



# HR Excellence in Research



HR EXCELLENCE IN RESEARCH



- What is the HR Excellence for Research award?
- What is the Researcher's Charter and the Code of Conduct for the Recruitment of Researchers?
- What is the HRS4R Strategy?
- The course of the process of obtaining the award
- European Commission experts recommendations for additional activities
- Good practices
- EC experts and a visit to the Medical University of Warsaw
- Done in 2019-2020





## What is the HR Excellence for Research award?

It is a prestigious award which is one of the activities of the European Commission as part of the Human Resources Strategy for Researchers, aimed at increasing the attractiveness of working conditions and career development of scientists in the EU.

The logo is awarded to European institutions that provide researchers with the best working conditions and transparent recruitment processes in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The HRS4R logo is a tool with which the EC also wants to develop the European Research Area and increase the mobility of researchers from European institutions.



## What is the Researcher's Charter and the Code of Conduct for the Recruitment of Researchers?

In 2005, the European Commission set out in the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers** the principles aimed at strengthening the innovation and competitiveness of science by creating an atmosphere conducive to research work, providing researchers with stable working conditions and an ethical work environment.

**The European Charter for Researchers** describes the rights and obligations of researchers, as well as the institutions and organizations that employ them and provide research funding.

**Code of Conduct for the Recruitment of Research Employees** describes the principles of recruiting researchers that institutions - employers should follow, ensuring equal treatment of all researchers in Europe.



**HRS4R** – is a Strategy aimed at helping universities and research institutions to effectively implement the principles of the Charter and the Code.

Participation in the Strategy is a continuous process that involves regular assessment of progress in the implementation and compliance with the principles of the Charter and the Code by foreign experts appointed by the European Commission. The purpose of this process is the continuous improvement of the Institution and work on the postulates of the Charter and the Code.



- ✓ Obtaining the logo is not a one-off action, it is a continuous process that involves regular assessment of progress in the implementation and compliance with the principles of the Charter and the Code by foreign experts appointed by the European Commission.

***To improve is to change; to be perfect is to change often.***

**Winston Churchill**



## Benefits for the Medical University of Warsaw

- ✓ Credibility towards scientists, authorities, funders and financing institutions,
- ✓ A stimulating and beneficial work environment,
- ✓ Strong reputation and visibility of the institution,
- ✓ Encourage high-class researchers from around the world (logo visible on the EURAXESS Jobs portal),
- ✓ Promotion of the institution.



## The process is divided into three phases:

### INITIAL PHASE

the phase in which the University is applying for the award. A feature of this phase is a thorough analysis of the level of compliance of the recruitment policy with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the preparation of an initial action plan.

### IMPLEMENTATION PHASE

the phase in which the University implements the conclusions of the initial action plan and submits the INTERIM ASSESSMENT report for evaluation to an expert accredited by the European Commission. The university develops an updated action plan and begins its implementation. The university is also preparing for the visit of experts who will confirm that the award is maintained.

### AWARD RENEWAL PHASE

the phase in which the University continues the good practices implemented in the previous phases and develops new solutions.

# History of the HR Excellence in Research award at the Medical University of Warsaw

## INITIAL PHASE

2015-2016

For MUW, the application process began in April 2015 with the sending to the European Commission of the declaration of support for the principles contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

### Podstawowe działania:

- Appointment of the University Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers
- Internal survey of researchers and academic teachers
- GAP Analysis
- Staff Development Strategy



In July 2016, the European Commission awarded our University the HRS4R distinction and thus we entered the second phase of the process, which is

IMPLEMENTATION PHASE

2016-2018

The University Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers developed an initial action plan and supervised its implementation, which was the first stage of this phase.

**The main tasks of the Team:**

- Ongoing analysis of the achievements
- Formulating further improvement actions
- Maintaining and optimizing internal regulations
- Open and transparent recruitment policy

The first stage of **IMPLEMENTATION PHASE** ended in June 2018 with sending by MUW to the European Commission a report on the internal review of progress.

In 2019, we received a very enthusiastic assessment from an EC expert (INTERIM ASSESMENT).

*„...All 8 principles that have been found that need to be addressed in the first phase have been re-evaluated and a new comprehensive plan (deadlines, responsible persons, clear actions) has been adopted for further implementing them. The actions are ambitious considering the circumstances of the university. It is not only paperwork but also describes actions to influence the behavior of the employees. **Very good piece of work...!**”*

Thus, the Medical University of Warsaw entered the second stage of **IMPLEMENTATION PHASE**, which is the development of a revised action plan and its implementation.


The plan should be based on the recommendations of the EC expert, which were presented in the INTERIM ASSESSMENT Report.

At this stage, the University is also preparing for the first visit of a team of European Commission experts.

INITIAL PHASE

IMPLEMENTATION PHASE

AWARD RENEWAL PHASE

 Endorsement of the C&C

 Application for the HR Award:

- ✓ Gap Analysis
- ✓ OTM-R Checklist
- ✓ Initial Action Plan Design

12 months



INITIAL ASSESSMENT

HR AWARD GRANTING



Implementation of the Action Plan



24 months

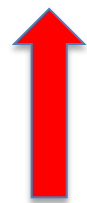


INTERIM ASSESSMENT



Implementation of the Revised Action Plan

36 months



RENEWAL WITH SITE VISIT

HR AWARD GRANTING



Implementation of the Improved Action Plan



36 months



RENEWAL WITHOUT SITE VISIT



Implementation of the Further Improved Action Plan

36 months



RENEWAL WITH SITE VISIT



We are here

HRS4R – from PROGRESS to QUALITY



## Recommendations of an expert of the European Commission

Deadline: **13/01/2022**

- Re-conducting the survey among research workers and taking actions aimed at increasing the number of participants.
- Analysis of the effectiveness of activities undertaken in **IMPLEMENTATION PHASE** based on the survey results.
- Preparation of information on how all groups of employees participated in the process, e.g. defining an action plan.

## Additional activities:

- ❑ Spreading knowledge about the principles of the Researcher's Charter and their implementation at the Medical University of Warsaw

*The basic element discussed at the meetings of HRS4R coordinators is the high awareness of all groups of employees regarding the Recruitment Policy, the principles of the Researcher's Charter and the Code of Conduct for the recruitment of academic teachers.*

- ❑ Preparing the University for the visit of a team of European Commission experts, e.g. :
  - *visit logistics (hotel, food, transport from the hotel)*
  - *Welcome Pack*
  - *selecting HRS4R Ambassadors from among all members of the academic community of the Medical University of Warsaw*

- ❑ Involvement of all groups of employees in developing changes in the strategy  
*Eg focus groups*



Dobre praktyki:

- Proactivity in introducing changes - it cannot be a one-time action
- Documenting every step - visibility, no scattering
- Collective decision making - steering team
- Support training in research and teaching
- Supporting mobility - a highly appreciated value in inviting scientists from abroad, Welcome center

A team of European Commission experts:

- The European Commission assigns the Chief Auditor - Leading Assessor
- The team consists of 3 people from outside Poland
- These are people related to the academic community

## What can a visit of EC experts look like:

During the site visit, experts should evaluate:

- the impressions they obtained during the analysis of documents posted on the MUW website.
- benefits of implementing the HR strategy in the institution.
- ambition of activities in relation to the HR strategy, compared to the initial state.
- the institution's effort to ensure compliance with the principles of the Charter and the Code in the field of ethical aspects of working conditions, development and training.
- the institution's effort to implement the Recruitment Policy.
- whether the principles of the Charter and the Code are actually implemented.

Therefore, the visit lasts one whole day, usually from 9:00 am to min. 5:00 p.m.

Experts talk to representatives of:

- Steering Committee
- Young Scientists
- PhD students
- Research and teaching staff
- Administration

## Activities in 2019-2020

Updated internal regulations:

1. Statute of the Medical University of Warsaw (Senate Resolution 40/2019)
2. Work regulations (Rector's Order 107/2019)
3. Regulamin Wynagradzania pracowników WUM (Zarządzenie Rektora 109/2019)
4. Organizational Regulations (Rector's Order 36/2020)
5. Recruitment Policy of Medical University of Warsaw (Rector's Order 112/2019)

Appointment of teams:

1. University Team for the Recruitment and Development of Research Employees
2. Recruitment, Training and Employee Evaluation Section

Training:

1. Antimobbing and anti sexual abuse training
2. Writing scientific articles
3. Academy of Innovative Didactics