

TEMPLATE 3: INTERNAL REVIEW

Name Organisation under review:
Organisation's contact details:
Web-link to published version of organisation's HR Strategy and Action Plan:
Web-link to organisational recruitment policy (OTM-R principles): ⁴⁵

SUBMISSION DATE TO THE EUROPEAN COMMISSION:

1. ORGANISATIONAL INFORMATION

Please provide an update of the 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 ¹ = 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 (block funding, used for teaching, research, infrastructure,...)	
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)	

¹ http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf

2. NARRATIVE (MAX. 2 PAGES)

Please consult the narrative on the strengths and weaknesses under the 4 thematic areas of the Charter and Code as provided in the initial submission of your organisation's HR Strategy. Have any of the priorities for the short- and medium term changed? Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? Are any strategic decisions under way that may influence the action plan?

Please provide a brief commentary – not only looking back, but also looking forward.

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, omitted or added, please provide a commentary for each action.

Examples:

<i>Title action</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target</i>	<i>Current status</i>
<i>e.g. Advertising all researcher vacancies on Euraxess</i>	<i>Spring 2016</i>	<i>HR recruitment unit</i>	<i>75% increase in applications 50/850 applications from abroad</i>	<i>Completed</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>In preparation</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 Mentor for every PhD supervisor with less than 2 years' experience</i>	<i>Action extended by introducing a new mentoring programme for PhD supervisors, based on the PhD students' feedback.</i>

As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation.

In case your organisation has entered the HRS4R process prior to the publication of the OTM-R toolkit and recommendations by the European Commission (2015), please fill out the OTM-R checklist⁴⁵, attach it to this self-evaluation form, and provide a commentary on how you will (continue to) address these principles in the years to come.

Comment on 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:

- 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 do you involve the research community, your main stakeholders, in the implementation process?
- How is your organisation ensuring that the proposed actions are also being implemented?
- How are you monitoring progress?
- How do you expect to prepare for the external review?

Please note that the revised HR strategy and Action Plan must also be published upon completion of the internal assessment.