HRS4R – Online application

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DG RTD, G2 | Academic R&I and Research Organisations

14 June 2019
Where to start

Human Resources Strategy for Researchers (HRS4R)

HRS4R New Application Modalities

Please note that as of 15 May 2018, all institutions interested to initiate the application for the "HR Excellence in Research Award" shall use the HRS4R E-tool – the European Commission's official platform, facilitating the management of the HRS4R process.

Enrolment in the HRS4R is voluntary and non-binding.

HRS4R implies a long-term commitment throughout many years, including joint efforts and coordination with various internal and external stakeholders. It is nevertheless a rewarding process as it ensures institution's transition from progress to quality, in terms of the implementation of the 40 principles of the Charter and Code.

For detailed information regarding the application process, please consult the technical guidelines below. Further questions should be addressed to the functional mailbox RTD-CHARTER@ec.europa.eu

Download the Technical Guidelines for the Initial Phase (1.55 MB)

- HRS4R E-TOOL – ACCESS ELEMENTS
- HOW TO CREATE AN APPLICATION FOR THE HR AWARD IN THE HRS4R E-TOOL
- INITIAL PHASES – TASKS, RESPONSIBILITIES AND TIMELINES
- ENDORSEMENT OF THE CHARTER & CODE AND SUBMISSION OF THE ENDORSEMENT LETTER
- GAP-ANALYSIS, OTM-R AND ACTION PLAN DESIGN
- INITIAL ASSESSMENT
- GRANTING OF THE "HR AWARD"
How to access the e-tool

**Register EURAXESS account**

Create new account

- E-mail *
- I agree with the Privacy Statement and Specific Conditions. *
- I'm not a robot

CREATE NEW ACCOUNT

**Set account credentials**

Click on the URL provided by email to set your password

**Register an organization profile or**

Join as a member an existing organization

**Get the role of HRS4R Admin**

EURAXESS account e-mail address will be used for all communication flow with EC.
Check if the organization has already an account

After the registration of the individual account

1. Use the PARTNERING TOOL

2. In MY EURAXESS dashboard
What organization account to use for HRS4R

In order to access the HRS4R E-Tool, interested institutions need an organisation account on EURAXESS. Registration and membership are free of charge.

Organisation has to assign a contact person to be granted the role of HRS4R Organisation Administrator (Admin). Only this designated person will have access to the HRS4R E-tool to upload data and to be the interface with the European Commission, on behalf of the institution, regarding the HRS4R process.

+ How to register an organisation account on EURAXESS

- How to be granted the role of the HRS4R Organisation Administrator

Request the role of HRS4R Organisation Administrator using the button below:

[HR4S ORGANISATION ADMIN]

Granting the 'HRS4R Organisation Administrator' role to hr_admin@umed.wroc.pl

The following rules apply for granting the role to a user for a specific organisation:

- The domain of your email (umed.wroc.pl) must be in the URL of the organisation.
- The organisation must be a top level one without department.
- Only one user per organisation can be granted the role.

Please choose the organisation for which you will be granted the HRS4R Organisation Administrator role.

- Uniwersytet Medyczny we Wroclawiu, Dziekanat Wydzialu Lekarsko-Stomatologicznego (http://www.stomatologia.umed.wroc.pl)
- Wroclaw Medical University (http://www.umed.wroc.pl)

If none of the above suits you, please register your own top level organisation and come back to be granted the role. Alternatively, you can also contact the support team to grant you the role.

Please check the above before confirming.

[CONFIRM]  [CANCEL]
Enrol in the HRS4R process

Name of organisation

CREATE A CASE & APPLY FOR THE HR AWARD
Endorsement & Commitment Letter

- **Endorsement Letter:** The endorsement letter is an official document signed off by the 1st level of management in your organisation, including the signature of the person responsible and the stamp of the organisation.
  - The letter should be written in English.
  - The letter should be signed by the current highest management representative within the organisation.
  - The letter should be recently dated (not older than 12 months before submission).
  - The letter should clearly state both the endorsement of the 40 principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as the commitment to start the procedure and to undergo all subsequent cycles of the implementation of the Human Resources Strategy for Researchers (HRS4R).

- **Contact Person for the HRS4R:** HR Director or any employee within the organisation, responsible for the organisation’s application and implementation process of the HRS4R on EURAXESS. This person will be the HRS4R Organisation Administrator on EURAXESS.

- **Management mandated to engage the organisation:** Rector/President/General Manager, or any other 1st level management lines within your institution, who signs off the official letter for the endorsement of the 40 principles of the Charter & Code and commits on behalf of the institution to implement the Human Resources Strategy for Researchers (HRS4R) in the next 12 months.

Endorsement Letter

- Browse...
- No file selected.

Contact Person for the HRS4R

- Name *
- Position *
- Email *
- Office Telephone *

Management mandated to engage the organisation

- Name *
- Position *
- Email *
- Office Telephone *
Confirmation of endorsement letter – Case number pending

Case Number: Pending

Current Task: C&C Endorsement: Confirmation of Endorsement Letter

Deadline: 17/06/2019

Within 10 working days from submission to confirmation
Confirmation of endorsement letter – Case number assigned

Case Number: 2019ES389960

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

Deadline: 15/04/2019

C&C Endorsement: Confirmation of Endorsement Letter

Date: Fri, 15/03/2019 - 13:08 by Mihaela Elena COSTACHE

Accepted

NOTIFICATION OF COMMITMENT
### Gap Analysis, OTM-R & Action Plan: Design

**Date:** Fri, 15/03/2019 - 13:08

**Pending**

#### GAP Analysis

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Description</td>
<td>Pending</td>
</tr>
<tr>
<td>GAP Analysis (Charter and Code Checklist)</td>
<td>Pending</td>
</tr>
<tr>
<td>OTM-R Checklist</td>
<td>Pending</td>
</tr>
</tbody>
</table>

#### Action Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Plan</td>
<td>Pending</td>
</tr>
</tbody>
</table>

[Document Status Explanation](#)
Gap Analysis – Process Description

Process
The HRS4R process must engage all management departments directly or indirectly responsible for researchers’ HR-issues. These will typically include the Vice-Rectors 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:

<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>

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:

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

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.)

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

Add another row +
# Gap Analysis – Charter & Code

## Ethical and Professional Aspects

### 1. Research freedom

<table>
<thead>
<tr>
<th>Implementation</th>
<th>GAP / Implementation impediments</th>
<th>Initiatives undertaken/new proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>++ fully implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+/- almost but not fully implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+/- partially implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>= insufficiently implemented</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select an option

### 3. Professional responsibility

<table>
<thead>
<tr>
<th>Implementation</th>
<th>GAP / Implementation impediments</th>
<th>Initiatives undertaken/new proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select an option

### 4. Professional attitude

<table>
<thead>
<tr>
<th>Implementation</th>
<th>GAP / Implementation impediments</th>
<th>Initiatives undertaken/new proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select an option

### 5. Contractual and legal obligations

<table>
<thead>
<tr>
<th>Implementation</th>
<th>GAP / Implementation impediments</th>
<th>Initiatives undertaken/new proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select an option
<table>
<thead>
<tr>
<th>OTM-R system</th>
<th>Open</th>
<th>Transparent</th>
<th>Meritbased</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>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>++ Yes completely</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>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>+/- Yes substantially</td>
</tr>
<tr>
<td>Is everyone involved in the process sufficiently trained in the area of OTM-R?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>- Yes partially</td>
</tr>
<tr>
<td>Do we make (sufficient) use of e-recruitment tools?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>- No</td>
</tr>
<tr>
<td>Do we have a quality control system for OTM-R in place?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
<tr>
<td>Does our current OTM-R policy encourage external candidates to apply?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to attract researchers from abroad?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to attract underrepresented groups?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
<tr>
<td>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
<tr>
<td>Do we have means to monitor whether the most suitable researchers apply?</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Select an option</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advertising and application phase</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>Select an option</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>x</td>
<td>x</td>
<td></td>
<td></td>
<td>Select an option</td>
</tr>
<tr>
<td>Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>Select an option</td>
</tr>
<tr>
<td>Do we make use of other job advertising tools?</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>Select an option</td>
</tr>
<tr>
<td>Do we keep the administrative burden to a minimum for the candidate?</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>Select an option</td>
</tr>
</tbody>
</table>

| Selection and evaluation phase | | |
|--------------------------------|------|-------------|------------|---------|---------------------------------------------|
| Do we have clear rules governing the appointment of selection | x    | x           |            |         | Select an option                            |
Mandatory fields, blocking the submission.

Free text – number of words are only indicative, not blocking elements.

The information will be automatically retrieved for the next phase.
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
- Strengths and Weaknesses (max. 800 words)
- Recruitment and selection
- Working conditions
- Training and development

Mandatory fields, blocking the submission.
Free text – number of words are only indicative, not blocking elements.
The information will be automatically retrieved for the next phase.
An action can address individual or multiple gaps.

The institution can customize the action plan based on priorities and interests.

Gaps with implementation ratings are automatically retrieved.

The timeline should cover at least two years up to the first internal review.
The gaps not addressed in the plan are listed for reference.
4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

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

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

- How will the implementation committee and/or steering group regularly oversee progress?
- How do you intend to involve the research community, your main stakeholders, in the implementation process?
- How do you proceed with the alignment of organisational policies with the HR34R? Make sure the HR34R is recognized in the organisation’s research strategy, as the overarching HR policy.
- How will you ensure that the proposed actions are implemented?
- How will you monitor progress (timeline)?
- How will you measure progress (indicators) in view of the next assessment?

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

You can use charts, graphs, tables to display the information not just free text.
What happens after submission

The institution cannot update the file any longer.

Within one month you receive email notification on the administrative check.

Gap Analysis, OTMR & Action Plan: Administrative Eligibility

Date: Fri, 03/05/2019 - 16:41 by Anca TIBA
Consensus report – Award Granting

Eligibility assessment

Please rate the state of achievement ("yes", "no" or "partly"). If any statements have prompted a "no" or "partly" in the evaluation, please provide recommendations:

<table>
<thead>
<tr>
<th>YES / NO / PARTLY</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the Strategy and Action Plan been published on the organisation’s website?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have the Strategy and Action Plan been published in English?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have the Strategy and Action Plan been published in a visible place?</td>
<td>Partly</td>
</tr>
<tr>
<td>Have the following elements of the templates for the Gap Analysis and the HR Strategy and Action Plan been completed with sufficient details and quality?</td>
<td></td>
</tr>
</tbody>
</table>
  - Gap Analysis
  - HR Strategy and Action plan
  - Organisational information
  - Strengths and weaknesses of the current practice
  - Actions
  - Implementation |
| Quality assessment |

The quality assessment evaluates the level of ambition and the quality of progress intended by the organisation. Rate the state of achievement ("yes", "no" or "partly"). If any statements have prompted a "no" or "partly" in the evaluation, please provide recommendations:

<table>
<thead>
<tr>
<th>YES / NO / PARTLY</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the organisational information provided sufficient to understand the context in which the HR Strategy is designed?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the Action Plan coherent with the Gap Analysis?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have a steering committee and working group been established to guarantee the implementation of the HRSR-process?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

General Assessment

Accepted

Pending minor modifications

Declined pending (major) revisions

Explanation

- **Accepted**: This application meets the criteria and the HR award is granted. The assessors might have commented on your file asking for future focus on a particular aspect/criterion, so please refer to the comments given above.

- **Pending minor modifications**: This application broadly meets the criteria, but the assessors have some concerns/questions about specific areas/criteria. Please reflect about the feedback given above and update your file before re-submitting within 2 months.

- **Declined pending (major) revisions**: This application does not meet the criteria, please make the appropriate changes taking into account the comments of the assessors before re-submitting within 12 months.

Within 3 months after submission, the institution may receive the report.

The file can be updated in case of modifications/revisions required.

The same workflow applies for resubmissions.
Q&A

Thank You

Help Desk: support@euraxess.org
RTD-CHARTER@ec.europa.eu