# Internal Review

Case number:

Name Organisation under review:

Organisation’s contact details:

# Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.*

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| **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) \* |  |

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| **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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# Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the four thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

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| **Ethical and professional aspects:**  |
| Strengths and Weaknesses |
| Remarks (max 500 words) |
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| **Recruitment and selection:**  |
| Strengths and Weaknesses |
| Remarks (max 500 words) |
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| **Working conditions:**  |
| Strengths and Weaknesses |
| Remarks (max 500 words) |
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| **Training and development:**  |
| Strengths and Weaknesses |
| Remarks (max 500 words) |
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| **Have any of the priorities for the short and medium term changed?** (max 500 words)  |
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| **Have any of the circumstances in which your organization operates changed and as such have had an impact on your HR strategy?** (max 500 words) |
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| **Are any strategic decisions under way that may influence the action plan?** (max 500 words) |
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# 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 select new objectives.

**Note:** Choose one or more of the principles from the GAP Analysis with their implementation ratings: New, In Progress, Completed, Extended

## Proposed ACTIONS

**Principles:**

() 1. Research freedom () 2. Ethical principles () 3. Professional responsibility () 4. Professional attitude () 5. Contractual and legal obligations () 6. Accountability () 7. Good practice in research () 8. Dissemination, exploitation of results () 9. Public engagement () 10. Non discrimination () 11. Evaluation/ appraisal systems () 12. Recruitment () 13. Recruitment (Code) () 14. Selection (Code) () 15. Transparency (Code)

() 16. Judging merit (Code) () 17. Variations in the chronological order of CVs (Code) () 18. Recognition of mobility experience (Code)

() 19. Recognition of qualifications (Code) () 20. Seniority (Code) () 21. Postdoctoral appointments (Code) () 22. Recognition of the profession () 23. Research environment () 24. Working conditions () 25. Stability and permanence of employment () 26. Funding and salaries

() 27. Gender balance () 28. Career development () 29. Value of mobility () 30. Access to career advice () 31. Intellectual Property Rights

() 32. Co-authorship () 33. Teaching () 34. Complains/ appeals () 35. Participation in decision-making bodies () 36. Relation with supervisors

() 37. Supervision and managerial duties () 38. Continuing Professional Development () 39. Access to research training and continuous development () 40. Supervision

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|  | GAP Principle(s) | Timing (at least by year’s quarter/semester) | Responsible Unit | Indicators/Target(s) | Current Status | Remarks |
| ACTION 1 |  |  |  |  |  |  |
| ACTION 2 |  |  |  |  |  |  |
| ACTION 3 |  |  |  |  |  |  |
| ACTION 4 |  |  |  |  |  |  |
| ACTION 5 |  |  |  |  |  |  |

**Note:** Add as many actions are needed.

**The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.** Please provide the link to the dedicated webpage(s) on your organisation's web site \*:

**URL:** https://www.yoursite.com

If your organisation has already filled in the OTM-R checklist in the Initial Phase, 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 in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

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| **Comments on the implementation of the OTM-R principles**  |
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Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation’s website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

**URL:** *https://www.yoursite.com*

# Implementation

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| **General overview of the expected overall implementation process of the action plan:** (max. 1000 words) |
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Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

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| **How have you prepared for the internal review? \*** |
| Detailed description and duly justification (max 500 words) |

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| **How have you involved the research community, your main stakeholders, in the implementation process? \*** |
| Detailed description and duly justification (max 500 words) |

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| **Do you have an implementation committee and/or steering group regularly overseeing progress? \*** |
| Detailed description and duly justification (max 500 words) |

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| **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** |
| Detailed description and duly justification (max 500 words) |

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| **How has your organisation ensured that the proposed actions would be also implemented? \*** |
| Detailed description and duly justification (max 500 words) |

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| **How are you monitoring progress (timeline)? \*** |
| Detailed description and duly justification (max 500 words) |

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| **How will you measure progress (indicators) in view of the next assessment? \*** |
| Detailed description and duly justification (max 500 words) |

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| **How do you expect to prepare for the external review? \*** |
| Detailed description and duly justification (max 500 words) |

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| **Additional remarks/comments about the proposed implementation process** |
| Detailed description and duly justification (max 1,000 words) |