

## Process Description

**Case number:** 2018CZ339020

**Name Organisation under review:** Faculty of Mechanical Engineering of the University of West Bohemia

**Organisation's contact details:** Univerzitní 22, Pilsen, 306 14

**Submission date:** 18/10/2018

**Date endorsement charter and code:** 24/09/2018

## 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:

Name	Position	Steering Committee	Working Group	Management line/ Department
Miroslav HOLEČEK	Rektor University of West Bohemia in Pilsen ((UWB in Pilsen)/Academic Staff at Department of Mechanics, Faculty of Applied Sciences (FAS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University of West Bohemia in Pilsen (UWB in Pilsen) Management/Department of Mechanics, Faculty of Applied Sciences
Tomáš KAISER	Vice-Rector for Research and Development University of West Bohemia in Pilsen/Academic staff at Department of Mathematics, Faculty of Applied Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB in Pilsen Management/Department of Mathematics, Faculty of Applied Sciences

Name	Position	Steering Committee	Working Group	Management line/ Department
Milan EDL	Dean of Faculty of Mechanical Engineering/Academic Staff at Department of Industrial Engineering and Management, Faculty of Mechanical Engineering (FME)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Mechanical Engineering Management/Department of Industrial Engineering and Management, Faculty of Mechanical Engineering
Milan PINTE	Secretary of the Faculty of Mechanical Engineering/Assistant Professor at Department of Industrial Engineering and Management, Faculty of Mechanical Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Mechanical Engineering Management/Department of Industrial Engineering and Management, Faculty of Mechanical Engineering
Miloslav KEPKA	Director of the Regional Technology Institute (RTI), Faculty of Mechanical Engineering/Academic Staff at Department of Machine Design, Faculty of Mechanical Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Mechanical Engineering/Regional Technological Institute (RTI) Management/Department of Machine Design, Faculty of Mechanical Engineering
Václav DOSTÁL	Head of the Power Engineering Research Centre (VVRC), Faculty of Mechanical Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Mechanical Engineering Management
Alena JANDOVÁ	HR Manager of UWB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB in Pilsen Management
Josef Basl	Vice-Dean for Strategy and Development, Faculty of Mechanical Engineering/Professor at Department of Industrial Engineering and Management, Faculty of Mechanical Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Mechanical Engineering Management/Department of Industrial Engineering and Management, Faculty of Mechanical Engineering
Václav VANĚK	Vice-Dean for Research, Development and Innovation, Faculty of Mechanical Engineering/Academic Staff at Department of Machine Design, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Mechanical Engineering Management/Department of Machine Design, Faculty of Mechanical Engineering

Name	Position	Steering Committee	Working Group	Management line/ Department
Jan ZDEBOR	Vice-Dean for Cooperation with Practice, Faculty of Mechanical Engineering/Academic Staff at Department of Machine Design, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Mechanical Engineering Management/Department of Machine Design, Faculty of Mechanical Engineering
Helena ZÍDKOVÁ	Head of Quality Division at UWB in Pilsen/Deputy Head of Department of Machining Technology, Faculty of Mechanical Engineering/Academic staff at Department of Machining Technology, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UWB in Pilsen Management/Department of Machining Technology, Faculty of Mechanical Engineering
Barbora BENEŠOVÁ	Researcher, Power Engineering Research Centre (VVRC) at the Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Power System Engineering, Faculty of Mechanical Engineering
Pavel KÁBELE	Administration Staff at Department of Industrial Engineering and Management, Faculty of Mechanical Engineering/Doctoral Student at Department of Industrial Engineering and Management, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Industrial Engineering and Management, Faculty of Mechanical Engineering
Eva KRAUZOVÁ	Project Manager at Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Mechanical Engineering Management
Petr NETOLICKÝ	Quality Manager at the Regional Innovation Centre of Electrical Engineering (RICE), Faculty of Electrical Engineering (FEE)/Researcher at the Department of Technologies and Measurement, Faculty of Electrical Engineering/HRS4R Coordinator Faculty of Electrical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering UWB in Pilsen /The Regional Innovation Centre for Electrical Engineering

Name	Position	Steering Committee	Working Group	Management line/ Department
Kateřina NEWTON	Administration Staff at RICE, Faculty of Electrical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering UWB in Pilsen /The Regional Innovation Centre for Electrical Engineering
Petr KAVALÍŘ	Head of New Technologies Centre Division (NTC)/Administration staff – Section of the Vice-Rector for Knowledge and Technology Transfer/HRS4R Coordinator New Technologies Research Centre UWB in Pilsen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New Technologies Research Centre UWB in Pilsen
Josef WEINREB	Operations Director of New Technologies for the Information Society (NTIS), Faculty of Applied Sciences/HRS4R coordinator Faculty of Applied Sciences UWB in Pilsen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Applied Sciences UWB in Pilsen/New Technologies for the Information Society
Vladimír BRAUN	HRS4R Coordinator at UWB in Pilsen – Administration Staff at Project Administration Division, Project Centre (PC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Centre UWB in Pilsen
Petr ŠIMON	Project Manager – Administration Staff at Project Administration Division, Project Centre (PC) UWB in Pilsen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Centre UWB in Pilsen
Tetjana TOMÁŠKOVÁ	HR Manager at the Regional Technology Institute, Faculty of Mechanical Engineering/Assistant Professor at Department of Machining Technology, Faculty of Mechanical Engineering/HRS4R Coordinator, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regional Technological Institute, Faculty of Mechanical Engineering/Department of Machining Technology, Faculty of Mechanical Engineering

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.

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

Stakeholder group	Consultation format	Contributions
Staff (academics, researchers R1 – R4); 135 z 200 respondents (67,5%);	Questionnaire;	Identification of gaps resulting in actions;
Random selection of staff representatives of all categories: academic – 1 person; administration – 2 persons; researcher R1 – 2 persons; researcher R2 – 5 persons; researcher R3 – 2 persons; gender – 2 F / 10 M;	Focus group;	Detailed precision of identified gaps and relevant topics to be solved;
Management Faculty of Mechanical Engineering (academics, researchers R1 – R4);	Approval; support;	Coordination with Faculty of Mechanical Engineering strategy;

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

The Steering Committee was formed after the Commitment to the Charter and Code had been sent. The members of the Steering Committee were selected so that the body has members from the Management of the Faculty of Mechanical Engineering as well as from UWB, to ensure the project received adequate attention and support. The members of the Steering Committee are informed via the channels given below:

- 1) UWB in Pilsen HR Manager informs the Rector and Vice-Rector, Prof. Kaiser;
- 2) Other members of the Steering Committee are continuously informed by the members of the Working Group;
- 3) Activities are also discussed with the Board of the Dean at FME;

Meetings of the members of the Steering Committee are held when necessary. If measures need to be adopted, the decision on the measure is made by the relevant employee as per their authority.

The Steering Committee:

- has acknowledged the importance of the topic; it has been included in the institution strategy on the FME level; it will be included in the institution strategy on the UWB level;

- offers human resources with adequate capacity (with expertise and time) to address tasks;
- offers funding, has specified the strategy and goals in the subject area;
- has managed and monitored the progress of work in the GAP Analysis, OTM-R, and the Action Plan;
- has specified the requirements for the Action Plan from selected suggestions;
- has approved the GAP Analysis, OTM-R Analysis, and the Action Plan;
- will continue in managing and supervising implementation of individual points and their assessment from the Action Plan;

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

The members of the Working Group were selected so that it represented management of the Faculty of Mechanical Engineering, Academic Staff, Researchers, Administration Staff, and Doctoral Students. The Working Group has adequate information about the topic, the needs of individual facilities, positions, and various career stages. After the Commitment to Charter and Code was sent, a Kick-Off meeting was held to specify the form of communication as per below:

1. Monthly UWB team meetings, duration no less than 2.5 hours;
2. Peer-to-peer meetings with members of the FME Working Group, held as necessary;

The analysis for the GAP Analysis was conducted in three steps:

1. Comparison of the true state at UWB with the Charter and Code;
2. Comparison of the true state at FME with the Charter and Code;
3. Opinion survey among FME employees;

Documents were further detailed after other preceding events and obtained experience:

1. Questionnaire Survey;
2. Survey – focus group;
3. Introduction of the FME GAP Analysis and Action Plan in a discussion meeting;
4. Continuous feedback from the Steering Committee;
5. Training and workshops organised by HRS4R Ambassadors;

6. Exchange of experience in a group of five Czech universities (Ostrava University, Mendel University in Brno, University of South Bohemia in České Budějovice, Brno University of Technology);
7. Questions to the European Commission;