

ACTION PLAN 2018-2020 REVIEW

1. ETHICS AND GOOD PRACTICE IN RESEARCH

Proposed ACTIONS	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	Results/Current Status
1.A Revision of the Code of Ethics (CoE)	Updating the general Code of Ethics for the University employees to form a compact piece of work together with the "Code of Good Research Practice" and to be in line with the MENDELU philosophy and principles enshrined in the C & C.	2, 3, 10	Q2/2019	Ethical Commission	The Code of Ethics has been revised.	<p>COMPLETED</p> <p>The Code of Ethics has been revised.</p> <p>Etický kodex zaměstnanců, studentů a absolventů Mendelovy univerzity v Brně</p> <p>English version</p> <p>The Ethics Committee's Rules of Procedure have been revised (currently undergoing the approval process).</p>
1.B Creating a "Code of Good Research Practice" (CGRP)	<p>Creating a "Code of Good Research Practice" as a detailed document specifically for researchers. The CGRP will mainly focus on the ethical consequences of research work including modern forms of plagiarism, the issues of professional attitude, accountability, professional responsibility, research integrity, dissemination including open access, and also the definition of the post-doctoral status at MENDELU and security aspects of research work.</p> <p>The aim is to create a comprehensive document summarizing the aspects</p>	2, 3, 4, 6, 7, 8, 10, 21	Q4/2019	R&D Office	The "Code of Good Research Practice" has been issued.	<p>COMPLETED</p> <p>The "Code of Good Research Practice" has been issued.</p> <p>Prohlášení o politice zajišťování integrity výzkumu na Mendelově univerzitě v Brně (tzv. CGRP).</p> <p>English version</p>

	and processes of the scientific work at MENDELU, which do exist at MENDELU and do comply with C&C, but have not been clearly and/or unequivocally described yet.					
1.C Raising awareness of the principles and processes enshrined in the CoE and CGRP	<p>After the CoE revision and CGRP creation, the awareness of their significance and content will be systematically raised by:</p> <ol style="list-style-type: none"> 1. Introducing the process of familiarization with the principles and processes enshrined in the CoE and CGRP for PhD students at the beginning of their study and for new staff. 2. Raising the general awareness of the revised CoE and the new CGRP at the University through training sessions and workshops. 	2, 3, 4, 6, 7, 8, 10, 21	Q1/2020 Extended to Q4/2021	Department of Scientific and Pedagogical Information and Services R&D Office, HR Management Office	<p>The awareness raising / training system in the CoE and the CGRP has been created and published systematically for PhD students and researchers-newcomers.</p>	<p>IN PROGRESS</p> <p>Both documents are published on the MENDELU public notice board and on the HR Management Office website (Employee Support Section), in both Czech and English versions.</p> <p>http://mendelu.cz/uredni-deska</p> <p>http://mendelu.cz/en/25204-public-notice-board</p> <p>https://orz.mendelu.cz/hr-predpisy</p> <p>https://orz.mendelu.cz/en/hr-regulations</p> <p>PhD students and new employees are acquainted with the documents through the PRŮVODCE ZAMĚSTNANCE MENDELU/ GUIDE FOR MENDELU EMPLOYEES. Further training is part of the planned PhD school and the Welcome Day for new staff (see revised action plan).</p>
					<p>The number of workshops / training sessions delivered to all R1-R4 researchers after the revision of the Code of Ethics and creation of the Code of Good Research Practice.</p>	<p>IN PROGRESS</p> <p>A training course was prepared, which, due to "COVID", only took place in the form of sharing a prepared presentation to MENDELU employees via the R&D Office website (Research Support Section), their Facebook page and the R&D Newsletter.</p> <p>All employees were also acquainted with both documents through the information section of the HR AWARD employee survey (August 2020).</p> <p>Further training for researches will be organized in the course of 2021.</p>

2. IMPROVED WEB

Proposed ACTIONS	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	Results/Current Status
2.A Research Support Section	A Researcher Support Section will be created. There, in one place, processes and procedures for good research practice at MENDELU will be clearly defined in sufficient detail (in direct connection with the individual chapters of the CGRP).	4, 5, 6, 7, 24	Q2/2020 Extended to Q4/2021	R&D Office, IT Department	Creation of the Research Support Section.	IN PROGRESS A website was created: https://optc.mendelu.cz/ The website contains information from the field of science and research at MENDELU, information on research and university-wide development projects and information from the field of technology transfer. The R&D Office also provides employees with information through Newsletter VaV and R&D Office facebook profile . So far these are only in Czech. Further development of the website will take place as part of the planned changes to the university-wide website.
					Creation of the English version of the Research Support Section.	IN PROGRESS English version of the Research Support Section. https://optc.mendelu.cz/en/32152-research-support-section The content of the website has not yet been fully translated into English.
					URL of the new websites.	COMPLETED https://optc.mendelu.cz/ https://optc.mendelu.cz/en/32152-research-support-section
2.B Employee Support Section	The Czech web presentation of the labour-law aspects, University rules and working conditions of the researchers at MENDELU will be made clearer and a full-fledged English version will be created;	24	Q3/2019	HR Management Office, IT Department	URL of the modified Czech website.	COMPLETED An HR Management Office website (Employee Support Section) has been created: https://orz.mendelu.cz/

	related documents will also be translated.				<p>The website contains information:</p> <ul style="list-style-type: none"> - about the services provided by the HR Management Office - news from the field of HR management - information on the HR Award and the related HRS4R - Careers- job opportunities at MENDELU - practical information for employees (Guide for new employees, counseling for employees-parents, employee development, working hours, remuneration, benefits, business trips, OHS, FAQ in the field of labor- law) - information for managers - documents and forms related to the HR management agenda - HR regulations - contacts for HRMO employees <p>The HR Management Office also provides information support to employees through the Newsletter HR.</p> <p>The website continues to be developed.</p>
				Creating the English version of the Employee Support Section.	<p>COMPLETED</p> <p>English versions of the HR Management Office website (Employee Support Section) and the HR Newsletter have been created.</p> <p>https://orlz.mendelu.cz/en/</p> <p>https://orlz.mendelu.cz/en/newsletter-hr</p>
				Number of documents translated into English.	<p>COMPLETED</p> <p>Documents and forms are revised and translated:</p> <p>https://ipm.mendelu.cz/formulare-a-tiskopisy/31180-oblast-personalni</p> <p>https://orlz.mendelu.cz/en/documents</p> <p>Other documents and forms will continue to be translated on an ongoing basis (see revised action plan).</p>

2.C Improving visibility	The research website will be reorganized to make the offered positions more visible. The links to all appropriate information regarding the working conditions, research environment and recruitment policy will be in place. All the necessary information will be provided also in English.	12, 13	Q4/2019	HR Management Office, IT Department, PR Department	URL presentation of vacancies on the website.	<p>COMPLETED</p> <p>The MENDELU Career website was created to make the offered positions more visible:</p> <p>https://orlz.mendelu.cz/pracovni-prilezitosti</p> <p>https://orlz.mendelu.cz/en/careers</p> <p>The website continues to be developed.</p>
					Creation of web links to related websites.	<p>COMPLETED</p> <p>The Career website is linked to the Employee Support Section website so that job seekers can gain an idea of working conditions, the research environment and recruitment policy at MENDELU.</p> <p>https://orlz.mendelu.cz/pracovni-prilezitosti</p> <p>https://orlz.mendelu.cz/en/careers</p>
					Proportion of information published in English.	<p>COMPLETED</p> <p>An English version of this website has been created:</p> <p>https://orlz.mendelu.cz/en/careers</p> <p>The website continues to be developed.</p>

3. IMPLEMENTING OTM-R PRACTICES

Proposed ACTIONS	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	Results/Current Status
3.A Advertising	Relevant research positions will be published on Euraxess. New unified templates for advertising positions will be created: the goal is to provide the applicant with a complete picture on the position and related conditions and procedures. Other relevant job advertising tools will be considered.	12, 13, 15	Q2/ 2019	HR Management Office	Formulation of Advertising Strategy.	<p>COMPLETED</p> <p>An Advertising Strategy has been created. We publish job advertisements on the public notice board and on the MENDELU Careers website, as well as on job portals at the announcer's request:</p> <p>EURAXESS https://euraxess.ec.europa.eu/</p> <p>RESEARCHJOBS https://www.researchjobs.cz/</p> <p>JOBS https://www.jobs.cz/</p> <p>Práce https://www.prace.cz/</p> <p>LinkedIn https://www.linkedin.com/school/mendelova-univerzita-v-brn%C4%9B/?viewAsMember=true</p> <p>A profile of MENDELU as an employer was created on Jobs.cz, Euraxess and LinkedIn.</p>
					Unified template for advertising research positions.	<p>COMPLETED</p> <p>Job advertising was standardized in a modern form, including gender balance in the wording of advertisements. Templates were created for advertising academic and research positions.</p> <p>https://orlz.mendelu.cz/wcd/w-rek-orlz/sablony_inzeratu.docx</p>

					Number of offers posted on EURAXESS.	COMPLETED Seven job offers were published on Euraxess during the 11/2018 - 10/2020 period. However, all academic and research job offers will be posted once the Selection Procedure Rules are in place.
					Number of offers posted on platforms other than Euraxess or the MENDELU website.	COMPLETED Job postings during the 11/2018 - 10/2020 period: - Researchjobs: 75 academic and research positions - Jobs/Práce: 52 administrative and worker positions - LinkedIn: 12 positions We do not advertise on the T.H.E. portal or other foreign portals for financial reasons.
3.B Rules of Selection Procedure	The new / revised Rules of Selection Procedure, which will introduce University-wide rules for the appointment and establishment of the selection committee. They will also include the rules for conducting the selection procedure including the setting up and evaluating of criteria and introducing a formal control of the entire process through a Checklist.	14, 15, 16	Q1/2020 Extended to Q4/2020	Vice-Rector for Quality and HR, HR Management Office	Publication of the Rules of Selection Procedure.	COMPLETED ONCE THE SELECTION PROCEDURE RULES ARE IN PLACE – BY THE END OF 2020 The revised Selection Procedure Rules have been approved by the Academic Senate. As a last step they need to be registered at the Ministry of Education, Youth and Sports which we expect in the coming days.
					Creation of the Checklist for Selection Procedure form.	COMPLETED A Selection Procedure Checklist form has been created. https://orz.mendelu.cz/wcd/w-rek-orlz/otm-rchecklistmendelu.pdf https://orz.mendelu.cz/wcd/w-rek-orlz/en_otm-rchecklistmendelu.pdf
3.C OTM-R Policy published	Publication of the MENDELU OTM-R policy formulated on the basis of updated or newly-implemented measures.	12, 13, 14, 15, 16	Q3/2020	HR Management Office	The OTM-R policy is published on the website in the Employee Support Section.	COMPLETED The OTM-R policy has been formulated and published on the Employee Support Section website. https://orz.mendelu.cz/akcni-plan-mendelu

						https://orlz.mendelu.cz/hr-predpisy https://orlz.mendelu.cz/jak-u-nas-probihaji-vyberova-rizeni https://orlz.mendelu.cz/en/action-plan https://orlz.mendelu.cz/en/hr-regulations https://orlz.mendelu.cz/en/selection-procedure
					The OTM-R policy is available both in Czech and English.	COMPLETED The OTM-R policy has been translated into English and published on the Employee Support Section website. https://orlz.mendelu.cz/wcd/w-rek-orlz/otm-rpolicymendelu_naweb.pdf https://orlz.mendelu.cz/wcd/w-rek-orlz/otm-rpolicymendelu_en.pdf

4. EVALUATION OF EMPLOYEES AND PERSONAL DEVELOPMENT PLANS

Proposed ACTIONS	Details	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)	Results/Current Status
4.A Creation of an evaluation concept	Creating a concept of work performance evaluation of researchers as a follow-up of motivation, remuneration and career growth with the link to the overall objectives of the workplaces and the long-term strategy of the University.	11, 28, 33	Q4/ 2019 Extended in line with the revised action plan.	Vice-Rector for Quality and HR Management Office	The process of work performance evaluation has been described.	EXTENDED The Directive of Human Resources Management has been created. It is currently undergoing an approval process. This document contains the concept for employee evaluation. Evaluation of employees works at some workplaces without a comprehensive framework. The revised action plan assumes the evaluation of feedback and follow-up methodologies. The revised action plan assumes that the process will be set up at a later date.
					The evaluation form has been created.	

4.B Personal development plans	Based on the evaluation of employees, the process of the personal development planning will be designed.	37, 40	Q2/2020 Extended in line with the revised action plan.	HR Management Office	The description of the process of personal development planning within the employee evaluation is ready.	EXTENDED The Directive of Human Resources Management contains the concept of personal development planning. Personal development of employees works at some workplaces without a comprehensive framework. The revised action plan assumes the evaluation of feedback and follow-up methodologies. The revised action plan assumes that the process will be set up at a later date.
					The form for the personal development plan and its evaluation is ready.	
4.C Training of senior staff	Training of senior staff – administrators of personal development plans – focused on the conducting of the evaluating interviews, linking to personal growth plans through the motivation system, remuneration and education of employees for employees' career development.	11, 28, 37, 40	Q3/ 2020 Extended in line with the revised action plan.	HR Management Office	Relevant senior staff have been trained in the process of evaluation and personal development planning.	EXTENDED The university's top management has received training in leadership (including the topics of evaluation and personal development planning). Other managers did not receive training due to financial constrictions.
					An additional E-learning course has been created to conduct an evaluation interview.	
					The support to the evaluation process by HR department has been set up.	EXTENDED Competence models for job positions at Rectorate and University Departments were created.