



**Nr. 19132/30.12.2024**

**DECISION**

**on the Regulation on the organization and functioning  
of the HRS4R Steering Committee  
(HR Excellence in Research Award)**

Board of Directors of the Babeș-Bolyai University of Cluj-Napoca, following the electronic vote on December 30, 2024,

**DECIDES:**

1. The Regulation governing the organization and functioning of the HRS4R (*HR Excellence in Research Award*) Coordination Committee is hereby approved in the attached form.
2. This decision is presented to the Senate for approval.

**RECTOR,**

**Prof. univ. dr. Adrian Petrușel**

**RULES OF ORGANIZATION AND FUNCTIONING OF HRS4R (*HR Excellence in Research Award*) COORDINATING COMMITTEE**

**Chapter 1. General provisions**

**Art. 1.** The HRS4R (*HR Excellence in Research Award*) Steering Committee of Babeş-Bolyai University operates in alignment with the commitment made by the University on October 25, 2017, through the adoption of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. This commitment was undertaken to achieve the "HR Excellence in Research" distinction, awarded by the European Commission on December 13, 2018. The award reflects the University's commitment to the continuous improvement of its human resources management policies.

**Art. 2.** The UBB HRS4R Steering Committee is a consultative body for guidance and supervision with several subordinate working groups. In this capacity, the committee fulfils the functions of strategic planning, coordination and communication, monitoring and evaluation, support, ensuring coherence and representation.

**Art. 3.** The UBB HRS4R Steering Committee has the following responsibilities:

(1) Strategic Planning

- Establishes the general directions and priority objectives at the institutional level, based on a needs analysis of the teaching staff and researchers of Babeş-Bolyai University carried out periodically.
- Periodically develops the HRS4R Action Plan, which is unitary and coherent, aligned with the organization's goal on the process of improving human resource management policies.
- Ensures that there is continuity and congruence in the sequence of action plans, so that the objectives support and complement each other.
- Prepares the periodic external audit.

(2) Coordination and communication

- Identify and propose members to the working groups, ensuring that they have the necessary skills and availability to accomplish the objectives set.
- Ensures effective communication between the working groups to avoid overlaps and promote collaboration.
- Centralizes information and distribute it to all stakeholders. Disseminates information on institutional progress related to the implementation of the HRS4R Action Plan.
- Ensure the transparency of decisions and the process by publishing relevant documents on the website and by promoting an ongoing dialogue with members of the academic community on the HRS4R process and its dedicated resources.

### (3) Monitoring and evaluation

- Monitors the progress of the activities of the working groups.
- Monitors the annual progress at institutional level on the implementation of the activities included in the HRS4R Action Plan and initiates corrective action where necessary.
- At the end of each implementation stage, conducts an internal evaluation, analyses the achieved results against the identified needs and formulates concrete proposals for the next cycle.
- Where necessary, provides the working groups with the necessary logistical and strategic support.

### (4) Resource management

- Proposes the allocation and distribution of human, financial and material resources according to the needs and priorities of each working group, to facilitate the process and ensure the achievement of long-term objectives.
- Monitors the efficient and equitable use of resources.

### (5) Representation

- Promotes the work of the working groups and their results, both inside and outside the organization.
- Represents the institution in the external audit process.

## **Chapter 2. Organization and functioning of the HRS4R Coordination Committee**

**Art. 4.** The HRS4R Steering Committee consists of a minimum of six members, who supervise the activities carried out within the main areas of action included in the HRS4R process at Babeş-Bolyai University: the vice-rector responsible for competitiveness with a coordinating role of the HRS4R Steering Committee, the vice-rector responsible for human resources; the vice-rector responsible for research; the UBB ombudsman; an expert from the Qualitas Center responsible for reporting; a representative of the legal office; a person with responsibilities in research management. The nominal composition of the HRS4R Steering Committee is approved by the Board of Directors.

**Art. 5.** The vice-rector responsible for human resources, the vice-rector responsible for research, the university ombudsman, and the expert responsible for reporting each coordinate a specific thematic working group, the composition of which shall be approved by the Board of Directors.

**Art. 6.** The thematic working groups are the following:

a) The **Research Development Working Group** coordinated by the Vice-Rector for Research focuses on the development of policies and practices that support research, research evaluation reform, research ethics, consultancy and the career development of researchers and teaching staff. The working group calls on the expertise of the University's Scientific Council, whenever necessary.

b) The **Working Group for Human Resources Management** coordinated by the Vice-Rector responsible for Human Resources aims to optimize recruitment, retention, and professional

development processes, in order to attract and facilitate the mobility of teaching staff and researchers in the European Union.

c) **The Equal Opportunities and Inclusion Working Group** is coordinated by the university ombudsman and aims to develop policies and practices to promote equity and inclusion within the university, with the aim of increasing the well-being of researchers and, by extension, the whole academic community.

d) The **HRS4R Support Working Group** is coordinated by the person in charge of reporting and has the role of preparing the documentation required for the different phases of the HRS4R process and provide logistical and administrative support to the committee.

**Art. 7.** The HRS4R Steering Committee meets biannually, or at the initiative of one of its members, or whenever circumstances require it. The working groups are free to structure their work independently, provided that they follow the principles and values contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

### **Chapter 3. Final and transitional provisions**

**Art. 8.** The present regulation is approved by the University Senate upon the proposal of the Board of Directors and the amendment of the regulation is made upon the proposal of the relevant Vice-Rectors, with the approval of the Board of Directors of Babeş-Bolyai University and with the approval of the Senate.