

TEMPLATE 2: HR STRATEGY - ACTION PLAN

Name Organisation under review: *Institute for Anthropological Research*

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Web link to published version of organisation's HR Strategy and Action Plan:

<http://www.inantro.hr/en/2017/01/09/hr-excellence-in-research-2/>

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1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
<i>Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research</i>	26
<i>Of whom are international (i.e. foreign nationality)</i>	0
<i>Of whom are externally funded (i.e. for whom the organisation is host organisation)</i>	1
<i>Of whom are women</i>	17
<i>Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.</i>	18
<i>Of whom are stage R2 = in most organisations corresponding with postdoctoral level</i>	4
<i>Of whom are stage R1 = in most organisations corresponding with doctoral level</i>	4
<i>Total number of students (if relevant)</i>	0
<i>Total number of staff (including management, administrative, teaching and research staff)</i>	33
RESEARCH FUNDING (figures for most recent fiscal year)	€
<i>Total annual organisational budget</i>	1.020.035,00
<i>Annual organisational direct government funding (designated for research)</i>	870.00,00
<i>Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)</i>	150.035,00
<i>Annual funding from private, non-government sources, designated for research</i>	0
ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)	
<i>The Institute for Anthropological Research, Zagreb, Croatia, is a public scientific institution founded in 1992. The primary task of the Institute is to conduct scientific research in anthropology and human genomics, in the field of humanities, social sciences and natural sciences, biomedicine and health; especially research related to population structure. The programme of the Institute consists of programmes of permanent scientific activity, contractual scientific projects, collaborative programmes and programmes of educational,</i>	

publishing and advertising activities related to anthropology. The Ministry of Science and Education of the Republic of Croatia has the rights and obligations of the founder of the Institute.

2. NARRATIVE (MAX. 2 PAGES)

The Institute for Anthropological Research continues to insist on the highest ethical and professional aspects, which are regulated through various documents and protocols of the Institute. This issue can be challenging for the Institute because of its multidisciplinary nature. However, all researches of the Institute, regardless of their discipline, have to seek all necessary approvals from the Ethical committee as well as the scientific Council, before conducting any kind of scientific project or research. These procedures are defined in the documents: *The Rules of Conduct of the Ethics Committee* (December 19th 2016) and *The Code of Ethics* (April 1st 2012). All researchers need to seek the opinion of the Ethics Committee on their research by filling out the proper template on the INANTRO website.

Since one of the priorities of the Institute is orientating more on the collaboration with SMEs and to conduct various scientific analyses for economical purposes, it will be necessary to keep the ethical principals in research, but also to put special emphasize on the issues on intellectual property protection, patents etc. Therefore, it will be wise to add specific rules on economic activities of the Institute in Rules of Good Academic Practice for Scientific Research and to include project specific regulations to individual annexes to employment contracts.

Annexes to individual employment contracts would regulate Intellectual Property Rights in general, not only related to projects that generate profit. INANTRO should start the practice of including annexes to individual Employment Contracts specific to every project which would regulate Intellectual Property Rights in publications, confidentiality of data and rights after researchers move to another position to a different organization.

According to the organisation's policy (the Statute of the Institute), all calls for research positions are primarily discussed and needs for new staff approved on the monthly Scientific Council meetings. The call for job position first has to be accepted with defined conditions. Secondly, a three membered committee is founded (president and two members), whose task is to write a detailed and well-argued report and to accordingly propose the candidate who best fits the call after a round of interviews with the most qualified candidates. The Call is published in Official Gazette, INANTRO's web site, Euraxess web site and National bureau of employment's web site and it is open for 30 days. The Committee's selection must be guided by the Regulation on Additional Conditions for Recruitment of Researchers which includes various conditions which distinguishes INANTRO from other scientific organizations in Croatia and lists more extensive set of requirements in comparison with national ones. Rising above national requirements shows striving for excellence and it is important for INANTRO as it is an interdisciplinary organization. Committee's report and opinion must be submitted to Scientific Council and their proposal is then put to a secret voting on the Scientific Council Meeting. After the decision of the Scientific Council, Head of the Institute issues a decision on hiring the particular researcher. The decision with an explanation is send to all candidates who are also given a 15-day complaint period. Personalized letters, more precise explanations and some recommendations to candidates should be sent in order to make all procedure more transparent. The whole process is monitored by the President of the Scientific Committee, the Head of the Institute and the Head of Department for human resources, legal and general affairs, but there should be a written document of recruitment procedure (describing technical steps), especially because many people are involved and to ensure maximal transparency. All members of the scientific council are involved in the process, as well as the assistants and postdoctoral researchers who have their representative in the Council. The Institute plans to continue with the following practice since

the number of complaints is practically non-existent. However, although there has been an improvement in the number of foreign applications for job positions as well as internships in the last few years, the Institute plans to increase the number at least by 30%. This could be done by publishing calls for job offers on more international platforms, such as for example ResearchGate or LinkedIn. The newly updated Code of Conduct for the Recruitment of Researchers especially values mobility experience of the candidates and is oriented on the achievements of the person and not on the reputation of their institution. The recognition of foreign qualification highly depends on the policies of the Agency for Mobility and EU Programmes and the Ministry of Science and Education.

Working conditions and social security are defined by various internal documents of the Institute, such as the Statute, the Rules of Working Conditions, the Regulation on Occupational Safety and Rules of Procedure of the Laboratories of INANTRO. Whenever considered outdated, the internal documents are updated and revised (for example, this year the new version of the Statute as well as the Code of Conduct for the Recruitment of Researchers have been updated), always in accordance with the Croatian Science and Higher Education Act and the Croatian Labour Act. INANTRO is working on the gender balance; currently, out of 26 researchers, 17 are female. The relation with supervisors as well as supervision and managerial duties are regulated, among other, by the document Mentoring Regulations and Regulation on evaluation of the work of assistants, post-doc researchers and mentors. Moreover, mentors, assistants and post-doc researchers are obliged to write a yearly report on their work and their mentor's work, which is then discussed on the Scientific Council meetings. INANTRO plans to continue with this successful practice. Assistance in all work-related complaints and appeals is provided by the head of Sub-department for human resources, legal and general affairs, and in accordance with the Statute of the Institute, the Rules of Working Conditions and the Croatian Labour Act.

Since Ministry of Science and Education, under which INANTRO operates, doesn't allow hiring staff that would show increase in total salaries of one organization, INANTRO and Scientific Council should start practice on more transparent revision of existing assistants and post-doctoral researchers with fixed-term contracts before contract expiration date and before employing new staff. Even though needs for extension and promotion of staff with fixed-term contract and needs for new researchers are submitted to Scientific Council by Project leaders and Head of the Institute, Scientific Council should nominate Committees which would revise quality of existing fixed-term staff before their contracts' expiration date in order to report whether existing staff should be held or new should be employed. INANTRO can't keep all young researchers with fixed-term contracts but must give opportunity to new ones in order to educate new doctoral students. This process should be done in accordance with Regulation on Additional Conditions for Recruitment of Researchers, Regulation on evaluation of the work of assistants, post-doctoral researchers and mentors and their reports and Scientific strategy of the INANTRO.

INANTRO plans to focus especially on improving the aspect of Training in the following years. Researchers are highly encouraged to participate in various trainings, workshops, seminars and conferences, especially abroad. The objective is to increase the number of participation in different international trainings per employer in the following years. Consequently, it is expected that this will increase the number of international agreements, scientific projects and will strengthen the participation in the EU programmes in general. The number of trainings abroad is planned to be increased by spreading information and participating in different info-day events, which are organised by the Agency for Mobility and EU Programmes and the Ministry of Science and Education. Professional Associate for International Projects offers full administrative support to all employees wishing to participate in various trainings abroad. Moreover, INANTRO plans to increase the number of foreigners coming to do an internship or training at INANTRO.

Action plan lists all past actions updated with new information on progress and also proposes new actions that are necessary to undertake in order to overcome all gaps identified in HR domain.

3. ACTIONS

The Institute for Anthropological Research plans to continue working on actions that are not yet completely fulfilled, with a special focus on intensifying the involvement in European scientific programs and projects, international cooperation and fulfilling the necessary requirements of doing scientific analysis for economical purposes.

<i>Title action</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target</i>
Ethical and Professional Aspects			
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	Continuous January 2016	Scientific Council Legal Department Head of Institute	<i>Information on relevant legislative and institutional rules are regularly sent to all employees both from the Director's Office and by the Head of the Legal Department, who has been named the official for the Right of Access to Information of the Institute for Anthropological Research, by the Director's decision on January 19th 2016, according to the Act on the Right of Access to Information. He is also obliged to write a yearly report on the transparency and access to information at the INANTRO. All relevant information and documents about relevant legislative and institutional rules regarding scientific research, employment and research rights and obligations is available at INANTRO website in Croatian language (www.inantro.hr/dokumenti).</i>
1.2. Drafting the strategy of continuous informing of researchers about all important events related to the work on the INANTRO	Continuous	Scientific Council Head of Institute	<i>Once per month researchers are informed on all relevant events during the regular Scientific Council meeting – the last item on the meeting agenda concerns notifications on upcoming events. When necessary, the Director's office sends information on important work-related events to all employees.</i>
1.3. Creating Code of Ethics, congruent with existing INANTRO's regulations	April 2012	Legal Department Scientific Council Governing Board	<i>Code of Ethics is created and approved by Scientific Council and Governing Board.</i>
1.4. Creating the Mentoring Regulations, with the goal of defining mentor responsibilities and rights, congruent with existing INANTRO's regulations	March 2014 Continuous reporting	Legal Department Scientific Council Governing Board	<i>Mentoring regulations are changed according to the instructions of the Ministry of Science and Education of Croatia and approved by Scientific Council and Governing Board. The Regulations of the work of doctoral researchers as well as post-doctoral researchers are also a part of the document. According to the Regulations, mentors, doctoral researchers as well as post-doctoral researchers continuously provide reports about their work to the Scientific Council.</i>
1.5. Creating Rules for Ethics Committee, congruent with existing	April 2012	Legal Department Ethics Committee Scientific Council	<i>Rules for Ethics Committee as a sub-document of a Code of Ethics is created and approved by Scientific Council and</i>

INANTRO's regulations (as a sub-document of a Code of Ethics).		Governing Board	Governing Board.
1.6. The summaries of the results of current projects will be presented on the INANTRO's website, as well as in Croatian Scientific Bibliography. The contents presented on the website have to reflect practical implications of the projects' results, as well as the importance of these results for the society.	Continuous	Project Leaders	<i>The website is updated regularly, both Croatian and English versions. Information on all past and ongoing scientific projects is updated, as well as different results (publications, posters, leaflets...). Moreover, notifications on projects (about public lectures etc.) are regularly posted on the Institute's Facebook page. Also, all researchers regularly publish the lists of their publications in Croatian Scientific Bibliography.</i>
1.7. Inventing a 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.	Continuous	Scientific Council Head of Institute	<i>INANTRO has continued to post its profiles to different partner search engines and continued to strive to be included in as many professional organizations as possible in order to improve its international visibility. Researchers are encouraged to promote INANTRO's scientific and professional work at meetings, conferences and congresses as well as to advertise upcoming INANTRO's events. INANTRO has submitted its application for an infrastructural EU project which would enable conducting scientific analysis for economical profit. Moreover, INANTRO tries to conduct various analyses (for example, archaeological) for economical profit.</i>
1.8. Implementation of changes in the statute of the INANTRO regarding the number of departments and researchers employed in each department.	September 2014	Scientific Council Head of Institute Governing Board	<i>External Commission on reaccreditation of scientific organizations in Croatia concluded that INANTRO had too many departments (9) considering it had 29 researchers employed at the time. Some persons were heads of two departments; some researchers were working in two departments and so on. It complicated the relations and hierarchy. All the relations are already regulated through Mentoring relations and individual project/grant agreements. INANTRO made changes to Statute and Ministry of Science and Education approved it.</i>
1.9. Creating INANTRO's strategy for the period 2015 – 2019. Strategy will include priorities and objectives of scientific and professional work.	September 2014	Scientific Council Head of Institute Governing Board	<i>Strategy is created by the working group nominated by Scientific Council and approved by Scientific council, Governing board and Ministry of Science and Education. In 2019 new Strategy will be prepared for the next period of 4 years</i>

			<i>focusing on emerged issues in scientific work.</i>
Recruitment			
2.1. Drafting Code of Conduct for the Recruitment of Researchers as a sub-document. The purpose of this document is a more precise definition of the priorities for the selection of new researchers.	November 2013	Scientific Council Legal Department Governing Board	<i>Regulation of Conduct of Scientific Council of INANTRO (approved in November 2013) obligates members of the Scientific Council to set up criteria and Regulation on conditions for research positions at INANTRO. When the call for position is issued, criteria are specified in the call. A committee is formed for every call in order to determinate which candidates best meet terms proposed in the call. All criteria for each call are published in Official Gazette, on INANTRO's web site, National bureau for employment's website (HZZ) as well as at euraxess.ec.europa.eu.</i>
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.	November 2013 September 2017 December 2017	Scientific Council Legal Department Governing Board	<i>Regulation on Additional Conditions for Recruitment of Researchers has been accepted at the meeting of the Scientific Council on September 2017, and approved by Governing Board in December 2017. The new Regulation validates participation in different European scientific programmes and includes various other conditions which distinguishes INANTRO from other scientific organizations in Croatia and lists more extensive set of requirements in comparison with national ones.</i>
NEW ACTION → 2.3. Supplementing Code of Conduct for the Recruitment of Researchers with technical procedure of the selection of new researchers.	December 2018	Legal Department Governing Board	<i>Regulation of Conduct of Scientific Council of INANTRO, which prescribes setting up commissions which set up criteria for each call for job position, and Regulation on Additional Conditions for Recruitment of Researchers do not include regulation on technicalities like format of call for job position or process of informing candidates of the outcome of the calls, since it is already regulated by national legislative. In this sense, overcoming GAPS nos. 13 an 14 RECRUITMENT (Code) and SELECTION (Code) can't be completely met. Even though INANTRO follows national law in recruitment of researchers, which gives framework of the procedure, INANTRO can be more proactive and start to approach process of recruitment in the more detailed and transparent way, e.g. sending personalized notes to every candidate with the outcome of the calls for job positions. By supplementing one of these Regulations or drafting separate Code of Conduct for</i>

			<p><i>the Recruitment of Researchers, INANTRO would have prescribed and regulated procedure of recruitment of researchers which follows national law but also allows INANTRO to set up more detailed procedure which would fully meet criteria of the Charter and Code and would overcome e.g. GAP no. 15 TRANSPARENCY (Code).</i></p> <p><i>Because salaries depend on national legislation and are the same for same positions in all scientific organizations in Croatia, this procedure would not regulate salaries, so GAP no FUNDING AND SALARIES can't be fully fulfilled.</i></p>
2.4. Scientific Council has to initiate informing about the aspects of recognition of foreign education qualifications.	Continuous	Scientific Council	<p><i>Agency for Science and High Education and Agency for Mobility and EU programmes continue being the competent state authorities on this issue. All new and relevant information coming from these institutions is immediately forwarded to the Legal Department and Members of the Scientific Council. If and when employing a foreign scholar, the Scientific Council follows the instructions given from the two above-mentioned relevant institutions.</i></p> <p><i>Since the recognition of foreign education certificates is not in the domain of INANTOR, overcoming GAP no 19 RECOGNITION OF QUALIFICATIONS (Code) can't be fully met.</i></p>
2.5. The training about the recognition of foreign education qualifications should be organized in cooperation with National Academic Recognition Information Centres and European Network of Information Centres.	November 2013 Continuous	Scientific Council Legal Department	<p><i>Agency for Mobility and EU Programmes organized training on the 11th November 2013 for administrative employees of research institutions and universities in Croatia. Employees of INANTRO attended the training. Ministry of Science and Education of the Republic of Croatia Information Centres and European Network of Information Centres 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 are tracked regularly by the Legal and Human Resources Department.</i></p>
Working conditions and social security			
3.1. Scientific Council will discuss cooperation in Media Anthropology Network, Medical Anthropology Network (European Association of Social Anthropologists),	Continuous	Scientific Council	<p><i>Before joining any association, the proposal is discussed on Scientific Council Meetings. INANTRO employees are members and actively involved in numerous anthropological associations: European Anthropological Association, International Union of Anthropological and Ethnological Sciences, American</i></p>

Network of Concerned Anthropologists (NCA), European Virtual Anthropology Network – Society, and other anthropological associations			<i>Anthropological Association, American Association for Physical Anthropology, European Paleopathological Association, The European Society of Human Genetics, European Association for the Study of Obesity, International Society for the Study of Human Growth and Clinical Auxology etc.</i>
3.2. Drafting Protection of Intellectual Property Ordinance	April 2012	Legal Department Scientific Council Governing Board Head of Institute	<i>Guidelines on scientific honesty, respect of authorship, scientific integrity and avoidance of scientific fraud are given in Code of Ethics of INANTRO. This document also obligates INANTRO to promote ethical standards in these issues. Also, some project grant agreements already have these regulations included.</i>
NEW ACTION → 3.3. Inclusion of Intellectual Property Rights regulation specific to every project in individual Employment Contracts as annex	Continuous	Legal Department Head of Institute	<i>Since there is no particular internal document that regulates Intellectual Property Rights in INANTRO, INANTRO should start the practice of including annexes to individual Employment Contracts specific to every project since every project is different. In this sense, annex to Employment Contract would regulate Intellectual Property Rights in publications, confidentiality of data and rights after researchers move to another position to a different organization. This Action would target GAP 31. INTELLECTUAL PROPERTY RIGHTS which is not completely fulfilled.</i>
3.4. Drafting Rules of Good Academic Practice for Scientific Research, with an accent on both ethical and scientific criteria	April 2012 November 2013 March 2014	Scientific Council Legal Department Head of Institute	<i>Code of Ethics of INANTRO 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. (1st April 2012) Other documents that arrange ethical and scientific criteria are Regulation of conduct of Scientific Council that obligates members of the Council to discuss scientific and professional issues (22nd November 2013), Mentoring regulations and Regulation on evaluation of the work of assistants, post-doctoral researchers and mentors (3rd March 2014).</i>
3.5. Drafting Ordinance on good experimental practice, with an accent on security during research	November 2011 October 2013	Legal Department Scientific Council Head of Institute	<i>Guidelines on good experimental practice are given in the Rules of Procedure of the Laboratories of INANTRO (9th November 2011) and Regulation on Occupational Safety (3rd October 2013).</i>
NEW ACTION → 3.6. Revision of quality of	Continuous	Project leaders Mentors	<i>Scientific Council should start practice on more transparent revision of existing</i>

<p>existing assistants and post-doctoral researcher with fixed-term contracts before contract expiration date and employing new staff</p>		<p>Scientific Council Head of Institute</p>	<p>assistants and post-doctoral researchers with fixed-term contracts before contract expiration date and before employing new staff. Even though needs for extension and promotion of staff with fixed-term contract and needs for new researchers are submitted to Scientific Council by Project leaders and Head of the Institute, Scientific Council should nominate Committees which would revise quality of existing fixed-term staff before their contracts' expiration date in order to report whether existing staff should be held or new should be employed. This should be done because Ministry of Science and Education doesn't allow employing new young researchers if that will increase total salaries of one organization. So, INANTRO can't keep all young researchers with fixed-term contracts but must give opportunity to new ones in order to educate new doctoral students. This need is recognized based on GAP no 25. STABILITY AND PERMANENCE OF EMPLOYMENT. This process should be done in accordance with Regulation on Additional Conditions for Recruitment of Researchers, Regulation on evaluation of the work of assistants, post-doctoral researchers and mentors and their reports and Strategy of the INANTRO. Positions of researchers with permanent contracts are stable. This is not always a good point, provided that there are more quality and suitable researchers which would satisfy needs and strategy of one scientific organization. Unfortunately, this freedom is not given to individual organization and it is based on national legislative.</p>
<p>Training</p>			
<p>4.1. Striving to intensify the involvement in European scientific programs and projects, as well as in researches in cooperation with international researchers.</p>	<p>Continuous</p>	<p>Scientific Council Head of Institute</p>	<p>Employees are regularly informed via e-mail on calls for national and international scientific projects by the professional associate for international projects who also regularly participates in various info-days about international projects and mobility opportunities. Moreover, all new cooperation and project proposals are presented on monthly meetings of the Scientific Council. The indicators for the successful implementation of this action plan are the number of signed agreements on collaboration with international institutions (5 signed in 2016) and the number of applications for international projects (3 applications). Participation in international programs</p>

			<i>and projects is encouraged with Regulation on Additional Conditions for Recruitment of Researchers. The Regulation, among others, includes conditions on participation in international projects which distinguishes INANTRO from other scientific organizations in Croatia and lists more extensive set of requirements in comparison with national ones. Conditions set out in this Regulation must be fulfilled by new employees and existing ones in case of promotions to higher positions.</i>
4.2. Creating INANTRO's strategy for the period 2015 – 2019. Strategy will include priorities and objectives of training and mobility of researchers	September 2014	Scientific Council Head of Institute Governing Board	<i>Strategy is created by the working group nominated by Scientific Council and approved by Scientific council, Governing board and Ministry of Science and Education. In 2019 new Strategy will be prepared for the next period of 4 years focusing on emerged issues in training and mobility of researchers.</i>

As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please also list the web link where this strategy can be found.

Actions addressing the implementation of Open, Transparent, Merit-Based Recruitment principles:

Open, Transparent and Merit-based Recruitment will continue to be conducted through the actions connected with cooperation with international researchers, about the aspects of recognition of foreign education qualifications, as well as continuing to spread information on relevant legislative and institutional rules regarding scientific research, employment and research rights and obligations.

Open, Transparent and Merit-based Recruitment will continue to be conducted through the process conducted by the Scientific Council (described in “4. Implementation”) that includes founding a selection committee, which then writes a detailed report that is put to vote on Scientific Council meetings. All calls for research positions are always published on euraxess.ec.europa.eu, the Croatian Employment Service, the People's Newspaper as well as on the official Institute’s website on both English and Croatian. The Director’s Office sends the Official decision about the employment of a specific candidate followed by an explanation to all candidates who have applied for the position.

What the Institute will try to improve in the following years is the number of foreign interns, since the issue of employment of foreign candidates depends entirely on the Croatian law and the

principles of the Ministry of Science and education. Moreover, an additional training programme in OTM-R is planned to be organized for the INANTRO staff.

4. IMPLEMENTATION (MAX. 1 PAGE)

The internal review was prepared through cooperation of the Professional Associate for International Projects, the head of the Department for General and Administrative Affairs and Human Resources and the Assistant Director (HRS4R INANTRO working group) who have held meetings during September and October 2017. The Research community has been involved in the action plan implementation continuously, especially through the monthly Scientific Council meetings, where all issues on employment of scientific staff were regularly discussed. Working group has thoroughly analysed how much the Institute's practice is in accordance with principles of the Charter and Code. The analysis is conducted based on scientific council documents, past emerged legal issues and general state of scientific policy and recruitment in Croatia. Based on gap analysis and existing action plan, actions are updated with progress and new actions are added. Progress of the actions is continuously monitored by the HRS4R INANTRO working group. HRS4R INANTRO working group's task is to propose activities and changes according to Action plan and warn management structure of INANTRO if something has to be done. Also, HRS4R INANTRO working group must ensure that all involved structures (Scientific Council, Project leaders, Mentors, Head of the Institute, Governing Board) adopt the actions. Progress is monitored through various indicators, such as the number of foreign applications for jobs and internships, the number of international cooperation agreements signed, number of international calls for scientific projects applications, number of complaints etc. These indicators are also regularly requested in various reports the Institute has to submit to the Ministry of Science and Education and other authoritative bodies. HRS4R INANTRO working group will meet every 2 months in order to assess the progress of the Action plan. Operational activities are Professional Associate for International Projects' task who will update the Action plan with actions' progress. INANTRO's Director, Governing Board and Scientific Council will be annually informed about the progress of the Action plan. HRS4R INANTRO working group in cooperation with INANTRO management structure, for future steps in internal and external reviews plans to involve greater input from research community in INANTRO by creating questionnaires and thorough analysis of results.