

Action plan of Faculty of Mechanical Engineering of UWB (October 2018)

No.	Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s)/Target(s)
1	(UWB) Provide that the principles of the Charter and Code as well as relevant strategic activities are included in the Strategic Intent of UWB for 2021-2025	3	4Q/2020	Vice-Rector for Development and External Relations	Strategic Intent of UWB for 2021-2025 organically includes priorities as per the Charter and Code
2	(UWB) Amend the Ethical Code of UWB so that it also applies to researchers and conforms to the requirements of the Charter and Code, including specification of procedures for safe whistleblowing against breaches of the principles stipulated by the Ethical Code.	2, 10, 27, 34	1Q/2019	HR Manager of UWB	Amended Code of Conduct is approved.
3	(UWB) Prepare a training programme on how to identify the symptoms of breaches of the ethical principles stipulated by the Ethical Code and on what employees must do when such suspicion has arisen.	2, 10, 27, 34	2Q/2019	HR Manager of UWB in cooperation with the Institute of Lifelong Learning	The training programme has been prepared, including the content and trained instructors.
4	(UWB) Prepare a system of software support for evaluation of research (centralisation of information from already available sources across the entire UWB) in relation to individual employees, as data support for employee assessment.	11	4Q/2019	Vice-Rector for Science and Research	The system has been prepared and is functional.



5	(UWB) Prepare a process for assessment of UWB employees that would allow checking whether assessment is in progress.	11	2Q/2019	HR Manager of UWB	The Directive “Assessment of UWB Employees” has been prepared and approved.
6	(UWB) Include adherence to the Directive “Assessment of UWB Employees” in the internal audit plan for 2019 and further if necessary.	11	Continuously (first inspection 4Q/2019)	Rector of UWB	Internal audit on adherence to the directive has been conducted.
7	(UWB) Amend the existing Code of Conduct for Recruitment of Academic Staff at UWB” or replace it with new regulation so that it applies to all researchers and administrative staff and contains all the major principles as per the analysis of the gaps identified at the 12-21 Analysis, all relevant issues from the Checklist, and conforms to the OTM-R Policy.	12–21	4Q/2019	HR Manager of UWB in cooperation the Rector of UWB	Amended Selection procedure regulations or new internal regulation has been approved and posted at the UWB website.
8	(UWB) Have selected documents translated into English that are important for prospective and current employees.	12–21	Continuously – by 10/2022, English translations will be provided of the strategic documents as well as of the directives included in this Action Plan	Selected Coordinator from the project centre	Selected documents, especially the strategic documents and regulations included in this Action Plan in their English versions are available at the websites of UWB and its parts
9	(UWB) Amend the Career Regulations of UWB including the findings from the analysis.	28, 33	2Q/2019	HR Manager of UWB	Career Regulations of UWB have been amended, approved, and published.
10	(UWB) Set of the on boarding process for new employees.	5, 39	4Q/2019	HR Manager of UWB	The process has been described and is functional.



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11	(FME) Implement a universal system for management of all important risks at FME (including HR risks).	7	4Q/2019	FME management in cooperation with RTI HR Manager and Head of VVRC	Risks are assessed at FME on a regular basis.
12	(FME) Implement regular assessment meetings.	11, 26, 28, 30, 31, 32, 33, 36, 38	3Q/2021	FME management in cooperation with Head of RTI and Head of VVRC	Number of assessed employees Meeting the set goals
13	(FME) Revision of internal procedures for recruitment.	12, 13	3Q/2020	Dean of FME in cooperation with UWB HR Manager and HR Manager of RTI	Revised procedures conforming to the Charter and Code
14	(FME) Set career development plans for researchers.	4, 23, 24, 26, 28, 33, 36, 37, 38	3Q/2021	Dean of FME in cooperation with the rest of FME management, HR Manager of RTI, Head of VVRC and HR Manager of UWB	Number of career development plans and adherence rate
15	(FME) Improvement of qualifications in soft skills/human resources.	6, 26, 28, 38	Continuously (first evaluation at early 3Q/2020)	FME management in cooperation with HR Manager of RTI and Head of VVRC	Number of trained employees
16	(UWB) Formulation of OTM-R (Open, Transparent and Merit-Based Recruitment) Policy applicable to the entire UWB, its approval and publication in the Czech and English languages.	6, 7, 8, 9	4Q/2019	HR Manager of UWB in cooperation the Rector	OTM-R Policy approved and published at the UWB website.
17	(UWB) Prepare training on the correct procedure of the recruitment process for members of selection committees.	3, 19	2Q/2020	HR Manager of UWB in cooperation with ČŽV (Institute of Lifelong Learning)	Training content has been prepared and internal trainers trained.
18	(UWB) Publish all selection procedures for recruitment of researchers at Euraxess as per the OTM-R Policy.	13	1Q/2020	HR Manager of UWB	Starting in 1/2020, all researcher vacancies are published at Euraxess as per the OTM-R Policy.



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19	(UWB) Amend the existing Code of Conduct for Recruitment of Academic Staff at UWB” or replace it with new regulation so that it applies to all researchers and administrative staff and contains all the major principles as per the analysis of the gaps identified at the 12-21 Analysis, all relevant issues from the Checklist, and conforms to the OTM-R Policy, (action identical to the plan connected to the analysis).	11-22	4Q/2019	HR Manager of UWB in cooperation the Rector	Selection procedure regulations for UWB academic staff recruitment or new internal regulation has been approved and posted at the UWB website.
20	(FME) Implement measurement of ratio of recruitment applicants (originating from outside UWB – from the Czech Republic/abroad, and number of women).	7, 8	1Q/2020	FME management in cooperation with HR Manager of RTI and Head of VVRC	Data is available



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