

GAP ANALYSIS - PROCESS

Case number: 2023IT48945

Name Organisation under review: Università Politecnica delle Marche

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ 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 R4², 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	Management line/ Department	Initial phase (WG = working group appointed by R.D.224/2021; steering committee (core group) = members of WG acting as coordinators)
Alessandro Iacopini	General Director	Administration	Steering Committee (Core Group)
Francesco Fatone	Full professor	Member of the University Research Commission; representative of R4 researchers and of Engineering Faculty; Coordinator of the PhD Program "Civil, Environmental and Building Engineering and	WG

		Architecture”	
Marco Gatti	Associate professor	Member of the University Research Commission, representative of R3 Researchers and of Economics Faculty	WG
Alessandra Giuliani	Associate professor	Member of the University Research Commission, representative of R3 Researchers and of Medicine and Surgery Faculty	WG
Paolo Mariani	Full professor	Rector’s Research Delegate; representative of R4 Researchers and of the Sciences Faculty; Coordinator of the PhD Program “Life and Environmental Sciences”	Steering Committee (Core Group)
Nadia Raffaelli	Full professor	Rector’s Research Delegate; representative of R4 Researchers and of the Agriculture Faculty	Steering Committee (Core Group)
Marco Arlotti	Researcher	Representative of R2 Researchers Faculty of Economics	WG
Lea Di Donato	PhD student	Representative of R1 Researchers Faculty of Engineering	WG
Silvia Illuminati	Researcher	Representative of R2 Researchers Faculty of Sciences	WG
Silvia Paolucci	Student of Medical Specialisation School	Representative of R1 Researchers Faculty of Medicine and	WG

		Surgery	
Davide Raffaelli	PhD student	Representative of R1 Researchers Faculty of Agriculture	WG
Elisa Acampora	Head of the International Projects Service	Administration	WG
Alessandra Andresciani	Head of the Teaching Service	Administration	WG
Francesca Campolucci	Head of the Institutional Research and Third Mission Service	Administration	Steering Committee (Core Group)
Sara Carbonari	Contact person for the International Projects Service – Engineering Area	Administration	Steering Committee (Core Group)
Salvatore Diano	Head of the Teaching and Research Personnel Service	Administration	WG
Emmanuelle Girardin	Contact person for the International Projects Service – Sciences Area	Administration	Steering Committee (Core Group)
Lucia Tesei	Head of the Programming, Management and Professional Development of Technical and Administrative Staff Service	Administration	WG

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Governance	-	Elaboration of the strategy to obtain the HR Excellence in Research Award; appointment of the Working Group; sharing activities with the Working Group
Core group	<ul style="list-style-type: none"> - by sharing with the Governance the HRS4R strategy; - by presenting the HRS4R strategy to the members of the WG in preparatory meetings; -by consulting all stakeholders (UNIVPM researchers at all career levels) through the administration of an internal survey. 	<p>Internal survey analysis; GAP analysis, OTM-R checklist and Action Plan:</p> <ol style="list-style-type: none"> 1. Preparation of the internal survey. 2. Test the draft of the internal survey. 3. Dissemination of relevant information on the survey within the UNIVPM departments and promotion of the on-line compilation. 4. Analysis of the survey results and preparation of draft of the different required documents (GAP analysis, OTM-R checklist, Action Plan)
Working group	<ul style="list-style-type: none"> - by participating to the preparatory meetings; - by consulting the raw data and elaborate results of 	Internal survey administration; final versions of the GAP analysis, the OTM-R checklist and the Action Plan

	<p>the internal survey;</p> <p>- by participating to the editing of the required documents.</p>	
<p>Community of researchers at all career levels, including students of Medical Specialisation Schools</p>	<p>- by participating in the internal survey</p> <p>- by including representatives in the working group.</p>	<p>Internal Survey</p>

Please describe how was appointed the Committee overseeing the process:

A Working Group (WG), overseeing the process, has been nominated by a **Rector Decree n. 1432/2022 dated 16-12-2022.**

Inside the WG, the Steering Committee (also called Core Group) was internally nominated with the responsibility of coordinating the different actions, from the preparation of the specific survey formulation of the GAP analysis, the OTM-R checklist and the Action Plan.

A collective meeting with the WG was held once a month, via the Teams platform, or physically, to analyze and refine the work carried out by each member or group of members based on their predetermined tasks. The initial phase of the activities focused on presenting an overview of the existing state and the practices related to the 40 principles classified under the four thematic headings of the C&C, following the survey administered to the UNIVPM community. This activity facilitated the assessment of UNIVPM's adherence to the 40 principles of the C&C, identifying performance scores, pinpointing gaps, determining the strategy for addressing these gaps, and evaluating potential barriers, such as constraints imposed by current national legislation.

The outcome of the above-mentioned analysis has provided the HRS4R Committees with the foundation for the development of the Action Plan.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

A Working Group (WG), overseeing the process, has been nominated by a **Rector Decree n. 1432/2022 dated 16-12-2022.**

The composition of the Working Group has been structured taking into consideration the views of the Governance and the stakeholders and ensuring a wide representation of the whole academic and research community, including PhD students and early-stage researchers, representatives of the main services involved in the process (in the researchers' career issues and in supporting research activities), always paying attention to the gender balance. The Working Group was responsible for the entire application process for the "HR Excellence in Research Award".