



**VÚBP, v.v.i.  
The Action Plan and HRS4R  
strategy**

**Project Portfolio Executive Summary HRS4R  
2020-2022**

#	Internal No.:	Project Name - The Action Plan and HRS4R strategy	Project manager /Responsible unite	Relation to: Oblast HRS4R, Level I ( chapters 1 - 4 )	Relation to: Oblast HRS4R, Level II ( parts 1-40 )	Definition of the Key Project Goal	Deliverables	Start Date	Original Target Date	Revised Target Date	Project Phase & Status		Done %
1	HRS4R/1/2020	Management project "HR Award & HRS4S strategy in VÚBP, v.v.i."	Petr Polák, MBA / Secretariat of the Director of VÚBP, v.v.i	Management project	Management project	The main goal is to meet all requirements and obtain the "HR Award for researchers" in VÚBP, v.v.i. by 31 December 2020 at the latest. & Applying to start the certification process.	GAP Analysis & Action Plan & other documents needed to obtain the "HR Award" certificate in VÚBP, v.v.i. & Implementation of sub-projects within the HRS4R PROGRAM in VÚBP, v.v.i. for the period Year 2020 (R0 + 1Year) and the period Year 2021-2022 (R1 + 1Year & R2 + 1Year).	01.03.2020	<del>31.12.2020</del>	01.02.2021	Implementation	On-Track	85%
2	HRS4R/2/2020	Determination of project management methodology for researchers in VÚBP, v.v.i..	dr. Anna Cidlinová / Project Department of VÚBP, v.v.i.	Ethical and professional aspects, Working conditions and social security & other relevant parts	Professional approach, Good practice in research, Teaching & other relevant parts	Initiation of access to project management in VÚBP, v.v.i. according to the IPMA methodology - <a href="https://www.ipma.cz/">https://www.ipma.cz/</a> .	Internal guidelines Principles of project management for researchers according to the IPMA standard & Determination of the training plan for employees of VÚBP, v.v.i. & Creating the basis and prerequisite for the certification of the entire organization.	01.04.2020	<del>30.07.2020</del>	19.11.2020	Implementation	On-Track	85%
3	HRS4R/3/2020	Internal survey of VÚBP, v.v.i. "HRS4R strategy".	Klára Malme / Secretariat of the Director / Analysis and Forecasting Department of VÚBP, v.v.i	All relevant chapters	Freedom of research & other relevant parts	Implementation of an anonymous internal survey of employees in VÚBP, v.v.i. with a focus on HRS4R & Determining corrective actions / action plans.	Creation of a questionnaire, implementation of a survey, evaluation of the questionnaire and determination of corrective measures / action plans. & Establishing cooperation with ACREA <a href="https://acrea.cz/">https://acrea.cz/</a> surveys / data acquisition (this will be a pilot project for the HR Award).	01.05.2020	<del>30.07.2020</del>	30.09.2020	Closed	Complete	100%
4	HRS4R/4/2020	Restructuring of the process of creating and approving internal guidelines in VÚBP, v.v.i..	Mgr. Denisa Cvrčínová, Legal Department at VÚBP, v.v.i.	Ethical and professional aspects & other relevant parts	Freedom of research & other relevant parts	Establishing the "Lean" principle for creating and approving internal guidelines & Creating a new report / database with search functions in MS Excel.	New structures of the "Lean" process & Unified data repository of internal directives & new internal directives with regard to the HRS4R project.	01.05.2020	01.08.2020	01.08.2020	Closed	Complete	100%
5	HRS4R/5/2020	Establishment of the Ethics Committee at VÚBP, v.v.i..	dr. Malý / Deputy Director's Office of VÚBP, v.v.i	Ethical and professional aspects, Working conditions and social security & other relevant parts	Ethical principles, Complaints / appeals & other relevant parts	Creation of a new ethics committee at VÚBP, v.v.i. & Creation of documentation in line with the principles of the European Charter for Researchers.	Updated VÚBP, v.v.i. Code of Ethics & the newly established Ethics Committee (EC) at VÚBP, v.v.i. & Establishment of a separate website of the EC VÚBP, v.v.i.	01.06.2020	<del>01.09.2020</del>	20.11.2020	Implementation	Complete	100%
6	HRS4R/6/2020	Determination of VÚBP, v.v.i. methodology for "Recruitment of new employees".	Linda Kalašová / Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Recruitment and selection & other relevant parts	Recruitment (Code), Selection (Code) & other relevant parts	Creation of a new internal directive regulating the rules for hiring employees at the Research Institute of Occupational Safety, v. v. i. In connection with the principles of HRS4R and Open, Transparent and Merit-Based Recruitment (OTM-R) & Information campaign (internal and external).	New procedure Recruitment of new staff as recommended in the document: Code of Conduct for the Recruitment of Researchers. & Presentation of new rules / training material.	01.04.2020	<del>01.06.2020</del>	15.11.2020	Completion	Complete	100%
7	HRS4R/7/2020	Determination of VÚBP, v.v.i. methodology for the "Annual evaluation of researchers".	Linda Kalašová / Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Ethical and professional aspects, Working conditions and social security & other relevant parts	Evaluation systems, Career growth & other relevant parts	Creation of a new procedure for the Annual Evaluation of Researchers according to the principles: the European Charter for Researchers, and the Frascati categorization rules, OECD, 2002.	Internal guidelines and training materials for the procedure: Annual evaluation of researchers according to the document: European Charter for Researchers.	01.06.2020	<del>01.06.2020</del>	01.02.2021	Planning	Issue	50%
8	HRS4R/8/2020	Update and re-design of the VÚBP, v.v.i. - HR Award, HRS4R, Ethics Committee at VÚBP, v.v.i..	Hana Hlavičková / National Information, Education and Awareness Center of VÚBP, v.v.i	All relevant chapters	All relevant chapters	Media support for the HR Award project, HRS4R strategy and sub-projects within the HRS4R PROGRAM in VÚBP, v.v.i. will be prepared, eg the Ethics Commission, the Photographic Documentation database from educational and promotional events.	Re-design and supplemented website of VÚBP, v.v.i. with regard to the required form of transparent output according to the HRS4R and Open, Transparent and Merit-Based Recruitment (OTM-R) strategy.	01.05.2020	<del>01.08.2020</del>	01.11.2020	Closed	Complete	100%
9	HRS4R/9/2020	Cooperation with EURAXESS Czech Republic, local coordination of activities.	Mgr. J. Senčík / Professional workplace for assessing the adequacy of the amount of work and work pace of VÚBP, v.v.i	Recruitment and selection & other relevant parts	Recognition of mobility experience (Code) & other relevant parts	Development of cooperation with the local contact office EURAXESS Czech Republic.	Designated local contact person for joint activities with EURAXESS CR. & Demonstrable involvement of VÚBP, v.v.i. within the EURAXESS portal.	01.05.2020	01.09.2020	01.11.2020	Implementation	Complete	100%
10	HRS4R/10/2020	PR & Marketing HR Award project support.	Hana Hlavičková / National Information, Education and Awareness Center of VÚBP, v.v.i.	Training and development & other relevant parts	Relationship with superiors & other relevant parts	Preparation and implementation of the communication strategy PROGRAM HR Award and for the sustainable HRS4R strategy .	Regular (min. Monthly) communication (e-mails) in VÚBP, v.v.i. in relation to HR Award activities. & Establishment of a notice board for the HR Award / HRS4R project (to be placed at the main entrance to VÚBP, v.v.i.), & Publication of HR Award / HRS4R news and events ( <a href="http://www.vubp.cz">www.vubp.cz</a> , Facebook VÚBP, Press releases). & Creation of a promotional PodCast (after successfully obtaining the HR Award).	01.04.2020	31.12.2020	31.12.2020	Implementation	On-Track	85%
11	HRS4R/11/2021	Determination of VÚBP, v.v.i. methodology "Code of Good Research Practice".	Klára Malme / Secretariat of the Director / Analysis and Forecasting Department of VÚBP, v.v.i	Ethical and professional aspects, Working conditions and social security & other relevant parts	Freedom of research, Professional responsibility, Good research practice, Co-authorship & other relevant parts	Preparation and promotion of a new internal directive setting out and covering policies on research integrity, financial management and intellectual property .	New Internal Directive Code of Good Research Practice.	01.12.2020	01.04.2021	01.04.2021	Initiation	On-Track	25%
12	HRS4R/12/2021	Update of the document Code of Ethics, No. PR / 12/2007 in VÚBP, v.v.i..	dr. Malý / Deputy Director's Office of VÚBP, v.v.i	Ethical and professional aspects & other relevant parts	Ethical principles & other relevant parts	Update of the Code of Ethics, No. PR / 12/2007 - and its harmonization in accordance with the principles of the European Charter for Researchers.	Updated VÚBP, v.v.i. Code of Ethics.	01.12.2020	01.04.2021	01.04.2021	Planning	On-Track	25%
13	HRS4R/13/2021	Improving the process of sharing expert knowledge and research outputs of VÚBP, v.v.i..	Mgr. J. Ulmanová / National Information, Education and Awareness Center of VÚBP, v.v.i	Training and development, Ethical and professional aspects & other relevant parts	Career growth, Continuing professional development, Dissemination, exploitation of results & other relevant parts	Improving the sharing of expertise through open access, through the library of the institute and other information electronic repositories, especially in the preparation of a comprehensive overview of information sources in VÚBP, v.v.i. .	Process map / signpost of possibilities of shared expertise and research outputs of VÚBP, v.v.i.	01.01.2021	01.05.2021	01.05.2021	Implementation	On-Track	50%



**VÚBP, v.v.i.  
The Action Plan and HRS4R  
strategy**

**Project Portfolio Executive Summary HRS4R  
2020-2022**

#	Internal No.:	Project Name - The Action Plan and HRS4R strategy	Project manager /Responsible unite	Relation to: Oblast HRS4R, Level I (chapters 1 - 4 )	Relation to: Oblast HRS4R, Level II (parts 1-40 )	Definition of the Key Project Goal	Deliverables	Start Date	Original Target Date	Revised Target Date	Project Phase & Status		Done %
14	HRS4R/14/2021	Control interviews with randomly selected, in the selection of unsuccessful candidates for work in VÚBP, v.v.i.:	Aneta Živná / Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Recruitment and selection & other relevant parts	Transparency (Code) & other relevant parts	Introduction of the process of control questioning for randomly selected, in the selection of unsuccessful job applicants. The survey will be performed via the PS Questio PRO application (web application) from ACREA Co..	Internal instruction of the questioning process & instructions for creating questionnaires in the application from ACREA Co..	01.03.2021	01.06.2022	01.06.2022	Initiation	Not Started	0%
15	HRS4R/15/2021	Categorization of researchers VÚBP, v.v.i / R1-R4 according to Frascati, OECD, 2002.	prof. Danihelka / Professional workplace for research and risk management of VÚBP, v.v.i.	Recruitment and selection & other relevant parts	Ment Assessment (Code), Recognition of Qualifications (Code) & other relevant parts	Carry out a revision of the categorization of researchers of VÚBP, v.v.i. according to the newly created internal rules, according to Frascati, OECD, 2002 & Add the criterion of categorization of researchers to the "standardized form" Evaluation of the candidate within the recruitment / Annual evaluation "	Internal guideline Catalog of categories of researchers according to Frascati & Revised list of researchers in VÚBP, v.v.i. according to categories according to Frascati, OECD, 2002.	01.12.2020	01.04.2021	01.04.2021	Planning	On-Track	25%
16	HRS4R/16/2021	Adaptation plan for new researchers.	Linda Kalašová / Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Working conditions and social security & other relevant parts	Recognition of the profession & other relevant parts	Create a formalized "Adaptation Plan" form for new researchers. & Organize a workshop (Webinar) for VÚBP, v.v.i. researchers with different levels of seniority in order to "share expertise" in the field: Career path of a researcher.	Formalized form "Adaptation Plan" & Workshop (Webinar) for researchers VÚBP, v.v.i. with different levels of seniority in order to "share expertise" in the field: Career path of a researcher.	01.12.2020	01.03.2021	01.03.2021	Initiation	Not Started	0%
17	HRS4R/17/2021	Rules for working from the home environment (Home-Office) "	Mgr. Denisa Cívínová, Legal Department at VÚBP, v.v.i.	Working conditions and social security & other relevant parts	Working conditions & other relevant parts	VÚBP, v.v.i. The "Flexible Working Hours" Directive No. PR / 11/2007 will be updated in order to incorporate the rules for working from the home environment (Home-Office).	Rules for working from the home environment (Home-Office) "for not only during the Covid19 measure. & Promotional campaign for the use of remote communication means.	01.12.2020	15.04.2021	15.04.2021	Implementation	On-Track	50%
18	HRS4R/18/2021	Gender balance.	Mgr. Denisa Cívínová / Legal Department at VÚBP, v.v.i. and the Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Working conditions and social security & other relevant parts	Gender balance & other relevant parts	Introduction of formalized principles for the application of Gender Balance in the internal processes of VÚBP, v.v.i.	Principles in the field: Gender balance in internal processes of VÚBP, v.v.i.	01.06.2021	01.09.2021	01.09.2021	Initiation	Not Started	0%
19	HRS4R/19/2021	Formalization of training for supervisors and senior researchers.	Linda Kalašová / Human Resources Department - Chief Human Resources Officer of VÚBP, v.v.i.	Training and development & other relevant parts	Supervision and management duties & other relevant parts	To formalize the training of supervisors and senior researchers in relation to their supervisory and management duties in accordance with the development of human potential in VÚBP, v.v.i. It will be solved within the concept of Project Management, within the internal project "Determination of project management methodology for researchers".	Presentations & educational materials & Creation of an institute for sharing expertise within partner research institutes.	01.06.2021	01.11.2021	01.11.2021	Initiation	Not Started	0%
20	HRS4R/20/2021	HRS4R days in VÚBP, v.v.i.	dr. Anna Cidlinová / Project Department of VÚBP, v.v.i.	Training and development, Working conditions and social security & other relevant parts	Relationship with superiors, Access to career counseling & other relevant parts	Improving communication and deepening informal relationships at the VÚBP, v.v.i. workplace within the HRS4R strategy. & Development of cooperation between research institutes in the Czech Republic and within the international EURAXESS network.	Informal, quarterly meeting of employees in VÚBP, v.v.i with colleagues of research institutes in the Czech Republic and within the international network EURAXESS & Creation of a publicly accessible database for sharing experiences from the preparatory HR Award project and the sustainable HRS4R strategy.	01.06.2021	31.12.2021	31.12.2021	Planning	On-Track	25%
21	HRS4R/21/2021	Communication support in the context of a sustainable HRS4S strategy (management-employees-employees).	dr. Michalík / Secretariat of the Director	Training and development & other relevant parts	Relationship with superiors & other relevant parts	Improvement of communication between VÚBP, v.v.i. management and employees in regular information about eg new / completed projects, about newly established cooperation with experts and universities, etc. in the context of a sustainable HRS4S strategy in VÚBP, v.v.i.	Communication mix for two-way communication between VÚBP, v.v.i. management and employees. & Communication campaign "corrective measures of the survey of employees in VÚBP, v.v.i. from 09-2020".	01.11.2020	15.03.2020	15.03.2020	Planning	On-Track	50%
22	HRS4R/22/2021	Introduction of a system for monitoring the implementation, quality and sustainability of the HRS4R strategy in VÚBP, v.v.i.	Kamila Myšková / Economic and Administrative Department of VÚBP, v.v.i.	Ethical and professional aspects, Recruitment and selection, Working conditions and social security, Training and development & other relevant parts	Supervision & other relevant parts	Within the long-term sustainability of the HRS4R strategy project in VÚBP, v.v.i. a system of process KPIs for each of the four chapters of the HRS4R strategy will be introduced. It will be supplemented by a control system of so-called self audit and annual internal audit. The principle of self-audit a questionnaire with questions for self-assessment of compliance will be created for all 40 monitored areas of the HRS4R strategy. A responsible person will be appointed for each of the areas, who will also perform and document a self-audit twice a year. The annual internal audit will then be performed by an authorized person on the part of the director of VÚBP, v.v.i. (every year a different member of the middle management in VÚBP, v.v.i., which will ensure the objectivity of the evaluation).	Process KPIs & System of so-called self audit and annual internal audit of continuous verification of compliance with the requirements of the HRS4R strategy.	01.01.2021	31.12.2021	31.12.2021	Planning	On-Track	25%

Note: Status of data as of Nov. 23, 2020.