



Institut za
javne financije
INSTITUTE OF PUBLIC FINANCE

INSTITUTE OF PUBLIC FINANCE
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The European Charter for Researchers and the Code of Conduct for
Recruitment of Researchers

A HUMAN RESOURCES STRATEGY FOR RESEARCHERS

Action plan

Zagreb, 20 September 2012

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.

Every two years an internal evaluation by the IJF, and every 4 years an external evaluation will be performed to assess the progress in implementation of the activities named in the Action plan.

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.

The Institute will also appoint 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. In order to enhance the control of potential discrimination, the Institute will appoint a person in charge of receiving and processing the complaints about the protection of employees'/researchers' dignity.

Activity	Competence	Time of implementation
I.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
I.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

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 still consider that it is necessary to improve the notifications to the candidates about the strong and weak sides of their applications and instruct 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
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	Immediately. Upon each selection of candidate
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

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. 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 will be given to scientific development of fellow researchers and the Institute will make the Regulations on Mentorship that will contain the rights and obligations of mentors and fellow researchers.

Activity	Competence	Time of implementation
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
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
3.3. Including provisions about the evaluation of mobility in Strategy of Scientific Development of the Institute.	Scientific Board	31 March 2013
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

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 will increasingly inform its researchers about the possibilities of training in Croatia and abroad, which will be additionally valued in scientific development.

Activity	Competence	Time of implementation
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
4.2. Informing researchers about the possibilities of training in Croatia and abroad.	Director Scientific Board Legal Department	Continuously