

WG3.3 HR Excellence in Research logo as a spark for institutional enhancements in the researchers' recruitment process and part of the H2020 participation strategy – Part 1

*b) Analysis of the formal requirements set out by the
European Commission to obtain the HR Excellence in
Research logo*

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- The "**Human Resources Strategy for Researchers Incorporating the Charter & Code (HRS4R)**" is a procedure designed by the European Commission to assist research institutions in the implementation of the Charter and Code of Conduct (C&CC)
- The **award "HR Excellence in Research"** will identify the institutions and organisations as providers and supporters of a stimulating and favourable working environment



HR EXCELLENCE IN RESEARCH

- Since the adoption of the Commission Recommendation on the Charter & Code in 2005, over 1 200 institutions from 40 countries in Europe and abroad (and European/international organisations) have expressed their explicit support for the Charter & Code and **232 have obtained the Commission's "HR Excellence in Research" logo.**

Characteristics

- Implementation by individual institutions on a **voluntary basis**
- Based on **institutional self-assessment** with full respect for the autonomy of the institutions
- **Simple and light**, non-bureaucratic and flexible, recognizing the variety of situations across institutions
- **Transparency**, providing easy, **publicly accessible information** on the actions by undersigning institutions to implement the Charter and Code principles

Implementation steps

1. Internal analysis by the research institution
2. Publication of planned actions through a Human Resources Strategy for Researchers
3. Acknowledgement of the Human Resources Strategy for Researchers by the European Commission
4. Implementation and Self-assessment of the Human Resources Strategy for Researchers" by the institution
5. External evaluation and renewal of acknowledgement

Step 1 Internal analysis

- Focus on institutional rules, practices and policies of the institution vis-à-vis the Charter & Code principles.
- All key institutional players should be involved (in particular the group of researchers employed/funded).
- Analyzed both level of importance (how serious is the issue?) and groups affected (keep in mind significant minorities) => prioritization!
- A standard template (i.e. Gap Analysis) available for internal use – should help internal use but is not a tick-off list.
- Analysis of legal framework where it could impede implementation of C&C or already fully covers some aspects.
- Some principles may not apply to you; may need to reinterpret.
- Regrouping maybe useful.
- Use of indicators' systems and Staff Opinion Surveys is recommended.

Step 2 Institutional HRS4R / Action Plan

- Summarize the key outcomes / results of Internal analysis (strengths and weaknesses).
- Short explanation of approach (who was involved, how has stakeholders been consulted?).
- Action plan should be reasonably concrete with milestones – must include responsibilities (lead department/ function) and target dates (where applicable) important for steps 4 & 5.
- Include both short term items (long hanging fruit) and longer term strategic items (timeframe 4-5 years).
- Establish clear links to overall institutional strategy and vision.
- How will implementation be monitored? Setting up of a Steering group/ Monitoring group? Internal reporting?
- Publication in the institution website (only main results, keep confidential information).

Step 3 Acknowledgment by the European Commission

- HR Strategy document/Action Plan must be published in English on institutional website in visible/relevant location.
- Creation of special page advisable (links related to institutional/ national initiatives, to C&C document, EURAXESS Rights website, etc.).
- Post regular updates, success notices, related press releases.
- Inform the European Commission that documents have been published (provide links) or send them before publication.
- European Commission will assess compliance with the proces, provide feedback and award logo if assessment is positive.
- The acknowledgment by the EC is based on a rapid formal check of the respect for the procedure run by external assessors.
- Resubmission is possible.
- Cut-off dates: 1-15 September; 1-15 November and 1-15 February 2016.

Step 3 “HR Excellence in Research” logo

- Once the European Commission has acknowledged the efforts, the institution will be rewarded with the 'HR Excellence in Research' award, which can be placed on its website.
- To be used exclusively by institutions/organisations that have received the acknowledgment (listed on EURAXESS website).
- Also displayed on EURAXESS Job Portal with jobs or fellowships adverts by acknowledged institutions.



HR EXCELLENCE IN RESEARCH

Step 4 Implementation phase and Self-assessment

- Based on continuous improvement (important role for the internal Steering group/Monitoring group).
- Internal and external communication is crucial (keep up dynamics).
- Regularly/at the latest 2 years after acknowledgement: Self-assessment of progress made (use indicators defined in Step 2).
- Should preferably be embedded in internal, existing Quality Assurance mechanisms.
- Update action plan (all over approach if necessary) and publish update (on the special place if created in Step 2).
- Short notification to the European Commission if major difficulties encountered or major adjustments (standard template if was used for Step 1).

Step 5 External evaluation and renewal

- At least every 4 years after the HR award: preparation of a short report by the institution.
- Demonstrate progress made towards the objectives of HRS4R developed, compliance with C&C and fulfillment of Action Plan.
- Report evaluated by a panel of external reviewers or through national quality assurance mechanisms, such as National Evaluation Agencies or peer review. The choice is made at institutional or national/regional level.
- Evaluation criteria principles: impartiality, independence, confidentiality and regularity.
- Positive evaluation: European Commission's acknowledgment is confirmed.
- Reservations from the evaluators: recommendations for improvements within a reasonable timeframe.
- Renewal or withdrawal of acknowledgment logo.

Time to discuss – Questions

- Do you think your institutions actually applying for EU grants need the "HR Excellence in Research" logo? and if so, what for?
- Is there any alignment (formal or informal) for the implementation of the Charter & Code and the "HR Excellence in Research" logo in your institution?
- Do you think the C&C influence the evaluation of the proposals in H2020?
- Is the C&C and/or the "HR Excellence in Research" logo embedded in the evaluation criteria of the proposals in H2020?

Thank you for your attention!