

EURAXESS

Internal Review

Case number

2019CZ468875

Name Organisation under review

Institute of Mathematics of the Czech Academy of Sciences

Organisation's contact details

Žitná 25, 115 67 Praha 1, Czech Republic , Prague, 115 67, Czech Republic

Submission date to the European Commission

03/10/2023

1. Organisational Information

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	78.50
Of whom are international (i.e. foreign nationality) *	38.40
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	2
Of whom are women *	10.2
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	52.55
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	18.10
Of whom are stage R1 = in most organisations corresponding with doctoral level *	5.85
Total number of students (if relevant) *	15
Total number of staff (including management, administrative, teaching and research staff) *	122
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	4829371
Annual organisational direct government funding (designated for research)	3172823
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	1655549
Annual funding from private, non-government sources, designated for research	0

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

The Institute of Mathematics of the Czech Academy of Sciences (IM CAS) is a leading research institution in mathematics in the Czech Republic producing excellent research at the highest European and world standards.

The principal mission of the Institute is to support fundamental research in mathematics and its applications and to provide the necessary infrastructure for research. The Institute contributes to raising the level of knowledge and education and to utilising the results of scientific research in practice. It acquires, processes, and disseminates scientific information and issues scientific and professional publications such as monographs, journals, proceedings, and preprints. In cooperation with Czech universities, the Institute carries out doctoral study programmes and provides training for young scientists. The Institute promotes international cooperation, including the organisation of joint research projects with foreign partners and participation in exchange programmes and international research networks.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

Note: Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

Ethical and professional aspects*

**Strengths and Weaknesses (Initial Phase)**

Strengths:

- Freedom of scientific research is guaranteed. Research autonomy includes the choice of subject, objectives, methods, and conclusions, freedom to dispose of research, freedom of academic speech, the right to information and ideas.
- Ethical principles are fully implemented by the IM CAS in accordance with the Code of Ethics for Researchers of the Czech Academy of Sciences. IM CAS researchers maintain high professional standards, including the principles of honesty, objectivity, integrity, responsibility and openness.
- Existing solution for dealing with ethical problems: discrimination and ethical cases complains could be addressed/submitted to the Commission for the Scientific Integrity CAS.
- IM CAS implemented all national regulations governing the management of public funds (Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts). IM CAS researchers understand the importance of accountability towards the Institute, funding agencies and other public or private bodies.
- Information about the research and activities of the IM CAS supported by public budgets is freely accessible through the national R&D Information System (<https://www.vyzkum.cz/FrontClanek.aspx?idsekce=633>)
- IM CAS has excellent Project Management Office supporting researchers during all phases of funding: information, application, implementation, and dissemination.
- Annual external meeting of the IM CAS employees as a platform for communicating strategic goals, presenting new colleagues, and better integration of the community.
- IM CAS adheres all the national legislation addressing rules of the working environment (Labour Code No. 262/2006 Coll.). There exist internal regulations covering the issues of Intellectual Property Rights, Authorship, safe working environment, etc.
- IM CAS contributes to raising public awareness of the importance of mathematical sciences by organization/participation in annual outreach events like Open Houses, Sciences Fair Prague, and Mathematical Olympiad.

Weaknesses:

- Internal communication deficit: researchers are not enough aware of the Code of Ethics for Researchers of the Czech Academy of Sciences, Code of Practice of the European Mathematical Society, and existence of the Commission for the Scientific Integrity CAS.

- The Code of Ethics for Researchers of the Czech Academy of Sciences does not cover discrimination issues and does not address ethical issues typical to mathematical sciences.
- Some internal regulations and documents of the IM CAS are written in Czech language only.
- Poor arrangement of the IM CAS intranet.
- Onboarding process of new employees has certain gaps that need to be completed. Newly appointed researchers do not get materials with practical information and clarification of scientific expectations.
- Mentoring system for the Early Stage Researchers has not been introduced.

Strengths and Weaknesses (Interim Assessment)

Strengths:

- Freedom of scientific research is guaranteed. Research autonomy includes the choice of subject, objectives, methods, and conclusions, freedom to dispose of research, freedom of academic speech, the right to information and ideas.
- Ethical principles are fully implemented by the IM CAS in accordance with the Code of Ethics for Researchers of the Czech Academy of Sciences.
- IM CAS researchers maintain high professional standards, including the principles of honesty, objectivity, integrity, responsibility and openness. Researchers are obliged to act according to the IM CAS Code of Ethics effected 17.10.2022.
- Existing solution for dealing with ethical problems: discrimination and ethical cases complains could be addressed/submitted to the IM CAS Ombudsman (first contact), the higher level is the Commission for the Scientific Integrity CAS.
- IM CAS implemented all national regulations governing the management of public funds (Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts). IM CAS researchers understand the importance of accountability towards the Institute, funding agencies and other public or private bodies.
- Information about the research and activities of the IM CAS supported by public budgets is freely accessible through the national R&D Information System (<https://www.vyzkum.cz/FrontClanek.aspx?idsekce=633>)
- IM CAS has excellent Project Management Office supporting researchers during all phases of funding: information, application, implementation, and dissemination.
- Annual external meeting of the IM CAS employees as a platform for communicating strategic goals, presenting new colleagues, and better integration of the community.
- IM CAS adheres all the national legislation addressing rules of the working environment (Labour Code No. 262/2006 Coll.). There exist internal regulations covering the issues of Intellectual Property Rights, Authorship, safe working

environment, etc.

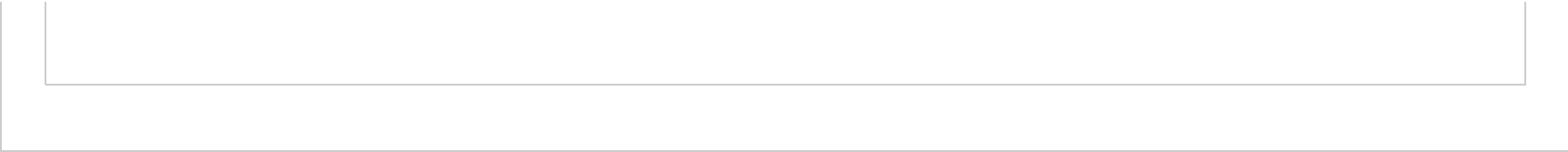
- IM CAS contributes to raising public awareness of the importance of mathematical sciences by organization/participation in annual outreach events like Open Houses, Sciences Fair Prague, and Mathematical Olympiad.
- IM CAS has new intranet - a well organized platform for communicating its professional values (including integrity standards), publishing information about all the internal processes and professional issues. The intranet is the main reference source to all researchers.
- IM CAS internal rules relevant to researchers are published in both Czech and English languages and available at intranet.
- Onboarding process is well organized and works properly. Important information for new researchers is available at intranet.
- Experienced researchers are aware about the IM CAS mentoring policy, which is available at intranet.

Weaknesses:

- Internal communication deficit - still there is a need to communicate to the IM CAS community documents and materials placed on intranet, repeatedly involving them in the implementation process.

Remarks (max 500 words)

During the last two years we focused on weaknesses, trying to improve them and make them our strengths. We are able to report an improvement in the internal communication. The new intranet was launched in June 2023 and all researchers are involved in building better content - they are expected to provide their feedback. Special section for Researchers contains many different pages in English with information relevant to researchers professional life. For example pages like "Professional values" (devoted to ethical issues), "Orientation of new researchers" or " Welcome to IM CAS Prague" (connected to onboarding process), or "Evaluation of individual researchers" among others. Onboarding process has improved dramatically. Namely we established new email address "HRoffice@math.cas.cz" for correspondance with the winners of competitions for scientific positions - the aim was that a new researcher who was chosen in an open competition and who is at the moment of arranging formalities is contacted regarding his employment only from one email address. This allowed us to avoid chaos in communication, to have continuity of correspondance, and to keep all the records connected to new employments in one place. Welcome guide is sent to new employees by email. All internal regulations were translated to English and published at new intranet under Management section.



Recruitment and selection*

**Strengths and Weaknesses (Initial Phase)**

Strengths:

- The recruitment process is carried out according to the Statutes of the Czech Academy of Sciences (Art.51, page 11). The process is open, transparent, and comparable to other European institution standards.
- New openings are broadly advertised: at IM CAS webpage, Euraxess webpage, European Mathematical Society job portal, and researchjobs.cz. All advertisements keep the standards: type of a position, duration, starting date, requirements on scientific experience and competencies, list of required application documents, the deadline, an email contact for informal questions.
- The Hiring and Evaluation Committee consists of 8 members (including three external researchers) who have diverse expertise. The Committee judges candidates according to a wide range of both qualitative and quantitative criteria and is devoted to the equal treatment of all applicants.
- Mobility experience is one of the major factors of the recruitment and evaluation process in the IM CAS.
- The IM CAS recognizes diplomas awarded by universities and other scientific organizations worldwide.
- Labour Code No. 262/2006 Coll. governs the employment procedure in the IM CAS. Researchers from non-EU countries are supported by the HR office in the process of application for the long-term residence permit, necessary for employment.

Weaknesses:

- Job advertisements usually do not provide information about working conditions and entitlements.
- Open, transparent, and internationally recognized recruitment process in the IM CAS is based on a good practice only, there is no internal document describing the hiring and evaluation policy and procedures.
- Hiring and Evaluation Committee members formally have not attended any training regarding the recruitment process standards, they proceed according to their own professional experience.
- There is no electronic online system for individual evaluation of researchers. This unnecessarily increases the administrative burden of the Hiring and Evaluation Committee.
- There is not enough awareness among the IM CAS researchers about the Scientific Degree of Research Professor, which is the desired career development possibility.

Strengths and Weaknesses (Interim Assessment)

Strengths:

- The recruitment process is carried out according to the Statutes of the Czech Academy of Sciences (Art.51, page 11). The process is open, transparent, and comparable to other European institution standards.
- New openings are broadly advertised: at IM CAS webpage, Euraxess webpage, European Mathematical Society job portal, and researchjobs.cz. All advertisements keep the standards: type of a position, duration, starting date, requirements on scientific experience and competencies, list of required application documents, the deadline, an email contact for informal questions. Additionally the advertisements inform about the schedule of interviews with short-listed candidates, equal opportunities, include the encouragement for qualified female researchers, and mention affordable accommodation possibility.
- The Hiring and Evaluation Committee consists of 8 members (including three external researchers) who have diverse expertise. The Committee judges candidates according to a wide range of both qualitative and quantitative criteria and is devoted to the equal treatment of all applicants.
- The Hiring and Evaluation Committee is appointed and works in line with its Status of the Hiring and Evaluation Committee (status is available at intranet).
- The Hiring and Evaluation Committee members are obliged to work in line with the IM CAS Hiring Policy and Procedures (policy is available at intranet).
- Mobility experience is one of the major factors of the recruitment and evaluation process in the IM CAS.
- The IM CAS recognizes diplomas awarded by universities and other scientific organizations worldwide.
- Information about the promotion possibilities for the IM CAS researchers is published at intranet.
- Labour Code No. 262/2006 Coll. governs the employment procedure in the IM CAS. Researchers from non-EU countries are supported by the HR office in the process of application for the long-term residence permit, necessary for employment.

Weaknesses:

- Some members of the Hiring and Evaluation Committee have not attended any training regarding the recruitment process standards. Majority of the Committee members proceeds according to their own professional experience.
- There is no electronic online system for individual evaluation of researchers. This unnecessarily increases the administrative burden of the Hiring and Evaluation Committee.


Remarks (max 500 words)

In order to fully implement the OTMR policy we first focused on creation of two important documents: the Status of the Hiring and Evaluation Committee and IM CAS Hiring Policy and Procedures. These documents were approved by the IM CAS Board and entered into force on 17.10.2022. Both documents are published at intranet.

Open positions are announced in English at the IM CAS main webpage and external platforms. The advertisements include clear information about a position, conditions and application procedure. Interviews are conducted remotely.

Not all Hiring and Evaluation Committee members attended the training in May 2021 regarding the recruitment process standards (only 3 members participated). Indeed this is the challenge for the next implementation period - we will try to assist all the members of the Committee to deeply understand the OTMR procedures.

Individual evaluation of researchers has not been digitalised yet. The IM CAS collaborates with a software developer to create functional online evaluation system. The first version included many bugs and the software needed improvements. We hope to launch a new system in 2024.

Working conditions* **Strengths and Weaknesses (Initial Phase)**

Strengths:

- The research environment at the IM CAS is highly attractive, as confirmed by the high number of researchers from abroad (48%).
- The IM CAS maintains high standards of publishing.
- The IM CAS supports mobility in many ways: travel funds are properly planned in individual grants; researchers without grants are entitled to have two travels per year covered from the institutional budget; blue lecture hall in the Institute is well-equipped to host virtual meetings.
- Excellent Project Management Office is in service providing full information about funding possibilities and assisting during all phases of grant, from application through implementation to reporting.
- The IM CAS provides excellent infrastructure for researchers: IT department and the best math library in Czechia.
- The IM CAS buildings and offices are accessible to the disabled employees.
- The IM CAS provides modest accommodation for short-term visitors as a part of the strategy to support international collaboration.
- The IM CAS supports female researchers who have children by agreeing with them on flexible working hours.
- There exists a common area where employees can socialize.

Weaknesses:

- Small number of applications for research positions from women.
- Employment documents and some internal regulations are in Czech language only.
- There is no mentoring strategy for the early stage researchers, no guidelines for support and mentoring of students and postdoctoral fellows.
- Administration workers either speak little English or do not speak English at all.
- There is no home office system introduced in the IM CAS. It will be especially useful in order to support women researchers and disabled scientists.

Strengths and Weaknesses (Interim Assessment)

Strengths:

- The research environment at the IM CAS is highly attractive, as confirmed by the high number of researchers from abroad (38%).
- The IM CAS maintains high standards of publishing.
- The IM CAS supports mobility in many ways: travel funds are properly planned in individual grants; researchers without grants are entitled to have two travels per year covered from the institutional budget; blue lecture hall in the Institute is well-equipped to host virtual meetings.
- The IM CAS offers possibility of the flexible working hours, part-time employment and home office contract.
- All documents connected to the employment process are bilingual (Czech-English), internal regulations relevant to researchers are published in both Czech and English.
- Guidelines for support and mentoring of young researchers are published and available to supervisors.
- Excellent Project Management Office is in service providing full information about funding possibilities and assisting during all phases of grant, from application through implementation to reporting.
- The IM CAS provides excellent infrastructure for researchers: IT department and the best math library in Czech Republic.
- Administration service is provided in both Czech and English.
- The IM CAS buildings and offices are accessible to the disabled employees.
- The IM CAS provides modest accommodation for short-term visitors as a part of the strategy to support international collaboration.
- There exists a common area where employees can socialize.

Weaknesses:

- Small number of applications for research positions from women.

Remarks (max 500 words)

Working group prepared the Gender Equality Plan, which was approved by the HRS4R Advisory Board first, and later by the Board of the Institute, and came into force on 17.10.2022. All the openings are advertised at the platform European Women in Mathematics. The home office system has been introduced, the IM CAS offers flexible working hours. Nevertheless the number of applications from female researchers is still small. We are convinced that it is connected to the type of research performed in our Institute, which is theoretical mathematics, very abstract and challenging field of science. Additionally we cannot propose any teaching and supervision of students since we do not run any studies in our Institute.

The persistent underfunding of the Czech Academy of Sciences is a problem. Wages are relatively low, and with increasing cost of living in Prague it is very difficult for the IM CAS to attract talented researchers. We do not see any solution to this problem unfortunately.

Training and development*



Strengths and Weaknesses (Initial Phase)

Strengths:

- The IM CAS strongly supports foreign internships.
- Experienced researchers share their knowledge and experience with younger colleagues.
- In 2020, the IM CAS organized training for all researchers. Topics included ethics in science, support of the research by the Czech Science Foundation, how to write scientific papers, ERC grants, research evaluation in Czechia, how to prepare a competitive project proposal, open access movement, Marie Skłodowska-Curie actions, etc.
- Administration workers were offered long-term English courses, training on accounting, HR management, advanced excel, and labour law.

Weaknesses:

- Some key researchers are top scientist but not necessarily good managers.
- There is no mentoring strategy for early stage researchers, especially no guidelines for support and mentoring of students and postdoctoral fellows.

Strengths and Weaknesses (Interim Assessment)

Strengths:

- The IM CAS strongly supports foreign internships.
- There is an annual budget allocated for supporting mobility of researchers.
- Experienced researchers share their knowledge and experience with younger colleagues.
- Supervisors of young researchers follow instructions included in the guidelines for mentoring.
- Complementary training for researchers is available.
- The core administration workers have English certificates at levels varying from A1 to B2.
- Professional development of administrative workers through continuous training courses is ensured.

Weaknesses:

- There is not very much impressive proposition of training due to IM CAS financial limits.

Remarks (max 500 words)

During the period 2020-2023 many training courses aimed at professional and personal development of researchers were conducted. These included among others training on management, team leadership, effective communication, fundamentals of research work, preparing a competitive proposal. Unfortunately we noticed that the IM CAS researchers are not very much interested in complementary education. Our goal is to continue the offer of training for researchers, in particular the training on open, transparent and merit based recruitment needs to be delivered once again.

Administration workers are offered professional training courses and are encouraged to education and continuous development of their professional abilities. The goal is to provide excellent service for employed researchers.

Have any of the priorities for the short- and medium term changed? (max 500 words)

The priorities have not changed. The IM CAS is an internationally recognized center of excellence in mathematics. The driving force for the Institute are researchers, therefore continuous work on improving of human resources care quality is the must - it has a positive influence on organizational culture and on attractiveness of our organization. We will continue with the implementation of all actions and with careful monitoring of ongoing process.

Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)

Circumstances affecting the HR strategy have not changed significantly at the moment. There are certain changes in labour legislation expected in the Czech Republic (e.g. concerning home office), so the IM CAS will have to adjust accordingly.

Are any strategic decisions under way that may influence the action plan? (max 500 words)

At the moment there are no strategic decision expected that might have influence the action plan.

3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Proposed ACTIONS

Action 1

1. Raising awareness of the ethical aspects of scientific work. 1.1 Continuous promotion of the highest standards of scientific and professional integrity

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles (+/-) 10. Non discrimination	to be completed by 4Q/2022	Director, Deputy director, Scientific Manager	Indicators: 1. new Code of Ethics for Researchers IM CAS 2. training Ethics of Scientific Conduct delivered to all IM CAS researchers 3. online training Ethics of Scientific Conduct available on the intranet for current and incoming researchers 4. information about the Code placed in the welcome guide for

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			<p>new employees Targets: Researchers recognise their responsibility to conduct and disseminate research results in an honest and ethical manner. Researchers are aware of ethical issues associated to professional activities (gender issues, plagiarism, equal opportunities etc.).</p>

Proposed ACTIONS**Current Status****Remarks**

COMPLETED

The New Code of Ethics of the IM CAS was prepared and approved by the Board of the Institute on 17.10.2022. Training Ethics of Scientific Conduct was delivered on May 18-19, 2020 - there were 70 participants, all of whom were IM CAS researchers. The training was recorded and is available online on the Institute's webpage and on the intranet. Information about the Code of Ethics is placed on the intranet under the section for Researchers, page Professional values.

Proposed ACTIONS

Action 2

1.2. Improving availability of information about ethical aspects in scientific work

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	to be completed by 4Q/2022	Director, Deputy director, Scientific Manager	Indicators: 5. Code of Ethics for Researchers IM CAS published at the main webpage 6. Intranet - special subpage devoted to ethics is designed and contains: - Code of Ethics for Researchers IM CAS - Code of Ethics for Researchers of the Czech Academy of Sciences - link to the relevant ethics webpage of the European Mathematical Society -
(+/-) 10. Non discrimination			
(++) 34. Complains/ appeals			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			<p>information about the Commission for the Scientific Integrity CAS - information about how to proceed in case of ethical problems 7. creating Ombudsman position in the IM CAS 8. Performed survey confirms awareness of ethical aspects among the researchers (more than 90% of respondents confirm their knowledge of the topic) Targets: Clear information about the</p>

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			<p>procedure of dealing with ethical problems is available. Communicating our ethical standards to the professional and general public.</p>
	Current Status	Remarks	

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

We launched a new intranet in June 2023. There is a special section devoted to Researchers, which includes links to pages with relevant information. Among them, there is a page on Professional values devoted to integrity in science. The page starts with a clear indication that all researchers of IM CAS are obliged to act according to the Code of Ethics. Further, there are links to the Code of Ethics for Researchers of the Czech Academy of Sciences, the Commission for the Scientific Integrity of the Czech Academy of Sciences, the European Mathematical Society EMS Code of Practice, and the European Mathematical Society EMS Ethics Committee. Additionally, there is a link to the Ombudsman page, where the procedure for complaints is described and contact data is available. On 4.11.2022, Dr. Karen Strung was appointed by the IM CAS director to the Ombuds position (her candidature was supported by the HRS4R Committee). The survey has not been performed yet. We decided to shift this action since the official communication/publication of our ethical standards we connected to the new design and content of the IM CAS webpage and intranet, which were both launched only in June 2023. Researchers were informed about the new web and intranet by the director on July 19, 2023, and currently, they are submitting their remarks/comments. We are convinced that only after this process is accomplished, it will be the right time for the survey.

Proposed ACTIONS

Action 3

1.3 Improving awareness about ethical problems in scientific publishing

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 2. Ethical principles	to be completed by 4Q/2022	Director, Deputy director, Scientific Manager	Indicators: 9. Intranet – information about potential predatory scholarly open-access publishers; links to further materials about predatory journals 10. Intranet – information about research dissemination standards of the IM CAS Targets: Raised awareness about ethical aspects in publishing and researchers responsibilities concerning research
(+/-) 10. Non discrimination			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s) dissemination.
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Current Status	Remarks
COMPLETED	The new intranet, namely the section for Researchers, contains the page Predatory Journals and Suspicious Publishers. This page clearly defines the research dissemination standards of the IM CAS and provides basic orientation, hints, and tools on how to recognize the quality of a journal or publisher. Another page titled Reporting of Publications gives additional information on proper reporting of their works, which is required by the CAS.

Proposed ACTIONS

Action 4

2. Implementing the change from best practice into a formal mentoring system 2.1. Setting up the mentoring system in IM CAS

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 3. Professional responsibility	to be completed by 4Q/2022	Director, HR Working group, heads of departments	Indicators: 11. Preparing a document: guidelines for support and mentoring of students and postdoctoral fellows 12. The guidelines published on intranet under the section for researchers, regularly sent by email to new mentors 13. Special section for students and postdoctoral fellows placed on intranet – includes information about open grant
(+/-) 28. Career development			
(+/-) 29. Value of mobility			
(+/-) 30. Access to career advice			
(+/-) 36. Relation with supervisors			
(+/-) 37. Supervision and managerial duties			
(+/-) 40. Supervision			

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

The guidelines for support and mentoring of students and postdoctoral fellows were prepared. These guidelines are published on the intranet, under the section for Researchers, the page titled Mentoring Young Researchers policy. But we still have to work on communication. Namely, the process/workflow connected to sending the guidelines to new mentors by email has not been defined yet. The new intranet has a special section devoted to Researchers (not restricted to students and postdoc fellows only) that includes many pages with information relevant to scientists - among these are pages about grants and fundamentals of research work. We decided that a special section devoted only to young researchers does not make sense since it will cause the unnecessary repetition of material and information; it might have also made many researchers puzzled if they belong to the category "young" or not. A special section devoted to PhD students has been incorporated into the annual external meetings of the Institute in 2021 (Plzen) and 2022 (Pec pod Snezkou).

Proposed ACTIONS

Action 5

2.2. Integration of the ESRs to the IM CAS scientific community

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 3. Professional responsibility	to be completed by 4Q/2022	Director, HR Working group, heads of departments	Indicators: 15. Minimum 50% of ESRs (students and postdocs) attending the annual external meeting of the Institute 16. All PhD students participating in the external meeting deliver a short lecture about their research 17. informal meeting with refreshments between IM CAS management and ESRs as a
(+/-) 28. Career development			
(+/-) 30. Access to career advice			
(+/-) 36. Relation with supervisors			
(+/-) 37. Supervision and managerial duties			
(+/-) 40. Supervision			

Proposed ACTIONS**Current Status****Remarks**

IN PROGRESS

During the external meeting in Plsen (2021) we recorded 16 ESRs participating out of 29 (55%). In 2022, during the meeting in Pec pod Snezkou there were 12 ESRs participating out of 39 (31%). It is visible that the indicator of minimum 50% has not been achieved. We take a continuous effort on improvement, but it does not depend on the IM CAS management entirely. We want to redefine action 16 since there is usually not enough time capacity for all participating PhD students to deliver a short lecture during the doctoral section - now we aim at 3 presentations at each external meeting. In 2022 there were 3 presentations delivered (students Maslany, Srinivasan, Turner), in 2021 also 3 presentations (students Gryaznov, Hanek, Trnka). Informal meeting with refreshments between IM CAS management and ESRs was incorporated to the programme of each external meeting - it took place once a year so far, in Plsen: on Tuesday, October 12, 2021, and in Pec pod Snezkou: on Wednesday, October 5, 2022. We are working on the second annual meeting of ESRs to take place in coffee/tea room at the Institute - the form and precise schedule has not been defined yet.

Proposed ACTIONS

Action 6

2.3. Supporting continuous professional development of ESRs

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 3. Professional responsibility	continuous	Director, HR Working group, heads of departments	Indicators: 18. Training in fundamentals of research work available to all ESRs - video training placed on the intranet, section for students and postdocs 19. Annual meetings organized by the project management office in order to support ESRs in preparing project proposals (always in February) attended by minimum 80% of current ESRs 20. Transferable
(+/-) 28. Career development			
(+/-) 30. Access to career advice			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			skills training for researchers: one workshop per year on fixed topic (e.g. effective communication, leadership and team management etc.) Targets: Supporting career development and research of ESRs.
	Current Status		Remarks

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

The training on Fundamentals of research work took place in the period June-November 2020 and included lectures focusing on grants by the Czech Science Foundation, How to write scientific papers, ERC grants, Research evaluation in Czechia, how to prepare a competitive proposal, Open access in scientific communication, MSCA in Horizon Europe, Overview of Horizon Europe Framework Programme, Making Full and Immediate Open Access a Reality, What can Charles University offer to a foreign scholar working in CAS. The training lectures were recorded, and videos were placed on the main webpage (https://hr-award.math.cas.cz/staff-training_en.php) as well as on the new intranet. The project management office organized meetings to support the preparation of project proposals on November 26, 2021 (9 ESRs participated) and in February 28, 2023 (6 ESRs participated). We wish to change the indicator of a minimum of 80% participating ESRs under action 19 - we believe this indicator is unrealistic to achieve. The reason is simple - we are a small research institute, we do not run any PhD programme, and all ESRs we have are employed to work on scientific projects as team members. Therefore, the majority of them are not interested in preparing their own project proposal, even more so in the situation where the only possibility that could be offered to them is to participate in a competition of the Czech Science Foundation (CAS does not provide any grants). The indicator should be changed to a minimum of 5 ESRs participating in informative meetings about preparing project proposals organized by the Project Management Office. In September 2021, key researchers (11 people)

Proposed ACTIONS

Current Status**Remarks**

participated in the training Team leadership, personal and managerial competencies; in November 2021, the training Fundamentals of Effective Communication and Presentation Skills was attended by (11) researchers; in September 2022, researchers (8 people) attended the training Principles of preparing a public speech.

Proposed ACTIONS

Action 7

3. To improve administration services for researchers. 3.1. Creating a bilingual culture

**GAP
Principle(s)**

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	to be completed by 4Q/2022	HR Working group, Administration and IT departments	Indicators: 21. The core of the administration staff (4 people: head of administration, accountant, book-keeper, secretary) completed 2-year English language course at the British Council in Prague 22. The core of the administration staff (4 people) present certificates of passing an exam of English at at least A1 level 23. All internal documents/regulations are available in English 24. Intranet has new English version 25. Employment documents prepared in the form of dual-language documents (containing text side by side in both Czech and English
(+/-) 23. Research environment			
(+/-) 24. Working conditions			
(+/-) 26. Funding and salaries			
(+/-) 38. Continuing Professional Development			

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

The core of the administration staff (4 people: head of administration, accountant, HR administrator, secretary) completed 2-year English language courses at the British Council in Prague, passed the exams and received Cambridge English certificates at levels varying from A1 to B2. In collaboration with the external company, all internal regulations were translated into English and are available on the intranet in both Czech and English. The new intranet was prepared predominantly in English since it serves mainly as a source of information for researchers. Texts side by side in both Czech and English mostly appear under the Administration section. The IM CAS collaborated with an external law office on the preparation of dual-language documents connected to the employment process. This task was completed, and the documents have been in use since November 2021. Some internal forms necessary for professional arrangements within the Institute (guest room reservation, per-diem and reimbursement of travel for external visitors) are available in both Czech and English. The internal system for travel orders (interkom) has not been rebuilt yet; therefore, the travel form is generated in Czech only. We are still working on this task.

Proposed ACTIONS

Action 8

3.2. Support of training for administration workers

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	continuous	HR Working group, Administration department	<p>Indicators:</p> <p>27. The core of the administration department (3 people: head, accountant, book-keeper) completed at least one training course per year supporting their professional development (e.g. training on management, accounting, HR policy, labour law)</p> <p>Targets:</p> <p>Continuous professional development of administration workers.</p>
(+/-) 23. Research environment			
(+/-) 24. Working conditions			
(+/-) 38. Continuing Professional Development			

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

Continuous professional development of administration workers is a must for the development of the Institute. During the period 2020-2022, administration workers completed courses on accounting, labour laws, social security taxes, business travel reimbursement, employment of foreign researchers, advanced Excel, HR controlling, etc. - all together, they attended 50 different training courses (7 people). Additionally, administration workers participated in the courses organized by the IM CAS: Fundamentals of Effective Communication and Presentation Skills (Nov. 2021, 4 people) and Team Leadership, personal and managerial competencies (Sept. 2021, 4 people). The project manager attended 3 training courses on MSCA (Dec. 2022, April 2023).

Proposed ACTIONS

Action 9

3.3. Introducing the possibility of flexible working hours for researchers

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	to be completed by 4Q/2022	HR Working group, Administration and IT departments	Indicators: 28. Home office system (internal regulation, administrative support) prepared and implemented 29.
(+/-) 23. Research environment			Information about the possibility of home office sent to researchers by email 30.
(+/-) 24. Working conditions			Application form for home office contract placed on intranet
(+/-) 38. Continuing Professional Development			Targets: Support for researchers with children, disabled researchers, researchers

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			with complicated family situation, ready solution in case of pandemic restrictions.

Current Status	Remarks
EXTENDED	Internal regulation concerning the home office system was prepared in collaboration with external law office, and came into force on June 21, 2023. Information about it, including the special application form for home office work is placed at intranet under the section for Researchers, at page Facts connected to employment. Still there is a need of communicating this possibility to researchers by email, which has not been done yet.

Proposed ACTIONS

Action 10

3.4. Improving the onboarding process of new employees

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 5. Contractual and legal obligations	to be completed by 4Q/2022	HR Working group, Administration and IT departments	Indicators: 31. Welcome guide for newcoming researchers is prepared and publish on intranet 32. Each incoming researcher receives welcome guide in advance of their employment (pdf sent by email) 33. Intranet is reorganized and includes all necessary information for new employees Targets: Perfect
(+/-) 23. Research environment			
(+/-) 24. Working conditions			
(+/-) 26. Funding and salaries			
(+/-) 38. Continuing Professional Development			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			onboarding process to ensure a smooth transition for new employees.
Current Status	Remarks		
EXTENDED	<p>This is a continuous ongoing action. Welcome guide has been prepared, was published at intranet under the section for Researchers. The new email address for communication with incoming researchers was established (HRoffice@...) and it is meant to be the main communication channel during the entire employment process. Starting with August 2023 newcoming researchers are receiving welcome guide by email. Intranet, section for Researchers, includes pages like Survival guide, Orientation of new researchers, Facts connected to employment, Salary range for researchers, information about meal payment cards and VERSO system for payrolls, holiday requests, controlling grant spendings. It is a completely new content that was not present at the old intranet.</p>		

Proposed ACTIONS

Action 11

3.5. Improving the arrangement of the IM CAS intranet

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+) 5. Contractual and legal obligations	to be completed by 4Q/2022	HR Working group, Administration and IT departments	Indicators: 34. New intranet structure 35. Intranet content aimed at researchers available in English language 36. Special sections devoted to researchers and ESRs Targets: Improving working conditions for researchers and ensuring relevant aspects of administration are transparent and easily available to researchers.
(+) 23. Research environment			
(+) 24. Working conditions			
(+) 26. Funding and salaries			
(+) 31. Intellectual Property Rights			
(+) 38. Continuing Professional Development			

Proposed ACTIONS**Current Status****Remarks**

EXTENDED

The intranet that was launched in June 2023 is designed in WordPress and has completely new content. It is predominantly in English. It has a new structure divided into sections like Management, Researchers, Director office, Administration and IT. It covers the full agenda of the IM CAS operation activities. At the moment, we are waiting for the feedback from researchers concerning the content; we are also convinced that the intranet needs to be continuously updated.

Proposed ACTIONS

Action 12

4. Researchers develop transferable skills and competencies 4.1. Professional complementary trainings for researchers

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 37. Supervision and managerial duties	to be completed by 1Q/2023	HR Working group, heads of departments	<p>Indicators: 37. Training on team leadership, personal and managerial competences</p> <p>38. Training on principles of preparation of public speaking</p> <p>39. Training on soft skills</p> <p>40. Grant writing workshop especially for ESRs offered each year</p> <p>Targets: Support of researchers to develop the communication and other skills that they will need to be highly-skilled professionals in whatever job</p>
(+/-) 38. Continuing Professional Development			
(+/-) 39. Access to research training and continuous development			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			they choose to enter.
Current Status	Remarks		
COMPLETED	The following complementary trainings were provided for researchers: September 2022 - Principles of preparing a public speech (8 participants); November 2021 - Fundamentals of Effective Communication and Presentation Skills (10 participants); September 2021 - Team leadership, personal and managerial competencies (11 participants); February 2023, November 2021 - Preparing for the next grant competitions (in total 15 participants).		

Proposed ACTIONS

Action 13

4.2. Support for mobility contributing to complementary skills

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 29. Value of mobility	visible in indicators description	HR Working group, heads of departments	Indicators: 41. ten fellowships for active participation in international scientific events in 2022 42. annual institutional funding for active participation in international scientific events starting from 2023 (available to four researchers) 43. six fellowships for visiting selected excellent German
(+/-) 38. Continuing Professional Development			
(+/-) 39. Access to research training and continuous development			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			universities (with focus on getting know-how from leaders of large grants) in 2021/2022 Targets: Support of researchers in their professional development.
Current Status	Remarks		
EXTENDED	In 2022 the IM CAS contributed to 15 active participations in the international scientific events, spending the budget of about 23.000 euro. In 2023, until this moment, the IM CAS supported 10 researchers to travel abroad to scientific events. In the period 2021-2023 the IM CAS supported 9 internships at selected German universities: Universität Hamburg, Universität Münster, Universität Ulm, Universität Würzburg, and University of Konstanz. For the next years the IM CAS will continue its support of mobility of researchers with a budget limit of 10.000 euro annually (the budget could be increased, depends on financial situation of the organization).		

Proposed ACTIONS

Action 14

5. To deepen understanding of career development possibilities, evaluation procedure and factors that guarantee employment contract extension 5.1. Making information about the evaluation process easily accessible to all researchers

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s)
/ Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems	to be completed by 4Q/2022	Director, HR Working group, IT department	<p>Indicators: 44. Researcher welcome guide contains information about the evaluation process of individuals. The guide is prepared in English 45. Evaluation form, which includes all criteria that are subject to evaluation, is published online at the intranet. The form is prepared in English</p> <p>Targets: Enhancing fair work</p>
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 25. Stability and permanence of employment			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			environment. Raising awareness about the scientific expectations among newcoming researchers.

Current Status	Remarks
COMPLETED	The welcome guide was prepared in English and published on the intranet. It includes practical information for new incoming researchers, which is why it is not the right place for describing the evaluation of individuals. We decided that the evaluation process deserves a special page that we named Evaluation of Individual Researchers and placed under the section for Researchers on the intranet. The page contains information about the composition of the Hiring and Evaluation Committee and evaluation documents that an individual needs to prepare and submit to the Committee at the beginning of the evaluation process. The page clearly describes the evaluation procedure and scientific expectations.

Proposed ACTIONS

Action 15

5.2. Improving the evaluation procedure

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems	to be completed by 4Q/2022	Director, HR Working group, IT department	<p>Indicators: 46. New electronic online system for evaluation of researchers is launched and implemented</p> <p>47. The outcome of individual evaluation contains weak/strong sides of evaluated researcher and suggestions for professional development</p> <p>Targets: Transparent procedure of individual evaluation of researchers; user-friendly</p>
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 25. Stability and permanence of employment			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			evaluation procedure organization; feedback to researchers about their professional achievements.

Current Status	Remarks
IN PROGRESS	A new electronic system for evaluation has not been implemented yet. The first version has been already tested but it included so many bugs that serious changes and major improvements were requested. It is an action in progress.

Proposed ACTIONS

Action 16

5.3. Strengthening the knowledge among researchers of possibilities of promotion within IM CAS

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems	to be completed by 4Q/2022	Director, HR Working group, IT department	Indicators: 48. The procedure of applying for the Scientific Degree of Research Professor is easily accessible at the intranet 49. Intranet includes information about available awards within the CAS as well as procedures connected to nominations: Otto Wichterle Award, Bernard Bolzano Honorary Medal for
(+/-) 19. Recognition of qualifications (Code)			
(+/-) 25. Stability and permanence of employment			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			Merit in the Mathematical Sciences, Lumina quaeruntur, Praemium Academiae etc. Targets: Support of researchers in their professional development.

Current Status

Remarks

COMPLETED

The page Career Prospects under the section for Researchers on the intranet includes information about available awards and procedures connected to nominations. The employment categories, connected to payroll categories, are also discussed there. Researchers can learn about the Scientific degree of Research Professor, prizes that may be awarded to researchers by the Czech Academy of Sciences CAS, Awards of the CAS, and Medals of the CAS.

Proposed ACTIONS

Action 17

6. To improve the recruitment process in the IM CAS in line with the OTM-R policy 6.1.
Enhancing the recruitment and selection procedure transparency

GAP Principle(s)**Timing (at least
by year's
quarter/semester)****Responsible
Unit****Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems	to be completed by 4Q/2022	Director, HR Working group, IT department	Indicators: 50. Each advertised position in the IM CAS includes clear and full information about the available position. Vacancy specifications clearly identify the skills required for the post and these requirements are relevant to the type of position 51. Evaluators are using the electronic online application system for evaluating
(-/+) 12. Recruitment			
(+/-) 13. Recruitment (Code)			
(+/-) 14. Selection (Code)			
(+/-) 15. Transparency (Code)			
(+/-) 16. Judging merit (Code)			

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			<p>candidates and deciding on the short list of candidates</p> <p>52. Unsuccessful candidates always receive a decision with a justification</p> <p>53. The short-listed candidates are offered an interview and receive a feedback from the Committee</p> <p>Targets: To attract excellence and respect diversity; to recruit the most appropriate person for</p>

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			each approved vacancy.
Current Status	Remarks		
EXTENDED	<p>Each advertisement includes clear and full information about the available position. We specify the appointment period, type of contract, starting date, deadline and salary. Then, position requirements (including skills/qualifications of a candidate), how to apply, the selection process calendar, and contact person. In addition, we write about the possibility of flexible working hours, support of female researchers and affordable accommodation for the first months of employment. The Hiring Committee members use an electronic system for the evaluation of candidates and the creation of a short list of candidates. Unsuccessful candidates receive informative emails. Short-listed candidates are offered an interview within the period announced in advance in the advertisement; later on, they receive the final decision and feedback from the Committee.</p>		

Proposed ACTIONS

Action 18

6.2. Providing continuous support for the Hiring and Evaluation Committee

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems			Indicators: 54. Training on the open, transparent and merit-based recruitment executed in 2021, aimed at key researchers and members of the Hiring and Evaluation Committee 55. Video recording of the training is available to future new members of the Committee 56. The recruitment and selection code of practice document is prepared, approved by
(-/+) 12. Recruitment			
(+/-) 13. Recruitment (Code)			
(+/-) 14. Selection (Code)			
(+/-) 15. Transparency (Code)	to be completed by 4Q/2022	Director, HR Working group, IT department	
(+/-) 16. Judging merit (Code)			
(+/-) 17. Variations in the chronological order of CVs (Code)			
(+/-) 18. Recognition of mobility experience (Code)			
(+/-) 27. Gender balance			

Proposed ACTIONS

Current Status	Remarks
EXTENDED	<p>In May 2021 (13.5, 17.5, 19.5, 20.5), we organized training on the Open, Transparent, and Merit-based Recruitment process of researchers. There were 13 key researchers participating in the training, among them 4 members of the Hiring Committee. The training was recorded, and video is available to the members of the Committee. In order to assure fairness and the best assessment of the candidates, we prepared the document IM CAS Hiring policy, which was approved by the Board of the IM CAS on 17.10.2022. This policy description is available on the intranet under the section for Researchers. We believe that the training needs to be continued, and there is a plan to organize it again in 2024 - but this time, we would aim at trainees from abroad experienced with OTM-R system implementation; all members of the Committee will be invited to attend.</p>

Proposed ACTIONS

Action 19

6.3. Encouraging women mathematicians to apply for open positions in the IM CAS

GAP Principle(s)

**Timing (at least
by year's
quarter/semester)**

**Responsible
Unit**

**Indicator(s) /
Target(s)**

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(+/-) 27. Gender balance	continuous	Director, HR Working group, IT department	<p>Indicators: 57. Positions are advertised with a special focus on use of job advertising platforms, including web portals for women mathematicians</p> <p>58. The number of applications from women mathematicians is monitored, statistics are prepared</p> <p>59. Providing information on employees' benefits next to advertised position (namely on benefits aimed for families with children, flexible working</p>

Proposed ACTIONS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			<p>hours, possibility of part time employment etc.) 60.</p> <p>Creating a new section on the IM CAS webpage introducing successful women researchers from the IM</p> <p>CAS Targets: Improving gender balance in applications.</p>

Current Status**Remarks**

Proposed ACTIONS**Current Status****Remarks**

IN PROGRESS

The open positions are advertised at the IM CAS webpage, Euraxess web, European Women in Mathematics platform and EMS job portal. Monitoring of the number of applications from women mathematicians started in 2022 and will be continued. Statistics were published in the annual report available on the main webpage of the IM CAS (documents): in 2022, there were 7 openings, 92 applications were registered, out of which 11 were from female researchers (12%).

Advertisements for positions encourage applications from qualified female researchers and include information about the possibility of home office contracts, part-time job, flexible working hours, and kindergarten for CAS employees. The page introducing successful women researchers from the IM CAS has not been prepared yet. In Fall 2024, we plan Women in Mathematics Day. We will be hosting an exhibition about female mathematicians from universities all over the world and will arrange to include one representative woman from the IM CAS in the exhibition. The event will be an excellent opportunity for presenting our successful female researchers.

Unselected principles:

(++)1. Research freedom (++)4. Professional attitude (++)6. Accountability (++)7. Good practice in research

(++)8. Dissemination, exploitation of results (++)9. Public engagement (++)20. Seniority (Code)

(++)21. Postdoctoral appointments (Code) (++)22. Recognition of the profession (++)32. Co-authorship (++)33. Teaching

(++)35. Participation in decision-making bodies

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.

Please provide the link to the dedicated webpage(s) on your organisation's web site *:

<http://www.math.cas.cz/> (<http://www.math.cas.cz/>)

URL *:

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles (Initial Phase)

The IM CAS aims at establishing the OTM-R system. The work flow for this process is the following :

1. As visible under Action 6.3 the working group will prepare the Hiring and evaluation policy and procedures. This strategic document will be based on the OTM-R principles and will cover the following issues:

- Rules governing the appointment of selection committee
- Rules concerning the composition of selection committee, including gender balance
- Clear guidelines for advertising the positions with a special focus on use of job advertising platforms, including web portals for women mathematicians, additionally corresponds to Action 6.4.
- Advertisement template with essential components, including references to all the elements foreseen in the relevant section of the toolkit
- Clear guidelines for selection committee which help to judge the merit
- Clear guidelines for selection committee setting out practices for all type of positions, discussing a facilitation access for disadvantaged groups or for researchers returning to a research career
- Interviews with short-listed candidates
- Informing all applicants at the end of the selection process

- Complaints mechanism

2. The Hiring and evaluation policy and procedures document will be consulted with key researchers, heads of the departments, selection committee, Board of the Institute, and International Advisory Board. Final version of the document will be sent to all researchers and published online.

3. In 2021 the IM CAS key researchers and members of the Hiring and Evaluation Committee will receive training on open, transparent, and merit based recruitment process. Action 6.2.

4. Monitoring statistical data of applicants, including duration of professional experience and gender balance will be part of the implementation of the new recruitment policy Action 6.4.

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

The OTMR principles have been implemented in line with the actions proposed in the Initial Phase. We prepared the document IM CAS Hiring policy that first was consulted with the HRS4R Committee and International Advisory Board, then approved by the Board of the Institute on 17.10.2022. The policy is published on the intranet under the section for Researchers, and therefore, it is available not only to the members of the Hiring Committee but also to all researchers employed at the IM CAS. The page includes a link to the Statutes of the Hiring and Evaluation Committee in the Institute of Mathematics of the Czech Academy of Sciences (approved by the Board of the Institute on 17.10.2022), which describes rules governing the appointment of the committee and composition of the committee. Since we are small research organization, we decided to formulate these in a gender neutral way.

The IM CAS Hiring policy page includes clear guidelines for advertising the positions, suggestions of essential components of advertisements, guidelines for the selection committee (selection criteria), interviewing policies and procedures, guidelines for informing candidates about the result.

In May 2021 (13.5, 17.5, 19.5, 20.5), we organized training on the Open, Transparent, and Merit-based Recruitment process of researchers. There were 13 key researchers participating in the training, among them 4 members of the Hiring Committee. The training was recorded and video is available to the members of the Committee.

Starting from 2022 we monitor application for open positions with respect to gender balance, statistical data are published in annual reports.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

--- (---)

URL:

4. Implementation

General overview of the implementation process: (max. 1000 words)

The implementation process engaged all IM CAS operation departments directly or indirectly responsible for researchers' HR issues. These included the Director, Deputy Director, Scientific Manager, IT department, and administrative staff members. In addition, the process involved consultations with the HRS4R Advisory Committee and discussions with the Board of the Institute, including voting of the Board members for approval of strategic documents.

The HR working group was responsible for the implementation process and was meeting regularly to overview the progress with the implementation of the action plan. The group participated in the process of creating documents, creating a new intranet, communicating with stakeholders, organising training, supporting mobility, consultations and discussions about solutions with the HRS4R Advisory Committee, and monitoring the progress of the action plan implementation.

The representatives of the IM CAS community of researchers ranging from R1 to R4 were members of the HRS4R Advisory Committee and, therefore, were involved in the whole implementation process. The composition of the Committee changed slightly and evolved from 7 at the beginning to currently 11 members (the Committee was appointed on November 1st, 2020). The main responsibility of the HRS4R Advisory Committee was monitoring HR policies in the Institute of Mathematics and overseeing the process of the implementation of the 40 principles of the Charter & Code based on the proposed Action Plan. On 21.5.2021, the Committee was consulted about introducing the home office system, discussed the necessity of preparing a new intranet, critically evaluated proposed training for researchers, discussed career development of the IM CAS postdoc fellows, gender balance problem and necessary elements of the gender equality plan in preparation. On 25.11.2021, the Committee members commented on the first drafts of the Status of the Hiring Committee, the IM CAS hiring and evaluation policy and procedures, and the Gender Equality Plan - their remarks were incorporated into the final versions of these documents. All Committee members expressed their support for creating an Ombudsman position; they also proposed independent candidates for this position. On 27.10. 2022, the Committee members unanimously selected one candidate for the Ombuds position, discussed the content of the new intranet from the point of view of the approved action plan, and carefully analyzed the first draft of the IM CAS welcome guide. On 6.9.2023, during the Committee meeting, the implementation process of the action plan was reviewed.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

How have you prepared the internal review?*



Detailed description and duly justification (max. 500 words)

We collected materials and recorded necessary documents during the process of the implementation of the action plan. From the beginning we had a ready schedule of actions and we tried to keep the deadlines - meetings of the working group and with HRS4R committee were very supportive and helped to monitor the progress.

Realization of all actions is well documented - materials are published at the main webpage or at new intranet.

The reports from the meetings of the Board of the Institute relevant to the action plan implementation, or reports from the meeting of the HRS4R committee are available; programs of the annual external meetings are recorded; all the executed trainings are well documented and the list of attendees has been completed regularly; support provided for researchers regarding participation in scientific events or internships is recorded in our accounting system. This data collection was very helpful in preparation of the internal review by the working group.

How have you involved the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

Coordination

The implementation of the action plan has been carried out by the HR working group containing five members:

Lenka Bauerová – HR administrator in IM CAS – coordinated actions related to improvement of administration service for researchers and to gaining additional skills and competencies needed their professional life.

Beata Kubiś – Scientific Manager in IM CAS – coordinated actions related to the IM CAS recruitment process to be in line with the OTM-R policy and to individual evaluation of researchers.

Miroslav Rozložník – Deputy director in IM CAS – coordinated actions that main goal was to raise awareness of the ethical aspects of scientific work.

Karen Strung – Researcher in IM CAS – coordinated actions related to the improvement of mentoring system for the early stage researchers.

Tomáš Vejchodský – Director in IM CAS – involved in all actions

Methodology

The working group was meeting regularly once per month in order to monitor progress and discuss solutions. The working group consulted the HRS4R Advisory Committee on the proposition of a recruitment code of practice, code of ethics, mentoring system, gender equality plan, welcome guide, ombudsman appointment and protocol, new intranet design and content. Unfortunately, the meetings were not as regular as we planned; we would like to improve the schedule and meet every 4 months. The meetings took place on 5.5.2021, 21.5.2021, 25.11.2021, 27.10.2022, 6.9.2023.

Stakeholder groups

- the Board of the Institute advised on and later approved the following documents: IM CAS Hiring policy and procedures, Statutes of the Hiring and Evaluation Committee, Code of Ethics for Researchers of the IM CAS, Gender equality plan;
- researchers are consulted about the content of important materials: on July 17, 2023, all researchers were asked to review new intranet pages. Since then, they have been sending critical remarks/comments on published materials, for example, about the welcome guide, and facts connected to employment or travel and reimbursement policy so far. The information published on the intranet is corrected accordingly. An ongoing feedback from researchers about published materials and documents is

very valuable;

- researchers were involved directly by participating in planned training (165 registered participations in various trainings organized by the IM CAS during last 2 years), including internships abroad (9 internships at German universities supported by the IM CAS) and attending scientific events (15 active participations in the international scientific events covered from the IM CAS budget);
- the progress of the action plan implementation was reported to the employees during the annual external meeting in 2021 in Plsen, and will be reported in the nearest meeting planned for October 2023 in Telc;
- the IT department was involved in preparation of new webpage of the IM CAS and new intranet;
- administration workers were consulted about the content of pages informing about onboarding process, business travel issues and reimbursement of guest visitors;
- administration workers attended required trainings important for their professional development;
- administration workers helped with collecting data and materials necessary for preparing internal review.

Do you have an implementation committee and/or steering group regularly overseeing progress?*



Detailed description and duly justification (max. 500 words)

The HRS4R Advisory Committee that was established on November 1st, 2020 was monitoring the process, namely monitoring HR policies at the Institute of Mathematics and overseeing implementation of the 40 principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The committee discussed key elements of the HR strategy, proposed suggestions and critical remarks to the working group involved in preparation of strategic documents and responsible for the whole implementation process.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

*



Detailed description and duly justification (max. 500 words)

The long term strategic goals of the IM CAS are increasing the international visibility of the Institute, sustaining excellence in research, and attracting project-based funding.

The HRS4R is an excellent tool for achieving these goals. The implementation of the action plan is a big step towards creating the necessary conditions for the IM CAS development in line with strategic goals. It helped with changing the style of management from reactive to proactive, building inclusive organizational culture, improving working conditions, internationalization.

How has your organisation ensured that the proposed actions would be also implemented?*



Detailed description and duly justification (max. 500 words)

The whole process is supervised by the Scientific Manager of the IM CAS, Dr. Beata Kubis. She is connected to the working group and is vice-chair of the HRS4R Advisory Board. The process has a strong support of the IM CAS director, Tomáš Vejchodský, who actively participates in the implementation of the action plan, informs whole community (researchers and department chairs) about the progress.

Regular meetings of the working group and HRS4R Advisory Board aim at solving implementation problems and proposing new solutions, monitoring, reviewing materials.

The budget for continuation of training for administration workers and support of mobility of researchers is allocated annually (the precise size depends on institutional budget condition in current year, but minimum amount is 200 000 CZK annually).

How are you monitoring progress (timeline)?*



Detailed description and duly justification (max. 500 words)

For monitoring the progress the most important would be meetings of the working group (once per 2 months) and meetings of the HRS4R Advisory Board (each 4 months).

The frequency of these meetings needs to be according to the above proposition. In the period 2020-2023 the working group used to meet regularly, mostly these were informal meetings once per month but the Board meetings were not regular (in 2021: May 5, 21, November 25; in 2022: October 27; in 2023: September 6). The supervision of meetings will have to be improved.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

In the action plan there are defined indicators that help to measure progress. Their fulfilment is the subject to control of the process supervisor and HRA4R Advisory Board. Activities with not quantifiable outputs will be first evaluated during the meetings of the HRA4R Advisory Board, second based on the results of a questionnaire processed among researchers.

How do you expect to prepare for the external review?*



Detailed description and duly justification (max. 500 words)

We will regularly monitor the implementation of the action plan. Special attention will be put to keeping the schedule of meetings of working group and advisory board in order to review the progress regularly. All documents will be recorded, materials will be collected. Since we need a feedback from researchers, a questionnaire will be filed – questions will address satisfaction with working conditions, evaluation of administrative services, evaluation of accessibility of information.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

The new intranet which plays an important role in the implementation process is not available for the access from outside (from external IP address). However for the purpose of the evaluation of this internal review report the access can be granted upon request.