

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.

Internal Review

Case number: 2018CZ354528

Name Organisation under review: Biology Centre CAS

Organisation's contact details: Branišovská 31, České Budějovice, 37005

Submission date to the European Commission: 12/02/2021

1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	439,751
Of whom are international (i.e. foreign nationality) *	184
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	171,981
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	203,256
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	104,119
Of whom are stage R1 = in most organisations corresponding with doctoral level *	133,029

STAFF & STUDENTS	FTE	How do you know?
Total number of students (if relevant) *	0	
Total number of staff (including management, administrative, teaching and research staff) *	785,007	
RESEARCH FUNDING (figures for most recent fiscal year)		
	€	
Total annual organisational budget	24405399	
Annual organisational direct government funding (designated for research)	10322756	
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	13246016	
Annual funding from private, non-government sources, designated for research	836627	

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The Biology Centre CAS (BC) is a public research institution established in 2006 by the Czech Academy of Sciences. The BC unites five individual scientific institutes of Entomology, Hydrobiology, Parasitology, Plant Molecular Biology and Soil Biology and Soil & Water Research Infrastructure. There are 785 employees. The budget of the institution is 624 million CZK (the year 2020). The BC is the largest institution of the Czech Academy of Sciences outside of Prague. The researchers of the BC published over 460 scientific articles in IF journals in 2019. The BC belongs among the significant European institutions focusing on the environmental and the ecological research.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Strengths and Weaknesses (Initial Phase)

STRENGTHS:

At the Biology Centre CAS, the Strategy for Research Activities 2018-2020 is approved and implemented. This Strategy follows the previous Plan of the Research Activity of the Biology Centre CAS 2012-2017. The main part of the Strategy is the mid-term plan of the research activity—including the main goals for the particular period of time.

In 2018 the International Advisory Board was established. The International Advisory Board consists of 11 members from the excellent research staff, members from the private sector and politics, and it was established as the advisory body of the Biology Centre CAS to increase its international prestige. The strategic development documents and the future orientation of the institution shall be consulted with the International Advisory Board.

In respect of the strategic planning, the Project Strategic Plan for the Infrastructure of the Biology Centre CAS Revitalization has been created. The plan is focused on the necessary revitalization of the infrastructure, and it is divided into two phases: 1st phase (2021-2024) and 2nd phase for the next 10-12 years.

At the Biology Centre CAS the Commercialization Council for assessing significant investments in the protection of R&D registered designs has been active since 2015. The Commercialization Council also assesses the potential of the use of the R&D registered designs in the industry.

The Researchers Evaluation Rules have been implemented at the institution since 2018. The rules define career development and promotion, as well as the procedures for the evaluation of scientific results.

There are 2 international scientific journals published at the Biology Centre CAS: The European Journal of Entomology (IF 1.017) and Folia Parasitologica (IF 1.505).

The Biology Centre CAS runs in accordance with two Codes of Ethics: the Code of Ethics for Researchers of the Czech Academy of Sciences, and the Code of Ethics of the Biology Centre CAS. Moreover, the Ethics Committee of the Biology Centre CAS and the Ethics Committee of ELBP work at the institution.

WEAKNESSES:

The standardized on-boarding process, during which all the employees would be trained in the functioning of the institution at all procedure levels including effective legislation, is missing.

There is no mechanism for motivating the researchers to participate in activities in order to popularize the institution. Although many events related to popularization are conducted at the Biology Centre CAS, the researchers' participation in them is completely voluntary and unsystematically assessed within the annual evaluations.

An official EU website

The popularization of the research becomes the more important part of the scientific work at the Biology Centre CAS. Despite conducting many popularizing events, there is no particular strategy for the popularization and communication to the public. How do you know?

There are 171 foreign employees out of 706 working at the Biology Centre CAS. In spite of this fact, most of the available information within the institution is in Czech only. The English translation of the fundamental documentation in English is done unsystematically and ad hoc. The websites of the Biology Centre CAS and the compound orientation system shall be updated to become bilingual.

Strengths and Weaknesses (Interim Assessment)

STRENGTHS

At the Biology Centre CAS, the Strategy for Research Activities 2018-2020 has been approved and implemented. This Strategy follows the previous Plan of the Research Activity of the Biology Centre CAS 2012-2017. The main part of the Strategy is the mid-term plan of the research activity—including the main goals for the particular period of time.

In 2018 the International Advisory Board (IAB) was established. In 2019 the IAB meeting was held, and as an outcome, the IAB Report was prepared. The IAB Report provides feedback on the functioning and direction of the institution on an international scale and summarizes recommendations for further development. The next IAB meeting will take place in 2021.

In November 2020, the Strategic Plan for the Infrastructure of the Biology Centre CAS Revitalization began. The reconstruction of the complex is focused on the necessary revitalization of the infrastructure.

At the Biology Centre CAS, the Commercialization Council for assessing significant investments in the protection of R&D registered designs has been active since 2015. The Commercialization Council also assesses the potential of the R&D registered designs use in the industry.

The Researchers Evaluation Rules have been implemented at the institution since 2018. The rules define career development and promotion prospects, as well as the procedures for the evaluation of scientific results. Currently, the institutional methodology of the researcher's evaluation has been updated so that it takes popularization activities into consideration. Researchers Evaluation takes place at the institution every year.

Two international scientific journals are published at the Biology Centre CAS: The European Journal of Entomology (IF 1.051) and Folia Parasitologica (IF 1.648).

The Biology Centre CAS follows two codes of ethics: the Code of Ethics for Researchers of the Czech Academy of Sciences, and the Code of Ethics of the Biology Centre CAS. Moreover, both Ethics Committee of the Biology Centre CAS and the Ethics Committee of ELBP operate at the institution.



The Biology Centre CAS abides by the following documents: The Strategy of professional development and mentoring, Open access strategy, Open access manual, On-boarding manual and the Strategy of International Cooperation. The research at the institution is subject to the Intellectual property management directive.

WEAKNESSES:

The Strategy of communication, marketing and popularization is valid for the period 2019 - 2022, therefore it is necessary to update it for the following period.

Remarks (max 500 words)

The strategy of communication, marketing and popularization will be updated following the IAB recommendations and in accordance with the start of systematic use of communication and promotional channels - social networks such as Facebook, Instagram, Twitter, YouTube.



Strengths and Weaknesses (Initial Phase)

STRENGTHS:

4 advertising websites focused on scientific positions are used during the recruitment of the new employees at the Biology Centre CAS. Moreover, the advertisements are published on websites of the institution, on the websites of the Czech Academy of Sciences and on social networks (e.g. Facebook).

The published advertisements for scientific positions (R1 – R4) are made in accordance with the current unified template.

The potential employees are not discriminated by age, gender, belief and religion, social or national origin, ethnicity, sexual orientation, language, disability, political opinion and social or economic condition.

A career break has no influence on an applicant's evaluation. The applicants' qualities are assessed in a comprehensive way including his or her professional history and merits.

The emphasis is also put on the value of the mobility of the applicants. Mobility is considered a significant contribution to their scientific career, and experience from abroad may strengthen the international competitiveness of the research groups (laboratory, department or the Biology Centre CAS at large).

The recruitment committee consists of 3 members. Each member of the committee has clearly defined responsibility for evaluation criteria. The members of the committee are trained and acquainted with the checklists, which are filled in during the recruitment process. The committee is gender balanced, thereby ensuring a balanced attitude during the applicants' selection process.

The recruitment process is two-round, transparent and indiscriminating. During the tender the records are made. After the second round of the tender, all the applicants are informed of the results and reasons for the final decision.

The new employees are offered part-time contracts, the possibility of the use of the Children's Group "Motyl", flexible working hours and subsidized canteen meals.

WEAKNESSES:

During the recruitment process the recruitment committee fills in the checklists about every single applicant. Currently, there are no objective qualitative records about the applicants' personality traits in the checklists.

In the current checklists there are no qualitative records allowing for the popularising activities of the applicants.

The Biology Centre CAS has the OTM-R webpage, where all the job vacancies are advertised. However, this webpage is difficult to be found by potential applicants. Also, it does not meet the requirements of the C&C and OTM-R rules.

The Recruitment Guideline is currently under the process of revision. The Recruitment Guideline shall be published on the OTM-R webpage and contain the way of the appointment of the members of the recruitment committee, the schedule of the tender and the system of checks. How do you know?

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

4 advertising websites focused on scientific positions are used during the recruitment of the new employees at the Biology Centre CAS. Moreover, the advertisements are published on the website of the institution, on the website of the Czech Academy of Sciences and on social networks (e.g. Facebook).

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A career break has no influence on an applicant's evaluation. The applicants' qualities are assessed in a comprehensive way including his or her professional history and merits.

The emphasis is also put on the value of the mobility of the applicants. Mobility is considered a significant contribution to their scientific career, and experience from abroad may strengthen the international competitiveness of the research groups (laboratory, department or the Biology Centre CAS at large).

The Biology Centre CAS has the OTM-R webpage, where all the job vacancies are advertised.

The Recruitment Guideline is currently included in Human Resources Strategy for Researchers, which is published on the OTM-R webpage.

The recruitment committee consists of at least 3 members; always odd number. The committee is gender balanced, thereby ensuring a balanced attitude during the applicants' selection process. Each member of the committee has clearly defined responsibility for evaluation criteria. The members of the committee are trained and acquainted with the checklists, which are filled in during the recruitment process about every single applicant. Checklist contains applicants' personality traits and involvement in popularisation and other specific activities.

The recruitment process is two-round, transparent and indiscriminating. After the second round of the tender, all the applicants are informed of the results and reasons for the final decision.

The new employees are offered part-time contracts, the possibility of the use of the Children's Group "Motyl", flexible working hours and subsidized canteen meals.

WEAKNESSES:
An Official EU website

How do you know?

No weaknesses were indentified.

Remarks (max 500 words)



Strengths and Weaknesses (Initial Phase)

STRENGTHS:

The Biology Centre CAS is an institution where the number of part-time contracts is above standard; enabling the harmonization of professional and private life (704 employees, 231 out of them have a contract below the 100 per cent workload). At the Biology Centre CAS the part-time contracts are offered to all new employees.

The employees are able to have flexible working hours if their contracts allow it. This measure helps to harmonize the professional and the private life (especially in young families).

In 2014, the Children's Group "Motyl" was established at the Biology Centre CAS. The Children's Group has 12 positions and enables young parents to return more quickly and easily to the science and research.

Above and beyond ordinary administration and support, the research teams are offered the service of the following shared departments:

The Legal department in the field of preparation and implementation of trade agreements, tenders and consultancies of the legislation in force;

The Transfer Technology department in the field of intellectual property rights and R&D registered designs protection;

The Project department that provides wide support throughout the projects and helps to search for calls. It also provides consultancies of the grant rules and conducts seminars or consultancies related to the grant submissions.

The compound of the Biology Centre CAS is fully accessible for disabled employees. The employment of the disabled employees is equal to the 16.45 of FTE.

The canteen meals are subsidized for all employees.

Many cultural and sports events are organised for the employees and their families within the Biology Centre CAS (e.g. Children's Day, Earth Day, Happy Hours, volleyball tournaments, bicycle trips or orientation runs).

For the strengthening of bilingualism at the institution, language classes are conducted for the employees. There are Czech classes for foreign employees and English classes for Czech employees. There are 7 Czech classes and 13 English classes.

A welcome service for foreign employees and their family members is provided before their arrival in the Czech Republic. Subsequently, the employees are looked after during their entire stay at the Biology Centre CAS. Before arrival: Support and consultancy is provided during the difficult process of getting a VISA. All the documents needed for the VISA are ensured (not only for the employees but also for their family members). The Biology Centre CAS intensively communicates with the Embassies, as well as with the Department for Asylum and Migration Policy of the Ministry of Interior or Alien and Border Police. The foreign employees are also accompanied to the above-

mentioned offices. Comprehensive administrative support related to their stay in the Czech Republic is provided (also for the family members). The Biology Centre CAS HR department also helps the foreign employees in other various situations related to their stay (the birth of a child, a start at school, opening a bank account, communication with insurance companies, and communication with a doctor). Czech classes are also offered, as well as cooperation with the Centre for the support of the integration of foreigners.

The Biology Centre CAS participated in the process of the foundation of the University of South Bohemia and there remains a close cooperation between these two institutions. The cooperation is ensured mainly in the field of securing tertiary education and educational programmes, especially at the Faculty of Science, Faculty of Agriculture and Faculty of Fisheries and Protection of Waters. The researchers of the Biology Centre CAS also teach at the University of South Bohemia; thus they may deepen and improve their pedagogical skills.

WEAKNESSES:

60 per cent of the budgets of the Biology Centre CAS come from national as well as international grants. This fact is caused by the established system of the science funding in the Czech Republic. The scientific contracts in V1 – V3 grades are dependent on the financial means obtained from the grants, therefore there is quite a large share of fixed-term contracts among them at the Biology Centre CAS.

At the institution, there is no standardized on-boarding process for the new employees, during which they would be trained in the functioning of the institution and all the related procedures (including the current legislative in effect).

Although there is a fine welcome service for foreign employees at the institution, it shall be standardized and published on the public websites of the Biology Centre CAS.

The environment throughout the Biology Centre CAS compound is not completely bilingual. In respect of that, language courses are conducted at the institution, and the orientation system is being prepared to be bilingual as well. Moreover, the operational as well as the official documentation of the Biology Centre CAS shall be translated into English with the subsequent revision of the websites of the Biology Centre CAS.

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

The Biology Centre CAS (BC) is an institution where the number of part-time contracts is above standard. The employees are able to have flexible working hours if their contracts allow it.

The Children's Group helps young parents to return more quickly and easily to the research activities.

The research teams are offered the service of many shared departments, i.e. the Legal department, the Transfer Technology department, the Project department.

The compound of the BC is fully accessible for disabled employees (11 FTE).

How do you know?

An official ED website
For the strengthening of bilingualism at the institution, language classes are conducted for the employees.

A welcome service is fully standardized and published on BC website. It serves to foreign employees and their family members in helping with all the administration before their arrival in the Czech Republic. The HR department helps foreign employees in other situations related to their everyday life stay.

All new employees undergo a standardized on-boarding procedure. For foreign employees, all steps and related documents are provided in English in accordance with bilingual institution standards. During the on-boarding process, employees are acquainted with basic processes and policies of the institution, and are trained in new necessary skills.

The BC cooperates closely with the University of South Bohemia, mainly in the field of securing tertiary education and educational programmes.

WEAKNESSES:

60 per cent of the budget of the BC come from national as well as international grants, in accordance with the established system of science funding in the Czech Republic. The scientific contracts in V1 – V3 grades are dependent on the financial means obtained from the grants, therefore there is quite a large share of fixed-term contracts among them at the BC.

The standardized on-boarding process is in the implementation phase.

The environment at the BC compound is not completely bilingual. Despite the courses of English for Czech employees, staff turnover at some departments (Financial, HR, Legal) might cause language inadequacy in communication with foreign employees.

New documents are prepared in the Czech language and are translated according to their priority.

Proper plagiarism guidelines are not systematically set up at the BC. There is a need to prepare a guideline for BC researchers, in extension of internal IP protection guidelines. Guidelines shall describe how to avoid plagiarism, what steps to take when BC employees find out that plagiarism of their work occurred due to copying or collusion and how the BC employees should properly credit BC in their publications and papers.

Contract research is currently handled individually and not systematically at the BC. There is a need to prepare a guideline for BC researchers how to properly process companies requests for the provision of highly professional scientific services with due diligence.

In November 2020, an extensive reconstruction of the entire BC compound was launched as part of the Strategic Plan for the Infrastructure of the BC Revitalization. Therefore, the bilingual orientation system of the compound will be implemented partially during the reconstruction and subsequently revised and completed after the reconstruction is finished.

Remarks (max 500 words)



An official EU website

How do you know?

The original action plan did not take into account the time horizon and restrictions associated with the BC complex overhaul starting in 2020. With regard to the reconstruction, the activity related to the creation of a bilingual orientation system of the entire BC compound was limited. The bilingual orientation system has been fully implemented in the main building. The outer orientation system will be implemented after the reconstruction is finished.

Following the Intellectual Property Management Directive, the Technology Transfer Department identified the need to create:

1. rules of protection against plagiarism;
2. rules of the implementation and conditions of contract research.

Strengths and Weaknesses (Initial Phase)

STRENGTHS:

The Grant Programme for commencing scientist mobility (internships, conferences) has been in effect since 2018. 7 internships and 18 conferences were supported in 2018.

The Czech and English language classes are conducted in a blanket manner for all interested employees. In total, there are 7 Czech classes for foreigners and 13 English classes for Czechs.

An individual position called “education specialist” was established in 2018. It is a full-time position (1 FTE). The education specialist participates in the preparation and the implementation of the professional development and life-long education at the Biology Centre CAS.

The education specialist is also responsible for ensuring the implementation of the mentoring programmes, and they suggest the conception of the education for commencing and managerial employees (both in research and in administration). The education is divided into professional education and tuition, language skills - English, soft skills and their training and the personal development of the executives.

The scientific employees are evaluated annually in accordance with the Researchers Evaluation Rules. The administrative staff is evaluated through assessment interviews, which take place between the individual employee and their immediate superior. From this interview the written record is made. The professional and personal goals discussed during the interview are binding for the employee in the following period.

WEAKNESSES:

Only the internal mentoring system currently works at the institution. This system includes the cooperation with the University of South Bohemia.

In 2018 the education was provided by randomly conducted courses and seminars. From 2019 the educational system shall be revised. It shall work on the basis of the standardized plan of tuition of commencing and senior scientific employees as well as administrative ones. The education specialist shall be responsible for the implementation of this coming system.

The scientists lack appropriate presentation skills and practice for a science popularization through the TV or radio broadcasts. The communication to the public requires higher intelligibility during the presentation of the results.

The participation of the researchers in the popularization of the science is not considered within the evaluation system. This results in a low motivation of the researchers to take part in the popularization at all.

Strengths and Weaknesses (Interim Assessment)

STRENGTHS:

The Grant Programme for commencing scientist mobility (internships, conferences) has been in effect since 2018. Each year new call is announced for both internships and conferences. The Grant Programme also serves as a training and practise of grant application for early career researchers and Ph.D. students.

The Czech and English language classes are conducted in a blanket manner for all employees interested. There are Czech classes for foreign employees and English classes for Czech employees. There are 7 Czech classes and 13 English classes running since 2018. The number of employees attending the classes is increasing consistently.

An individual position called “education specialist” was established in 2018. It is a full-time position (1 FTE). The education specialist participates in the preparation and implementation of the professional development and life-long education at the BC.

The education specialist is also responsible for the preparation of annual education plan, organising trainings and workshops. The conception of the education involves researchers and administrative staff. The education is divided into professional education and soft skills. Another part of education is the improvement of language skills – English classes and Czech classes.

Annual education plan was neither suspended nor curtailed in 2020. Planned trainings and language courses have been running in an online format.

The BC is an associated member of EUMENT-NET.

The scientific employees are evaluated annually in accordance with the Researchers Evaluation Rules. The administrative staff is evaluated through assessment interviews, which take place between the individual employee and their immediate superior. From this interview, a written record is made. The professional and personal goals discussed during the interview are binding for the employee in the following period.

WEAKNESSES:

The mentoring program is at the beginning, which is caused by the covid situation and restricted direct social contact.

Early career researchers and Ph.D. students have limited opportunities to practice their presentation skills in popularization of science. The communication to the public requires higher intelligibility during the presentation of the results.

Remarks (max 500 words)



An official EU website

The limited possibility of public events and social contacts due to covid situation slowed down the planned events - mentoring programme, development of presentation and popularization skills at Ph.D. students.

How do you know?

Have any of the priorities for the short- and medium term changed? (max 500 words)

In 2019, the IAB met to define recommendations for the further direction of the institution in the broader context of European research institutions. These recommendations will be incorporated into the Research Strategy, which will be updated in 2022.

With regard to the initiated reconstruction of the BC complex, the financing related to the creation of a bilingual orientation system of the entire complex was re-evaluated. The bilingual orientation system was fully implemented in the main building. The implementation of the external orientation system will be economical only after the reconstruction is complete.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

The recruitment of researchers from around the world has been standardized, thanks to the commitment to the principles and adherence to the C&C rules. Standardized recruitment process includes: public announcement of the terms of tenders, providing feedback to all candidates and online application form of candidates.

Another very important part has been added to BC's advisory bodies, the International Advisory Board (IAB). IAB assesses the development of the institution from an international point of view. The IAB provides recommendations and feedback to the statutory representative and to the Board of Directors, comments on and makes suggestions for further development.

An important event with an impact on BC HR policy is the resignation of Professor F. Sehnal, a former BC director, who significantly helped to promote CNC principles within the institution. Instead, Professor I. Šauman was appointed as the HR Award mentor, who has committed to conduct the HR policy at BC in accordance with CNC principles.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Proposed ACTIONS

Action 1

1. Bilingual institution / Translation of documents: It shall ensure the availability of official documents to all employees of the Biology Centre CAS. In respect of the international character of the institution, it is necessary for foreign employees to be able to obtain basic information from published documents and to have access to fundamental forms in English. This applies also for presentations.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 3. Professional responsibility	Q2 2020	HR Department, Working team IBERA	List of translated documents, forms and presentations
(+/-) 10. Non discrimination			
(+/-) 24. Working conditions			
Current Status	Remarks		
COMPLETED	The institution has created a list of the most important documents approved by the Director's Board. All the documents from the list are translated and published on BC website according to GDPR and institution's internal rules. All updates of the documents will be translated continuously.		

Proposed ACTIONS

Action 2

1. Bilingual institution / Language courses: The language courses are for Czech as well as foreign employees. It serves to break limitations within communication. In respect of the international character of the institution, it is necessary that all employees be able to use English as their secondary language at work.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Q4 2022	HR Department, Working team IBERA	Running courses, attendance lists
(+/-) 24. Working conditions			
Current Status	Remarks		
EXTENDED	Language courses (Czech and English) have been running since 2018. The level of the employees' English skills is not sufficient, especially in the HR and Financial department, where the fluctuation of employees is high. For this reason, it is essential to keep language courses running , especially the courses of English.		

Proposed ACTIONS

Action 3

1. Bilingual institution / Creation of a bilingual orientation system: The orientation system shall serve to orient all visitors or new employees at the Biology Centre CAS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Q4 2024	Operating Department, Working team IBERA	Outdoor and indoor orientation system
(+/-) 24. Working conditions			

Current Status	Remarks
EXTENDED	Currently, the overhaul of BC complex is in the phase of planning and preparation. This fact wasn't known at the time of preparing the Initial Phase of Action Plan. For this reason the orientation system was realized only partially, that is, only the bilingual orientation system in BC main building has been created. When the reconstruction is finished, the orientation system will be revised and updated.

Action 4

1. Bilingual institution / Revision of websites of the Biology Centre CAS: On translated websites all of the documents in English shall be uploaded and updated continuously.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Q2 2019	IT Department, Working team IBERA	Link for the translated websites
(+/-) 24. Working conditions			
Current Status	Remarks		
COMPLETED	The website of the Biology Centre has been translated (www.bc.cas.cz/en). All new documents or their updated versions are uploaded continuously.		

Action 5

2. OTM-R policy at the institution / Creation of OTM-R webpage: To enhance the recruitment process, a webpage with all relevant information related to OTM-R Toolkit elements shall be created. There shall be an application for online login to a tender and for sending questions to published results of the tender.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			OTM-R webpage,
(+/-) 15. Transparency (Code)	Q1 2019	HR & IT Department, Working team IBERA	app for online login and question sender
(+/-) 16. Judging merit (Code)			
Current Status	Remarks		
COMPLETED	The OTM-R webpage of the BC has been published on www.jobs.bc.cas.cz. The webpage contains all relevant information for potential employees, including rules and conditions for the recruitment and selection process.		

Action 6

2. OTM-R policy at the institution / Standardization of rules of recruitment: Current rules shall be revised by C&C criteria and rules that shall improve transparency and enhance the system to provide better feedback to applicants.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			
(+/-) 15. Transparency (Code)	Q1 2020	HR Department, Working team IBERA	A document
(+/-) 16. Judging merit (Code)			
Current Status	Remarks		
COMPLETED	The Human Strategy for Researchers has been created at the institution. The document describes the process and the form of recruitment, including how new job positions will be advertised. The document has been approved by the Director's Board.		

Action 7

2. OTM-R policy at the institution / Revision of checklists for 1st and 2nd round of a tender: Current checklists shall be improved by an assessment of the applicant's personality traits and the extent of his or her involvement in popularization activities.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 12. Recruitment			
(+/-) 15. Transparency (Code)	Q4 2019	HR Department, Working team IBERA	Checklists
(+/-) 16. Judging merit (Code)			
Current Status	Remarks		
COMPLETED	The Human Strategy for Researchers has been created at the institution. The document contains protocols and checklists for 1st and 2nd round of tenders.		

Action 8

3. On-boarding and welcome service / Standardization of welcome service: Current support provided to new coming scientists shall be standardized, formalized and published on the OTM-R webpage.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 10. Non discrimination	Q3 2019	HR Department, Working team IBERA	A manual
Current Status	Remarks		
COMPLETED	Standardization of welcome service and on-boarding has been completed. Welcome service and on-boarding policy are published on the OTM-R webpage: www.jobs.bc.cas.cz . The on-boarding process is described in the on-boarding manual for new employees available for download on BC intranet.		

Proposed ACTIONS

Action 9

3. On-boarding and welcome service / Setting of on-boarding system: The current individual training for new employees shall be replaced by a new standardized system.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations			
(+/-) 10. Non discrimination	Q3 2019	Service Unit	A manual
(+/-) 30. Access to career advice			

Current Status	Remarks
COMPLETED	Individual training of all new employees has been made more efficient and standardized across all five institutes of the BC. The on-boarding process is described in the on-boarding manual for new employees available for download on BC intranet.

Action 10

3. On-boarding and welcome service / Implementation of on-boarding system: Tuition of new employees shall be done on a regular basis and its content standardized.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations			
(+/-) 10. Non discrimination	Q1 2022	Service Unit	An implementation
(+/-) 30. Access to career advice			
Current Status	Remarks		
EXTENDED	The implementation has been finished, and, currently, it is evaluated. Standardization of welcome service and on-boarding has been completed. The on-boarding process is described in the on-boarding manual for new employees available for download on BC intranet.		

Action 11

4. Education and mentoring at the institution / Involvement of the Biology Centre CAS in a mentoring programme EUMENT-NET: The Biology Centre CAS shall be registered as a member of a mentoring programme and start to gain information about experience with mentoring from other European institutions.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 38. Continuing Professional Development	Q1 2020	HR Department, Working team IBERA	Registration, attendance at EUMENT-NET meetings
(-/+) 39. Access to research training and continuous development			
Current Status	Remarks		
COMPLETED	The Biology Centre CAS was registered as an associate member of EUMENT-NET in 2019 (http://www.eument-net.eu/members/#wpv-view-layout-88-TCPID33CTID15). The representatives of IBERA working team participated at two EUMENT-NET meetings (Napoli, September 2019; Prague, October 2020).		

Proposed ACTIONS

Action 12

4. Education and mentoring at the institution / Creation of mentoring programme: Based on the received experience from EUMENT-NET, a new guide for the mentoring programme shall be prepared at the Biology Centre CAS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 38. Continuing Professional Development	Q2 2019	HR Department, Working team IBERA	A manual
(-/+) 39. Access to research training and continuous development			
Current Status	Remarks		
COMPLETED	The mentoring manual has been created and published on the website: https://www.bc.cas.cz/en/about-us/education/mentoring/#anchor .		

Proposed ACTIONS				
Action 13	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Education and mentoring at the institution / Implementation of mentoring programme of the Biology Centre CAS into the programme of EUMENT-NET.	(-/+) 38. Continuing Professional Development	Q1 2022	HR Department, Working team IBERA	Active involvement in mentoring programme
	(-/+) 39. Access to research training and continuous development			
	Current Status	Remarks		
	EXTENDED	Due to the coronavirus outbreak, the implementation of the mentoring programme was postponed. The programme is partly realised in online form and will be realised in person as soon as possible.		

Action 14	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
4. Education and mentoring at the institution / Creation of a plan of professional development: A plan shall define an annual cycle of educational courses for scientific and administrative staff in the field of soft- skills and professional development.				

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 38. Continuing Professional Development	Q1 2019	HR Department, Working team IBERA	Document, plan
(-/+) 39. Access to research training and continuous development			
Current Status	Remarks		
COMPLETED	Plan of education based on Strategy of professional development and mentoring has been created and is currently underway. The plan of education is published annually on the website: https://www.bc.cas.cz/en/about-us/education/#anchor .		

Proposed ACTIONS

Action 15

4. Education and mentoring at the institution / Commencement of a system of education: A system of education shall apply to commencing or executive researchers and administrative staff. Courses shall be conducted in accordance with a created plan. These courses shall cover all requested fields of education at the Biology Centre CAS. The plan shall be published with one-year validity. The plan shall be updated on the basis of interest from individual institutes.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 38. Continuing Professional Development	Q4 2022	HR Department, Working team IBERA	Implementation
(-/+) 39. Access to research training and continuous development			
Current Status	Remarks		
EXTENDED	A system of education is evaluated and the strategy is verified in praxis. The plan of education is published on the website: https://www.bc.cas.cz/en/about-us/education/#anchor .		

Action 16

4. Education and mentoring at the institution / Preparation of a strategy of professional development and mentoring: A strategy shall cover all individual educational activities at the institution, for example language courses, mentoring programme, internal grant system for mobility support, expert education, soft skills.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 38. Continuing Professional Development	Q1 2020	HR Department, Working team IBERA	A strategy document
(-/+) 39. Access to research training and continuous development			
Current Status	Remarks		
COMPLETED	The Strategy of professional development and mentoring has been created and approved.		

Proposed ACTIONS

Action 17

5. Popularization / Allow popularization activities for an assessment of researchers: In accordance with a newly introduced methodology on the national level, the current institutional methodology of researchers' evaluation shall be improved by a bullet-point considering popularization activities.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 9. Public engagement			
(+/-) 12. Recruitment	Q2 2020	HR & PR Department, Working team IBERA	A document
(+/-) 25. Stability and permanence of employment			

Current Status	Remarks
COMPLETED	The involvement of researchers in popularization activities is included in the document Report on the research activity. Each research team completes the Report annually.

Action 18

5. Popularization / Involvement of graduate students and postdoctoral fellows in popularization activities: A new platform shall be introduced to enhance the presentation skills of students and commencing scientists through practise—including public presentation of the results of their current research. Upon the presenters' request, feedback with recommendations shall be provided.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
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GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 9. Public engagement			
(+/-) 16. Judging merit (Code)			
(+/-) 25. Stability and permanence of employment	Q4 2022	Working team IBERA	List of presentations conducted
(+/+) 38. Continuing Professional Development			
(+/+) 39. Access to research training and continuous development			
Current Status	Remarks		
EXTENDED	Due to the coronavirus outbreak, the implementation of presentation skills training was slowed down in Q1 2020. The training workshops have been suspended and will continue as the epidemiological situation improves.		

Proposed ACTIONS

Action 19

5. Popularization / Creation of strategy of communication, marketing and science popularization: In respect of popularization activities, a conception of communication was introduced. The conception briefly and generally describes methods the Biology Centre CAS uses to communicate with the public. A strategy for wider management of communication is missing in this document. Moreover, a strategy of marketing activities and strategy of popularization are also missing.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 9. Public engagement	Q4 2022	PR Department, Working team IBERA	A strategy document
Current Status	Remarks		
IN PROGRESS	In 2019, the Strategy of communication, marketing was completed and approved. The strategy has recently been revised and updated and will be finalized and approved by the Director's Board by Q4 2022.		

Proposed ACTIONS

Action 20

6. Intellectual property rights protection, know-how and open access / Update of intellectual property rights protection regulation: The current regulation shall be revised and updated to fully correspond to present legislative changes. An updated regulation shall be translated into English to be available to all foreign employees of the Biology Centre CAS.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 3. Professional responsibility	Q3 2019	Transfer Technology Department	A regulation document
(+/-) 31. Intellectual Property Rights			
Current Status	Remarks		
COMPLETED	Intellectual property management directive has been approved by the Director's Board and is effective from 1.1.2020. The document is available in both Czech and English version on BC intranet.		

Proposed ACTIONS

Action 21

6. Intellectual property rights protection, know-how and open access / Creation of conception of know-how sharing and guide for open access: An activity shall synergistically continue the work of the Transfer Technology Department within a strategy of open access and know-how sharing preparation. The strategy shall deal with the issue of the sharing of know-how among administrative staff, the scientific community at the Biology Centre CAS and the public. The strategy shall set a way for how the results of creative work and copyrights shall be introduced to the world. Part of the strategy is focused on the implementation and use of the Creative Common Licence.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 7. Good practice in research	Q1 2019	Transfer Technology Department, Working team IBERA	A document of conception, a manual, an application
Current Status	Remarks		
COMPLETED	Open Access Strategy and Open Access manual have been created and approved. According to the Director's Board, the manual is a sufficient basis for the training of reserchers.The Director's Board did not support the creation of the educational application.		

Proposed ACTIONS

Action 22

6. Intellectual property rights protection, know-how and open access / Plagiarism guidelines: A proper plagiarism guidelines are not systematically set up at the Biology Centre CAS. New guideline will describe how to avoid plagiarism, what steps to take when BC employees find out that plagiarism of their work occurred due to copying or collusion and how the BC employees should properly credit BC in their publications and papers.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 31. Intellectual Property Rights	Q4 2022	Transfer Technology Department, Working team IBERA	Guideline
Current Status	Remarks		
NEW			

Action 23

6. Intellectual property rights protection, know-how and open access / Contract research guidelines: Contract research is currently handled individually and not systematically at the Biology Centre CAS. New guideline shall describe how to properly process companies requests for the provision of highly professional scientific services with due diligence.

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 31. Intellectual Property Rights	Q2 2022	Transfer Technology Department, Working team IBERA	Guideline
Current Status	Remarks		
NEW			

Unselected principles:

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- (++)1. Research freedom (++)2. Ethical principles (++)4. Professional attitude (++)6. Accountability (++)8. Dissemination, exploitation of results
How do you know?
(++)11. Evaluation/ appraisal systems (++)13. Recruitment (Code) (++)14. Selection (Code)
(++)17. Variations in the chronological order of CVs (Code) (++)18. Recognition of mobility experience (Code)
(++)19. Recognition of qualifications (Code) (++)20. Seniority (Code) (++)21. Postdoctoral appointments (Code)
(++)22. Recognition of the profession (++)23. Research environment (++)26. Funding and salaries (++)27. Gender balance
(++)28. Career development (++)29. Value of mobility (++)32. Co-authorship (++)33. Teaching (++)34. Complain/ appeals
(++)35. Participation in decision-making bodies (++)36. Relation with supervisors (++)37. Supervision and managerial duties (++)40. Supervision

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL *:

<https://www.bc.cas.cz/en/about-us/hrs4r-ibera/#anchor>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

For recruiting new employees the three-member recruitment committees have been established at the Biology Centre CAS. The committees are gender balanced. All members of the committee are trained by the HR department. The tender is two-round, transparent and indiscriminating. All the applicants are informed of the results of the tender. Feedback is provided to those applicants who passed into the second round. All job vacancies are advertised via several websites with scientific advertisements. Social networks are used as well. The advertisements are prepared in accordance with the standardized templates.

The OTM-R policy is not published online and it is not implemented to a sufficient extent. The OTM-R webpage shall be available from the main websites of the Biology Centre CAS, and besides the Recruitment Guideline it shall contain all the required information to attract researchers from abroad, as well as sufficient information for all employees (OTM-R principles 1, 2, 7, 9, 12, 14, 22).

The Recruitment Guideline shall be fine-tuned. The guideline shall contain the method of the appointment of the recruitment committee, its training, the comprehensive system of checks, the description of the process of the recruitment, the way the position is advertised, the way feedback is provided and the procedure of the complaint file.

The current checklists shall be extended by applicants' personal traits and popularizing activities (OTM-R principle 10). The checklist serves for the checking of the transparency and objectivity of the tender.

The current templates of the advertisements shall also be revised and adjusted for all the types of positions at the institution (OTM-R principle 12, 14).

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

OTMR principles

The OTM-R policy is published online and it is implemented on BC website <https://www.bc.cas.cz/en/employees/candidates/otm-r/#anchor>. The OTM-R webpage is available from the main website of the BC. Apart from the Recruitment Guideline, it contains all the information required to attract researchers from abroad. It also contains all the information necessary for BC employees (OTM-R principles 1, 2, 7, 9, 12, 14, 22).

The Recruitment Guideline has been prepared, approved and published. The guideline contains how the recruitment committee is appointed and trained, as well as the comprehensive system of checks, the description of the recruitment process, how the position is advertised, the way feedback is provided and the procedure of filing a complaint.

The current checklists were extended with applicants' personal traits and popularizing activities (OTM-R principle 10). The checklist serves to check the transparency and objectivity of the tender.

The current templates of the advertisements are adjusted for all types of positions at the institution (OTM-R principle 12, 14).

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL:

<https://www.bc.cas.cz/en/employees/candidates/otm-r/#anchor>

4. Implementation

General overview of the implementation process: (max. 1000 words)

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Six fundamental fields were defined on the basis of the GAP analysis. The institution has to focus on these areas to be able to fully implement C&C rules and HRS4R standards. These fields are:

1. fully bilingual institution;
2. fine-tuning and publication of the OTM-R principles;
3. standardization of the welcome service and on-boarding process;
4. setting the educational system at the institution and implementing the mentoring programme;
5. ensuring better motivation of researchers to participate in the popularization of the science;
6. updating the area of intellectual property rights protection, know-how and open access.

Good communication and cooperation with the stakeholders are essential for good understanding of the HRS4R principles and fulfilling the goals.

On 01/01 2018 a 16 member working team was established to implement HRS4R. The establishment of this team was also related to the start of the (Integration of Biology Centre CAS into the European research Area) IBERA project. Managers and researchers (R1 – R4) responsible for the fulfilment of the main goals and for communication with target groups are equally represented in the team. There are various specialists in the team. There are specialists for HR, professional development and mobility, project management, strategic management, science management, ethics, communication, marketing and popularization, life-long education and mentoring, law, open access and intellectual property rights, etc. All results are continuously consulted, revised and updated in accordance with the discussion between the working team and particular staff (managerial, scientific or administrative). The working team is regularly in session every month, during which the team evaluates the achieved goals and potential risks. Moreover, it sets a plan of activities for the following period of time.

The Steering Committee acts as supervisor of the working team. The committee consists of scientists and one manager. The Steering Committee coordinates an implementation of HRS4R principles at the institution. It is also capable of making fundamental strategic decisions. The Steering Committee debates materials provided by the working team. Members of the Steering Committee are appointed by the statutory body of the Biology Centre CAS.

Defined goals and suggestions on how to implement them are consulted with the Director Board. The Director Board is an advisory and coordinating body subordinated to the director of the Biology Centre CAS. The Director Board consists of the chairman of the Director Board (R4), 6 directors of the individual institutes (R4) and the heads of individual departments within the Service Unit. The Director Board consults on the individual measures suggested, and adopts obligatory attitudes influencing the whole institution. A HR Award project is regularly put into the debate of the board.

Another body, to which the suggested goals and their implementation are presented, is the Institute Board of the Biology Centre CAS. Members of the Institute Board are appointed and removed by the general assembly. The number of members of the Institute Board and the procedure of their appointment/remove are protected by the APRI and institutional statutes. Any details are to be found in the Electoral Rules of the Institute Board.

The Institute Board consists of a chairman, deputy chairman and other members. The chairman and his or her deputy are elected and removed by the board. How do you know?

Suggested goals and steps are approved in accordance with the Organizational Rules of the Biology Centre CAS.

The main goals defined in the Action Plan for achieving an HR Award and the harmonization of the functioning of the institution with C&C principles were identified as follows:

1. Within the procedure for making the institution bilingual, fundamental official documents and forms shall be translated. Language courses shall be conducted for foreign and Czech employees. Websites and an orientation system shall be revised and translated too.
2. The recruitment policy shall be replenished by standardized rules of the recruitment of new employees. Tender checklists shall be revised, and a webpage created that is dedicated to the OTM-R policy.
3. A new standardized training system for all new employees shall be implemented. The welcome service for foreign employees shall be revised as well.
4. In respect of education and mentoring at the institution, the Biology Centre CAS shall take part in a mentoring programme EUMENT-NET, and create a new mentoring programme with its subsequent implementation. Simultaneously, the plan for professional development and mentoring shall be introduced. The plan shall be updated annually. In accordance with this plan, the education of commencing researchers, executive researchers and administrative staff will commence. A Strategy of Professional Development and Mentoring shall be compiled on the basis of experience learned from the implementation of the plan for professional development and mentoring.
5. In respect of the goal of "Popularization", the methodology of researchers' assessment shall include a bullet-point about the popularization activities of the researchers. An educational platform for increasing the presenting skills of commencing scientists and students shall be established. The current conception of communication and popularization shall be fine-tuned to a Strategy of communication, marketing and popularization.
6. In respect of intellectual property rights protection, the institutional regulation protecting intellectual property, know-how and open access shall be revised. A new strategy about the sharing of know-how and open access shall be introduced.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.



An official EU website
How have you prepared the internal review?*

How do you know?



Detailed description and duly justification (max. 500 words)

12 October 2020 – revision and evaluation of the Action Plan and OTMR policy within the Working Team of the IBERA project and proposal of new steps and measures, definition of new needs.

7 December 2020 – The conclusion of the meeting was discussed by the Steering Committee and, after minor recommendations (for example, the incorporation of contract research issues), it was approved and recommended for submission to the Supervisory Board of BC.

18 December 2020 – discussed and approved by the Board of Directors. The Board of Directors became acquainted with the evaluation of the Action Plan and the OTMR policy, discussed the results and approved the new Action Plan.

December 2020 – The Institute Board became acquainted with the new Action Plan for 2021-2023 and took note of it without comments.

December 2020 – Supervisory Board of BC discussed the new Action Plan and took note of it.

How have you involved the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

The research community is involved in the implementation through project and institution bodies, that is, it is an integral and active part of the IBERA Working Team (scientific representation V1 - V6), with a total of 8 members. The Steering Committee is composed of scientists only (a total of 3 members V5 - V6). The Board of Directors consists of 6 institute directors and the statutory representative (a scientist). The conclusions of the Board of Directors are presented to the employees of the relevant institutes. All bodies are involved in the proposal of individual steps and their implementation. The Supervisory Board is composed of other CAS research institutions stakeholders.



An official EU website

Do you have an implementation committee and/or steering group regularly overseeing progress?*

How do you know?



Detailed description and duly justification (max. 500 words)

The Steering Committee operates at the institution. The meetings are regularly convened by HR Award PI at least once a year. The progress is also overseen by the Board of Directors during its monthly meetings. All partial outputs are presented at the Board of Directors.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

*



Detailed description and duly justification (max. 500 words)

HR Policy of the Biology Centre CAS is reflected in the HR Strategy.

The HR strategy of the Biology Centre is one of the fundamental pillars and sticks to the general strategy of the BC in order to ensure an accordance with aims and mission of the research institution. It defines a target composition of human resources and optimal personnel structure, way of selection of suitable candidates for employment and their adaptation to the employer's conditions. It also defines plan and manner of employees' education and development, plan of work performance evaluation and career advancement options. The strategy includes creation of proper conditions for all employees, manner that the employees are informed in, manner of their remuneration and care of them. Part of the HR strategy focuses on researchers from abroad as well, so they may integrate in the Czech Republic as easy as possible.

An official EU website
How has your organisation ensured that the proposed actions would be also implemented?*

How do you know?



Detailed description and duly justification (max. 500 words)

The HR Award Steering Committee monitors if the implementation goes according to the Action Plan. All the documents presented are, after being discussed by the Board of Directors, binding for the entire institution.

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

A timeline and a Gantt chart were prepared for the entire Action Plan in, and the consistency of the timeline and the goals achieved are monitored.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

A timeline and a Gantt chart have been prepared for the new Action Plan. The IBERA Working Group and the Steering Committee assess the achievement of set goals at regular meetings. Progress in implementing the Action Plan as well as deviations are presented to the institution's management. The statutory representative, together with the Board of Directors, decide on the appropriate corrective measures and assign tasks to the specific directors as necessary.

An official EU website
How do you expect to prepare for the external review?*

How do you know?



Detailed description and duly justification (max. 500 words)

We keep working on and fulfilling the goals set in the Action Plan, all the important documents are kept separately in a special folder and we prepare for external control by organizing an ad hoc inspection - mystery shopping.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

IBERA project websites: <https://www.bc.cas.cz/en/about-us/hrs4r-ibera/#anchor>

Websites of the Biology Centre CAS: <https://www.bc.cas.cz/en/homepage>

OTMR <https://www.bc.cas.cz/en/employees/candidates/otm-r/#anchor>

Education <https://www.bc.cas.cz/en/employees/employees/education/#anchor>

Mentoring <https://www.bc.cas.cz/en/employees/employees/education/mentoring/#anchor>

Grant Programme <https://www.bc.cas.cz/en/about-us/grant-program-bc/#anchor>