

HR WORKING GROUP MEETING MINUTES **2/2023**

- Date:** December 01, 2023 from 09:00 am, meeting room no A508/U17
- Present:** doc. PhDr. Ing. Aleš Gregar, CSc., Ing. Pavel Urbánek, Ph.D., Ing. Jana Josefíková, Ing. Martina Dostálová, Ing. Klára Sedláčková
- Apologised:** prof. Ing. Vladimír Sedlařík, Ph.D., Ing. Barbora Hanulíková, Ph.D.

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.

Currently in progress:

1. Control of the institutionalization (embedding) of HRM processes at CPS is underway (documents, training, control).
2. The questionnaire survey was evaluated. Presentation and free comments are attached (A1, A2). The principles that require increased attention have been identified:
 - o Principle 26 – Financing and wages/salaries
 - o Principle 33 – Tuition
 - o Principle 35 – Participation in Decisive Subjects

Current tasks:

1. Formulate new measures of the Action Plan for the next period.

2. 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.
3. 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.
4. 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).
5. Prepare the presentation of the Internal Review for Renewal Assessment CPS for the meeting with EC assessors at CPS TBU in Zlín.
6. Put Minutes No. 2/2023 from the meeting of the HR Working Group on the HR Award CPS website and on the CPS Infopoint (in CZ and EN).

A1 Presentation

A2 Free comments

Date of next meeting: According to need

Date: December 1, 2023

Created by: Ing. Klára Sedláčková

Verified by: doc. PhDr. Ing. Aleš Gregar, CSc., m.p.