

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”

Annex 1: Example of a standard template for the internal analysis –
<http://ec.europa.eu/euraxess/rights>

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 recognised ethical principles and practices. Researchers should, however, recognise 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 recognised 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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Statute 	<ul style="list-style-type: none"> • Rules of Good Academic Practice for Scientific Research • Ordinance on good experimental practice • Code of Ethics • Protection of Intellectual Property Ordinance 	<p>2011/ Scientific Council</p>

2. Ethical principles
<p>Researchers should adhere to the recognised 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.</p>

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> Statute 	<ul style="list-style-type: none"> Code of Ethics Rules of Good Academic Practice for Scientific Research 	2011/ Scientific Council

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
<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) Copyright and Related Rights Act (NN 167/03, 79/07) 	<ul style="list-style-type: none"> Statute 	<ul style="list-style-type: none"> Code of Ethics Rules of Good Academic Practice for Scientific Research Protection of Intellectual Property Ordinance 	2011 Scientific Council

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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Act on Salaries in the Public Services (NN 27/01) • Protection of Confidential Data Act (NN 79/07) • Personal Data Protection Act (NN 103/03) • Ordinance of Elements for Financing Scientific Research Institute (NN 38/97) • Ordinance on the Measures and Mode how to use High Schools and Scientific Institutes Public Revenues realized in the Market from Performing its Activities (NN 103/95) 	<ul style="list-style-type: none"> • Statute • Decision of Income Distribution and Payment for Work on Commercial Projects 	<ul style="list-style-type: none"> • Code of Ethics • Rules of Good Academic Practice for Scientific Research 	2011/ Scientific Council
--	--	---	-----------------------------

5. Contractual and legal obligations			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Institution Act (76/93, 26/97, 47/99, 35/08) • Labour Act (NN 149/09) • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Basic Collective Agreement for Employees in Public Services (NN 84/07) • Copyright and Related Rights Act (NN 167/03, 79/07) 	<ul style="list-style-type: none"> • Statute • Labour Ordinance • Ordinance on Internal Organization and Work Methods of the Institute 	<ul style="list-style-type: none"> • Ordinance on Protection of Intellectual Property • Rules of Good Academic Practice for Scientific Research 	2011/ Scientific Council
--	---	---	-----------------------------

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 authorised 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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Act on Archival Materials and Archives (NN 105/97) • Act on Salaries in the Public Services (NN 27/01) • Ordinance of Elements for Financing Scientific Research Institute (NN 38/97) 	<ul style="list-style-type: none"> • Statute • 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 	<ul style="list-style-type: none"> • Rules of Good Academic Practice for Scientific Research • Code of Ethics 	2011/ Scientific Council

7. Good practice in research			
<p>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 fulfil them at all times.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Protection at Work Act (NN 59/96, 94/96, 114/03, 86/08, 75/09) 	<ul style="list-style-type: none"> • Statute • Ordinance on Risk Assessment • Ordinance on Work Safety • Evacuation and Rescue Plan • Manual for Education with Training Exercises • Ordinance on Data Protection 	<ul style="list-style-type: none"> • Rules of Good Academic Practice for Scientific Research • Ordinance on Protection of Intellectual Property 	<p>2011/ Scientific Council</p>

8. Dissemination, exploitation of results			
<p>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, commercialised. 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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Statute 	<ul style="list-style-type: none"> • Rules of Good Academic Practice for Scientific Research 	<p>2011/ Scientific Council</p>

9. Public engagement			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Action Plan to Stimulate Investments in Science and Research, MZOŠ, 2008. 	<ul style="list-style-type: none"> • Statute • Mission and Vision of the Institute for Tourism 	<ul style="list-style-type: none"> • Creating Brochure of the Institute for Tourism 	2012/ Scientific Council

10. Non discrimination			
<p>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.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Statute • Labour Ordinance 	<ul style="list-style-type: none"> • Code of Ethics 	

11. Evaluation/ appraisal systems			
<p>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.</p>			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Ordinance on Evaluation of Scientific Organizations (NN 39/05, 104/08) 	<ul style="list-style-type: none"> • Statute 	<ul style="list-style-type: none"> • Annual Report on work of researchers • Annual Report on Scientific Projects 	Scientific Council

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
<ul style="list-style-type: none"> • Labour Act (NN 149/09) • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Ordinance on Mentoring • Statute 		

13. Recruitment (Code)			
Employers and/or funders should establish recruitment procedures which are open 14, 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 specialised 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
<ul style="list-style-type: none"> • Labour Act (NN 149/09) • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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

Career breaks or variations in the chronological order of CVs should not be penalised, 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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) • Basic Collective Agreement for Officers and Employees in Public Services (84/07) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance 		

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) • Rules of International Mobility, Senate of The University of Zagreb, 2010. 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Statute 		

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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 recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Ordinance on Mentoring 		
---	--	--	--

III. Working conditions and social security

22. Recognition of the profession

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).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute • Ordinance on Mentoring 	<ul style="list-style-type: none"> • Code of Ethics 	2012/ Scientific Council

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 programme.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) • Act on Salaries in the Public Services (NN 27/01) • Ordinance of Elements for Financing Scientific Research Institute (NN 38/97) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute • Ordinance on Work Safety 	<ul style="list-style-type: none"> • Code of Ethics 	<ul style="list-style-type: none"> • 2011 • Scientific Council
--	---	--	--

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 	<ul style="list-style-type: none"> • Code of Ethics 	

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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 		
---	---	--	--

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) • Act on Salaries in the Public Services (NN 27/01) • Ordinance of Elements for Financing Scientific Research Institutes (NN 38/97) 	<ul style="list-style-type: none"> • Ordinance on the Job Structure and Job Complexity Coefficients • Labour Ordinance • Statute 		

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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 	<ul style="list-style-type: none"> • Code of Ethics 	2011/ Scientific Council
---	---	--	-----------------------------

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Statute • Ordinance on Mentoring 		

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, 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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) • Basic Collective Agreement for Officers and Employees in Public Services (84/07) • Collective Agreement for Science and Higher Education, Independent Union of Research and Higher Education, 2002. 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 		
---	---	--	--

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 		

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 organisations, 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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Copyright and Related Rights Act (NN 167/03; 79/07) 	<ul style="list-style-type: none"> • Statute 	<ul style="list-style-type: none"> • Ordinance on Protection of Intellectual Property 	2011/ Scientific Council
--	---	--	-----------------------------

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 recognised 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ordinance on conditions for election in scientific rank (NN 84/05) 	<ul style="list-style-type: none"> • Statute 	<ul style="list-style-type: none"> • Rules of Good Academic Practice for Scientific Research 	2011/ Scientific Council

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

<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> • Statute • Ordinance on Mentoring • Agreement on Cooperation with Zagreb School of Management 		
--	---	--	--

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
<ul style="list-style-type: none"> • Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) • Labour Act (NN 149/09) 	<ul style="list-style-type: none"> • Labour Ordinance • Statute 	<ul style="list-style-type: none"> • Code of Ethics 	2011/ Scientific Council

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

<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> Rules of Work Procedure of the Steering Committee of the Institute for Tourism Rules of Work Procedure of the Scientific Council of the Institute for Tourism Statute 	<ul style="list-style-type: none"> Code of Ethics 	2011/ Scientific Council
---	---	--	-----------------------------

IV. Training

36. Relation with supervisors

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> Ordinance on Mentoring Annual Work Report Annual Work Report on Scientific Projects 		

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
Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)	Ordinance on Mentoring		

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
<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> Statute 		

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
<ul style="list-style-type: none"> Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09) 	<ul style="list-style-type: none"> Statute 		

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
<ul style="list-style-type: none">Science and Higher Education Act (NN 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09)	<ul style="list-style-type: none">StatuteOrdinance on Mentoring		

Form completed by:

Organisation: Institute for Tourism

Head of the institution: Sanda Čorak, PhD.

Address: Vrhovec 5, 10000 Zagreb, Croatia

Phone: ++385 +1 39 09 666

e-mail: sanda.corak@iztzg.hr

Date: 2010 August 4th

Signature: 