

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: [2019CZ470335](#)

Name Organisation under review: Masaryk University - Faculty of Economics and Administration

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues.¹ 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 R4², 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:

Name	Position	Management line/ Department
Prof. Ing. Antonín Slaný, CSs.	Dean of Faculty	FEA management
doc. Ing. Martin Kvizda, Ph.D.	Vice-Dean for Studies	FEA management
Ing. Petr Valouch, Ph.D	Vice-Dean for Distance & Life-long learning	FEA management
doc. Ing. Petr Pirožek, Ph.D.	Vice-Dean for science, research, quality, and qualifications	FEA management
Ing. Dagmar Špalková, Ph.D	Vice-Dean for External Affairs and Marketing	FEA management
Ing. Petr Smutný, Ph.D.	Vice-Dean for International Relations	FEA management
Ing. Jan Slezák	Bursar	Secretariat
Mgr. Petra Ježová	HR Award Personnel Manager	Secretariat
JUDr. Pavla Zapletalová	Head of Department	HR department
Mgr. Kateřina Oleksíková, Ph.D.	Head of Department	Office for Science, Research, Quality and Qualifications

doc. Mgr. Maria Králová, Ph.D.	Head of Department (R3)	Department of Applied Mathematics and Computer Science
Ing. Mgr. Jakub Procházka, Ph.D.	Head of Department (R2)	Department of Corporate Economy
doc. Ing. Robert Jahoda, Ph.D.	Head of Department (R3)	Department of Public Economics
doc. Ing. Zdeněk Tomeš, Ph.D.	Head of Department (R4)	Department of Economy
doc. Ing. Eva Vávrová, Ph.D.	Head of Department (R3)	Department of Finance
doc. Ing. Vladimír Žítek, Ph.D.	Head of Department (R3)	Department of Regional Economics and Administration
Ing. Mgr. Markéta Matulová, Ph.D.	Assistant professor (R2)	Department of Applied Mathematics and Computer Science
Ing. Jan Jonáš, Ph.D.	Assistant professor (R2)	Department of Economy
Ing. Katarína Čellárová	Ph.D. student (R1)	Department of Economy
Ing. Tomáš Paleta, Ph.D.	Assistant professor (R2)	Department of Economy
Ing. Mgr. Martin Stachoň	Ph.D. student (R1)	Department of Finance
Ing. Svatopluk Nečas, Ph.D.	Assistant professor (R2)	Department of Finance
Ing. Zuzana Křížová, Ph.D.	Assistant professor (R2)	Department of Finance
Ing. Filip Hampel	Lecturer (R1)	Department of Finance
Mag. Dr. Eva Born	Assistant professor (R2)	Department of Corporate Economy
Ing. Bc. Sylva Žáková Talpová, Ph.D.	Assistant professor (R2)	Department of Corporate Economy
Ing. Peter Kelemen	Ph.D. student (R1)	Department of Corporate Economy
Ing. Andrea Holešinská, Ph.D.	Assistant professor (R2)	Department of Regional Economics and Administration
Ing. Aneta Krajíčková	Assistant professor (R2)	Department of Regional Economics and Administration
Ing. Markéta Chaloupková	Ph.D. student (R1)	Department of Regional Economics and Administration
Mgr. Petr Tonev, Ph.D.	Assistant professor (R2)	Department of Regional Economics and Administration
Ing. Michal Struk, Ph.D.	Assistant professor (R2)	Department of Public Economics

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career 'level', type of contract etc. etc.

For a description of R1-R4, see

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

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

*Stakeholder group	*Consultation format	Outcomes
R1-R4 all employees (including Ph.D. students)	Presentations, meetings, online questionnaire (Czech/English version)	<p>a) Assembly of the Academic Community FEA MU 2019 - introduction to HR Award topic.</p> <p>b) Department meetings - introduction of the goals, planned activities, benefits, reporting of the progress, expected collaboration on GAP analysis, Action plan preparation.</p> <p>c) Responses to questions on the topics of the Charter and Code. The results of the online questionnaire have been published and processed in the GAP analysis.</p> <p>d) On-line presentation of employee survey results and Action plan draft, raising the awareness about the HR Award issue.</p>
Working group / Expert team	Regular meetings and consultations, discussion	<p>a) Preparation and processing of the online questionnaire.</p> <p>b) Discussion on the principles of the Charter and the Code, identification of strengths and weaknesses.</p> <p>c) Preparation of the GAP analysis, Action Plan and OTM-R checklist.</p> <p>b) Proposal of actions and setting priorities for Action Plan.</p>
Steering committee	Reports, presentations of progress, decisions making	Overseeing the process, coordination with overall FEA MU strategy, support to the HRS4R process, review and approval of the GAP analysis, Action Plan, OTM-R checklist.
Dean's board	Presentations, discussion	Suggestions, opinions, setting priorities within the HR Award process, information, and promotion of the HR Award process towards academic staff (heads of departments are also members of the Working group).
Selected R1-R4 (Ph.D. students, women)	Focus Groups, individual interviews,	Clarification, deeper information on relevant topics from the online questionnaire processed in the GAP analysis. (Ph.D. students - contact with supervisors, women - recognition of women as members of a professional group, equal conditions, and opportunities).

Please describe how was appointed the Committee overseeing the process:

Free text 200 words maximum

The members of the Steering Committee (SC) who oversee the GAP analysis process and the Action Plan were informed and appointed at the meeting of the faculty management in April 2019. Subsequently, the newly appointed HR Award Personnel Manager introduced the European Charter, the Code and the HRS4R Strategy, and presented the process of preparing the HR Award process.

The SC was informed about the HR Award project at its regular meetings. This is done either through the HR Award Personnel Manager or representatives of the Expert Team (Vice-Dean for Science and Research and Bursar), who are also members of the SC. At the same time, it supervised the course of the initial phase of the project and its adherence to the schedule. The SC also played an important role in the final discussion and approval of the GAP analysis, the Action Plan, the OTM-R checklist and the results of the questionnaire survey and the decision to publish these materials on the faculty's website.

The SC meeting took place on: 29/4/2019, 16/12/2019, 8/1/2020, 3/2/2020, 25/3/2020, 24/8/2020, 7/9/2020 /, 21/ 9/2020, 29/09/2020. Due to COVID-19, meetings during 04-08 /2020 were limited to a minimum and the issue of the HR Award was addressed in the form of e-mail communication.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

Free text 200 words maximum

Part of the members of the Working Group (WG) was appointed at the meeting of the faculty management in April 2019. These were heads of departments who were subsequently approached and invited by the HR Award Personnel Manager to nominate two more staff members from their teams who are interested in HR issues related to researchers and are willing to actively participate in activities related to the HR Award project. Their participation in the project must be voluntary, active, and responsible at the same time. Nominations for individual departments were received by the end of November 2019 (including nominations for Ph.D. students) and the first meeting of the WG took place on 8/1/2020. At the same time, the heads of departments ensured that the nominated participants covered researchers at all levels (R1-R4).

The WG also includes members of the Expert Team (EXPT), which is established within the university-wide project HRMU2/HRA, and which ensures the representation of administrative staff. The meetings of the WG took place on: 29/4/2020, 12/1/2020, 29/1/2020, 03/02/2020, 04/02/2020, 11/02/2020 /, 28/2/2020, 14 /09/2020, 15/09/2020, 29/09/2020. Due to COVID-19, WG meetings during 04-08 /2020 were limited to a minimum and the issue of the HR Award was addressed in the form of e-mail communication.

It is also necessary to mention the existence of the so-called Expert Team, which significantly participated in the preparation of the GAP analysis, the Action plan and the OTM-R checklist together with the WG. At the same time, it also participated in the coordination, planning and implementation of other activities within the initial phase, communication with employees, and in workshops organized by the Rector's Office and where its members had a chance to discuss current practice at individual faculties and MU as well as the opportunities and support offered by the Rector's Office.