**TEMPLATE 1 – GAP ANALYSIS - PROCESS**

Case number:

Name Organisation under review:

Organisation’s contact details:

Submission date:

Date endorsement Charter and Code:

**Process**

The HRS4R process must engage all management departments directly or indirectly responsible for researchers’ HR-issues. [[1]](#footnote-1) 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[[2]](#footnote-2), 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 | Management line/ Department |
|  |  |  |
|  |  |  |
|  |  |  |

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4[[3]](#footnote-3), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used* ***in the largest possible sense****, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ‚level‘, type of contract etc. etc.*

*For a description of R1-R4, see*<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

|  |  |  |
| --- | --- | --- |
| \*Stakeholder group | \*Consultation format | Outcomes |
|  |  |  |
|  |  |  |
|  |  |  |

Please describe how was appointed the Committee overseeing the process:

Free text 200 words maximum

|  |
| --- |
| Free text 200 words maximum |

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)