

# REVIEW of ACTION PLAN 2019-2020





## STATUS REPORT AND OUTCOMES of the FZU ACTION PLAN 2019-2020

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Proposed Timing</i>	<i>Responsible Unit</i>	<i>Proposed Indicator(s)/ Target(s)</i>	<i>STATUS / OUTCOMES</i>
<p><b>A1 Increased awareness of the ethical aspects of scientific work</b>            The Code of Ethics of the FZU will be prepared and published by the end of 2018. This code will respect both the principles of the Code of Ethics and the Charter for Researchers. It will also regulate ethical principles in the case of labour-law policy violations. At the same time, procedures will be described in the Code of Ethics what steps can be taken in the case of ethical principles breach and where and in what cases to seek help.</p> <p>In relation to the new Code of Ethics at the FZU, the awareness of the FZU employees of this document and of the practices and bodies which deal with potential ethical problems will be strengthened. Communication channels, which will be used in this case, will include Internal Notifications of the Director, the FZU Intranet, meetings of the FZU director, division heads, laboratory heads and research teams. The initial information is provided to new employees by the HR Department already when they start their employment and the existing employees will be trained in this area periodically in the two-year period.</p>	2.Ethical principles	I-1.1 4Q 2018	Director, Science Secretary, members of the Ethics Committee of the FZU.	I-1.1 The Code of Ethics of the FZU is prepared and published on the FZU websites.	<b>COMPLETED</b> FZU Code of Ethics was prepared and published on the Ethics Committee website.
		I-1.2 4Q 2018		I-1.2 New members of the Ethics Committee are appointed.	<b>COMPLETED</b> New Ethics Committee members were appointed.
		I-1.3 4Q 2018		I-1.3 Specification of the internal procedures for filing complaints and of the way the Ethics Committee of the FZU works.	<b>COMPLETED</b> The internal document was created and published.
		I-1.4 2Q 2019		I-1.4 A thematic information section on the Intranet web pages and a periodic electronic newsletter about the function of the FZU Ethics Committee and the ethical aspects of scientific work is created.	<b>COMPLETED</b> The internal website was created and made available to all employees.  An Ethics Corner was issued in <a href="#">HR News 3/2020</a> and will be periodically published in HR News.



		T-1.1 4Q 2018		T-1.1 Put in action the Ethics Code and Ethics Committee (fulfilled 4Q 2018).	<b>COMPLETED</b>
		T-1.2 4Q 2020		T-1.2 Increase awareness of the ethical aspects of scientific work among employees.	<b>COMPLETED</b>
<b>A2 Development of popularization activities</b> The following steps will be taken: <ul style="list-style-type: none"> <li>• setting up and developing a strategy of the popularization of science and development for all the FZU units,</li> <li>• improvement of the FZU visitor centre Na Slovance,</li> <li>• development of a team for popularization,</li> <li>• procurement of equipment and visual aids for direct work of scientists with the public,</li> <li>• preparation and regular update of ICT tools for popularization,</li> <li>• implementation of pilot activities for the public.</li> </ul>	9.Public engagement	I-2.1 1Q 2019	PR Department, Science Secretary	I-2.1 A PR workshop with the main stakeholders in the institute is organized which defines priorities for the popularization activities at the FZU.	<b>COMPLETED</b> The whole institute HR Award seminar took place on 24/1/2019 and there were realized meetings of the FZU management and PR implementation team on 13/3/2019.
		I-2.1 4Q 2020		I-2.2 A unified PR strategy for all the divisions and departments (including the action plan) is published on the Intranet.	<b>COMPLETED</b> The PR strategy was prepared and placed on the <a href="#">PR website</a> .
		I-2.3 4Q 2019		I-2.3 4 positions in the PR department are filled and the employees are trained in public relations and communication.	<b>COMPLETED</b> A new PR team was established and trained.
		I-2.4 4Q 2019		I-2.4 A new FZU website is launched.	<b>COMPLETED</b> <a href="https://www.fzu.cz/CzechLasers">https://www.fzu.cz/CzechLasers</a>



		I-2.5 4Q 2020		I-2.5 A functional visitor centre is opened to the general public.	<b>COMPLETED</b> The reconstruction of the FZU Visitors Center was finished and equipped with new audio-visual technology.
		I-2.6 4Q 2020		I-2.6 At least eight popularization events during two years are organized.	<b>COMPLETED</b> FZU organised several popularization events 2019 – International Light Day, Science fair, Talent Academy, Open Days, Researcher's Night, Scienced Technology week, and The Different City Experience 2020 – online activities
		T-2.1 4Q 2019		T-2.1 Develop a science popularization strategy.	<b>COMPLETED</b>
		T-2.2 4Q 2019		T-2.2 Build-up an internal science popularization team.	<b>COMPLETED</b>
		T-2.3 4Q 2020		T-2.3 Establish a science popularization visitor centre.	<b>COMPLETED</b>
		T-2.4 4Q 202		T-2.4 Set ICT tools for promoting science popularization in action.	<b>COMPLETED</b>
<b>A3 Increasing awareness of the qualification audit procedure criteria and providing better feedback to the evaluated scientists.</b> The implementation of measures will be focused on the increase in the transparency of the criteria	11.Evaluation/appraisal systems	I-3.1 3Q 2019	Director, Science Secretary, heads of scientific	I-3.1 A document explaining the qualification audit procedure is created and published on the Intranet.	<b>COMPLETED</b> The internal document about the <u>Qualification audit</u>



<p>and procedure of the qualification audit, and also on the intensification and clarification of the feedback form (i.e. the provision of information on the strengths and weaknesses arising from the evaluation). The objective is to achieve a unified practice of how the evaluated are notified of the results and feedback.</p>			<p>divisions and departments, members of the Qualification Audit Committee</p>		<p><a href="#">procedure</a> was created and placed on the intranet.</p>	
		I-3.2 3Q 2019			<p>I-3.2 An automatically generated procedure that will inform individual employees by email about the results of the qualification audit is set up.</p>	<p><b>COMPLETED</b> The automatic email was set up in 3Q 2019.</p>
		T-3.1 4Q 2020			<p>T-3.1 Increase awareness of the qualification audit procedure and criteria.</p>	<p><b>COMPLETED</b></p>
		T-3.2 4Q 2020			<p>T-3.2 Provide feedback to all the evaluated researches.</p>	<p><b>COMPLETED</b></p>
<p><b>A4 Creation of conditions for the establishment of a unified recruitment and selection process.</b> A detailed analysis of the existing conditions will be performed. Subsequently a unified employee recruitment strategy and employee recruitment and selection methodology will be prepared for the whole organization. In the methodology, a unified strategy and the long-term aims and objectives of the institute and of the individual divisions which need to be achieved in this area in approximately 5 years' time will be described. All procedures in the recruitment process will be standardised for the whole institute. In the methodology, international projects and international experts will</p>	<p>12.Recruitment (Code) 13.Recruitment (Code) 14.Selection (Code) 15.Transparency (Code) 16.Judging merit (Code)</p>	I-4.1 4Q 2019	<p>HR team, heads of divisions, heads of departments</p>	<p>I-4.1 The first version of a unified recruitment and selection strategy together with the methodology for the recruitment process and the composition of a professional "Welcome Package" are prepared and published on the Intranet.</p>	<p><b>COMPLETED</b> The relevant documents are in place:</p> <ul style="list-style-type: none"> <li>• <a href="#">FZU Employee Recruitment and Selection Strategy</a></li> <li>• <a href="#">FZU Recruitment Methodology</a></li> </ul> <p>The induction training including the welcome package was introduced and is in use.</p>	



<p>be taken into consideration. The methodology will also deal with the preparation of advertisement writing and links to information channels where the advertisements will be published (i.e. it will contain a description of specific procedures for specific servers, web pages, social networks, and other options).</p>		I-4.2 4Q 2019		I-4.2 All the members of the HR team responsible for the employee recruitment in the human resource recruitment and selection processes according to the new recruitment methodology are trained.	<b>COMPLETED</b> All HR team members were trained and acquainted with the procedure.
		I-4.3 2Q 2020		I-4.3 All the heads of departments and managers who are responsible for the recruitment and selection at the FZU are trained.	<b>COMPLETED / ONGOING</b> The heads of departments and managers were trained by HR partners. The training will continue based on the individual bases and recruitment needs.
		T-4.1 4Q 2020		T-4.1 Create and follow a unified recruitment and selection process methodology.	<b>COMPLETED</b>
<p><b>A5 Revitalization of the research environment</b> FZU employees work in four different buildings and the level of the technical and social facilities is different in each of the four buildings. As part of the measures taken, the insufficient capacity of the current buildings or the insufficient capacity of offices and conference rooms will be solved. The main benefit of the revitalization should be improved facilities in the area of relax zones, coffee shops, facilities for employees and sanitary facilities.</p>	23.Research environment	I-5.1 3Q 2019, 3 Q 2020	FZU Administration Unit	I-5.1 A new plan for the revitalization of rest areas is prepared and published on the Intranet.	<b>COMPLETED</b> The revitalisation plan was prepared and published on the intranet – <u>Revitalisation Plan 2021</u> . The plan will be prepared on a yearly basis.
		I-5.2 3Q 2020		I-5.2 The reconstruction of the entrance area of the Na Slovance building is completed.	<b>COMPLETED</b> The construction of the Visitor Centre on the ground floor of the building Slovanka, together with the reconstruction of the foyer of the building, was finished in 4/2020.



		I-5.3 4Q 2020		I-5.3 The construction of a new building in the Na Slovance site is started.	<b>COMPLETED</b> The construction of a new building SOLID21 was started in 8/2019 and the expected completion is in 04/2021.
		T-5.1 4Q 2020		T-5.1 Revitalize the research environment – technical and social facilities.	<b>COMPLETED</b>
<b>A6 Improvement of “soft” working conditions</b> It will be checked whether the working conditions are sufficiently flexible and whether they meet the needs of the current and potential employees so that they could conduct successful research. This measure will be focused mainly on the employees’ feeling of job insecurity connected with the way in which they are informed about the prolongation of fixed-term contracts, on the more precise incorporation of home office or sabbatical leave in the internal regulations and on the support of employees in the area of life-work balance.	24.Working conditions 25.Stability and permanence of employment	I-6.1 4Q 2018	HR team, HR Department, director and heads of department/divisions	I-6.1 A new internal regulation on flexible working hours is issued.	<b>COMPLETED</b> The internal regulation was put in place as of 1/2019.
		I-6.2 2Q 2019		I-6.2 A new internal regulation setting up the rules for home office and mitigating the problems associated with returning to work after maternity leave is issued.	<b>COMPLETED</b> Internal regulation put in place as of 6/2019.
		I-6.3 3Q 2020		I-6.3 A new automatic procedure is set up to inform all FZU employees with fixed-term contracts about the intention to extend / terminate their employment contract six months prior to the expiry and about any possible sources from which the particular position can be funded (grant and institutional) in the future.	<b>COMPLETED</b> The Personal Department regularly informs managers about the expiration of contracts (3 months prior to the date). The communication is also supported by HR Partners.



		T-6.1 4Q 2020		T-6.1 Improve "soft" working conditions.	<b>COMPLETED</b>
		T-6.2 4Q 2020		T-6.2. Inform respective employees about their career future.	<b>COMPLETED</b>
<p><b>A7 Area of gender balance</b> The management of the FZU is aware of the gender balance issue in physics and strongly supports activities that are aiming at eliminating inequalities and promoting equality in all aspects of research and innovation. The following steps have already been initiated to address gender balance on the whole institute level.</p> <p>A. Promoting and strengthening gender balance and eliminating gender inequalities.</p> <p>B. Measures enhancing work-life balance and supporting current and future employees, who do not want to interrupt their careers because of parenthood at all stages of their research cycle.</p> <p>C. Measures to promote the participation of women in decision-making bodies and selection or evaluation committees.</p>	27.Gender balance	I-7.1 1Q 2019	HR team, HR Department, director and heads of department/divisions, PR Department	I-7.1 Cooperation with the Centre for Gender & Science is established.	<p><b>COMPLETED</b></p> <p>The cooperation with the Centre for Gender &amp; Science started in 1/2019. HR team representatives have become members of the "Community for Change".</p>
		I-7.2 1Q 2019		I-7.2 Gender equality training of the whole HR team is executed.	<p><b>COMPLETED</b></p> <p>The training for the HR team took place in 2/2011.</p>
		I-7.3 4Q 2022		I-7.3 Gender equality training of all team leaders (as a part of their personal management training) is executed.	<p><b>COMPLETED</b></p> <p>The gender topics have been included in several FZU training programs.</p>
		I-7.4 3Q 2020		I-7.4 An internal/external campaign for gender balance in science aimed at promoting women in physics is launched.	<p><b>COMPLETED</b></p> <p>The campaign focused on women in science took place in 3Q/2020. A dedicated <u>internal website</u> was created.</p>





					The information campaign "Unconscious Bias" was realised and is available on the <a href="#">internal website</a>
		I-7.5 3Q 2020		I-7.5 An internal/external branding campaign aiming at promoting the FZU as an employer supporting work-life balance is launched.	<b>COMPLETED</b> A new <a href="#">FZU Career website</a> was created and published on the website. The website describes the work-life balance possibilities at FZU.
		I-7.6 4Q 2020		I-7.6 A dedicated work-life balance web page providing useful information for women (e.g. about free places in the child care facilities in the neighbourhood of the FZU) is launched.	<b>COMPLETED</b> A new <a href="#">intranet website</a> for parents and childcare was published in 6/2019. New children-safe spaces are available at all the FZU worksites.
		I-7.7 4Q 2020		I-7.7 The number of women in FZU committees (nominated by the director of the FZU) is increased by at least 20 %.	<b>IN PROGRESS</b> The number of women in the FZU director-nominated committees increased by 13,5 % from 2018 to 2020.
		T-7.1 2Q 2020		T-7.1 Initiate gender equality training and counselling at the FZU.	<b>COMPLETED</b>



		T-7.2 4Q 2020		T-7.2 Increase attractiveness of the FZU as an employer to women.	COMPLETED
		T-7.3 4Q 2020		T-7.3 Create an active management support for women candidature to all selection panels and decision-making bodies.	COMPLETED
<p><b>A8 Concept for individual career development planning.</b> The whole institute needs a unified concept of career planning for its employees on the basis of their knowledge, skills, individual goals and needs. This concept will cover the whole process of a career path from the beginning, reflecting continuous fulfilment, to the evaluation of the individual career plans (horizontal, vertical, interdisciplinary, etc.). It will also include support of the preparation of individual plans in the form of career consultancy and its staffing, e.g. in the form of mentoring programmes (see A10).</p>	<p>28.Career development 30.Access to career advice</p>	I-8.1 4Q 2019	<p>HR team, heads of divisions, heads of departments , director</p>	I-8.1 A unified definition of the term “career development” at the institute (on the basis of internal discussion) is defined.	<p>COMPLETED</p> <p>The career development definition was published on the internal <a href="#">Career development website</a>.</p>
		I-8.2 2Q 2020		I-8.2 A methodology of the career development is prepared.	<p>EXTENDED</p> <p>The activity is included in the following Action Plan 2021-23.</p>
		I-8.3 3Q 2020		I-8.3 A time schedule for the career development process implementation is set up.	<p>EXTENDED</p> <p>The activity is included in the following Action Plan 2021-23.</p>
		I-8.4 4Q 2020		I-8.4 Clear rules and explicit guidelines for the career development of Ph.D. students and postdoctoral researchers are established.	<p>EXTENDED</p> <p>The activity is included in the following Action Plan 2021-23.</p>



		T-8.1 4Q 2020		T-8.1 Create and follow a career development methodology and rules.	<b>EXTENDED</b>
<b>A9 Increase in the awareness of the use of support actions, procedures and possibilities of appeals / complaints.</b> Information about support actions, procedures and possibilities of appeal will comprise a separate chapter of the Code of Ethics which is being prepared. Also information about persons, Ethics Committee or other bodies, which employees can contact will be included. Training of employees in this area will be conducted with the focus on providing information about what cases they can solve themselves, when it is necessary to contact the Ethics Committee etc. At the same time managers will inform their colleagues about the existence of the Code of Ethics which will be also available to all the employees on the Intranet.	34. Complaints/ appeals	I-9.1 4Q 2018	The Ethics Committee of the FZU, FZU lawyer, HR Team	I-9.1 The procedure for filing complaints is incorporated in the Code of Ethics and related documents.	<b>COMPLETED</b> All the relevant documents were updated and published on the <a href="#">FZU Ethics Committee website</a> .
		I-9.2 2Q 2019		I-9.2 Documents related to the use of support actions, possibilities of making an appeal or a complaint etc. are updated.	<b>COMPLETED</b> <a href="#">Code of Ethics</a> <a href="#">Trade Unions documents</a>
		I-9.3 4Q 2019		I-9.3 Managers are trained in the respective areas and e-learning training for all employees is prepared.	<b>EXTENDED</b> The activity is included in the following Action Plan 2021-23.
		I-9.4 2Q 2020		I-9.4 A dedicated internal web page contributing to strengthening employee awareness of procedures of filing complaints is prepared.	<b>COMPLETED</b> A new internal <a href="#">website</a> was created.
		T-9.1 4Q 2020		T-9.1 Create clear and fair complaint procedures.	<b>IN PROGRESS</b>
<b>A10 Mentoring programme and the system of employee evaluation – postponed to the following period</b> Creation of mentoring programmes for all the FZU employees in which the need of a mentor (the	37. Supervision and managerial duties	Action is postponed to 2021-2022			<b>EXTENDED</b> The activity is included in the following Action Plan



<p>cases when a mentor is required?) will be identified (typically Ph.D. students or scientists at the beginning of their careers). The programme will also cover the evaluation and documentation of significant progress or feedback in the evaluation process.</p>					<p>2021-23 (some activities already started in Q4 2020).</p>
<p><b>A11 Employee training and development.</b> Setting a concept of training and development in relation to individual professional needs of all the FZU employees. Focus mainly on the area of “non-scientific” education, e.g. managerial and didactic skills, and development of the so-called soft skills. The institute will extend its offer of training in the area of soft skills and it will motivate and support employees in personal development.</p>	<p>38. Continuing Professional Development 39. Access to research training and continuous development</p>	<p><b>I-11.1</b> 1Q 2019</p>	<p>HR team, heads of divisions, heads of departments</p>	<p><b>I-11.1</b> An offer of training in the area of soft skills is prepared.</p>	<p><b>COMPLETED</b> All FZU training and courses are available on the internal <a href="#">Training and Development website</a>. The offer is regularly updated.</p>
		<p><b>I-11.2</b> 4Q 2020</p>		<p><b>I-11.2</b> An updated version of the employee training and development strategy is prepared.</p>	<p><b>IN PROGRESS</b> A first draft of the Employee Training and Development Strategy is under the approval process.</p>
		<p><b>I-11.3</b> 4Q 2020</p>		<p><b>I-11.3</b> At least 20 educational activities for the FZU employees are organized.</p>	<p><b>COMPLETED</b> There were more than 20 educational activities realised in the FZU training reservation system.</p>
		<p><b>I-11.4</b> 4Q 2020</p>		<p><b>I-11.4</b> Training for at least one third of the employees in managerial positions as part of the planned training events of the FZU is conducted.</p>	<p><b>COMPLETED</b> There were more than 1/3 managers trained. The list of the trained employees is regularly updated and sent to the grant providers.</p>



		T-11.1 4Q 2020		T-11.1 Design and follow an employee training and development strategy.	IN PROGRESS
<b>A12 Ensuring bilingual communication within the FZU.</b> FZU currently employs approximately 1/3 of researchers from abroad. Communication in English should become the norm, from advertisement publishing and thus targeting potential new employees, to the communication with the current employees, promotion of the institute, etc. The objective is therefore to ensure sufficient communication in English in all the aspects of the institute functioning and to eliminate the language barrier between the employees, e.g. between foreign principal investigators of projects and project administrators. Another important point is to ensure support for foreign scientists, for example in arranging contacts or in organizing their lectures at Czech universities.	4. Professional attitude 5. Contractual and legal obligations 6.Accountability 7. Good practice in research 13.Recruitment (Code) 24. Working conditions 33. Teaching	I-12.1 4Q 2018	International Cooperation Office, Science Secretary, Director, HR team	I-12.1 Language support for administrative staff in the form of an internal translator and English teacher is introduced.	COMPLETED There are 2 internal translators and an English teacher at FZU from 4Q 2018.
		I-12.2 4Q 2019		I-12.2 Advertising for research positions is bilingual (in the Czech and English language).	COMPLETED All research positions are advertised in English on the <a href="#">FZU Career website</a> .
		I-12.3 1Q 2020		I-12.3 English versions of older internal regulations, work methodologies, rules of procedure of the FZU Council and Assembly of Researchers, electoral regulations and other internal documents are published.	COMPLETED The internal documents were published in English on the intranet.
		T-12.1 1Q 2020		T-12.1 Ensure bilingual communication in the institution.	COMPLETED
<b>Additional issue</b>					
<b>A13 Increase in the effectiveness of communication channels and internal communication</b>	2.Ethical principles	I-13.1 4Q 2019	Science Secretary, HR team,	I-13.1 An update of the Intranet structure is performed.	IN PROGRESS



<p>Meeting the information communication needs of employees, more effective use of the tools of internal communication:</p> <ul style="list-style-type: none"> <li>• improvement of internal presentation of strategic aims and objectives across the whole institute,</li> <li>• improvement of the exchange of information among scientific teams,</li> <li>• increase in the availability of information,</li> <li>• regular information on applicable legislation, etc.</li> </ul> <p>The execution of the measure will reside in a unified implementation of the basic principles of communication culture into the institute management.</p> <p>The FZU meets the principles of open access and open science through using the repository of its founder - the Academy of Sciences of the Czech Republic.</p>	<p>3. Professional responsibility 4. Professional attitude 5. Contractual and legal obligation 7. Good practice in research 8. Dissemination, exploitation of results 11. Evaluation/appraisal systems 19. Recognition of qualifications 21. Postdoctoral appointments 34. Complaints/appeals 35. Participation in decision-making bodies</p>	I-13.2 1Q 2020	PR Department	I-13.2 Training for FZU employees, who are responsible for Open Access and Open Science, is conducted.	<b>COMPLETED</b> The training took place in 9/2020.
		I-13.3 4Q 2019		I-13.3 A new internal rule about Open Access and Open Science is issued.	<b>IN PROGRESS</b> A new <a href="#">internal open access website</a> was created that informs about the internal rules and procedures.
		I-13.4 2Q 2020		I-13.4 An update of the communication strategy document of the FZU is done.	<b>IN PROGRESS</b>
		T-13.1 4Q 2020		T-13.1 Increase the effectiveness of communication channels.	<b>IN PROGRESS</b>
		T-13.2 4Q 2020		T-13.2 Increase the effectiveness of internal communication.	<b>IN PROGRESS</b>



## STATUS REPORT AND OUTCOMES of OTM-R (Open, Transparent and Merit-Based Recruitment)

<i>Proposed ACTIONS</i>	<i>OTM-R Principle(s)</i>	<i>Proposed Timing</i>	<i>Responsible Unit</i>	<i>Proposed Indicator(s) / Target(s)</i>	<i>STATUS / OUTCOMES</i>
<p><b>O1 Creation of the OTM-R policy for the FZU</b>            In the year 2019, a thorough analysis of the current situation in the area of employee recruitment and selection will be performed within the whole FZU. In 2020 the first draft of the unified employee recruitment and selection strategy will be prepared and of methodology how to ensure these processes. As part of these documents, also OTM-R principles will be prepared which will be incorporated into the draft of the strategy and methodology. These documents will be communicated on meetings of the management, with heads of departments and scientific groups, and at the same time all managers and employees allocated to selection committees will be trained so that they thoroughly observed these principles. The proposal will then be tested, reviewed at the end of 2020 and based on the review it will be updated.</p>	1,2,3	<p>I-14.1 4Q 2019</p> <p>I-14.2 1Q 2020</p>	HR team, FZU management, heads of divisions	<p>I-14.1 Internal training OTM-R principles for employees who participate in employee recruitment and selection is conducted.</p> <p>I-14.2 A new OTM-R policy of the FZU is prepared and published on FZU websites.</p>	<p><b>COMPLETED / ONGOING</b>            The employees who participate in recruitment and selection are gradually trained by HR partners based on actual recruitment needs.</p> <p><b>COMPLETED</b>  <a href="#">FZU OTM-R principles</a></p>
<p><b>O2 Preparation of methodology and templates of advertisements for vacancies</b>            Heads of divisions at the FZU work with their own templates of advertisements and methods of procedure with regards to vacancy advertising. In 2019 a new advertisement template which will be used by the whole FZU will be prepared and also a unified procedure for handling personal advertising.</p>	11	<p>I-15.1 3Q 2019</p> <p>I-15.2 4Q 2019</p>	HR team, heads of divisions	<p>I-15.1 A new methodology of advertisement writing and advertisement template for new and existing job positions is prepared and posted in the FZU Intranet.</p>	<p><b>COMPLETED</b>  <a href="#">The FZU Recruitment Methodology</a> and internal guideline for managers were created.</p> <p><b>COMPLETED / ONGOING</b></p>



				I-15.2 All managerial employees are trained with respect to the methodology of advertising	Ongoing training based on recruitment needs.
<p><b>O3 Unification and description of tools used for vacancy advertising</b></p> <p>At the FZU it is not described in a unified way what advertising tools are used, who can use them and what procedures need to be applied. At individual FZU divisions different tools are used. In 2019 advertising channels will be described, or potentially also other tools, and this description will be available to all the employees involved who will be primarily trained in this area. At the HR Department, a specialist will be selected and trained who will be in charge of this area and of recruitment and will thus guarantee effective support for the whole FZU during vacancy advertising.</p>	14	<p>I-16.1 2Q 2019</p> <p>I-16.2 3Q 2019</p> <p>I-16.3 4Q 2019</p>	HR team, heads of divisions	<p>I-16.1 Persons who will work with the advertising tools are appointed.</p> <p>I-16.2 Training of HR specialists in the effective use of internal tools, channels, etc. is conducted.</p> <p>I-16.3 Guidelines on the use of available advertising channels are prepared and published on the FZU Intranet.</p>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><a href="#">The FZU Recruitment Methodology</a> and internal guideline for managers were created.</p>
<p><b>O4 Creation of rules for selection committee appointment, their composition</b></p> <p>At the FZU there are currently no unified rules for the appointment and composition of selection committees. This is always organized by the guarantor of the particular vacancy – i.e. heads of divisions, heads of departments. In some cases members of the HR team are present at job interviews, in another case the HR Departments only perform the role and of an administrator. The objective is to create a methodology and practice of how to appoint the individual members of selection committees and what the composition of a selection committee should be, etc.</p>	16,17	I-17.1 4Q 2019	HR Department, heads of divisions, heads of departments, heads of laboratories	I-17.1 The rules for selection committee members appointment are prepared and included to the OTM-R policy.	<p><b>COMPLETED</b></p> <p><a href="#">The FZU Recruitment Methodology</a> and internal guideline for managers were created.</p>





<p><b>O5 Creation of a mechanism applicable in case candidate complains</b>  All candidates get feedback on the results of the selection proceedings. If there is a complaint, the respective candidate contacts the person who organizes the selection proceedings. It can be the head of a division, head of a department or a member of the HR team. The FZU does not have a specific procedure described and mechanism created which employees should follow in these cases. As part of OTM-R principles for the FZU a specific methodology will be prepared.</p>	<p>22</p>	<p><b>I-18.1</b> 3Q 2019  <b>I-18.2</b> 3Q 2020</p>	<p>HR Department, heads of divisions, heads of departments, heads of laboratories</p>	<p><b>I-18.1</b> An analysis of complains in the last two years and procedures which were applied in those cases is made.  <b>I-18.2</b> The description of a methodology which will regulate the process of dealing with complaints is created and published on the FZU Intranet.</p>	<p><b>COMPLETED</b>  No complains in previous 2 years.  <b>COMPLETED</b>  The information was prepared and is available on the <a href="#">FZU Career website</a>.</p>
<p><b>O6 Preparation of a methodology for measuring the effectiveness of OTM-R principles</b>  In the following period, the FZU will unify a strategy and methodology of recruitment, employee selection and will work on OTM-R principles. While these specific principles will be defined, also a methodology will be prepared to effectively measure the effectiveness and observance of the implemented OTM-R principles. This methodology will apply to the whole FZU.</p>	<p>23</p>	<p><b>I-19.1</b> 4Q 2020  <b>I-19.2</b> 4Q 2020</p>		<p><b>I-19.1</b> Tools to monitor OTM-R principles and to measure their effectiveness are defined and prepared.  <b>I-19.2</b> Specific indicators for OTM-R principle measurement are defined and published on the FZU intranet.</p>	<p><b>EXTENDED</b>  The activity is extended to the following Action Plan 2021-23 (new deadline 4Q 2021).  <b>EXTENDED</b>  The activity is extended to the following Action Plan 2021-23 (new deadline 4Q 2021).</p>