

EUROPEAN CHARTER FOR RESEARCHERS AND HUMAN RESOURCES STRATEGY FOR RESEARCHERS THE ISR ACTION PLAN

1. ETHICAL AND PROFESSIONAL ASPECTS

Tasks	Responsible Bodies	Implementation Period
1.1. Drawing up the Institute's Code of Ethics	Ethics Committee	March-April 2012
1.2 Providing continuous access to leading journals and on-line databases.	Support Services (Library and IT)	2012-2016 (continuous)
1.3. Creating an IT package for ISR researchers containing regulations governing working/training conditions.	Support Services (Legal and IT)	May - October 2012
1.4 Standardizing the ISR database and enabling transparent access to databases.	Quality Assurance Committee IT Service	September 2012 - March 2013
1.5. Creating an IT package for ISR researchers with information on safe working procedures, including data saving.	IT Service, Legal Service Director,	May - October 2012
1.6 Creating and publishing the annual ISR newsletter containing presentations of results of the work of researchers.	Project leaders, Professional Associate for Projects and Public Relations	2012-2016 (annually)
1.7 Creating of Regulations and a Handbook on Accountability (including evaluation of supervisors).	Quality Assurance Committee	March-November 2012

2. RECRUITMENT

Tasks	Responsible Bodies	Implementation Period
2.1 Expanding selection procedures for cases when several candidates meet the minimum criteria.	Working group of Scientific Board, Quality Assurance Committee	March-May 2012
2.2 Improving methods of informing candidates about the selection procedure.	Selection Committees	2012-2016 (continuous)
2.3. Regularly informing employees on possibilities of mobility	Professional Associate for Projects and Public Relations	2012-2016 (continuous)
2.4. Developing an informational package for researchers on the procedure for recognition of academic and professional qualifications.	Quality Assurance Committee Professional Associate for Projects and Public Relations	April-June 2012
2.5. Developing indicators for evaluation of the overall (academic and professional) achievements of candidates.	Quality Assurance Committee	April-June 2012

3. CONDITIONS OF WORK AND SOCIAL SECURITY

Tasks	Responsible Bodies	Implementation Period
3.1 Revising Regulations on the Organization of Jobs and Positions	Scientific Council of the Institute	2012-2016 (continuous)
3.2 Creating incentives for Institute employees (through training and information) to use EU funds.	Professional Associate for Projects and Public Relations, International Projects Committee	2012-2016 (continuous)
3.3. Endeavouring to create the appropriate number of positions for senior assistants according to ISR needs.	Scientific Council Management Board Director, Project leaders	2012-2016 (continuous)
3.4 Providing representation for both genders on selection and evaluation committees whenever possible	Scientific Council, Management Board of the Institute Ethics Committee	2012-2016 (continuous)
3.5 Establishing procedures for sending complaints/appeals to the Ethics Committee of the Institute	Scientific Council	March-May 2012

4. PROFESSIONAL TRAINING

Tasks	Responsible Bodies	Implementation Period
4.1. Establishing a mechanism for monitoring cooperation between doctoral candidates and mentors/supervisors.	Quality Assurance Committee	November 2012 - January 2013
4.2. Drawing up instructions for the work of supervisors with young researchers in order to improve the competence of mentors.	Quality Assurance Committee	November 2012 - January 2013
4.3. Organizing meetings of project teams once a year at which personal plans are considered for professional development and training researchers.	Scientific Council and Project leaders	2012-2016 (annually)
4.4. Encouraging cooperation between co-mentors.	Project leaders	2012-2016 (continuous)