

**Important message to institutions:**

**Site Visits:** All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

## GAP Analysis (Charter and Code Checklist)

**Case number:** 2020CZ518664

**Name Organisation under review:** Biofyzikální ústav Akademie věd ČR, v. v. i.

**Organisation's contact details:** Královopolská 2590/135, Brno, Czech republic, 612 65

**Date endorsement charter and code:** 29/04/2020

## GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

## European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- **Status** : to what extent does this organisation meet the following principles?
  
- **Implementation** (++, +/-, -/+, --) :

An official EU website

How do you know?

- ++ fully implemented
- +/- almost but not fully implemented
- /+ partially implemented
- insufficiently implemented

- **GAP** : In case of --, -/+, or +/-, please **indicate the actual “gap”** between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

## Status

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## Ethical and Professional Aspects

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### 1. Research freedom

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Research freedom is well-maintained, fully established and maintained at the Institute of Biophysics (IBP). N/A	<p>Researchers and technical staff work in 10 departments that are well organized. Many students from local universities work at the IBP. Contracts with individual faculties are available on the IBP web page (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). Ethical principles are well established at the Czech Academy of Sciences (the Ethical code). Scientists working at IBP are free to perform research and can freely choose a methodology for the research; moreover, the concept of research at the IBP is discussed by the Institutional Council. According to the HR Award questionnaire, we can conclude that employees of IBP consider research at the Institute as free, without restrictions and discrimination. Supporting documents and websites: 1. Cooperation agreements with universities [see <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> (*)] 2. Deed of Foundation of IBP (*) 3. Code of ethics AV ČR (<a href="http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/Dokumenty/Interni_normy/pdf/INc-16-12.pdf">http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/Dokumenty/Interni_normy/pdf/INc-16-12.pdf</a>) 4. Code of ethics of IBP (*) 5. the Guideline on the Protection of Intellectual Property (*) 6. Status Home office (*) 7. Committee of Ethics Czech Acad. Sci (<a href="http://www.avcr.cz/cs/o-nas/struktura/vedecka-rada-av-cr/komise-pro-etiku-vedecke-prace/">http://www.avcr.cz/cs/o-nas/struktura/vedecka-rada-av-cr/komise-pro-etiku-vedecke-prace/</a>) 8. The conception of IBP (*) PROPOSAL: A possible implementation of the onboarding process includes training of new employees in the Ethical and Professional aspects of research. The course of rhetoric and ethics in science: 10-15 participants, will be organized 2021 and 2023; R1/R2/R3/R4 = 40/30/20/10; principles: 1, 2, 4, 10, 38, 39.</p>

## 2. Ethical principles

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>IBP has its own Code of ethics and, moreover, the Czech Academy of Sciences (AS CR) has its Ethical Commission and Ethical code (see above). N/A</p>	<p>INITIATIVES UNDERTAKEN: Current Status: See detailed Institutional information sources at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> (*) Relevant documents: 1. Deed of Foundation (*) 2. AS CR - Code of ethics (<a href="http://www.avcr.cz/opencms/export/sites/avcr.cz/content/galerie-souboru/zakony-pravni-predpisy/Statut_KEVP_2015.pdf">http://www.avcr.cz/opencms/export/sites/avcr.cz/content/galerie-souboru/zakony-pravni-predpisy/Statut_KEVP_2015.pdf</a>) 3. IBP – Code of ethics (*) 4. IBP Employment code (the Career code) (*)</p> <p>PROPOSAL: Implementation of the onboarding process - training of new employees in ethical and professional aspects of research. Also, categories V1-V6 in our Wage Regulation document are explained as equivalents of R1-R4. Working categories and career stages: Researchers are classified in the tariff classes V1 to V6 are as follows: a) research and development specialist in class V1 (EU equivalent R1) b) doctoral student to class V2 (EU equivalent R1), c) postdoctoral student in class V3 (EU equivalent R1), d) research assistant in class V4 (EU equivalent R2), e) researcher in class V5 (EU equivalent R3), (f) Senior Researcher in Class V6, (EU equivalent R4). Categorization is on the decision of the attestation commission cooperating with individual department leaders as principal investigators of the research projects. Other employees are classified according to the type of work activity, education and function. The attestation commission also considers the complexity, responsibility, and organizational complexity of the work (see Wage Regulation document at IBP web page for HRS4R Researches will be acquainted with the principles of ethics in science during the course of ethics organized every 2nd year. R1/R2/R3/R4 = 40/30/20/10; principles: 1, 2, 4,10.</p>

### 3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>According to the HR Award (HRW) questionnaire, several weaknesses have been identified. Employees prefer employment contracts with a longer duration than a 1-3 year period.</p>	<p>PROPOSALS: Professional responsibility will be enhanced and fully implemented according to HRAW rules. 1. The language barrier must be overcome; all rules and administrative documents will be translated into English. 2. There is a certain feeling of insecurity among researchers with respect to the duration of their employment contracts, especially in their early stages but not limited only to this time frame. Prolongation of the duration of working contracts will be discussed with individual department leaders and with Attestation Commission. Unfortunately, it highly depends on the project duration which is, in many cases, maximum of 3 years. 2. Enhanced responsibility of department leaders. In this regard, the International Scientific Advisory Board (ISAB), established at the Institute in 2018, will recommend critical points that must be improved in individual departments. The problem of short-time employment will be overcome via the Internal Support of Science that can cover not only salary but also a part of the experimental work. However, the well-recognized scientist must and his/her team must apply for prestigious Czech or EU projects, including ERC. Due to this fact, we will organize a course on ERC project writing. Course on ERC project application, number participant: 10, a year of organization: 2022; R1/R2/R3/R4 = 0/0/50/50; principles: 3, 4, 7, 29, 30, 38, 39.</p>

**4. Professional attitude**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	N/A	Based on the recommendation of ISAB, professional goals are discussed annually with department leaders. Moreover, professional goals for the forthcoming year are well established in the annual IBP report submitted to the Czech Academy of Sciences (documents are translated into English and will be published at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> ). Overall professional goals and scientific visions of the Institute are established in the conception of IBP, see <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> , and in the HRS4R Strategy Plan of IBP. Professional attitudes will be addressed by organizing education courses for all R1-R4 categories, as listed in the Table of Strategy Plan of IBP.

**5. Contractual and legal obligations**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>More frequent training in the area of intellectual property rights and grant projects administration is missing. All documents must be translated into English in order to be available for international employees.</p>	<p>Contractual and legal obligations are considered to be almost implemented by the majority of consulted participants. Support is provided by a body of the Czech Academy of Sciences called the Center for Technology Transfer (CTT) (see <a href="http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologie-av-cr/">http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologie-av-cr/</a>) Supporting regulations and websites: 1. CTT service at <a href="http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologie-av-cr/">http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologie-av-cr/</a> 2 IBP Employment code (Career Code) (*) 3. Plagiarism at IBP - a problematic part will be submitted to the Ethics Commission of the Czech Academy of Sciences (<a href="http://www.avcr.cz/cs/o-nas/struktura/vedecka-rada-av-cr/komise-pro-etiku-vedecke-prace/">http://www.avcr.cz/cs/o-nas/struktura/vedecka-rada-av-cr/komise-pro-etiku-vedecke-prace/</a>) PROPOSALS: 1. Implementation includes training of new employees in ethical and professional aspects of research, intellectual property rights and project administration and funding. 2. Translation of all relevant documents and websites into English. The following activities will address this point: GDPR course 20 participants in 2022; R1/R2/R3/R4 = 40/30/20/10; principles: 4, 5, 38, 39. The course of ethics in science, 10-15 participants in 2021 and 2023; R1-R4: 40/30/20/10, principles 1, 2, 4, 5, 38, 39.</p>

**6. Accountability**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Exact accountability is established on all levels. Department heads are responsible for research strategies, personnel policy and education of students. N/A	Personnel accountability is well established in the main rules of the organization ( <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> ). See especially the Organization Code, including Organization Scheme ( <a href="https://www.ibp.cz/en/about-ibp/organization-structure">https://www.ibp.cz/en/about-ibp/organization-structure</a> ). Scientists of all categories are aware of their account that is addressed by the following activities: Published joint scientific papers – a collaboration of several IBP departments 2-5 papers each year; R1-R4: 20/20/40/20; principles: 3, 4, 6, 8, 32. Standard project applications to Czech Grant Agencies, 10-15 participants each year; R1-R4= 0/0/50/50, principles: 3, 4, 6, 9, 25, 26. Junior project applications to Czech Grant Agencies, 1-3 participants each year; R1-R4: 20/40/40/0; principles: 4, 6.

**7. Good practice in research**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>At the Institute the information security process is well established – department heads and individual researchers are highly responsible for data management, data back-up and data security. The high reputation and quality of IT specialists guarantee data back-up and data security. Translation of several legal documents into English is missing.</p>	<p>Current Status: A new IT infrastructure was purchased in 2019. This infrastructure guarantees data backup and data security. Concerning personal data protection the Institute is in compliance with the GDPR Regulation, see the Institutional GDPR Rule (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) (*) Additional relevant documents: 1. IBP- IT rules (*) 2. Organization rule, Fire protection rule, Radiation protection rule (*) - these documents will be translated into English. 3. European Regulation 2016/679 - General Data Protection Regulation (GDPR) (*) 4. Internal regulation on GDPR (*). PROPOSALS: 1. Translation of all relevant institutional documents into English. 2. Implementation (and improvement) of the Institute Information Security process for data management, data back-up, and security. Courses on GDPR (number of participants 20 / year, it will be organized in 2022; R1-R4=40/30/20/10. Other activities are linked to this point: The course of statistics, 15 participants in 2022; R1-R4: 40/30/20/10; principles: 4, 7, 38, 39. The course on ERC project application, number of participants 10 in 2022; R1-R4:0/10/40/50; principles: 3, 4, 7, 29, 30, 38, 39. The course of management, 10-15 participants in 2023; R1-R4: 10/10/40/50; principles: 4, 7, 29, 30, 38, 39.</p>

**8. Dissemination, exploitation of results**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. According to the HR Award questionnaire and recommendation of the ISAB, the Institutional web pages must be improved. The current website is not adequate and doesn't provide actual information about the Institute. In fact, a lot of data inserted in the past is not up to date. 2. Missing training for early-stage researchers in academic writing and publishing. Scientists are interested in the course of biostatistics.</p>	<p>Current Status: Researchers from all departments publish their research results in both scientific journals and academic bulletins accessible to a broader audience. Researchers are evaluated based on the quality of their results, their publication activity as well as a teaching activity. Evaluation is performed by the director's office annually and every 2nd year it is performed by ISAB members. The Academy of Sciences of the Czech Republic organizes a 5-year evaluation of research teams. Research activities and results are also actively shown at scientific conferences, science fairs and scientific symposia within the specific scientific communities. Also, special attention is given to the PR activities of the Institute. The Institute supports the Open Access idea, a special budget is used to cover Open Access costs (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) (*). 1. IBP - Intellectual property - the Guideline on the Protection of Intellectual Property (*). 2. Code of ethics (<a href="http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/Dokumenty/Interni_normy/pdf/INC-16-12.pdf">http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/Dokumenty/Interni_normy/pdf/INC-16-12.pdf</a>). IBP directive 4/2013 – (Open Access Policy of the IBP) (*). 4. The research conception of the IBP (*). PROPOSALS: 1. Improvement of the Institute website. 2. Maintenance of IBP Facebook and Twitter pages (<a href="https://www.facebook.com/BFUavcr">https://www.facebook.com/BFUavcr</a>; <a href="https://twitter.com/BFUavcr">https://twitter.com/BFUavcr</a>). 2. Implementation of an educational concept for early-stage researchers - PhD students and postdoctoral research fellows. Educational courses will teach how to write scientific papers. Courses will be dedicated to management in science and bioinformatics. We are going to organize: Talks of Czech scientists, 5-10 participants/year, R1-R4: 20/20/40/20; principles: 4, 8, 38. Visits in foreign laboratories supported by the IBP, 10-20 participants each year, R1-R4: 40/30/20/10; principles: 1, 4, 8, 18, 38. Annually all categories R1-R4 publish 100-150 scientific papers that are recognized by a wide scientific audience.</p>

**9. Public engagement**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	1. Missing Institute PR plan including public engagement activities.	<p>Current Status: PR activities of the IBP are at a high level. We have a PR manager - see Organization Rule of the IBP (*). Colleagues from the Department of Plant and Evolution Biology established Facebook pages and used this social media for PR activities of the IBP. Institute departments conduct broad PR activities on the institutional web page, Facebook. Scientists actively cooperate with secondary schools, we organize the Day of Open Doors, we organize events for the general public - Science festivals, science for children groups etc. There is a newly established PR team of the Institute and each department has its own person responsible for PR activities. Websites: <a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a> Facebook: <a href="https://www.facebook.com/BFUavcr/">https://www.facebook.com/BFUavcr/</a> IMPLEMENTATION: Improvement of the Institute External Communication: the creation of the Communication plan of the IBP (Annual PR activity plan) Communication Plan is published in English on the IBP web page for HRS4R. All categories will be informed on how to communicate with the public. Our public commitment is to manage public funds properly and transparently in order to publish scientific results and educate students. Also, PR activities fulfil the condition of principle 9. PR activities 10-12 participants in each year; R1-R4: 40/30/20/10.</p>

**10. Non discrimination**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>Only 7- 8 % of foreign employees work at the Institute; thus in the past, only a few documents were translated into English. However, for the sake of future internationalization, it is appropriate to translate all institutional rules and directives into English. According to the HR Award questionnaire, we can conclude that employees (irrespectively on gender) do not feel discriminated at the workplace and do not feel any gender imbalance.</p>	<p>Current Status: The feeling of discrimination did not appear in the HR Award questionnaire in any way. We believe that a good situation exists in both the research environment and working conditions in the sense of top infrastructures and facilities which are commonly open and shared among researchers, including the natural mutual cooperation of highly skilled professional teams. The existing system allows adapting to researchers' specific needs related to their family/work balance, including part-time contracts, flexible working hours, etc. Use of kids' corners, sports rooms, social events organized in the frame of the social fund is available to all employees. Special attention is dedicated to parents in science, especially in the case of career breaks (help is provided to shorten maternity leave - children can be placed at kids' corner, newly established at the IBP). Furthermore, part-time jobs for parents of children up to 6 years old will be implemented in the future, home office tools will be made available for parents, etc. Prevention of all types of discrimination adheres to the Czech legislation - the Act no. 189/2009 Coll., the Anti-Discrimination Act. The principle of Non-discrimination is also one of the most essential principles of the Czech labour law, embodied in the Labor Code (art. 16 of the Act no. 262/2000 Coll.) and the Employment Act (art. 4 of Act no. 435/2004 Coll.) Gender balance is maintained with respect to gender representation; many PhD students (female) are employed at the IBP. However, there is no demand to change the situation concerning the position of female-scientist in leading positions. In case of application to the position of a group or department leader, a female scientist with the highest scientific quality will be considered as the best candidate for such a position. During the implementation process, we will try to recruit more foreign scientists, we will support the status of emeritus scientists, establish by the Czech Academy of Sciences. And we will support parents in science. The social fund, created by the 1% of all salaries, works on the solidarity level; thus, all R1-R4, as well as non-research categories O1-O13 are supported equally. All courses will be available for all R1-R4 categories, kid's corner is available not only for R1-R4 scientists but also for non-research categories. Related documents: 1. Career Code (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) (*) 2. IBP Recruitment policy in Organization Code (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) 3. Act no. 189/2009, on equal treatment and on legal protection tools against discrimination and on amendment of other acts (the Anti-Discrimination Act of the Czech Republic)</p>

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
<p>+/- almost but not fully i...</p>	<p>The evaluation system is well established at IBP as well as the Czech Academy of Sciences and also on the national level (Methodology M17+).</p>	<p>Evaluation of departments and their leaders is performed using two independent systems; one is based on scientometry and the other is based on peer-review performed by the International Scientific Advisory Board (ISAB). Individual researchers of all categories are evaluated regularly using panels consisting of both internal and external experts. All these procedures are mostly transparent (accessible for all scientists of the institute). The International Scientific Advisory Board (ISAB) is an advisory body of the director that has already been established. It is composed of high-ranking foreign scientists working in the fields of interest to the Institute's researchers. The composition of the ISAB is weighted according to the spectrum and size of the fields of research in our Institute. ISAB is nominated by department leaders, the Council of the Institute, and the director; members of ISAB are approved by the Council, the Director, and the Academy. During the on-site visit, ISAB evaluates all departments according to their scientific papers, presentations and they visit workplaces, especially laboratories. ISAB provides independent evaluation/appraisal of all departments and their leaders and nomination of the best PhD students that are awarded by the director. ISAB provides recommendations of the best outputs for the national evaluation M17+. Independent evaluation is performed by the Academy of Sciences in 5-year intervals (see methodology at <a href="https://www.avcr.cz/cs/o-nas/hodnoceni/">https://www.avcr.cz/cs/o-nas/hodnoceni/</a>) with the primary goal of providing detailed information on institutional teams. The management of the Institute uses this information to improve research activity and management is focused on personal policy, equipment, and other aspects of the institutional infrastructure. Academic evaluations and internal evaluations are performed by means of scientometry and the peer-review process. All outputs of the institute are categorized using journal quality (journals are divided into quartiles and top decile according to Article Influence Score; see Web of Science database). In addition, citations are also taken into consideration in a similar way (quartiles and top decile are calculated for each year, the field of science, and type of publication). These analyses are enclosed with the materials submitted to ISAB for consideration. The evaluation strategy of the Institute will be slightly modified according to the new rules of the Czech Academy of Sciences and according to the national methodology called Methodology M17+. Relevant documents The document describing the rules of evaluation of science at the IBP (<a href="https://www.avcr.cz/cs/o-nas/hodnoceni/">https://www.avcr.cz/cs/o-nas/hodnoceni/</a>). The following milestones will be addressed: Science evaluation according to bibliometric data, 10 departments each year will be</p>

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
		evaluated; R1-R4: 20/20/30/30, principles: 4, 10, 11, 15, 23. ISAB meeting will be organized every 2nd year (2021, 2023, 2025). R1-R4 = 0/10/40/50; principles: 4, 11, 15, 35, 37, 40.

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**Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.**

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**12. Recruitment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Well-presented Institute recruitment policy must be done more internationally	<p>Current Status: Although this principle is considered almost implemented, it still requires some improvements. The Institute HR Commission (the Attestation Commission) will be responsible for the recruitment of non-academic positions, which is based on the open-selection procedure (an open competition, based on CV and interview). For a new research position, new rules were established in the Organization Regulation (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). Some new positions are (will be) posted on other job portals, some on departmental websites, and also on the Euraxess portal. Supporting regulations and websites: IBP Career Code and the Organization Rule (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). A new document showing the principles of OTM-R (recruitment of scientists) will be published on the IBP web page of HRS4R. The following authorities will be responsible for the OTM-R strategy: Attestation Commission and meeting with the Director, 15 participants; organized each year; R1-R4: 0/0/10/90; principles: 11, 12, 34, 35, 36, 40. Director's collegium, a number of participants: 15-20, organized 4x per year, R1-R4: 0/0/30/70; principles: 11, 12, 34, 35, 36, 40. Meeting of researchers, 50-60 participants, organized 3x per year; R1-R4: 30/30/30/10; principles: 11, 12, 34, 35, 36, 40. Working Group meeting, 10-15 participants, organized 4x per year; R1-R4: 30/30/30/10; principles: 11, 12, 34, 35, 36, 40.</p>

**13. Recruitment (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>There is a specific Institute recruitment process guaranteed by the economy manager that will be responsible for the publication of an advertisement for a scientific position on the ERAXESS portal. The attestation commission works on demands and every year IBP organizes Days of attestation during which all department leaders discuss academic positions and positions of technicians and lab managers.</p>	<p>Current Status: This principle is considered partially implemented. Very well is established the work of attestation commission, consisting of 6 members (<a href="https://www.ibp.cz/en/about-ibp/management-of-the-institute/supervisory-board">https://www.ibp.cz/en/about-ibp/management-of-the-institute/supervisory-board</a>) working in accordance with the Institutional Career Code (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). A new document showing the principles of OTM-R (recruitment of scientists) will be published on the IBP web page of HRS4R IMPROVEMENT: 1. Improvement of the Institute External Communication &amp; Employer Branding: Creation of a new Institute website, including Career Page at <a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a>. 2. Update of the Institute Career Code containing career development paths. Working positions and jobs will be advertised more actively. The economy manager will be responsible for the publication of an advertisement for a scientific position on the ERAXESS portal. The following recruitment process is guaranteed: Recruited Czech Scientists via EURAXES, number of new scientists: 10-15 each year. R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15. Recruited foreign scientists via EURAXES, a number of scientists: 3-5 each year, R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15.</p>



**14. Selection (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Mostly implemented. Women in science must be encouraged to become part of management and/or group (department) leaders.	Current Status: This principle is considered almost implemented. The Institutional Recruitment regulation includes the mandatory appointment of a selection committee and its composition for academic positions. The same is applied to non-academic research positions. Each selection process is documented using the official document. In the majority of cases, it is a commissioned selection. External members are part of the committee. Gender balance is not the committee composition criterion; however, the usual practice is to respect gender representation in individual scientific fields. In any case, gender balance must be improved especially in the management committee, the Institutional Council, etc. PROPOSALS: Positions will be, as usual, advertised on institutional web pages, other job internet portals, EURAXESS. Women in science, foreign scientists, parents in science, etc. will be encouraged to become part of the management and to work at least as deputy group leaders or they can be a part of a so-called scientific incubator to become new group leaders. The following selection procedures are guaranteed: Recruited Czech Scientists via EURAXES, number of new scientists: 10-15 each year. R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15. Recruited foreign scientists via EURAXES, a number of scientists: 3-5 each year, R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15.

**15. Transparency (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Job advertisements do not contain references/information on career development. In the future, employees' benefits should be offered in a more transparent way.	<p>Current Status: This principle is considered almost implemented. On <a href="http://www.ibp.cz">www.ibp.cz</a> (<a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a>) we have a job advertising page. Supporting regulations and implementations: 1. IBP Career Code (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) (*). 2. Missing better visibility of women researchers, better gender &amp; cultural diversity awareness – implemented according to demands of society. On the other hand, according to the questionnaire, women in our institute or foreigners do not feel any discrimination in this case. In many cases, women prefer caring for family and children to a scientific career. 3. Creation of templates for external and international job advertising, templates for candidate evaluation (interview feedback form) and communication.</p> <p>Supporting regulations: 1. IBP Career Code (*) 2. IBP Organization Code with the scheme (*) and <a href="https://www.ibp.cz/en/about-ibp/organization-structure">https://www.ibp.cz/en/about-ibp/organization-structure</a>. PROPOSALS: 1. Evaluation of departments by ISAB will be accessible to the institutional public in order to maintain transparency. 2. Meetings on the evaluation of group leaders will be accessible to the institutional public as well as for students. 3. All bibliometric analyses will be posted on the HR Award web page in order to make it well visible to the public. A fully transparent advertisement of the job position EURAXESS portal. Recruited Czech Scientists via EURAXES, number of new scientists: 10-15 each year. R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15. Recruited foreign scientists via EURAXES, a number of scientists: 3-5 each year, R1-R4: 40/30/20/10; principles: 4, 10, 12, 13, 14, 15.</p>

**16. Judging merit (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Improving job descriptions/competency models for researcher roles. An exact evaluation of the scientific qualities of the applicant as well as the professional qualities of non-research employees.	Current Status: This principle is considered almost implemented. The recruitment regulations will be specified in a new OTM-R document. Supporting regulations and websites: Career Code at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> PROPOSAL: Both the external and internal personnel recruitment including guidelines for evaluation and evaluation template will be specified in a new directive of the Director. Merit evaluation will be guaranteed by the attestation commission, the Institutional Council, and also the Collegium of Director will make a decision on several awards: Publication award according to IF, 30-40 awarded scientists each year; R1-R4 = 20/40/30/30, principles 4, 16. Paper of the year award, 1 award for a group of authors; awarded each year; R1-R4 = 40/20/20/20; principles: 4, 16. Innovation of Methodology Award, every year; R1-R4 = 40/20/20/20; principles: 4, 8, 16. Application Award, 1 award a year, 2022; R1-R4 = 40/20/20/20; principles: 8, 16. The best PhD student Award, a number of awards: 1-3, each year, R1-R4 = 40/40/0/0; principles: 4, 16.

**17. Variations in the chronological order of CVs (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	A career break is solved in a new call from the Czech Academy. This activity is called the "Support of the Stem Employees". AS CR provides several supports in a form of fellowships N/A	Academic regulation explaining the Support of the Stem Employees and fellowships - see <a href="https://www.avcr.cz/cs/veda-a-vyzkum/podpora-vyzkumu/aktualni-vyzvy-av-cr/">https://www.avcr.cz/cs/veda-a-vyzkum/podpora-vyzkumu/aktualni-vyzvy-av-cr/</a> This support is a part of the institutional budget, and approximately 10 researchers in R2, R3 categories are supported. The Czech Acad. Sci. also supports postdoctoral fellows (PPLZ). Per semester IBP can receive 1-2 PPLZ supports (R2, categories). Another indicator: Reassignment of scientists according to the principles of categories R1-R4, 5-15 scientists, every semester, R1-R4 = 25/40/25/10; principles: 17, 19, 20, 22, 23, 27, 28.

**18. Recognition of mobility experience (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	This principle is considered fully implemented but we decided to establish an additional new internal support for the mobility of students.	<p>Current Status: This principle is considered fully implemented and is specified in various regulations provided by the Academy of Sciences that also supports the mobility of scientists. Based on the GAP analysis we decided to support the mobility of students. Currently, students can obtain financial support from research projects, and there is also support provided by the Division of international cooperation of the Czech Academy of Science (for example see: <a href="http://www.avcr.cz/cs/veda-a-vyzkum/aktuality/Moznost-podavani-navrhu-projektu-Mobility-Plus-od-r.-2020-s-CSIC-Panelisko">http://www.avcr.cz/cs/veda-a-vyzkum/aktuality/Moznost-podavani-navrhu-projektu-Mobility-Plus-od-r.-2020-s-CSIC-Panelisko</a>). Besides aforementioned we are going to establish a new IBP-internal program focused on the support of the international mobility of students from the Universities that perform their PhD study at the IBP. We aim to provide this support in parallel with several activities offered by Universities (e.g. Erasmus+, CEEPUS, ISEP, Stella Junior, etc.). Supporting regulations and websites: <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> Visits in foreign laboratories supported by the IBP will be guaranteed in the following activities: Internal support of science via the institutional fund, also support of mobility, 1-5 supported scientists each year; R1-R4 = 25/40/25/10; principles: 18, 23, 24, 2, 25, 26. Visits in foreign laboratories supported by the IBP, 10-20 scientists each year; R1-R4: 40/30/20/10; principles: 1, 4, 8, 18, 38.</p>

**19. Recognition of qualifications (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	N/A	<p>Current Status: This principle is considered fully implemented and governed by national and institutional regulations and also internal HR procedures. According to the Higher Education Act, the institutions have a diploma recognition procedure, i.e. the recognition of a degree earned abroad as equivalent to the Czech Republic's higher education standards. Recognition of education is an administrative procedure. Diplomas are kept by the personnel department and in the archive of the IBP. The criterion for recognition is a comparison of the scope of the study of the potential employee. According to the degree of education the employee is categorized in V1-V6 (R1-R4) category (see the Career Code at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). For non-academic employees, the categories are as follows: 01-013 (the Table is a part of the IBP Salary Rule). The category V6(R4) is a category under the decision of the Czech Academy of Sciences. Reassignment of scientists will be according to the principles of categories R1-R4, 5-15 scientists, every semester, R1-R4 = 25/40/25/10; principles: 17, 19, 20, 22, 23, 27, 28.</p>

**20. Seniority (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>Missing a strategy established for recruitment of employees and sustainability of departments. This principle would be established during the HR implementation. In general, retired group leaders are department members and are employed as part-time employees (up to 50%). In most cases they have their own projects; thus, they can continue with their research activities.</p>	<p>Principles of seniority will be established in a new institutional regulation. In addition, an evaluation of seniority for the position will also be established during the period of implementation. The main document will be available at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> We are going to publish this strategy using the Institute communication system called Intranet (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>). The Czech Academy of Sciences has a tool of the so-called emeritus employees, so we will try to receive this status every year, for 1-2 senior scientists (R4). This status guarantees access to the IBP library, workshops, journal clubs, etc. This part will be also addressed in the following way: Social equality in gender, age, education and citizenship are to a certain extent cover by the social fund. 5-10 scientists each year will participate; R1-R4: 0/25/50/25; principles 10, 19, 20, 27.</p>

## 21. Postdoctoral appointments (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	1. Institutional definition of the postdoctoral research role is established in the main document as well as in the Career Code. This activity is mostly established. 2. The Career development rules can be revised according to actual needs.	This principle is implemented but requires improvement. We need to establish a long-term strategy. The postdoc selection procedure is up to the decision of the department leader and director. Pre/selection is done by the department leader, and recommendation is provided by the Attestation commission and Selection Commission, according to the OTM-R document. An internal regulation on how to more openly select postdoctoral researchers will be established during the implementation procedure. New positions will be published on the EURAXESS portal and on the IBP web page. 10-15 postdoctoral scientists each year; R1-R4: 10/40/50/0; principles 19, 21, 22.

## Working Conditions and Social Security

## 22. Recognition of the profession

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	N/A	This principle is fully implemented in the Career Code of the Institute ( <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> ). Career development paths options are fully established. Salary tables are well-established in the Salary regulation (the document that is published on the IBP web page) and upgraded annually according to the governmental rules and inflation. All R1-R4 categories are getting acquainted with Salary regulations. R1-R4: 25/25/25/25; principles 19, 20, 21, 22.



**23. Research environment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>The research environment is fully optimized at the IBP. This part is almost implemented. Only specific courses on research management will be organized during the period of HR implementation.</p>	<p>Missing Institute training in the form of eLearning or special courses. High-level infrastructure is available at the Institute. Internal support of research and mobility is well established also by the Czech Academy of Sciences. Additional career rules will be optimized during the implementation procedure. There is a collaboration between members of several departments. Moreover, Bc, diploma and PhD students from several universities are educated at the IBP. These students create a very good research environment and maintain a fruitful co-operation with local universities. For experimental work, scientists and students can use relatively good infrastructure at the Institute (IBP) and the Czech Academy of Sciences supports the purchase of new infrastructure and instruments. Rules and institutional regulations: 1. the Career Code (<a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>) 2. IBP Research - Website (<a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a>) 3. the Open Access Policy of IBP (<a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a>) 5. the International Scientific Advisory Board evaluating departments - see the Organization Code (<a href="https://www.ibp.cz/en/">https://www.ibp.cz/en/</a>) PROPOSALS: 1. training courses - research management 2. translation of all relevant Institute documents, websites, and employee training courses into English 3. evaluation of scientific parameters and quality of students by the International Scientific Advisory Board (ISAB). 4. improvement of infrastructure and collaboration between individual departments. 5. new national and international contracts with universities in order to establish a new scientific collaboration. Our aim is to organize the following courses: Language course 15-20/semester each semester 2021-2022; R1-R4 = 30/30/30/10; principles: 2, 4, 23, 38, 39. GDPR course 20/year 2022; R1-R4 = 40/30/20/10; principles 4, 5, 7, 23, 38, 39. The course of rhetoric and ethics in science; R1-R4 = 40/30/20/10; principles: 1, 2, 4, 5, 23, 38, 39. The course of statistics; R1-R4 = 40/30/20/10; principles 4, 7, 23, 38, 39. The course on ERC project application; R1-R4 = 10/10/40/50; principles: 3, 4, 7, 23, 29, 30, 38, 39. The course of management; R1-R4 = 10/10/40/50; principles: 4, 7, 23, 29, 30, 38, 39. The course on advanced graphics,R1-R4 = 20/20/40/20; principles: 4, 23, 38, 39.</p>

**24. Working conditions**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. Insufficient communication tool - Institute HR intranet with all necessary employment information will be translated into English. 2. Elimination of language barrier - seminars in English. 3. Support of women researchers returning to work after maternity leave is missing. 4. New benefits from the social fund for all employees.</p>	<p>PROPOSALS: 1. Relevant regulations and rules will be translated into English. 2. Institute allows part-time work for mothers (parents) returning from maternity leave. 3. A new kids' corner will be sustained in collaboration with an external subject accredited for child care. 4. Several working benefits will be established: a) weeks of vacation, b) 3 sick days, c) possibility of the home office for research scientists writing papers and projects (must be ratified by department leaders and the director), d) support from the social fund partially covering vacations, sports and additional social activities that will be covered by a social fund (created from 2% of employees' salary). All R1-R4 categories will be addressed by this activity; R1-R4: 25/25/25/25; principles 10, 15, 23, 24.</p>

## 25. Stability and permanence of employment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>According to the HR questionnaire, a certain feeling of insecurity exists among researchers especially in their early stages of career. This situation is caused by the general strategy that Czech science is in the majority of cases funded via grants but not via institutional funds. Thus, researchers are recruited to work on scientific projects but the salary of many key scientists is often covered via the institutional fund. Many IBP departments have up to 50% of salary support from the IBP direct fund; this budget originates from the Czech Academy of Sciences.</p>	<p>PROPOSALS OF IMPLEMENTATION: 1. The management of the IBP can guarantee an annual increase of the institutional support only in the case of the increase of the financial support from the Czech Academy of Sciences. This part is unpredictable. 2. Management of the IBP will apply to receive a project from the structural funds in order to get additional budget for long-term positions and also to improve infrastructure including a new building, especially new laboratories provided to new and talented scientists. Prolongation of the contract can be partially guaranteed by the Internal support of science or application to the Czech Academy of Sciences for postdoctoral support, so-called PPLZ. All R1-R4 categories are included in this action; R1-R4: 25/25/25/25; principles 10, 12, 25.</p>

**26. Funding and salaries**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. Partially missing Institute rules for motivation bonuses. This part is partially established via bonuses for scientific papers and in the annual evaluation of the departments. 2. Institute web page will advertise employment's positions with relevant salaries. Documents will be available also in English.</p>	<p>PROPOSALS OF IMPLEMENTATION: 1. The ISAB will evaluate the best students and departments and based on the ISAB recommendation, the best department will receive an extra financial bonus, similarly to the best PhD student. 2. Salaries will be improved according to the rules of the Czech Academy of Sciences. 3. The so-called "stem-employees" (guaranteed by the Academy) will receive an extra financial bonus (1-year contract). 4. All regulations and documents necessary for the grant application will be revised during the implementation period. 5. Tables showing a range of salary in individual categories V1-V6 (R1-R4) and O1-O13 are shown on the IBF web page, section HRS4R. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is the following: 25/25/25/25; principles 10, 12, 26.</p>

## 27. Gender balance

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. Missing well-established Institute recruitment policy. 2. Missing better visibility of women researchers. 3. Missing better gender and cultural diversity awareness. However, according to the HR questionnaire women at the Institute do not feel any discrimination from any point of view, including their professional career.</p>	<p>Despite the good status of women's position at the IBP, we would like to cooperate with the Czech Researcher Centre for Gender and Science, Institute of Sociology, Czech Academy of Sciences. We will also aim to increase work/life balance for women (parents) in science; we will enable part-time jobs for women (parents) with children up to 6 years old. We will encourage women to become department leaders and/or deputy department leaders. We will support the nursery (a kid's corner) and establish a so-called family room for school children (in the case if new infrastructure is built). These children and other visitors of our Institute could use a relaxing area that will be a part of the new institutional infrastructure (this activity depends on IBP's success in the grant application submitted to the Ministry of Education Youth and Sports, the MEYS). Weblink to the action; employment contract, home office status for women with children up to 3-6 years old; seminar "Women in science" will be available at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is the following: 25/25/25/25; principles 10, 27.</p>

**28. Career development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>N/A The Institute Career code is well-established and contains career development paths. Career advisory and professional leadership are mediated on the annual Attestation commission that discusses with individual department leaders how to improve the personal quality of teams and how to support “stem-employees” and their salaries.</p>	<p>Weblink to the action; employment contract (non-specified pages), a link to the Career code at the IBP web page. In addition, the Academy annually offers postdoc support (PPLZ – Support of Postdoctoral Human Recourses) – see <a href="https://www.udu.cas.cz/cs/archiv-clanku/program-podpory-perspektivnich-lidskych-zdroju-mzdova-podpora-postdoktorandu-na-pracovistich-av-cr/">https://www.udu.cas.cz/cs/archiv-clanku/program-podpory-perspektivnich-lidskych-zdroju-mzdova-podpora-postdoktorandu-na-pracovistich-av-cr/</a> Career rules are published on the IBP web page, section HRS4R. We revised our classification system V1-V6 and normalized it on EU categorization of research positions R1-R4. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is the following: 25/25/25/25; principles 10, 28.</p>

**29. Value of mobility**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Partially implemented by the Institute and the Czech Academy of Sciences. Institute rules for mobility are established but they will be improved during HR implementation.	In the frame of internal support, a new rule for students' mobility will be established in 2020. In addition, the Czech Academy of Sciences annually provides support for scientists that apply for their short-time visit abroad ( <a href="https://www.avcr.cz/cs/veda-a-vyzkum/mezinarodni-vztahy/podporovane-aktivty/">https://www.avcr.cz/cs/veda-a-vyzkum/mezinarodni-vztahy/podporovane-aktivty/</a> ). Based on the gap analysis we would like to increase the support of mobility of scientists and students. Currently, they can obtain a financial contribution to the mobility of research team members (accommodation costs and daily allowances). This support can be provided by the Division of international cooperation of the Czech Academy of Sciences. Besides, as mentioned, we are going to establish a new IBP-internal program focused on the support of the international mobility of students from the universities who do their PhD studies at the Institute of Biophysics. Our aim is to provide this support in parallel with several activities offered by universities (e.g., Erasmus+, CEEPUS, ISEP, or Stella Junior). This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is the following: 25/25/25/25; principles 10, 29.

### 30. Access to career advice

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	N/A The Institute Career Code is well-established. Career advisory and mentoring are mediated through the Attestation Commission.	Web page - the Career Code ( <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a> ) Career and classification to R1-R4 categories of researchers are guaranteed by the work of the Attestation commission that annually evaluates the work of individual departments and their employees. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is according to demands: 25-30/25-30/25-30/25-30; principles 10, 29, 30.

### 31. Intellectual Property Rights

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Improved information sharing and training, also in English	1. Rules and training (courses) will also be available in English. We need to improve the language barrier for not only Czech-speaking researchers but also foreign scientists working at the IBP. 2. Missing courses on academic and scientific writing will be organized during the implementation period. 3. Centre for Technology Transfer works well within the Czech Academy of Sciences ( <a href="http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologiei-av-cr/">http://www.ssc.cas.cz/cs/sluzby/konzultacni-sluzby/centrum-transferu-technologiei-av-cr/</a> ). As one of the institutes of the Czech Academy of Sciences, we can use the services of this technological centre and we can discuss all aspects of intellectual properties. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is the following: 25/25/25/25; principles 10, 31.

### 32. Co-authorship

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	N/A Co-authorship is supported through director's bonuses for publishing scientific papers. Collaboration with several universities and scientific institutes is well established. In 2020-2022 we are going to additionally enter the contract with at least 1 foreign university to support international collaboration and co-authorship of scientific papers.	Collaboration and co-authorships are optimal and well-established at the IBP. We can only strengthen cooperation between individual departments, and via Internal support of mobility, we can support visits of scientists in foreign laboratories abroad. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage could be the following: 25/25/25/25; principle 32.



**33. Teaching**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>N/A The primary mission of the Institute is to perform basic research. However, researchers of the Institute have a fruitful collaboration with universities and secondary schools. In collaboration with universities, we educate at least 70 pre-graduate students, 44 PhD students and our researchers are lecturers of 33 courses or lectures for Bc students and 68 courses or lectures for diploma/Ph.D. students educated at local universities. The IBP also offers lecture rooms, laboratories and other infrastructure useful for these activities. IBP also has contracts with several secondary schools and in a frame of this collaboration, researchers act as supervisors of theses for students' contests. Our plan for the future is to establish a fruitful co-operation with foreign universities.</p>	<p>Activities with universities and collaboration with secondary schools are sufficient; thus, our plan is not to further expand teaching activities. This action is linked to all R1-R4 categories. R1, R2 researches help with teaching activities, and R3, R4 researchers are mentors of courses, lectures, and supervisors of students' thesis. Principles 10, 33.</p>

**34. Complains/ appeals**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>Conflicts and grievance cases can be solved by the Institutional board, Attestation Commission, the Director and the Commission of Claims. Demands on how to improve the infrastructure are mediated through department leaders to the Director. According to the HR questionnaire, the main complaint concerns the gap in project managers searching for projects and useful information about promising grant applications. Employees also complain about bureaucracy, short-time employment contracts, update of PCs, gaps in collaboration with foreign universities and research institutes. They demanded an increase in institutional funding, activities in ecology, ad hoc graphical service, course of biostatistics and language courses.</p>	<p>PROPOSALS OF IMPLEMENTATION: 1. Our plan is to annually organize a questionnaire in order to find how to improve the work/life balance of all employees. 2. The position of project manager will be bolstered. 3. We will try to take action concerning a) de bureaucracy strategy. b) short-time contracts of employment will be discussed with department leaders during Attestation Commission; c) PC equipment will be revised annually; d) collaboration with foreign universities will be established as possible (our plan is to enter into a contract with universities in Italy); e) an increase of the institutional funding - this action depends on governmental rules and budget of the Czech Academy of Sciences; f) activities in ecology will be aimed at solar panels (we intend to apply for the financial support provided by the government). g) ad hoc graphic service will be provided to all departments; h) course of biostatistics will be organized annually; i) language courses are organized by the Academy of Sciences and the IBP will bolster this activity. Actual complaints will be solved by the directors, to the Attestation commission. Based on non-discrimination principles, we will solve actual complaints. Also, the Czech Academy of Sciences has a Commission for Ethics in Sciences, so complaints related to science can be solved via this commission. This action is linked to all R1-R4 categories. The proportion of R1-R4 in percentage is unpredictable; principles 10, 34.</p>

**35. Participation in decision-making bodies**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	1. As there is always space for improvement, all information related to decision-making bodies should be also available in English. 2. Researchers must be encouraged to participate in decision making bodies.	PROPOSALS OF IMPLEMENTATION: 1. All relevant documents will be translated into English. 2. Researchers participating in decision-making bodies will be remunerated from the director's fund and a number of employees working at the decision-making bodies will be summarized in the Annual Report of the Institute. Decision-making bodies are the following: Institutional Council, Director and ISAB. Also, Auditorial Commission makes a decision on financial matters of the Institute. Representation of R1-R4 categories in decision-making bodies is 0/0/50/50. Principles 35, 37.

**Training and Development**

**36. Relation with supervisors**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	1. Missing clear official assignment of professional leaders for early-stage researchers. 2. Discussion with supervisors of students' thesis will be bolstered.	A Day of Discussion with Supervisors will be organized annually and students will select foreign speakers, who shall hold lectures on highly prestigious scientific topics. All department leader every month organizes his/her meeting with employees and discuss all aspects related to not only science but also lab management. R1-R4 categories in percentage 25/25/25/25; principles 10, 26, 36.

### 37. Supervision and managerial duties

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. Managerial methods and discussions must be bolstered. 2. The director's information on managerial steps must be well accessible. 3. High administrative burden on the part of supervisors must be eliminated as much as possible.</p>	<p>1. A day of Management will be organized annually in order to inform all employees about managerial steps. This information will be provided on annual sessions of research employees. 2. The director will inform employees properly about managerial steps at the session of the Collegium of the Director. A report from this session will be available to all employees. 3. The administrative burden will be mainly borne by the Administrative Office. In the future, (if possible within the overall IBP budget) management of the Institute will provide a budget for administrative help to all departments. Annual evaluation of science guarantees supervision. All categories R1-R4 are evaluated and ISAB provides recommendations on how to improve scientific strategies. R1-R4 categories are evaluated; the following principles are addressed: principles 10, 36, 37.</p>

### 38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>N/A 1. The Institute Career Code is well-established. 2. The Institute Evaluation System is well-established - we perform an annual evaluation of departments. ISAB is highly functional and consists of highly respected scientists.</p>	<p>Link to Career Code at <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>. The attestation commission and ISAB take care of professional development. Similarly, several courses to be organized in the future help us to strengthen professional development. R1-R4 categories will be engaged in this action. The proportion of R1-R4 in percentage is 25/25/25/25. The following principles are addressed: 10, 38.</p>

**39. Access to research training and continuous development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>1. The Institute Career Code is well-established</p> <p>2. Information on research training courses and available research development opportunities will be extended.</p>	<p>All information from the Academy of Sciences organizing research training courses will be forwarded immediately to the scientists. Research training courses on microscopy, flow cytometry and other methodology will be organized at the Institute and an advertisement will be placed on <a href="https://www.ibp.cz/en/about-ibp/hr-award">https://www.ibp.cz/en/about-ibp/hr-award</a>. The following courses will be organized: Language course 15-20/semester each semester 2021-2025; R1-R4 = 30/30/30/10; principles: 2, 4, 38, 39 GDPR course 20 participants per year; R1-R4 = 40/30/20/10; principles 4, 5, 7, 38, 39. The course of rhetoric and ethics in science; R1-R4 = 40/30/20/10; principles: 1, 2, 4, 5, 38, 39. The course of statistics; R1-R4 = 40/30/20/10; principles 4, 7, 38, 39. The course on ERC project application; R1-R4 = 10/10/40/50; principles: 3, 4, 7, 29, 30, 38, 39. The course of management; R1-R4 = 10/10/40/50; principles: 4, 7, 29, 30, 38, 39. The course on advanced graphics, R1-R4 = 20/20/40/20; principles: 4, 38, 39. All R1-R4 categories will be engaged in this process.</p>

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## 40. Supervision

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### Implementation

### GAP / Implementation impediments

### Initiatives undertaken/new proposals

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+/- almost but not fully i...

1. The position of leaders will be bolstered, as well as the professional leadership and communication skills of group leaders. The position of more than 20 group leaders will be bolstered. 2. An attempt to reduce the high administrative burden should be realized.

1. A Day of Group Leaders will be organized annually in order to summarize scientific results and contributions. Similarly, the level of postdocs and PhD students will be evaluated every 2nd year by ISAB. Best students and postdocs will be awarded. Our plan is to award the best group leaders according to their scientific results. 2. The problem of the administrative burden will be solved as stated in point 37. R3 and R4 categories are engaged in this process and the following principles are addressed in this point: 3, 4, 10, 12, 13, 14, 15, 23, 37, 40.