

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

**The Institute of Economics, Zagreb**

Action Plan

December 2011

## 1 Introduction

In 2010 the Institute of Economics, Zagreb signed the Declaration of Commitment to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Consequently, the Institute performed an internal analysis of the Institute's existing rules and practice and their degree of alignment with principles outlined in the European Charter and Code.

At the same time the Institute began with the process of drafting its development strategy for the following ten-year period. An employee survey was conducted for that purpose, covering the following areas:

- Strategy and management,
- Work, motivation and reward system,
- Training and professional development,
- Interpersonal relations,
- Company loyalty, and
- Perception of job security.

Based on the results of the employee survey and taking into account the principles of the European Charter and Code, the Institute drafted its development strategy titled "EIZ 2021: A Framework for Development". The document was adopted and published on the Institute's website in February 2011. ([www.eizg.hr](http://www.eizg.hr)).

Therefore, this Action plan was made on the basis of both the conclusions of the internal analysis of the Institute's existing rules and practice regarding the European Charter and Code and the objectives set in the Institute's development strategy.

## 2 Action Plan

### **2.1 Recruitment**

As a prerequisite for improvement of employment aspects, the Institute envisages amendments to the existing internal acts and introduction of new ones. The Institute also plans to draft annual recruitment plans<sup>1</sup>. 2011 recruitment plan was adopted on 25 May 2011. The process of advertising job vacancies will be improved when it comes to defining the selection criteria, job description and career development opportunities. At the final stage of the selection procedure, candidates will be notified on the selection outcome, but will also be given instructions how to seek and obtain access to the results and minutes of the selection procedure. The Institute will continue with the practice of advertising research vacancies in English language, on Croatian and central EURAXESS portal.

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<sup>1</sup> The implementation of the Annual Recruitment Plan depends on the consent from the Ministry of Science, Education and Sports.

<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>
Drafting of the Ordinance on appointment into scientific positions.	Board of Directors, based on the proposal of Scientific Board	June 2012
Amendments to the Ordinance on research assistants' employment and mentorship.	Director, with prior opinion of Scientific Board	2011
Drafting of the annual plan of recruitment.	Director, based on the proposal of heads of research departments and with prior opinion of Scientific Board	On yearly basis (March)

## **2.2 Ethical and professional aspects**

Apart from the Science and Higher Education Act, the current document regulating ethical and professional aspects in scientific research activities is the Code of Ethics of the Ethics Committee for science and higher education, which dates from 13 November 2006.

The Institute also plans to further strengthen the system of internal communication and information; researchers will be regularly informed of changes to the existing regulations and adoption of new ones, as well as of data protection requirements.

<b>Area</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>
Ethical principles and standards	Regularly remind researchers of the obligation to adhere to the Code of Ethics of the Ethics Committee for science and higher education.	Scientific board and heads of research departments	Regularly
Professional responsibility and contractual and legal obligations	Introduce newly employed researchers to relevant regulations and the Institute's internal acts.  Inform research staff of changes to the existing regulations and adoption of new ones, as well as of the requirements of data protection.	General Affairs Department  Information Technology and Statistics Department	Regularly  When needed

## **2.3 Working conditions**

The Institute`s development strategy envisages further encouraging of research mobility through study visits to Croatian and international research institutions and participation in national and international exchange programs. The document also envisages active encouraging of internal exchange and transfer of knowledge and skills among researchers via seminars and workshops, as well as through mentoring.

In early 2011 the Institute began building a digital data base containing all the information regarding employees` activities. The system would, among other things, monitor the mobility and knowledge transfer activities of researchers. The system will be fully implemented in 2012.

The Institute`s development strategy also envisages the introduction of new criteria required for advancement in scientific career<sup>2</sup>.

The Institute`s goal is also to improve research capacities through the high-quality, individual and shared mentoring of young researchers and research assistants.

<b>Area</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>
Encourage the mobility of researchers	Introduce criteria for advancement in scientific career.	Board of Directors, based on the proposal of Scientific Board	June 2012
Intensify national and international research cooperation and networking	Inform research staff on opportunities for cooperation with regional/international research institutions.	Heads of research departments, General Affairs Department	Regularly
Mentors	Introduce semi-annual meetings of mentors.	Director, Scientific Board	2011
Research assistants	Introduce semi-annual meetings of research assistants.	Director, Scientific Board	2011

<sup>2</sup> Advancement criteria shall be contained in an internal act of the Institute.

## **2.4. Training**

In order to achieve the internationally comparable quality of scientific research, the Institute will actively encourage specialized trainings both in Croatia and abroad. Specialized trainings will be an integral part of the new criteria for advancement in scientific career.

The Institute will further encourage the internal exchange and transfer of knowledge and skills among researchers via seminars and workshops, as well as through mentoring.

<b>Area</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>
Encourage specialized training in Croatia and abroad	Introduce criteria for advancement in scientific career.	Board of Directors, based on the proposal of Scientific Board	June 2012
	Inform research staff on scholarships and specialized trainings in Croatia and abroad.	Heads of research departments, General Affairs Department	Regularly
Encourage internal exchange and transfer of knowledge among researchers via seminars and workshops	Introduce criteria for advancement in scientific career.	Board of Directors, based on the proposal of Scientific Board	June 2012

## 2.5 Communication

The Institute plans improvements in the area of internal and external communication. It is a prerequisite for implementing all the above listed activities of the Action Plan.

<b>Area</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>
Internal communication	Present research projects` results during regular meetings of the Board of research department heads and, if agreed, to all researchers.	Director, heads of research departments	Regularly
	Regarding research assistants: Decision on mandatory presentation of doctoral thesis;	Director, heads of research departments	December 2011
	Regarding researchers: Recommendation of the Board of heads of research departments that results of all conducted projects should be presented;		
	Inform research staff on cooperation opportunities with regional/international research institutions.	Heads of research departments, Scientific Board, General Affairs Department	Regularly
	Inform research staff on scholarships and trainings in Croatia and abroad.	Heads of research departments, Scientific Board, General Affairs Department	Regularly
	Semi-annual meetings of mentors.	Director, Scientific Board	Regularly
	Semi-annual meetings of research assistants.	Director, Scientific Board	Regularly
	Inform research staff on new regulations or amendments to the existing ones.	General Affairs Department	When needed

External communication	Organize a larger number of public lectures and thematic round tables in order to inform the public about the scientific achievements of the institution. Present research results to the public, encourage larger media coverage of science related topics.	Researchers – project leaders, Director	Regularly
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