



INSTITUTE FOR MEDICAL RESEARCH AND OCCUPATIONAL HEALTH

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HR EXCELLENCE IN RESEARCH AWARD TWO YEAR SELF-ASSESSMENT REPORT

June 2013

The Institute for Medical Research and Occupational Health (IMROH) was proud to receive the HR excellence in Research Award from the European Commission in May 2011. As a holder of this award we have performed self-assessment of our progress in achieving actions set in our Human Resources Strategy for Researchers incorporating the Charter and Code in April 2011.

How was the self-assessment undertaken?

The self-assessment was performed by a working group whose members are representatives of the Institute's management, human resources department and researchers at different stages of their career (*Ana Lucić Vrdoljak, PhD, Scientific Advisor, Director; Davor Želježić, PhD, Scientific Advisor, Assistant Director; Radovan Fuchs, PhD, Scientific Advisor, Assistant Director for International Cooperation; Biserka Radošević Vidaček, PhD, Scientific Advisor, Chairman of the Scientific Council; Irena Brčić Karačonji, PhD, Scientific Associate, Deputy Chairman of the Scientific Council; Tomislav Bituh, PhD, Representative of Assistants and Senior Assistants; Spomenka Stankić Drobnjak, Jurist, Head of Department of Legal, Personnel and General Affairs*).

The views of researches regarding implementation of actions have been taken into account over the past two years in two ways: (2) through expression of their views at the meetings of the Scientific Council, and at regularly held meetings of assistants and senior assistants, and (2) through input their provided in drafting the rule books and strategic plan.

Key achievements and progress against the original action plan

Action point	Charter and Code Principles and Requirements addressed:	Timescale	Status
Adoption of The Code of Ethics	(1) Research freedom; (2) Ethical principles; (3) Professional responsibility; (5) Contractual and legal obligations; (6) Accountability; (10) Non discrimination; (22) Recognition of the profession; (27) Gender balance; (28) Career development; (32) Co-authorship; (34) Complains/appeals; (36) Relation with supervisors; (37) Supervision and managerial duties; (39) Access to research training and continuous development; (40) Supervision	Autumn 2011	COMPLETED November 2011
Adoption of the Strategic plan of the Institute for	(4) Professional attitude; (21) Postdoctoral appointments	December 2011	COMPLETED December 2011

Medical Research and Occupational Health	(Code): (28) Career development; (30) Access to career advice; (31) Intellectual property rights; (37) Supervision and managerial duties; (38) Continuing professional development; (39) Access to research training and continuous development		
Amendments of the Rule Book on additional conditions for election on scientific and professional employment positions to include: (a) evaluation criteria within different fields of science; (b) qualitative and quantitative criteria; (c) recognition on informal education	(11) Evaluation/ appraisal systems; (16) Judging merit (Code); (19) Recognition of qualifications (Code)	Summer 2012	IN PROGRESS following changes in national regulations on conditions for the election to scientific titles entered into force at the beginning of 2013, and changes in the Scientific Activity and Higher Education Act expected to get final approval in the autumn of 2013.
Development of an evaluation system for participation in the work of the relevant bodies of the Institute, and its inclusion in the Rule Book on additional conditions for election on scientific employment positions	(35) Participation in decision-making bodies	2011 – 2015	ABANDONED It has been evaluated that the principle is acknowledged and implemented: (a) through membership in the Scientific Council of all researchers holding scientific employment positions and of representatives of assistants and senior assistants; (b) through election of researchers' and employees' representatives in the Managing Board of the institute; (c) participation of researchers and fellows in committees drafting new rule books.
Adoption of the Conciliation Act in Individual Labour Disputes	(34) Complains/APPEALS	December 2011	POSTPONED A new collective agreement has been negotiated which is the basis for application of conciliation. Although the procedures have not been specified in a separate rule book this has not affected possibility of researchers to express their complaints. The Rule Book on the evaluation of PhD and post-doc candidates and their mentors specifies procedures concerning conflicts between a supervisor and an early-stage researcher; a person in protection of employees' dignity has been nominated; IMROH's legal counsellor and the works council are in charge of recording complaints and have the advisory role.
Introduction of a check of authenticity and originality of scientific works within a procedure	(3) Professional responsibility	Autumn 2011	ACOMPLISHED through adoption of the Code of Ethics and a standardised statement about originality and

of election to scientific employment positions and evaluation applicants for institutional awards			authenticity of work which applicants for employment positions or awards have to provide.
Adoption of the Rule Book on the rights, obligations and evaluation criteria of PhD and post-doc candidates and their mentors	(21) Postdoctoral appointments (Code); (36) Relation with supervisors; (37) Supervision and managerial duties; (40) Supervision	December 2012	COMPLETED June 2013

Future plans and revised action plan 2013 - 2015

The plans for the next period include seeking feedback from all researchers regarding the implementation of the HR Strategy and Action Plan. Action plan will be reviewed in accordance with the feedback and expected changes in the legislation.

Revisions in the original Action Plan defined during this self-assessment are related to setting more specific actions and deadlines with respect to Recruiting and Transparency principles of the Code, considering that Croatia is joining EU, and that IMROH wants to increase its visibility among researchers from EU countries. That will also impact publishing job vacancies on the EURAXESS portal, a practice introduced by IMROH even before the Action plan was defined in 2011.

Conclusion

Considering its size and resources, IMROH is confident that this internal review shows its commitment to implementation of principles of the Carter and Code, and significant progress against the objectives defined in the HR Strategy and Action Plan.