

ACTION PLAN

FINAL

Title of action	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<i>Improvement in the issuance of grants</i> <i>Principle: 28, 38, 39</i>	<i>Q1 2019</i>	<i>Department of Science and Research</i>	<ul style="list-style-type: none"> - .At least twice a year, arrange training courses with foreign guest teachers, successful applicants and evaluators experienced in issuance of European grants.
<i>Soft Skills Academy for doctoral candidates</i> <i>Principle: 28, 30</i>		<i>Student Affairs Office/ Department of Science and Research</i>	<ul style="list-style-type: none"> - Training in soft skills for doctoral candidates with the participation of subject matter experts. - Training in the international environment with participation of doctoral candidates and subject matter experts from abroad.
<i>A new regime for dealing with the results of scientific work</i> <i>Principles: 7, 8, 31</i>	<i>Q2 2019</i>	<i>Centre for Knowledge and Technology Transfer</i>	<ul style="list-style-type: none"> - Revision and amendment of Rector's Measure no. 33/2015, so that it corresponds to the requirements of the latest legislation and the needs of the Charles University (CU). - Taking the existence of daughter entities of the University into account.
<i>Revision of the Code of Ethics so that it conforms to the Charter and the Code</i> <i>Principles: 1, 2, 34</i>		<i>Rectorate</i>	<ul style="list-style-type: none"> - A new or amended Code of Ethics approved by the CU Academic Senate, to be an internal regulation of the University that puts emphasis on all the principles of the Charter and Code that are currently not addressed. - A new regime for establishing rules.
<i>School for Doctoral Candidates</i> <i>Principle: 28</i>	<i>Q3 2019</i>	<i>Student Affairs Office/ Department of Science and Research/ responsible faculty</i>	<ul style="list-style-type: none"> - An intensive several-week course for very promising doctoral candidates, focused on a specific department. - Should include a series of lectures by top scientists, experimental work in the laboratory and the like. (depending on the faculty).
<i>Better information for University employees</i> <i>Principles: 5, 7, 38, 39</i>		<i>Coordination by the Rectorate and the personnel department</i>	<ul style="list-style-type: none"> - Creation of web pages in Czech and English to operate as a guidebook for employees, with links to regulations, including those for occupational health and safety, strategic documents, seminars and courses in the Information and Advisory Services, Ethics Commission, Centre for Lifelong Learning - Inclusion of all manuals, methods, and other documents related to the subject matter on the University's web pages (in cases where there is no issue of exposing our know-how), for example, advice on

			<i>grants, academic integrity, commercialisation, open access, data protection, etc.</i>
<p><i>Better communication and provision of information in English</i></p> <p><i>Principles: 5, 10</i></p>		<p><i>Individual departments, coordination by the Rectorate</i></p>	<ul style="list-style-type: none"> - Translation of key Rector's Measures (including the organisational regulations for the Rector's office and basic strategic documents.) Translation of documents affecting foreign scholars and researchers at the CU. - Selected departments should offer fully translated English versions of their web pages (at least the Department of Science and Research and the Department of International Relations . - Programs aimed at attracting foreign researchers should have all their documentation primarily in English. - Full translation of the Study Information System (SIS), the Personal Bibliographic Database, the WhoIs personnel system and forms. - Language courses for administrative personnel. - Publication of an official dictionary of often-used names and terms.
<p><i>Courses in teaching methods for doctoral candidates</i></p> <p><i>Principles: 28, 33</i></p>	<p><i>Q4 2019</i></p>	<p><i>Student Affairs Office/ Centre for Lifelong Learning</i></p>	<ul style="list-style-type: none"> - Each semester, provision of a training course in teaching methods for doctoral candidates.
<p><i>Internationalisation of the administrative apparatus</i></p> <p><i>Principle: 10</i></p>		<p><i>Department of International Relations / Department of Science and Research</i></p>	<ul style="list-style-type: none"> - Increase the number of administrative employees accepted from abroad for short-term placements at the CU and sent from the CU on short-term placements abroad.
<p><i>Improvement of administrative services for new employees from abroad.</i></p> <p><i>Principle: 24, 26</i></p>		<p><i>Economic Department / Department of International Relations / Personnel department</i></p>	<ul style="list-style-type: none"> - Methodology and training for human resources employees in connection with hiring of foreign employees. - Ensure language competence of employees working with hiring and services for foreign employees.
<p><i>Improvement of the administration by human resources of the personnel and compensation systems</i></p> <p><i>Principle 11</i></p>		<p><i>IT department / Personnel department</i></p>	<ul style="list-style-type: none"> - Analysis of the current systems (WhoIs and the salary system Elanor Global Java Edition – EGJE), their functionality and effectiveness for the purposes of the CU. - On the basis of the analysis, measures for improving the efficiency of use of those systems.

<p><i>Strategy for doctoral studies</i></p> <p><i>Principle: 36</i></p>	Q1 2020	Student Affairs Office	<ul style="list-style-type: none"> - Creation of a strategy for doctoral studies at the CU based on identification of strengths and weaknesses in the usual course of practice and discussion in the Centre for Doctoral Studies. - Spreading knowledge of best practices, sharing of experiences.
<p><i>Informing new employees</i></p> <p><i>Principle: 5, 7, 38, 39</i></p>		Individual departments, coordination by the Information and Advisory Services	<ul style="list-style-type: none"> - Issuance of a guidebook for new employees (academic, research and administrative) and, based on feedback, establishment of a system of training for new employees (with a general part for all employees and modules for employees of particular workplaces). - Training of new employees of the CU, accompanied by information available on the Internet web pages.
<p><i>Revision of the Competitive Hiring Process Code with a view to internationalisation, modernisation and transparency.</i></p> <p><i>Principles: 12-20</i></p>	Q2 2020	Rectorate / Personnel department	<ul style="list-style-type: none"> - A new Competitive Hiring Process Code compatible with Open, Transparent and Merit-based Recruitment (OTMR). - Training of human resources employees in the new regulations (note: specific cases from the faculties for resolution).
<p><i>Resolution of the situation for post-doctoral employees.</i></p> <p><i>Principle: 21</i></p>		Department of Science and Research / Personnel department	<ul style="list-style-type: none"> - Establishment of principles and regulations for hiring of post-doctoral employees, setting of the parameters of post-doctoral positions (duration, publications, project and teaching responsibilities). - Ensuring accord with the rules of the International Post-doc Research Fund of the CU.
<p><i>Framework of principles for career development</i></p> <p><i>Principle: 11</i></p>		Rectorate / Personnel Department	<ul style="list-style-type: none"> - A document with a framework of principles for career development for all academic and research workers at the CU and support for creation of similar documents for individual faculties that express interest.
<p><i>Use of modern, international tools for recruitment, especially for senior workers – use of EURAXESS, jobs.cz and other portals.</i></p> <p><i>Principles: 12-20</i></p>	Q3 2020	Personnel department / Rectorate	<ul style="list-style-type: none"> - Use of modern tools and tools with international reach for recruitment of workers on the basis of the new Competitive Hiring Process Code (see above). - Training of human resources employees in the use of the tools.
<p><i>A system for</i></p>	Q4 2020	Rectorate	<ul style="list-style-type: none"> - A proposal for a system of regular

<p><i>evaluation of employees</i></p> <p><i>Principles: 9, 11, 33, 37, 38, 39</i></p>			<p><i>evaluation of all academic, research and administrative employees that will include teaching, creative and administrative activities, popularisation of science, involvement in the third role of the University, and, in the case of senior employees, mentoring of doctoral candidates and younger employees, including advising of supervised employees.</i></p> <ul style="list-style-type: none"> - <i>Setting up of a pilot program of evaluation in some parts of the CU.</i>
<p><i>Improvement in the handling of sensitive (personal) data in both research and administration</i></p> <p><i>Principle: 7</i></p>	Q4 2020	Coordination by the Data Protection Officer (DPO)	<ul style="list-style-type: none"> - <i>Implementation of the General Data Protection Regulation and related national legislation. Amendment of Rector's Measure and other methodology on the basis of national legislation (which has not yet been enacted).</i>
<p><i>Data management</i></p> <p><i>Principle: 7</i></p>		Department of Science and Research / DPO / IT department	<ul style="list-style-type: none"> - <i>Creation of a data management plan for dealing with data in connection with research.</i> - <i>Analysis of the current state of handling research data and the possibility of establishing a unified system of data management for the entire CU.</i>
<p><i>System for grant advising</i></p> <p><i>Principle: 28</i></p>	Q1 2021	Department of Science and Research	<ul style="list-style-type: none"> - <i>Grant advisors at the CU and in the faculties undergo training and a University-wide system of grant advising is established, in which systems in the individual faculties complement the University-wide system.</i> - <i>The final shape of the system will be approved by the leadership of the CU.</i>
<p><i>Improvement of the popularisation and medialisation of the creative activities of the CU</i></p> <p><i>Principle: 8, 9</i></p>	Q2 2021	PR department/ Lifelong Learning Centre/ Department of Science and Research	<ul style="list-style-type: none"> - <i>Creation of communication and marketing strategies aimed at the popularisation of science – with improvements in the use of social networks, the CU web pages and other avenues for presentation of the creative activities of CU employees. More active cooperation with the media, aimed both at the general public and potential CU students in the secondary schools.</i> - <i>Support for Science Slam, the Junior University (JCU), including e-JCU and i-JCU.</i> - <i>Popularisation of science at the CU via the '4EU' Alliance, its web pages, and other tools.</i>

<p><i>A new system for evaluating research activities</i></p> <p><i>Principle 7,8,11, 22</i></p>		<p><i>Department of Science and Research</i></p>	<ul style="list-style-type: none"> - <i>A strategy for a new system of internal evaluation of research activities at the CU, including a technical manual (by the end of 2018).</i> - <i>Follow up by gathering data and performing the first evaluations (end of 2019). On-site visits by foreign evaluators (end 2020). The last output will be a final report on the evaluation process. (summer 2021).</i>
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