



HR EXCELLENCE IN RESEARCH

HR AWARD -HARMONOGRAM AND PREPARATION FOR SITE VISIT

1. Establishment of the HR Award Working Group by 10/10/2023

- This group focuses on the implementation of the UJEP Action Plan and monitoring its implementation and on the preparation of the visit of 3 Commissioners from the EC to UJEP (expected October-November 2024)
- all levels of researchers R1- R4 and all faculties are represented (two representatives each, a novice and an experienced academic), list of members of this group in Annex A of this report
- close collaboration of the group with B. Vykouková, as administrator of the whole proces
- working environment - shared HR Award drive for all group members

Working group meetings

1. 10 October 2023

- Familiarization with the agenda and its tasks, each faculty added to the shared disk their comments on the implementation of AP UJEP 2021-2023 actions at their faculty by 31 October 2023 (see Annex B).
- Vice-rectors, as guarantors of the individual AP actions, provided information on their implementation during September 2023

2. 7 November 2023

- Preparation of a questionnaire survey focusing on the principles of the Charter and the Code (baseline for assessing the University's shift), cyclical survey- the first one took place in 2018
- important part of the self-evaluation report (comparison of 2018 vs. 2023 results)
- currently being edited by B.Vykouková according to comments from group members, will be uploaded to the shared drive for comments during the week and after approval, it will be distributed via intranet to all academics and PhD students of UJEP (target group)
- implementation in the first half of December (data collection until the end of 2023)

3. 12 December 2023

- Input from faculties on the development of the next UJEP Action Plan 2024- 2026
- Each faculty prioritizing 2 to 3 actions that should be part of the next AP
- B. Vykoukova creates a summary of these priorities to be forwarded to UJEP leadership for consideration in the development of AP24-26

Summary:

The input from these 3 meetings will be a substantial part of the self-evaluation report that B. Vykouková on behalf of UJEP will prepare and will be submitted via the electronic portal Euraxess to the European Commission (deadline 31 July 2024)

2. Schedule of planned HR Award activities up to the site visit

- **Implementation of a questionnaire survey among UJEP academics/staff- 1Q2024**
 - Identical questions as in the 2018 online survey, intended for all academics and PhD students.
 - All 4 areas of the principles (ethical and professional aspects, recruitment and selection, working conditions, training and development of researchers) included

- **Development of the next UJEP Action Plan 2024-2026- 1Q2024**
 - UJEP management competencies, working group on HR Award as an advisory body (suggestions from faculties for further AP actions)
 - The aim is to progressively fulfil the 40 principles of the Charter and Code, integrated into 4 areas, i.e. (ethical and professional aspects, recruitment and selection, working conditions, training and development of researchers)
 - The content may be actions already implemented in the previous AP with a view to developing them further or entirely new ones created
- **Preparation of the self-evaluation report - January to June 2024**
 - Extensive documentation consisting of 4 parts- implementation of AP 21-23, new AP 24-26, description of implementation process, description of UJEP, swot analysis...
 - The administrator of this process is Mrs. Vykouková, since May 2024 Mrs. Gruntová.
- **Incorporation and submission of the self-evaluation report to the electronic portal Euraxess - June to July 2024** by D. Gruntová
- **Evaluation of the UJEP Self-Evaluation Report by the EC - August to October 2024**
 - First administrative check (max. 1 month after sending), then substantive evaluation of the content by 3 Euro Commissioners (max. 3 months after sending, but earlier in experience)
 - feedback from the EC - possible recommendations or corrections, additional questions - then we would send a revised report and wait for the evaluation again....
- **Visit of the European Commissioners to UJEP- expected October-November 2024**
 - One-day visit of 3 Euro Commissioners, 9:00 a.m. to 6:00 p.m.
 - Meetings with the HR Award working group, UJEP management and other UJEP staff/students
 - Participants do not need to speak English, but UJEP must provide translators
 - an introductory half-hour presentation by UJEP (Mrs. Gruntova) on the HR Award implementation process so far

Topics to be addressed by the Eurocommissioners:

1. HR Award Working Group
2. Surveys/questionnaire surveys among academics/staff
3. Embedding the HR Award in the culture of UJEP
4. UJEP ambitions- short, medium and long term
5. UJEP Action Plan 2024-2026- the process of its creation

!!! If the award is defended, the evaluation process by the EC will be cyclical, **every 3 years a self-evaluation report**, every 6 years a report combined with a visit of the European Commissioners.

All the information on the HR Award agenda is available on the UJEP website in czech <https://www.ujep.cz/cs/hrs4r> and in English <https://www.ujep.cz/en/hrs4r-hr-award>