


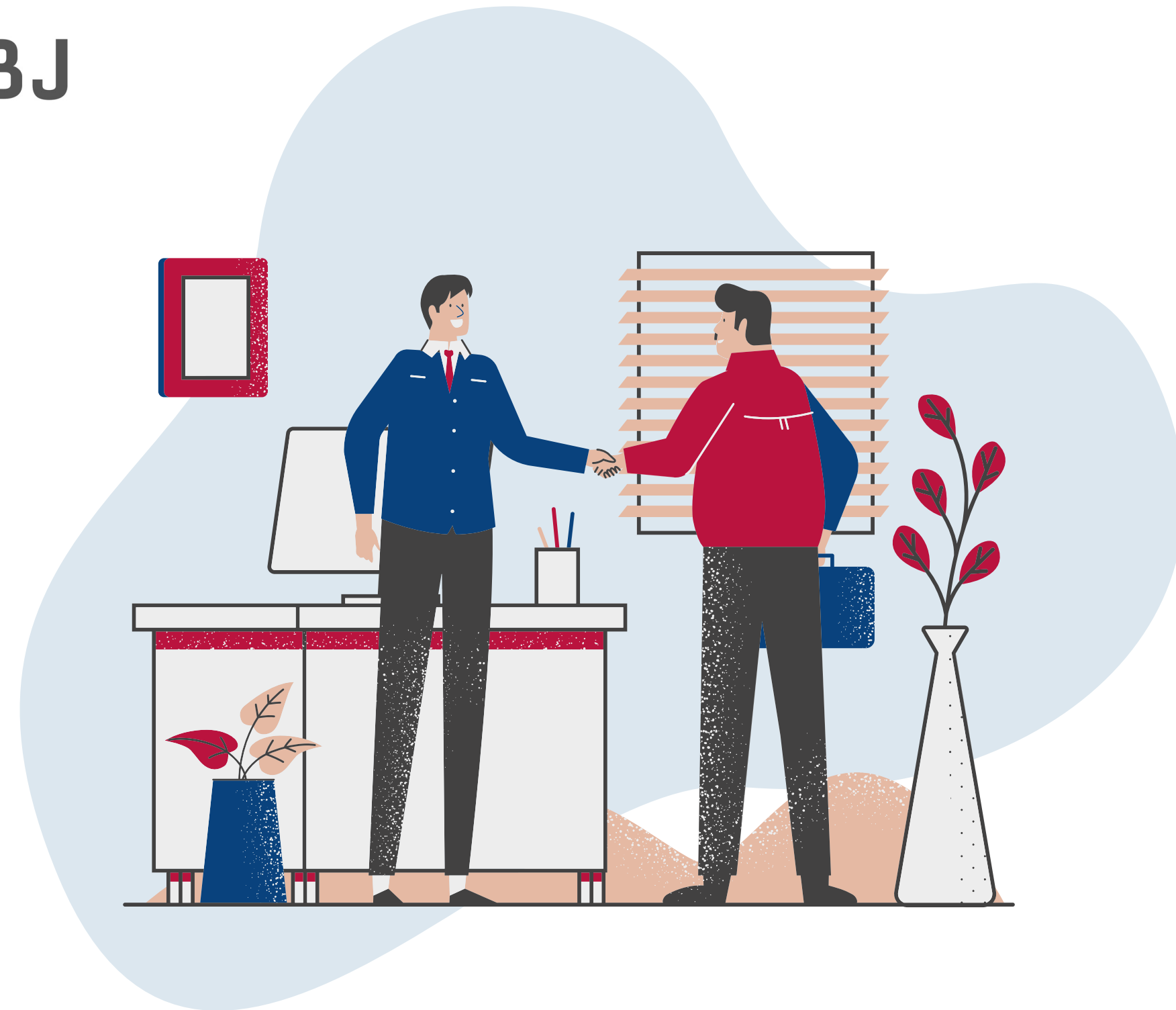
WELCOME  
TO NOMATEN  
NCBJ



# WELCOME TO NOMATEN



1. Foreword, principles and values
2. Your first day at work
3. Formal aspects of work; working time at NCBJ
4. Information important during the first days of work
5. Benefits you can take advantage of
6. Intranet and the most important regulations
7. Other important contacts and support



# WELCOME TO NCBJ



*Dear Madam, Sir, Dear New Colleague,*

*Welcome to the National Center for Nuclear Research. NCBJ is one of the largest and one of the best research centers in Poland. We cooperate with many significant centers in the field of broadly understood nuclear physics in the world.*

*At NCBJ, you will have the opportunity to gain unique experience and join interesting and ambitious projects. We also provide the opportunity to raise qualifications and scientific development.*

*Our Institute is authorized to award all academic degrees.*

*Below you will find useful information that will help you start working at the Institute.*

*You may also obtain support at the departmental and central administration level.*



*Best wishes*

*Director of NCBJ*

*Prof. dr hab. Krzysztof Kurek*



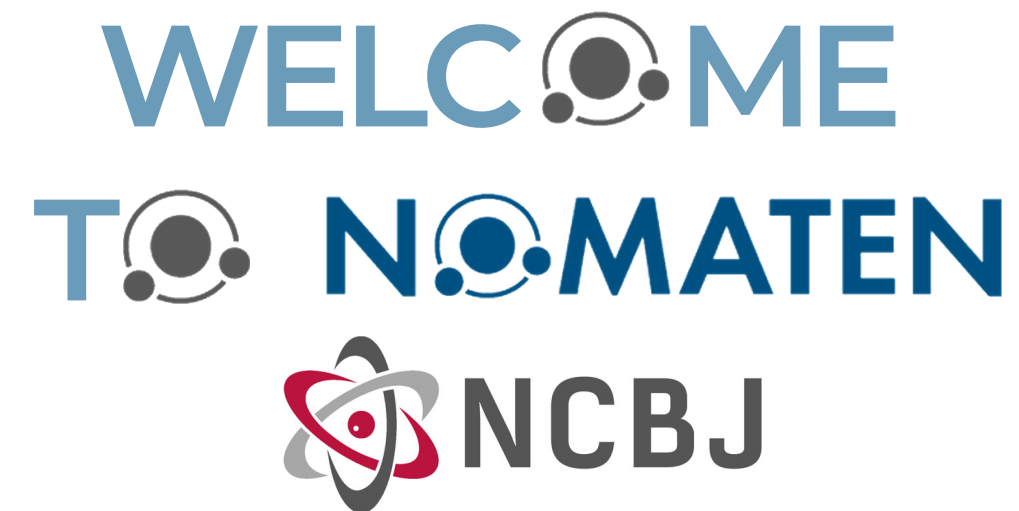
# WELCOME TO NOMATEN

## *Foreword from the Director*

*NOMATEN is a new Center of Excellence. Our strength derives from the fundamental support we receive from the EU to the Teaming project partners to the Foundation for Polish Science to the "home institute" NCBJ. However our greatest strength and asset is the people we welcome and employ. The growth of the NOMATEN CoE may only take place in a team atmosphere, where our employees, whether scientists of various career stages or supporting personnel, feel at home and thrive. I thus welcome all future NOMATEN persons.*

*Director of NOMATEN CoE  
prof. Mikko Alava*





Dear Colleague,

We strive to be one of the best research institutes in Poland as well as among international research institutions. You have a real chance for personal success related to the development of the Institute.

NCBJ is among the European research institutions awarded with the logo "HR Excellence in Research". The EU Commission awards it to the academic and research centers that contribute to increasing the attractiveness of working conditions for researchers, provide employees with a transparent recruitment process, stability of employment and the possibility of career development.

For more information, see the European Charter for Researchers  
([https://www.ncbj.gov.pl/sites/default/files/charter\\_and\\_code\\_eng.pdf](https://www.ncbj.gov.pl/sites/default/files/charter_and_code_eng.pdf))

See also the recruitment policy (OTM-R) at NCBJ  
([https://www.ncbj.gov.pl/sites/default/files/otm-r\\_policy\\_pl.pdf](https://www.ncbj.gov.pl/sites/default/files/otm-r_policy_pl.pdf))



HR EXCELLENCE IN RESEARCH



# WELCOME TO NOMATEN

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## NOMATEN OBJECTIVES

**NOMATEN CoE** has been created in September 2018 on the basis of the Grant Agreement from the Foundation for Polish Science (GA MAB PLUS 2018/8, hereafter MAB Grant), with a goal to become a world-class international Centre of Excellence in the field of multifunctional materials for industrial and medical applications and a focal point for collaboration between the research community, industry and government.

NOMATEN Centre of Excellence is a scientifically autonomous Department of the National Centre for Nuclear Research (NCBJ).

# WELCOME TO NOMATEN

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## NOMATEN MISSION AND VISION



**NOMATEN mission:** serving the impelling needs of industry and society in multifunctional materials for industrial and medical applications. Through generation, application and dissemination of break-through research and innovation outputs as well as training of next-generation experts, NOMATEN CoE will improve Poland's scientific excellence, capabilities and competitiveness, advance its research and innovation culture, and provide long-term opportunities for economic development and societal improvements in both Poland and EU.



**NOMATEN vision:** CoE is a place where a multinational, multidisciplinary and versatile team of scientists performs advanced research and creates innovations, enjoys academic freedom, has access to world-class research infrastructures and is supported by technical, management and business professionals.

# WELCOME TO NOMATEN

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## NOMATEN AMBITIONS

**NOMATEN ambition:** being a world-class international Centre of Excellence, NOMATEN CoE develops high impact research portfolio, in fundamental and applied science to become a focal point for collaboration between the research community, industry and government.

Achieving this goal requires the creation of a highly professional, multidisciplinary and motivated team of researchers and staff, and practical and effective implementation of excellence building processes and necessary support.

This staff, research, support services and management is a key resource of the CoE, which ensures its successful operation and development. To guarantee the attraction and retention of the best employees, NOMATEN CoE is implementing a robust human resources strategy for research and administrative staff, encouraging gender equality and covering such key aspects as staff recruitment, evaluation and professional development.

The NOMATEN CoE HR strategy aims at engaging and retaining the best talents thanks to attractive work conditions, salaries, career development and personal growth opportunities.



# WELCOME TO NOMATEN

Scientific excellence is the goal we want to achieve by many ways, such as by supporting:

- endless curiosity and development (scientific and personal),
- mindful leadership based on respect and trust,
- teamwork built on openness and understanding the autonomy of others,
- individuality creating joint projects,
- creating a safe work environment to share and collaborate,
- diversity is a powerful value and source of our innovation,
- honest feedback as a base of true development, building our community by understanding the needs and by the system of career development.

# WELCOME TO NOMATEN

## NOMATEN FUNDING AND SUPPORTING RESOURCES

The NOMATEN CoE has received 7 years of joint financial support from the Foundation for Polish Science (FNP) and the European Commission.



Since its creation, NOMATEN Centre of Excellence has been supported by a grant from the Foundation for Polish Science (grant no. MAB PLUS/2018/8).

The grant is a part of the general programme of the Foundation called International Research Agenda (IRAP), whose aim is to enable the creation of research organizations (scientific units), which will be led by scientists with considerable.



NOMATEN has received funding from the European Union Horizon 2020 Spreading Excellence and Widening Participation programme. The Teaming Grant Agreement No 857470 has been signed on June 14, 2019, and the project has started on November 1st, 2019.



Republic  
of Poland

European Union  
Horizon 2020  
Framework Programme



European Union  
European Regional  
Development Fund



# WELCOME TO NOMATEN

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## NOMATEN PARTNERS

NOMATEN CoE is formed through a partnership between NCBJ (Poland), VTT (Finland) nad CEA (France).



# WELCOME TO NOMATEN

## NOMATEN PARTNERS



VTT is one of Europe's leading research institutions. They are owned by the Finnish state.

VTT's task is to advance the utilisation and commercialisation of research and technology in commerce and society. Through scientific and technological means, VTT turn large global challenges into sustainable growth for businesses and society.

VTT's research is guided by the company's lighthouse themes: climate action, resource sufficiency, good life, safety and security and industrial renewal.

VTT is a visionary research, development and innovation partner. They help society and businesses grow through technological innovations – they think beyond the obvious.

VTT was established in 1942 and has almost 80 years of experience in cutting-edge scientific innovation achieved together with private companies and the public sector. VTT's strategy is to help companies and society in solving global challenges by utilising science and technology.

VTT has transformed from governmental, Finnish technical research organisation into a non-profit limited company to support innovation and technology development worldwide and tackle the global grand challenges.

More information: <https://www.vttresearch.com/en>

# WELCOME TO NOMATEN

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## NOMATEN PARTNERS



Created in 1945, the French Alternative Energies and Atomic Energy Commission (Commissariat à l'Énergie Atomique et aux énergies alternatives, CEA) is a French government-funded institution, categorised as a public research establishment of an industrial and commercial nature (EPIC). CEA draws on first-class fundamental research in the fields of low carbon energy, information technologies, health technologies, defence and global security.

As an energy expert, CEA contributes to the implementation of the French nuclear and renewable energy export policy, providing scientific and technical support to the French government as well as to the definition of the short, medium and long-term French energy policies.

CEA conducts key research on carbon-free energy - nuclear and renewables - as part of a sustainable energy strategy aimed at strengthening the national strategic independence by reducing dependence on fossil fuels, encouraging the development of new industrial sectors, minimizing energy costs while meeting the highest requirements in terms of safety and environmental protection.

More information at <https://www.cea.fr/>



# WELCOME TO NOMATEN



National Centre for Nuclear Research (NCBJ) came into existence on September 1, 2011 in effect of merging the former Institute of Atomic Energy POLATOM with the former Andrzej Sołtan Institute for Nuclear Studies. NCBJ fundamental/applied research profile combines nuclear power-related studies with various fields of sub-atomic physics (elementary particle physics, nuclear physics, hot plasma physics etc.).

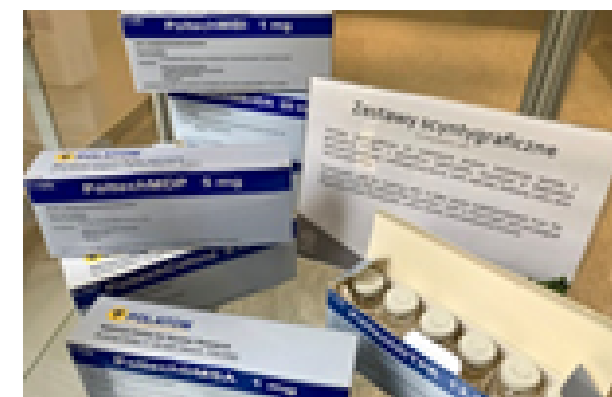
The Centre is strongly involved in developing nuclear technologies and promoting practical applications of nuclear physics methods. Major market products manufactured in the Centre include radiopharmaceuticals and a range of particle accelerators for science, various industry sectors and medicine. The Centre is an IT and R&D background infrastructure indispensable to provide expert support for decision-makers in the project to develop in the coming years nuclear power industry in Poland.

More information at <https://www.ncbj.gov.pl/eu>

# WELCOME TO NOMATEN

NOMATEN CoE In Multifunctional Materials  
for Industrial and Medical Application

Novel materials resistant  
to high temperature,  
corrosion and radiation  
for industrial applications



Novel radiopharmaceutical  
materials for medical  
applications

## Facilities



MARIA Reactor  
MRL Hot Cells  
CIS Supercomputer



LECI Laboratory  
JANNUS Accelerator System  
France Life Imaging



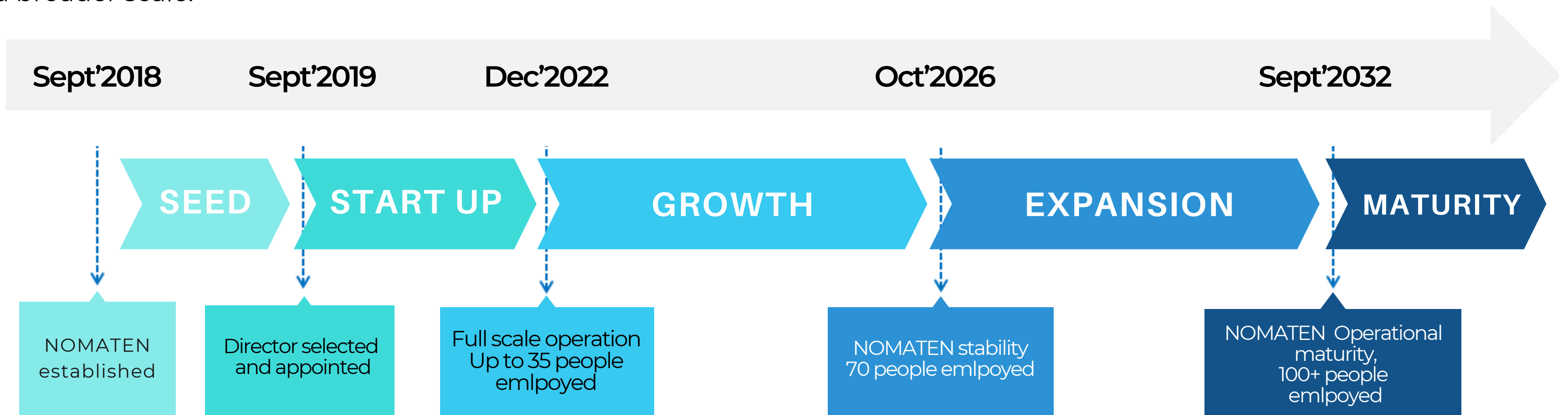
Centre for Nuclear Safety  
(Class A, B and C)

# WELCOME TO NOMATEN

## NOMATEN (HI)STORY

The idea behind the NOMATEN Centre of Excellence was born as a result of cooperation between Centre's Partners: the National Centre for Nuclear Research (NCBJ) in Poland, the Commissariat à l'énergie atomique et aux énergies alternatives (CEA) in France and VTT Technical Research Centre of Finland Ltd.

The NOMATEN Centre of Excellence has been established in September 2018, as a scientifically autonomous unit within NCBJ. Since then, the Centre has successfully followed the plan leading to its main goal: the creation of a research institution that will help nurture scientific excellence in Poland and have a significant research and innovation impact on a broader scale.



## MAP OF THE INSTITUTE (NCBJ ŚWIERK)

HR Division - building 1

MEDICAL CENTRE - building 2

PNT - building 3

IT - building 7

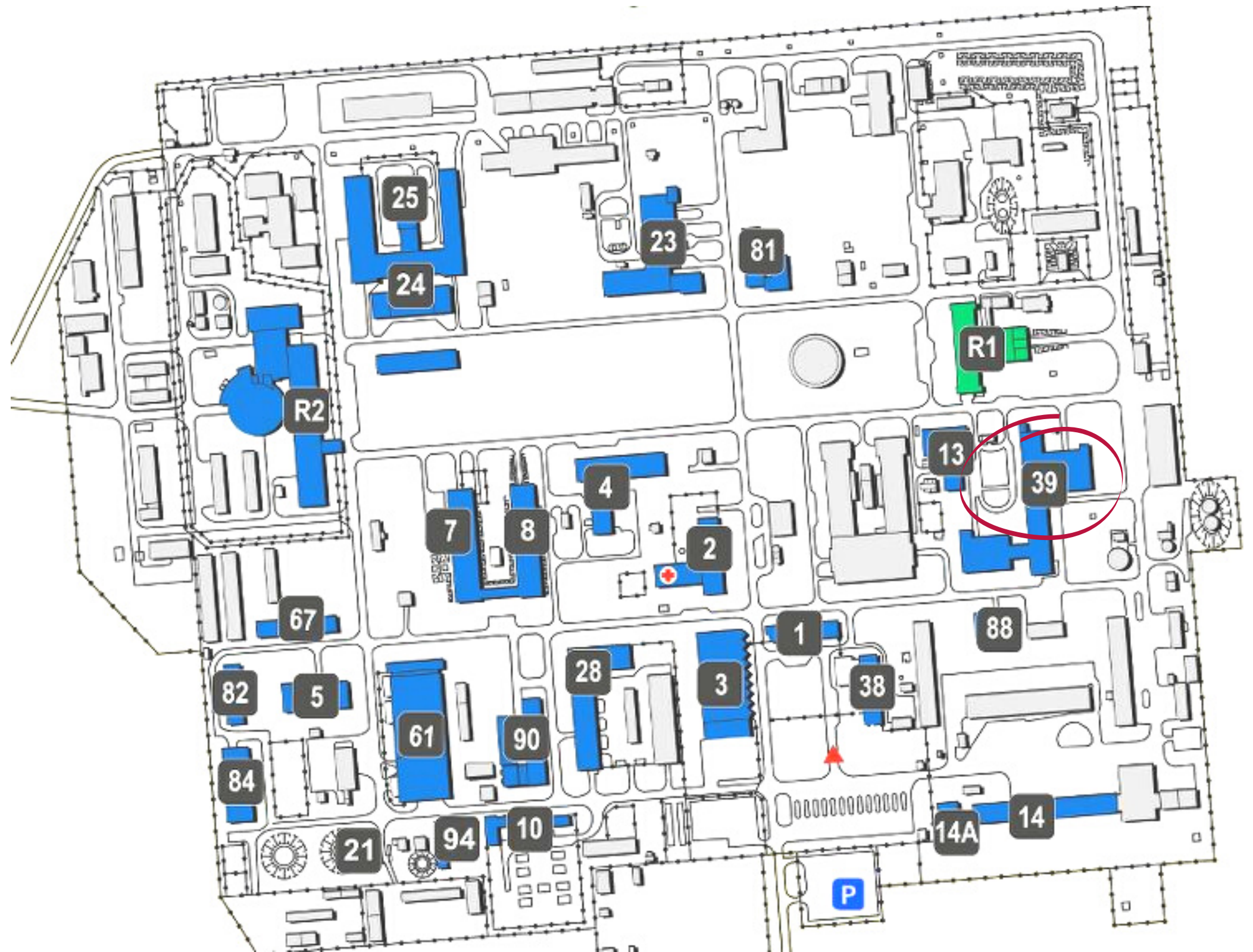
BHP - building 14A

**NOMATEN - building 39**

OR POLATOM - building 24

ZdAJ - building 61, 90

CIŚ - building 88





# YOUR FIRST DAY AT WORK



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## MANDATORY INITIAL TRAININGS

After signing the contract in the Personell Administration Department (Świerk, building 1, room 227, 228), you will receive a referral for mandatory trainings. Report to them on the designated dates.

Health@Safety – building 14A - room 214

Fire Protection – building 28 - room 104

Dosimetry – building 2 floor II - room 89

WSO training: physical protection building 1 - room 110



# YOUR FIRST DAY AT WORK



## NCBJ - THE NUCLEAR INSTITUTION WITH SPECIAL ACCESS RULES

Only people with passes can enter NCBJ.

Employees have permanent passes.

If you want to bring items to NCBJ (e.g. a laptop), you must report it to the security guard. The security guard at the checkpoint may request the presentation of the contents of the bags.

Access by car to the NCBJ only with a special "car pass".



# YOUR FIRST DAY AT WORK



## HOW TO GET YOUR OWN ID PASS?

First you need to take a picture. Go to the IT department - build. 7, room. 141, make an appointment in advance by phone, ext. 1535. During the week, your ID pass should be available at the Personell Administration Department - building 1, room 227, 228.

You will be inform about it by colleague from this team .

## ENTRY AND EXIT

### OBTAINING A PERMANENT ID PASS

During the first few days at work, you will need a one-time pass. Someone from your new team should pick you up from the Pass Office. Don't forget to stamp the white card at your department (you will get it together with a badge at the Pass Office).





## FORMAL ASPECTS OF WORK

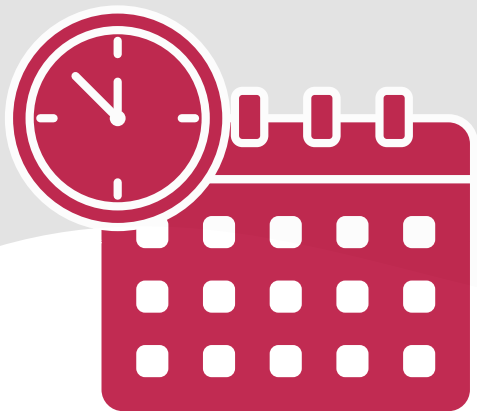
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The condition for starting work is to have valid medical examinations and undergo mandatory initial trainings (see above). Each newly recruited NCBJ employee is also required to read the NCBJ Work Regulations, which define the rights and obligations of the employer and employees.

The Work Regulations and the NCBJ Organizational Regulations you may find on the NCBJ Intranet:

<https://vpn.ncbj.gov.pl:10443/proxy/40c6db0d/http/intranet.ncbj.gov.pl/wybrane-zarzadzenia>





## WORKING TIME AT NCBJ

Most NCBJ employees work 8 hours a day from Monday to Friday. They are employed in the basic working time system (single shift system). Work starts at 7:55 am and ends at 3:55 pm.

At NCBJ, task-based working time may also be used in individual cases. In consultation with the supervisor, the employee declares execution of specific tasks within the next months. Then he is not obliged to be present at the NCBJ premises every day.

The consent to work in such a system is issued by the Director of the Institute with the prior approval of the immediate superior.

More on this subject you may find in the NCBJ Work Regulations

The employee entering and leaving the premises of the Institute is obliged to check the ID-card in the reader of the electronic access control system. This system records the time of entry and exit of an employee.

# INFORMATION IMPORTANT DURING THE FIRST DAYS OF WORK



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## COMPUTER AND EMAIL

Make sure at the secretariat of your department whether an application has been submitted to the IT department for the preparation of the computer for you.

In addition, your e-mail address (firstname.lastname@ncbj.gov.pl) and your login on the computer (your surname and the first letter of your name) will be created.





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## INTERNAL CONTACTS

At NCBJ, you can check telephone and e-mail contact of each employee in the address database on the Intranet (<https://www.ncbj.gov.pl/yp/index.php?lang=en>)

When calling the internal landline of a NCBJ employee, just dial the last 4 digits of the number (without the beginning 22 273 XX XX).

When calling outside the Institute to a landline or mobile number, precede the telephone number with "0".



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## PRINTING

If you already have your ID pass, you should know that it is not only used to register entries and exits from NCBJ.

With this pass, you can print documents by yourself. There are network printers for employees in each building. You just need to put the ID to the marked place on the printer.

Before printing for the first time, contact the IT Department (ext. 1535) and ask them to add your ID to the system.



## PURCHASE DOCUMENTS

All purchase orders at the Institute must be carried out in accordance with the current NCBJ Public Procurement Regulations.

The secretariat is usually responsible for equipping the department with stationery. Responsible person fills in the documents.

Then he/she forwards it to the Procurement Division. This department can be found in Świerk, building 28, room 115, ext. 1577. If you have any question ask the secretary.

# BENEFITS YOU CAN TAKE ADVANTAGE OF

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## TRANSPORT

NCBJ provides employees with free bus transport to and from work. You can find a detailed list of routes and stops (on the Internet) on the NCBJ website:

Arrivals to NCBJ - <https://bus.swierk.pl/przyjazdy-do-ncbj/>

Departures from NCBJ - <https://bus.swierk.pl/wyjazdy-z-ncbj/>

It's good to be at the bus stop approx. 10 minutes before departure time.

If you have any questions, please contact the Bus Transport Dispatcher: [bus.dyspozytor@swierk.pl](mailto:bus.dyspozytor@swierk.pl), tel. 516 008 815 or ext. 1626.

# BENEFITS YOU CAN TAKE ADVANTAGE OF

## CANTEENS

There are two canteens in NCBJ where you can make small grocery shopping and eat lunch at lunchtime. The first canteen „BAR56” (<http://www.bar56.pl>) is located next to the Pass Office, the second is located in the POLATOM building.





# BENEFITS YOU CAN TAKE ADVANTAGE OF



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## GROUP LIFE INSURANCE

NCBJ provides employees with the opportunity to purchase additional insurance - **Group life insurance.**

If you have any questions, please contact the Payroll Department.  
Spruce, building. 1, room 204, ext. 1073

# BENEFITS YOU CAN TAKE ADVANTAGE OF

## THE COMPANY SOCIAL BENEFIT FUND - ZAKŁADOWY FUNDUSZ ŚWIADCZEŃ SOCJALNYCH (ZFŚS)

All NCBJ employees can use the material and financial benefits of the Social Fund (ZFŚS). Financial resources from this fund are allocated to material assistance granted to persons in a difficult life situation, occasional benefits, loans for housing purposes, or holiday subsidies - the so-called "Grusza" ("Vacations under the pear tree").

The rules for granting financial benefits and any other information on this subject can be found in the regulations of the Social Fund ([link here](#)).

For practical information on this subject, contact the Personell Administration Department.



# BENEFITS YOU CAN TAKE ADVANTAGE OF



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## NCBJ LIBRARY

Świerk, building 39., room 156 (2nd floor)

The reading room is usually available from Monday to Friday, from 9:00 to 14:00.

If you have any questions, please contact the Library Manager Ewa Korpikiewicz-Sadoch ext. 2316,  
e-mail: [Biblioteka@ncbj.gov.pl](mailto:Biblioteka@ncbj.gov.pl) or [Ewa.Korpikiewicz-Sadoch@ncbj.gov.pl](mailto:Ewa.Korpikiewicz-Sadoch@ncbj.gov.pl)

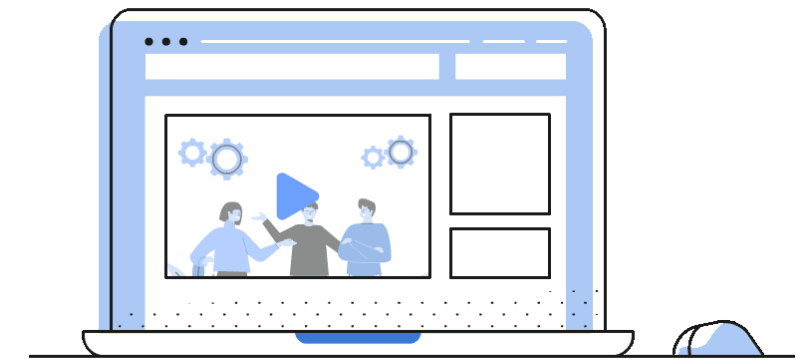
# INTRANET AND THE MOST IMPORTANT REGULATIONS

## INTRANET

On the NCBJ INTRANET in addition to information on current events, you will find all important documents, descriptions of internal procedures, and job offers. Only employees logged in to the NCBJ network have access to the Intranet.

If you would like to use the Intranet outside the NCBJ network, you must send an application with an explanation of your need, with a request for a VPN, to the IT department at: [helpdesk@ncbj.gov.pl](mailto:helpdesk@ncbj.gov.pl).

In the request, provide your mobile phone number to which authorization messages are to be sent. After receiving confirmation from the IT department and a link to log in, you will be able to use the Intranet wherever you are. Just enter your login (lowercase letters) and password as for the NCBJ domain.



## **WORK REGULATIONS, ORGANIZATIONAL REGULATIONS, COLLECTIVE LABOR AGREEMENT (ZUZP) AT NCBJ**

**NCBJ Work Regulations** define the rights and obligations of the employer and employees. There you will find all information related to work discipline, rules for payment of remuneration, or the holiday entitlement. You will also find information about the annual appraisal talks carried out by direct superiors with employees, as well as guidelines related to Occupational Health and Safety.

([http://intranet.ncbj.gov.pl/sites/default/files/hr\\_ukryte/work\\_regulation\\_en\\_292020.pdf](http://intranet.ncbj.gov.pl/sites/default/files/hr_ukryte/work_regulation_en_292020.pdf))

**The NCBJ Organizational Regulations** define the detailed organization and the rules of NCBJ functioning. There you will find an organizational structure with descriptions of individual departments.

(<https://vpn.ncbj.gov.pl:10443/proxy/40c6db0d/http/intranet.ncbj.gov.pl/content/zarzadzenie-nr-322020-dyrektora-ncbj-dnia-28-wrzesnia-2020-r-sprawie-regulaminu>)

**Collective Labor Agreement (ZUZP)** is an internal source of legal regulations, including the principles of remunerating employees

([http://intranet.ncbj.gov.pl/sites/default/files/hr\\_ukryte/collective\\_labor\\_agreement\\_additional\\_protocol\\_1\\_new.pdf](http://intranet.ncbj.gov.pl/sites/default/files/hr_ukryte/collective_labor_agreement_additional_protocol_1_new.pdf))

**NCBJ Organizational Structure**

([http://intranet.ncbj.gov.pl/sites/default/files/obwieszczenia/schemat\\_organizacyjny\\_01\\_08\\_2020.pdf](http://intranet.ncbj.gov.pl/sites/default/files/obwieszczenia/schemat_organizacyjny_01_08_2020.pdf))

## OTHER IMPORTANT CONTACTS AND SUPPORT

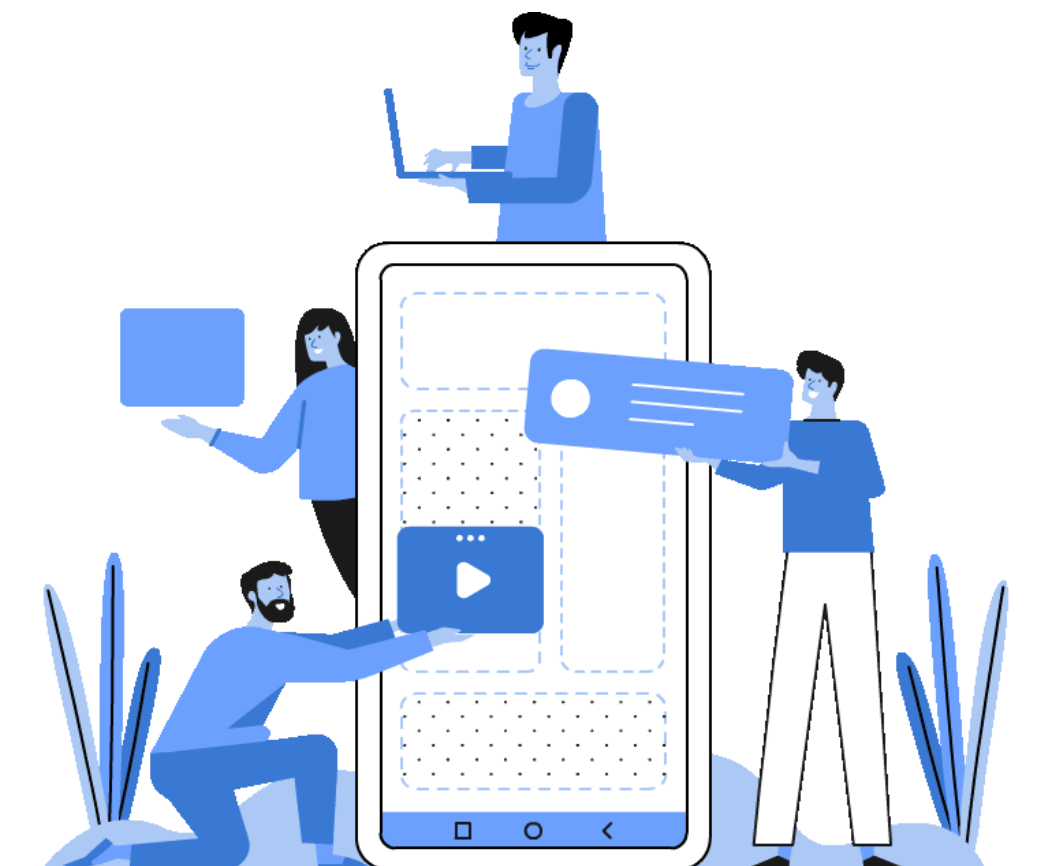
You may expect basic and ongoing support from your supervisor, department secretariat and the team where you just started your work.

In addition, you may get information and support in secretariats, in the Personnel Administration Department and in the HR team.



### SECRETARIATS

(<https://vpn.ncbj.gov.pl:10443/proxy/40c6db0d/https/www.ncbj.gov.pl/yp/index.php?lang=en&q=sekretariat>)





## OTHER IMPORTANT CONTACTS AND SUPPORT

### Wellcome Point for non polish speakers



Ms Barbara Paprocka  
The Hospitality  
Manager

Ms Barbara Paprocka - the Hospitality Manager assists new foreign employees with:

- preparation and completion of formalities related to legalization and registration of stay in Poland,
- an apartment search and completing contract formalities,
- formalities of setting up a bank account,
- registration at the healthcare clinic,
- selecting schools, kindergartens, language courses for employees' families,
- everyday issues like city transport, taxes, driving licence, telecommunication services, etc.

More information:

(<http://nomaten.ncbj.gov.pl/living-guide-and-working-conditions>)

## OTHER IMPORTANT CONTACTS AND SUPPORT

### HR Team (here)



Magda Jędrkiewicz  
Head of HR Unit



Stefan Bulaszewski  
HR Partner



Anna Sawińska  
HR Partner

As the Human Resources Management Department (HR Department), we report directly to the Director of the Institute and support him in shaping and implementing the HR policy of NCBJ and in improving processes in the field of employee management. We support the management of the Institute by participating in HR processes. Our tasks include in particular: comprehensive support for the implementation of recruitment processes in NCBJ, organization and conduct of training courses, organization of competitions for scientific positions and student and graduate internships in cooperation with the Scientific Secretary, participation in (indirect) evaluation and motivating employees by creating solutions and consulting.

# MOST IMPORTANT CONTACT LIST FOR N<sup>o</sup>MATEN

<b>Magda Jędrkiewicz</b>	<b>Phone:</b> <b>22 273 2310</b>	<b>Barbara Paprocka</b>	<b>Phone:</b> <b>22 273 2500</b>
<b>Human Resources Manager</b>	E-mail: magdalena.jedrkiewicz@ncbj.gov.pl	<b>Hospitality Manager</b>	E-mail: barbara.paprocka@ncbj.gov.pl
	Office: Świerk-Otwock Buliding 1, room nr 319		Office: Świerk-Otwock Buliding 39, room nr 110
	Adress: Świerk-Otwock ul. Andrzeja Sołtana 7 PL 05-400 Otwock		Adress: Świerk-Otwock ul. Andrzeja Sołtana 7 PL 05-400 Otwock
<b>Joanna Kałowska</b>	<b>Phone:</b> <b>22 273 1608</b>	<b>Mirosława Woźniak</b>	<b>Phone:</b> <b>22 273 1597</b>
<b>HR Administrative Unit</b>	E-mail: joanna.kalowska@ncbj.gov.pl	<b>Payroll Administrator</b>	E-mail: mirosława.wozniak@ncbj.gov.pl
	Office: Świerk-Otwock Buliding 1, room nr 227		Office: Świerk-Otwock Buliding 1, room nr 203
	Adress: Świerk-Otwock ul. Andrzeja Sołtana 7 PL 05-400 Otwock		Adress: Świerk-Otwock ul. Andrzeja Sołtana 7 PL 05-400 Otwock

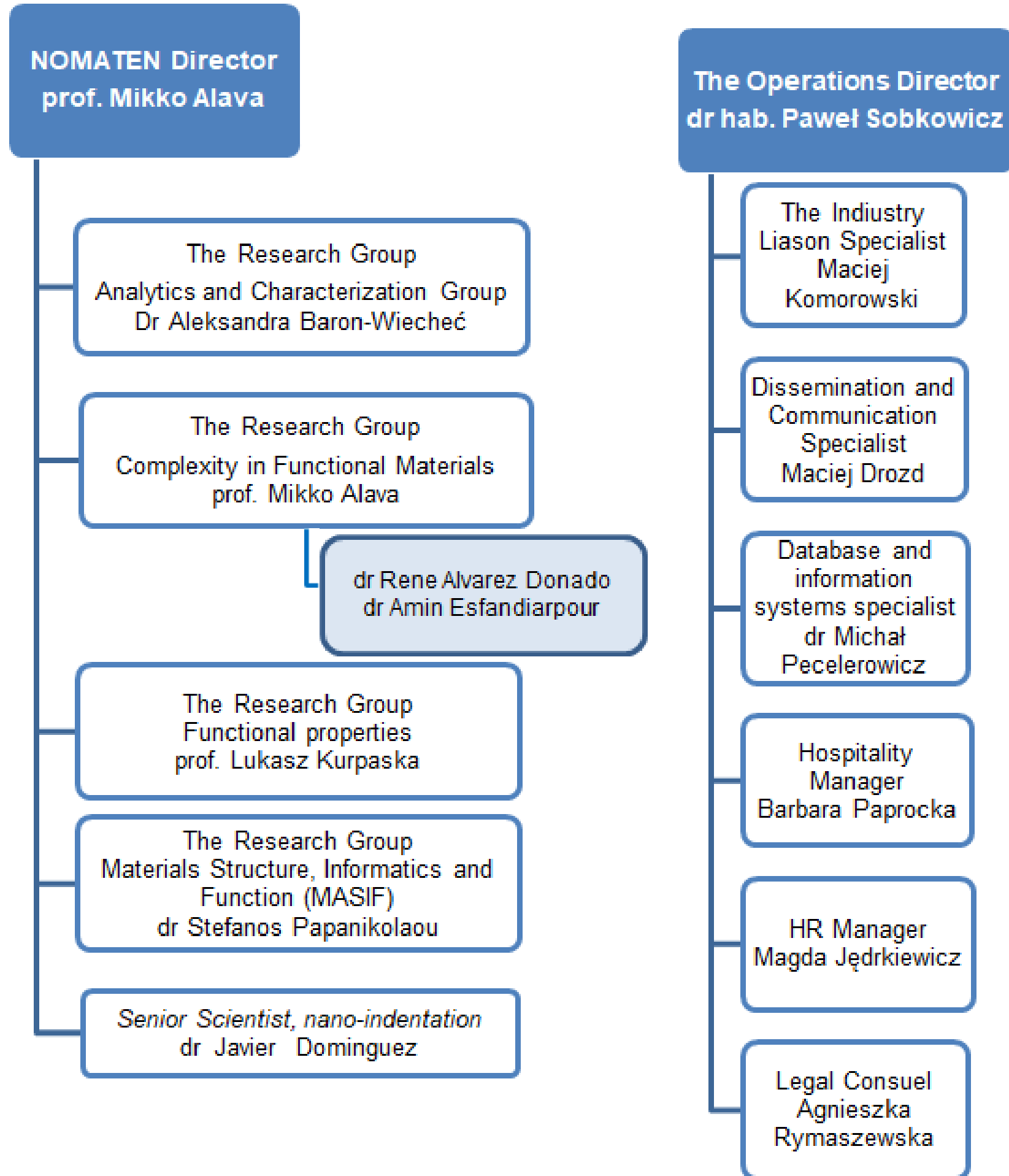
# ORGANIZATIONAL STRUCTURE OF THE NOMATEN

International Scientific Committee (ISC)

Chairman - Professor Sergio Bertolucci

Members of ISC:

Prof. Renata Mikołajczak  
Ms Satu Helynen  
Dr. Xavier Averty  
Dr. Yanwen Zhang  
Prof. Giovanni Bruno  
Dr. Lorenzo Malerba  
Dr. Teresa Pérez Prado  
Prof. Roman Stryjski  
Prof. Krzysztof Kurek  
Dr. Marja Leena Hakalahti  
Dr. Frédéric Dollé



MORE DETAILS ABOUT

NOMATEN

ON THE WEBSITE

<http://nomaten.ncbj.gov.pl/>

