



**THE HUMAN RESOURCE STRATEGY FOR  
RESEARCHERS (HRS4R)**

**INESAN – ACTION PLAN**

## TEMPLATE 4: ACTION PLAN

<b>Proposed ACTIONS</b>	<b>GAP Principle(s)</b>	<b>Timing</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Establishment of PR Coordinator and new website for the purpose of informing general public of the Institute activities	9	1Q 2020	HR / HR Coordinator	<p>New website shall be introduced in near future / PR coordinator position will be established.</p> <p>Further, the internal meeting with all employees will be organized at the Q1 / 2020 and will be focused on commercialization and presentation of their work. Cooperation of all INESAN's researchers is expected through participation on czech or foreign conferences and other events for experts in similar research area.</p> <p>PR coordinator will make arrangements around presenting the results in public and will continuously cooperate with researchers on final presentation of their research results.</p> <p>In 2020 will be also prepared a conference due to the INESAN' 10year anniversary focusing on the achievements of INESAN till these days and the presentation of realized projects and results of scientific research activities.</p>
Strengthen the dissemination of results through publications, workshops, conferences	8,9	2Q 2020–2Q 2022	COO	<p>New articles and publications written in English language / attendance at workshops, conferences.</p> <p>The employees will be motivated to write and publish their articles and papers in high rated foreign journals through the credit system which will be made. This system will be used as a data basis for evaluation and measurement of their publication success.</p> <p>And also as opportunity to arrange cooperation of</p>

				<p>foreign organizations in INESAN's scientific projects.</p> <p>Researchers will be also encouraged to use their school contacts and share/consult with them their research results for future cooperation.</p>
Revision of standards and recruitment processes	12, 13, 14, 15, 16	2020	HR / HR Coordinator	<p>Significant updates and process revision in the Strategy of Evolvement of Human Resources and other related documents (Career code etc.) to be made.</p> <p>Specifically will be made checklist of basic working condition based on the recruitment process described in HR Strategy, checklist to meet the requirements of the job position, finally the evaluation process of each tender will be set up (number of all candidatet, number of candidates who were invited to second interview round etc.).</p> <p>HR coordinator will also focus on establishing a complex recruitment system which could help to set up a new processes of foreign researchers recruitment, use EURAXES recruitment tools and develop HR procesess for better systematic personal capacity building.</p>
Strengthen the evaluation and appraisal system of employees	11	2021	COO / HR Coordinator	<p>Framing of Strategy for Evaluation of Research Workers which will include conditions for success assessing of generated results, plans for commercialization or minimum targets that each researcher must reach. For each researcher will be also set an individual work plan evaluated quarterly and results from quarterly evaluation will be summarized once a year in a big researcher evaluation and discuss with researcher and make decision of her/his</p>

				remuneration. Also the reviewing of Career code and wage regulation is needed.
Setting of work conditions standards in both on the workplace and off the workplace	24	2Q 2020	HR / HR Coordinator	Framing of Strategy for Coordination of Work and Personal Life, modification of Career code, regulations and Working rules. Twice a year (after setting the standards) will be HR coordinator making interviews with employees about their satisfaction with work conditions in the office and home office. Statistical data will be then use for improving the standards setting.
Comprehensive processing and formulation of system of organization benefits and motivation tools	26	1Q 2020	COO / HR Coordinator	Grounding of basic beneficial system and motivation tools (such as education course, teambuilding, bonuses etc.) into the Strategy of Evolvement of Human Resources. However employee motivation will always be modified to individuals according to their area of interest and position, that means finding different motivation tool for each employee (for example participation on decision making, internal competitions etc.). Further, HR coordinator will twice a year prepare a survey focused on evaluation of all provided activities and motivation tools that was supported to employees. Beneficial system introduction seminar for all the employees will be made. Due to this action the proactive employees behaving is expected.
Improving of organization standards and directions in terms of appeals and complaints	34	2021	HR / HR Coordinator	Significant updates and process revision of complain section in Working Code which will include the clear rules for complaining employee and for direct supervisor or ombudsman. The severity of individual complaints, the ways of

				<p>dealing with them and the responsibility for the consequences of the investigation results will be defined.</p> <p>All employees will be informed through internal seminar about the changes in Working Code and will be briefed what to do in case of complains submission.</p> <p>Further, revision of Ethical code and internal regulations need to be made.</p> <p>It is also expected a professional training for HR Coordinator and direct supervisors regarding solving of any kinds of complains.</p>
Organization of workshops and other models of scientific specialization	38	1Q 2022	HR / HR Coordinator	<p>On the basis of researcher individual working plans 3 workshops of scientific specializations will be made. Special 3 to 6 months coaching programme for each researcher is taking in account.</p>
To organize a training for management	38, 39	2Q 2021	HR / HR Coordinator	<p>3 training for selected participants (at least 2) for potential positions in management and special 3 to 6 months coaching programme for each management member.</p>