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# Bodies and departments involved in HRS4R implementation

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The main bodies responsible for implementing the action plan and maintaining the prestigious HR Excellence in Research award include: the steering committee, the working group, and the implementation team. However, many bodies and departments across the university are involved in the implementation of the HRS4R action plan.



## Steering Committee

The steering committee oversees the preparation and fulfillment of action plans for the Human Resources Strategy for Researchers (HRS4R) and approves all important documents.

name	role
Mgr. et Mgr. Věra Jourová	Chair, Vice-Rector for the Development of Human Resources and New Technologies
MUDr. Josef Fontana, Ph.D.	Chair, Vice-Rector for Strategy and Development
Mgr. Martin Maňásek	Bursar

<u>Ing. Lenka Henebergová</u>	Member of the Rector's Board for Social Affairs and Sustainable Development
<u>doc. Mgr. Radek Skarnitzl, Ph.D.</u>	Faculty of Arts
<u>prof. RNDr. Petr Solich, CSc.</u>	Faculty of Pharmacy in Hradec Králové
<u>prof. RNDr. Jan Trlifaj, CSc., DSc.</u>	Faculty of Mathematics and Physics
<u>MUDr. Kateřina Grygarová</u>	PhD student
<u>Mgr. Adéla Jiroudková</u>	Head of the Research Support Office of the CU Rectorate
<u>Mgr. František Lukáš</u>	Head of the Finance, Human Resources and Payroll Department of the CU Rectorate
<u>RNDr. Věra Šťastná, Ph.D.</u>	Head of the Analyses and Strategies Department of the CU Rectorate

## **Working Group (representatives of all faculties and some units of Charles University)**

The working group (coordinators at the faculties and components of Charles University) serves as a platform in the area of Human Resources Strategy for Research (HRS4R), where all important topics and documents are discussed with the faculties and components of Charles University. Its members also provide feedback to the Steering Committee and the Implementation Team.

<b>name</b>	<b>organizational structure</b>
<u>Ing. Eva Procházková</u>	Catholic Theological Faculty
<u>Mgr. Pavel Moskala, Th.D.</u>	Protestant Theological Faculty
<u>doc. PhDr. Jiří Pavlík, Ph.D.</u>	Hussite Theological Faculty
<u>Bc. Iveta Zichová</u>	Faculty of Law
<u>Ing. Petra Bernardová - Eva Janovská</u>	First Faculty of Medicine
<u>Jitka Bendová</u>	Second Faculty of Medicine
<u>prof. MUDr. Hana Malíková, Ph.D.</u>	Third Faculty of Medicine
<u>Ing. Daniela Vyzrálová</u>	Faculty of Medicine in Plzeň
<u>Ing. Gabriela Hrubecká</u>	Faculty of Medicine in Hradec Králové
<u>prof. PharmDr. Tomáš Šimůnek, Ph.D.</u>	Faculty of Pharmacy in Hradec Králové
<u>doc. Mgr. Radek Skarnitzl, Ph.D.</u>	Faculty of Arts
<u>Ing. Kateřina Konečná</u>	Faculty of Science
<u>prof. RNDr. Jan Trlifaj, CSc., DSc.</u>	Faculty of Mathematics and Physics
<u>Mgr. Ivana Metelková</u>	Faculty of Education
<u>Bc. Angelika Hájková</u>	Faculty of Social Sciences
<u>Eva Snížek</u>	Faculty of Physical Education and Sport
<u>doc. PhDr. Tereza Pospíšilová, Ph.D.</u>	Faculty of Humanities
<u>Mgr. Jiří Valenta</u>	Center for Economic Research and Graduate Education
<u>prof. PhDr. Petr Svobodný, Ph.D.</u>	Institute of the History of Charles University and Archive of CU

## **Implementation Team**

The implementation team ensures and coordinates the preparation and fulfillment of action plans for the Human Resources Strategy for Researchers (HRS4R).

<b>name</b>	<b>role</b>
<u>Mgr. et Mgr. Věra Jourová</u>	Chair, Vice-Rector for the Development of Human Resources and New Technologies
<u>MUDr. Josef Fontana, Ph.D.</u>	Chair, Vice-Rector for Strategy and Development

<u>Ing. Lenka Henebergová</u>	Member of the Rector's Board for Social Affairs and Sustainable Development
<u>Mgr. František Lukáš</u>	Head of the Finance, Human Resources and Payroll Department of the CU Rectorate
<u>Mgr. Zuzana Poláková</u>	Head of CU Point of the CU Rectorate
<u>RNDr. Věra Šťastná, Ph.D.</u>	Head of the Analyses and Strategies Department of the CU Rectorate
<u>Mgr. et Mgr. Tereza Smužová, MPA</u>	Finance, Human Resources and Payroll Department of the CU Rectorate
<u>Mgr. Iveta Bayerová</u>	CU Point of the CU Rectorate, Secretary of the Equal Opportunities Board
<u>PhDr. Mgr. Kateřina Urbanová</u>	Finance, Human Resources and Payroll Department of the CU Rectorate
<u>Jana Lungová</u>	Finance, Human Resources and Payroll Department of the CU Rectorate
<u>Mgr. Simona Teplá</u>	Head of the Staff Welcome Centre (CU Point) of the CU Rectorate
<u>Mgr. Martin Zelenka</u>	Analyses and Strategies Department of the CU Rectorate
<u>Bc. Tomáš Novotný</u>	Public Relations Department of the CU Rectorate

## Other bodies and departments and their involvement in the HRS4R Action Plans of CU

### Rector

**Description:** The highest official of academic self-government; she heads the university.

**Involvement:** The Rector is informed on a regular basis of the individual steps of implementation and comments on them.

### Rector's Board

**Description:** The Rector's permanent advisory body, which meets approximately once a week. It consists of vice-rectors, the Head of the Rector's Office, the Bursar, the Chair of the CU Academic Senate, student representatives, and several other members entrusted with a certain agenda.

**Involvement:** Members of the Rector's Board are part of teams that prepare materials for the individual steps falling within their agenda. Subsequently, they submit these materials to the entire Rector's Board for approval. In addition, the board is regularly informed of the status of implementing the action plan and any risks or obstacles.

### Rector's Advisory Board

**Description:** The Rector's Advisory Board, which meets approximately once a month. It consists of members of the Rector's Board, deans of faculties, and directors of other units of the university.

**Involvement:** Thanks to the documents submitted to the Rector's Advisory Board, it is possible to inform the management of all faculties and other units of the key steps for HRS4R implementation and, in particular, to ensure coordination throughout the entire institution.

### Meeting of Secretaries

**Description:** The Bursar's permanent advisory body, which mainly discusses economic and operational issues. It consists of the secretaries of all faculties.

**Involvement:** Thanks to the documents submitted to this body, the specific steps for HRS4R can be discussed more efficiently and transferred directly to the faculties, e.g. to economists, deans, or HR employees. In addition, this board provides important feedback on individual activities and the possibilities for their implementation.

### Academic Senate of Charles University

**Description:** There are 70 members, of which 34 are students and 36 are academics. The members are elected by the academic community. The senate is responsible for primary decision-making, elects the Rector, and approves the budget, internal regulations, and the strategic plan of the university.

**Involvement:** All changes to the internal regulations and the strategic documents of the university are submitted to the Academic Senate. The Senate is also informed of the steps that await the university in connection with maintaining the award. It discusses the action plan and its fulfilment every year. It discusses the new HRS4R Action Plans and the self-evaluation reports.

### Ombuds

**Involvement:** The job of the ombuds is to protect the rights of students and employees in situations in which their interests and justified claims may be, are or have been jeopardized as a result of inappropriate or discriminatory behaviour, conflict situations, inactivity on the part of University bodies, and so on. In HRS4R, she is involved in actions connected with cultivating a system for the protection of employees' rights at CU.

#### Equal Opportunities Board

**Description:** The advisory body for the Rector, and the relevant Vice-Rector or the member of the Rector's Board entrusted with the equal opportunities agenda.

**Involvement:** The responsibility of the Board is primarily to provide opinions, recommendations, and feedback in the area of equal opportunities and to mediate information between the Rector, the Rectorate of Charles University, and the individual faculties and other units. The Board does not have any executive powers.

Finance, Human Resources and Payroll Department of the CU Rectorate

**Description:** Its main role is methodology and coordination throughout the university.

**Involvement:** The head is a member of the Steering Committee. Employees of the HR department participate mainly in implementation work relating to recruitment and HR development, as well as the HR information system Whols.

Rectorate's Student Affairs Department, in particular, the Doctoral Studies Office

**Involvement:** The Doctoral Studies Office is mainly involved in all steps relating to PhD students, especially their education and keeping them better informed.

Research Support Office, especially the Rectorate's European Centre

**Description:** It sets out research strategies, prepares internal grant schemes, and assists with project applications as a part of national and international grant schemes.

**Involvement:** The head is a member of the Steering Committee. As a part of HRS4R, the staff deals mainly with the education of academics, the support of grant opportunities, steps to increase the success rate of grant submissions, and good practice in research. They prepare a new round of internationally guaranteed evaluations for research work at CU. The Committee for Research Ethics and Postdocs also falls under their purview.

CU Point, the Staff Welcome Centre

**Description:** Information, counselling, and social centre offering services to students, alumni, and employees

**Involvement:** The employees of the CU Staff Welcome Centre are consulted mainly about the situation with respect to international employees, opportunities for recruiting them, as well as the services offered both to international employees joining CU and to the administrative staff of the faculties (e.g. visas, taxes, etc.).

- CU Point is also responsible for the agenda of gender equality and sustainable development.

Analyses and Strategies Department

**Description:** It handles the preparation of analytical documents used to determine the university's strategy for further development and the formulation of its goals in the medium and long term, preparation of documents for the assessment of fulfilling these goals, preparation of the main strategic documents of the university, including the assessment of their fulfilment.

**Involvement:** The Analyses and Strategies Department has a coordinating role in the implementation of HRS4R. At the same time, it ensures that the measures and objectives of the action plans are included in the university-wide strategy, or vice versa, provides the necessary background documents, and assists with the implementation of surveys among employees and students.

Central Library

**Description:** In addition to coordinating the regular library and information agenda, it is in charge of Open Access, open science, and data management.

**Involvement:** The employees of the Central Library, especially the Centre for the Support of Open Science, participate in activities relating to the methodological management of the faculties in the areas of open science and research data management, preparation of methodological materials, support in preparing the data management plan, and the administration of research data.

Computer Science Centre

**Description:** Its agenda includes all IT infrastructure and information systems.

**Involvement:** The Computer Science Centre develops all changes in the HR information system and provides the necessary IT support.

DPO (Data protection officer)

**Description:** Personal data protection officer at CU.

**Involvement:** The DPO is responsible for the entire agenda regarding implementation of the GDPR at CU, including complaints. As a part of HRS4R, she is involved in particular in handling personal data as a part of research data management and in the HR area.

Administrative staff at the faculties, especially HR staff

**Involvement:** The HR staff at the faculties are those who actually prepare and participate in the evaluation of academic staff, administer selection procedures, and work with the HR information system. Thus, they are an essential consulting group and those who actually implement the steps at the faculties.

Academic staff and researchers

**Involvement:** In addition to their involvement in the Steering Committee, the Working Group, and the bodies described above, they participate in ad hoc consultation groups on the individual implementation steps, and they participate in surveys. Some of them turn to us with suggestions and comments, which we then use for the next steps.

## Contact

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