



INSTITUTE FOR MEDICAL RESEARCH AND OCCUPATIONAL HEALTH

A Human Resources Strategy for Researchers incorporating the Charter and Code – Updated Action Plan



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UPDATED ACTION PLAN

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Contents

1. Research freedom	1
2. Ethical principles	1
3. Professional responsibility	2
4. Professional attitude	2
5. Contractual and legal obligations	3
6. Accountability	3
7. Good practice in research	4
8. Dissemination, exploitation of results	4
9. Public engagement	5
10. Non discrimination	5
11. Evaluation/ appraisal systems	5
12. Recruitment	6
13. Recruitment (Code)	6
14. Selection (Code)	6
15. Transparency (Code)	7
16. Judging merit (Code)	7
17. Variations in the chronological order of CVs (Code)	7
18. Recognition of mobility experience (Code)	7
19. Recognition of qualifications (Code)	8
20. Seniority (Code)	8
21. Postdoctoral appointments (Code)	8
22. Recognition of the profession	9
23. Research environment	9
24. Working conditions	9
25. Stability and permanence of employment	10
26. Funding and salaries	10
27. Gender balance	11
28. Career development	11
29. Value of mobility	12
30. Access to career advice	12
31. Intellectual Property Rights	12
32. Co-authorship	13
33. Teaching	13
34. Complains/appeals	13
35. Participation in decision-making bodies	14
36. Relation with supervisors	14
37. Supervision and managerial duties	15
38. Continuing Professional Development	15
39. Access to research training and continuous development	16
40. Supervision	16



1. Research freedom

Actions required	Who	When	Status
1.1. Adopting the Code of Ethics of the Institute.	The Ethics Committee Personnel, Legal and Administration Department The Scientific Council	Autumn 2011	COMPLETED November 2011
1.2. Handing the Code of Ethics of the Institute when a person takes up the job.	Personnel, Legal and Administration Department	2011 - 2015 continuously, when a person takes up a job	IMPLEMENTED By the time of the 2-year self-assessment, the action was implemented through making the electronic version of the Code available on the Institute's intranet and website; in the future, employees will also receive a printed version.
1.3. Periodical status analysis and evaluation of compliance with the relevant legislation and institutional framework with respect to freedom of research.	The Ethics Committee Personnel, Legal and Administration Department	2011 - 2015 on an annual level	IMPLEMENTED through the annual reports of the Ethics Committee

2. Ethical principles

Actions required	Who	When	Status
2.1. Adopting the Code of Ethics of the Institute.	The Ethics Committee Personnel, Legal and Administration Department The Scientific Council	Autumn 2011	COMPLETED November 2011
2.2. Handing the Code of Ethics of the Institute when a person takes up the job.	Personnel, Legal and Administration Department	2011 – 2015 continuously when a person takes up the job	IMPLEMENTED By the time of the 2-year self-assessment, the action was implemented through making the electronic version of the Code available on the Institute's intranet and website; in the future, employees will also receive a printed version.
2.3. Periodical status analysis and evaluation of compliance with the relevant legislation and institutional framework.	The Ethics Committee after the project proposal The Scientific Council	2011 - 2015 on an annual basis prior to project application	IMPLEMENTED through the annual reports of the Ethics Committee, and evaluation of ethical issues for each project proposal



3. Professional responsibility			
Actions required	Who	When	Status
3.1. Adopting the Code of Ethics of the Institute.	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
3.2. All scientists and associates are introduced to national legislation and institutional regulations regarding the originality of scientific works and consequences of plagiarism.	The Scientific Council Commission for the evaluation of scientific publications and awards	2011- 2015 continuously	IMPLEMENTED (changes to legislation discussed at meetings of the Council of Scientists; lectures at the Institute)
3.3. Enforce the policy of checking the authenticity and originality of scientific works in the course of selection for a work position by the Committee for the evaluation of scientific publications and awards.	Committee for the evaluation of scientific publications and awards	Autumn 2011	ACCOMPLISHED through the adoption of the Code of Ethics and standardised statement about the originality and authenticity of work which applicants for employment positions and awards have to provide

4. Professional attitude			
Actions required	Who	When	Status
4.1. The adoption of the Strategic Plan with defined short-term strategic goals in the field of scientific and research work.	Group for the development of the Strategic Plan of the Institute The Management of the Institute The Scientific Council.	December 2011	COMPLETED December 2011
4.2. Continued insistence on clearly defined dates for payments due when contracts for professional services are signed.	Personnel, Legal and Administration Department Heads of departments, project leaders, independent groups	2011 - 2015 continuously	IMPLEMENTED
4.3. Continued insistence on respecting dates for delivering reports on behalf of scientists and associates of the Institute.			IMPLEMENTED



5. Contractual and legal obligations			
Actions required	Who	When	Status
5.1. Adopting the Code of Ethics of the Institute.	The Ethics Committee Personnel, Legal and Administration Department The Scientific Council	Autumn 2011	COMPLETED November 2011
5.2. Continued insistence on clearly defined due dates for payments when contracts for expert services are signed.	The Ethics Committee Personnel, Legal and Administration Department	2011 - 2015 continuously	IMPLEMENTED
5.3. Continued insistence on respecting dates for delivering reports on behalf of scientists and associates of the Institute.	Heads of departments, project leaders, independent groups		IMPLEMENTED
5.4. Additional information for scientists and associates about regulations and practices related to the protection of intellectual property.			Will be organised in accordance with needs

6. Accountability			
Actions required	Who	When	Status
6.1. Adopting the Code of Ethics of the Institute.	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
6.2. Continued insistence on clearly defined dates for payments due when contracts for professional services are signed.	The Ethics Committee Personnel, Legal and Administration Department	2011 - 2015 continuously	IMPLEMENTED
6.3. Continued insistence on respecting dates for delivering reports on behalf of scientists and associates.	Heads of departments, project leaders, mentors, independent groups		IMPLEMENTED
6.4. Raising awareness among younger employees about the need to keep lab diaries with precision and observe protocols on behalf of mentors and heads of departments and projects.			IMPLEMENTED in the Ordinance on the rights, obligations and evaluation criteria of PhD and post-doc candidates and their mentors



7. Good practice in research			
Actions required	Who	When	Status
7.1. Intensify efforts for raising awareness among employees about the need to protect their personal data, control access to user profiles and equipment as well as to continuously invest in the improvement of IT safety.	IT Department	2011 - 2015 continuously	IMPLEMENTED through, published rules, electronic memos and lectures
7.2. To intensify efforts for raising awareness among employees about the need to safely preserve and store dangerous chemicals and waste.	Health and Safety Committee		IMPLEMENTED
7.3. To continue improving health and safety at work through investing in the health and safety system and personal protection means.			IMPLEMENTED

8. Dissemination, exploitation of results			
Actions required	Who	When	Status
8.1. Intensive communicating of scientific research results to the public with an intensified presence of the Institute's scientists in domestic and international media.	The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously, evaluation on annual basis (The Annual Report of the Institute)	IMPLEMENTED through annual reports and analyses for the purpose of reaccreditation
8.2. Transfer of scientific knowledge to younger generations through the establishment of doctoral studies in toxicology.			NOT ACCOMPLISHED due to legislation that does not permit it
8.3. Ensuring more financial means for scientific journals and other publications.			NOT ACCOMPLISHED because of lack of financial resources
8.4. Further development of legal and institutional mechanisms for the commercialization of research results.			IMPLEMENTED through continuous work on accreditation of measurement methods (the Institute in general, and three individual departments are accredited for 10 types of measurements)



9. Public engagement			
Actions required	Who	When	Status
9.1. Further activities related to public lectures and round tables on particular topics.	The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously, evaluation on annual basis (The Annual Report of the Institute)	IMPLEMENTED through public lectures at the Institute
9.2. To improve cooperation between the local community and civil society associations.	Scientists in the administrative structures of professional associations		IMPLEMENTED through exchange of information with civil society associations, and cooperation with schools on making research familiar to children
9.3. Intensive activities regarding the communication of scientific research results to the public with an intensified presence of the Institute's scientists in domestic and international media.			IMPLEMENTED through annual reports and analyses for the purpose of reaccreditation

10. Non discrimination			
Actions required	Who	When	Status
10.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
10.2. Raising awareness about discrimination among employees, employers, and investors.	Heads of departments, project leaders, person in charge of protecting workers' dignity	2011 - 2015 continuously	IMPLEMENTED through the Code of Ethics and recruitment and selection process

11. Evaluation/ appraisal systems			
Actions required	Who	When	Status
11.1. To examine and adopt evaluation criteria and levels of scientific efficiency within different fields of science.	Working group for defining of evaluation criteria The Scientific Council	Summer 2012	IN PROGRESS following changes in national R&D legislation that took place at the beginning of 2013 and further expected changes in legislation in accordance with the adopted act



12. Recruitment			
Actions required	Who	When	Status
12.1. To estimate existing criteria and define quality standards for hiring with respect to each specific profession.	Personnel, Legal and Administration Department, The Scientific Council	2011 - 2015 continuously	IN PROGRESS following changes in national R&D legislation that took place at the beginning of 2013 and further expected changes in legislation in accordance with the adopted act
12.2. Proposal to the Ministry concerning defining the status of post-PhD candidates and their role in the scientific institutions.			IMPLEMENTED at meetings with the representatives of the Ministry
12.3. Translation of the Institute's Statutes, the Code of Ethics and the Ordinance on additional conditions for promotion to scientific work positions.	Scientific Documentation Section	Spring 2014	NEW Completed in October 2014

13. Recruitment (Code)			
Actions required	Who	When	Status
13.1. To expand the content of the administrative competition in accordance with the Code.	Personnel, Legal and Administration Department The Scientific Council	2011 - 2015 continuously	IMPLEMENTED
13.2. When reasonable, to introduce members of expert committees for the selection of candidates who are not employed at the Institute.			IMPLEMENTED
13.3. Translation of the Institute's Statutes, the Code of Ethics and the Ordinance on additional conditions for promotion to scientific employment positions.	Scientific Documentation Section	Spring 2014	NEW Completed in October 2014

14. Selection (Code)			
Actions required	Who	When	Status
14.1. When reasonable, to introduce members of expert committees for the selection of candidates who are not employed at the Institute.	Personnel, Legal and Administration Department The Scientific Council	2011 - 2015 continuously	IMPLEMENTED
14.2. Education of potential committee members regarding the elements and criteria for selection of candidates.			IMPLEMENTED



15. Transparency (Code)

Actions required	Who	When	Status
15.1. To provide detailed information about the procedure and job selection criteria on the Institute's website.	Personnel, Legal and Administration Department	2011 - 2015 continuously – each tender	IMPLEMENTED
15.2. To inform all candidates about the outcome of selection providing detailed explanations.			IMPLEMENTED
15.3. Translation of the Institute's Statutes, the Code of Ethics and the Ordinance on additional conditions for promotion to scientific employment positions.	Scientific Documentation Section	Spring 2014	NEW Completed in October 2014

16. Judging merit (Code)

Actions required	Who	When	Status
16.1. For associate job positions to introduce, and for scientific and professional job positions to review and officially verify evaluation regarding quality and quantity.	The Scientific Council Commission for the evaluation of scientific publications and awards	Summer 2012	IN PROGRESS following changes in national R&D legislation that took place at the beginning of 2013 and further expected changes in legislation in accordance with the adopted act

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

Actions required	Who	When	Status
17.1. To support legislative amendments in terms of annulling the obligation to advance to research positions.	The Scientific Council	2011	COMPLETED

18. Recognition of mobility experience (Code)

Actions required	Who	When	Status
18.1. To further stimulate post-doc professional development outside of the main institution (in another institution in Croatia or abroad).	Heads of departments, project leaders, mentors	2011 - 2015 continuously	IMPLEMENTED Visible through the annual report, after adoption of the Ordinance on Evaluation of PhD and post-doc candidates and their mentors



19. Recognition of qualifications (Code)

Actions required	Who	When	Status
19.1. To supplement the Ordinance on additional conditions for advancing so that it contains a chapter on informal education.	The Scientific Council	Summer 2012	IN PROGRESS following changes in national R&D legislation that took place at the beginning of 2013 and further expected changes in legislation in accordance with the adopted act

20. Seniority (Code)

Actions required	Who	When	Status
20.1. To foster evaluation based on scientific careers and expertise.	Heads of departments, Project leaders, Mentors, The Scientific Council of the Institute	2011 - 2015 continuously	IMPLEMENTED

21. Postdoctoral appointments (Code)

Actions required	Who	When	Status
21.1. Adopting the Strategic Plan of the Institute.	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council	December 2011	COMPLETED December 2011
21.2. Adopting the Ordinance on the evaluation of PhD and post-doc candidates and their mentors.	The Scientific Council	December 2012	COMPLETED June 2013



22. Recognition of the profession			
Actions required	Who	When	Status
22.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
22.2. Raising awareness among employees about non-discrimination and professional communication with assistants and senior assistants.	Heads of departments, project leaders, person in charge of protecting workers' dignity	2011 - 2015 continuously	IMPLEMENTED Since June 2013 rights and obligations defined in the Ordinance on Evaluation of PhD and post-doc candidates and their mentors
22.3. Raising awareness about mentorship-related obligations towards PhD candidates.			

23. Research environment			
Actions required	Who	When	Status
23.1. Fostering investments in science on the state level (campaigns, lectures, etc.) and creating networks with business entities and the community in order to develop joint projects.	Director The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously	IMPLEMENTED through continuous attempts to draw attention to problems of financing research and exchange of information at meetings with representatives of the Ministry
23.2. Encouraging heads of departments/project managers to provide additional financial resources from the income earned from services for creating more stimulating environment for research projects.			IMPLEMENTED. Since June 2013 regulated in the Ordinance on the Distribution of Income from Commercial Services

24. Working conditions			
Actions required	Who	When	Status
24.1. Initiatives for defining and improving national legislation.	The Scientific Council	2011 - 2015 continuously	NOT ACHIEVED mode of action not found.
24.2. Possibility of the use of flexible working time.	Personnel, Legal and Administration Department		IMPLEMENTED in accordance to legislation

25. Stability and permanence of employment

Actions required	Who	When	Status
25.1. To support the existing initiative for a change in national criteria for advancement; more autonomy to scientific institutions in defining criteria for scientific positions and jobs that will allow for specific features related to scientific fields and interests of the Institute.	The Scientific Council Personnel, Legal and Administration Department	2011 - 2015 continuously	IN PROGRESS
25.2. To support the 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.			IMPLEMENTED with partial success
25.3. To regulate the position of junior researcher (for example, fixed-term contracts are sometimes problematic for getting bank loans), which might attract young scientists and provide the best candidates.			IN PROGRESS

26. Funding and salaries

Actions required	Who	When	Status
26.1. To actively support initiatives on the national level in order to provide conditions for adequate salaries for scientists, which should be 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.	Director of the Institute, Governing Council of the Institute The Scientific Council	2011 - 2015. continuously, evaluation on an annual and 5-year basis	IMPLEMENTED
26.2. 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.			NOT APPLICABLE because of lack of financial resources
26.3. To foster greater financial support through EU funds and projects with business entities.			IMPLEMENTED
26.4. To encourage just and attractive conditions and financial means in all career stages regardless of the type of employment contract.			IMPLEMENTED



27. Gender balance			
Actions required	Who	When	Status
27.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
27.2. To raise awareness about gender equality among employees, heads of departments and investors.	The Ethics Committee The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously	IMPLEMENTED
27.3. Possibility of using flexible working time arrangements and part-time contracts in cases where family and work obligations require so.	Personnel, Legal and Administration Department		IMPLEMENTED in accordance with national legislation and according to needs.

28. Career development			
Actions required	Who	When	Status
28.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
28.2. Adopting the Ordinance on the evaluation of PhD and post-doc candidates and mentors.	The Scientific Council	December 2012	COMPLETED June 2013
28.3. Adopting the Strategic Plan of the Institute.	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council	December 2011	COMPLETED December 2011



29. Value of mobility			
Actions required	Who	When	Status
29.1. Encouraging post-doc candidate mobility.	The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously	IMPLEMENTED (information provision, evaluation of mobility when applying for an employment position)
29.2. 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.			IMPLEMENTED (health insurance provided, paid leave up to one year, unpaid leave for longer mobility)
29.3. Simplified employment procedures and increased transparency of administrative competitions for foreign citizens.			TO BE ACHIEVED in line with changes related to EU accession
29.4. Introducing the evaluation of active residence of foreign researches in a project group as one of the criteria for evaluating projects and project managers.			IN PROGRESS

30. Access to career advice			
Actions required	Who	When	Status
30.1. Adopting the Strategic Plan of the Institute	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council of the Institute	December 2011	COMPLETED November 2011
30.2. Acquiring experience at similar international institutions through increased mobility of PhD and post-doc candidates.	The Scientific Council Heads of departments, project leaders	2011 - 2015 continuously	IMPLEMENTED

31. Intellectual Property Rights			
Actions required	Who	When	Status
31.1. The strategic activity of the Institute is not orientated to registering patents.	/	/	/



32. Co-authorship			
Actions required	Who	When	Status
32.1. To support appreciation and equal evaluation of co-authorship in national regulations (National Science Council).	The Scientific Council	2011 - 2015 continuously	IMPLEMENTED May 2013
32.2. To foster clearly defined criteria for listing co-authors by means of institutional rules.	The Scientific Council Heads of departments Mentors		COMPLETED November 2011 through adoption of the Code of Ethics

33. Teaching			
Actions required	Who	When	Status
33.1. To foster and develop mechanisms for professional development and education of junior researchers (assistants and scientific novices).	The Scientific Council Heads of departments Project leaders	2011 - 2015 continuous reporting and annual evaluations	IMPLEMENTED

34. Complains/appeals			
Actions required	Who	When	Status
34.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
34.2. Raising awareness about discrimination among employees, employers, and investors.	Heads of departments, project leaders, person in charge of protecting workers' dignity	2011 - 2015 continuously	IMPLEMENTED
34.3. The adoption of the Conciliation Act in Individual Labour Disputes	Personnel, Legal and Administration Department	December 2011	POSTPONED A new collective agreement has been negotiated, which is the basis for conciliation. Although procedures have not been specified in a separate ordinance, this has not affected researchers to express their complaints. The Ordinance on the evaluation of PhD and post-doc candidates and their mentors specifies procedures concerning conflicts between a supervisor and a junior researcher; a person for the protection of employee dignity has been nominated; the Institute's legal counsellor and the works council are in charge of recording complaints and have an advisory role.



35. Participation in decision-making bodies			
Actions required	Who	When	Status
35.1. To develop a system for other forms of evaluating employees who participate in the work of the relevant bodies of the Institute.	Management of the Institute The Scientific Council	2011 – 2015 continuously	ABANDONED It has been evaluated that the principle is acknowledged and implemented (a) through the Scientific Council, where all researchers holding scientific positions and representatives of assistants and senior assistants are members, (b) through the election of researcher and employee representatives to the Management Board of the Institute, and (c) participation of researchers and fellows in committees for drafting new Ordinances.
35.2. To start an initiative for including this principle in the Ordinance on additional conditions for advancement.			NOT APPLICABLE

36. Relation with supervisors			
Actions required	Who	When	Status
36.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
36.2. The adoption of the Ordinance 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.	The Scientific Council	December 2012	COMPLETED June 2013
36.3. Continuous efforts for improving vertical communication, development of mechanisms for detecting problems in early stages and finding resolutions.	Management of the Institute The Scientific Council Heads of departments	2011 - 2015 continuously	IMPLEMENTED
36.4. Continuous efforts to raise awareness among mentors and PhD candidates in order to obtain better quality relations.			IMPLEMENTED at meetings of the Scientific Council; regulated in the Ordinance on the evaluation of PhD and post-doc candidates and their mentors



37. Supervision and managerial duties			
Actions required	Who	When	Status
37.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
37.2. Adopting the Strategic Plan of the Institute	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council	December 2011	COMPLETED December 2011
37.3. Adopting the Ordinance 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.	The Scientific Council	December 2012	COMPLETED June 2013

38. Continuing Professional Development			
Actions required	Who	When	Status
38.1. Adopting of the Strategic Plan of the Institute	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council	December 2011	COMPLETED December 2011
38.2. Activities related to the establishment of doctoral studies in toxicology.	The Scientific Council Management of the Institute	2011 - 2015	NOT ACCOMPLISHED due to legislation that does not permit it
38.3. To further promote professional advancement of scientists and associates through visits to international science institutions.	The Management Board		IMPLEMENTED
38.4. To initiate the re-implementation of financial support for the participation of young scientists at international courses and workshops.	Affiliation of assistants		IMPLEMENTED May 2011



39. Access to research training and continuous development

Actions required	Who	When	Status
39.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
39.2. Adopting the Strategic Plan of the Institute	Group for the development of the Strategic Plan of the Institute Management of the Institute The Scientific Council	December 2011	COMPLETED December 2011
39.3. To further promote professional advancement of scientists through visits to international science institutions.	Heads of departments, project leaders	2011 - 2015 continuously	IMPLEMENTED through continuous informing about possible scholarships

40. Supervision

Actions required	Who	When	Status
40.1. Adopting the Code of Ethics of the Institute	Personnel, Legal and Administration Department The Ethics Committee The Scientific Council	Autumn 2011	COMPLETED November 2011
40.2. The adoption of the Ordinance 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.	The Scientific Council	December 2012	COMPLETED June 2013
40.3. To intensify discussions during sessions of the Scientific Council about the fulfilment of obligations that mentors have.	The Scientific Council President of the Science Council	2011 - 2015 continuously	IMPLEMENTED at meetings of the Scientific Council