

HR Strategy Action Plan for Researchers for Purposes of Implementing the Principles of the European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, and Recommendations on Open, Transparent and Merit-based Recruitment Practices (OTM-R) for the period 2022-2025

	Subject	Measure	Due date	Indicator	Officer/body responsible for implementation	Status
General matters						
1.	HR Committee	<p>Amending the HR Committee membership in a way that it will have more members with the status of a researcher, that all researcher categories will be represented (from R1 to R4) and that duplications of recruitment in the HR Committee and the Collegium of Secretaries are eliminated. Permanent arrangement of the HR Committee (according to the UM Statute).</p> <p>Priority tasks of the HR Committee:</p> <ul style="list-style-type: none"> - monitoring the implementation of HR Strategy Action Plan for researchers for purposes of implementing the principles of the European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, and Recommendations on Open, Transparent and Merit-based Recruitment Practices (<i>Human Resources Strategy for Researches – HRS4R</i>); - monitoring the implementation of Instructions on Recruitment at UM 	30 September 2022	Decision on the appointment of the HR Committee and annual reports on the work of the HR Committee.	UM leadership Secretary General	

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		<p>(implementation of international calls at all University Members, success in attracting candidates, committees' standards for the selection among applicants, etc.);</p> <ul style="list-style-type: none"> - monitoring the implementation of the UM Code of Ethical Conduct (proceedings before the Ethics Committee, trustee for the Code, disciplinary tribunals for students); - monitoring the implementation of the Gender Equality Action Plan; - implementation of the UM Action Plan for Access to the University for Disabled Persons; - proposing measures for improving UM HR Policy in highlighted areas (foreigners, young mothers, fathers on parental leave, UM LGBT community, etc.); - proposing measures for providing support to the most successful researchers at UM; - proposing measures for organising work at home at UM after the pandemic; - proposing guidelines for implementing Dora and the Leiden Manifesto at UM; - examining the need after the adoption of the UM Code for the protection of whistle-blowers; - proposing other measures from the field of human resources at UM. <p>The Committee shall report on their work to the Rector and shall owe the duty of diligence and care</p>				

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		to the Rector. Work reports shall be addressed by the Collegium of Deans and UM Senate.				
2.	Focus groups	Strengthening meetings with focus groups among employees with the aim to better inform UM leadership on the challenges faced by these groups.	Permanent task	<p>Planning meetings with focus groups (foreigners, young mothers, fathers on parental leave, LGBTIQ+ community, people with disabilities, young researchers, etc.).</p> <p>Rector's reports from meetings for Rector's collegium and the collegium of Deans.</p>	Vice-Rector for HR Affairs, HR Committee	
3.	Digital capturing of data	Organization of data capture and digitalization of HR-related indicators	Permanent task, data capture on 31 December	Set up IT support for continued annual HR-related data capture. Publication of relevant data on the UM website (structure by gender, nationality, professional titles).	UM leadership Secretary General Department of Legal, HR and General Affairs Department of Development and Student Affairs UM Computer Centre	

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Recruitment						
4.	Recruitment procedures	<p>Controlling the implementation of recruitment procedures so that they will be open, effective, transparent, supporting and internationally comparable as well as adapted to the type of the position stated in the job advertisement.</p> <p>Continued monitoring system to control the compliance of OTM-R quality standards; the Quality Assessment Committee shall lay down and implement in the self-evaluation reports criteria applied by the self-evaluation group to determine the compliance of practices at UM with recommendations and instructions adopted by UM.</p> <p>Objective: in the HR chapter, the self-evaluation reports shall provide information on the implementation of gender balance principles, the share of employees participating in the University management (committees, working groups and other forms at the University and its Members) and on the performance of international calls for the recruitment of researchers by Faculties, etc.</p>	Permanent task	<p>Publishing vacancies with a broad description of knowledge and competencies required that attract suitable candidates. Description of working conditions and rights in the advertisement, including the advancement opportunities. An appropriate period of time from the publication of the job advertisement until the deadline for submission of applications by candidates. Annually, the number of applications for a particular vacancy is checked and reasons for a possible low response are assessed.</p>	<p>Secretary General</p> <p>Committee for University Quality Assessment</p> <p>HR Committee</p> <p>Department of Legal, HR and General Affairs</p>	<p>Legal basis</p> <p>Instructions on Recruitment at the University of Maribor (7 April 2020), implementation of Instructions by Members cover in their annual report the HR Committee and the Committee for University Quality Assessment</p>

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5.	Trainings on open, transparent and merit-based employment at UM	Organizing training courses on the contents of the Charter & Code, OTM-R Policy at UM and Instructions on OTM-R at UM for Faculty Deans, Faculty Secretaries, Assistant Secretaries, Heads of HR Departments and HR officers as well as Administrative officers working on projects.	Upon taking up the duties as part of a special school as well as regularly as part of the annual programme of "Izpopolni UM" courses.	Number of courses and participants.	Secretary General UM leadership Department of Development and Student Affairs	
Working conditions						
6.	Working time and work at home	Examining the implementation of the working time flexibility and work at home for researchers and comparison with practices at foreign universities in this regard; where appropriate, adoption of guidelines on the criteria regarding work at home within UM that would make practices at Faculties more unified.	31 December 2022	The report by the Vice-Rector for HR, intended for Rector's Collegium, HR Committee and the Collegium of Deans.	Vice-Rector for HR	The report with practices of foreign universities was prepared in the summer of 2021, however, it has not been yet considered.
7.	Reducing teaching obligations of successful researchers.	Examining how many researchers have their teaching obligation reduced due to an above-average load of research work	December 2022	E-records of reduced teaching obligations.	Secretary General Human Resources Service UM Computer Centre	

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8.	Enhancing the mobility of teaching and non-teaching staff	Examining the share of researchers (R1-R4) and other employees that is being involved in international mobility and what are the reasons that this share is not greater.	Permanent	Number of long-term mobilities, ratio between long- and short-term mobilities; objective: 350 mobilities of academic staff for the purpose of teaching or training, at least 80 mobilities of non-teaching staff.	UM leadership Mobility coordinators at Faculties	
9.	Reducing precarious employment of researchers	Ensuring that non-permanent employment contracts do not undermine the work of researchers and striving to improve the stability of employment conditions for researchers upon enforcement and compliance with the principles and conditions provided for under the EU Directive on Fixed-term Work.	Permanent task	Number of researchers with fixed-term employment on projects. Obtaining information on the number of researchers with fixed-term employment at UM, without being employed for an indefinite period of time at the same time, at UM or outside.	Secretary General HR Committee Department of Legal, HR and General Affairs	
10.	Assessing the quality of research work	Implementing the San Francisco Declaration on Research Assessment (DORA) and the Leiden Manifesto into UM documents.	July 2022	Examination of implementation of both documents at foreign universities, discussion on the levels of implementation at	UM leadership HR Committee	

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				UM, adoption of implementation documents.		
11.	Rewarding UM teaching, research and support activities	Examining the opportunities for rewarding the above-average work performance of researchers of all categories (R1-R4) as well as for rewarding UM research and support activities.	December 2022	Standards of above-average work performance and possibilities for financial and non-financial rewarding of the most successful employees.	UM leadership	
12.	Stability of research funding	Further provision of UM initiatives for the Ministry with the aim of improving the stability of funding research work and reducing precarious employment in this regard. Objective: Ensuring a stimulating research or research training environment as well as adequate equipment, buildings and opportunities, including remote collaboration through research networks and compliance with national or sectoral regulations regarding health and safety in research.	Ongoing	Long-term indicator: the trend in growth of the researchers' share with an employment contract of at least five years and of indefinite duration as well as the declining trend of the researchers' share with an employment contract of up to one year.	UM leadership	
13.	Website informing on the rights of employees, especially in case of conflicts at the workplace	Updating the UM website with comprehensive information for UM employees.	March – September 2022	Renewed UM website.	UM leadership Secretary General	

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		Objective: increasing information and legal certainty of employees regarding the rights and obligations resulting from the employment.			Department of Legal, HR and General Affairs UM Computer Centre	
Implementing the equality principle						
14.	University of equality	Analysing the UM Gender Equality Action Plan implementation	Annually	Number of implemented measures from the Action Plan.	UM leadership HR Committee	
15.	University accessible for disabled persons	Preparing the action plan for the university accessible for disabled persons and persons with functional limitations	September 2022	Adoption of the action plan at the UM Senate.	UM leadership UM Senate	
16.	Whistle-blower protection	Examining whether university regulations regarding whistle-blower protection need to be supplemented. Lecture for employees on whistle-blower protection in EU, who are whistle-blowers, why do they need protection, how is this done by the University.	September 2023	Analysis of legal regulation adequacy. Possible adaptation of university regulations. Conducting a seminar on whistle-blower protection.	UM leadership UM Legal Service Department of Development	
Employee training and career development						
17.	Trainings for researchers	Continuous implementation of trainings for researchers pertaining to research planning, research methodologies, research ethics and fairness, acquaintance with the applicable codes	Permanent task	Number of implemented trainings for researchers.	UM leadership Department of Development and Student Affairs	

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		and other regulations, the upgrade of transferable skills of researchers that will be useful to them in the course of their career as well as trainings regarding the protection of intellectual property rights. Objective: Defining the needs for additional skills of researchers according to global trends and proposing trainings.			HR Committee	
Ethics and integrity of research work						
18.	Raising the awareness of researchers on ethics and integrity	Continuously raising the awareness of researchers on ethics and integrity of research work. Organising lectures on the UM Code of Ethical Conduct and procedures in case of violations.	Permanent task	Number of complaints for the trustee for the Code of Ethics and for the UM Committee for the Code of Ethics. Number of Izpopolni UM lectures from this field. UM Student Council programmes for freshmen with the topic of UM Code of Ethics.	UM leadership HR Committee UM Ethics Committee Trustee for the UM Code of Ethics UM Student Council	



The HR Strategy Action Plan for researchers for purposes of implementing the principles of the European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, and Recommendations on Open, Transparent and Merit-based Recruitment Practices for the period 2022-2025 was adopted on 25 January 2022 at the 27th regular session of the Senate of the University of Maribor.

Rector of the University of Maribor
Prof. dr. Zdravko Kačič