Process Description

Case number: 2018IT341333
Name Organisation under review: Università degli Studi dell'Insubria
Organisation's contact details: Via Ravasi, 2, Varese, Italia / Lombardia, 21100
Date endorsement charter and code: 26/09/2018

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
Azimonti Luca	Administrative Staff	☐	■	Head of Research and Internationalisation Service
Bottura Michela	Administrative Staff	☐	■	Quality Assurance Support Office
Conti Fabio	R4 - Leading Researcher	■	☐	Head of Applied and Theoretical Sciences Department; Chairman of Guarantee Committee (CUG)
Ferioli Elena	Technical Staff	☐	■	Biotechnology and Life Sciences Department; Research Centre on Clinical Ethics

Name	Position	Steering Committee	Working Group	Management line/ Department
Gallo Luca	Administrative Staff	☐	■	Head of International Relations Office
Gianfagna Francesco	R3 - Experienced Researcher	■	☐	Medicine and Surgery Department
Grechi Daniele	R1 - First Stage Researcher	■	☐	Deputy of PhD students - Board of Economics Department
Margaria Gabriella	Administrative Staff	☐	■	Head of Information and Documentation System Office
Miano Luisa	Administrative Staff	☐	■	Research and Internationalisation Service
Pellicanò Cecilia	Administrative Staff	☐	■	Head of Human Resources (Professors and Researchers) Service
Penzo Doria Gianni	General Manager	■	☐	General Manager, Head of Human and Financial Resources Area
Piarulli Umberto	R4 - Leading Researcher	■	☐	Vice Rector for Reseach; Head of Sciences and High Technology Department
Raos Federico	Executive Managertive	■	☐	Head of Teaching and Research Area
Reato Cristina	Administrative Staff	☐	■	Research and Innovation Office
Rocca Matteo	R4 - Leading Researcher	■	☐	Head of Economics Department; Coordinator of Doctoral School

Name	Position	Steering Committee	Working Group	Management line/ Department
Santoro Romualdo	R3 - Established Researcher	■	☐	Sciences and High Technology Department
Vaccari Enzo	R4 - Leading Researcher	■	☐	Vice Rector for Teaching; Coordinator of Quality Committee (PQA)
Vittori Raffaella	Administrative Staff	☐	■	Research and Innovation Office

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:

Stakeholder group	Consultation format	Contributions
Focus Group of Researchers (composed by 18 members belonging to all categories of researchers and representative of all 6 Departments; for detailed composition see https://www.uninsubria.eu/research/hr-excellence-research-uninsubria ; access to this group is completly open through a self-candidature)	Meetings with Steering Committee and Working Group, Access to Intranet Section where all HRS4R intermediate documentation can be consulted , Email interaction	Mapping of existing services and regulations, collective testing of survey definition, direct involvement in internal communication campain for the online survey; assessment of survey's results in cooperation with Steering Committee and Working Group; feedback on Gap analysis and Action Plan

Stakeholder group	Consultation format	Contributions
All Uninsubria Researchers	On line Survey: from 29 November 2017 to 16 February 2018, all professors, researchers, post-doc and doctoral students had the opportunity to express their opinion on the implementation of the principles of the Charter and the Code within our University, by completing an online survey in English (27 % total response rate; among R1 19% of response rate; R2 43%, R3-R4 30%).	Feed back: their perception on the implementation of C&C in our University in terms of priority of the principles and level of accordance to items; for detailed description of results see https://www.uninsubria.eu/sites/sten/files/Internal_survey_hrs4r.pdf (password: Insubria2018!)
International Expert of HRS4R Process (as Local Contact Point Euraxess and as a member of the working group in charge of HRS4R accreditation of the University of Pula)	19.04.2018 morning - Info Day "HRS4R accreditation: where are we? A look from outside" with the contribution also of a MSCA-ITN researcher and a Brain Gain researcher; 19.04.2018 afternoon - Meeting with Steering Committee and Working Group	Presentation of HRS4R process to academic community; feed back on Gap analysis and interaction on strenghts and weakness of our draft proposals; best practices dissemination

Stakeholder group	Consultation format	Contributions
Quality Committee (PQA) composed by professors and administrative staff	Access to Intranet Section where all HRS4R intermediate documentation can be consulted; meeting 28.09.2018	Feed back and approval of Gap Analysis and Action Plan; formalization of collaboration between HRS4R Implementation Committee and Quality Assurance System (Departmental Units) and accreditation standards
Academic Senate	Periodic communications/reports of the Rector to the Senate; deliberations	Diffusion of information of HRS4R ongoing process to collegues; approval of all HRS4R phases and actions process

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The Steering Committee was directly appointed by the Academic Senate with the deliberation n.23 February 20th, 2017. This early involvement of significative representatives of academic community was meant to enhance the institutional commitment towards HRS4R process, months before the formal cycle start (endorsement letter submitted at the end of August 2017). The Academic Senate decided that main criteria to designate Steering Committee's members were to be representative of topical aspects of researchers'life and/or to have been elected by the corrisponding reserchers'category they belong to. As R2-Recognized Researchers (according to Uninsubria's interpretation assimilable to Italian "assegnisti di ricerca") have no direct elected representatives within our decision-making bodies, their contribution to the process has been valorised through the Researchers' Focus Group and their partecipation to the survey.

Steering Committee worked in strong and periodic collaboration with all stakeholders and thanks to the support of these tools and methodologies:

1. meetings (even with Skype calls or videoconferencing in order to facilitate a wider partecipation) often jointly with Working Group

2. a dedicated intranet section where minutes, good practises, draft versions of documentation have been made available and archivied for all members of Working Group, Researchers Focus Group and Senators

3. formal communication to Senate on ongoing process

All documents and information provided for HRS4R accreditation have been internally assessed and subsequently approved by the governance and the Academic Senate. A specific communication on actions foreseen within HRS4R process has been submitted also to the Administration Board, in order to set up solid basis for future related budget planning.

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

The Working Group - composed by administrative staff- was formally appointed by the General Manager with Directorial Deliberation n. 305/2017 (and further integratations) in the framework of annual or multi-annual Working Groups and Task Forces Programme on specific strategic goals of the Institution. Moreover, actions of the administrative units involved have been aligned with annual Performance Plans.