



**Univerzita
Karlova**

Fulfilment of the HRS4R action plan of Charles University for 2024

Approved by the Rector's Board on 3 February 2025

Approved by the HR Award Steering Committee of Charles University on 13 February 2025

Discussed with the HR Award Working Group of Charles University on 18 February 2025

Discussed with the Extended Rector's Board on 10 March 2025

Discussed by the Academic Senate of Charles University on 21 March 2025

FULFILMENT OF THE ACTION PLAN OF THE HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R) OF CHARLES UNIVERSITY as at 31 December 2024

This document maps out the continuous fulfilment of the HRS4R action plan set for the period 2024–2026.

For the sake of clarity, it is organized into three columns (1st action plan for 2024–2026; Action plan for 2024; Fulfilment as at 31 December 2024).

1. ETHICS, INTEGRITY AND OPEN SCIENCE

1.1. Ethics (New Activity)

Responsible persons: Ombuds and Head of the Rector's Office; Rector's Office/CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will cultivate a system for the protection of employees' rights at CU through the positions of ombudspersons. We will support the professionalisation of the position in order to ensure a comparable standard of protection for all employees.</p> <p>We will identify ethically complex topics, including available resources at CU to fund them, and prepare a strategy for communicating them.</p> <p>We will introduce a system for collecting data from the field of social security at CU.</p>	Organizing a minimum of six educational seminars for ombudspersons at CU faculties and units.	<ul style="list-style-type: none"> Nine educational seminars were held for the ombudspersons working at the faculties and units of CU. Continuous supervisory support was introduced for the ombudspersons.
	Developing a methodological procedure for investigating complaints of inappropriate behaviour by the Ombuds and integrating it into the faculties and units.	<ul style="list-style-type: none"> The Methodology for investigating Complaints of Inappropriate Behaviour by the Ombudswoman of CU, was prepared; the ombudspersons from the faculties and units were acquainted with this methodology. Preparing the methodological seminars for 2025.
	Pilot training relating to social safety at CU for academic and non-academic employees.	<ul style="list-style-type: none"> The pilot run for the training was held. Almost all faculties and selected other units participated in the training.
	Cooperation with student associations in identifying ethically complex topics.	<ul style="list-style-type: none"> Two meetings were held with representatives from student associations – (1) generally on the topic of protecting students' rights, (2) specifically on the topic of the risks of close relationships.
	Preparing opinions of the Ombuds relating to ethically complex topics (in cooperation with Masaryk University).	<ul style="list-style-type: none"> The text of the joint CU and MU opinion on the topic of the risks of close relationships was prepared (the text will be subject to a review process at the beginning of 2025 and will be published after incorporating the comments).

1.2. Open Science and research data management

Responsible persons: Vice-Rector for Research; Central Library (together with the Research Support Office, the Central Library of Charles University, and the Computer Science Centre)

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>Under the auspices of the Centre for the Support of Open Science, we will prepare a Research Data Management Policy at Charles University for the regulation of general and specific procedures for the handling of research data at the University. One of the pillars of its implementation will be CU's new data repository. We will contribute to its implementation and adoption across the University by creating methodologies and guides for its users, as well as providing them with consulting services. In our work, we will rely on a network of faculty data stewards.</p> <p>We will provide methodological and educational support to the faculties, which will expand their teams with data stewards (new position).</p> <p>We will cooperate with the researchers on research projects</p>	Preparing the document "Research Data Policy at Charles University"; discussing it with the university's bodies, and presenting it to the faculties and university institutions.	<ul style="list-style-type: none"> The Research Data Management Policy was prepared and approved and then presented to all faculties.
	Creating a network of data stewards at selected faculties.	<ul style="list-style-type: none"> Data stewards are currently active at eight faculties (FTVS, LFP, FaF, PŘF, FF, FSV, FHS, KTF).
	Implementing a tool for creating data management plans.	<ul style="list-style-type: none"> The FAIR Wizard tool for creating data management plans has been acquired and is gradually being implemented.
	Launching the test version of Charles University's repository for research data.	<ul style="list-style-type: none"> The test version of the data repository was launched.

and financial providers to fulfil the conditions of open science. (builds on the activity no. 16 of the HRS4R Action Plan 2021-2023)		
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1.3. Sustainable CU (New activity)

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will work on the implementation of the “Charles University Sustainable Development Strategy: Towards Sustainability 2030” which aims to move CU towards sustainable operation by 2030, not only through a responsible approach to its functioning, but also to educational and creative activities.</p> <p>During implementation of the Action Plan, we will follow the current "Action Plan" in the form of specific projects,</p> <p>Regular evaluation will allow us to map the achievement of set indicators and progress in individual measures.</p>	Expanding the Strategy in the sub-area of Sustainable Development Management and preparing a new Action Plan in connection with implementing the NPO Green Skills project at CU and updating the Action Plan for its implementation.	<ul style="list-style-type: none"> The strategic documents for the area of sustainable development (SD) were adjusted in accordance with the NPO Green Skills project at CU and were approved by all relevant bodies of the university, signed by the Rector, and published on the SD CU website. The new 2025–2026 Action Plan was prepared with the help of strategic reflection and the collection of suggestions and proposals for specific actions (see below, e.g. working groups).
	Strengthening cooperation throughout the Rectorate and the university: developing a system of sustainable development coordinators at the units, establishing working groups for Management and Operations, and increasing student participation.	<ul style="list-style-type: none"> A total of four meetings for sustainable development coordinators (CooCooSD) were held, which improved not only awareness but also the participation of the faculties and units in the area of SD (including several pilot projects) https://sustain.cuni.cz/SUSEN-76.html. A total of four working groups were formed, made up of representatives from the faculties and units (https://sustain.cuni.cz/SUSEN-29.html) <i>WG Energy and Construction</i> <i>WG Food and Waste</i> <i>WG Mobility</i> <i>WG Green Areas, Water, Biodiversity</i>

Subsequently, we will create a follow-up Action Plan for the implementation of the Strategy for the period 2025-2026 .		<p>Each of them held at least three meetings to define their activities for the next period and to incorporate them into the draft measures for the next Action Plan for 2025 and 2026.</p> <ul style="list-style-type: none"> To increase the participation of students, another year of the SD grant competition took place (https://sustain.cuni.cz/SUSEN-21.html); cooperation with student associations and initiatives was expanded further (Student Hybernská, Mater Nostra, etc.).
	Incorporating sustainable development into the updated Strategy for Responsible Public Procurement.	<ul style="list-style-type: none"> In April 2024, the updated Strategy for Responsible Public Procurement, valid until 2029, was approved, which, compared to the original version, strengthens the status of SD and is also included in and published on the SD CU website.
	Collection of data and other materials with the goal of mapping out energy management and other areas relating to the operations and activities of the university.	<ul style="list-style-type: none"> An Energy Audit Plan was prepared by an external contractor, based on which a public contract was organized for the audit itself. The contractor for the Energy Audit was subsequently tendered, and direct communication with the contractor and the collection of the required data began. At the same time, the data collected as the basis for the Energy Audit Plan was provided to the Charles University Environment Centre, which uses it to determine CU's carbon footprint.
	Mapping out educational activities and expanding the outlook for CU's scientific and research activities in the area of sustainable development.	<ul style="list-style-type: none"> Educational programmes, courses, lifelong learning, etc. – initial mapping was carried out through CoCoSD; an overview of the development was obtained based on the Green Skills project at CU, a significant part of which is directed towards the faculties for these purposes. As a part of science and research, collaboration with the Department of Science and Research on the Charleston project has begun, which will help map out research work that deals with SD.

2. RECRUITMENT (SELECTION PROCEDURES FOR ACADEMIC STAFF)

2.1. OTM-Recruitment Process (Guidelines)

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>OTM-Recruitment Process (Guidelines)</p> <p>We will prepare a solution for uniform advertising on external websites for technical and economic positions to cover the whole of the University.</p> <p>We will use other advertising and unified advertising channels to improve the recruitment of academic and research staff. This will improve the perception of CU as an employer (Employer Branding).</p> <p>We will prepare a recruitment process methodology for managers and employees.</p> <p>We will prepare a referral programme to motivate current employees to recommend suitable candidates for vacancies.</p>	Continuous training of HR employees in the area of selection procedures and the management of job advertisements on the portals of Alma Career.	<ul style="list-style-type: none"> • The training of HR staff throughout CU has been continuous. • Ongoing unification of advertising for technical and economic positions on external job portals, use of Alma Career portals for employer branding (company profile function, vignettes). • To improve the quality of the recruitment of academic staff and researchers, active use of various advertising channels e.g. vedavyzkum.cz, eures.europa.eu.
	Initiating the automatic posting of advertisements on the Euraxess portal from the internal selection procedures application.	<ul style="list-style-type: none"> • The posting of advertisements on the Euraxess portal has been launched, which will boost the international impact of advertised positions. • Thanks to the development of the internal application for selection procedures, the advertising for academic staff and researchers is continuously being unified.

<p>An integral part of the employment recruitment and selection process will be an emphasis on gender equality and the promotion of diversity, all in accordance with the University's Equal Opportunities Plan.</p> <p>(builds on the activity no. 3 of the HRS4R Action Plan 2021-2023)</p>		
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2.2. Application for selection procedures

Responsible persons: Bursar; Computer Science Centre

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will use new software to enable the placing of advertisements for vacancies at the University in a uniform format, with all essential information and in the appropriate graphic design. This tool will facilitate the collection of documents from candidates and the work of the selection</p>	<p>Further development of the application for selection procedures and adding new functionalities (e.g. functionalities for data collection on applicants, nomination and approval of the selection committee at the Faculty of Science and the Faculty of Arts) and their subsequent implementation at all testing</p>	<ul style="list-style-type: none"> • The Faculty of Science and the Faculty of Arts use the application to announce advertisements and to nominate committees for all selection procedures in accordance with the Competitive Hiring Process Code. • In addition to using the application to advertise all selection procedures, the Faculty of Mathematics and Physics has approved the launch of the electronic receipt of applications and also the expansion of the service to include nomination committees.

committee, including secret ballots in accordance with the Competitive Hiring Process Code. The app will be available in both Czech and English. (builds on the activity no. 3 of the HRS4R Action Plan 2021-2023)	faculties (including the launch of committee appointments at the Faculty of Mathematics and Physics).	
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2.3. Rectorate's Career Pages

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and the Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
We will revise and update the CU's career pages in order to make the appearance as uniform as possible across the University (builds on the activity no. 1 of the HRS4R Action Plan 2021-2023)	Upgrading the relevant web pages of the university and preparing the conceptual plan for a new form of the unified career web pages throughout CU Aktualizace anglickojazyčné verze Updating the English versions of CU's career pages.	<ul style="list-style-type: none"> Preparations for a conceptual plan for the new design of a unified career website across CU has not been completed because the design and modifications of the entire CU website is still being discussed. It will then be decided how the careers section will be integrated into this overall concept. The English and Czech versions of the CU Career pages have been updated.

3. EVALUATION OF EMPLOYEES

3.1. Evaluation of academic staff and researchers

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and Paedagogium

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
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<p>Based on the collection of comments from faculties regarding ongoing evaluations, we will prepare documents for the amendment of the Rector's Measure "Framework principles for the career development of academic and research staff and lecturers at Charles University". The amendment should ideally be linked to the new system of procedures for the appointment of full and associate professors, including obligations related to pedagogical skills.</p> <p>(builds on the activity no. 4 of the HRS4R Action Plan 2021-2023)</p>	<p>Six training sessions offered to head employees for evaluating employees.</p>	<ul style="list-style-type: none"> In 2024, six training sessions were held on the topic of staff evaluation (e.g. the evaluation process, motivation, and the objectives of evaluation).
	<p>Collecting suggestions and feedback on the current form of evaluation of academic staff, researchers, and lecturers and adopting any measures.</p>	<ul style="list-style-type: none"> The collection of suggestions and feedback took place on a continuous basis, including through participation in the centralized development project <i>Programme for Supporting the Development of Higher Education, the Human Resources Development Strategy for 2024-25 (PPRO VŠ)</i> and through internal surveys at several faculties or through support in implementing and developing an online application for evaluating academic staff, researchers, and lecturers.

3.2. Evaluation of technical and economic staff

Responsible persons: Bursar; Human Resources and Payroll Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will continue to evaluate technical and economic staff at the extended Rectorate¹.</p>	<p>Training offered to new employees and head employees of the extended Rectorate on the topic of evaluation</p>	<ul style="list-style-type: none"> The regular annual evaluation of employees for 2023 took place at the EXTRCU (including setting targets for 2024).

¹ 1 "Extended Rectorate" is a term which includes, in addition to the Rectorate of Charles University, other selected units: the Institute of the History of Charles University and the Archives of Charles University, the Centre for Theoretical Studies, the Centre for Economic Research and Doctoral Studies, Environment Centre, the Computer

<p>We will provide methodological support to faculties in the implementation of their measures regarding the evaluation of technical and economic staff based on Rector's Measure no. 53/2023 "Framework Principles for the Career Development of Technical and Economic Staff at Charles University".</p>	<p>(the process, work with the application, motivation for the evaluation, and the purpose and objectives).</p>	<ul style="list-style-type: none"> In 2024, six training sessions were held on the topic of employee evaluation (e.g. the evaluation process, working with the evaluation application, motivation, and evaluation objectives).
	<p>Sharing good practice from the evaluation of technical and economic staff in the extended Rectorate for the faculties and units (e.g. a meeting for HR officers (or secretaries) on sharing good practice and familiarization with the timetable for implementing the new university-wide online application).</p>	<ul style="list-style-type: none"> Regular HR meetings and meetings of the secretaries were held to address the issue. The Rectorate provided a time schedule for implementing the new university-wide online application (video recordings of the meetings with HR staff are available, and minutes were taken).
<p>We will continue to organise training on evaluation, not only for managers, but also for ordinary employees, with an emphasis on the importance of evaluation.</p>	<p>Updating the methodological materials for evaluating the technical and economic staff (Employee Evaluation Manual, Manual for Evaluators) and subsequent sharing with the faculties and units.</p>	<ul style="list-style-type: none"> The methodological materials for evaluating the technical and economic staff were updated, and these materials were then shared with the faculties and units.
<p>We will provide methodological support for faculty/units in the implementation of an online app for employee evaluation.</p> <p>(builds on the activity no. 5 of the HRS4R Action Plan 2021-2023)</p>	<p>Methodological support in the creation and subsequent implementation of faculty measures for evaluating technical and economic staff.</p>	<ul style="list-style-type: none"> Ongoing methodological support was provided for creating and implementing measures for evaluating the technical and economic staff.
	<p>Coordinating the testing and implementation of the online application for evaluating the technical and economic staff at the faculties and units.</p>	<ul style="list-style-type: none"> The testing and implementation of the online application for evaluating the technical and economic staff were coordinated at the faculties and units.

3.3. Application for evaluating employees

Responsible persons: Bursar, Computer Science Centre in cooperation with the Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>(a) App for the whole University for the evaluation of technical and economic staff: The implementation of a unified university portal that is interconnected with the human resources system is anticipated in accordance with Rector's Measure no. 53/2023 "Framework Principles for the Career Development of Technical and Economic Staff at CU".</p> <p>(b) Evaluation of academic and research staff for the entire university: The implementation of an evaluation module based on the existing deployment at the Faculty of Arts into a university-wide solution is anticipated.</p> <p>(builds on the activities no. 4 and 5 of the HRS4R Action Plan 2021-2023)</p>	Acquiring a new university-wide online application for the evaluation of technical and economic staff (in the HR portal) and its testing so that evaluations for 2024 will already be carried out in a new manner in the new application.	<ul style="list-style-type: none"> The testing of the online application for evaluating the technical and economic staff was coordinated at the faculties and units together with representatives from the faculties and units. The faculties and units have issued their own dean's measures or measures of the unit directors for the organization and process of evaluating the technical and economic staff for 2024 (and subsequent years).
	Methodological support and training for faculties in implementing or further developing the new university-wide application for the evaluation of technical and economic staff.	<ul style="list-style-type: none"> Methodological support and training for the faculties and units was provided by both the university's Rectorate and the application supplier (Elanor).
		<p>In 2024, work was also underway on an application for evaluating academic and research staff (developed at the Faculty of Arts)</p> <ul style="list-style-type: none"> The application has already been launched at the Faculty of Arts, the Faculty of Medicine in Pilsen, and the Catholic Theological Faculty. The application was adjusted for the requirements of the Faculty of Mathematics and Physics and was provided to the faculty for testing. Implementation of the application for the Faculty of Humanities is also underway (expected completion in early 2025). Discussions have been held regarding implementation at the Faculty of Social Sciences and the Second Faculty of Medicine (expected to be launched in 2025).

		<ul style="list-style-type: none"> The Faculty of Arts has prepared user documentation for working with the application.
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4. WORKING CONDITIONS AND PROCEDURES

4.1. Harmonization of HR procedures at CU units, including employee benefits

Responsible persons: Bursar, Member of the Rector's Board for Social Affairs and Sustainable Development; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department, and CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>With the help of regular meetings of HR specialists at the University and training, we will support the sharing of good practices and the unification of practices in human resources. We will develop and support tools to share relevant information and documents between HR professionals of all units of the University. We will continue to strive to harmonise employee benefits and remuneration across CU (as legislation evolves). We will expand existing activities in the promotion of employee health and wellbeing.</p>	<p>Regular meetings of HR officers from all CU units (on a monthly basis or as needed). The focus is to unify HR processes and employment documentation across CU in relation to the changes in legislation and the needs of the university.</p>	<ul style="list-style-type: none"> Regular meetings of HR managers from all CU faculties and units were held throughout the year (on a monthly basis, or according to current needs). The focus was on unifying HR processes and employment documentation throughout CU in relation to changes in legislation and the needs of the university. The faculties and units were provided with methodology for the process of reimbursing remuneration across CU in the electronic filing system. Methodological materials were provided for the process and content of evaluating technical and economic staff. Training was provided on recent changes to the Labour Code, changes to sickness insurance, and the topic of enforcement. The Internal Wage Regulation was partially modified, including adapting the content to the legislative changes relating to wages and harmonizing the wage rates for individual pay grades throughout the university.
	<p>The following new activities will be carried out in the area of preventive activities leading to the promotion of healthy lifestyles for employees:</p>	<ul style="list-style-type: none"> There were three preventive Health Days, which offered new preventive check-ups (glucose, blood groups, cholesterol), measuring body composition, lung capacity, breast and testicular self-examination, and many more.

<p>(builds on the activities no. 1, 8 and 6 of the HRS4R Action Plan 2021-2023)</p>	<ul style="list-style-type: none"> • Health and beauty day with an aesthetic and laser medicine clinic • Health day at CU (measuring specific blood test values) • Medical massages provided by students of the 1st Faculty of Medicine • Educational/aviation programmes at the Czech Aviation Training Centre. 	<ul style="list-style-type: none"> • In the third quarter, a health massage programme for CU employees was launched with physiotherapy students at the First Faculty of Medicine. Demand hugely exceeded the current supply, and the programme will be expanded. • Materials were presented at the December Rector's Board and Extended Rector's Board meeting to inform the faculties and units about the benefits of joining the Multisport programme and the option of employers to subsidize the card so that all CU employees have equal access to this benefit (assumption that other faculties will join the programme if approved by the university management). • Educational activities were launched in cooperation with FNC Aviation, VH Airport, which offers a unique opportunity to try out the pilot trainer and includes educational seminars relating to self-development (https://cuni.cz/UK-13741.html)
	<p>Establishing a new CU Resilience Centre (CU RC), the aim of which is to promote the communal and individual resilience of the members of the CU community by systematically strengthening the specific abilities, skills, and knowledge of employees, which can then be used to better manage crisis or stressful situations. Starting with the 2024 pilot winter semester, various types of support and training activities will be available as part of the CU RC's activities, e.g. workshops on conflict management and deescalation, mediation and negotiation skills, first aid, etc.</p>	<ul style="list-style-type: none"> • In the second half of 2024, the Resilience Centre offered approximately 30 events to CU students and employees focusing on strengthening resilience and on dealing with and managing challenging life and work situations.

4.2. Onboarding

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will prepare an overall concept for new employees (onboarding process), with an emphasis on pre-onboarding (i.e. from the announcement of acceptance until the employee's start date), then onboarding (first months) until the first anniversary of signature of the contract.</p> <p>Coordination of onboarding with followup training (as well as inclusion of social safety and equal treatment). Creation a strategy for working with a new employee</p> <p>We will verify the procedures in the pilot operation at the extended Rectorate and then share good practice with the faculties.</p> <p>(builds on the activity no. 7 of the HRS4R Action Plan 2021-2023)</p>	<p>A survey at the faculties and units regarding the current onboarding process, an analysis of the current state of onboarding at the university, and a proposal for new standardized procedures throughout CU.</p>	<ul style="list-style-type: none"> • A survey was conducted at the faculties and units regarding the current settings for the onboarding process and a subsequent analysis of the current state of onboarding at the university. • Methodological materials for EXTRCU were prepared, including methodology for the interview after the probationary period. • An Onboarding Handbook for head employees has been prepared for publication on the intranet. • With the support of the CU Ombuds, an e-course entitled Social Security at the Rectorate and units has been developed (integrating the course into the onboarding process across CU is underway).

4.3. Exit interview

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>Q4/2024 out of the overall academic staff</p> <p>Exit interview Based on the analysis of the current situation, we will prepare a process and methodology for working with an employee when leaving employment. The information obtained will be used to improve working conditions and reduce turnover. We will verify the procedures in the pilot operation at the extended Rectorate and then share good practice with the faculties.</p> <p>(builds on the activity no. 1 of the HRS4R Action Plan 2021-2023)</p>	<p>Conducting a survey at the faculties and units on the topic of exit interviews and offboarding as a basis for analysing the current situation.</p>	<ul style="list-style-type: none"> • A survey was conducted at the faculties and units on the topic of exit interviewing and offboarding as a basis for analysing the current situation. • Due to other HR priorities (frequent changes to legislation and adjustments to the internal systems), development of the methodology was postponed until the following period.

4.4. Improving the HR systems WhoIs and EGJE

Responsible persons: Bursar; Computer Science Centre

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will improve the WhoIs human resources information system in order to better collect data and digitise some</p>	<p>A proof of concept will be developed by the supplier by the end of 2024 for the planned upgrade of the EGJE payroll system and the unification of</p>	<ul style="list-style-type: none"> • For the planned upgrade of the EGJE payroll system and the unification of processes and procedures in this area across CU, a Proof of Concept (PoC) was requested from the supplier with a submission deadline of the end of 2024.

<p>agendas. Many adjustments need to be introduced, depending on new legislation. We will improve the EGJE system so that it automates the operations that currently have to be done manually; with a high number of employees, which places demands on HR capacity. We will reconcile the EGJE and WhoIS systems so that there is no need to enter duplicate data into both systems. We will ensure that the systems are bilingual.</p> <p>(builds on the activity no. 2 of the HRS4R Action Plan 2021-2023)</p>	processes and procedures in this area across CU.	<ul style="list-style-type: none"> The deadline for submitting the PoC has been pushed back by the supplier to the first quarter of 2025.
		<ul style="list-style-type: none"> New requirements for the HR systems arising from changes in employment legislation were implemented on a continuous basis. Several upgrades to the EGJE payroll system were implemented on a continuous basis in order to unify processes and procedures across CU.

4.5. Administration of business trips and mobility records

Responsible persons: Bursar; Computer Science Centre

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
During the implementation period, we will implement a unified operational solution,	Testing of the prepared solution by key users, i.e. the Faculty of Science, the Faculty of Mathematics and	<ul style="list-style-type: none"> The unified methodology has been reworked into the technical specifications. The unified solution was prepared up to 85%, tested by the Finance, Human Resources and Payroll Department, and

<p>which is currently being prepared for pilot operation. This involves the gradual involvement of faculties and units designated by the administrator, with the aim of unifying the operational area according to a uniform methodology.</p> <p>(builds on the activity no. 12 of the HRS4R Action Plan 2021-2023)</p>	Physics, the Faculty of Arts, and the Faculty of Pharmacy.	presented to representatives from the Faculty of Science, the Faculty of Mathematics and Physics, the Faculty of Arts, the Faculty of Pharmacy, and the Faculty of Medicine in Hradec Králové. No critical comments were recorded during testing.
	Launching pilot operations at the Faculty of Science.	<ul style="list-style-type: none"> At the same time, the Faculty of Science prepared pilot operations for its own form in the interface of the same information system.

5. REFORM OF PHD STUDIES

5.1. Development of the Doctoral Study Hub

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will oversee the development of doctoral study programmes in the field of soft skills, for students to use in and outside their studies. Emphasis will also be placed on scientific and research skills.</p> <p>The plan also has complementary impacts in increasing the success rate in doctoral studies, provision of</p>	<p>Development of a new portfolio of courses for the Doctoral Study Hub based on the concept of the European Competence Framework for Researchers (ResearchComp) and implementation of part of them starting in the 2024/2025 academic year. Use of the findings of the PPROVŠ national project – Preparations for implementing the reform of PhD studies for 2024/2025.</p>	<ul style="list-style-type: none"> A working group was created to begin developing a unified educational system for PhD students and postdocs at Charles University. By mid-2025, it will prepare a unified concept of education according to the method of the European Competence Framework for Researchers (ResearchComp) and using the nationwide centralized project PPRVOŠ. Two coordination meetings and data collection took place in 2024. In the winter semester, seven workshops/courses in English were held as a part of the pilot deployment targeting PhD students and young researchers at CU. The courses are based on the European Competence Framework for Researchers (ResearchComp).

<p>better information about the study framework and connecting students, with the aim of reducing their atomisation and promoting multidisciplinary.</p> <p>(builds on the activity no. 20 of the HRS4R Action Plan 2021-2023)</p>		<ul style="list-style-type: none"> • A thematic presentation was organized (How to use ResearchComp? A practical example) at the online conference for the CoimbraGroup - https://www.inspiring-era.eu/. The output reflects a long-standing discussion among HEIs to establish an adequate centralized portfolio of additional support for PhD students. • Cooperation and an active exchange of information on the portfolio of courses for PhD students took place as a part of the Expert Council PA2 NCIP VaVal (Project National Centre for the Support of Research, Development, and Innovation MS 2101) under the leadership of the National Technical Library. The importance of this platform is shown in the adequate settings of a collaborative format and a course format that can be used and shared for CU PhD students. • In the winter semester, seven workshops/courses in English targeting young researchers at CU were held as a part of the pilot deployment. The courses are based on the European Competence Framework for Researchers (ResearchComp) – see also 8.1.
	<p>Launching the Doctoral Café app starting in the 2024/2025 academic year.</p>	<ul style="list-style-type: none"> • Launch of the <i>Doctoral Café</i> app for all PhD students in October 2024. • Evaluation of the initial deployment of the Doctoral Café app (approximately 50 registered users) with the aim of preparing a sub-campaign for the target group of PhD students.
		<ul style="list-style-type: none"> • The university newsletter for PhD students was launched in April 2024; regular monthly posts about activities for PhD students were published on the university's social networks starting in June 2024; automatic notifications (short informative messages) in SIS for new PhD students and their supervisors were introduced starting in October 2024 (pilot) to increase their initial awareness of their rights, obligations, and available support. • Four group career counselling sessions for PhD students were held in 2024.

		<ul style="list-style-type: none"> The filter in SIS was modified to address students on specific topics of their dissertation (the issue of incomplete data persists).
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5.2. New system for funding PhD studies

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>Following changes at the national level resulting, in particular, from the regulation of financing and the adoption of an amendment to the Higher Education Act, we will prepare a new system for the financing of doctoral studies. In addition to the change in financing, the aim of the reform is to change the current framework – admission procedures, standards of study programmes and supervisors, support for the development of soft skills, optimisation of student numbers and integration, etc.</p> <p>We will create a new system for the financing of doctoral</p>	<p>Modifying the conditions and introducing new tools for admission procedures for PhD study programmes in relation to the anticipated amendment to the Higher Education Act. Use of the findings from the roundtables within the framework of the PPROVŠ national project.</p>	<ul style="list-style-type: none"> More attention was paid to the methodology for setting the conditions for admission to PhD study programmes; the <i>“Methodology for configuring the application for PhD study programmes”</i> was shared with the faculties in April 2024 and can be used up to the 2025/2026 admission procedures. In June 2024, the CU Academic Senate approved a proposal to amend the Code of Admission Procedures so that it is possible to actively work with the form of study in the admission procedures for PhD study programmes starting in the 2025/2026 academic year, provided they are accredited and announced for a specific academic year in both forms of study. The faculty management has the option of consultation. Additional clarifying methodologies <i>“Results from the Consultation on Admission Procedures for to PhD Study Programmes at CU”</i> and <i>“Results from the Meeting on the Administration of Jointly Accredited PhD Study Programmes”</i> were presented to the faculties in August 2024. Technical support and interfaces for the new functions were finalized in cooperation with the Computer Science Centre. As a part of the coordination of the national PPROVŠ, four consortia, three roundtables, and the moderation of about 25 online thematic meetings were implemented.

<p>studies, with an emphasis on quality and successful completion of studies in a standard period of study that has been increased by one year.</p> <p>(builds on the activity no. 19 of the HRS4R Action Plan 2021-2023)</p>		
	<p>Finalizing the draft Standards for PhD Study Programmes at CU and submitting them to the CU bodies for approval.</p>	<ul style="list-style-type: none"> • The intention is one of the university's responses to support the increase in the number of graduates in the standard period of study + one year, here specifically by comparing the requirements and obligations in the individual curricula of PhD students across the CU faculties by subject area. The specific objective of the activity is to achieve subject-area sensitive standards for CU PhD programmes that would serve as an indicator of an adequate workload in the future when applying for re-accreditation (and evaluation) of a PhD study programme. • A draft of the "Standards for PhD Study Programmes at Charles University" has been prepared, which incorporates the findings of the nationwide discussion of HEIs as a part of the centralized PPRVOŠ project. The draft was submitted for discussion at CU during the last quarter of 2024 (Rector's Board, a meeting of Vice-Deans responsible for PhD studies, a working group for reforming PhD studies).
	<p>Preparing the Standards for Supervisors at CU, subsequent intra-university discussion, and submission of the proposal to the CU bodies for approval.</p>	<ul style="list-style-type: none"> • Based on the proposal of the Council of Higher Education Institutions and the Czech Association of PhD Students and using the results of the national discussion within the PPRVOŠ project, a draft of the Standards for Supervisors was prepared and submitted to the December meeting of the Rector's Board. After approval by the Rector's Board, the draft will be submitted for discussion at a university-wide level (in 2025).
	<p>Preparing materials for amending the university's internal legislation, especially the Code of Study and Examination, which will incorporate the university's priorities and the provisions of the amendment to the Higher Education Act concerning PhD studies. It will be submitted to the</p>	<ul style="list-style-type: none"> • Work was underway on a new version of the Code of Study and Examination, which will incorporate both the changes resulting from the amendment to the Higher Education Act and the results of discussions with other HEIs within PPRVOŠ, as well as the necessary required practices of the university. • It was decided to increase the minimum amount of PhD scholarships to CZK 12,500 from CZK 10,500.

	university bodies for approval taking into account the final form and validity of the amendment to the Higher Education Act.	
	Streamlining the settings for the modules of the Student Information System, especially the PHDIC, with an emphasis on students newly enrolled in PhD study programmes.	<ul style="list-style-type: none"> • The PHDIC module was finalized in August 2024, and the manual <i>“Managing the PhD Studies Agenda in SIS”</i> was shared with the faculties; a seminar was organized on the topic in October. • In cooperation with the Rectorate’s Economic Department and the Computer Science Centre, the application Remuneration for Supervisors in SIS was modified in June 2024. A manual and updated methodology were created for this issue. The above-mentioned seminar for faculties also dealt with the topic. • Improvements continued to be made in the acquisition and accuracy of data for PhD studies.

6. DIVERSITY AND INCLUSION

6.1. Gender equality

Responsible persons: Member of the Rector’s Board for Social Affairs and Sustainable Development; CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
We will continue to work on implementing the Equal Opportunities Plan and collecting data so that we can target activities well.	Preparing a new Equal Opportunities Plan for the period 2025–2027 based on experience from fulfilling the first Plan and from the gender audit and the internal re-audit.	<ul style="list-style-type: none"> • The Equal Opportunities Plan was created and approved by the Rector’s Board on 25 November 2024 and discussed by the Extended Rector’s Board on 2 December 2024.
In the Equal Opportunities Plan, we cover several areas and focus on the overall cultivation of the environment	Conducting a survey focusing on identifying the needs and situation of caregivers, both students and employees.	<ul style="list-style-type: none"> • The survey was conducted in cooperation with the Institute of Sociology of the Czech Academy of Sciences, and its results were used to create the new Equal Opportunities Plan.

<p>and equality in an intersectional concept.</p> <p>We will continue to share good practice with Czech universities, but also internationally.</p> <p>(builds on the activities no. 8, 9 of the HRS4R Action Plan 2021-2023)</p>	<p>Creating a new university award for contributions to equal opportunities and presenting this award for the first time (the Cori Prize).</p>	<ul style="list-style-type: none"> • Rector's Directive no. 14/2024, Constitution of the Charles University Prize for Contribution to Equal Opportunities – Carl and Gerty Cori Prize was issued. • The prize was first announced and presented at a ceremony on 17 November 2024.
		<ul style="list-style-type: none"> • In September 2024, an application was submitted for a grant to establish a children's group (CG) on the premises of the Rectorate (the decision is expected in early 2025).

6.2. Embracing diversity

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>In the Equal Opportunities Plan, we will continue to work with the topic of equality in an intersectional approach. This will continue to involve the creation of a safe environment in which there is no place for any manifestation of discrimination or disadvantage based on gender, ethnicity, race, marital status, age, etc. We will build an open organisational culture in which diversity is a positively valued aspect and which promotes</p>	<p>Establishing cooperation with the Pride Business Forum, an organization that brings together employers who are committed to equal opportunities for LGBTQ+ people.</p>	<ul style="list-style-type: none"> • On 4 September, a Memorandum of Cooperation was signed with the Pride Business Forum Foundation, and the resulting commitments were included in the new Equal Opportunities Plan.
	<p>Preparing the draft "Principles of Inclusive Communication at CU" and a discussion on this topic by the Equal Opportunities Board and the Rector's Board.</p>	<ul style="list-style-type: none"> • The CU Equal Opportunities Board created the document Principles of Inclusive Communication and has informed the Rector's Board (next steps planned for early 2025).

diversity in the broad sense of the word. (builds on the activity no. 9 of the HRS4R Action Plan 2021-2023)		
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7. INTERNATIONALIZING THE INSTITUTION

7.1. Internationalizing the institution

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
In many strategic documents, CU has committed to creating adequate facilities for international researchers, which is a critical condition for quality and competitiveness. In order to increase the number of academic and research staff from abroad or with longterm international experience, we will offer them the opportunity to join our existing teams and, by ensuring a bilingual environment and support from the CU Staff Welcome Centre (SWC), we will provide them with high-quality facilities and support services so that they can devote themselves to	Preparing a new concept of intensive evening Czech language courses for international employees in cooperation with the Institute for Language and Preparatory Studies with the aim of helping international employees adapt to the Czech environment as quickly as possible.	<ul style="list-style-type: none"> The Czech language courses were successfully organized, and a total of 30 international employees attended these intensive Czech courses.
	Implementing translators and artificial intelligence tools to support the bilingual environment at CU (e.g. for translating selected texts or for processing payroll deductions abroad).	<ul style="list-style-type: none"> The SWC continues to coordinate translation activities at CU. The SWC has now incorporated the available AI tools into the translation coordination process (use of Chat GPT, DeepL, and Google Translator for unofficial documents and more limited use of external translation companies). Collaborating closely with the faculties and units to support their website translations.
	Analysing university materials for the international agenda and establishing areas for preparing	<ul style="list-style-type: none"> On 1 July 2024, the university-wide Methodology for the Employment of International Employees at CU came into force (published on the CU Intranet), thus unifying the processes at CU

<p>teaching, research and standard career advancement, rather than overcoming obstacles related to living and working in another country.</p> <p>The SWC will continue to provide a comprehensive practical service to incoming employees and their families and will also function as a methodological centre for existing CU employees, who are involved in the onboarding process and, in effect, integrate international employees into their workplaces (HR department, project managers, etc.). Regular onboarding events organised by the SWC will include Welcome Days for new international researchers so that they can adapt faster after their arrival in the Czech Republic, as well as providing intensive semester-long Czech language courses to support faster adaptation to the Czech environment.</p> <p>The SWC will unify the processes at Charles University by preparing uniform methodological materials/procedures,</p>	<p>methodological materials relating to hiring foreign nationals at CU (primarily in the HR area, e.g. Methodology for Seconding CU Employees Abroad, Comprehensive Overview of Tax Obligations from the perspective of the employee/employer, Health Insurance for Employees, etc.).</p> <p>Announcing new selection procedures for the provision of external consultancy services for incoming and outgoing staff members, which will be seamlessly linked to the previous framework agreement.</p>	<p>relating to payroll and HR, and the entire onboarding process has been significantly unified.</p> <ul style="list-style-type: none"> • The selection procedures were successfully launched and completed. In July 2024, a framework agreement was concluded with the consulting company Proxy a.s. • The faculties and units have been informed that they can use the funds and services from the Rectorate's centralized resources for these cross-border services.
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<p>continue to expand the bilingual environment by coordinating translation activities at Charles University, and prepare educational seminars dealing with the issue of intercultural communication in cooperation with the Centre for Lifelong Learning.</p> <p>(builds on the activities no. 10 and 11 of the HRS4R Action Plan 2021-2023)</p>		
		<ul style="list-style-type: none"> In 2024, a total of two Welcome Days for international employees were held (in the winter and summer semesters) with the participation of other relevant departments of the Rectorate, and this concept proved to be successful. (https://cuni.cz/UKEN-2104.html).

8. SUPPORT FOR POSTDOCS

8.1. Support for postdocs

Responsible persons: Vice-Rector for Research; Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
We will focus on supporting career growth and personal development through various initiatives, including mentoring programmes and professional development seminars. We will also look for	Preparing and submitting the Marie Skłodowska-Curie Actions Cofund project, which will enable CU to recruit twenty international postdocs between 2025 and 2028.	<ul style="list-style-type: none"> The Charleston project submitted to the MSCA COFUND was supported by the European Commission, and preparations for its implementation have begun (as of 1 January 2025).
	Mapping out and assessing the effectiveness of the support	<ul style="list-style-type: none"> Two meetings with the postdoc community and ten meetings with the contact persons at the faculties were held. Based on these

<p>external resources for these activities. We will proactively support interdisciplinary research and build stronger links with the community of Czech scientists living abroad.</p> <p>We will continuously monitor and evaluate the gender dimension of the number of women and men in postdoctoral positions. We will share the best practice of workplaces with more balanced representation (in relation to representation in undergraduate and doctoral studies).</p> <p>(builds on the activity no. 13 of the HRS4R Action Plan 2021-2023)</p>	provided to postdocs at CU, and revising this support.	meetings, the provided benefits were revised and new support tools were added (training and mentoring).
	Restructuring the Postdoctoral Hub to provide relevant information in a clear format.	<ul style="list-style-type: none"> The first phase of the revision of the Postdoctoral Hub website (inclusion of training and mentoring) took place and should be completed in early 2025 with the launch of the Charleston programme.
	Creating a system for postdocs and its pilot launch in the 2024/2025 winter semester.	<ul style="list-style-type: none"> In the winter semester, seven workshops/courses in English targeting young researchers at CU were held as part of the pilot deployment. The courses are based on the European Competence Framework for Researchers (ResearchComp) (see also 5.1)
	Launching a call for mentors as a part of the approved concept of mentoring at CU.	<ul style="list-style-type: none"> The Call for Mentors was announced in August to October 2024. 52 senior researchers from CU and international universities applied during the open call, and based on this, young researchers at CU will select their mentors.
	Creating the digital tool Career Development Plans for Postdocs.	<ul style="list-style-type: none"> Preparatory work was underway to create a digital tool for unified career plans. Development of the digital tool has been postponed to the following period due to a lack of staff capacity.
	Modifying the CU database to track the number of men and women in postdoc positions.	<ul style="list-style-type: none"> The database of postdoctoral fellows at CU has been modified so that the number of women and men can be tracked. The proportion of female postdocs increased from 39% to 42% between January and November 2024. A Call for Mentors and a Call for Mentees were held in 2024 as part of the pilot year for the mentoring programme.

9. REFORM OF GRANT SUPPORT

9.1. Support for submitting grant projects

Responsible persons: Vice-Rector for Research; Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>In order to increase the number of applications and success rate in international grant schemes (in particular resources from the EU's Horizon Europe and Erasmus+ KA2 programmes), we will fully exploit the possibilities offered by internal financial instruments, such as the stable and long-term programme of financial support available to the submitters of high-quality projects for the ERC competition and further expansion of the expert assistance of the European Centre in the submission of applications for foreign grants. Support for the submission of grant projects will be subject to overall restructuring to allow us to submit more applications for these projects.</p> <p>(builds on the activity no. 18 of the HRS4R Action Plan 2021-2023)</p>	<p>Continuing with workshops in cooperation with the Expert Group for ERC grants and updating the information brochures.</p>	<ul style="list-style-type: none"> • Workshops held (May, June, September). • Creation of a brochure for ERC Synergy grants "<i>How to write a strong ERC proposal</i>". • Developing a support system for applicants from medical disciplines; collaboration and close contact with "light bearers" (light bearers are ERC guides/mentors. These are two people that we offer to medical faculties that have not yet succeeded in an ERC grant. These guides meet individually with ERC applicants to discuss their application and help formulate and push it in the right direction).
	<p>Launching a campaign to attract the highest quality applicants for Postdoctoral Fellowships – Marie Skłodowska-Curie Actions:</p> <ul style="list-style-type: none"> • Internal advertising among vice-deans for research and grant issues, PhD studies and development, and the heads of project offices and research offices at the faculties and university institutes, • Announcing the topics and supervisors by the faculties; • Creating a leaflet and external advertising (Euraxess, CrowdHelix, LinkedIn). 	<ul style="list-style-type: none"> • A campaign to attract the highest quality applicants for Postdoctoral Fellowships – Marie Skłodowska-Curie Actions. <ul style="list-style-type: none"> ◦ Internal advertising among vice-deans for research and grant issues, PhD studies, and development, and the heads of project offices and research offices at the faculties and university institutes, ◦ Announcing the topics and supervisors by the faculties; https://ec.cuni.cz/ECEN-128.html ◦ Creating a leaflet and external advertising (Euraxess, CrowdHelix, LinkedIn). https://ec.cuni.cz/ECEN-129.html
	<p>Finding an appropriate format and conducting information sessions with grant advisors and researchers to better exploit the opportunities of community programmes (e.g. funding opportunities from Horizon Europe or Erasmus+).</p>	<ul style="list-style-type: none"> • Holding meetings with grant advisors and with researchers to better exploit the opportunities of EU programmes (e.g. funding opportunities from Horizon Europe or Erasmus+).

10. CAREERS IN RESEARCH AND THE DEVELOPMENT OF TALENT

10.1. Associate professorship and full professorship procedures

Responsible persons: Vice-Rector for Research, Vice-Rector for Academic Appointments; Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
Modified recommended criteria for both research and pedagogical activities will be prepared for procedure for the granting of associate professorship and appointment procedures, reflecting in particular the quality of research and pedagogical work at faculties (career codices). The procedures should also reflect new measures to avoid conflicts of interest. We will monitor and evaluate the gender and age structure of management across disciplines and faculties.	Modifying the rules for associate professorship and full professorship procedures – preparation of a new Rector's directive that will place more emphasis on qualitative criteria, the role of committees, and equal opportunities during the procedures.	<ul style="list-style-type: none"> On 1 January 2024, Rector's Directive 55/2023, the Prevention of Conflicts of Interest in Associate Professorship and Full Professorship Procedures, came into force, which introduces rules for avoiding conflicts of interest.
	Implementing new rules relating to the conflict of interests into all procedures conducted in 2024.	<ul style="list-style-type: none"> Finalizing the modifications to the criteria and rules for associate professorship and full professorship procedures was underway. A broad discussion on the adoption of the revised rules for associate professorship and full professorship procedures during 2024 led to a decision to create an entirely new Rector's directive for greater clarity. In November and December 2024, preparatory work on the final version of the document was carried out (assumption that the new Rector's directive will be effective from 28 February 2025).

(builds on the activities no. 1 and 4 of the HRS4R Action Plan 2021-2023)		<ul style="list-style-type: none"> The third role of the university, as well as linking associate professorship and full professorship procedures with the career regulations, has been incorporated into the new Rector's directive in the form of a separate section (in particular, the committees will need to comment on these criteria when evaluating the candidate).
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10.2. Communication of research (New activity)

Responsible persons: Vice-Rector for Research, Vice-Rector for Academic Appointments; Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will popularise the scientific outputs of academics across CU, communicate scientific knowledge to the public, continue popularising educational activities, make appearances in the media and on social networks, and will participate in science competitions such as FameLab.</p> <p>We will prepare and offer courses and workshops aimed at increasing the competences of CU academic</p>	<p>Organizing large events for popularizing research with CU representation:</p> <ul style="list-style-type: none"> Science fair, VědaFest, Researchers' Night, Research competition for students FameLab, etc. 	<ul style="list-style-type: none"> Science fair <ul style="list-style-type: none"> The event took place from 30 May to 1 June 2024 (the main organizer was the Czech Academy of Sciences). Nine faculties and units presented for CU (programme in the form of experiments, quizzes, practical first aid training, data collection for research). Lectures on <i>Elections, misinformation and technology: what does artificial intelligence (not only) mean for the upcoming European Parliamentary elections?</i> (Mgr. Michal Šenk). VědaFest <ul style="list-style-type: none"> The event took place on 19 June 2024. Topic: "Science educates" https://www.vedafest.cz A total of 13 faculties participated on behalf of CU + 4EU+ presentation site + 2 central presentation sites about CU, including a chill-out zone for primary and secondary school teachers

<p>staff in the popularisation of scientific outputs, and media proficiency for appearances in the media.</p> <p>We will provide know-how and support for participation in science popularisation events such as Scientists' Night.</p> <p>By actively publicising outputs from Charles University and preparing materials for various target groups in a uniform style, we will continue to raise awareness of the "Charles University" brand as an important scientific research and educational institution that fulfils a crucial "third role" of an opinion leader in society.</p>		<ul style="list-style-type: none"> – CU programme (games for children, demonstration of the work carried out at CU workplaces) – Approximately 14,000 people were present at the event (an increase of 15% compared to 2023) • Researchers' Night <ul style="list-style-type: none"> – The event took place on 27 September 2024 at 3 venues in Prague and 2 venues in Hradec Králové. – New in 2024, under the national coordination of Palacký University and the University of Chemistry and Technology, Prague (with the organizational contribution of other Prague public universities, including CU) – 3,000 programme points across 300 institutions in 50 locations throughout the Czech Republic – CU implemented 115 of the programme points. – Involvement of 16 faculties + the Institute for Language and Preparatory Studies – Attendance of approximately 100,000 people • FameLab <ul style="list-style-type: none"> – The national round of the FameLab research competition took place on 17 September 2024 in the Ball Games Hall of Prague Castle. – Nine finalists from universities across the Czech Republic took part, under the auspices and with the personal participation of the British Ambassador Matt Field. – The winner was a neuroscience student from Masaryk University in Brno, who represented the Czech Republic at the international finale in November.
	<p>Ongoing popularization of the research of CU academics in the university's on-line and printed magazine Forum; expansion of the format to include short</p>	<ul style="list-style-type: none"> • Popularization was carried out on a continuous basis in the online and printed Forum: • Science section (https://www.ukforum.cz/en/main-categories/science) and Academia section (https://www.ukforum.cz/en/main-categories/unilife);

	videos promoting the diversity of research at CU.	<ul style="list-style-type: none"> As a part of the Science at CU video series, eight videos were produced in 2024 https://www.ukforum.cz/rubriky/veda/tag/V%C4%9Bda%20na%20UK
	Pilot collection of contacts of media-savvy experts from the faculties and units to be used as input data for a future online database (planned launch in 2025).	<ul style="list-style-type: none"> 400+ contacts were collected throughout CU. As a part of the cooperation and partnership with Czech Television, a contract was prepared with CT to provide a list of university experts for the purpose of news and discussion programmes, surveys, etc. Implementation of the database was started together with CU's Computer Science Centre.
	As a part of unifying the visual presentation of Charles University, we will focus in particular on unifying names and abbreviations at the level of CU faculties and units, the graphic integration of roll-ups, selected (especially promotional) websites and posters, the gradual unification of graphic elements in the area of communication on social networks.	<ul style="list-style-type: none"> In 2024, the faculty and unit social media names were unified to correspond with the university-wide social media (SoMe). Discussions were held on the issue of faculty promotional logos and other faculty/unit visuals at the faculty PR/MKT department level and through the Committee for Communications and PR (KaPR). Graphic templates were developed for use on university-wide and faculty SoMe.
	As a part of the popularization of research results, afternoon clubs for gifted pupils will be held in the first half of 2024.	<ul style="list-style-type: none"> 12 afternoon clubs took place.
	Educational workshops will be offered at the Didaktikon starting in September 2024 to complement the lectures offered for Junior CU.	<ul style="list-style-type: none"> 8 workshops took place.

10.3. Panel of (young) researchers (New activity)

Responsible persons: Vice-Rector for Research; Research Support Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>In order to represent young researchers (early career stage researchers, R2) in advisory bodies and obtain feedback from them, we will prepare a concept for an advisory body or informal group in which prospective scientists with significant international experience will be represented across scientific disciplines.</p> <p>Following approval of the concept by University management, the group will be established, and management will hold regular meetings with it on topics such as grant opportunities, working conditions, working environment, career growth, etc., or to receive feedback on strategic documents/measures related to the group</p>	<p>Preparation of the concept and establishment of a panel of (young) researchers, its first meeting with the university's management.</p>	<ul style="list-style-type: none">• The concept has been prepared and approved.• The members of this panel were also proposed to the Rector's Board. However, the panel did not meet.

11.INTERNAL COMMUNICATION

11.1. Internal communication

Responsible persons: Head of the Rector's Office; Rector's Office

2024–2026 action plan	Action plan for 2024	Fulfilment as at 31 December 2024
<p>We will build on existing activities and focus primarily on communication between the Rectorate and the units of the University.</p> <p>We will focus on the implementation of the Internal Communication Strategy and updating it after a period of two years. We will focus on digitalising processes and improving the intranet, as well as supporting its use among employees.</p> <p>We will continue to hold formal and informal events to facilitate meetings between management and employees.</p> <p>We will share experience across the University through the Internal Communication Working Group.</p>	<p>Involvement of all units of the extended Rector's Office, including university institutes, special-purpose facilities, and other workplaces, in the university's intranet.</p>	<ul style="list-style-type: none"> • The technical and content elements for the Intranet have been in operation since June 2024. • During July 2024, a review of the content and visuals took place. • The Intranet was officially launched for Rectorate users in August 2024 via the newsletter "Karel nese noviny" (2024_7) KNN: 2024_7 (cuni.cz), and the information was entered into the "Employees-Intranet" section of the cuni.cz website. • The Intranet is functional for tablet and phone platforms.... The Intranet has been fully accessible to Rectorate employees and faculty staff since October 2024 on intranet.cuni.cz
	<p>Official launch of the intranet for all CU employees.</p>	<ul style="list-style-type: none"> • Nine faculties are connected to the intranet (2LF, ETF, FHS, FSV, FaF, FF, LFP, MFF, PedF) + negotiations on the gradual connection of other faculties were underway (there was interest in using the intranet space for creating their own content by faculties that did not have their own intranet). • The comprehensive proofreading of the content was completed in December. • Work was underway to consolidate and move all Newsletters to one location. • The Keyword Query Language (KQL) search function was completed.
	<p>Education of employees – e.g. training in Microsoft Copilot and ChatGPT.</p>	<ul style="list-style-type: none"> • Training in Microsoft Copilot and ChatGPT took place in collaboration with the CU Central Library.

<p>We will also support the process through education (e.g., communication, team management, effectiveness of cooperation, IT tools, project management).</p> <p>(builds on the activity no. 21 of the HRS4R Action Plan 2021-2023)</p>		
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