



## ORGANIZATIONAL REGULATIONS

### International Center for Research on Innovative Bio-based Materials (ICRI-BioM) - International Research Agenda

#### **Chapter 1 General provisions**

##### **§ 1**

1. The conditions were compiled on the basis of the law of 20 July 2018 r. - Higher Education Act (vol. Laws 2018 r. pos. 1668, with later amendments) and the documentation of the competition in program International Research Agendas Module PLUS, Competition No. 7/2017.
2. Regulations define the rules of the organization, operation, and selection of the authorities of the International Center for Research on Innovative Bio-based Materials (ICRI-BioM) - International Research Agenda, hereinafter referred to as ICRI-BioM or MAB.
3. ICRI-BioM is a joint entity established in accordance with § 23 paragraph 2 of the Statute of the Lodz University of Technology.
4. The International Scientific Committee (ISC) supervises the activities of ICRI-BioM on behalf of the Rector.

#### **Chapter 2 ICRI-BioM objectives and tasks**

##### **§ 2**

1. The goal of ICRI-BioM as a research unit is to conduct basic, applied and industrial research in the national and international scientific community.
2. In particular, ICRI-BioM tasks are:
  - 1) continuous conducting scientific research or development works;
  - 2) implementing the results of scientific research and development works in practical applications;
  - 3) comprehensive activities for the development of young scientific staff;
  - 4) engaging doctoral students in research work in the process of preparation of doctoral theses;
  - 5) initiating and supporting national and international scientific cooperation;
  - 6) conducting trainings, courses and workshops as well as conferences and scientific meetings;
  - 7) publishing results of scientific research;
  - 8) cooperation with business entities in order to put into practice the results of scientific research.

#### **Chapter 3 ICRI-BioM organizational structure**

##### **§ 3**

The organizational structure is presented in the annex to the regulations. The ICRI-BioM organizational structure includes:

- 1) Director;
- 2) Director for Organization of Scientific Activities (DOR);
- 3) leaders of research groups (PI);

- 4) members of research groups;
- 5) support R&D group and other employees of ICRI-BioM indispensable to the realization of the tasks;
- 6) International Scientific Committee (ISC).

## **Chapter 4**

### **Scope of activities, permissions, duties and responsibilities**

#### **§ 4**

1. ICRI-BioM is managed by the Director.
2. The director is selected from eminent researchers with an internationally recognized position and competence in fields corresponding to the scope of ICRI-BioM activity and, in accordance with the MAB PLUS 7/2017 competition carried out by the Foundation for Polish Science (FNP), the first role is performed by Prof. Piotr Paneth - the second applicant in the MAB PLUS 7/2017 competition, being the Director for Organization of Scientific Activities, plays this role initially, with the proviso that the function of the Director by the second applicant is limited to a maximum of 18 months from the start of ICRI-BioM activities, but not later than until the person selected by the ISC and approved by the FNP takes the position.
3. During the implementation of Part 2 of the project in the MAB PLUS 7/2017 competition, the project manager, MAB unit director and the leader of the research group is a scientist selected for this position by the ISC and approved by the FNP.
4. The ICRI-BioM Director and the Director for Organization of Scientific Activities are employed for a period of 4 years, with the possibility of extension for another 4-year periods, after prior positive opinion from the ISC.
5. Subsequent director of ICRI-BioM is selected from among the leaders of research groups employed at ICRI-BioM, in accordance with internal regulations adopted in ICRI-BioM, with the proviso that throughout the entire period of the project financing and sustainability period this person will meet the requirements described in the Competition Documentation MAB PLUS module.

#### **§ 5**

The Director's competences include:

- 1) management and representation of ICRI-BioM;
- 2) implementation of grant agreement;
- 3) financial management of ICRI-BioM;
- 4) indicating to the Rector research group leaders at the ISC's request;
- 5) indicating to the Rector members of research groups to be employed at the request of group leaders;
- 6) indicating to the Rector other ICRI-BioM personnel (technical, administrative) for employment;
- 7) acting as the leader of the research group at ICRI-BioM (Senior PI 1);
- 8) performing other activities resulting from the grant agreement, this regulation, and existing legislation.

#### **§ 6**

1. The Director for Organization of Scientific Activities exercises the powers of the Director in his absence, in the scope of authorizations and powers granted by the Director.
2. Director for Organization of Scientific Activities serves as the leader of the R&D support group.

#### **§ 7**

1. The International Scientific Committee, hereinafter referred to as the Committee or the ISC, consists of 9 to 15 members, at least half of whom are employed in foreign scientific institutions.
2. The Committee is made up of eminent representatives of science and possibly entrepreneurs with experience in cooperation with scientists in the field of conducting research and development actions, or entrepreneurs with extensive experience in implementing new technologies. Representatives of science must make up at least half of the members of the Committee.
3. The members of the Committee shall be elected for a period of five years.

4. A member of the Committee can be a maximum of two consecutive 5-year periods.
5. No more than half of the members of the ISC in a given term may be appointed for the next term.
6. A member of the Committee cannot be a person:
  - 1) employed or pursuing activities in ICRI-BioM;
  - 2) ICRI-BioM Director and Director for Organization of Scientific Activities.
7. Members of the Committee shall be entitled to financial compensation only for travel, per diem allowance, and accommodation costs related to the meetings of the Committee for performing their functions.
8. The first members of the Committee are:
  - 1) Klaus Muellen                      previous Dyrektor of MPI-P;
  - 2) Krzysztof Matyjaszewski        Carnegie Mellon University;
  - 3) Roland Wohlgemuth                Sigma-Aldrich, Merck Group;
  - 4) Jacek Ulański                        Lodz University of Technology;
  - 5) Bernd Nidetzki                        TU Gratz, Austrian Center of Industrial Biotechnology;
  - 6) Kurt Kremer                          Director of MPI-P;
  - 7) Paul Blom                              previous Director of MPI-P;
  - 8) Tanja Weil                             MPI-P;
  - 9) Maciej Adamkiewicz                President of ADAMED;
  - 10) Dieter Jahn                          previously Senior Vice-President of Science Relations and Innovation Management, BASF;
  - 11) Janusz Bujnicki                      International Institute of Molecular and Cell Biology;
  - 12) Christian Griesinger                MPI-biophysical chemistry;
  - 13) Aleksander Bąkowski                Polish Business and Innovation Centers Association.
9. Subsequent members of the Committee are selected by the retiring Committee with restrictions that: no more than half of the current members remains, and new candidates are proposed by **the Lodz University of Technology (TUL) and Max Planck Institute for Polymer Research (MPI-P)** from Mainz, strategic partner unit, but the members of the Committee cannot be appointed solely from among the candidates nominated by one of these institutions. If the appropriate number of candidates has not been indicated by one of the institutions, the new members of the Committee shall be selected by the retiring Committee.
10. In a situation when the number of Committee members falls below the minimum specified in § 7 paragraph 1, as a result of the death of a member of the Committee, his/her inability to perform the functions, or resignation from sitting on the Committee, a new member of the Committee shall be appointed by the Committee for the period until the end of the period for which the given Committee was appointed.

## § 8

The duties of the ISC include:

- 1) periodic review of the research agenda and introduction of necessary changes, e.g. due to the progress in scientific research around the world in the area of ICRI-BioM activity. The ISC carries out verification not less frequently than every four years;
- 2) evaluation of the work of all leaders of research groups and their groups. The ISC carries out an evaluation at least every four years;
- 3) reviewing the decision to employ an individual (visiting) scientist or a winner of the European Research Council competition;
- 4) announcing and conducting a competition for the ICRI-BioM Director conducted during part 1 of the project;
- 5) announcing and conducting a competition for leaders of research groups working at ICRI-BioM, including the Director, by:
  - a) approving the rules and criteria of the competition prepared by ICRI-BioM,
  - b) approving the scope of requirements for the Director or leader,
  - c) evaluation of applications and issuing of recommendations regarding the employment of the best candidate or candidates.

## § 9

1. The members of the ISC elect from among themselves the Chairman of the Committee, with the proviso that the first Chairman of the ISC is **Prof. Klaus Muellen**, the first applicant in the MAB PLUS 7/2017 competition.
2. The Chairman of the Committee manages the work of the ISC, represents it in external contacts, and convenes and chairs the meetings of the ISC.
3. The ISC holds at least one meeting per the calendar year.
4. Resolutions of the ISC are adopted by an absolute majority of votes in the presence of at least half of its members.
5. Additional meetings of the ISC are convened as needed. Such meetings may also be held remotely in the form of teleconferences. ISC resolutions during such meetings are adopted by electronic voting. Provisions of paragraph 4 shall apply accordingly.
6. At the request of the Chairman of the Committee, or if grant agreement or any other agreement relating to ICRI-BioM requires it, representatives of the Technical University and the MPI-P may participate in ISC meetings without voting rights.
7. During the implementation of the project, the ICRI-BioM unit will provide the opportunity to attend ISC meetings to a representative of the Foundation for Polish Science and will inform FNP about changes in the composition of the Committee after the end of the term of office or during the term of office, if such a situation occurs.

## § 10

1. ICRI-BioM staff is employed for the realization of the project described in the ICRI-BioM grant agreement or other grant agreements.
2. Employment of researchers, including Director, Director for Organization of Scientific Activities and leaders of research groups takes place according to the rules set out in the Competition Documentation MAB PLUS 7/2017, in particular:
  - 1) leaders of research groups will be selected in an open international competition by the International Scientific Committee, in accordance with the rules regarding the recruitment of researchers, contained in the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* and in accordance with the principles set out in the MAB PLUS Competition Documentation;
  - 2) competition procedure is open to all concerned with clear criteria and the preservation of principles of equality;
  - 3) the following rules apply in conducting a competition for the leaders of the research groups:
    - a) information about the competition is announced publicly in such a way as to be available to all interested parties who meet the criteria,
    - b) information about the competition includes, in particular, job description and financial conditions,
  - c) the ISC recruits according to the criteria it has adopted, with the provision that at least one of these criteria is related to the candidate's previous scientific achievements and whether the candidate represents the level that characterizes ERC winners;
  - 4) research groups members are selected by the leader in an open competition based on transparent criteria in accordance with the following principles:
    - a) information about the competition is announced publicly (at least on the EURAXESS website - not applicable to students) and should contain information on how to apply, the requirements for candidates, and the expected amount of scholarship or remuneration,
    - b) the leader of the research group appoints a commission of at least two persons responsible for conducting recruitment,
    - c) the commission prepares and conducts recruitment according to the criteria it adopts, at least one of these criteria should refer to the candidate's previous scientific achievements,
    - d) the commission documents the recruitment process in the form of a report,
    - e) the research group leader will ensure that FNP representatives can participate as observers in the selection process.

**Chapter 5**  
**Financial economy and property**

**§ 11**

1. The primary source of ICRI-BioM financing is the grant from the Foundation for Polish Science, obtained on the basis of a proposal MAB PLUS 0005/2017.
2. The ICRI-BioM budget consists of funds obtained exclusively for ICRI-BioM in the form of grants and other funds obtained from scientific research activities and cooperation with entrepreneurs.
3. In the case of obtaining revenues or profits from the activities carried out by ICRI-BioM, the funds obtained in this way will be used solely for conducting the activities of ICRI-BioM.
4. Remuneration of ICRI-BioM employees is regulated by the MAB PLUS 0005/2017 application and IRA budget which is attached as Annex 1 to the Agreement on entrusting the International Research Agenda Unit which is a joint unit for the purposes of the Law on Higher Education (competition 7/2017) between the FNP, the second applicant, and the Lodz University of Technology.
5. ICRI-BioM performs the substantive part of research at Bionanopark Ltd, which provides equipment and rooms based on the Framework Cooperation Agreement and specific agreements concluded as part of the ICRI-BioM research needs, which will constitute annexes to the Framework Cooperation Agreement.

**Chapter 6**  
**Final provisions**

**§ 12**

1. For any matters not regulated herein, the provisions of the Competition Documentation MAB Plus 7/2017 and the grant agreement, applicable laws and internal regulations of the Technical University of Lodz apply.
2. Regulations enter into force on 1 September 2019.

ORGANIZATIONAL SCHEME  
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