REGULATION OF THE UNIVERSITY BODY FOR "HUMAN RESOURCES EXCELLENCE IN RESEARCH"

"The terms relating to persons that appear only in the masculine form in these Regulation refer indiscriminately to persons of both female and male gender. Gender-neutral wording has been avoided in order not to compromise the readability of the text and to satisfy the need for simplicity".

Article 1
Purpose and scope of application

1. **The University Body for "Human Resources Excellence in Research"** (hereinafter also referred to as "**HR Body"** or "**Body**") is established with the aim of promoting and monitoring activities related to the implementation of the principles contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C), documents issued by the European Commission to make the careers of researchers in a broad sense (from doctoral students to full professors) more sustainable and competitive. In particular, the HR Body pursues its institutional objectives through an intermediate coordination role and a cross-cutting strategic function.

Article 2
Appointment and composition

1. The HR Body, appointed by Decree of the Rector, consists of six members, in addition to the recording secretary. Members remain in office for four years.
2. The Rector's Delegate for HR Strategy is an ex officio member of the HR Body and chairs it.
3. The Body also includes one representative for each of the University's teaching, scientific, and cultural areas, appointed by the relevant department or, jointly, by the departments that may be included in the same area. Based on the *European Framework for Research* Careers, the composition of the Body must ensure, in addition to gender equality, where possible, the representation of R1 (*First Stage Researchers*), R2 (*Recognised Researchers)*, R3 (*Established Researchers)* and R4 (*Leading Researchers)*, as defined in Table 1 of Annex 1 to European Council Recommendation No. C/2023/1640 of December 18, 2023.
4. The Administrative Manager of the HR Strategy Unit shall act as recording secretary to the Body.
5. The Chair is assigned the task of:
   - officially liaising with the European Commission;
   - setting the date, place, and agenda of the Body's meetings;
   - calling the meetings of the Body and, if necessary, inviting the head of the administrative area concerned with the specific issues on the agenda, as well as any other stakeholders, to facilitate intermediate coordination, support the cross-functional strategic function

and obtain advisory opinions.

Article 3

Expiration of members' terms

1. The members of the HR Body shall remain in office for the duration of the mandate established by Art. 2 paragraph 1 of these regulations, except in the cases of forfeiture indicated below:
   a) voluntary resignation submitted in writing to the Chair of the HR Body;
   b) loss of the requirements for appointment to the role;
   c) **unjustified** absence from **three consecutive meetings** of the Body;
   d) other causes of incompatibility or forfeiture provided for by current legislation and this regulation.
2. Disqualification shall be declared by the Chair of the Body at the first available meeting and communicated to the person concerned and to the bodies responsible for replacement.
3. Any justification for absences must be communicated by email to the HR Strategy Unit within 3 days of the meeting being convened or, in the event of a sudden impediment, within 2 days after the meeting.

Article 4

Convocation, voting, and decisions of the HR Body

1. The HR Body shall meet whenever deemed appropriate by the Chair, or when requested by one of its members, providing justification. The HR Body is required to meet at least four times a year.
2. Meetings of the HR Body shall be convened at least five days in advance by means of an official notification containing the agenda.
3. The Chair may arrange for the HR Body to meet by teleconference if a member of the Body is unable to attend the meeting at the place where it has been convened.
4. Meetings are valid with the presence of a majority of members.
5. Decisions taken by the Body shall be valid if approved by a majority of those present, without prejudice to the quorum. In the event of a tie, the Chairperson' vote shall count as double.
6. Once approved, the minutes of the meetings shall be signed by the Chair and the Secretary.

Article 5

Functions and tasks

1. The HR Body is responsible for:

   - Monitoring the implementation of the HR Strategy and OTM-R (*Open, Transparent and Merit-based Recruitment policy*) by the University's administrative structures involved in the process;
   - Monitoring the updating of the HR Strategy and OTM-R policy in response to

internal organizational changes at the University, changes in the national and European regulatory framework or in internal regulations, results of internal and external evaluation processes, and alignment with the University's strategies and development plans;

- Making proposals to implement the promotion and dissemination of the HR Strategy and OTM-R Strategy;
- Planning and coordinating operational activities for the implementation of the HRS4R strategy, ensuring that all phases are carried out effectively;
- Proposing actions aimed at implementing the principles contained in the C&C through the preparation of the HR action plan;
- Submitting the three-year HR Action Plan to the *Steering Committee* for approval;
- Preparing the documentation related to the internal self-assessment to be sent to the European Commission;
- Performing an advisory role for the identification of priorities and critical issues;
- Coordinating and harmonizing the flow of information between the Steering Committee and the *Technical* Working *Groups* (*TWGs*), collecting and conveying feedback and requests from the TWGs;
- Encouraging active participation by all internal stakeholders through the submission of proposals, suggestions, and complaints regarding any issue of their exclusive or prevailing interest;
- Promoting the cultural adoption of HRS4R principles within the University.

2. In order to carry out its tasks, the HR Body:
   - may directly avail itself of the assistance and support of the technical-administrative staff of the Areas involved in the management of the HR Strategy for Researchers (HRS4R) and aimed at promoting the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
   - has a budget, established annually by the Board of Directors, deemed appropriate for the expenses aimed at implementing the actions of the HR Strategy for Researchers.
3. The Body draws up an annual report on its activities and, through its President, submits it to the Steering Committee.