



Proposed ACTIONS 2024 -2026 compromising part of IMIN's HR Strategy

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. Complains/ 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

Action	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, 4, 7, 8, 9	Continuously 2017-2019 2021-2023 2024-2026	Head of IMIN Project leaders Researchers Web editor	The amount of new content on IMIN's website (e. g. under "News" section)	Continuous	All projects abstracts and general information is on the website. https://www.imin.hr/en/category/activities/projects/ This is an ongoing action. We have extended our public reach by establishing a Facebook page in 2021, Instagram and Linked-IN in 2024.
1.2. Compile IMIN's annual work report and publish it on the website	2, 3, 4, 37	Once a year 2017-2019 2021-2023 2024-2026	Head of IMIN	Completed Annual work report, visible on the website	Continuous	Annual reports are published on IMIN's website in Croatian at: https://www.imin.hr/statut-i-ostali-akti/ Under Izvještaji o radu IMIN-a. At this point, they are only available in Croatian.
1.3. Regularly posting IMIN publications and IMIN research works to a repository on IMIN	3, 7, 8, 9	Continuously 2017-2019 2021-2023 2024-2026	Library and publishing service, Web editor,	The amount of new content in IMIN's repository (yearly or in a semester)	Continuous	The repository is regularly updated. In the last review it contained 141 digital objects. It now contains 228 digital objects. It will continue to be populated with digital and

website			Researchers			digitized materials. https://repozitorij.imin.hr/
1.4. Editing the profile of scientists on the IMIN website and regular listing of new works in the Croatian scientific bibliography (CROSBI)	3	Continuously 2017-2019 2021-2023 2024-2026	Researchers	Researchers' profiles up to date (IMIN website) Researchers' bibliographies up to date (IMIN website and CROSBI)	Continuous	This was completed for the respective period but has the extended status as profiles need to be updated as the need arises. The CROSBI online portal has been replaced by the CRORIS online portal. Researchers are encouraged to keep their CRORIS pages up-to-date when they publish or begin a new project. https://www.croris.hr/
1.5. Choose members of the Committee for the Promotion and Quality Assurance of scientific research	1, 35,	1st half of 2017 2024-2026	Scientific Council (SC)	Appointed members of the Committee for the Promotion and Quality Assurance of scientific research	Extended	The committee will be established to monitor and evaluate the progress of projects.
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	Completed	Statement is included in the research application form for ethical clearance. https://www.imin.hr/statut-i-ostali-akti/

				IMIN employees		
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)	Completed	The statement is included in the research application form for ethical clearance. The guidelines are up-to-date.
1.10. Create a research project proposal application form for the IMIN Ethics Committee to determine its compliance with the provisions of the IMIN Code of Ethics	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 has been translated into English and is 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 Gender committee: 1) new member appointment; 2) policy development (see remarks); 3) development of initiatives that support women's advancement in science	37, 27	1st half of 2017 2021-2023 2024-2026	SC	1)Appointed members of the IMIN Gender Working Group, 2) policy created, 3a) initiatives developed (2021), 3b) implemented and monitored (2022-2023)	Extended	The Gender Committee was appointed. The Gender policy was developed. IMIN-Gender-Equality-Plan-2022-2025-FINAL-english.pdf As IMIN has undergone a major reconstruction and employed many 5 more researchers and now stands at 25 researchers of which 15 are women. Due to the planned increase in employees during 2024, which is almost complete, the workshops will take place at the beginning of 2025.
2.1. Implementation of OTM-R recruitment practices	37, 3	Continuously 2017-2019 2024-2026	Head of IMIN Legal service SC	Recruited researchers in line with OTM-R principles	Continuous	The policy and OTM-R recruitment practises have been followed with the employment of 7 new research staff members in the period of 2021-2023. This is a continuous (in progress) action as the employment of more new staff members has been planned and approved in the following

						implementation period.
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. https://www.imin.hr/wp-content/uploads/2021/05/REVISED-HRS4R_AP-2.2.IMIN_OTM-R-policy_ENG-revised-version-2021.pdf
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)	completed	The document has subsequently been completed. https://www.imin.hr/wp-content/uploads/2021/05/IMIN-2.4._Opis-r.-mj.-istrazivaca_OTM-R.pdf
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 https://www.imin.hr/wp-content/uploads/2021/05/HRS4R_AP-2.5._Upute-za-strucna-povjerenstva-za-ocjenu-pristupnika-na-javne-natjecaje.pdf
2.6. Regularly inform scientists about mobility opportunities	28, 29	Continuously 2017-2019, 2021-2020	Professional Associate for Supporting	The amount of e-mail messages and meetings passing	Extended and continuous	A new Project Manager has been employed. Mobility is encouraged through national and EU initiatives. IMIN received 2 visitors

		2024-2026	International Projects	the information about mobility opportunities (minimum 3 meetings per year)		through ERASMUS plus and through Internship programs. IMIN plans to apply at the beginning of 2025 to be included in the ERASMUS plus program (applications are made at the beginning of the calendar year). Information regarding mobility opportunities have been passed on. At this stage, most researchers due to personal and family obligations have shown greater interest in participating in off-site field work with a number of researchers travelling to collaborate internationally, for example, one researcher visiting 3 institutions in Australia, 1 visiting a number in South America, visits made to Slovenia, Bosnia and Hercegovina and Hungary.
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	Completed	A variety of links are provided to key websites for general information. IMIN has decided to take the approach of establishing mentoring when a doctoral or postdoctoral student comes from abroad. 2 such students have visited in the 2021-2023 implementation period. It is the mentor's responsibility to assist the student and provide induction training. On both cases that have occurred, this was completed successfully.
3.1. Provide access to journals, books and online databases relevant to IMIN's research area	3,	Continuously 2017-2019 2021-2023 2024-2026	Library and publishing service Head of IMIN	The amount of purchased literature and licenses for online services providing access to online literature and databases	Continuous	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	24	Continuously 2017-2019 2021-2023	Head of IMIN Project leaders	The amount of purchased IT components	Completed and continuous	6 laptops, 21 computers, 7 scanners/copiers

equipment		2024-2026		(computers, laptops, printers, etc.		
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 2024-2026	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. Building works as a result of the damage to the building from the 2020 earthquakes has been completed. Further renovations to create a more appealing workspace have commenced with the restructuring of the library and a planned renovations to the kitchen space and new meeting room. IMIN's second building has also undergone renovation.
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. https://www.imin.hr/wp-content/uploads/2021/05/HRS4R_AP-3.4_Smjernice-za-stimuliranje-i-nagradivanje-objava-istrzivaca.pdf
3.5. Continuously inform IMIN employees about changes to laws, regulations, etc. related to science (meetings, e-mails, etc.)	37	Continuously 2017-2019 2021-2023	Legal service	The amount of e-mail messages and meetings passing the information on changes to laws and regulations related to science	Continuous	Employees are provided with details of changes when they occur.
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 2017-2019 2021-2023 2024-2026	Legal service Head of IMIN	Developed plan and analysis of the activities of the professional and administrative staff	Continuous	Professional development is reported on in IMIN's Annual Reports. The planning of PD is part of the performance planning and review cycle, while being flexible enough to incorporate participation in relevant PD opportunities as they arise. This is a continuous action.

4.1. Training of researchers for the application of scientific and professional projects	37, 38	Continuously 2017-2019 2021-2023 2024-2026	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	Continuous	Professional development is reported on in IMIN's Annual Reports. The planning of PD has now included discussions and monitoring through newly appointed heads of departments. With many 15 active four year projects at IMIN, professional development has been included as an planned action within projects based on individual needs. Administrative PD process remains the same.
4.2. Organizing workshops on quantitative and qualitative research methods	37, 38	Continuously 2017-2019 2021-2023 2024-2026	Head of IMIN SC	The number of organized workshops	Continuous	This has become a focus of training needs according to projects along with any identified needs by the Head of Departments. Training for SPSS has occurred along with train the trainer mentoring where senior specialist have provided methodology expertise to junior or less experienced researchers. This is a continuous action as the need arises.
4.3. Hold meetings with members of the scientific departments on the possibilities of scientific and professional advancement	37, 38	Once a year 2017-2019 2021-2023 2024-2026	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 researchers.	Continuous	Meetings are regularly held with the Director and Heads of Departments. Following IMIN's reconstruction, there are now 3 departments. The Heads of department are responsible for tracking researcher progress and identifying needs, reporting to the Director.
4.4. Sending professional and administrative staff to workshops, seminars etc. for professional	37, 38	Continuously 2017-2019 2024-2026	Head of IMIN	The number of workshops and seminars attended by the members of	Continuous	The professional and administrative staff have attended a number of relevant workshops and will continue to do so. Reports 2021, 2022, 2023.

training				professional and administrative staff		
NEW ACTIONS 2021 – 2023						
29. 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	2021-2023 2024-2026	Legal assistant, Head of IMIN, Scientific Council	General act is created and disseminated to the Scientific Council	Extended	This has been extended as it needs to be written in accordance with new guidelines and policies provided by the Ministry of Science, Education and Youth. This is a requirement in accordance with the new law and the institute's statute.
30. General procedures for working committees, roles and responsibilities	3, 4, 6, 7	2021-2023 2024-2026	Head of IMIN, Steering Committee, SC	Guidelines for committees written	Extended	With the complete reconstruction of IMIN's departments and management structure and processes, along with the employment of a number of new staff member, this has been placed into the next implementation period.
31. Encourage all employees to make their own profile in EURAXESS and become familiar with available tools	29, 37, 39	2021-2023 2024-2026	All research employees	Number of employees with EURAXESS profiles. Informative session held with all research staff	Extended	All employees were encouraged to make a profile. Uptake has been limited (4) due to the limited interest in long-term mobility. This will be encouraged again with the arrival of new staff.
32. 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	Extended	Some have been made available in English. This is still underway with the new restructuring having occurred and new related documents. https://www.imin.hr/en/imin-en/
33. 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	37, 12, 14, 15, 16, 17, 19,	2021-2023 2024-2026	HR Steering committee, Scientific Council.	OTM-R Policy for administrative and other staff created and made available on IMIN's website	Extended	The restructuring and related documents took the focus of much of our administrative staff. As a result, this policy was moved into the next implementation period.
34. Monitor the EURAXESS website for	37, 39	Quarterly 2021-2023	HR Steering committee	Applicable initiatives identified	Continuous	Applicable initiatives identified and disseminated to research staff. The

initiatives, access their applicability to IMIN, introduce new initiatives deemed suitable, for example, the Career development model when it becomes available.				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		organisation may join in partnering initiatives and so forth with these actions being reported in the yearly report of the Steering Committee. Relevant information is disseminated via email. The Career model will be examined during the new implementation period due to the reconstruction of IMIN and its governing statute. This is a continuous action.
35. Develop and implement guidelines for “Career development, scientific activities planning and reporting cycle” – planning, evaluating and reporting templates.	28,37,38,39	2021 (August-September) 2024-2026	HR Steering and director	Template created and shared with staff	Extended	Due to the reconstruction of departments and processes this action has been moved into the next implementation period for updating.
36. Increase public engagement and collaboration with key stakeholders (conferences, round tables, collaboration at events) (new 1.2 see implementation)	28,37,38,39	2022-2023 (beginning of the year, end of the year) 2024-2026	HR Steering coordinator, director, each researcher	Each researcher is to completed their initial planning and their evaluating/reporting templates.	Continuous	IMIN holds a very large conference every two years which is featured in local newspapers, for example: https://glashrvatske.hrt.hr/hr/preporucuje/migracije-i-identitet-kultura-ekonomija-drzava-0-11418872 IMIN is co-organiser of a number of collaborative events which are professional and academic such as Croats in Bosnia and Herzegovina: Historical and Contemporary Perspectives (HRVABIH-POSUP 15-2024/2027) in Široki Brijeg which has occurred in 2023 and 2024. ‘The Second Meeting of the Croatian National Minority and Croats Abroad’ IMIN, the City of Novalja, and the Croatian National Council of Montenegro organized the 2nd Meeting of the Croatian National Minority and Croats Abroad in Novalja, on the island of Pag, 2024 and also the first in 2023.

						Migration Processes between Croatia and South America held in 2023 and 2024 in person and online. International Scientific and Professional Symposium 12. Anatomy of the Island. Aside from this other round table discussions sponsored each year by the Konrad Adenauer Foundation 2021, 2022, 2023. These are to mention some of our activities. This is a continuous action.
37. Establish priority focus and scope for the Coordinator for International Collaboration to guide interaction with other institutions outside of the Republic of Croatia.	23. 28. 37.	2024-2026	Director, Coordinator for International Collaboration, Legal Advisor, Head Administrator, Project Manager	Guidelines for the position Coordinator for International Collaboration	New	

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

Implementation

The Steering committee will lead the action plan implementation in collaboration with key actors. The action plan is for the period 2024-2026. 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 actions that are continuous are indicated in light blue.

Action	2024	2025	2026
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	December 2024	December 2025	December 2026
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 (CROSB)			
1.11. Select new members of the IMIN Gender Working Group to develop initiatives that		1 st half 2025	

support women's advancement in science * training aspect			
2.1. Implementation of OTM-R recruitment practices			
2.6. Regularly inform scientists about mobility opportunities * this will increase with IMIN's application to be included in Erasmus in 2025			
2.7. Make a brochure on relevant scientific and practical information for doctoral and postgraduate students coming from abroad *taken the form of links and mentoring – as the need arises.			
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.)			
3.6. Analysis of the professional development of administrative and professional staff, and the plan of their development and definition of their obligations	Yearly plan	Yearly plan	Yearly plan
4.1. Training of researchers for the application of scientific and professional projects	1x whole meeting Individual project leader meetings	1x whole meeting Individual project leader meetings	1x whole meeting Individual project leader meetings
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	This occurs regularly throughout the year	This occurs regularly throughout the year	This occurs regularly throughout the year
4.4. Sending professional and administrative staff to workshops, seminars etc. for professional training	In accordance with identified needs and yearly plan	In accordance with identified needs and yearly plan	In accordance with identified needs and yearly plan
NEW ACTIONS 2021 – 2023			
29. Create a general act to accompany the rules on stimulating and rewarding researchers' publications in IMIN which will define monetary rewards and so forth.		1 st half	
30. General procedures for working committees, roles and responsibilities		2 nd half	
31. Encourage all employees to make their own profile in EURAXESS and become familiar with available tools	2 nd half	2 nd half	2 nd half

32. Expand the base of documents available in English. New website has its base in Croatian (2021) and will be translated into English			
33. 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		2 nd half	
34. Monitor the EURAESS website for initiatives, assess their applicability to IMIN, introduce new initiatives deemed suitable, for example, the Career development model when it becomes available.			
35. Develop and implement guidelines for "Career development, scientific activities planning and reporting cycle" – planning, evaluating and reporting templates.	1 st half		
36. Increase public engagement and collaboration with key stakeholders (conferences, round tables, collaboration at events)			
NEW ACTION 2024-2026			
37. Establish priority focus and scope for the Coordinator for International Collaboration to guide interaction with other institutions outside of the Republic of Croatia.		1 st half	