

## Meeting of the Working Group for HR Award March 30, 2023 (10 h)

Participants: G. Ambrozova, E. Bartova, M. Fojta, I. Falková, I. Kejnovská, S. Kozubek, S. Legartová, P. Vacek, P. Pokorná, L. Havran, K. Svobodová, Z. Machálková, M. Číž, R. Ulrich, D. Renčiuk, A. Kuderová, M. Krepl

Excused: R. Fedr, B. Janoušek, O. Nováková, M. Kořínková, K. Bednařová, J. Lunerová, V. Bačovský, A. Daňhel, M. Falk

Program:

- 1) Introduction
  - 2) Activities of the first year of HR Award
  - 3) Questionnaire and its analysis
  - 4) Conclusions
- 
- 1) S. Kozubek commented the state of the HR Award process and future tasks for the Working Group.
  - 2) Each Action of the Action Plan (AP) has been finished by the report for year 2022. The reports are as follows:

### **A1 Mobility: Report for 2022**

**Title:** Report on the mobility of PhD students (young scientists) in 2022

**Detailed information:** In 2022 we focus to the support of mobility of PhD students employed at the IBP. We have prepared a regulation for this activity to provide some financial support from the Institute for longer stays abroad of PhD students (at least 30 days). The competition will be announced by the Director of the Institute on December 1, 2022. In this year 12 PhD students stayed abroad: M. Karasová for 2 months, P. Pokorná for 1 month, P. Pokorná for 6 days, B. Kvokačková for 3 days, D. Šubert for 10 days, J. Mašek for 3 days, K. Mrazíková for 7 days, R. Vozárová for 14 days, R. Vozárová for 17 days, M. Sojaspal for 4 days, A. Krumpolcová for 1 month, P. Fagherazzi for 2 months. The short-term visits are mostly conferences.

**Timing:** year 2022

**Responsible Unit:** HR Award Team, Director of the Institute

**Indicator(s)/Targets:** 12 PhD students stayed abroad. Regulation for this activity has been prepared. R1 category is supported. Action 1. has **high priority** for both institutional strategy and HRS4R.

**Current Status for 2022:** Completed for year 2022

### **A2 Recruitment: Report for 2022**

**Title:** Report on the recruitment of scientists and PhD students to the Institute (activities in 2022)

**Detailed information:** In 2022 we have advertised and subsequently selected 8 candidates to various positions from Ph.D. positions (3 candidates – Vlastimil Tichý, Anoop Kumar Yadev, Jan Mašek), postdoc position (4 candidates – Filip Kříkava, Eva Kriváková, Magdalena Skalníková, Batcho Adoosa Anicet) and to the position of the director of the Institute (1 candidate – Eva Bártová). The number of applications was in average 7 with limits 1-15 candidates. In order to fulfill the OTM-R principles, the advertisements were published at the Institute web pages as well as Euraxess, with detailed description of the position (the field of work, period, required experience, knowledge of languages, salary and

other conditions). In the advertisements the required documents were also listed. After the application deadline the candidates were carefully screened for the criteria of the position. The selection committee made an unbiased and non-prioritized assessment of the academic qualifications and experience with respect to the research area, technical skills, and other requirements. Subsequently, the selected applicants were invited to the interviews with presentations, they also received detailed information about the offered position. The winning candidates were selected exclusively on the merit (experience and good laboratory skills in relation to the future research).

The selection of the director of the Institute is regulated by the academic rules (selection committee is nominated by the Council of the Academy of Sciences). The requirements as well as the procedure has been described at the web pages of the Institute, Academy of Sciences, at Euraxess and in Czech newspaper.

A new internal regulation on the recruitment and selection of researchers of the Institute of Biophysics of the CAS has been adopted in September 16, 2022. The basic OTM-R principles are involved in this document and the future recruitments will be realized according to this regulation.

**Timing:** year 2022

**Responsible Unit:** HR Award Team, Director of the Institute

**Indicator(s)/Targets:** The number of recruitments (8) as well as the spectrum of positions (R1-R4) has been approximately fulfilled. R1/R2/R3/R4 was 3/4/0/1, which corresponds to the expected percentages (40/30/20/10). **Measurable indicator** (the number of recruited scientists/the number of scientists needed) has been fulfilled to 100%. The OTM-R principles were respected (see the detailed description) and substantially improved during the year. The communication tools used involved presentations in the Institute as well as interviews through on-line tools (Zoom or other platforms). Action 2. has **high priority** for both institutional strategy and HRS4R.

**Current Status for 2022:** Completed for 2022

### **A3: Translation: Report for 2022**

**Title:** Report on the translation of the HRAW related internal regulations and basic documents of the Institute into English

**Detailed information:** Basic regulations of the Institute as well as regulations important for foreign visitors such as "Organisational rules", "Career code", "Operating rules of the hostel and relaxation room", "Ethical codex" or "Internal regulations on the recruitment and selection of researchers at the Institute of Biophysics of the Academy of Sciences of the Czech Republic, v. v. i." has been translated into English. All documents related to HRAW are systematically translated, too. Some less important documents related to specific activities (e.g. in relation to the central academic office) remain in Czech language only.

**Timing:** November 12, 2022

**Responsible Unit:** HR Award Team, Director of the Institute

**Indicator(s)/Targets:** Translation of all documents and regulations related to HRAW as well as translation of basic regulations of the Institute in English has been completed. 100% of basic and HR-related documents has been translated into English. The remaining documents (approximately 30% remained in the Czech language). This step has **high priority** for both institutional strategy and for HRS4R.

**Current Status for this document:** Completed for 2022

### **A4 Evaluations: Report for 2022**

**Title:** Report on the evaluation of departments using bibliometric analyses of scientific results

**Detailed information:** The evaluation of departments using bibliometry is performed

between biannual evaluation by ISAB (see Action 4.2). In addition, national evaluation of the whole Institute has been performed with very good results (category A). Owing to balanced results of the bibliometric evaluation, and in agreement with ARRA (Agreement on Reforming Research Assessment), we postponed the possible budget adjustments to the next year when ISAB evaluation will be performed. This year, ISAB evaluated young scientists and students (see Actions 5.1, 13.1 and 13.2). However, a number of prizes (for the best publication, for collaboration between departments, for best application etc, will be awarded).

**Timing:** 2022

**Responsible Unit:** HR Award Team, Director of the Institute

**Indicator(s)/Targets:** **Measurable indicators:** number of outputs for each team divided into quartiles according to journal quality, comparison to EU and world standard. The results see in Action 4.1. and 4.2. This step has **high priority** for both institutional strategy and for HRS4R.

**Current Status for this document:** Completed for 2022

### **A5 Awards: Report for 2022**

**Title:** Report on the prizes awarded by the director of the Institute, Eva Bártoová, in 2022

**Detailed information:** In 2022, the following prizes have been awarded: Awards for the best postdoc research results (2 prizes), Awards for the best publications (2 prizes), Award for young scientists, Award for the best application, Award for internationalization, and Cooperation Award. These employees have also obtained financial bonuses. The prize for the best methodology have not been awarded.

**Timing:** end of 2022

**Responsible Unit:** HR Award Team, Director of the Institute

**Indicator(s)/Targets:** These awards are open for all categories R1-R4 that have a chance to be annually awarded. **Measurable indicator:** number of awards from the maximum possible (4/5=80%). This step has **high priority** for both institutional strategy and for HRS4R.

**Current Status for this document:** Completed for 2022

### **A6 Attestations: Report for 2022**

**Title:** An improvement of attestation rules

**Detailed information:** Positions have been improved for 33 employees during the per-roll attestations. Regulation has been adapted in 2022, attestation has been performed continually per roll in 2022 and on-site at the end of the year (December 6-7, 2022).

**Timing:** report for 2022.

**Responsible Unit:** HR Award Team, Attestation Commission

**Indicator(s)/Targets:** Commission provided R1-R4 categorization, based on the suggestions of the department leaders. All employees had a chance to discuss his/her position and salary with the Attestation Commission. All employees have been acquainted with the OTM-R document. An employee, who is not satisfied with his salary, can apply for a salary improvement and can defend his scientific quality before the Attestation Commission. The minutes of the Attestation Commission are translated into English.

**Measurable indicator:** number of cases with improved salaries/number of employees required the improvement (in 2022 there are no such cases). Action 6. has **high priority for HRS4R**, average priority for institutional strategy.

### **A7 Social equity: Report for 2022**

**Title:** Report on the improvement of the social equality in gender, age, education, and citizenship in 2022

**Detailed information:** We have performed important steps to the elimination of the gender

imbalance and to achieve equality of employees with different age, citizenship, social categories, etc. First of all, we have elaborated "Gender Equality Plan" (see 7.1) with a number of actions and already in 2022 a very successful lecture of Mgr. P. Špondrova on "Gender in Leadership" was realized. In addition, we established the "Senior club" and organized "Meeting of senior employees with young scientists" (see 7.6). Several medals and other forms of prizes have been awarded to employees of the Institute (7.2-7.4). We have also applied to the Czech Academy of Sciences for the certificate called Emeritus employee for our employees (see 7.2); thus, we supported seniority. Via such activity, retired scientists have access to the workplace and can attend the library, scientific meetings, etc.

**Timing:** report for 2022.

**Responsible Unit:** HR Award Team, Attestation Commission, Director of the Institute

**Indicator(s)/Targets:** Principles of equality have been improved and new benefits were established (using also social fund). Our plan is to support social activity that will be available for all R1-R4 categories in 2021-2024. **Measurable indicator:** number of employees with some benefit/total number of employees at given category (women, various social categories, etc). We estimate this percentage to approximately 70%. Action 7 has **high priority** for HRS4R.

### **A8 Courses: Report for 2022**

**Title:** Report on education courses realized in 2022

**Detailed information:** Eight courses have been organized for the employees of our Institute in 2022 in order to improve their abilities in various aspects. The ability of cultivated speech, the art of expressing oneself well, formulating one's opinion, presenting oneself, and the ability to respond well to questions was presented at the course on rhetoric by V. Hagenová, biostatistics was comprehensively presented by M. Svoboda in a very intensive way (3 days course) starting from the theory up to practical training, the evaluation of science and its problems was introduced in the presentation of S. Kozubek, ERC grants (types of projects, criteria, evaluation, financial aspects, example of successful application) were presented by P. Fedorova (NCP for ERC), language courses are continuously provided by R. Vogel, M. LeBlanc and E. Škarková, Computer graphics (Adobe Photoshop, Corel Draw, MS PowerPoint) was comprehensively presented by V. Zelený, and gender problems were introduced in the lecture by P. Špondrová „Gender in leadership“.

**Timing:** report for 2022.

**Responsible Unit:** HR Award Team, Attestation Commission, Director of the Institute

**Indicator(s)/Targets:** We have organized 8 courses, there are further courses remaining for the next year: GDPR course, management in science, course on intellectual properties and patent applications, further language courses (from our AP). In addition, we plan to organize EMBO course on writing papers and Excell programming course (according to interest). These courses will be available for all R1-R4 categories, indicators are provided in a Table summarizing IBP activities - see Strategy document on IBP web page for HRS4R. **Measurable indicator:** number of employees participating/number of employees interested (here we achieved 80-100%). Action 8 has **high priority** for HRS4R, however, it strongly contributes to the institutional strategy.

**Current Status:** Completed for 2022

### **A9 Children corner: Report for 2022**

**Title:** Report about the child corner and activities for parents with children in 2022

**Detailed information:** We have established a nursery (Elánek group) with variable possibilities; children can attend this facility irregularly, that is mostly for several days a month, and/or regularly, that is every day. For parents, this nursery provides effective service with marked variability. Nurseries can usually be entered from the age of 12 months. The admission process for children is relatively flexible and depends on parents' demands.

**Timing:** report for 2022.

**Responsible Unit:** HR Award Team - Steering Committee, Director

**Indicator(s)/Targets:** This action is focused to the improvement of working conditions of women with children. The activity is available for all R1-R4 categories. Up to 6 children per semester may attend this nursery (according to the demand). We have organized meetings with parents in order to discuss how to improve their working conditions during the „Summer schools“ (see 14.1-14.2) . The number of families using nurseries is currently 4 from 5 demanding in this year (one family used other nursery in the town). This report will also be translated into English and will be posted on the institutional web page, in part showing activities within the HR Award. **Measurable indicator:** the number of families using nurseries/the number of families requiring it (80%). Action 9. has **high priority** for HRS4R, average priority for institutional strategy.

**Current Status:** Completed for 2022

### **A10 Lectures: Report for 2022**

**Title:** Report about lectures provided by foreign scientists, director's collegia, meetings of researchers, meetings of WG and SC, meetings of parents in science in 2022

**Detailed information:** We have organized 4 lectures by foreign scientists (K. Makova, H. Fulkova, P. Kumar, P. Kania), 2 Methodological Symposia (lecturers: Václav Brázda, Hana Polášek-Sedláčková, Soňa Legartová, Václav Bačovský, Jana Krejčí, Karel Souček, Radek Fedr), 2 Director's Collegia, a meeting to establish „Czech Biophysical Association“, one ISAB meeting, IBP Career Day (organized by Hana Polášek-Sedláčková) where a discussion on career possibilities has been arranged and International meeting on Extracellular Vesicles organized by L. Kubala. In addition meeting with parents in science has been organized during the Summer schools (Action 14).

**Timing:** report for 2022.

**Responsible Unit:** HR Award Team - Steering Committee, Director

**Indicator(s)/Targets:** Invitations and Minutes of these meetings have been archived and translated into English. Meetings are open for R1-R4 categories. The participation of scientists in these activities has been carefully checked. **Measurable indicators:** number of participants/number of available employees at given category (e.g. number of participants at the directors collegium/number of members of the collegium). In most cases, this indicator ranged between 60% and 100%. Action 10. has **high priority** for institutional strategy, average priority for HRS4R.

**Current Status:** Completed for 2022

### **A11 PR activities: Report for 2022**

**Title:** Report on increased PR activities in 2022

**Detailed information:** We have presented research results in media and our web pages (series on „how radioactivity damages our cells“, information about the project „Structural gymnastics of nucleic acids“, new achievements in the research of anti-cancer drugs). Regular information has been presented at Facebook (at least 66 contributions in 2022), Twitter or Youtube (series of lectures covering genetics and evolution). Within PR activities also organized the IBP Open Days, Spring Concert, Night of Scientists as well as we have taken part in the Science Fair. We also participated in Mendel Festival in Brno. We updated some parts of the IBP website (further improvements are needed).

**Timing:** report for 2022.

**Responsible Unit:** Steering Committee, Working Group, PR manager: Eduard Kejnovský

**Indicator(s)/Targets:** The PR manager together with other scientists provided activities related to PR („public relations“). PR activities consisted of contributions on the IBP web page, social media, including Facebook, and Twitter, participation at Open Days, Night of Scientists, Science Fair or organizing Spring Concert and have lead to the promotion of IBP

research and its reputation in the public eyes. PR activities were open for all R1-R4 categories, including students of all degrees, and secondary school students. The percentage of categories involved in this activities corresponded approximately to the plan (40/30/20/10%). We have addressed the principles: 9, 22 and this activity has been directed to students of all categories and the public. **Measurable indicator:** number of researchers involved in PR activities (% from all researchers): approximately 20%. Action 11. has **high priority** for HRS4R, average priority for institutional strategy.

**Current Status:** Completed for 2022

#### **A12 Grants, PPLZ: Report for 2022**

**Title:** Report on improvements of job descriptions, advertisements, and strengthening of grant applications, and application to the Czech Academy of Sciences for postdoctoral support (PPLZ) in 2022

**Detailed information:** Job descriptions have been improved, particularly, we have established relation between EU R1-R4 positions and V1-V6 positions of the Czech Academy of Sciences. Positions are advertised on the EURAXESS portal and the IBP web page (the quality of advertisements increases). We have applied to the Czech Grant Agency (GACR) (26 applications) as well as to the Czech Academy of Sciences (Support of Human Resources – 3 successful applications, Otto Wichterle prize – 1 successful application).

**Timing:** report for 2022.

**Responsible Unit:** Steering Committee, WG

**Indicator(s)/Targets:** Annually, we planned to apply for 10-15 standard projects and 1-3 junior projects, and 2-4 PPLZ supports, which was fulfilled. **Measurable indicator:** the number of advertisements on EURAXESS/total number of advertisements – 100%; the number of successful applications to the Czech Academy of Sciences – 75%. The number of successful grant applications will be known in January 2023. Action 12.2. has **high priority** for both institutional strategy and HRS4R.

**Current Status:** Completed for 2022

#### **A13 Evaluation by ISAB: Report for 2022**

**Title:** Report on the evaluation of departments and students by the International Advisory Board (ISAB) and the Czech Academy of Sciences in 2022

**Detailed information:** Hybrid meeting of ISAB was organized on October 6, 2022. The program involved introductory presentation by the director of the Institute, Eva Bártová. Main points of the program were the following: 1) The ISAB statement for OP-JAC project. 2) Selection of 2 of the best young scientists (students) awarded by the ISAB, 3) ISAB opinion on MDPI journals, 4) Recruitment of young scientists to build new teams), 5) Recommendation of prof. Mergny for a new contract. In order to encourage excellent young scientists and students in their research, ISAB evaluated presentations and subsequently 2 young scientists and 1 student obtained a prize awarded by the director, Eva Bártová (see 5.1 and 13.2).

**Timing:** report for 2022.

**Responsible Unit:** Steering Committee, Director and ISAB members, WG

**Indicator(s)/Targets:** Evaluation of the departments by ISAB is planned for the next year as well as the discussion on other important problems related to the functioning of the Institute.

**Measurable indicator:** number of presentations of young scientists or students evaluated positively/total number of presentations – near to 80%. Action 12.2. has **high priority** for both institutional strategy and HRS4R.

**Current Status:** Completed for 2022

#### **A14 Summer Schools: Report for 2022**

**Title:** Report on „Summer Schools“ in 2022

**Detailed information:** Summer schools have been organized on July 18-22, 2022 and August 8-12, 2022 in the frame of IBP activity and the activity of the Czech Biophysics Society. The schools were devoted to kids of employees who participated as mentors. The kids were familiarized with laboratory work and science in very popular way (for detailed description see 14.1 and 14.2). Meeting with parents was organized where working conditions and possible improvements were discussed.

**Timing:** report for 2022.

**Responsible Unit:** Steering Committee, Director and ISAB members, WG, responsible scientist: Aleš Daňhel.

**Indicator(s)/Targets:** Approximately 15-20 mentors from IBP participated in the organization of the Summer schools. The percentage of R1-R4 categories involved in this activity was corresponded approximately to the earlier plan: 25/40/25/10%. **Measurable indicator:** the number of children participating 9-10. Action 14 had **high priority** for HRS4R.

**Current Status:** Completed for 2022

### 3) Questionnaire and its analysis

We have developed Questionnaire on the state of the process of HR Award in the Institute after more than 1 year (14 months) and invited all employees of the Institute to participate in this anonymous investigation. The questions and answers can be seen (questionnaire).

The Questionnaire has been analysed and compared to AP (see here). Working Group discusses all activities as well as additional comments of some respondents.

### 4) Conclusions

Working Group suggested continuation of practically all activities (in some cases modifications will be considered). A1 Mobility of scientists, particularly, students will continue. It was underlined that A2 on recruitment was shifted to much better level (all insertions are presented at EURAXESS, candidates are well informed, the procedure is very transparent. Particular attention will be given to A4 Evaluation considering new EU action CoARRA. Prizes will be awarded by the director of the Institute after evaluation by the Collegium (short rules will be described). A7 on Social equity will be more focused to gender issues (owing to new EU gender activities and suggestion to involve gender issues into the Charter). Courses were evaluated particularly positively; it was suggested to extend them also to non-research areas. Continuation of the children corner as well as other activities involving children was approved. PR activities are at very good level and WG suggested continuation of this activity. Most employees evaluated positively ISAB involvement in the Institute.