

INSTITUTE FOR SOCIAL RESEARCH IN ZAGREB (ISR)

Strategy of Development of Human Resources based on the application of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

IMPORTANT NOTE: THE DEVELOPMENT STRATEGY OF THE INSTITUTE FOR 2008-2018 STATES THAT IT WILL IMPLEMENT, AS FAR AS IT IS POSSIBLE, THE GOALS AND TASKS OF SCIENTIFIC RESEARCH WORK AS DEFINED IN THE DOCUMENTS OF THE EUROPEAN COMMISSION, INCLUDING THE EUROPEAN CHARTER FOR RESEARCHERS AND THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS.

I Ethical and Professional Aspects

1. Research Freedom				
<p>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Act on Scientific Work and Higher Education (Official Gazette nos. 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)ⁱ (hereinafter: ASWHE) - Article 2, paragraphs 2 and Article 4, paragraphs 3 states that scientific work is founded on freedom and autonomy of creativity, the protection of intellectual property and that academic freedom belongs to all members of the academic community.</p> <p>The Constitution of the Republic of Croatia (hereinafter: The Constitution of the RC (Official Gazette, no. 56/90) - Article 68, paragraphs 1 and 4 guarantee the freedom of scientific creativity, and the moral and material rights stemming from that creativity</p>	<p>The Statute of the Institute for Social Research in Zagreb, adopted and published in 2009 (hereinafter: the Statute) - (Articles 7 and 8 define the work of the Institute.</p> <p>Employment Regulations - Articles 1-4 define the obligations of employees and employers. (adopted and published in 2010)</p> <p>Development Strategy of the Institute 2008-2013</p>	<p>In the Development Strategy of the Institute 2008-2018 the "high level of autonomy of project teams" is emphasized as an advantage.</p> <p>In the survey undertaken for the needs of this strategy, most researchers mentioned that the autonomy and creativity of all researchers is promoted in ISR. However, research assistants showed less agreement with this.</p> <p>Although researchers up to the level of research associates cannot lead scientific research projects funded by the Ministry of Science, Education and Sport, in the Institute they can lead projects financed by other sources (e.g. the European Commission), which encourages freedom of research for younger researchers.</p>	<p>Promoting and ensuring the freedom of research for all researchers in both research roles - associate and leadership.</p> <p>Further stimulation of young researchers during their scientific training to develop both independence and cooperation</p> <p>Institutional support for leadership roles undertaken by young researchers and scientists</p>	<p>2012-2016</p> <p>Continuous Monitoring</p> <p>Project leaders</p> <p>Ethics Committee, Quality Assurance Committee</p>

2. Ethical principles				
Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE- Article 2, paragraphs 2, point 2 and Article 37, paragraph 3: scientific work is founded on the ethics of scientists; scientific titles are removed in cases of serious breaches of the code of ethics</p> <p>The Act on Scientific Work and Higher Education established a Committee for Ethics in Science and Higher Education (Article 112)</p>	<p>Ethics rules are not codified separately in the acts of the Institute.</p>	<p>As a result of the work undertaken to develop strategies founded on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers an ethics committee was founded at ISR in January 2012, but the Institute does not yet have a Code of Ethics.</p> <p>The responses to the survey undertaken for the needs of this analysis show that researchers at the Institute are acquainted with the ethical principles and practices related to their discipline.</p>	<p>Drawing up a Code of Ethics</p> <p>Continuous sensitising of researchers to the necessity of respecting recognized ethical practices and fundamental ethical principles applicable to their discipline.</p>	<p>March-April 2012</p> <p>Ethics Committee</p> <p>Quality Assurance Committee</p> <p>2012-2016</p> <p>Continuous Monitoring Ethics Committee</p> <p>Quality Assurance Committee</p>

3. Professional responsibility				
Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE) - Article 37, paragraphs 2, point 2 and Article 82, paragraph 3: a scientific title may be revoked if it is established that the scientific work on the basis of which a scientist received the title was plagiarised; it is the same with papers written for qualifications.</p> <p>Act on Ensuring Quality in Science and Higher Education (Official Gazette, no. 45/09 - Articles 21-26: give the mechanisms for external evaluation of scientific organizations</p>	<p>Employment Regulations (Article 5-20. Employment Contract).</p> <p>The Regulations on Projects not financed by the Ministry of Science and Technology (adopted and published in 2002)</p> <p>The work of the Institute recognizes long-term, mid-term and short-term national priorities/needs. The focus on areas with which other scientific institutions in this country do not deal with systematically (youth, science, stratification, gender differentiation, education) or deal with them partially (space, religion and culture) expresses the intention of ISR to provide as complete a long-term scientific insight as possible into some of the key social processes, social subsystems and phenomena in Croatia.</p>	<p>The survey undertaken for the needs of this analysis show that researchers at the Institute are acquainted with the ethical principles and practices related to their discipline.</p> <p>The have been no cases of plagiarism recorded at the Institute.</p> <p>Research teams on projects reach agreements on research activities, discussing possible problems/obstacles.</p>	<p>Drawing up a Code of Ethics</p> <p>Continuous sensitising of researchers to the necessity of respecting recognized ethical practices and fundamental ethical principles applicable to their discipline.</p> <p>In order to reduce the possibility of unjustifiably repeating the same research undertaken elsewhere, it is necessary to ensure continuous access to journals and on-line databases.</p>	<p>March-April 2012</p> <p>Ethics Committee</p> <p>Quality Assurance Committee</p> <p>2012-2016</p> <p>Ethics Committee</p> <p>Quality Assurance Committee</p> <p>2012-2016</p> <p>Quality Assurance Committee</p>

4. Professional attitude				
Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Civil Obligations Act (Official Gazette 35/05, 41/08) Scientific and Technology Policies of Republic of Croatia 2006 - 2010. Ministry of Science, Education and Sport, 2006</p>	<p>The Statute (Articles 17 and 18 - organization of scientific work).</p> <p>Regulations on Organization of Jobs and Positions Institute for Social Research, adopted and published in 2006 - consolidated text 2011 (hereinafter: Regulations on Organization of Jobs and Positions) (Articles 10, Job Description of Scientific Positions).</p>	<p>The regular projects of the MSES, the Croatian Science Foundation and the European Commission strictly prescribe the conditions of implementation and reporting on results and financing.</p>	<p>Further promotion of the good practice of the Institute in respecting deadlines for implementation and reporting on project results, as agreed with partners and funders.</p>	<p>2012. - 2016 continuous reporting and annual appraisal Director of the Institute, Scientific Council Support Services</p>

5. Contractual and legal obligations
 Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Civil Obligations Act (Official Gazette 35/05, 41/08) <i>Labour Act (OG 149/09, 61/11)</i> (especially Title XI: Inventions and Technical Improvements by Employees) Collective Agreement for Science and Higher Education (OG no. 142/2010)	Employment Regulations (Article 5-20, Employment Contract). The Regulations on Projects not financed by the Ministry of Science, Education and Sport Regulations on Organization of Jobs and Positions (Articles 10, Job Description of Scientific Positions).	Distribution of materials containing regulations by the Trade Union representative at the Institute. Relevant documents made available on the internal web site. Requested results sent to the providers of funding.	Developing an information package for researchers containing regulations governing training and/or conditions of work to be put on the Intranet.	May-October 2012 Quality Assurance Committee and IT Service 2012. - 2016 (continuous reporting and annual appraisal)

6. Accountability				
<p>Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</p>				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE) - Article 110, 111, 111 a. to 111f: on financing public scientific institutes</p> <p>The Act on Ensuring Quality in Science and Higher Education (Official Gazette, no. 45/09 - Articles 21-26: give the mechanisms for external evaluation of scientific organizations (accreditation, re-accreditation, thematic evaluation).</p>	<p>Statute of Institute (Article 17 and 18 - organization of scientific work).</p> <p>Employment Regulations (Articles 5. - 20 Employment Contract).</p> <p>Regulations on Organization of Jobs and Positions (Article 10, Job Description of Scientific Positions).</p> <p>The regular projects of the MSES, the Croatian Science Foundation and the European Commission strictly prescribe the conditions of implementation and reporting on results and financing.</p>	<p>Alongside the application of mechanisms for ensuring the quality of work internally, the Institute also cooperates in all forms of formal external monitoring and evaluation of the quality of its work. It regularly reports to the Ministry of Science, Education and Sport and other project funders about its work and results, pursuant to its legal and contract obligations. Accordingly, in 2007 the Institute went through the accreditation procedure and in 2011 the procedure of thematic evaluation of scientific public institutions organized by the Croatian Agency for Science and Higher Education.</p> <p>Databases are kept which may be accessed. But they are not standardized.</p>	<p>Further nurturing of good practice by the Institute related to correct and transparent financial management.</p> <p>Standardized databases and ways of access for the sake of transparency.</p>	<p>2012. - 2016 continuous reporting and annual appraisal</p> <p>Project leaders</p> <p>Scientific Council</p> <p>September 2012 – March 2013</p> <p>Quality Assurance Committee</p> <p>Professional IT Service</p>

7 Good practice in research				
Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE - Article 20, paragraph 1: scientific work is not subject to any limitations or formal requirements apart from those arising from the respect for ethics, the protection of human rights and protection of personal and general occupational safety.</p> <p>Collective Agreement for Science and Higher Education (Article 47 - Leaving the place of work due to danger; the duty of each employee to take care of their own health and safety, and the health and safety of other employees and persons affected by their behaviour as they work (...).</p> <p><i>Occupational Safety Act (Official Gazette 59/96)</i></p> <p>The Act on Protection of Personal Data (Official Gazette 103/03)</p>	<p>Employment Regulations (Articles 8-14, Employment Contract).</p> <p>Regulations on Protection of Archive and Registry Materials, adopted and approved in 2007 (Articles 5-14, keeping materials).</p>	<p>Support Services: information technology support - providing an effective strategy for additional data storage.</p> <p>Appointment of an occupational safety officer.</p> <p>In offices there is a notice displayed related to health and safety measures.</p>	<p>Creating an IT package for researchers containing information on safe work procedures, including additional data storage and protection of confidentiality.</p>	<p>May-October 2012</p> <p>Professional IT Service Director of the Institute,</p> <p>2012. - 2016 continuous reporting and annual appraisal</p>

8. Dissemination, exploitation of results				
All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 2, paragraphs 2, point 3. : scientific work is founded on the public nature of the work	<p>Regulations on Protection of Archive and Registry Materials (Article 15-18, use of materials).</p> <p>The Development Strategy of the Institute states that the Institute's mission is to publish research results in books, journals and present them at scientific conferences.</p>	<p>The Institute regularly publishes the results of research through a variety of publications, and researchers present their results at conferences and round tables. The Institute also has its own well-developed publishing activities (the journal "Sociologija i prostor (Sociology and Space) and the "Znanost i društvo (Science and Society) series). Scientists and researchers take part in scientific and educational programmes on public television and radio and appear in other electronic and printed media on a national and local level. This participation takes the form of scientific essays, topical interviews and commentaries on current events relating to the area of research the scientific Institute deals with.</p> <p>However, the Development Strategy of the Institute states that "the lack of recognition of the Institute in the wider Croatian public is inadequate to its results".</p> <p>There are records of media appearances in the Institute. In 2011 a professional associate was employed for public relations.</p>	Intensified presentation of ISR research results to the wider public	2012-2016 (continuous) Project leaders, Professional Associate for Public Relations

9. Public engagement				
Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 2, paragraph 2, point 3: scientific work is founded on the public nature of the work	<p>Statute of the Institute (Articles 65 and 66: The Public Nature of the Work).</p> <p>Regulations on Organization of Jobs and Positions (Article 10, Job Descriptions of Scientific Positions).</p>	<p>The Institute regularly publishes the results of research through a variety of publications, and researchers present their results at conferences and round tables, and through the media.</p> <p>An easily accessible and clear Institute web site exists with main information about research projects.</p> <p>However, the Development Strategy of the Institute states that "the lack of recognition of the Institute in the wider Croatian public is inadequate to its results".</p>	<p>More active communication by researchers with the wider public.</p> <p>Continuous refreshing of the Institute's web site with information on research activities.</p> <p>Annual publication of a <i>newsletter</i> on the web site presenting results of our work.</p>	<p>2012 - 2016 (continuous reporting and annual appraisal)</p> <p>Project leaders, Professional Associate for Public Relations</p>

10. Non-discrimination				
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Constitution of the Republic of Croatia (Articles 14 and 15: Everyone in the Republic of Croatia shall enjoy rights and freedoms, regardless of race, colour, gender, language, religion, political or other belief, national or social origin, property, birth, education, social status or other characteristics.</p> <p>Labour Act, Article 2.</p> <p>Anti-discrimination Act (Official Gazette 85/09)</p> <p>Gender Equality Act (Official Gazette 82/89)</p>	<p>Employment Regulations (Article 114-122 - Protection of the Dignity of Workers and Protection from Discrimination)</p>	<p>The results of survey conducted for the needs of drawing up this strategy showed a high level of agreement amongst Institute employees with the statement that there is no discrimination in their workplace on the basis of e.g. gender, age, ethnic origin, religious beliefs, sexual orientation or political opinion.</p>	<p>Further strengthening of awareness amongst workers, employers on preventing discrimination, both at employment and in the work place.</p> <p>Standardization of various forms of equality by the Institute's Code of Ethics.</p>	<p>2012. - 2016 (continuous) reporting and annual appraisal</p> <p>Scientific Council All researchers</p>

11. Evaluation/appraisal systems				
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 32, paragraph 5; evaluation of the work of scientists for awarding scientific titles Collective Agreement for Science and Higher Education	Regulations on Organization of Jobs and Positions (Articles 10-11 job descriptions and conditions for job selection).	<p>ISR received a positive appraisal in the accreditation procedure (thematic evaluation) and re-accreditation (external evaluation).</p> <p>Scientific research work is subject to review and evaluation during staff promotion (the work of assistants and senior assistants is assessed once a year).</p> <p>There is no international committee included in case of promotion.</p> <p>In the conducted survey, 58.3% of researchers at the Institute agreed with the statement that there was regular and effective evaluation of the work of researchers .</p>	<p>The creation of a document on internal quality evaluation procedures - Regulations and a Quality Control Handbook (including evaluation of supervisors)</p> <p>Improving evaluation procedures of the work of researchers at the Institute.</p>	<p>March- November 2012 Quality Assurance Committee Scientific Council</p>

II. Employment

12. Recruitment Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Constitution of the Republic of Croatia, Articles 44 and 54: Every citizen of the Republic of Croatia shall have the right, under equal conditions, to take part in the conduct of public affairs, and to have access to public services. Everyone shall have the right to work and enjoy the freedom of work.</p> <p>ASWHE - Articles 31 - 45</p> <p>Regulations on Conditions for Receiving Scientific Titles (Official Gazette, 84/2005).</p>	<p>Statute of Institute (Article 55 -63: employment procedures)</p> <p>Employment Regulations (Article 5 -20: Concluding an Employment Contract).</p> <p>Regulations on Organization of Jobs and Positions (Articles 1- 3: organization of jobs).</p> <p>The procedure for employment of foreign citizens is unclear.</p>	<p>A public job announcement is published for all jobs.</p> <p>The Regulations on Conditions for Receiving Scientific Titles are respected.</p> <p>The practice of employing researchers from the ranks of the best students is dominant.</p>	<p>Proposals and initiatives sent to the Ministry of Science, Education and Sport for the adoption of appropriate national regulations for employing foreign researchers.</p>	<p>2012 - 2016 continuous reporting and annual appraisal Scientific Council</p>

13. Recruitment				
Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. All available instruments should be used, in particular international or globally accessible web-based resources. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE) - Articles 35 and 36: procedure for receiving scientific titles, deadlines; Articles 40 and 41: the procedure for appointment, scientific positions.	Employment Regulations (Articles 5-41: conclusion of employment contracts, probation period, trainees, junior researchers, working hours). Regulations on Organization of Jobs and Positions (Articles 10-13: job descriptions and conditions for job selection).	From the statements offered in the survey undertaken for the needs of this strategy, in the "recruitment" unit, the largest number of scientists and researchers agreed with the statement that job vacancies for any level of the scientific profession were adequately advertised in the country. Most people mentioned that the skills sought in job announcements were sufficiently general to enable a large number of potential candidates to apply, and half the total number of research staff agreed with the statement that the criteria of selection, conditions of work and other rights - including the possibility of promotion - and the competences and skills required from candidates are adequately described in the announcement.	Adequately described criteria for selection of employees, conditions of work, including the possibility of promotion, and adequate announcements of job vacancies were identified as priorities for further promotion by the largest number of employees in the research undertaken. Advertising needs to be improved especially in the segments defining conditions for selection, description of conditions of work and the possibilities for promotion.	2012. - 2016 continuous reporting and annual appraisal Director, Project leaders Scientific Council and Quality Assurance Committee

14. Selection (Code)				
Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert appraisal and face-to-face interviews. Members of selection panels should be adequately trained.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 35, paragraph 2: composition of committee - Authorized Scientific Organization, within thirty days of receiving a request for the award of a scientific title, an expert committee is appointed. The expert committee consists of at least three members who must hold the same or higher titles than the one to be awarded.	The Statute (Articles 55-64: recruitment procedure) Regulations on Organization of Jobs and Positions (Articles 10-13: job descriptions and conditions for job selection).	The acts of the Institute do not codify the composition of the committee in terms of gender or inter-institutional and international representatives. On the basis of the responses given by researchers to questions in the survey, it does not seem that in creating the committee account is taken of equal representation of men and women, that job vacancies, for any level of scientific profession, are adequately advertised outside Croatia, that the selection committee includes members from outside the Institute and members from other countries. Regarding the appropriate representation of men and women on selection committees, it is important to mention that it is mainly women who work at the Institute and this is necessarily reflected in the gender composition of the selection committees, although the criterion of expertise is always satisfied.	Inclusion of members from outside the Institute in selection committees - which may contribute to more variety in terms of gender, sector and international composition, when this is feasible. Adequate advertising of job vacancies in an international context. Development of the selection procedure: a wider range of selection procedures if several candidates meet the required conditions.	2012. - 2016 continuous reporting and annual appraisal Quality Assurance Committee Ethics Committee

15. Transparency (Code)				
Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 40, paragraph 4: The scientific organization is obliged to inform all applicants of the results of the selection procedure within fifteen days from the day the selection decision is made. Collective Agreement for Science and Higher Education (Article 7a: the obligation to make a public announcement, informing of results of selection).	Employment Regulations (Article 114, Protection of the Dignity of Workers).	The results of the survey undertaken for the needs of drawing up the strategy suggest that the candidates are not informed sufficiently well about the selection procedure and criteria, or about the good/bad aspects of their applications.	Improve the way in which candidates are informed about the selection procedure, especially written explanations of the outcome.	2012 - 2016 (consistently during recruitment procedures) Selection Committee

16. Judging merit (Code)				
<p>The selection process should take into consideration the whole range of experience 15 of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.</p>				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of this principle	Regulations on Organization of Jobs and Positions (Articles 10 - 13 Employment Conditions).	In the selection procedure the candidate's total experience is taken into consideration, results achieved, but also their motivation and interests for the area, readiness for life-long learning and wider social and communications competences.	It is necessary to improve the procedure so the selection committee may evaluate the complete potential of candidates as scientists in terms of both quality and quantity and on the basis of wider evaluation criteria. Include the criteria in the Handbook for Ensuring Quality.	June 2012 2012 - 2016 continuous reporting and annual appraisal Quality Assurance Committee

17. Variations in the chronological order of CVs				
Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of this principle	There are no institutional limitations nor formal requirements	The practice so far has been not to apriori take deviations as limitations, but see them in the context of the entire career of each individual candidate.	In the selection criteria it is important to define clearly that pauses and breaks in a career should be evaluated in the entire context of the candidate's achievements, qualifications and career.	2012 - 2016 (consistently during recruitment procedures) Quality Assurance Committee

18. Recognition of mobility experience (Code)				
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of this principle	<p>Regulations on Organization of Jobs and Positions (Article 10: Job Description of Scientific Positions).</p> <p>The Strategy of Development of the Institute gives as the Institute's advantages: "international experience and education at top foreign universities".</p>	<p>The mobility of researchers is encouraged, as shown by a large amount of experience of researcher mobility at the Institute.</p> <p>Most researchers in the survey agreed that the possibility for mobility exists on various levels.</p>	Further encouragement of mobility of researchers for professional training-regular information on the possibilities for mobility.	<p>2012 - 2016 2012 - 2016 (continuous monitoring)</p> <p>Professional Associate for Projects and Public Relations</p>

19. Recognition of qualifications				
Employers and/or funders should provide for appropriate appraisal and evaluation of the academic and professional qualifications, including nonformal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing Institution Rules and Practice		Necessary Activities	When/Who
Act on Recognition of Foreign Educational Qualifications (Official Gazette, nos. 158/03, 138/06) ASWHE - Article 85 - Recognition of Foreign Diplomas and Professional Qualifications	Regulations on Organization of Jobs and Positions (Article 10: Job Description of Scientific Positions).	The ENIC/NARIC office at the Agency for Science and Higher Education is competent for recognition of qualifications. Several employees have gone through the process of recognition of qualifications.	Draw up an informative package for researchers on the procedure for recognition of academic and professional qualifications.	March-November 2012 Quality Assurance Committee Professional Associate for Projects and Public Relations

20. Seniority				
The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of this principle	There are no limitations to the application of this principle	Researchers are encouraged in all phases of their career and their life-long professional development is taken into consideration.	<p>Promotion of the importance of life-long professional development and learning about examples of good practice abroad.</p> <p>Provision of activities for life-long learning.</p> <p>Development of indicators for evaluating the overall (academic and professional) achievements of candidates.</p>	<p>2012 - 2016 (continuous monitoring) Quality Assurance Committee</p> <p>April-June 2012 Quality Assurance Committee</p>

21. Postdoctoral appointments				
Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of the principle Collective Agreement	Regulations on Organization of Jobs and Positions (Articles 6-9 organization of jobs). Post-doctoral staff have the status of senior assistant (whereby the conditions for employment are established).	The status of post-doctoral/senior assistant may be attained if the person received their doctoral degree within a period of 6 years.	When adopting national legislation initiate/support proposals to define the status and financing of post-doctoral staff.	2012 -2016 (continuous) Scientific Council

III. Conditions of Work and Social Security

22. Recognition of the profession All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 21 – those involved in and who take part in scientific work and Article 23, paragraph 2 - register of scientists)	Employment Regulations (Article 61-63 security and conditions of work). Regulations on Organization of Jobs and Positions (Articles 10-13 job descriptions)	Behaviour in line with the systematization of jobs and positions or job descriptions.	Draw up a Code of Ethics Revised Regulations on Organization of Jobs and Positions	March-April 2012 (continuous application) Scientific Council of the Institute Ethics Committee Quality Assurance Committee

23. Research environment				
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Collective Agreement for Science and Higher Education (Article 30 - conditions of work)	<p>Regulations on Safety at Work, adopted and published in 2004.</p> <p>The security policy of the Institute's IT system and the regulations derived from it on IT security, adopted in 2011.</p>	<p>Project contracts with the Ministry of Science, Education and Sport.</p> <p>There is appropriate working equipment at the Institute, and there is also support staff for information about cooperation with other institutions.</p> <p>In the survey conducted for the needs of this strategy, most researchers stated that the Institute does not put much effort in providing specific information about realizing the right for additional income.</p>	<p>Indication of the importance of spending on science at the level of the public and commercial sectors, but also (feasible) links with industry and the wider social community for the sake of joint projects.</p> <p>Incentives for Institute employees (through training and information) to use EU funds.</p>	<p>2012 - 2016 (continuous)</p> <p>Professional Associate for Projects and Public Relations Committee for International Projects</p>

24. Working conditions				
Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, <i>inter alia</i> , to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Constitution of the Republic of Croatia (Articles 57 and 62) Labour Act (Article 5, paragraph 3, Article 33) Collective Agreement for Science and Higher Education (Articles 30 and 43) ASWHE - Article 45 (time limits for selection stayed) The Act on Professional Rehabilitation and Employment of the Disabled (Official Gazette, nos. 143/02, 33/05) Labour Act (Official Gazette 149/09)	Employment Regulations (Articles 29-60: working hours, breaks and leave).	According to the results of the survey conducted for the needs of this strategy, work at the Institute enables the balancing of family and work obligations for men and women (83.3% agreement).	The public promotion of the importance of spending on science at the level of the state and the commercial sector. Further promotion of flexible working hours.	2012 - 2016 (continuous) Scientific Council ISR Director,

25. Stability and permanence of employment				
Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i> .				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Labour Act (Articles 10 and 11 - on temporary employment contracts and conditions of work for employees who work on the basis of a temporary employment contract) ASWHE - Article 42 Employment Contracts.	Employment Regulations (Articles 5-18 - permanent and temporary work). Researchers and teachers according to present practice are permanently employed under the condition that they meet the conditions for promotion, prescribed at the national level.	The conditions of work for assistants and senior assistants are not equally stable since these are temporary employment contracts.	Endeavour to create the appropriate number of positions for senior assistants according to the needs of ISR.	2012 - 2016 (continuous) Scientific Council Management Board ISR Director, Project leaders

26. Funding and salaries				
Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Constitution of the Republic of Croatia (Articles 55 and 56) Labour Act, Article 48 Collective Agreement for Science and Higher Education (Title I: Wages and Material Rights) The Ordinance on Job Titles and Coefficients of Complexity of Work in Public Services. General legislation on social insurance and social welfare (health insurance, pension insurance etc.). Labour Act, Articles 82-87 - wages	Labour Act, Articles 64 -75 Payment of Wages and Rewards). Regulations on Organization of Jobs and Positions (Article 3 - wages of officials and employees).	According to the survey conducted, most employees and researchers at the Institute agree that they have adequate health and pension insurances in line with the existing state legislation.	Campaigning for a larger share of GDP for science. Campaigning for a public fund to reward excellence in science. Encourage guarantees for fair and attractive conditions and incentives (income) at all career levels regardless of the form of employment contract.	2012 - 2016 (continuous) Scientific Council Management Board

27. Gender balance				
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Constitution of the Republic of Croatia (Article 3). Freedom, equality, national equality and gender equality, peace-making, social justice, respect for human rights, the inviolability of property, protection of nature and man's environment, the rule of law and a democratic multi-party system are the highest values of the constitutional order of the Republic of Croatia and the foundation for interpretation of the Constitution.</p> <p>Gender Equality Act</p> <p>Labour Act, Article 5 - the basic obligations and rights from employment; prohibition of discrimination)</p>	It is not codified by a separate act.	In the survey conducted for the needs of this survey, most researchers stated that an effort is made to ensure gender equality at all levels of the organization, but that in the selection committees equal representation of both genders is not necessary.	<p>When possible, provide representation of both genders on selection and evaluation committees.</p> <p>Draw up a Code of Ethics</p>	<p>2012 - 2016 (continuous)</p> <p>Scientific Council, Management Board of the Institute Ethics Committee</p>

28. Career development				
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
The Regulations on Conditions for Receiving Scientific Titles. ASWHE	The Development Strategy of the Institute states that the most important development goal of the Institute is "the continuation of staff renewal and scientific development of the existing scientists", and that for its realization "it is necessary to encourage the scientific development of research assistants and on the other hand to expand the corps of already formed scientists, including the continuous promotion of scientists to higher scientific positions". As one of the tasks, or special goals, it states: "the continuous encouragement of scientists at the Institute for further development in their scientific vocations, with definition of the internal conditions, which go beyond the minimal criteria prescribed by law".	In project applications and in the annual plans of work on projects scientific promotions of researchers are regularly planned and in annual reports on the work on projects regular reports are given on the realization of those promotions. Research assistants have supervisors.	It is necessary to unify the, by nature long-term, planning of scientific promotions of researchers into a promotion strategy.	2012. - 2016 (continuous) Quality Assurance Committee Project leaders Individual Researchers

29. Value of mobility
Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE - Article 53, paragraph 2 ("... provide for internal and external mobility: but this relates to the University). The law does not regulate the mobility of employees of the Institute</p>	<p>Regulations on Organization of Jobs and Positions (Article 10 - Job Description of Scientific Positions).</p> <p>The Development Strategy of the Institute, in the chapter: "Starting Point and Intention of the Strategy" states that the Institute "in the coming period will be more intensely engaged regarding its contribution to the appropriate flow of competent research with a high level of mobility between institutions, scientific disciplines, departments and states."</p>	<p>The mobility of researchers is encouraged, as shown by a large amount of experience of mobility of researchers at the Institute.</p> <p>More than half of the researchers in the survey agreed that the possibility for mobility exists on various levels.</p>	<p>Encourage professional training and other forms of mobility for all researchers by creating the institutional possibilities for the absence of researchers, which requires, above all, the appropriate national and institutional regulations, but also financial support.</p>	<p>2012 - 2016 (continuous)</p> <p>Scientific Council</p>

30. Access to career advice Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of the principle	This is not codified as an obligation of the institute.	Practice - informal conversations at the initiative of the employee and project leaders.	It is necessary to provide an institutional system of information on the opportunities for development of a career in research. It is also necessary to initiate the establishment of a national system of information on the possibilities of development of a career in research and assistance in finding employment in research.	2012. - 2016 (continuous) Project leaders, Quality Assurance Committee Director, Researchers in the Institute

31. Intellectual Property Rights				
Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Labour Act (Title XI Inventions and Technical Improvements)</p> <p>ASWHE - Article 16, paragraphs 2, point 7 and Article 30, paragraphs 3. (special tax incentives for scientific-technological parks)</p> <p>The Act on Copyright and Related Rights (Official Gazette, nos. 167/2003, 79(2007) Article 13. (Content of Rights)</p> <p>The Patents Act Official Gazette, nos. 173/2003, 87/2005, 76/2007, 30/2009) – Article 2</p> <p>The Act on the National Foundation for Science, Higher Education and Technological Development of the Republic of Croatia (Official Gazette, nos. 117/2001, 45/2009) Article 16, paragraph 2 ("Other revenue is also deemed to be the 1% share in profits from commercialization of scientific or technological discoveries financed by the Republic of Croatia or institutions founded by the Republic of Croatia. If the Foundation finances research, the percentage of the future share in the profits from intellectual property stemming from a scientific or technological discovery, is established by a separate contract concluded by the personal responsible for the project and the Foundation."</p>	<p>In the Development Strategy of the Institute it states that the Institute: "will continue to promote the principles of scientific work, especially freedom and autonomy of creativity, scientific ethics, the public nature of its work, links with the education system, international quality control, encouragement and respect for specific characteristics of social and cultural national content and protection of intellectual property (<i>Article 2. The Act on Scientific Work and Higher Education</i>)."</p> <p>Regulations on the Work of the Journal <i>Sociologija i prostor</i> (Sociology and Space) (Article 12) adopted in 2009.</p> <p>Regulations on the work of the series <i>Znanost i društvo</i> (Science and Society) (Article 9), adopted in 2009.</p>	<p>The practice of the Institute is to refer to the existing laws, above all the Act on Copyright and Related Rights.</p>	<p>Promoting existing good practice</p>	<p>2012. - 2016 (continuous)</p> <p>Scientific Council Director, Management Board</p>

32. Co-authorship				
Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>Patents Act, Article 12, paragraph 2 ("If the invention was created by the combined work of two or more inventors, the inventors or their legal successors have the joint right to the patent")</p> <p>Act on Copyright and Related Rights - Article 11 (co-authors)</p> <p>The Regulations on Conditions for Receiving Scientific Titles.</p>	<p>There is no codification of the issue of co-authorship in the acts of the Institute.</p>	<p>Teamwork and co-authorship is encouraged. Co-authors agree amongst themselves on how the authors are presented in line with their joint appraisal of their contribution.</p>	<p>Define more clearly the criteria for stating co-authorship in line with roles in research through national regulations and institution rules (definition of promotion criteria). Include this issue in the Handbook for Ensuring Quality.</p>	<p>March-November 2012</p> <p>Quality Assurance Committee</p>

33. Teaching				
Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 4, paragraph 3 (freedom in teaching): Academic freedoms belong to all members of the academic community and comprise the freedom of scientific and artistic research and creativity, teaching, mutual cooperation and association, pursuant to the Constitution of the Republic of Croatia, international agreements and this Act.	Statute of the Institute (Articles 7 and 8 (the work of the Institute and Centre). Employment Regulations (Article 4 - obligations of employees and employers). In the Development Strategy of the Institute it states that one of the tasks, that is separate goals, is: "the institutionalization of cooperation with institutions of higher education where scientists from the Institute participate in teaching work".	Employees of the Institute take part in teaching in higher education and in a variety of programs of professional training. Internal seminars are organized within the Institute. Employees are encouraged to take part in external courses which contribute to their professional development.	Provide training for young researchers in teaching.	2012. - 2016 (continuous) Scientific Council, Director, and Project leaders

34. Complaints/appeals				
Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Constitution of the Republic of Croatia (Article 18 and 46 Labour Act)	Employment Regulations (Articles 108-113 - protection of employment rights).	In the survey undertaken for the needs of this strategy, in the unit entitled "Working conditions" of 8 possible statements the least agreement was with the statement that complaints and appeals by researchers and conflicts between young researchers and their supervisors are resolved fairly and impartially. As a result of the work to draw up the strategy founded on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers an ethics committee was founded in January 2012.	Appointment of an employee of ISR as the person to whom complaints/appeals are to be directed, and that person will pass them on to the ethics committee of the Institute.	March 2012 Scientific Council

35. Participation in decision-making bodies				
Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
Collective Agreement for Science and Higher Education (Article 55 - representatives of employees in administrative and supervisory bodies)	The Statute of the Institute (Articles from 20-41: management bodies, their composition and scope of work).	The practice is that management bodies of the Institute abide to the Statute, and according to the results of the survey conducted for the needs of this strategy, researchers agree that they are enabled to participate in all bodies/committees of the Institute.	Promoting existing good practice	2012. - 2016 (continuous) Scientific Council

IV. Professional Training

36. Relation with supervisors				
Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE - Article 43, paragraph 5: Each year the Institute evaluates the work of assistants. The evaluation is based on a written report by a mentor/supervisor assessing the candidate's success in scientific or artistic and teaching work, and success in post-graduate studies. The evaluation procedure is regulated in more detail by a general act of the Institute. If the evaluation of the work of the assistant is negative, the regular procedure for termination of the employment contract is instituted.</p> <p>Collective Agreement for Science and Higher Education (Article 39 - Evaluation and Notice; filing reports on the work of research assistants).</p>	<p>Employment Regulations (Articles 1-4 - the obligations of employees and employers.</p> <p>Each assistant has one or more mentors/supervisors who are appointed by the Institute and the appropriate institution of higher education.</p>	<p>There is no continuous monitoring of the success of cooperation between doctoral candidates and supervisors, nor any system of monitoring the work of supervisors.</p>	<p>Improve the quality of the relationship between supervisors and doctoral candidates and the results where necessary.</p> <p>Establishment of mechanisms to monitor cooperation between doctoral candidates and mentors/supervisors should be part of the handbook on quality.</p>	<p>2012. - 2016 (continuous)</p> <p>Quality Assurance Committee</p>

37. Supervision and managerial duties
 Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 43, paragraph 4: A person who provides effective education to assistants through their scientific or artistic activities may be a mentor.	Regulations on Organization of Jobs and Positions (Article 10, Job Description of Scientific Positions).	According to the responses given by researchers in the survey, the least agreement in the unit "professional training" was given to the statement that plans for training include development of the competence of supervisors.	Draw up instructions for the work of supervisors with young researchers in order to improve the competence of supervisors.	November 2012 – January 2013 Quality Assurance Committee

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
There are no limitations to the application of the principle	Regulations on Organization of Jobs and Positions (Article 10: Job Description of Scientific Positions). In the Development Strategy of the Institute it states that one of the tasks, i.e. separate goals is: "intensifying post-graduate doctoral training of research assistants".	Continuous professional training is encouraged, although the funding for it is limited. Use of internal capacities through internal seminars.	Continue to encourage the culture of continuous professional training in the Institute. Create financial instruments to encourage development of skills and competences.	Continuous 2012-2016 Project leaders and Support Services Employees

39. Access to Training and Continuous Development

Employers and/or providers of funding should enable researchers at all stages of their careers and regardless of their contract status to develop professionally and improve their employability through access to measures for continuous development of skills and competences. These measures must be regularly evaluated regarding their accessibility, use and effectiveness in improving competences, skills and employability.

Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
<p>ASWHE - Article 8, paragraphs 4. (National Council for Science and NC for Higher Education - joint task to propose measures and undertake activities to affirm and advance junior scientific and teaching staff).</p> <p>Labour Act, Articles 65, paragraph 4. - paid leave for education or professional training and education)</p> <p>Collective Agreement for Science and Higher Education (Article 41. - 44 - study leave)</p>	<p>Employment Regulations (Article 4: The obligation of education and training).</p> <p>Regulations on Organization of Jobs and Positions (Article 10, Job Description of Scientific Positions).</p>	<p>Researchers from the Institute showed a low level of agreement in the survey with the statement that the Institute regularly develops plans for advancing research skills and competences of its employees and that it has measures and internal rules which guarantee adequate training for researchers for their research activities.</p> <p>In the Institute the possibility exists to use paid leave for professional training.</p>	<p>Organization of meetings of project teams once a year at which personal plans are considered for the professional development and training researchers.</p> <p>Establish the way of realizing personal plans for professional development and training for researchers, including financial support.</p>	<p>Continuous 2012 -2016</p> <p>Scientific Council Quality Assurance Committee</p> <p>Project leaders</p>

40. Supervision				
Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.				
Relevant Legislation (which allows or does not allow the application of this principle)	Existing institution rules	Existing institution practice	Necessary Activities	When/Who
ASWHE - Article 43, paragraph 4: A person who provides effective education to assistants through their scientific or artistic activities may be a supervisor/mentor.	Regulations on Organization of Jobs and Positions (Articles 10, Job Description of Scientific Positions).	Co-mentorship is possible for writing doctoral theses. In the survey most researchers indicated their agreement that in the early phase of their career researchers are able to approach their supervisors. There are however individuals who are less satisfied with their relationship with their mentor.	Further nurture positive relationships between supervisors and assistants. Provision of professional support to supervisors. Encouraging cooperation between co-supervisors.	2012-2016 (continuous) Project leaders

ⁱ The full title of the Act and the place and date of publication are given on the first mention of that Act in the Table.