

## Flowchart

### Human Resources Strategy for Researches – University of Rijeka

The European Commission adopted the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in 2005 with the purpose of advancing the possibility of employment and increasing of the value of a research career as vital elements of the strategy of facilitating economic development and employment as well as establishing the European Research Area. The University of Rijeka has, upon signing the aforementioned Charter and Code of Conduct, joined the project “Human Resources Strategy for Researches“, which the European Commission has formed organized as a mechanism to help universities’ implementation of the Charter and Code. The stated project consists of five (5) basic stages:

1. **An internal analyses** by the University, involving all key institutional players, to compare institutional practices against the Charter and Code principles;
2. **The publication** of key results of the aforementioned analysis including the publication of planned actions for improvements (planned activities, when and by whom they are being carried out) through the Human Resources strategy for Researches incorporating the Charter and Code);
3. **The acknowledgement** of Human Resources Strategy for Researchers by European Commission;
4. The implementation of the stated Strategy by the University, which through its *internal quality assurance* also carries out a *self-assessment* at least every second year on the basis of which it may update Human Resources Strategy as necessary;
5. **An external evaluation** which takes place periodically, but no later than every 4th year.

#### 1<sup>st</sup> STAGE PROJECT: INTERNAL ANALYSIS “A HUMAN RESOURCES STRATEGY FOR RESEARCHERS INCORPORATING THE CHARTER AND CODE OF CONDUCT“

The internal analysis is carried out with the objective of evaluating the regulations and practice of the institution with the principles of the Charter and Code of Conduct. It is necessary to include all key partners of the institutions (eg. the Rector, management, researchers, etc.) into the analysis for transparency purposes. A questionnaires based on the documents and practice are used for the execution of an internal analysis by which information on relevant legislation, institutional regulations/practices, activities necessary for advancement as well as when and who carries the stated activities out is collected. The use of indicators and quality assurance questionnaires in research work by the employed researchers as help with strategy implementation, in accordance with institutional and national regulations and practice, is also recommended. With the intention of implementing partnerships for researchers, the questionnaire for employees examines attitudes on recruitment, social security, facilitating mobility, work conditions and the possibility of improvement of skills and researchers’ experience.

GOAL/WORK TASK	IN AUTHORITY	METHODS/ACTIVITIES	OUTCOME	EXPENSES	DEADLINES
Presentation of the project	Professor S. Prijić Samaržija, M.Turk	<ul style="list-style-type: none"> <li>Presentation of the project at the Senate, Research Committee, the meeting of the Vice-Deans' for Science, Quality Committee</li> </ul>	Introducing the key partners to the project		by the end of October 2009
<b>1. Execution of Quality Assurance Questionnaire in Research Work</b>					
Preparation of Quality Assurance Questionnaire in Research Work	Sanja Tatalović Vorkapić, Miljana Bajšanski, Vice-deans for Science	<ul style="list-style-type: none"> <li>Translation of the Quality Assurance Questionnaire in Research Work (English and Italian)</li> <li>Adaptation of Questionnaire to national and institutional legislation</li> <li>Meeting with key partners for the purpose of revising and amending the Questionnaire</li> <li>Amending the Quality Assurance Questionnaire in Research Work according to suggestions and proposals</li> </ul>	Printed version of the Quality Assurance Questionnaire in Research Work		by mid-October 2009
Uploading the Quality Assurance Questionnaire in Research Work on the University web pages	Sanja Tatalović Vorkapić, Miljana Bajšanski, information technician	<ul style="list-style-type: none"> <li>Adaptation of print version of Quality Assurance Questionnaire in Research Work for the online version</li> <li>Creating a database for depositing and later statistical analysis of collected data</li> </ul>	Online version of the Questionnaire uploaded on the University of Rijeka web pages and a database is created		by the end of October 2009
Filling out the Quality Assurance Questionnaire in Research Work on the University of Rijeka web pages - online	The entire research personnel either with or without an employment agreement, of all University of Rijeka constituents, Sanja Tatalović Vorkapić, Miljana Bajšanski	<ul style="list-style-type: none"> <li>Informing Deans of all constituents and their Vice-Deans for Science about the beginning and duration of online questioning</li> </ul>	Questioning of the entire University of Rijeka research personnel carried out by applying the Quality Assurance Questionnaire in Research Work		November 2009
<b>2. Gap-analysis</b>					
Presentation of the Charter and Code of Conduct	Professor S. Prijić-Samaržija, M. Turk	<ul style="list-style-type: none"> <li>Displaying information regarding the Charter and Code of Conduct</li> </ul>	Introducing research personnel with		by the end of October 2009

main principles		on the web pages of the University/constituents	the Charter and Code of Conduct. Motivating for participation in the internal analysis/ completing the questionnaire		
Preparation of the questionnaire for internal analysis	Professor S. Prijic Samaržija, Professor N. Ožanić, Miljana Bajšanski, Edita Petronijević	<ul style="list-style-type: none"> <li>• Translation of internal analysis form</li> <li>• Adaptation of the form to national and institutional legislation</li> <li>• Meeting with key partners for the purpose of revising and amending the form</li> <li>• Forming the working group</li> <li>• Amending the internal analysis form according to suggestions and proposals</li> </ul>	Questionnaire prepared for execution of internal analysis		by the end of October 2009
Filling out the questionnaire for Internal analysis	The Rector/ Vice-Rectors Constituent management Miljana Bajšanski, Edita Petronijević	<ul style="list-style-type: none"> <li>• Distribution of Internal analysis form to key partners</li> <li>• Completion of Internal analysis at the constituent/University level</li> </ul>	Internal analysis carried out		November 2009
Incorporation of collected internal analysis data	Miljana Bajšanski, Edita Petronijević, Sanja Tatalović Vorkapić,	<ul style="list-style-type: none"> <li>• Collecting completed forms for internal analysis.</li> <li>• Merging internal analysis data of constituents/the University by working group</li> </ul>	Internal analysis data unified at the University level		December 2009
Merging data collected by the Quality Assurance Questionnaire in Research Work	Sanja Tatalović Vorkapić, Miljana Bajšanski, information technician	<ul style="list-style-type: none"> <li>• Merging data collected by applying the Quality Assurance Questionnaire in Research Work</li> </ul>	Data collected by applying the Quality Assurance Questionnaire in Research Work is merged		December 2009
<b>3. Final Internal Analysis Report</b>					
Defining action plans in the framework of the internal analysis	Professor S. Prijic Samaržija, Professor N. Ožanić, Sanja Tatalović Vorkapić, Edita Petronijević, Miljana Bajšanski, Marko Turk, Ivana Ilijašić,	<ul style="list-style-type: none"> <li>• Holding meetings with key partners with the purpose of defining activities for the advancement of implementation of the Charter and Code of Conduct</li> <li>• Defining activities for the implementation of the Charter and Code</li> </ul>	Action Plan defined for the implementation of the Charter and Code at the University of Rijeka.		January 2010

	Vice-Deans for Science, Science Council, Quality Committee	at the University level			
Writing up the final report	Professor S. Prijić Samaržija, Professor N. Ožanić, Sanja Tatalović Vorkapić, Edita Petronijević, Miljana Bajšanski, Marko Turk, Ivana Ilijašić	<ul style="list-style-type: none"> <li>Unifying internal analysis data with data obtained from execution of the Quality Assurance Questionnaire in Research Work</li> <li>Writing an internal analysis report</li> </ul>	Write-up of the final report regarding the execution of the internal analysis		January – February 2010
Presenting data obtained by internal analysis	Professor S. Prijić Samaržija, Professor N. Ožanić, Sanja Tatalović Vorkapić, Edita Petronijević, Miljana Bajšanski, Marko Turk	<ul style="list-style-type: none"> <li>Presentation of the internal analysis results at the Senate, for the Research Committee, the Vice-deans' for Science meeting, Quality committee</li> <li>Publishing internal analysis results on web pages</li> </ul>	Introducing key partners with results of the internal analysis		February 2010
<b>4. The acknowledgement of Human Resources Strategy for Researchers by European Commission</b>					
Informing the European Commission about the execution of the internal analysis	Professor S. Prijić Samaržija	<ul style="list-style-type: none"> <li>Consultation, final advices, exchange of experiences, defining the next steps concerning the acknowledgement</li> </ul>	Consultations at the European Commission meeting with the results of the execution of the 1 <sup>st</sup> stage of the project, Heidelberg		February 2010
Preparation of document 'HR Strategy in research 2010-2014, University of Rijeka'	Professor S. Prijić Samaržija, Sanja Tatalović Vorkapić, Edita Petronijević, Miljana Bajšanski, Marko Turk, Ivana Ilijašić	<ul style="list-style-type: none"> <li>Defining a document named as HR Strategy in research 2010- 2014, University of Rijeka (summary of internal analysis with tasks, timeline and indicators for future internal evaluations)</li> <li>Preparation of the project report - short description of the process of C&amp;C implementation at institutional level</li> <li>Consultation with the EC policy officer</li> </ul>	Production of all relevant document for the final phase of the implementation process		March – May 2010
Publication of the relevant document at the web site of the	Professor S. Prijić Samaržija	<ul style="list-style-type: none"> <li>Final internal approval: presentation at the Senate of the University of Rijeka</li> </ul>	Publication of following documents: gap analysis, original		May - June 2010



University			extended version of internal analysis, HR strategy for research, description of the implementation process etc.		
The acknowledgement of Human Resources Strategy for Researchers by European Commission	EC officers	<ul style="list-style-type: none"><li>• HR excellence in research</li></ul>	"HR Excellence in Research" logo at the web site of University of Rijeka		June 2010