



Institut za  
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INSTITUTE OF PUBLIC FINANCE

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Zagreb, Croatia

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

## **A HUMAN RESOURCES STRATEGY FOR RESEARCHERS**

### **Step 4: Self-assessment**

Zagreb, 1 December 2014

## **Introduction**

Institute of Public Finance (IPF) has signed The Declaration of Commitment to The European Charter for Researchers and The Code of Conduct for Recruitment of Researchers on 28 May 2010. That emphasizes the Institute's orientation to support European initiatives in further development of researchers' mobility in Europe. At the same time, by signing the Declaration, IPF clearly expresses its support to the European initiative which is also an opportunity to additionally strengthen its efforts in improving employment, working conditions and supporting the researchers' careers.

## **Implementation of the provisions of Charter and Code**

According to the recommendations of the European Commission, with the goal of drafting the Human Resource Strategy for Researchers – Action plan, IPF has conducted an internal analysis by evaluating existing institutional procedures in implementation of the Charter and Code. The final result of the analysis was filling out the Self-evaluation Questionnaire that offers answers to 40 questions divided into four chapters: I. Ethical and professional aspects, II. Recruitment, III. Working conditions and social security and IV. Training.

Therefore, in January 2012, the IPF's Scientific Board formed a work group consisting of four members from researchers and management. The work group held four meetings where some open matters were discussed, the work of filling out the Self-evaluation Questionnaire was organized and 30 April 2012 was set as deadline date for finishing the work on the Questionnaire. The draft text of Self-evaluation Questionnaire had been sent to all the researchers in IPF and after receiving their comments, the final text of the Self-evaluation Questionnaire was made. The Director of IPF dr. Katarina Ott took part in making of the final version of the Self-evaluation Questionnaire.

After completing the internal analysis and making the final text of the Self-evaluation Questionnaire, the work group concluded that the IPF's practice is already mostly in accordance with the general principles of the Charter and Code. At the same time, it concluded that there are areas where there is still room for improvement. So, based on the internal analysis and filled Self-evaluation Questionnaire, the same group made the draft of this Human Resources Strategy for Researchers – Action plan that contains priority areas in which IPF has to make an additional effort in implementation of the principles from Charter and Code. The Human Resources Strategy for Researchers – Action plan was adopted by the Scientific Board of the Institute of Public Finance on 20 September 2012.

After evaluating the Strategy of Human Resources for Researchers – Action Plan, the DG for Research and Innovation of the European Commission awarded IPF with the recognition HR Excellence in Research

on 28 September 2012, confirming that IPF in high level respects the rules of the European Charter for Researchers and Code of Conduct for Their Recruitment.

During the last two years, IPF implemented the Human Resources Strategy for Researchers, and in October and November 2014 IPF carried out this self-assessment in order to assess the progress in implementation of the activities named in the Action plan.

The working group consisting of four representatives of researchers and management met on four occasions and analysed the activities set out by the Action plan and their implementation. The assessment of scheduled activities is included in the Action plan, in the fourth column of the tables.

## ***Action plan***

### **I. Ethical and professional principles**

The Institute will continuously remind researchers of the obligation to adhere to the Code of Ethics of the Committee for Ethics in Science and Higher education and the relevant provisions. The ethical and professional aspects of the scientific work and provision of researchers with the rules and procedures for high quality framework for scientific research have to be continuously implemented. This chapter also includes the appointment of a person in charge of protection of researchers' dignity and enable the working conditions without discrimination by gender, age, ethnic, national, social or economic background.

<b>Activity</b>	<b>Competence</b>	<b>Time of implementation</b>	<b>Accomplished results/comments</b>
1.1. Remind researchers of the obligation to adhere to the Code of Ethics of the Committee for Ethics in Science and Higher education and the relevant provisions	Director, Scientific Board, Legal Department	Continuously	Implemented. Ongoing activity. On 2 October 2014 Josip Franić, Marie Curie fellow, held lecture on ethics in citation of scientific sources.
1.2. Appointment of a person in charge of receiving and processing the complaints about the protection of employees' dignity	Director, Legal Department	31 December 2012	Implemented. On 10 December 2012 Marina Kesner Škreb was appointed as a person in charge of receiving and processing complaints about the protection of employees' dignity.

## II. Recruitment

The Institute conducts the recruitment procedure according to the highest standards. The job vacancy announcements are published in the Official Gazette, on the Institute's Internet pages, in daily newspaper and on the Euraxess.

The selection committees are carefully selected to reflect the necessary professional knowledge and skills and the selection of candidates is conducted in transparent, open and efficient manner. All the candidates are informed about the selection of the best candidate. We improved the content of notifications to the candidates by listing the strong and weak sides of their applications and instructing them about their right to request and receive the results and minutes of the procedure.

Also, the rules and the manner of financing postdoctoral researchers will be included in general acts of the Institute when/if they are defined in the national legislation.

Activity	Competence	Time of implementation	Accomplished results/comments
2.1. Notification to the candidates should contain strong and weak points of their applications, according to the judgement of the Selection Committee.	Committee Legal department	Upon each selection of candidate	Implemented in May 2013 (selection procedure of two scientific associates)
2.2 Include in general acts of the Institute the conditions, rules and sources of financing postdoctoral researchers, when/if they are defined in national legislation.	Scientific Board Legal department Administrative Board	After defining rules by the Ministry of Science, Education and Sports	The Ministry of Science, Education and Sports has not passed the rules yet.

## III. Working conditions and social security

The Institute aims to provide the researchers with the quality working conditions and pleasant working environment. The researchers are encouraged to continue their education and training as well as stronger participation in international scientific developments. Also, in the form of workshops and seminars and frequent informal meetings the researchers are able to exchange the scientific knowledge and information. The Institute takes special care of equal gender opportunities for employment and has social sensibility for its employees.

The Institute will continue its efforts in encouraging international cooperation, especially as a part of FP7 (and later Horizon 2020) programme. Upon its revision, the Strategy of Scientific Development of the Institute will include provisions about the geographical, inter-sectoral, inter/trans-disciplinary and virtual

mobility and the mobility between the public and private sector. The special attention is given to scientific development of fellow researchers which is regulated through the Regulations on Mentorship containing the rights and obligations of mentors and fellow researchers.

<b>Activity</b>	<b>Competence</b>	<b>Time of implementation</b>	<b>Accomplished results/comments</b>
3.1. Improvement of cooperation on FP7/Horizon 2020 projects, additional education of employees for all aspects of FP7/Horizon 2020 projects.	Legal department Scientific Board	Continuously	Implemented. The efforts resulted in IPF's taking part in Marie Curie IAPP project and several applications still awaiting assessment.
3.2. Drafting the Regulation on Mentorship that will contain rights and obligations of mentors and fellow researchers.	Scientific Board Legal Department Administrative Board	31 March 2013	Implemented. The Regulation was adopted by the Administrative Board on 13 May 2013. The Regulation is currently being revised in accordance with the Act on Scientific Activity and Higher Education and the amended version will be adopted on 15 December 2014.
3.3. Including provisions about the evaluation of mobility in Strategy of Scientific Development of the Institute.	Scientific Board	31 March 2013	Activity postponed until the passing of the revised Strategy of Scientific Development of the Institute. Time of implementation: 30 June 2016.
3.4. The appointment of a person in charge for receiving and processing complaints about the protection of employees' dignity.	Director Legal Department	31 December 2012	Implemented. On 10 December 2012 Marina Kesner Škreb was appointed as a person in charge of receiving and processing complaints about the protection of employees' dignity.

#### **IV. Training**

The Institute will, as before, encourage quality performance of research activities and, considering the fact that it employs a number of young researchers, give special attention to the development of mentorship.

In order to encourage international mobility, the Institute has increasingly informed its researchers about the possibilities of training in Croatia and abroad, which is already additionally valued in scientific development. Those efforts resulted in three outgoing and three incoming mobilities.

Activity	Competence	Time of implementation	Accomplished results/comments
4.1. Drafting Regulation on Mentorship containing rights and obligations of mentors and fellow researchers.	Director Scientific Board Legal Department Administrative Board	31 March 2013	Implemented. The Regulation was adopted by the Administrative Board on 13 May 2013. The Regulation is currently being revised in accordance with the Act on Scientific Activity and Higher Education and the amended version will be adopted on 15 December 2014.
4.2. Informing researchers about the possibilities of training in Croatia and abroad.	Director Scientific Board Legal Department	Continuously	This activity is carried out continuously and it resulted in Josip Franić enrolling in a PhD Program at the University of Sheffield in 2013, Goran Vukšić's six months visiting fellowship at the Vienna Institute for International Economic Studies and Irena Klemenčić's Ernst Mach Grant for a three month research visit at the Institute for Austrian and International Tax Law in 2015. Also, two incoming mobilities are the result of participation in Marie Curie IAPP project and one in a Think Tank Young Professional Development Program.

## **FUTURE ACTIONS REQUIRED:**

### **II. Recruitment**

<b>Activity</b>	<b>Competence</b>	<b>Time of implementation</b>
2.2 Include in general acts of the Institute the conditions, rules and sources of financing postdoctoral researchers, when/if they are defined in national legislation.	Scientific Board Legal department Administrative Board	After defining rules by the Ministry of Science, Education and Sports

### **III. Working conditions and social security**

<b>Activity</b>	<b>Competence</b>	<b>Time of implementation</b>
3.3. Including provisions about the evaluation of mobility in Strategy of Scientific Development of the Institute.	Scientific Board	30 June 2016