

# Process Description

## PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

<b>HR AWARD Steering Committee</b>	
Dr. Martina Mannová	Rector
Radek Stavinoha	CEO
Mgr. Petr Hušek, Ph.D.	Vice-rector for accreditation and quality of studies
Doc. Milan Jan Půček, Ph.D., MBA	Vice-rector for science and research
Bc. Eva Budínská	HR manager
Ing. Milan Hála	Head of Quality Department HR AWARD coordinator
<b>HR AWARD Working group</b>	
doc. Ing. Michal Plaček, Ph.D., MCS	academic and research worker, KBP Department of security and law
doc. Hana Bohušová, Ph.D.	academic and research worker, KEM Department of economics and management
Mgr. Milan Křápek, Ph.D.	academic and research worker, KEM Department of economics and management
doc. JUDr. Ing. Jana Majerová, Ph.D.	academic and research worker, KEM Department of economics and management
prof. Ing. Rudolf Urban, CSc.	academic and research worker, KBP Department of security and law
doc. Ing. Gabriela Vaceková, Ph.D.	academic and research worker, KEM Department of economics and management
Ing. Magdalena Náplavová, Ph.D.	academic and research worker, KBP Department of security and law
Ing. Irena Tušer, Ph.D.	academic and research worker, KBP Department of security and law

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

R1-R4 viz <https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
	Regular personal a online negotiations	<p>The steering committee dealt with the management of the entire project from the point of view of strategic management, approved members of the working group, monitored the progress of implementation and approved individual sub-steps and outputs. For more, see the description in the next section.</p> <p>The members of the management committee consisted of representatives of the management of AMBIS University (hereinafter referred to as "AMBIS University"), i.e. the rector, general director, vice-rector for science and research, vice-rector for accreditation, HR manager and Head of Quality Department (HR AWARD coordinator at AMBIS University). The composition of the management committee made it possible to connect the activities connected with HR AWARD and with the management of the university. By setting up the steering committee, the long-term sustainability of the activities associated with the HR AWARD certification should be ensured.</p>
Working group	Regular personal a online negotiations	<p>The working group dealt professionally with individual thematic areas of the Charter for Researchers and the Code. She participated in the preparation of all parts of the GAP analysis – evaluation of individual inputs for the GAP analysis, questionnaire survey, processing of the GAP analysis and subsequent creation of the OTM-R Checklist and Action Plan. Due to the smaller size of the school, only one larger working group was created to deal with all relevant topics.</p> <p>The working group was made up of representatives of workers at levels R1-R4. The Steering Committee carried out the nomination and approval of individual members of the working group.</p>

Academic, scientific and administrative staff	Survey	An extensive questionnaire survey was conducted among academic, scientific and administrative staff of AMBIS University of Applied Sciences with a representative return rate of 74.2%. The respondents were divided into two groups: academic and research workers and administrative workers. Some questions were identical for both groups. For academic and scientific workers, questions based on the Charter and the Code have been added. The outputs from the questionnaire survey were included in the GAP analysis and used as inputs for the Action Plan.
Project team	Regular and ad-hoc meetings according to the progress of the project and current needs	<p>These are coordination workers, who at the operational level ensured the entire project based on strategic management of the Steering Committee. The workers participated in supporting the activities of not only the Steering Committee, but also the Working Group.</p> <p>From an organizational point of view, they ensured the implementation of a questionnaire survey and guided interviews. They participated in the processing of partial materials and documents for the GAP analysis, the Action Plan and the OTM-R Checklist.</p> <p>The workers also participated in other operational tasks, such as ensuring communication and publicity within the project, creating minutes, etc.</p>

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The role of the Steering Committee is connected with the strategic management of the entire project, i.e. with the planning process, creation and approval of relevant documents and the process itself of obtaining and subsequently maintaining the HR AWARD certification for AMBIS VŠ. Its main purpose is quality control of individual outputs, risk management and also ensuring interdependence with other processes running in parallel across the entire AMBIS University. The role of the committee is also to nominate and approve members of the Working Group who participate in the entire process. Within the first phase of the project, his role was primarily to ensure a quality GAP analysis, which is linked to the Action Plan and OTMR policy. At this stage, the committee played a key role in ensuring the acceptance and proper course of the entire process in relation to the university staff. In the following periods, the role of the Steering Committee will mainly be to ensure the implementation of the measures arising from the Action Plan. In particular, support for implementation across all parts of the university and coordination with other internal processes and procedures will be significant. The steering committee will make sure that the implementation of the measures actually supports the quality of work and the development of human resources at AMBIS University and creates the best possible work environment for its employees. The outputs from the GAP analysis

and the Action Plan, including the OTM-R policy, will be reflected in the strategic plan of AMBIS University of Applied Sciences for the period 2021+, which will ensure a number of synergistic effects in the processing of documentation and the direct inclusion of individual measures directly in the strategic plan.

Please describe how the Working Group doing the Gap Analysis was appointed:

One of the goals of the whole process was the involvement of all relevant people from the R1–R4 research and scientific staff across the entire school. A key role in this was played by the Working Group, which, due to the size of AMBIS University, was created only once. The working group dealt with individual professional outputs as part of the project, in particular it participated in the preparation and processing of the GAP analysis, the subsequent Action Plan and OTM-R policy and other follow-up steps. Its task was also to ensure individual inputs for these key documents, which was done by analysing relevant documents and processes, analysing relevant internal and national legislation, and surveying employees. The working group focused mainly on proposals for the Action Plan based on the outputs arising from the GAP analysis.

The working group managed to involve a significant majority of AMBIS University staff, including administrative and external consultants, in the entire process.

#### **Appointment of the Working Group**

The working group was made up of representatives of workers at the R1-R4 level. The Steering Committee carried out the nomination and appointment of individual members of the working group.