

HRS4R PROJECT TIMELINE AND STRATEGIC PLAN FOR THE PERIOD 2025–2027																													
	Activity	Responsible department and person	Topic	2024			2025			2026			2027			2028			2029			2030			Target date	Status			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	-			
				Implementation of the Action Plan												Implementation of the Revised Access Plan													
Action goals of the CESNET Action Plan for the period 2024–2027																													
	Employee Satisfaction Survey	HR Department																									done		
	Submitting the application	HR Department																								06/2025	done		
	OTM-R Analysis	HR Department and HR Award Working Group																									in progress		
	GAP Analysis	HR Department and HR Award Working Group																									in progress		
	Action Plan	HR Department and HR Award Working Group																									in progress		
	Process Description	HR Department and HR Award Working Group																											
	Initial Assessment	HR Department																											
Outputs from the GoP Analysis (priorities: recruitment, selection, onboarding, evaluation, compensation)																													
1	Translations of directives and documents into English (e.g., the Work Regulation, Directive on Benefits, Personnel and Payroll Regulation, Gender Equality Plan, GDPR Directive, Occupational Health and Safety Directive, Intellectual Property Management, Director’s Instruction on Remote Work, Methodological Guideline on Employee Evaluation).	HR Department	Translation																							From 1Q 2025 (some had to be completed before submitting the application) to 4Q 2025 (all HR documents completed)			
2	The CESNET Code of Ethics, which is in line with the Charter and the Code. An internal document on adherence to ethical principles, including research (the responsibility of researchers for the objectivity, reliability, and accuracy of their work, for the purposeful and efficient use of provided resources, adherence to recognized ethical practices, basic ethical principles, the societal benefit of research, avoiding duplication of previously conducted research, avoiding all forms of plagiarism, respecting intellectual property rights and shared ownership of data, etc.).	Head of HR in cooperation with the Legal department and Working Group	Code of Ethics																										
3	Training on the Code of Ethics – training in the specifics of the new Code of Ethics, which will be in accordance with the Charter and the Code and the principles of the OTM-R policy. Employees will be trained through e-learning on topics such as how to proceed in cases of suspected unethical behavior, how to adhere to ethical conduct principles across CESNET, how to report violations of ethical principles, etc.	HR Department	Code of Ethics																										
4	Regular meetings of the Equality Working Group discussing equality and gender issues according to the GEP document, the output being an annual report on the activities of the Equality Working Group. Plan to Promote Equal and Non-Discriminatory Employee Conditions in the CESNET Association for the Period 2022–2024.	Head of HR and the Equality Working Group	Discrimination																						Activity report once a year	In progress			
5	Onboarding processes for new Employees, training for their specific position, and onboarding plans. The goal is to develop an Adaptation Process Methodology for newly recruited Employees, particularly for the most frequently filled positions. As part of the onboarding process, a job description is prepared, along with training suggestions for the position, and the role of the mentor/trainer (the supervising Employee at the respective workplace/project). The goal is also to train HR staff.	HR Department in cooperation with the Working Group	Adaptation																										
6	A handbook for new Employees and a handbook for Managers, containing comprehensive information about CESNET and the onboarding process. The handbooks will be available on the internal website for all Employees.	Head of HR and HR Department	Adaptation																										
7	Revised job advertisement templates for the most commonly filled positions and translate them into English – update and supplement the ad templates on the website for administrative and technical positions and translate them into English.	HR Department	Documents																										
8	A Recruitment Procedure for different types of positions, including the definition of the OTM-R policy. The Procedure will be in accordance with the Charter and the Code and will reflect the principles of the OTM-R policy.	Head of HR in cooperation with the Legal Department and the Working Group	Recruitment																										
9	A revised and translated Directive on the Management of Intellectual Property. Training for Employees on the protection of intellectual property rights.	Legal Department	Code of Ethics																										
10	Monitoring job advertisements, including the number of applicants, selected candidates, or canceled hiring processes based on posted job ads. An internal statistic has been created, providing an overview of all job advertisements, including the number of applicants, the start and end dates of recruitment, the gender breakdown, the recruitment start date, candidate start date, the number of interview rounds, canceled recruitment procedures, etc. This statistic will be available to all HR Specialists	HR Department	Recruitment																								Continuously from 2Q 2025		
11	An HR communication strategy – consistent communication of information to Employees regarding internal communication of workshops, conferences, science popularization, organized events, and reaching out to potential new candidates through social media.	PR Department and HR Department	Communication																										
12	A Recruitment Methodology. The goal is to create a supporting document to accompany the Recruitment Procedure. The Methodology will include the basic aspects and principles of employee selection, advertisement templates, publication options, mandatory and recommended information for recruitment procedures, possible methods and techniques during the recruitment process, effective and objective gathering of information on the qualities of candidates, and the processing and analysis of information regarding the candidates’ qualities. The principles of the OTM-R policy for selecting new Employees for various types of positions will be included. The Methodology will be available in Czech and English. Managers and HR staff will be trained on this document.	Head of HR in cooperation with the HR Department	Recruitment																										
13	Training for selection committees, managers, and the HR Department on the recruitment process, including the proper conduct of recruitment procedures in line with the Charter and Code, as well as training on equal treatment in recruitment procedures. Training will take place through an online introduction to the newly developed documents, Recruitment Procedure and Recruitment Methodology, as well as in-person training to ensure the relevance for external staff, which will occur once every two years. The training will focus on the topic of conducting interviews, presentation skills and labor law.	HR Department	Recruitment																										
14	A regular Employee Satisfaction Survey in place to get regular feedback on the benefits provided and working conditions. The goal is also to identify and establish any further steps to improve the quality of the working environment. The survey will take place every 2 years.	HR Department	Feedback																							Will take place regularly every 2 years			
15	A new Employee Evaluation System. The system will be linked to the Payroll Regulation and Career Framework, with a focus on career development. The Employee Evaluation System will be relevant for all Employees, including researchers, and will set out how often Employees will go through a performance review. The system will be linked to the Employee’s activity, knowledge enhancement, career development, results, and scientific activity, as well as the evaluation of activities between departments. For researchers, the evaluation will include publication activities, authorship and co-authorship, as well as the results of research, innovation, and other creative work.	Head of HR in cooperation with other Department Heads	Reviews																										
16	A concept of an Employee Training System. The concept will map out centralizing educational events and resources for Employees. It will include internal and external training for Employees, notification of available courses, mandatory and recommended training, training for scientific positions R1-R4, and the assignment of mentors/trainers	Head of HR and the HR Department	Education																										
17	A concept of a Career Framework. The Career Framework will be linked to the Employee Training System and the Personnel and Payroll Regulation. The Career Framework will be aligned with the principles of the Charter and Code, and it will incorporate the principles of the OTM-R policy. The Framework sets out the basic tools and conditions for Employee career development, evaluation, compensation, and support for individual career counseling. It will be aligned with the principles of the Charter and Code and will incorporate the principles of the OTM-R policy. Define individual development plans for certain positions that will be linked to the Career Framework.	Head of HR and the HR Department	Development																										
18	A concept of an Employee Compensation System linked to the Career Framework and the Evaluation System.	Head of HR	Compensation																										
	Regular English language lessons for HR (not part of the Action Plan)	HR Department	Development																							From 2025, not part of the Action Plan			