

HR WORKING GROUP MEETING MINUTES **1/2023**

- Date:** August 30, 2023 from 10:30 am meeting room no A508/U17
- Present:** prof. Ing. Vladimír Sedlařík, Ph.D., doc. PhDr. Ing. Aleš Gregar, CSc., Ing. Pavel Urbánek, Ph.D., Ing. Barbora Hanulíková, Ph.D., Ing. Jana Josefíková, Ing. Klára Sedláčková
- Apologised:** Ing. Martina Dostálová

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 UTB in Zlín, date: May 2024.**

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

Currently in progress:

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. Monitoring of implementation and updating of AP measures is underway.
3. The questionnaire is being prepared, it is expected to be sent out in mid-October 2023.
4. Control of the institutionalization (embedding) of HRM processes at CPS is underway (documents, training, control).
5. Discuss the schedule for the preparation of the defense of the EC CPS TBU HR Award at the CPS TBU management meeting.
6. Continuous communication is ensured on the CPS website (in ČJ and AJ) and at the HR Award CPS TBU Info-point.
7. Other materials and documents will be shared electronically.

Current tasks:

8. To support the formation of an HR-oriented CPS organizational culture, training will be planned in April 2024, at the same time, all information will be part of the presentation at the staff meeting in December 2023.
9. Gradually process the individual parts of the Internal Review for Renewal Assessment in the e-tool template on the EURAXESS portal, the deadline for completing the report is January 2024 – the e-tool preview is attached (P1).
10. Prepare a program for the visit of EC evaluators to CPS TUB in Zlín in May 2024 (the date will be proposed by the EC, participation of three EC evaluators, program for one day).

11. Prepare the presentation of the Internal Review for Renewal Assessment CPS for the meeting with EC assessors at CPS TBU in Zlín.
12. Put Minutes No. 1/2023 from the meeting of the HR Working Group on the HR Award CPS website and on the CPS Infopoint (in ČJ and AJ).

P1 Euraxess e-tool preview

Date of next meeting: October 2023
Date: August 31, 2023
Created by: Ing. Klára Sedláčková
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