

**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”**

**I. Ethical and professional aspects**

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<b>1. Research freedom</b>			
<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>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Constitution of the Republic of Croatia</b>, (Official Gazette 85/10) – Article 38, paragraph 1 and Article 69, paragraphs 1 and 4</p> <p><b>Science and Higher Education Act</b> (Official Gazette 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09) – Article 2, paragraph 2, point 1 and Article 4, paragraph 3</p> <p>- support the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter the Charter and Code)</p>	<p><b>Statute of the Institute of Archaeology</b> and <b>Ordinance on the structure of work places and positions in the Institute of Archaeology</b> provide a detailed description of the tasks assigned to individuals</p>	<p>Introduction of statement signing when starting the contract with handing the Charter and Code.</p>	<p>continuously; legal department</p>

<b>2. Ethical principles</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Science and Higher Education Act</b> – Article 2, paragraph 2, point 2; Article 20, paragraph 1; Article 37, paragraph 2, point 3 and paragraph 3 (Article 37 regulates the procedure in the event of election to the scientific profession being revoked for, among other things, serious violations of the Ethical Code); Article 112 – the Ethics Committee, Ethical Code and Ethics Commissions</p> <p>– supports the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology</b> – Article 8, point 12; Article 88</p> <p><b>Decision on the appointment of the Ethics Commissioners at the Institute of Archaeology</b> (from 19<sup>th</sup> of May 2011)</p> <p>– supports the principles of the Charter and Code</p>	Additional actions not needed	

<b>3. Professional responsibility</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Science and Higher Education Act</b> – Article 2, paragraph 2, point 7; Article 37, paragraph 2, point 2 (Article 37 regulates the procedure in the event of election to the scientific profession being revoked for, among other things, scientific papers, upon the basis of which the person was elected to the scientific profession, being plagiarised or based on falsified research)</p> <p><b>Act on Copyright and Related Rights</b> (Official Gazette 167/03, 79/07)</p> <p><b>Labour Act</b> (Official Gazette 149/09) – Articles 90-92</p> <p>- laws support the principles of the Charter and Code</p>	<p>Archaeological excavations and projects are unique and cannot be plagiarised.</p> <p>The Ministry of Culture is responsible for the supervision of excavations and also issues permission for each excavation. Researchers are obliged to submit a scientific and financial report to the Ministry of Culture and other bodies that have provided financial support (e.g. the Ministry of Science, Education and Sports for scientific projects; municipal, town and county government for funds from the budget, etc.)</p>	Additional actions not needed	

<b>4. Professional attitude</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Act on the Protection and Preservation of Cultural Heritage</b> (Official Gazette 69/99, 151/03, 157/03, 87/09, 88/10);</p> <p><b>Science and Higher Education Act</b> – Article 3 outlines the tasks of public scientific institutes; Article 14 is concerned with recommendations on financing science and higher education; Articles 107, 108, 110, 111 regulate the financing of public scientific institutes, scientific projects, associate positions and scientific equipment; Article 113 supervision of legality.</p> <p><b>Ordinance on archaeological excavations</b> (Official Gazette 30/05, 102/10) – Article 5: research is conducted with the permission of the competent Conservation department of the Ministry of Culture; Article 11: any changes/deviations from the approved research are being sent to the competent body in a written form;</p> <p><b>Ordinance on the means of financing scientific research institutes</b> (Official Gazette 38/97, 28/99)</p> <p>- support the principles of the Charter and Code</p>	Permit for each individual excavation, field survey etc. issued by the relevant Conservation Departments of the Ministry of Culture	Additional actions not needed	

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

<p><b>Labour Act</b> – regulates work relations in general, Articles 90-92 – regulate inventions and technical advancements of workers or related to work</p> <p><b>Civil Obligations Act</b> (Official Gazette 35/05, 41/08, 63/08, 134/09) – in general regulates obligations that result from contractual relations</p> <p><b>Data Secrecy Act</b> (Official Gazette 79/07) and <b>Act on Copyright and Related Rights</b> – regulate intellectual property</p> <p><b>Science and Higher Education Act and Ordinance on archaeological excavations</b> (Article 16) – regulate the duties of employees in the scientific profession, and the filing of expert reports on completed work</p> <p>- support the principles of the Charter and Code</p>	<p><b>Employment Ordinance of the Institute of Archaeology</b> – an internal act regulating working conditions</p> <p>Expert and financial reports to the Conservation Department of the Ministry of Culture and other institutions financing the project; Annual reports to the Ministry of Science, Education and Sports</p>	<p>Additional actions not needed</p>	
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**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Institutions Act</b> (Official Gazette 76/93, 29/97, 47/99, 35/08) - Article 67</p> <p><b>Public Procurement Act</b> (Official Gazette 110/07, 125/08) – As a state institution, the Institute of Archaeology is obliged to apply this Act when signing contracts on public works, public procurement contracts and public services contracts with the objective of achieving transparency and control over the signing of contracts;</p> <p><b>Science and Higher Education Act</b> – Article 2, paragraph 2, points 2 and 3; Article 14, Article 107, Article 108, Article 110, Article 111</p> <p>- support the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology</b></p> <p>Institute of Archaeology Administrative Council which is composed of inside and outside members; Annual reports on projects to the Ministry of Science, Education and Sports</p>	<p>Additional actions not needed</p>	

<b>7. Good practice in research</b>			
<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>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Workplace Safety Act</b> (Official Gazette 59/96, 94/96, 114/03, 100/04, 86/08, 116/08, 75/09) – the Act in general regulates the introduction of measures aimed at improving the health and safety of workers, preventing injuries and promoting protection of the work environment</p> <p><b>Information Security Act</b> (Official Gazette 79/07) – regulates information security as well as measures and standards and the competence of the bodies responsible for their implementation</p> <p><b>Data Secrecy Act</b> (Official Gazette 79/07)</p> <p>- support the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology</b> Contracts regarding internet publishing; digitalization of documentation and archiving with restricted access requiring the Institute's permission</p>	<p>Introduction of the Ordinance on the use of IT equipment</p>	<p>Legal department; 2011. – 2014.</p>

<b>8. Dissemination, exploitation of results</b>			
<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>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Science and Higher Education Act</b> - Article 2, paragraph 2, point 3</p> <p><b>Act on Copyright and Related Rights</b> (Official Gazette 167/03, 79/07) – Article 1; Article 5, paragraph 1, paragraph 2, point 11; Article 26; Article 84; Article 85, paragraph 1; Article 90; Article 150</p> <p><b>Act on the Protection and Preservation of Cultural Heritage</b> – Article 52</p> <p><b>Ordinance on archaeological excavations</b> (Official Gazette 69/99, 151/01, 157/03, 87/09 i 88/10) – Article 21, Article 22</p> <p>- support the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology</b> – Article 8, point 3; Article 16, Article 21, Article 22</p> <p>Publication of short reports (<i>Annales Instituti Archaeologici</i>) and scientific papers</p>	<p>Additional actions not needed</p>	

<b>9. Public engagement</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Science and Higher Education Act</b> - Article 2, paragraph 2, point 3</p> <p><b>Act on Copyright and Related Rights</b> (Official Gazette 167/03, 79/07) – Article 26; Article 85, paragraph 1; Article 90</p> <p><b>Act on the Protection and Preservation of Cultural Heritage</b> – Article 52</p> <p>- supports the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology</b> – Article 8, point 19</p> <p>Co-operation with local communities in the tourist and educational promotion of finds and sites</p>	<p>Organizing a larger number of public lectures and thematic round tables in order to inform public about the scientific achievements of the institution.</p> <p>Presentation of scientific results in public, covered by media</p>	<p>continuously; program and project managers</p>

<b>10. Non discrimination</b>			
Employers and/or founders 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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Constitution of the Republic of Croatia</b> – Articles 14 and 15;</p> <p><b>Labour Act</b> – Article 2;</p> <p><b>Anti-discrimination Act</b> (Official Gazette 85/08) – Article 1</p> <p><b>Act on Gender Equality</b> (Official Gazette 116/03, 82/08) – Articles 5 and 6</p> <p>- support the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology Work regulations of the Institute of Archaeology</b> – Articles 15 and 16</p> <p>- support the principles of the Charter and Code</p>	<p>Additional actions not needed</p>	

<b>11. Evaluation/ appraisal systems</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>

<p><b>Science and Higher Education Act</b> – Articles 32–42;  <b>Ordinance on the conditions for election to scientific professions</b> (Official Gazette 84/05, 100/06, 138/06, 120/07, 71/10, 116/10, 38/11)</p> <p>- support the principles of the Charter and Code</p>	<p>Appointment to a higher academic level every five years by the Faculty of Philosophy/Zagreb University; appointment to scientific work places every five years (Ministry of Science, Education and Sports); scientific projects are approved and evaluated by the Ministry of Science, Education and Sports;</p>	<p>Additional actions not needed</p>	
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## II. Recruitment

<p><b>12. Recruitment</b>  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.</p>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Constitution of the Republic of Croatia</b> - Article 44;  <b>Science and Higher Education Act</b> – Article 2, paragraph 2, point 4; Articles 32-38: regulate scientific professions and election to these professions; Articles 39- 42: regulate positions in the scientific profession and the election procedure for these positions  <b>Ordinance on the conditions for election to scientific professions</b> (Official Gazette 84/05, 100/06, 138/06, 120/07, 71/10, 116/10, 38/11)  in relation to this:  <b>Collective Agreement for Science and Higher Education</b></p> <p>- support the principles of the Charter and Code</p>	<p>Employees are recruited by means of public vacancy announcements, which are open to all candidates who meet the necessary conditions for the positions in question. The employment of candidates for assistant positions is dependent on the consent of the Ministry of Science, Education and Sports. This is given separately for each position and assistant.</p>	<p>Suggestions and initiatives to MSES for it to issue adequate policies on the national level regarding employing foreign researchers.</p>	<p>IARH's Scientific and Administrative Councils; 2011-2014</p>

**13. Recruitment (Code)**  
Employers and/or funders should establish recruitment procedures which are open, 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Everything mentioned under Item 12  – supports the principles of the Charter and Code	<b>Statute of the Institute of Archaeology</b> and <b>Ordinance on the structure of work places and positions in the Institute of Archaeology</b> provide a detailed description of the tasks assigned to individuals	Additional actions not needed	

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b> , Article 33-46 – applied by the scientific organisation authorised to conduct the election procedure. After receiving a request, it appoints an expert committee; the decision is made by the Executive Board of the National Science Council  – supports the principles of the Charter and Code	<b>Statute of the Institute of Archaeology -</b> Articles 55-61  Appointments are made by the competent Council, which is external to the Institute; the evaluation of candidates and the appointment of the most suitable candidate are carried out by a commission within the institute consisting also of external associates; the position is opened and the candidate approved by the Ministry of Science, Education and Sports.	Additional actions not needed	

**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.

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



Everything mentioned under Items 12 to 14  - support the principles of the Charter and Code	The positions are approved and monitored by the Ministry of Science, Education and Sports and it is not possible to guarantee advancement; the number of positions also depends on the Ministry of Science, Education and Sports.  Candidates are not informed of the positive/negative aspects of their applications.	Suggestions and initiatives towards the Ministry of Science, Education and Sports relevant to the introduction of regulations at the national level for the employment of foreign researchers.  The candidate is to be informed in detail in writing of the outcome of the election.	IARH's Scientific and Administrative Councils; Legal department; 2011-2014
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**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
<b>Science and Higher Education Act</b> , Article 32, paragraph 5 – the conditions for election to scientific professions are regulated by the <i>Ordinance on election to scientific professions</i> issued by the National Science Council; <b>Ordinance on the conditions for election to scientific professions</b>  - partially support the principles of the Charter and Code	The work of researchers is monitored by the Ministry of Science, Education and Sports; the framework required by law is closely linked to quantitatively measurable parameters and does not include the evaluation of the candidate's overall potential	Widen the evaluation procedure for candidates – include other qualities of candidates in the election; adopt an ordinance or guidelines for the work of the evaluators in the process of electing scientists to positions	IARH's Scientific and Administrative Councils; Legal department; 2011-2014

**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
No limits for application of the principle	Institute adheres to the framework as required by law; in the event two candidates applying for the same position are equal, the other qualities of the candidate will be taken into consideration	Suggestions and initiatives towards the Ministry of Science, Education and Sports relevant to the introduction of regulations at the national level	IARH's Scientific and Administrative Councils; 2011-2014

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
No limits for application of the principle	Institute of Archaeology is a signatory to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; the updating of skills and visits to foreign countries are evaluated in election to the profession;	Additional actions not needed	

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b>  - partially support the principles of the Charter and Code; does not include the evaluation of non-formal and informal education	Recognition of academic qualifications required by law; evaluation of non-formal and informal education in the narrower sense	Suggestions and initiatives towards the Ministry of Science, Education and Sports relevant to the introduction of regulations at the national level; creating internal guidelines for the recognition of other forms of education along with academic one	IARH's Scientific and Administrative Councils; 2011-2014

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Constitution of the Republic of Croatia</b> – Articles 44 and 54; <b>Labour Act</b> (Official Gazette 149/09); <b>Ordinance on the conditions for election to scientific professions</b>  - support the principles of the Charter and Code	The specified qualifications are regulated by law and relate to the contribution of scientists regardless of the institution in which they were acquired	Additional actions not needed	

<b>21. Postdoctoral appointments (Code)</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b> – Article 43; <b>Collective Agreement for Science and Higher Education</b> – Article 43  - partly support the principles of the Charter and Code (budget limitations)	Junior researchers spend six years as assistants before becoming senior assistants; after ten years, promotion to a higher academic level takes place, which is renewable every five years; positions are approved by the Ministry of Science, Education and Sports as stipulated by law.	Developing an initiative towards national legislation regarding the definition of status and financing of post-docs' employment.	IARH's Scientific and Administrative Councils; 2011-2014

### III. Working conditions and social security

<b>22. Recognition of the profession</b>			
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).			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b> – Article 21 regulates who does scientific work and participates in it; <b>Ordinance on the register of scientists</b> (Official Gazette 72/04, 101/04, 82/10) – Article 8, based on the decision of election to the profession, scientists, teachers and associates are registered in the register of scientists  - support the principles of the Charter and Code	Entry into the Register of Scientists is regulated by law	Additional actions not needed	

<b>23. Research environment</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Ordinance on the means of financing scientific research institutes</b> – regulates the basis for the acquisition and distribution of funds for the implementation of the National Scientific Research Programme</p> <p><b>Collective Agreement for Science and Higher Education</b> – Article 36</p> <p>- generally support the principles of the Charter and Code, but funds are insufficient</p>	<p><b>Statute of the Institute of Archaeology</b></p> <p>Ordinance on the structure of work places and positions in the Institute of Archaeology</p>	<p>Encouraging allocation for science at the national level (campaigns, public lectures, etc.) and cooperation with industry and larger community in mutual projects.</p> <p>Encouraging the use of EU funds through education and informing.</p>	<p>IARH's Scientific Council; 2011-2014</p>

<b>24. Working conditions</b>			
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, <i>inter alia</i> , 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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Constitution of the Republic of Croatia</b> – Articles 56, 57, 58, 62</p> <p><b>Labour Act</b> – Article 4; the Act in general regulates working hours, different forms of agreed working hours, entitlement to holiday, leave of absence etc.;</p> <p><b>Collective Agreement for Science and Higher Education</b></p> <p><b>Ordinance on the content and keeping of employee records</b> (Official Gazette 66/10)</p> <p>- support the principles of the Charter and Code, but funds are insufficient</p>	<p><b>Work regulations of the Institute of Archaeology</b></p> <p>Agreement on working hours and work place according to individual needs</p>	<p>Encouraging allocation for science at the national level (campaigns, public lectures, etc.)</p> <p>Initiatives aiming at defining and advancement of national legislation.</p>	<p>IARH's Scientific and Administrative Councils; 2011-2014</p>

<b>25. Stability and permanence of employment</b>			
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 <i>EU Directive on Fixed-Term Work</i> .			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Labour Act</b> – Articles 8-11</p> <p><b>Science and Higher Education Act</b> – Articles 42-44</p> <p>- The Science and Higher Education Act partly supports the principles of the Charter and Code: employment contracts do not provide security, and election to the higher scientific profession is no guarantee of advancement in the current position, i.e. it does not guarantee stability and financial security</p>	<p>Employment monitored by the Ministry of Science, Education and Sports/State; positions dependent on financing from the State budget</p>	<p>Launch an initiative for national legislative change – creating permanent job positions along with more severe criteria for the title election.</p>	<p>IARH's Scientific and Administrative Councils; 2011-2014</p>

<b>26. Funding and salaries</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Constitution of the Republic of Croatia</b> – Articles 55 and 56</p> <p><b>Labour Act</b> – Article 13, paragraph 1, point 8; Articles 82-89;</p> <p><b>Pension Insurance Act</b> (Official Gazette 130/10);</p> <p><b>Maternity and Parental Benefits Act</b> (Official Gazette 85/08, 110/08, 34/11);</p> <p><b>Ordinance on the means of financing scientific research institutes;</b></p> <p><b>Regulation on the naming of positions and the complexity coefficients for public service positions</b> (Official Gazette 38/01, 112/01, 62/02, 156/02, 39/05, 82/05, 133/05, 30/06, 118/06, 22/07, 112/07, 127/07)</p> <p>- the above Acts are not in conflict with the principles of the Charter and Code, but funding is insufficient</p>	<p>The laws and Constitution of the Republic of Croatia are complied with</p>	<p>Launch an initiative at the national level in order to ensure that researcher' salaries do not lag compared to the industry's salaries.</p>	<p>IARH's Scientific and Administrative Councils; 2011-2014</p>

### 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
<p><b>Constitution of the Republic of Croatia</b> - Articles 3 and 14;</p> <p><b>Labour Act</b> - Articles 5 and 83;</p> <p><b>Act on Gender Equality</b></p> <p>- support the principles of the Charter and Code</p>	<p><b>Work regulations of the Institute of Archaeology</b> – Article 15</p> <p><b>Statute of the Institute of Archaeology;</b></p> <p>Institute has 10 male and 19 female employees, scientific positions are held by 8 male and 13 female employees; of seven science projects, 3 are led by men and 4 by women</p>	Additional actions not needed	

### 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
<p><b>Science and Higher Education Act</b> – Articles 31-38</p> <p>– supports the principles of the Charter and Code</p>	<p><b>Statute of the Institute of Archaeology;</b></p> <p><b>Ordinance on the structure of work places and positions in the Institute of Archaeology;</b></p> <p><b>Institute of Archaeology’s Strategy</b></p>	Additional actions not needed	

### 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
<p>European Charter for Researchers and Code of Conduct for the Recruitment of Researchers</p>	<p>The evaluation of mobility is related to election to professions; insufficient funding to promote mobility</p>	Additional actions not possible	

<b>30. Access to career advice</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b>  – supports the principles of the Charter and Code	The law does not cover positions of this kind	Additional actions not possible	

<b>31. Intellectual Property Rights</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Act on Copyright and Related Rights;</b> <b>Labour Act</b> – Articles 90-92 regulate the rights and obligations of workers in relation to inventions at work and inventions related to work  - support the principles of the Charter and Code	Legal regulations are complied with; with the exception of copyright on scientific papers, there is no commercial aspect of archaeology	Additional actions not needed	

<b>32. Co-authorship</b>			
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(s).			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Act on Copyright and Related Rights</b>  – supports the principles of the Charter and Code	Unrestricted co-operation at all levels with scientists in the Republic of Croatia, co-operation with foreign scientists limited to individual co-operation	Encourage the cooperation and co-authorship with foreign research groups.	IARH's Scientific Council; 2011- (continuously)

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act</b> – Articles 6 and 7  – supports the principles of the Charter and Code	Lecturing in accordance with the Faculty's needs	Additional actions not needed	

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Constitution of the Republic of Croatia</b> – Articles 18 and 46  <b>Labour Act</b> – Article 130  - support the principles of the Charter and Code	<b>Statute of the Institute of Archaeology</b> – Article 42  The responsibility of the Ethics Commission is to receive and resolve complaints	Additional actions not needed	

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Science and Higher Education Act;</b> <b>Collective Agreement for Science and Higher Education</b>  - support the principles of the Charter and Code	<b>Statute of the Institute of Archaeology</b> - the Scientific Council of the Institute of Archaeology consists of scientists, some of whom are members of the Institute's Administrative Council together with outside members	Additional actions not needed	



## 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
<b>Science and Higher Education Act</b> - Article 43; <b>Collective Agreement for Science and Higher Education</b> - Article 39  - support the principles of the Charter and Code	Employment contracts oblige assistants (pre-doctorates) to write a doctoral thesis within the agreed deadline. The project manager is legally bound to file an annual report on the work of pre- and post-doctoral candidates.  There is no advancement strategy and development plan for the careers of young researchers; there is no institutional regulation concerning mentorship	Creation of advancement strategies and definition of development plans for the careers of young researchers; creation of detailed institutional regulation concerning mentorship and definition of financial instruments; development of mechanisms for tracking the advancement of researchers and the successfulness of mentors.	IARH's Scientific and Administrative Councils; Legal department; 2011-2014

**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
<b>Science and Higher Education Act</b> - Article 43  – supports the principles of the Charter and Code	<b>Statute of the Institute of Archaeology</b> – Article 49 – supports the principles of the Charter and Code	Additional actions not needed	

**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
No limits for application of the principle	Free participation in the work of Croatian and international seminars/conferences (in archaeology, points are not collected for this as is the case in medicine, for example)	Additional actions not needed	

### 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
<b>Science and Higher Education Act</b> - Article 8  – supports the principles of the Charter and Code	In archaeology, apart from scientific and research work and participation in seminars and on international projects, there are no post-doctoral studies	Additional actions not needed	

### 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
<b>Science and Higher Education Act</b> - Article 43; <b>Collective Agreement for Science and Higher Education</b> - Article 39  - support the principles of the Charter and Code	<b>Statute of the Institute of Archaeology</b>  Project managers monitor the work of junior researchers according to the Ordinance on the structure of work places and positions in the Institute of Archaeology	Additional actions not needed	