

Process Description

Case number: 2018CZ311852

Name Organisation under review: New Technologies - Research Centre University of West Bohemia

Organisation's contact details: Univerzitní 8, Pilsen, 30614

Date endorsement charter and code: 07/06/2018

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Doc. Dr. RNDr. Miroslav Holeček	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB management
prof. RNDr. Tomáš Kaiser, DSc.	Vice-rector for Research UWB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB management
Alena Jandova, Dis.	HR Manager UWB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UWB HR management
Doc. Ing. Ludek Hyncik, Ph.D.	Director of NTC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NTC management
Doc. Ing. Milan Honner, Ph.D.	Vice-director for Strategy NTC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NTC management

Name	Position	Steering Committee	Working Group	Management line/ Department
prof. RNDr. Josef Voldrich, CSc.	Vice-director for Research NTC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NTC management
Ing. Petr Martinec	Vice-director for Operations NTC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NTC management
Bc. Stepanka Spilerova	Secretary of NTC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NTC management
Mgr. Petr Kavalir, Ph.D., MBA	Vice-director for External Affairs NTC / NTC HRS4R Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NTC management
Ing. David Lavicka, Ph.D.	IP Manager/Project Manager NTC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NTC administration
Ing. Blanka Brabencova, Ph.D.	Administrator NTC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NTC administration
Mgr. Petr Šimon	Project manager UWB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project centre UWB
Ing. Petr Netolický, Ph.D.	HRS4R faculty coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering UWB
Ing. Tetjana Tomášková, Ph.D.	HRS4R faculty coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Mechanical Engineering UWB
Ing. Josef Weinreb, CSc.	HRS4R faculty coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Sciences UWB

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
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Stakeholder group	Consultation format	Contributions
R1-R4 all employees	presentation, discussion, suggestions,	Annual General Meeting of NTC- initiation of the project, introduction of the goals and why we do it (7 December 2017), next will be presentation of the HRS4R progress on AGM on 23.10. 2018.
R3-R4 Management + team leaders	progress report, discussion	Regular reporting of the operations at the NTC Management Board Meeting (once a month), discussion, suggestions
Executive Management	reports, presentations of progress, discussion	Coordination with NTC overall strategy. Regular reporting of the progress at the NTC Executive Board Meeting once a month, discussion, suggestions,
R1-R4 all employees	Online questionnaire (Czech/English version)	Responses, opinions, requests
R1-R4 selection	Focus group - indepth individual interview	Opinions, suggestions, requests

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

NTC is a university institute of the UWB. NTC does not provide study programs, however its employees holds academic positions and serve as supervisors and teachers of master and doctoral students at the Faculties of UWB. The UWB received a grant funded by the Ministry of Education, Youth and Sport (named: HRAward, Reg.no.: CZ.02.2.69/0.0/0.0/16_028/0006188) - one of the workpackages focuses on HRS4R. The Steering Committee was approved by the NTC Executive Board 22.1.2018. It consist of members from the NTC management, three HRS4R coordinators from UWB Faculties, manager from UWB Project centre and HR Manager of UWB who reports directly to vice-rector for Research UWB to the Rector of UWB.

The NTC HRS4R Coordinator has regularly reported to the Steering Committee, NTC Director and Executive Board and Management Board about the implementation process at least monthly. The HRS4R was incorporated into NTC strategic plan. The Steering Committee has provided authority, support, discussed and approved important activities e.g. online questionnaire and in-depth interviews. It also recommended the results of the questionnaire and interviews should be accessible in unedited version to all NTC's employees. Also approved the Gap Analysis and Action plan on 17. 9. 2018. The Steering Committee will continuously oversee the process of the Action Plan implementation.

Please describe how the Working Group doing the Gap Analysis was appointed:

The Working Group started to work unofficially at NTC even before the submission of the Commitment Letter but officially was appointed in October 2017. The Working Group consist of the Vice-director of NTC Dr. Kavalir serving as the NTC HRS4R Coordinator, the Secretary of NTC Bc. Spilerova, the IP Manager of NTC Dr. Lavicka and the Administration staff of NTC Dr. Brabencova and also member from the UWB Project centre and members from the Faculty of Mechanical Engineering, Faculty of Electrical Engineering and Faculty of Applied Sciences and UWB HR Manager. To allow direct access and possible escalation of the important issues to the Steering Committee two members of the Working Group were also appointed to be members of the Steering Committee. The meetings of the Working Group has taken place according to the progress of work on Gap Analyses, Action Plan and other related activities on the NTC level (27.10. 2017; 26.1.; 1.2.; 16.2.; 21.3.; 9.5.;1.6.; 16.7.; 30.8.; 18.9.; 4.10. 2018). More over the Working Group has held meetings together with other parts of UWB to discuss university related level (2.11.; 23.11.; 19.12. 2017; 26.1.; 6.2.; 23.3.; 6.4.; 24.4.; 17.5.; 26.6.; 30.7.; 18.9.;16.10. 2018).