

## HRS4R Initial and Implementation Groups - methodology of cooperation

A working group was established to lead the adoption of the HRS4R in Veterinary Research Institute. It included representation across supportive and administrative sections and researchers in the Institution and consisted of the following members:

### Working Group, WG (Gender Balanced Working group)

Name	Position	Management line/ Department
Ing. Jiri Kolisek (Male)	HRS4R coordinator (Human Resources)	Secretariat of the Director
Mgr. Simona Hoskova (Female)	HR Generalist (Human Resources)	Secretariat of the Director
Ing. Ildiko Csolle Putzova, Ph.D. (Female)	Head of Department of transfer technology Vice Director of VRI	Department of transfer technology
Irena Smrckova, MSc. (Female)	Internal auditor (Internal Controlling)	Secretariat of the Director
Ing. Iva Stranska (Female)	Specialist of Health Safety and Environment	Secretariat of the Director
MVDr. Martin Sanda (Male)	PR coordinator (Communication, Social Media)	Department of transfer technology
Jiří Zemek (Male)	Head of ICT Support	Department of informatics

The role of the working group is to cooperate in the preparation and coordination of all required activities of the HR Award process. Together with (RCG see below) are working to design, describe and implement internal procedures and documents that implement the principles of the Code and the HRS4R Charter and Strategy.

### Research Coordination Group, RCG (Gender Balanced Research group)

Name	Position	Management line/ Department
Mgr. Petra Strakova, Ph.D. (R2) (Female)	Researcher	Infectious diseases and preventive medicine
doc. RNDr. Daniel Ruzek, Ph.D. (R4) (Male)	Head of the research group Emerging Viral Infections	Infectious diseases and preventive medicine
MVDr. Jan Matiasovic, Ph.D. (R3) (Male)	Head of Department Infectious diseases and preventive medicine	Infectious diseases and preventive medicine
doc. RNDr. Ivan Rychlik, Ph.D. (R4) (Male)	Head of Department Microbiology and antimicrobial resistance	Microbiology and antimicrobial resistance
MVDr. Jiří Volf, Ph.D. (R3) (Male)	Researcher	Microbiology and antimicrobial resistance

Mgr. Petra Vasickova, Ph.D. <b>(R3)</b> (Female)	Head of Research Section	Microbiology and antimicrobial resistance
doc. MVDr. Martin Anger, CSc. <b>(R4)</b> (Male)	Head of Research Group 03	Genetics and reproductive biotechnologies
Mgr. Dita Kadlcikova <b>(R1)</b> (Female)	Researcher	Genetics and reproductive biotechnologies
PharmDr. Josef Masek, Ph.D. <b>(R4)</b> (Male)	Head of Department Pharmacology and toxicology	Pharmacology and toxicology
doc. MVDr. Adam Novobilsky, Ph.D. <b>(R3)</b> (Male)	Researcher	Pharmacology and toxicology
Mgr. Pavlina Simeckova, Ph.D. <b>(R2)</b> (Female)	Researcher Specialist	Pharmacology and toxicology
PharmDr. Eliska Maskova, Ph.D. <b>(R2)</b> (Female)	Researcher	Pharmacology and toxicology

This working and monitoring group ensures the presence of researchers from all groups (R1-R4) during the preparation and implementation phases. The RCG comments on and suggests modifications to the implementation of the HRS4R strategy and also provides feedback on the opinions of the groups that will be primarily affected by these changes.

### Committee overseeing the process, COP (Steering Committee):

Name	Position	Management line/ Department
MVDr. Martin Faldyna, Ph.D. <b>(R4)</b> (Male)	(New VRI Director after retired prof. MVDr. Alfred Hera CSc.)	Secretariat of the Director
Pavla Dvořáková (Female)	Director's Secretary	Secretariat of the Director
Ing. Jan Rázek (Male)	Director's Secretary	Secretariat of the Director
MVDr. Jan Matiašovic, Ph.D. <b>(R3)</b> (Male)	Head of Department Infectious diseases and preventive medicine	Infectious diseases and preventive medicine
doc. MVDr. Martin Anger, CSc. <b>(R4)</b> (Male)	Head of Research Group 03	Genetics and reproductive biotechnologies
doc. RNDr. Ivan Rychlík, Ph.D. <b>(R4)</b> (Male)	Head of Department Microbiology and antimicrobial resistance	Microbiology and antimicrobial resistance
PharmDr. Josef Mašek, Ph.D. <b>(R4)</b> (Male)	Head of Department Pharmacology and toxicology	Pharmacology and toxicology
Ing. Martina Ježková (Female)	Head of Economic department	Economic department
Ing. Ildiko Csolle Putzová, Ph.D. (Female)	Head of Department of transfer technology Vice Director of VRI	Department of transfer technology

Mgr. Simona Hošková (Female)	HR Generalist (Human Resources)	Secretariat of the Director
Ing. Iva Stránská (Female)	Specialist of Health Safety and Environment	Secretariat of the Director
Ing. Jiří Svoboda (Male)	Head of Department of building management	Department of building management
Marie Sobotková (Female)	Head of Department of experimental stables	Department of experimental stables
Jiří Zemek (Male)	Head of ICT Support	Department of informatics
MVDr. Kateřina Nedbalcová, Ph.D. (R3) (Female)	VRI Labour Union	Infectious diseases and preventive medicine

The Committee Overseeing the Process COP is designed to monitor the progress of the individual steps in the entry phase and also for implementation phase. COP is monitoring the activities of the WG and cooperation with the RCG. It manages any changes in the process or timetable in terms of outputs from both WGs. The function and activities of the COP are fulfilled by the permanent advisory organ of the VRI Director. The COP approves the final drafts of all strategic documents required for all phases of the process.

Stakeholder group	Consultation format	Contributions
Researchers R1-R4	Participated in Working Group communication	The Director and Vice-Directors, as core members of the Steering Committee, were regularly informed about the progress and development of the GAP Analysis.
Researchers R1-R4 (RCG)	Participated in Working Group communication	Members of the Working Group and Research Coordination Group (including representatives of all scientific departments) were nominated and actively contributed to the development of the GAP analysis on the basis of their close discussions with R1-R4 researchers in their departments.
Heads of the Departments - Managers of Research department and Managers of Administrative Support Units (COP)	meeting of collegium Participated directly or indirectly in Working Group feedback	All heads of department were informed and either participated in the Working Group directly or via a delegate of RCG. Identification of gaps in working conditions. As a core members of the Steering Committee, were regularly informed about the progress and development

		of the GAP Analysis.
Foreigners (non-Czech speakers)	Involved in the process asked for support	Identification of gaps – survey results and feedback
Individual Research and Working Staff consultation	individual meetings and consultation	Identification of gaps – survey results and feedback
Council of the VRI	meeting of Council	All members of Council of Institution were informed about the process of implementation HRS4R strategy and VRI intention - heading to HR Award.
VRI Labour Union	Participated directly or indirectly in feedback in area of employee conditions	All members of VRI Labour Union were informed about the process of implementation HRS4R strategy and about the progress and development of the GAP Analysis.

A memo was sent to all staff on 11 September 2020 explaining the content and purpose of the HRS4R and information on the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. A questionnaire was circulated to compare institutional practices under four main headings of the charter:

- (i) Ethical and Professional Aspects
- (ii) Recruitment
- (iii) Working Conditions and Social Security
- (iv) Training.

Respondents were asked to assign a score to indicate their level of agreement or disagreement under each of the areas.

#### **The terms of reference included:**

1. Conduct an internal analysis to compare VRI policies and practices against the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
2. Identify gaps between VRI practices and policies against the principles
3. Recommend actions for VRI to adopt to address gaps identified
4. Present the action plan to the VRI Leading Board for endorsement.

#### **Procedure for Internal Analysis**

1. Questionnaire to key stakeholders to compare institutional practices against Charter and Code principles
2. Meetings with key stakeholders of research in the VRI
3. Final Internal analysis and Action plan

#### **Working Group**

The principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers were examined at the first meeting, together with the importance of the VRI participation in the HRS4R. Meetings were conducted with key stakeholders of research in the VRI on the HRS4R and the principles of the Charter and Code. The communication were coordinated by the HRS4R coordinator for HR Award. **The Working Group (WG) meetings together with support Research Coordination Group (RCG) were conducted on 17 Sep 2020, 8 Oct 2020, 9 Nov 2020, 7 Jan 2021, 9 Feb 2021, 16 Feb 2021, 9 Apr 2021, 20 Apr 2021, 10 Jun 2021.**

The discussion involved a summary on the background and development of the HRS4R, discussion on Charter and Code principles and how they relate to current policies and practices in VRI. At the beginning of meetings, the content and purpose of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers was presented, followed by consideration of the four areas for conducting the gap analysis.

The Working group discussed the issue, possible solutions and challenges to that, and then we have formed an action with an owner and time limit on that action for the action plan. We take the results from the survey which was feedback from our researchers stakeholders and change it into something that they will see that we have actually done something about.

At least one of the members of the Steering Committee was appointed to attend regular meetings of the Working Group to ensure the progress of the HRS4R process and could give a feedback with other members of Steering Committee during regular meetings. **The Steering Committee meetings were conducted on 7 Sep 2020, 5 Oct 2020, 7 Dec 2020, 8 Mar 2021, 12 Apr 2021, 12 Jul 2021, 9 Aug 2021, 4 Oct 2021.**

Steering Committee were asked to circulate the draft action plan and to obtain and co-ordinate a response from those involved in research in their areas, including research staff, principal investigators, managers and administrators of research and to ensure widespread consultation. The action plan was revised to reflect input and response from all stakeholders and circulated to the VRI Management for ratification and sign off.

At least one of the members of the Steering Committee was appointed to attend regular meetings of the Working Group to ensure the progress of the HRS4R process and discussed it with other members of Steering Committee during regular meetings. The Steering Committee meetings were conducted on every first monday in a following months.