



**BULGARIAN ACADEMY OF SCIENCES**  
**INSTITUTE FOR POPULATION AND HUMAN STUDIES**

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## **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”**

## **The IPHS at a glance**

The Institute for Population and Human Studies at the Bulgarian Academy of Sciences is an academic centre for theoretical and applied research in the fields of demography and psychology. The Institute was founded in July 2010 as a multidisciplinary research institution uniting the former Institute of Psychology and the former Center for Population Studies.

The mission of IPHS is to carry out demographic and psychological research aimed at studying regularities and determinants of population and individual development. Analyses of reproduction processes and psychological mechanisms for regulation of behaviour with the purpose of assisting institutions in the implementation of strategies and policies for social and personal growth in the process of European integration and world globalization.

The staff is composed of:

6 Full-time Professors  
14 Associate Professors  
22 Assistant Professors  
13 people in Technical and Administrative staff  
17 Ph D students (Part-time and Full-time)

## **The HRS4R background**

The Institute for Population and Human Studies is a middle-size research unit within the Bulgarian Academy of Sciences and although it was set up according to the principles of the Charter and Code, it requires further development of human resource policy in order to create better working conditions, more effective career development and high quality of research and education.

To accomplish the implementation the Working group on preparation of the Internal Analysis and the Action Plan was constituted at the Scientific Council meeting of the IPHS with Minutes N 8 as of 3 July 2014.

## **Methodology of preparation of the Internal Analysis, the HRS4R and the Action Plan**

The Working group includes the following members: Assoc. Professor Antoaneta Russinova-Hristova (Director of IHPS), Assoc. Professor Tatyana Kotzeva (Senior Researcher from the Department of Demography, HR Logo Contact Person), Assoc. Professor Ergul Tair (Senior Researcher from the Department of Psychology), Venera Rousseva (Human Resources Employee), Assis. Professor Ilina Nacheva (Junior Researcher from the Department of Psychology), Martin Tsenov (PhD candidate from the Department of Psychology), Elena Yotsova (Chief Accountant).

The Working group is composed of members representative for both departments and for different levels of research staff (early-stage and experienced researchers and Ph D candidates) and the administrative personnel.

The Working group has met and discussed the Internal analysis, the Human Resources Strategy and the Action Plan 2015-2017 in 5 working sessions: 23.10.2014, 11.12.2014, 26.02.2015, 22.04.2015, 10.06.2015. Assoc. Professor T. Kotzeva has led the work on Gap Analysis that has been performed according to the measurement of 40 C&C indicators in 4 areas: I. Ethical and professional aspects; II. Recruitment; III. Working conditions and social security. IV. Training. In its work on the Gap Analysis the Working group has used the Legal Review Report on national legislation in the field of research. The Report was created by the International Affairs Department of the Bulgarian Academy of Sciences, and Dr Kotzeva and Dr Tair have made regular contacts with the Department in support of their work on the IPHS internal analysis.

The draft of the Internal Analysis was discussed at the joint meeting of the IPHS Scientific Council and General Members' Assembly on 26.02.2015 and on the basis of the all members' feedback the final version was created.

The work on the Human Resources Strategy and the Action Plan 2015-2017 was led by Assoc. Professor E. Tair. The Working group met at two meetings to discuss main priorities and activities related to the ethical and professional aspects of research activities, recruitment, working conditions and social security and training. For practical reasons actions required are categorized into three groups: short-term, medium-term and long term actions.. The draft of the HRS4R and the Action plan 2015-2017 were discussed at the joint meeting of the IPHS Scientific Council and General Members' Assembly on 3d July 2015.

The final versions of the Internal Analysis and the HRS4R and the Action Plan 2015-2017 were discussed and adopted by the Scientific Council of the IPHS with Minutes N 10 as of 25 September 2015.

In the coming period, the Institute will implement the Action Plan 2015-2017 in order to improve conditions for conducting research of high quality and to provide better working conditions. Two researchers from the Working group together with Human Resources Assistant will exercise control over the accomplishment of the activities of the HRS4R and the Action Plan. The Institute will carry out self-evaluation by means of internal mechanisms every two years, that will be finally approved at the joint meeting of the IPHS Scientific Council and General Members' Assembly.

## I. Ethical and professional aspects

### 1. Research freedom

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/ 17.10.2003 – art. 7, art. 23.</li> <li>2. National Strategy for Development of Scientific Research 2020</li> <li>3. Law for Bulgarian Academy of Sciences /LBAS/ 15.10.1991, art. 2 and art. 3</li> <li>4. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.3; art.16, par.1, p.10; art. 11a, art.32, art.47-48, art.48a; art.40, par.1, p.1-13</li> <li>5. Law for Copyright and its Related Rights – 29.06.1993; Law on Patents and Utility Model Registration – 2.04.1993; Law on Marks and Geographical Indications – 14.09.1999</li> <li>6. Law for the Development of Academic Staff in the Republic of Bulgaria – 21.05.2010</li> <li>7. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009</li> <li>2. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS – 28.03.2011</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.3, art.5, art.10, art.25, art.26, art.36, art.46, art.47</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> <li>3. Rules for Conducting employee appraisal at IPHS – 13.05.2014</li> <li>4. Attestation and Appeal Commission.</li> </ol>	<p>Researchers - assistant professors, associate professors, professors who conducted their research in IPHS choose their own research topics, and the team leaders choose and suggest the members of the team for approval by the Scientific Council at the IPHS.</p> <p>IPHS stimulates and approves all research projects that are carried out in accordance to the international (especially to the Charter and to the strategic priorities for scientific researches), national and inter-institutional documents.</p> <p>In its scientific policy IPHS stimulates scientific developments that are in line with the <i>National strategy for development of scientific researches</i> and also to the <i>European strategy for intellectual, stable and united growth</i>.</p> <p>Research priorities of IPHS correspond to the latest and most significant problems in the Bulgarian society enshrined in the documents of BAS '<i>Strategic directions and priorities of BAS in the period 2009-2013</i>' and '<i>Outlook on major national objectives and the sustainable development of Bulgaria</i>' p.1 and p.3 and National Strategy for the Development of Scientific Research 2020.</p> <p>All researchers carry out their activities in the context of the priorities and the mission of IPHS related with researches in the filed psychology and demography.</p> <p>The evaluation of research production and attestation of scientific staff are carried out at section level, the Department and the Scientific Council of IPHS. By Order of the Director of IPHS an Attestation and Appeal Commission are appointed.</p> <p>IINCH periodically presents its scientific production and in press conferences and in the media.</p>	<ul style="list-style-type: none"> <li>- Creating opportunities for conducting scientific researches at a high level by involving more researchers from IPHS in international projects and research networks.</li> <li>- Synchronization of research priorities IPHS-BAS with current scientific research priorities at national, European and international level.</li> <li>- Organizing seminars for scientific research priorities, scientific achievements and best practices in Europe and worldwide.</li> <li>- Strengthening the participation of researchers from IPHS in international scientific forums</li> <li>- Initiation of more interteam projects of researchers from IPHS in cooperation with universities, NGOs and other organizations at national level</li> </ul>	<p>Annually, starts in 2015</p> <p>Scientific secretary, heads of departments, section managers, researchers, leaders of national and international projects.</p>

## 2. Ethical principles

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level :</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/ 17.10.2003 – art.3</li> <li>2. Law for the Development of Academic Staff in the Republic of Bulgaria – 21.05.2010 – art.35 (1)</li> <li>3. Code of Ethics of Psychologists in the Republic of Bulgaria</li> <li>4. Code of Ethics of the Bulgarian Sociological Association</li> <li>5. Code of Ethics of Union of Scientists in Bulgaria</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Code of Ethics of employees at BAS – 24.11.2009</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.3, art.5, art.10, art.25, art.26, art.36, art.46, art.47</li> <li>2. Code of Ethics of scientists and specialists in IPHS BAS – 10.05.2012</li> <li>3. Ethics Commission Order № 101 от 10.05.2012</li> </ol>	<p>Scientific research activity in IPHS is performed according to the accepted Code of Ethics (CE) of scientists and specialists. It is also consistent with the Code of Ethics of the employees of BAS, the Code of Ethics of the Society of Psychologists in Bulgaria and the Code of Ethics of the Society of Sociologists in Bulgaria. A Commission of professional ethics is created. The EC of IPHS identify main ethical principles and ethical standards of scientific research. Measures for applying the EC and also the role of the Commission of professional ethics in IPHS are determined.</p>	<ul style="list-style-type: none"> <li>- Strict compliance with the principles and norms of the Code of Ethics in scientific work.</li> <li>- Raising the awareness of researchers to events contrary to ethical norms and principles</li> <li>- Promptly discussions of signals for violations of ethical norms and principles of researchers and specialists in the Commission on Professional Ethics in IPHS</li> </ul>	<p>Periodically, started in May, 2012</p> <p>Commission on Professional Ethics in IPHS, General Assembly, the Scientific Council of IPHS, Director</p>

### 3. Professional responsibility

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria</li> <li>2. Law for Promotion of Scientific Research /LPSR/ – 17.10.2003</li> <li>3. Law on public procurement</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/ - 15.10.1991, art. 2 and art. 3</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.3; art.16, par.1, p.10; art. 11a, art.32, art.47-48, art.48a; art.40, par.1, p.1-13</li> <li>4. Law for Copyright and its Related Rights – 29.06.1993</li> <li>5. Law on Patents and Utility Model Registration – 2.04.1993</li> <li>6. Law on Marks and Geographical Indications – 14.09.1999</li> <li>7. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009, §3, §4</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011- art.3, art.4, art.5, art.6, art.25, art.26, art.27</li> <li>2. Rules for the operation of the Scientific Council of IPHS – 05.05.2011</li> <li>3. Code of Ethics of scientists and specialists in IPHS BAS – 10.05.2012, p.2 и p.3</li> </ol>	<p>Researchers at IPHS fulfil their scientific research work in line with the mission and the priorities of IPHS, in current and prospective areas of demography and psychology. They are responsible for the quality and impact of their professional actions and also to prevent knowledge abuse or forms of applied activities. They ensure that the assessment methods they develop and the impact on people they have are not applied illegitimately.</p> <p>In their behaviour the researchers strive not to harm the prestige of IPHS and of BAS.</p> <p>When assigning activities to other organizations a selection procedure of executor is made according to previously developed criteria (Law on Public Procurement) and a contract with the executor is signed, which contains strict regulated requirements for the fulfillment.</p> <p>The principle of the the Law on Copyright and Related Rights administered by researchers in IPHS, provides complete freedom to publish their scientific research</p>	<ul style="list-style-type: none"> <li>- Monitoring of the scientific topics in IPHS for their compliance with the mission and the priorities of the IPHS</li> <li>- Monitoring of research activity in IPHS on compliance with ethical norms and principles.</li> <li>- Monitoring the implementation and publication activities of the scientific projects in order to avoid potential conflicts.</li> <li>- Control over the plagiarism implemented by the Scientific council, Scientific college at IPHS and the Commission of Professional Ethics.</li> </ul>	<p>Annually, started in 2010</p> <p>Scientific secretary, heads of departments, Chairman of the Scientific Council, Director, Commission of Professional Ethics.</p>

#### 4. Professional attitude

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>Labor Code of the Republic of Bulgaria</li> <li>Law for Promotion of Scientific Research /LPSR/ – 17.10.2003</li> <li>National Strategy for Development of Scientific Research 2020</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>Law for Bulgarian Academy of Sciences /LBAS/</li> <li>Statutes of the Bulgarian Academy of Sciences /SBAS/ - art. 76</li> <li>Rules for the provision of funds by lot "Development" for co-financing and credit-like provision of funds for scientific projects.</li> <li>Department "Internal Audit" – BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>Rules for the structure, the internal work order and activity of IPHS (adopted by the General Assembly and approved by the Director) – 13.01.2011- art.3, art.4, art.5, art.6, art.25, art.26, art.27</li> <li>Internal rules for the salary in IPHS adopted by the General Assembly and approved by the Director.</li> <li>Job descriptions of researchers and employees with regulated rights and obligations, subordination, relations, and interactions, which is an integral part of employment contracts of researchers and employees.</li> <li>Rules for the operation of the Scientific Council of IPHS – 05.05.2011</li> <li>Code of Ethics of scientists and specialists in IPHS BAS – 10.05.2012, p.2 и p.4.</li> <li>Rules for building financial management and control IPHS.</li> <li>Financial controller of IPH</li> </ol>	<p>National policy in the field of scientific researches is conducted by the Council of Ministers through the Minister of Education and Science in accordance with the National Strategy for Scientific Research 2020.</p> <p>According to the Statute of BAS the budget subsidy of IPHS is used to: finance scientific research and publishing activity, training of specialists, development and maintenance of facilities, maintenance of all academic and nonprofit institution activities.</p> <p>Additionally, through the European Social Fund of European Commission, also “Scientific researches” Fund at Ministry of Education and Science and others.</p> <p>Bulgarian and international organizations on a competitive basis are granted target funding for research projects.</p> <p>Information on external funding of scientific research projects is published on the websites of ministries, departments and organizations and is monitored by the information support employee of IPHS who informs the researchers.</p> <p>Researchers in IPHS develop and report their projects in accordance with their rights and obligations and conditions of reporting scientific developments set out in the Regulation of the organization, the internal labor discipline and activity, also in the Regulation of the Scientific Council of IPHS and according to the job characteristics which is annex to the contract of employment of each researcher.</p> <p>Job characteristics contain responsibilities, obligations and rights of each researcher and employee.</p> <p>Extension of scientific research projects are decided by Scientific Council at IPHS (Article 16 of the Rules of the SC) after recommendation of the section leader with valid circumstances (specialization, illness, sabbaticals, etc.).</p>	<ul style="list-style-type: none"> <li>Implementation of approved procedures in research activity of IPHS.</li> <li>Exercising control over the procedures and conditions for financing scientific research activity.</li> <li>Informing researchers about new opportunities in financing.</li> </ul>	<p>Annually, started in 2010;</p> <p>Scientific Secretary, Director, Chairman of the Scientific Council, Department and Section leaders.</p>

## 5. Contractual and legal obligations

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>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria</li> <li>2. Higher Education Law – 27.12.1995</li> <li>3. Law for the Development of Academic Staff in the Republic of Bulgaria</li> <li>4. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art. 76</li> <li>3. Law for Copyright and its Related Rights – 29.06.1993</li> <li>4. Law on Patents and Utility Model Registration – 2.04.1993</li> <li>5. Rules Training Center at BAS</li> <li>6. Law on Marks and Geographical Indications – 14.09.1999</li> <li>7. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009, §3, §4</li> <li>8. Rules for the election of academicians and member correspondents at BAS – 05.04.2012</li> <li>9. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS -28.03.2011</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.5, art.17</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> <li>3. Rules for acceptance and education of PhD students in IPHS – 14.07.2011</li> </ol>	<p>Scientific research activity in IPHS is fulfilled based on projects funded by budget subsidy through contracts with external assignors individually and in cooperation with them in accordance with national laws and regulations of BAS.</p> <p>Scientific reports and stages of scientific development and publications are discussed at meetings of the departments and sections, then finally adopted by the Scientific Council of IPHS. The same concerns and the policy on intellectual property rights. Intellectual property is guaranteed by the implementation of the Law on protection of copyright and related rights.</p> <p>Contractual relations are regulated in employment contracts and applied job characteristics of researchers and employees.</p> <p>Contractual relations with external financing are regulated by contracts with the funding source.</p> <p>PhD students who are educated in IPHS, observe current internal normative regulations, rules for education of the Training Center of BAS and clauses in their contracts for education. They submit annual reports on the progress of their work, which are discussed in the sections, departments and finally adopted by the Scientific Council.</p>	<p>- Introduction of researchers and PhD students with changes in the rules, regulations and intellectual property rights, ethical principles and others.</p> <p>- Monitoring the preparation of the annual reports of researchers and doctoral students by the sections and departments.</p>	<p>Annually, started in July 2010,</p> <p>Leaders of Sections and Departments, Scientific Secretary, Director, Supervisors.</p>



## 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law on financial management and control in the public sector /LFMCPS/ -10.03.2006</li> <li>2. Law for Promotion of Scientific Research /LPSR/ – art.25, par.4</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Statutes of the Bulgarian Academy of Sciences /SBAS/ – art.77, par.2</li> <li>2. Strategy for risk management in BAS</li> <li>3. Rules for the provision of funds by lot "Development"</li> <li>4. Department "Internal Audit" – BAS</li> <li>5. Permanent Working Group for risk management at BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011- art.</li> <li>2. Rules for the operation of the Scientific Council of IPHS – 05.05.2011</li> <li>3. Code of Ethics of scientists and specialists in IPHS BAS – 10.05.2012</li> <li>4. Annual reports of IPHS - 2010, 2011, 2012, 2013</li> <li>5. Rules for building financial management and control at IPHS.</li> <li>6. Internal rules for the salary in IPHS adopted by the General Assembly and approved by the Director.</li> <li>7. Financial controller of IPHS</li> <li>8. Strategy for risk management in BAS, risk-register</li> <li>9. Council on risk management.</li> </ol>	<p>Director of IPHS, leaders of research projects and the chief accountant are responsible for the financial management and control of the scientific research activity in accordance with the principles of legality, the proper financial management and transparency. Leaders of scientific research projects with external organizations are reported in accordance with the project budget to the funding body. Director, leaders of research projects, chief accountant are responsible for introducing adequate and effective financial management and control in accordance with the requirements of the Law on Financial Management and Control in the Public Sector. President of the Bulgarian Academy of Sciences submits to the National Assembly within 30 April of the following year an annual report on the activities of the Academy of Sciences, academic institutes and other independent units. Annual Reports of IPHS that are public (website of IPHS and BAS), give basic information about funds received and spent funds overall scientific research activity. IPHS monthly reports to the administration of BAS, and they in turn report to the Ministry of Education and Ministry of Finance. Financial activities of IPHS is controlled monthly by financial controller and every year their financial statements are certified by the Court of Auditors, and periodically by the Department "Internal Audit of Bulgarian Academy of Sciences", National Revenue Agency (NRA), National Social Security Institute (NSSI) and other government institutions. IPHS has developed a strategy for risk management activities in accordance to the Law on Financial Management and Control in the public sector and annually the Board for risk management at IPHS prepares a risk-register with risk assessment and a report on financial risks and the actions taken, which is sent to the Permanent Working Group for risk management at BAS.</p>	<p>- Strengthening the policy of financial, ethical and professional responsibility, during the fulfilment of research projects and assignments.</p>	<p>Monthly during the year Director, chief accountant, Project leader and cashier</p>

## 7. Good practice in research

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria</li> <li>2. Law for Health and safe conditions of labor, 23.12.1997</li> <li>3. Law on Protection of Personal Data, 4.01.2002</li> <li>4. Regulation № 1 from 07.02.2007 for the minimum level of technical and organizational measures and the admissible type of personal data protection</li> <li>5. Law on National Archive Fund, art. 41 (2), art. 42 (1 and 2), art. 43, art. 49 (2) and art. 50</li> <li>6. Regulation for organizing, processing, examination, storage and use of documents in the institutional archives of the state and municipal institutions (SG. No.17 of March 16, 2009; amended in SG. No.8 of 27 January 2012)</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. National Archive of BAS (<a href="http://archiv.cl.bas.bg/default.htm">http://archiv.cl.bas.bg/default.htm</a>)</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Instruction of IPHS of processing of personal data and its protection from unlawful forms of processing</li> <li>3. Internal Rules of the activity of departmental archives and the implementation of the nomenclature of the cases in IPHS</li> <li>4. Nomenclature of the cases with classification scheme of IPHS.</li> <li>5. Expert Control Commission departmental archive</li> </ol>	<p>IPHS strives to offer a safe work environment, which includes the implementation of policies for risk prevention concerning the health of the employees. Employees of IPHS take preventive medical examinations provided by the Occupational Health Service.</p> <p>Each year, data about Healthy and safe working conditions (HSLC) is submitted to the Executive Agency General Labour Inspectorate of the Ministry of Labour and Social Policy of Bulgaria <a href="http://www.gli.government.bg/page.php?c=117&amp;d=267">http://www.gli.government.bg/page.php?c=117&amp;d=267</a></p> <p>Efforts are continuously made for the normal functioning of the computer and other technical equipment in order to guarantee the stored data and the protection of their privacy. IPHS has concluded a contract with a company for maintenance of software and computer network of researchers.</p> <p>The Institute archives all documentation on a specific order (nomenclature) adopted by the BAS and stores it in a specially designated room where the archives are kept.</p> <p>IPHS is registered as a data controller at the Commission for Personal Data Protection and comply with the law and instructions for handling personal data.</p>	<ul style="list-style-type: none"> <li>- Regularly update working practices in accordance with national legislation.</li> <li>- Control of the working environment and taking precautions for health and safety.</li> <li>- Preventive medical examinations taken every two years</li> <li>- Periodic training of employees with the requirements of data protection and confidentiality.</li> <li>- Development of electronic scientific archives.</li> </ul>	<p>Annually started in July 2010, Chief of labor protection</p> <p>Expert Control Commission departmental archive</p> <p>Director</p>

## 8. Dissemination, exploitation of results

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/, 17.10.2003– art.4 (1)</li> <li>2. Law on Access to Public Information, 7.07.2000</li> <li>3. Law for Copyright and its Related Rights – 29.06.1993</li> <li>4. Law on Patents and Utility Model Registration – 2.04.1993</li> <li>5. Law on Marks and Geographical Indications – 14.09.1999</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009</li> <li>2. Rules for publishing of BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 art.4, p.10, art.69, p. 1, 2, 3</li> <li>2. Internal rules of IPHS for issuing in Psychological Research journal and the journal Population</li> </ol>	<p>Under the Law for Promotion of Scientific Research / LPSR / in Bulgaria, the spread of scientific knowledge and the use of research results are part of the core mission of IPHS.</p> <p>Scientific production of IPHS spreads through involvement of researchers at conferences, round tables, seminars, etc., And also through publications in the Population journal, Journal Psychological Researches and other scientific journals, monographs and editions issued at home and abroad.</p> <p>Regularly, results of projects of national importance, significant collections and other publications are submitted to press conferences and forums where journalists are invited. They are provided to ministries, interested organizations, practitioners and others. They are also published on the website of IPHS</p> <p>Researchers IPHS are invited as experts in traditional and social media to comment on issues related to psychological and demographic problems.</p>	<ul style="list-style-type: none"> <li>- Maintenance of established practices and initiatives for regular spreading of scientific production at scientific forums and for its timely publication in scientific journals and collections;</li> <li>- Activation of practices for widely presentation and promotion of scientific results of IPHS in mass media;</li> <li>- Establishing regular practices for spreading of research results among stakeholders such as governmental institutions (ministries, agencies), companies, civil associations</li> </ul>	<p>Annually started in July 2010</p> <p>Director, Leaders of Department and Section, Researchers</p>

## 9. Public engagement

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/, 17.10.2003 – art.4 (1)</li> <li>2. Law on Access to Public Information, 7.07.2000</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.4, p.11, art.5, p.4, art.69, p.1,2,3</li> <li>2. Annual reports of IPHS - 2010, 2011, 2012, 2013</li> </ol>	<p>Annual reports of IPHS, topics and projects on which is working, results and methodologies as they become available to the general public are published on the website of IPHS.</p> <p>After completing the research projects and after appraisal of the Scientific Council short reports with basic research results are sent to the executive authorities.</p> <p>IPHS holds press conference periodically on current demographic and psychological problems.</p> <p>There is a practice of the Open Day of the Bulgarian Academy of Sciences, which is held annually and IPHS invites foreign visitors to get acquainted with its activity.</p> <p>Different trainings are made in the methods developed by scientists at IPHS on their application in practice to specialists who are interested and have declared their desire.</p>	<p>- Activating researchers in collaboration with business, local and state authorities, civil sector.</p> <p>- Continuation of regular practices of IPHS in promotion of scientific results in press conferences and various formats of social media;</p>	<p>Constantly over the year</p> <p>Scientific Secretary, Leaders of Sections and Departments, Director, Researchers</p>

## 10. Non discrimination

Employers and/or funders 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law on Protection against Discrimination 30.09.2003</li> <li>2. Commission for Protection from Discrimination in the Republic of Bulgaria <a href="http://www.kzd-nondiscrimination.com/layout/">http://www.kzd-nondiscrimination.com/layout/</a></li> <li>3. Law on Access to Public Information, 7.07.2000</li> <li>4. Law on Integration of People with Disabilities, 01.01.2005</li> <li>5. Labor Code of the Republic of Bulgaria, 01.01.1987 – art.8 (3)</li> <li>6. Law on Employment Promotion – art.2</li> <li>7. Regulation for labor readjustment</li> <li>8. Regulation № RD-07-1</li> </ol> <p><b>At institutional level - IPHS:</b> There is no statutory document on the issue of non-discrimination. Commission of labor conditions at IPHS</p>	<p>Employment and criteria applied in the recruitment process of manpower in IPHS, definitely not imply discrimination based on sex, age, nationality and ethnic origin, although this is not entered in the internal regulations.</p> <p>Policy in favor of people with disabilities - 10% of the total state of IPHS are reassigned.</p> <p>Profiles in recruitment of employees and scientific staff with disabilities are subjected to the same methods as selection through competitive examination so as to maintain the same level of rigor in terms of scientific quality.</p> <p>During the formation of research teams, participation in competitions, etc. in IPHS equal opportunities are give to all employees, researchers and candidates and there is no discrimination by sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language , disability, political beliefs, social or economic conditions. Equal opportunities for access to information on scientific research are provided to all stakeholders without discrimination.</p>	<ul style="list-style-type: none"> <li>- Updating the regulatory framework of IPHS so that it reflects the legislation related to the issue of non-discrimination.</li> <li>- Preparation of rules implementing the law on protection against discrimination IPHS.</li> </ul>	<p>By the end of June 2016, Assistant Human Resources</p>

## 11. Evaluation/ appraisal systems

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/ - 17.10.2003</li> <li>2. Law for the Development of Academic Staff in the Republic of Bulgaria - 21.05.2010</li> <li>3. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/ - art. 56, par.1, p.11</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.58</li> <li>3. Methodology for conducting employee appraisal at BAS – 15.07.2013</li> <li>4. Basic attestation scorecard for conducting employee appraisal at BAS in accordance with art. 58 or Statutes of the Bulgarian Academy of Sciences /SBAS/ Statutes of BAS / adopted by the General Assembly of BAS on 15/07/2015 /</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.25 p.3, art.65</li> <li>2. Rules for Conducting employee appraisal at IPHS - 13.03.2014</li> <li>3. Basic attestation scorecard for conducting periodic employee appraisal at IPHS-BAS /adopted by the Scientific Council of IPHS on 13.03.2014/</li> <li>4. Attestation Commission</li> <li>5. Appeal Commission</li> </ol>	<p>According to the normative documents of IPHS every three years is held an attestation of scientific activity, research assistants and administrative employees. Attestation Commission, which includes three full professors, develop criteria based on which an attestation is performed. Each researcher prepares self assessment scorecard of his activity for the period of attestation. Scientific Council of IPHS accepts individual assessment for each researcher and employee.</p> <p>Assessing the scientists covers five areas: Scientific research area, Applied science and innovation area, Training educational area, Scientific organizational area and Expert area. The results from the attestation are expressed as sum of points and a critical minimum is determined below which it is assumed that the attested employee does not exhibits sufficient scientific activity to continue employment contract. Those who go well beyond the critical minimum are ranked and that may be considered as a ground for differentiating their remuneration.</p> <p>Methodology for conducting employee appraisal at BAS and basic assessment scorecard for perform of attestation are updated just before each attestation /every 3 years / by the Attestation Commission and are approved by the Scientific Council of IPHS.</p> <p>In 2009, BAS held an attestation of all research units in it by the European Science Foundation (ESF) and the European Federation of National Academies of Sciences ALLEA (All European Academies).</p>	<p>- Periodically supplement and improvement of criteria of the assessment scorecards to fully reporting the activities of the researcher</p> <p>- Ensuring transparency of the results of the evaluation in order to increase /improve the quality of research</p>	<p>Annually, started in July 2010, Attestation Commission, Scientific Council, Scientific Secretary, Leaders of Departments, Director, researchers</p>

## II. Recruitment

### 12. Recruitment

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 01.01.1987</li> <li>2. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – chapter 1, chapter 3</li> <li>3. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – chapter 3</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – chapter 5</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>3. Rules of procedure of the scientific juries for holding academic positions in IPHS</li> </ol>	<p>In IPHS there are clear and strict rules for holding academic positions - "assistant", "assistant professor", "associate professor" and "professor". Existing laws and regulations specify the criteria and methods of selection by competition and tests.</p> <p>The competition for academic positions is announced by decision of the the Scientific Council of IPHS after a reasoned proposal by the Director of IPHS or proposal of the Leader of Department in consultation with the Leader of the section for which the competition is announced. The reasons have to justify the need for such a position to develop the theme of the unit. All competitions for academic posts are published in the State Gazette and on the website of IPHS with a deadline for submission of documents not less than two months, which provides information to all researchers in the country.</p> <p>Conducting of competition procedures are carried out by scientific juries. Members of the scientific juries are offered by the section which has announced a competition place reaffirmed of the Scientific Council and appointed by order of the Director of IPHS.</p> <p>In scientific juries required by the Law and the Regulation are involved external members of the Institute. Members of scientific juries sign a declaration according to par. 6 (for members of the scientific jury par. 1 may not be persons who are related parties within the meaning of § 7 of the additional provisions with the candidate for academic position, as well as individuals who have a private interests under § 5, which could affect the impartial and objective performance of their work as members of the jury.) They respect the principles of transparency, impartiality and equal treatment of candidates. The final result of the scientific jury is approved and voted on by the Scientific Council of IPHS.</p> <p>The transition from an academic position at the same or equivalent academic position at another university or research organization, including from other European countries, can be made without competition by decision of the Scientific Council of IPHS. - Art. 3, par. 4 of the Rules on the conditions and procedures for holding academic positions in IPHS</p>	<p>- Strengthening communication policy for the selection of international researchers through website</p>	<p>Constantly, started in July 2015, Director, Leaders of departments, Scientific Secretary, Scientific Council</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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 01.01.1987</li> <li>2. Law for the Development of Academic Staff in the Republic of Bulgaria - 21.05.2010 – chapter 1, chapter 3</li> <li>3. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria 10.09.2010 – chapter 3</li> <li>4. №1 decree of conditions for including scientific and research organizations in the National list of scientific and research organizations that can accept foreign researchers – 27.02.2008 r</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – chapter 5</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>3. Rules for acceptance and education of PhD students in IPHS -14.07.2011</li> </ol>	<p>The selection of academic staff in IPHS is ensured in accordance with the Labor Code of the Republic of Bulgaria and the Law for the Development of Academic Staff in the Republic of Bulgaria and its rules and the regulations of BAS and IPHS.</p> <p>The criteria for evaluation and selection of candidates for academic positions are part of the Law for the Development of Academic Staff in the Republic of Bulgaria and the Rules on the conditions and procedures for holding academic positions in IPHS, which are published on the website of IPHS - art. 12, 17, 27, 4, 46.</p> <p>Terms related to nationality do not represent a barrier to selection, as regulations provide access to competitive examinations for people from countries of the European Union or from other countries which respect the agreement on the European Economic Area, and for people from outside the EU.</p> <p>Conditions concerning age, do not apply during the selection process. Conditions of qualification: access to a certain type of position requires a certain level of qualification.</p> <p>Transparency of the selection procedure is performed through the application of regulations that define the obligations of employers, particularly in terms of the methods used to organize these procedures. All ads for appointment to scientific positions are publicly announced in the State Gazette and on the website of IPHS.</p> <p>All aspects of competitive examinations for admission are described in detail in the guidelines for applicants, which are available on the website of IPHS.</p> <p>Time that separates the ad opportunities for tenure and the deadline for response is at least two months.</p> <p>Accepts and PhD training is carried out according to the normative rules of the Training Centre of BAS and IPHS, consistent with the Law and Regulations for its application.</p>	<p>- Expanding opportunities for job posting / advertising on the Internet, not only on the website of IPHS, but in the world of web-based information sources such as the Pan-European portal for the mobility of researchers (pan-European Researchers Mobility Portal), EURAXESS etc.</p> <p>- Expansion of activities to attract PhD students and Postdoctoral Students for training and specialization in IPHS under European programs.</p>	<p>Every year, Started in July 2015, Director, Scientific Secretary, Assistant Human Resources Secretary-information support</p>



## 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 4, 9, 13, 20, 25</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 1, 31, 40, 49</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – p. 3, 4, 5, 6, 7</li> <li>3. Rules of procedure of the scientific juries for thesis defence activities – 12.10.2011 – p. 4, 5, 6, 7</li> </ol>	<p>The composition and functions of the committees for competitive examinations in IPHS are in accordance with the regulations and rules of procedure of the scientific juries, especially in terms the qualifications of professionals, the ratio of internal and external IPHS members and gender balance of members. The scientific jury for the competition is appointed by Order of the Director of IPHS after approval by the Scientific Council.</p> <p>The composition includes persons with academic rank - specialists in the relevant field and area, Bulgarian citizens and / or established foreign scientists. The selection is performed by two separate groups - external and internal members for IPHS. For the post of "assistant professor" the members of the scientific jury are five, at least two are external to IPHS. In the competition for "associate professor" members of the scientific jury are seven, at least three members of the jury are external to IPHS and at least four are professors. Two recensions and five standpoints are prepared. In the competition for "professor" The scientific jury is composed of seven members - at least four of them are professors and at least three are external to IPHS. Three recensions and four standpoints are prepared.</p> <p>Ph.D. Candidates are emitted by scientific jury, the composition of which is determined according to the normative rules of IPHS. It also includes persons with academic rank - specialists in the relevant field and area, Bulgarian citizens and /or established foreign scientists. The jury consists of five members, of whom at least three are external to IPHS. Each member of the scientific jury evaluate candidates individually by open vote and justifies his voice.</p>	<ul style="list-style-type: none"> <li>- Expanding opportunities for participation in scientific jury of established foreign scientists</li> <li>- Participation of a wide range of professionals from various sectors as members of the scientific juries.</li> </ul>	<p>Constantly, started in July 2010, Director, Leaders of departments, Leaders of sections, Scientific Secretary</p>

## 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 46, 57a, 60, 61</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2 Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 –chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> <li>3. Rules of procedure of the scientific juries for thesis defence activities – 12.10.2011 – p.13,14</li> </ol>	<p>All competitions for researchers are published in the State Gazette. IPHS announces on public on its website all tender procedures, the composition of the scientific jury and their written recensies and standpoints.</p> <p>The recensies and standpoints of the members of the scientific juries include presentation of the strong contribution moments of the applicant and a critical assessment of his weaknesses and career guidance.</p> <p>All applicants are informed about the procedure and selection criteria as well as the prospects for career development according to the normative rules for the relevant scientific positions occupied in IPHS.</p> <p>The criteria for evaluation and selection of candidates for academic positions are part of the Law for the Development of Academic Staff and the Rules on the conditions and procedures for holding academic positions in IPHS, which are published on the website of IPHS - art. 12, 17, 27, 46</p> <p>All candidates who appear to contest are notified in writing and grounded: 1. for admission or exclusion from the competition by the Committee on review of the documents (after the stage of submission of documents); 2. for the results of the exam; 3. for the outcome of the choices made within 14 days after the meeting of the Scientific Council for approval of the election art.23 of the Rules of IPHS.</p> <p>Before starting work the candidate meet and sign job characteristic describing his rights, responsibilities and working conditions. With each candidate who win the contest is concluded permanent contract.</p>	-	-

## 16. Judging merit (Code)

The selection process should take into consideration the whole range of experience 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, and 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
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 46, 57a, 60, 61</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> </ol>	<p>Procedures for selection of academic positions are clearly defined in the national legislation and the internal regulations of BAS and IPHS. Besides description of research and a brief indication of the most important achievements, applicants apply other materials documenting the assessment in the country and abroad on the results of their activities, ensuring full integrity and objective examination of their professional experience. Thus, bibliometric indices are not the only selection criteria to be taken into account.</p>	<p>- Inclusion of additional criteria in electoral procedures that reflect potential of candidates qualitatively and quantitatively. Such criteria may include: participation in national and international projects, studying abroad, skills for teamwork and more.</p>	<p>Constantly, started in July 2015, Director, Leaders of departments, Leaders of sections</p>

## 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
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 46, 57a, 60, 61</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 –chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> </ol>	<p>Procedures for selection of academic positions are clearly defined in the national legislation and the internal regulations of BAS and IPHS.</p> <p>The scientific jury evaluate the candidates on the basis of the given qualifications, achievements, publications and overall professional experience without paying attention to career breaks or variations in the chronological order of CVs.</p> <p>The transition from an academic position at the same or equivalent academic post in IPHS from another university or research organization, including from other European countries, can be made without competition by decision of the Scientific Council of IPHS, when the applicant meets the criteria for lending the job according to the law.</p>	-	-

## 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 r. – art. 46, 57a, 60, 61</li> <li>3. Labor Code of the Republic of Bulgaria</li> <li>4. Ordinance on business trips and specializations abroad</li> <li>5. Ordinance on long-term business trips abroad</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> <li>4. Methodology for conducting employee appraisal at BAS – 15.07.2013</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> <li>3. Rules for Conducting employee appraisal at IPHS - 13.03.2014</li> <li>4. Internal rules for business trips and specializations home and abroad</li> </ol>	<p>In attestation of scientific staff in IPHS taken into account is acquire professional experience as a result of conducted short and long-term specializations in research institutions outside Bulgaria.\</p> <p>Experience gained by the researcher when changing a discipline or field to another, is estimated in general as part of his professional experience without officially attaching an importance to this indicator. Formally, this experience related to mobility between disciplines is assessed positively, but should be verified through publications.</p> <p>Bulgaria as an EU member respects Directive 2005/36 /EO OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the recognition of professional qualifications, specialization and professional experience acquired in other EU countries.</p> <p>The transition from an academic position at the same or equivalent academic position at another university or research organization, including other European countries can be carried out without competition and selection by decision of the SC.</p>	<p>- Encouraging mobility as part of researcher`s career in IPHS.</p>	<p>Constantly, started in July 2010, Director, Scientific Secretary, Leaders of departments, Leaders of sections</p>

## 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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 46, 57a, 60, 61</li> <li>3. Labor Code of the Republic of Bulgaria</li> <li>4. Ordinance on business trips and specializations abroad</li> <li>5. Ordinance on long-term business trips abroad</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> <li>4. Methodology for conducting employee appraisal at BAS – 15.07.2013</li> <li>5. <b>ERASMUS + at BAS</b></li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> <li>3. Rules for Conducting employee appraisal at IPHS -13.03.2014</li> <li>4. Inner rules for business trips and specializations home and abroad</li> </ol>	<p>In attestation of scientific staff in IPHS into account is taken the professional experience gained and qualifications as a result of formal or informal training.</p> <p>In the Rules on the conditions and procedures for holding academic positions in IPHS, Chapter Four regulates the procedure for the recognition of academic degree obtained in the EU and the countries involved in the international agreement for recognition.</p> <p>In the Rules on the conditions and procedures for holding academic positions in IPHS, also regulates the requirements for the recognition of BAS.</p>	<p>- Raising the awareness of researchers in IPHS on national legislation and the rules for the recognition of qualifications acquired in various forms of training (formal or informal).</p>	<p>Constantly, started in July 2015, Scientific Secretary, Director, Secretary - Information provision</p>

## 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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the Development of Academic Staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 27, 29b</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 46, 57a, 60, 61</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> <li>4. Methodology for conducting employee appraisal at BAS – 15.07.2013</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – chapter 2</li> <li>2. Rules of procedure of the scientific juries for holding academic positions in IPHS – 03.05.2012 – Annex 2, Annex 3</li> <li>3. Rules for Conducting employee appraisal at IPHS - 13.03.2014</li> </ol>	<p>According to the regulations of BAS and IPHS the selection of relevant academic position is determined by the required qualifications. These are set based on publications, projects, expertise, participation in courses, fellowships, etc., And not based on the reputation of the institution where they were acquired.</p> <p>For researchers with greater experience are taken into account not only their past achievements, but also their scientific projects which must align with the declared position and the strategic orientations of IPHS.</p> <p>Assessing the scientists is made every three years and covers five areas: Scientific research area, Applied science and innovation area, Training educational area, Scientific organizational area and Expert area, which encourages professional development. In the assessment the situation in which the person is or the reputation of the institution where the qualification is obtained are not considered.</p> <p>IPHS allows professional development throughout life, periodically training courses within projects are made or an opportunity for researchers to build on their professional knowledge outside the institute and RB is given.</p>	<p>- Encouraging professional development and lifelong learning of researchers IPHS;</p>	<p>Constantly, started in July 2010, Director, Scientific Secretary, researchers, Assistant Human Resources</p>

## 21. Postdoctoral appointments (Code)

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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 4, 9, 13, 20, 25</li> <li>2. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – art. 1, 31, 40, 49</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.11-art.25</li> <li>3. Rules for Conducting employee appraisal at IPHS - 13.03.2014</li> </ol>	<p>Under the regulations of BAS and IPHS candidates gained doctoral degree can apply for Scientific position "assistant professor". The position is competitive and takes on the basis of examination and selection according to art. 12 of the Rules on the conditions and procedures for holding academic positions in IPHS, successful candidate is assigned to a permanent contract.</p> <p>When only one candidate appear to the contest, who have gained his doctoral degree at IPHS, the competition is held by documents. Many of the projects involve external for IPHS researchers with a doctoral degree, who are under temporary civil contracts.</p> <p>At national level, as well as at the institutional level of BAS, the legislation concerning scientific researches, has no specific clauses on requirements for Postdoc as an important stage in the the professional development of young researchers.</p>	<p>- Encouraging graduate doctoral students in IPHS who are interested in research activities to participate in competitions for "assistant professor" and to remain part of the team of the Institute.</p>	<p>Constantly, started in 2010, Director, Scientific Secretary,</p>



### III. Working conditions and social security

#### 22. Recognition of the profession

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).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – chapter 2 Acquisition of educational and scientific degree "doctor" and Chapter 3 Conditions for academic positions</li> <li>2. Labor Code of the Republic of Bulgaria, 01.01.1987 – chapter 12 Labour Remuneration</li> <li>3. Rules for the Implementation of the development of the academic staff in the Republic of Bulgaria – 10.09.2010 – chapter 2 Acquisition of educational and scientific degree "doctor" and Chapter 3 Conditions for academic positions</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> <li>3. Code of Ethics of scientists and specialists in IPHS BAS – 10.05.2012</li> </ol>	<p>The professional experience of young and experienced researchers (acquired before their selection) is the basis of respect for their dignity and authority of employers.</p> <p>IPHS employees have a right of work environment that allows full expression of their abilities, freedom from any form of harassment, intolerance and discrimination. All employees in the IPHS have labor contracts and take benefit from the social protection/social security. They receive remuneration corresponding to their level of qualification.</p> <p>Each improving of the qualification is bound to increase remuneration.</p> <p>Of PhD graduates and acquired academic positions researchers are given diplomas for PhD, DSc, assistant professor, associate professor and professor officially and personally by the President of BAS</p>	<p>- Compliance with the established system of quantitative and qualitative requirements of IPHS, related to the recognition of professional skills in the recruitment of researchers.</p>	<p>Constantly, started in 2010, Assistant Human Resources Director</p>

## 23. Research environment

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>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 01.01.1987 – chapter 13, Health and safe conditions of labor</li> <li>2. Law for Health and safe conditions of labor, 23.12.1997</li> <li>3. Law for Promotion of Scientific Research /LPSR/, 22.10.2010</li> <li>4. Law on Protection against Discrimination 30.09.2003</li> <li>5. Law on Integration of People with Disabilities, 01.01.2005</li> <li>6. Labor Code of the Republic of Bulgaria, 1.01.1987 – art.8 (3)</li> <li>7. Law on Employment Promotion – art.2</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Committee on Working Conditions</li> </ol>	<p>IPHS offers a suitable working environment, which includes the implementation of measures to prevent the risk to people, property and the environment. It provides administrative support for each unit, there are, computers, networks and other equipment for all researchers and scientific and administrative employees.</p> <p>IPHS has created an organization for safe working conditions, which includes instruction of employees and risk assessment.</p> <p>A two-year prophylactic medical examination is performed of all the employees.</p> <p>In the normative documents exist clauses on monitoring of the workplace accidents (analysis and implementation of corrective measures, emergency plans).</p> <p>IPHS provides the following tools for scientific research: electronic platforms, scientific databases, library, contracts with users (customers) of scientific and practical knowledge.</p> <p>IPHS helps scientists to cooperate on distance through participation in local and international research networks.</p>	<ul style="list-style-type: none"> <li>- Improvement of institutional research base;</li> <li>- Building network of scientific and research cooperation at national and international level, incl. from a distance</li> </ul>	<p>Constantly, started in July 2010,</p> <p>Director, Leaders of departments, Leaders of sections, Scientific Secretary</p>

## 24. Working conditions

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, *inter alia*, 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 01.01.1987 – chapter 7,</li> <li>2. Ordinance on working hours, breaks and leaves</li> <li>3. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 24, 29</li> <li>4. Rules for the implementation of the Law for the development of academic staff in RB, 10.09.2010 r. – art. 46, 55, 60</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> </ol>	<p>The organization of the working conditions in IPHS assumes in compulsory working hours possibilities for flexible working time too. They are consistent with the nature of scientific work and to the individual specifications of research and provides opportunities for combining work and family commitments of researchers.</p> <p>Opportunities to work part-time and sabbaticals and leaves for training are specified in the regulations of BAS and IPHS. IPHS as an employer strictly observe the Labor Code of the Republic of Bulgaria which provides leave for pregnancy, childbirth, child rearing to three years, adoption, breastfeeding and feeding a small child. Maternity leaves can be used by one parent (mother or father).</p> <p>Upon return to work due to the expiry of leave for raising a child the employee has the right to propose to the employer changes in the duration and distribution of working hours for a fixed term or other changes to the employment relationship, to facilitate his return to work, in order to promote better reconciliation of work and family obligations.</p>	<p>- Improve possibilities for flexible working hours in order to motivate researchers</p> <p>Creating a better balance between work and family life</p>	<p>Constantly, started in 2015,</p> <p>Director, Leaders of Departments, Leaders of sections, Assistant Human Resources</p>

## 25. Stability and permanence of employment

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 *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 17, art.15 par.2</li> <li>2. Labor Code of the Republic of Bulgaria, 1.01.1987</li> <li>3. Rules for the implementation of the Law for the development of academic staff in RB, 10.09.2010 – art. 44</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.57</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS - 13.01.2011</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> </ol>	<p>Academic positions in IPHS are held under labor relations. Depending on the type of academic position legislature has defined relevant requirements for its occurrence and type of employment relationship. It may occur on the basis of a competition or selection.</p> <p>Art.57 of the Statutes of the Bulgarian Academy of Sciences / SBAS / determines that "scientists working out of the BAS system, and acquired the first academic degree or academic position at the academy sign fixed-term contract." After expiry of the term, the Scientific Council decides whether to conclude a new fixed-term contract, to make it with indefinite duration or to terminate it.</p> <p>All researchers with doctorate at IPHS work on permanent contract with indefinite duration.</p>	-	-

## 26. Funding and salaries

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>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 1.01.1987 – art.107</li> <li>2. Social Security Code in the Republic of Bulgaria</li> <li>3. Law for Promotion of Scientific Research /LPSR/, 22.10.2010 – art. 4</li> <li>4. Law for lending students and PhD students 01.01.2010</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/ - art.11</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.75, 76, art.16, par.1, p.11</li> <li>3. Strategy for risk management in BAS</li> <li>4. Permanent Working Group on Risk Management.</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Internal rules for organization of the salary in IPHS</li> <li>3. Rules on financial management and control in IPHS.</li> <li>4. Internal rules for the salary in IPHS adopted by the General Assembly and approved by the Director.</li> <li>5. Strategy for risk management in IPHS.</li> <li>6. Council on Risk Management.</li> </ol>	<p>Remuneration All researchers at IPHS receive remuneration and are insured by the employer for all risks (temporary disability, temporarily reduced working capacity, disability, maternity, unemployment, old age and death). They have health and pension rights, and the right of unemployment benefits. Remuneration is based on the budget subsidy of BAS. All employees with children up to '18 years old have a right of child benefit.</p> <p>Bonuses Researchers working on projects with external entities (national and international) receive additional remuneration on the basis of the contractual relationship with the external entities.</p>	<ul style="list-style-type: none"> <li>- Wider informing of the researchers about funding opportunities.</li> <li>- Encouraging researchers to participate in national and EU projects;</li> <li>- Establishing a more differentiated system of remunerations taking into account the results of the individual attestation;</li> </ul>	<p>Constantly, started in July 2010, Director, Scientific Secretary, Leaders of departments and sections; Secretary - Information provision</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.

<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>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law on Protection against Discrimination 30.09.2003 – art.4, par.1</li> <li>2. Labor Code of the Republic of Bulgaria, 1.01.1987 – art.8 (3)</li> <li>3. Law on Employment Promotion – art. 2</li> </ol> <p><b>At institutional level - IPHS:</b> Regulatory framework of IPHS There are no clauses on gender equity.</p>	<p>Policy on equality</p> <p>Despite the lack of normative clauses at institutional level of BAS and IPHS against gender discrimination, the national and European legislation on protection against discrimination is respected.</p> <p>Competitions for holding an academic and management positions in IPHS are bound by the criteria for quality and competence on which people are hired, regardless of the sex of the candidates. The profession of researcher at IPHS progressively is feminized, which can be explained by the greater interest of women to the social sciences and humanities.</p>	<ul style="list-style-type: none"> <li>- Analysis of the gender balance in the composition of researchers at IPHS;</li> <li>- Promotion of equal opportunities policy in the recruitment of researchers.</li> <li>- Updating the regulatory framework of IPHS so that it reflects the legislation related to the issue of non-discrimination.</li> </ul>	<p>Constantly, started in July 2015,</p> <p>Leaders of departments</p> <p>Assistant Human Resources</p>

## 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.

<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>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 1.01.1987 - art. 228a, (1)</li> <li>2. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010</li> <li>3. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Law for Bulgarian Academy of Sciences /LBAS/</li> <li>2. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.57</li> <li>3. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> </ol>	<p>According to the regulations of national and institutional levels there are clear rules for the career development.</p> <p>In the Rules on the conditions and procedures for holding academic positions in IPHS there are certain requirements to meet professional obligations for each academic position, such as requirements for professional experience, quality and quantity of research, publications, citations and more.</p>	<ul style="list-style-type: none"> <li>- Informing researchers at every stage of their professional development for the opportunities for career development.</li> <li>- Encouraging and supporting researchers at every stage of their professional development for career growth.</li> </ul>	<p>Constantly, started in July 2010, Director, Scientific Secretary, Leaders of departments</p>

## 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><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 24 (1-1b), 29 (2a), 29b (2-2a)</li> <li>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 46 (1), 53 (1-16), 57 (2), 60 (1-2a), 61 (2-2a)</li> <li>3. National Strategy for Development of Scientific Research 2020 – 28.07.2011</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</li> <li>2. BAS is part of the contact persons for the representation of EURAXESS - a network of mobility centers of scientists <a href="http://www.euraxess.bg/en/contact">http://www.euraxess.bg/en/contact</a></li> <li>3. National network of regional academic centers of BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012</li> <li>2. Rules for Conducting employee appraisal at IPHS - 13.03.2014</li> </ol>	<p>Mobility in IPHS is strongly encouraged in the context of human resources policy and evaluation of researchers in attestation. Existing measures primarily encourage mobility early in career but there are no incentives to promote mobility in the post doctoral period and mid-career development.</p> <p>BAS is part of the Bulgarian network of contact persons for the mobility of researchers, which is part of the European network (EURAXESS Services). Every scientist at IPHS can take advantage of the Bulgarian Network of Research Mobility Centres, which supports scientists in finding work, funding opportunities for their works and others, and provides services that make moving to another country as a slight, and also maintains links between European scientists worldwide.</p> <p>BAS also builds national network of regional academic centers in the Republic of Bulgaria for integration between BAS institutes and their subdivisions in different regions of the country with universities, industry and municipalities located in their territory.</p> <p>IPHS participates in consortia with partners from different countries, aiming at developing new knowledge, new technology, new products, or pooling resources for research.</p>	<ul style="list-style-type: none"> <li>- Encouraging researchers to participate in national and international mobility at all stages of career</li> <li>- Increasing the mobility of the researchers between public and private sectors.</li> <li>- Improving mobility through expansion of the activities to attract foreign researchers IPHS.</li> </ul>	<p>Constantly, started in July 2010, Director, Scientific Secretary, Leaders of departments and sections</p>



### 30. Access to career advice

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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"><li>1. Law for Promotion of Scientific Research /LPSR/, 17.10.2003</li><li>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 15, 18</li></ol> <p><b>At institutional level – IPHS:</b></p> <ol style="list-style-type: none"><li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 – art.44, p.1</li></ol>	<p>According to the regulations of national and institutional levels there are clear rules for the career development. Rules and opportunities for career development are described in the Rules of development of academic staff in IPHS, which is accessible to all researchers on the website of the Institute. In need of advice, they can turn to the assistant "Human Resources" and the Scientific secretary of IPHS.</p>	<p>-</p>	<p>-</p>

### 31. Intellectual Property Rights

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/, 17.10.2003 – art. 4 (1)</li> <li>2. Law for Copyright and its Related Rights – 29.06.1993</li> <li>3. Law on Patents and Utility Model Registration – 2.04.1993</li> <li>4. Law on Marks and Geographical Indications – 14.09.1999</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009 -§3, §4</li> <li>2. Rules for publishing of BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 art.55, p.1 and p.2</li> </ol>	<p>Planned scientific the production of IPHS is owned by the authors and the Institute.</p> <p>Research methods, computer programs and databases created during the employment relationship, are also owned by the authors. As the scientific products are also property of the Employer he may authorize their use by others with the explicit instruction to quote the authors.</p> <p>Topics under contract with external assignor regulate copyright in the said clauses.</p>	<p>- Periodically informing the researchers on their rights on intellectual property and co-authorship.</p>	<p>Constantly, started 2010, Scientific Secretary, Leaders of departments</p>

## 32. Co-authorship

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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Law for Promotion of Scientific Research /LPSR/, 17.10.2003 – art.4 (1)</li> <li>2. Law for Copyright and its Related Rights – 29.06.1993 - joint authorship art.8, authorship bibliographies, databases - art.11, right of publication in periodical journals – art.59</li> <li>3. Law on Patents and Utility Model Registration – 2.04.1993</li> <li>4. Law on Marks and Geographical Indications – 14.09.1999</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the registration, protection and use of objects of intellectual property in the Bulgarian Academy of Sciences – 22.06.2009 -§3, §4</li> <li>2. Rules for publishing of BAS</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011 art.55, p.1 and p.2</li> </ol>	<p>Co-authorship is regulated in the Law for Copyright and its Related Rights. At a level of Rules of the IPHS there is no explicit text of co-authorship, as it is recognized as authorship. If necessary, a protocol of co-authorship between authors is made.</p>	<p>- Promotion of co-authorship with researchers at all levels, especially for researchers in beginning of their professional development</p>	<p>Constantly, started 2010, Scientific Secretary, Leaders of departments</p>

### 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <p>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010</p> <p>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010</p> <p><b>At institutional level - BAS:</b></p> <p>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, par.3, art.54, par.3</p> <p>2. Rules for Conducting employee appraisal at IPHS - 13.03.2014</p>	<p>The institutes of BAS are accredited for training of graduate students.</p> <p>In IPHS PhD students are trained in the following accredited programs:</p> <p>Personality Psychology            Psychology of work and engineering psychology            General Psychology            Pedagogical and Developmental Psychology            Statistics and demography            Sociology            History of Bulgaria (Historical demography)</p> <p>Teaching is not a main obligation for researchers but is required for professional development. It is a mandatory component for holding academic positions taking into account the number of successfully graduated doctoral students. Published educational materials, and work with students are assessed.</p> <p>Teaching is a component on the attestation of researchers.</p>	<p>- Encouraging researchers to spread their research results and experience by teaching and publication of teaching materials.</p> <p>- Encouraging researchers through teaching activities in universities to attract young researchers and graduate students to IPHS.</p>	<p>Constantly, started in July 2010, Scientific Secretary, Leaders of departments and sections</p>

### 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>
<p><b>At national level:</b></p> <ol style="list-style-type: none"> <li>1. Labor Code of the Republic of Bulgaria, 1.01.1987</li> <li>2. Закон за защита от дискриминация, 30.09.2003 г.</li> <li>3. Law on Access to Public Information, 7.07.2000</li> </ol> <p><b>At institutional level - BAS:</b></p> <ol style="list-style-type: none"> <li>1. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.57</li> <li>2. Code of Ethics of employees at BAS – 24.11.2009</li> </ol> <p><b>At institutional level - IPHS:</b></p> <ol style="list-style-type: none"> <li>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</li> <li>2. Code of Ethics of scientists and specialists in IPHS BAS – p.4.5</li> <li>3. Commission on Professional Ethics</li> </ol>	<p>Consideration of complaints regarding labor relations are regulated by the Labour Code, according to which labor disputes are considered in the court.</p> <p>Complaints, disputes and conflicts occurred in the process of research activity are addressed and solved by the Scientific Council of IPHS.</p> <p>In the Code of Ethics there are clause on receiving signals from the Commission on Professional Ethics at IPHS.</p>	<p>- Analysis of the types of complaints / appeals at the very moment.</p> <p>-Preventing potential conflicts, complaints and appeals through workshops and discussion of the problems as well as improvement the psychological climate in the Institute, through teambuilding and joint events.</p>	<p>Constantly, started in July 2010</p> <p>Scientific Secretary, Chairman of the Scientific Council, Members of the Committee on Professional Ethics</p>

### 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>At national level:</b></p> <p>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010</p> <p>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria 10.09.2010</p> <p><b>At institutional level - BAS:</b></p> <p>1. Statutes of the Bulgarian Academy of Sciences /SBAS/ - art.57</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules for the structure, the internal work order and activity of IPHS – 13.01.2011</p> <p>2. Rules of Procedure of the Scientific Council of IPHS – 05.05.2011</p>	<p>The General Assembly of BAS is the main governing body, whose members are scientists of the permanent research units such as the IPHS.</p> <p>Governing body at IPHS are the General Assembly of the Institute, the Scientific Council and the Director.</p> <p>Members of the General Assembly who have a right to vote are all scientists holding an academic position or own a scientific degree.</p> <p>General Assembly adopts and amends the rules of procedure of the Institute, elects or remove their representatives in the General Assembly of BAS, adopt scientific and Financial reports, discuss programs of the candidates for director and elect a Director approved by Central Office-BAS. The General Assembly elects, modify and adds the composition of the Scientific Council.</p> <p>The Scientific Council is the main body defining the research policy of the institute. In the Scientific Council of IPHS as a collective body of scientific leadership take part the majority of the qualified researchers who are elected by the General Assembly of scientists at IPHS. The participation of researchers in the Scientific Council has a mandate of 4 years.</p>	-	-

## IV. Training

<b>36. Relation with supervisors</b>			
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, and deliverables and/or research outputs.			
<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>At national level:</b></p> <p>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 27 (4) – 1c, 29b (2)-1c</p> <p>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 14 (1)-3,15,18 (1), 57a (2)-2d, 61 (2)-1c</p> <p><b>At institutional level - BAS:</b></p> <p>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p>2. Rules Training Center at BAS</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, par.3, art.54, par.3</p> <p>2. Rules for acceptance and education of PhD students in IPHS – 14.07.2011</p>	<p>The training activities of Bulgarian and foreign doctoral students is controlled and organized by the Training Center of BAS. Students are trained on individual plan, in accordance with the regulations of BAS and IPHS.</p> <p>PhD students together with their scientific supervisors prepare quarterly and annual reports on the progress of their work which are assessed in sections and adopted by the the Scientific Council of IPHS.</p> <p>Between PhD students and their scientific supervisor are established structured and regular relationship so that doctoral students receive full support from both their supervisor and the other researchers from the Institute in terms of their training.</p> <p>Rights, obligations and relations between PhD student, scientific supervisor and the Institute are regulated in a tripartite training contract signed by the parties.</p>	<p>- Exercising control by the scientific supervisor, leader of the section and the department on the stages of the doctoral development.</p> <p>- Active involvement of doctoral students in projects carried out at the Institute in order to enhance their research skills.</p> <p>- Training of researchers into modern research methods</p>	<p>Constantly, started in July 2010,</p> <p>Scientific secretary, Scientific supervisors of PhD students, Secretary - Information provision</p>

### 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.

<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>At national level:</b>            1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 г. – art. 27 (4) – 1c, 29b (2)-1c            2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 14 (1)-3,15,18 (1), 57a (2)-2d, 61 (2)-1c</p> <p><b>At institutional level - BAS:</b>            1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p><b>At institutional level - IPHS:</b>            1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, par.3, art.54, par.3</p>	<p>The duties of habilitated researchers at IPHS include leadership and coordination of research projects involving young researchers and the guidance of doctoral students and others. Senior researchers offer professional support and advice to young researchers, Postdoctoral and doctoral students in cooperative research activities.</p> <p>Habilitated researchers help to increase qualification and growth of young researchers. Scientific guidance of doctoral students is one of the criteria to be considered in the context of hiring or promotion to "professor" degree.</p>	<p>- Strengthening of constructive and supporting relationships between senior and young researchers to enhance their professional skills and career development.            - Training of researchers in contemporary research methods.</p>	<p>Constantly, started in 2010            Director, Scientific secretary, Scientific supervisors,            Leaders of Departments and Sections            Secretary - Information provision</p>



### 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
<p><b>At national level:</b></p> <p>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 г. – art. 29b (2, 3)</p> <p>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 14 (1), 22, 46 (1), 57a (2), 61 (2)</p> <p><b>At institutional level - BAS:</b></p> <p>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, par.3, art.54, par.3</p>	<p>IPHS makes efforts to ensure that researchers develop their knowledge and skills throughout their careers. Encourages the participation of researchers in scientific forums, fellowships and training courses. One of the main barriers to further education opportunities are limited financial resources of IPHS and BAS and insufficient financing of science as a whole in Bulgaria.</p>	<p>- Encouraging researchers at all levels to participate in conferences, workshops, seminars, training courses, etc. to improve their professional skills.</p> <p>- Encouraging researchers at IPHS for inclusion in the international scientific networks.</p>	<p>Constantly, started in July 2010</p> <p>Director, Scientific secretary, Leaders of Departments and Sections</p>

### 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.

<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>At national level:</b></p> <p>1. Law for Promotion of Scientific Research /LPSR/ – 17.10.2003</p> <p>2. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 29b (2, 3)</p> <p>3. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 14 (1), 22, 46 (1), 57a (2), 61 (2)</p> <p><b>At institutional level - BAS:</b></p> <p>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, a2.</p> <p>2. Rules for Conducting employee appraisal at IPHS - 13.03.2014, art.54, par.3</p>	<p>IPHS makes efforts to provide equal access for all researchers to various opportunities to increase their knowledge and skills throughout their careers.</p> <p>Access to training is open and IPHS encourages researchers to participate in group or individual training courses at home and abroad</p> <p>Insufficient financing and limited state funding for science in Bulgaria limit opportunities for accumulation of professional knowledge and skills of researchers, which creates serious obstacles in their professional careers.</p>	<p>- Enabling the participation of researchers of IPHS in international scientific networks, training seminars, etc.</p> <p>- Encouraging PhD students and young scientists to participate in conferences, workshops, training courses, etc.</p>	<p>Constantly, started in July 2010</p> <p>Director, Scientific secretary, Leaders of Departments and Sections, Researchers</p>

## 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.

<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>At national level:</b></p> <p>1. Law for the development of academic staff in the Republic of Bulgaria, 21.05.2010 – art. 27 (4) – 1c, 29b (2)-1c</p> <p>2. Rules for the implementation of the Law for the development of academic staff in the Republic of Bulgaria, 10.09.2010 – art. 14 (1)-3,15,18 (1), 57a (2)-2d, 61 (2)-1c</p> <p><b>At institutional level - BAS:</b></p> <p>1. Rules on terms and conditions for the acquisition of science degrees and occupying scientific positions in BAS</p> <p>2. Rules Training Center at BAS</p> <p><b>At institutional level - IPHS:</b></p> <p>1. Rules on the conditions and procedures for holding academic positions in IPHS – 03.05.2012 – art.17, p.2, art.35, par.3, art.54, par.3</p> <p>2. Rules for acceptance and education of PhD students in IPHS – 14.07.2011</p>	<p>In IPHS - BAS has a clear policy of support and supervision of PhD students and young researchers. Their research ideas and projects are discussed in the section, they are given clear research and methodological guidelines for their implementation.</p> <p>Every year the progress of the developed topics is discussed and the upcoming activities on them. After completion of a project, each researcher presents his results at a seminar to his colleagues of the Institute, where a feedback of the achievements, opportunities for development and future guidelines are proposed.</p>	<p>- Improving the scientific guidance of PhD students and young researchers by increasing their participation in joint research projects with the aim of passing on the experience and expertise of senior researchers.</p> <p>- Monitoring the performance of the duties of the scientific supervisors of doctoral students</p> <p>- Application of modern methods of training of PhD students by their scientific supervisors</p>	<p>Constantly, started in July 2010</p> <p>Scientific supervisors, Director, Scientific secretary, Leaders of Departments and Sections</p>