

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

ACTION PLAN FOR THE IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY FOR RESEARCHERS INCORPORATING THE CHARTER AND THE CODE 2010 – 2014

Action plan	Who?	Deadline
<p>Publishing adopted regulations on the website for scientific research and the Rules on Managing Intellectual Property Rights. Publishing the sample employment contract and the conditions of employment in English</p> <p>Forwarding initiatives to the Ministry of Higher Education, Science and Technology for supplementing the training programme for researchers at various career stages during the preparation of the national action plan and the National Research and Development Programme (NRDP); publishing updates on the website for scientific research on a regular basis</p> <p>(5. Contractual and legal obligations/I. Ethical and professional aspects)</p>	UM management and professional services	September 2010 Continuous task until the adoption of the national action plan and the National Research and Development Programme (NRDP)
<p>Sending a letter to secretary-generals of faculties entrusting them with the responsibility to monitor the consistent implementation of OSH training and strict adherence to OSH regulations (internal unannounced controls at least once a year; reports on unannounced internal controls and the observations of the Legal and Human Resources Service)</p> <p>(7. Good practice in research/I. Ethical and professional aspects)</p>	Secretary-General, Legal and Human Resources Service (LHRS)	June 2010, exercising yearly controls
<p>Adopting the Rules on Managing Intellectual Property Rights at the University of Maribor</p> <p>(8. Dissemination and exploitation of results/I. Ethical and professional aspects)</p>	TechnoCenter UM d.o.o., UM bodies	September 2010
<p>Forwarding initiatives to the Ministry of Higher Education, Science and Technology, during the preparation of the national action plan and the NRDP, for supplementing the training programme for researchers at various career stages in terms of training content for the purpose of presenting research outputs to non-specialists; publishing updates on the website for scientific research on a regular basis</p> <p>(9. Public engagement/I. Ethical and professional aspects)</p>	UM management and professional services	2011
<p>Revising appointment procedures in accordance with the Charter and the Code: Evaluation and appraisal systems must take into account the overall research creativity and the whole range of research outputs: publications, patents, management of research, teaching, lecturing, control, supervision, cooperation on the national or international level, administrative duties, public awareness</p>	Appointment Committee and the UM Senate on the proposal of UM	2011

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

<p>activities and mobility (international and cross-sectoral) as well as other administrative responsibilities.</p> <p>Promotion procedures will be revised both for teachers engaged in research and for researchers without teaching responsibilities.</p> <p>In order to assess the professional performance of senior researchers on a regular basis and in a transparent manner by an independent (and preferably international) committee in line with the recommendations, we will be exploring the possibility of introducing such changes during the first four years.</p> <p>(11. Evaluation and appraisal systems/I. Ethical and professional aspects)</p>	members	
<p>Adopting a uniform selection procedure for the recruitment of researchers in terms of working conditions and obligations, including promotion prospects</p> <p>Calling attention to systemic issues concerning the recruitment of foreigners, in particular during the preparation of the national action plan and the NRDP</p> <p>Internal instructions for recruiting researchers will be supplemented with a description of the uniform selection procedure, which means that information on working conditions and entitlements, including promotion and career development prospects, will also be included in job advertisements published in Slovene and English.</p> <p>Internal instructions will provide for informing candidates about the selection procedure and the recruitment process prior to selection and about the advantages and disadvantages of the position after the selection.</p> <p>(13. Recruitment (Code)/II. Recruitment)</p>	LHRS on the basis of a proposal made by UM members	December 2010 (continuous tasks until the adoption of the national action plan and the NRDP (2011))
<p>Examining the possibility of adapting selection procedures in line with the recommendations on the establishment of committees according to the representation of scientific disciplines; exploring funding issues for members from abroad with the intention of regulating the selection procedure for researchers, which is currently conducted at faculty level</p> <p>(14. Selection/II. Recruitment)</p>	LHRS on the basis of a proposal made by UM members	December 2011
<p>Supplementing internal instructions with the following:</p> <ul style="list-style-type: none">- information on working conditions and entitlements, including promotion and career development prospects, published in advertisements (in Slovene and English);	LHRS on the basis of a proposal made by UM members	December 2010

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

<ul style="list-style-type: none">- selection procedure that includes a description of career development prospects and alternatives ensuring that candidates will be informed about the course of the procedure either in Slovene or English <p>(15. Transparency/II. Recruitment)</p>		
Supplementing internal instructions in terms of the selection procedure, as described in 16./II. of the Charter and the Code; appointing qualified or competent faculty staff (defining required knowledge and experiences)	LHRS on the basis of a proposal made by UM members	December 2010
<p>(16. Judging merit/II. Recruitment)</p> Supplementing internal instructions in terms of the selection procedure, as described in 16./II. of the Charter and the Code; appointing qualified or competent faculty staff (defining required knowledge and experiences)	LHRS	December 2010
<p>(17. Variations in the chronological order of CVs/II. Recruitment)</p> Acknowledging mobility in the appointment process; calling attention (during the preparation of the national action plan and the NRDP) to deficiencies in terms of postdoctoral positions and taxation of fellowships	UM management and professional services	2011
<p>(18. /II. Recruitment)</p> Revising appointment procedures in accordance with the Charter and the Code as to include all recommendations from 19./II.	LHRS	2011
<p>(19. Recognition of mobility experience/II. Recruitment)</p> Adapting the human resources manual in accordance with the following recommendations: <ul style="list-style-type: none">- recommendations concerning the recognition of mobility experience: the stay in another country/region, research organization (public or private), transition from one discipline or sector to another, irrespective of career level; virtual mobility must be considered a valuable contribution to the career development of researchers; mobility must be acknowledged in the selection procedure- recommendations for evaluating and appraising academic and professional qualification, including non-formal qualifications of all researches, in particular in the context of international and professional mobility- familiarizing oneself and gaining 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	LHRS	December 2010

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

<p>channels</p> <ul style="list-style-type: none">- determining whether the needs of the position are in line with the required qualification level so that they do not present a barrier to entry- focusing on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained- acknowledging long professional developments since professional qualifications may be acquired at the beginning of a long career or seniority <p>(20. Recognition of qualifications/II. Recruitment)</p>		
<p>Supplementing general acts of UM with guidelines of this principle and calling attention to deficiencies during the preparation of the national action plan and the NRDP</p> <p>Formulating rules and guidelines for the recruitment and appointment of postdoctoral researchers; determining the maximum duration and the objectives of such appointments. Such guidelines should take into account the 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.</p> <p>(21. Postdoctoral appointments/II. Recruitment)</p>	LHRS	December 2010
<p>Examining possibilities for:</p> <ul style="list-style-type: none">- putting forward a proposal for the organization of day care during the research process- adapting the teaching load with regard to the needs of motherhood <p>(24. Working conditions/ III. Working conditions and social security)</p>	UM management and professional services	2011
<p>Calling attention to the need for changes in research funding for universities in order to achieve greater stability and permanence of employment (during the preparation of the national action plan and the NRDP)</p> <p>(25. Stability and permanence of employment/ III. Working conditions and social security)</p>	UM management and professional services	2011
<p>Calling attention to the need for changes in research funding for universities (during the preparation of the national action plan and the NRDP); studying the proposal for changing the salary system for researchers (separating them from civil servants) and acknowledging the special status of foreigners</p> <p>(26. Stability and permanence of employment/ III. Working conditions and social security)</p>	UM management and professional services	2011
<p>Supplementing the university's instructions for both recruitment and the establishment of bodies with the</p>	UM bodies	December 2010

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

gender balance principle		
(27. Gender balance/ III. Working conditions and social security)		
Calling attention to deficiencies (during the preparation of the national action plan and the NRDP) in order ensure national funding enabling career development (preferably within the context of human resources management) and preparation of specific strategies for career development at all career stages of researchers, irrespective of their contractual situations, including researchers on fixed-term contracts.	UM management and professional services	2011
Ensuring appropriate qualification and active involvement of supervisors who are providing researchers with support and guidance on their personal and professional development, thus motivating them and contributing to reducing any insecurity in their professional future; supplementing the human resources manual in this respect	UM members	2011 (or continuous task with respect to the result of the adoption of the action plan and the NRDP)
(28. Career development/ III. Working conditions and social security)		
Supplementing internal instructions, manuals and rules with the acknowledgment of geographical, cross-sectoral, inter- or trans-disciplinary and virtual mobility, as well as mobility between public and private sector as an effective means of improving scientific discoveries and professional development at various career stages	UM members, management and professional services	2011 2011
Calling attention to obstacles for the implementation (29./III.) of recommendations on the portability of grants and social security provisions in the context of mobility (during the preparation of the national action plan and the NRDP)		
(29. Value of mobility/ III. Working conditions and social security)		
Calling attention to deficiencies (during the preparation of the national action plan and the NRDP) in order to ensure national funding that will enable researchers at all career stages, irrespective of their contractual status, to obtain career advice, which would require additional financial and suitably qualified human resources	UM management and professional services	2011
(30. Access to career advice/ III. Working conditions and social security)		
Formulating and adopting the Rules on Managing Intellectual Property Rights at the University of Maribor	TechnoCenter UM d.o.o., UM bodies	September 2010
(31. Intellectual Property Rights/ III. Working conditions and social security)		
Supplementing general acts of UM with the staff evaluation procedure so that co-authorship can be viewed positively, irrespective of career stage, as evidence of a constructive approach to the conduct	UM bodies	December 2010

European Partnership for Researchers

European Charter for Researchers/Code of Conduct for the Recruitment of Researchers

Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN

of research, or as a means of publishing research results independently from supervisors (32. Co-authorship/ III. Working conditions and social security)		
Calling attention to deficiencies during the preparation of the national action plan and the NRDP – legislative proposal in accordance with 34./III (34. Complaints and appeals/ III. Working conditions and social security)	UM bodies	December 2010
Supplementing the UM Statute in order to ensure the representation of researchers in relevant information, consultation and decision-making bodies, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of UM (35. Participation in decision-making bodies/ III. Working conditions and social security)	UM bodies	December 2010
Proposing programme funding (during the preparation of the national action plan and the NRDP) and the establishment of a system for continuous development, training and preparations of researchers for their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators at different career stages (37. Supervision and managerial duties, 38. Continuing Professional Development, 39. Access to research training and continuous development, 40. Supervision/IV. Training)	UM management and professional services	2011

Prepared by:

Brigita Krsnik Horvat

Head of Science and Research Development Office

Translation from Slovenian:

Doroteja Grčar