



## Czech Republic

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### Process Description

**Case number**

2018CZ317714

**Name Organisation under review**

Institute of Physiology CAS

**Organisation's contact details**

Víteňská 1083, Prague, 142 20 , Czech Republic

**Date endorsement charter and code**

22/06/2018

**Submission date to the European Commission**

07/12/2018

### Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. 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 R4 , 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	Steering Committee	Working Group	Management line/ Department
Viktor Kratochvil	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Economic Department
Petra Janeckova	Secretary of the Institute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Office of the Director
Adela Peckova	IP Specialist / Secretary of the Council of the Institute of Physiology CAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Office of the Director
Diana Moosova	PR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Office of the Director
Lubomir Kostal	Researcher / Head of Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research - Department of Computational Neuroscience
Gabriela Bartejsova	Personalist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Economic Department
Hana Patkova	Project Finance Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration - Economic Department
Ladislav Vyklicky	Researcher / Head of Department / Deputy Director of the Institute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research - Department of Cellular Neurophysiology
Alena Sumova	Researcher / Head of Department / Chairperson of the Council of the Institute of Physiology CAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research - Department of Neurohumoral Regulations

Name	Position	Steering Committee	Working Group	Management line/ Department
Jiri Pacha	Researcher / Head of Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research - Department of Epithelial Physiology
Olga Zimmermanova	Researcher / Deputy Head of Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research - Department of Membrane Transport
Martin Balastik	Researcher / Head of Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research - Department of Molecular Neurobiology

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Extended Working Group - Researchers: Researchers selected for their experience, role and position in the institute to review the points and findings of the GAP analysis and provide additional insight and feedback through personal interviews, focus-groups and workshops.	Ad-hoc consultations, In-depth Interview, 4 Workshops, 4 Focus Groups	Providing sources for the GAP analysis concerning Charter principles during In-depth Interviews: Research freedom, Professional responsibility, Dissemination, exploitation of results, Evaluation/ appraisal systems, Recruitment (Code), Selection (Code), Stability and permanence of employment, Value of mobility, Co-authorship, Relation with supervisors, Supervision and managerial duties, Access to research training and continuous development and Supervision. Providing sources for the GAP analysis concerning Charter principles during Focus groups: Recruitment, Recruitment (Code), Selection (Code), Transparency (Code), Judging merit (Code), Evaluation/appraisal systems, Postdoctoral appointments (Code), Relation with supervisors, Supervision and managerial duties, Continuing Professional Development, Supervision, Funding and salaries, Career development and Complains/ appeals. Providing feedback and suggestions for the GAP Analysis during workshops.

Stakeholder group	Consultation format	Contributions
Selected Researchers: 42 researchers selected as representative sample of the researcher community at the institute.	2 In-depth surveys	Providing sources for the GAP analysis, especially concerning Charter principles: Research Freedom, Ethical principles, Professional responsibility, Accountability, Professional attitude, Recruitment, Recruitment (Code), Selection (Code), Transparency (Code), Dissemination, exploitation of results, Continuing Professional Development, Contractual and legal obligations, Career development, Value of mobility, Access to research training and continuous development, Public engagement, Intellectual Property Rights, Access to career advice and Teaching.
Research community: All research personnel of the institute.	Simple closed questions survey	Providing sources for the GAP analysis, especially concerning Charter principles: Professional attitude, Recognition of the profession, Non-discrimination, Working conditions and Complaints/appeals.
Steering Committee: Members of the Collegium of the Director	Reports during the meeting of the Collegium	Review of the steps of GAP analysis and review and approval of Action Plan.
External Consultants: Contracted HR and management experts.	Meetings, written consultations, reports	Preparation and analysis of questionnaires and interviews. Workshop preparation and evaluation. Analysis of the institute environment, internal documents and processes in relation to all of the principles of the Charter and Code.
Extended Working Group - Administration: Staff of the Economic department selected for their role in the relevant processes to provide additional insight and feedback for the GAP Analysis.	Ad-hoc consultations, workshops together with Extended Working Group - Researchers	Providing feedback and suggestions for the GAP Analysis during workshops.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The committee was appointed by the Director of the Institute and consists of members of the Collegium of the Director to take advantage of its regular meetings, where the process can be discussed and reviewed. The members of the committee are researchers with managerial and other duties in the institute, namely:

- Ladislav Vyklický - Senior researcher (R4), Deputy Director of the Institute, included to provide the process with necessary decision making authority
- Alena Sumová - Senior researcher (R4), Chairperson of the Council of the Institute, included to provide link to the Council
- Jiří Pácha - Senior researcher (R4) in charge of Institute evaluation reports and researcher acknowledgment
- Olga Zimmermannová - Researcher (R3) in charge of dissemination activities
- Martin Balašík - Researcher (R3) in charge of the PhD student recruitment, training and evaluation

Along with these researchers, Petra Janečková, the head of Institute Administration and leader of the working group was also included in the committee to provide it with reports on the process and bring feedback from the committee meetings to the working group.

The committee was established on XXX and during the drafting of the GAP Analysis and Action plan, reviewed the findings of the analysis of internal environment, the questions and subsequently findings of the surveys, the findings and suggestions from focus groups and workshops and finally approved the action plan.

List of meetings:

- kick-off meeting, review of preliminary GAP analysis
- review of the analysis of internal environment
- review of the topics for surveys
- review of the surveys and interviews evaluation
- review of the workshop and focus group on recruitment and selection
- review of the workshop and focus group on evaluation/appraisal and supervision
- review of the workshop and focus group on funding/salaries
- review and approval of the GAP analysis
- review of the summary workshop and focus group, approval of the Action plan

Please describe how the Working Group doing the Gap Analysis was appointed:

The HRS4R process is tied to the project Development of HR capabilities, internationalisation, popularisation and IP utilization, which is being implemented at the institute. Therefore the project team was used as the core of the working group. Activities of the working group are sponsored by the director of the institute. Members of the working group are:

- Petra Janečková - Secretary of the Institute - head of the working group
- Viktor Kratochvíl - Project manager - Gap Analysis, OTMR & Action Plan documentation and HR Award application
- Hana Pátková - Finance manager
- Luboš Košťál - Researcher (R3), in charge of mobility programmes
- Gabriela Bartejšová - Personalist
- Adéla Pecková - IP Specialist
- Diana Moosová - PR Specialist

The core group was tasked with conducting the analysis, action plan and preparing necessary documentation. Additionally, experts were contracted to review the preliminary analysis, review internal documents and processes for the analysis of Institute Environment, prepare and analyse the surveys, conduct and analyse interviews and focus groups.

To ensure a broader scope of the analysis, an extended working group was created from selected researcher and administrative personnel. The members were selected based on their role and position in the institute and their work experience both from the institute itself as well as from other institutions. Maintaining representation of all researcher levels with regards of the composition of the research staff was also major factor. Together with the core working group, all administrative branches are represented as well. The extended working group provided additional sources for the analysis through interviews and focus groups and insight and feedback on the analysis and action plan through personal consultations. Members of the extended working group are:

- Ivana Vaněčková - Senior Researcher (R4), Member of the Council of the Institute
- Martin Balašík - Researcher (R3) with significant abroad experience and responsibility over PhD student recruitment, training and evaluation
- Petr Zouhar - Junior researcher (R2) with recent abroad experience
- Marie Leváková - Junior researcher (R2)
- Antonín Brož - PhD Student (R1)
- Andrea Dlasková - Researcher (R3)
- Viktor Šinica - PhD Student (R1)
- Kateřina Uhrová - Head of Economic Department
- Jaroslava Králová - Head Accountant
- Lucie Dusilová - Payroll Manager
- Tereza Mádle - Grant Manager

The composition of the Working Group was chosen in order to attain maximum plurality of background and experience (i.e. researchers and administration, junior and senior researchers, researchers with international and intersectoral experience, researchers from departments where good practices were identified, etc.), while maintaining the ability of the group to regularly meet and discuss topics.