

Terms of Reference

HR Excellence in Research Working Group – Mendel University in Brno

Statement of Purpose

The HR Excellence in Research Working Group at Mendel University in Brno (hereinafter the Working Group) is established to oversee, coordinate, and continuously improve the implementation of the HRS4R Action Plan, in alignment with the principles of the European Charter for Researchers.

The purpose of the Working Group is to ensure that institutional policies, processes, and working culture reflect the values of open, transparent, merit-based recruitment and support for researchers at all career stages (R1–R4). The Working Group contributes to the creation of a motivating and inclusive research environment that fosters research excellence, personal development, and international cooperation.

Specifically, the Working Group is responsible for:

- Developing, revising, and implementing measures in the HRS4R Action Plan;
- Monitoring progress and evaluating the effectiveness of implemented actions based on feedback and measurable indicators;
- Ensuring the involvement of researchers of all categories (R1–R4), including international staff, through surveys, round tables, consultations, and regular dialogue;
- Promoting awareness of the European Charter for Researchers across the university community and embedding its principles into all new and ongoing measures;
- Cooperating with the Rector's Advisory Commissions to ensure expert validation and university-wide consensus;
- Ensuring alignment of HRS4R activities with the strategic direction of the university and recommendations from external evaluations;
- Supporting a transparent and inclusive governance culture through open communication, institutional feedback loops, and shared responsibility;
- Serving as a communication and coordination hub for all stakeholders involved in the HRS4R process, including academic, research, support, and administrative staff.

The Working Group is composed of a **Core (Implementation) Team** and an **Extended Group**:

- The **Core Team** includes university officers from relevant departments: HR Management Office, Department of Scientific and Pedagogical Information and Services (in particular Department of Science and Research, Technology Transfer Office, Library and Open Science Centre), Project Centre, International Relations Office, Department of Strategy and Analysis and Institute of Lifelong Learning - responsible for proposing and managing actions, monitoring implementation, and assessing outcomes.
- The **Extended Group** comprises researchers from R1 to R4 levels, ensuring gender balance and international representation, who contribute through feedback, consultation, and co-creation of future actions.

The Working Group is jointly chaired by the **Vice-rector for Human Resources and Internal Affairs** and the **Vice-rector for Research, Development and Innovation**, with methodological leadership provided by the HR Development Office.

This structure reflects the university's commitment to participatory governance and continuous improvement in human resource management in research.

Governance and Stakeholder Engagement in Action Plan Implementation

- The **Core Working Group** meets **on a quarterly basis** to plan, monitor, and revise the implementation of the Action Plan.
- The **Extended Working Group** meets twice a year to review progress, provide feedback, propose new measures, and shape future action plans. Nevertheless, researchers are engaged in the implementation of the Action Plan on an ongoing basis throughout the year — primarily via surveys, questionnaires, round tables, and other forms of regular consultation. When addressing each measure, it is essential to obtain the cooperation of representatives from all categories (R1–R4).
- In addition, consultations with the **Rector's Advisory Commissions** are held every 1–2 months, depending on the nature and timeline of planned actions.

Brno, 1 July 2025