

## Process Description

**Case number:** 2018CZ318013

**Name Organisation under review:** Faculty of Applied Sciences of the University of West Bohemia

**Organisation's contact details:** Technická 8, Pilsen, Czech Republic, 301 00

**Submission date:** 17/10/2018

**Date endorsement charter and code:** 26/06/2018

## 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
Doc. Dr. RNDr. Miroslav HOLEČEK	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Prof. RNDr. Tomáš KAISER, DSc.	Vice-Rector for Research and Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Alena JANDOVÁ, Dis.	HR Manager UWB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Doc. Dr. Ing. Vlasta Radová	Dean of the Faculty of Applied Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Applied Sciences Management
Dr. Ing. Pavel BAROCH, Ph.D.	Vice-Dean for International Cooperation and Public Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Sciences Management
Mgr. Petr ŠIMON	Project Manager UWB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Centre UWB

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Josef WEINREB, CSc.	HRS4R Coordinator Faculty of Applied Sciences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New Technologies for the Information Society (NTIS), Faculty of Applied Sciences, Chief Operations Officer
Ing. Martina TRŠOVÁ	HR referent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New Technologies for the Information Society (NTIS), Faculty of Applied Sciences, HR and Administration Manager
Ing. Tetjana TOMÁŠKOVÁ, Ph.D.	HRS4R Coordinator Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regional Technology Institute of the Faculty of Mechanical Engineering, HR Manager
Ing. Petr NETOLICKÝ, Ph.D.	HRS4R Coordinator Faculty of Electrical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering UWB/The Regional Innovation Centre for Electrical Engineering, Manager
Mgr. Petr KAVALÍŘ, Ph.D., MBA	HRS4R Coordinator of New Technologies Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New Technologies Research Centre, Vice-Director for External Affairs
Ing. Vladimír BRAUN	HRS4R Coordinator UWB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Centre UWB

Your organisation 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 the implementation of the HRS4R process.

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

Stakeholder group	Consultation format	Contributions
All FAV employees	Online questionnaire	Responses to questions on the topics of the Charter and Code. The results of the online questionnaire have been published and processes in the GAP Analysis.
Representative selection – Focus Group from participating FAV employees	Meeting of the Focus Group	Identification of deeper information on relevant topics. The conclusions of the Focus Group have been published and projected in the GAP Analysis

Stakeholder group	Consultation format	Contributions
Working Group	Regular meetings and consultation	Preparation and processing of the online questionnaire, preparation of the GAP Analysis, Action Plan, and OTM-R.
Steering Committee	Guarantee and management of the HRS4R process, transfer of information	Support to the HRS4R process, inclusion in the institution's strategy, review of texts.

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

In the first half of 2017, the management of the University of West Bohemia in Pilsen adopted a decision regarding the necessity of aligning the strategic management of the organisation with the conditions of the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers in order to receive the "HR Award". The effort to obtain the "HR Award" is supported at UWB by the Operational Programme Research, Development and Education (OP RDE), under the Ministry of Education, Youth and Sports (MSMT), and from funding of the European Structural and Investment Funds (ESIF). The project is "HR Award" in the Call 02\_16\_028 - Development of Capacities for Research with the key activity focusing on HRS4R.

Three faculties and an independent research centre of the University have participated in the project, which have a high rate of R&D activities. The individual parts of the University are running to receive the "HR Award" independently.

From the onset of its implementation (1 October 2017), the project has been supported, from the side of the management of the University, by the Rector and Vice-Rector for Research and by the management of the Faculty of Applied Sciences (FAV). Therefore, the Steering Committee has representation of the management of the University, UWB's HR Manager, as well as the management of the Faculty. The project is included in the organisation strategy on the levels of the University and FAV.

Members of the Steering Committee are continuously informed on the progress of work and approve the prepared texts, especially the findings of the GAP Analysis and the ensuing Action Plan. The Rector and Vice-Rector of the University have assumed responsibility for key items of the Action Plan and their implementation on the UWB level; the Dean and Vice-Dean of the Faculty have assumed those obligations at FAV.

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

The Working Group was established by the Management of FAV, and expanded to include the Managers of the "HR Award" project from UWB's

Project Centre and Coordinators from three other parts of UWB, which are participating in the execution of the project. Once the Commitment to Charter and Code was sent, a Kick-off Meeting was held where tasks were distributed and a suitable form of communication was established.

The Working Group then met on a monthly basis; the meetings followed a previously prepared programme. When necessary, individual consultations and email communication would be used.

The GAP Analysis as well as the Action Plan were implemented successfully. First of all, the processes and legislation in force at UWB were compared to the Charter and Code; the same procedure was used to investigate the situation at FAV. Therefore, certain gaps have been identified on the University level with details or specific information relevant on the Faculty level.

Another important stage was the survey of opinions held by the employees of the Faculty. An online questionnaire was prepared for all participating parts. The questionnaire held 27 questions (some offered the possibility to add comments) focusing on ethics and professional aspects of R&D, recruitment of new staff, the working conditions and benefits, the dissemination of R&D outcomes in practice, the presentation of outcomes to the public, discrimination and ways of addressing it, transparent assessment of performance, influencing agenda at the workplace, etc. From the 441 employees at FAV, 112 participated in the survey (FAV employed a staff of 284 full time employees in 2017). The results of the questionnaire, including the comments, were presented concisely and included in the GAP Analysis.

The results of the survey were subsequently discussed in the Focus Group, where the employees of FAV were represented, in order to obtain more in-depth information on relevant topics, including specific suggestions to improve the problem areas. The conclusions of the Focus Group have been published and projected in the GAP Analysis as well.

In order to obtain information from good practice, one-day seminars were held with the HRS4R Ambassadors and with Representatives of Czech universities (Ostrava University, Mendel University in Brno, University of South Bohemia in České Budějovice, and Brno University of Technology).