

RULES for the FUNCTIONING of the UB HRS4R WORKING GROUP

In 2013, the University of Barcelona (UB) signed the 'European Charter for Researchers' and the 'Code of Conduct for the recruitment of researchers'. This endorsement aimed at encouraging and improving the recruitment procedures, the working conditions and the professional development of researchers at the institution.

In 2015, the UB was granted the Human Resources Excellence in Research Award by EURAXESS. This award implies that the institution is committed to continually improve its Human Resources Strategy for Researchers (HRS4R) and align it to the principles stated at the Charter & the Code.

Following the recommendations of the European Commission, the UB created an **internal Working Group (WG)** as the **primary responsible core structure** in charge of the implementation of the UB HRS4R.

We state hereby the functions, composition and the responsibilities of the UB HRS4R Working Group.

1. COMPOSITION

The **composition of the UB WG for the HRS4R** will be as follows:

- (i) The WG must be **sponsored**, with the same representative weight, **by** the Vice-Rector for Research and the Vice-Rector for Teaching and Research Staff (or their respective equivalents at the highest level within the existing UB Executive Council).
- (ii) The WG will be **coordinated by**:
 - the Delegate of the Rector for Research Staff Policy (or equivalent)
 - and a minimum of 1 technical officer from the Office of the Vice-Rector for Research.
- (iii) In order to take into consideration the views and needs of all stakeholders within the University, the WG will include at least the following representatives from different **Managing departments/units** (or their equivalents in responsibilities):
 - Director of the Organisation & Human Resources Area at the UB
 - Deputy Director of the HR department for academic & researcher staff (PDI)
 - Manager of Research Services at the UB
 - Head of the International Research Projects Office (OPIR) of the UB
 - Responsible of the Organization and Quality Area at the UB Agency for Policy and Quality
 - Head of Human Resources at the Bosch i Gimpera Foundation (FBG)
- (iv) Finally, the WG will include at least 1 researcher at each stage of the research career (from R1 to R4).

2. FUNCTIONS & RESPONSABILITIES

The **sponsors of the WG** will be responsible for **the execution** of the process making sure that the **UB HRS4R is embedded** within the overall **institutional policy** and that the details of the Action Plan conform to the guidelines of the UB human resources policies.

The **coordinator** will be responsible for:

- **leading and supervising** all the actions derived from the WG deliberations
- and to **inform periodically the European Commission** of the accomplishment of the UB HRS4R.

The **WG as a whole will be responsible for** these actions:

- To consult UB research community at large, regardless the means (surveys, workshops, *ad hoc* focus group, direct contact, etc.), under an inclusive and active-participating approach, in order to have the researchers' needs identified.

- To design a continuous 3-year- Action Plan (AP) according to the needs detected and bring it to the UB Executive Council to get it approved.

- To foster and help with the implementation of the outstanding actions of the AP. This will include engaging the different Units at the UB which may be necessary for the implementation of the actions within the agreed timeframe.

- To oversee the fulfilment of the existing Action Plan, monitor it, keep record of the agreements and propose amendments whenever necessary.

- To decide (upon a consultation process) on the new actions and guarantee the dissemination of the Action Plan through the institutional website.

- In case of some specific actions, subgroups may be created to deal specifically with them and get them undertaken.

3. MEETINGS of the UB HRS4R WG

The UB Working Group for the development of the HRS4R will meet as a whole **at least once per semester**. Additionally meetings can be held whenever it may be necessary, at the request of any of its permanent members.

Both the regular and the extraordinary **meetings will be convened** by the principal coordinator of the WG, ie. the Delegate of the Rector for Research Staff Policy.

Each meeting will be followed by **the issue of an Act** which, along with the meeting documents will have to be made available to all members of the WG.

4. APPOINTMENT AS MEMBER OF THE WG

- The **Sponsors and the main Coordinator** will be appointed as members of the UB WG for the HRS4R by the Rector, as soon as the composition of the UB Executive Council is established as a result of the election process to the Rectorate has finished.
- The appointment of the Sponsors and the Coordinator will last till the mandate of the existing Rectorate expires or till the Rector's decides an eventual replacement.
- The **6 members of the WG who hold a position as managers** of the corresponding managing units will be members till their positions are held.
- The **researchers representative of each stage of the research career** (from R1 to R4), will be appointed by the main Coordinator of the WG, with the approval of the 2 Sponsors Vice-Rectors.
- The duration of the representativeness of these 4 researchers will be 3 years or upon their personal request. Researchers' representatives will be replaced after consultation with the WG membres.

Barcelona, November 28th, 2018.

Approved after the 4th meeting of the UB WG for the HRS4R, held on November 27th, 2018.