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Action plan of Faculty of Applied Science of UWB (October 2018)

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
1 (UWB) Provide that the principles of the Charter and Code as well as relevant strategic activities are included in the Strategic Intent of UWB for 2021-2025.	2, 3, 12, 13, 23, 25,27	4Q/2020	Vice-Rector for Development and External Relations	Strategic Intent of UWB for 2021-2025 organically includes priorities as per the Charter and Code.
2 (UWB) Amendment to the Ethical Code of UWB so that it also applies to researchers and conforms to the requirements of the Charter and Code, including specification of procedures for safe whistleblowing against breach of the principles stipulated by the Ethical Code.	2, 27, 32, 34	1Q/2019	HR Manager of UWB	Amended Ethical Code is approved.
3 (UWB) Prepare a training programme on how to identify the symptoms of breach of the ethical principles stipulated by the Ethical Code and on what employees must do when such suspicion has arisen.	2, 3, 27, 32, 34	2Q /2019	HR Manager of UWB in cooperation with Institute of Lifelong Education	The training programme has been prepared, including the content and trained instructors.
4 (UWB) Prepare a system of software support for evaluation of research (centralisation of information from already available sources across the entire UWB).	11, 28	12/2019	Vice-Rector for Science and Research	The system has been prepared and is functional.



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5 (UWB) Prepare a process for assessment of UWB employees that would allow checking whether assessment is in progress.	11, 28	4Q/2018	HR Manager of UWB	The directive “Assessment of UWB Employees” has been prepared and approved.
6 (UWB) Include adherence to the directive “Assessment of UWB Employees” in the internal audit plan for 2019 and further if necessary.	11	12/2019 and continuously	Rector	Internal audit on adherence to the directive has been conducted.
7 (UWB) Amend the existing Code of Conduct for Recruitment of academic staff at UWB” or replace it with new regulation so that it applies to all researchers and office staff and contains all the major principles as per the analysis of the gaps identified at the 12-21 analysis, all relevant issues from the Checklist, and conforms to the OTM-R policy.	12,13,14,15,16,19, 21	4Q/2019	HR Manager of UWB in cooperation the Rector	Amended Code of Conduct for Recruitment or new internal regulation has been approved and posted at the UWB website.
8 (UWB) Have selected documents translated into English that are important for prospective and current employees.	12 – 21	Continuously – by 10/2022, English translations will be provided at least of the strategic documents as well as of the directives included in this Action Plan	Selected coordinator from the project centre	Selected documents, especially the strategic documents and regulations included in this Action Plan in their English versions are available at the websites of UWB and its parts.



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9 (UWB) Amendment to the Career Regulations of UWB including the findings from the analysis.	28,33	1 Q /2019	HR Manager of UWB	Career Regulations of UWB have been amended, approved, and published.
10 (UWB) Setting of the onboarding process for new employees.	5,39	4Q/2019	HR Manager of UWB	The process has been described and is functional.
11 [UWB] Formulation of OTM-R (Open, Transparent and Merit-based Recruitment) policy applicable to the entire UWB, its approval and publication in the Czech and English languages.	12, 13, 14, 15, 16, 19, 21	4Q /2019	HR manager of UWB in cooperation the Rector	OTM-R policy approved and published at the UWB website.
12 [UWB] Prepare training on the correct procedure of the recruitment process for members of selection committees.	14	2Q /2020	HR manager of UWB in cooperation with Institute of Lifelong Education	Training content has been prepared, internal trainers trained.
13 [UWB] Publish all selection procedures for recruitment of researchers at Euraxess as per the OTM-R policy.	13	1Q /2020	HR manager of UWB	Starting in 1/2020, all researcher vacancies are published at Euraxess as per the OTM-R policy.
14 [FAV/NTIS] Expand participation in the informatory, advisory, and decision-making bodies of the Faculty for employees acting only as researchers.	35	2Q /2019	Dean of FAV	Prepare conditions for the establishment of a Chamber of Researchers.
15 [NTIS] Amend the internal policy "Code of Conduct for Recruitment of Staff at the NTIS Centre" in conformity to the amendment to the amendment to Code of Conduct for Recruitment at UWB.	14,15,16,19, 21	1Q /2020	NTIS Director	The amendment to the internal policy "Code of Conduct for Recruitment of Staff at the NTIS Centre" is



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				approved and posted on the NTIS website.
16 [FAV/NTIS] Clarify the roles and competences between FAV/NTIS researchers and the staff of UWB's Technology Transfer Department.	8, 31	4Q /2019	Manager for cooperation with the application sphere and for technology transfer at NTIS	Division of competences in the domain of technology transfer. Establish functional cooperation between UWB's Technology Transfer Department and FAV/NTIS.
17 [FAV/NTIS] Train relevant staff of FAV/NTIS in ethics and whistleblowing, leadership, strategic management, mentoring, conduction of motivational and assessment interviews.	2, 28, 30, 37	4Q/2018 – 4Q/2020	Vice-Dean for international collaboration and external relations	Train relevant employees