PRIGO UNIVERSITY
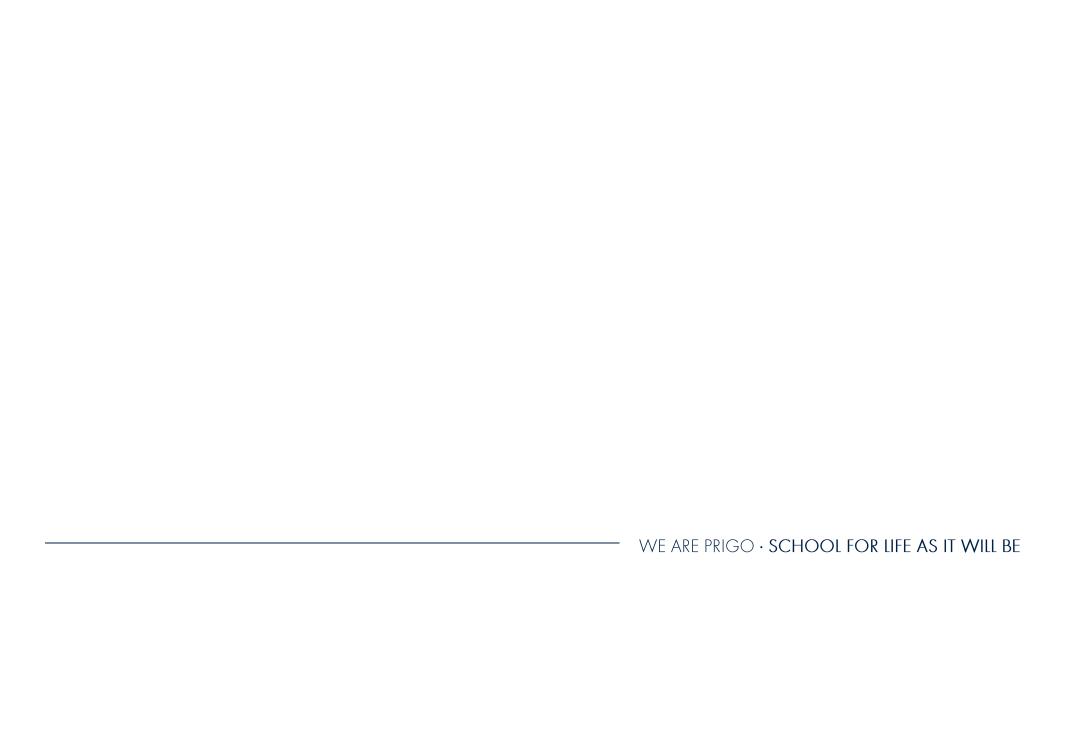

ACTION PLAN

PRIGO UNIVERSITY

WE ARE PRIGO

SCHOOL FOR LIFE AS IT WILL BE

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 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.

Action Plan

Case number: 2021CZ618026
Name Organisation under review: PRIGO University
Organisation's contact details: Vítězslava Nezvala 1, Havířov, 736 01
Submission date: 27/04/2022

1. Organisational Information

*Please provide a limited number of 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 *	23,679
Of whom are international (i.e. foreign nationality) *	3,5
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	10,779
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	10,559
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	12,642

STAFF & STUDENTS	FTE
Of whom are stage R1 = in most organisations corresponding with doctoral level *	0,478
Total number of students (if relevant) *	137
Total number of staff (including management, administrative, teaching and research staff) *	27,700

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	
Annual organisational direct government funding (designated for research)	
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	
Annual funding from private, non-government sources, designated for research	

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

PRIGO University is a private non-profit college. It cooperates with schools at all levels of Czech educational system, especially with PRIGO Group, a wide group of schools and universities. It provides education in accredited study programmes as well as foster and develop scientific and other creative activities in cooperation with domestic and foreign universities, research institutions, the state administration, business and cultural sectors. The academic staff work on research topics within economic and social policy, public economy and administration, social work and related topics. The PRIGO Open Research Institute is to carry out basic, applied, and contract research.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects*   ⌄

Strengths and Weaknesses (max. 800 words)

STRENGTHS

- *supports research autonomy of the researchers who are free to choose their focus*
- *the Ethical Committee has been established, new version of Ethical Code is being drafted*
- *set internal rules and processes in the form of internal regulations and legislative documents, work and monitoring procedures, and operational documents which are continuously updated, and all of these documents are in accordance with the "Act No. 111/1998 Coll., The Higher Education Act", "Act No. 262/2006 Coll., The Labour Code" and other legal regulations*
- *rules of research and scientific results dissemination, own scientific magazine edition, open science support*
- *engagement in public activities*
- *GEP has been established and professional schooling of responsible workers is being under way*

WEAKNESS

- *current rules are not set exactly according to terms of European Code of Conduct for Researchers*
- *rules for activities of Ethical Committee are not clear enough*

Recruitment and selection*   ⌄

Strengths and Weaknesses (max. 800 words)

STRENGTHS

- *research positions are advertised at Euraxess*
- *selection committees are formed according to a professional qualification considering the recruitment position*
- *mobilities and international aspect of research and academic staff is an important factor, and it can be professionally assessed during a selection process*
- *gender balance of the selection committee*

WEAKNESS

- *absence of internal rules of a selection procedure (general criteria) for academic and research staff (in Czech and in English)*
- *members of selection committees who participate in staff selection procedures often do not have adequate expertise in the field of human resources.*

Working conditions* ⌄

Strengths and Weaknesses (max. 800 words)

STRENGTHS

- *open research, mobilities, international cooperation, experienced researchers guiding starting researchers*
- *membership and international support*
- *balance of family and working life of researchers*
- *gender balance as a natural attitude to all researchers*

WEAKNESS

- *no internal regulation concerning i.e. disabled researchers, maternity leave etc.*

Training and development* ⌄

Strengths and Weaknesses (max. 800 words)

STRENGTHS

- *good support in education of researchers (institutional or individual level), participation in national and international conferences, cooperation with partner institutions*
- *PRIGO University is interested in new projects and opportunities and supports all researchers to join them*

WEAKNESS

- *there is no formally described process of adaptation of new employees and employees assigned to a new job, documents with information for new employees are not sufficiently processed*
- *the process of mentoring new and existing employees is not formalized, there is no methodology or rules for the activities of mentors*

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):
https://www.vs-prigo.cz/hr-award

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

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

Proposed ACTIONS

Proposed ACTIONS

Action 1

Strengthening and unifying awareness of ethical principles, the principles of professional responsibility of researchers by updating internal documents and information for employees in the "Staff Guide".

GAP Principle(s)	Timing (at least by year's quarter/semester)
(++) 1. Research freedom	
(-/+) 2. Ethical principles	
(+/-) 3. Professional responsibility	
(++) 5. Contractual and legal obligations	Q2/23
(++) 6. Accountability	
(-/+) 7. Good practice in research	
(++) 32. Co-authorship	

Responsible Unit	Indicator(s) / Target(s)
Working Group (team for Ethics and Good Practice in Research), PRIGO Open Research	Creating the "PRIGO University Guide on Good Research Practice" as a detailed document specifically for researchers. It will mainly focus on the ethical consequences of research work including modern forms of plagiarism, the issues of professional attitude, accountability, professional responsibility, research integrity, and dissemination including open access.

Proposed ACTIONS

Action 2		Timing (at least by year's quarter/semester)
Creation of "The Code of Ethics"	**GAP Principle(s)**	
	(++) 1. Research freedom	
	(-/+) 2. Ethical principles	
	(+/-) 3. Professional responsibility	
	(-/+) 4. Professional attitude	
	(++) 5. Contractual and legal obligations	Q1/23
	(-/+) 7. Good practice in research	
	(+/-) 8. Dissemination, exploitation of results	
	(++) 9. Public engagement	
	(+/-) 10. Non discrimination	

Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

	Responsible Unit	Indicator(s) / Target(s)
	Vice-rector dept., Working Group (team for Ethics and Good Practice in Research)	The Code of Ethic will be created and issued, both in Czech and in English.

Proposed ACTIONS

Action 3

Awareness of European Charter and Code of Conduct for Researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)
(++) 1. Research freedom	
(-/+) 2. Ethical principles	
(+/-) 3. Professional responsibility	Q4/22
(-/+) 4. Professional attitude	
(-/+) 7. Good practice in research	

Responsible Unit	Indicator(s) / Target(s)
Working Group (team for Ethics and Good Practice in Research), PRIGO Open Research	1/ The European Charter and Code will be published. 2/ Workshops / training activities delivered to all R1-R4 researchers.

Action 4

Advertising

GAP Principle(s)	Timing (at least by year's quarter/semester)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)
(+/-) 12. Recruitment	
(+/-) 13. Recruitment (Code)	Q1/23
(-/+) 14. Selection (Code)	
(+/-) 15. Transparency (Code)	

Responsible Unit	Indicator(s) / Target(s)
Rector dept., International Office, Vice-rector dept., PRIGO Open Research	1/ Relevant research positions will be published on EURAXESS and PRIGO website. New unified templates for advertising positions will be created: the goal is to provide the applicant with complete information. 2/ Clear picture of the position and related conditions and procedures. Other relevant job advertising tools will be considered. 3/ Number of offers posted on platforms other than EURAXESS or the PRIGO website.

Action 5

Selection procedure

GAP Principle(s)	Timing (at least by year's quarter/semester)

Proposed ACTIONS

	GAP Principle(s)	Timing (at least by year's quarter/semester)
	(+/-) 12. Recruitment	
	(+/-) 13. Recruitment (Code)	
	(-/+) 14. Selection (Code)	Q1/23
	(+/-) 15. Transparency (Code)	
	(+/-) 16. Judging merit (Code)	
	(+/-) 17. Variations in the chronological order of CVs (Code)	
	(+/-) 18. Recognition of mobility experience (Code)	
	(+/-) 19. Recognition of qualifications (Code)	
	(+/-) 20. Seniority (Code)	

Proposed ACTIONS

	Responsible Unit	Indicator(s) / Target(s)
	Rector dept., Vice-rector dept.	Permanent training of the HR staff for the assistance to foreign applicants and mastering the OTM-R principles.

Action 6		**Timing (at least by year's quarter/semester)**
OTM-R principles	**GAP Principle(s)**	
	(+/-) 13. Recruitment (Code)	
	(-/+) 14. Selection (Code)	
	(+/-) 15. Transparency (Code)	
	(+/-) 16. Judging merit (Code)	Q4/22
	(+/-) 18. Recognition of mobility experience (Code)	
	(+/-) 19. Recognition of qualifications (Code)	

	Responsible Unit	Indicator(s) / Target(s)
	Rector dept., Vice-rector dept.	The OTM-R policy will be published both, in Czech and in English.

Proposed ACTIONS

Action 7

Gender Equality Plan implementation

GAP Principle(s)	Timing (at least by year's quarter/semester)
(++) 25. Stability and permanence of employment	
(++) 26. Funding and salaries	Q4/22
(++) 27. Gender balance	

Responsible Unit	Indicator(s) / Target(s)
Rector dept., Vice-rector dept.	GEP as a strategic document will be published and translated to English.

Action 8

Personal development plans

GAP Principle(s)	Timing (at least by year's quarter/semester)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)
(++) 26. Funding and salaries	
(++) 27. Gender balance	
(++) 28. Career development	
(++) 29. Value of mobility	
(++) 30. Access to career advice	
	Q3/22
(++) 31. Intellectual Property Rights	
(+/-) 33. Teaching	
(-/+) 36. Relation with supervisors	
(++) 38. Continuing Professional Development	

Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

	Responsible Unit	Indicator(s) / Target(s)
	Working Group (team for Evaluation and Personal Development), Heads of departments, PRIGO Open Research	1/ Based on the evaluation of employees, the process of the personal development planning will be designed. 2/ The description of the process of personal development planning in accordance with the employee evaluation.

Action 9		**Timing (at least by year's quarter/semester)**
Mentoring	**GAP Principle(s)**	

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)
(--) 21. Postdoctoral appointments (Code)	
(++) 28. Career development	
(++) 30. Access to career advice	
(++) 32. Co-authorship	Q1/24
(-/+) 36. Relation with supervisors	
(-/+) 37. Supervision and managerial duties	
(++) 38. Continuing Professional Development	
(-/+) 40. Supervision	

Responsible Unit	Indicator(s) / Target(s)
Working Group (team for Evaluation and Personal Development), PRIGO Open Research	Implementation of mentoring programme will be done.

Proposed ACTIONS

Action 10

Evaluation process

GAP Principle(s)	Timing (at least by year's quarter/semester)
(+/-) 10. Non discrimination	
(++) 11. Evaluation/ appraisal systems	
(++) 28. Career development	Q4/23
(+/-) 33. Teaching	
(--) 34. Complains/ appeals	

Responsible Unit	Indicator(s) / Target(s)
Working Group (team for Evaluation and Personal Development), PRIGO Open Research	Creating a concept of evaluation of researchers as a follow-up of the systems of motivation, remuneration and career growth with the link to the overall objectives of the workplaces and the long-term strategy of PRIGO University.

Action 11

Senior staff

GAP Principle(s)	Timing (at least by year's quarter/semester)

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)
(+/-) 19. Recognition of qualifications (Code)	
(+/-) 20. Seniority (Code)	
(+/-) 24. Working conditions	Q1/24
(++) 35. Participation in decision-making bodies	
(-/+) 37. Supervision and managerial duties	
(++) 38. Continuing Professional Development	
(++) 39. Access to research training and continuous development	

Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

	Responsible Unit	Indicator(s) / Target(s)
	Working Group (team for Evaluation and Personal Development), PRIGO Open Research	1/ Training of senior staff – administrators of personal development plans – focused on the conducting of the evaluating interviews, linking to personal development plans through the motivation system, remuneration and education of employees for employees' career development. 2/ Introduction of senior activities for senior researchers.

Proposed ACTIONS

Action 12		Timing (at least by year's quarter/semester)
Section for employees	**GAP Principle(s)**	

	GAP Principle(s)	Timing
	(++) 22. Recognition of the profession	
	(+/-) 23. Research environment	
	(+/-) 24. Working conditions	
	(++) 25. Stability and permanence of employment	Q1/23
	(++) 26. Funding and salaries	
	(++) 27. Gender balance	
	(--) 34. Complains/ appeals	

Responsible Unit	Indicator(s) / Target(s)
Vice-rector dept., PRIGO Open Research, IT dept.	PRIGO University rules and working conditions of the researchers will be clearly published on both, Czech and English website.

Action 13		Timing (at least by year's quarter/semester)
Section for researchers	**GAP Principle(s)**	

Proposed ACTIONS

	GAP Principle(s)	Timing (at least by year's quarter/semester)
	(+/-) 12. Recruitment	
		Q1/23
	(+/-) 13. Recruitment (Code)	
	(-/+) 14. Selection (Code)	
	(+/-) 15. Transparency (Code)	
	(+/-) 16. Judging merit (Code)	
	(++) 28. Career development	

	Responsible Unit	Indicator(s) / Target(s)

Proposed ACTIONS

	Responsible Unit	Indicator(s) / Target(s)
	Vice-rector dept., PRIGO Open Research, IT dept.	1/ A support web section for researchers will be created. There, in one place, all processes and procedures for good research practice will be clearly defined in detail. 2/ English version of this section will be created as well.

Action 14		**Timing (at least by year's quarter/semester)**
Job vacancies section	**GAP Principle(s)**	
	(+/-) 12. Recruitment	
	(+/-) 13. Recruitment (Code)	
	(+/-) 15. Transparency (Code)	Q1/23
	(++) 28. Career development	

	Responsible Unit	Indicator(s) / Target(s)
	Vice-rector dept., PRIGO Open Research, IT dept.	The research website will be reorganized to make the offered positions more visible. The links to all appropriate information regarding the work conditions, research environment and recruitment policy will be in one place. All necessary information will be provided also in English.

Unselected principles:

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

At present, the OTM-R policy is not yet clearly declared within PRIGO University. As a part of the Action Plan implementation, individual activities will fulfil the principles of OTM-R policy, and all will be clearly declared on the PRIGO University website as one of strategic documents.

These actions will ensure:

- acquainting employees with the OTMR policy principles through the declaration of these principles on the university´s website,

- creation of a methodological manual for members of the selection committees and for senior staff according to the principles of the European Charter and Code,

- creation of the "Rules of a selection procedure" that include the requirements of the European Charter and Code and the OTMR policy,

- creation of job advertisement templates in Czech and English unifying the requirements of applicants (for better clarity),

- the creation of a single contact point for advertising vacancies, which will allow a more effective use of advertising tools,

- creating a questionnaire template for candidates unifying the information required of the candidate, both for the selection committee and for the candidates themselves,

- an internal monitoring of compliance with the OTMR policy will be performed.

The actions connected with the OTM-R policy area are introduced in the Action Plan above. There is a list of actions related to the OTM-R principles:

Action 1: Ethics and Good Research Practice

The consistently elaborated "Code of Ethics" and "Code of Good Research Practice" will help to create a basic information base not only for current employees, but also for applicants who can obtain a good awareness of university culture, work environment and research procedures - clearly at one place. Together with Action 4 (Website), all necessary information will be easily available, both in Czech and English. It will make PRIGO University more attractive as an employer for all potential applicants including researchers from abroad.

Action 2: Recruitment and implementation of OTM-R principles

It is necessary to improve a recruitment process and to implement the OTM-R principles within it. PRIGO University will create unified templates for advertising positions (item 11, 12 in the OTM-R checklist) and ensure the publication of positions on the EURAXESS website (item 13 in the OTM-R checklist). The advertising strategy for job offers will be formulated, suitable job advertising tools will be analysed and possibly used (item 14 in the OTM-R checklist). Another important issue is to establish clear rules for the selection process and the selection commitee (items 16, 17, 19 in the OTM-R checklist) and the necessary background for the process of handling any complaints (item 22 in the OTM-R checklist) and for the future OTM-R quality control system (item 5 in the OTM-R checklist). As an important factor of all activities, the Gender Equality Plan will be considering, too. Both Czech and English version will be published (item 1 in the OTM-R checklist). The OTM-R policy will be completed and continuously updated over the coming periods.

Action 3: Evaluation and personal development

The transparent evaluation in connection with the personal development plans will be presented. This will be beneficial for making the working conditions more attractive to all applicants.

Action 4: Website

There is a direct relationship with OTM-R. It will ensure a clear layout and web presentation of all essential information concerning the area of working conditions, good research practice, internal rules and legal obligations, both in Czech and in English. The Research Support Section and Employee Support Section will provide a comprehensive information base, job advertisements and the subsequent process of selection and recruitment of new employees. Improving visibility and the presentation of vacancies on the PRIGO University website creates a connection with all relevant information provided by Action 2. An English version, making offered vacancies available and more attractive to foreign applicants will be updated as well. The website will also include an area for publishing and updating the PRIGO University OTM-R policy.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

PRIGO university follows the principles of the European Charter and Code for Researchers. It aims to make the university more attractive for the scientists all over the world, to make the research environment corresponding to the modern requirements, to achieve a better market position in attracting the students and potential partners, and finally to make a research environment more transparent for all interested subjects.

PRIGO University will focus mainly on four areas (following the GAP analysis and the OTM-R checklist in compliance with the European Charter and Code): 1/ Ethics and Good Research Practice – establishment and dissemination; 2/ Recruitment improvement; introduction and promotion of the OTM-R policy; 3/ Creation of the Evaluation and Personal Development Plans concept; 4/ Websites – improvement and creation of new sections.

The aim is to create a solid basis of the Action Plan, which can be followed by developing or building other HR areas. The supporting activities, such as continuous development of access to research, training and professional development and a comprehensive programme for the adaptation of new research staff, are necessary. Although, in the area of gender equality PRIGO University does not have major deficiencies, the university management has been actively dealing with this issue.

The PRIGO University management has decided that the university must increase its efforts to reach all the milestones as described in the Action Plan. The implementation process has been planned according to the knowledge of the PRIGO University environment. The conditions and abilities of the employees involved in the implementation process have been taken into consideration. The whole implementation process must be consistent, clear, transparent, well-communicated, and time managed. The actions of the implementation process are planned in order to avoid any possible complications. The work on many activities has already commenced and the HR Award manager is in close cooperation with the Committee and Working Group. Together, they will supervise the implementation process according to the Action Plan and continuously evaluate any possible risks which can complicate the process. Based on the evaluation of the potential risks, the Committee will take actions to fulfil the Action Plan in due time. The employees will be continuously informed about the phases and steps of the Action Plan. It is expected that during the work on the Action Plan, new ideas and further improvements can arise. These ideas and modifications will be incorporated, if it is possible. If not, they would be planned as the improvement during the next period.

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

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

How will the implementation committee and/or steering group regularly oversee progress?* ⌄

Detailed description and duly justification (max. 500 words)

Once the GAP analysis and the Action Plan are submitted to the European Commission, the Committee will appoint a permanent Working Group for HRS4R implementation.

The Committee will supervise the implementation process and all the necessary tasks in the cooperation with the HR Award manager. They will be continuously evaluating the process with respect to the Action Plan and will report all possible risks and threats which they find important. Based on the evaluation of the potential risks, the Committee will take actions to avoid any possible complications in the Action Plan implementation. The Committee will inform all concerned entities and employees and their supervisors about the necessary actions to avoid any delay in fulfilling the Action Plan. HR Award manager will inform the Committee about all steps taken during the work on the activities in the Action Plan. The Committee will be communicating with the employees of PRIGO University to keep them informed and to receive potential feedback.

The Committee overseeing the progress will be the same as the one supervising the strategic process of creating the GAP Analysis and Action Plan. The members will be: the rector, the vice-rector, the president of the strategic board and the director of PRIGO Open Research. The meetings of the Committee will take place periodically together with the meetings of PRIGO University management.

The Working Group will be responsible for launching individual actions in accordance with the Action Plan. The Working Group will be composed of trained staff representatives. Researchers R1-R4 will be part of the group. It is expected that the people who have worked together on preparation of the GAP analysis and the Action Plan will continue to work together and become members of the Working Group.

How do you intend to involve the research community, your main stakeholders, in the implementation process? *

Detailed description and duly justification (max. 500 words)

Members of the Committee are representatives of PRIGO University. The Committee is directly involved in the process of the Action Plan implementation, and it is composed with diversity in gender and research stage. Research staff at various levels (R1 – R4) will be members of the Working Group that guarantees the participation of the research community in all the activities. They will participate in the development and approval of new regulations, guidelines and other documents. Individual participants of the Working Group will work together to organize training, seminars and workshops, if necessary. The group cooperates with all university staff and receives feedback. This approach will guarantee the participation of the wide research community in all activities throughout the whole process. Every year, the meeting will be arranged, focused on the assessment of influence and effect of the implemented actions according to the Action Plan. By this way, new ideas and comments can be obtained in order to make the university environment as good and employee-friendly as possible.

Regularly, the short evaluation survey will be performed focused on one of the areas such as "Ethical and professional aspects", "Recruitment and selection", "Working conditions" and "Training and development" etc. The area of the survey will be chosen according to the level of changes that were done and considering the topic of the surveys that were done in the past, for not to be the same.

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure *
the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

Detailed description and duly justification (max. 500 words)

The members of the Committee are at the same time in the top management of PRIGO University. These people together create the strategy of the whole PRIGO University. Main goals connected to the HRS4R are included in the Strategic plan. The manager for HRS4R process guarantees that the University's strategic documents will not omit the information about the HRS4R implementation, as it is one of the priorities of the University management. As the member of top management, the HRS4R manager ensures that the HRS4R strategy will have its irreplaceable importance in further human resource management strategy at PRIGO University.

PRIGO university sets the following objectives:

- clear visibility of the HRS4R principles not only within the University's internal regulations, but also in minds of its employees (e.g. Ethics and Good Practice in Research), which will reflect in a positive change of the PRIGO University culture,

- to ensure a clear and transparent HR policy system to make the university more attractive to foreign employees,

- increase the university prestige for students and employees at national and especially international level,

- to support of the actions carried out within the Action Plan implementation,

- to follow-up the European Charter and the Code,

- to ensure open, transparent and merit-based recruitment and selection system of new researchers (OTM-R policy),

- to arrange conditions and suitable environment for research grants from European and national research support programs,

- to increase awareness of the university's scientific results and openness to public.

How will you ensure that the proposed actions are implemented?* ⌄

Detailed description and duly justification (max. 500 words)

All actions in the Action Plan are planned with respect to the knowledge of the PRIGO University environment and the ability of the employees to be involved in the implementation process. The Working Group is responsible for all the actions. Each action is prepared with its phases (implementation period, verification, possible adjustments). The Working Group, in cooperation with HR Award manager, will monitor and evaluate it quarterly and they will report the progress of each action to the Committee.

How will you monitor progress (timeline)?* ⌄

Detailed description and duly justification (max. 500 words)

The Working Group is fully responsible for monitoring the progress of the Action Plan, including the corrections needed to achieve the Plan objectives. With the periodic reports, continuous checks and cooperation of the HR Award manager with the Working Group, the implementation process is monitored enough to avoid any possible risks or delays. However, there can arise circumstances (internal or external) causing some delays.

An internal review will be carried out by the Committee once a year. It will be based on the three-month Working Group reports and on the analysis of the progress in the Action Plan. Researchers of all levels (R1 - R4) will be consulted regarding the implementation of the Action Plan.

At the same time, PRIGO University is in contact with several foreign research institutions that already obtained the HR Award several years ago in order to develop international cooperation in the area of HR and to gain feedback from their institutions to the PRIGO University's actions being prepared.

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

Detailed description and duly justification (max. 500 words)

The actions are labelled with their work statuses (in preparation; in progress; completed; extended). Labelling the actions in the time plan during the implementation process makes it easier to update the Action Plan for the future period. During the implementation process, the actions are discussed with the Working Group, the research community and the main stakeholders if the impact, relevance and sustainability of the actions are consistent with the effectiveness and expected results. The assumption is that in 24 months - after the survey conducted at present (in 2022) among all employees - another survey will be conducted and it will include also questions regarding the progress made in the HRS4R implementation.

Several meetings will take place with the top management (rector, vice-rector), the Working Group and researchers at all levels. They will have an opportunity to express their views and opinions on the HRS4R implementation.

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

Action 1: Ethics and Good Research Practice

Implementation steps:

1. Discussion over individual topics of ethics in science and research activities: the Ethical Commission, R1-R4 researchers.

2. Creation of a complete list of the Good Research Practice.

3. The update of the Code of Ethics in accordance with European Charter and Code.

4. A workshop of PRIGO University management /Committee and Working Group on the "Code of Good Research Practice".

5. A compilation of the final version of the "Code of Good Research Practice" and discussion over it with the researchers, including comments.

6. Presentation of the new Code of Ethics and "Code of Good Research Practice".

7. Workshops/training sessions for current and new R1-R4 researchers.

Action 2: Recruitment and Implementation of OTM-R principles

The initial formulation of the PRIGO University OTM-R policy will be continuously improved in the following periods. The strong focus will be on the selection and evaluation phase, OTM-R awareness raising and training. Publishing the OTM-R policy will follow the complete finalization of the Rules of Selection Procedure.

Implementation steps:

1. Opening discussion with senior staff and researchers on the topic of the Rules of Selection Procedure in connection with the European Charter and Code principles.

2. Processing the results of discussions, drafting formal Rules of Selection Procedure.

3. Presentation, feedback, corrections, submitting the final version of the Rules of Selection Procedure.

4. Creating unified templates for advertising positions.

5. Formulation of advertising strategy.

6. Advertising of all relevant positions on relevant platforms (including Euraxess).

7. Developing the Checklist for Selection Procedure.

8. Formulating the OTM-R policy based on the existing OTM-R elements.

9. Publication of the OTM-R policy on the PRIGO University website.

Action 3: Evaluation and personal development

The goal is to create a concept of evaluation and personal development plans in connection with career development planning and the systems of motivation and remuneration.

Implementation steps:

1. Discussion of researchers with senior staff over each area under evaluation.

2. A workshop with PRIGO University management to ensure the interconnection of the evaluation system and content of the institution's strategic objectives.

3. Preparation of the evaluation process, including the description of responsibilities.

4. Preparation of the concept of personal development plans, including a link to the performance evaluation process.

5. Formulation of an evaluation concept/personal development plans and getting feedback.

6. Relevant internal regulation.

7. Training of senior staff in the process - in conducting the employees' evaluation and in working with personal development plans.

Action 4: Websites

PRIGO University is interested in the following the principles set in the European Charter and Code and wants to enable the process of the implementation as smoothly as possible. According to this, there will be a website devoted to HR Excellence in Research Award (HR Award) and the Human Resources Strategy for Researchers (HRS4R) – English version. All the steps will be discussed in order to new web section was transparent and clear enough, both in Czech and in English.

Implementation steps:

1. Creating of a web architecture, continuous development of its individual parts, including necessary translations.

2. Creating of a new web structure for the Career section, increasing the clarity, availability and visibility of research job offers.

A web-link to adequate labour-law information and research information will be created.