

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 2021-2023

	Subject	Measure	Due date	Indicator	Responsible
1.	Charter & Code – implementation of principles	<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 College of Secretaries are eliminated. Permanent arrangement of the HR Committee (according to the UM Statute).</p> <p>Subject matter:</p> <ul style="list-style-type: none"> Monitoring the implementation of the Policy and the Instructions for the Implementation of the UM Policy, based on principles of the European Charter of Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter: Charter & Code); Continuously following new developments of the European Commission, annual reports on the realization of the Action Plan and updates to Action Plan, internal and external evaluations, RESAVER Pension Fund, etc. <p>The Committee shall report on their work to the Rector and shall owe the duty of diligence and care</p>	31 December 2023	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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		to the Rector. Work reports shall be addressed by the College of Deans and UM Senate.			
2.	The implementation of Charter & Code in all areas of UM operation.	Harmonisation of action plans at UM and their implementation, especially the study and research activity, with the action plan regarding human resources (with special emphasis on the implementation of the Charter & Code principles).	Upon the update of relevant action plans.	Harmonised action plans and implementation measures – achieving synergy.	UM leadership HR Committee
3.	Charter & Code – Principle 10 (Non-discrimination – working conditions)	Examining the implementation of the working time flexibility and work at home for researchers and comparison with practices at foreign universities in this regard.	31 June 2021	The report by the Vice-Rector for HR, intended for Rector's College, Committee for scientific research, HR Committee and the College of Deans.	Vice-Rector for HR
4.	Charter & Code – Principle 13 (Recruitment – Code)	Introducing recruitment procedures that will be open, effective, transparent, supporting and internationally comparable as well as adapted to the type of the position stated in the job advertisement.	Permanent task	Advertisements 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.	Secretary General HR Committee Department of Legal, HR and General Affairs
5.	Charter & Code – Principle 25 (Stability and	Ensuring that non-permanent employment contracts do not undermine the work of researchers and striving to improve the stability of employment	Permanent task	Number of researchers with fixed-term employment on projects.	Secretary General HR Committee

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	permanence of employment)	conditions for researchers upon enforcement and compliance with the principles and conditions provided for under the EU Directive on Fixed-term Work.			Department of Legal, HR and General Affairs
6.	Charter & Code – Principle 26 (Funding and salaries) Principle 28 (Career development) Principle 23 (Research environment)	<p>Initiative to the provider of funds and informing important decision-making stakeholders for ensuring a stable research funding environment.</p> <p>Informing partners within the Rectors' Conference of the Republic of Slovenia on the limitations of research potentials reported by researchers due to underfunding of research.</p> <p>Objective: amendment of ZVIS and ZZRD – proposal for the introduction of sectoral funding of research, which would in the event of taking the same measure in teaching ensure stability of employment and development of research careers, secure investments in modern research equipment and adaptation of premises.</p> <p>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.</p>	Ongoing	<p>Raised initiative for sectoral funding of research.</p> <p>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.</p>	UM leadership
7.	Charter & Code – Principle 28 (Career Development)	Continuous implementation of trainings for researchers pertaining to research planning, research methodologies, research ethics and fairness, acquaintance with the applicable codes 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	April 2022	Conducted survey and focus groups, prepared proposals for obstacle elimination.	UM leadership Department of Development and Student Affairs HR Committee

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		regarding the protection of intellectual property rights. Objective: To understand the obstacles for career development of researchers arising from the characteristics of the organizational culture at UM and to propose appropriate organizational measures for the elimination of these obstacles.			
8.	Charter & Code – Principle 34 (Appeals)	Introducing adequate procedures for resolving conflicts related to ethics at UM.	March 2021	Decision on approving the Code of Ethics and Conduct at UM as well as Decision on the appointment of the Committee responsible for dealing with matters falling within the scope of the Code.	UM leadership HR Committee UM Senate
9.	OTM-R in full	Updating the UM website with comprehensive information for UM employees. Objective: increasing information and legal certainty of employees regarding the rights and obligations resulting from the employment.	June 2021	Renewed UM website.	UM leadership Secretary General Department of Legal, HR and General Affairs UM Computer Centre
10.	OTM-R in full	Reviewing the implementation of the Instructions on Recruitment at UM in terms of open, transparent and merit-based recruitment of researchers at UM.	31 May 2021		Vice-Rector for HR HR Committee Secretary General Department of Legal, HR and General Affairs
11.	OTM-R 4.2.2.	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.	UM leadership Secretary General

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					Department of Legal, HR and General Affairs Department of Development and Student Affairs UM Computer Centre
12.	OTM-R Checklist – Point 3	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
13.	OTM-R Chapter 4.2.4., Checklist, Point 5 – Self-evaluation	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. 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.	31 December 2021	Self-evaluation reports of the Quality Assessment Committee, OTM-R statistics – HR indicators	UM leadership UM Senate Committee for University Quality Assessment HR Committee Department of Legal, HR and General Affairs Secretary General

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14.	OTM-R Checklist – Point 11	Developing a single template to be used for publishing vacancies on the EURAXESS portal and other relevant recruitment forums (e.g. LinkedIn, career fairs, etc.).	30 June 2022	Specification of a web tool for (all) recruitment stages. Number of training courses on activity held for relevant stakeholders.	Secretary General UM leadership UM Computer Centre Department of Legal, HR and General Affairs Department of Development and Student Affairs
15.	OTM-R Checklist – Point 21	Monitoring the practice of sending feedback to unselected candidates in line with the Instructions on Recruitment at UM.	Permanent task	Number of candidates who received feedback (total).	Secretary General Department of Legal, HR and General Affairs

Ongoing activities from the Realization of the Action Plan for the HR Management Strategy for Researchers in the period 2014-2017					
3.2 Reducing teaching obligations of ambitious and successful researchers.	3.2.1. Based on their scientific track record, researchers can be appointed with a lower share of teaching obligations.	Set up e-records of reduced teaching obligations in KIS.	December 2021	E-records of reduced teaching obligations.	Secretary General Human Resources Service UM Computer Centre
3.3 Development of incentive system for excellence in research.	3.3.1. Develop and set up criteria/standards for the incentive system for UM teaching, research and support activities.	Set standards for the work performance evaluation of researchers of all categories (R1-R2) as well as for the incentive	December 2021	Set standards for the evaluation and incentive system for teaching, research and support activities.	UM leadership

		system for UM research and support activities.			
3.7 Enhance mobility of teaching and non-teaching staff.	3.7.1. Allocate funds from the development pillar in the funding system to allow for international mobility of higher education teachers and other officers, with emphasis on long-term exchange and training abroad (at least 1 year, e.g. sabbatical).	Providing part of the funds for long-term staff mobility.	Permanent / semester-based.	Number of long-term mobilities, ratio between long- and short-term mobilities; objective: 150 mobilities of teaching staff, at least 80 mobilities of non-teaching staff.	SMPM Coordinators at faculties
	3.7.2. Increase the number of visiting professors and researchers and increase mobility of non-teaching staff.	Call for applications, selection, agreements, payments.	Annual project.	Number of visiting professors.	SMPM Faculties
	3.7.3. Faculties upgrade current study programmes/projects/summer schools by inviting foreign experts and develop new study programmes by engaging in inter-faculty and inter-university cooperation.	Draw up programme and invitation, obtain funding.	Annually.	Number of students attending, number of foreign professors attending, duration of programme (1 week/2 weeks).	SMPM, CEEPUS network coordinators, Faculties
3.8 HR planning (job allocation, promotion and habilitation) at every faculty for at least 5 years in advance.	3.8.1. Develop an HR management system with a clear HR management policy.	Preparing the HR plan or projection for all employees in teaching and research positions for the period of one to three years.	Annually.	Prepared annual and/or three-year HR plan for employees in teaching and research positions.	UM and Members' leadership
3.9 Aligning some of the objectives with the measures in development documents (HR policy).	3.9.1. Updating the HR strategy and action plan in the light of UM Strategy 2021-2030.	Continuously monitoring the compliance of the HR Strategy with UM strategic objectives for increasing the quality	December 2021	Revised Action Plan.	UM leadership



		and cost effectiveness of teaching and scientific research activities.			
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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 2021-2023 was adopted on 22 December 2020, at the 15th regular session of the Senate of the University of Maribor.

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