# Process Description

Case number:

Name Organisation under review:

Organisation’s contact details:

Date endorsement charter and code:

# Process

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Steering Committee** | **Working Group** | **Management line/ Department** |
|  |  | Yes/No | Yes/No |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note:** You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from [R1 to R4](https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors), 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:

|  |  |  |
| --- | --- | --- |
| **Stakeholder group** | **Consultation format** | **Contributions** |
|  |  |  |
|  |  |  |
|  |  |  |

**Note:** You may add new stakeholder groups if needed.

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:

|  |
| --- |
|  |