

# EURAXESS

## Process Description

**Case number**

2023CZ53621

**Name Organisation under review**

Institute of Microbiology of the Czech Academy of Sciences

**Organisation's contact details**

Víteňská 1083, Praha 4, 142 00, Czech Republic

**Date endorsement charter and code**

18/01/2023

### 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:

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Jiří Hašek, CSc.	Director, R4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Statutory representative of the organization
doc. RNDr. Jiří Gabriel, DrSc.	HRS4R Coordinator, R4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Director
Martina Vančurová	Deputy Director for Economic Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Economic Affairs
Mgr. Petra Sedmíková	HR Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel and Payroll Department
Jana Habětinová	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel and Payroll Department
Ing. Ondřej Schröffel	Secretary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Institute
Mgr. Eva Rushwurmová	Lawyer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Institute
Mgr. Petr Solil	PR Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Director
Mgr. Petr Novák, Ph.D.	Chairman of the Institute Board, R4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Structural Biology and Cell Signaling
Roman Bartl	IT Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IT Department
Ing. Pavel Sobotka	Head of the Campus Management Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Campus Management Department
Prof. RNDr. Ondřej Prášil, CSc.	Manager, R4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
Ing. Tomáš Budín	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
Ing. Dagmar Strouhová	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Nové Hradky
Pavla Šašinková, DiS.	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Nový Hrádek
Mgr. Biedermann David, Ph.D.	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Biotransformation
Doc. RNDr. Bojarová Pavla, Ph.D.	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Biotransformation
Mgr. Bučinská Lenka, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
Bc. Budínová Jana, DiS.	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
RNDr. Černý Ondřej, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Infection Biology

Name	Position	Steering Committee	Working Group	Management line/ Department
Čudová Lucie	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Institute
MUDr. Hrnčíř Tomáš, Ph.D.	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Gnotobiology
RNDr. Kamanová Jana, Ph.D.	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Infection Biology
Mgr. Kambová Milada	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Infection Biology
Mgr. Kopejtko Karel, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Anoxygenic Phototrophs
Ing. Kramlová Pavla	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Support Department
Krčil Michal	IT Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IT Department
Ing. Kuzma Marek, Ph.D.	Deputy Director for Infrastructure, R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Molecular Structure Characterization
Mgr. Lhotský Richard, Ph.D.	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Technology Transfer Office
RNDr. Lukáč Pavol	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Immunotherapy
Mg.A. Marie Malá	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Director
Mgr. Najmanová Lucie, Ph.D.	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory for Biology of Secondary Metabolism
Pokorná Marie	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
Mgr. Rajsiglová Lenka	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Immunotherapy
RNDr. Roubalová Radka, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Cellular and Molecular Immunology
Saurav Kumar, Ph.D.	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Laboratory of Algal Biotechnology
RNDr. Semerád Jaroslav, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Environmental Biotechnology
Mgr. Stefanová Markéta	PR Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Satellite Unit Třeboň
Šedová Gabriela	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Secretariat of the Institute
RNDr. Štěpánová Kateřina, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Gnotobiology

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Tučková Dominika	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Laboratory of Algal Biotechnology