

REVISED ACTION PLAN (2021 - 2022)

Action ID	Proposed action (short)	Proposed ACTIONS (detail)	Deadline /Timing	Responsible Unit	Targets	Indicators	Status / Outcome
ETHICS	APE 1	Promote an ethical environment Raise awareness of Research Ethics and Research Integrity by educational activities.	Organizing five lectures on Research Ethics and Research Integrity (series of online lectures for existing employees - in Czech language).	Q1/2021	WS Ethics HR Development	All researchers have opportunity to participate in lectures (by "face to face" or other form).	• Number of trained researchers Completed 16 of researchers trained (+ 27 R/A)
		Creation e-learning (in Czech and English) to ensure training of new and existing employees (including so-called refresh training).	Q2/2022	WS Ethics HR Development	E-learning is implemented.	• Existence of e-learning • Number of researchers trained by e-learning Completed E-learning is published. 723 of employees trained.	
	AP E 2	Publishing Ethics Rules for good publishing practice will be formally adjust.	Adjustment of publishing practices/co-authorship in a binding document as a part of the Managed Documentation.	Q3/2022	RCD	The issue of publishing practice/co-authorship is regulated.	• Publishing of an internal document Extended (see new Action Plan - Action 1.1)
	AP E 3	Open Science	Drawing up recommendation for publishing in Open Access.	Q3/2022	RCD	The issue of publishing in Open Access is regulated.	• Publishing of an internal document Extended (see new Action Plan - Action 1.1)
	AP E 4	Developing Effective Communication Improving internal and external communication for different audience (staff and community, knowledgeable audiences, general audiences).	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.
RECRUITMENT	AP E 5	Setting goals in Gender equality	Organizing workshops on the topic of gender equality policies in cooperation with the NRC (part of the Institute of Sociology of the Academy of Sciences).	Q1/2021	HR Development	All researchers have opportunity to participate in workshops.	• Number of trained employees • Number of trainings Completed 2 training sessions were held. 45 of employees received training (35 researchers).
		Gender equality plan will be adopted.	Q1/2022	HR Development	Gender equality plan is adopted.	• Publishing of internal document "Gender equality plan" Completed The GEP was published: https://www.fnusa-icrc.org/en/career/equal-opportunities/	
	APR 1	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-process
	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		
	APR 2	Familiarization with the OTM-R policy for Research Team Leaders and Members of Selection Committees	Drawing up a methodological handbook that will help research team leaders and of selection committees' members to orientate themselves in the new elements that OTM-R policy introduces to the recruitment and selection process of new researchers. The handbook will contain procedures, templates for advertising, rules for candidate evaluation within the selection, appropriate questions for selection phase, channels for advertising. It will also include rules for setting up a selection committee (professional and gender balanced), methodology of the selection committee procedure during recruitment and selection, verification 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.
WORKING CONDITIONS	APR 3	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	All recruitment processes are managed by e-tool.	• Percentage of recruitment processes managed by e-tool Completed Approx. 95% of selection procedures are managed through the e-tool.
		Introduction of monitoring of recruitment process	Initiation of monitoring the recruitment process for research positions and compliance with legislative requirement and internal OTM-R Policy.	Q1/2022	HR + HR Development	All recruitment processes are monitored.	• Percentage of monitored recruitment processes Completed 100% of recruitment processes are monitored.
	APR 4	Strengthening internal cross team collaboration Increasing community cohesion of researchers from different teams at FNUSA-ICRC.	Organizing of informal events such as "Print of Science".	Q3/2021	PR	Launch of organizing regular informal events.	• Number of informal events • Number of regular events held Completed 9 public lectures were held
	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		
	APWC1	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 Approx. 300 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 research).	• Number of employees who attended language courses Completed 122 employees attend courses.		
APWC3	Onboarding "Welcome package"	Compose a welcome letter for employees indicating the institutional rules along with their references and links.	Q2/2021	HR	All new employees receive a welcome letter.	• Number of employees to whom the welcome letter was sent In progress (see new Action Plan - Action 4.1)	
APWC4	Update Intellectual Property Rules	Update of Directive No. S/A/S2959/01 "Management of research results and protection of intellectual property".	Q2/2021	Business and Academic Relations Legal Office	Updated directive specifying the researchers' rights according to law and other agreements.	• Updated directive Completed Revised directive is published on intranet.	
APWC5	Ensure a functional complaint model	Expand the offer of workshops to raise awareness of the utilization of research and development results and protection of intellectual property.	Q2/2021	Business and Academic Relations	All researchers have opportunity to participate in workshops.	• Number of trained researchers Completed 5 trainings and 11 video-workshops permanently available to all our researchers.	
APWC6	Repeat Employees' Survey	Publication of English version of brochures explaining intellectual property law according to legal norms and internal regulations.	Q3/2021	Business and Academic Relations	Brochures are available in Czech and English.	• Number of brochures published in English version Completed All 6 brochures/handbooks are published and printed in English.	
APWC7	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)	
APWC8	Repeat Employees' Survey	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)	
APWC9	Repeat Employees' Survey	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 5.8)	
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 operation.	• Number of working group meetings Completed Regular meetings	
APD2	Training system for researchers	Adoption of training system for researchers, especially for 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.	Q2/2021	HR Development (if admin teams)	All researchers have defined the trainings that they should participate in.	• Number of trainings offered per year Extended (see new Action Plan - Action 10.2)	
APD3	E-Learning courses	Setting up a working group that will design the curriculum and content of chosen topics for e-learning.	Q3/2021	HR Development + Deputy Directors for Science	Designation of responsible persons. Launch of working group operation.	• Number of working group meetings Completed Regular meetings	
APD4	All in-house training offers in one place	Establishing a database for the management of all in-house training events - technical support for organizing in-house trainings and other educational events.	Q4/2021	Working Group + IT + HR Development	Existing database - open to all employees.	• Existence of database Completed A database exists - combined (NetEkm, Moodle, REDCap)	
APD5	Role of supervisor	Adoption of document with description of what it means to be a supervisor including training responsibilities (evaluation of subordinate and personal development planning, coaching, mentoring etc.).	Q3/2021	HR + HR Development + Research Team Leaders	Document regulating the role of a supervisors is adopted and published.	• Publishing of an internal document Extended (see new Action Plan - Action 11.1)	
APD6	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 for the HR AWARD.	Q1/2021 - Q4/2022	HR Development	Become a member of HR AWARD community in the Czech republic (networking).	• Number of events that HR AWARD team attended Completed 3 events	
APD7	Improving HR skills	Ensuring of training sessions on HR skills to HR personal (Administrative experts, Communication skills, Recruitment and Selection - especially in connection with OTM-R Policy, Advising, Coaching, Intercultural sensitivity etc.).	Q1/2021 - Q4/2022	HR + HR Development	Share good practice	• Number of events/workshops Completed 8 training sessions were held	