

ACTION PLAN

ACTION	TIMING	RESPONSIBLE UNIT	CURRENT STATUS
1.1. Introduce the practice of signing the Declaration of Honour when starting the contract and handing the Code of Ethics along with the Charter and Code of the EURAXESS program.	1.1. Continuously from June 2022	1.1. Expert Associate from the Office for Human Resources	COMPLETED
1.2. Design and conduct periodical analyses of the current state and evaluations of relevant legislation and The Code of Ethics regarding research freedom.	1.2. Last quarter in 2022, then continuously once a year	1.2. Expert Associate from the Office for research, art and projects	
2.1. Place the Code of Ethics in the central part of the University official website www.unipu.hr dedicated to researchers - in the area "Science and Research" as well as in the web area dedicated to the EURAXESS program	2.1., 2.2. and 2.3. Third quarter in 2022	2.1. EURAXESS working group in collaboration with University Computing and Information Center in Pula	COMPLETED
2.2. Hang the Code of Ethics at the visible places university facilities.		2.2. Departments secretaries	



<i>2.3. Translate the Code of Ethics in the English language.</i>		2.3. EURAXESS working group in collaboration with Ethical Committee	
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<i>2.4. University and Ethical Board need to strengthen the working atmosphere of transparency, justice, non-discrimination, and open communication.</i>	2.4. From June 2022 continuously	2.4. Ethical Board	
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3.1. Promote "A Foreign Researcher's Guide to Croatia" which includes regulation regarding this matter, with a special focus on working conditions in the area of intellectual property rights as well as requirements and conditions of all providers of financial resources. Disseminate it through the intranet and the university website in the area reserved for researchers/employers.	3.1. June 2022	3.1. Researchers from the EURAXESS working group	COMPLETED
3.2. Organize thematic workshops in the area of working conditions and financing	3.2. Last quarter in 2022, First quarter in 2023		
3.3. Create and adopt a Rulebook on the disciplinary procedures regarding defining the procedures in situations of violation of the Code of Ethics	3.3. Second quarter in 2023	3.2, 3.3. Ethical Committee and Legal office	



<i>4.1. Strengthen the culture of applying for EU projects' funds in order to attract financial resources for the research & development activities by promoting the exchange of experience among researchers who have already participated/are currently participating in the R&D projects. Organize networking events.</i>	4.1., 4.2. and 4.3. from June 2022 continuously	4.1., 4.2. Expert Associate for international programs and projects from Office for partnership and projects in collaboration with EURAXESS working group	EXTENDED
<i>4.2. Put stronger efforts into informing the researchers about the available funding options: - publish more information regarding funding on the official university website www.unipu.hr - distribute more information regarding funding through the university intranet -promote funding opportunities through the university departments' ECTS coordinators - promote funding opportunities at the official University social media pages (Facebook) - organize "Open Days" for researchers in order to promote national and international funding opportunities as well as possibilities of the EURAXESS network</i>			



4.3. Strengthen the collaboration of researchers with the business environment in order to attract capital through ALUMNI networks, offering innovations to the business community and popularization of science		4.3. ALUMNI networks (Faculty of Economics and Tourism "Dr. Mijo Mirković", Faculty of Educational Science, Musical Academy)	
5.1. Organize additional workshops for university researchers regarding data management, IT tools, and use of internal communication systems - intranet. Strengthen the researchers' knowledge regarding procedures of data safety and national legal obligations regarding data protection by participation in various workshops. Create PPT including basic information regarding data protection and GDPR and publish it on the university official website in the area reserved for researchers.	First quarter in 2023, than once per year	University Computing and Information Center in Pula	EXTENDED



6.1. Strengthen efforts to popularize science through university constituents (departments and its researchers and other staff through the promotion of Research Journals and scientific conferences)	6.1., 6.2., 6.3, 6.4, 6.5. Continuously from June 2022	6.1. university departments and R1-R4 researchers	EXTENDED
6.2. Engage in national and international researchers networks and use their dissemination platforms, channels, and audiences (joining European Universities initiative, YUFE initiative)		6.2. Office for Research, Art and Projects and Office for Partnerships and Projects in collaboration with scientists	
6.3. Established centers (VISO, CERPU,CASTER) need to widen their activities to more target groups: children, young population, pupils, and students and offer interesting content; mathematics workshops, robotics workshops, computing workshops and raise interest in science in early-stage). This would help in adjusting the scientific themes to the non-scientific community.		6.3. R1 - R4 researchers who are members of VISIO, CERPU, CASTER,	



<i>6.4. Strengthen collaboration with the local, regional, and international authorities and community (participation in fairs, round-tables, creation of policy papers, conferences, thematic events)</i>		6.4. University board and R1-R4 researchers	
<i>6.5. The new systematization of workplaces introduces founding the Office for strategic communication (yet not founded). This can assist researchers in the activities of dissemination and better exploitation of the results, but due to the official prohibition of new employments, this will not be yet possible.</i>		6.5. Legal Office in collaboration with the University Board	



6.6. Achieving membership in EUPRIO - European Association of Communication Professionals in Higher Education	6.6. By the end of 2024	6.6. R1-R4 researchers	
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<i>7.1. Explore and adopt evaluation criteria and ranking of the research efficiency within scientific areas and fields on the national level.</i>	Continuously from June 2022	University Board, Faculty Councils, Office for Research, Art and Projects, Board for Research and Art	COMPLETED
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8.1. Promote the University openness to foreign researchers through various communication channels; as well as the benefits of participation in EURAXESS program, MSCA Actions within the Horizon Europe program and European Research Council Grants and of networking with the foreign researchers	All actions continuously from June 2022	8.1. , 8.2. R1-R4 members of the EURAXESS working group	COMPLETED
8.2. Create PPT and publish it in the English language on the university website regarding the recruitment process at the university along with basic national legislation following these procedures.			
8.3. Enhancement of the current Recruitment and Selection procedure in accordance with the recommended principles (transparent, supportive, and internationally comparable)		8.3., 8.4., 8.5. Expert associates from the Office for Human Resources and Office for Legal questions	



8.4. Conduct interviews in accordance with the Charter and Code principles; Rejected candidates need to be informed more about the weaknesses of their application and the reasons why another candidate was chosen			
8.5. Ideally, job position adverts should contain the possibilities of career development prospects. "Best effort" will be given here in order to communicate this to the University Human Resources Office.			
9.1. New systematization of workplaces introduces one specialist in HR to actively participate in the management of the human resources of the researchers (not yet founded because of current legislation prohibition)	Continuously from June 2022	Office for Human Resources	EXTENDED



<i>9.2. Instead of just focusing on the quantitative number of the publications, expert committees need to also consider the overall potential of the researchers, their creativity, and their level of independence. More concrete, they should also consider the qualitative aspects.</i>			
<i>10.1. Define clear instructions on the treatment of "breaks" in the careers of researchers or variations in the chronological order of CVs.</i>	10.1. First quarter of 2023	10.1., 10.2, 10.3* Office for Research, Art and Projects in collaboration with the amenable Vice- Rector *also include Departments	EXTENDED
<i>10.2. Create an environment and open discussion at the university on finding ways to Recognition of mobility experience</i>	10.2.,10.3, 10.4. starting from June 2022, continuously		



<i>10.3 Ensure institutional support and the possibility of researchers' absence from the home university.</i>			
<i>10.4. Encourage the international mobility of researchers and motivate them to international professional career development.</i>		10.4. Office for Research, Art and Projects in collaboration with the Office for Partnerships and Projects	
<i>11.1. Put stronger efforts in judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained.</i>	Continuous from June 2022	Office for Human Resources, Office for Legal questions, Departments and Office for strategical planning and quality assurance, Office for postgraduate studies and Lifelong Education	IN PROGRESS



11.2. Put stronger efforts into promoting the concept of lifelong learning (brochures, web, social media, conferences)			
12.1. Propose activities for further work on the initiative towards national legislation in order to define the status and financing of post-doctoral employment.	Continuous from June 2022	12.1, 12.2. University Board, Departments, Office for Legal questions, Departments (councils)	IN PROGRESS
12.2. Encourage the procedure of promoting post-doctoral students to assistants, through the procedure of election to titles.			
13.1. Continue efforts in applying for EU funding in order to modernize university capacities in terms of space, equipment, contents, and ensure a stimulative environment for research work and life.	Continuously from June 2022	13.1. Office for projects and development	EXTENDED



13.2. Address the need to increase the financial resources for science on a national level (through campaigns, roundtables, University Board activities)		13.2. University Board, Departments	
13.3. Encourage the researchers to apply for EU project funding through the more intense promotion of available funds and opportunities; communicate strongly the support provided by the University Offices; encourage coauthorship and teamwork		13.3. Office for Partnership and Projects	
13.4. Expand the Office for students with disabilities services to staff/researchers as well		13.4. University Board, Office for students with disabilities	
13.5. Encourage more often use of the sabbatical year among researchers.		13.5. University Board, departments, Office for Science, research and Arts, Office for Human resources	



<i>13.6. Propose to Departments to rearrange the overburdens in teaching norms and reallocate it to research/science activities.</i>		13.6. University Office for Strategic planning and Quality Management.	
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<i>14.1. Communicate the necessity of increasing the salaries of young researchers on the national level (through forums, roundtables, policy papers, University Board activities)</i>	Continuous from June 2022	14.1. University Board, Departments' Deans	IN PROGRESS
<i>15.1. Create career development strategies for researchers at departments</i>	15.1. Fourth quartal of 2023	15.1. Departments in collaboration with R1-R4 researchers (collaboration of Department Board and and cathedra)	EXTENDED
<i>15.2. Create development Action Plans for departments as a base for systematic and realistic planning of human resources development as well as appropriate working positions</i>	15.2. First quartal of 2024	15.2. Departments in collaboration with R1-R4 researchers (collaboration of Department Board and and cathedra)	



<i>15.3. Open discussion at the university on the possibilities of establishing "Career Center for Researchers". (Continuous efforts into communication on the importance of the lifelong learning concept and encouragement of the international career professional development through international geographical, intersectoral, and interdisciplinary mobilities)</i>	15.3. Continuous from June 2022	15.3. University Board, Departments' Deans, Office for Science, Research and Art, Board for Research and Art Work	
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<i>16.1. Put stronger efforts in the supervision of the norm, in order not to overburden the researcher with teaching norm. Rearrange the overburdens in the teaching norm in benefit to research norm/contribution to university norm.</i>	Continuous from first quartal 2023	University Board, Departments in collaboration with the Office for Strategic Planning and Quality Assurance and R1-R4 researchers	COMPLETED
<i>17.1. Communicate the necessity of introducing a researcher ombudsman role at the university</i>	17.1. Second quartal in 2023	17.1. Legal Office	COMPLETED



<i>17.2. Communicate to the researchers of the procedures established for the eventual complaints/appeals.</i>	17.2. February 2023	17.2. Legal Office	
<i>17.3. Introduce clear rules on the evaluation of the doctoral students' work on their thesis and performance of the mentors as well.</i>	17.3. First quartal in 2024	17.3. University Senate	
<i>17.4. Analyze the relationship between mentors and doctoral students through anonymous questionnaires.</i>	17.4. Last quartal in 2023	17.4. Office for Science, Research, and Art	



Action 18. Translate the university website Euraxess, HRS4R and the Department for Science in english	12/2025	Office for IT	NEW
Action 19. Translate all future documents regarding science including HR and Euraxess in English language, upload them to the website	2025, 2026	Legal department, Office for Science	NEW
Action 20. Organisation of at least one press event per year regarding Euraxess and HRS4R ensuring visibility on the regional level	5/2024	Office for Science, Office for PR and Marketing	NEW
Action 21. Organisation of round tables or similar for academic staff regarding Euraxess and HR possibilities and mobility			NEW
Action 22. Promoting Transparency in Employee Mobility - encouraging mobility will foster international collaboration, increase research quality, and attract more diverse talent to the university.	6/2025	Office for Science / Office for Projects and Mobility	NEW
Action 23. Intellectual Property Policy Development	12/2026	Office for AI, Legal Office	NEW
Action 24. Encouraging Lifelong learning by increasing the LL programmes	1/2026	Centre for Career Development, Alumni and LL learning	NEW
Action 25. HRS4R survey analysis and monitoring - checking the attitude toward HRS4R and Euraxess after the two years of ongoing process.	1/2027	Office for Science and Office for AI, Office for HR	NEW