

***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”***

***Annex 1 : Example of a standard template for the internal analysis –***

**<http://ec.europa.eu/euraxess/rights>**

**I. Ethical and professional aspects**

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**1. Research freedom**

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
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<p>1. The Science and Higher Education Act (hereafter SHEA) – Article 2, Paragraph 2, Points 1 and 7 <i>Defines the basic aspects of science, i.e. freedom and autonomy of creativity (Point 1) and protection of intellectual property (Point 7).</i></p> <p>2. The Constitution of the Republic of Croatia (hereafter Constitution) – Article 68, Paragraphs 1 and 4 <i>Guarantees freedom of scientific work (Paragraph 1) and protection of all moral and material rights resulting from scientific work (Paragraph 4).</i></p> <p>3. Code of Ethics Committee for Ethics in Science and Higher Education (hereafter CECES) (Ministry of Science, Education and Sports – hereafter MSES) <i>The purpose of CECES for members of scientific community is to determine general ethical guidelines and procedures related to them and alert them to their duties and obligations arising from the membership.</i></p>	<p>1. The Institute of Physics (IP) fully obeys all the propositions of the CECES.</p> <p>2 The Statute of the IP - Articles 53,54 <i>Defines the business secret. (available on IP's web site in Croatian only)</i></p> <p>3. Intellectual Property Act (IP) <i>(available on IP's web site in Croatian only)</i></p> <p>4. Business Secrecy Act (IP) <i>(available on IP's web site in Croatian only)</i></p> <p>5. No practice of signing the declaration of honour when starting working at the IP.</p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Introduction of signing the appropriate statement when starting the contract with the IP regarding the Code of Ethics and the Charter.</p> <p>3. Translate the Statute of the IP, Intellectual Property Act (IP) and Business Secrecy Act (IP) into English and make them available on IP's web site.</p>	<p>1. and 2. 2012- mid 2013 Executive Board (hereafter EB) and Scientific Council (hereafter SC) of the IP</p> <p>3. 2012- end 2014 Director's Office (hereafter DO)</p>
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<p><b>2. Ethical principles</b></p> <p>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>1. SHEA – Article 2, Paragraph 2, Point 2 <i>Defines the basic aspects of science, i.e. the ethics of scientists</i></p> <p>and Article 37, Paragraph 3 <i>Defines possibility of revoking of scientific title in case of severe violation of the Code of Ethics</i></p> <p>2. CECES - Point 6.3 (Ethics in the scientific research) <i>The purpose of CECES for members of scientific community is to determine general ethical guidelines and procedures related to them and alert them to their duties and obligations arising from the membership</i></p>	<p>1. IP fully obeys all the propositions of the CECES.</p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Periodic analysis and annual reporting on the current state</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. every 2 years SC</p>
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<p><b>3. Professional responsibility</b></p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>1. SHEA – Article 37, Paragraph 2, Point 2 <i>Defines possibility of revoking of scientific title in case of plagiarism or falsified research.</i></p> <p>2. CECES <i>The code establishes the relationships based on responsibility and honesty, and not only explicitly list what should not be allowed.</i></p>	<p>1. IP fully obeys all the propositions of the CECES.</p> <p>2. Statute of the IP - Articles 47 and 48 <i>Defines the open character of IP's work and regulates the communication with general public.</i></p> <p>3. Intellectual Property Act (IP) <i>(available on IP's web site in Croatian only)</i></p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Translate the Statute of the IP and Intellectual Property Act (IP) into English and make them available on IP's web site.</p> <p>3. All relevant information will be published on IP's web site and regularly updated.</p> <p>4. Periodic analysis and annual reporting on the current state</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. 2012- end 2014 DO</p> <p>3. 2012- end 2014 DO</p> <p>4. annually SC</p>
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<p><b>4. Professional attitude</b></p> <p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>1. Civil Obligations Act of the Republic of Croatia <i>Regulates the principles of obligations (general part) and contractual and no contractual obligations (special part).</i></p>	<p>1. Statute of the IP - Article 41 <i>Defines the obligation of scientists to make annual reports on their work.</i> Articles 47 and 48 <i>Defines the open character of IP's work and regulates the communication with general public.</i></p> <p>2. Mission and vision of the IP <i>(available on Institute's web site)</i></p> <p>3, Protocol on applications for projects <i>(in Croatian only)</i></p> <p>4. National programmes, policies and strategies and institutional and organizational acts ensure resources for scientific, research and other projects within the scientific system. Regular projects funded by the MZOS, CSF (Croatian Science Foundation) and EU prescribe strict conditions of conduct and subsequent reporting on results and finances.</p>	<p>Translate the IP Statute and Protocol on applications for projects into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</p>
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## 5. Contractual and legal obligations

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

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
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<p>1. Civil Obligations Act of the Republic of Croatia <i>Regulates the principles of obligations (general part) and contractual and no contractual obligations (special part).</i></p> <p>2. Labour Act (especially chapter XI) <i>Deals with inventions and technical improvements of workers.</i></p> <p>3. CECES <i>Defines the obligation of institutions to define the rules, regulations, procedures and responsibilities of all participants involved and to educate them about it.</i></p> <p>4. Union's Collective agreements: - for those working in Public Services - for those working in Science and High Education</p>	<p>1. IP fully obeys all the propositions of the CECES.</p> <p>2. Intellectual Property Act (IP) <i>(available on IP's web site in Croatian only)</i></p> <p>3. Regular projects funded by the MSES, CSF and EU prescribe strict conditions of conduct and subsequent reporting on results and finances.</p> <p>4. Most of the regulations governing training and work are available on IP's web site (in Croatian only)</p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Translate the Intellectual Property Act (IP) into English and make it available on IP's web site.</p> <p>3. All relevant information will be published on IP's web site and regularly updated.</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. 2012- end 2014 DO</p> <p>3. 2012- end 2014 DO</p>
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<p><b>6. Accountability</b></p> <p>Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.</p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>1, SHEA – Article 16 <i>Defines the rules and procedure for the evaluation of scientific institutions</i></p> <p>2. CECES – Article 2 <i>Defines the accountability of researchers towards their employers, founders and society as a whole and also points to the need for data storage</i></p> <p>3, Fiscal responsibility Act</p>	<p>1. IP fully obeys all the propositions of the CECES.</p> <p>2. Regular projects funded by MZOS, CSF and EU prescribe strict conditions of conduct and reporting on results and finances, including external auditing.</p> <p>3. The system of regular and mandatory annual open public presentation of their work by all researchers, the Annual report of IP, and the annual Open Day of the IP ensures the accountability of the research at IP.</p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Access to financial reports on IP's web site.</p> <p>3. Establish a procedure of annual backup of all research data collected at IP.</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. 2012- mid 2013 DO</p> <p>3. 2012- end 2014 DO</p>
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<p><b>7. Good practice in research</b></p> <p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>1. SHEA – Article 20, Paragraph 1 <i>Defines limitations and formal requirements on scientific work, including protection of personal and general safety at work.</i></p> <p>2. Collective agreement for science and higher education - Article 47 <i>Defines duties of employees regarding their safety and safety of every person affected by their work.</i></p> <p>3. Act on Safety and Health Protection at the Workplace</p> <p>4. Personal Data Protection Act</p>	<p>1. Protection at the Workplace Code (IP) <i>(in Croatian only)</i></p> <p>2. Business Secrecy Act (IP) <i>(available on IP's web site in Croatian only)</i></p> <p>3. The researchers learn how to work safely in their research groups. They are as well aware of the legal requirements regarding the data protection.</p>	<p>1. Make the Protection at the Workplace Code (IP) available on IP's web site.</p> <p>2. Translate the Business Secrecy Act (IP) into English and make it available on IP's web site.</p> <p>3. Establish a proper back up strategy for research data protection.</p>	<p>1. and 2. 2012- end 2014 DO</p> <p>3. 2012- end 2014 DO</p>
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<p><b>8. Dissemination, exploitation of results</b></p> <p>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>



<p>SHEA – Article 2 <i>Defines the obligation to publish the results of scientific work is determined by the conditions of scientific re-election or promotion every five years</i></p> <p>Article 32 <i>Defines scientific titles</i></p> <p>Articles 41 and 42 <i>Define requirements of periodic re-election or promotion on periodic re-elections for scientific employment positions</i></p> <p>National Council for Science (hereafter NCS): Regulations on the conditions for the election to the scientific titles <i>Prescribes in detail the kind and number of scientific works needed for evaluation of the scientific activity of the applicant</i></p>	<p>1. Code on Conditions for Selection to Working Positions <i>(available on IP's web site in Croatian only)</i> <i>Defines that publishing in scientific journals is a major requirement for scientific work and promotion</i></p> <p>2. The researchers are free and encouraged to pursue possible commercialization of their research.</p> <p>3. IP Intellectual Property Act <i>(available on IP's web site in Croatian only)</i></p>	<p>1. Translate the Code on Conditions for Selection to Working Positions and Intellectual Property Act (IP) into English and make them available on IP's web site.</p>	<p>1. 2012-end 2014 DO</p>
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## 9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>SHEA – Article 2, Paragraph 2, Point 3. <i>Defines that science shall be based, among other things, on publicity of work.</i></p> <p>and Article 2, Paragraph 3, Point 10 <i>Defines the obligation of public scientific institutes to develop social responsibility of members of scientific community.</i></p>	<p>1. Statute of the IP - Articles 47 and 48) <i>(available on IP's web site in Croatian only)</i> <i>Defines the open character of IP's work and regulates the communication with general public.</i></p> <p>and Article 29, Point 4. <i>Establishes that the SC takes care for popularisation of physics and organises Open Day of the IP at least once a year.</i></p> <p>2. The system of regular and mandatory annual open public presentation of their work by all researchers, the Annual report of IP (available on IP's web site), and the annual Open Day of the IP ensures the accountability of the research at IP.</p> <p>3. Researchers engage themselves in: - giving lectures to general public - publishing popular articles in non specialist journals and on popular web sites.</p>	<p>1. Translate the Statute of the IP into English and make it available on IP's web site.</p>	<p>1. 2012-end 2014 DO</p>
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<p><b>10. Non discrimination</b></p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>Constitution - Articles 3, 14 and 15 <i>Define freedom, equality, national equality, gender equality, social justice...as the highest values of the constitutional order of Croatia and the basis for interpreting the Constitution. Protection of human rights and fundamental freedoms are guaranteed</i></p> <p>Human Rights Charter</p> <p>Work Act - Article 2</p> <p>Prevention of Discrimination Act („Official Gazette“ No. 85/09)</p> <p>Gender Equality Act („Official Gazette“, No. 82/89) <i>This Act establishes the general bases for the protection and promotion of gender equality as core values of the constitutional order and governs the manner of protection from discrimination and creates equal opportunities for women and men.</i></p>	<p>1. IP fully obeys all relevant legislation on non discrimination.</p>	<p>1. IP is to make its own Code of Ethics</p>	<p>1. 2012- mid 2013 EB, SC</p>
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<p><b>11. Evaluation/ appraisal systems</b></p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>SHEA – Article 32, Paragraph 5 and Article 37 <i>Defines general principles of procedures and conditions for acquiring scientific titles.</i></p> <p>and Article 41 <i>Establishes that the election to scientific employment positions (re-election or promotion) should be conducted every five years by an independent committee.</i></p>	<p>1. Statute of the IP - Articles 37, 41, 45 and 46 <i>Defines a system of regular elections and re-elections of researchers for scientific positions. These appointments are performed by committees, appointed by Scientific Council. The participation of scientists in these committees from other institutions is mandatory, and the participation of foreign scientists is encouraged.</i> <i>(in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP.</i> <i>(in Croatian only)</i></p> <p>3. Partial Procedure for Elections in Scientific Titles Code (IP) <i>Defines the conditions and procedure for the part of the election (re-election) procedure carried out by the IP's SC.</i> <i>(in Croatian only)</i></p> <p>4. Conditions for Elections of Scientists Emeritus Code (IP) <i>Defines the procedure of electing scientists emeritus on IP and their obligations and rights.</i></p>	<p>1. Translate the Statute of the IP, Code on Conditions for Selection to Working Positions, Partial Procedure for Elections in Scientific Titles Code and Conditions for Elections of Scientists Emeritus Code (IP) into English and make them available on IP's web site.</p>	<p>1. 2012-end 2014 DO</p>
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## II. Recruitment

## 12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
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<p>Constitution - Article 54 <i>States that work places and duties shall be accessible to everyone under the same conditions.</i></p> <p>SHEA – Articles 31.45. <i>Define the basics of the election procedure for employment positions</i></p>	<p>1. Statute of the IP - Articles 45 and 46 <i>Define general condition for admission to working positions. (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP. Clearly specifies the entry and admission standards for researchers (in Croatian only)</i></p> <p>3. Code on Partial Procedure for Elections in Scientific Titles <i>Defines the conditions and procedure for the part of the election (re-election) procedure carried out by the IP (in Croatian only)</i></p> <p>The practice of recruiting researchers among the best students is predominant</p> <p>There are no obstacles for admission of ,members of disadvantaged groups.</p> <p>The employment of researchers from abroad is enabled, although limited by the MZOS rules and the national legislations</p>	<p>1. IP is to make its own Code of Ethics</p> <p>2. Translate the Statute of the IP, Code on Conditions for Selection to Working Positions, Code on Partial Procedure for Elections in Scientific Titles into English and make them available on IP's web site.</p>	<p>1. 2012- mid 2014 EB, SC</p> <p>2. 2012- end 2014 DO</p>
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### 13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open 14, efficient, transparent, supportive and internationally

comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>1. SHEA – Articles 31-45. <i>Defines the basics of the election procedure for employment positions including the deadlines.</i></p>	<p>1. Statute of the IP – Articles 45 and 46 <i>Defines general condition for admission to working positions, and defines the time schedule of the recruitment procedure. (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP. (in Croatian only)</i></p> <p>2. Code on Structure of Working Positions <i>(in Croatian only)</i></p> <p>3. The praxis of advertising the research vacancies internationally has been adopted at the Institute.</p>	<p>Translate the Code on Conditions for Selection to Working Positions and Code on Structure of Working Positions into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</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 relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 35, Paragraph 2 <i>Defines the constitution of the expert selection committees.</i></p>	<p>1. Statute of the IP - Article 45 <i>Defines general condition for admission to working positions and the constitution of selection committees.</i> <i>(in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP.</i> <i>(in Croatian only)</i></p> <p>3. The practice at the IP ensures the participation of members from different institutions in selection committees. The participation of members from other countries is encouraged. The face-to-face interviews are part of selection procedure.</p>	<p>1. Translate the Statute of the IP and Code on Conditions for Selection to Working Positions into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</p>

15. Transparency (Code)			
<p>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who



<p>1. SHEA – Article 40 <i>Defines the obligation of the scientific organisation to inform the applicants on the outcome of the election procedure.</i></p> <p>2. Collective agreement for science and higher education - Article 7.a <i>Defines the obligation of the scientific organisation to inform the applicants on the outcome of the election procedure.</i></p> <p>3. CECES <i>Defines professional conduct, transparency and confidentiality.</i></p>	<p>1. . Statute of the IP - Articles 45 and 46 <i>Defines general condition for admission to working positions. (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP. (in Croatian only)</i></p> <p>3. IP fully obeys all the propositions of the CECES.</p> <p>4. All recruitment criteria and details on available positions are clearly stated in advertisements for research vacancies at IP.</p> <p>5. There is no formal obligation of informing the candidates on strengths and weaknesses of their applications.</p>	<p>1. Translate the Statute of the IP and Code on Conditions for Selection to Working Positions into English and make them available on IP's web site.</p> <p>2. IP is to make its own Code of Ethics.</p> <p>3. Introduce a practice of informing the candidates on strengths and weaknesses of their applications.</p>	<p>1. 2012-end 2014 DO</p> <p>2. 2012- mid 2013 EB, SC</p> <p>3. 2012- end 2013 SC, DO</p>
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## 16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>CECES</p> <p><i>Defines objectivity and independence, activity evaluation criteria, and professional competence.</i></p>	<p>1. Code on Conditions for Selection to Working Positions</p> <p><i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP, where the importance of bibliometric indices is properly balanced within the range of evaluation criteria.</i></p> <p><i>(in Croatian only)</i></p> <p>2. IP fully obeys all the propositions of the CECES.</p>	<p>1. Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.</p> <p>2. IP is to make its own Code of Ethics</p> <p>3. Improvement of the existing selection process</p>	<p>1. 2012- end 2014 DO</p> <p>2. 2012-mid 2012 EB, SC</p> <p>3. 2012-end 2013 EB, SC</p>

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

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

Relevant legislation does not impede implementation of this principle.	1. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP, where the importance of bibliometric indices is properly balanced within the range of evaluation criteria.</i> <i>(in Croatian only).</i>	Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.	2012-end 2014 DO
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<b>18. Recognition of mobility experience (Code)</b>			
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Relevant legislation does not impede implementation of this principle	1. Code on Conditions for Selection to Working Positions <i>Scientific mobility is valued during the selection process.</i>	1. Adjust the Code on Conditions for Selection to Working Positions in order to put more weight on the mobility experience, in particular for young scientists.  2. Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.	1. 2012-end 2013 EB, SC  2. 2012- end 2014 DO

<b>19. Recognition of qualifications (Code)</b>
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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
1. SHEA – Article 85 <i>Defines terms for recognition of foreign diplomas and professional qualifications</i>  2. Recognition of Foreign Diplomas and Professional Qualifications Act („Official Gazette“ No. 158/03, 138/06)	Non-formal qualifications are not properly recognised.	Introduce a practise of proper recognition of non-formal qualifications.	2012-end 2013 EB, SC

## 20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
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<p>SHEA - Articles 39-41 <i>Define employment positions, election procedure and obligation to repeat the elections every five years.</i></p> <p>NCS: Regulations on the conditions for the election to the scientific titles <i>Prescribe in detail kind and number of scientific works needed for evaluation of the scientific activity of the applicant. Recognition and evaluation of qualifications is focused on judging the achievements of the person and the pattern of lifelong professional development is recognised.</i></p>	<p>1. Statute of the IP - Articles 45 and 46 <i>Define general condition for admission to working positions. (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP. Recognition and evaluation of qualifications is focused on judging the achievements of the person and the pattern of lifelong professional development is recognised. (in Croatian only)</i></p> <p>3. Code on Partial Procedure for Elections in Scientific Titles <i>Defines the conditions and procedure for the part of the election (re-election) procedure carried out by the IP (in Croatian only)</i></p>	<p>Translate the Statute of the IP, Code on Conditions for Selection to Working Positions and Partial Procedure for Elections in Scientific Titles Code into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</p>
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<p><b>21. Postdoctoral appointments (Code)</b></p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>SHEA <i>There is no definition of status or rules and conditions of foreign postdocs financing at the national level.</i></p> <p>Croatian Science Foundation (CSF) defines conditions for appointment of postdoctoral researchers.</p> <p>Action plan for mobility of researchers 2011-2012 released from MSES <i>Suggests measures to remove barriers and increase the speed and mobility of researchers including postdoctoral appointments.</i></p>	<p>Postdoc/senior assistant title can be obtained if person did the PhD thesis at IP within 6 years.</p>	<p>The initiative towards national legislation regarding the clear rules about definition of status and financing of postdoctoral appointments is needed.</p>	<p>continuously SC, DO</p>
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### III. Working conditions and social security

<p><b>22. Recognition of the profession</b></p> <p>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).</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>

<p>SHEA – Article 21 <i>Defines who is conducting and who is participating in scientific work.</i></p> <p>and Article 23, Paragraph 2 <i>Defines the entry into the register of scientists of the MSES.</i></p>	<p>Existing institutional rules guarantee that all researchers at the IP are treated as professionals, regardless of their position on scientific classification.</p>	<p>Presently no action needed.</p>	
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<p><b>23. Research environment</b></p> <p>Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.</p>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>SHEA – Article 6, Point 8 <i>Regulates the financing of the scientific projects by the MSES.</i></p> <p>Collective agreement for science and higher education - Article 30 <i>Regulates working conditions.</i></p>	<p>1. Protection at the Workplace Code (IP) <i>(in Croatian only)</i></p> <p>2. Financial means for adherence to this principle are limited and no clear and elaborated principle (financial) of supporting new group leaders.</p>	<p>1. Make the Protection at the Workplace Code (IP) available on IP's web site.</p> <p>2. Repeated attempts to use EU funds through additional education and informing.</p>	<p>1. 2012- end 2014 DO</p>

<p><b>24. Working conditions</b></p> <p>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</p>			
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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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Constitution - Article 57 <i>Defines the grounds for social security and maternity rights of employees.</i></p> <p>Labour Act - Articles 5 and 33 <i>Establish the responsibility of employers to secure adequate and safe working conditions.</i></p> <p>Collective agreement for science and higher education - Articles 30 and 43 <i>Defines adequate working conditions and leave terms.</i></p> <p>SHEA – Article 45 <i>Regulates dormant election terms during maternity leave etc.</i></p> <p>Professional rehabilitation and employment of impaired persons Act (Official Gazette, No. 143/02, 33/05)</p>	<p>1. There is a high level of compatibility of working conditions with national legislation.</p> <p>2. There exists a flexibility of working hours.</p>	<p>Enable the disable persons to access to IP's premises</p>	<p>Depends on financials DO</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 and/or practices	Actions required	When/Who
<p>Labour Act - Articles 10 and 11 <i>Defines temporary contracts and working conditions based on temporary contract work.</i></p> <p>SHEA – Article 42 <i>Regulate working contracts for scientists in all scientific employment positions.</i></p> <p>Collective agreement for science and higher education – Article 37 <i>Establishes the framework for contracts with young scientists.</i></p>	<p>1. Statute of the IP - Article 55 <i>Defines the lasting of contracts with young scientists. (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP. (in Croatian only)</i></p> <p>.</p> <p>3. Rulebook on Work <i>Defines among others the permanent and temporary employment contracts ensuring that the performance of researchers is not undermined by instability of employment contracts</i></p> <p>In existing practice researchers are permanently employed with the condition of election in titles prescribed at the national level. All scientific titles are subject to re-election procedure. PHD students obtain temporary employment contracts.</p>	<p>Translate the Statute of the IP and Code on Conditions for Selection to Working Positions and Rulebook on Work into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</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 and/or practices	Actions required	When/Who
<p>Constitution - Articles 55 and 56 <i>Establish the work as a human right and the obligation for employers to ensure decent wages and proper working hours and free days.</i></p> <p>Labour Act - Articles 53-68 <i>Defines employees' rights regarding sickness and parental benefits, pension rights, unemployment benefits, etc.</i></p> <p>Collective agreement for science and higher education <i>Regulates wages and material rights.</i></p> <p>National regulation on the name of jobs and coefficients of job complexity in public services</p> <p>Law on Compulsory Health Insurance</p> <p>Law on Maternity and Parental Rights</p> <p>Law on Pension Insurance</p> <p>Law on Job Placement and Unemployment Insurance</p>	<p>1. Rulebook on Work <i>Ensures that researchers, at all career stages including early-stage researchers, enjoy fair conditions of salaries with adequate and equitable social security provisions in accordance with existing national legislation and with collective branch agreements.</i></p>	<p>Translate the Rulebook on work into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Constitution <i>Defines gender equality as one of foundations of Croatian society.</i></p> <p>Gender Equality Act („Official Gazette“, No. 82/89) <i>This Act establishes the general bases for the protection and promotion of gender equality as core values of the constitutional order and governs the manner of protection from discrimination and creates equal opportunities for women and men.</i></p> <p>Labour Act <i>Regulates fundamental obligations and rights defined by employment contract and prohibits any discrimination.</i></p> <p>CECES <i>Declares that is unacceptable to emphasize gender differences.</i></p>	<p>The national legislation is dully obeyed.</p>	<p>IP is to make its own Code of Ethics</p>	<p>2012- mid 2013 EB, SC</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 and/or practices	Actions required	When/Who
<p>1. SHEA – Article 31-45</p> <p><i>Define the basics of the election procedure for employment positions, i.e. the principle of scientific career development</i></p> <p><i>Defines the obligation of all scientist to pass through promotion/re-election procedure</i></p>	<p>1. Code on Conditions for Selection to Working Positions</p> <p><i>Defines the necessary general conditions that have to be fulfilled for particular working positions at IP, i.e. to the career development of each researcher. (in Croatian only)</i></p> <p>2. Code on Mentorship and Young Scientists' Work</p> <p><i>(in Croatian only)</i></p> <p><i>Defines the manner of appointment of mentors and assistants, obligations and rights of mentors and assistants and monitoring the professional development of assistants.</i></p>	<p>1. Translate the Code on Conditions for Selection to Working Positions and Code on Mentorship and Young Scientists' Work into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</p>

## 29. Value of mobility

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>Law on recognition of foreign educational qualifications („Official Gazette“ No.158/03, 138/06)</p> <p>Law on regulated professions and recognition of foreign professional qualifications</p> <p>Rulebook on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette, No. 42/08)</p> <p>Law on Foreigners (Official Gazette No. 79/07 and 36/09)</p>	<p>Code on Conditions for Selection to Working Positions</p> <p><i>Scientific mobility is valued during the selection process.</i></p>	<p>Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</p>
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<p><b>30. Access to career advice</b></p> <p>Employers and/or funders should ensure that career advice and job placement Institute's 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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>
<p>Relevant legislation does not impede implementation of this principle.</p>	<p>In practice the career advice and job placement assistance is possible albeit not systematically.</p>	<p>Offer the researchers better career advice through collaboration with other institutions (University of Zagreb, Ruđer Bošković Institute;...).</p>	<p>2012- end 2013 DO</p>

<p><b>31. Intellectual Property Rights</b></p> <p>Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&amp;D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should</p>			
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specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Labour Act <i>Chapter XI on Inventions and technical improvements</i></p> <p>Law on Copyright and Related Rights – Article 13 („Official Gazette“, No. 167/2003, 79/2007) <i>Defines the content of intellectual rights.</i></p> <p>Patent Law („Official Gazette“ No. 173/2003, 87/2005, 76/2007, 30/2009) <i>Establishes the system of protection of patents and their owners.</i></p> <p>Law on National Foundation for Science, Higher Education and Technological Development of the Republic of Croatia („Official Gazette“, No. 117/2001, 45/2009 ) <i>Defines sharing of profits from commercialization of scientific or technological discoveries financed by the Republic of Croatia or institution established by the Republic of Croatia.</i> <i>If the Foundation has funded the research, the percentage share of future profits from intellectual property arising from scientific and technological discoveries is determined by a special agreement between the holder of the project and the Foundation.</i></p>	<p>Intellectual Property Act (IP) <i>(available on IP's web site in Croatian only)</i> <i>Defines the procedures and conditions for intellectual property rights protection</i></p>	<p>Translate the Intellectual Property Act (IP) into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</p>

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>CECES <i>States the framework conditions for co-authorship.</i></p> <p>Patent Law - Article 12, Paragraph 2 <i>States: „If an invention is created by joint work of two or more inventors, inventors or their legal successors share a common right to patent.“</i></p>	<p>1. Code on Conditions for Selection to Working Positions <i>States that co-authorship is positively viewed and valued (available on IP's web site in Croatian only)</i></p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. 2012- end 2014 DO</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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>

<p>SHEA – Article 4. Paragraph 3. <i>States that academic freedom includes teaching.</i></p> <p>Collective agreement for science and higher education <i>Defines the limits to avoid excessive teaching duties as well as their adequate remuneration.</i></p>	<p>1.Code on Conditions for Selection to Working Positions <i>Valuates teaching as a component of selection procedures (available on IP's web site in Croatian only))</i></p> <p>2. The Agreements have been signed between IP and the Universities of Zagreb and Rijeka which include teaching by researchers from IP at the University.</p> <p>3. It is a long standing practice that researchers from IP at all stages of their careers participate in teaching, mostly at the Faculty of Sciences of the University of Zagreb, but also on some other Croatian universities.</p>	<p>Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</p>
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<p><b>34. Complains/ appeals</b></p> <p>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.</p>			
<p><b>Relevant legislation (permitting or impeding the implementation of this principle)</b></p>	<p><b>Existing Institutional rules and/or practices</b></p>	<p><b>Actions required</b></p>	<p><b>When/Who</b></p>



<p>1. SHEA - Article 2 <i>Defines ethics as one of the fundamental principles of scientific work.</i></p> <p>CECES <i>In its Preamble establishes ethics and morality as fundamental principles of scientific work.</i></p>	<p>1. Statute of the IP - Article 29 <i>Defines the responsibility of SC that includes dealing with conflicts between researchers (in Croatian only)</i></p> <p>2. Code on Mentorship and Young Scientists' Work <i>Establishes committees that are authorised to deal with complaints/appeals of young researchers and/or their mentors (in Croatian only)</i></p>	<p>1. IP is to make its own Code of Ethics.</p> <p>2. Translate the Statute of the IP and Code on Mentorship and Young Scientists' Work into English and make them available on IP's web site.</p>	<p>1. 2012- mid 2013 EB, SC</p> <p>2. 2012- end 2014 DO</p>
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### 35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>SHEA – Article 28 <i>Defines the management of science institutes, particularly stating that SC is responsible for scientific policy.</i></p> <p>Collective agreement on science and higher education - Article 55 <i>Regulates the participation of representatives of employees in management or supervising boards.</i></p>	<p>The Statute of the IP – Articles 29 and 30 <i>States that SC has its representative in EB. (in Croatian only)</i></p> <p>Defines constitution of Scientific Council. All senior researchers are members of the Scientific Council, while the young researchers have their representatives in that body.</p>	<p>Translate the Statute of the IP into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</p>

## IV. Training

### 36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>SHEA – Article 43, Paragraph 5 <i>Defines the procedures of assessment of young researchers' work.</i></p> <p>Collective agreement on science and higher education <i>Regulates reporting on the work of research assistant.</i></p>	<p>1. Code on Mentorship and Young Scientists' Work <i>(in Croatian only)</i> <i>Defines the role and obligations of mentors and young scientists</i></p> <p>2. The relationship of researchers in their training phase with their supervisors takes place on a day-to-day basis.</p> <p>3. The system of regular and mandatory annual open public presentation of their work by all researchers, including scientists in training phase.</p>	<p>1. Translate the Code on Mentorship and Young Scientists' Work into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</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 and/or practices	Actions required	When/Who
<p>SHEA – Article 43, Paragraphs 4 and 5 <i>Define necessary requirements for researchers to become supervisors</i></p>	<p>1. Code on Mentorship and Young Scientists' Work <i>Defines the role and obligations of mentors and young scientists (in Croatian only)</i></p> <p>2. Code on Conditions for Selection to Working Positions <i>The performance of researchers - supervisors is valued as an important component in election/re-elections At the IP.</i></p>	<p>1. Translate the Code on Mentorship and Young Scientists' Work and Code on Conditions for Selection to Working Positions into English and make them available on IP's web site.</p>	<p>2012- end 2014 DO</p>

<b>38. Continuing Professional Development</b>			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Relevant legislation does not impede implementation of this principle.</p>	<p>1. Code on Conditions for Selection to Working Positions <i>(available on IP's web site in Croatian only)</i> <i>Valuates different ways of updating and expanding researchers skills and competences</i></p>	<p>1. Translate the Code on Conditions for Selection to Working Positions into English and make it available on IP's web site.</p>	<p>2012- end 2014 DO</p>

<b>39. Access to research training and continuous development</b>
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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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>SHEA – Article 8, Paragraph 4 <i>Regulates National Council for Science and Higher Education task in proposing measures and activities for affirmation and advancement of young researchers.</i></p> <p>Labour Act - Article 65, Paragraph 4 <i>Regulates paid leave during education or training.</i></p> <p>Collective agreement for science and higher education - Articles 41–44 <i>Regulates study leave.</i></p>	<p>Institute’s rules fully obey the relevant legislation.</p>	<p>No actions needed.</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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>

<p>SHEA - Article 43  <i>Regulates the status of young scientists, including mentorship and assessment of their work.</i></p>	<p>1. Code on Mentorship and Young Scientists' Work  <i>Defines conditions that one has to fulfil in order to become a mentor.</i></p> <p>Article 2  <i>Establishes committees that monitor young scientists' work.</i></p> <p>Article 3  <i>Defines obligations and rights of mentors. (in Croatian only)</i></p> <p>2. Each supervisor (and each supervision) is verified by the SC,</p>	<p>1. Translate the Code on Mentorship and Young Scientists' Work into English and make it available on IP's web site.</p>	<p>2012- end 2014  DO</p>
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**Form completed by:**

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