

ACTION PLAN 2021-2023 Including action plan evaluation 2017-2020

Institute for Migration and Ethnic Studies / Institut za migracije i narodnosti (IMIN)
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1. Actions

Please consult the list of all actions you have submitted as part of your HR Strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also select new objectives.

Note: Choose one or more of the principles from the GAP Analysis with their implementation ratings: New, In Progress, Completed, Extended

Proposed ACTIONS

Principles:

- 1. Research freedom 2. Ethical principles 3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligations
- 6. Accountability 7. Good practice in research 8. Dissemination, exploitation of results 9. Public engagement 10. Non discrimination
- 11. Evaluation/ appraisal systems 12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code)
- 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code)
- 19. Recognition of qualifications (Code) 20. Seniority (Code) 21. Postdoctoral appointments (Code) 22. Recognition of the profession
- 23. Research environment 24. Working conditions 25. Stability and permanence of employment 26. Funding and salaries
- 27. Gender balance 28. Career development 29. Value of mobility 30. Access to career advice 31. Intellectual Property Rights

- () 32. Co-authorship () 33. Teaching () 34. Complain/ appeals () 35. Participation in decision-making bodies () 36. Relation with supervisors
- () 37. Supervision and managerial duties () 38. Continuing Professional Development () 39. Access to research training and continuous development
- () 40. Supervision

	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)	Current Status	Remarks
1.1 Strengthen IMIN's presence in the public by continuous presentation of its current scientific and professional projects on the website	3, 7, 8, 9	Continuously 2017-2019 2021-2023	Head of IMIN Project leaders Researchers Web editor	The amount of new content on IMIN's website (e. g. under "News" section)	Completed and continuous)	All projects abstracts and general information is on the website. https://www.imin.hr/projekti/
1.2. Compile IMIN's annual work report and publish it on the website	3, 37	Once a year 2017-2019 2021-2023	Head of IMIN	Completed Annual work report, visible on the website	Completed (and continuous)	Annual reports are published on IMIN's website in Croatian at: https://www.imin.hr/statut-i-ostali-akti/ <i>Under Izvještaji o radu IMIN-a</i>
1.3. Regularly posting IMIN publications and IMIN research works to a repository on IMIN website	3, 7, 8, 9	Continuously 2017-2019 2021-2023	Library and publishing service, Web editor, Researchers	The amount of new content in IMIN's repository (yearly or in a semester)	continuous	The repository is regularly updated. It currently contains: 141 digital objects and will continue to be continuously populated with digital and digitized materials. https://repozitorij.imin.hr/
1.4. Editing the profile of scientists on the IMIN website and	3	Continuously 2017-2019 2021-2023	Researchers	Researchers' profiles up to date (IMIN website)	Completed and extended	The new website contains researcher's profiles and bibliographies.

regular listing of new works in the Croatian scientific bibliography (CROSBİ)				Researchers' bibliographies up to date (IMIN website and CROSBİ)		Researchers are encouraged to keep their CROSBİ pages up-to-date when they publish.
1.5. Choose members of the Committee for the Promotion and Quality Assurance of scientific research	1, 35,	1st half of 2017.	Scientific Council (SC)	Appointed members of the Committee for the Promotion and Quality Assurance of scientific research	Completed	The committee has been selected.
1.6. Adopt guidelines for the internal quality assurance system of scientific work complying with the Rulebook on the System of Promotion and Quality Assurance of IMIN	3, 28	1st half of 2018	Committee for 3, 8, the Promotion and Quality Assurance of Scientific Research SC	Devised and adopted guidelines for the internal quality assurance system of scientific work (written document)	completed	Guidelines have been written and presented to research staff
1.7. Develop the Rules of Procedure of the Ethics Committee	3, 2, 35	2nd half of 2017	Ethics Committee	Rules of Procedure of the Ethics Committee (written document)	Completed	The document has been written,
1.8. Make a statement on ethical and professional responsibility of IMIN employees	2, 3, 4	1st half of 2018	Head of IMIN, Ethics Committee SC	Written statement on ethical and professional responsibility of IMIN employees	Completed	Statement is included in the research application form for ethical clearance.
1.9. Develop guidelines for IMIN's field research	2, 7	1st half of 2018	SC Ethics Committee Heads of Departments	Developed guidelines for IMIN's field research (template document)	Extended plan 2021-2023	The guidelines have been moved into the 2021-2023 period with the added need to be adapted according to the current epidemiological measures due to COVID 19.
1.10. Create a research project proposal application form for the IMIN Ethics Committee to	2, 7, 35, 37	1st half of 2018	SC Ethics Committee Heads of Departments	Research project application form (internal document)	Completed	The internal application form was created and is in use. It is currently in Croatian and needs to be translated into English. It is

determine its compliance with the provisions of the IMIN Code of Ethics						available on IMIN's website at: https://www.imin.hr/statut-i-ostali-akti/
1.11. Select new members of the IMIN Gender Working Group to develop initiatives that support women's advancement in science	37, 27	1st half of 2017 2021-2023	SC	Appointed members of the IMIN Gender Working Group	Extended	The committee was appointed. The committee ceased to exist when its key members moved to different organisations. 2021-2023 - Decision to review the potential structure of the committee.
2.1. Implementation of OTM-R recruitment practices	37, 3	Continuously 2017-2019	Head of IMIN Legal service SC	Recruited researchers in line with OTM-R principles	extended	Due to the current financial situation in Croatia, it is difficult for IMIN to expand its researcher base so the full policy has not been implemented as yet in a new recruitment process. The implementation directives of transparency of the OTM-R policy have occurred (see Action 2.2)
2.2. Publish OTM-R policy on IMIN website	8	2nd half of 2017	Professional Associate for Supporting International Projects Head of IMIN Legal service	IMIN's OTM-R policy published on the website	Completed	The OTM-R Policy has been completed and placed online.
2.3. Introduce OTM-R policy implementation control	37, 11	2018	Legal service Head of IMIN SC	Devised indicators of OTM-R policy implementation	completed	Within the OTM-R Policy there are directives for implementation control including an overview of the roles and responsibilities of key actors and a quality control process evaluation. Implementation control will also come under the creation of directives for

						the managing of all committees.
2.4. Make a job description for researchers in the Regulations on the IMIN's Structure of Working Places and Positions	16,	2018	Legal service SC Head of IMIN	Researchers' job descriptions introduced to the document Regulations on the IMIN's Structure of Working Places and Positions (document visible on the website)	extended	The researchers' job descriptions have been written. The procedure for making alterations to the Regulations has been extended into the period 2021-2023 as this process has multiple formal steps that the document must pass through prior to acceptance of the changes.
2.5. Develop instructions for professional commissions for evaluating candidates at vacancies when recruiting for scientific, professional and administrative positions	11, 13, 16	2018	SC Legal service	Instructions for professional commissions for evaluating candidates at vacancies (written document)	Completed 2020	The instructions have been written
2.6. Regularly inform scientists about mobility opportunities	28, 29	Continuously 2017-2019, 2021-2020	Professional Associate for Supporting International Projects	The amount of e-mail messages and meetings passing the information about mobility opportunities (minimum 3 meetings per year)	Extended and continuous	Professional associate was only employed for a short period. Mobility is encouraged through national and EU initiatives. Mobility has been limited due to the COVID 19 pandemic during 2020.
2.7. Make a brochure on relevant scientific and practical information for doctoral and postgraduate students coming from abroad	7	2017; 2021-2023	Professional Associate for Supporting International Projects Legal service, SC	The Information and Service Brochure for Doctoral and Postgraduate Students, published on the website	Extended	A variety of links are provided to key websites for general information. A practical guide specific to IMIN has been extended to the 2021-2023 plan.

3.1. Provide access to journals, books and online databases relevant to IMIN's research area	3,	Continuously 2017-2019 2021-2023	Library and publishing service Head of IMIN	The amount of purchased literature and licenses for online services providing access to online literature and databases	Extended	Links are provided to National library access and access at varying levels to relevant journals and databases using researcher's login details. This remains a continuous priority. Library's Yearly Reports contains details of purchases.
3.2. Provide the researchers with adequate technical equipment	24	Continuously 2017-2019 2021-2023	Head of IMIN Project leaders	The amount of purchased IT components (computers, laptops, printers, etc.	Completed and continuous	3 computers, 2 laptops, 2 scanner/photocopier
3.3. Regular maintenance and alignment of the working space quality with the requirements of the Law on Safety at Work	5, 24, 37,	Continuously 2017-2019 2021-2023	Head of IMIN	Working space in line with the requirements of the Law on Safety at Work	Extended	Researchers are provided with a work environment that generally aligns with most directives. Nevertheless the building requires renovations as a result of damage to the building from the 2020 earthquakes. The building is currently on a government wait list. Work from home options have been provided as part of measures put in place due to the COVID 19 pandemic.
3.4. Develop guidelines for stimulating and rewarding the publishing of researchers' works	22,	1st half of 2018	Head of IMIN, Heads of Departments SC	Guidelines for stimulating and rewarding publishing (written document)	Completed	Guidelines have been completed and made available to employees as well as being displayed on IMIN's website.
3.5. Continuously inform IMIN employees about	37	Continuously 2017-2019 2021-2023	Legal service	The amount of e-mail messages and meetings passing	Extended	Employees are provided with details of changes when they occur.

changes to laws, regulations, etc. related to science (meetings, e-mails, etc.)				the information on changes to laws and regulations related to science		
3.6. Analysis of the professional development of administrative and professional staff, and the plan of their development and definition of their obligations	37	Once a year 2017-2020 2021-2023	Legal service Head of IMIN	Developed plan and analysis of the activities of the professional and administrative staff	Extended	Professional development is reported on in IMIN's Annual Reports. The planning of PD requires further attention and will become a part of the performance planning and review cycle, while being flexible enough to incorporate participation in relevant PD opportunities as they arise.
4.1. Training of researchers for the application of scientific and professional projects	37, 38	Continuously 2017-2020 2021-2023	Professional Associate for Supporting International Projects SC Head of IMIN	The number of attended workshops dealing with project applications Target: Scientific and professional project applications	Extended	This action continued into the 2021-2023 Action Plan. Consideration of train the trainer workshops based on employees' skills to be included. Yearly Reports 2017. 2018, 2019.
4.2. Organizing workshops on quantitative and qualitative research methods	37, 38	Continuously 2017-2020 2021-2023	Head of IMIN SC	The number of organized workshops	Extended	This action has been moved into the 2021-2023 Action Plan.
4.3. Hold meetings with members of the scientific departments on the possibilities of scientific and professional advancement	37, 38	Once a year 2017-2020 2021-2023	Heads of Departments Head of IMIN	The number of meetings dealing with plans and possibilities of professional development and advancement. Target: Increased frequency of realization of professional advancement of the	Extended	Meetings are held within departments. The planning of professional development needs further focus and has been placed as a focus for the 2021-2023 action plan.

				researchers.		
4.4. Sending professional and administrative staff to workshops, seminars etc. for professional training	37, 38	Continuously 2017-2020 2021-2023	Head of IMIN	The number of workshops and seminars attended by the members of professional and administrative staff	Completed and extended	The professional and administrative staff have attended a number of relevant workshops and will continue to do so. Reports 2017, 2018, 2019.
NEW ACTIONS 2021 – 2023						
Create a general act to accompany the rules on stimulating and rewarding researchers' publications in IMIN which will define monetary rewards and so forth.	22, 11	2021 July - Dec	Legal assistant, Head of IMIN, Scientific Council	General act is created and disseminated to the Scientific Council	New	
General procedures for working committees, roles and responsibilities	3, 4, 6, 7	2021-2023	Head of IMIN, Steering Committee, SC	Guidelines for committees written	New	
Encourage all employees to make their own profile in EURAXESS and become familiar with available tools	29, 37, 39	2021-2023	Steering committee All research employees	Number of employees with EURAXESS profiles. Informative session held with all research staff	New	
Expand the base of documents available in English. New website has its base in Croatian (2021) and will be translated into English	37,	2021, continuous	HR Steering committee, website staff	IMIN's new website translated into English.	New	
The development of a specific OTM-R Policy for administrative and other staff has been placed as an action in IMIN's HRS4R HR	37, 12, 14, 15, 16, 17, 19,	2022 Jan-June	HR Steering committee, Scientific Council.	OTM-R Policy for administrative and other staff created and made available on IMIN's website	New	

strategy 2021-2023						
Monitor the EURAESS website for initiatives, access their applicability to IMIN, introduce new initiatives deemed suitable, for example, the Career development model when it becomes available.	37, 39	Quarterly 2021-2023	HR Steering committee	Applicable initiatives identified and disseminated to research staff. The organization may join in partnering initiatives and so forth with these actions being reported in the yearly report of the Steering Committee	New	
Develop guidelines for "Career development, scientific activities planning and reporting cycle" – planning, evaluating and reporting templates.	28,37,38,39	2021 (July, August-September)	HR Steering and director	Template created and shared with staff	new	
Website key information available in Croatian and English (as per the OTM-R checklist)	8,9,12	2021 June-September	Web developer	Key information translated and English version of the website active and functional	New	
Implement: Career development, scientific activities planning and reporting cycle" – planning, evaluating and reporting templates.	28,37,38,39	2022-2023 (beginning of the year, end of the year)	HR Steering coordinator, director, each researcher	Each researcher is to completed their initial planning and there evaluating/reporting templates.	new	

Note: Add as many actions are needed.

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website. Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL: <https://www.imin.hr/europska-povelja-i-kodeks/>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the

action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles

Since the initial phase and under the guidance of the HR Steering Committee, the OTM-R Policy has been created and reviewed which was formulated around the OTM-R principles. The OTM-R policy has been embedded into IMIN's HR Strategy, made available on IMIN's website. Through discussion with the Scientific Council, which consists of all employees holding research positions, all researchers at IMIN have been informed about the Policy and its related recruitment processes. They have been informed of the principles that the policy support and were given the opportunity to vote on the acceptance of their implementation,

As IMIN has not been in the position to hire new research staff for a number of years, implementation of the OTM-R principles in relation to the recruitment process has not as yet occurred in practice.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL: <https://www.imin.hr/europska-povelja-i-kodeks/>

The larger range of HR policies can be found under: <https://www.imin.hr/dokumenti/>

2. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The Steering committee will lead the action plan implementation in collaboration with key actors. The action plan is for the period 2021-2023. Some actions that directly relate to an event, such as a change in law or recruiting a new employee, have been highlighted in light yellow as they can occur during any period although they do not continuously occur. The steering committee will meet one time every 3 months for a general meeting and more regularly for specific action meetings as the need arises.

	2021			2022			2023				
	4-6 m	7-9 m	10-12 m	1-3 m	4-6 m	7-9m	10-12m	1-3 m	4-6 m	7-9 m	10-12 m
1.1 Strengthen IMIN's presence in the public by continuous presentation of its current scientific and professional projects on the website											
1.2. Compile IMIN's annual work report and publish it on the website											

1.3 Regularly posting IMIN publications and IMIN research works to a repository on IMIN website												
1.4 Editing the profile of scientists on the IMIN website and regular listing of new works in the Croatian scientific bibliography (CROSBI)												
1.9. Develop guidelines for IMIN's field research												
1.11. Select new members of the IMIN Gender Working Group to develop initiatives that support women's advancement in science												
2.1. Implementation of OTM-R recruitment practices (when the necessity arises out of the need for recruitment).												
2.4. Make a job description for researchers in the Regulations on the IMIN's Structure of Working Places and Positions												
2.6. Regularly inform scientists about mobility opportunities												
2.7. Make a brochure on relevant scientific and practical information for doctoral and postgraduate students coming from abroad												
3.1. Provide access to journals, books and online databases relevant to IMIN's research area												
3.2. Provide the researchers with adequate technical equipment												
3.3. Regular maintenance and alignment of the working space quality with the requirements of the Law on Safety at Work												
3.5. Continuously inform IMIN employees about changes to laws, regulations, etc. related to science (meetings, e-mails, etc.) * when the situation arises.												
3.6. Analysis of the professional development of administrative and professional staff, and the plan of their development and definition of their obligations												
4.1. Training of researchers for the application of scientific and professional projects												
4.2. Organizing workshops on quantitative and qualitative research methods												
4.3. Hold meetings with members of the scientific departments on the possibilities of scientific and professional advancement												

4.4. Sending professional and administrative staff to workshops, seminars etc. for professional training											
Create a general act to accompany the rules on stimulating and rewarding researchers' publications in IMIN which will define monetary rewards and so forth.											
General procedures for working committees, roles and responsibilities											
Encourage all employees to make their own profile in EURAXESS and become familiar with available tools											
Expand the base of documents available in English. New website has its base in Croatian (2021) and will be translated into English											
The development of a specific OTM-R Policy for administrative and other staff has been placed as an action in IMIN's HRS4R HR strategy 2021-2023											
Monitor the EURAXESS website for initiatives, assess their applicability to IMIN, introduce new initiatives deemed suitable, for example, the Career development model when it becomes available.	6.	9.	12	3	6	9	12	3	6	9	12
Steering committee yearly reporting to the director											
Develop guidelines for "Career development, scientific activities planning and reporting cycle" – planning, evaluating and reporting templates.											
Implement: Career development, scientific activities planning and reporting cycle" – planning, evaluating and reporting templates.											

- Website key information available in Croatian and English (as per the OTM-R checklist) June-September.

For actions that require the assistance of other key stakeholders, the steering committee will meet with the person or group and discuss the task, expectations and timeline for completion of the task. The key stakeholders will report back to the Steering committee on their progress according to the agreed timeline, any difficulties they may need assistance with or any success to be shared in a timely manner.

In the event of recruitment:

The HR Steering Committee and director as well as necessary administrative staff will review the OTM-R Policy alongside Croatia's legal requirements throughout each stage of the recruitment process. On completion of the process, the process will be evaluated. The OTM-R Policy check list will be reviewed.