

GAP ANALYSIS - OVERVIEW

Case number: 2019CZ468875

Name Organisation under review: Institute of Mathematics, Czech Academy of Sciences

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GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of --, -/+, or +/-, please indicate the actual “gap” between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation Free text 300 words maximum	Initiatives undertaken and/or suggestions for improvement: Free text 200 words maximum
Ethical and Professional Aspects			
1. Research freedom	++	Freedom of scientific research is guaranteed at the Institute of Mathematics of the Czech Academy of Sciences (IM CAS). 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.	None

2. Ethical principles	+/-	<p>Researchers of the Institute comply with the Code of Ethics for Researchers of the Czech Academy of Sciences (in Czech: Etický kodex výzkumných pracovníků) and maintain high professional standards, including the principles of honesty, objectivity, integrity, responsibility and openness. There is not enough awareness among researchers of the existence of the Commission for the Scientific Integrity CAS (http://www.avcr.cz/en/about-us/cas-structure/commission-for-the-scientific-integrity/). There is no code of ethics addressing ethical principles specific to mathematics.</p>	<p>In order to raise awareness of the ethical issues, the IM CAS organized a training program <i>Ethics of Scientific Conduct</i>. The training (8h) took place on May 18-19 and was attended by 70 employees. Ongoing initiative: Prepare the Code of Ethics for Researchers IM CAS, addressing fundamental ethical principles appropriate to the field of mathematics; Inform researchers about the existing Commission for the Scientific Integrity CAS.</p>
3. Professional responsibility	+/-	<p>Researchers of IM CAS are obliged to cite resources and avoid plagiarism. They are aware of ethical standards in science. Researchers often delegate aspects of their work to collaborators or junior researchers. In all such cases work is appropriately credited by way of co-authorship and/or acknowledgements where appropriate. In the case of delegation to junior researchers, supervisors are there to assist with any knowledge gaps.</p> <p>Supervisors of early stage researchers (ESRs), ie. students and postdocs, are responsible for the scientific training and performance of ESRs. Effectiveness of supervision is among issues subject to the supervisor's Researcher Evaluation, which is made every five years by the Hiring and Evaluation Committee. There is no mentoring system for ESRs.</p>	<p>Ongoing initiative: Prepare guidelines for Early Stage Researcher (ESR) supervisors; Propose a mentoring system for ESRs.</p>

4. Professional attitude	++	<p>The annual external meeting of the employees (always in October) is used as a platform for communicating strategic goals, presenting new colleagues and their research, and better integration of the community.</p> <p>The Project Management Office is responsible for funding: new calls for proposals are announced online at the institute's webpage and information is sent to all researchers by email; all awarded projects are presented at the webpage; researchers closely collaborate with the office in order to solve any delays/changes/problems in their ongoing projects.</p> <p>Every 5 years the Institute is evaluated by an External International Committee – a body whose composition is not known beforehand.</p> <p>The evaluation outcome includes strategic goals and is published on the intranet and therefore available to all researchers.</p>	No measures required.
5. Contractual and legal obligations	+/-	<p>The national legislation addressing rules of the working environment is Labour Code No. 262/2006 Coll. (Zákon č. 262/2006 Sb. Zákoník práce), which is fully adopted by the Institute. Internal regulations of the Institute of Mathematics CAS are published online at https://intranet.math.cas.cz/index.php/Internal_rules, therefore they are available to all employees. In particular the “Regulation no. 5/2015 – Management of results in R&D” covers the topic of Intellectual Property Rights, Authorship and related issues. An existing gap lies in the fact that current internal regulations are only available in Czech.</p>	Task: Prepare all internal regulations in English, so they could be understood by researchers who are not fluent in Czech.

6. Accountability	++	<p>Accountability is subject to national regulations governing the management of public funds, in particular present in Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (Zákon č. 130/2002 Sb. Zákon o podpoře výzkumu a vývoje z veřejných prostředků).</p> <p>The Institute fully complies with this policy. Among researchers there is a complete understanding of the importance of accountability towards the Institute, funding agencies and other public or private bodies.</p>	No measures required.
7. Good practice in research	++	<p>The national legislation addressing rules for a safe working environment is given by Labour Code No. 262/2006 Coll. (Zákon č. 262/2006 Sb. Zákoník práce), which is fully adopted by the Institute. The Institute's Regulation no. 2/2016, describing the procedure of training of employees on occupational health and safety protection, is published online. All new researchers are informed about this procedure before signing an employment contract.</p> <p>Data protection procedures are govern by the IT department in accordance to national legislation and internal Regulation no. 1/2019 – Protection and Processing of Personal Data.</p>	No measures required.

8. Dissemination, exploitation of results	++	<p>Based on Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts, together with the regulation of the Czech government [Code number 397/2009], the online Research and Development Information System (https://www.rvvi.cz/) was launched in 2010. This R&D Information System is an information system of the public administration for collection, processing, publication and utilization of information about research and development, which has been supported by public budgets.</p> <p>The Institute is a public research organization and acts according to the Act No. 341/2005 Coll. (Zákon č. 341/2005 Sb. Zákon o veřejných výzkumných institucích) on public research institutions. Therefore information on the results of research activities of the Institute is available to the public within the R&D Information System and in the annual reports on activities and management published in a way enabling remote access within 30 days after their approval. Information about scientific production of the Institute, activities, and grants is regularly uploaded to the R&D Information System by the Library unit chair. After approval, annual reports are immediately published online at the Institute's webpage. Access to all data is open. Act No. 341/2005 Coll. (Zákon č. 341/2005 Sb. Zákon o veřejných výzkumných institucích) is published in both Czech and English at the Institute's webpage.</p> <p>Good practice includes: researchers are encouraged to put preprints on the arxiv; researchers publish results in internationally recognized journals with a wide distribution, making them easily accessible to most other mathematical researchers; researchers regularly disseminate results via international conference talks, and both local and external seminars.</p>	No measures required.
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<p>9. Public engagement</p>	<p>++</p>	<p>The Institute organizes an annual Open Houses as a part of the Week of Science and Technology, the most extensive scientific festival in the Czech Republic. Members of the Institute offer a wide range of lectures, presentations and excursions to present their research projects and outline the latest trends in the areas of science. For example, in 2019 there were 1227 visitors registered. Each year the Institute participates in Science Fair Prague as an exhibitor – visitors are offered popular mathematical objects and interesting phenomena. The Institute provides long-term professional and financial support to the Mathematical Olympiad at the national level, and also participates in the preparation of Czech national representatives to the International Mathematical Olympiad. The most recent activity of the Institute is a project to design posters of Abel prize winners – 15 posters are planned for a travelling exhibition.</p>	<p>No measures required.</p>
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10. Non-discrimination	+/-	<p>The Institute employs researchers of different origins, religions, cultures and social backgrounds. More than 48% (in FTE) of researchers are foreigners – the majority of whom were employed via open competitions for positions. Further, as confirmed by the results of the Questionnaire, the evaluation process of scientists is fair (81.09% of respondents rated the process as very good or good, page 21); there are equal opportunities of women (83.05% rated the possibilities as very good or good, page 32).</p> <p>The Career Development Rules for CAS Employees with a University Degree (Kariérní rád vysokoškolsky vzdělaných pracovníků Akademie věd ČR ze dne 17. 12. 2008, https://www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree/) are fully adopted by the Institute, therefore there is no discrimination in terms of gender, age, origin, religion, and political opinion during the evaluation process of a researcher. The issue of non-discrimination is not included in the Code of Ethics.</p>	<p>The issue of non-discrimination will appear in the Code of Ethics for Researchers of the Institute of Mathematics CAS (currently under preparation).</p>
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11. Evaluation/ appraisal systems	-/+	<p>The Institute acts according to the evaluation policy described in the Career Development Rules for CAS Employees with a University Degree (Kariérní rád vysokoškolsky vzdelaných pracovníků Akademie věd ČR ze dne 17. 12. 2008, https://www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree/). Evaluations are focused solely on the scientific and professional activities of an employee. Evaluation occurs at least once every five years and is performed in three major areas: (i) scientific production, (ii) citations and impact, and (iii) other activities. The meeting of the Hiring and Evaluation Committee is not public, but the evaluated researcher has the right to be present during the discussion of his/her case. Based on the evaluation results, the employees are assigned to the relevant qualification grades (Article 22 (2) of the Appendix to the Statutes of the Czech Academy of Sciences). The result of this assessment is crucial for further career advancement and salary of the employee. According to the Organization Scheme of the Institute of Mathematics CAS (http://www.math.cas.cz/labo_institute/doc_rapports.php?lang=0), the Hiring and Evaluation Committee is appointed by the Institute's director. New job openings for researchers are managed according to a public search procedure described in the Statutes of the Academy of Sciences of the Czech Republic (Art.51, page 11). However, from the results of the Questionnaire, especially from researcher opinions and suggestions, some improvements of the transparency of the hiring and evaluation process are needed.</p>	<p>We plan to prepare a document describing the hiring and evaluation policy and procedures. The evaluation of researchers will be done using new online system, which makes the process more transparent. In addition a special training program devoted to the fairness of the evaluation process is planned for the first half of 2021 – the training will be aimed at present members of the Hiring and Evaluation Committee and the key researchers. We will post the evaluation form at the Institute's webpage.</p>
Recruitment and Selection			

12. Recruitment	-/+	<p>The national regulation, namely the Labour Code No. 262/2006 Coll. (Zákon č. 262/2006 Sb. Zákoník práce) governs the employment procedure in the Institute. The recruitment process workflow is according to the Statutes of the Academy of Sciences of the Czech Republic (Art.51, page 11). The entry and admission standards for researchers are specified in the Career Development Rules for CAS Employees with a University Degree. The openings are advertised online at the Institute's webpage, at the Euraxess webpage, and at the webpage of the European Mathematical Society and the portal researchjobs.cz. Requirements are clearly stated in the advertisements, at the end all candidates receive final decision in the form of an email message sent from the director's office. As confirmed by the Questionnaire results (page 8) the 84.62% of respondents regarded the recruitment process as smooth and understandable. Currently, an internal document on hiring and evaluation policy and procedures that would include all necessary factors connected to the recruitment process in the Institute does not exist.</p>	<p>The recruitment process rules will be described in the hiring and evaluation policy and procedures document. Among others, it will include facilitation access for disadvantaged groups or for researchers returning to a research career.</p>
13. Recruitment (Code)	+/-	<p>The Institute recruitment process is open, efficient, transparent, supportive and internationally comparable. New openings are broadly advertised (Institute's webpage, Euraxess webpage, European Mathematical Society job portal, researchjobs.cz). All advertisements keep the required standards: the type of a position, duration, starting date, and requirements on scientific experience and competencies are specified and a list of required application documents is included. The deadline for reply is realistic; usually at least six weeks. Each advertisement includes an email contact for informal questions and many candidates use this to ask for more details about working conditions and entitlements.</p>	<p>Job advertisements will be extended to provide more information about working conditions and entitlements.</p>

14. Selection (Code)	+/-	<p>The Hiring and Evaluation Committee is appointed by the Institute's director, who considers also gender balance and diverse expertise. Currently the Committee consists of 5 internal researchers, who represent Institute's structure, and 3 external researchers from the Charles University, who bring diverse experience and competences. The recommendations for candidates submitted by international experts are carefully analyzed by the Committee. The short-listed candidates are interviewed face-to-face or by the Zoom meeting by all 8 members of the Committee. The Committee announces its decision to the director, who is the final decision-making body. In each case the director has the right to consult the International Advisory Board IAB (this possibility is included in the IAB statute). However, from the results of the Questionnaire, especially from researcher opinions and suggestions, some improvements of the recruiting process are needed.</p>	<p>As already mentioned under 11, the members of the Hiring and Evaluation Committee will be trained in the first half of 2021. The Institute has secured funds for an external training agency that will be chosen transparently according to all regulations. Hiring and evaluation policy and procedures will be prepared in order to make the selection process even more transparent. The representation of women in the selection committee will be proportional to the number of women mathematicians in the IM CAS.</p>
15. Transparency (Code)	+/-	<p>Information about the selection criteria, the number of available positions and the time framework for the procedure are clearly stated in all advertisements for available positions, which are posted online (Institute's webpage, Euraxess job portal, EMS job portal). Additionally the advertisements include a contact person for questions and informal inquiries – this possibility is continuously used by many applicants.</p>	<p>In order to improve transparency the Institute will take actions already described under points 12, 13 and 14.</p>

16. Judging merit (Code)	+/-	All advertisements for positions at the Institute indicate that the selection committee will assess publications, professional achievements, and other activities of applicants by the stage of their career. The Hiring and Evaluation Committee aims to judge qualitatively and quantitatively – applicants are never judged solely on their number of publications. A wide range of criteria are applied while evaluating candidates. Bibliometric data are not of major importance, and are merely an additional tool for the Committee. For postdoctoral positions the factor of scientific independence of an applicant is discussed in each case.	Hiring and evaluation policy and procedures will be prepared and will list the wide range of evaluation criteria that are used by the selection committee.
17. Variations in the chronological order of CVs (Code)	+/-	It is already a good practice of the Hiring and Evaluation Committee that the candidates are not penalized for career breaks or variations in chronological order. The Committee members are devoted to the equal treatment of all applicants.	Hiring and evaluation policy and procedures will be prepared. They will formally state what is already a good practice—that the Institute does not penalize candidates for career breaks.
18. Recognition of mobility experience (Code)	+/-	Mobility experience is one of the major factors of the evaluation process in the Institute. Mobility is recognized positively by the Hiring and Evaluation Committee in each recruitment process. Members of the Committee carefully analyze the portfolio of each applicant by looking for experience such as research stays in other countries or in other research institutions, virtual mobility experience, international collaboration, and a wide-range research interests as result of mobility experience.	Hiring and evaluation policy and procedures will be prepared, recognizing a positive effect of mobility experience, which is already a good practice in the Institute.

19. Recognition of qualifications (Code)	+/-	<p>For the purpose of the evaluation and employment processes the Institute accepts diplomas awarded by universities and other scientific organizations based on which an employee is placed in one of the following categories: graduate student, postdoctoral fellow (up to 5 years after PhD), researcher. From the Institute's perspective the nostrification of academic titles is not needed. The national regulation gives no rights to award any titles to the Czech Academy of Sciences. For the career development in the Institute a researcher may apply for the Scientific Degree of Research Professor – an title awarded by the Czech Academy of Sciences but not recognized by the state of Czech Republic. Researchers are not fully aware of the procedure (https://www.avcr.cz/en/academic-public/degree-dsc./procedural-guidelines-for-regulations-on-awarding-the-scientific-degree-research-professor/).</p>	<p>Procedure guidelines for the Scientific Degree of Research Professor will be accessible from Institute's webpage. New employees will be informed about this possibility at the beginning of their work.</p>
20. Seniority (Code)	++	<p>In each case, advertisements for positions clearly specify required qualifications. These are stated in line with the type of position. The evaluation process focuses on achievements of the person rather than the reputation of the Institute where qualifications were gained.</p> <p>Evidence of ongoing development is found in continuous publishing, supervision, organizing conferences, service for the community, impact.</p>	<p>No measures required.</p>
21. Postdoctoral appointments (Code)	++	<p>All advertisements for postdoc positions specify the duration and objectives of appointments. In the evaluation process, prior postdoc experience is a plus (it is regarded as desired mobility experience).</p>	<p>No measures required.</p>

Working Conditions and Social Security			
22. Recognition of the profession	++	The researchers of the Institute of Mathematics CAS are recognized as professionals and treated accordingly.	No measures required.
23. Research environment	+/-	The research environment at the Institute is highly attractive, as confirmed by the high number of researchers from abroad (48%). The high scientific level and prestige of the Institute's teams together attracts excellent researchers from all over the world. The Institute runs the best math library in Czechia. Still we identify the following gaps: administration workers do not speak English fluently, therefore researchers have a problem with certain technical arrangements; the internal rules and important forms are in Czech only.	Another proposition that appeared in researcher answers to the Questionnaire regarded a colloquium talk scheme. The Institute's colloquium talk is meant to be aimed at a broad audience and to gather all scientific employees enabling them to present their research to others. The scheme will be discussed with the members of the Institute's Board. Starting from Sept 2020 the administration workers (4 people) were sent for 2-year language courses at the British Council in Prague. In collaboration with Bříza & Trubač Attorneys at law the Institute is revising existing internal rules, forms and employment documents – the lawyers will prepare dual-language documents which contain text side by side in both Czech and English languages.

<p>24. Working conditions</p>	<p>+/-</p>	<p>The working conditions in the Institute were evaluated by researchers in the Questionnaire (Q page 44): 54,24% respondents rated them as very good (5/5), 28,81% as good (4/5), 16,95% as average (3/5). No single respondent marked it as bad or very bad. The benefits (annual financial bonuses) are appreciated by researchers (Q page 45): 30,51% respondents rated them as very good (5/5), 37,29% as good (4/5), 25,42% as average (3/5). The Institute is placed in the centre of Prague in an historical building. Therefore there is a limited capacity and the rearrangement of the building is impossible. Nevertheless, the management takes every effort to organize office space for each researcher, and everybody has access to office facilities. Both buildings have an elevator, and the main gate and both entrances can be opened automatically, making the Institute accessible to the disabled. Two years ago, the Institute organized a common area (tea room) where employees can socialize. The Institute provides modest accommodation for short-term visitors as a part of the strategy to support international collaboration. New employees may rent low-cost starting flats in the building of the Institute, which is especially useful for foreigners, as it gives them time to find a suitable long-term accommodation. Czech language courses are offered to foreigners by the Czech Academy of Sciences. The Institute supports cultural and sports activities of employees by contributing to concert and theatre tickets, gym rental, acquisition of books for library of fiction, recreation of children. Gaps include: no home office system, onboarding process is not working properly.</p>	<p>From the Questionnaire (Q pages 46, 47, 48) it is visible that there exists a significant group of researchers for whom work flexibility is important. In order to respond to this demand and improve working conditions the Institute has decided to prepare and implement a home office system. The regulation is prepared in collaboration with the prestigious Bříza & Trubač Attorneys at law. This action becomes even of greater importance in the present difficult COVID situation and general uncertainty for the future. The administration workers have secured budget for their professional development – plan for the next two years includes courses on management, accounting, HR policy, labour law. In order to improve onboarding process the Researcher welcome guide will be prepared.</p>
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25. Stability and permanence of employment	+/-	<p>Researchers in the Institute have exclusively fixed term contracts, for a maximum of five years. These contracts are prolonged based on personal evaluation according to the Statutes and the Career Development Rules for CAS Employees with a University Degree in the Czech Academy of Sciences. The evaluation committee recommends any upgrades on the salary scale, terms of the new contract, and provides specific recommendations for future career growth of the researcher. Despite fixed term contracts the feeling of stability and good perspectives exists among researchers because research results and activities guarantee contract extension.</p>	<p>The task is to deepen understanding of researcher individual evaluation process among new employees and foreigners. This could be done for example by placing proper information in the Researcher welcome guide and at the intranet.</p>
26. Funding and salaries	+/-	<p>Fair salaries and all social security provisions according to Czech national standards are automatic and guaranteed for all employees of the Institute. The salary specified for each employee as a part of the employment contract (mzdový výměr) is based on the internal regulation on salaries. The Internal wage regulation is published at the intranet and available to all researchers. The document exists in Czech language only.</p>	<p>As already mentioned under 23 all internal regulations, including Internal wage regulation will be prepared in dual-language form.</p>

27. Gender balance	+/-	<p>The main factor of any individual evaluation at the Institute is the excellence of the researcher, and excellence itself does not have a gender. For example, the chair of the one of the six departments in the Institute is a woman and her appointment was based purely on scientific achievements. The same measuring rod is used for male and female applicants during the recruitment process. For example, in 2019 we announced only one researcher position and the winner was a woman who showed significant achievements and scientific potential. The Institute admits that the gender imbalance exists but it is not caused by discrimination and does not lead to discrimination. The reason is mostly because of theoretical profile of the Institute. Nevertheless there are female mathematicians among employees, and also many female researchers are visitors to the Institute. The Institute supports female researchers who have children by agreeing with them on flexible working hours. The Institute has noticed that only a small number of women apply for advertised research positions.</p>	<p>To try to increase number of applications for positions from women by advertsing openings at “women in mathematics” webpages.</p>
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28. Career development	+/-	<p>The Institute follows the Career Development Rules for CAS Employees with a University Degree which clearly defines five qualification grades ranging from research assistant, graduate student, to senior scientist. The Institute pays special attention to the early stage researchers, mostly PhD students and postdocs. The Institute is a public research organization and by the national legislation is not allowed to run any PhD programme, or any other studies. Therefore students at the Institute are usually employed on individual scientific projects. It is a good practice at the Institute that project PIs support their students, provide scientific training, and act as mentors advising on professional development. They do not necessarily have to be appointed in a university PhD programme as supervisors. Postdoctoral fellows employed within the Human Resources Academic Programme prepare (in cooperation with supervisors) a work plan for two years of their fellowship; later they report yearly on their scientific achievements.</p>	<p>In November 2020 the IM CAS organized training on Fundamentals of Research Work executed in the form of series of lectures aimed at all researchers. The 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. The working group is currently preparing a document containing guidelines for support and mentoring of students and postdoctoral fellows. This document will be a part of mentoring strategy of the Institute, currently under preparation.</p>
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29. Value of mobility	+/-	<p>The Institute itself recognizes the importance of mobility for a scientific development of researchers and supports mobility in many ways. Researchers without grants are entitled to have two travels per year covered from the institutional budget. Young researchers are encouraged to apply for support covering six months' research stay abroad at a recognized mathematical Institute – such support for starting researchers is provided by a special programme of the Czech Academy of Sciences (Programme for Research and Mobility Support of Starting Researchers). Other opportunities for travel funds are present in individual grants – during the preparation of any project proposal, researchers are properly advised (by the project manager) how to construct this cost category and encouraged to plan mobility activities that have a potential to contribute to the successful realization of the project. Researchers regularly collaborate with Charles University and Czech Technical University, often running joint seminars. One of the lecture halls in the Institute is well-equipped to host virtual meetings.</p> <p>The Institute's support for mobility is appreciated by researchers, as is visible in the results of the Questionnaire (page 31): 83,05% of respondents rated it as very good or good.</p>	<p>The new guidelines for support and mentoring of students and postdoctoral fellows (see 28) will emphasize the importance of mobility and will urge supervisors to maximally support young researchers in their mobility plans.</p>
30. Access to career advice	+/-	<p>Career advice for experienced researchers is a part of the evaluation system at the Institute. In particular, results of the assessment of the Hiring and Evaluation Committee always include suggestions for further career development. Students are given career advice by experienced researchers who have employed them in projects (see 28). Postdoc fellows are advised by their mentors. The Project Management office always informs researchers about open calls for grant applications. The office supports all researchers and advises them on how to attract funding for their research, which is important for their curriculum.</p>	<p>As described under 28, document including the guidelines for support and mentoring of students and postdoctoral fellows will be prepared. It will cover the availability of career advice for young researchers.</p>

31. Intellectual Property Rights	+/-	Intellectual Property Rights are completely covered by a number of regulations. The national regulation is Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (Zákon č. 130/2002 Sb. Zákon o podpoře výzkumu a vývoje z veřejných prostředků). It is completed by the internal Regulation no. 5/2015 – Management of results in R&D is published on the Institute’s webpage, but it is currently only available in Czech.	The internal regulations are published and available to researchers, but only in Czech language. All regulations will be translated to English so they can be understood by foreign researchers.
32. Co-authorship	++	The Institute maintains high standards of publishing. Researchers at all stages of their career are broadly recognized for their contribution to research results. Researchers are well aware that the list of authors should reflect who did the work. There are examples of scientific articles where IM CAS researchers acknowledge contributors who do not qualify as authors but helped in means of valuable discussions etc. There has been no single case of plagiarism present in the Institute. In the evaluation process of individuals, co-authorship is viewed positively. It is especially welcome as a result of researcher mobility.	No measures required.

33. Teaching	++	<p>The Institute of Mathematics of the Czech Academy of Sciences is a public research organization, so no teaching duties are involved. However, besides its principal activity to perform fundamental research, the Institute contributes successfully to the dissemination of knowledge as well as to education. Activities of its researchers in this respect are valued highly by the Institute. In cooperation with a certain number of Czech universities, the Institute of Mathematics carries out joint doctoral study programmes and provides training for young scientists. Members of the Institute have supervised 34 PhD students and 19 postdocs during the last 5 years. Additionally, the Institute cooperates with universities on the formulation of projects of mathematics education in elementary and secondary schools, and with the Union of Czech Mathematicians and Physicists in the preparation and organization of the Mathematical Olympiad competition. Members of the Institute have taught numerous courses at a graduate and undergraduate level and taken part in examination commissions at many universities, among others let us mention Charles University, Masaryk University in Brno, Palacký University Olomouc, Silesian University in Opava.</p>	No measures required.
34. Complains/ appeals	++	<p>Complaints and appeals of researchers are handled by corresponding superiors, e.g. supervisors, department chairs and the director. Installing the Ombudsman type person does not seem to be useful in the small organization like ours. Every researcher can forward his/her complain or appeal to the corresponding structures of the Czech Academy of Sciences such as the Commission for the Scientific Integrity CAS.</p>	No measures required.

35. Participation in decision-making bodies	++	<p>In line with the Statutes of the Czech Academy of Sciences the Bodies of the Institute include:</p> <ul style="list-style-type: none"> - Director – legal representative of the Institute - Board of the Institute – members are elected by secret ballot by the Assembly of Research Workers of the Institute - Supervisory Board - oversee the activities and financial management of the Institute <p>The Assembly of Research Workers of the Institute elects members of the Institute Board by secret ballot, proposes candidates for the positions of the President of the Academy and members of its Council, and Council for Sciences members. It expresses opinion on the most fundamental questions pertaining to the activity, organisation and financial management of the Institute, which are submitted to it by the Institute Director, the Board of the Institute or Supervisory Board, or which are raised in the Research Workers' request to convene the Assembly.</p> <p>The director considers all researchers equally when forming advisory bodies such as the Hiring and Evaluation Committee and the Committee for Care of Employees.</p> <p>Due to the friendly atmosphere in the Institute every researcher can approach the director directly with suggestions of improvements, new ideas and propositions.</p>	No measures required.
Training and Development			

36. Relation with supervisors	+/-	<p>The director of the Institute takes care to ensure a friendly and professional atmosphere, often informally questioning mentors and supervisors about scientific development of their young fellows. It is important for the Institute that the relation between these two groups is structured. Mentors and supervisors prepare annual reports on performance of their students and postdocs for the funders of PhD and postdoc positions. Young researchers are encouraged to deliver seminar talks in order to present their work to other colleagues. Mentors and supervisors also send them for research stays abroad in order to establish useful collaboration links.</p>	<p>As described under 28, the mentoring of students and postdoc fellows will be addressed in a more formal way by preparing a system solution (guidelines for support and mentoring of students and postdoctoral fellows, ongoing action). Relation between supervisors and student/postdocs will form an important part of the document.</p> <p>The Institute plans to incorporate a special section devoted to PhD students at the annual external meeting of the Institute's workers. They will be expected to present their research in short form (15 minutes) allowing them to gain experience presenting research, as well as giving other researchers the opportunity to get to know new young colleagues.</p>
37. Supervision and managerial duties	+/-	<p>Senior researchers provide a high quality service for both the Institute and mathematical community. They are project leaders, managers in service for the Institute and the Czech Academy of Sciences, members of the doctoral studies boards at the Charles University, members of the math panel of the Czech Science Foundation, science communicators (interviews in Czech radio, Science Café, tv). Gap: some key researchers are top scientist but may have not enough managerial competencies.</p>	<p>As described under 28, the supervision and managerial duties will be addressed in the guidelines for support and mentoring of students and postdoctoral fellows, and as such will be a part of mentoring system in the Institute.</p> <p>In 2021 the management, key researchers, heads of departments, PIs of big projects will attend the</p>

			training on managerial competences.
38. Continuing Professional Development	+/-	The Institute strongly supports the professional development of researchers and other employees. As mentioned under 29, mobility is continuously supported. This includes active participation in scientific events (conferences, workshops, schools) as well as research visits abroad at internationally recognized institutions, and inviting external experts to Prague. In 2020 the Institute organized a series of training seminars aimed at researchers on the following topics: ethics in science, support of the research by the Czech Science Foundation, how to write scientific papers, ERC grants, research evaluation in Czechia, combinatorics between the world wars, how to prepare a competitive project proposal, open access, Marie Skłodowska-Curie actions. For administrative workers, the Institute covered long-term (2 years) English language courses, trainings on accounting and labour law issues.	The Institute plans to continue training courses for researchers and administration. The implementation is unclear due to the COVID situation (many training courses were cancelled). The plan of training for researchers includes courses on soft skills, principles of public speech, team leadership.
39. Access to research training and continuous development	+/-	There are several seminars held in the Institute that are open to researchers interested in presented topics – lecture announcements are sent by email and regularly announced online at the Institute webpage. The series of training seminars described under 38 were open to all researchers. Researchers were informed well in advance of upcoming programmes. Training seminars were delivered live via Zoom, and some lectures were given also on location with a small audience (because of COVID situation restrictions).	As mentioned under 38, future trainings will continue and will be open to all researchers. If necessary it will be in the form of a video conference.

40. Supervision	+/-	<p>Students and postdoc fellows employed in the Institute have clearly identified scientists in charge, who are sufficiently expert in supervising research, have proper knowledge and experience.</p> <p>The researchers of the Institute understand the importance of sharing knowledge and training new generations of mathematicians. Although there is no PhD programme in the Institute, many researchers manage to attract young researchers not only from Czech universities but also from abroad – during the last 5 years, 45 researchers supervised PhD students.</p>	Required measures are the same as described under 36.
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