

## HR Excellence in Research

# Process Description

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**Case number**

2023SK83640

**Name Organisation under review**

KInIT

**Organisation's contact details**

Mlynske Nivy 5, Bratislava, Slovakia, 81109, Slovakia

**Date endorsement charter and code**

29/03/2023

## 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
Mária Bielíková	Director General KInIT - R4 researcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KInIT Leadership
Jakub Šimko	Head of Research Team - R3 researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Web and User Data Processing Research Team
Ivan Srba	Senior Researcher - R2 researcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Web and User Data Processing Research Team
Róbert Móro	Senior Researcher - R2 researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Web and User Data Processing Research Team
Viera Rozinajová	Head of Research Team - R3 researcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Analytics for Green Energy Research Team
Lucia Kotuláková	Partneships manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operations team
Diana Lokere	Chief People & Culture Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operations team
Dominik Macko	Expert Researcher - R3 researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Web and User Data Processing Research Team

Name	Position	Steering Committee	Working Group	Management line/ Department
Marek Loderer	Junior Researcher - R2 researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Data Analytics for Green Energy Research Team
Gabika Grmanová	Senior Researcher - R2 researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data Analytics for Green Energy Research Team
Martin Tamajka	Research Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Natural Language Processing Team
Kristína Volnerová	HR Generalist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operations team
Želmíra Schmidtová	Talent Acquisition Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operations team
Štefan Oreško	Junior Researcher - R2 researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethics team
Marián Šimko	Head of Research Team - R3 researcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Natural Language Processing Team
Ján Čegiň	Phd student - R1 researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Web and User Data Processing Research Team
Michal Kompan	Chief Research Officer - R3 researcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KInIT Leadership
Miroslava Micová	Project manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operations team
Peter Pavlík	Phd student - R1 researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data Analytics for Green Energy Research Team

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), 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 researchers groups were involved in the GAP-analysis:

<b>Stakeholder group</b>	<b>Consultation format</b>	<b>Contributions</b>
All KInIT researchers (R1-R4)	Questionnaire and regular consultations	Input for GAP analysis and Action plan. 30 researchers (R1-R4) out of the total 36 filled in the anonymous questionnaire (83 % response rate). The results of the questionnaire were shared with the researchers and they were subsequently consulted regarding individual gaps in the GAP analysis. Several open discussions with researchers were organized to facilitate the writing of the GAP analysis and Action plan.
KInIT Ethics team	Unstructured consultations	Input for GAP analysis and Action plan in terms of ethical aspects of the research (particularly principles "Research freedom" and "Ethical principles")
Project Office	Consultations	Input for "Accountability" section of the GAP analysis
Chief Research Officer	Consultations	Input for the GAP analysis and action plan in terms of mobilities, career development plans and post-doc programs
KInIT board	Overseeing of the process	Supervision and confirmation of the final version of the GAP analysis, OTM-R and Action plan
HR department	Regular weekly consultations	Writing of GAP analysis, OTM-R and Action plan in terms of HR policies (recruitment, selection etc.). Creation of the questionnaire.
Chief People & Culture Officer (Head of Personnel)	Regular meetings every 2 weeks	Suggestions for questions to be included in the Institute questionnaire. Input for GAP analysis, OTM-R and Action plan in terms of HR policies (recruitment, selection etc.)
Heads of Departments (teamleaders)	Regular meetings every month	Proposals for members of the Working Group representing R1-R4 and participation in the formation of the Working Group. Heads of Departments provided inputs about working conditions, research environment, soft skills requirements and recruitment within the Institute.
Chief Operations Officer (COO)	One-time consultation	COO provided information on budget and funding and comments on allocation of costs for Action plan activities (trainings, seminars
Slovak Academy of Sciences	One-time online consultation	Input for GAP analysis and Action plan

Stakeholder group	Consultation format	Contributions
Institute of Microbiology of the CAS, v. v. i.	One-time online consultation	Inputs and insights for GAP analysis and Action plan

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

Following the Institute's intention to strengthen its international dimension in February 2023, the KInIT TOP management declared its interest in applying for the HRS4R award by approving a proposal to launch the process of implementing the Human Resources Strategy for Researchers and obtaining the European HR Excellence in Research Award. On 14th March of 2023 the Endorsement letter was signed by the Director of the Institute and uploaded to HR Award e-tool. On 29th March 2023 the Endorsement letter was accepted.

After being given the opportunity to apply for the HR Award, The Committee overseeing (The Steering Committee) was appointed by the TOP management in April 2023. The Steering Committee members were appointed on the TOP management regular meeting. The majority of the Steering Committee consists of TOP Management members, along with several R1-R4 researchers and Operations team representatives to ensure a diverse and well-rounded perspective.

The Steering Committee is chaired by Mária Bieliková, who also serves as the Director General of KInIT. She also leads the development of the upcoming Institute Development Strategy, ensuring that the HRS4R principles are fully embedded in the institution's strategic plans.

The Steering Committee conducted quarterly reviews of the progress on the GAP analysis, OTM-R checklist, and Action Plan. Once the first drafts of these documents were completed (end of December 2023), they were submitted to the Steering Committee for final review and feedback.

During January and February 2024, the Working Group received and incorporated the comments from the Steering Committee.

In March 2024, after integrating the Steering Committee's comments, the documents received final approval during the TOP Management meeting.

On March 28, 2024, the documents were uploaded to the HR Award e-tool.

On August 30, 2024, the documents were returned for minor revisions. These changes were made by the Working Group and resubmitted to the Steering Committee in early October 2024. Both the Steering Committee and TOP management then gave their final approval.

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

The Working group was formed with a conscious effort to ensure diversity of experience, seniority, and gender. Members were chosen based on their distinct backgrounds, ranging from members of the leadership team to junior researchers, and encompassing a variety of expertise across different domains and departments. Working Group members were appointed at a regular meeting of TOP Management in April 2023, at the same time as The Steering Committee.

The members of the Working group are researchers as well as members of the Institute's Operations Department with analytical skills and knowledge of the overall research situation at the Institute's level. Some members of the Working group are also members of the Steering Committee which provides for a coordinated approach to the overall process.

The Working Group reports directly to the Steering Committee. The Working Group was assigned an executive role throughout the entire application process. The Steering Committee entrusted them with the preparation of the GAP analysis, OTM-R checklists, Process Description, and Action Plan.

The Working Group was also responsible for preparing the Institute Questionnaire which constitutes the basis of the GAP analysis. GAP analysis is based mainly on results of the questionnaire and individual interviews and discussions with teamleaders and Institute's staff (R1-R4 researchers, research engineers and Operations staff). This provided an overview and qualitative basis for identifying specific gaps. Out of a total of 36 researchers, 30 completed the questionnaire, resulting in an 83% response rate. Researchers were given one month, from July to August 2023, to complete the questionnaire. Research engineers and interns, who do not fall within the R1-R4 classification and are not officially categorized as researchers, did not participate in the questionnaire. The detailed results of the questionnaire can be found on KInIT's HRS4R subpage: <https://kinit.sk/wp-content/uploads/2024/10/HRS4R-questionnaire.pdf>

The Working Group submitted quarterly progress reports to the Steering Committee on the drafting of all documents. In late December 2023, the Working Group presented the GAP Analysis, OTM-R checklist, and Action Plan to the Steering Committee. During this meeting, the process for preparing the documents required for the implementation phase was also discussed and clarified.

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