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**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”**

**SELF-ASSESSMENT  
March, 2014**

Institute for Anthropological Research, Zagreb, in March 2012 received the acknowledgment of European Commission for implementing the European Charter for Researchers and the European Code of Conduct for the Recruitment of Researcher. After two years we conducted self-assessment in order to report the European Commission about undertaken actions.

<b>1. Ethical and professional aspects</b>			
<b>Actions Required</b>	<b>Who/Responsibility</b>	<b>When/Planned Implementation</b>	<b>When/Accomplished Results</b>
1.1. Construction of informational package for researchers containing basic information on relevant legislative and institutional rules regarding scientific research, employment and research rights and obligations.	Scientific Council Legal Department Head of Institute	31 <sup>st</sup> December 2012	Action is implemented during the entire year (ongoing). When necessary, on daily basis, from the central office are sent informational packages for researchers and other employees.
1.2. Drafting the strategy of continuous informing of researchers about all important events related to the work on the INANTRO.	Scientific Council Head of Institute	31 <sup>st</sup> December 2012	Action is implemented during the entire year (ongoing). When necessary, on daily basis, from the central office are sent informational packages for researchers and other employees.
1.3. Creating Code of Ethics, congruent with existing INANTRO's regulations .	Legal Department Ethics Committee Scientific Council	31 <sup>st</sup> December 2012	1 <sup>st</sup> April 2012 Code of Ethics is created and approved by Scientific Council and Government Board.
1.4. Creating the Mentoring Regulations, with the goal of defining mentor responsibilities and rights, congruent with existing INANTRO's regulations.	Scientific Council Legal Department	31 <sup>st</sup> December 2012	24 <sup>th</sup> December 2012 Mentoring Regulations are created and approved by Scientific Council and Government Board. 3 <sup>rd</sup> March 2014 According to the instructions of the Ministry of Science, Education and Sports of Republic of Croatia, Mentoring Regulations are changed accordingly and approved by Scientific Council. According to these instructions, Regulation for evaluation of the work of assistants, post-doctorands and mentors are created and approved by Scientific Council.

			These two documents will be approved by the government Board on the next meeting.
1.5. Creating Rules for Ethics Committee, congruent with existing INANTRO's regulations (as a sub-document of a Code of Ethics).	Legal Department Ethics Committee Scientific Council	31 December 2012	1 <sup>st</sup> April 2012 Rules for Ethics Committee as a sub-document of a Code of Ethics is created and approved by Scientific Council and Government Board.
1.6. The summaries of the results of current projects will be presented on the INANTRO's website, as same as in Croatian Scientific Bibliography. The contents presented on the website have to reflect practical implications of the projects' results, as same as the importance of these results for the society at all.	Project Leaders	31 <sup>st</sup> December 2012	Action is implemented during the entire year (ongoing). Website is updated regularly, when necessary.
1.7. Inventing plan for a general strategy for promoting INANTRO's work and importance in national and international contexts, with an accent on establishing relations with economy (practical importance of researches) and in the international projects' network.	Scientific Council Head of Institute	31 <sup>st</sup> December 2012	Action is implemented during the entire year (ongoing). INANTRO's work and importance in national and international contexts, with an accent on establishing relations with economy (practical importance of research) and in the international projects' network is presented in INANTRO's profiles in various web-bases and in various conferences in oral presentations and promo materials.
<b>2. Recruitment</b>			
<b>Actions Required</b>	<b>Who/ Responsibility</b>	<b>When/ Implementation</b>	<b>When/Accomplished Results</b>
2.1. Drafting Code of Conduct for the Recruitment of Researchers, as a sub-document. The sense of	Scientific Council Legal Department Selection Committee	1 <sup>st</sup> July 2013	22 <sup>nd</sup> November 2013 Regulation of conduct of Scientific Council of INANTRO, approved on 22 <sup>nd</sup> November 2013 obligates members of the Scientific Council to set

<p>this document is more precise definition the priorities for the selection of new researchers.</p>	<p>for Employment</p>		<p>up criteria and Regulation on conditions for elections in scientific and research occupations of INANTRO. When the call for position is issued, precise criteria are specified in the call. The committee is formed for every call, in order to determine which candidates best meet terms proposed in the call.</p>
<p>2.2. Drafting Code of Conduct for the Recognition of Researchers, as a sub-document. The sense of this document is more precise definition of the criteria for the priorities for selection into scientific position, according to INANTRO's Development Strategy, and general propositions for the Recognition of Researchers .</p>	<p>Scientific Council Legal Department Selection Committee for Scientific positions Head of Institute</p>	<p>1<sup>st</sup> July 2013</p>	<p>22<sup>nd</sup> November 2013 According to Regulation of conduct of Scientific Council of INANTRO, researchers in INANTRO are promoted and their work is evaluated in accordance with Regulation on conditions for elections in scientific and research occupations of INANTRO, which criteria is more demanding and severe than those in the national one. Annual reports are delivered to Scientific Council, which then evaluates work of researchers. The title of Honorary Scientist has been introduced in order to recognize the valuable work of researchers. Also, International Board of advisors has been founded, whose members are distinguished scholars. The Board has an advisory role, and as such may suggest guidelines related to new scientific projects, research and collaborations, further development of INANTRO and the evaluation of scientific work. Regulation of conduct of Scientific Council of INANTRO is approved on 22<sup>nd</sup> November 2013.</p>
<p>2.3. Scientific Council has to initiate informing about the aspects of recognition foreign education qualifications.</p>	<p>Scientific Council</p>	<p>1<sup>st</sup> July 2013</p>	<p>Agency for Science and High Education and Agency for Mobility and EU Programmes are competent state authorities on this issue. Employees of INANTRO are attending seminars on this topic and advise Scientific Council if such a case emerge. If and when employing foreign scholar, Scientific Council acts in accordance with national rules, and advices given by the Agencies.</p>
<p>2.4. The training about the recognition of foreign education qualifications should be organized, in cooperation with National Academic Recognition</p>	<p>Scientific Council Legal Department</p>	<p>1<sup>st</sup> July 2013</p>	<p>11<sup>th</sup> November 2013 Agency for Mobility and EU Programmes organized a training for administrative employees of research institutions and universities in Croatia. Employees of INANTRO attended the training. Ministry of Science, Education and Sports of the Republic of Croatia</p>

Information Centers and European Network of Information Centers.			regularly contacts the INANTRO's central office about changes regarding recognition of foreign education qualification and employment of foreign researchers. Changes in the rules for recognition of foreign education qualification is tracked regularly by Legal and Human Resources Department.
<b>3. Working conditions and social security</b>			
<b>Actions Required</b>	<b>Who/ Responsibility</b>	<b>When/ Implementation</b>	<b>When/Accomplished Results</b>
3.1. Scientific Council will discuss about cooperation in Media Anthropology Network, Medical Anthropology Network (European Association of Social Anthropologists), Network of Concerned Anthropologists (NCA), European Virtual Anthropology Network – Society, and other anthropological associations.	Scientific Council	31 <sup>st</sup> December 2012	Action is implemented during the entire year (ongoing and when necessary). Before joining any association, the proposal is discussed on Scientific Council.
3.2. Drafting Protection of Intellectual Property Ordinance.	Scientific Council Legal Department Head of Institute	31 <sup>st</sup> December 2012	1 <sup>st</sup> April 2012 Guidelines on scientific honesty, respect of authorship and avoidance of scientific disintegrity and scientific fraud are given in Code of Ethics of INANTRO. This document also obligates Institute to promote ethical standards in this issues. Code of Ethics is created and approved by Scientific Council and Government Board.
3.3. Drafting Rules of Good Academic Practice for Scientific Research, with an accent on both ethical and scientific criteria.	Scientific Council Legal Department Head of Institute	31 <sup>st</sup> December 2012	Code of Ethics of INANTRO also gives guidelines on how to conduct research – in accordance with international and national acts and regulations on the protection of examinees, promotes respect of author's rights, scientific integrity, avoidance of nepotism, freedom of expression, equality in achieving professional obligations etc. (1 <sup>st</sup> April 2012) Other documents that arrange ethical and scientific criteria are

			Mentoring regulations and Regulation on evaluation of the work of assistants, post-doctorands and mentors (3 <sup>rd</sup> March 2014) and Regulation of conduct of Scientific Council that obligates members of the Council to discuss scientific and professional issues (22 <sup>nd</sup> November 2013).
3.4. Drafting Ordinance on good experimental practice, with an accent on security during researching.	Legal Department Scientific Council Head of Institute	31 <sup>st</sup> December 2012	Guidelines on good experimental practice are given in the Regulation on Occupational Safety (3 <sup>rd</sup> October 2013) and Rules of Procedure of the Laboratories of INANTRO (9th November 2011).
<b>4. Training</b>			
<b>Actions Required</b>	<b>Who/Responsibility</b>	<b>When/Implementation</b>	<b>When/Accomplished Results</b>
4.1. Striving to intensify the involvement in European scientific programs and projects, as same as in researches in cooperation with international researchers. Simultaneously, we have to make indicators for evaluating cooperation with international cooperators.	Scientific Council Head of Institute	1 <sup>st</sup> July 2013	Action is implemented during the entire year (ongoing). Employees are regularly informed via e-mail on international and national conferences, calls for application of projects and are encouraged to participate on info days and other formal and informal social gathering (for example exhibition openings) where they can meet potential collaborators. Also, every new cooperation and project proposal are presented on meetings of Scientific Councils in accordance with Regulation of conduct of Scientific Council of INANTRO. Mechanisms that are practiced, to track success in establishing international collaboration and to formalize it, is signing agreements on collaboration. Researchers are also obliged to give reports after the return from conferences and other trips where they describe potential international collaboration and results of the trip.

FUTURE ACTIONS:

<b>1. Ethical and professional aspects</b>			
<b>Actions Required</b>	<b>Who/Responsibility</b>	<b>When/Planned Implementation</b>	<b>Comment</b>
1.8. Implementation of changes in the statute of the INANTRO regarding the number of departments and researchers employed in each department.	Scientific Council Head of Institute	31 <sup>st</sup> December 2014	INANTRO have nine scientific departments and it does not make much sense considering that INANTRO has 29 researchers employed. Some persons were heads of two departments, some researchers were working in two departments and so on. It complicates the relations and hierarchy. All the relations are already regulated through Mentoring relations and individual project/grant agreements. All changes will have to be approved by the Ministry of Science, Education and Sports of the Republic of Croatia.
1.9. Creating INANTRO's strategy for the period 2015 – 2019. Strategy will include priorities and objectives of scientific and professional work.	Scientific Council Head of Institute	31 <sup>st</sup> December 2014	Strategy will have to be approved by the Ministry of Science, Education and Sports of the Republic of Croatia.
<b>4. Training</b>			
<b>Actions Required</b>	<b>Who/Responsibility</b>	<b>When/Implementation</b>	<b>Comment</b>
4.2. Creating INANTRO's strategy for the period 2015 – 2019. Strategy will include priorities and objectives of training and mobility of researchers.	Scientific Council Head of Institute	31 <sup>st</sup> December 2014	Strategy will have to be approved by the Ministry of Science, Education and Sports of the Republic of Croatia.