Process Description

Case number: 2024CZ237470
Name of organization under review: CESNET, Association of Legal Entities
Organization's contact details: Generála Píky 430/26, 160 00 Prague 6
Date endorsement charter and code: June 18, 2024

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Elisabeth Andriantsarazo	Researcher, R1	N	Y	Department of Optical Networks
Anna Blaháková	HR Generalist	N	Y	HR Department
Jan Hoidekr	Expert Activities in Research, Development, and Operation, R2	N	Y	Department of Distributed Computing
Karel Hynek	Expert Activities in Research, Development, and Operation, R3	N	Y	Department of Monitoring and Configuration Tools
Dalibor Klusáček	Expert Activities in Research, Development, and Operation, R2	N	Y	Department of Distributed Computing
Aleš Křenek	Research and Development Specialist in Distributed Computing, R3	N	Y	Department of Distributed Computing
Ivana Křenková	Research and Development Specialist in Distributed Computing, R2	N	Y	Department of Distributed Computing
Jan Luxemburk	Expert Activities in Research, Development, and Operation, R1	N	Y	Department of Administration and Security Tools
Klára Moravcová	System Administrator	N	Y	Department of

	and Software Developer in Distributed Computing, R1			Distributed Computing
Tereza Sklenařová	Head of HR	Y	Y	HR Department
Vladimír Smotlacha	Activities in Research and Development, R4	N	Y	Network Application Technology Department
Zdeněk Šustr	Expert Activities in Research, Development, and Operation, R2	N	Y	Department of Distributed Computing
Sven Ubik	Head of Technology for Network Applications R4	N	Y	Network Application Technology Department
Radek Velc	Optical Networks Researcher, R1	N	Y	Department of Optical Networks
Martin Žádník	Expert Activities in Research, Development, and Operation, R4	N	Y	Department of Administration and Security Tools
Jana Zmatlíková	Head of Legal	Y	N	Deputy Director for Financial and Administrative Affairs
Jiří Klimt	Deputy Director for Financial and Administrative Affairs	Y	N	Deputy Director for Financial and Administrative Affairs
Jakub Papírník	Director	Y	N	Director
Tomáš Košňar	Technical Coordinator	Y	N	Technical Coordinator
Jan Růžička	Deputy for e-Infrastructure	Y	N	Deputy for e-Infrastructure
Helmut Sverenyák	Deputy for Research, Development and Innovation	Y	N	Deputy for Research, Development and Innovation
Radovan Igliar	Deputy for Services	Y	N	Deputy for Services
Andrea Kropáčová	Cybersecurity Manager	Y	N	Cybersecurity Manager
Jan Kolouch	Cybersecurity Methodology Expert	Y	N	Cybersecurity Methodology Expert
Jan Gruntorád	Advisor to the Director	Y	N	Advisor to the Director

Note:
For a description of R1-R4, see: https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors

Your organization must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researcher groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Steering Group / Committee	Meetings	Members of the management (director, deputy directors, selected department heads) regularly discussed HR Award topics (GAP Analysis, Action Plan, OTM-R Checklist) during meetings held every two months. The HR Department and members of the working group prepared the final documents to be submitted to the Steering Committee, which is also the management

		of CESNET.
Working Group	Meetings & Discussions	Regular meetings of representatives of individual groups (R1-R4 and other Employees) over the GAP Analysis, OTM-R Checklist, Project Timeline, and the Action Plan. The group communicated via e-mail and a messaging platform, with meetings held once every two months.

Note: You may add new stakeholder groups if needed.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The Steering Committee consists of members of the management group/committee, which include the department deputies, selected relevant department heads, the Director, and the head of the HR Department. This committee meets regularly once every two months, where members are informed by the head of the HR Department about all the steps and tasks being addressed by the Working Group. All submitted documents have been approved by the Steering Committee. The Steering Committee approved the questions in the satisfaction survey, as well as the GAP Analysis, the OTM-R Checklist, Project Timeline, the Action Plan, and other documents related to the HR Award.

Please describe how the Working Group doing the GAP Analysis was appointed:

The Working Group was established in 3Q 2024 by the management of CESNET. The group consists of representatives of individual R1-R4 groups and other Employees.

The group has an e-mail account and a messaging platform through which members communicate with each other. All group members also have SharePoint access that enables them to share documents. Group meetings take place regularly once every 2 months. The entire concept of the HR Award, along with the timelines and tasks of the Working Group, was presented at the first meeting. Meeting minutes were taken.

At the regular meetings, the group discussed the OTM-R Checklist, items from the GAP Analysis – which were then incorporated into the Action Plan – the Project Timeline, and the Action Plan. If necessary, other Employees were also involved in carrying out individual tasks.

The representatives of the Working Group participated in the creation of the OTM-R Checklist, GAP Analysis, Action Plan, and Project Timeline, which were developed based on the completed GAP Analysis and the results of the survey. There are minutes from the Working Group meetings.

All HRS4R documents are stored and available on the CESNET website, in the About Us section: HR Award / HRS4R, so that they are easy to find by all Employees (https://www.cesnet.cz/en/hr-award).