

Institute for Anthropological Research

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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-evaluation

Drafting process for Self-evaluation Table for the Institute for Anthropological Research

At the beginning of April 2011, the Institute for Anthropological Research (hereinafter INANTRO) formed a questionnaire for employees in order to produce the self-evaluation table, needed for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The questionnaire was consisted following the contents of important elements of the European Charter for Researchers and Code of Practice for the Recruitment of Researchers.

The questionnaire was offered to all employees, scientists and junior researchers and 20 of them answered questions, including 6 men, 13 women and one respondent who did not give an answer to this question (gender). In terms of education levels, 6 subjects had completed graduate studies, a master's degree, while 13 with a PhD. The average age was 40-45 years. Nine subjects had a contract for a definite period, and 11 for an indefinite period. Of those who had fixed-term contracts, one respondent has a contract for 3-4 years, 6 in 5-6 years, and one to seven years or more. All respondents were employed full time. None of the participants are in the teaching profession; 8 subjects are without scientific research positions at the Institute, 4 subjects are in the position of research associate, 2 subjects are in the title of senior research associate and one is in a research professor. Regarding the associate status, 13 employees were without any titles, 3 were research fellows, one is assistant and one is senior assistant. Without scientific and teaching positions are 15 employees, one is professor, one is associate professor, and two full professors. Without scientific professions were 11 employees, 2 are research associates, two are senior research associates, and 4 scientific advisors. The main sources of funding are MSES - regular activity (11 - to permanent employees) and MSES - research fellows (7). Eight employees are funded from sources MSES -research projects, while the two projects funded from sources generated in the labor market (international projects).

The main findings are as following. At an open invitation to declare the issue described in the European Charter for Researchers and the Code on employment of researchers included 20 scientists and research fellows. So, we can assess with a certain probability that results may present the whole population of the Institute for Anthropological Research in general. We have found for which specific items in each dimension of the questionnaire, employees make a higher or lower value estimates, and are based on the same (and the estimated frequency of priorities in specific sizes) suggest possible improvements.

For all dimensions of the questionnaire, employees gave an average or above-average values of estimates (compared to a theoretical average of estimation scales). No statistically significant differences were found in the estimates for each dimension of the European Charter for Researchers and Code of Practice for the Recruitment of Researchers (in other words, the results are equal for all dimensions, which is reflected in the high value of correlation in the results for each dimension). Among the observed differences, only the variable sex was relevant to distinguish employees in the Institute. Women gave, on average, significantly lower values in almost all dimensions. On the basis of all relevant indicators, we can provide guidance for improvements in the coming period (action plan). (Just for illustration, we give some examples of our detailed analysis.)

Table 1: Differences in total results for certain dimensions of the questionnaire (Friedman's test)

Dimensions	Mean Rank	X ² -test	Significance
Open staffing and portability grants	1,95	4,50	>,20
Health and pension insurance and additional income for the researchers in mobility programs	2,86		
Desirable employment and work conditions	2,86		
Improvement of training, skills and experience of European researchers	2,32		

There is no statistically significant differences between dimensions.

Table 2: Correlations dimensions of the questionnaire with variables age, education level and employment contract (Spearman's ρ)

Variable	Health and pension insurance and additional income for the researchers in mobility programs	Improvement of training, skills and experience of European researchers	Desirable employment and work conditions	Open staffing and portability grants
Age	-,299	-,095	-,163	-,198
Education	,000	,059	,155	-,124
Contract	,060	,000	-,162	,046

There is no statistically significant correlations.

Table 3: Sex differences in dimensions of the questionnaire (Wilcoxon's test equivalent pairs)

Dimension	Mean rank males	Mean rank women	Wilcoxon's W-test
Open staffing and portability grants	11,50	5,00	45**
Health and pension insurance and additional income for the researchers in mobility programs	10,75	5,33	48**
Desirable employment and work conditions	12,50	5,75	57,5**
Improvement of training, skills and experience of European researchers	12,40	5,80	58**

Significance: * $p < ,05$; ** $p < ,01$

Women perceive that all the dimensions are worse satisfied in INANTRO.

I. Ethical and professional aspects

1. Research freedom			
<p>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 recognized ethical principles and practices. Researchers should, however, recognize 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 recognized ethical principles and practices, to which researchers have to adhere.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2, Article 7, Article 20, Article 112</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)</p>	<p><i>Rules</i></p> <p>Statute of the Institute for Anthropological Research (hereinafter INANTRO)</p> <p><i>Practice:</i></p> <p>Some elements of the Code of Ethics, inherent to the existing codes, are already implemented by the Ethics Committee of INANTRO, while they plan and implement their projects, and publish research results.</p>	<p><i>Adoption:</i></p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>Ordinance on good experimental practice</p> <p>Code of Ethics</p> <p>Protection of Intellectual Property Ordinance</p> <p>We have in mind the specifics of holistic interdisciplinary research conducted by the Institute (Biomedical and Nature Sciences, Social Sciences and Humanities), so we will create a Code of Ethics in line with the existing regulations.</p>	<p>31 of December 2012</p> <p>Scientific Council, Ethics Committee, Legal Department, Head of Institute</p>

2. Ethical principles

Researchers should adhere to the recognized 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2, Article 37, Article 112</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06 and 41/08) Article 11, Article 13</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research Ethics Committee of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Researchers respect the ethical practices and fundamental ethical principles which are included in existing legislative and codes, applicable to the interdisciplinary holistic approach in anthropology.</p>	<p><i>Adoption:</i></p> <p>Code of Ethics Rules of Good Academic Practice for Scientific Research Protection of Intellectual Property Ordinance</p> <p>Having in mind the specifics of research conducted by the Institute (interdisciplinary holistic approach), we will create a Code of Ethics in line with the existing regulations.</p>	<p>31 of December 2012</p> <p>Scientific Council, Legal Department, Ethics Committee, Head of Institute</p>

3. Professional responsibility

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Copyright and Related Rights Act (Official Gazette 167/03, 79/07)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 37, Article 82</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 2, Article 8</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06 and 41/08) Article 11, Article 13</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Researchers are directed to follow to the fundamental demands of research originality, its social relevance, and quality in terms of assembling adequate research teams and choosing the appropriate scientific approach. Researchers also apply a scientific approach to evaluation and assessment of research results, as well as to preparation, implementation and publishing of research results.</p>	<p><i>Adoption:</i></p> <p>Demands of this article will be incorporated into the INANTRO's Code of Ethics and its Mentoring Regulations, as same as in:</p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>Protection of Intellectual Property Ordinance</p> <p>Rules for Ethics Committee</p>	<p>31 of December 2012</p> <p>Scientific Council, Legal Department, Ethics Committee</p>

4. Professional attitude

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 3, Article 111 Act on Salaries in the Public Services (Official Gazette 27/01) Protection of Confidential Data Act (Official Gazette 79/07) Personal Data Protection Act (Official Gazette 103/03) Ordinance of Elements for Financing Scientific Research Institute (Official Gazette 38/97)</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research</p> <p><i>Practice:</i> Researchers respond to the demands of specific research environments and address relevant social issues during formulation of research subjects and project aims. Head of the Institute, program leaders and project leaders plan budgets needed for submission of new projects. They report regularly (annually) to the Ministry of Science, Education and Sport (MSES) and the INANTRO's Governing Board on all aspects of research, including the incurred project costs during project implementation.</p>	<p><i>Adoption:</i></p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>The researchers are familiar with the procedures. They respect them and there is no need for additional actions in the area, except the specific additions in documents above.</p>	<p>31 of December 2012</p> <p>Scientific Council, Legal Department</p>

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labor Act (Official Gazette 149/09) Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 16 Basic Collective Agreement for Employees in Public Services (Official Gazette 84/07) Copyright and Related Rights Act (Official Gazette 167/03, 79/07)</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research Labor Ordinance</p> <p><i>Practice:</i> The researchers are informed about contractual and legal obligations at the levels:</p> <ul style="list-style-type: none"> • Legal department informs the researchers about working conditions before they start to work • Project leaders (by signing the project contract) and researchers (by accepting to work on the project) commit to fulfill all requirements that regulate training and working conditions, Intellectual Property Rights regulations and dissemination of new knowledge. • The associate for international projects informs researchers about conditions and possible obligations in relation to particular calls. 	<p><i>Adoption:</i></p> <p>Ordinance on Protection of Intellectual Property</p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>There is no need for additional actions for now, except the specific additions in documents above.</p>	<p>31 of December 2012</p> <p>Scientific Council, Legal Department</p>

6. Accountability

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 authorized audits of their research, whether undertaken by their employers/funders or by ethics committees.

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) Act on Archival Materials and Archives (Official Gazette 105/97) Act on Salaries in the Public Services (Official Gazette 27/01) Ordinance of Elements for Financing Scientific Research Institute (Official Gazette 38/97) Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research Regulations on Internal Organization and Work Methods of the Institute Regulations on Protection of Archives and Registry Records Specific List of Archives and Registry Records with Storage Time Limits</p> <p><i>Practice:</i> By signing an employment contract, researchers accept all obligations and responsibilities toward their employer. In all phases of their research, researchers are also committed to govern their work by the principles of sound and transparent presentation of collected data and research results, as well as financial management.</p>	<p><i>Adoption:</i> Rules of Good Academic Practice for Scientific Research Code of Ethics</p> <p>There is no need for additional actions for now, except the specific additions in documents above.</p>	<p>31 of December 2012 Scientific Council, Legal Department, Head of Institute</p>

7. Good practice in research

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 fulfill them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 20</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 2</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06, 41/08) Article 6, Article 7, Article 11, Article</p> <p>Workplace Safety Act (Official Gazette 59/96, 94/06 and 114/03) Article 80-82</p> <p>Workplace Safety Regulations (The Governing Board, 25th January 2010)</p> <p>Regulations on Protection and Processing of Archives (The Governing Board, 5th May 2006)</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Ordinance on Data protection</p> <p><i>Practice:</i></p> <p>Existing legislation regulate conditions which constitute a safe workplace, and also establish the essential guidelines for health protection and data safety.</p> <p>INANTRO's researchers are familiar with a need for data back-up, as well as with a requirement for administration and documentation of the research and work related to the official publication</p>	<p><i>Adoption:</i></p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>Ordinance on Protection of Intellectual Property</p> <p>Rules of good practice in the research is already in implementation. There is no need for additional actions for now, except the specific additions in documents above.</p>	<p>31 of December 2012</p> <p>Scientific Council, Legal Department</p>

8. Dissemination, exploitation of results

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, commercialized. 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2</p> <p>Act on the Right to Access to Information (Official Gazette 172/03)</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 7</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research</p> <p><i>Practice:</i> Researchers disseminate their research results by publishing in both Croatian and foreign scientific and professional, peer revised publications</p>	<p><i>Adoption:</i> Rules of Good Academic Practice for Scientific Research Ordinance on Protection of Intellectual Property</p> <p>More international public engagement is needed in order to familiarize the society at large with INANTRO's research results, so that these results can be used as guidelines for making future plans and actions in our society. The current projects' descriptions will be presented on the INANTRO's website.</p>	<p>31 of December 2012</p> <p>Legal Department, Scientific Council</p>

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
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2</p> <p>Action Plan to Stimulate Investments in Science and Research</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Labor Ordinance</p> <p><i>Practice:</i></p> <p>The Institute is good enough represented and recognized in the public arena in Croatia, but not enough on the international level, despite its efforts to inform the public of its work through the media - while organizing scientific conferences and other events.</p>	<p>Mobility of researchers and continuous presenting of INANTRO's work in media and in larger social context, especially international.</p>	<p>1st of July 2013 / Legal Department</p>

10. Non discrimination

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 14, Article 15</p> <p>The Anti-discrimination Act (Official Gazette 85/08) Article 1, Article 8</p> <p>Labor Act (Official Gazette 149/09)</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research Labor Ordinance</p> <p><i>Practice:</i></p> <p>Existing Work Regulations arrange worker dignity issues.</p>	<p><i>Adoption:</i></p> <p>Rules of Good Academic Practice for Scientific Research Code of Ethics</p> <p>It is regulated already by the existing Regulations. The specific additions in documents above could be improved.</p>	<p>31 of December 2012</p> <p>Head of Institute, Legal Department, Ethics Committee</p>

11. Evaluation/ appraisal systems

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04, 46/07) Article 32, Article 37</p> <p>Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09) Article 18</p> <p>Rules of Evaluation system for the Scientific Organization</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research</p> <p><i>Practice:</i> The SC composes its Decisions on Assistants' Work Evaluations annually, based on mentors' reports. The Decisions are forwarded to the MSES. Researchers submit quartile reports on their work to the Head of the Institute. The Leaders of projects report to the MSES, regarding all research projects, and these reports are provided annually. Specific evaluation/appraisal system is not established as yet.</p>	<p><i>Adoption:</i> Rules of Good Academic Practice for Scientific Research Code of Ethics</p> <p>The Development Strategy of the INANTRO will point out an attention to the additional development of the evaluation system for the researchers.</p>	<p>31 of December 2012</p> <p>Head of Institute, Scientific Council</p>

II. Recruitment

12. Recruitment			
Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at 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.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labor Act (Official Gazette 149/09) The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 44, Article 45</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 35, Article 40, Article 42, Article 43</p> <p>Conditions for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 120/07)</p> <p>Regulations on the INANTRO's Structure of Working Places and Positions (The Governing Board)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i> Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> Scientific Council is in charge of the selection procedure for scientific, associate and professional positions based on a public advertisement of vacancy. The Head of the Institute, based on the recommendation of the SC, makes a decision for the invitation of public advertisement of vacancy for scientific, associate and professional positions in line with general provision on the INANTRO's positions structure.</p>	<p><i>Adoption:</i> (Adding specific rules about recruitment procedures – sub-document) Code of Conduct for the Recruitment of Researchers</p> <p>Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position.</p>	<p>1st of July 2013</p> <p>Head of Institute, Scientific Council, Legal Department</p>

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, 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 specialized 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>Labor Act (Official Gazette 149/09)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04, 46/07)</p> <p>Article 35, Article 36, Article 40, Article 41</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 42/08)</p> <p>Act on Foreigners (Official Gazette 79/07, 36/09)</p> <p>Registry of Researchers Regulations (Official Gazette 72/04, 101/04)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The SC is in charge of the selection procedure for scientific, associate and professional positions based on a public advertisement of vacancy - which is published in the Official Gazette, daily newspapers, the INANTRO's website and on the www.euraxess.hr portal.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment procedures - sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>In line with the Development Strategy of the INANTRO. Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position</p>	<p>1st of July 2013</p> <p>Scientific Council, Legal Department</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>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p> <p>Labor Act (Official Gazette 149/09)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Competent members of a Selection Committee - for the selection of candidates assembled through public advertisement of vacancy - are chosen according to the established procedure, in line with the existing regulations and INANTRO's practices.</p> <p>Due to the utilization of existing practices and regulations for candidate selection, a need for external expert assessment of candidates had not, as of yet, occurred. However, selection committee member training would ensure further unifying criteria for the selection procedure.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment procedures - sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>A unique criterion for candidate selection procedures will be agreed upon, in regards to the specificities of INANTRO's interdisciplinary holistic research.</p>	<p>1st of July 2013</p> <p>Scientific Council, Legal Department</p>

15. Transparency (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 40</p> <p>Labor Act (Official Gazette 149/09)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 7a</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Job candidates are informed of work conditions and career development prospects in the INANTRO through the public advertisement of vacancy, and are further informed during the job interview. This is in line with existing INANTRO's regulation on the recruitment process, and is therefore current practice. All candidates are informed about the selection of the best candidate upon the decision of the Selection Committee.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment procedures - sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>The note for the candidates should include brief explanation regarding the strengths and weaknesses of their application.</p>	<p>2011.-2014. (and constantly) – upon every public advertisement of vacancy/</p> <p>Legal Department</p>

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience 15 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>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p> <p>Labor Act (Official Gazette 149/09)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The selection committees primarily evaluate the work candidates have done in the field of interest of the Institute, and regarding the specific issues that are considered to be related to INANTRO's scope of work. The selection is also based on the number of (scientific) publications written by candidates, as well as their past participation in higher education in both domestic and international institutions.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment procedures - sub-document)</p> <p>The selection process should, among other things, evaluate;</p> <ul style="list-style-type: none"> (1) a candidate's experience of mobility, and past experiences in international science-related institutions; (2) intersectoral mobility; (3) participation in collaborative research programs. <p>Drafting The Regulations on Criteria and Priorities for Selection into Scientific Positions.</p>	<p>1st of July 2013</p> <p>Legal Department, Head of Institute</p>

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

Career breaks or variations in the chronological order of CVs should not be penalized, 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
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p> <p>Labor Act (Official Gazette 149/09)</p> <p>Basic Collective Agreement for Officers and Employees in Public Services (84/07)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Short-term pauses in career development and changes of scientific interests were not negatively evaluated during the selection procedures.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment procedures - sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>The evaluation of certain achievements and qualifications which are not directly related to the fundamental work of the Institute should be encouraged and incorporated in the (future) Regulations on Criteria and Priorities for the Selection into Scientific Positions.</p>	<p>1st of July 2013</p> <p>Legal Department</p>

18. Recognition of mobility experience (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p> <p>Labor Act (Official Gazette 149/09)</p> <p>Rules of International Mobility, Senate of The University of Zagreb, 2010</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 41-45</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Different types of mobility experiences are considered a valuable contribution to research competency, in terms of evaluation of a researcher-candidate (both internally - i.e. in the INANTRO and externally).</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recruitment and recognition procedures – sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>Code of Conduct for the Recognition of Researchers</p> <p>Rules of Good Academic Practice for Scientific Research</p> <p>Evaluate:</p> <p>(1) former candidate’s mobility and experience in international scientific institutions</p> <p>(2) intersectoral mobility and</p> <p>(3) participation in collaborative research programs.</p> <p>Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position.</p>	<p>1st of July 2013</p> <p>Scientific Council, Legal Department, Head of Institute</p>

19. Recognition of qualifications (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Council of Europe Treaty no. 165). ("Official Gazette", International Contracts, no. 9/02)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 85</p> <p>Act on Recognition of Foreign Education Qualifications (Official Gazette, 158/03, 198/03, 138/06)</p> <p>Criteria for Evaluation of Foreign Higher Education Qualifications (Agency for Science and Higher Education CLASS: 602-06/08-01/52 FILE NO.: 335-05-08-01 Zagreb, 9th April 2008)</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>INANTRO respects to all national regulations related to the recognition of foreign education qualifications during the recruitment of new researchers.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about recognition procedures – sub-document)</p> <p>Code of Conduct for the Recognition of Researchers</p> <p>Drafting the unifying Regulations on Criteria and Priorities for Selection into Scientific Positions.</p> <p>INANTRO's management should be further informed of all the aspects of the recognition of foreign education qualifications.</p>	<p>1st of July 2013</p> <p>Legal Department, Head of Institute</p>

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 recognized.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labor Act (Official Gazette 149/09)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07)</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p>Rules of Scientific Council of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>According to their qualifications, and according to the scientific appointment within the Institute, the Institute appoints additional tasks to researchers - within the institution. Moreover, the INANTRO supports engagement of researchers outside the Institute.</p> <p>The Institute supports the acquirement of new, scientific knowledge by participation in conferences, workshops, teaching etc., while keeping in mind the institute's particular financial capacity.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about seniority – sub-document)</p> <p>Code of Conduct for the Recruitment of Researchers</p> <p>Code of Conduct for the Recognition of Researchers</p> <p>There is no need for additional actions</p>	<p>1st of July 2013</p> <p>Scientific Council, Legal Department</p>

21. Postdoctoral appointments (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07)</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p>Statute of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Having in mind that INANTRO strongly stimulates postdoctoral researchers and their careers, planning professional development could be more systematic in a future.</p>	<p><i>Adoption:</i></p> <p>(Adding specific rules about postdoctoral appointments – sub-document)</p> <p>Code of Conduct for the Recognition of Researchers</p> <p>The Development Strategy of the INANTRO should include a specification of the role of postdoctoral researchers within the Institute structure and international mobility.</p>	<p>1st of July 2013</p> <p>Scientific Council, Legal Department, Head of Institute</p>

III. Working conditions and social security

22. Recognition of the profession			
<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>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labor Act (Official Gazette 149/09) Article 5 Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 21, Article 23</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533- 045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 4, Article 5</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research</p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> Current legislation and the INANTRO's Statute both regulate the recognition of the profession of the researchers and other employees</p>	<p><i>Adoption:</i></p> <p>Rules of Good Academic Practice for Scientific Research Code of Ethics (Adding specific rules about recognition procedures – sub- document)</p> <p>Code of Conduct for the Recognition of Researchers</p>	<p>1st of July 2013</p> <p>Head of Institute, Scientific Council, Legal Department,</p>

23. Research environment

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 program.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labor Act (Official Gazette 149/09) Workplace Safety Act (Official Gazette 59/96, 94/06 and 114/03) Article 17, Article 18, Article 19, Article 69</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 30, Article 46</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The Institute is placed in an appropriate space, with a stimulating research environment and appropriate equipment and facilities.</p>	<p>No actions are needed in close future. It is regulated by the Regulations already.</p>	<p>-</p>

24. Working conditions

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 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Constitution of the Republic of Croatia Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p> <p>Labor Act (Official Gazette 149/09) Declaration of the Rights of Disabled Persons (Official Gazette 47/05)</p> <p>Professional rehabilitation and employment of impaired persons Act (Official Gazette 143/02, 33/05) Article 10</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 30</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> Working hours are regulated by current Work Regulations.</p>	<p>It is regulated by the Regulations already.</p>	<p>-</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>Labor Act (Official Gazette 149/09) Article 10, Article 11</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 42, Article 43</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The Institute has two kinds of employment contracts: permanent and temporary.</p> <ol style="list-style-type: none"> 1. Administration - permanent contracts 2. Young Researchers – temporary contracts 3. Associates Posts – permanent contract 	<p><i>Adoption:</i></p> <p>It is regulated by the Regulations already.</p> <p>However, the Development Strategy of the INANTRO should incorporate Young Researchers retention policy which would address the issue of continuation of their work after termination of the temporary work contract.</p>	<p>1st of July 2013 / Head of Institute, Legal Department</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>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 55, Article 56</p> <p>Act on the Salary in Public Services (Official Gazette 27/01)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08)</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The salaries are regulated by the Croatian national legislation and Sectoral Collective Agreement.</p> <p>Mobilization of funding from various sources (international collaborative projects).</p>	<p><i>Adoption:</i></p> <p>The Institute cannot influence national legislation regarding the financing.</p> <p>The researchers actively seek additional funding for their projects.</p>	<p>-</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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Act on Gender Equality (Official Gazette 82/08) Article 13</p> <p>Labor Act (Official Gazette 149/09) Article 5</p> <p>Statute of the Institute for Anthropological Research</p>	<p><i>Rules:</i></p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>Selection Committees are mostly comprised of a representative gender sample. The recruitment procedure is based on prioritizing a candidate's adequacy for his/her respective job application (experience and acquired knowledge).</p> <p>The INANTRO has no specific (gender-based) equal opportunities policy.</p> <p>Regular follow-up on the European Platform of Women Scientists at http://www.epws.org/</p>	<p>The existing national legislation ensures an equal opportunity policy.</p>	<p>-</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>Statute of the Institute for Anthropological Research</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 42, Article 43</p>	<p><i>Rules:</i></p> <p>Code of Conduct for the Recognition of Researchers, Labor Ordinance Statute</p> <p><i>Practice:</i></p> <p>Young Researchers get appointed with mentors, who are responsible for monitoring their mentoree's development and scientific careers. The mentors are chosen by the INANTRO's Scientific Council.</p>	<p><i>Adoption:</i></p> <p>Adding a specific career development strategy for researchers at all stages of their career in Code of Conduct for the Recognition of Researchers</p>	<p>31 of December 2012 /</p> <p>Head of Institute, Legal Department, Head of institute</p>

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectoral, 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
<p>Act on Recognition of Foreign Education Qualifications (Official Gazette, 158/03, 198/03, 138/06)</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 42/08)</p> <p>Act on Foreigners (Official Gazette 79/07, 36/09)</p> <p>Conditions for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 120/07)</p>	<p>There are no particular regulations on the issue.</p> <p><i>Practice:</i> The person responsible for international cooperation deals with researcher mobility issues.</p>	<p><i>Adoption:</i></p> <p>Adding specific rules about mobility in Labor Ordinance Statute of the Institute for Anthropological Research</p> <p>The Development Strategy of the INANTRO will take into account recognition of the mobility</p>	<p>31 of December 2012 / Head of Institute, Scientific Council, Head of institute</p>

30. Access to career advice

Employers and/or funders should ensure that career advice and job placement 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labor Act (Official Gazette 149/09) Article 5 Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 42, Article 43	There are no particular regulations on the issue. <i>Practice:</i> The Director of the INANTRO tries to consider the best career direction for each employee, directly collaborating with each employee.	<i>Adoption:</i> The Institute have no human and material resources for the expert assistance in relation to career and job placement at the moment, however adding rules about career advice is long-term possible. One of the ways how to do it is consulting with project leaders or Director.	-

31. Intellectual Property Rights

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

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act on Copyright and Related Rights (Official Gazette 167/2003, 79/2007)	<p>There are no particular regulations on the issue.</p> <p><i>Practice:</i> INANTRO encourages researchers to take care about their appropriate protection of Intellectual Property Rights, as same as to respect the intellectual property if other researchers, asking permission for using special measuring instruments (e.g. psychological) and properly citing scientific articles from the literature.</p>	<p><i>Adoption:</i> Training for administrative staff on Intellectual Property Rights Management</p> <p>Adding specific rules in Ordinance on Protection of Intellectual Property</p>	<p>31 of December 2012/ Head of Institute, Legal Department</p>

32. Co-authorship

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 recognized 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).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act on Copyright and Related Rights (Official Gazette 167/2003, 79/2007) Article 11, Article 100	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research</p> <p>Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The researchers are represented in the INANTRO's Governing Board by their representative.</p> <p>The Head of the INANTRO gives researchers all relevant information at the SC meetings and regular employees meetings. Young Researchers are spoken for in the SC by their representative.</p>	<p>It is in implementation already.</p> <p><i>Adoption:</i></p> <p>Adding specific rules in Rules of Good Academic Practice for Scientific Research</p> <p>There is no need for additional actions.</p>	<p>31 of December 2012 /</p> <p>Head of Institute, Scientific Council, Head of institute</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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07), Article 27	<p><i>Practice:</i></p> <p>The researchers of the Institute reach a joint decision concerning teaching activities at the University and private colleges.</p> <p>Material valorization of teaching is not a part of the Institute's scope of activities.</p> <p>Teaching activities are seen as a contribution by the researchers to the educational aspect of scientific work</p>	The Development Strategy of the Institute for Anthropological Research will point out an attention to the development of evaluation of the teaching.	<p>31 of December 2012/</p> <p>Head of Institute, Scientific Council</p>

34. Complains/ appeals

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 18, Article 46</p> <p>Labor Act (Official Gazette 149/09) Article 130</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The researchers are represented in the INANTRO's Governing Board by their representative. The Head of the INANTRO gives researchers all relevant information at the SC meetings and regular employees meetings. Young Researchers are spoken for in the SC by their representative.</p>	<p>The Mentoring Regulations will define mentor/supervisor responsibilities and rights. Adding specific rules in Rules of Good Academic Practice for Scientific Research</p> <p>It is in implementation already</p>	<p>31 of December 2012 / Head of Institute, Scientific Council, Head of institute, Legal Department</p>

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 26</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 55</p>	<p><i>Rules:</i></p> <p>Statute of the Institute for Anthropological Research, Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i></p> <p>The researchers are represented in the INANTRO's Governing Board by their representative.</p> <p>The Head of the INANTRO gives researchers all relevant information at the SC meetings and regular employees meetings.</p> <p>Young Researchers are spoken for in the SC by their representative.</p>	<p>It is in implementation already.</p>	<p>31 of December 2012 /</p> <p>Head of Institute, Scientific Council, Head of Institute, Legal Department</p>

IV. Training

36. Relation with supervisors			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (OFFICIAL GAZZETTE 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) Law Working Conditions for Young Researchers</p>	<p><i>Rules:</i> Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> The INANTRO's mentors and project leaders work in line with national legislation and the INANTRO's Statute.</p>	<p>The Mentoring Regulations will define mentor/supervisor responsibilities and rights in Rules of Good Academic Practice for Scientific Research</p>	<p>2011.-2014. Scientific Council, Legal Department</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>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p>	<p><i>Rules:</i> Rules of Working Conditions of the Institute for Anthropological Research Ordinance on Mentoring</p> <p><i>Practice:</i> The INANTRO's mentors and project leaders work in line with national legislation, ethical practices and the INANTRO 's Statute. The SC evaluates PhD students (young researchers) work annually, and the decisions are based on mentors' reports.</p>	<p>Adding rules about supervision and managerial duties in Rules of Good Academic Practice for Scientific Research</p> <p>The Mentor Regulations will define mentor/supervisor responsibilities and rights.</p>	<p>2011.-2014. Scientific Council, Head of Institute, Legal Department</p>

38. Continuing Professional Development

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p>	<p><i>Rules:</i> Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> Scientific excellence is promoted. The Institute organizes workshops, and conferences, and it publishes research results in the scientific journals. Researchers from INANTRO are involved in teaching at graduate, postgraduate and doctoral courses.</p>	<p>Striving to intensify the involvement of researchers in EU research programs and programs connected with practical.</p> <p>Further development of indicators for follow-up of international cooperation.</p>	<p>2011.-2014. Scientific Council, Legal Department</p>

39. Access to research training and continuous development

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)</p>	<p><i>Rules:</i> Statute of the Institute for Anthropological Research Rules of Working Conditions of the Institute for Anthropological Research</p> <p><i>Practice:</i> Current lack of financial resources often presents an obstacle to the improvement of researchers' skills. Depending on the financial resources, researchers attend trainings.</p>	<p>The Institute lacks funding for additional incentive measures at the moment, but it will be tried to find available resources (from international projects, foundations, through mobility of researchers etc.).</p>	<p>31 of December 2014. Governing Council</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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)	<i>Rules:</i> Statute of the Institute for Anthropological Research Ordinance of Mentoring <i>Practice:</i> Scientific Council appoints mentors to Young Researchers. Project leaders are usually mentors to Young Researchers who are working on a respective project. Their role is guiding, supporting and monitoring a Young Researcher in fulfilling his/her professional tasks.	The Mentoring Regulations will define mentor/supervisor responsibilities and rights.	31 of December 2012 / Scientific Council, Legal Department

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