**Organisational information**

**Staff & Students**

Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research: 175
Of whom are international (i.e. foreign nationality): 24
Of whom are externally funded (i.e. for whom the organisation is host organisation):  2
Of whom are women: 90
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor: 60
Of whom are stage R2 = in most organisations corresponding with postdoctoral level: 31
Of whom are stage R1 = in most organisations corresponding with doctoral level: 29
Total number of students (if relevant) :33
Total number of staff (including management, administrative, teaching and research staff): 47

**Research Funding**

Total annual organisational budget: 7891415 Euro
Annual organisational direct government funding (designated for research): 3090979 Euro
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding) :3531059 Euro
Annual funding from private, non-government sources, designated for research: 41700 Euro

**ORGANISATIONAL PROFILE**

Scientists of the Institute of Biophysics AS CR (IBP) are highly motivated specialists conducting research of fundamental importance. According to the results of the latest evaluation performed by an international committee IBP is one of the best research institutes of the Academy of Sciences of the Czech Republic. Each year researchers of the IBP publish approximately 100-150 original research papers in peer-review journals. These results are mostly of general significance and open new avenues of investigation for a number of other scientists worldwide. This expansion of knowledge leads finally to practical applications that are important for human society.

IBP is engaged in basic research in the field of biophysics and more precisely in the research of the structure, function, and dynamics of biological systems (biomolecules, cell components, cells, and cell populations). We use a broad spectrum of methods (molecular biology, biochemistry, biophysics, bioinformatics, etc.). The IBP contributes to increasing the level of knowledge and education, to the development of biotechnologies and to the transfer of research technologies to practical applications. Particularly, we are working in the field of clinical diagnostics and the treatment of human diseases. In the field of biophysics, researchers of the IBP are interested in international cooperation including organization of international conferences and seminars. In collaboration with universities, researchers of the IBP educate more than sixty Ph.D. students and substantially participate in teaching activities.

We aim to further increase our national reputation as a top center of excellent research and we want to become one of the best research centers according to international standards. In the future, the IBP will provide good working conditions for the most talented scientists to make discoveries in established research areas that improve the quality of life.  It is well-known that scientists have academic freedom in our Institute and we guarantee a good financial and technical support.

In summary, the Institute of Biophysics, Czech Academy of Sciences (IBP) conducts basic research in various disciplines of biophysics, biology, and chemistry. Research is carried out through many methods, such as confocal microscopy, flow cytometry, fluorescent methods, CD spectroscopy, computer modeling and electrochemistry. Every year, more than 50 scientists of IBP are principal investigators of national grants and educate pre-graduate and post-graduate students. Also, many scientists are (were) the principal investigators in international projects including projects guaranteed by Norwegian funds, EU grants of Marie Curie, COST projects, projects supported by Howard Hughes Medical Institute and Welcome Trust.

# Strengths and weaknesses of the current practice

Ethical and professional aspects

Strengths:

Freedom of research, respect to ethical principles as well as a professional responsibility. The Institute is well-recognized not only within the Czech Academy of Sciences but also worldwide. Ethics in scientific attitudes are promoted by a long tradition as well as strategic documents, stipulated at the IBP (https://www.; the Organization Code, the Career Code, the Guideline on the Protection of Intellectual Property, the Code of Ethics etc.). Quality of research and management of human resources is also assured through additional internal regulations among other things. See https://www.ibp.cz/en/ for more details on the infrastructure of the Institute.

Technology Transfer Office is not directly available at the Institute due to a low number of employees but commission managing Technology Transfer is under the government of the Czech Academy of Sciences.

Dissemination, exploitation of the results and public engagement are the following:

IBP webpage https://www.ibp.cz/en/

Printed magazine (Akademický Buletin), published by Czech Academy of Sciences

Organized “IBP Open Day, Trade Fair of Science, PR activities in Literary Café, etc.

Weaknesses:

External Communication & Employer Branding: visibility of the Institute should be bolstered externally, not only with the Czech Academy of Sciences and local universities. In this regard, the institutional web site should be improved, especially the English version. The web page should be improved in order to appeal to the Institutional Career page.

Missing much information, many rules and training courses in English, we need to improve the language barrier not only for Czech speaking researchers but also for scientists from abroad.

Recruitment and selection

Strengths:

The Institute of the Academy is also known for its strong commitment towards improvement; thus, the Academy of Sciences established a new call for the scientific position, which is the support of so-called “stem” employees.” We believe that this process encourages the employees and guarantees long term sustainability of the high quality of research at the IBP.

Weaknesses:

According to the HR Award questionnaire, several weaknesses have been identified. Employees would like employment contracts with a longer duration than a 1-3 year period.  However, the agreed employment duration always corresponds to the reasons on the part of the scientific project duration. Furthermore, according to the HR Award questionnaire the following areas for improvement were identified by researchers:

Well-presented Institutional recruitment policy, fully opened criteria for new employees’ selection. Recommendations related to career breaks (a help to shorten maternity leave – children can be placed at kids’ corner), part-time jobs for parents of children up to 6 years. Home office tools etc.

Establish an HR team for academic positions, department staff and/or non-academic positions.

Financial bonuses for employees: Award for young scientists, The Best Paper of the Year, Application Award, Internal Cooperation Award, Methodological Award, etc.

Weaknesses:

Missing HR Award training process (employees need to be well-informed about the principles of HR Award and educated in ethical aspects of scientific research.

In the near future we must overcome the language barrier; thus, all institutional regulations and rules must be translated into English.

There is a certain feeling of insecurity among researchers with respect to the duration of their employment contracts, especially in their early stage but not limited to this time frame only.

Missing better visibility of women researchers and better gender & cultural diversity awareness.

Working conditions

Strengths:

An excellent situation exists in both the research environment and working conditions, in the sense of top infrastructures and facilities which are commonly open and shared among researchers, including the natural cooperation of highly skilled professional teams. The existing system allows adapting to researchers’ specific needs related to their family/work balance, including part-time contracts, flexible working hours, etc. Also, there is the use of kids’ corner; sports room, social events organized within the social fund.

Open spirit is also reflected by natural support and appreciation of co-authorships. The co-authorship of scientific papers are also supported by the newly implemented Czech National Methodology for Evaluating Research Organisations (called „Methodology 17+“). The Czech Academy of Sciences also has its own evaluation tools. Departments of the IBP are also annually evaluated by the Director according to scientometric parameters (measured according to Web of Science parameters) as well as by the International Scientific Advisory Board that was established in 2018 at the IBP.

Other principles are also naturally implemented, such as intellectual property rights (principle 31), wherein training as well as implementation are assured through the Centre for Technology Transfer of the Czech Academy of Sciences.

Researchers of the IBP also work as voluntary mentors and lecturers at universities (e.g. Masaryk University in Brno, Palacký University in Olomouc, etc.) Thus, equal demands and synergies in research and teaching (principle 33) are naturally implemented.

A democratic and open system (principle 35) is maintained by IBP management and the Council of the Institute.

Weaknesses:

The outcome from the Gap Analysis is the following:

Concerning international cooperation, a financial contribution for research team members’ mobility (principle 29) is ensured at the IBP by means of the Division of international cooperation of the Czech Academy of Sciences. However, support of mandatory international mobility of PhD studentsemployed at the IBP is missing. Therefore, it should be introduced (was introduced at the beginning of 2021). Rules for this support should be determined by a specific regulation. The regulation will be published on the IBP web page.

According to the gap analysis questionnaire, there are the following issues:

Missing internal institutional communication. This point will be improved via WG cooperation with individual department leaders. Institutional HR Award intranet was established in 2020-2021 and many institution rules were (will be) translated from Czech language into English and published on the HRS4R IBP web page.

High administrative loads - these must be reduced.

A lack of ecological activities.

Increase in financial bonuses

Information strategy of the IBP management must be bolstered.

IT system must be improved - a new PC infrastructure and update of webpages.

Training and development

Strengths:

Although some improvements are needed, certain aspects of Continuing Professional Development (principle 38) and Access to research training and continuous development (principle 39).

Weaknesses:

Based on the Gap Analysis, we will organize courses (that are missing) of biostatistics, graphics and we will bolster language courses and courses aimed at the management of science.

Missing well-developed educational process for postdoctoral research fellows and training for early-stage researchers in academic writing and publishing.

Insufficiency in professional leadership and communication skills and time management also applicable for senior researchers.

There are not too many lectures provided by foreign scientists working at worldwide recognized laboratories.

# Actions

**Action 1.
Title:** Support of mobility for PhD students employed at the IBP – a career improvement. A new institutional regulation will be established.  **GAP Principles:** 18, 23, 24, 25, 26, 29 **Timing:** Preparation of the regulation in 2021-2022. The call for the Internal support of mobility will be announced in december for the next year and evaluated by the end of January the next year.  **Responsible Unit:**HR Award Team, Director of the IBP **Indicator(s)/Targets:**Up to 10 supported PhD students and scientists per year. Supported R1-R4 categories in percentage: 25/40/25/10. **Measurable indicatior** will be the number of supported PhD students/the number of students that applied for this type of support. Action 1. has **high priority** for both institutional strategy and HRS4R.
**Current Status:** In progress **Remarkts:** The regulation is in progress.

**Action 2.
Title:**Recruitment tool - the external part containing job advertisements
**GAP Principles:** 4, 10, 12, 13, 14, 15 **Timing:** Implementation of the tool: 2022, the last quarter; In the period 2022-2024, each year information on recruited scientists will be provided at the last qarter of the year. **Responsible Unit:**HR Award Team; ISAB members, Attestation Commission **Indicator(s)/Targets:**Indicators: 10-20 newly-recruited scientists each year; R1-R4 categories will be supported, approximately 40/30/20/10 in percentage. **Measurable indicato**r will be the number of recruited scientists/the number of scientists needed. The external part of the recruitment tool containing job advertisements will be adjusted and will contain web links to information on institution working conditions, benefits, etc. The part of the recruitment tool used for communication with candidates will be sophisticated and will allow for automatic feedback and other communication patterns. Department leaders will be selected based on fully open recruitment activity advertised in scientific journals. Action 2. has **high priority** for both institutional strategy and HRS4R.  **Current Status:** In progress **Remarkts:**

**Action 3.
Title:**Translation of all internal rules into English.  **GAP Principles:** 1, 4, 15 **Timing:** Implementation will be realized during the period 2021-2022 (the last quarter 2022 is the deadline). All rules and HR-related documents will be translated into English **Responsible Unit:**HR Award Team, Director **Indicator(s)/Targets:**Within 2 years of implementation, all institutional regulations and rules will be translated into English.
This activity will address all categories R1-R4 equally. Translated documents will be published on the IBP web page for HRS4R activities**. Measurable indicator:** number of documents translated/total number of documents. **High priority** for HRS4R. **Current Status:** In progress **Remarkts:**

**Action 4.
Title:**Evaluation of departments (bibliometric analyses of scientific results). Evaluation of departments and their leader is performed using two independent systems. **GAP Principles:** 4, 10, 11, 15, 23 **Timing:**Improvement of science evaluation, implementation in 2021, and 2022 (the last quarter of 2022 is the deadline). Bibliometric evaluation of departments will occur at the end of each year; evaluation by International Scientific Advisory Board (ISAB will be performed biannually. According to the results of the evaluation, provided by management, and every 2nd year by ISAB, the budget for the departments will be modified. **Responsible Unit:**HR Award Team and Deputy Director **Indicator(s)/Targets: Measurable indicators**: number of outputs for each team divided into quartiles according to journal quality (and by the number of citations), comparison to EU and world standard. Support of individul teams by ISAB evaluation in terms of "increase support of the team", "continue support of the team", "there are problems (suggestions to solve them). Action 4. has **high priority** for institutional strategy average priority for and HRS4R.

Evaluation of departments and their leaders is performed using two independent systems. One is based on scientometry and the other is based on peer-review performed by the ISAB. Individual researchers of all categories are evaluated regularly using panels consisting of both internal and external experts. All these procedures are mostly transparent (accessible to all scientists of the Institute).

During the on-site visit, ISAB evaluates all teams according to their publications, presentations and visits to their workplaces. ISAB provides independent evaluation/appraisal of all departments and their leaders and nomination of the best PhD students for the ISAB-president award. Members of ISAB provide recommendations of the best outputs for national evaluation.

Internal evaluation by means of scientometry is performed each year using a 5-year period window. This evaluation procedure is organized by the Academy of Sciences of the Czech Republic. All outputs of the Institute are categorized using journal quality (journals are divided into quartiles and top decile according to the Article Influence Score). In addition, citations are also taken into consideration in a similar way (quartiles and top decile are calculated for each year, the field of science, and type of publication). These analyses are enclosed with the materials submitted to ISAB for consideration.

Also, an independent evaluation is performed by the Academy of Sciences of the Czech Republic in the 5-year interval.

Indicators: ISAB meeting documents, evaluation protocols. All categories R1-R4 will be acquainted with the results of the evaluation procedure.

**Current Status:** In progress **Remarkts:**

**Action 5.
Title:**The best PhD student award, Application Award, Internal cooperation Award, Methodology Award, and The scientific paper of the year. **GAP Principles:** 4, 8, 11, 15, 16 **Timing:**According to the recommendation of the supervisor and based on the evaluation of the Director's Collegium, the above mentioned awards will be implemented and the winning scientists will be awarded (at the end of each year). Director may also select the paper of the year with the highest contribution of IBP-employees (own "know-how"). These employees will be awarded a financial bonus (also at the end of each year).  **Responsible Unit:**HR Award Team Advisory board (Collegium of the Director), Head of the Institutional Council **Indicator(s)/Targets:**Indicators: diploma and financial bonus for Awards. Awards in all categories will be selected by WG.
These awards are open for all categories R1-R4 that have a chance to be annually awarded. **Measurable indicators:** % of awarded scientist from the maximum available.  Action 5. has **high priority** for both institutional strategy and HRS4R.  **Current Status:** In progress **Remarkts:**

**Action 6.
Title:** An improvement of attestation rules **GAP Principles:** 11, 12, 21, 24, 26, 28, 30, 35, 36, 40 **Timing:** Regulation will be adaptedat the last quarter of 2022**,** attestation will be performed continually per roll and on-site at the end of each year. **Responsible Unit:** HR Award Team, Attestation Commission **Indicator(s)/Targets:** The Attestation Commission works per roll or during the on-place meetings. Commission provides R1-R4 categorization, based on the suggestion of the department leaders. The minutes of the Attestation Commission will be translated into English. All categories R1-R4 will be evaluated by the Attestation Commission, all employee has a chance to discuss his/her position and salary with the Attestation Commission, held every year. All employees will be acquainted with the OTM-R document. A new possiblitiy: an employee, who is not satisfied with their salary, can apply for a salary improvement and can defend their scientific quality before the Attestation Commission. **Measurable indicator**: number of cases with improved salaries/number of employes required the improvement. Action 6. has **high priority for** and HRS4R, average priority for institutional strategy**.
Current Status:** In progress **Remarkts:**

**Action 7.
Title:** Social equality in gender, age, education, and citizenship via the social fund. **GAP Principles:** 10, 19, 20, 27 **Timing:** We will eliminate gender imbalance; we will support equality of age, citizenship, social categories, etc. From this view, we will use the support from the social fund working on solidarity level. Chages will be introduced gradually; we will inform about them at the last quarter of the year. **Responsible Unit:** HR Award Steering Commitee **Indicator(s)/Targets:** Principles of equality are well implemented at the institute, but new benefits from the social funds will be established. For example, 3 days of sick days have been provided to employees. The kid's corner is working and our plan is to support social activity that will be available for all R1-R4 categories in 2021-2024. We will also apply to the Czech Academy of Sciences for a certificate called Emeritus employee; thus, we are going to support seniority. Via such activity, retired scientists have access to the workplace and can attend the library, scientific meetings, etc. **Measurable indicator**: number of employes with some benefit/total number of employes at given category (women, various social categories, atc). Action 7 has **high priority** for HRS4R. **Current Status:** In progress **Remarkts:**

**Action 8.
Title:** Education courses
**GAP Principles:** 2, 4, 7, 28, 30, 31, 33, 38, 39 **Timing:** We aim to organize the following courses: biostatistics, ethics in science, rhetoric, management of science, academic writing and lecturing, eLearning, knowledge on graphical software, language courses, GDPR course, ERC project application, science evaluation, etc. These courses will be organized gradually during 2022-2023, the exact data will be given for each sub-action. **Responsible Unit:** Steering Committee **Indicator(s)/Targets:** Leadership and management skills are critical for a successful career in science. Employees of our Institute will be educated on how to be group leaders. The aim is to explore attendees' approaches to leadership.Negotiation skills in science: This workshop will focus on negotiation. Participants will gain understanding and mastery of the negotiation process, which will support them in reaching their professional goals. Workshop for female scientists: both professional and personal aspects of employment will be discussed. This course, however, is tailored specifically to women scientists to facilitate sharing experiences and insights. Language courses in Czech and English: the Academy of Sciences organizes many language courses specializing especially in English. Within HR Award implementation, we are going to hire an English-speaking lector who will be available for department and group leaders. This lector will provide language consultations including written and spoken language. Course on intelectual Property Rights. In order to improve the knowledge o scientists in this area, course on IPR will be organized. Course of biostatistics and bioinformatics: Employees of the Institute of Biophysics are interested in the course of biostatistics and bioinformatics that will help them to perform appropriate statistical analysis of their scientific results. A course in graphics or alternatively ad hoc specialist in graphics. This specialist will be helpful for graphical illustrations used for scientific papers and oral presentations in PowerPoint. These courses will be available for all R1-R4 categories, indicators are provided in a Table summarizing IBP activities - see Strategy document on IBP web page for HRS4R. This table is showing the number of participants in the individual course. Indicators and **measurable indicators** will be given for each sub-action as follow. **High priority** for HES4R, average priority for institutional strategy.
**Current Status:** In progress **Remarkts:**

**Action 9.
Title:** Child-corner (nursery directly at the Institute) **GAP Principles:** 9, 10, 24 **Timing:** Implementation 2021-2024**;** at the last quarter of each year the report about the state of child-corner will be provided. **Responsible Unit:** HR Award Team - Steering Commitee, Director **Indicator(s)/Targets:** Currently, we focus on the operation of a nursery garden; it will serve as institutional support for families with children. We consider the fact that the availability of public nurseries is considerably limited due to their low number, and we also consider low support from the government of the Czech Republic. We plan to establish a nursery with variable possibilities; children can attend this facility irregularly, that is mostly for several days a month, and/or regularly, that is every day. For parents, this nursery will provide effective service with huge variability. Nurseries can usually be entered from the age of 12 months. The admission process for children will be relatively flexible and dependent on parents' demands. Indicators will be the following: The number of families using nurseries will be provided to the commission evaluated IBP implementation program. Contracts with external body-provided nurseries will be published on the National Register of Contracts. This activity will be available for all R1-R4 categories in the following percentage: 30/30/20/10. Approximately 5-8 children per semester will attend this nursery.Annually, we will organize meetings with parents in order to discuss how to improve their working conditions. The number of families using nurseries will be mentioned in the final institutional report for stakeholders annually. This report will also be translated into English and will be posted on the institutional web page, in part showing activities within the HR Award. **Measurable indicator:** the nuber of families using nurseries/the number of families requiring it. Action 9. has **high priority** for HRS4R, average priority for institutional strategy**.
Current Status:** In progress **Remarkts:**

**Action 10.
Title:** Lectures provided by foreign scientists will be selected by young scientists working at the IBP and by PhD students. We will also organize director's collegium, meeting of researchers, meetings of WG and SC, meetings of parents in science **GAP Principles:** 23, 38, 39 **Timing:** The call for nominations of speakers will be made at the beginning of every new year (I. quarter). Students will select 2-3 foreign speakers that will be invited for a lecture. A discussion on the scientific results and career possibilities will be organized annually since 2021. Also, several times a year, we will organize director's collegium, meeting of researchers, meeting of WG and SC, meeting of parents in science**.** Exact dates will be shown during the implementation phase. **Responsible Unit:** Steering Commitee, WG **Indicator(s)/Targets:** It is essential to organize lectures, institutional seminars, meetings and discussion clubs. Minutes of meetings will be archived and translated into English. Meetings will be open for R1-R4 categories and will be organized according to the schedule published in the table, in the Strategy document of the IBP. The participation of scientists in these activities will be properly described in the Minutes of the meeting**. Measureable indicators:** number of participants/number of available employes at given category (e.g. number of participants at the directors collegium/number of members of the collegium). Action 10. has **high priority** for institutional strategy, average priority for HRS4R.. **Current Status:
Remarkts:**

**Action 11.
Title:** Increased PR activities **GAP Principles:** 9, 22 **Timing:** We are going to present research results in media and popular science journals (report will be given at the last quarter each year). Within PR activities we will also organize the IBP Open House Days (4. quarter, each year) . We will also introduce the Institute at the Science Fai (2. quarter, each year). Also, we will participate in Mendel Festival in Brno (3. quarter, each year). We will coordinate updating of the IBP website; improvements must be made in the English version (end of this year). PR activities will be mediated through public journals and social media annually (report will be given at the end of each year).
**Responsible Unit:** Steering Commitee, WG **Indicator(s)/Targets:** The PR manager provides activities related to PR (“public relations”). These activities will lead to the promotion of IBP research and its reputation in the public eyes. Advertisement on the IBP web page, social media, including Facebook, and Twitter. PR activity will be open for all categories, including students of all degrees, and secondary school students. At this point, 10-12 researchers will be engaged to organize PR activities each year. The percentage of categories involved in this activity is the following: 40/30/20/10. We will address the following principles: 9, 22 and this activity will be directed to students of all categories and the public. **Measurable indicator**: number of researchers involved in PR activities (% from all researchers). Action 11. has **high priority** for HRS4R, average priority for institutional strategy.
**Current Status:** In progress **Remarkts:**

**Action 12.
Title:** An Improvement of job descriptions, advertisements, and strengthening of grant applications, and application to the Czech Academy of Sciences for postdoctoral support (PPLZ). **GAP Principles:** 2, 4, 6, 9, 12, 13, 25, 26 **Timing:** Improvement of job descriptions for individual positions and implementation of a structured employee evaluation involving more transparent procedures (2. quarter of  2023). All employees, departments and groups must be well visible to the public eye as well as the scientific community. It will help us to improve the quality of research and working conditions. Positions will be advertised on the EURAXESS portal and the IBP web page (starting from the beginning of 2022). A piece of information on how to prolong an employment contract via the Institutional support of funding will be provided in the individual advertisement (2. quarter of  2023).  **Responsible Unit:** Steering Commitee, WG **Indicator(s)/Targets:** The numbers of advertisements on ERURAXESS portal are the **measureable indicators**. We will address all categories R1-R4, but a number of calls depend on the grant efficiency and the level of Institutional funding from the Czech Academy of Sciences. From this view, WG will encourage scientists to apply to local and EU grant agencies and postdocs for PPLZ support. Annually, we plan to apply for 10-15 standard projects and 1-3 junior projects, and 2-4 PPLZ supports. Asction 12. has **high priority** for both institutional strategy and HRS4R.. **Current Status:** In progress **Remarkts:**

**Action 13.
Title:** Evaluation of departments and students by the International Advisory Board (ISAB) and the Czech Academy of Sciences. **GAP Principles:** 24, 34, 36, 37, 40 **Timing:** ISAB will solve the most general problems of the Institute such as focusing on research in the most promising areas and establishment of new departments or reduction of less successful ones (meeting are biannual, the next meeting is planned in 2023). We are keen to build new laboratories at the Institute. During sessions of the Attestation Commission, all department leaders will be motivated to improve the quality of research and working conditions at their laboratories. Students will be evaluated annually (at the end of the year). Working group will encourage department leaders to find new motivation tolls for the work of excellent students. We have to find a way how to recruit the best students of local universities, and these students must fruitfully interact with their supervisors. **Responsible Unit:** Steering Committee, Director and ISAB members, WG **Indicator(s)/Targets:** Every 2nd year, ISAB will evaluate individual departments, the Director, the scientific incubator and the progress of Internal support of science. Annually, the Attestation Commission will evaluate categorization R1-R4, and every 5th year the Czech Academy of Sciences evaluation departments and the whole institute.
Minutes from the meetings will be available online on the HRS4R IBP web page. All categories R1-R4 will be engaged in this activity. **Measurable indicato**r: number of departments (students) evaluated positively/total numbers. Action 13. has **high priority** for institutional strategy, average priority for HRS4R..  **Current Status:** In progress **Remarkts:**

**Action 14.
Title:** Summer schools **GAP Principles:** 9, 33 **Timing:** We are going to organize Summer school (2.-3. quareter each year) in a frame of IBP activity and the activity of the Society for the Czech biophysics, This school will be intended for kids of employees who will participate as mentors and will familiarize their kids with basic principles of laboratory work, biophysics, biology and chemistry.  **Responsible Unit:** WG, management of the institute **Indicator(s)/Targets:** Approximately 15-20 mentors from the IBP will organize the Summer schools each year. The percentage of R1-R4 categories involved in this activity is the following: 25/40/25/10. **Measurable indicator**: the number of children participating**.** Action 14. has **high priority** for HRS4R.
**Current Status:** In progress **Remarkts:**

**Reviewed version of the action plan/HR Strategy** (including the OTM-R policy) for the next 36 months: pdf

**Comments on the implementation of the OTM-R principles (Initial Phase):**

Independent evaluation is performed by the Academy of Sciences in a 5-year interval (see methodology on internet pages of the Czech Academy of Sciences) with the primary goal to provide for the institute detailed information about its teams. The management of the Institute will use this information to improve team research activity, its focus as well as personal, equipment, and other aspects.

In-between academic evaluations, internal evaluation is performed by means of scientometry. All outputs of the institute are categorized using journal quality (journals are divided into quartiles and top decile according to the Article Influence Score). In addition, citations are also taken into consideration in a similar way (quartiles and top decile are calculated for each year, the field of science, and type of publication). These analyses are enclosed with the materials submitted to ISAB for consideration.

Especially, ISAB can provide recommendations on how to improve OTM-R strategy, and this part will be discussed with ISAB members every 2nd year and also OTM-R strategy will be analyzed and discussed with representatives of the Czech Academy of Sciences.

In the case of job advertisements for the job position of a researcher, the content of the advertisement is the classification of the profile of the researcher.

There are four criteria and levels:

1. First stage researcher (R1) - doctoral student; early-stage researcher with less than four years' experience.
2. Recognized researcher (R2) - holder of a Ph.D. academic degree; not yet fully independent with more than four years of research experience;
3. Experienced researcher (R3) - high degree of independence with more than four years of research experience;
4. Chief Researcher (R4) - leads his / her own research area.

Comments on the implementation of the OTM-R principles (Internal Review for Interim Assessment)

# Implementation/Embedding the HRS4R process

General overview of the implementation process: (max. 1000 words)

The employees of the Institute of Biophysics have a good understanding of the proposed HRS4R Gap Analysis (gap analysis questionnaire had 71% returnability, which shows an immense interest of employees in work/life balance).

      We aim to consolidate our position as a national centre for excellent research, while at the same time we are working on bolstering our position internationally. Every year more than 50 scientists of IBP participate (as principal investigators) in national grant projects and educate more than 70 pre-graduate and post-graduate students. Also, many scientists are (were) principal investigators in international projects.

        Base on the GAP analysis, we would like to support the mobility of scientists and students. Currently, they can obtain financial support for the mobility of research team members (accommodation costs and daily allowances) provided by the Division of international cooperation of the Czech Academy of Sciences. We are also going to establish a new IBP-internal program focused on the support of international mobility of university students, who realize their PhD study at the Institute. We plan to provide this support in parallel with several activities offered by universities (e.g., Erasmus+, CEEPUS, ISEP, Stella Junior, etc.). Within the HR Award strategy, we will bolster the evaluation of scientific results and other contributions. For example, during its on-site visit the International Advisory Board (ISAB) will evaluate all teams according to the level of their scientific papers, presentation of results, and visit of their laboratories. The ISAB provides an independent evaluation of all departments and their leaders, the nomination of the best PhD students for the ISAB award, and the recommendation of the best outputs for national evaluation. We will also award students with the best diploma thesis and we will establish the best paper of the year and other awards. If employees would like to increase their salaries, we will also establish the “improvement status” as a part of institutional attestations, wherein employees can introduce their results to the commission and can discuss how to improve their annual income. We will also strengthen and more specific rules for the recruitment of research scientists and department leaders. An Open-call for a new position will be advertised in scientific journals, EURAXESS, and on institutional web pages. We will also encourage women in science. Scientists returning after parental leave have a long-term problem with the placement of their children in pre-school facilities, especially in nurseries (for children aged from 1 to 3 years). The management of the Institute aims to maintain the newly built children's corner (nursery), which will be rented by a company taking care of preschool children. Therefore, the care for pre-school children will be on a high level and will be considered as an essential prerequisite for the recruitment of the highest quality researchers. According to a preliminary survey (GAP analysis), 8-10 employees are interested in placing their children in such a pre-school facility.

        We are also going to organize courses in management, biostatistics, language courses, eLearning, etc. for employees. Our scientific and social activities will be presented to a broader audience through our PR manager and his team.

          In the case of evaluation/appraisal, the expected implementation process will represent relatively small improvements (already existing evaluation procedures are quite strong and robust). These improvements can be implemented relatively easily in the years 2021-2024. Career progression and evaluation are tightly related and can be connected by considering these aspects by the evaluation bodies (commissions, ISAB members). Job descriptions will be improved in connection with the more transparent evaluation. During the whole period 2021-2024, the focus of the ISAB will be directed to the most general problems of the Institute in order to support excellence in science

In summary, our aim is to strengthen the so-called scientific incubator, recruit talented scientists with the potential to build a new perspective team, and submit their projects to the ERC agency. Current departments will be supported according to their size and scientific contributions, as well.

In a frame of HRS4R, we will establish several motivation tolls, including the Methodology Award or the Application Award., and we are also going to organize several advanced courses per year.

We will eliminate gender imbalance; we will support equality from the view of age, citizenship, social categories. From this view, we will use the support from the social fund working on solidarity level.

We revised our classification system V1-V6 and normalized it on EU categorization of research positions R1-R4**.**

Our implementation activities are listed in the following table:

Table showing HRS4R activities, indicators, timing, employment categories, and principles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | Indicators |   |   |
| Action | Number of participants | Timing | Percentage of R1/R2/R3/R4 | HRS4RPrinciples |
| Language course | 15-20/semester | each semester 2021-2025 | 30/30/30/10 | 2, 4, 38, 39 |
| GDPR course | 20/year | 2022 (second semester) | 40/30/20/10 | 4, 5, 7, 38, 39 |
| The course of rhetoric and ethics in science | 10-15 | 2022 (first quarter) | 40/30/20/10 | 1, 2, 4, 5, 38, 39 |
| Course of statistics | 15 | 2022 (first quarter) | 40/30/20/10 | 4, 7, 38, 39 |
| Course on ERC project application | 10 | 2022 (first quarter) | 0/10/40/50 | 3, 4, 7, 29, 30, 38, 39 |
| Course of management | 10-15 |  2023 | 10/10/40/50 | 4, 7, 29, 30, 38, 39 |
| Course on advanced graphics | 10-15 | 2022 (first quarter) | 20/20/40/20 | 4, 38, 39 |
| Published joint scientific papers – a collaboration of several IBP departments | 2-5 | each year (report at the last quarter) | 20/20/40/20 | 3, 4, 6, 8, 32 |
| Standard project applications to Czech Grant Agencies | 10-15 | each year (report at the last quarter) | 0/0/50/50 | 3, 4, 6, 9, 12, 13, 25, 26 |
| Junior project applications to Czech Grant Agencies | 1-3 | each year (report at the last quarter) | 20/40/40/0 | 4, 6 |
| Course on science evaluation | 10-15 | 2022 (first quarter) | 20/20/40/20 | 4, 30, 38, 39 |
| Talks of Czech scientists | 5-10 | each year (report at the last quarter) | 20/20/40/20 | 4, 8, 38 |
| Meeting on intellectual properties and patent applications | 10-12 | 2023 (first semester) | 20/20/40/20 | 31, 38, 39 |
| Talks of foreign scientists | 2-3 | each year (report at the last quarter) | 10/20/40/30 | 4, 38, 39 |
| Recruited Czech Scientists via EURAXES | 10-15 | each year (report at the last quarter) | 40/30/20/10 | 4, 10, 12, 13, 14, 15 |
| Recruited foreign scientists via EURAXES | 3-5 | each year (report at the last quarter) | 40/30/20/10 | 4, 10, 12, 13, 14, 15 |
| Visits in foreign laboratories supported by the IBP | 10-20 | each year (report at the last quarter) | 40/30/20/10 | 1, 4, 8, 18, 38 |
| Defended PhD thesis and support postdocs | 5-10 | each year (report at the last quarter) | 50/50/0/0 | 4, 6, 21, 33, 38 |
| PR activities | 10-12 | each year (report at the last quarter) | 40/30/20/10 | 9, 22 |
| ISAB meetings | 1 | every 2nd year 2021, 2023, 2025 (reports will be given at the last quarter) | 0/10/40/50 | 4, 11, 15, 35, 37, 40 |
| A number of organization documents translated into English | 5-10 | 2021-2023 (report will be given at the last quarter each year) | 10/10/40/40 | 4, 10, 15 |
| Publication award according to IF | 30-40 | each year (the last quarter) | 20/40/30/30 | 4, 16 |
| Paper of the year award | 1 | each year (the last quarter) | 40/20/20/20 | 4, 11, 16 |
| Innovation of methodology Award | 1 | each year (the last quarter) | 40/20/20/20 | 4, 8, 15, 16 |
| Application Award | 1 | 2022 (the last quarter) | 40/20/20/20 | 8, 16 |
| The best PhD student Award | 1-3 | each year (the last quarter) | 40/40/0/0 | 4, 16 |
| Meeting for parents in science | 15-20 | each year (report will be given at the last quarter) | 40/20/20/20 | 10 |
| Kids’ corner | 4-8 | each semester | 30/30/20/10 | 9, 10, 24 |
| Science evaluation according to bibliometric data | 10 departments | each year (last quarter) | 20/20/30/30 | 4, 10, 11, 15, 23 |
| Number of PPLZ applications (postdoctoral support) | 1-2 | each semester (report will be given at the end of each semester) | 50/50/0/0 | 4, 9, 10, 38 |
| Reassignment of scientists according to the principles of categories R1-R4 | 5-15 | each semester (report will be given at the end of each semester) | 25/40/25/10 | 17, 19, 20, 22, 23, 27, 28 |
| Strengthening the status of emeritus scientist | 2 | 2023 (last quarter) | 0/0/50/50 | 20, 23, 27 |
| Social equality in gender, age, education and citizenship cover by the social fund | 150-220 | each year (report will be given at the end of each year) | 25/25/25/25 | 10, 19, 20, 27 |
| Internal support of science via the institutional fund, also support of mobility | 1-5 | each year (report will be given at the end of each year) | 25/40/25/10 | 18,  23, 24, 25, 26,  29 |
| Summer Schools | 15-20 | each year (report will be given at the end of each year) | 25/40/25/10 | 33 |
| Attestation Commission and meeting with the Director | 15 | each year (report will be given at the end of each year) | 0/0/10/90 | 11, 12, 26, 28, 30, 34, 35, 36, 40 |
| Director’s collegium | 15-20 | 4x per year (each quarter) | 0/0/30/70 | 11, 12, 34, 35, 36, 40 |
| Meeting of researchers | 50-60 | 3x per year (1, 2, and 4 quarter) | 30/30/30/10 | 11, 12, 34, 35, 36, 40 |
| Working Group meeting | 10-15 | 4x per year (each quarter) | 30/30/30/10 | 11, 12, 34, 35, 36, 40 |