

FZU activity report of HRS4R (2018 – 2020)

- Steering Committee
- Working Group
- Implementation Teams
- Measure Owners



EUROPEAN UNION
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MINISTRY OF EDUCATION,
YOUTH AND SPORTS



FZU

Institute of Physics
of the Czech
Academy of Sciences

1 Steering Committee

The Steering Committee (SC) has a role of a supervisor in the elaboration and implementation of the FZU Action Plan (AP) and Human Resources Strategy for Researchers (HRS4R). It makes decisions, approves strategic documents, provides feedback, proposes improvements and amendments, points out risks in the implementation, cooperates with the HRS4R Working Group, and oversees the implementation of the actions within the organisation. The composition of the Steering Committee respects the institute's organizational structure and gender balance. There are representatives for all the FZU sites and divisions. The main decision-making role in the AP implementation belongs to the FZU management. A list of the Steering Committee members is available publicly on the FZU website.

Steering Committee Agenda and Meetings

The agenda of the Steering Committee is very diverse and always focuses on the current matters and requirements of the institute, management, employees and the HRS4R process. The Steering Committee tends to meet regularly, at least three times a year or more often when it is required. Its meetings are held in person or on-line. The members of the Steering Committee discuss the agenda in cooperation with the HRS4R working group and make decisions using consensus or voting methods. In doing so, they make sure that all existing issues are always settled; that they are discussed in advance; that a consensus is always reached among all members of the Steering Committee; and that the decision are representing the needs of all major groups of employees (including R1-R4) and the European Charter & Code for Researchers.

Minutes are taken at each meeting of the Steering Committee. Their main purpose is to summarize each meeting's agenda and to make a to-do list of tasks and a schedule.

The Steering Committee explores very broad and wide-ranging themes. At the initial stage of the project, it evaluated the internal gap analysis and surveys from FZU employees and proposed key directions in drafting the Action Plan. It reviewed the SWOT analysis, actions, targets and indicators of the Action Plan. The Steering Committee also has been monitoring the progress of the individual actions and the overall implementation of the AP and HRS4R process at FZU.

Members of the Steering Committee

Name	Position	Category	Notes
Michael Prouza	Director	Senior Scientist – R4	
Iva Babčanová	Head of Personnel and Payroll Department	Administrative	
Jaroslav Bezděk	Head of Unit of Administration	Administrative	
Martina Boháčová	Deputy of Head of Department	Senior Scientist – R4	
Jiří Červenka	Science Secretary	Senior Scientist – R4	
Antonín Fejfar	Deputy Director	Senior Scientist – R4	
Petr Kužel	Senior Scientist	Senior Scientist – R4	
Štěpán Potocký	Senior Scientist	Senior Scientist – R4	
Zdeňka Příhodová	Head of Unit of Administration	Administrative	

Ladislav Půst	Group Leader	Administrative	
Jiří Mareš	Deputy Director	Senior Scientist – R4	Member of SC until 6/2019
Michal Dušek	Deputy Director	Senior Scientist – R4	Member SC from 6/2019
Roman Hvězda	Deputy Director	Administrative	

Overview of the Steering Committee Meetings

14 June 2018 – The first joint meeting of the Steering Committee and the HRS4R Working Group.

11 July 2018 – The meeting focused on the GAP analysis and evaluation of the surveys.

1 and 8 August 2018 – The meetings focused on the improvements and finalisation of the GAP analysis.

22 and 30 August 2018 – Preparation of the HRS4R implementation and the FZU Action Plan.

6 September 2018 – Revision of the SWOT analysis and discussion of the actions, measure description, targets and indicators of the Action Plan.

17 September 2018 – Final approval of the Action Plan and the implementation process.

21 January 2019 – The meeting focused on the review of activities for 2020 and revision of the Action Plan based on the referee report.

4 February 2019 – Final approval of the revised Action Plan for years 2019-2020.

11 October 2019 – Preparation and review of the Employee Recruitment and Selection Strategy, Recruitment Planning and Recruitment Process Methodology, Welcome office and on-boarding processes based on the feedback from the Implementation Teams and HRS4R Working Group.

27 May 2020 – Review and evaluation of the implementation process and individual activities of the Action Plan.

26 June 2020 – Discussion of the outcomes from the Implementation Teams, promotion of the HR Excellence in Research Award, and Coffee and Talk events for employees.

7 October 2020 – Preparation of the interim assessment, evaluation of the Action Plan, and preparation of the revised Action Plan for 2021-2023.

18 January 2021 – Preparation of the revised Action Plan and evaluation of the old Action Plan.

8 March 2021 – Evaluation of the employee surveys, preparation of the SWOT analysis, actions, targets and indicators of the new Action Plan.

7 April 2021 – Review and revisions of the first version of the Action Plan 2021-2023.

2 HRS4R Working Group

The HRS4R Working Group (WG) is a group of experts working together to achieve specified goals of the HRS4R process. The group ensures coordination among the various segments of the preparation and implementation of the Action Plan. The members work together to formulate strategies and develop specific aims and objectives of the Action Plan and communicate them to the Steering Committee and FZU employees. The HRS4R Working Group works as a bridge between all the implementation bodies at FZU, i.e. the FZU management, Steering Committee, Implementation Teams, Measure Owners, and the employees.

In the first phase of the implementation, the HRS4R Working Group worked very closely with the particular members responsible for the implementation of the individual measures of the Action Plan. Although there were no fixed meetings scheduled, all the members of the HRS4R Working Group cooperated very efficiently and worked in close collaboration. The outputs of their work and the proposals for further implementation were communicated and forwarded to the dedicated Measure Owner who guaranteed the implementation of the formulated measure, monitored its implementation, and supervised the fulfillment of the indicators and targets.

The HRS4R Working Group members provide active support for the Measure Owners. They help them with the organization and preparation of documents, data, and inputs for achieving a particular goal. In the final part of the implementation procedure, the outputs of the HRS4R Working Group were sent to the Steering Committee for review and final approval. The representatives of the HRS4R Working Group have been present at all meetings of the Steering Committee and Implementation Teams and had a chance to discuss all key topics with the members of these bodies.

A list of members of the HRS4R Working Group:

Name	Position	Category
Lenka Černá	HR Coordinator	Administrative
Dominika Jírová	HR Coordinator	Administrative
Olga Lakomá	HR Coordinator	Administrative
Klára Daňková	Training Coordinator	Administrative
Ilona Gottwaldová	Head of Grant Office	Administrative
Milada Moudrá	Head of PR team	Administrative
Lucie Beránková	HR Coordinator	Administrative
Pavla Novotná	Senior Specialist	Administrative
Ivo Svejkský	Head of International Coop.Office	Administrative
Monika Hochmanová	Training Coordinator	Administrative

Iva Babčanová	Head of Personnel Department (Member of SC)	Administrative
Simona Dačeva	HR Coordinator	Administrative
Markéta Pávková	HR Coordinator	Administrative
Patricie Waisrová	Career development Specialist	Administrative
Petra Kratochvílová	HR Coordinator	Administrative
Monika Svobodová	HR Coordinator	Administrative

3 Implementation Teams

The Implementation Teams are groups of FZU employees who gather measures on similar topics and each such group is responsible for the implementation of one of the objectives of the Action Plan according to the schedule. The Implementation Teams deal with four thematic areas of the themes of the Action Plan, namely by the matters of HR, internal communication, working conditions, and PR. The teams are led by the Activity Guarantor and consist of members from all FZU divisions and across all R1-R4 qualifications, administration staff and technical staff. The teams include engaged FZU employees, Measure Owners, and at least one member of the HRS4R Working Group and potentially other stakeholders interested in the respective theme. They meet according to the needs to evaluate the achieved progress, mainly monitoring the milestones for the specific activities and proposing new suggestions for improvement.

The first Implementation Teams of the FZU Action Plan 2019-2020 were established in December 2018. The Implementation Teams are open to all interested FZU employees. There is no limit to the number of members in all Implementation Teams. Any employee interested in a specific theme can become a member of an Implementation Team at any time. The first meeting of the Implementation teams took place in December 2018. With regards to the fact that not all the employees had a chance to get acquainted with the up-to-date Action Plan, on 24 January 2019, there was organized a whole-institute workshop on the HRS4R process, which was attended by approximately 120 employees. In the vast majority, they were researchers at the workshop. The main aim of the workshop was to introduce the FZU Action Plan, Implementation Teams, their themes and objectives to FZU employees. The participants have asked questions and comments as well could suggest amendments and improvements in the implementation of the Action Plan. The second main aim of the workshop was to engage researchers of R1-R2 categories and to stimulate their interest in joining the Implementation Teams.

Themes of the Implementation Teams (4Q 2018 – 4Q 2020)

- **Implementation Team for PR and Popularization**



Theme: Development of popularization activities (A2)

○ **Implementation Team for Internal Communication**

Themes: Ethical Aspects of the work of Scientists, Quality audit, Procedures in complaints, Bilingual communication, Effective communication (A1, A3, A9, A12, A13)

○ **Implementation Team for HR**

*Themes: Recruitment and Selection process, Career growth,
Employee assessment and training, Other related topics (A4, A8, A10, A11)*

○ **Implementation Team for Working Conditions**

Themes: Working environment, "Soft working conditions", Gender balance (A5, A6, A7)

4 Measure Owners

The Measure Owner is a person responsible for the implementation of the formulated measure, who regularly monitors its implementation and supervises the fulfillment of the indicators and targets based on a partial operational action plan elaborated for the particular measure. Based on the type of measure, it is typically a member of the FZU management or HRS4R Working Group. The Measure Owner can also appoint another responsible delegate for a particular indicator as part of the particular measure in the operational action plan. The Measure Owners serve also typically as the Activity Guarantors of Implementation Teams or they are members of the Steering Committee.

Measure Owners of Popularization Activities – Milada Moudrá and Jiří Červenka

Measure Owner of Internal Communication Activities – Olga Lakomá and Ladislav Půst

Measures Owner of Working Conditions – Lucie Beránková and Martina Boháčová

Measures of HR activities – Simona Dačeva and Jaroslav Bezděk

The Measure Owners participate and organize meetings of the Implementation Teams. They organize and manage all proposed activities in the Action Plan in the area of their topics. They also prepare strategic documents, propose new actions and discuss them with the HRS4R Working Group, Implementation Teams, Steering Committee and communicate them to all FZU employees.