

## HRS4R @ INSUBRIA MONITORING PLAN

20/05/2019

1) The Implementation Committee (IC) monitors the progress of the actions foreseen in the action plan both "remotely" and "in presence";

2) "Remote" monitoring means that IC acquires (via email or intranet), at the end of each quarter, a self-assessment of the progress of single actions. Self-assessment is expressed in summary form, for each indicator, with a percentage of 0% (activity not started) 100% (activity completed), using the format prepared by IC and uploaded to the intranet platform. The collection of self-assessments of managers and any support to the compilation will be handled by the HRS4R Organisation Admin;

3) Monitoring "in presence" means that IC meets twice a year (by 30/06 and by 31/12) all those responsible for the actions to verify and discuss the progress of the activities.

The meeting takes place on the basis of a summary report (max 1 page) in which each manager illustrates to IC the state of the art of the action with details of single indicators and in particular:

- What has been done
- The "difficulties" encountered
- Any proposals for supplementary / corrective actions

In relation to the results of the two half-yearly meetings, IC adopts any operational indications of the case;

4) In order to encourage the participation of the academic community, the Focus Group of Researchers was renewed and reconstituted (FGR).

The managers of the actions interact directly with the FGR, without excessive formalities but documenting the consultation via email (always with the hrs4r@uninsubria.it box in CC), in order to have preliminary feedback and corrective proposals on the architecture of the actions.

IC shares with FGR all documents produced, including those resulting from monitoring, through the intranet platform;

5) An online questionnaire to evaluate the ongoing initiatives will be proposed in September 2020, that is, after about a year and a half from the start of the implementation phase, in order to be able to evaluate services / initiatives / activities already well underway.

6) On the basis of the monitoring meetings in presence, IC prepares an interim report (by 1/31/2020) for the governing bodies of the University; the final report will coincide with the evaluation of what has been achieved and approval of the new Action Plan for the following three years, thus meeting the deadline for submission to the European Commission set at 25/02/2021.