

Action plan of Faculty of Mechanical Engineering of UWB (January 2019)

No.	Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1	[UWB] Provide that the principles of the Charter and Code as well as relevant strategic activities are included in the Strategic Intent of UWB for 2021-2025;	3	4Q/2020	Vice-Rector for Development and External Relations;	Strategic Intent of UWB for 2021-2025 organically includes priorities as per the Charter and Code;
2	[FME] Ensure that the principles of the Charter and Code of Conduct will be a component of FME Strategy Plan in the period 2021-2015;	3	4Q/2020	Dean of FME; FME management in cooperation with FME heads of departments;	<ul style="list-style-type: none"> The principles of the Charter and the Code of Conduct and relevant strategic activities (actions) are specified in the Plan for the implementation of the strategic plan specified for each year; UWB Strategy Plan is superior to the faculties; The FME Strategy Plan is not only a plan but also regularly checked in quarterly periods – results of checks;
3	(UWB) Amend the Ethical Code of UWB so that it also applies to researchers and conforms to the requirements of the Charter and Code, including specification of procedures for safe whistleblowing against breaches of the principles stipulated by the	2, 10, 27, 34	1Q/2019	HR Manager of UWB;	Amended Code of Conduct is approved;



	Ethical Code;				
4	<p>[FME] On the basis of updates to the UWB Code of Conduct:</p> <ul style="list-style-type: none"> a) creation and maintenance of the solving of non-ethical behaviour (how to proceed when there is suspected non-ethical behaviour; how to proceed prior to reporting, after reporting, during solution and after the activities of the ethics commission have finished, including issues of equal opportunities for men and women at FME; b) familiarisation with the principles of the UWB Code of Conduct, European Charter for research workers and the code of conduct for recruiting research workers, including training in professional ethics of R&D in the form of internal and external training, workshops, publication on websites, internal mail, and regular FME meetings; 	2, 10, 27, 34	2Q/2019	Dean of FME; FME management in cooperation with FME heads of departments	<ul style="list-style-type: none"> a) Creating a solution procedure for non-ethical behaviour at FME – process established and approved; b) Training system- created; number of trained employees and PhD students at FME, including new employees;
5	<p>(UWB) Prepare a training programme on how to identify the symptoms of breaches of the ethical principles stipulated by the Ethical Code and on what employees must do when such suspicion has arisen;</p>	2, 10, 27, 34	2Q/2019	HR Manager of UWB in cooperation with the Institute of Lifelong Learning;	The training programme has been prepared, including the content and trained instructors;



6	[FME] Setting up a training programme (workshops or lectures to ensure fair and equal treatment within the institution and to improve the overall quality of the work environment) for FME employees which include: <ul style="list-style-type: none"> • Code of Conduct UWB ; • EU Charter and Code of Conduct; • procedure when there is suspicion of unethical behaviour; • resolving work conflicts, disputes and complaints; 	2, 10, 27, 34	2 Q / 2019	Dean of FME; FME management in cooperation with FME heads of departments and UWB HR manager;	Training all employees and PhD students ;
7	(UWB) Prepare a system of software support for evaluation of research (centralisation of information from already available sources across the entire UWB) in relation to individual employees, as data support for employee assessment;	11	4Q/2019	Vice-Rector for Science and Research;	The system has been prepared and is functional;
8	(UWB) Prepare a process for assessment of UWB employees that would allow checking whether assessment is in progress;	11	1Q/2019	HR Manager of UWB;	The Directive “Assessment of UWB Employees” has been prepared and approved;
9	[FME] Create a procedure for evaluating FME employees, allowing for checking that the evaluation has taken place; including providing feedback;	11	1Q/2019	Dean of FME; FME management in cooperation with FME heads of departments and UWB HR manager;	<ul style="list-style-type: none"> • Updating internal FME rules according to UWB directives; • Create a procedure for evaluating FME employees - set up and approved; • Training heads of departments FME how to lead employee evaluation;



10	(UWB) Include adherence to the Directive "Assessment of UWB Employees" in the internal audit plan for 2019 and further if necessary;	11	Continuously (first inspection 4Q/2019)	Rector of UWB;	Internal audit on adherence to the directive has been conducted;
11	(UWB) Amend the existing Code of Conduct for Recruitment of Academic Staff at UWB" or replace it with new regulation so that it applies to all researchers and administrative staff and contains all the major principles as per the analysis of the gaps identified at the 12-21 Analysis, all relevant issues from the Checklist, and conforms to the OTM-R Policy;	12–21,	4Q/2019	HR Manager of UWB in cooperation the Rector of UWB;	Amended Selection procedure regulations or new internal regulation has been approved and posted at the UWB website;
12	[FME] Revision of internal procedures for recruitment of academic staff, scientific research staff, technical and economic staff according to the updated "Rules for the selection procedure for the appointment of academic positions of UWB" according to the new internal rule of UWB (control of all main principles according to identified gaps of aspects 12-21 of the analysis and all relevant questions from the Checklist and to be in line with OTM-R policy for new staff);	12, 13	1 Q / 2020	Dean of FME; FME management in cooperation with FME heads of departments and UWB HR manager	<ul style="list-style-type: none"> • Update internal rules for FME according to UWB directives ; • Training FST heads of departments in staff recruitment - number of trained; • Training members of selection committee (according to the principles identified by GAP points 12-21 GAP Analysis and all relevant questions from the Checklist and in line with the OTM-R policy for new staff - number of trained; • All FME selection procedures are monitored, analysed and evaluated;
13	[UWB]/[FME] Have selected documents translated	12–21	Continuously –	Selected Coordinator	Selected documents, especially the strategic



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



	into English that are important for prospective and current employees;		by 10/2022, English translations will be provided of the strategic documents as well as of the directives included in this Action Plan;	from the Project centre;	documents and guidelines outlined in this Action Plan, and the internal regulations used to process GAP Analysis are available on the UWB and FME websites also in English;
14	(UWB) Amend the Career Regulations of UWB including the findings from the analysis;	28, 33	1Q/2019	HR Manager of UWB;	Career Regulations of UWB have been amended, approved, and published;
15	[FME] Set up a career plan for employees, including scientists;	4, 23, 24, 26, 28, 33, 36, 37, 38	4Q/2020	Dean of FME in cooperation with UWB HR manager; FME management in cooperation with heads of departments FME;	<ol style="list-style-type: none"> 1. Every employee has a career plan; the degree of its fulfilment; FME staff plan by position : <ol style="list-style-type: none"> a. Head of departments; b. Technical and economic staff; c. Academic staff; d. Scientific research and development staff; e. PhD student; 2. Creating a career plan for new FME employees by position: <ol style="list-style-type: none"> a. Head of departments; b. Technical and economic staff; c. Academic staff; d. Scientific research and development staff;



					e. PhD student;
16	[UWB] Setting of the on boarding process for new employees;	5, 39	4Q/2019	HR Manager of UWB;	The process has been described and is functional;
17	[FME] Set up process for adapting new FME staff;	5, 39	1Q/2020	Dean of FME in cooperation with UWB HR manager; FME management in cooperation with heads of departments FME;	<ul style="list-style-type: none"> • Creating a solution procedure for adapting new FME staff – process established and approved; • The number of new FME employees who have attended an introductory course (or online courses); • Evaluation from start to employment-number of evaluated employees;
18	(FME) Implement a universal system for management of all important risks at FME (including HR risks);	7	4Q/2019	Dean of FST; FST management in cooperation with heads of departments;	<ul style="list-style-type: none"> • Risk identification in areas categorized according to the FME Strategic Plan 2016 – 2020; • Creating of risk management system on FME - system established; • Risks on FME are regularly evaluated;
19	[FME] Introduction of periodically recurring evaluation interviews (including the results of self-evaluation of staff and the establishment of plans to meet the agreed objectives);	11, 26, 28, 30, 31, 32, 33, 36, 38	4Q/2019	Dean of FME and FME management in cooperation with heads of departments;	<p>1) Number of evaluated FME employees according to position:</p> <ul style="list-style-type: none"> • Heads of department (senior staff); • Technical and economic staff; • Academic staff; • Researchers and developers; • PhD students;



					2) Fulfilment of staff goals; Evaluation (self-assessment);
20	(FME) Improvement of qualifications in soft skills/human resources;	6, 26, 28, 38	4Q/2019	Dean of FME and FME management in cooperation with heads of departments;	Training of senior staff FME in soft skills/human resources: <ul style="list-style-type: none"> • Leadership; • Management of organization culture, ethics and whistleblowing; • Mentoring for mentors; • Managing motivational and evaluation interviews for team leaders and leaders; • Expanding knowledge and skills of managers and other relevant personnel in HR, HR processes and their Implementation;
21	[FME] Annual Faculty meeting (FME Conference);	11, 16	Annual discussion with Dean of FME (first 4 Q 2019)	Dean of FME and FME management in cooperation with heads of departments;	<ul style="list-style-type: none"> • Report from the meetings (summarize the full-year activities in the field of science, research and education; • FST staff appraisal/awards;
22	(UWB) Formulation of OTM-R (Open, Transparent and Merit-Based Recruitment) Policy applicable to the entire UWB, its approval and publication in the Czech and English languages;	6, 7, 8, 9	4Q/2019	HR Manager of UWB in cooperation the Rector;	OTM-R Policy approved and published at the UWB website;
23	(UWB) Prepare training on the correct procedure of the recruitment process for members of selection committees;	3, 19	2Q/2020	HR Manager of UWB in cooperation with CŽV (Institute of	Training content has been prepared and internal trainers trained;



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



				Lifelong Learning);	
24	(UWB) Publish all selection procedures for recruitment of researchers at Euraxess as per the OTM-R Policy;	13	1Q/2020	HR Manager of UWB;	Starting in 1/2020, all researcher vacancies are published at Euraxess as per the OTM-R Policy;
25	(UWB) Amend the existing Selection procedure regulations for UWB academic staff recruitment or replace it with new regulation so that it applies to all researchers and administrative staff and contains all the major principles as per the analysis of the gaps identified at the 12-21 Analysis, all relevant issues from the Checklist, and conforms to the OTM-R Policy, (action identical to the plan connected to the analysis);	11-22	4Q/2019	HR Manager of UWB in cooperation the Rector;	Selection procedure regulations for UWB academic staff recruitment or new internal regulation has been approved and posted at the UWB website;
26	[FME] Implement measurement of ratio of recruitment applicants (originating from outside UWB – from the Czech Republic/abroad, and number of women);	7, 8	3Q/2019	Dean of FME; FME management in cooperation with heads of departments;	Data on candidates in the selection process: <ul style="list-style-type: none"> • origin UWB/outside UWB; • Czech Republic/abroad; • Representation of women; are statistically processed and evaluated;



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education

