



**ADMINISTRATIVE BOARD**  
**Meeting September 28<sup>th</sup> , 2023**  
**(ore 9:40 – 11:15)**

The meeting takes place in the Council room of the Rectorate building, along with the Rector Prof. Francesco MOLA, the followings are attending: **Deputy-Rector** Prof. Gianni FENU; University representatives: Prof. Ernesto D'ALOJA; Prof. Riccardo De LISA; Dr. Guido MULA; the student representatives: Elena FONTANAROSA; external representatives: Dr. Alessandra ARGOLAS; Ms Rosi Zuliani SGARAVATTI.

Absents justified: Prof.ssa Cecilia TASCA; Dott. Maurizio LOI; **External Representatives**; Sig. Emanuele PISANO; **student representative**.

There are also present: the general director, Dott. Aldo URRU, as secretary supported in the draft of the minutes by Dr. Roberta LOTTI, member of the Rector's Cabinet Office and by Dr. Marco CANNAS, administrative staff of the Academic Bodies Office

Are also present: the Vice-Rector for didactics, students welfare and widespread University , Prof. Ignazio Efisio PUTZU, the Coordinator of the Quality Assurance Presidium (PQA), Prof. Guido ENNAS; University Managers

## OMISSIS

### 1. Quality Policy

## OMISSIS

#### **B) Quality assurance policy: *application to the “HR Excellence in Research” Award; implementation of the Human Resources Strategy for Researchers (HRS4R) at the University of Cagliari***

The Rector informs the Administrative Board that UniCa internal structure for the implementation of the HRS4R strategy, appointed by Rector's Decree DR 1411/2021 and subsequent amendments, has completed the application to be submitted to the European Commission (EC) through the Euraxess portal. The application must be uploaded in the e-tool procedure by November 8, 2023, under penalty of forfeiture and the resubmission of a new endorsement letter.

The implementation of the HRS4R strategy is a long-term process of continuous improvement that UniCa has decided to undertake. It requires the active involvement of the whole researchers' community with different levels of experience in the development of research skills, starting from PhD candidates ("first stage researchers" by the European Commission), Governance representatives, division managers, administrative staff for the success of the application and of the strategy implementation.

The Rector summarizes the main benefits of the strategy:

- greater international visibility of UniCa;
- improvement of transparency of the recruitment processes towards researchers from other national and international universities.
- development of a more attractive working environment for the best national and international scholars.
- use of the award in UniCa portal and on Euraxess to advertise the positions and selection procedures.
- implementation of European Research Area (ERA) policies.

The Rector summarizes main steps of HRS4R process:

On 8 November 2022, UniCa submitted the endorsement letter signed by the legal representative confirming the full commitment to enter the process of implementing the 40 principles of the European Charter for Researchers and the Code of Conduct for their recruitment (C&C).

On 10.11.2022, the European Commission accepted, the letter and the opening of the initial phase of the process. From this date UniCa will have 12 months for the preparation and submission of the application dossier in the e-tool of Euraxess.

UniCa HRS4R internal structure through the 4 technical working groups (TWG), also supported by the Research and the Territory Division, has worked on the application, consisting of the following documents:

- Gap Analysis: an analysis of the state of implementation of the principles of the C&C in the University, identification of any gaps from what is stated in the principles, also underlining any impediments (GAP) derived from national legislation. For each principle, each TWG has judged the degree of implementation, through the selection between 4 options (+/+, +/-, -/+, -/-), and provided evidence of the actual implementation, with references to internal regulations, web contents etc. If a gap was detected, it has identified one or more actions to fill it.
- Action Plan: activities that the University must carry out to advance from the current state to the target state, with regards to the implementation of the 40 principles of the C&C. The actions will be implemented over the next 2-5 years to fill the gaps identified, through an improvement of internal procedures (regulations, processes, etc.), compatible with the constraints of the national legislation. For each action, it is necessary to report the office responsible for implementation, the timing of implementation, and key performance indicators.
- OTMR-Check list: a self-assessment checklist to report on the status of achievement in terms of the implementation of an Open, Transparent and Merit-Based Recruitment (OTM-R) policy and practices. Through the checklist, the University will develop in the coming years an open, transparent, merit-based policy for the recruitment and selection of researchers. Consisting of a list of 23 questions related to the recruitment process, from the selection notice to the moment of recruitment of the appointed researcher.

Each TWG, made up of representatives of the governing bodies, administrative managers, professors, researchers and technical administrative staff responsible for the analysis of the principles under the four thematic headings of the C&C, has analyzed the principles of its

competence starting from 2022, and completed the documents last July 2023. UniCa researchers' involvement has been guaranteed by the appointment of 4 researchers' focus groups (R1, R2, R3, R4), expression of the 15 Departments. The technical working groups then collected the suggestions/ revisions of the researchers' focus groups and submitted the GA documents to the steering committee approval.

Same process has been followed by the TWGs for drafting the action plan.

To highlight the process within the whole researcher's community, the HRS4R strategy has been presented to the Advisory Board of Doctoral Coordinators, to doctoral candidates and to the Heads of the 15 Departments in separate events. In UniCa web portal a section dedicated to the strategy has been created: the University is required to publish the action plan submitted via Euraxess in order to share it with all the academic and research staff of the University.

The application is made of the three mandatory documents submitted to the evaluation of The Administrative Board:

- GAP ANALYSIS Annex 1
- ACTION PLAN Annex 2
- OTM-R Checklist Annex 3

### **Action Plan**

It is divided into 4 sections: one dedicated to Institutional information related to staff composition and resources leveraged; followed by a section where the institution must provide an overview of its "strengths and weaknesses" of the current state practices under the four thematic headings of the C&C also related to OTM-R.

UniCa HRS4R internal structure has identified **29 actions** that respond not only to the needs detected by the GAP analysis but also to those that emerged during the preparation of the OTM-R checklist.

Attached to the present document the action plan that the University will undertake to implement the HRS4R strategy over the next 5 years in the second phase of the HRS4R process (implementation phase) under the four thematic headings of the C&C.

After submission in the EURAXESS e-tool, the application will be subjected to the administrative check by the European Commission linked exclusively to the correct completion of the forms. The

administrative check lasts about one month from the moment of submission. After passing the administrative check, the application will be sent to a panel of three independent international assessors who will prepare the consensus report. The assessment process may last from 3 to 4 months from the approval of the administrative check.

The assessment process results in one of the following options:

- **Accepted** – HRS4R "*meets the criteria*" and the Award is granted. The panel makes recommendations on the process but overall recognises that the strategy formulated is satisfactory.
- **Pending minor modifications** – HRS4R "*broadly meets the criteria*", but the panel requires some clarification on specific areas; the Institution is given an additional 2 months to reflect on the comments and update the proposal, providing evidence that it has met the panel's requests.
- **Pending major revisions** – The proposed HRS4R **does not meet the criteria** and the award is suspended for several months, pending a new proposal that contains the substantial changes required; if/when these are produced, the Award is granted.

A questo punto e all'unanimità

**Del. n. 165/23C**

#### **THE ADMINISTRATIVE BOARD**

HEARD	the Rector's report
CONSIDERING	the University's 2022-2027 strategic plan and the transversal objectives "AT.5 Ensure recruitment policies according to the evolution of the context and in compliance with the principles of the Gender Equality Plan and the Code of Conduct for the recruitment of researchers within the Human Resources Strategy for Researchers";
CONSIDERING	the strategic policy for the internationalization of the University;
CONSIDERING	that the University of Cagliari last 8.11.2022, by sending the endorsement letter to the European Commission, officially applied to the implementation

of the "Human Resources strategy for Researchers" for the award "HR Excellence in Research" label;

GIVEN

that the European Commission accepted the letter on 10.11.2022 and that by 10.11.2023 the University must submit the application to the European Commission;

HAVING REGARD

the attached documents of the gap analysis, action plan and OTM-R checklist that constitute the dossier formulated by the internal structure of the University for the implementation of the HRS4R strategy;

### **RESOLVES**

- 1 To approve the application dossier presented and the action plan formulated by the internal structure of the University for the implementation of the "Human Resources strategy for Researchers-HRS4R";
- 2 To mandate the Rector and the internal structure of UniCa for the HRS4R to make any improvement to the action plan presented.

Approved

Secretariat

Dott. Aldo Urru

President

Prof. Francesco Mola

Certified copy of the original document

Subject to approval of the minutes by the Administrative Board

General Director

Dott. Aldo Urru