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The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

A Human Resources Strategy for Researchers incorporating the Charter and Code

SELF-EVALUATION

April, 2011

I. Ethical and professional aspects

1. Research freedom

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Science and Higher Education Act N.N. 123/03, 198/03, 105/04, 174/04, 46/07 i 45/09 (hereinafter: SHEA) – Article 2 paragraph 2 point 1 and 7 and Article 4 paragraph 3</p> <p>The Constitution of the Republic of Croatia N.N. 85/10 (hereinafter: the Constitution) – Article 68 paragraph 1 and 4</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>During the job selection the scientific/educational contribution is evaluated on point equally, independent of the field or the theme of the publication/course.</p> <p>Partial limitations of the freedom to choose topics for research are the result of circumstances related to the infrastructure of the Institute (equipment, space).</p> <p>Solutions for the infrastructural limitations are found in the free implementation and the realization of projects with partners outside of the basic institution.</p>	<ol style="list-style-type: none"> 1. The adoption of the Code of Ethics of the Institute. 2. Handing the Code of Ethics of the Institute when a person takes up the job. 3. Periodical status analysis and evaluation of compliance with the relevant legislation and institutional framework in respect of the freedom of research. 	<ol style="list-style-type: none"> 1. Autumn 2011 The Ethics Committee Personnel, Legal and Administration Department The Scientific Council 2. 2011-2015 continuously when employing Personnel, Legal and Administration



	IMROH's Quality Management System according to the norm HRN EN ISO/IEC 17025 (Quality Policy and Goals, and Statement on Independence) permits implantation of the principle.		Department 3. 2011 -2015 on the annual level The Ethics Committee Personnel, Legal and Administration Department
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 2 paragraph 2 point 2 and Article 37 paragraph 3 (revoking the scientific title in cases of severe breach of the Code of Ethics), Article 112 Code of Ethics of psychological practice of Croatian Psychological Chamber (NN 13/2005) Code of Medical Ethics and Deontology of Croatian Medical Chamber (NN 55/2008) Relevant legislation permits implementation of	The Statutes of the Institute for Medical Research and Occupational Health does not consider the principle. The Ethics Committee of the Institute gives prior opinion about project proposals including research projects on lab animals and examinees. Scientists and researches do implement professional standards and codes of ethics in their work	1. The adoption of the Code of Ethics of the Institute. 2. Handing the Code of Ethics of the Institute when a person takes up the job. 3. Periodical status analysis and evaluation of compliance with the relevant legislation and institutional framework.	1. Autumn 2011 The Ethics Committee Personnel, Legal and Administration Department The Scientific Council 2. 2011 – 2015



the principle.			<p>Continuously when a person takes up the job</p> <p>Personnel, Legal and Administration Department</p> <p>3. 2011 - 2015 on the annual basis prior to project application</p> <p>The Ethics Committee after the project proposal</p> <p>The Scientific Council</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 37 paragraph 2 point 2 and Article 82 paragraph 3 - permits implementation	Though the Statutes of the Institute Article 40 to 50 and Rules of	1. The adoption of the Code of Ethics of	1. Autumn 2011



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<p>of the principle</p>	<p>Procedure of the Scientific Council of the Institute do not strictly define principle of professional responsibility the Statute provides penalties for its violation in accordance to SHEA.</p> <p>During the job selection the Expert Commission gives opinion about candidate's scientific contribution.</p> <p>IMROH's Quality Management System according to the norm HRN EN ISO/IEC 17025: document Quality Policy and Goals permits implementation of the principle.</p>	<p>the Institute.</p> <p>2. All scientists and associates are introduced to the national legislation and institutional regulations regarding the originality of scientific works and the consequences of plagiarism.</p> <p>3. Enforce the policy of checking the authenticity and originality of scientific works in course of election for work positions by Commission for the evaluation of scientific publications and awards.</p>	<p>Personnel, Legal and Administration Department The Ethics Committee The Scientific Council</p> <p>2. 2011- 2015 continuously The Scientific Council Commission for the evaluation of scientific publications and awards</p> <p>3. Autumn 2011 Commission for the evaluation of scientific publications and awards</p>
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4. Professional attitude			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Civil Obligations Act (N.N. 35/05 i 41/08)</p> <p>The Distract Act (N.N. 139/10)</p> <p>National strategies, policies and programs as well as documentation and regulations regarding science and research projects such as Ministry of Science, Education and Sports, European Commission, Croatian Science Foundation, Unity Through Knowledge Fund, which stipulate the award and use of financial means.</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>The Statutes of the Institute provides intern procedure preceding the project application.</p> <p>The Rule Book on the distribution of income from performing one's professional activity on the market.</p> <p>Prohibiting unlawful and uncontrolled spending of means resulting from expert jobs and commercial projects.</p> <p>Strictly respecting the conditions set for the implementation of projects (the Ministry of Science, Education and Sports, EC) and regularly reports on the results and finances.</p> <p>Maturity dates for financial means from projects and expert services agreed with third parties shall be contracted pursuant to the Civil Obligations Act, and in case of</p>	<p>1. The adoption of the Strategic Plan of the Institute for Medical Research and Occupational Health with defined short-term strategic goals in the field of scientific and research work.</p> <p>2. Continued insisting on clearly defined due dates for payments when contracts for expert services are signed.</p> <p>3. Continued insisting on respecting dates for delivering reports on behalf of scientists and associates of the Institute.</p>	<p>1. December 2011</p> <p>Group for the development of the Strategic Plan of the Institute (has been nominated)</p> <p>The Management of the Institute</p> <p>The Scientific Council</p> <p>2- 3. 2011-2015 continuously</p> <p>Personnel, Legal and Administration Department</p> <p>Heads of</p>



	substantial delay related to due dates measures shall be taken as stipulated in the Distraint Act.		departments, project leaders, independent groups
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Civil Obligations Act</p> <p>The Patent Act (N.N. 173/03, 87/05, 76/07, 30/09, 128/10)</p> <p>The Labour Code (N.N. 149/09)</p> <p>Act on Copyright and Related Rights (N.N. 167/03 i 79/07)</p> <p>National strategies, policies and programs as well as documentation and regulations regarding science and research projects such as Ministry of Science, Education and Sports, European Commission, Croatian Science Foundation, Unity Through Knowledge Fund, which stipulate the award and use of financial means.</p>	<p>The Statutes of the Institute</p> <p>Intellectual property rights over results and the right to publish them are in most cases defined in the contract signed with financiers.</p> <p>Insufficient motivation and lack of practice for the active protection of intellectual property over individual methodological innovations.</p> <p>Agreed deadlines for sending reports and results are strictly respected. In rare cases a written appeal is sent in order to prolong the deadline.</p>	<p>1. The adoption of the Code of Ethics of the Institute.</p> <p>2. Continued insisting on clearly defined due dates for payments when contracts for expert services are signed.</p> <p>3. Continued insisting on respecting dates for delivering reports on behalf of scientists and associates of the Institute.</p> <p>4. Additional information for scientists and associates about regulations and practices related to the protection of intellectual property.</p>	<p>1. Autumn 2011 The Ethics Committee Personnel, Legal and Administration Department The Scientific Council</p> <p>2- 4. 2011-2015 continuously The Ethics Committee, Personnel, Legal and Administration Department,</p>



Relevant legislation permits implementation of the principle.			Heads of departments, project leaders, independent groups
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6. Accountability

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 109, 110 provides regulative for financing public institutes, scientific projects and equipment from state budget</p> <p>The Labour Code</p> <p>The Archival Materials and Archives Act (N.N. 107/97, 64/00, 65/09)</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>In individual cases there is insufficient systematic methodology applied for keeping records about activities.</p> <p>Rule Book concerning the Protection of Archival and Register Materials</p> <p>The Institute for Medical Research and Occupational Health</p> <p>Strict compliance with financier's demands concerning the preservation of results' original form during a particular time period as defined in the contract (for example: projects of the</p>	<ol style="list-style-type: none"> 1. The adoption of the Code of Ethics of the Institute. 2. Continued insisting on clearly defined due dates for payments when contracts for expert services are signed. 3. Continued insisting on respecting dates for delivering reports on behalf of scientists and associates of the Institute. 4. Raising awareness among young colleagues about the need to keep lab diaries with precision and to observe 	<p>1. Autumn 2011</p> <p>The Ethics Committee</p> <p>Personnel, Legal and Administration Department</p> <p>The Scientific Council</p> <p>2- 4. 2011-2015 continuously</p> <p>The Ethics Committee,</p>



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	<p>Ministry of Science, Education and Sports).</p> <p>Time limits for the preservation of laboratories and sample protocols are respected in accordance with the contract and the Archival Materials and Archives Act.</p> <p>Agreed time limits for sending reports and results to the financier are strictly respected and spending is stipulated in the Rule Book on the distribution of income from performing one's professional activity on the market.</p>	<p>protocols on the behalf of mentors and heads of departments and project managers.</p>	<p>Personnel, Legal and Administration Department</p> <p>Heads of departments, project leaders, mentors, independent groups</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 20 paragraph 1; Article 47.</p> <p>The Occupational Health and Safety Act (hereinafter: HSA) N.N. 59/96, 94/96, 114/03, 86/08, 75/09</p> <p>Basic Collective Agreement for Public Servants</p>	<p>IMROH's Quality Management System Manual (Article 4.1.5.c) permits implementation of the principle.</p> <p>The Health and Safety Committee has</p>	<p>1. To intensify efforts for raising awareness among the employees about the need to protect their personal data, control the access to user profiles and equipment as well as to continuously invest in the improvement of IT system safety.</p>	<p>2011-2015 continuously</p> <p>1. IT Department</p>



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<p>and Employees (hereinafter: BCAPSE)</p> <p>The Personal Data Protection Act (hereinafter: PDPA) N.N. 103/03, 118/06, 41/08</p> <p>Code of Ethics of psychological practice of Croatian Psychological Chamber</p> <p>Code of Medical Ethics and Deontology of Croatian Medical Chamber</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>been established and is now active, the authorized person has developed the evaluation of occupational hazards, and employees of the Institute are continuously undergoing the expert training on the health and safety at work. Pursuant to the evaluation as well as OHSa and BCAPSE, the employees are sent to periodical systematic medical exams.</p> <p>Safety of electronic data on users' computers and the protection of employees' user data are secured with the implementation of provisions contained in the Rule Book concerning the use of computer infrastructure.</p> <p>Before approving project proposals including examinees, the Code of Ethics is prepared which clearly defines the protection of personality and personal data pursuant to PDPA.</p> <p>Storage of psychological measuring instruments undertaking necessary safety measures to disable any unauthorized access.</p> <p>Electronic control over the access to the Institute and individual</p>	<p>2. To intensify efforts for raising awareness among the employees about the need to safely preserve and store dangerous chemicals and waste.</p> <p>3. To continue improving the health and safety at work through investing in the health and safety system and means for personal protection.</p>	<p>2- 3. Health and Safety Committee</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 2 paragraph 2 point 3 – permits accessibility of results to public	<p>The Statutes of the Institute, the Rule Book on the composition and functioning of the editorial board of the magazine ‘The Archives of Industrial Hygiene and Toxicology’, the Rule Book on additional conditions concerning the tenure election to scientific positions, the Rule Book on additional conditions concerning the tenure election for expert positions .</p> <p>As stipulated in the contract, the research results shall be delivered to the financier and available to the public on-line (financier and competent authorities of the local and state administration).</p> <p>Research results collected by scientists and experts at the Institute shall be communicated to the public through organized public lectures and discussions and expert/scientific conferences, popular science shows and electronic media.</p>	<p>Intensive communicating of scientific research results to the broader public with intensified presence of scientists in domestic and international media.</p> <p>Transition of scientific knowledge to younger generations through the establishment of doctoral studies in toxicology.</p> <p>Ensuring more financial means for scientific journals and other publications.</p> <p>Further development of legal and institutional mechanisms for the commercialization of research results.</p>	<p>2011-2015 continuously evaluation on annual basis (The Annual Report of the Institute)</p> <p>The Scientific Council</p> <p>Heads of departments, project leaders</p>



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	<p>Publishing activities of the Institute: The Archives of Industrial Hygiene and Toxicology'</p> <p>There is an obligation to publish results set in the conditions for scientific advancement despite underdeveloped practice to commercialize scientific results through expert services and projects.</p> <p>Provision of the infrastructure and logistics for functioning of professional associations (the Croatian Toxicology Association, the Air Protection Association, the Croatian Association for Radiation Protection)</p>		
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 2 paragraph 2 point 3 and paragraph 3 point 2 and 10</p> <p>Right to Information Act – Articles 6-10. N.N. 172/03 144/10</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>The Statutes of the Institute, the Rule Book on additional conditions concerning the tenure election to scientific positions, the Rule Book on additional conditions concerning the tenure election for expert positions.</p> <p>Projects of the Institute with units of local self-government and state</p>	<p>Further activities related to public lectures and round tables on particular topics.</p> <p>To improve the cooperation between the local community and civil society associations.</p> <p>Intensive activities regarding the</p>	<p>2011-2015 continuously evaluation on annual basis (The Annual Report of the Institute)</p> <p>The Scientific Council</p>



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	<p>administration.</p> <p>Research results collected by scientists and experts at the Institute shall be communicated to the public through organized public lectures and discussions and expert/scientific conferences, popular science shows and electronic media.</p> <p>Visits to the Institute organized for vocational middle schools.</p> <p>The evaluation of scientific work also includes the publication of popular science books and organization of popular science exhibitions.</p>	<p>communication of scientific research results to the broader public with intensified presence of scientists in domestic and international media.</p>	<p>Heads of departments, project leaders</p> <p>Scientists in the administrative structures of professional associations</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution – Article 14 and 15</p> <p>The Labour Code – Article 2</p> <p>The Elimination of Discrimination Act N.N. 85/08</p>	<p>Code of Conduct of the Institute – Article 93 and 94</p> <p>Employees of different religious believes consume their rights of leave from work due to religious holidays.</p>	<p>1. The adoption of the Code of Ethics of the Institute</p> <p>2. Raising awareness about discrimination among employees, employers and investors.</p>	<p>1. Autumn 2011</p> <p>The Ethics Committee</p> <p>Personnel, Legal and Administration</p>



<p>The Gender Equality Act N.N. 82/08</p> <p>Constitutional Law on the Rights of National Minorities N.N. 155/02, 47/10, 80/10</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>Nominated by the director, person in charge of protecting workers' dignity</p>		<p>Department The Scientific Council</p> <p>2. 2011-2015 continuously Heads of departments, project leaders, person in charge of protecting workers' dignity</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 32 paragraph 5 and Article 37 permits implementation of the principle</p>	<p>The Rule Book on additional conditions concerning the tenure election to scientific positions,</p> <p>The Rule Book on additional conditions concerning the tenure election for professional positions</p> <p>The Rule Book on awards for medical</p>	<p>To examine and adopt the evaluation criteria and levels of scientific efficiency within different fields of science.</p>	<p>Summer 2012 Working group for defining of evaluation criteria The Scientific Council</p>



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	<p>researches and occupational health</p> <p>Commission for evaluation of scientific publications and awards</p> <p>Expert Commission for the assessment of scientific and professional work nominated by the Scientific Council</p> <p>The Institute does not nominate an international committee when a scientific position opens.</p> <p>The evaluation is implemented during election for scientific, higher associate and professional positions.</p>		
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II. Recruitment

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution (Article 44 and 54) guarantees equality</p> <p>SHEA – Article 31-45 – clearly defines standards</p>	<p>The Rule Book on additional conditions concerning the tenure election to scientific positions</p> <p>The Rule Book on additional conditions concerning the tenure election for professional positions</p> <p>Acts of the Institute permit implementation of the principle.</p> <p>Research positions for the best students.</p>	<p>To estimate existing criteria and with respect to each specific profession to define quality standards for hiring.</p> <p>Proposal to the Ministry concerning defining the status of post-PhD candidates and their role in the scientific institutions.</p>	<p>2011-2015 continuously</p> <p>The Scientific Council</p>



13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open 14, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA-Article 35 and Article 36. Deadlines, tenure election; Article 40 and Article 41. Job selection – clearly define procedures for election on scientific job positions and scientific ranks</p> <p>The Collective Agreement for the Science and Higher Education - permits implementation of the principle</p>	<p>Acts of the Institute permit implementation of the principle.</p> <p>Code of Conduct</p> <p>The Rule Book on additional conditions concerning the tenure election to scientific positions</p> <p>The Rule Book on additional conditions concerning the tenure election for professional positions</p> <p>Adequate advertising for administrative competitions for free scientific positions within the time period of 10 -15 days.</p> <p>Underlining the general and additional conditions for getting the position</p>	<p>To expand (elaborate) the content of the administrative competition in accordance with the Code.</p> <p>When reasonable, to introduce members of expert committees for the selection of candidates who are not employed at the Institute</p>	<p>2011- 2015 continuously</p> <p>Personnel, Legal and Administration Department</p> <p>The Scientific Council</p>



	(employment) During an oral test candidates are informed about details related to their job and possibilities to advance.		
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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 assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA-Article 35 paragraph 2 – the composition of the committee is regulated only in accordance to relevant experience.	Expert Committees nominated by the Scientific Council are composed of the members of the Institute; in over 90% of cases the members have different levels of expertise and competence	<ol style="list-style-type: none"> 1. When reasonable, to introduce members of expert committees for the selection of candidates who are not employed at the Institute. 2. Education of potential committee members regarding the elements and criteria for selection of candidates. 	2011- 2015 Continuously 1. Personnel, Legal and Administration Department The Scientific Council 2. Personnel, Legal and Administration Department



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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 40 paragraph 4</p> <p>The Collective Agreement for the Science and Higher Education-Article 9</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>Candidates are insufficiently informed about additional conditions</p> <p>Candidates are insufficiently informed about the procedure and course of election as well as selection criteria.</p> <p>Candidates are previously informed on quantity of open positions.</p> <p>Every candidate receives a short written notice about the results.</p>	<p>To provide detailed information about the procedure and job selection criteria on Web pages of the Institute.</p> <p>To inform all candidates about the outcome of selection providing detailed explanations.</p>	<p>2011- 2015 continuously – every tender</p> <p>Personnel, Legal and Administration Department</p>



16. Judging merit (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No statutory limitations.	<p>The Rule Book on additional conditions concerning the tenure election to scientific positions and The Rule Book on additional conditions concerning the tenure election for professional positions, beside quantitative elements in evaluation provide criteria for qualitative evaluation of various aspects of candidates' potential.</p> <p>Commission for the evaluation of scientific publications and awards</p> <p>Expert committees evaluate the overall candidate's potential</p>	For associate job positions to introduce, and for scientific, and professional job positions to reevaluate and officially verify the procedure for making quality and quantity evaluation.	<p>Summer 2012 continuously</p> <p>The Scientific Council</p> <p>Commission for the evaluation of scientific publications and awards</p>

17. Variations in the chronological order of CVs (Code)

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No statutory limitations.	Pauses during career are not limited or penalized in respect of employment	To support legislative amendments in terms of annulling the obligation to advance to research positions.	2011 The Scientific Council

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No statutory limitations.	Mobility experience is respected by implementing the Rule Book on additional conditions concerning the tenure election to scientific positions.	To further stimulate post-PhD professional development outside of the main institution (in another institution in Croatia or abroad).	2011 -2015 continuously Heads of departments, project leaders, mentors



19. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 85. Recognition of foreign diplomas and professional qualifications	No system for recognizing skills acquired through informal education.	To supplement the Rule Book on additional conditions for advancing so that it contains a Chapter on informal education.	Summer 2012 The Scientific Council

20. Seniority (Code)

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No statutory limitations.	The Rule Book on additional conditions concerning the tenure election to scientific positions The Rule Book on additional conditions concerning the tenure election for expert positions	To foster evaluation based on scientific career and expertise.	2011 -2015 continuously Heads of departments, Project leaders, Mentors, The Scientific



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21. Postdoctoral appointments (Code)

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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>No limitations concerning the implementation of principles</p> <p>SHEA – permits implementation of the principle</p>	<p>Pursuant to SHEA post-PhD candidates are employed as senior assistants upon the approval from the Ministry.</p> <p>The selection of candidates for the senior research assistant position is conveyed based on the report and opinion of the expert committee.</p> <p>Pursuant to SHEA the maximum duration of employment for the senior research assistant position can be up to the termination of 10-year period from the date when the employment contract has been signed (Article 43 paragraph 1- SHEA).</p>	<p>1. The adoption of the Strategic Plan of the Institute.</p> <p>2. The adoption of the Rule Book on the evaluation of PhD and post-doc candidates and their mentors.</p>	<p>1. December 2011</p> <p>Group for the development of the Strategic Plan of the Institute (has been nominated)</p> <p>Management of the Institute</p> <p>The Scientific Council</p> <p>2. December 2012</p> <p>The Scientific Council</p>



III. Working conditions and social security

22. Recognition of the profession

All researchers engaged in a research career should be recognized 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 21. – who is actively involved and who participates in scientific work) and Article 23 paragraph 2 – The Register of Scientists – permits implementation of the principle	The Statutes of the Institute Code of Conduct Both rules permit implementation of the principle	1. The adoption of the Code of Ethics of the Institute 2. Raising awareness among employees about non-discrimination and professional communication with assistants and senior assistants. 3. Raising awareness about mentorship-related obligations towards PhD candidates.	1. Autumn 2011 The Ethics Committee Personnel, Legal and Administration Department The Scientific Council 2-3. 2011-2015 continuously Heads of departments, project leaders, person in charge of protecting workers' dignity



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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Collective Agreement for the Science and Higher Education (Article 30 – employment conditions)</p> <p>The Labour Code</p> <p>OHSA</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>The Statute of the Institute – permits implementation of the principle</p> <p>Quality and Policy Goals of IMROH’s Quality Management System according to the norm HRN EN ISO/IEC 17025</p> <p>The Rule Book on the distribution of income from performing one’s professional activity on the market stipulates spending of financial resources from expert services and commercial projects for the improvement of working conditions.</p> <p>High level of investments in the maintenance of the Institute, improving occupational health and safety and getting valuable equipment.</p> <p>Irregular financing on the behalf of the</p>	<p>Fostering investments in science on the state level (campaigns, lectures and similar) and creating networks with business entities and broader community in order to develop joint projects.</p> <p>Encouraging heads of departments/project managers to provide additional financial resources from the income earned on the market from performing one’s profession for creating more stimulating environment for research projects.</p>	<p>2011-2015 continuously</p> <p>Director</p> <p>The Scientific Council</p> <p>Heads of departments, project leaders</p>



	Ministry complicates planning and continuous improvement of the environment suitable for the research work.		
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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, *inter alia*, 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
The Constitution (Article 72 and 62) – permits implementation of the principle	The Statutes of the Institute – employment conditions	1. Initiatives for defining and improving the national legislation.	2011-2015 continuously
The Labour Code (Article 5 paragraph 3, Article 33) – in parallel with that, the legal obligation to keep records about working time which limits the implementation of flexible working time principle.	Code of Conduct – legal obligation to keep records about working time which limits the implementation of flexible working time principle.	2. Possibility to use flexible working time.	1.The Scientific Council
Collective Agreement for Science and Higher Education (Article 30 and 43) – permits implementation of the principle	Sabbatical and paid leave are used pursuant to relevant legislation.		2. Personnel, Legal and Administration Department
SHEA – Article 45 (suspended deadlines for the election) – permits implementation of the principle	Flexible working hours are not regulated through institutional rules although they exist in practice. For example: overtime/month is exchanged for days off or paid hours at work. As		
The Professional Rehabilitation and Disabled			



Persons' Employment Act N.N. 143/02, 33/05 – permits implementation of the principle	opposed to that, the insufficient number of hours is penalized because there is no legal framework.		
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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 *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Labour Code – Article 10 and 11 – permits implementation of the principle.</p> <p>SHEA – Article 42 – considering scientific novices only employment by fixed-term contract has been provided; considering stability of employment for scientists it has been conditioned by obligation to fulfill criteria for quinquennial (re)election on job position</p> <p>The Rule Book on conditions concerning the tenure election to scientific ranks conditions stability of employment</p>	<p>Code of Conduct</p> <p>The Rule Book on additional conditions concerning the tenure election to scientific positions conditions stability of employment and job positions in accordance to national legislation.</p> <p>Employment contracts are signed exclusively as stipulated in the stated positive regulations of the Republic of Croatia.</p> <p>During the procedure for approving contracts for expert services and projects on behalf of third parties; the</p>	<p>To support existing initiative for a change of criteria for advancement on the national level, more autonomy to scientific institutions in defining criteria for tenure elections for scientific positions and jobs that will allow for specific features related to scientific fields and interests of the Institute.</p> <p>To support initiative for redirecting the present criteria for evaluating scientific excellence on the national level which was marked with centralized elections for scientific positions. To establish financial and other instruments for selecting and encouraging the most successful scientists.</p>	<p>2011-2015 continuously</p> <p>The Scientific Council</p> <p>Personnel, Legal and Administration Department</p>



	<p>Institute keeps records about availability of scientists (especially those who are in charge of contracted services) during contracted period of time.</p> <p>All scientific positions, except research advisor – second election, are subject to tenure elections and scientists are employed under long-term employment contracts if they satisfy criteria for professional advancement.</p>	<p>To regulate the assistant position (for example, fixed-term contracts are sometimes problematic for getting bank loans) which might attract young scientists and provide the selection of the best candidates.</p>	
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution (Article 55 and 56)</p> <p>The Labour Code (Article 48)</p> <p>Collective Agreement for Science and Higher Education (Chapter I. Wages and minimal rights)</p> <p>Ordinance on the names of working posts and complexity coefficients in public services N.N. 38/01, 112/01, 62/02, 156/02, 162/03, 39/05,</p>	<p>Code of Conduct</p> <p>The implementation of provisions contained in the Rule Book on the distribution of income from performing one's professional activity on the market provides possibility for stimulation of scientists and associates in all career stages according to the</p>	<p>To actively support initiatives on the national level in order to provide conditions for adequate salaries for scientists which should harmonized with salaries in the private sector; to better differentiate and increase personal income for scientific personnel with clearly defined obligations in the field of science.</p>	<p>2011-2015. continuously evaluation on annual and quinquennial basis</p> <p>Director of the Institute, Governing Council of the</p>



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<p>82/05, 133/05, 30/06</p> <p>The Mandatory Health Insurance Act N.N. br. 150/08, 94/09, 153/09, 71/10, 139/10</p> <p>The Pension Insurance Act N.N. 102/98, 127/00, 59/01, 109/01, 147/02, 117/03, 30/04, 177/04, 92/05, 79/07, 35/08, 121/10</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>results of their work.</p> <p>Scientific contribution is additionally evaluated on annual and quinquennial basis through the implementation of the Rule Book on awarding employees of the Institute for their scientific and expert achievements.</p>	<p>To additionally define the evaluation criteria that will allow awarding successful project managers and researchers and finding more financial resources in the State Budget for additional science projects.</p> <p>To foster more financial support through EU funds and projects with business entities.</p> <p>To encourage just and attractive conditions and financial means in all career stages regardless of the type of employment contract.</p>	<p>Institute, the Scientific Council</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution</p> <p>The Gender Equality Act</p> <p>The Labour Code - Article 5</p> <p>Relevant legislation permits implementation of</p>	<p>Code of Conduct - permits implementation of the principle.</p> <p>Gender equality is underlined in every administrative competition.</p>	<p>1. The adoption of the Code of Ethics of the Institute</p> <p>2. To raise awareness about gender equality among employees, heads of departments and investors.</p>	<p>1. Autumn 2011</p> <p>Personnel, Legal and Administration Department</p> <p>The Ethics Committee</p>



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<p>the principle.</p>	<p>A survey from 2010 indicated that in accordance with higher representation of women at the Institute, they are mostly employed as project managers and heads of departments.</p>	<p>3. Possibility of using flexible working time arrangements and part time contracts in cases where family and work obligations need to be harmonized.</p>	<p>The Scientific Council of the Institute</p> <p>2. 2011-2015 continuously</p> <p>The Ethics Committee</p> <p>The Scientific Council</p> <p>Heads of departments, project leaders</p> <p>3. 2011-2015 continuously</p> <p>Personnel, Legal and Administration Department</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 59 paragraph 3 point 3. - permits implementation of the principle.</p>	<p>The Statutes of the Institute - permits implementation of the principle.</p> <p>Rule Book on additional conditions concerning the tenure election to scientific positions.</p> <p>Clearly defined strategies for HR management are often missing (University strategies for advancement and research financing) As well as development plans for individual institutions/components.</p> <p>In some cases the best candidate criterion is not fully observed since the evaluation criteria are not clearly defined.</p>	<ol style="list-style-type: none"> 1. The adoption of the Code of Ethics of the Institute 2. The adoption of the Rule Book on the evaluation of PhD and post-doc candidates and mentors. 3. The adoption of the Strategic Plan of the Institute. 	<ol style="list-style-type: none"> 1. Autumn 2011 Personnel, Legal and Administration Department The Ethics Committee The Scientific Council 2. December 2012 The Scientific Council 3. December 2011. Group for the development of the Strategic



			Plan of the Institute (has been nominated) Management of the Institute, The Scientific Council
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29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 53 paragraph 2</p> <p>Act on Recognition of Foreign Educational Qualifications N.N. 158/03, 198/03, 138/06</p> <p>Rule Book on determining conditions for approving temporary residence to foreigners for purposes related to scientific research projects N.N. 42/08</p> <p>The Act on Aliens N.N. 79/07, 36/09</p>	<p>Mobility of scientists between the Institute and international scientific institutions is insufficient.</p> <p>Encouraging PhD candidates' mobility is stipulated in the Rule Book on additional conditions concerning the tenure election to scientific positions.</p> <p>Due to professional obligations and work overload since scientists often work on several scientific and expert</p>	<p>Encouraging post-PhD candidates' mobility.</p> <p>Fostering professional development and other forms of mobility for researchers through more institutional possibilities, especially in relation to their absence which requires an adequate national and institutional legislative framework and financial resources.</p> <p>Simplified employment procedures and increased transparency of administrative</p>	<p>2011-2015 continuously</p> <p>The Scientific Council Heads of departments, project leaders</p>



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Relevant legislation permits implementation of the principle.	<p>projects (necessary for providing financial resources for particular scientific research projects) it is difficult to create preconditions for mobility such as longer stays in international institutions.</p> <p>Insufficient financial resources for fostering mobility.</p>	<p>competitions for foreign citizens.</p> <p>Introducing the evaluation of active residence for foreign researches in a project group as one of criteria for evaluating projects and project managers.</p>	
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No regulations that directly concern the implementation of this principle.	<p>Employees holding associate positions often discuss the possibility to find employment at the Institute and international scientific institutions with their mentors and among themselves inside the Research Group. There is no advisory body.</p> <p>Recommendations are given to associates for their employment which is a positive practice.</p>	<ol style="list-style-type: none"> 1. The adoption of the Strategic Plan of the Institute 2. Acquiring experience at similar international institutions through increased mobility of PhD and post-PhD candidates. 	<p>1. December 2011</p> <p>Group for the development of the Strategic Plan of the Institute (has been nominated)</p> <p>Management of the Institute, the Scientific Council</p>



			2. 2011-2015 continuously The Scientific Council Heads of departments, project leaders
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Labour Code (Chapter XI. Inventions and Technical Improvements)</p> <p>SHEA – Article 16 paragraph 2 point 7 and Article 30 paragraph 3</p> <p>Act on Copyright and Related Rights</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>Rule Book on additional conditions concerning the tenure election to scientific positions, Article 3 (inventions and technical improvements)</p> <p>Rule Book on additional conditions concerning the tenure election to expert positions, Article 3 (inventions and technical improvements).</p>	Strategic activity of the Institute is not orientated to the realization of patents.	/



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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Patent Act – Article 12.paragraph 2.</p> <p>Act on Copyright and Related Rights – Article 11 (co-authors)</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>Developed co-authorship models for individual units/ departments.</p> <p>Individual cases where co-authorship rights are not observed – co-authors who have not participated in the scientific research are added.</p> <p>Individual cases where co-authorship rights are not observed – co-authors are exempt even if they have participated in the scientific research.</p>	<p>1. To support appreciation and equal evaluation of co-authorship in the national regulations (National science council).</p> <p>2. To foster clearly defined criteria for stating co-authors by means of institutional rules.</p>	<p>2011-2015 continuously</p> <p>1. The Scientific Council</p> <p>2. The Scientific Council</p> <p>Heads of departments, mentors</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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 4 paragraph 3 (Freedom to give lectures)</p> <p>Collective Agreement for Science and Higher Education (Article 12 – job description for employees on scientific and educational positions)</p> <p>Relevant legislation conditionally permits implementation of the principle. Public institutes are not permitted to found post-doctoral or any other courses independently from university.</p>	<p>Working at the Institute presupposes scientific and expert work.</p> <p>Norms (portions) for those positions are not defined within the total norm.</p> <p>Teaching activities, lecturing junior researchers and mentorship for graduate, specialist, and PhD theses are all evaluated and account for the job selection.</p> <p>Possibility of participating of scientists in teaching activities strictly depends on willingness of universities and high colleges to involve scientist in realization of courses.</p>	<p>To foster and develop mechanisms for professional development and education of junior researchers (assistants and scientific novices).</p>	<p>2011- 2015 continuous reporting and annual evaluations The Scientific Council Heads of departments, project leaders</p>



34. Complains/ 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution (Article 18 and 46)</p> <p>The Labour Code – Article 5 paragraph 2</p> <p>BCAPSE – Article 8 paragraph 10</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>Code of Conduct Of the Institute – Article 93 and 94 permits implementation of the principle</p> <p>Nominated by the director, person in charge of protecting workers’ dignity.</p> <p>Institute’s legal counselor and works council are in charge of recording complaints from employees, supervisors and junior researchers and have an advisory role.</p>	<p>1. The adoption of the Code of Ethics of the Institute</p> <p>2. Raising awareness about discrimination among employees, employers and investors.</p> <p>3. The adoption of Conciliation Act in Individual Labour Disputes</p>	<p>1. Autumn 2011 Personnel, Legal and Administration The Ethics Committee Department The Scientific Council</p> <p>2. 2011-2015 continuously Heads of departments, project leaders, person in charge of protecting workers’ dignity</p> <p>3. December</p>



			2011 Personnel, Legal and Administration Department
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35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Collective Agreement for Science and Higher Education (Article 63 – Workers’ representatives in management or steering committees) - permits implementation of the principle.	<p>Harmonization with the Collective Agreement for Science and Higher Education</p> <p>The Statutes of the Institute</p> <p>Rules of Procedure of the Scientific Council</p> <p>Acts of the Institute permit implementation of the principle.</p> <p>Scientist holding scientific positions and jobs are directly involved in the work of the Scientific Council.</p>	<p>1. To develop a system for other forms of evaluating employees who participate in the work of the relevant bodies of the Institute.</p> <p>2. To start an initiative for including this principle in the Rule Book on additional conditions for advancement.</p>	<p>2011 – 2015 continuously</p> <p>Management of the Institute</p> <p>The Scientific Council</p>



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	<p>Assistants have their representatives in the Scientific Council</p> <p>One member of the Scientific Council is a representative of scientists and a member of the Administrative Council.</p> <p>One representative of employees is a member of the Administrative Council.</p> <p>Three employees of the Institute are trade union representatives.</p> <p>Work in the bodies of the Institute is financially rewarded with the amount proposed by the director of the Institute.</p>		
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IV. 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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 43 paragraph 5</p> <p>Collective Agreement for Science and Higher Education – Article 45</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>The Statutes of the Institute</p> <p>Rules of Procedure of the Scientific Council</p> <p>Acts of the Institute permit implementation of the principle.</p> <p>So far there were no cases of neglecting the principle which would result in the termination of the internship without finalized PhD dissertation.</p> <p>Mentors' obligation to regularly report is being observed and is under the supervision of the president of the Scientific Council.</p>	<ol style="list-style-type: none"> The adoption of the Code of Ethics of the Institute The adoption of the Rule Book on the evaluation of PhD and post-doc candidates and their mentors with clearly defined elements of the report on assistants' activities and the criteria for evaluating mentor's work. Continuous efforts for improving vertical communication, development of mechanisms for detecting problems in early stages and finding resolutions. Continuous efforts for raising mentors' and PhD candidates' awareness in order to obtain better quality relations. 	<ol style="list-style-type: none"> Autumn 2011 Personnel, Legal and Administration Department The Ethics Committee The Scientific Council December 2012 The Scientific Council 4. 2011-2015 continuously Management of the Institute



	In practice the assistants communicate with the director of the Institute, the president of the Scientific Council of the Institute and fully participate in the work of the Scientific Council with their elected representative.		The Scientific Council Heads of departments
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 43 paragraph 4 – permits implementation of the principle	<p>The Statutes of the Institute – permits implementation of the principle</p> <p>So far there were no cases of neglecting the principle which would result in the project failure or the termination of the internship without finalized PhD dissertation.</p> <p>Mentorship and research project supervision often depends on subjective characteristics, competence and personality of a researcher at the beginning of his or her career.</p>	<ol style="list-style-type: none"> 1. The adoption of the Code of Ethics of the Institute 2. The adoption of the Strategic Plan of the Institute 3. The adoption of the Rule Book on the evaluation of PhD and post-doc candidates and their mentors with clearly defined elements for reporting about assistants' work and the criteria for evaluating successful mentorship. 	<ol style="list-style-type: none"> 1. Autumn 2011 Personnel, Legal and Administration Department The Ethics Committee The Scientific Council 2. December 2011 Group for the development of the Strategic



			Plan of the Institute (nominated) Management of the Institute The Scientific Council 3. December 2012 The Scientific Council
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
No limitations for the implementation of principles	The Statutes of the Institute Rule Book on additional conditions concerning the tenure election to scientific positions Acts of the Institute permit implementation of the principle. The Institute actively implements this	1. The adoption of the Strategic Plan of the Institute 2. Activities related to the establishment of doctoral studies in the field of toxicology. 3. To further promote professional advancement of scientists and associates before the international science	1. December 2011 Group for the development of the Strategic Plan of the Institute (has been nominated) Management of



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	<p>principle organizing scientific and expert conferences, work shops and open debates.</p> <p>Considerable financial means of the Institute are invested in scientific and expert advancement.</p> <p>Institute's publishing activity: 'The Archives of Industrial Hygiene and Toxicology' with contributions such as expert articles, work shop announcements, reviews.</p> <p>Statement about the vision of the Institute declares the willingness to initiate PhD studies in toxicology.</p>	<p>institutions.</p> <p>4. To initiate reimplementation of financial support for young scientists' participation at international courses and workshops.</p>	<p>the Institute The Scientific Council</p> <p>2.-3. 2011-2015 The Scientific Council of the Institute Management of the Institute Governing Council Of the Institute</p> <p>4. 2011-2015 Affiliation of assistants</p>
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39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
SHEA – Article 8 paragraph 4	Code of Conduct	1. The adoption of the Code of Ethics of the Institute	1. Autumn 2011 Personnel, Legal and
The Labour Code - Article 65 paragraph 4	The Statutes of the Institute		



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<p>Collective Agreement for Science and Higher Education</p> <p>Relevant legislation permits implementation of the principle.</p>	<p>The Rule Book on additional conditions concerning the tenure election to scientific positions.</p> <p>Acts of the Institute permit implementation of the principle.</p> <p>The obligation of submitting annual reports on assistants' work provides continuous supervision of their professional development.</p> <p>Considerable financial means of the Institute are invested in scientific and expert advancement.</p>	<p>2. The adoption of the Strategic Plan of the Institute</p> <p>3. To further promote professional advancement of scientists before the international science institutions.</p>	<p>Administration Department</p> <p>The Ethics Committee</p> <p>The Scientific Council</p> <p>2. December 2011</p> <p>Group for the development of the Strategic Plan of the Institute (has been nominated)</p> <p>Management of the Institute</p> <p>The Scientific Council</p> <p>3. 2011-2015 continuously</p> <p>Heads of departments, project leaders</p>
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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 (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>No limitations for the implementation of principles</p>	<p>Every research assistant has a mentor although their obligations and relation are not defined clearly enough, often depending on subjective characteristics.</p> <p>The president of the SC and the director of the Institute are actively involved in problem and conflict resolution.</p> <p>The president of the SC supervises mentor's obligations contained in bylaws regulating PhD studies.</p> <p>Every research assistant and/or associate has the possibility to communicate with his or her colleague on the higher position independent of the department, as well as with the president of the SC and the director of the Institute.</p>	<ol style="list-style-type: none"> The adoption of the Code of Ethics of the Institute The adoption of the Rule Book on the evaluation of PhD and post-doc candidates and their mentors with clearly defined elements for reporting about assistants' work and the criteria for evaluating successful mentorship. To intensify discussions during sessions of the SC about the fulfilment of obligations that mentors have. 	<ol style="list-style-type: none"> Autumn 2011 Personnel, Legal and Administration Department The Ethics Committee The Scientific Council December 2012 The Scientific Council 2011-2015 continuously The Scientific Council of the



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			Institute Chairman of the Scientific Council
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Form completed by:

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