

Decision about establishment of committees

By this document, I appoint Implementation and Evaluation committee for solving the process The Human Resources Strategy for Researches (HRS4R) as a part of the project Operational Programme of European Union „U 21- Quality research and development for competitiveness” reg.CZ 02.2.69/0.0/0.0/16_028/0006240 on Jan Evagelista Purkyně University in Ústí nad Labem implemented from 1th of January 2018 and I designate following principles of function and communication of committees for 2019 – 2022.

I. Evaluation committee (referred to as EC):

Main goal:

To monitor and regularly evaluate process of HRS4R implementation, to coordinate auto evaluation and ensure gathering of basis for external evaluation in order to gain and hold HRA.

Members:

Members of evaluation committee are appointed by rector based on a proposal of vice-rector for science.

Activities:

- Provision of consultations in the field of Charter and Code principles for research staff.
- Commenting the documents from the point of view of concordance with principles of Charter and Code.
- Periodic monitoring of concordance with the principles based on approved GAP analysis and verifying compliance of inner regulations and norms, that are related to fulfilling the principles.
- Identification of potential risks connected with the implementation process and submitting suggestions about measures.
- Provision of informative support and awareness verification of JEPU employees about HRS4R.

Rights:

To ensure its activity, members of EC have the right to request submission of basis or reports from the employees, that document the process and fulfilling of activities from an action plan and/or are a proof of compliance with the Charter and Code principles.

Form of work:

To meet at least once per month.

EC issues a report about fulfilling of implementation process addressed to the management of university at least two times per year.

II. Implementation committee (referred to as IC):

Main goal:

To work on an implementation of HRS4R and principles of Charter and Code and to realize individual actions of an Action plan (referred to as AP)

Members:

Members of Implementation committee are appointed by rector based on a proposal of vice-rector for science.

Chairman of Implementation committee is doc. Ing. Martin Novák, Ph.D., vice-rector for science and solver of this project.

Permanent members of IC are vice-deans for science on faculties, which are responsible for awareness on their faculties, they set up processes for implementation and contribute to a discussion leading towards common system solution from their faculty point of view. They fulfil tasks according to assignments of AP action guarantor.

Further, members (permanent or temporal) of IC are also guarantors of individual actions of AP.

Temporal members of IC are proposed by guarantor of AP action or chairman of IC and after the approval of IC chairman, are appointed by rector.

Form of work:

Basic form of work is teamwork in so called Focus groups (referred to as FG). Head of FG is guarantor of AP action and the FG's goal is to solve this action. Members of FG (based on voluntary participation and professional focus) are selected from members of IC by guarantor of action. Each member of IC is involved at least in 1 FG.

FG is a discussion forum and working group, that solves tasks in given term. Schedule of work, working procedure (including periodicity of meetings) and way of communication inside FG is set by guarantor of AP actions, who informs members of IC and EC.

Guarantors of AP actions are responsible for documentation of process and fulfilling tasks according to the schedule and for handing over relevant basis for auto evaluation report elaboration.

Negotiations of IC are held at least once per 2 months. On each meeting of IC, committee discusses guarantor reports about status of AP fulfilling and changes in composition of IC (FG) - temporal IC members. Further, reports of evaluation committee and overlaps of each FG are also discussed.

In Ústí nad Labem, 2th of January 2019

doc. RNDr. Martin Balej, Ph.D. rector