Action Plan Review

Proposed ACTIONS	GAP Principles	Timing	Responsible Unit	Indiator(s)/ Target(s)	Current Status
1. A document taking into account the principles of the Charter and the Code – The current version of the Code of Conduct is of 4th November 2014, with a supplement of 9th March 2017. It is necessary to create a new, revised document in line with C & C that would also link up with the work of the Ethics Committee.	1,2 ,3,4,6, 10,24, 25,27	1Q/2019-4Q/2020	Ethics Committee	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
2. "Ombudsman"- To determine a specific, impartial, independent person to deal with various issues such as bullying or fear. Link to existing Ethics Committee. To align this with the whole functioning and the defined competencies of the Ethics Committee. To create a document / guide	1,34	1Q/2019-4Q/2020	Ethics Committee	1) Document 2) Position 3) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r

in both Czech and English versions.					
3. Communication - formal -Website - To improve the clarity and provide up-to-date information of University of South Bohemia and its Faculties for better orientation. Create a central repository of all major documents (intranet) as well as information on document updates. Create a communication strategy.	8,9,25	1Q/2019-4Q/2023	Rector + Marketing Department	1) Document 2) Information 3) Action/Web	**Completed – Communication strategy** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r **Activity moved to point 11** – Website – improvement of clarity, timely updates about the University of South Bohemia and individual faculties to provide easier orientation and greater clarity. Create a central repository of all important documents (Intranet) with signposting to documents including information about them.
4. Communication - informal - To introduce informal meetings with the Rector, management and other senior staff members; to remove the communication barriers between the constituent	36,37,38,39,40	1Q/2019-4Q/2023	Rector	1) Document 2) Information 3) Action/Informal meetings	**Completed – Communication strategy** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r

parts of the University of South Bohemia. Improve the flow of information across the University. Create a communication strategy.					
5. OTM – R strategy - Incorporate its rules into the current Rules for the Selection Process of Academic Staff at the USB and create rules for selection of non-academic staff. Create a document / guide in both Czech and English versions and place it at the University website.	12-21,27,29	1Q/2019-4Q/2023	Rector + HR Department	1) Documents 2) Information 3) Action/ Training	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
Podrobné akční kroky na základě šablony 3 OTM – R					
5.1 Training in OTM – R – Training of the HR Department staff and members of the selection / evaluation committees These points are based on Template 3 OTM-R checklist - includes point 3	12 – 21	1Q/2019-4Q/2023	HR Department	1) Action/ Training	**Completed**
5.2 Advertising - unified style templates for the	12 – 21	1Q/2019-4Q/2023	HR Department	1) Document 2) Information	**Completed**

entire University of South Bohemia - minimum administration acknowledgment of receipt - The use of Euraxess for the recruitment of new staff. These points are based on Template 3 OTM-R Checklist - includes points 11,12, 13, 14, 15					https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
5.3 Evaluation and selection of candidates - composition of committees - interviews (e-tools) - evaluation based on recruiting criteria within the university These points are based on Template 3 OTM-R checklist – includes points 4, 16, 17, 18, 19	12 – 21	1Q/2019-4Q/2023	HR Department	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
5.4 Appointment - feedback after the selection process (strengths and weaknesses of the candidate) These points are based on Template 3 OTM-R	12 – 21	1Q/2019-4Q/2023	HR Department	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r

checklist – includes points 20, 21					
5.5 Complaints - complaint procedure - statistics on complaints These points are based on Template 3 OTM-R checklist – includes point 22	12 – 21	1Q/2019-4Q/2023	HR Department	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
5.6 To set up a system for evaluating the OTM-R and assessing whether the OTM-R delivers on its objectives. These points are based on Template 3 OTM-R checklist – includes point 23	12 – 21	1Q/2019-4Q/2023	HR Department	1) Document 2) Information 3) Action/ Monitoring of the OTM-R system	**Activity moved** – now under Activity 12 - *Setting up a system for OTM-R evaluation and implementation evaluation*
6. HR Department Development - **Adaptation process** - create an "Information package" for newcomers and for existing employees transmitting into different positions, especially for different types of leadership positions - Rector, Vice-Rector,	28,30,33,36-40	2Q/2019-4Q/2023	Vice-Dean for Development + HR Department	1) Document 2) Information 3) Pozice	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r

Bursar, Dean, Vice-Dean, Faculty Secretary etc. Describe what each position involves, what is the person concerned in charge of, their responsibility and authority and to propose training for **career development**. **Advisor / mentor for personal and professional development** - define a position of a mentor and specify their activities.					
7. Personnel Department - Administrative work	12-21	1Q/2019-4Q/2023	Vice-Dean for Development + HR Department	1) Document 2) Information 3) Action/Cooperation of HR Departments 4) Action/ Annual plans and Training 5) Action/ System of employment positions 6) Action/ Training	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
8. Mobility - Creating formal regulations on research staff mobility outcomes / recognition of qualifications. It will be Included in OTM-R Documents.	18,19,29	1Q/2019-4Q/2021	Rector + HR Department	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
9. Post-doctorate researchers policy - Create rules: define who is a post-doctoral researcher incl.	21	3Q/2019-4Q/2021	Vice-Rector for Science and Research +	1) Document 2) Information	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r

			Department for Research		
10. Homeoffice/ homeworking Revise the current document	24	1Q/2019-2Q/2021	Rector + HR and Legal Departments	1) Document 2) Information 3) Action/ Work Documents	**Completed** https://www.jcu.cz/about-the-university/development/hr-award-hrs4r
Revised Action Plan for period until 08/2024					
11. Communication – formal – website – improvement of clarity, timely updates about the University of South Bohemia and individual faculties to provide easier orientation and greater clarity. Create a central repository of all important documents (Intranet), with signposting to documents including information about them.	8,9,25	3Q/2021-4Q/2023	Vice-Rector for Management and External Relations+ Marketing Department	1) Information 2) Action/Web	
12. Setting up a system for OTM-R evaluation and implementation evaluation	12 – 21	3Q/2021-4Q/2023	Rector/Bursar + HR Department + Legal Department	1) Document 2) Information	

These points are based on the Template 3 OTM-R checklist – includes point 23

USB Career Regulations – creation of a central Regulation defining the development and career opportunities for current and newly hired employees at USB (USB Career Regulations, or creation and updates of Career Regulations of the individual USB constituent parts) | | | | | |
| 13. Methodical support for HR

Creation of instructions for the HR and payroll system EGJE, unification of procedures and data input.
Description of procedures used from the commencement of employment to its termination. | 5,26 | 3Q/2021-3Q/2024 | Rector/Bursar + HR Department | 1) Document
2) Information | |

Lay down procedures for data input of data concerning employees who have an employment relationship with several faculties or constituent parts which are not USB faculties.					
14. Electronization/digitization of HR Processes Creation of an electronic organizational structure depicting the internal structure of individual workplaces and jobs within them.	5,12-21,,26	3Q/2021-3Q/2024	Bursar + Vice-Rector for Management and External Relations + HR Department	1) Document 2) Process	
15. Creation of USB Internationalization Strategy – the strategy will focus, among other things, on terminological and methodological unification of records (including electronization of records) and evaluation of mobilities. It will also define appropriate forms of long-term international	22-24,29, 33,38,39	3Q/2021-4Q/2022	Vice-Rector for International Relations, Vice-Rector for Management and External Relations (electronization) + International Relations Office	1) Document 2) Process	

cooperation and internationalization.					
16. Manual and systematization of USB training plans – definition and differentiation of available training levels, definition of responsibilities and systematization of the trainings on offer and training registration (electronization) – mandatory trainings (Health and Safety, Driver training, GDPR, cybersecurity, etc.).	23,28,33,38, 39	3Q/2021-3Q/2024	Vice-Rector for Development	1) Document 2) Information	
17. Creation and implementation of a Gender Equality Plan – relevance of the topic, benefits, perspective of systematic integration of gender (including consideration of good international practice and the requirements of Horizon Europe)	10,22,24,27	3Q/2021-4Q/2021	Vice-Rector for Development + Institute for Strategy and Development	1) Document 2) Information	
18. Creation of USB Internal Evaluation	11	3Q/2021-4Q/2022	Vice-Rector for Internal	1) Document 2) Information	

Strategy – the strategy will focus on supporting the increasing implementation of international evaluation of activities at the University of South Bohemia (creation and support of International Councils / Evaluation Panels) and laying down effective information sharing processes			Evaluation + Institute for Internal Evaluation		
19. Creation of a Strategy for the Development of Cross-Sectoral Cooperation, intellectual property management and transfer of knowledge from research into practice	1,3,5,31,32,40	3Q/2021-4Q/2022	Vice-Rector for Science and Research + Technology Transfer Office	1) Document 2) Information	
20. Creation of a university strategy for social relevance of R&D – clarification of the meaning, concept, evaluation of the current situation, impact,	1,5-9,26,36,39	3Q/2021-3Q/2024	Vice-Rector for Development + Institute for Strategy and Development	1) Document 2) Information	

monitoring the needs of the society					
21. Support and creation of interfaculty cooperation – definition of cross-cutting topics	36	3Q/2021-4Q/2022	Vice-Rector for Science and Research + Technology Transfer Office	1) Document 2) Information	