

Process Description

Institute of Microbiology of the Czech Academy of Sciences

HRS4R Case Number 2023CZ53621

January 18th, 2024; revised June 20th, 2024

HR Excellence in Research

Process Description

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Case number

2023CZ53621

Name Organisation under review

Institute of Microbiology of the Czech Academy of Sciences

Organisation's contact details

Vídeňská 1083, Praha 4, 142 00, Czech Republic

Date endorsement charter and code

18/01/2023

Submission date to the European Commission

20/06/2024

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 Habětínová	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

Name	Position	Steering Committee	Working Group	Management line/ Department
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
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

Name	Position	Steering Committee	Working Group	Management line/ Department
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 checked="" 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

Name	Position	Steering Committee	Working Group	Management line/ Department
RNDr. Štěpánová Kateřina, Ph.D.	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory of Gnotobiology
Ing. Tučková Dominika	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Laboratory of Algal Biotechnology

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), 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
Researchers R1 - R4	Participation in the completion of the HR questionnaire (the main basis for the GAP analysis, anonymous, on-line). Unstructured interviews.	Commenting on working conditions, suggestions for questions to be included in the HR questionnaire.
Director's College	Regular meetings every 2 weeks.	Discussing the preparation of all documents. Making suggestions for the composition of the Steering Committee and Working group.
Heads of Laboratories	Minutes of the College of Directors (Intranet, E-mail).	Proposals for members of the Working Group representing R1-R4 and participation in the formation of the Working Group. Laboratory Heads are often contacted by email with requests to amend and supplement documents and regulations governing laboratory operations (e.g. working conditions, research environment, soft skills requirements, tolerances) and recruitment.
Board of the Institute	Regular meetings every month.	The director informed the Board members about the status of preparation of all documents and discussed next steps.

Stakeholder group	Consultation format	Contributions
IMIC Trade Union	Personal interviews with the Chair of the trade union.	Statements and comments on the results of the HR questionnaire and participation in the preparation of the GAP analysis.
Gender Equality Team	Information on request at GET meetings.	Suggestions for the Action Plan and discussion on the overlap between the GEP and the Action Plan.

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

Most of the members of the Steering Committee are members of the College of Director, which meets regularly every two weeks. At these meetings, general policy was discussed, and in particular the preparation of the HR questionnaire, the evaluation of responses and the collaboration on the development of the GAP analysis, the OTM-R checklist and the initial Action plan. The measures included in this Action plan were carefully considered in light of current Czech legislation and the Institute's current capabilities. Priorities were discussed at length and set to meet the current needs of the Institute based on the GAP analysis. Members of the Steering Committee discussed a number of ideas individually with those responsible for addressing them within their job role, e.g. HR, IT, OHS, GDPR and members of the GET team and some members of the Working Group.

A joint Steering Committee and Working Group meeting was held on 12/10/2023 and the status of all documents required in Phase 1 were also discussed by Steering Committee members with the laboratory Heads at a joint meeting on 1-2/11/2023. Final versions of all documents (GAP analysis, OTM-R Checklist and Actin Plan) were prepared in cooperation with members of the Steering Committee, who had the opportunity to comment on the text and in particular on the proposed indicators. In the period between the submission of the application and now, the Steering Committee has been intensively involved in reviewing all the required documents, mainly through electronic communication.

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

Members of the Working Group participated in the preparation of the GAP analysis mainly through individual interviews with the Institute's staff, including PhD students, and helped to define weak points in the functioning of the institution. Members of the Working Group were also appointed at the detached workplaces, which allowed direct informal contact with staff outside Prague.

A joint Steering Committee and Working Group meeting was held on 12/10/2023 and the status of all documents required in Phase 1 were also discussed by Steering Committee members with the laboratory Heads at a joint meeting on 1-2/11/2023. On 20 March 2024, the Working Group was informed of the requirements for the editing and completion of the documents and invited to participate, and on 5 June 2024, a joint meeting of the WG and the SC was held to discuss the proposed changes and additions. The heads of the laboratories were also involved in the preparation of the action plan on 20/04/2024 at a joint meeting with the Steering Committee and were also approached in connection with the preparation of the PROCEDURE AND METHODOLOGY OF RECRUITMENT AND SELECTION OF SCIENTIFIC POSITIONS AT THE INSTITUTE OF MICROBIOLOGY CAS. Their comments were continuously incorporated into all documents.