

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.

Process Description

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

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

An official EU website 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. How do you know?

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
Eva Bártová	director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	management of the institute, R4
Stanislav Kozubek	deputy director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	management of the institute, R4
Robert Ulrich	economy manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	management of the institute
Pavel Vacek	project manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	management of the institute
Radek Fedr	technician in core facility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	technician in core facility
Klára Bednářová	postdoc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R2
Pavčina Pokorná	Ph.D. student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R1
Soňa Legartová	postdoc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R2
Václav Bačovský	postdoc - an early stage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R1
Luděk Havran	senior researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R3
Bohuslav Janoušek	senior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R3

An official EU website

Name	Position	Steering Committee	Working Group	Management line/ Department
Petr Cembis	lawyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	management of the institute
Jana Lunerová	researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R2
Zuzana Machálková	junior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R1
Iva Falková	senior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R3
Milada Kořínková	worker at the Department of Molecular Biophysics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	worker at the Department of Molecular Biophysics
Iva Kejnovská	senior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R3
Milan Číž	senior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R3
Miroslav Krepl	researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R2
Aleš Daňhel	senior researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R3
Kateřina Svobodová	worker at the Department of Cytokinetics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	worker at the Department of Cytokinetics

How do you know?

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

Stakeholder group	Consultation format	Contributions
Director's collegium	meeting of collegium	<p>Member of collegium are department leaders and their deputy leaders. They will discuss implementation strategy of the HRS4R process. Members are following: doc. RNDr. Eva Bártová, Ph.D., DSc., prof. RNDr. Viktor Brabec, DrSc. , RNDr. Martin Falk, Ph.D., doc. RNDr. Miroslav Fojta, CSc, RNDr. Roman Hobza, Ph.D., prof. RNDr. Jana Kašpárková, Ph.D., doc. RNDr. Eduard Kejnovský, CSc., RNDr. Aleš Kovařík, CSc., doc. RNDr. Stanislav Kozubek, DrSc., Mgr. Jana Krejčí, Ph.D., doc. Mgr. Lukáš Kubala, Ph.D., doc. RNDr. Antonín Lojek, CSc., RNDr. Veronika Ostatná, Ph.D., Mgr. Daniel Renčiuk, Ph.D., Mgr. Karel Souček, Ph.D., prof. RNDr. Jiří Šponer, DrSc., Ing. Robert Ulrich, doc. RNDr. Jan Vondráček, Ph.D., prof. RNDr. Michaela Vorlíčková, DrSc., prof. RNDr. Boris Vyskot, DrSc. Director's collegium will be convened four times per year. The number of participants was 15-20; indicators R1/R2/R3/R4 - 0/0/30/70. Principles: 11,12,34,35,36,40</p>
Institutional council	meeting of the council	<p>Discussion of the progress of the HRS4R process. Authorization of several institutional rules and regulations. Members of the Institutional council: RNDr. Aleš Kovařík, CSc., doc. RNDr. Miroslav Fojta, CSc., doc. RNDr. Eduard Kejnovský, CSc., doc. RNDr. Stanislav Kozubek, DrSc., prof. RNDr. Jiří Šponer, DrSc., doc. RNDr. Jan Vondráček, Ph.D., prof. Ing. Jaroslav Doležel, DrSc., doc. RNDr. Lumír Krejčí, Ph.D., prof. RNDr. Jan Šmarda, CSc. This is the highest authority of the institute making a fundamental decisions so only R4 representatives will attend this meeting. The number of participants 8-10; indicators R1/R2/R3/R4 - 0/0/0/100. Principles: 11,12,34,35,36,4 Note: The Institutional Council is elected by scientists. According to recent rules, candidates must be highly recognized scientists. In 2021, there will be a new election for the forthcoming 5 years. We will encourage women to be candidates for a new election.</p>

Stakeholder group	Consultation format	Contributions
Meeting of IBP researchers	questionnaire, meeting of IBP researchers	Analysis of contentment of the employees with working conditions and environment at IBP. Identification of shortcomings and employee requests. Meeting of researchers is organized approximately 3-4x per year and we solve fundamental organization matters that are suggested by the Institutional Council. The number of participants 50-60; indicators R1/R2/R3/R4 - 30/30/30/10. Principles: 11,12,34,35,36,4
Working Group	meetings, online communication via remote access	Providing remarks to the HRAW application and mediating a mutual communication between IBP management and employees Members: doc. RNDr. Eva Bártová, Ph.D. (R4), RNDr. Stanislav Kozubek, DrSc. (R4); Klára Bednářová, Ph.D. (R2); Radek Fedr (technician in core facility), Pavlína Pokorná (R1); Soňa Legartová, Ph.D. (R2); Václav Bačovský, Ph.D. (R1); Bohuslav Janoušek, Ph.D. (R3); Luděk Havran Ph.D. (R3); Jana Lunerová, Ph.D. (R2); Kateřina Svobodová (worker at the Department of Cytokinetics); Zuzana Machálková (R1); Iva Falková, Ph.D. (R3); Milada Kořínková (worker at the Department of Molecular Biophysics); Iva Kejnovská, CSc. (R3); Milan Číž, Ph.D. (R3); Miroslav Krepl, Ph.D. (R2), Aleš Daňhel, Ph.D. (R3). Representatives of management: Ing. Robert Ulrich and JUDr. Pavel Vacek. The number of participants 20; indicators R1/R2/R3/R4/management in percentage - 16%/16%/17%/16%/35%. Principles: 11,12,34,35,36,4
Meeting with parents in science	annual meeting	The steering committee will discuss all employment aspects of parents in science, including part-time jobs, the program of kid's corner, support of scientists via the Internal support program to better guarantee long-time employment. The number of participants 15-20; indicators R1/R2/R3/R4 in percentage - 40/20/20/20. Principles: 10
Steering Comitee	meeting of steering comitee	This meeting will be organized several times a year, according to needs. We will discuss individual actions and the implementation of suggested improvements. The number of participants 7; indicators R1/R2/R3/R4/ management in percentage - 14/14/14/29/29. Principles: 10

An official EU website Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.): How do you know?

The personal strategy of the Institute of Biophysics is linked to national and international projects funding from the Czech Academy of Sciences. The efficiency of projects fundings reflects the pos employment. To overcome a gap in grant financing, the management of IBP established so-callec science call that can overcome a gap in the transition period. In this case a decision making bod collegium and the Institutional council that makes a direction in the improvement of the recruitme

A new rule of OTM-R was established and is published on IBP web site in HR4R section. To ev: the deputy director will perform annual bibliometric analysis of the scientific results. Moreover, ev: to organize an evaluation of science by the International Scientific Advisory Board (ISAB) and e' evaluation by the Czech Academy of Sciences. All milestones established in the HRS4R implen be discussed during the collegium sessions and at meetings of the Institutional council that convenes 3-4 times a year. We will advertise job positions on the EURAXES portal. In additi the Attestation commission that evaluates sicientfic qualities of employees, and make decision or We guarantee that all new positions will be visible in EURAXES portal. The education of emplo' will be verified according to the attendance lists that will be submitted to the steering committee. timing, and proportions of R1-R4 participants are sumrized in the Strategy document, published Also, see Table below:

Table showing HRS4R activities, indicators, timing, employment categories, and principles

		Indicators		
Action	Number of participants	Timing	Percentage of R1/R2/R3/R4	HRS4R Principles

An official EU website

Language course	15-20/semester	each semester 2021-2025	30/30/30/10	2,4,38,39
GDPR course	20/year	2022	40/30/20/10	4,5,7, 38,39
The course of rhetoric and ethics in science	10-15	2021 and 2023	40/30/20/10	1, 2, 4,5, 38,39
Course of statistics	15	2022	40/30/20/10	4,7,38,39
Course on ERC project application	10	2022	0/10/40/50	3, 4,7,29,30,38,39
Course of management	10-15	2023	10/10/40/50	4,7,29,30,38,39
Course on advanced graphics	10-15	2022	20/20/40/20	4,38,39
Published joint scientific papers – a collaboration of several IBP departments	2-5	each year	20/20/40/20	3,4,6,8,32
Standard project applications to Czech Grant Agencies	10-15	each year	0/0/50/50	3,4,6,9,12,13,25,26
Junior project applications to Czech Grant Agencies	1-3	each year	20/40/40/0	4,6
Course on science evaluation	10-15	2022	20/20/40/20	4,30,38,39
Talks of Czech scientists	5-10	each year	20/20/40/20	4,8, 38
Meeting on intellectual properties and patent applications	10-12	2023	20/20/40/20	31,38,39
Talks of foreign scientists	2-3	each year	10/20/40/30	4,38,39
Recruited Czech Scientists via EURAXES	10-15	each year	40/30/20/10	4,10,12,13,14,15
Recruited foreign scientists via EURAXES	3-5	each year	40/30/20/10	4,10,12,13,14,15

How do you know?

An official EU website

Visits in foreign laboratories supported by the IBP	10-20	each year	40/30/20/10	1,4,8, 18,38
Defended Ph.D. thesis and support of postdocs	5-10	each year	50/50/0/0	4,6,21,33,38
PR activities	10-12	each year	40/30/20/10	9,22
ISAB meetings	1	every 2nd year 2021, 2023, 2025.	0/10/40/50	4,11, 15,35,37,40
A number of organization documents translated into English	5-10	2021-2023	10/10/40/40	4, 10,15
Publication award according to IF	30-40	each year ²	20/40/30/30	4,16
Paper of the year award	1	each year	40/20/20/20	4,11,16
Innovation of methodology Award	1	every year	40/20/20/20	4,8,15,16
Application Award	1	2022	40/20/20/20	8,16
The best Ph.D. student Award	1-3	each year	40/40/0/0	4,16
Meeting for parents in science	15-20	each year	40/20/20/20	10
Kids' corner	4-8	each semester	30/30/20/10	9,10,24
Science evaluation according to bibliometric data	10 departments	each year	20/20/30/30	4,10,11,15,23
Number of PPLZ application (postdoctoral support)	1-2	Every semester	50/50/0/0	4,9,10,38
Reassignment of scientists according to the principles of categories R1-R4	5-15	Every semester	25/40/25/10	17,19,20,22,23,27,28

How do you know?

An official EU website

Strengthening the status of emeritus scientist	2	2021	0/0/50/50	20,23,27
Social equality in gender, age, education and citizenship cover by the social fund	150-220	each year	25/25/25/25	10,19,20,27
Internal support of science via institutional fund, also support of mobility	1-5	each year	25/40/25/10	18, 23,24,25,26, 29
Summer Schools	15-20	each year	25/40/25/10	33
Attestation Commission and meeting with the director	15	each year	0/0/10/90	11,12,26, 28, 30,34,35,36,40
Director's collegium	15-20	4x per year	0/0/30/70	11,12,34,35,36,40
Meeting of researchers	50-60	3x per year	30/30/30/10	11,12,34,35,36,40
Working Group meeting	10-15	4x per year	30/30/30/10	11,12,34,35,36,40

How do you know?

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

The research organization demonstrates value by implementing the Human Resources Strategy for Researchers (HRS4R) and earning the "HR Award" which must be maintained throughout the project's implementation. All subjects including the director, the deputy director, the economy manager, the project manager, the director's collegium, and the institutional council will be responsible for the HR Award implementation. Members of the director's collegium will be appointed by the director. Members of the Institutional council are voted by research scientists. The director is recommended by a special commission nominated by the Czech Academy of Sciences and also recommended to the president of the Czech Academy, by the members of the Institutional Council. The Institute of Biophysics guarantees the application of several new HR Award milestones including open recruitment policy, advanced education of employees, improvement of infrastructure, improvement of seniority (age balance), kid's corner, gender balance, support of families with pre-school children, etc. With regards to the aforementioned, the Working Group, responsible for the

An official EU website implementation of the HRS4R shall be in accordance with HRAW requirements appointed by the IBP director, as the highest authority, but a primary selection arose from director discussion with department leaders and their employees and it was based on voluntariness. One representative of each IBP department was appointed as a member of the Working Group by the Director on the grounds of the department leader's recommendation. All categories R1/R2/R3/R4 were taken into account during the selection.

How do you know?