**TEMPLATE 2: HR STRATEGY - ACTION PLAN**

Name Organisation under review: … **Sofia University “St. Kliment Ohridski”** ..……….

Organisation’s contact details:

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SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI

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Web link to published version of organisation’s HR Strategy and Action Plan:

<https://www.uni-sofia.bg/index.php/eng/science/human_resources_strategy_for_researchers_hrs4r_at_sofia_university>

**Submission date:** **10 April 2017**

**1. Organisational Information**

*Please provide a limited number of key figures for your organisation. Figures marked \* are compulsory.*

|  |  |
| --- | --- |
| ***STAFF & STUDENTS*** | *FTE* |
| *Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research* | *\*1660 staff (researchers and university instructors)*  *+*  *1271PhD students* |
| *Of whom are international (i.e. foreign nationality)* | *\*130 out of them are foreign PhD students* |
| *Of whom are externally funded (i.e. for whom the organisation is host organisation)* | *\*In Bulgaria all PhD students are externally funded – part of them are publicly funded directly by the Ministry (Bulgarian nationals and foreign student too) and the rest pay themselves for their study* |
| *Of whom are women* | *\*899 out of 1660 staff(researchers and university instructors)* |
| *Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor.* | *\*856 out of 1660 staff(researchers and university instructors)* |
| *Of whom are stage R2 = in most organisations corresponding with postdoctoral level* | *\*804 staff(researchers and university instructors)* |
| *Of whom are stage R1 = in most organisations corresponding with doctoral level* | *\*1271PhD students* |
| *Total number of students (if relevant)* | *21808 students* |
| *Total number of staff (including management, administrative, teaching and research staff)* | *\*1660 staff (researchers and university instructors) 1300 administration (including administration, safeguard and maintenance)* |
| ***RESEARCH FUNDING (figures for most recent fiscal year)*** | *€ for 2016* |
| *Total annual organisational budget* | 47,270,164 € |
| *Annual organisational direct government funding (designated for research)* | 605,784 € |
| *Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)* | 7,699,961 € |
| *Annual funding from private, non-government sources, designated for research* | 2,119,081 € |
| ***ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)*** | |
| *Sofia University St. Kliment Ohridski is the first Bulgarian high academic school establishment. Its history is an embodiment and a continuation of the centurylong cultural and educational tradition of the Bulgarian nation. It was established in 1888 and currently 16 faculties and more than 20 departments, centers and independent structures operate within the University.*  *The Scientific Research Centre (NIS) is the department responsible for administration and support of the research and project activities on a contract basis.*  *Annually, NIS administrates over 300 project contracts. Projects are funded on a contract basis by the National Research Fund (60%), the EC Programmes (30%), and by the industry.* | |

**2. Narrative (max. 2 pages)**

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current policy and practice under the four thematic headings of the Charter and Code at your organization.

The Gap Analysis shows that the current situation in Sofia University could be described by several main strengths which are mostly related to the legal frame of the process. And respectively the weaknesses are mostly marked by lack of practices and/ or low level of awareness and knowledge among the staff.

The most important documents which address the Charter and Code principles are recently created or updated and there is still a lot to be achieved in their implementing in practice and in establishing traditions.

Another important fact is that the first EURAXESS BHO was established in Sofia University in 2004 and since then its team works actively for implementing the Charter and Code principles not only in Sofia University but on national level as well.

**Ethical and Professional Aspects**

* Strenghts:

The University created its own Ethics Code on 02.03.2016. The Ethics Commission started working later in the same year.

* Weaknesses:

There is a strong need for training for the staff and the students.

There is still low level of implementing these principles in practice.

* Steps

Both weaknesses are addressed in the Action Plan in short term and long term actions.

**Recruitment and Selection**

* Strenghts:

The Ordinance of Conduction of Postdoctoral research was accepted by the Academic Council on 28 October 2015.

The Academic Council accepted the Ordinance on implementation of the European Charter and Code for recruitment of researchers at Sofia University on 06.12 2016.

* Weaknesses:

There is still low level of implementing these principles in practice.

The practices are not efficient enough.

* Steps

This weakness is addressed indirectly in the Action Plan. All the training and raising awareness activities will affect the level of implementing in a positive way.

**Working Conditions and Social Security**

* Strenghts:

Extra rules of the Ordinance for structure and activities of Sofia University are accepted on 30.06.2003.

The Academic Council accepted the Ordinance on implementation of the European Charter and Code for recruitment of researchers at Sofia University on 06.12 2016.

* Weaknesses:

There is still low level of implementing these principles in practice.

There is practically no career advice and there are no career development training and activities which address the researchers’ needs. The existing Career Centers target only students.

* Steps

In the Action Plan there are envisaged training activities.

There will be established a strong cooperation between the EURAXESS BHO and the Centre for Educational Services (CES) for both training and raising awareness.

**Training and Development**

* Strenghts:

There are two established structures - the EURAXESS BHO and the Centre for Educational Services (CES), which will be responsible for implementation of the planned activities in this regard.

The Academic Council accepted the Ordinance on implementation of the European Charter and Code for recruitment of researchers at Sofia University on 06.12 2016.

* Weaknesses:

There are no enough trained trainers to deliver the training activities.

There is a little number of courses developed for these purposes.

There are no regular courses included in the doctoral program.

There are no mentoring and coaching programs and activities.

* Steps

In the Action Plan there is envisaged establishing of basic training activities as a start point.

In the long term a working group will prepare requirements to be accepted by the Academic Council in this regard.

In conclusion – the legal framework in the organisation is established. There is a strong will in the management body to implement the needed steps marked in the Action Plan. The structures which will start the processes are established too. All this leads to a positive attitude among the academic community about the implementation of the Charter and Code. The organisation staff is aware as well of the fact that Sofia University case will play a significant role in national aspect since it is the first Bulgarian high academic school establishment and the largest one in Bulgaria. Its history is an embodiment and a continuation of the century long cultural and educational tradition of the Bulgarian nation.

**3. Actions**

Please provide a list of all actions to be undertaken in this HR strategy. The list must be accompanied by an extended version in which the actions are described in more detail. The overview must contain at least the following headings: Title action – timing – Responsible Unit – Indicator(s) / Target(s).

Examples:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Title action*** | ***Timing (at least by year’s quarter/semester)*** | ***Responsible Unit*** | ***Indicator(s) / Target(s)*** |
| ***Short term actions*** |  |  |  |
| *Ethical principles – training courses for the academic staff* | *Continuous – starting in Spring 2017 and providing them regularly once per semester* | *Centre for Educational Services (CES) and Vice-Rector, Associated Professor Eliza Stefanova* | * *The Vice-Rector, Associated Professor Eliza Stefanova will arrange a collecting of proposals from the faculties for university instructors who are able to provide training on ethical topics* * *The group of these instructors will arrange a meeting with the Ethical Committee and will prepare a proposal for a common general module* * *The Ethical Committee will prepare specific modules for ethics in research in each specialty* * *Min. 1 training course on offer per term for the academic 2017-2018Continuous monitoring and analysing of effect and taking the respective measures: increase of positive feedback from the participants* * *Established cooperation with the Deans of the Faculties* |
| *Recruitment – improvement of the application procedure for a position of a PhD student, post doctoral position and etc.* | *November 2017* | *The Vice-Rector, Associated Professor Eliza Stefanova* | * *To propose and form a working group which will analyse the procedure and will prepare a proposal to the Academic Council for an improved and more efficient procedure* * *Increased number of applicants in the following year* |
| *Guidelines and templates (e.g., EURAXESS) for advertising positions* | *December 2017* | *EURAXESS BHO at Sofia University* | *Templates and guidelines* |
| *Using of EURAXESS portal to ensure our research vacancies reach a wider audience* | *End of academic 2017-2018* | *EURAXESS BHO at Sofia University* | * *Templates and guidelines* * *Number of trainings at faculties about proper collecting, filling in the data in the templates, translating it in English and publishing the vacancy* * *15% increase in applications for the 1st year* |
| *OTM-R policy online (in the national language)* | *January 2018* | *EURAXESS BHO at Sofia University* | *Web link* |
| *Guidelines and templates (e.g., EURAXESS) for equivalent publication of the vacancies on both Sofia University website and EURAXESS Portal* | *Spring 2018* | *EURAXESS BHO at Sofia University* | *Templates and guidelines* |
| *More publicity of the activities and actions related to C&C process at Sofia University among the academic community in the organisation* | *ongoing* | *EURAXESS BHO at Sofia University and the The Vice-Rector, Associated Professor Eliza Stefanova* | *Number of informed people, number of publications of job offers, number of applicants* |
| ***Long term actions*** |  |  |  |
| *Professional responsibility* | *Long-term planing* | *Centre for Educational Services (CES)* | *Trainings for the University staff* |
| *Dissemination, exploitation of results* | *Long-term planing* | *Vice-rector*  *of Research and Project Affairs* | * *Training courses* * *Establishing of practices for the staff of dissemination results* * *Common events with industrial stakeholders* * *Activating the TTO activity for exploitation of results* |
| *Evaluation/ appraisal systems* | *Long-term planing* | *A working group at the Vice Rector - of Iinformation Activities, Academic Staff and Administration* | *Strategy with a model and practices in this regard.* |
| *Career development* | *Long-term planing* | *Centre for Educational Services (CES) &*  *EURAXESS BHO at Sofia University* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Access to career advice* | *Long-term planing* | *Centre for Educational Services (CES) &*  *EURAXESS BHO at Sofia University* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Relation with supervisors* | *Long-term planing* | *Centre for Educational Services (CES) &*  *EURAXESS BHO at Sofia University* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Supervision and managerial duties* | *Long-term planing* | *Centre for Educational Services (CES) &*  *EURAXESS BHO at Sofia University* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Continuing Professional Development* | *Long-term planing* | *Centre for Educational Services (CES) &*  *EURAXESS BHO at Sofia University* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Access to research training and continuous development* | *Long-term planing* | *Centre for Educational Services (CES)* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |
| *Supervision* | *Long-term planing* | *Centre for Educational Services (CES)* | * *Programs* * *Pool of trainers* * *Number of trainings with the University staff on career development* |

As the establishment of an Open Recruitment Policy is a key element in the HRS4R strategy, please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please also list the web link where this strategy can be found.

Actions addressing the implementation of Open, Transparent, Merit-Based Recruitment principles:

Our version of the OTM-R policy is published online only on the national language and in the internal area of the website.

*We plan to have it on-line publicly January 2018.*

**4. Implementation (max. 1 page)**

Please provide an overview of the expected implementation process. You can use the following questions as a guideline in your description:

* Do you have an implementation committee and/or steering group regularly overseeing progress?

The Sofia University team started working on the changes of the existing internal legal documents and on creating new ones in early 2016. The ***Ethics Code of the Academic Society of Sofia University was created and approved by the Academic Council in Mar 2016.*** ***The Ethical Committee has prepared its own rules and procedures in May 2016 and since then has been working according to the rules.*** Sofia universitysigned the Declaration of endorsement in Oct. 2016 and started its work on the gap analysis in Jan 2017. This task was postponed for a while since the period Oct. 2016 – Dec. 2016 was devoted to preparation of the recommendations and texts to be added into the existing and new legal university documents to be created, namely last improvements in the procedures related to the ***Ethics Code of the Academic Society of Sofia University, Ordinance on implementation of the European Charter and Code for recruitment of researchers at Sofia University,*** *etc.*  During this first phase, we established a working group with specific roles and tasks. When all of these texts and documents were approved by the Sofia University Academic Council, we started the second phase.

Another working group with similar members was established. This group was responsible for preparing the gap analysis and the action plan.

Following the internal procedures, another group will be established and will be responsible for the next phase.

* How do you involve the research community, your main stakeholders, in the implementation process?

The results and recommendations of the working groups are reported to the Academic Council. At this stage the results were widely discussed and the recommendations have become part of the legal documents after the approval of the Academic Council.

After preparing the gap analysis and the action plan, the management organised a workshop with participants from all faculties and departments where these two documents were presented and discussed. The workshop took place on 3rd of April 2017, in Sofia University Rectorate with the following program  and the recommendations were included in the final version of the **gap analysis** and the **action plan**.

* How will your organisation ensure that the proposed actions will also be implemented?

For each of these steps the management will arrange a new working group with new and /or similar members with specific roles and tasks. The EURAXESS staff is fully involved in the whole process. We will invite external experts to take part in several discussions and to propose recommendations.

* Is there evidence of any alignment of the HRS4R with organisational policies? For example, is the HRS4R recognized in organisation’s research strategy, overarching HR policy?

Except Art.32 in H2020 program there is a requirement in the Operational Program “Science and Education For An Intelligent Growth 2014-2020” that the internal rules, policies and practices need to be in accordance with the principals of the Charter and Code. The recently approved documents the ***Ethics Code of the Academic Society of Sofia University (late 2016)*** and the ***Ordinance on implementation of the European Charter and Code for recruitment of researchers at Sofia University (late 2016)*** are in line with these principals and are the basis for the alignment with the HRS4R .

* How will you monitor progress?

The working groups will establish clear procedures and rules for reporting, keeping records, followed by an analysis of the trends and will propose measures to be taken by the University’s bodies.

* How do you expect to prepare the internal and external review?

We will use the advice and the experience of the internal EURAXESS staff, external experts from other Bulgarian and foreign organisation who have achieved good results in the process. We have already initiated a regional HRS4R seminar in Bulgaria that will take place on the 17th of Oct. 2017.