

Working Group on HR Excellence in Research University College Cork

Terms of Reference

1. Statement of Purpose

The university shall establish a working group to be known as the HR Excellence in Research Working Group which shall be responsible to the university for the oversight, development, evolution and implementation of the University HRS4R Action Plan.

2. Membership and Meetings

Membership

The membership of the working group shall be:

Chair – Director of Human Resources

HR Business Manager Research Human Resources

Dean of Graduate Studies

Chair of the UCC Ethics Committee

Director of Research Support Services OVPRI

Chair of the Research Staff Association

1 Senior Academic from each of the 4 Colleges selected by the Head of College

4 other members - the majority to be research/research support staff selected by the Chair of the working group including 1 researcher from the Tyndall National Institute

2 PhD students

The composition of the Working Group shall reflect the University's commitment to the principles of gender balance.

In attendance:

Administrative support to the meeting to be provided by Human Resources

In attendance for specific items of business:

Relevant University Officers/Staff shall attend as requested by the working group.

Frequency of meetings

The working group shall meet at least four times a year and report as appropriate in a timely manner.

Quorum

The quorum necessary for the transaction of business shall be 6, which shall include the Director of Human Resources or his/her nominee. A duly convened meeting of the working group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the working group.

The working group shall:

- oversee and support the successful development and evolution of the University's HR Excellence in Research HRS4R action Plan;
- review the University's HR Excellence in Research HRS4R Action Plan and other EC reporting requirements in this regard and report to the EC, relevant university committees and stakeholders accordingly;
- work to further embed HRS4R in UCC's policies and overall culture
- monitor the development of the HRS4R Action Plan against the set of key performance indicators as detailed by the European Commission;
- monitor implementation of current HRS4R Action Plan and advise all stakeholders accordingly;
- oversee the long term plans of the University with regards to the HR Excellence in Research Award and ensure compliance with the University's overall strategic direction;
- assure the implementation of recommendations by External Reviewers of the HRS4R Action Plan arising from site visits and various external and internal reviews;
- advise and consult where appropriate, on major policy issues associated the HR Excellence in Research Award;
- monitor and comment (where appropriate) on the implications for the HR Excellence in Research HRS4R Action Plan of external factors, such as EU, national and local government directives ;
- contribute to and encourage the development, articulation and communication policy for the HR Excellence in Research Award;
- submit all reports as appropriate to the European Commission and various University Committees;
- exercise such powers and additional functions as may be appropriate from time to time to effect the HR Excellence in Research Award in University College Cork.