasks of the Archive shall include:

1. collaboration with the organizational units of the Institute and substantive support in the proper handling of documentation,
2. receiving, securing, and storing documentation from the various organizational units of the Institute,
3. keeping records of the collected documentation,
4. making the files available to authorized persons,
5. preparing and transferring archival materials to the PAS archive,
6. initiating a disposal of non-archival documentation before a committee and participating in the disposal procedure.

Article 35

The main tasks of the Section for OHS shall include:

1. analyzing the state of the occupational health and safety,
2. drawing up regulations and recommendations on the OHS procedures,
3. participation in committee investigations into the causes of occupational accidents and keeping records thereof,
4. conducting scheduled inspections of buildings and equipment for occupational health, safety, and fire requirements, and supervising the implementation of post-inspection recommendations,
5. participation in committee reviews by representatives of the sanitary authorities, the Sanitary and Epidemiological Station, and the labor inspector,
6. participation in the acceptance committees of investment sites and repair works,
7. supervising timely repair of lightning protection systems and maintaining the proper working order thereof,
8. organizing OHS training for the employees,
9. developing a plan for the deployment of the fire equipment, keeping records of the fire equipment, carrying out quality control for the fire equipment, supervising the repair and maintenance of the fire equipment, and ordering the replacement thereof,
10. participation in the development of plans for OHS and fire safety expenditures,
11. drawing up reports on the implementation of OHS recommendations.

Article 36

The main tasks of the Registry of Classified Documents shall include:

1. controlling the compliance with the provisions of law on the protection of classified information,
2. processing classified information, including: receiving correspondence, recording and archiving documents containing classified information,
3. releasing classified information to authorized persons,
4. collaboration with the Security and Classified Documents Officer of the Institute.

Article 37

The Institute shall have the following positions subordinate to:

1. the Director of the Institute:
 - a) Data Protection Officer

The duties of the Data Protection Officer shall include performance of the position of the Data Protection Officer by:

- informing the Contracting Authority and its employees who process personal data about their obligations under Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the *protection of natural persons with regard to the processing of personal data and on the free flow of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)*, hereinafter referred to as the GDPR, and other data protection regulations, and advising them in this regard, in particular:
 - providing opinions on all personal data protection records, such as regulations, decisions, contracts and agreements, personal data processing entrustment agreements, information clauses, forms,
 - advising on personal data processing processes;
- monitoring compliance with the GDPR, other data protection laws, and the Contracting Authority's internal data protection regulations, including segregation of duties, awareness-raising activities, training of personnel involved in processing operations, and related audits, in particular:
 - conducting or commissioning audits in the field of personal data protection, concerning, among others, personal data processing activities, application of appropriate security measures,
 - employee training,
 - information security awareness-raising activities for staff, such as communications;
- providing recommendations on the data protection impact assessment upon request and monitoring the implementation thereof, in accordance with Article 35 of the GDPR;
- collaboration with the supervisory authority;
- acting as a point of contact for the supervisory authority on issues related to the processing, including the prior consultation referred to in Article 36 of the GDPR, and consulting on all other matters as appropriate;
- acting as a point of contact for data subjects on all matters related to the processing of their personal data and the exercise of their rights under the GDPR.

b) Legal Counsel

The duties of the Legal Counsel shall include providing legal assistance to the Institute, which shall include, in particular:

- providing advice and ongoing legal consultation to the employees of the Institute,
- providing opinions on compliance with applicable regulations of internal legal acts,
- preparing legal opinions,
- analyzing or drafting contracts and agreements,
- assistance in drafting letters, contracts and agreements, declarations of will, pleadings, resolutions, internal policies,
- providing on-call services at the Institute's headquarters according to the contractual arrangements,
- participation in negotiations related to the establishment of, amendment to, termination of a legal relationship.

c) Radiological Protection Inspector

The duties of the Radiation Protection Inspector shall include:

- supervising compliance with the conditions of the permit for activities involving exposure to ionizing radiation, including:
- supervising compliance of the conduct of activities with the work instructions and the maintenance of records on nuclear safety and radiological protection,

- supervising the fulfillment of the conditions that allow employees to be employed in a given position, including training of the employees in radiological protection,
- developing a program of dosimetric measurements in the work environment and the measurements and records of individual doses, and submitting them to the Director of the Institute for approval,
- collaboration with the Section for Occupational Health and Safety, persons implementing the nuclear safety and radiological protection program, fire and environmental services in the field of protection against ionizing radiation,
- issuing opinions on the radiation protection,
- requesting the Director of the Institute to stop work under exposure conditions when the conditions of the permit or other radiation protection regulations are violated,
- supervising the proceedings arising from the Institute's emergency response plan if a radiation event occurs on the Institute's premises.

2. Executive Director:

a) Veterinarian

The duties of the Veterinarian shall include:

- veterinary and medical supervision, prevention, diagnosis, treatment and control of the health and welfare of the animals,
- participating in the work of the Animal Welfare Committee and in the issuance of permits for animal experiments,
- managing and controlling the consumption of intoxicants and anesthetics used when in the work with animals.

Authority and responsibilities of the Institute employees

Article 38

1. The duties of an Institute Employee shall be determined individually by the supervisor.
2. The scope of duties of an Employee shall be signed by the Employee and the Employer, forming an integral part of the employment contract.
3. The Employee's immediate Supervisor shall be responsible for updating the Employee's scope of duties.

Article 39

The main duties of all the Institute employees shall include:

1. conscientious, timely, efficient, and impartial performance of tasks specified in the scope of duties,
2. knowledge of and compliance with the provisions of laws necessary for the proper performance of assigned tasks,
3. collaboration with other organizational units of the Institute in the implementation of assigned tasks, within the limits set by the supervisors,
4. compliance with the occupational health and safety and fire regulations,
5. maintaining the professional secrecy.

Article 40

1. The main duty of members of the scientific staff shall be participation in scientific research carried out within the framework of statutory activities, within the framework

of other projects carried out at the Institute, and within the framework of educational activities, as well as to disseminate the results of research through, among others, publication of papers in scientific journals and presentations at scientific conferences.

2. A member of the scientific staff shall be obligated to actively participate in obtaining external funding for research projects.
3. A member of the scientific staff shall be obliged to take care of their own scientific development and the high level of their research.
4. A member of the scientific staff should participate in the training of new team members (employees, doctoral students, interns, trainees).
5. A member of the scientific staff should collaborate with other scientific units of the Institute.
6. A member of the scientific staff shall be obliged to observe the principles of ethics in science.

Principles of work organization

Article 41

1. Employees employed at the Institute shall report to the heads of organizational units or directly to the Director.
2. An employee who has received an order from a higher-level supervisor shall be obliged to notify the immediate supervisor of this fact.
3. An employee who is absent from work shall be replaced by an employee designated by the supervisor. The detailed rules of substitution shall be determined by the supervisor taking into account the internal procedures and regulations.
4. In particularly justified cases, in order to secure the operation of the organizational unit, the right of signature may be granted individually to an employee who is not in a managerial position.

Final provisions

Article 42

The Regulations shall be implemented by the Director by Order No. 23 of June 27, 2022.

The Regulations may be amended or supplemented in the same manner in which they were implemented.

In matters not covered by these Regulations, decisions shall be made by the Director of the Institute on the basis of the Institute's Statute and applicable provisions of law.

These regulations shall come into effect on June 27, 2022.

DIRECTOR

[Signature]

prof. dr hab. n. med. [PhD, DSc] Leonora Bużańska