





REVISED ACTION PLAN (2021 - 2022)

		SED ACTION PLAN (2021 Proposed action (short)		I= 111	l=	I= .		
	Action ID	Promote an ethical environment	Proposed ACTIONS (detail) Organizing live lectures on Research Ethics and Research	/Timing	Responsible Unit WG Ethics	All researchers have	Indicators * Number of trained researchers	Status / Outcome Completed
		Raise awareness of Research Ethics and Research Integrity by educational activities.	Integrity (series of online lectures for existing employees - in Czech language).	Q1/2021	HR Development	opportunity to participate in lectures (by 'face to face'	• Number of trained researchers	66 of researchers trained (+ 27 rs/a)
	APE 1	receiver in integrity by educational activities.	Creation e-learning (in Czech and English) to ensure training of new and existing employees (including so- called refresh training).	Q2/2022	WG Ethics HR Development	or other form). E-learning is implemented.	Existence of e-learning Number of researchers trained by e-learning	Completed E-learning is published. 223 of employees trained.
ETHICS			Organizing Workshops on ECoC for early stage researchers newcomers (especially R1, R2) - workshops on Research Ethics and Research integrity and the application of ethical principles in science.	Q2/2021	Legal Office (K.Fidriková, P.Lančová)	All researchers R1, R2 have opportunity to participate in workshops.	Number of trained researchers Number of organized workshops	Completed 4 workshops were held. A total of 120 employees received trainin (R4 researchers)
	APE 2	Publishing Ethics Rules for good publishing practice will be formally adjust.	Adjustment of publishing practice/co-authorship in a binding document as a part of the Managed Documentation.	Q3/2022	RCO	The issue of publishing practice/ co-authorship is regulated.	Publishing of an internal document	Extended (see new Action Plan - Action 1.1)
	APE 3	Open Science	Drawing up recommendation for publishing in Open Access.	Q3/2022	RCO	The issue of publishing in Open Access is regulated.	Publishing of an internal document	Extended (see new Action Plan - Action 1.1)
		Developing Effective Communication	Creation of strategy for publishing of research results to the public (professional and general public, employees)	Q4/2021	PR	Strategy for publishing of research results is adopted.	Publishing of an internal document	Completed A document is adopted.
	APE 4	Improving internal and external communication for different audience (staff and community, knowledgeable audiences, general audiences).	Providing training for researchers in methods of popularizing science so that they are able to effectively communicate their research goals, activities and results to the general public and the mass media.	Q4/2021	PR	All researchers have opportunity to participate in trainings.	Number of trained researchers Number of trainings	Completed 3 training sessions + e-learning were held 51 of employees received training (37 researchers).
f		Setting goals in Gender equality	Organizing workshops on the topic of gender equality policies in cooperation with the NKC (part of the Institute	Q1/2021	HR Development	All researchers have opportunity to participate	Number of trained employees Number of trainings	Completed 2 training sessions were held. 46 of employees received training (35
	APE 5		of Sociology of the Academy of Sciences). Gender equality plan will be adopted.	Q1/2022	HR Development	in trainings. Gender equality plan is adopted.	Publishing of internal document "Gender equality plan"	46 of employees received training (35 researchers). Completed The GEP was published: https://www.fnusa- icr.org/en/career/equal-opportunities/
		Implementation of OTM-R Policy (Recruitment and selection policy)	Establishing OTM-R Policy - the document will be created and published.	Q2/2021	HR + HR Development	Internal document is adopted and published.	Publishing of internal document OTM-R Policy web-link	Completed The document was published: https://fnusa.jobs.cz/recruitment-proces:
	APR 1		Implementation of OTM-R Policy - the document will be effective.	Q1/2022	HR + HR Development	All recruitments are in line with the OTM-R Policy.	OTM-R Policy web-link	Completed https://fnusa.jobs.cz/recruitment-proces:
RECRUITMENT	APR2	Familiarization with the OTM-R policy for Research Team Leaders and Members of Selection Committees	Deeming up a methodological handhook that will help season't beam leaders and of selection committees' members to orientate themselves in the new elements that OTMA policy introduces to the recurriems and selection process of new researchers. The thandhook of committees would be the selection, appropriate for consistent evaluation within the selection, appropriate questions of selection phase, channels for advertising it will also include nulse for setting up a selection committee the selection committee in selection committees procedure during recruitment and selection, committee in the selection of references etc.	Q3/2021	HR + HR Development	Handbook is available for all members of selection committees.	 Existence of the methodological handbook 	Completed The Selection Committee Guide is published on the intranet.
			Training of all research team leaders and members of selection committees.	Q4/2021	HR + HR Development	All research team leaders and members of selection committees are trained and act in line with the	Number of trained employees	Completed The Selection Committee Guide has been published on the intranet and is available to all selection committee members and
ŀ	APR3	E-recruitment tool	Implementation of an e-tool for the management of all recruitments with a link to the FNUSA-ICRC career pages.	Q2/2021 - Q3/2021	HR + HR Development	handbook. All recruitment processes are managed by e-tool.	Percentage of recruitment processes managed by e-tool	leaders. Completed Apx. 95% of selection procedures are
-	APR4	Introduction of monitoring of recruitment process	Initiation of monitoring the recruitment process for research positions and compliance with legislative	Q1/2022	HR + HR Development	All recruitment processes are monitored.	Percentage of monitored recruitment processes	managed through the e-tool. Completed 100% of recruitment processes are
		Strengthening internal cross team collaboration	requirement and internal OTM-R Policy. Organizing of informal events such as "Pint of Science".	Q3/2021	PR	Launch of organizing regular informal events.	Number of informal events	monitored. Completed 4 events were held
	APWC1	Increasing Community cohesion of researchers from different teams at FNUSA-	Organizing of formal internal events with the presentation of research results (internal conferences R1, R2)	Q4/2021 + Q4/2022	PR	Launch of organizing regular formal events.	Number of formal events	Completed 9 public lectures were held
		Internationalization of FNUSA- ICRC Support for the bilingual FNUSA-ICRC environment.	Translation of all documents in the Managed Documentation, with which FNUSA-ICRC employees are obliged to get acquainted.	Q1/2021 - Q4/2022	Quality Management	All documents in the Managed Documentation are issued in Czech and English simultaneously.	Number of translated documents	Completed Apx. 100 directives and internal documents translated into English.
	APWC2		Organizing of language courses for admin and research staff.	Q1/2021- Q4/2022	HR Development	All employees are able to communicate in English at such a level that they can provide sufficient support to foreign researchers (in the area of their own expertise).	 Number of employees who attended language courses 	Completed 122 employees attend courses.
IDITIONS	APWC3	Onboarding "Welcome package"	Compose a welcome letter for employees indicating the institutional rules along with their references and links. Organizing of Orientation meeting on regular base -	Q2/2021 Q3/2021	HR	All new employees receive a welcome letter. All new employees attend	Number of employees to whom the welcome letter was sent Number of employees who	in progress (see new Action Plan - Action 4.1) Completed
			introduction to the FNUSA-ICRC environment.			the Orientation meeting.	attended the Orientation meeting	70 of new employees attend meeting.
CO N		Update Intellectual Property Rules	Update of Directive No. S/A/82999/01 "Management of research results and protection of intellectual property".	Q2/2021	Bussiness and Academic Relations Legal Office	Updated directive specifying the researchers' rights according to law and	Updated directive	Completed Revised directive is published on intrane
WURKIN	APWC4		Expand the offer of workshops to raise awareness of the utilization of research and development results and protection of intellectual property.	Q2/2021	Bussiness and Academic Relations	other agreements. All researchers have opportunity to participate in workshops.	Number of trained researchers	Completed 9 e-trainings and 11 video-workshops permanently available to all researchers
			Publication of English version of brochures explaining intellectual property law according to legal norms and internal regulations.	Q3/2021	Bussiness and Academic Relations	Brochures are available in Czech and English.	Number of brochures published in English version	Completed All 4 brochuers/hintbooks are published and printed in English.
		Ensure a functional complaint model	Drawing up a document that defines a process for resolving complaints of employees taking account gender and cultural diversity.	Q1/2022	Quality Management	Document is adopted and published.	Publishing of internal document	In progress (see new Action Plan - Action 5.2)
	APWC5		Creation of an e-learning training that will provide general awareness of how to proceed a complaint.	Q2/2022	Quality Management	E-learning is implemented.	Existence of e-learning	Extended (see new Action Plan - Action 5.4)
L			Training of all employees (superiors and subordinates).	Q3/2022 - Q4/2022	Quality Management	All employees are trained.	Number of trained employees	Extended (see new Action Plan - Action 5.3)
	APWC6	Repeat Employees' Survey	Repetition of the employee survey to compare data with 2020 survey as a feedback regarding working conditions, workplace relations, etc., and to ensure corrective action in areas where shortcomings are identified.	Q3/2021 Q3/2022	HR Development	Be able to compare data from 2020 with the fallowing years and repeat the survey annually as a form of feedback.	Survey conducted Number of respondents	In progress (see new Action Plan - Action 13.1 Survey conducted in 2021. 144 respondents (29.15%). (2020 / 38.6.%)
	APD1	Personal & Career development plans	Setting up a working group that will propose the individual parameters of personal & career development plan in relation to the training system.	Q1/2021	HR Development + Deputy Directors for Science	Designation of responsible persons. Launch of working group	Number of working group meetings	Completed Regular meetings
			Implementation of personal and career development plans. (Linked to the APD2 action).	Q3/2021	Working Group + HR Development	operation. Selected teams apply a personal and career	Percentage of researchers who have a personal and career	Extended (see new Action Plan - Action 10.2
			Pllot Implementation of personal and career development	Q1/2022	Working Group +	development plan for selected subordinates. All researchers have the	Number of researchers who have	Extended
DEVELOPMENT		Training system for researchers	plans. (Linked to the APD2 action). Implementation Adoption of training system for researchers, especially for	Q2/2021	HR Development HR Development	personal and carreer development plans. All researchers have defined	a personal and carreer development plan • Number of trainings offered per	(see new Action Plan - Action 10.3 Extended
	APD2		early-stage researchers (R1-R2). The trainings will be divided according to areas: Compulsory trainings, Research Ethics, Project management, Transferable skills, Courses offered by different admin teams - Technology Transfer, Grant Support Center, Research Coordination Office, Finance etc		(+ all admin teams)	the trainings that they should participate in.	year	(see new Action Plan - Action 10
		E-Learning courses To implement the e-learning courses especially in the field where is necessary to	Setting up a working group that will design the curriculum and content of chosen topics for e-learning.	Q3/2021B	HR Development + Deputy Directors for Science	Designation of responsible persons. Launch of working group	Number of working group meetings	Completed Regular meetings
	APDS	especially in the field where is necessary to train all employees and repeat the training after several years.	Building a database of e-learning courses and lectures (with video records) that will allow employees to attend and follow them after the face to face course has finished.	Q4/2021	Working Group + IT + HR Development	operation. Existing database - open to all employees.	Existence of database	Completed A database exists - combinated (NetEkman, Moodle, REDCap)
			Opening an e-learning database of compulsory courses and lectures.	Q2/2022	Working Group + HR Development	All courses that are compulsory for all emplayees exist also in the form of e-learning in both,	Percentage of all compulsory courses available in the form of e- learning	Completed All mandatory training courses are available as e-learning (NetEkman + Moodle + REDCap)
	APD4	All in-house training offers in one place	Establishing a database for the management of all in- house training events - technical suppport for organizing in-house trainings and other educational events.	Q2/2021	IT + HR Development	Czech and English version. All in-house training events are inserted and managed in the internal IT system.	Number of in-house training events inserted and managed in the internal IT system	Cenceled (due to technical issues)
			Placement of all in-house training offers on the FNUSA- ICRC website (section "For Employees").	Q2/2021	HR Development	The system is linked to the FNUSA-ICRC website.	Existing subsection "Training events" on the FNUSA-ICRC website Traffic on website	Cenceled (due to technical issues)
	APD5	Role of supervisor	Raising awareness about this website. Adoption of document with description of what it means to be a supervisor including training responsibilities (evaluation of subordinates and personal development planning, coaching, mentoring etc.).	Q2/2021 Q3/2021	HR Development PR HR + HR Development + Research Team Leaders	All employees are familiarized with website. Document regulating the role of a supervisors is adopted and published.	Traffic on website Publishing of an internal document	Canceled (due to technical issues) Extended (see new Action Plan - Action 11.1
			planning, coaching, mentoring etc.). Familiarization of supervisors and team members with the document "Role of Supervisor".	Q4/2021	HR + HR Development	All supervisors and team members are acquainted with the document.	Number of employees acquainted with the document	Extended (see new Action Plan - Action 11.1
			Implementation of regular training for supervisors in line with the adopted document "Role of Supervisor".	Q1/2022	HR + HR Development	All supervisors are trained.	Number of trained supervisors	Extended (see new Action Plan - Action 10.2
-		Networking HR AWARD community in the Czech republic	Participation in workshops organized by institutions in the Czech Republic that have already received or are applying	Q1/2021 - Q4/2022	HR Development	Become a member of HR AWARD community in the	Number of events that HR AWARD team attended	Completed 3 events
			for the HR AWARD.			Czech republic (networkina).		
TIONS	APHR1		Organizing informal meetings for representatives of the HR department from institutions that have received or are	Q3/2021 Q3/2022	HR Development	(networking). Share good practice	Number of events organized by the HR AWARD team	Completed 3 events
HR ACTIONS	APHR1	Improving HR skills	Organizing informal meetings for representatives of the HR		HR Development HR + HR Development			Completed 3 events Completed 8 training sessions were held