

Tips and tricks to make your HRSR4 implementation a success

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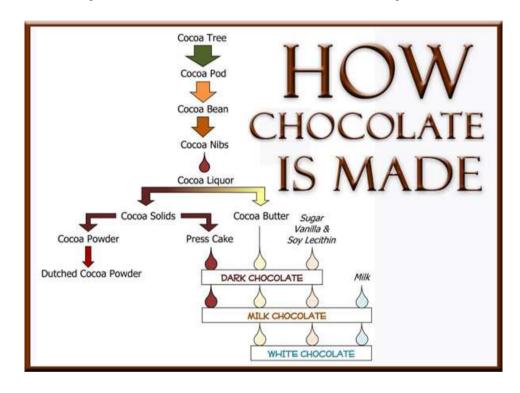
We share a passion for... chocolate!



HRS4R is just like... making chocolate!



Beyond the recipe ...



The secrets of the Belgian choclatiers





« The basis is easy to collect »

- ✓ Willingness to ensure that the relations with the researchers is conductive to successful performance in research
- ✓ Knowledge of what you achieved and what is still on track
- ✓ Structure, possibilities and competencies to improve the working conditions of the researchers





« Rely on chocolate lovers »





« Only simple key ingredients »

Cocoa powder President Board

Endorses the C&C
Validates the AP
Support the process

President Vice-rectors (...)

Cocoa butter Steering Committee

Leads the process
Leads the assessment
Suggest/give priorities

University managers
Administrative officers
Researchers

Sugar

Working Group

Prepares the GA & AP Link to stakeholders Deliverables

Project leader Administrative panel Researchers & PhDs

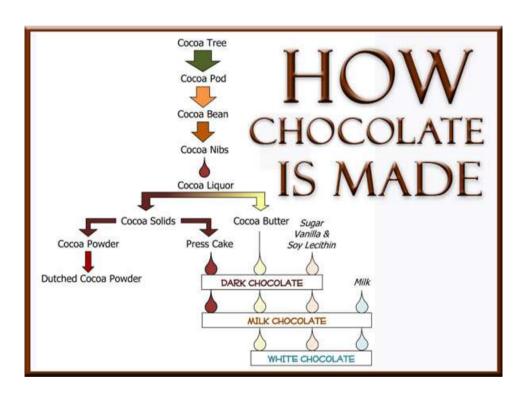
MILK

Researchers

Know about their working conditions
Give their opinion
Approve the HR

All chocolate is made from basic ingredients that are mixed together in varying quantities and at various points in the making process. Cocoa powder is the basis for the product, butter for the smooth texture, sugar gives sweetness, and milk, if from the Alps, gives the soul of the swiss chocolate. Spices or can also be added for a unique character.

HRS4R chocolate recipe & process



- 1. Initiate the process
- 2. Bottom-up & Top-Down
- 3. Gap analysis
- 4. Action Plan
- 5. Finalize the project

1. Initiate the process



- ✓ Endorse the Charter & Code
- ✓ Commit strongly to the process
- ✓ Embed it in the organisation's strategy
- ✓ Let it know to the EU-Commission
- ✓ Create the steering committee
- ✓ Create the working group
- ✓ Involve the researchers
- ✓ Give responsibility and mission
- ✓ Inform your community



« Vertrauen in Kakao »

(Translation: Be confident in your cocoa powder)

2. Bottom-up & Top-down



- ✓ Know about the tools and templates
- ✓ Include the input from the researchers
 - Survey (on pertinent questions)
 - Focus groups
 - Interviews
 - Discriminate between R1,2,3,4
 - Don't be selective at this point
- ✓ Involve other stakeholders if any



« Le client est roi »

(Translation: the customer first)

3. Gap analysis



- ✓ Review each of the principles
- ✓ Describe all the gaps
- ✓ Imagine potential actions
- ✓ Check the OTM-R list
- ✓ Fill Template 1
 - ✓ Describe the process
 - ✓ Fill the table with principles
 - ✓ Fill the OTM-R checklist
- ✓ Ask feedback from the researchers



« Elke parameter is belangrijk »

(Translation: Each parameter is of importance)

4. Action plan



- ✓ Select priorities for action (short term, mid-term, long term)
- ✓ Define who wil be responsible of what
- ✓ Define milestones and indicators
- ✓ Fill Template 2
- ✓ Summarize your strengths and weaknesses (gap analysis)
- ✓ Describe the implementation process
- ✓ Ask feedback from the researchers



« Djusse çou qu'i fåt »

(Translation: No more than necessary)

5. Finalize the process



- ✓ Request approval from the board
- ✓ Disseminate to the community
- ✓ Publish Template 2 on your web site
- ✓ Apply to the award



« Design e lusso »

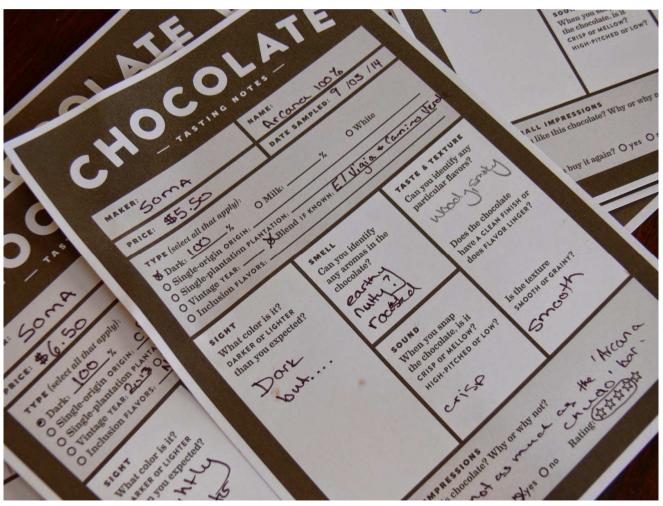
(Translation: Design and luxury)



The assessors are experienced, trained for the job. They know well about the applications and applicants. Do not lie, nor hide difficulties ...



HR EXCELLENCE IN RESEARCH









« Celebrate! »

(Translation : You get it!)

Then the real work begins ...



- ✓ Do what you plan to do
- ✓ Stop regularly and analyse your progress
- ✓ Explain divergences
- ✓ Update the Action plan and gap analysis
- ✓ Communicate to the community
- ✓ Work more and more on OTM-R
- ✓ Proceed to intermediate assessment
- ✓ Ask for the feedback of the researchers
- ✓ Disseminate to the community



« Stay involved »

Start the process today! You can do it! You will love it!

