

## Process Description

**Case number:** 2018SK336383

**Name Organisation under review:** Slovak Academy of Sciences

**Organisation's contact details:** Stefanikova 49, Bratislava, 814 38

**Date endorsement charter and code:** 05/09/2018

## 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
Zuzana Hrabovská (PhD.)	Head of Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Research and Development
Tomáš Michalek	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Research and Development
Eva Krištofová	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Research and Development
Zuzana Hrabovská (Ing.)	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Research and Development
Peter Samuely	Vice President for Science, Research and Innovations (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences
Juraj Koppel	Vice President for Budget and Legislation (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences
Pavol Siman	Vice President for Scientific Section 1 (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences

Name	Position	Steering Committee	Working Group	Management line/ Department
Karol Marhold	Vice President for Scientific Section 2 (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences
Miroslav Morovics	Vice President for Scientific Section 3 (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences
Róbert Karul	Head of Ethics Committee (R4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presidium of Slovak Academy of Sciences
Richard Heriban	Scientific Secretary (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre of Social and Psychological Sciences SAS
Marek Hyčko	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Mathematics SAS
Katarína Šipošová	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Experimental Physics SAS
Róbert Sabo	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Informatics SAS
Helena Horváthová	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Informatics SAS
Lucia Ivaničová	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Geotechnics SAS
Ján Novotný	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Geography SAS
Ján Košťut	Scientific Secretary (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Materials and Machine Mechanics SAS
Marián Jakubík	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Astronomical Institute SAS
Ján Madarás	Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Earth Science Institute SAS
Renáta Dulovičová	Scientific Secretary (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Hydrology SAS
Ladislav Šamaj	Senior Researcher (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Physics SAS
Svorad Zavarský	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jan Stanislav Institute of Slavistics SAS
Ivana Taranenková	Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Slovak Literature SAS
Jaromír Kučera	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plant Science and Biodiversity Center SAS
Monika Žilková	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Neuroimmunology SAS
Martina Miterpáková	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Parasitology SAS
Stanislav Kozmon	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Chemistry SAS
Jana Fúsková	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute for Research in Social Communication SAS
Lucia Hargašová	Scientific Secretary (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute for Research in Social Communication SAS

Name	Position	Steering Committee	Working Group	Management line/ Department
Miloslav Bahna	Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute for Sociology SAS
Miroslav Blaženec	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Forest Ecology SAS
Marián Grman	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biomedical Research Center SAS
Ivona Kováčová	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biomedical Research Center SAS
Eva Smolková	Senior Researcher (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Philosophy SAS
Tatiana Mačičková	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre of Experimental Medicine SAS
Jana Sivičková	Junior Researcher (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Political Sciences SAS
Dušan Magdolen	Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Oriental Studies SAS
Zuzana Panczová	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Ethnology and Social Anthropology SAS
Jana Levická	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ludovít Stur Institute of Linguistics SAS
Mária Kovačovská	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of State and Law SAS
Jana Dudková	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Art Research Centre SAS
Lucia Benediková	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Archaeology SAS
Eva Fiedlerová	Junior Researcher (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Art Research Centre SAS
Adam Hudek	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of History SAS
Ladislav Kómar	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Construction and Architecture SAS
Ľubor Košťál	Deputy Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre of Biosciences SAS
Veronika Kucharská	Scientific Secretary (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Art Research Centre SAS
Juraj Majtán	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Molecular Biology SAS
Ján Maňka	Deputy Director (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Measurement Science SAS
Silvia Podhradská	PR Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Polymer Institute SAS
Marica Slaná	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Inorganic Chemistry

Name	Position	Steering Committee	Working Group	Management line/ Department
Marianna Španková	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Electrical Engineering SAS
Dagmar Štefunková	Scientific Secretary (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Landscape Ecology SAS
Lubomír Vidlička	Senior Researcher (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Zoology SAS
Zuzana Cenkerová	Researcher (R2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Art Research Centre SAS
Barbora Králičková	Deputy Director (R3)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of State and Law SAS
Michal Ryboš	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biomedical Research Center SAS

Your organisation 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 researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
SAS Institutes Appointees for HRS4R	Workshops and Online Questionnaires	Input for gap analysis and action plan - objectives
Ministry of Education, Science, Research and Sport of the Slovak Republic	Consultation Meeting	Input for gap analysis - framing
Slovak Academic Information Agency	Consultation Meeting	Input for gap analysis - framing
SAS Presidium	Committee overseeing the process	Decision-making body
SAS Ethics Committee	Committee overseeing the process	Input for gap analysis and action plan - objectives
SAS Institutes Directors	Consultation Meeting	Input for gap analysis and action plan - objectives
SAS Institutes Working Groups (R1-R4)	Working Group	Input for gap analysis and action plan - objectives
Slovak University of Technology in Bratislava	Consultation Meeting	Input for action plan - implementation
Matej Bel University in Banská Bystrica	Consultation Meeting	Input for gap analysis - framing
SAS Institutes Scientific Secretaries	Working Group	Input for gap analysis and action plan - objectives
SAS Assembly	Reporting	Decision-making body

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

The Committee overseeing the process was created by the SAS Presidium (12th April 2017) and was chaired by the SAS Vice President for Science, Research and Innovations. Other members of the Committee included the SAS Vice President for Budget and Legislation, SAS Vice Presidents for Scientific Sections 1-3 and Head of the SAS Ethics Committee. Each member of the SAS Presidium is also a member of particular SAS Institutes so they have very good and healthy relationship with the SAS Institutes and can act very quickly when necessary. Moreover, there are three SAS Vice Presidents for 3 SAS Scientific Sections which meet monthly with all the SAS Institutes Directors who were permanently updated about the ongoing process of HRS4R. The Committee initiated the process by asking the SAS Institutes Directors to appoint a HRS4R representative for each SAS Institute who will be working closely with the Working Group doing the Gap Analysis (21st November 2017). The Committee, in collaboration with the Working group, also consulted the overall HRS4R approach with the Ministry of Education, Science, Research and Sport and the Slovak Academic Information Agency, which had been providing HRS4R trainings to research organizations in the Slovak Republic (17th October 2017). During the meeting with the representatives of the Ministry and the Agency, the Committee presented the SAS plan to implement HRS4R and discussed about the overarching topics from the Gap Analysis which could be dealt with on the national level by the Ministry. After the Working Group produced the drafts of Gap Analysis and Action Plan, the Committee commented on them. The final versions of Gap Analysis and Action Plan were approved by the SAS Presidium (9th May 2019). The Committee also initiated cooperation with the selected Slovak Universities. After the signature of a Memorandum of cooperation between the SAS, the Comenius University in Bratislava and Slovak University of Technology in Bratislava (24th June 2019), regular meetings started in 2019 dealing with common approach to the HRS4R, especially cooperation on the Gap Analysis, Action Plan and its implementation (16th August 2019).

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

The Working Group was also created by the SAS Presidium (12th April 2017) and chaired by the Head of Department of Research and Development which is a part of the SAS Office. Other members of the Working Group included three project managers of the Department of Research and Development and 48 HRS4R appointees of the SAS Institutes. The project managers from the Department participated to the HRS4R trainings which had taken place in Brno, Brussels and Bratislava so they had been instructed in requirements of the HRS4R strategy. The project managers consequently organized three similar HRS4R trainings for 48 HRS4R appointees of the SAS Institutes (13th, 19th and 21st February 2018). The Department coordinated the work of the Working Group, communicated closely with the Committee overseeing the process and handled all the administration of HRS4R. A specific email address and data drive was created for HRS4R. The project managers of the Department also translated the HRS4R templates for Gap Analysis and Action Plan into the Slovak language. After the internal training for HRS4R appointees, the SAS Institutes created individual working groups which made the initial gap analyses for majority of the SAS Institutes. The members of these working groups included researchers from R1-R4 ranges as well as SAS Institutes HR specialists (although not every SAS Institute has an HR specialist). Both junior and senior researchers participated in this process, seconded also by several SAS Institutes Directors (depending on the actual size of a SAS Institute). These initial gap analyses were collected by the project managers of the Department who clustered them into the overarching Gap Analysis for the whole Academy and asked the SAS Institutes to provide the feedback. Consequently, the Action Plan was created based on the final Gap Analysis. Both the Gap Analysis and Action Plan were consulted with the Committee overseeing the process, whose members include the Head of the SAS Ethics Committee. Through the Committee, the Gap Analysis and Action Plan were also reported to the SAS Presidium and SAS Assembly. Finally, both documents were approved by the SAS Presidium (9th May 2019).