



Institute for Migration and Ethnic Studies
 Trg Stjepana Radića 3
 10000 Zagreb
 Phone.: +385 1 61 11 586; 61 11 563
 Fax: +385 1 61 19 680
 e-mail: imin@imin.hr

The European Charter for Researchers and the Code of conduct for the recruitment of researches
Human Resources Strategy for Researches

Self-assessment of the Implementation of the Human Resources Strategy for Researches

Institute for Migration and Ethnic Studies (IMIN) received the right to use the logo “HR Excellence in Research” on 18 May 2011. The process of self-assessment of the implementation of the Human Resources Strategy for Researches and the respective Action Plan started in February 2013. The working group was appointed. It included representatives of the researchers (2 members), junior researchers, (1) and administration and management (2).

The working group met on four occasions: 8 and 18 February 2013, and 4 March 18 March 2013. The implementation of the current HR Strategy for Researchers was analysed at the meetings. All tasks were evaluated. The self-assessment showed the need for the inclusion of new actions in the updated version of the Action Plan.

The working group prepared a draft of the updated Action Plan and sent it to all members of the IMIN’s Scientific Council. At the meeting held on 25 March 2013 the Scientific Council discussed the proposed updated Action Plan and agreed to accept it. The working group proceeded with drafting of the HR Strategy for Researchers. The Working Group met for the last time on 22 April in order to accept the final version of the updated HR Strategy for Researchers and Action Plan incorporating the Charter and Code.

SUMMARY OF THE ACTION PLAN

1. Ethical and professional aspects

Actions required	Who	When
1.1. To amend the Mentoring Regulations made in 2011 which defines the rights and duties of mentors.	Commission for making Mentoring Regulations Legal service	April 2014
1.2. To indite contracts for the use of office premises regulating interrelations (responsibilities, roles, rights and obligations) between IMIN and the City of Šibenik, as well as between IMIN and the City of Požega.	Head of Institute Legal service Representatives of the Scientific Council (SC)	Continuously until the end of the contract
1.3. To strengthen IMIN’s presence in the public by continuous presentation of results of its current scientific projects on the website	Project Leaders	September 2013
1.4. To proceed with the Forum of IMIN as a traditional activity, at least on an annual basis, for the purpose of better representation and recognition of IMIN as well as of better ways of presenting IMIN’s work to general public.	SC	In 2013/4/5
1.5. To establish a Commission for promotion and assurance of scientific research quality.	SC and Head of Institute	First half of 2014
1.6. To establish a working group for gender politics of IMIN in order to develop initiatives which support the advancement of women in science.	SC	First half of 2014

2. Recruitment		
Actions Required	Who	When
2.1. To organize a presentation on the recognition of the international scientific qualifications in cooperation with the Agency for Science and Higher Education.	Legal service	By the end of 2013
2.2. To develop guidelines for the device of post-doc programs at IMIN, and the rights and obligations of post-docs within IMIN and those coming to IMIN.	The working group appointed by SC	First half of 2014

3. Working conditions and social security		
Actions Required	Who	When
3.1. To indite a Fact sheet on the policy to protect intellectual property.	Representatives of researchers Legal service	By the end of 2013
3.2. To establish a working group for developing a strategy on the recruitment of present and new junior researchers in IMIN. This group will determine the need for junior researchers once a year, according to the needs of individual research projects.	SC	The second half of 2013
3.3. To develop a Strategy for the recruitment of present and new junior researchers at IMIN. This strategy should be included in the IMIN Development Strategy	SC and Head of Institute	By the end of 2014
3.4. To include the Human Resources Strategy for Researchers as an element of the IMIN Development Strategy	SC and Head of Institute	Beginning of 2014
3.5. To include the evaluation of mobility in the IMIN Development Strategy.	SC and Head of Institute	Beginning of 2014
3.6. To give a written institutional support of IMIN to the Croatian Declaration on Open Access.	SC and Head of Institute	Fall 2013
3.7. To establish a working group that will define modes for evaluating the participation of IMIN's researchers in teaching, and to include them in the IMIN Development Strategy in alignment with the Act on Scientific Activity and Higher Education which is now in force and/or taking into account possible changes of this Act.	SC	Fall 2013

4. Training		
Actions Required	Who	When
4.1. To include indicators for monitoring international cooperation in the IMIN's Development Strategy	Professional Associate for Support of International Projects	Beginning of 2014
4.2. To indite the Regulations on the Use of Sabbatical	Legal service	By the end of 2013