

HR WORKING GROUP MEETING MINUTES **1/2024**

Date: February 05, 2024 from 09:00 am, meeting room no A508/U17

Present: prof. Ing. Vladimír Sedlařík, Ph.D., doc. PhDr. Ing. Aleš Gregar, CSc., Ing. Barbora Hanulíková, Ph.D., Ing. Pavel Urbánek, Ph.D., Ing. Jana Josefíková, Ing. Martina Dostálová, Ing. Klára Sedláčková

Current information and tasks

The defense of the HR Award EC has two steps:

- **Processing of the Internal Review for Renewal Assessment (e-tool on the EURAXESS portal) deadline: January 2024.**
- **Preparation of the program and documents for EC evaluators on site, CPS TBU in Zlín, date: May 2024.**

Schedule for the preparation of the HR Award EC CPS TBU – EC Renewal Assessment defense:

Completed tasks:

1. The HR Excellence in Research working group was established (prof. Sedlařík, doc. Gregar, dr. P. Urbánek, dr. Hanulíková, Ing. Josefíková, Ing. Dostálová, Ing. Sedláčková).
2. A review of the implementation and update of the AP measures took place.
3. A questionnaire survey was conducted.
4. On September 13, 2023, the schedule for the preparation of the defense of the EC CPS TBU HR Award at the UNI college was discussed.
5. Continuous communication is ensured on the CPS website (in CZ and EN) and at the HR Award CPS TBU Info-point.
6. Control of the institutionalization (embedding) of HRM processes at was checked (documents, training, control).
7. The questionnaire survey was evaluated. Presentation and free comments are attached (A1, A2). The principles that require increased attention have been identified:
 - a) Principle 26 – Financing and wages/salaries
 - b) Principle 33 – Tuition
 - c) Principle 35 – Participation in Decisive Subjects

Currently in progress:

1. Individual parts of the Internal Review for Renewal Assessment were processed and approved. On February 7, 2024, the final version will be discussed at the UNI's Director Council board. In the following days, the texts will be inserted into the Euraxess template and then sent to the EC for evaluation.
2. New measures of the Action Plan for the next period were defined:

- N5 Implement a transparent employee rating systém
- N6 Create a strategy for the effective development and sustainability of the UNI/CPS' infrastructure for the needs of modern society
- N7 Promote the development of professional competences of staff ensuring the completion and development of University-wide degree programmes
- N8 Equal representation of UNI academic staff within the TBU's Academic Senate
- N9 Develop a system of vertical communication at UNI/CPS

3. Dne 07.03.2024 se vyrábí workshop Obnova (Renewal) HR Excellence in Research Award, na který budou vysláni zájemci z řady pracovní skupiny.

Current tasks:

1. To support the formation of an HR-oriented CPS organizational culture, training will be planned in April 2024.
2. Prepare a program for the visit of EC evaluators to CPS TBU in Zlín in May 2024 (the date will be proposed by the EC, participation of three EC evaluators, program for one day).
3. Prepare the presentation of the Internal Review for Renewal Assessment CPS for the meeting with EC assessors at CPS TBU in Zlín.
4. Put Minutes No. 1/2024 from the meeting of the HR Working Group on the HR Award CPS website and on the CPS Infopoint (in CZ and EN).

Date of next meeting: According to need
Date: February 05, 2024
Created by: Ing. Klára Sedláčková
Verified by: prof. Ing. Vladimír Sedlařík, Ph.D., m.p.