

HR Excellence in Research

Process Description

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Case number

2025CZ334451

Name Organisation under review

Institute of Chemical Process Fundamentals

Organisation's contact details

Rozvojová 135, Prague, Czech Republic

Date endorsement charter and code

20/05/2025

Process

The HR Excellence in Research strategy should be developed in consultation with stakeholders and involve a diverse group of researchers (from R1 to R4). It should also include the appointment of a committee to oversee the process and a working group to carry out the implementation.

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

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Michal Šyc, Ph.D.	R4	☒	☐	Director; Head of the Research Group of Waste Management and Sustainable Technologies
Dr. Ing. Vladimír Ždímal	R4	☒	☒	Head of the Department of Environmental Engineering /Head of the Research Group of Aerosol Chemistry and Physics
Ing. Mária Zedníková, Ph.D.	R4	☒	☒	Head of the Department of Chemical Engineering / Research Group of Multiphase Reactors
Mgr. Jindřich Karban, Ph.D.	R4	☐	☒	Head of the Research Group of Bioorganic Chemistry and Biomaterials
Sandra Cristina Kordač Petronilho Orvalho, Ph.D.	R4	☐	☒	Head of the Research Group of Multiphase Reactors
Ing. Petr Stanovský, Ph.D.	R4	☐	☒	Head of the Research Group of Membrane Separations
prof. Ing. Pavel Izák, Ph.D., DSc.	R4	☐	☒	Research Group of Membrane Separations
Ing. Jana Bernášková, Ph.D.	R1	☐	☒	Head of the Laboratory of Analytical Chemistry
Ing. Tomáš Strašák, Ph.D.	R3	☐	☒	Research Group of Bioorganic Chemistry and Biomaterials

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Věra Pěnkavová, Ph.D.	R3	☐	☒	Research Group of Multiphase Reactors
Ing. Ekaterina Korotenko, Ph.D.	R2	☐	☒	Research Group of Waste Management and Sustainable Technologies
Ing. Tereza Trávníčková, Ph.D.	R2	☐	☒	Research Group of Multiphase Reactors
doc. RNDr. Naděžda Zíková, Ph.D.	R4	☐	☒	Research Group of Aerosol Chemistry and Physics
Mgr. Natálie Jaklová	R1	☐	☒	Research Group of Microreactors
RNDr. Ludmila Mašková, Ph.D.	R3	☐	☒	Research Group of Aerosol Chemistry and Physics
Ing. Lucie Šrámová	R1	☐	☒	Research Group of Aerosol Chemistry and Physics
Bc. Mark Terentyak	R1	☐	☒	Research Group of Multiphase Reactors
Denisa Křížová	administration	☐	☒	Administration
Mgr. Dominik Vöröš, Ph.D.	administration	☐	☒	Administration
Mgr. Jana Machciníková	administration	☐	☒	Administration
prof. Ing. Martin Lísal, DSc.	R4	☒	☒	Deputy Director / Head of the Research Group of Molecular and Mesoscopic Modelling
Ing. Jan Storch, Ph.D.	R4	☒	☒	Head of the Department of Materials Chemistry / Research Group of Advanced Materials and Organic Synthesis
Ing. Simona Čížková, Ph.D.	R2	☐	☒	Research Group of Algal and Microbial Biotechnology
Ing. Jan Čížek, Ph.D.	R2	☐	☒	Research Group of Membrane Separations

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Alena Krupková, Ph.D.	R2	☐	☒	Research Group of Bioorganic Chemistry and Biomaterials
Ing. Vojtěch Hamala, Ph.D.	R2	☐	☒	Research Group of Bioorganic Chemistry and Biomaterials
Ing. Antonín Šperlich	R1	☐	☒	Research Group of Waste Management and Sustainable Technologies
Ing. Magdalena Čaklová, Ph.D.	R2	☐	☒	Research Group of Catalysis and Reaction Engineering
Ing. Adéla Sýkorová	R1	☐	☒	Laboratory of Analytical Chemistry
Ing. Jakub Ondráček, Ph.D.	R4	☐	☒	Research Group of Aerosol Chemistry and Physics
Ing. Martin Koštejn, Ph.D.	R3	☐	☒	Research Group of Laser Chemistry
RNDr. Jaroslav Žádný, Ph.D.	R3	☐	☒	Research Group of Advanced Materials and Organic Synthesis
Mgr. Marcela Hašková	Administration	☐	☒	Head of Grant Support Office / Administration
Ing. Veronika Kristová, Ph.D.	Administration	☐	☒	Research Group of Aerosol Chemistry and Physics
Bc. Tomáš Jindra	Administration	☐	☒	Research Group of Aerosol Chemistry and Physics
Dr. Ing. Vladimír Církva	R4	☒	☒	Scientific Secretary / Research Group of Advanced Materials and Organic Synthesis
Ing. Lucie Červenková Šťastná, Ph.D.	R3	☐	☒	Research Group of Bioorganic Chemistry and Biomaterials
Ing. Věra Jandová, Ph.D.	R3	☐	☒	Research Group of Laser Chemistry
Ing. Martina Dlasková, Ph.D.	R2	☐	☒	Research Group of Catalysis and Reaction Engineering

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Martin Jakubec, Ph.D.	R3	☐	☒	Head of the Research Group of Advanced Materials and Organic Synthesis
Ing. Kateřina Setničková, Ph.D.	R3	☐	☒	Research Group of Catalysis and Reaction Engineering
Ing. Karel Soukup, Ph.D.	R4	☐	☒	Research Group of Catalysis and Reaction Engineering

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 HR Excellence in Research process.

Provide information on how the researcher groups were involved in the gap analysis.

Stakeholder group	Consultation format	Contributions
Institute Executive Board (Director, Deputy Director, Heads of Research Groups, and Secretary of the Institute)	The members of the Institute Executive Board are represented on both the Steering Committee and the individual Working Groups.	The Director regularly reviews and discusses the progress of the Gap Analysis and the development of the Action Plan. Progress is also reported to the Institute Executive Board during regular management meetings. The Deputy Director and the Heads of Research Departments act as leaders of selected Working Groups and actively contribute to the preparation of both the Gap Analysis and the Action Plan.
Institute Management (15 members, including the Institute Executive Board and the Heads of all Research Groups)	The members of the Institute Management are actively involved in the Working Groups and participate in regular project meetings to support the development, implementation, and monitoring of the Action Plan.	The Institute Management actively participates in Working Group meetings, contributes to discussions, and is involved in the analysis of the staff survey results. It also provides a management perspective on the individual principles and supports the identification of institutional priorities and improvement measures.

Stakeholder group	Consultation format	Contributions
Researchers (R1–R4)	Researchers (R1–R4) are represented in the Working Groups and participate in regular meetings, where they contribute their perspectives and provide feedback on the development and implementation of the Action Plan.	All Working Groups (WG1–WG5) include representatives from all researcher career stages (R1–R4). The Working Groups include representatives from all Research Groups, all Research Departments, and the Institute's support services. All members actively contribute to identifying the Institute's strengths and areas for improvement and to the preparation of the Gap Analysis.
Women Researchers	Women researchers are represented in the Working Groups and participate in regular meetings, ensuring that gender-related perspectives are considered throughout the preparation and implementation of the Action Plan.	Women researchers are represented across all Working Groups (WG1–WG5). Their perspectives have been particularly valuable in WG5 on ethics-related issues and in WG4a, where they contributed to discussions on the fair evaluation of the research performance of researchers returning from career breaks.
Doctoral Candidates (PhD Students)	Doctoral candidates (PhD students) are represented in the Working Groups and participate in regular meetings, where they contribute their perspectives and provide feedback on matters relevant to early-career researchers and doctoral training.	Doctoral candidates (PhD students) are represented in WG1, WG3, and WG4a. The perspective of early-career researchers proved particularly valuable in WG3, which focused on staff training, professional development, and career progression. Their contributions helped ensure that the proposed measures reflect the needs and expectations of researchers at the beginning of their careers.
International Researchers and Non-Czech-Speaking Staff	Occasional consultations with the Working Group leaders.	International researchers and non-Czech-speaking staff are not formal members of the Working Groups but are involved through regular consultations with the Working Group leaders. Their perspectives have been particularly valuable in WG2, where they contributed to discussions on the recruitment of international researchers and helped identify opportunities to improve recruitment practices. They also provided valuable feedback on the onboarding process, helping to identify gaps and propose measures to improve the integration of international staff into the Institute.

Stakeholder group	Consultation format	Contributions
Administrative and Support Staff	Administrative and support staff are represented in the Working Groups and participate in regular meetings, contributing their expertise and perspectives to the preparation and implementation of the Action Plan.	Representatives of the HR Department and the Grant Support Office are members of several Working Groups, particularly WG1, WG2, WG3, and WG4a. The HR Department provides expertise on employment legislation, institutional policies, and recruitment procedures, supporting the development of fair and transparent HR practices. Representatives of the Grant Support Office contribute to discussions on improving working conditions and reducing the administrative burden on Heads of Research Groups and researchers through enhanced project and grant support.

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

The **Steering Committee** was composed primarily of the leaders of the individual working groups, who also held managerial positions within the Institute. It was established during the kick-off meeting of the **HR Award ÚCHP** project (CZ.02.01.01/00/23_026/001138) and was responsible for the coordination and strategic oversight of the GAP Analysis throughout its preparation.

During the GAP Analysis phase, the Steering Committee met regularly, approximately once a month, to review progress and coordinate the preparation of the required outputs. Two meetings represented key milestones in the process. On **12 June 2026**, the Action Plan was finalised, and on **19 June 2026**, the draft Action Plan was presented to Institute staff for consultation and open discussion.

Please describe how the working group doing the gap analysis was appointed.

The GAP Analysis was carried out through a set of thematic working groups:

- **WG2 – Recruitment, Selection and Onboarding**
- **WG3 – Human Resources and Professional Development**
- **WG4a – Working Conditions and Internal Processes**
- **WG4b – Knowledge Transfer and Popularisation**
- **WG5 – Ethics and Research Integrity**
- **WG Open Science – Open Science**

The working groups were established during the kick-off meeting of the HR Award ÚCHP project (CZ.02.01.01/00/23_026/001138) and were composed of Institute employees who volunteered to participate according to their expertise and interests. Some staff members contributed to more than one working group.

Throughout the preparation of the GAP Analysis, the working groups met regularly, approximately once a month. Their work was primarily based on the evaluation of a staff survey conducted across the Institute, which provided evidence on the baseline situation, identified strengths and areas for improvement, and assessed the Institute's compliance with the principles of the European Charter for Researchers.