



**OSRI
The Action Plan and HRS4R
strategy**

Project Portfolio Executive Summary HRS4R 2020-2023

#	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 Project Key Goal	Required Outputs (remember the principle of "S.M.A.R.T.")	Start Date	Original Target Date	Revised Target Date	Project Phase & Status	Done %
1	HRS4R/1	Management project "HR Award & HRS4S strategy in OSRI".	Petr Polák, MBA / Secretariat of the Director at OSRI	management project	management project	The main goal is to meet all requirements and obtain the "HR Award for researchers" in OSRI., no later than 31.12.2020. & Apply to start the certification process.	GAP Analysis (processed and sent to the EC for assessment) & Action Plan & other documents needed to obtain the "HR Award" certificate. & Implementation of sub-projects within the HRS4R PROGRAM in OSRI, for the period Year 2020 (R0 + 1Year) and the period Year 2021-2022 (R1 + 1Year & R2 + 1Year).	01.03.2020	31.12.2020	24.08.2021	Implementation	On-Track 85%
2	HRS4R/2	Determination of project management methodology for researchers in OSRI	dr. Anna Cidlinová / Project Department of OSRI	Ethical and professional aspects, working conditions and social security & all relevant chapters and sections	Professional approach, Good practice in research, Teaching & all relevant chapters and sections	Initiation of access to project management in OSRI, according to IPMA methodology – https://www.ipma.cz/ in research projects and internal projects.	Internal Directive approved by the OSRI director, called Principles of project management for researchers according to the IPMA standard & Determination of the training plan in project management for OSRI employees & Implementation of the training "Fundamentals of project management for researchers and internal projects".	01.04.2020	30.07.2020	31.12.2020	Closed	Complete 100%
3	HRS4R/3	Training "Application of rules in the field of copyright and management of intellectual property rights, according to ČSN ISO 690 (01 0197)".	doc. Ing. and Ing. Karel Klouda, CSc., Ph.D., MBA & prof. RNDr. Pavel Danihelka, CSc	Ethical and professional aspects, working conditions and social security & all relevant chapters and sections	Professional approach, Good practice in research, Teaching & all relevant chapters and sections	Commencement of regular educational activities leading to better mastery of the rules (especially when applying the rules) in the field of copyright and the management of intellectual property rights, according to ČSN ISO 690 (01 0197).	Educational materials approved by the OSRI director and commencement of regular annual trainings in OSRI.	01.11.2021	15.03.2022		Planning	On-Track 25%
4	HRS4R/4	Establishment of the Ethics Committee at OSRI.	dr. Malý / K. Malme / Office of the Deputy Director	Ethical and professional aspects, working conditions and social security & all relevant chapters and sections	Ethical Principles, Complaints / Appeals & all relevant chapters and sections	Creation of a new ethics committee at OSRI & Creation of documentation in accordance with the principles of the European Charter for Researchers.	Charter of the newly established Ethics Committee (EC) at OSRI signed by the OSRI director, & Establishment of a separate website of EK OSRI	01.06.2020	04-09-2020	20.11.2020	Closed	Complete 100%
5	HRS4R/5	Determination of OSRI methodology, "Recruitment of new employees".	Linda Kalašová / Human Resources Department - Chief Human Resources Officer at OSRI	Recruitment and selection & all relevant chapters and sections	Recruitment (Code), Selection (Code) & all relevant chapters and sections	Creation of a new internal directive regulating the rules for hiring employees at the Occupational Safety Research Institute, in connection with the principles of HRS4R and Open, Transparent and Merit-Based Recruitment (OTM-R) & Information Campaign (internal and external).	Internal directive "Recruitment of new staff at OSRI, approved by the OSRI director, following the recommendations of the documents: Code of conduct for the recruitment of researchers.	01.04.2020	04-06-2020	15.11.2020	Closed	Complete 100%
6	HRS4R/6	Annual training of OSRI employees in connection with the principles of HRS4R and Open, Transparent and Merit-Based Recruitment (OTM-R) and the implementation of a possible correction of the process "Recruitment of new employees"	Linda Kalašová / Human Resources Department - Chief Human Resources Officer at OSRI	Recruitment and selection & all relevant chapters and sections	Recruitment (Code), Selection (Code) & all relevant chapters and sections	Introduction of the institute of regular annual trainings according to the internal directive regulating the rules of hiring employees in VUBP, v. v. i., following the principles of HRS4R and Open, Transparent and Merit-Based Recruitment (OTM-R) & Information Campaign (internal and external).	Completion of training of all OSRI managers is considered a completed task. (participation will be documented by the attendance list of participants and the Director of OSRI approved educational materials.	10/2021 a dále každoročně	01.03.2022		Initiation	On-Track 60%
7	HRS4R/7	Determination of OSRI methodology "Annual Evaluation of Researchers".	Linda Kalašová / Human Resources Department - Chief Human Resources Officer at OSRI	Ethical and professional aspects, working conditions and social security & all relevant chapters and sections	Evaluation Systems, Career Growth & all relevant chapters and sections	Creation of a new procedure for the Annual Evaluation of Researchers according to the principles: European Charter for Researchers, and Frascati Categorization Rules, OECD, 2002.	Internal Directive approved by the OSRI director: Annual evaluation of researchers in the context of the requirements of the document: European Charter for Researchers.	01.06.2020	01.06.2020	01.02.2021	Closed	Complete 100%
8	HRS4R/8	Establishing regular cooperation with EURAXESS CR and university workplaces throughout the EU.	Mgr. J. Šedík (and PhDr. Barbora González Jáuregui) / Expert workplace for assessing the adequacy of the amount of work and work pace at OSRI	Recruitment and selection & all relevant chapters and sections	Recognition of Mobility Experiences (Code) & all relevant chapters and sections	Development of cooperation with the local contact office EURAXESS CR and establishing new contacts for cooperation in research with university workplaces throughout the EU.	Designation of a local contact person (including a documented description of activities) for the development and coordination of joint activities with EURAXESS CR and with European universities and research institutes. At the end of each calendar year, it will be in the hands of the Director of VUBP, v. v. i., an evaluation report has been submitted.	01.05.2021	01.01.2022		Implementation	On-Track 60%
9	HRS4R/9	Regular PR & Marketing information campaigns of the project "HR Award & HRS4S strategy in OSRI".	Hana Hlavíčková (and PhDr. Barbora González Jáuregui) / National Information, Education and Awareness Center	Training and development & all relevant chapters and sections	Relationship with superiors & all relevant chapters and sections	Preparation and implementation of the communication strategy PROGRAM HR Award and for the sustainable strategy HRS4R.	Initiation of regular (min. monthly) communication (e-mails) in OSRI in relation to HR Award activities. & Establishment of a notice board for the HR Award / HRS4R project (location at the main entrance to OSRI) & Publication of news and HR Award / HRS4R events (www.vubp.cz, Facebook VUBP, Press releases). & Introduction of podcast activity in OSRI for sharing project outputs.	01.04.2020	24-12-2020	21.12.2022	Implementation	On-Track 90%
10	HRS4R/10	Determination of OSRI methodology, v. v. i. "Code of Good Research Practice".	Klára Malme / Secretariat of the Director / Analysis and Forecasting Department	Ethical and professional aspects, working conditions and social security & all relevant chapters and sections	Freedom of Research, Professional Responsibility, Good Research Practice, Co-authorship & all relevant chapters and sections	Preparation and promotion of a new internal directive setting out and covering policies on research integrity, financial management and intellectual property.	Methodology Code of Good Practice in Research at OSRI, approved by the OSRI director	01.06.2022	31.12.2022		Initiation	Not Started 0%
11	HRS4R/11	Update of the document Code of Ethics, No. PŘ / 12/2007 in OSRI.	dr. Malý / K. Malme, Office of the Deputy Director at OSRI	Ethical and professional aspects & all relevant chapters and sections	Ethical principles & all relevant chapters and sections	Update of the Code of Ethics, No. PŘ/12/2007 – and its harmonization in accordance with the principles of the European Charter for Researchers.	The director of VUBP, v. v. i., approved updated VUBP Code of Ethics, v. v. i.	01.08.2021	15.03.2022		Implementation	On-Track 30%
12	HRS4R/12	Improving the process of sharing professional knowledge and research outputs of OSRI	Mgr. J. Ulmanová / National Information, Education and Awareness Center in OSRI	Training and Development, Ethical and Professional Aspects & all relevant chapters and sections	Career Growth, Continuing Professional Growth, Dissemination, Exploitation of Results & all relevant chapters and sections	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 OSRI	Proposal of the Process Map, including the methodology of promotion of shared OSRI expertise and research outputs submitted to the OSRI director.	01.03.2021	04-06-2021	30.11.2021	Implementation	On-Track 50%
13	HRS4R/13	Introduction of English courses for researchers in OSRI	dr. Michálek / Secretariat of the Director at OSRI.	Training and Development, Ethical and Professional Aspects & all relevant chapters and sections	Career Growth, Continuing Professional Growth, Dissemination, Exploitation of Results & all relevant chapters and sections	Improving the sharing of expertise in English and improving the ability of researchers to work in English with a focus on writing/preparing abstracts and formulating project outputs.	A cooperation agreement with an English language teacher, the implementation of placement tests and the actual start of courses are considered a completed task.	01.04.2021		30.12.2022	Completion	Complete 100%



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14	HRS4R/14	Categorization of OSRI researchers / R1-R4 according to Frascati, OECD, 2002.	prof. Danihelka (and Mgr. Veronika Brancová Hase) / Specialized workplace for research and risk management in OSRI	Recruitment and selection & all relevant chapters and sections	Merit Assessment (Code), Recognition of Qualifications (Code) & all relevant chapters and sections	Carry out a revision of the categorization of OSRI researchers 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".	Director of VUBP, v. v. i., methodical instruction "Catalog of categories of researchers according to Frascati in VUBP, v. v. i.". Revision of the current list of researchers in VUBP, v. v. i., according to categories according to Frascati, OECD, was performed on 31.12.2020.	01.11.2021	01.03.2022		Implementation	On-Track	50%
15	HRS4R/15	Adaptation plan for newly hired researchers.	Ing. Martina Pražáková / (and Linda Kalašová) / Human Resources Department - Chief Human Resources Officer of OSRI.	Working conditions and social security & all relevant chapters and sections	Recognition of the profession & all relevant chapters and sections	Create a formalized "Adaptation Plan" form for newly hired researchers. Organize a workshop (webinar) for OSRI researchers with different levels of seniority in order to "share expertise" in the field: Career path of a researcher.	Formalized form approved by OSRI director "Adaptation Plan" & Workshop (webinar) for OSRI researchers with different levels of seniority in order to "share expertise" in the field: Career path of a researcher.	01.04.2022	01.08.2022		Initiation	Not Started	0%
16	HRS4R/16	Internal methodology of the approach to gender balance among researchers.	Mgr. Denisa Civiňová / Legal Department at OSRI and the Human Resources Department - Chief Human Resources Officer of OSRI	Working conditions and social security & all relevant chapters and sections	Gender balance & all relevant chapters and sections	Introduction of formalized principles for the application of gender balance in the internal processes of OSRI	Internal methodology for approaching gender balance among researchers approved by the OSRI director. It will include the elaboration of the analysis "Gender balance in internal processes of OSRI".	01.06.2022	31.12.2022		Initiation	Not Started	0%
17	HRS4R/17	Formalization of training for supervisors and senior researchers.	Linda Kalašová / Human Resources Department - Chief Human Resources Officer of OSRI	Training and development & all relevant chapters and sections	Supervision and management responsibilities & all relevant chapters and sections	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 OSRI. It will be dealt with within the concept of Project Management, within the internal project "Determination of project management methodology for researchers".	Internal methodology Development and training of OSRI researchers at all levels of seniority R1-R4.	01.01.2021	01.09.2021		Implementation	Issue	60%
18	HRS4R/18	HRS4R days in OSRI	Ing. Kateřina Veselá (and PhDr. Barbora González Jáuregui) / Project Department of OSRI	Training and Development, Working Conditions and Social Security & all relevant chapters and sections	Relationship with superiors, Access to Career Counseling & all relevant chapters and sections	Improving communication and deepening informal relationships at the OSRI workplace within the HRS4R strategy. Development of cooperation between research institutes in the Czech Republic and within the international EURAXESS network.	Internal organizational instructions for organizing regular annual meetings of OSRI employees with colleagues of research institutes in the Czech Republic and within the international network EURAXESS.	31.12.2021	01.05.2022		Planning	On-Track	25%
19	HRS4R/19	Implementation of the quality control system of the sustainable HRS4R strategy in OSRI	Petr Polák, MBA (Ing. Aneta Živná) / Secretariat of the Director at OSRI	Ethical and professional aspects, Recruitment and selection, Working conditions and social security, Training and development & other relevant parts	Supervision & all relevant chapters and sections	Within the long-term sustainability of the HRS4R strategy project in OSRI, a system of process KPIs for each of the four chapters of the HRS4R strategy will be introduced.	Internal guidelines setting out Process Key Quality Indicators (KPIs) for a sustainable HRS4S strategy, approved by the OSRI director.	01.05.2022	01.09.2022		Initiation	Not Started	0%
20	HRS4R/20	Implementation of the HRS4R sustainable strategy control system in OSRI.	Petr Polák, MBA (Ing. Aneta Živná) / Secretariat of the Director at OSRI.	Ethical and professional aspects, Recruitment and selection, Working conditions and social security, Training and development & other relevant parts	Supervision & all relevant chapters and sections	Within the long-term sustainability of the HRS4R strategy project in OSRI, a control system of so-called self-audit and annual internal audit will be introduced. 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 the self-audit twice a year. The annual internal audit will then be performed by an authorized person on the part of the director of VUBP, v. v. i. (every year a different member of the middle management in VUBP, v. v. i., which will ensure the objectivity of the evaluation).	Internal directive "System of so-called self-audits and annual internal audit for continuous verification of compliance with the requirements of the HRS4R strategy" approved by the OSRI director.	01.08.2022	01.12.2022		Initiation	Not Started	0%
	Note:	The status of the listed data as of 29 th September 2021											