

WORKFLOW DIAGRAM OF ACTIVITIES RELATED TO THE EUROPEAN CHARTER FOR RESEARCHERS AND A CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS

In 2005 the European Commission adopted the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in order to improve the possibilities for employment and increase the value of a career in research as vital elements of the strategy to encourage the growth of the economy and employment, and to establish the European research area. The Institute for Social Research in Zagreb (ISRZ), by signing this Charter and the Code, joined the project „Human Resources Strategy for Researchers“, which the European Commission has developed as a mechanism to assist research institutions in implementing the Charter and the Code. The project consists of five (5) basic phases:

1. Internal analysis of the research institution, in which all key stakeholders take part, with the aim of comparing the practice of the institution with the principles of the Charter and the Code;
2. Publication of the key results of this analysis (planned activities, when and who shall implement them) through a Human Resources Strategy for Researchers including the Charter & Code principles.
3. Informing the European Commission of this Strategy;
4. Institutional implementation of this Strategy, conduct of self-assessment within the framework of its existing internal quality assurance mechanisms (every 2 years) and, when necessary, up-dating the Strategy.
5. External evaluation: at least every 4 years.

The project was undertaken at the Institute for Social Research in Zagreb, in the following phases:

1. The Institute for Social Research in Zagreb (ISRZ) signed a Declaration on accession to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in 2010, whereby it began the process of implementation of the new principles according to the Action Plan for the Mobility of Researchers.
2. A representative of ISRZ took part in a workshop on 7 December 2010 on implementation of the Charter and Code organized by the Ministry of Science, Education and Sport and the Agency for Mobility and EU Programs. At the workshop the Charter and the Code were presented, with European Commission documents aimed at providing the same rights and obligations to researchers regardless of where they work in Europe. During the workshop, there was discussion about the Charter and Code in the context of the Croatian legislative framework, and their importance in the European research area. An example of good practice was presented by the representative of Rijeka University, which has completed the original procedure and received the HR Excellence in Research award from the European Commission.
3. On 14 December 2010 a meeting of the ISRZ Scientific council was held at which it was decided that the research staff of the IDIZ would complete the survey examining the level of agreement of employees with the existence of certain aspects of quality in scientific and research work, and priorities for improving the work, as set out in the Charter and Code, in order to create the evidence based Human Resources Strategy through application of the principles of the Charter and Code. The Survey was prepared in January.

4. The time limit for completing the survey was one month, with the final deadline of 20 February 2011. The survey was completed by 24 of the 32 scientists and researchers at the ISRZ.

5. In the period from March to May 2011, the data collected in the Survey were analysed, and a report was drawn up on the data. In that period the internal documents were also analysed that were relevant for the application of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

6. In the period from June to December 2011, the ISRZ Human Resources Strategy for Researchers was developed following the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The Strategy was drawn up using also the results of the internal survey, and the existing documents of the ISRZ (strategy, external evaluation report). In drawing up the Strategy, all the researchers of the ISRZ were included. The Strategy document was finalized through the several rounds of discussions within institution and finally was approved by the ISRZ Scientific Council in December.

7. On the basis of the Strategy, an action plan was defined in January 2012, containing specific steps towards realizing the principles of the Charter and the Code.

8. In February 2012 the relevant documents were translated into English so they could be sent to the relevant institutions.