

Euraxess Portal-Update: HRS4R Section und HR Award e-Tool



Templates (für
Organisationen und
EvaluatorInnen &
Best practice-
Beispiele

463 organisations have received the HR Excellence in Research award.

WILLING TO APPLY FOR THE HR AWARD?

ARE YOU IN THE IMPLEMENTATION/ AWARD RENEWAL PHASE?

Visit the Policy Library:

■ Brochures

Download brochures about the HRS4R in multiple languages

[Brochures](#)

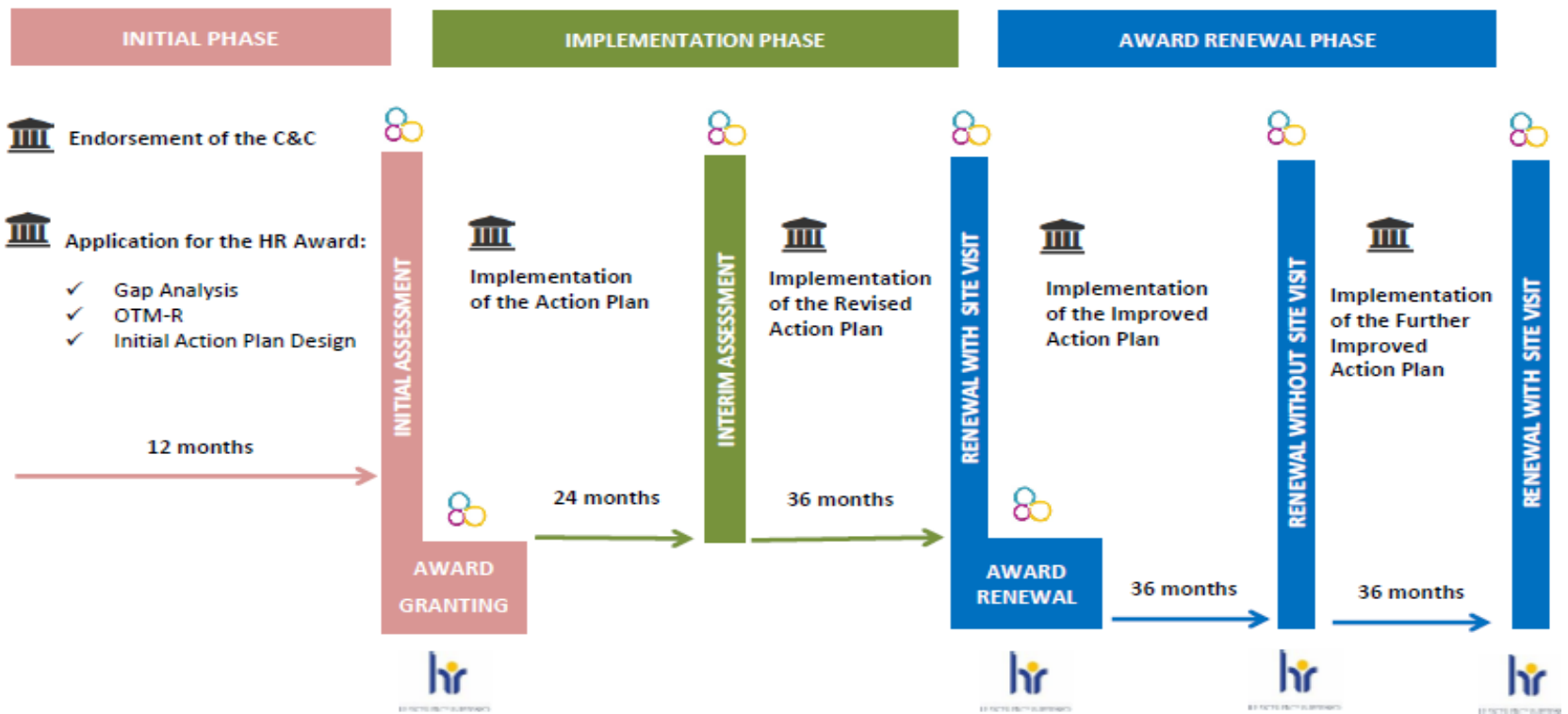
■ Documents

Find additional documentation and templates on the HR Strategy process.

[Strengthened HRS4R process](#)

<https://euraxess.ec.europa.eu/jobs/hrs4r>

HR-Award: Blick ins e-Tool



HRS4R- from PROGRESS to QUALITY

HRS4R E-Tool: Prozess-Schritte

Initial Phase



Commitment Letter



Gap Analysis, OTMR
& Action Plan



Confirmation of
Endorsement Letter




Initial Assessment




HR EXCELLENCE IN RESEARCH

HRS4R E-Tool: Prozess-Schritte Implementation Phase




 Internal Review for
Interim Assessment

 Interim Assessment




HRS4R E-Tool: Prozess-Schritte Renewal Phase



 Internal Review for
Renewal
Assessment



 Renewal
Assessment



HR EXCELLENCE IN RESEARCH



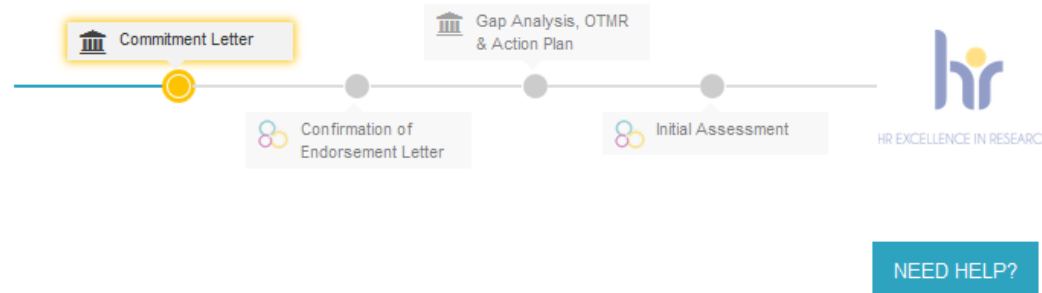
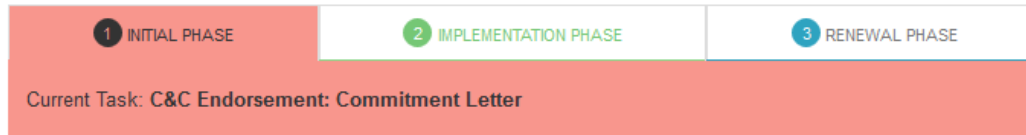
Initial Phase – Endorsing Charter & Code (1)



HR Award for EURAXESS GR BHO

Case Number: Pending

HRS4R Procedure



„Charter & Code Endorsement Letter“ als pdf submitted

C&C Endorsement: Commitment Letter

Date updated: Tue, 20/11/2018 - 09:34 by Joe DOE Pending

Endorsement Letter: [endorsement-letter.pdf](#) (75.32 KB)

Contact Person
Giannis Ioannou HR



Initial Phase – Endorsing Charter & Code (2)



Case No: 2018EL165913



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION
Directorate B – Open Innovation and Open Science
B.7 - Academic Research & Innovation
Acting Head of Unit

Brussels, 20/11/2018
Case No: 2018EL165913

hr@euraxess.org; ceo@euraxess.org

Subject: Endorsement of the 'Charter and Code' principles and commitment to the implementation of the HRS4R

Dear Mr/Ms Gianni Pappas,
Dear Mr/Ms Dimitris Ioannou

We hereby acknowledge your institution's endorsement of the 40 principles of the "European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers".

Demo University will be listed on the EURAXESS portal under 'Charter and Code Endorsements' <https://euraxess.ec.europa.eu/jobs/charter>.

Your institution's case number on EURAXESS regarding the HRS4R is the following: 2018EL165913. This number should be quoted in all the future correspondence with the European Commission regarding the HRS4R project.

We kindly remind you that your institution committed to complete the first step of the HRS4R within the next 12 months. Please consult the expert report 'Shaping the future of the Human Resources Strategy for Researchers – HRS4R' for further information. By implementing the 'Charter and Code' principles, your institution will be joining a community of European universities, institutions and funders, including a number of international institutions, which are committed to continuously improve their HR practices. Implementing these principles is important in order to ensure the availability of motivated, highly qualified and skilled human resources in research and innovation. Your institution's declaration of commitment will send a clear signal to researchers that you are determined to make research careers in Europe more attractive and sustainable.

From now on, your institution has 12 months to prepare the application documentation. Please consult the guidelines on the EURAXESS website at <https://euraxess.ec.europa.eu/jobs/hrs4r> for next steps.

Should you need further information, please do not hesitate to contact our functional mailbox RJD-CHARTER@ec.europa.eu.

I wish you every success in implementing the principles of the 'Charter and Code' in your institution.

Best regards,

Philippe MARTIN
(Signed)

Notification of
Commitment:
Europ. Kommission
erkennt
Endorsement Letter an



Initial Phase – GAP Design, OTM-R, Action Plan



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HR Award for Demo University

Case Number: 2018EL165913

[HRS4R Procedure](#)

1 INITIAL PHASE

2 IMPLEMENTATION PHASE

3 RENEWAL PHASE

Current Task: Gap Analysis, OTMR & Action Plan: Design

Deadline: 20/11/2019

Commitment Letter

Gap Analysis, OTMR & Action Plan

Confirmation of Endorsement Letter

Initial Assessment



HR EXCELLENCE IN RESEARCH

Initial Phase – Process, GAP Design



Date endorsement charter and code: 20/11/2016

[NEED HELP?](#)

[Printable version](#)

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
		<input type="checkbox"/>	<input type="checkbox"/>	

[Add another row +](#)

Note: Use "Add another row" button to add a new management department.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions

[Add another row +](#)

Note: Use "Add another row" button to add a new stakeholders group.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source.

Paragraph: 0 Words: 0

Please describe how the Working Group doing the Gap Analysis was appointed:

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source.

GAP Analysis (Charter and Code Checklist)

Case number: 2018EL165913
Name Organisation under review: Demo University
Organisation's contact details: demo street, ATHENS

Date endorsement charter and code: 20/11/2016

[NEED HELP?](#)

[Printable version](#)

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation. Initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- Status: to what extent does this organisation meet the following principles?
- Implementation (+, +/, -, +/-, -):
 - ++ fully implemented
 - +/- almost but not fully implemented
 - /+ partially implemented
 - insufficiently implemented
- GAP: In case of --, +/-, or +/+, please indicate the actual "gap" between the principle and the current practice in your organisation.
- Implementation Impediments: if relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- Initiatives undertaken/new proposals: if relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status	Implementation (+, +/, -, +/-, -)	GAP / Implementation Impediments	Initiatives undertaken/new proposals
Ethical and Professional Aspects			
1. Research freedom	Select an option	-	
2. Ethical principles	Select an option	-	
3. Professional responsibility	Select an option	-	
4. Professional attitude	Select an option	-	

Initial Phase – GAP Design



- **GAP** : In case of --, -/+, or +/-, please indicate the actual “gap” between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status	Implementation (++ , +/- , -/+ , --)	GAP / Implementation impediments	Initiatives undertaken/new proposals
Ethical and Professional Aspects			
1. Research freedom	++ fully implemented		
2. Ethical principles	+/- almost but not fully implemented		
3. Professional responsibility	-/+ partially implemented		
4. Professional attitude	-- insufficiently implemented		
5. Contractual and legal obligations	Select an option		
6. Accountability	Select an option		
7. Good practice in research	Select an option		
8. Dissemination, exploitation of results	Select an option		
9. Public engagement	Select an option		
10. Non discrimination	Select an option		

Initial Phase – OTM-R



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Select an option	web link
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Select an option	
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Select an option	
Do we make (sufficient) use of e-recruitment tools?	x	x		Select an option	
Do we have a quality control system for OTM-R in place?	x	x	x	Select an option	
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Select an option	
Do we have means to monitor whether the most suitable researchers apply?				Select an option	
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Select an option	
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Select an option	
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Select an option	

Initial Phase – Action Plan



ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

test only|

div p Paragraphs: 1, Words: 2

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects*



Recruitment and selection*



Working conditions*



Training and development*



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Implementation Phase – Internal Review for Interim Assessment (1)



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HR Award for Demo Euraxess

Case Number: 2018EL165914

HRS4R Procedure

1 INITIAL PHASE

2 IMPLEMENTATION PHASE

3 RENEWAL PHASE

Current Task: **Internal Review for Interim Assessment: Design**

Deadline: 20/11/2020



Internal Review for Interim Assessment



Implementation Phase – Internal Review for Interim Assessment (2)




Internal Review for Interim Assessment: Design

Date: Tue, 20/11/2018 - 09:57

Pending

[Request Extension](#)

 **Deadline: 20/11/2020**

■ Interim Assessment

[Internal Review](#)




Pending

[OTM-R Checklist](#)

Pending

[Document Status Explanation](#)

Comments

B *I*        Source 

 Submission is possible only when the Internal Review is duly filled in and saved

Implementation Phase – Internal Review for Interim Assessment (3)



inkl. Indikatoren

3. Actions

Please consult the [list of all actions](#) you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS			
Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s) / Target(s)
	Select principle		
	Current Status	Remarks	
	NEW		

Add another row +

Implementation Phase – Internal Review for Interim Assessment (4)



4. Implementation

General overview of the implementation process: (max. 1000 words)

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*	▼
How have you involved the research community, your main stakeholders, in the implementation process?*	▼
Do you have an implementation committee and/or steering group regularly overseeing progress?*	▼
Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy	▼
How has your organisation ensured that the proposed actions would be also implemented?*	▼
How are you monitoring progress /timeline?*	▼

Renewal Phase – Internal Review



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HRS4R Organisation

HR Award for Warsaw School of Economics

Case Number: 2018PL165915

HRS4R Procedure

1 INITIAL PHASE

2 IMPLEMENTATION PHASE

3 RENEWAL PHASE

Current Task: **Internal Review for Renewal Assessment: Design**


Deadline: 20/11/2021

Internal Review for Renewal Assessment




Renewal Phase – Internal Review (2)




 Internal Review for Renewal Assessment: Design


Date: Tue, 20/11/2018 - 10:13

Request Extension 








Pending


 **Deadline: 20/11/2021**

- Renewal Assessment
 - Internal Review *Pending*

Document Status Explanation 

Comments

B I       Source 

 Submission is possible only when the Internal Review is duly filled in and saved.
Current case is for demo purposes and cannot be submitted.

SUBMIT

You can request an extension 1 month before the task deadline

Fragen & Feedback



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research_career_eu@ffg.at, info@oead.at