

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2020CZ518664

Name Organisation under review: Biofyzikální ústav Akademie věd ČR, v. v. i.

Organisation's contact details: Královopolská 2590/135, Brno, Czech republic, 612 65

Date endorsement charter and code: 29/04/2020

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	https://www.ibp.cz/cs/o-instituci/hr-award and https://www.ibp.cz/cs/nabizime/volna-pracovni-mista A new OTM document translated into English is published on the IBP web page HRS4R.	
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	https://www.ibp.cz/cs/nabizime/volna-pracovni-mista https://www.gclid=CjwKCAiAvonyBRB7EiwAadauqci02359IB-hserSXxMaM1SO0YIckUwE55Xd8qiWWrVKvFGziRNs9hoCKtM https://www.facebook.com/BFUavcr/ The document called Charter_and_Code_for Researchers in English is on the IBP web page HRS4R. Similarly, a new OTM-R document translated into English is published on the IBP web page for HRS4R.	
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	- Training programs for OTM-R are missing. It will be guaranteed by Robert Ulrich responsible for the advertisement of new positions of staff following training in OTM-R - department leaders: doc. R. Bártová, Ph.D., DSc., prof. RNDr. Viktor Brabec, DrSc., RNDr. M. Ph.D., doc. RNDr. Miroslav Fojta, CSc., RNDr. Roman Hobza, Ph.D., doc. Mgr. Lukáš Kubala, Ph.D., Mgr. Daniel Ph.D., prof. RNDr. Jiří Šponer, DrSc., doc. RNDr. Jan Vondráček Position advertisement will be on the EURAXESS portal and IBF Alternatively, in selected scientific journals.	
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	https://www.ibp.cz/cs/nabizime/volna-pracovni-mista EURAXESS https://euraxess.ec.europa.eu/my/offer-postings	
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	This part will be implemented in 2020-2022, but the Attestation of the institution guarantees an OTM-R recruitment policy.	

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially		For recruitment of external candidates we will use the EURAXES web page: https://www.ibp.cz/cs/nabizime/volna-pracovni-mista establish HR team for academic positions, department staff; for academic positions we have Attestation Commission: doc. RND Bártová, Ph.D. – director of IBP, doc. RNDr. Stanislav Kozubek, deputy director of IBP; doc. RNDr. Fojta Miroslav, CSc., RNDr. A CSc., doc. RNDr. Alena Španová, CSc., VUT Brno prof. RNDr. R Veselská, Ph.D., M.Sc., MU Brno. The Attestation commission consists of internal and external members, especially from local universities Masaryk University, in Brno.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially		This aspect must be improved in order to make open positions more attractive abroad. For this part, we will advertise our new positions on the portal and for research staff in some international scientific journals.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially		We will aim to increase work/life balance for women in science; we will enable part-time jobs for women (parents) with children up to 6 years old; we will encourage women and provide them opportunities to become department leaders and/or deputy department leaders. We will establish a nursery and establish the so-called family room for school children (if new necessary infrastructure is built). The director will organize a day for parents with pre-school children in order to encourage them to support their start in the working process. New positions will be advertised on https://www.ibp.cz/cs/nabizime/volna-pracovni-mista and at EUF.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?	
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially		We offer working benefits through social funds; an optimal work/ is also partially maintained through social funds (support of cultu sports activities). We offer the possibility of a home office for sci papers and project applications and evaluation (by attestation cc of the duration of employment contracts. As a recruitment tool, v will use web links to information on the institution's working conc benefits, etc. We also organize personal interviews (tendering pi potential applicants for job positions. Part of the recruitment syst on communication with candidates, which allows for automatic fi the future, we will establish new communication patterns and to the selection of a suitable candidate for a given position. Depart will be selected through fully open recruitment activities advertis scientific journals. The scientific professional level of departmen be every second year evaluated by the International Scientific A Board (ISAB). Scientists will also be evaluated by the attestation organized annually by the director. Members of the Attestation c are the following: doc. RNDr. Eva Bártoová, PhD. – director of IBf Stanislav Kozubek, DrSc. - the deputy director of IBP; doc. RND Miroslav, CSc., RNDr. Aleš Kovařík, CSc., doc. RNDr. Alena Šp: VUT Brno prof. RNDr. Renata Veselská, Ph.D., M.Sc., MU Brno	
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially		This part is solved by the Attestation commission in co-operator individual department leaders. The director will discuss with the leader the suitability of the applicant. Department leaders will att special course organized in the frame of HR Award national poli will strengthen the activity called, Scientific incubator to attract fc researchers which work will be covered from the Internal suppor Positions will be published via the EURAXESS portal.	
Advertising and application phase							

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially		Principles of advertising of new positions are established in the rule (see https://www.ibp.cz/cs/o-instituci/hr-award) and new positions advertised on https://www.ibp.cz/cs/nabizime/volna-pracovni-mista will use the EURAXESS portal. Besides that, Ing. Robert Ulrich (manager) is entrusted with archiving of documents summarizing decisions of the Attestation Commission. This purpose is also served by the site sessions of the Attestation Commission. All attestation documents stored by the secretary of the Institute, Hana Křivánková, who works on this part. We have a template for how to advertise new positions (department leaders received instruction from Ing. Robert Ulrich for this activity) on how advertising will proceed. An exact description of position and salary information will be provided by department leaders. Positions will be advertised on EURAXESS or IBP web page.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially		This part must be improved and all tools must be verified during implementation period. We have to establish our advertisement EURAXESS portal.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially		We share job advertisements on EURAXESS and https://www.ibp.cz/cs/nabizime/volna-pracovni-mista https://www.gclid=CjwKCAiAvonyBRB7EiwAadauqci02359IB-hserSXxMaM1SO0YIckUwE55Xd8qiWwrvKvFGziRN9s9hoCKtM
Do we make use of other job advertising tools?	x	x		-/+ Yes partially		It must be improved and implemented. We advertise at https://www.facebook.com/BFUavcr/ . All aspects of recruitment are summarized in the OTM-R document that is published on the IBP website.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Do we keep the administrative burden to a minimum for the candidate?		x		+/- Yes substantially		We try to keep the administrative burden to a minimum for candidates due to the increase in bureaucracy, we predict that this will be the case in the near future.
Selection and evaluation phase						
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially		Statistics on the composition of panels: Attestation commission (women) doc. RNDr. Eva Bártová, Ph.D. – director of IBP, doc. RNDr. Stanislav Kozubek, DrSc. - the deputy director of IBP; doc. RNDr. Miroslav, CSc., RNDr. Aleš Kovařík, CSc., doc. RNDr. Alena Šp: VUT Brno prof. RNDr. Renata Veselská, Ph.D., M.Sc., MU Brno collegium (25% of women): doc. RNDr. Eva Bártová, Ph.D., DSc RNDr. Viktor Brabec, DrSc., RNDr. Martin Falk, Ph.D., doc. RNDr. Fojta, CSc, RNDr. Roman Hobza, Ph.D., prof. RNDr. Jana Kašp Ph.D., doc. RNDr. Eduard Kejnovský, CSc., RNDr. Aleš Kovařík RNDr. Stanislav Kozubek, DrSc., Mgr. Jana Krejčí, Ph.D., doc. M Kubala, Ph.D., doc. RNDr. Antonín Lojek, CSc., RNDr. Veronika Ph.D., Mgr. Daniel Renčiuk, Ph.D., Mgr. Karel Souček, Ph.D., prof. Šponer, DrSc., Ing. Robert Ulrich, doc. RNDr. Jan Vondráček, P RNDr. Michaela Vorlíčková, DrSc., prof. RNDr. Boris Vyskot, Dr relevant department manager or project principal investigator sp position (name, amount of employment, and expected date of commencement, specifies the department or project) in the prep and specifies in more detail the requirements placed on applicants advertise primarily in the Czech language but our web page intends us to save documents and display them in English, which we use in some cases. After mutual acceptance of the tender conditions, the health economy administration publishes the tender on the website of the Institute of Biophysics (IBP). The deadline for submissions must be at least three calendar days before the date of the personal interview (as proof of any dispute we save the print screen). Applicants should send electronic applications containing a CV (or even a letter of motivation) by e-mail not only to the department or the PI of the project but also to the economy administration (Ing. Robert Ulrich). After the deadline for applications, the selection committee will select the candidates for the positions of employees with higher education, who are currently working in the research departments of the Institute of Biophysics. The following board members: doc. Bártová, doc. Kozubek, dr. K

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
						Fojta) meets especially for the purposes of technical debate and with the members of the Commission. The head of economy ad makes minutes of these sessions, which are approved by indivic members of the committee per roll. In conclusion, the Commissi its recommendation or does not recommend recruitment of the e the director, who has the highest authority. The attestation proce organized before the employment contract is signed and additio related to the recruitment of new employees are performed. Ruli the Attestation commission works and how the Director's collegi established are set forth in the Organization Rule and Organizat – see https://www.ibp.cz/cs/o-instituci/hr-award as well as https://www.ibp.cz/en/about-ibp/organization-structure .
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Rules concerning the establishment and work of the Attestation and how the Director's collegium is established can be seen in tl Organization Rule and Organization Schema - see https://www.iinstituci/hr-award as well as https://www.ibp.cz/en/about-ibp/org:structure .	
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	In the Attestation Commission, we have 50% of women and in tl Collegium, we have 25% of women. In the future, we will try to e more women to be a part of the Steering Committee or other cor working within the HR Award and the management of the IBP. Ir commissions, gene balance is maintained as much as possible, depends on the willingness of women to work in these time-cons commissions.	
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/- Yes substantially	IBP does not have clear guidelines for selection committees. Ev carried out by individual department leaders and, based on their recommendation, subsequently by the Attestation Commission. the Attestation Commission is sufficient for our Institute with app 220 employees, including 100 scientists.	
Appointment phase						

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Do we inform all applicants at the end of the selection process?		X		++ Yes completely	All applicants at the end of the selection process are informed a result of selection by the director's secretary or by the head of e administration, Ing. Rober Ulrich.	
Do we provide adequate feedback to interviewees?		X		++ Yes completely	In the past, the director of the Institute provided on applicant's d written adequate feedback to interviewees. In order to reduce th administrative burden, we are prepared to provide written adequ to interviewees always on their demand.	
Do we have an appropriate complaints mechanism in place?		X		++ Yes completely	The Czech Academy of Sciences registers complaints annually, director must send such information to the Czech Academy of S this purpose. So far we have records of no such complaints but appears, it would be solved by the Director, the Institutional Cou the Attestation Commission. Therefore we have sufficient tools f complaints of employees and applicants for a new position.	
Overall assessment						
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	A system to assess whether OTM-R delivers on its objectives is OTM-R are placed and will be placed on the following web page the rules of recruitment: https://www.ibp.cz/cs/o-instituci/hr-awar https://www.ibp.cz/cs/nabizime/volna-pracovni-mista https://www.gclid=CjwKCAiAvonyBRB7EiwAadauqci02359IB-hserSXxMaM1SO0YIckUwE55Xd8qiWWrVKvFGziRNs9hoCKtM https://www.facebook.com/BFUavcr/ The results of the selection are carefully recorded and archived in the spirit of OTM-R. All dc be available on demand. A new rule on OTM-R is translated intc is published on the IBP web page for HRS4R.	