



Institut za fiziku

Bijenička cesta 46

10000 Zagreb

Croatia

**A Human Resources Strategy for Researchers incorporating the
Charter and Code**

Self-evaluation of Action Plan 2012-2014



HR EXCELLENCE IN RESEARCH

Within this document we provide the report and self evaluation of the Action plan in the period from October 2012- October 2014.

A working group consisting of

Organisation Contact Point (OCP), Bojana Hamzic, PhD, senior scientist,
Organisation Member (OM) Petar Pervan, PhD, senior scientist, Director until 31. May 2013,
Director Slobodan Milošević, PhD, senior scientist, Director since 1. June 2013. was monitoring this initiative and performed included self-evaluation. The final document was presented to IP Scientific Council (SC) and subsequently adopted through the standard procedure. All permanent research staff and representatives of PhD students and Post Docs are members of SC.

Within the evaluation period OCP Bojana Hamzić and OM Petar Pervan took part in the 3rd Cohort

First Mutual Learning Seminar on 26-27 January 2012 in Barcelona.

Second Mutual Learning Seminar 3rd – 4th February 2013 in Leuven/Belgium

Third Mutual Learning Seminar - Heraklion 27-28 March 2014

In addition, it is important to mention that through 2013. Institute of Physics has gone through the comprehensive international re-evaluation by Croatian Agency for Science and Education where many aspects of human resource politics had been broadly analysed and discussed.

The following self-evaluation of action plan (point by point) explains in more detail the status of activities and point to those which IP intends to make in the period 2014-2016.

Actions 5,6, and 12 are declared completed

Actions 1,3,4,8,9, 13-22 are proposed to continue.

Actions 2, 7, 10 and 11 are proposed to continue with slightly modified content.

Summary of achievements in 2012-2014 and proposal for 2014-2016 period

Hiring and appraisal procedures

Action	Self evaluation	Comment/Status
<p>Action-1: Improve procedures and practices related to hiring process which includes more information on possible career development.</p>	<p>Several aspects of the hiring process were improved: with the change of the Statute (February 2014) an external expert assessment are required to support applications for permanent positions. A new "5 year hiring program" to certain level describes career development opportunities for each position.</p> <p>In the case of the appointment of PostDocs a motivation letter by the applicant along with Work plan signed by applicant's mentor are required.</p>	Action continues
<p>Action-2: Introduction of a practice to: inform job applicants on the strengths and weaknesses of their applications; publish some details about the candidates that had been selected.</p>	<p>Presently, the institute has no administrative capacity to implement this action explicitly. Instead, institute will provide full information on the candidate that was selected through the hiring procedure by imposing requirement on the candidates to publish (on Institute web page) extended CV with the accent on the criteria that were important for the selection.</p> <p>Through the informal communication we have learned that future Collective Agreement (signed by The Ministry of Science, Education and Sports and the Union of Research and Higher Education Employees) that is in the process of negotiation anticipates publishing of full CV of the selected candidate ten days in advance of the contract signing.</p>	Action continues with emphasis on promoting details about candidates that had been selected
<p>Action-3: Improvement of the existing Code on Conditions for Selection to Working Positions taking into account the importance of proper balancing of qualitative as well as quantitative achievements. Introduce a practice of</p>	<p>A new National criteria for the ZNANSTVENA ZVANJA as a important and by the low compulsory precondition for the Selection to Working Positions has been abolished by the Constitutional Court. Consequently, the implementation of this action is put on hold until new criteria are passed by the National Council.</p> <p>The procedures that are presently in place, apart from the quantitative, take into account</p>	Action continues

Action	Self evaluation	Comment/Status
proper recognition of non-formal qualifications.	qualitative achievements of the candidates by the means of motivation letters and interviews.	
Action-4: Set-up of more open-minded approach to the recruitment of foreign researchers which includes translation of all relevant documents and procedures in English and their publication on the Institute web site.	All calls for science positions are published at Euroaxes web page since July 2013 and accordingly there was a number of applications from the candidates across the world. Translation of some relevant documents and procedures in English and their publication on the Institute web site has been postponed due to expected changes in National legislation which has been delayed. However partial translations of only some relevant documents have been completed and the process will continue in the next period.	Action continues
Action-5: Introduce a procedure where new employees sign a statement acknowledging that he/she have been informed about their rights and obligations as described by the Code of Conduct for the Recruitment of Researchers.	The list of documents has been prepared as well as a statement, in autumn 2014. (only in Croatian so far)	Action completed
Action-6: Establishment of five-year hiring action plan with regular updates	The five-year hiring action plan has been adopted by Scientific Council in December 2012, and has been updated in 2013. and 2014.	Action completed
Action-7: Setting up permanent hiring committee	The hiring committee has been established with mandate from 1. October 2012 until 1. October 2014. The activity of HC was limited to collection of e-mails of possible candidates living abroad. Only few contact have been established. In addition within 2014 two job openings were not successful. New hiring committee has not been appointed but rather its function has been transferred to the Collegium, advisory board of Director. This has been done due to high importance of the issue for the strategic development of the Institute. More active approach towards possible candidates is needed. This activity should continue with highest priority. New indicator proposed is number of successful employments.	Action reformulated and continues

Action	Self evaluation	Comment/Status
Action-8: Upgrade of the evaluation / appraisal system in order to provide for appropriate assessment and evaluation of the academic and professional qualifications of all researchers.	<p>Upgrade of the evaluation / appraisal system has been postponed due to current and expected changes in National legislation which has been delayed.</p> <p>Establishment of the Committee for quality assessment of the Scientific Council has been discussed. It is expected that it will be appointed before February 2015.</p>	Action continues

Improved working environment and support

Action	Self evaluation	Comment/Status
Action-9: Support strategic planning concerning investment in research infrastructure. Support attempts to use EU funds for these purposes through the additional education and informing.	Development Strategy has been adopted by Scientific Council in 2012 and further on by the Executive Board (within the process of reaccreditation procedure during 2013.). There are several project actions that are currently in place: <ul style="list-style-type: none"> • Centre for Advanced Laser techniques (CALT) (in 2012) • Proposals for Scientific Centres of Excellence (in 2013) • Project proposals for Improvement of research capacities for collaboration with industry (in February 2014.) • Project proposals for European Social Funds – young researchers career developments (October 2014.) 	Action continues
Action-10: Continuously be open for suggestions how to improve working conditions and safety at work	Responsible persons for safety at work were appointed in 2013.: D. Aumiler and K. Salamon Set of measures that are designed to improve working conditions are being prepared.	Action continues
Action-11: Introduce a compulsory training and safety procedures for users of a facility which are associated with possible hazardous events.	The corresponding national law has been modified and passed in July 2014. The specific procedures are in preparation.	Action continues (we propose merging A10 and A11)
Action-12: Establish ethical and appeal committees	The ethical committee has been established in 2012. The Institute's Code of Ethics was prepared, discussed and accepted by Scientific council in 2013. In addition new Statute that has been passed in 2014 defines Ethical committee as a permanent body of the Institute The appeal committee has been established in 2013. (B. Erjavec)	Action is completed
Action-13: Better inform researchers about the project calls and provide them with practical support for the preparation of project proposals and project management.	Continuously efforts are made to improve support to the researchers using internal resources. Institute has no project manager and new appointments are presently prohibited. The Institute management use different mechanisms to provide the project leaders with technical support:	Action continues

Action	Self evaluation	Comment/Status
	<ul style="list-style-type: none"> • In preparation of FP7 project external consulting of the Ruđer Bošković Institute was used (2012, 2014). • External advisor was appointed for the project “Laboratory for pulsed plasma sintering”. • for CALT project external company was used for preparation of initial documents to issue “Location permit”. 	
Action-14: Practical support for the organization of congresses and conferences.	Several conferences were organized by Institute of Physics. The organisers are provided by regular support of administration, accounting, informatics etc. New improvements are expected.	Action continues
Action-15: Enable disable persons to access IP’s premises.	To implement this action substantial financial resources are needed presently, the building is not equipped with elevators for people. This issue is addressed in the new building reconstruction plan that is developed within CALT project financed by EU structural funds.	Action continues

Quality assurance procedures

Action	Self evaluation	Comment/Status
Action-16: To establish a periodic evaluation system of activities at the Institute and the performance of individual researchers.	<p>The Library has been made responsible for the maintenance of the data base. Data are regularly collected from 2013 on, and systematically backward (at the moment since 1995).</p> <p>The individual reports of all researchers are made visible to all researchers through new intranet since 2013.</p> <p>The action of the Scientific Council in applying new National regulation is expected.</p>	Action continues

Action	Self evaluation	Comment/Status
Action-17: Improve career development scheme for PhD student in order to increase employment success.	<p>A changes in the regular reporting on young researchers and postdocs performance are introduced by new "Pravilnik o mentorstvu" in accordance with new national legislation.</p> <p>New Council of mentors is appointed in 2014. A new work plan is to be adopted to improve IP portfolio of trainings for the complementary skills offered to young researchers.</p> <p>IP representatives at Faculty doctoral program will try to take part in reforming program for doctoral study that is due in Feb. 2015.</p>	Action continues
Action-18: Better care of the scientific data and educational material produced at the Institute.	<ul style="list-style-type: none"> • New more versatile intranet is established which allows collecting capabilities of the scientific data and educational material. Additional efforts are needed to allow central digital archiving all data produced at the Institute, and make them on disposal to all. • Repository is under negotiation with SRCE public provider. 	Action continues

Better information

Action	Self evaluation	Comment/Status
Action-19: Better information of all staff and researchers about resources that are available for their work.	<p>New Intranet is established and in function; relevant documents, reports are available.</p> <p>New web page (under development, based on open source software) will provide up to date information about resources available at the Institute.</p>	Action continues

Action	Self evaluation	Comment/Status
Action-20: Better information of all employees on current events and results of business results including right to access the financial reports. Selected data should be available through the IP's web site.	<p>New Intranet is being set up. The reports of Director to the Executive board as well as minutes of EB meetings are available from 2013 on (intranet under folder documents)</p> <ul style="list-style-type: none"> • Financial issues are discussed in front of SC. • Financial plans and purchase plans are available at IP web page, together with "Budget explanations for three year periods" • Additional efforts of the Director office is needed to directly inform employees on the business and management activities is needed. 	Action continues
Action-21: Offer researchers better career advice through collaboration with other institutions (University of Zagreb, Ruđer Bošković Institute;...). All relevant information should be on IP's web site.	<ul style="list-style-type: none"> • General agreements on scientific collaboration with many institutions have been signed since 2012. (see list posted at intranet folder documents), each with one or more Annexes describing ongoing actions. This networking within Croatian research area will be used to open new possibilities for career development of young researchers. • Inclusion of Institute members currently into 8 COST actions, in EUROATOM fusion program, Membership in C-MAC and Laser Lab Europe opens opportunities for networking within European research area and will be used to open new possibilities for career development of young researchers. 	Action continues
Action-22: Translate to English all necessary documents and written procedures	<ul style="list-style-type: none"> • Documents which have been translated so far: (during reaccreditation procedure): <ul style="list-style-type: none"> - Development Strategy for the period 2013-2017 - Scientific themes with special goals and detailed work plan for 2013-2017 - Additional work plans Projects for EU structural funds - Science-Research Department: Information about Laboratories - Employment Plan of the Institute of Physics 2013-2017 - Guidelines of the Scientific Council of the Institute of Physics: Employment of young scientists; Education of young scientists at the Institute of Physics; Prolongation of work after 65 years of age - Scientific production Evaluation period 2008-2012 - List of scientific collaborations with universities and other scientific organizations in Croatia 	Action continues

