

TEMPLATE 2: HR STRATEGY - ACTION PLAN

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| Name Organisation under review: |
| Organisation's contact details: |
| Web link to published version of organisation's HR Strategy and Action Plan: |

SUBMISSION DATE:

1. ORGANISATIONAL INFORMATION

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

| STAFF & STUDENTS | FTE |
|--|------------|
| Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research | * |
| Of whom are international (i.e. foreign nationality) | * |
| Of whom are externally funded (i.e. for whom the organisation is host organisation) | * |
| Of whom are women | * |
| Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. | * |
| Of whom are stage R2 = in most organisations corresponding with postdoctoral level | * |
| Of whom are stage R1 = in most organisations corresponding with doctoral level | * |
| Total number of students (if relevant) | |
| Total number of staff (including management, administrative, teaching and research staff) | * |
| RESEARCH FUNDING (figures for most recent fiscal year) | € |
| Total annual organisational budget | |
| Annual organisational direct government funding (designated for research) | |
| Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding) | |
| Annual funding from private, non-government sources, designated for research | |
| ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words) | |
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2. NARRATIVE (MAX. 2 PAGES)

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

3. ACTIONS

Please provide a list of all actions to be undertaken in this HR strategy. The list must be accompanied by an extended version in which the actions are described in more detail. The overview must contain at least the following headings: Title action – timing – Responsible Unit – Indicator(s) / Target(s).

Examples:

| Title action | Timing (at least by year's quarter/semester) | Responsible Unit | Indicator(s) / Target(s) |
|--|---|----------------------------|--|
| <i>e.g. Advertising all researcher vacancies on Euraxess</i> | <i>Spring 2016</i> | <i>HR recruitment unit</i> | <i>50% increase in applications Min. 1/3 applications from abroad</i> |
| <i>e.g. Granting postdoctoral researchers budgetary autonomy</i> | <i>December 2017</i> | <i>Finance Dept.</i> | <i>Board of Government endorsement for new regulation</i> |
| <i>e.g. Improve supervisor training for newly appointed tenure track staff</i> | <i>Continuous</i> | <i>Doctoral Schools</i> | <i>Min. 2 training courses on offer per term Continuous monitoring of effect: increase of positive evaluations from PhD students</i> |
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As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please also list the web link where this strategy can be found.

Actions addressing the implementation of Open, Transparent, Merit-Based Recruitment principles:

4. IMPLEMENTATION (MAX. 1 PAGE)

Please provide an overview of the expected implementation process. You can use the following questions as a guideline in your description:

- Do you have an implementation committee and/or steering group regularly overseeing progress?
- How do you involve the research community, your main stakeholders, in the implementation process?
- How will your organisation ensure that the proposed actions will also be implemented?
- Is there evidence of any alignment of the HRS4R with organisational policies? For example, is the HRS4R recognized in organisation's research strategy, overarching HR policy?
- How will you monitor progress?
- How do you expect to prepare the internal and external review?