

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

**Case number: 2019CZ461877**

**Name Organisation under review: Brno University of Technology**

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### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. <sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Management line/ Department
Petr Stepanek	Rector R4	Rector's Office
Ladislav Janicek	Bursar R3	Bursar's Office
Maria Reznakova	Vice-Rector for Academic Agenda R3	Rector's Office
Lubomir Grmela	Vice-Rector for Research and Development R3	Rector's Office
Miroslav Doupovec	Vice-Rector for Studies R3	Rector's Office
Kamil Gregorek	Chancellor	Rector's Office
Radomir Kraina	Head of Personnel Department	Personnel Department
Bohdana Slegrova	HR Specialist	Personnel Department

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Veronika Slezackova	HR Specialist	Personnel Department
Michal Vesely	Vice-Dean of Creative Activities R4	Faculty of Chemistry / Strategic Development
Marek Lauermann	Representative R2 for the Institute	Institute of Forensic Engineering
Jana Korinkova	Vice-Dean for Research and Quality Assurance R3	Faculty of Fine Arts / Department of Art History and Theory
Petr Fiedler	Vice-Dean for Development and Strategic Planning R3	Faculty of Electrical Engineering and Communication / Department of Control and Instrumentation
Bohuslav Krena	Vice-Dean for Efficiency and Academic Affairs R3	Faculty of Information Technology / Department of Intelligent Systems
Drahomir Novak	Vice-Dean for Research and Development R3	Faculty of Civil Engineering / Institute of Structural Mechanics
Pavel Gregr	Representative for the Faculty	Faculty of Mechanical Engineering / Project Support Office
Zdenka Konecna	Vice-Dean for External Relations and International Studies R3	Faculty of Business and Management / Institute of Management
Radmila Presova	Representative for the Faculty	Faculty of Architecture
Pavel Krecmer	Manager for External Relations and Science Support	Central European Institute of Technology BUT / Science Support Office
Milan Slezacek	Assistant professor, member of Academic Senate	Centre of Sports Activities / Education and Research Department

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-Analysis:

*Stakeholder group	*Consultation format	<b>Outcomes / Contributions (e-tool)</b>
Coordination group of F/C Representatives, Bursar and Representatives of Personnel Department	Meetings	F/C coordinators and other members (Bursar, representatives of Personnel Department) consulted the areas and questions in the <u>Questionnaire survey</u> together at regular meetings (once every 14 days). They also processed the GaP Analysis for F/C, Action Objectives for the Action Plan, OTM-R policy for F/C. The Personnel Department, F/C representatives and other members of the coordination group created the final documents submitted to the university management (Steering Committee). F/C coordinators discussed at their F/C with representatives of R1-R4 the individual documents, questions, steps and procedures, including the draft Action Objectives for the AP and beyond. The coordinators communicated the documents with the F/C management at the F/C internal meetings, as well as at the F/C senates.
Working group FCE (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FEEC (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the

		period from March to August 2020 in the form of online meetings and email communication.
Working group CSA (R1 – R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group CEITEC (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FIT (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FBM (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FCH (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group IFE (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FSI (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the

		period from March to August 2020 in the form of online meetings and email communication.
Working group FA (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.
Working group FFA (R1-R4)	Meetings and Focus Groups	Regular meetings of representatives of individual groups (R1-R4) on the creation of GaP Analysis, OTM-R policy and Action Plan (once every 14 days). In the period from March to August 2020 in the form of online meetings and email communication.

Please describe how was appointed the Committee overseeing the process:

[The Steering Committee](#) was established at a meeting of the BUT management in October 2019. Its members are the Rector, the Bursar, the Chancellor, the Head of the Personnel Department, the Vice-Rector for Academic Affairs, the Vice-Rector for R&D and the Vice-Rector for Education. This committee met at its regular meetings once every 14 days, where it was informed by the Bursar (also a member of the coordination group) of all steps and tasks the Coordination Group performs. The Bursar also communicated everything at his Bursar meetings once a month, where deans F, directors C and secretaries were present. All steps were always presented and communicated and the deans and the directors had the opportunity to express their opinions or submit a suggestion also through their F/C coordinator. All submitted documents were always verified by the Steering Committee.

The Steering Committee agreed on the questions in the [Questionnaire Survey](#).

The Steering Committee verified and approved the proposed AP, as well as other documents that form a mandatory part of the application for the HR Award in August 2020.

The Steering Committee presented the final documents to be submitted to the European Commission (GaP Analysis, OTM-R, Action Plan, Schedule of Objectives) to the Academic Senate of BUT on 15 September 2020, to the Scientific Council of BUT on 11 September 2020 in Brno, and to the Rector's Board on 8 September 2020.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

Hierarchy of committees and groups: Steering Committee → Coordination Group (F/C representatives) → F/C Working Groups (representatives of R1-R4) and other members of the non-academic community of BUT. Note: Faculty/Component part - F/C

In addition to the Steering Committee, a Coordination Group composed of F/C representatives for HRS4R representing R1-R4 and HR representatives (The Head of the Personnel Department, HR Specialists) was established in October and November 2019, and Working Groups composed of R1-R4 representatives from F/C were established in November 2019.

The members of the Coordination Group were nominated by the F/C management – i.e. the Dean or the Director and the Bursar in the case of members for the entire BUT. This group met for the first time on 21 November 2019 to present the entire concept and then met regularly once every 14 days, until all 40 points of the GaP Analysis were prepared. Minutes were always made of the meetings. The analysis of points was divided into 6 blocks (according to the topics and the complexity of fulfilling individual points). At the next meeting of the Coordination Group, the points of the completed block of [GaP Analysis](#) were always consulted between the individual coordinators (F/C representatives); the Bursar and the Head of the Personnel Department were always present at these meetings. The coordinators processed all points of the GaP Analysis and consulted their Working Group, which was nominated by the management and F/C representatives so that R1-R4 would be represented in it. If necessary, other employees were also involved in fulfilling individual points – e.g. F/C HR, Vice-deans for science / academic agenda / foreign affairs / studies, who were not members of the Coordination Group or the Working Groups, secretaries and others. These working groups met regularly once every 14 days to discuss individual question blocks from the GAP Analysis. All materials were verified by F/C management.

Representatives of the Coordination Group consulted and discussed the issues in the [Questionnaire Survey](#) at their meetings. They then regularly communicated the Questionnaire Survey on their F/C by various channels (internal channels, at team online meetings, by email), even with regard to the extraordinary situation around the world.

Representatives of the Coordination Group prepared on their F/C the following: OTM-R check list, which was then unified university-wide. Representatives of HR, R&D, but also representatives of Working Groups R1-R4 collaborated on this document at F/C.

Action Plan: the proposed objectives are the results of the carried out [GaP Analysis](#) for F/C and for the university in general, and they also take into account the outputs of the Questionnaire Survey and the [OTM-R check list](#).

There are minutes of all F/C Working Group meetings.

All HRS4R documents are stored and available on the BUT website in [the Science and Research / HRS4R HR Award section](#)