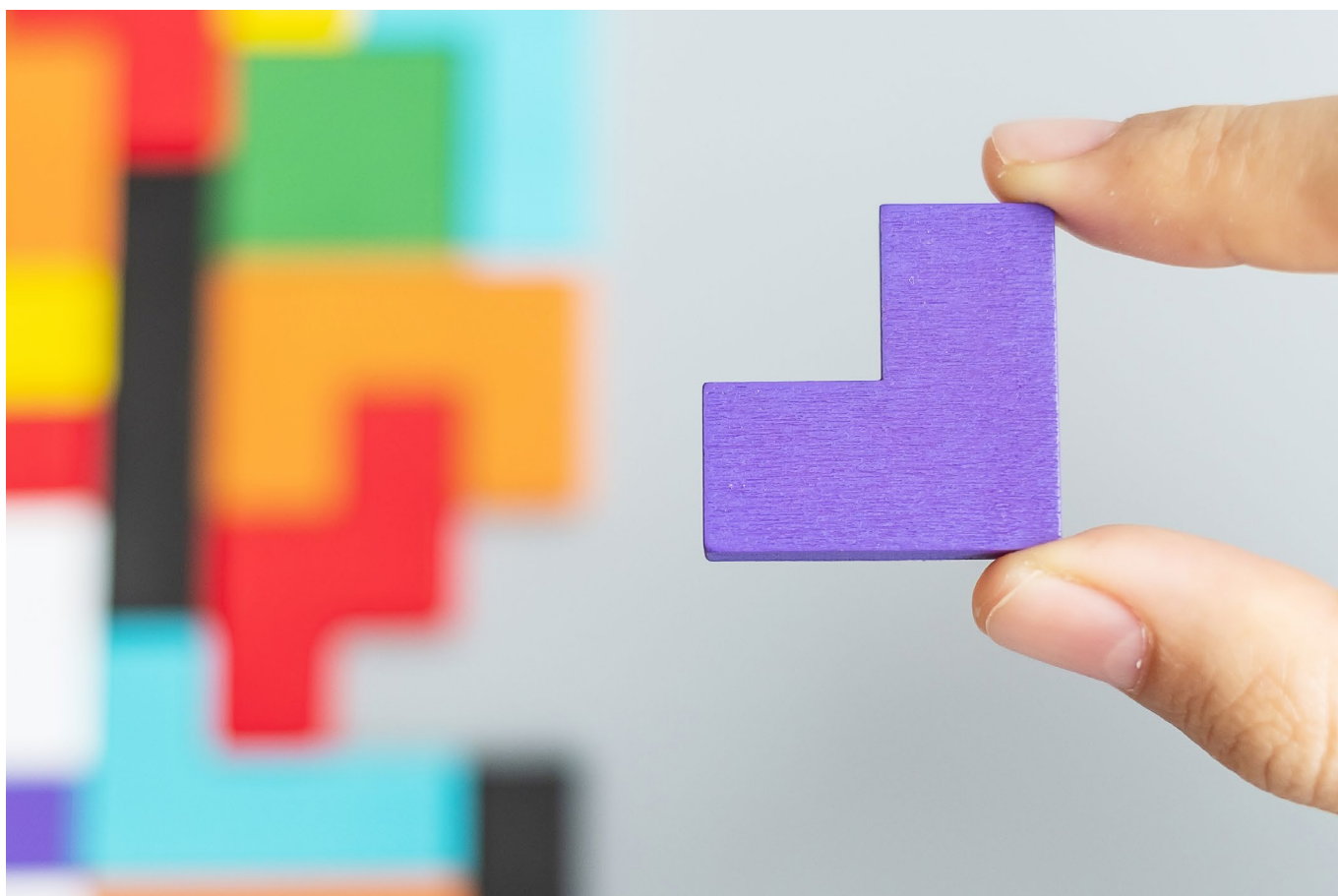




ÚOCHB ^{AV}_{CR}
IOCB PRAGUE

Ústav organické chemie a biochemie
Akademie věd České republiky, v. v. i.
Institute of Organic Chemistry and Biochemistry
of the Czech Academy of Sciences



HR Excellence in Research

OTM-R Checklist

Case number: 2019CZ474773

Name of organisation under review: Institute of Organic Chemistry and Biochemistry of the CAS

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Endorsement date: 19 December 2019

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Open, Transparent and Merit-Based Recruitment (OTM-R) checklist

	Open	Transparent	Merit-based	Answer	Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes, partially	<p>Note on current status: The recruitment process is regulated by internal code. In accordance with the superior legislation of the Czech Academy of Science (CAS). (Career Development Rules for CAS Employees with a University Degree: www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree).</p> <p>In more detail, the principles of OTM-R are elaborated for the recruitment of PhD students: www.uochb.cz/en/phd-program.</p> <p>We will approve the existing HR policy respecting all requirements for recruitment of researchers in the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (hereinafter "Charter and Code").</p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, substantially	The recruitment process is regulated by internal code. This document is under revision and its update is a part of the Action plan.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, partially	<p>The overall supervision of the selection procedures for the positions of researchers is performed by the HR department, whose employees are trained in OTM-R issues.</p> <p>The emphasis of the members of the selection committees is mainly on the experience and knowledge associated with the ability to recognize the scientific excellence and expertise of the candidates.</p> <p>The IOCB HR Department will provide support to the recruiting staff and will inform all recruiting staff about the OTM-R process in detail.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	<p>Each open scientific position is advertised at least on one of the international portals: EURAXESS, Nature Jobs, Research Gate and on the CAS website, the institute's website in Czech and English, and possibly on other websites (jobs.cz).</p> <p>As for job interviews, we use both personal meetings and the possibility of online interviews. The latter option has recently become more prevalent, mainly due to the SARS-CoV2 pandemic.</p>

5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	Recruitment and selection is included in the processes within the procedural proceedings and is subject to the usual archiving procedures, taking into account the rules of the GDPR. The Human Resources Department provides assistance to group leaders regarding the selection procedures. Ongoing quality control procedures focused directly on OTM-R are not applied.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	Vacancies are published electronically via Internet portals (EURAXESS, Nature Jobs, Jobs.cz, on the CAS website and on the IOCB website). Applicants can respond to the ad in person and electronically. The profile of each candidate is evaluated. We communicate with those interested in vacancies in Czech or English, as needed.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	Vacancies are published internationally via internet portals. In order to increase the attractiveness of scientific positions at the IOCB, we have introduced scholarships for excellent foreign applicants for postdoc positions (IOCB Fellowships). Similarly, international experience is required for junior group leadership positions.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	The IOCB follows Czech Law that prohibits any discrimination of underrepresented groups. IOCB does not keep any overall statistics of applicants by their gender, ethnicity, age, or nationality. The IOCB does promote women's interest in vacancies at the institute through a number of programs to support mothers and families. The main tool is financial support for mothers with children under 4 years of age who return to work after maternity leave. This support consists of a financial contribution to the placement of a child in a children's group. In addition, the IOCB organizes hobby groups for employees' children. Part-time work is also recommended.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	The IOCB has policies in place to discourage 'academic inbreeding'. After completing the PhD, as well as postdoc, students are encouraged to go to other laboratories, especially foreign ones, after spending some time working on IOCB projects. At the same time, all scientific positions are open to all interested parties with the appropriate qualifications and scientific experience. However, these rules are rather customary and are not enshrined in a separate regulation. An example of good practice in this regard is the position of leaders of junior scientific groups. Scientists for these positions are selected by the International Advisory Board from candidates from around the world, with an emphasis on their scientific curriculum and the originality and feasibility of their scientific project. This prestigious position has institutional support, and applicants from a wide range of workplaces around the world regularly apply.

10. Do we have means to monitor whether the most suitable researchers apply?				Yes, substantially	Defined requirements for the candidate reflect the needs of the position (professional knowledge and skills, general skills and soft skills). The candidates are selected with regard to these criteria. The suitability of the selected candidate is monitored during the adaptation process according to these requirements.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	Currently, there is a standardised template for the advertising of posts for EURAXESS. The template generally includes: Details about the organization (IOCB in a nutshell), Type of contract (hours per week), Job status and description (including the particular research field description), Requirements for the applicant - knowledge and professional experience, desirable competencies, Documents to be provided by the applicant, Conditions offered by the organization, a starting date (usually negotiable), Application deadline and Contact person (for general scientific positions, usually a Group leader or the Director of the Institute for Group Leader positions).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Yes, completely	Currently, there is a standardised template for the advertising of posts for EURAXESS. The template generally includes: Details about the organization (IOCB in a nutshell), Type of contract (hours per week), Job status and description (including the particular research field description), Requirements for the applicant - knowledge and professional experience, desirable competencies, Documents to be provided by the applicant, Conditions offered by the organization, Offer of a starting date (usually negotiable), Application deadline and Contact person (for general scientific positions, usually a Group leader or the Director of the Institute for Group Leader positions).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	Most vacant scientific positions are advertised on foreign portals, mainly EURAXESS, in accordance with the IOCB's internationalization policy and the requirements of grant providers. However, we do not keep detailed statistics.
14. Do we make use of other job advertising tools?	x	x		Yes, completely	Each open scientific position is advertised at least on one of the international portals: EURAXESS, Nature Jobs, Research Gate and on the CAS website, the institute's website in Czech and English, and possibly on other websites (jobs.cz).
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes, completely	Yes, in accordance with the rule of minimizing administrative burdens and in accordance with the GDPR Regulation, only the documents necessary for the proper conduct of the competition are required of candidates, i.e. a professional CV and cover letter, or a proposal for a scientific project.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes, substantially	The filling of academic staff positions is governed by the internal regulation for the filling of research staff positions, which also lays down the rules for the appointment of selection committees (internal code: Hiring university graduates for research departments (Director's order 9/2013 – under revision, a new version will be released in accordance with the action plan).

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, substantially	Members of selection committees are selected primarily on the basis of their expertise in relation to the position advertised. The head of the relevant scientific group is always a member of the commission. In the case of competitions for the positions of leaders of scientific groups, the role of the selection committee falls to the International Advisory Board as an advisory board to the Director of the Institute.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, partially	Selection committees are composed with regard to the specific expertise of their members. Where possible, we pay attention to gender balance when setting up commissions. However, the specific composition of the commissions always depends primarily on the availability of experts in the field.
19. 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	Written guidelines: Hiring university graduates for research departments (Director's order 9/2013). The selection boards have a form containing various criteria for the evaluation of candidates. These criteria include, in particular, the professionalism, scientific experience and motivation of the candidates.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	All candidates who participated in the interview are provided with feedback from the head of the selection committee.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	Statistics on complaints – no complaints were registered in last five years. Unsuccessful applicants can appeal directly to the Director of the Institute. The IOCB has also newly established Ethical Proxy positions which can be reached with any complaints regarding employment at the institute.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, substantially	All researchers of the institute regularly undergo evaluation (attestation), within which, among other things, its work on the assigned project is evaluated and thus it is possible to obtain feedback on the recruitment process.