463 organisations have received the HR Excellence in Research award.

Visit the Policy Library:

- **Brochures**
  Download brochures about the HRS4R in multiple languages

- **Documents**
  Find additional documentation and templates on the HR Strategy process.
  - Strengthened HRS4R process

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WILLING TO APPLY FOR THE HR AWARD?

ARE YOU IN THE IMPLEMENTATION/ AWARD RENEWAL PHASE?

https://euraxess.ec.europa.eu/jobs hrs4r
HR-Award: Blick ins e-Tool

**Initial Phase**
- Endorsement of the C&C
- Application for the HR Award:
  - Gap Analysis
  - OTM-R
  - Initial Action Plan Design
  - 12 months

**Implementation Phase**
- Initial Assessment
  - Implementation of the Action Plan
  - 24 months

**Award Renewal Phase**
- Renewal with Site Visit
  - Implementation of the Revised Action Plan
  - 36 months

**Renewal Without Site Visit**
- Implementation of the Improved Action Plan
  - 36 months
HRS4R E-Tool: Prozess-Schritte
Initial Phase
HRS4R E-Tool: Prozess-Schritte
Implementation Phase
HRS4R E-Tool: Prozess-Schritte Renewal Phase

Internal Review for Renewal Assessment

Renewal Assessment
Initial Phase – Endorsing Charter & Code (1)

HR Award for EURAXESS GR BHO
Case Number: Pending

1 INITIAL PHASE
2 IMPLEMENTATION PHASE
3 RENEWAL PHASE

Current Task: C&C Endorsement: Commitment Letter

Commitment Letter
Gap Analysis, OTMR & Action Plan
Confirmation of Endorsement Letter
Initial Assessment

C&C Endorsement: Commitment Letter
Date updated: Tue, 20/11/2018 - 09:34 by Joe DOE
Endorsement Letter: endorsement-letter.pdf (75.32 KB)

Contact Person
Giannis Ioannou HR

„Charter & Code Endorsement Letter“ als pdf submitten
Initial Phase – Endorsing Charter & Code (2)

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION
Directorate S – Open Innovation and Open Science
B7 - Academic Research & Innovation
Acting Head of Unit

Bruxelles, 20/11/2013
Case No: 2013EL145913
hr@euraxess.org, ceo@euraxess.org

Subject: Endorsement of the ‘Charter and Code’ principles and commitment to the implementation of the HR34R.

Dear Mr/Ms Gunnie Poppa,
Dear Mr/Ms Diniostis Ioannou

We hereby acknowledge your institution’s endorsement of the 48 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’:

Your institution’s case number on EURAXESS regarding the HR34R is the following: 2013EL145913. This number should be quoted in all future correspondences with the European Commission regarding the HR34R project.

We kindly remind you that your institution committed to complete the first step of the HR34R within the next 12 months. Please consult the expert report “Shaping the future of the Human Resources Strategy for Researchers – HR34R” 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/charter for next steps.

Should you need further information, please do not hesitate to connect our functional mailbox HR34R@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)
Initial Phase – GAP Design, OTM-R, Action Plan

HR Award for Demo University
Case Number: 2018EL165913

Current Task: Gap Analysis, OTMR & Action Plan: Design
Deadline: 20/11/2019
Initial Phase – Process, GAP Design

**Process**

The HR & IR process must engage all management departments directly or indirectly responsible for researchers’ HR needs. This team typically includes the Vice-President for Research, the Head of Personnel, and other administrative staff members. In addition, the HR & IR 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 HR & IR process in your organisation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Steering Committee</th>
<th>Working Group</th>
<th>Management line Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add another row +

**Notes:** 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 HR & IR process.

Please provide information on how the researchers groups were involved in the GAP analysis:

<table>
<thead>
<tr>
<th>Stakeholder group</th>
<th>Consultation format</th>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add another row +

**Notes:** Use “Add another row” button to add a new stakeholders group.

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

Paragraphs 1, 2, 3...

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

Paragraphs 1, 2, 3...
**Initial Phase – GAP Design**

- **GAP**: In case of --, 1+, or 1/-, 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.

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

<table>
<thead>
<tr>
<th>OTM-R system</th>
<th>Open</th>
<th>Transparent</th>
<th>Merit-based</th>
<th>Answer:</th>
<th>Suggested indicators (or form of measurement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have we published a version of our OTM-R policy online (in the national language and in English)?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td>web link</td>
</tr>
<tr>
<td>Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Is everyone involved in the process sufficiently trained in the area of OTM-R?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Do we make (sufficient) use of e-recruitment tools?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Do we have a quality control system for OTM-R in place?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Does our current OTM-R policy encourage external candidates to apply?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to attract researchers from abroad?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to attract underrepresented groups?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Do we have means to monitor whether the most suitable researchers apply?</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
</tbody>
</table>

### Advertising and Application Phase

<table>
<thead>
<tr>
<th>Advertising and application phase</th>
<th>Open</th>
<th>Transparent</th>
<th>Answer:</th>
<th>Suggested indicators (or form of measurement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
<tr>
<td>Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</td>
<td>☒</td>
<td>☒</td>
<td>Select an option</td>
<td></td>
</tr>
</tbody>
</table>
Initial Phase – Action Plan

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

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.
Implementation Phase – Internal Review for Interim Assessment (1)

HRS4R
Joe DOE (hrs4r@euraxess.org)

HRS4R Organisation

HR Award for Demo Euraxess
Case Number: 2018EL165914

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

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

<table>
<thead>
<tr>
<th>Proposed ACTION$^3$</th>
<th>GAP Principle(s)</th>
<th>Timing (at least by year’s quarter/semester)</th>
<th>Responsible Unit</th>
<th>Indicator(s) / Target(s)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select principle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Status**

- **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?
- How has your organisation ensured that the proposed actions would be also implemented?
- How are you monitoring progress (narrative)?
Renewal Phase – Internal Review

HRS4R

Joe DOE (hrs4r@euraxess.org)

HRS4R Organisation

HR Award for Warsaw School of Economics

Case Number: 2018PL165915

1 INITIAL PHASE

2 IMPLEMENTATION PHASE

3 RENEWAL PHASE

Current Task: Internal Review for Renewal Assessment: Design

Deadline: 20/11/2021
Renewal Phase – Internal Review (2)

Internal Review for Renewal Assessment: Design

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

Renewal Assessment
Internal Review
Pending

Document Status Explanation

Comments

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

You can request an extension 1 month before the task deadline.
Fragen & Feedback

RTD-CHARTER@ec.europa.eu

research_career_eu@ffg.at, info@oead.at