

Action Plan for Adopting the Charter and Code principles				
PRINCIPLES	ACTION	RESPONSIBLE	DEADLINE	MILESTONES
<i>I Ethical and professional aspects (1 – 11)</i>	Internal training on the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers	HR Officer	Q 4 2016	Training delivered Share of trained employees
	Periodically analyse the current situation, assess the accession to relevant legislation and codes of ethics related to freedom of research	Scientific secretary	Periodically	Analysis
	Develop the Code of ethics for ISDI researchers	Scientific secretary Top management	Q 3 2017	Code of Ethics
	Establish/distribute areas of interest among researchers, to ensure researchers' involvement in working groups according to area of interest	Scientific secretary, International Relations and Technology Transfer Division	Over time	Distribution per areas of interest
	Encourage the use of publications' verification tools, including plagiarism checkers by researchers/PhD students	Deputy Director	Continuously	Using the tools
	Organise regular information sessions with ISDI employees regarding national policy documents, ISDI research directions, plans, vision, objectives and projects	Director, Scientific secretary	Periodically	Informed employees
	Update and maintain the section related to Regulatory framework for RDI, ICT and other institutional regulations on ISDI official website and ISDI Knowledge Management System - TWIKI	International Relations and Technology Transfer Division	Quarterly	Section updated
	Inform employees about regulations at national, sectoral and institutional levels, biannual reporting as required by funders, ISDI founders, central public authorities	Scientific secretary Top management	Quarterly	Approved quarterly reports
	Inform young researchers about the rules of conduct in research, including copyright rules	Scientific secretary Top management	Periodically	Informed young researchers
	Periodic analysis of the Integrated Management System (IMS), based on international standards and EURAXESS principles	IMS Coordinator Scientific secretary	Periodically	Analysis performed
	Ensure compliance to the "Internal audits" procedure of the Integrated Management System	IMS Coordinator	Continuously	Applied procedure
Update confidentiality clauses in Internal Regulations, employment contracts	HR Officer	Q 3 2017	Updated Internal Regulations	

	Dissemination of scientific results in media (participating in TV & Radio programs, publishing science popularisation articles, participating and organizing events of public interest, online streaming of scientific-cultural events) and ISDI webpage	International Relations and Technology Transfer Division	Periodically	Appearances/publications in media
	Carry out information campaigns for civil society about ISDI scientific results (Open Days at ISDI, ISDI participation in science popularization events - European Researchers' Night, Science Slam etc.)	International Relations and Technology Transfer Division	Periodically	Information events organised
	Update Internal Regulations, collective employment contract in terms of non-discrimination provisions	HR Officer Scientific secretary	Q 2 2017	Updated regulations
	Update (evaluation criteria) the Regulations on remuneration, rewards and bonuses for ISDI employees	HR Officer Accountant	Q 2 2017	Updated Regulations
II Recruitment (12 - 21)	Provide guidance to potential ISDI employees and organise Open Days and other events	HR Officer International Relations and Technology Transfer Division	When necessary	Guidance offered and events organised
	Approve and implement ISDI Personnel Policy (norms and recruitment and selection rules including for recruitment and appointment of postdoctoral researchers)	HR Officer Scientific secretary	Q1 2018	Approved Policy
	Publish advertisement of the vacancies on ISDI website, other specialized national websites, EURAXESS website	HR Officer	When necessary	Public advertisements
	Development and diversification of the recruitment and evaluation criteria of researchers	HR Officer	Over time	Diversified criteria
	Inform candidates on strengths and weaknesses of their applications	Management, HR Officer	Over time	Informed persons
	Update the Regulations on remuneration, rewards and bonuses for ISDI employees in terms of qualifications evaluation criteria based on individual results, including mobility	Management HR Officer	Q2 2017	Updated Regulations
	Recognize career breaks and variations in the chronological order of CVs of candidates (relevant confirming documents attached to CVs are accepted) - Personnel Policy	HR Officer	Q1 2018	Provisions stipulated in Personnel Policy
	Stimulating and supporting academic mobility and appreciating accumulated experience through researchers' mobility	Management	Over time	Applied incentives
	Continuously inform and encourage researchers on internship/mobility opportunities	HR Officer Heads of departments	Continuously	Applied incentives

	Stimulation of professional development and other forms of mobility through creation of institutional opportunities for leaves for researchers	Management	Over time	Applied incentives
	Recognition and evaluation of qualifications acquired by ISDI employees throughout their career	HR Officer	Continuously	Recognized qualifications
III Working conditions and Social Security (22 – 35)	Compliance with legal rights and legal protection of scientific researchers throughout their Master's, doctorate degree, professional development through national and international internships, opportunity for advancement at all levels of researcher career based on the accumulated experience, participation and recognition of authorship of scientific product obtained as a result of professional activity	Management HR Officer	Continuously	Rights respected
	Compliance with Integrated Management System procedures	IMS Coordinator HR Officer	Continuously	Applied IMS procedures
	Review collective employment agreement, employment contracts and internal documents with the aim of becoming a family friendly institution (flexible timetable, individualised working program, etc.) to ensure the stability and permanence of employment	Department of finance, accounting, personnel, office management and labour safety Top management	Q 4 2017	Updated contract
	Remuneration based on scientific performance evaluation	Top management Evaluation commission	Continuously	Fair remuneration
	Approve and implement ISDI Personnel Policy, including provisions on equal opportunities, promotion and mobility opportunities for researchers and employees	HR Officer	Q1 2018	Approved Personnel Policy
	Establish the principle "Power of 3: each employee can perform in 3 positions, for each position there are 3 employees"	Top management	Over time	Applied principle
	Allocate resources for internships (in the country, abroad), participate at conferences and other national and international events, etc., encourage mobility of researchers	Top management Department of finance, accounting, personnel, office management and labour safety	Periodically	Allocated resources
	Continuously informing researchers directly/via email about various opportunities (scholarships, internships, mobility etc.)	HR Officer	Continuously	Informed researchers
	Motivate researchers to participate in various European projects, through organization of information seminars on research funding opportunities	Scientific secretary International Relations and Technology Transfer Division	Continuously	Informed and involved researchers

	Training researchers on IPR, including participation at events organized by specialized institutions (AGEPI etc.)	Scientific secretary	Q 3 2017/ Over time	Trainings
	Stimulate training/teaching duties carried out by ISDI employees in educational institutions	Top management	Continuously	Individual schedules with teaching researchers
	Inform employees upon their right for complaints/appeals through employee satisfaction questionnaire and other tools	Top management	Periodically	Informed employees
	Update employee satisfaction survey	HR Officer, IMS Coordinator	Q4 2017	Updated questionnaire
	Participation of all employees in meetings on IMS Analysis and on setting ISDI goals	IMS Coordinator	Periodically	Involved employees
	Participation of ISDI employees in working committees on various internal and external issues	Top management	Over time	Involved employees
IV Training (36 – 40)	Develop and implement Personnel Policy, with emphasis on ISDI organizational structure and internal hierarchy	Department of finance, accounting, personnel, office management and labour safety Top management	Q1 2018	Approved Personnel Policy
	Develop and implement the annual Plan on continuous professional development	Department of finance, accounting, personnel, office management and labour safety	Once a year	Approved plan
	Encourage ISDI employees to participate in national, international events on personal and professional development	Top management International Relations and Technology Transfer Division	Continuously	Participation at events
	Organise personal/professional development trainings/seminars at ISDI by sharing the experiences of senior researchers, participants at relevant events	International Relations and Technology Transfer Division	Periodically	Trainings organised at ISDI
	Ensure proper conditions and infrastructure necessary for continuous professional development	Top management	Continuously	Proper working conditions
	Develop supervision assessment questionnaire (for set periods - employment, internships, etc.), from the perspective supervisor-supervised relationship	Heads of departments HR Officer	Q 2 2018	Questionnaire for supervision assessment
	Sign Contracts / Agreements with higher education institutions to provide professional internship for graduates, MSc and PhD students	Management	Over time	Signed agreements