



**PRIGO  
UNIVERSITY**



PROCESS DESCRIPTION

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**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.

**Process Description**

**Case number:** 2021CZ618026

**Name Organisation under review:** PRIGO University

**Organisation's contact details:** Vítězslava Nezvala 1, Havířov, 736 01

**Submission date:** 27/04/2022

**Date endorsement charter and code:** 27/04/2021

**Process**

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

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

<b>Name</b>	<b>Position</b>	<b>Steering Committee</b>	<b>Working Group</b>	<b>Management line/ Department</b>
Assoc. Prof. Zuzana Machová	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Top Management
Prof. Lenka Fojtíková	Vice-Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Top Management

Name	Position	Steering Committee	Working Group	Management line/ Department
Prof. Igor Kotlán	President of the Strategic Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Top Management
Dmitriy Vorobyev MSc., MA, Ph.D.	Deputy Head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PRIGO Open Research
Tereza Adamčíková	Head of the Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRIGO Group Management Office
Pavla Kuchařová	Head of the Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rector Office
Lenka Procházková	Head of the Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vice-Rector Office
Liduše Pchálková	Head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Department
Emil Adámek, Ph.D.	Head of the Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Economics and Economic Policy
Anežka Liparová	Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Economics and Economic Policy
Zuzana Miklušová, Ph.D.	Head of the Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Social Sciences
Martina Pavlorková	Scientific Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRIGO Open Research
Martin Černek, Ph.D., MBA	Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Economics and Economic Policy
Prof. Jana Geršlová	Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Economics and Economic Policy
Pavel Kotlán, Ph.D. et Ph.D.	Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Social Sciences

Name	Position	Steering Committee	Working Group	Management line/ Department
Veronika Nálepová, Ph.D.	Assistant Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dept. of Economics and Economic Policy

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

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

Stakeholder group	Consultation format	Contributions
Ph.D. Students (R1 level)	Meeting, university survey, discussion	Analysis of the situation and processes at the university concerning forty principles of the Charter and the Code, the ideas for the action plan for the situation improvement
Junior Researchers (R2 level)	Meeting, university survey, discussion	Analysis of the situation and processes at the university concerning forty principles of the Charter and the Code, the ideas for the action plan for the situation improvement
Senior Researchers (R3 level)	Meeting, university survey, discussion	Analysis of the situation and processes at the university concerning forty principles of the Charter and the Code, the ideas for the action plan for the situation improvement
Head of the Research Groups (R4 level)	Meeting, university survey, discussion, enlightenment	Analysis of the situation and processes at the university concerning forty principles of the Charter and the Code, the ideas for the action plan for the situation improvement, spreading the principles of the Charter and Code

Stakeholder group	Consultation format	Contributions
Managers	Meeting, university survey, discussion, enlightenment	Analysis of the situation and processes at the university concerning forty principles of the Charter and the Code, the ideas for the action plan for the situation improvement, spreading the principles of the Charter and the Code

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

The PRIGO University management decided to join the European Charter and the Code. The main goal was to bring the university closer to principles of modern research, to widen opportunities and to declare the openness to incoming researchers. The Rector formed the Committee and the Working Group. The Committee consists of 4 very experienced members of the academic community: Rector and Vice-Rector of the university, President of the Strategic Board and Director or Deputy Head of PRIGO Open Research (Scientific Centre). The main aim of the Committee was to supervise and control the process of the GAP Analysis and Action Plan preparation. They also validated the final documents. They came with new ideas on the issues with high emphasis on their experience. For easier communication and control over the whole process, the university created a post of an HR Award manager (a member of the Committee as well as of the Working Group). The manager has a general overview from the beginning of the preparation process to the end of the implementation process. All the experience, gained since the first part of the process – GAP Analysis, Action Plan and OTM-R Checklist, are valuable and will be useful during the next period – implementation.

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

The Working Group members come from the whole PRIGO University. The conditions for the nominations were designed following the recommendations for the HRS4R process. The members were nominated with respect to their knowledge and experiences in the research and HR management. The Working Group was divided into three teams which correspond to basic topics of the European Charter and Code. Every team has a leader who is responsible for the entrusted area, meetings and coordination of necessary activities. The leaders are

experienced experts in the entrusted areas and focused on the issue. The leaders are also responsible for communication and exchange of experience among the teams. The GAP Analysis is the summary of the current situation at the university and its processes. Working on the GAP Analysis, the Working groups, simultaneously, have prepared the Action Plan. The Action plan has been designed to improve the processes, scientific environment, transparent work principles, and everyday life at PRIGO University for all employees. The Action Plan, as well as the GAP Analysis, are based on the questionnaire survey results. A detailed schedule for all actions within the Action Plan implementation was prepared. The teams are responsible for the Action Plan implementation.

