



TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2018SE337053

Name Organisation under review: Södertörn University, Huddinge, Sweden

Organisation's contact details: Brigitta Jaksa, External Relations, University Support Services, Södertörn University (brigitta.jaksa@sh.se)

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Date endorsement Charter and Code: 2018-05-02 (Confirmed: 2018-09-11)

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
Professor Gustav Amberg	Vice-Chancellor	Executive Management
Professor Ulla Manns	Deputy Vice-Chancellor	Executive Management
Associate Professor Kerstin Cassel	Pro-Vice-Chancellor	Executive Management



Professor Peter Dobers	Chair of the Faculty Board	Executive Management, Faculty Board, School of Social Sciences
Professor Björn Hassler	Deputy Chair of the Faculty Board, Chair of the Recruitment Working Group of the Faculty Board	Faculty Board, School of Natural Sciences, Technology and Environmental Studies
Professor Gunilla Gunner	Advisor to the Vice-Chancellor on Internationalisation	Chair of the Internationalisation Council, School of History and Contemporary Studies
Kristin Halverson	Chair of the Doctoral Student Council	Doctoral Student (R1), School of History and Contemporary Studies, BEEGS
Professor Mats Bergman	Prefect of School of Social Sciences, Chair of Working Group for Equal Opportunities / Gender Mainstreaming	School of Social Sciences
Abbas Emami, PhD, Senior Lecturer	Member of the Working Group on Recruitment of the Faculty Board	Head of Department of Psychology and Sociology, School of Social Sciences
Anders Green, PhD, Senior Lecturer	Member of the Working Group on Recruitment of the Faculty Board	Head of Department of Media Technology, School of Natural Sciences, Technology and Environmental Studies
Professor Anna Maria Jönsson	Member of the Working Group on Recruitment of the Faculty Board	School of Culture and Education
Professor Kekke Stadin	Member of the Working Group on Recruitment of the Faculty Board	School of History and Contemporary Studies



Associate Professor Hans Andersson	Chief Administrative Officer	Executive Management
Anna Jutterdal	Head of HR	University Administration
Thomas Rothstein	Deputy Head of HR	University Administration
Catarina B Ludwig	Head of University Support Services	University Administration
Dan-Anders Lidholm	Head of External Relations Unit	University Administration
Brigitta Jaksa	International Officer for Research Finance and EU Grants	University Administration
Elisabet Möller	Officer for Doctoral Studies	University Administration
Linda Enoksson	Officer for Quality Assurance	University Administration
Malin Sjögren	Officer for Quality Assurance	University Administration
Anna Victoria Hallberg	Analyst	University Administration
Johan Bondefält	Officer (Statistician)	University Administration
Caroline Ceylan	Data Protection Officer	University Administration
Moa Ekbohm	Research advisor	University Administration
Emma Williams	Research Communications Officer	University Administration
Sophia Nilsson	Research Communications Officer	University Administration
Antonia Ribbing	Project manager, Chair of SACO-S (Union representative)	School of Social Sciences, administration
Both RK HUM and RK SAM are directly involved (standing Recruitment Committees appointed by the Vice-chancellor), as well as the Faculty Board, and the University Administration as a whole, including the HR Department. Some of the staff of these bodies are listed, but not all.		



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
Doctoral Studies Council (R1)	Series of meetings with the Council and the Chair of the Council	The Council is actively involved in all proposals dealing with doctoral studies and is represented in many decision-making bodies. The Council has developed a PhD Career Development proposal, to be discussed during the implementation period. During Q1-Q2, the University Administration has been working closely with both the Doctoral Studies Council (R1) and the Research and Doctoral Studies Committee of the Faculty Board (R2-R4) on a new set of internal regulations of doctoral studies, as well as a new Doctoral Studies Guide (including an English version), during which process most of the areas 22-40 of the GAP Analysis have been thoroughly discussed and the Council's views were highly appreciated.
Doctoral students (R1)	Doctoral Student Survey	Biannual survey aiming at monitoring and follow-up of the working conditions, supervision of and career support to the doctoral students. The next biannual survey coming up during Q3-Q4, 2019. The Council regularly comments on the outcomes of surveys, as well as all proposals related to doctoral students. Relevant areas of the C&C are



		integrated into the survey to be sent out during Q3-Q4 2019.
Professors' and Associate Professors' Dialogue	Series of meetings with the Chair and consultation meeting with the whole group.	The Dialogue group represents a discussion and consultation forum of R3-R4 researchers at the university, and the outcomes of the discussions regarding the HRS4R are channelled into the decision-making processes of the Faculty Board. Outcome of the consultation is a wider dissemination of information on the European Charter and Code.
Faculty Board	Series of meetings with the Chair and the Deputy Chair and information meeting with the whole Faculty Board.	The Faculty Board , as well as its Working Group on Recruitment is the main discussion and decision-making body regarding many of the identified development areas in the GAP-analysis. Both the identified development areas and the proposed actions have been discussed and delivered by the Faculty Board. (See more on the working processes of the Faculty Board in the Action Plan). All of R1-R4 are represented among the deputies of the Faculty Board. The Outcomes of the meetings and discussions is that the action plan submitted as part of the HRS4R application is synchronized and integrated in the work plan and strategic agenda for the Faculty Board for the next 1,5 years, respectively for the next 4 years, as well as the Quality Assurance Plan of the Faculty Board is synchronized with the action plan submitted here.
Internationalisation Council R1-R4	Series of meetings with the Advisor to the Vice-Chancellor (R4), chairing the Council and information meeting with the whole group.	The Internationalisation Council consists of academic staff (all R1-R4 are represented), and discussed mobility issues, as well as areas for improvement regarding the organisation of internationalisation efforts at the university, and related issues / opportunities for researchers. The Council has broad representation from the Schools, specific Education and Research Centres. Outcome of the consultation is that the Council's agenda is well-informed by the gap-analysis and action plan submitted in this application.



Please describe how was appointed the Committee overseeing the process:

Free text 200 words maximum

Due to the strategic importance of the process, the Committee overseeing the process includes Executive Management (which includes the Chair of the Faculty Board), consisting of R3-R4 researchers. The Committee oversees the process via regular reporting and briefing meetings. R1-R2 researchers are represented in all the decision-making fora relevant for the implementation (including decisions by the Executive Management, decisions of the Vice-chancellor, decisions of the Faculty Board (which includes delegates from the R1-R2 groups)).

Since the areas identified for improvement and further development have been integrated into the annual and biannual cycles of work plans, policy instruments and monitoring tools, there has not been any “new” parallel oversight structure set up. To do so, would create a major hinder for the implementation. Instead the action plan is mainstreamed and integrated into the various bodies’ work cycles to ensure effective implementation.

Free text 200 words maximum

The core of the Working Group consists of the project coordinator, Brigitta Jaksa, international officer for research support and EU funding and Tomas Rothstein, Deputy Head of HR, and Communication Officers Emma Williams and Sophia Nilsson. The project coordinator was appointed by the vice-chancellor and the group was built in coordination with the Head of Department University Support Services, as well as the Chair of the Faculty Board. (The position of Head of HR was vacant at the time of setting up the process).

The Working Group included liaising persons to the Internationalisation Council, the Working Group on Recruitment of the Faculty Board, the Doctoral Studies Council (R1), as well as academic staff (R2-R4) from the various working groups at the university (for example the Working Group on Equal Opportunities /Gender Mainstreaming).

The Working Group has received significant support from the HRS4R support network of the Association of Swedish Higher Education Institutions (SUHF).

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