



Česká zemědělská  
univerzita v Praze

# HR Excellence in Research Award Action Plan (2020- 2025) IN PROGRESS version (2023- 2025)

draft approved by the Rector's College

4/ 12/ 2023

version sent to Euraxess evaluators

13/ 12/ 2023

The list of events listed in the Action Plan is focused mainly on CZU academic and scientific staff

*The aim of the project is to set up strategic management of Research and Development at the Czech University of Life Sciences Prague in accordance with the conditions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (within HRS4R) and obtaining and maintaining the HR AWARD.*



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY

## Summary of the individual stages in the HRS4R implementation process

The Action Plan for the period 2021-2026 (approved in 2021) contained a total of 19 activities/actions.

The Action Plan 2023-2026 contains 9 steps/actions (2 new actions and 7 actions from the previous Action Plan).

### Complete overview

Status as of 12/2023	Number of events	%
Completed	12	63
In progress	3	16
Extended	4	21
<b>Total number of actions (Action Plan 2021)</b>	<b>19</b>	<b>1</b>
New actions	4	/
Actions from the previous plan	7	/
<b>Total number of actions for 2023-2026</b>	<b>9</b>	<b>/</b>

### Overview of actions for 2023-2026, sorted by completion date and by area.

Year	Field	Actions/steps in Action Plan 2023/2025
2024	ETHICAL AND PROFESSIONAL ASPECTS	Preparation of a document Good Research Practice Guideline (GRPG)
	CAREER CODE AND SYSTEM OF EVALUATION	Career Code of CZU = system/tool of personal and career development
	EFFECTIVE COMMUNICATION AND INTERNAL REGULATIONS	Setting up effective internal communication within CZU – “new intranet”
	OTM-R	Updating internal wage regulation and catalogue of positions
2025	ETHICAL AND PROFESSIONAL ASPECTS	Increase of awareness of the principles and processes implemented in the Code of Ethics and other relevant internal documents and GRPG
	CAREER CODE AND SYSTEM OF EVALUATION	Unification and publication of standards of duties for post-doctoral students (with regard to the specifics of the field).
	POPULARISING SCIENCE AND COLLABORATION	Setting up a strategy for the development of cross-sectoral cooperation, promotion, dissemination and popularisation of science
2026	TRAINING AND EDUCATION	<ol style="list-style-type: none"> <li>1) Adaptation process/onboarding system</li> <li>2) Preparation of educational strategy and the system of comprehensive training</li> </ol>

1. ETHICAL AND PROFESSIONAL ASPECTS						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
Update of the wording of the Code of Ethics and increase of awareness of the principles of research ethics	Update of the Code of Ethics in connection with the relevant principles of the Charter and the Code and in connection with the currently valid generally binding regulations and at the same time in accordance with the newly emerging documents in the field of research ethics.	<b>COMPLETED</b>	2, 3, 6, 10, 31	12/2021	Work Group for Research Ethics, Ethics Committee	Publication of an Code of Ethics. At least one training session per year, primarily aimed at AV staff. Number of trained AV staff.
Preparation of Good Research Practice Guideline (GRPG)	Creation of a GRPG document with basic rules with regard to the safe and proper performance of SR activities, taking into account the specifics of individual CZU Faculties. The document covers basic ethical rules with emphasis on intellectual property rights and authorship / co-authorship and includes, for example, a description of good laboratory practices, principles for submitting SR projects, their management and proper processing of data obtained from research, further discusses the importance of research for society, professional responsibilities (including contractual and legal obligations) and the promotion of quality research.	<b>EXTENDED</b>	2, 3, 4, 7, 32	06/2022  12/2024	Work Group for Research Ethics, Ethics Committee	Published document: Good Research Practice Guideline  At least one training session per year, primarily aimed at AV staff.  Number of trained AV staff.
Increasing efficiency / Optimising the functioning of the Ethics Committee / New management structure	Creation of a new organisational structure of the Ethics Committee so as to ensure compliance with ethical principles not only in the field of research ethics, but also in the field of ethics of interpersonal relations and moral principles, issues of research ethics and creative activity. Within the new organisational structure, the burden on this body will be reduced. The new organisational structure will consist of the CZU Ethics Committee and sub-bodies, which will deal with specific stimuli and needs of members of the academic community and CZU employees. To ensure the effectiveness of the CZU Ethics Committee, a document / directive will be created regulating the procedure for submitting and evaluating complaints and factual complaints.	<b>COMPLETED</b>	2, 34	12/2021	Work Group for Research Ethics, Rector's College, Work Group for HR	Appointed authorities.  Published document: Internal Guideline for filing and evaluating complaints  At least one training session per year, primarily aimed at AV staff.  Number of trained AV staff.
Update of the Rector's Directive No. 3/2014 on the protection of intellectual property at CZU	Update of the Rector's Directive No. 3/2014 on the protection of Intellectual Property at CZU in accordance with applicable national law and HRS4R.	<b>COMPLETED</b>	3, 31, 32	12/2021	Work Group for Research Ethics, Centre for Innovation and Technology Transfer	The Intellectual Property Directive is published.  At least one training session per year, primarily aimed at AV staff.

						Number of trained AV staff.
Raising awareness of the principles and processes incorporated in the Code of Ethics and other relevant internal documents and the GRPG	<p>Following the update of the Code of Ethics, the Intellectual Property Directive, the Complaints Document and the GRPG, processes will be set up to continuously increase awareness and knowledge of the principles incorporated in the above documents: Inclusion of training in the Adaptation Process for new AV staff Raising awareness about the regulations through targeted training and workshops.</p> <p>Newly created documents and their impact on research practice have not yet been included in the adaptation process at the CZU, as it is not yet set up as a whole.</p>	<b>NEW</b>	2, 3, 4, 6, 7, 10, 31, 32, 34	12/2025	Work Group for HR	<p>The training was included in the Adaptation Process.</p> <p>Number of training sessions / workshops carried out for AV staff R1-R4, carried out after the revision of the Code of Ethics, creation of GRPG and other relevant documents.</p>
<b>2. CAREER CODE AND SYSTEM OF EVALUATION</b>						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
CZU Career Code = system / tool for personnel and career development	<p>Career rules will be developed for all levels of AV staff (R1-R4) and will define the basic steps and responsibilities for their professional development. Based on the Career Code, each AV staff will have an individual development plan prepared, which will be discussed with their superior, or mentor / advisor / trainer. The Career Code will be closely interconnected to the Catalogue of Positions. In addition, linkage with the evaluation system will be ensured. The Career Code will also take into account: active involvement in mobility, popularisation activities as an element of evaluation and career progression, definition of the role of mentors and advisers.</p> <p>The Career Regulations of the CZU are effective from 1.5.2023. It is designed for all levels of AV staff, as well as for other workers except blue-collar positions. The DG obliges AV managers to prepare career plans for their subordinate staff by 31.8.2024 according to the prescribed forms. For the needs of systematic evaluation of staff and digitalization of the whole process, an application for creating career plans and subsequent evaluation of their implementation is currently being developed, but some faculties already prepare career plans according to a prescribed form.</p> <p>The Career Code does not define mentoring, the role of advisers and mentors. This will be</p>	<b>IN PROGRESS</b>	9, 11, 13, 21, 22, 26, 28, 29, 33, 36, 37, 38, 39, 40	<p>6/2022</p> <p>12/2024</p>	Work Group for HR, Work Group for Research Ethics	<p>Published Career Code for CZU AV staff.</p> <p>Developed procedures for creating individual development plans.</p> <p>Published document on mentoring rules.</p> <p>At least one training session per year on the Career Code, aimed primarily at AV staff.</p> <p>Number of AV staff trained on the Career Code.</p>

	included in the prepared comprehensive rules of the adaptation process at the CZU.					
Evaluation system: setting up a uniform framework for the evaluation of AV staff	<p>Setting up a uniform framework for the evaluation of AV staff within CZU. It is about setting the basic principles of evaluation, which will have a university-wide validity. Individual Faculties will be obliged to respect the defined basic principles, but they will be able to set specific details of the evaluation in such a way that would reflect the conditions of the Faculty as much as possible.</p> <p>This will lead to:</p> <ul style="list-style-type: none"> <li>defining individual aspects of the Evaluation System;</li> <li>defining the role and responsibilities of individual actors (employee, mentor, manager, etc.);</li> </ul> <p>linking the Evaluation System to professional and career development (Career Code) and the related link to the educational strategy and the system of comprehensive training.</p> <p>The Career Regulations of the CZU include the establishment of a uniform framework for the evaluation of AV staff at the CZU. At the same time, it gives faculties the possibility to adapt the assessment to their needs in selected points by issuing an internal regulation of the dean. The roles and responsibilities of each actor are defined, with the exception of the role of the mentor.</p> <p>All AV staff who will conduct the evaluation have been trained.</p>	<b>COMPLETED</b>	11, 26, 29, 37	12/2023	Work Group for HR, vice-deans for Science and Research	<p>Publication of a document setting out the rules for a uniform framework for the evaluation of AV staff within CZU.</p> <p>Procedures relating to the evaluation system in place.</p> <p>At least one training session per year on AV staff evaluation.</p> <p>Number of AV staff trained on AV staff evaluation.</p>
Creation of a methodology for the System of Evaluation of AV staff of level R2	<p>The System of Evaluation of AV staff of level R2 will be developed in cooperation with AV staff and will take into account the specifics of individual Faculties. The Evaluation System will be closely linked to the Career Code.</p> <p>The system of AV staff evaluation is part of the newly adopted Career Regulations of the CZU. This document also clearly defines for the first time the position of the postdoctoral fellow (R2) within the University.</p> <p>In the area of R2 staff evaluation, responsible staff members were trained in staff appraisal courses.</p>	<b>COMPLETED</b>	11	12/2023	Work Group for HR, vice-deans for Science and Research	<p>Published document: R2 AV staff evaluation system.</p> <p>At least one training session per year aimed at AV staff.</p> <p>Number of AV staff trained on R2 AV staff evaluation .</p>
Unification and publication of standards of duties for post-doctoral students (with regard to the specifics of the	Uniform university-wide basic standards of duties for post-doctoral students (with regard to the specifics of the field) will be created, which will then be developed, if necessary, according to the specifics of individual Faculties.	<b>EXTENDED</b>	36	12/2023 6/2025	Work Group for Research Ethics, vice-deans for R&D	Published Internal Guideline: Unification of Standards of Duties for Post-doctoral Students.

field).	<p>The standards will be published on the Intranet when completed; this topic will be included in the Adaptation Process = Onboarding System.</p> <p>Linking the standards to the Career Code and the evaluation system.</p> <p>The document that deals with this is the position catalogue of the CZU, which is a document closely linked to the Internal Wage Regulations of the University. These documents are already approved and in force, but will not take effect until 1 March 2024.</p> <p>The position catalogue contains a detailed description of the minimum requirements for each position, including postdocs, the general job description (with space for specification according to the specific position), the salary category, recommended courses for professional development, access to the University's systems, as well as the required knowledge of internal regulations.</p>					<p>At least one training session per year aimed at AV staff.</p> <p>Number of trained AV staff.</p>
<b>3. POPULARISING SCIENCE AND COLLABORATION</b>						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
Strategies for the development of cross-sectoral cooperation	<p>Setting up a strategy for the development of cross-sectoral cooperation related to the management of technology transfer processes, intellectual property management and the transfer of knowledge from the research environment into practice in cooperation with responsible Faculty Departments.</p> <p>Ensuring that relevant employees are informed.</p>	<b>COMPLETED</b>	8, 3,31,32	6/2022	Work Group for Research Ethics, Centre for Innovation and Technology Transfer	<p>Published document: Strategies for the development of cross-sectoral cooperation</p> <p>At least one training session per year aimed at AV staff.</p> <p>Number of trained AV staff.</p>
Marketing strategy for promotion and dissemination	<p>Setting up a marketing strategy for the promotion and dissemination of applied SR results in cooperation with Faculty Marketing Departments.</p> <p>Ensuring that relevant employees are informed.</p>	<b>COMPLETED</b>	8	6/2022	Work Group for SR Popularisation, External Relations Department	<p>Published document: Marketing strategy for promotion and dissemination</p> <p>At least one training session per year aimed at AV staff.</p> <p>Number of AV and administrative</p>

						staff trained.
Strategies for popularising science	<ol style="list-style-type: none"> <li>1) Analysis of the external environment with the aim of finding out the position of CZU in relation to other universities in the Czech Republic and abroad in the field of communication of scientific projects and R&amp;D results.</li> <li>2) Creating a Marketing and Communication Strategy and a system to support the popularisation of creative results.</li> <li>3) Implementation of the created strategy, especially establishing cooperation of responsible persons and departments across CZU Faculties.</li> </ol> <p>Ensuring that relevant employees are informed.</p>	<b>COMPLETED</b>	9	6/2022	Work Group for SR Popularisation, External Relations Department	<p>Published document: Marketing and communication strategy.</p> <p>Establish a system to support the popularisation of established creative outputs.</p> <p>At least one training session per year aimed at AV staff.</p> <p>Number of AV and administrative staff trained.</p>
Raise awareness of the University's strategies for cross-sectoral collaboration, promotion and dissemination, and popularization of science	<p>Following the update of the Code of Ethics, the Intellectual Property Directive, the Complaints Document and the GRPG, processes will be set up to continuously increase awareness and knowledge of the principles incorporated in the above documents:</p> <p>Inclusion of training in the Adaptation Process for new AV staff</p> <p>Raising awareness about the regulations through targeted training and workshops.</p>	<b>NEW</b>	8, 3,31,32, 8,9	6/2025		<p>The training was included in the Adaptation Process.</p> <p>Number of training sessions / workshops carried out for AV staff R1-R4, carried out after the revision of the Code of Ethics, creation of GRPG and other relevant documents.</p>
<b>4. EFFECTIVE COMMUNICATION AND INTERNAL/INTERNAL REGULATIONS</b>						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
Setting up effective internal communication within	Setting up effective internal communication within CZU: Establishing and anchoring the process of internal communication and raising	<b>IN PROGRESS</b>	2, 3, 4, 5, 6, 7, 9, 10, 21, 24, 25, 26, 27, 28, 31, 32, 34, 36	4/2022  12/2024	Work Group for Internal Communication	New intranet up and running.

<p>CZU - new Intranet</p>	<p>awareness of newly created of CZU internal documents and ensuring the implementation of newly set systems / rules / procedures.</p> <ul style="list-style-type: none"> <li>• creation of a modern communication platform, a new form of the Intranet interface with new modules (new Intranet);</li> <li>• introduction of a simplified system of internal documents;</li> <li>• easy and clear availability of regulations on the new communication platform "new Intranet" for all CZU employees;</li> <li>• introduction of the functionality of automatic electronic reminders / information in case of updating a specific document at the level of individual CZU employees.</li> </ul> <p>The new CZU intranet was successfully implemented. The internal regulations of the CZU were moved to the new intranet, each regulation was annotated and provided with a clear introductory page summarising essential information. In the internal regulations, employees can easily filter and search by the areas they want to find.</p> <p>An automated system of electronic reminders in case of updates of specific documents is under development and will be implemented in the near future.</p>				<p>and setting up internal processes of CZU</p>	<p>At least one training session per year, primarily aimed at AV staff.</p> <p>Number of AV staff trained on the new intranet features.</p>
<p>Optimisation of the internal directives of CZU regarding the process of their creation, their relevance and topicality of content, and their translation into English.</p>	<p>Preparation of a strategy for the creation of the CZU Internal Regulations, which will take into account the need for participation of representatives of individual Faculties in the creation of these documents.</p> <p>Updating relevant directives, in particular:</p> <ul style="list-style-type: none"> <li>- Rector's Directive 4/2017: CZU System of University and Internal Regulations</li> <li>- Bursar's Directive: No. 1/2012 on financial control; No. 3/2008 on the use of information and communication technologies, data backup; No. 19/2012 Familiarisation of employees with the internal regulations of the employer.</li> </ul> <p>Internationalisation - translation of materials into English at three levels:</p> <ol style="list-style-type: none"> <li>1) within the framework of setting up effective internal communication;</li> <li>2) documents related to the OTM-R policy;</li> <li>3) the framework of internal guidelines.</li> </ol>	<p><b>COMPLETED</b></p>	<p>5,6, 7, 12, 13, 14, 15, 24, 25</p>	<p>12/2023</p>	<p>Work Group for Internal Communication and setting up internal processes of CZU, individual faculties' secretaries, Department of Economics, Department of Information and Communication Technologies, Working Group on Internationalisation</p>	<p>Created and published Strategy for the creation of internal directives in Czech and English.</p> <p>At least one training session per year, mainly aimed at AV staff on strategies for creating internal guidelines.</p> <p>Number of trained AV staff.</p> <p>Publication of directives.</p>

	<p>As part of the implementation of this step of the original Action Plan, Rector's Directive 4/2017 (System of Internal and Internal Regulations) was IN PROGRESS and, above all, a new system for the creation of directives was created and implemented (together with the new CZU intranet), which ensures the cooperation of interested parties (faculties, but also possible rectorate departments) in the creation of relevant regulations.</p> <p>The internal regulations have been translated into English and are available to employees on the intranet pages, while some selected ones (regulations from the Higher Education Act and regulations from the University Statutes) are also available on the external website of the University.</p>					Percentage of documents that have been translated into English and published.
<b>5. OTM-R</b>						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
Update of the Internal Wage Regulation and the Catalogue of Positions	<p>Update of the Internal Wage Regulation and the Catalogue of Positions</p> <ol style="list-style-type: none"> <li>1. Creation of a Position Catalogue: The intention is mainly to streamline the names of individual positions within CZU with the recommended classification according to Euraxess (i.e. R1-R4). Coherence with the set Adaptation Process. The Catalogue of Positions will be linked to access rights to IT systems, the obligation to be informed regarding internal processes and documents, a Personal Development Plan from the employer's point of view, e.g. training, and the Evaluation System.</li> <li>2. Update of the Internal Wage Regulation.</li> <li>3. Ensuring coherence with the planned Career Code.</li> </ol> <p>The internal wage regulation and the position catalogue of the CZU are valid, but the effectiveness is set only from 1.3.2024 (see also action 7). The position catalogue contains information and qualification requirements of individual AV positions according to the R1-R4 scale, as well as access rights to information systems, minimum volume of internal regulations, knowledge of which is necessary for a given position, etc. Personal development plans as well as the evaluation system are in the Career Regulations of the CZU, which are already in force.</p>	<b>IN PROGRESS</b>	21	12/2021  06/2024	Work Group for HR, Human Resources Management Department	<p>Created and published document Catalogue of positions.</p> <p>Created and published document Update of the Internal Wage Regulation.</p> <p>Introduction of procedures concerning the Position Catalogue.</p> <p>At least one training session per year aimed at introducing the Position Catalogue and new procedures regarding the Internal Wage Regulations, especially for AV staff.</p> <p>Number of trained AV staff.</p>
Update of the Selection Procedure Regulations - Principles of Open and Transparent Selection Procedure at ČZU (the Selection Procedure	<p>Update of the Rules of the SP in accordance with the principles of the OTM-R policy.</p> <ul style="list-style-type: none"> <li>• setting up motivational processes for the recruitment of foreign AV staff;</li> <li>• the obligation to advertise AV vacancies on the Euraxess, ResearchGate or THEunijobs websites. Ensuring that each published advertisement contains a description of the working conditions and a description</li> </ul>	<b>COMPLETED</b>	12, 13, 14, 15, 16, 19, 27	12/2021	Work Group for HR, vice-deans for Science and Research	<p>Created and published document Tender Procedure Regulations (Policy OTM-R).</p> <p>At least one training session per year, primarily aimed at AV staff.</p> <p>Number of trained AV staff.</p>

Regulations will be considered as the OTMR policy within CZU)	<p>of the required knowledge in accordance with the wording of the Charter;</p> <ul style="list-style-type: none"> <li>recognition of qualifications;</li> <li>mandatory participation of an external person (from the public or private sector) in selection committees for AV staff positions, focusing on achieving gender balance in selection committees.</li> </ul>					
Update of recruitment documents with regard to OTM-R policy and recognition of mobility experience.	<p>Update of recruitment documents with regard to OTM-R policy and recognition of mobility experience.</p> <p>The recruitment documents were in accordance with the new Recruitment Procedure Code of the CZU, which is an application of the principles of the OTM-R policy at the CZU.</p> <p>As part of the implementation of the new recruitment and selection rules, a series of training sessions were held for staff involved in recruitment (including all heads of departments) on the topic of staff selection and familiarisation with the new Selection Procedure Regulations.</p>	<b>COMPLETED</b>	18	12/2021	Work Group for HR	<p>Updated and published recruitment documents.</p> <p>Establish procedures regarding recruitment updates.</p> <p>At least one training session per year, primarily aimed at AV staff.</p> <p>Number of trained AV staff.</p>
<b>6. TRAINING AND EDUCATION</b>						
Proposed measures / activities	Detailed description of the measure	Action status	Follow-up to GAP principles	Schedule	Department in charge	Indicators / targets
Adaptation Process / Onboarding System	<p>Preparation of a comprehensive and integrated adaptation process / onboarding system: the process of training and adaptation of new AV staff at the CZU. The process includes a set of mandatory introductory trainings (the operation of the CZU, Code of Ethics, GRPC and other relevant documents regarding ethical behaviour in research, intranet, working with internal documents, benefits, career development, evaluation), assignment of a mentor/advisor, and a tour of the campus. Creation of an adaptation manual for senior employees ensuring quality onboarding of new AR workers and its evaluation.</p> <p>Welcome Centre employees will be trained in the newly created Adaptation Process = Onboarding System.</p> <p>The CZU Welcome Centre is functional and its staff performs parts of the adaptation process for foreign employees. Certain parts of the adaptation process for new employees (orientation examinations) have been implemented, but the process as a whole is not yet codified at the CZU.</p>	<b>EXTENDED</b>	2, 3, 4, 5, 6, 7, 9, 10, 11, 21, 22, 24, 25, 26, 28, 29, 31, 32, 33, 34, 36, 37, 38, 39, 40	09/2023 6/2026	Work Group for HR, vice-deans for Science and Research Work Group for Research Ethics	<p>The onboarding process is set up and procedures are in place.</p> <p>Published adaptation manual.</p> <p>Number of staff trained on the new adaptation process.</p> <p>Evaluation/results of the Employee Satisfaction Survey.</p>
Creation of a Welcome Centre	<p>Creation of a Welcome Centre, i.e. a new employee hired by the Department of International Relations of the Rector's Office, who assists foreign workers with adaptation and orientation at CZU.</p> <p>Welcome Centre employees will be trained in the newly created Adaptation Process = Onboarding System.</p>	<b>COMPLETED</b>	24	06/2020	Work Group for Internationalisation	The Welcome Centre is already operational.

Creation of an Educational Strategy and System of Complex Training	<p>A training system that will reflect the requirements of the Adaptation Process and Career Code to enable effective and practical achievement of career development. Within the new Intranet, a central record of training and trained individuals will be introduced.</p> <p>In cooperation with individual faculties, a list of mandatory trainings for AV staff at individual levels (ethics, OTM-R principles, effective communication with the media, etc.) will be defined. The system will also include training targeted at experienced AV staff who will act as advisers and mentors (management and pedagogical skills). In addition, a review of internally delivered pedagogical courses will be carried out.</p> <p>Due to the postponement of the action concerning the adaptation process, where the elaboration of a training strategy and a comprehensive training system is a follow-up step, the deadline for this activity is postponed to the same date as the Adaptation Process step.</p>	<b>EXTENDED</b>	2, 3, 4, 5, 6, 7, 9, 10-21, 24, 26, 28, 29, 31, 32, 33, 36, 37, 38, 39	6/2023 6/2026	Work Group for HR, vice-deans for SR Work Group for Research Ethics	<p>Published document of educational strategy for CZU employees and ongoing educational activities.</p> <p>Central training record created.</p> <p>Defined list of mandatory and relevant training for AV staff.</p> <p>Procedures in place with regard to a comprehensive training system.</p> <p>At least one training session per year focused on the introduction of the new training system, especially for AV staff.</p> <p>Number of AV staff trained on the new training system.</p> <p>Evaluation/results of the employee satisfaction survey conducted by the end of the implementation phase of the Action Plan.</p>
Gender equality plan	HR working team created a strategic document - Gender equality plan. The GEP expresses the interest of CZU and its commitment to gender mainstreaming and equal gender opportunities in a systematic and long-term manner, in such a way that gender issues and the elimination of cumulative inequalities (not desirable differences and diversity associated with gender issues) become a matter of everyday life and enable CZU to function smoothly.	<b>COMPLETED</b>	27	12/2021	Work Group for HR,	Published document on the CZU website. Regular meeting in order to fulfil all the actions.
Implementation of the Process of preventing and addressing inappropriate behaviour	CZU established a communication site on the CZU intranet for preventing and addressing inappropriate behaviour. The site is available for all employees and gives possibility to respond to the inappropriate behavior through anonymous mailbox, application or e-mail.	<b>COMPLETED</b>	15,34	1/2023	Work Group for HR,	Intranet site available for all employees.

## List of Abbreviations

AJ	English language
AV staff	Academic-Research staff
CJ	Czech Language
CZ	Czech Republic
CZU	Czech University of Life Sciences Prague
GRPG	Good Research Practice Guideline
OTM-R	Open, Transparent and Merit-Based Recruitment
Rules of the SP	Rules of the Selection Process
UNI	University
R&D	Science and Research
VV	Science and Research
UNI	University
HR	Human Resources