Schedule for the continued Implementation Phase, 2024-2027 (annual)

Color coding

	Scheduled time frames/work-in-progress
	Done (black font = erledigt seit letztem Treffen, Bericht in aktueller Sitzung; grey font = already reported in previous meetings)
	Status-quo and further proceedings

Action Plan for the continued Implementation Phase (new actions from no. 58 – numeration based in Initial Phase)

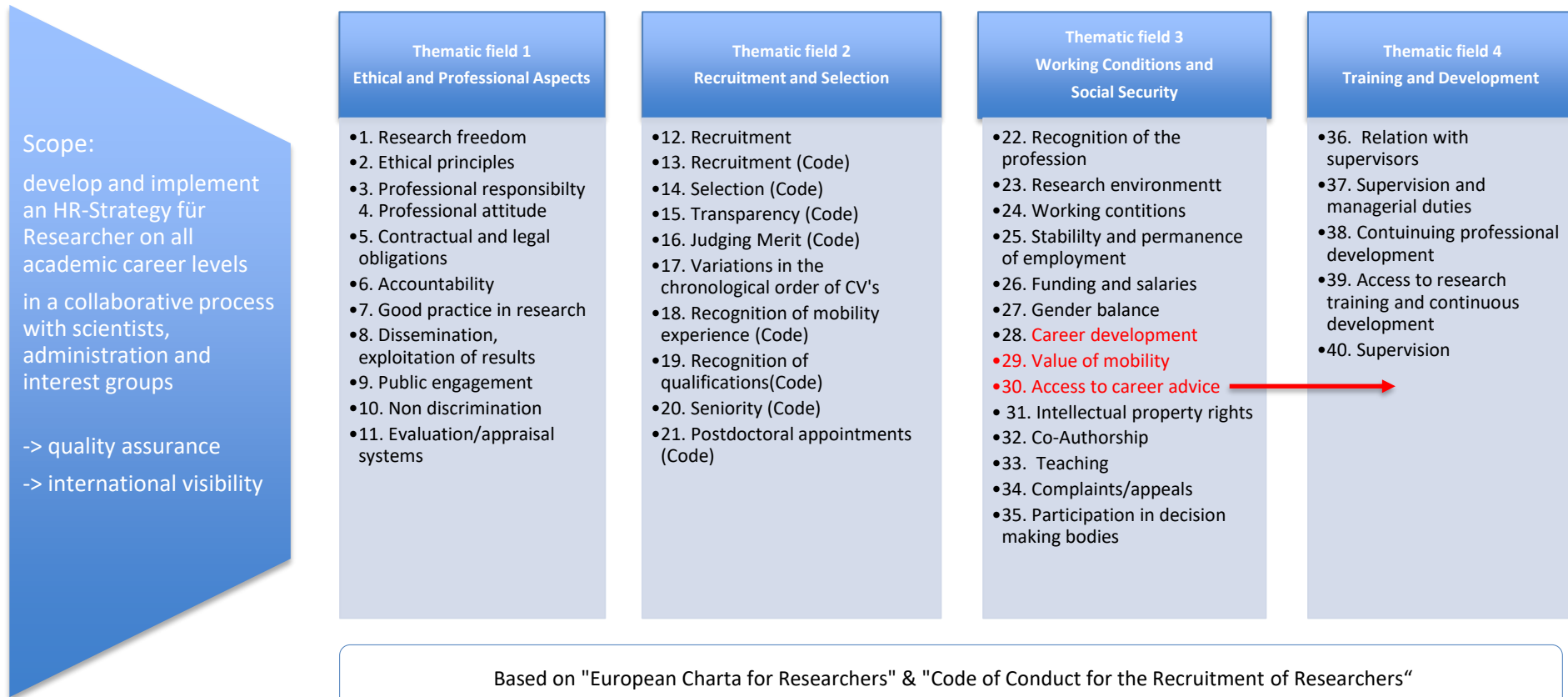| No.	Action/milestone	2024	2025	2026	2027	ff.
3.	*(high priority action)* OTM-R-working paper expanded to OTM-R-Strategy	▦	▦			
14.	*(high priority action)* Occupational safety: initial information in English language developed and online	▦	▦	▦		
19.	Performance pay regulations updated (together with the Bremen State Authority)	▦	▦	▦		
20.	Best practice examples for the preparation of scientific reports developed	▦	▦	▦		
23.	*(high priority action)* For recruitment of scientists: Basic, application and procedure information completed and online	▦	▦	▦	▦	
26.	*(high priority action)* Guidelines on recruitment and selection procedures (for R1and R2 recruitment) prepared	▦	▦			
30.	*(high priority action)* Scientific staff structure concept established as a strategic instrument for faculties	▦	▦			▦
31.	Quantity structure/scheme developed to better quantify scientific staff positions (R1-R4)	▦	▦			
33.	*(high priority action)* Post-doctoral hiring/continuing employment information online. Individual calculation on request	▦	▦	▦		
36.	Diversity monitoring concept is created, requirements and goals of diversity monitoring defined	▦	▦			
42.	New website "HR Development" online (R1-R4)	▦	▦	▦		
43.	(high priority action) Basic and procedural information on working abroad and scholarships online	▦				
44.	Strategy for Internationalization updated (incl. language policy)	▦				
48.	Executive Board's decision on teaching load reductions renewed	▦				
49.	Support in management tasks and securing knowledge in faculties or dean's offices explored (e.g. on annual reviews for independent scientific staff)	▦	▦	▦		
51.	Continuing education opportunities for tenured mid-level scientists reviewed/further developed	▦				
53.	*(high priority action)* Competence profile established as the basis for annual appraisals, concept for annual appraisals in science developed	▦	▦			
55.	Existing guidelines for annual appraisals expanded on annual appraisal in science	▦	▦			
56.	*(high priority action)* E-tool for recruitment	▦	▦	▦		

No.	Action/milestone	2024	2025	2026	2027	ff.
57.	*(high priority action)* HRS4R communication and awareness raising	▓	▓	▓	▓	▓
58.	*(new)* Staff retention concept	▓	▓	▓	▓	
59.	*(new)* Institutionalized feedback on the HR Award	▓	▓	▓	▓	▓
60.	*(new)* Professionalization of leadership	▓	▓	▓	▓	▓
61.	*(new)* Quality management of information provided on websites	▓	▓			
62.	*(new)* Matching of the actions to the principles of the renewed "Charter for researchers"	▓	▓			

Completed Actions (as of September 2024)

No.	Action/milestone
1.	Application for the HR Excellence in Research Award / Documents on HRS4R made available online
2.	*(high priority action)* OTM-R-working paper expanded to OTM-R-Strategy
4.	*(high priority action)* Surveys results analyzed for HRS4R
5.	*(high priority action)* Information on the U Bremen website for international scientists reviewed/expanded
6.	Websites/documents revised with regard to accessibility and diversity-sensitive language
7.	Revised internal organization chart online (staff portal /internal website)
8.	Existing regulations to ensure good scientific practice revised and online
9.	Program on good scientific practice is further developed
10.	(high priority action) Website „Research Integrity" is online
11.	Best-practice examples (research funding, processing of third-party funded projects) integrated into existing offers
12.	Initial information on data protection and information security prepared, suitable event formats designed
13.	Staff capacity expanded in the area of data protection
15.	*(high priority action)* Need for advice/training/information on equal opportunities/anti-discrimination identified, services offered accordingly
16.	*(high priority action)* Legal regulations/orders and existing offers/procedures made (more) known
17.	Second Action Plan Inclusion approved
18.	Guidelines for negotiations about resources and staff for professorships revised and online
21.	*(high priority action)* Findability of information online reviewed and improved for the following topics: Hiring processes, career paths, support services, rights and responsibilities, academic self-administration, options for complaint, research data management
22.	Award for Fair and Transparent Appointment Negotiations by the German Association of University Professors and Lecturers (DHV) renewed
24.	*(high priority action)* Templates for job postings online (staff portal, internal website)

No.	Action/milestone
25.	*(high priority action)* Regular exchange on "Recruitment and selection procedures in science" re-established.
27.	First draft/concept for the possibilities for professionalizing appointment committees together with the faculties
28.	Procedure for the assessment of a candidate's (R3/R4) management competencies evaluated
29.	*(high priority action)* Recognition of mobility experience linked to recruitment strategy (OTM-R)
32.	"Framework on Contractual Situations and Conditions of Employment at Bremen State Universities" evaluated
34.	*(high priority action)* Website "Academic Careers" revised. PhD statistics accessible online
35.	Added overview with required information to the "Central Research Funding" website (R1-R4).
37.	*(high priority action)* Gender equality embedded in OTM-R strategy
38.	Gender Equality Plan online
39.	Evaluation report on gender policy work at the University of Bremen available
40.	Position, task description and remuneration of the central women's representative concretized
41.	Matched demand and supply for personnel development measures specifically related to diversity competence
45.	After updating the Strategy for Internationalization and language policy: More transparency in the language learning offer established (website)
46.	Evaluation completed (supervision of theses (BA/MA) to be included in curricular standards (CW) calculation?)
47.	Complaints and appeals processes updated and online (Website Research Integrity)
50.	*(high priority action)* HR development concept and competence profile online in German and English. Profile linked to further training/personnel development offers.
52.	Supervision agreement for doctoral researchers updated and online
54.	Training for annual appraisal: Demand clarified and offers developed

At a Glance: HRS4R Thematic Fields, Scope and Process

Scope:

develop and implement an HR-Strategy für Researcher on all academic career levels

in a collaborative process with scientists, administration and interest groups

-> quality assurance

-> international visibility

Thematic field 1
Ethical and Professional Aspects

- 1. Research freedom
- 2. Ethical principles
- 3. Professional responsibilty
  4. Professional attitude
- 5. Contractual and legal obligations
- 6. Accountability
- 7. Good practice in research
- 8. Dissemination, exploitation of results
- 9. Public engagement
- 10. Non discrimination
- 11. Evaluation/appraisal systems

Thematic field 2
Recruitment and Selection

- 12. Recruitment
- 13. Recruitment (Code)
- 14. Selection (Code)
- 15. Transparency (Code)
- 16. Judging Merit (Code)
- 17. Variations in the chronological order of CV's
- 18. Recognition of mobility experience (Code)
- 19. Recognition of qualifications(Code)
- 20. Seniority (Code)
- 21. Postdoctoral appointments (Code)

Thematic field 3
Working Conditions and Social Security

- 22. Recognition of the profession
- 23. Research environmentt
- 24. Working contitions
- 25. Stabililty and permanence of employment
- 26. Funding and salaries
- 27. Gender balance
- 28. Career development
- 29. Value of mobility
- 30. Access to career advice
- 31. Intellectual property rights
- 32. Co-Authorship
- 33. Teaching
- 34. Complaints/appeals
- 35. Participation in decision making bodies

Thematic field 4
Training and Development

- 36. Relation with supervisors
- 37. Supervision and managerial duties
- 38. Contuinuing professional development
- 39. Access to research training and continuous development
- 40. Supervision

Based on "European Charta for Researchers" & "Code of Conduct for the Recruitment of Researchers"

Process

Initial Phase
- Endorsment of Charter and Code
- Submiting gap analysis, action plan and OTM-R-checklist | 1. Evaluation
- HR-Awardf

Implementation phase
- Implementation of action plan | 2. Evaluation
- Implementation of recommendation |3. Evaluation
- Approval or withdrawal of the Award

Renewal phase
- Further advancement of the action plan
- Evaluations every 36 months
- Approval or withdrawal of the Award