

Process Description

Case number: 2018CZ353848

Name Organisation under review: Tomas Bata University in Zlin, Faculty of Applied Informatics

Organisation's contact details: Nad Stráněmi 4511, Zlín 5, Czech Republic, 76005

Submission date: 21/11/2018

Date endorsement charter and code: 15/11/2018

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
Petr Sáha	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
Vladimír Sedlařík	Vice-Rector for Research, Development and Creative Activities, Director of Center of Polymer Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
Renata Bartošová	Head of the Personnel Department TBU in Zlín	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
Milan Adámek	Dean of the Faculty od Applied Informatics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty od Applied Informatics

Name	Position	Steering Committee	Working Group	Management line/ Department
Vladimír Vašek	Director of the Regional Research Center CEBlA-Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics / CEBlA-Tech
Karel Bill	Member of the CEBlA-Tech Center Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HELLA AUTOTECHNIK NOVA, s.r.o.
Jiří Vojtěšek	Vice-Dean for Bachelor's and Master's Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Marek Kubalčík	Vice-Dean for Foreign Affairs and Promotion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Bronislav Chramcov	Vice-Dean for Research, Development and Doctoral Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Dagmar Janáčová	Worker of the Research Organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Radek Matušů	Worker of the Research Organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Michal Pleva	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics

Name	Position	Steering Committee	Working Group	Management line/ Department
Eva Navrátilová	Financial Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Irena Vopatřilová	Administration Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics
Hana Pitnerová	Psychologist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Informatics

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)	Questionnaire	Analysis of the current situation from the point of view of the Ph.D. Students
Junior Researchers (R2 level)	Questionnaire	Analysis of the current situation from the point of view of the Junior Researchers
Senior Researchers (R3 level)	Questionnaire	Analysis of the current situation from the point of view of the Senior Researchers
Head of the Research Teams (R4 level)	Questionnaire	Analysis of the current situation from the point of view of the Head of the Research Teams

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

The HR Award process is a prestigious matter for the evaluated organization. The Faculty of Applied Informatics - (FAI), Tomas Bata University in Zlín - (TBU); and its Research Centre - (CEBIA-Tech) - which was created within the framework of the European R&D project, are aware that – the setting up and implementation of the core materials declared by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers into the everyday life of this research organization, will lead to its ability to achieve such excellence in this workplace - and to its ability to compare itself with high-quality national and transnational research workplaces.

On the basis of negotiations at the level of management of TBU in Zlín and management of the applicant FAI/CEBIA-Tech, in November 2017, it was decided about the FAI/CEBIA-Tech's application for obtaining and maintaining the HR Award.

This certification process commenced on 22nd, November, 2017. This was the moment when work started on the gradual fulfilment of the principles of the Charter and the Code of Conduct into the working life of the FAI and CEBIA-Tech institutions. Due to the wide range of the basic documents, it is clear that the success of the applicant workplaces is essentially dependent on the processes resulting from the processes and principles of its superior workplace - Tomas Bata University in Zlín, which already has pre-declared the basic principles governing the development of creative activities, and the Personnel Department (TBU), which serves as the center that ensures personnel policy and technical recruitment of new personnel. For this reason, the aspects of the HR Award were thoroughly consulted not only with TBU's Rector, but also with the Vice-Rector for Creative Activities and also with the TBU Personnel Department.

The full spectrum and aspects of the process were discussed with TBU Rector, prof. Ing. Petr Sáha, CSc. on February, 13th, 2018, and was concluded with the expression of his support for the acceptance of this process. Furthermore, the same was done with prof. Ing. Vladimír Sedlařík, Ph.D. on January, 16th, 2018, and all the scientific aspects of the process were resolved and with the Head of the Personnel Department on February 15th, 2018 relating to problems and issue of the Codex for the Recruitment and Acceptance of New Staff.

On the basis of the discussion of all aspects concerning both the applicant and his supreme organization - TBU in Zlín, a team of staff was formed at the level of the Rector of TBU, whose main task is supervising the progressive steps of the implementation team regarding obtaining and maintaining the HR Award and providing full support from the university management.

The Steering Committee is composed mainly of the management of the parent organization - TBU in Zlín. Moreover, prof. Ing Vladimír Sedlařík, Ph.D., Vice-Rector for Research, Development and Creative Activities has a function of Director of Center of Polymer Systems including the director of the Center of Polymer Systems (CPS) Research Center, the second Research Center, which also started the process of obtaining and maintaining the HR Award.

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

A Working Group for implementation of the process of obtaining and maintaining the HR Award was set up at the applicant's level - FAI/CEBIA-Tech. After having become familiar with the detailed requirements for the activities necessary for the successful implementation of the process, including the future implementation of the action plan, the responsible workers were appointed for the individual activities of the process.

In view of the fact that the attainment of the HR Award and its defense of the same is resolved within the framework of a Czech national project under the OP VVV programme, the HR implementation team will appoint the existing management of this project, supplemented by other staff of the research organization evaluated and by some external members, ensuring the impartiality of their own evaluation.

This team started working in January 2018 to prepare and process the Action Plan, which resulted from a consistent GAP Analysis of the applicant. An important step was the implementation of educational activities, the main objective of which was to acquaint as many workers as possible, at all levels ranging from R1 to R4, with two basic documents - the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

In connection with the GAP Analysis results set out below, the analysis of the research organization under evaluation states that no national legislation of the Czech Republic or the internal legislative regulations of the TBU in Zlín or FAI organizations limits the implementation of the "Charter" or "Code". The only exception is the Czech Public Procurement Act, whose mandatory application for purchases of ordinary material and small equipment - including basic computer technology, significantly affects the fulfilment of some articles of the Charter - causing disproportionate delays in the implementation of their research activities.

Within the framework of familiarizing most of the researchers and academics who participate significantly in FAI/CEBIA-Tech research activities, and gaining their opinion on the current state of fulfilment of the individual principles of the Charter and the Codex in terms of +, + / -, - / +. The GAP Analysis reports the percentage of

scores expressed by the four rating grades - (marked "**") are indicated in the second column of the table under the organization's self-evaluation rating.

The results of the Working Group for the year 2018 are represented by the results of the GAP Analysis presented in this material and on its basis created Action Plan for fulfilling the process of maintaining the HR Award for the next two years.