**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**COLLECTIVE AGREEMENT**

**2019-2022**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 04/07/2019**

**Applicability:**

This Agreement applies to all staff members of the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University, the Employer).

**Authority:**

This paper was approved by the University primary trade-union organization (hereinafter the Union) and the Rector of the University.

**1. Introduction and Document Layout**

This Agreement is entered into force on July 4, 2019 and made between the Employer (the Immanuel Kant Baltic Federal University) and employees represented by the University primary trade-union organization. The Union and the University recognize that respect among and between all members of the University сommunity is necessary to maintaining an environment in which each member of the community can work effectively and productively. Accordingly, the Union and the University each shall promote an atmosphere where individuals within the workplace are both respected and expected to treat others with respect.

The IKBFU Collective Agreement governs social and employment relationships between the members of the University community and sets forth mutual labor obligations between the Employer and employees. The following issues are determined by the Agreement:

* working environment;
* employee social guarantees;
* work schedules;
* employee retraining;
* employee compensation and benefits;
* etc.

The Agreement comprises the Staff Employment Policy and the Staff Pay Policy.

The Staff Employment Policy elaborates on the following articles:

* employment contract (the general provisions on concluding, termination, and amendment of the employment contract);
* work schedules (work hours and rest time);
* training and retraining (the employee right to perform professional training and retraining);
* social and health care benefits;
* staff code of conduct;
* etc.

The Staff Pay Policy stipulates the employee compensation terms and conditions, publication incentives provision.

The term of the present Agreement is three years.

**2. Workplace Health and Safety**

The University shall provide workplaces that meet safety, security, sanitary, and other standard requirements.

A new employee shall be familiarized with workplace health regulations, safety, sanitary, and fire prevention instructions.

The University provides employees with protective clothes, footwear, and other personal protective equipment in accordance with the established standards. The employees exposed to harmful work environment are entitled to free milk and other food items of equal value in accordance with the established standards.

**3. Union Activity**

The trade-union organization (the Union) maintains control over compliance with labor legislation.

Harassment, retaliation, discharge, and other restrictions of rights and freedoms in response to the person’s participation in the Union are prohibited.

The University provides the Union with the premises for meetings, document storage, conducting health promotion and cultural activities. Union representatives may use University communication channels, office machines and equipment, transportation facilities.

**4. Remuneration Scheme**

The University uses a semi-monthly pay scheme. Pay dates are:

* the 1st and the 16th days of the month (before December 31, 2019);
* the 5th and the 20th days of the month (starting from January 1, 2020).

Employee remuneration is either transferred to the employee’s MIR payroll card, or paid in cash in the University Pay Office, which is situated in the IKBFU Administrative building (14, A. Nevsky Street).

Further details on employee remuneration are provided in the Staff Pay Policy.

**STAFF EMPLOYMENT POLICY**

1. **Introduction**

This Policy is designed to govern the following issues and procedures:

* hiring and dismissal of employees;
* work schedules;
* basic rights, obligations, and responsibilities of the Employer and employees;
* employee incentives and sanctions;
* other issues related to employment relationships.

The Policy complies with the Labor Code of the Russian Federation, the Federal law “On Higher Education in the Russian Federation”, and other legal acts of the Russian Federation.

1. **Hiring of Employees**

Labor relations between employees and the University are based on an employment contract, which shall be concluded, amended, or terminated in accordance with the legislation of the Russian Federation. The employment contract stipulates professional obligations which shall be scrupulously fulfilled by the employee.

When signing the employment contract, the new employee shall submit:

* a passport or other identity document,
* an employment record (unless it is the employee’s first employment contract or a part-time employment contract),
* a state pension insurance certificate, including its electronic version,
* a military service documents (for reservists and persons liable for military service),
* an educational degree, qualifications or training certificates (if special knowledge or skills are required for the given position),
* a certificate of no criminal record,
* other documents, if relevant and required in accordance with the Russian legislation.

A medical examination certificate is required for:

* employees under the age of 18,
* members of faculty staff,
* other categories of staff pursuant to the Russian legislation.

A mental health evaluation is required for:

* members of faculty staff,
* coaches, swimming instructors, swimming pool staff,
* dormitory support staff,
* drivers, operators,
* electricians.

Hiring of international staff is conducted under the labor and migration legislation of the Russian Federation.

Appointment of a new employee is enacted by the Rector’s order, which shall match with terms and conditions of an employment contract. The employment contract shall be made in duplicate of the same legal effect, with each party holding an original.

The Employer shall familiarize the new employee with:

* formal job description, working conditions, work and rest schedule, remuneration system and payment method, employee’s rights and obligations;
* the present Policy, the Collective Agreement, and other relevant University bylaws;
* workplace health regulations, safety, sanitary, and fire prevention instructions.

The employee shall take office from the day defined by the employment contract. The employment contract may specify a probation period of no more than three months to confirm the employee’s qualifications for the job. For the positions of Vice-Rectors, Chief Accountant, Deputy Chief Accountant, Heads of separate structural units, the probation period may last up to six months.

Conclusion of an employment contract for a faculty position shall be preceded by a competitive selection of applicants. The procedure is set forth in the Regulations on Organizing and Holding Competitive Selection of Candidates for Faculty Positions.

The Human Resources Office shall keep an employment record in accordance with the legislation of the Russian Federation for each full-time employee who has worked at the University for more than five days.

1. **Amendments to Employment Contract**

Permanent or temporary change of employment functions is subject to written approval of the employee.

If an employee is temporary working outside the Kaliningrad region (or outside the Russian Federation) to implement project/grant activities, an additional contract on remote employment may be concluded.

1. **Separation from Employment**

An employee is considered to be dismissed from the University upon termination of the employment contract. An employment contract may be terminated only on the grounds specified by the Labor Code of the Russian Federation.

A fixed-term employment contract is considered to be terminated on its expiration date. In this case, the Employer shall give the employee three days’ advance notice of the contract termination.

The Employer shall give the University primary trade-union organization two months’ advance notice of staff reduction (or three months’ advance notice in case of massive layoffs).

An employment contract may be terminated at the employee’s request at any time. The employee shall indicate their intention to resign no less than two weeks before the considered day of the employment contract termination. The contract may be terminated earlier by mutual consent of the Employer and the employee.

An employment contract is terminated by the Rector’s order. On the dismissal day, the employment record is returned to the employee, and the final financial settlement is made.

1. **Remote Employment**

A remote employment contract (and its modifications) may be concluded through the exchange of electronic documents.

Candidates for remote employment are allowed to submit electronic versions of the required documents via email, but are also obliged to send the notarized copies of those documents by recorded delivery post.

An order on remote contract termination may be sent to the remote employee via email. In this case, the University is obliged to send the copy of the order to the remote employee by recorded delivery post on the day of contract termination.

A work schedule of a remote employee is established at the employee’s discretion.

1. **Part-Time Employment**

Part-time employment contracts are provided for employees who work at the University when not engaged in their full-time job. The hiring procedure is established in accordance with the Russian legislation. Specific work features of faculty members, medical and pharmaceutical staff, workers of culture shall be taken into consideration while concluding a part-time employment contract with these staff categories.

University employees hold the right to conclude part-time employment contracts with other employers or take internal secondary employment at the IKBFU unless contrary to applicable laws.

A part-time employee’s working day lasts for no more than four hours. If a part-time employee is free of their full-time employment duties, they may be engaged in their part-time job full day (or full shift).

1. **Work schedules**

The University is open Monday through Friday from 8 am until 9 pm.

The IKBFU employees are expected to maintain the established work and rest schedule, handle their workload, use office hours productively, and improve working quality. The employees are entitled to have rest on non-working days, holidays, and during an annual paid leave.

Work schedules of all staff categories are established in the Collective Agreement and corresponding employment contracts.

For educational support, research, and administrative staff the working hours are established between 9 am and 6 pm (5.45 pm on Fridays) with a lunchbreak between 1 pm and 1.45 pm. Non-working days are Saturday and Sunday. Working hours shall not exceed forty hours per week.

Faculty members shall have shorter working hours: thirty-six hours per week during six workdays with one day off (Sunday). Academic load of faculty staff shall not exceed 900 hours per academic year.

Shift and flexible schedules, as well as summation of hours, may be introduced for certain employee categories and departments due to specifics of their tasks and functions.

Irregular working hours may be established for the following employee positions:

* Vice-Rectors and their deputies,
* Rector’s deputies,
* Heads of structural units and their deputies,
* Directors of the Institutes and their deputies.

Irregular working hours imply a special working schedule according to which employees may occasionally be called to perform their job duties and functions beyond the normal working hours upon the management’s request.

Other categories of employees may be asked to work overtime on workdays, on non-working days, and holidays upon their written consent.

Annual paid leaves of 28 calendar days shall be provided to employees each year according to the schedule of annual paid leaves. The schedule of annual paid leaves is approved by the Rector or an authorized officer no later than December 15 of the current year.

An annual paid leave longer than 28 calendar days is provided to the following categories of University employees:

* University faculty members (56 calendar days), other members of teaching staff (42 calendar days);
* researchers with the Doctor of Sciences degree (56 calendar days), researchers with the Candidate of Sciences degree (42 calendar days);
* staff members with disabilities (no less than 30 calendar days);
* staff members exposed to harmful working environment.

At least every ten years of uninterrupted teaching work, faculty members shall have the right to a long-term leave of up to one year.

1. **Visiting Hours**

The Rector, Vice-Rectors, Heads of structural units shall establish visiting hours to handle personal issues of employees. Directors of the Institutes, their deputies, managers for studies shall establish visiting hours for faculty members in accordance with the faculty opening hours.

1. **Compensation of Employees**

The University is obliged to provide the established conditions of staff remuneration and financial incentives. Employees shall get full and timely compensation in accordance with their qualifications, work complexity, and the quantity and quality of performed work (for more details, please see the Staff Pay Policy).

1. **Social and Health Care Benefits**

Employees are entitled to receive the University social benefits, to be provided with the service of the University social, welfare, and medical facilities, including preventive medical examination and vaccination free of charge.

Employees have the right to receive mandatory social insurance where statutorily provided.

The Employer shall compensate occupational injury and non-pecuniary damages.

Dining facilities shall be provided in each University building (or group of buildings).

1. **Professional Training**

Employees shall be provided with the opportunity to consistently continue their professional development, perform their professional training and retraining. Faculty members shall improve their teaching expertise and participate in continuing training programs at least once in a three-year period.

The University supports job oriented staff training and development through financial assistance for approved training programs. Any training which the University requires of workers in order to remain current and proficient in their jobs shall be at the University’s expense (subject to available funding) and all time spent on such required training shall be considered working time.

1. **Legal Rights**

Employees are entitled to defend their labor rights, freedoms, and legal interests by all legal means.

Employees have the right to influence the governance of the University by means specified in the labor legislation of the Russian Federation and the IKBFU Charter.

The Employer shall promptly consider employees’ recommendations for improving University operations.

The University is obliged to assure the protection of the personal data of employees.

1. **Integrity and Respect for Others**

The IKBFU is an institution dedicated to the principle of treating each University Community member fairly and with respect. In that spirit, each employee is required to avoid conflict situations, show respect to the other members of staff, avoid prohibiting them from implementation of their employment duties. The University forbids the use of vulgar, unsuitable, obscene language or gestures and other types of offensive behavior.

1. **Corruption**

Employees are expected to promote intolerance towards different forms of corruption and inform the Employer of the corruption-related offences committed by other members of staff.

1. **Workplace Requirements**

The workplace shall meet safety, security, sanitary, and other standard requirements. University employees are obliged to follow safety, sanitary, health protection, and fire prevention instructions.

1. **Use of University Resources**

Employees shall have access to the University libraries, equipment, and office machines. Employees are entitled to use information resources, including the Internet and email.

1. **University Property**

The University shall ensure security in its buildings and keep them in good technical condition to enable the normal operation of all University departments and subdivisions and guarantee the safety of equipment and other property used in the University’s educational, research, and economic activities.

Employees are expected to keep their workplace clean and tidy and treat the University property, including appliances, equipment, office machines, books, documents, etc., with appropriate care and respect. Employees are obliged to reimburse the University for material damages.

Examples of improper property uses include but are not limited to:

* bringing out University property from its premises, using University property (including facilities, equipment, computers) or space without proper authorization, bringing in the property that does not belong to the University without proper authorization;
* posting advertisements outside the designated places not otherwise authorized;
* uses intended for personal purposes not otherwise authorized.

It is prohibited to eat, drink, and use mobile phones in classes.

The University rooms that are free of classes are permitted to be used for conducting extra-curriculum activities, if properly authorized.

The room keys of University buildings shall be kept in specially designated areas and given out by officers on duty to the staff members on the approved list in accordance with the established procedure.

1. **Smoking and Alcohol Policy**

The IKBFU prohibits employees from possessing and consuming alcohol, narcotic, or toxic substances, as well as from being under the influence of them in all University premises.

Smoking (including electronic cigarettes) is forbidden in all University premises and the adjacent territories.

1. **Gambling**

Gambling activities are prohibited in all University premises.

1. **Personal Belongings**

Employees are asked to remove outwear and headwear on entering the University and leave them in the appropriate cloakroom.

The University isn’t responsible for any clothes and personal belongings left outside the cloakrooms.

1. **University Identification Cards**

All employees receive the IKBFU Identification Card. The cards are required for admission to all University premises. ID card is free of charge, but in case of its loss, there is a replacement fee every time a replacement card is issued.

1. **Special Rights and Obligations of Faculty Members**

Members of the University faculty have additionally the following rights:

* to propose new teaching and assessment methods, academic courses, master’s programs, textbooks, study materials;
* to deliver individual academic courses approved by the Academic Council of the Institute;
* to attend the meetings of the Academic Council of the corresponding Institute;
* to take part in the formation of the University Academic Council and be elected thereto.

Members of the University faculty have additionally the following obligations:

* to perform teaching, methodological, research, administrative, and other activities according to the approved individual plan, position responsibilities, and an employment contract;
* to timely inform the Director of the Institute or another authorized officer about disability of their professional duty performance;
* upon termination of the employment contract, the employee shall return the materials, equipment, and other property and documentation belonging to the University.

Faculty members shall be suspended from their duties if they face criminal prosecution.

Academic studies may include both in-class and out-class activities and may be conducted through contact hours with the instructor (including classes delivered through distance learning technologies) and as self-study. The contact hours may include the following academic activities: lectures, seminars, group work, individual work, as well as conducting ongoing, summative assessments and final tests.

1. **Incentives**

University employees can be rewarded for their long conscientious work, outstanding performance of employment duties, and other achievements. The following types of incentives are provided:

* expression of gratitude,
* awarding of valuable gift,
* giving a letter of appreciation and achievement,
* giving a money reward,
* nomination for professional excellence awards.

University employees may be nominated for national awards for special service to society and the state.

1. **Sanctions**

Any employee who commits an act of misconduct and/or violates their employment duties will be subject to University sanctions. In case of any suspected violations, a written explanatory report will be claimed first. Confirmed violations will result in appropriate disciplinary action. An employee’s refusal or holding out on a written explanation shall not hinder the application of respective disciplinary measures to them.

Disciplinary measures that may be imposed under the Policy include:

* admonition,
* reprimand,
* dismissal from the University.

**STAFF PAY POLICY**

**Applicability:**

This Policy applies to all staff members of the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University, the Employer), except the hired world’s leading researchers.

1. **Introduction**

This Policy is designed to establish the compensation plan for employees of the Immanuel Kant Baltic Federal University. The University employee compensation (a salary package) includes fixed salaries, remuneration rates, compensatory pays, and incentive pays.

The employee compensation policy aims to promote accountability and responsibility for work results.

This paper complies with the legislation of the Russian Federation, including the Labor Code of the Russian Federation, and the University bylaws.

1. **Payroll Budgets and Remuneration Rates**

The University employee payroll budget is established for each calendar year and depends on the amount of federal subsidy and funds provided by the University income-generating activities.

Payroll budgets of the Institutes depends on the number of students, the amount of subsidy from the federal budget, and the funds raised from paid educational services.

Payroll budgets of the University self-financing structural units are generated from their incomes pursuant to the structural unit’s policies.

Payroll budgets of other structural units are generated from funds allocated for the corresponding structural unit. The University establishes salary ranges, compensatory pays, premium pays and other bonus payments under the incentive plan within the University payroll budget. There are no maximum limits for the employee compensation. Notwithstanding any other provision of this Policy, no employee shall be compensated at a base rate less than required under the federal minimum wage laws.

Employees get compensation in accordance with their qualifications, work complexity, and the quantity and quality of performed work. The rate of remuneration is determined in the employment contract.

The number of staff positions is indicated in the University staffing table, which shall be elaborated in accordance with the Russian legislation.

1. **Fixed Salary and Hourly Pay**

An employee’s fixed salary depends on the occupational skill group which is defined by the job classification, employee’s qualifications, academic degrees and titles.

A salary increasing index (or an extra pay) can be established by the Rector’s order. Extra pays for academic staff depend on their qualification categories (the highest, first, or second categories). Extra pay is not included into the fixed salary and is not considered for calculation of compensatory or incentive pay rates.

Summation of hours and time wage may be introduced for certain employee categories and departments due to specifics of their tasks and functions. The University may establish hourly rate pay (which is a particular case of the time wage) for performance of the following work:

* faculty absence cover;
* engagement of members of State Attestation Commissions and State Examination Commissions, or other members of state and municipal bodies;
* provision of guidance for students’ industrial practice and internship by the third-party staff;
* conducting of entrance examinations;
* conducting extra-curriculum activities with students;
* implementation of further education programs;
* work with international students enrolled in short-term exchange academic programs at the IKBFU.

A faculty member may be engaged in hourly paid academic work for no more than six hours per day (for full-time studies) or eight hours per day (for part-time and external studies).

1. **Compensatory Pays**

Compensatory pays are supplemented to fixed salaries and remuneration rates. The University establishes compensatory pays for performance of the following work:

* physically demanding work, harmful or dangerous working environment (hazard pay);
* dealing with classified documents or information constituting the state secrets;
* extra-duty assignments;
* work in another classification;
* staff absence cover;
* overwork (overtime pay);
* work on non-working days or holidays, work at night time.

Employee shall not be paid at a compensatory rate less than required under the federal laws.

Compensatory pay rates and conditions shall be specified in the employment contract.

1. **Incentive Pays and Performance Indicators**

Incentive pays are intended to encourage employees to work conscientiously and efficiently, to take on ambitious goals, and to promote accountability for performance outcomes. Incentive pays are granted for the achievement of the established performance indicators which are outlined in the University bylaws and employment contracts. The amount of financing allocated for incentive pays is unlimited.

The University applies the following bonuses under the incentive plan:

* rewards for labor intensity and high performance,
* rewards for high quality of work performed;
* premium pays for publication activities;
* premium pays for good performance within a certain period (e.g. an annual bonus).

Employees are granted incentive pays as proposed by their direct supervisor. Incentive pays may be permanent, temporary, or occasional.

Incentive pays are not granted for employees who:

* are under disciplinary sanctions;
* have not achieved performance indicators.

An employee’s performance indicators shall include:

* timely, full, and correct performance of employment duties, including supervisor’s orders and tasks;
* compliance with the Faculty Code of Conduct (for faculty staff only).

1. **Financial Support**

Employees may be granted financial support which is allocated from the University payroll budget. The decision is taken by the Rector on the basis of an employee’s application.

1. **Publication Incentives**

Publication incentives are intended to encourage University staff and research students (seekers of the Candidate of Sciences degree) to advance their publications into top-rated scientific journals. The advancement of research publications is aimed at:

* enhancement of the University global competitiveness,
* development of the IKBFU scientific journals and their further integration into the international databases Scopus and Web of Science.

Publication incentives are provided for:

* publications in peer-reviewed journals indexed by Scopus database, Web of Science database (Core Collection) (publications with the IKBFU affiliation only),
* articles co-authored with international researchers with H-index no less than two and published in the IKBFU leading scientific journals (*The Baltic Region, Slovo.ru, Kantovskii Sbornik (Kantian Journal)*).

Publication incentives are provided for the following types of publications:

* articles,
* review articles,
* articles-in-press (AiP),
* books,
* book chapters.

Publication incentives (premiums and rewards) are provided no later than three months after the paper publication. The paper shall be posted in the author’s personal profile on Open Research and Contributor ID (ORCID) and ResearchGate with the reference to the IKBFU. All publications shall undergo the export control compliance procedure. Publications shall not refer to any grant/ project financial support. If the paper is financed within the Competitiveness Enhancement Program (the 5-100 Project), the publication incentive pay will not be provided.

Premium rates depend on journal rankings.

Publication incentive pays are granted upon submission of the corresponding application (see Appendix). The application with the publication copy attached shall be either submitted in print to the Center for the Advancement of Research Publications, or sent via email to [articles@kantiana.ru](mailto:articles@kantiana.ru).

The decision-making procedure is conducted by the designated Committee, which is comprised of:

* the Vice-Rector for Research,
* the Chief Accountant,
* the Director of the Center for the Advancement of Research Publications,
* a staff member of the Center for the Advancement of Research Publications.

The Committee retains the right to request further information.

The Committee decision is the basis for the Rector’s order execution.

***Appendix***

***Template***

**The template form is given in English for your reference only. Please note that all the internal University documents are processed in Russian. For further questions and assistance, please contact a responsible officer of the International Office.**

**Application for Publication Incentive**

To the Rector

of the Immanuel Kant Baltic Federal University

A.A. Fedorov

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(position (for academic staff) /   
academic program, year (for research students)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(contact details: telephone number, email address)

I hereby apply for the provision of publication incentive pay (premium/reward) to the authors affiliated with the IKBFU for the following publication in Web of Science (Core Collection) / Scopus database (*date of publication shall be specified here*).

1. Publication Imprint (*please, provide information in the language of database indexation*):

|  |  |
| --- | --- |
| Authors (*please, provide a full list of the authors*) |  |
| Title |  |
| Journal |  |
| ISSN of Journal / ISBN of Book |  |
| Year |  |
| Volume |  |
| Number / Issue |  |
| Pages / Number of Article |  |
| DOI |  |

*The application shall be submitted by one of the authors on behalf of the group of authors.*

1. Authors – members of the IKBFU academic staff (or research students) to claim a premium/reward) (*please, provide information in Russian*):

For academic staff:

Author 1

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

Author 2

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

For research students:

Author 1

|  |  |
| --- | --- |
| Full Name |  |
| Academic Program, Year |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

Author 2

|  |  |
| --- | --- |
| Full Name |  |
| Academic Program, Year |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

1. For academic staff:

Authors with the IKBFU affiliation not to claim a premium (*please, provide information in Russian*):

|  |  |
| --- | --- |
| Author’s Full Name |  |
| Reason (the author is a student; the author has been dismissed from the University; the author has refused the premium) |  |
| Co-author 2 (Full Name) |  |
| Reason |  |
| Co-author 3 (Full Name) |  |
| Reason |  |

For research students:

Co-authors (*please, provide information in Russian*):

|  |  |
| --- | --- |
| Co-author 1 (Full Name) |  |
| Affiliation, position |  |
| Co-author 2 (Full Name) |  |
| Affiliation, position |  |

1. For academic staff only:

Additional Information:

|  |  |
| --- | --- |
| Are there any authors with the IKBFU affiliation and contract liabilities under the 5-100 Project? | If so: please, provide their full names and positions |
| Has the University co-financed the publication? | If so: please, specify the items paid by the IKBFU (translation / proofreading / priced publication, etc.) |
| Are there any international co-authors with H-index more than two (for Humanities and Social Sciences), or more than ten (for Natural Science)? | If so: please, provide co-author’s Scopus profile |
| Is the paper indexed in Scopus in one of the following subject areas: 3317 – Demography, 3305 – Geography, Planning and Development, 1211 – Philosophy? |  |

I hereby confirm that the publication has undergone the export control compliance procedure.

The copy of the publication first page is attached.

(date)

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(signature) (full name)

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(signature) (full name)