

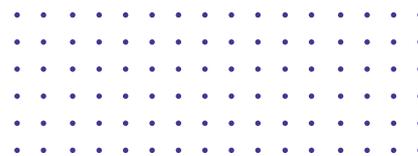


# Human Resources Strategy for Researchers HRS4R

Shaping the future together in Clean Energy,  
Food, Health, Smart Digital NanoSystems,  
Sustainable Environment and Advanced  
Materials & Computing.

INL - International Iberian Nanotechnology Laboratory is the  
**intergovernmental organisation** dedicated to **Nanosciences** and  
**Nanotechnologies** recognised by the **United Nations**.

More than **400 people** of **35 nationalities** and diverse scientific  
backgrounds **work everyday for the benefit of our society** and  
interdisciplinarity plays a vital role in all lines of research.



## 1.CONTEXT

At **INL - International Iberian Nanotechnology Laboratory**, located in Braga (North of Portugal), scientists and engineers from all over the world work in a highly interdisciplinary environment and strive to make **INL** become a worldwide hub for the deployment of Nanotechnology, addressing society's grand challenges.

The **INL** was founded by the governments of Portugal and Spain under an international legal framework to perform interdisciplinary research deploy and articulate nanotechnology for the benefit of society.

The Research and Technology activities are focused on six areas: **Health, Food, Energy, Environment, ICT and Future Emerging Technologies**, which complement each other and provide a base for interdisciplinary interactions.

The full-fledged nanotechnology laboratory enables leading research of the highest international standard.

The '**HR Strategy for Researchers - HRS4R**' supports research institutions and funding organisations in the implementation of the Charter & Code (C&C) in their policies and practices.

The implementation of the Charter & Code principles by research institutions allows them to be more attractive to researchers looking for a new employer or for a host for their research project.

The European Commission recognises with the '**HR Excellence in Research Award**' the institutions which make progress in aligning their human resources policies to the 40 principles of the Charter & Code, based on a customized action plan/HR strategy.

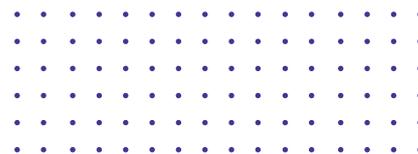
In this context, **INL** identified the need to design its own human resources strategy that includes the requirements set forth in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, beginning the process in December 10th 2021, by sending the endorsement letter.

## 2. The HRS4R for INL and its Certification Process

### 2.1. Constitution of the HRS4R Commission

Further to the encouragement of the Director-General (DG) and concerning the start of the application for the '**HRS4R**', an initial task force was created by the Chief Administration Officer (CAO) & HR Manager (HRM) to study the overall process of the **HRS4R**, namely the phases and steps to move forward. The Task Force was composed by the CAO & HRM, two HR Officers and the Learning Organization Developer.

After the submission of the endorsement letter of **INL**, dated 10 December 2021, and acceptance by the European Commission ('EC') on 17 December 2021, a special-purpose commission was established, and their members appointed by the Director-General to start the **HRS4R** application in accordance with its guidelines and best practices.



The **INL-HRS4R Commission** is composed of a Steering Committee and a Working Group. The Steering Committee members are the Director-General, Chief Operations Officer (CO) for RTI Operations, CAO & HRM, and three members from the Research area (level R4). The Working Group is composed of two HR Officers, the Learning Organisation Developer, the CO of the Research Core Facilities, and five members from the Research area with different levels of seniority, from R1 to R4.

A kick-off meeting was held in the beginning of the year 2022. The objective of the discussion was to share an overview of **HRS4R** process, Charter & Code, responsibilities of both the Steering Committee and Working Group, work plan and timeline. Over the execution of the 1st phase, several meetings were done with the Steering Committee (on a quarterly basis) to provide information about the ongoing activities, discuss the milestones, main outcomes, and next actions.

## 2.2. Involvement of the INL community in the HRS4R

To move forward with the preparation of the documents related to the 1<sup>st</sup> phase of the **HRS4R**, namely the Gap Analysis, Action plan and OTM-R Checklist, **INL** consulted different internal stakeholders and involve a representative community of researchers ranging from R1 to R4, with the support of the appointed Steering Committee and Working group responsible respectively for overseeing the **HRS4R** process and its implementation.

### Activities organized to engage the INL community:

- An internal communication channel, accessible to the whole community, was created to share information about the **HRS4R** and good practices from similar organizations.
- Preparation and dissemination of a quiz in a form of a “teaser”, focusing on “The researchers’ reality”, in Europe and globally.
- Presentation of the **HRS4R** to the **INL** community during our online/onsite weekly gathering. People were encouraged to take part as volunteers in the initial phase of the process (mentioned above in point 2.2). The community expressed interest in participating in the initiative, and a list of volunteers was created and submitted to the DG.
- The volunteers were organized in sub-working groups – mainly responsible for performing the gap-analysis. The sub-working groups include researchers from R1 to R4 and were organized under the four topics defined in the C&C.



- A General Questionnaire (Survey) was disseminated to Supervisors and Supervisees to gather their inputs about **INL**.
- A focus group activity was organized to address the topic “Recruitment & Selection - (R&S)” involving senior hiring managers, experienced in hiring processes inside and outside **INL**. The objective was to discuss the principles of the C&C related to the R&S topic (ref. 12-21).

## 2.3 Highlights - Key Outcomes of the 1<sup>st</sup> Phase

- Submission of the Endorsement letter on December 10<sup>th</sup> 2021
- Constitution of the **HRS4R** Commission: Steering Committee and Working Group
- Constitution of 4 sub-working groups composed of volunteers from R1 to R4 in the following topics:
  1. Ethical and Professional Aspects
  2. Recruitment & Selection
  3. Working Conditions & Social Security
  4. Training & Development
- Round of consultations with internal stakeholders
- Definition and promotion of target activities: General Questionnaire (Survey) and Focus Group
- Completion of the Gap Analysis
- Completion of the Action Plan
- Completion of the OTM-R checklist
- Submission on EURAXESS

## Documents and links

### PHASE 1

1. **INL** Endorsement letter | December 10<sup>th</sup> 2021
2. **INL** Gap Analysis | November 2022
3. **INL** Action Plan | November 2022
4. **INL** OTM-R Checklist | November 2022

## External Resources

EURAXESS website  
The European Charter for Researchers & the Code of Conduct for their Recruitment