

Policy for Open Access to Research Infrastructures at Institute of Economics Skopje, UKIM¹

Introduction

The Institute of Economics Skopje at the Ss. Cyril and Methodius University in Skopje, UKIM, is engaged in scientific research and educational activities in the following fields:

- 1) economic sciences with particular attention to economic and regional development, sustainable development, economic policy, international economy, international trade, foreign exchange, fiscal and monetary system, economics of tourism, agricultural economics, agrarian policy, living standard of the population;
- 2) organizational sciences, mainly focused on investments and investment management, marketing management, business policy and corporate finance, management information systems, management and corporate governance, human resource management, entrepreneurship, e-commerce, agribusiness management, financial management, project management;
- 3) demography, more precisely the interaction between demographic, economic and social processes. In the research, special attention is paid to demographic development, population development (natural population increase and migratory movement, particularly international migrations), population structures, demographic ageing, labour market, as well as application of demographic models and methods.

Since its founding, the Institute of Economics has carried out more than 500 projects, over 160 publications and numerous scientific conferences, workshops, debates, trainings etc. Conducting its primary activity, the Institute of Economics has offered and delivered research, training and consultancy services to government institutions, private sector, international organizations, and alike. Hence, the Institute's researchers, individually and as a team, have taken active part in many international studies. Moreover, the Institute has engaged a significant number of research fellows in various fields and has formed a wide network of collaboration with related institutions from the country and abroad.

In the last two decades the Institute of Economics worked in the field of education. It offers postgraduate programmes, according to the European Credit Transfer System (ECTS), in: International Economics, Financial Management, Business Logistics, Entrepreneurship, Agribusiness, Business Management, International Management and Managerial Economy.

The Institute of Economics also offers doctoral study programme in four areas: Economic Sciences, Organizational Sciences and Management, Demographics and Statistical Methods for Business and Economics.

Therefore, it has knowledge-based resources such as methodologies, collections, archives that are used in scientific research, which constitute the Institute's Research Infrastructure.

The Institute of Economics is a member of the Alliance for Open Educational Resources and sign the Declaration of OER Macedonia from 2013. Therefore, the Institute of Economics supports the

¹ This Policy was prepared through the Technical Assistance provided by the Regional Cooperation Council in June-October 2020 under the Open Access Research Infrastructure in the Western Balkans Support Programme

development of Open Educational Resources (OER) in Macedonia, based on the principles of the Paris Declaration on Open Educational Resources adopted by UNESCO World Congress on Open Educational Resources held in Paris in 2012. A representative of Institute of Economics (Ph.D. Zoran Janevski) was an active participant-lecturer at the second "World Congress for Open Educational Resources" held in Ljubljana in 2017 and made a significant contribution to the preparation of the Ministerial Statement which was adopted by the Congress.

This document outlines the Policy for Open Access (OA) to research infrastructure at the Institute of Economics Skopje. The benefits for having such a Policy are multifold. It will increase the national and international visibility of the Institute of Economics Skopje, both as a research performing and educational organisation, will enable the resources sharing and will provide better coordination and management of the Research Infrastructure.

CHAPTER I GENERAL PROVISIONS AND DEFINITIONS

1. The Institute of Economics Skopje, at the Ss. Cyril and Methodius University in Skopje, UKIM (hereafter – Institute) is a research and educational institution.
2. This Policy is applied to all **Open Access Research Infrastructures** for research and development (R&D) (technical, social and cultural) (hereafter – **Research Infrastructure**) of the Institute and guides the relations between the Institute and the **Users** of its **Open Access Services**.
3. This Policy forms an integral part of any **Open Access Services Agreement** concluded between the Institute and the **Users** of **Open Access Services**.
4. The objective of this Policy is to define the nature of **Research Infrastructure(s)**, its position in the Institute, services provided by this **Research Infrastructure**, provisions for use of resources, formation of pricing, confidentiality obligations and dispute settlement procedure.
5. The following definitions are used in the Policy:
 - **Open Access principles** – the conditions under which the Institute creates access to its Research Infrastructure for use by different groups of **Users** inside and outside the organisation;
 - **Research Infrastructure** (infrastructure for carrying out research) – physical structure (science institute) and other material and virtual resources and related services required for the performance of modern fundamental and applied scientific research;
 - **Resources** – research infrastructure, scientists and other researchers working with the infrastructure, staff providing services to the infrastructure, conducting the operation of the infrastructure, working, maintenance and development, time of the infrastructure;
 - **Open Access Services** – services approved by the Director of the Institute;
 - **Applicant** – a natural or legal person, or a group of persons, applying for and ordering Open Access Services, i.e. requesting access to the Research Infrastructure;
 - **User** – an Applicant who was granted access to the Research Infrastructure;
 - **Agreement** – an agreement on the provisions of Open Access Services between the User and the Institute;
 - **Research Infrastructure Operating time** – the total operating time of the Research Infrastructure;

- **Off time** – the period of time which the Research Infrastructure cannot be used. This time is reserved for maintenance and repairs;
- **Open Access time** – the period of time within which the Research Infrastructure is made accessible to the users either for free or for a fee.

CHAPTER II RESEARCH INFRASTRUCTURE MANAGEMENT

6. Management and supervision of specified **Research Infrastructure** is ensured by the Institute's Board which consists of the Director of the Institute, vice-directors (for Science and International Cooperation and for Education and Finance), heads of the departments (for Economic Sciences, for Organizational Sciences and for Demography) and two representatives of the students.
7. The Director of the Institute and the Institute's Board are directly responsible for the accessibility of the **Research Infrastructure** in accordance with the current policy of the Institute and of Ss. Cyril and Methodius University in Skopje.
8. In the annual report of the Director submitted to the Scientific Council of the Institute of Economics the following activities concerning the use of the Research Infrastructure of the Institute are presented: identifications of users, identification of the purpose and aim of the request, classification of the type of usage (scientific and applicable projects, researches in different areas).

CHAPTER III USERS OF RESEARCH INFRASTRUCTURE

9. Services of the Institute of Economics Skopje, at the Ss. Cyril and Methodius University in Skopje, UKIM are provided to internal and external **Users**.
10. **Internal Users** are all employees of the Institute, its Master and PhD students, as well as any legal person/entity as part of the Ss. Cyril and Methodius University in Skopje.
11. **External Users** are researchers from other national and international universities, research organisations, private companies, NGOs, government organisations and individual citizens.
12. Any **Applicant** (potential internal and external **User**), who wants to use or be entitled to use Research Infrastructure of the Institute reserves the required equipment by sending a request by an email to the Administrative Office (person who will be responsible to manage such requests). The Director of the Institute in accordance with the Institute's Board as a governing body reviews the **Applicant's** request and decides which one will be approved. For every approved request an **Agreement** for access to the **Research Infrastructure** will be prepared.
13. The **Agreement** with internal or external users is concluded in writing. Negotiations on the **Agreement** may take place by email, but it enters into force when both parties exchange the originals (either a paper or a scanned signed copy). The **Agreement** should be confirmed by the Scientific Council of the Institute of Economics and signed by the Director of the Institute.

CHAPTER IV ACCESS TO RESEARCH INFRASTRUCTURE

14. **Research Infrastructure** is accessible to the **Users** in compliance with procedures defined by the **Time of Access** to the **Research Infrastructure**.
15. The **Research Infrastructure Operating Time** is divided into **Open Access Time** and **Off Time**.
16. The Director of the Institute approves the **Research Infrastructure Operating Time** schedule.
17. Provision of **Research Infrastructure** services cannot violate national legal provisions regarding state assistance and the rules for use of public funding from different sources.

CHAPTER V FORMING OF PRICING FOR RESEARCH INFRASTRUCTURE SERVICES

18. Pricing of the **Research Infrastructure** services is made under the principle of reimbursement of the **Research Infrastructure** costs.
19. The price of the **Research Infrastructure** services is determined according to the **User's** type – internal vs. external **User** / commercial vs non-commercial, assessing the duration of the work of human resources required for performance of the work, and other possible expenses.
20. After **User's** application (internal and external) is received and a decision to grant access for a fee is made, the **Research Infrastructure** manager, i.e. the Director of the Institute, prepares a commercial offer of service provision, which will constitute a part of the **Agreement**. If the decision is made to grant access for free, no commercial offer is prepared and all details about access are described in the **Agreement**.
21. Prices of the **Research Infrastructure** services are announced publicly. Prices are reviewed taking into consideration changes in economic conditions, costs of the maintenance, administration and other costs related to the **Research Infrastructure** activities.

CHAPTER VI COLLECTION AND USE OF THE FUNDS RECEIVED FOR PROVISION OF THE RESEARCH INFRASTRUCTURE SERVICES

22. Income received from the provision of the **Research Infrastructure** services have to be used for the up-keep, improvement and renovation of the Research Infrastructure. Other purposes might include improvement of qualification of the staff conducting maintenance, salaries and other expenses directly related to the **Research Infrastructure** activities.
23. The income received is distributed for utility expenses, materials required for research and operation of equipment and for human resources (researchers, technical and administrative staff) of the Institute of Economics. The specific costs in each category which can be covered will depend on the provided income and based on the internal decisions of the Scientific Council of the Institute.
24. Accounting of these funds is conducted in the financial department.
25. Income tax for the Institute's service provision – income is deducted as a fixed part of the price of provided services, which is used for the maintenance of the **Research Infrastructure**, transferred and accounted at the Institute's financial department.

26. Added value tax is a state tax, calculated as a fixed part of the price of provided services, transferred to the State Tax Inspectorate. The exclusion will be if the **User** is VAT free.

CHAPTER VII OBLIGATIONS RELATED TO CONFIDENTIALITY AND PROTECTION OF INTELLECTUAL PROPERTY

27. The **Research Infrastructure** manager, i.e. the Director of the Institute must ensure the confidentiality of the results of every scientific research performed using the **Research Infrastructure Resources** and/or services. Mutual obligations and potential exceptions will be specified under the written **Agreement** between the **Research Infrastructure** and external **User**.
28. Ownership and management of intellectual property created at the Institute of Economics and confidentiality obligations are regulated by the Law on Author's Rights, the Law on Higher Education, the Law on Scientific Research, the Statute of the Ss. Cyril and Methodius University in Skopje and the Statute of the Institute of Economics.
29. In the case of research performed by external **Users**, all intellectual property produced by the **User** within the **Open Access Time** shall be specified in the **Agreement**.
30. In case of the research performed by internal **Users**, a condition from the Agreement has to be explained about making the results available **Open Access**, adhering to the Open Science principles.

CHAPTER VIII DISPUTE SETTLEMENT

31. In case of disputes regarding the use of the **Research Infrastructure Resources** or service provision, violations of protection of intellectual property or other basis directly related to the **Research Infrastructure**, interested persons can submit a written claim or complaint to the Director of the Institute.
32. After receipt of a written claim or complaint the Director of the Institute transfers it for the consideration to the responsible departments or specially formed bodies. Any claim or complaint must be considered and examined in 15 calendar days from its receipt. Responsible department, or specially formed bodies, prepare an answer and send it to the Users who made a complaint by registered letter in 5 working days.
33. In case a dispute is not settled, interested persons can protect their rights under procedure established by the national legal acts of the Law on Authors Rights and The Law on Civil Procedure at the Basic Court II in Skopje.

CHAPTER IX FINAL PROVISIONS

34. This Policy is amended or repealed under the order of the Rector of the Ss. Cyril and Methodius University in Skopje.