

# **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”*

## I. Ethical and Professional Aspects

### 1. RESEARCH FREEDOM

Researchers should focus their research towards the good of mankind and to 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 recognized ethical principles and practices. Researchers should, however, recognize 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 recognized ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07, 45/09, 63/11 and 94/13) – Art. 2., subsec. 2. (p. 1. and p. 7.), Art. 4. subsec. 3., Art. 20., Art. 112.</p> <p>Code of Ethics passed by the Committee for Ethics in Science and Higher Education, Zagreb, November 13th 2006. (CLASS: 640-01/06-04/06, FILE NO: 533-045-06-02)</p> <p>The Constitution of the Republic of Croatia (Official Gazette 56/90, 135/07, 8/98, 113/00, 124/00, 28/01, 41/01, 55/01, 76/10, 85/10)- Art. 68. subsec. 1. and 4.</p>	<p>Statute of the Institute (passed on 2nd Aug. 2008) Art. 8. – 9. - Institute Activity</p> <p>Institute Code of Ethics (passed on 21st Dec. 2005) – Art. 11.- research and scientific activity</p> <p>Rule Book on Internal Organization and Table of Positions (amended text of 13th Dec. 2012)</p> <p>Pilar Institute Rule Book on Mentorship of Assistant Researchers (passed on 21st Dec. 2005)</p> <p>Note: Harmonization of the</p>	<p>The opinion poll has established that the majority of Institute researchers are quite satisfied with the degree of research autonomy as well as with the level of inducement to researchers' creativity and ethical approach to their scientific work. (Evaluation, 2013, p. 8: 5).</p>	<p>Coordinate and inform the Institute employees of the existing Institute Code of Ethics as well as the new legal regulations and science practices. The Institute employees will be informed of all the relevant facts by means of information boards, through working meetings, e-mail communication etc.</p>	<p>After passing the Strategy.</p> <p>Pilar Institute Legal department. Pilar Institute employees representatives. The Institute employees' representatives selected by the Scientific Council.</p> <p>Board of Ethics.</p>

	Institute regulations with the general acts on scientific activity is under way.			
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## 2. ETHICAL PRINCIPLES

Researchers should adhere to the recognized 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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 2., subs. 2. and Art. 37., subs. 3. – divesting of a scientific degree in cases of severe Code of Ethics violations</p> <p>Science and Higher Education Act has established that ethical principles in science are to be promoted through Ethics Committee, Code of Ethics and Ethics Boards (Art. 112.)</p>	<p>Statute of the Institute (passed on 2nd Aug. 2008) Art. 8. – 9. - Institute Activity</p> <p>Institute Code of Ethics (passed on 21st Dec. 2005) – Art. 11.- research and scientific activity</p> <p>Rule Book on Ethics Board (passed on 21st Dec. 2005) – Art. 2.and 3.</p>	<p>Institute researchers fully respect ethical principles and the existing standards as regulated by various codices in the field of social and humanistic sciences. There have been no objections so far in regard to the employees' professional work performance.</p>	<p>Maintain and promote the existing level of the Institute ethical professionalism as well as to familiarize the new researchers with the ethical principles and practices existing in their respective scientific field.</p> <p>The Institute employees will be informed of all the relevant facts by means of information boards, through working meetings, e-mail communication etc.</p>	<p>Permanently.</p> <p>All the Institute employees.</p>

### 3. PROFESSIONAL RESPONSIBILITY

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated, has the competence to carry it out.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act – Art. 37. subs. 2 . p. 2. and Art. 82. subsec. 3.	Institute Code of Ethics - Art. 6 and Art. 12.	Institute researchers professional responsibility is guaranteed through continual evaluation of their scientific work as well as regular evaluation of their professional achievement. Along these lines, the researchers acknowledge the basic scientific research principles and aspire to relevant scientific results ( <i>Evaluation</i> , 2013, p.. 8: 9). Also, the Institute director regularly submits report to the Scientific Council on possible problems connected to the complaints in regard to the employees professional performance while the president of the Scientific Council prepares annual list of of all the employees' scientific activities. Along these lines, the performance of scientific novices is regularly evaluated by their mentors.	Regular familiarization of researchers, in particular the young scientists, with the provisions of the Code of Ethics which regulate the professional responsibilities of the Institute scientific staff. The composition of a brochure to familiarize the institute scientific staff with relevant ethical and professional responsibilities of the institute employees.	Permanently.  The Institute employees representatives selected by the Scientific Council.  Ethics Board.

#### 4. PROFESSIONAL ATTITUDE

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act – Art. 3., Art. 111.</p> <p>The Civil Obligations Act</p>	<p>In the process of formulating research subject and project goals, researchers respect the requirements of the scientific environment as well as respond to relevant social questions.</p> <p>The Institute director and project managers plan project budgets during the new-projects application period (at least once a year): they also regularly report to the Management Council and Ministry of Science and Higher Education and Sport on all the considerations of project scientific research and funding.</p>	<p>Institute provides for all the necessary conditions of professional – research environment which makes possible the achievement of the selected project goals.</p> <p>As the rule, the Institute regularly submits financial reports to its employers, fund providers and supervisors. (<i>Evaluation</i>, 2013., p. 7: 5).</p>	<p>Continue the existing research practices and bring them into conformity with the new legal regulations.</p>	<p>From the date of passing the Strategy.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Quality Control Council.</p>

### 5. CONTRACTUAL AND LEGAL OBLIGATIONS

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act – Art. 16</p> <p>The Civil Obligations Act</p> <p>Labor Act (especially Chapter XI – Inventions and technical Improvements)</p>	<p>Researchers acquire information on contractual and legal obligations in the following ways:</p> <ol style="list-style-type: none"> <li>1. Legal department informs researchers of their work conditions at the time of their enrollment.</li> <li>2. Project managers sign project contracts while the researchers acknowledge the participation obligations and in this manner they both accept all the provisions which regulate training and the working conditions as well as all the regulations on intellectual property.</li> <li>3. Project administrator informs researchers of the application conditions and possible obligations.</li> </ol>	<p>The Institute management and administrative services regularly inform all the employees of the regulations which refer to training and/or working conditions as well as regulations on intellectual property while also providing information on requirements and conditions from fund providers.</p> <p>(<i>Evaluation</i>, 2013, p. 7: 1 - 4).</p>	<p>Continue with the Institute positive practice.</p>	<p>Permanently.</p> <p>Responsible Institute bodies. (Legal Department, project managers, international projects administrator).</p>

## 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 authorized 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	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 109 - 111.f.	<p>Institute Code of Ethics</p> <p>By signing the work contract researchers accept all rights and obligations in relation to the employer.</p>	<p>On signing the work contract or any other contract, an employee is informed of the obligations towards the employer.</p> <p>During project execution, the researchers comply with the principles of sound, transparent and efficient financial management which are the primary duties of project managers and other managing bodies (Legal Department, Accounting Department).</p> <p>Special responsibility for funds management lies with the Institute Director and the Management Board.</p>	Continue with the Institute positive practice.	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p>

## 7. GOOD RESEARCH PRACTICES

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 fulfill them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 20. subs. 1.( „Scientific work is not subject to any kind of limitations or formal requirements except those which originate from (...) the protection of human rights and the personal and general work protection“.</p> <p>Collective Agreement for Science and Higher Education (Art. 47 – abandoning work place due to danger; the obligation of every employee is to take care of personal safety, health and security and health of other employees as well as persons affected by his work performance (...)</p> <p>Workplace Safety Act (Official Gazette 59/96, 94/96, 114/03, 100/04, 86/08, 116/08, 75/09 i 143/12) - Art. 80.- 82.</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06, 41/08, 130/11, 106/12) – Art.. 6.-7. and 11.-12.</p>	<p>Institute Rule Book on Workplace Safety (passed on 4th July 2011)</p> <p>Institute Rule Book on Fire Protection (passed on 4th July 2011)</p> <p>Code of Ethics (Art. 2.)</p>	<p>Researchers are familiar with the existing legal regulations in the referent safety area and along these lines they undertake required measures for data storage and protection in order to ensure data confidentiality.</p> <p>Computer network maintenance service informs the Institute employees of the data protection requirements as well as the recommended data storage measures.</p>	<p>Computer network maintenance service will by means of e-communication and other appropriate forms (e.g. specialist meetings, workshops) continue informing the Institute employees of the data storage and protection measures in accordance with the development of information technology.</p> <p>Development of common data storage base.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Quality Control Council.</p>



## 8. DISSEMINATION AND 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, commercialized. 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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 2., subs. 2 p. 3.</p> <p>Right of Information Access Law (Official Gazette 25/13)</p>	<p>Institute Code of Ethics – Art. 11.-12.</p>	<p>It is the established practice that the Institute researchers scientific contributions are regularly quoted from relevant national and international data bases.</p> <p>Researchers make every effort that their research results be socially applicable as well as commercially valid (e.g. for projects of the third-party customer clients).</p>	<p>Continue with the Institute positive practice (publication on the Institute web pages) and the establishment of the Institute electronic bulletin (newsletter).</p> <p>Develop the model of greater degree of encouragement and higher evaluation for all cases of publication in relevant international periodicals.</p> <p>The rule book on scientific job positions election conditions would specify the need for greater degree of publication in relevant scientific periodicals.</p> <p>Supervision of regular entry of scientific production into the data bases.</p> <p>Enable access to the relevant data bases.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Quality Control Council.</p>

### 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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 2. subs. 2.p. 3. and subs. 3. p. 2.and 10.</p>	<p>Statute of the Institute - Art. 70.</p>	<p>It is the established practice of the Institute for its researchers to participate in public – social discourse in such a manner that the public are acquainted with the results of their scientific work.</p> <p>Also, a considerable number of the Institute researchers actively contributes to public life through their participation in various media, non-governmental organizations and general political life.</p>	<p>Continue informing as well as widening the general public perception of the results and scientific achievements of the Institute researchers.</p> <p>It is necessary for the Institute to establish a public relations department .</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Quality Control Council.</p>

## 10. NON DISCRIMINATION

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Constitution of Republic of Croatia - Art. 14. and 15. Labor Act - Art. 5. The Anti-discrimination Act (Official Gazette, 85/08, 112/12) The Gender Equality Act, Official Gazette 82/08	Institute Rule Book on Work (passed on 8th July 2010 - Art. 14.	Institute researchers hold that there is not any kind of discrimination of age, gender or other and that sufficient attention is directed to avoiding any practice of this nature ( <i>Evaluation</i> , 2013., p. 8: 1).	Continue with good Institute practices.	Permanently. Institute researchers.

**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	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 32. subs. 5. and Art. 37.	Pilar Institute Rule Book on Mentorship of Assistant Researchers (passed on 21st Dec. 2005)	Institute regularly conducts evaluations of work of young researchers (scientific novices – assistants) ( <i>Evaluation</i> , 2013. p. 8: 1). The president of the Scientific Council composes an annual report on scientific work of all the researchers.	Continue with regular evaluation of young researchers' work according to the existing legal regulation.  It is necessary to develop a model of remuneration of the best researchers.  To compose a rule book on of the evaluation of work of assistants, post-doctoral researchers and mentors.	After passing the Strategy.  Employer. The Institute employees representatives specially selected by the Scientific Council.  Quality Control Board.

## II. RECRUITMENT

### 12. RECRUITMENT OF RESEARCHERS

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of 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	Existing Institute practices	Actions required	When/Who
<p>Constitution of Republic of Croatia - Art. 44.</p> <p>Science and Higher Education Act - Art. 31- 46</p> <p>Rule Book for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 138/06, 120/07, 71/10, 116/10, 38/11)</p>	<p>Rules on Internal Organization and Organization of Job Positions (amended text of 13th Oct. 2012)</p> <p>Statute of the Institute - Art. 56.-65.</p>	<p>On signing Work Contract all Institute employees are informed of clearly defined employment standards. The employment criteria and the job competition application are regulated by law.</p>	<p>Continue informing Institute employees of the existing employment standards.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p>

**13. RECRUITMENT (CODE)**

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized 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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 35 – 36 (terms, promotion in rand), Art. 40-41 (job positions selection)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 142/10) – Art.. 8 - 9.</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 92/12)</p> <p>Act on Foreigners (Official Gazette 130/11, 74/13)</p>	<p>Statute of the Institute – Art. 56 – 65.</p> <p>Election process for scientific, associate and specialist job positions is carried out by the Institute Scientific Council by means of open competition procedure which is made public in Official Gazette, dailies, on oficial Institute web pages as well as on <a href="http://www.euraxess.hr">www.euraxess.hr</a> portal.</p>	<p>In all employment matters Institute respects the existing legal employment regulations while also recognizing international scientific practice as defined int he relevant legal regulations.</p>	<p>Continue with good Institute practices.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p>

**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 experience relevant 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 35. subs. 2. (board composition)</p>	<p>Statute of the Institute – Art. 59 - 61.</p> <p>Highly competent board members are appointed (according to existing Institute regulations and practice) to conduct the selection of candidates in the open competition process. There has been no need to post outside specialists into selection board.</p>	<p>Great majority of participants in opinion survey have stated that Job Selection Boards respect the official selection norms in the way that they correctly evaluate overall candidates total potential.</p> <p>There have been cases of practice of posting international members into Selection boards (Evaluation, 2013, p. 6:1 – 9).</p>	<p>Bring the selection norms into harmony with new legal regulations and practices of international scientific environment (job position competitions and elections into scientific job positions are publicized in Official Gazette and on EURAXESS portal). The candidates selection process is defined by the Rule Book on Employment and Work of Selection Bord.</p>	<p>After passing the <i>Strategy</i>.</p> <p>Responsible Institute bodies and the elected Institute representatives.</p>

**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. After the selection process they should also be informed of the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 40. subs. 4</p> <p>Collective Agreement for Science and Higher Education (Art. 7a – open competition obligation, information on competition results)</p>	<p>In accordance with the existing Institute documents and practice, candidates are informed of conditions of competition, work and Institute promotion capabilities. After closing the selection all candidates are notified of the selection of the best candidate.</p>	<p>Institute employees mostly agree that selection criteria, work conditions, promotion capabilities as well as individual candidates' competencies and skills are transparently presented in competitions and advertisements. Majority of employees hold that Selection Boards on completion of selection adequately inform candidates of the completed selection process (Evaluation,2013, p. 6: 5,7). In accordance with the Labour Act all the candidates are provided information on the job competition result and are given access to other candidates' application documents.</p>	<p>Continue with good Institute practices. It is recommended that all the candidates are informed of the advantages and weaknesses of their applications.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p>



## 16. JUDGING MERIT

The selection process should take into consideration the candidates' overall experience. 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	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 43a	When conducting evaluation of candidate's scientific work and contribution evaluation boards take into consideration the work in the area and on themes from Institute's scientific field as well as works published and the teaching activity at university level institutions.	Employees predominantly agree that the existing working conditions ensure that Selection Boards can properly review candidates' overall scientific potential while taking into account their experience, creativity and degree of independence ( <i>Evaluation</i> , 2013, p. 6: 3). The scientific novices extraordinary selection board has developed the evaluation platform (criteria scale) which makes possible the recognition of qualitative and quantitative advantages of individual candidates.	Continue with Institute activities to implement evaluation platform according to new legal regulations.  Along the previously stated position compose a rule book on the Institute job positions organization and the rule book on selection criteria for scientific job positions.	After passing the Strategy.  Elected Institute bodies.

### 17. VARIATIONS IN THE CHRONOLOGICAL ORDER OF CVs

Career breaks or variations in the chronological order of CVs should not be penalized, 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	Existing Institutional practices	Actions required	When/Who
There are no limitations for the implementation of these principles.	In regard to employment criteria Institute practice has not considered cases of candidate's career interruptions or changes of field of scientific interest to be disadvantageous.	Great majority of employees are satisfied in regard to the Institute work practice which enables balance of work and family obligations, shorter hours of work, distance work, doctoral leaves, maternity leaves etc. (Evaluation, 2013, p. 8: 4).	Continue with good Institute practice.	Permanently.  Responsible Institute bodies.

### 18. MOBILITY EXPERIENCE RECOGNITION

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 a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Collective Agreement for Science and Higher Education (Official Gazette 142/10) - Art. 47 - 50.	On the occasion of evaluating one's individual scientific work various forms of mobility get positive qualification.	Institute researchers are constantly encouraged towards achieving greater academic mobility as well as towards active promotion of geographic and interdisciplinary mobility that are directly dependent on to the project funding capabilities (Evaluation, 2013, p. 9: 3).	Continue with good Institute practice. The additional measures and activities to support greater international mobility to be proposed. The Rule Book on conditions of selection to scientific job positions would also define the importance of international scientists mobility.	Permanently. Responsible Institute bodies.

### 19. RECOGNITION OF QUALIFICATIONS

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	Existing Institute practices	Actions required	When/Who
<p>Law on Recognition of International Educational Qualifications (Official Gazette No 158/03, 138/06, 45/11)</p> <p>Science and Higher Education Act - Art. 85.- recognition of foreign diplomas and professional qualifications</p> <p>International High-school Qualification Recognition criteria (Science and Higher Educational Act of 9th Apr. 2008, CLASS: 602-06/08-01/52; FILE: 335-05-08-9)</p> <p>Convention on Recognition of Higher Education Qualifications (International Contract, 91/02)</p>	<p>In all employment issues Institute takes into consideration all national rules and regulations in regard to qualification recognition.</p>	<p>Science and University Education Agency is authorized to conduct evaluation of academic and professional qualifications in in-house boards. In accordance with the stated practice the Institute employees are regularly subject to evaluation and qualification recognition procedures.</p>	<p>Regularly inform Institute employees of the existing legal regulations on rules, procedures and standards of regulating qualification recognition standards.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p>

**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 recognized.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 31 - 46.	Statute of the Institute – Art. 56 – 65. Institute assigns additional tasks to researchers of all scientific ranks and supports their work outside Institute. In accordance with financial capabilities, Institute supports participation on scientific events, workshops etc.	Institute encourages researchers' participation in domestic and foreign (market) projects while special attention is given to cooperation with international scientific institutions by means of conference, workshops and other forms of joint activities co-organization. Institute encourages individual scientist' research and professional development while respecting their rights and capabilities for promotion in accordance with Institute employment capabilities (Evaluation, 2013, p. 9: 4).	Continue with good Institute practice.	Permanently.  The Institute employees representatives specially selected by the Scientific Council.

## 21. POSTDOCTORAL APPOINTMENTS

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 43	Statute of the Institute	In accordance with the existing legal regulations a post-doctoral job position is available on the basis of open competition or by making a temporary job contract for the duration of maximum four years.	<p>Bring the existing Institute practice into harmony with the legal regulations. It is necessary to compose an evaluation platform for the postdoctoral employment candidates with the elaborate selection criteria.</p> <p>In accordance with the stated position compose The Rule Book on conditions of selection to scientific job positions and the Rule Book on Assistants, Post-Doctoral Students and mentor Job Evaluation.</p>	<p>On passing <i>Strategy</i>.</p> <p>Responsible Institute bodies.</p>

**III. WORKING CONDITIONS AND SOCIAL SECURITY**

**22. PROFESSION RECOGNITION**

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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 21 and Art. 23. subs. 2.</p>	<p>Institute respects its scientific staff recognizing their professional skills and the attitude is derived from legal regulations, Statute and Book of Rules on Internal Organization and Organization of Job Positions.</p>	<p>In accordance with the existing Institute Book of Rules on Internal Organization and Organization of Job Positions appropriate job plan researchers are provided just work conditions at all the career levels without the regard to their relative position in terms of the existing work contract.                      Institute employees are satisfied with their work environment which is both stimulating and focused on research activities  <i>(Evaluation, 2013, p. 7: 6, p. 8: 3).</i></p>	<p>Continue with good Institute practice.</p>	<p>Permanently.                      Responsible Institute bodies.</p>

**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 program.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Collective Agreement for Science and Higher Education - Art. 30.</p> <p>Labor Act (Official Gazette 149/09, 61/11 and 82/12)</p> <p>Workplace Safety Act (Official Gazette 59/96, 94/86, 114/03, 100/04, 86/08, 116/08, 75/09, 143/12) - Art. 17 - 19., Art. 69.</p>	<p>Statute of the Institute</p>	<p>The majority of researchers has expressed satisfaction with the existing health and retirement stipulations which are harmonized with the state and area regulations. This is the example of the Institute model of promoting the stated conditions as well as ensuring stimulating research environment (<i>Evaluation</i>, 2013, p. 7: 1 – 3). Project administrator regularly informs the Institute employees of the coming conferences, grants options, EU project participation etc.</p>	<p>Continue with good Institute practice.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Quality Control Council.</p>



**24. WORKING CONDITIONS**

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, 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	Existing Institute practices	Actions required	When/Who
<p>Constitution of Republic of Croatia – Art. 57 and 62.</p> <p>Science and Higher Education Act - Art. 45.</p> <p>Labor Act - Art. 5 subsec. 3., Art. 33.</p> <p>Collective Agreement for Science and Higher Education - Art. 30 and 45.</p> <p>Professional rehabilitation and employment of impaired persons Act (Official Gazette 143/02, 33/05)</p>	<p>Rule Book on Work (passed on 8th July 2010).</p>	<p>Institute employees have expressed considerable satisfaction with work conditions in regard to successful harmonization of family and work responsibilities for male and female employees (Evaluation, 2013, p. 8: 4).</p>	<p>Continue supporting flexible working conditions in harmony with the existing legal regulations.</p>	<p>Permanently.</p> <p>Responsible Institute bodies.</p> <p>Quality Control Council.</p>

**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	Existing Institute practices	Actions required	When/Who
<p>Labor Act - Art. 10 -11.</p> <p>Science and Higher Education Act Art. 42.</p>	<p>Institute offers permanent and temporary work contracts in the following areas:</p> <p><b>Administration</b> – work contract for permanent jobs.</p> <p><b>Scientific job positions</b> – permanent work contract for the duration of five years and reelection or promotion to a higher scientific job position.</p> <p><b>Associate job positions</b> (assistants and post-doctoral positions) – temporary work contract.</p> <p><b>Specialist job positions</b> (associate specialists and specialist councillors) – permanent work contract .</p>	<p>Institute employees have got different contractual relationship to the Employer. Employees in the status of scientific novices have got temporary contracts while all other scientific employees from scientific associates to scientific councillors have got permanent work contracts.</p>	<p>Inform the Institute employees of principles and conditions presented in the EU Directive on Temporary Work.</p>	<p>On passing <i>Strategy</i>.</p> <p>Selected employees and the responsible Institute bodies.</p>

**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	Existing Institute practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia Art. 55 - 56</p> <p>Collective Agreement for Science and Higher Education (Chapter I: Salaries and Materila Rights)</p> <p>Decree on job position titles and job complexity coefficients in public services</p> <p>General regulation on social insurance and social care (health insurance, retirement insurance etc)</p>	<p>Collective Contract on Science and University Level Education (Official Gazette 142/10)</p>	<p>Institute employees salaries have been defined by the stipulations of the existing collective and other contracts.</p> <p>Greater part of the Institute employees have stated that they have been guaranteed just and stimulating conditions at all the career levels regardless of the model of work contract (<i>Evaluation</i>, 2013, p. 7: 6).</p>	<p>Employer will provide for adequate financial conditions according to its capabilities in order to stimulate the Institute employees scientific level work performance.</p>	<p>Permanently.</p> <p>Responsible Institute bodies. Employees Union.</p>

**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	Existing Institute practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia - Art. 3.</p> <p>Act on Gender Equality (Official Gazette 82/08)</p> <p>Labor Act – Art. 5.</p>	<p>There is a rule that Institute employment boards include representatives of both genders and employment boards take into consideration individual candidate's previous experience as well as one's professional competence.</p>	<p>The majority of Institute employees hold that the existing research environment makes possible for equal gender representation on all levels of organization and that sufficient attention is given to avoiding any form of gender discrimination (<i>Evaluation</i>, 2013, p. 8: 1, 4, 6). The employment levels the of Institute male and female employees are well balanced.</p>	<p>Continue with good Institute practice.</p>	<p>Permanently.</p> <p>Responsible Institute bodies.</p>

**28. CAREER DEVELOPMENT**

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Science and Higher Education Act - Art. 59. subsec. 2. p. 3.	Institute assistant researchers have their mentors: - Rule Book on Mentorship of Assistant Researchers - Statute of the Institute	Although the Institute has not yet produced a detailed Strategy of Promotion for all the stages of researchers' careers, Institute researchers generally think that mentors or supervisors are persons to be contacted in connection with the execution of their professional obligations and drawing support as well as directives for their research development ( <i>Evaluation</i> , 2013, p. 9: 1).	Compose Strategy of Promotion for all the stages of researchers' careers.	After passing the Strategy.  The Institute employees representatives specially selected by the Scientific Council.  Quality Control Council.

**29. VALUE OF MOBILITY**

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Act on Recognition of Foreign Education Qualifications (Official Gazette, 158/03, 138/06, 45/11)</p> <p>Law on Regulated Professions and on recognition of International Specialist Qualifications</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 22/13)</p> <p>Act on Foreigners (Official Gazette 130/11)</p>	<p>The area is not covered by any specific body of regulations.</p>	<p>Institute researchers have declared that institutional capabilities for geographic, inter-, trans-disciplinary and virtual mobility as well as mobility between public and private sector are guaranteed and are officially actively promoted (<i>Evaluation</i>, 2013, p. 9: 3).</p> <p>The Institute administrative services provide administrative support on all occasions of international specializations as well as in various other forms of professional development.</p>	<p>Continue promoting and evaluating international mobility and providing for adequate administrative and other kind of support to the Institute employees through the support of project administrators and the Institute administrative services.</p>	<p>Permanently.</p> <p>Responsible Institute bodies.</p> <p>Quality Control Council.</p>

**30. ACCESS TO CAREER ADVICE**

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
Implementation of the existing regulation is not limited.	The area is not covered by any body of regulations.	Although the Institute does not have available formal professional orientation programs, the issue is solved in the way that individual cases are attended to upon consultations with mentors and/or supervisors. Systematic support for all the Institute employees is also provided through the activity of project administrator who informs employees of the existing projects, open competitions, funding possibilities etc. (Evaluation, 2013, p. 9: 4).	Develop professional orientation programs to facilitate the employees' professional mobility in other scientific institutions (e.g. educational sector).	After passing the Strategy.  The Institute employees representatives specially selected by the Scientific Council.  Quality Control Council.

**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 organizations, 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	Existing Institute practices	Actions required	When/Who
<p>Act on Copyright and Related Rights (Official Gazette 167/03, 79/07, 80/11, 144/12) - Art. 13.</p> <p>Labour Act (Chapter Inventions and Technical Improvements)</p> <p>The Patent Act – (Official Gazette 173/2003, 8772005, 76/2007, 30/2009, 128/10, 49/11) - Art. 2.</p>	<p>Code of Ethics</p>	<p>The issues in regard to rights of intellectual property are regulated by the Institute Code of Ethics. The Institute Statute provides for the activities of Ethics Board while its Scientific Council approves its Book of Procedures .</p>	<p>Continue informing Institute employees of the acquired rights from the quoted Institute books of regulations using e-mail, by publishing information on the Institute portal and in special cases (of possibly more complex issues) through common work meetings.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Ethics Board.</p>



### 32. CO-AUTORSHIP

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 recognized 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>The Patent Act - Art. 12. subsec. 2.</p> <p>Act on Copyright and Related Rights (Official Gazette - Art. 11.</p>	<p>There is no regulation but there is practice of encouraging co-authorship of senior and junior researchers within projects with focus on associates and mentor cooperation.</p>	<p>Although there are no specific Institute regulations on the issue of co-authorship, this aspect of cooperation is regularly encouraged in the framework of joint research work and professional academic improvement.</p>	<p>Encourage joint authorship among Institute researchers. The Institute will give its preference and assistance (financial and infrastructural) to all those projects which include several scientific contributors. This model is to be applied particularly to the cases of projects which enable the promotion of individual scientists at the beginning of research careers.</p>	<p>Permanently.</p> <p>All Institute employees.</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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act - Art. 4 subs. 3 and Art. 27.</p> <p>Collective Agreement for Science and Higher Education - Art. 19.</p>	<p>Upon consulting the Institute director, scientists define teaching programs in state universities and private colleges. Teaching programs are highly appreciated.</p>	<p>Institute employs the model of harmonization of research and teaching activities. Internal rules guarantee the Institute employees adequate diversification of their academic activities. (<i>Evaluation</i>, 2013, p. 8: 8; p. 9: 2).</p>	<p>Make additional evaluation of the degree to which educational obligations obstruct /overburden the regular Institute activities. Compose a rule book to deal with circumstances in which the Institute employees should abstain from the education activities.</p>	<p>Permanently.</p> <p>The Institute employees representatives specially selected by the Scientific Council.</p> <p>Responsible Institute bodies.</p>

### 34. COMPLAINTS/APPEALS

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia - Art. 18 and 46.</p> <p>Labor Act.</p>	<p>Code of Ethics.</p> <p>Institute Rule Book on Work – Art. 69 – 70.</p>	<p>Institute employees agree that in cases of grievances and complaints they have been given confidential assistance in resolving work disputes; they also hold that possible differences of opinion between young researchers and their supervisors are resolved in a just and unbiased manner (Evaluation, 2013, p. 8. 7).</p> <p>Considerable number of the Institute employees are members of Science and High Education Independent Union.</p>	<p>No need for additional activity due to the possibility of submitting their grievances and complaints the Employees Council and the trade union.</p>	<p>Permanently.</p> <p>Responsible Institute bodies.</p>

**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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act – Art. 26.</p> <p>Collective Agreement for Science and Higher Education – Art. 24.</p>	<p>Statute of the Institute – Art. 30 – 38 and Art. 50 – 55.</p>	<p>Great majority of employees agree that they have adequate assurance of participation in all Institute bodies/committees (Evaluation, 2013, p. 8: 2). Scientific novices participate in the work of Scientific Council through their representatives.</p>	<p>Continue with the good practice of protecting individual and collective professional interests of the Institute employees.</p>	<p>Permanently.</p> <p>Employer.</p>

## IV. TRAINING

### 36. RELATIONSHIP 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	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act – Art. 43.a</p> <p>Collective Agreement for Science and Higher Education - Art. 45.</p>	<p>Existing legal regulations</p> <p>Institute Statute Rule Book on Mentorship of Assistant Researchers</p>	<p>Researchers have expressed considerable satisfaction in regard to the relationship with their mentors who are available for all issues of their professional career development (Evaluation, 2013, p. 9: 1). The Institute has in 2014 introduced the mentor – scientific novice mutual evaluation system.</p>	<p>Continue with good Institute practice.</p>	<p>Permanently.</p> <p>Responsible Institute bodies.</p>

### 37. SUPERVISION AND MANAGERIAL DUTIES

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules	Existing Institute practices	Actions required	When/Who
<p>Science and Higher Education Act – Art. 43.a</p> <p>Collective Agreement for Science and Higher Education - Art. 45.</p>	<p>Institute Statute Rule Book on Mentorship of Assistant Researchers</p>	<p>Majority of Institute employees agree that senior researchers specialization plans include also improvements in mentors' competencies.</p>	<p>Continue promoting the Institute employees' careers by means of systematic establishment of constructive and positive relationship to researchers at the beginning of their careers. The mentor obligations are defined by the existing Science and Higher Education Act as well as by some other regulations.</p>	<p>Permanently.</p> <p>Mentors, senior researchers.</p>

### 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	Existing Institute practices	Actions required	When/Who
<p>Rule Book on Scientific Ranks Selection Conditions (Official Gazette 84/05, 138/06, 42/07, 120/07, 71/10, 116/10, 38/11)</p>	<p>Since scientific excellence is encouraged, Institute strives its best to organize workshops, conferences and publishing of research results in the magazine „Društvena istraživanja“ (Social Research) as well as other Institute publications. Considerable number of scientific associates participate in the teaching activities at pre-graduate, graduate and post-graduate doctoral studies.</p>	<p>Majority of employees accept the statement that the Institute regularly develops appropriate plans towards promotion of research skills and competencies which are indispensable for their further career progress (Evaluation, 2013, p. 9: 4).</p>	<p>Continually develop skills and competencies by means of workshops, conferences and e-learning in accordance with the changes in the scientific environment.</p>	<p>Permanently. All the Institute employees. Quality Control Council.</p>

**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	Existing Institute practices	Actions required	When/Who
<p>Labour Act - Art. 65. subsec. 4. Collective Agreement for Science and Higher Education - Art. 47.</p>	<p>Scarcity of materiel frequently makes it impossible to conduct measures towards the development of individual scientist's skills.</p>	<p>Majority of employees agree that Institute has sufficient mechanism and internal rules which guarantee adequate academic specialization. (<i>Evaluation, 2013, p. 9: 2 – 5</i>). Employees are regularly informed of all the activities in regard to systematic development of scientific skills and competencies. Project administrator regularly informs the Institute employees of all the coming activities which can be beneficial to their scientific development (international exchanges, grants, gatherings etc.). However, the scarcity of adequate funding frequently prevents the introduction of measures towards development of skills of individual Institute scientists.</p>	<p>Continue developing appropriate plans to promote researchers' skills and competences. Since the current financial situation limits The Institute individual employees development it is very important to continue with the good practice of providing information on all the activities which could support scientific development (international exchanges, grants, gatherings etc). In addition to providing information it is also necessary to educate the Institute employees by means of workshops on conditions and models of participation in various grants and exchange for the sake of making them more competitive in the international competitions.</p>	<p>Permanently. Employer. Project administrator. Conference and Gatherings Participation Funding Allocation Board Quality Control Council.</p>



#### 40. SUPERVISION

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules	Existing Institutional practices	Actions required	When/Who
Science and Higher Education Act - Art. 43a	Rule Book on Mentorship of Assistant Researchers – Scientific Council assigns a mentor to an assistant (in most cases the manager of the assistants' project) who is then responsible to direct, encourage and follow the young scientist within his professional development.	Employees have predominantly expressed satisfaction with relationship to their mentors who can be contacted for help in regard to the conduct of their professional duties, other issues in regard to their academic progress as well as expert opinion in regard to their research work ( <i>Evaluation</i> , 2013, p. 9: 1).	Continue with the Institute practice in support of good working relations between researchers and his/her mentor.	Permanently. Employer.