



HRS4R

**THE HUMAN RESOURCES
STRATEGY FOR RESEARCHERS**

HRS4R SAS ACTION PLAN 2022-2025

SLOVAK ACADEMY OF SCIENCES

Internal Review

Case number: 2018SK336383

Name Organization under review: Slovak Academy of Sciences

Organization's contact details: Štefánikova 49, Bratislava, 814 38

Actions

Action 1: To translate the SAS Code of Ethics into English and publish it on the SAS website

Completed The SAS Code was translated and published on the website on 10th September 2019: https://www.sav.sk/php/download_doc.php?doc_no=9079

Action 2: To conduct regular ethics trainings

Completed Ethics trainings are regularly organized by the SAS Ethics Committee
https://www.sav.sk/?lang=sk&doc=sas-commission&commission_no=16

Training on scientific integrity and ethics of scientific work – attending of this training is one of the eligibility criteria for all grant applicants within the Grant programme for SAS PhD Students: <https://doktogrant.sav.sk/CurrentCall>

Action 3: To establish ethics committees in individual SAS Institutes

In Progress This task is also performed by the SAS Ethics Committee and is ongoing. In 2021, a questionnaire was prepared for the SAS research institutes in order to understand the current status of this issues within the SAS research institutes.
Partially completed and moved on the next cycle 2022-2025.

Action 4: To adopt internal ethical rules

Completed This task was performed by the SAS Ethics Committee. The document with implementation of ethical principles have been produced and published online:
https://www.sav.sk/?lang=sk&doc=sas-commission&folder_no=104

Action 5: To formalize the procedure for ethical issues complaints and appeals

Completed This task was also performed by the SAS Ethics Committee. The form for reporting ethical issues is now available online:
https://www.sav.sk/?lang=sk&doc=sas-commission&folder_no=562

Action 6: To prepare a welcome information package both in Slovak and English

Completed

The Slovak and English version of the information package has been prepared and is being sent to new employees via email. It will be also published online: [Recruitment – HRS4R – Human Resources Strategy for Researchers \(sav.sk\)](https://recruitment-hrs4r-sav.sk)

Action 7: To prepare a feasibility study of the central data storage system**Completed**

The study was done and published on the website: https://csc.sav.sk/wp-content/uploads/uploaded/download/studia-uskutocnitelnosti/SU_FINAL_web_pages.pdf
Repository of Slovak Academy of Sciences can be accessed online: <https://uk.sav.sk/pre-vedcov/open-access/institucionalny-repozitar-sav/>

Action 8: To translate important documents, regulations and templates into the English language**In Progress**

This is on ongoing effort – several key documents have been already translated into English: SAS Code of Ethics, SAS Gender Equality Policy, welcome information package, etc.
Partially completed and moved on the next cycle 2022-2025.

Action 9: To provide active support for management of international and European projects**Completed**

There are several project schemes for this purpose:
IMPULZ – <https://impulz.sav.sk/en>
MoRePro – <https://www.sav.sk/?lang=en&doc=educ-morepro>
SASPRO 2 – <https://saspro2.sav.sk/indexEn.html>
Doktogranty – <https://www.doktogrant.sav.sk/en>
Štefan Schwarz Fund – <https://schwarz.sav.sk>
Euraxess point SAS – <https://euraxesspoint.sav.sk/domov-english/>

Action 10: To prepare a feasibility study of the online tool for project management and financial reporting**In Progress**

A new EU Project Support Office was created in April 2022 at the Department of Research and Development which is currently working on this task. Moreover, a new financial coordinator will be hired in September 2022.
[EU project \(sav.sk\)](https://eu-project.sav.sk)
Partially completed and moved on the next cycle 2022-2025.

Action 11: To create a project management guide**In Progress**

A new EU Project Support Office was created in April 2022 at the Department of Research and Development which is currently working on this task.
[EU project \(sav.sk\)](https://eu-project.sav.sk)
Partially completed and moved on the next cycle 2022-2025.

Action 12: To create a strategy and internal rules for secure data backup

Completed

A guideline for network usage was prepared and published online:

https://www.sav.sk/php/download_doc.php?doc_no=10486

A guideline for use of repository is also available online: <https://uk.sav.sk/pre-vedcov/open-access/institucionalny-repozitar-sav/>

Repository of Slovak Academy of Sciences can be accessed online:

<https://uk.sav.sk/pre-vedcov/open-access/institucionalny-repozitar-sav/>

Action 13: To disseminate Open Access news and updates

Completed

The SAS Central Library is organizing training for open access news and updates: <https://uk.sav.sk/pre-vedcov/open-access/>

Action 14: To prepare a concept of public engagement activities

Completed

The 2021 questionnaire included questions about public engagement activities. The Department of Research and Development is regularly participating on citizen engagement projects either within Slovakia (e.g. 2021-2022 project on Citizens Vision of Future of Europe) or wider European community (e.g. 2015-2018 project CIMULACT).

Action 15: To engage in communication activities

Completed

Different SAS entities engage in number of communication activities:

- Science cafe in Košice (Biomedical Centre SAS)
- Young Scientists Roadshow around Slovakia (Department for communication and media SAS)
- Science Slam SAS in Bratislava (Young Scientists SAS)
- COVID-19 press conferences (Biomedical Centre SAS)
- Filming exclusive videos of COVID-19 testing samples (Biomedical Centre SAS)
- SAV educates students - educational videos published on the SAS YouTube channel (Department for communication and media SAS)
- SAS home-office popularization videos (Department for communication and media SAS)
- Videos about SAS institutes and their research (Department for communication and media SAS)
- SAVinci workshops (Department for communication and media SAS)
- Science in the Theater about the COVID-19 (Department for communication and media SAS)
- SpaceLab Summer School (Institute of Experimental Physics SAS)
- SAS Science Podcast (Department for communication and media SAS)
- Science for two minutes at Funradio (Department for communication and media SAS)
- Continual dissemination of these activities on SAS website and social media channels (Facebook, Instagram) (Department for communication and media SAS)

Action 16: To inform about options of the commercial exploitation of research results

Completed This task is being performed by the SAS Technology Transfer Office and can be accessed online: <https://ktt.sav.sk/en/for-scientists/services/>

Action 17: To provide support for language courses for administrative and technical staff

Extended Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 18: To unify researcher evaluation practices

Completed Rules are standardized and published on the website of each SAS institute.

Action 19: To unify recruitment practices - OTM-R

Extended A dedicated member of the SAS Presidium is responsible for this task. We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 20: To make recommendations about prevention of conflicts of interest in recruitment

Extended A dedicated member of the SAS Presidium is responsible for this task. We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 21: To develop career development plans for each type of researcher positions

In Progress Individual development plan for experienced researchers are already prepared. This task is also treated within a project CARLIS: <https://carlis.saia.sk/> Moreover, we are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Partially completed and moved on the next cycle 2022-2025.

Action 22: To provide training on OTM-R for members of recruitment committees and team leaders/heads of departments

Extended We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 23: To increase awareness of international qualifications

In Progress This

task is treated within a project CARLIS: <https://carlis.saia.sk/> - establishing trainings structure for PhD students: pilot trainings will take place in October 2022. Moreover, we are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Partially completed and moved on the next cycle 2022-2025.

Action 24: To modify postdoctoral status and recruitment procedures internally

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 25: To propose principles for efficient management of publicly funded infrastructure

In Progress

A new EU project support office was created in April 2022 at the Department of Research and Development which is currently working on this task.

[EU project \(sav.sk\)](#)

Partially completed and moved on the next cycle 2022-2025.

Action 26: To support sharing of best practices between SAS Institutes

In Progress

There are already some activities for sharing best practices, such as Facebook group "SAS Parents" for sharing factual information and contacts (e.g. regarding doctors, kindergartens, schools, etc.).

Partially completed and moved on the next cycle 2022-2025.

Action 27: To prepare a feasibility study on a daycare center / kindergarten

In Progress

A feasibility study on a daycare center / kindergarten for SAS employees on the campus in Bratislava is a part of the SAS Gender Equality Policy within Goal 1: SAS actively supports the work-life balance and is currently being prepared: https://www.sav.sk/php/download_doc.php?doc_no=10827

Partially completed and moved on the next cycle 2022-2025.

Action 28: To prepare a feasibility study on barrier-free buildings

In Progress

This task will be treated within an architectural study for the new SAS campus which is currently being prepared.

Partially completed and moved on the next cycle 2022-2025.

Action 29: To initiate a discussion on changes in researcher remuneration system

Completed

A remuneration reform was approved by the SAS Presidium and published online. There was also a change of the legal status of the academy which change to public research organization - the fact which also improved the conditions for better remuneration of researchers in SAS.

Action 30:

To analyze options of the meal allowances for employees

Completed

A new regulation was approved on the state level, which says that if employer does not provide meals in its facility, employees can choose between a gastro ticket and a meal allowance: <https://www.zakonypreludi.sk/zz/2001-311#cast7>

Action 31: To analyze options of a gender balanced composition of the SAS governing and decision-making bodies

Completed

This task is being treated in the SAS Gender Equality Policy (https://www.sav.sk/?lang=en&doc=services-news&source_no=20&news_no=10099) and within the H2020 project Athena (<https://www.athenaequality.eu/>). In 2022, there have been several trainings for research team leads and Institutes management dedicated to the implementation of a gender perspective in management: https://www.sav.sk/?lang=sk&doc=services-news&source_no=20&news_no=10333

Action 32: To outline a career development plan for employees

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 33: To adopt a new internal regulation, or to amend the existing decree of the Czechoslovak Academy of Sciences no. 55/1977 Coll.

Completed

This task needs to be treated in cooperation with the Ministry for Education and the National Council of the Slovak Republic (Parliament) which is a long-term process.

Action 34: To outline a support mechanism for mobility and networking

Completed

This task is treated within a project CARLIS: <https://carlis.saia.sk/>. Moreover, there are several mobility programs: <https://oms.sav.sk/en/programmes-and-scholarships/mobility-programme/>

Action 35: To raise awareness on the principles of social security contributions in other countries and their portability

In Progress

This task is partly treated within a project CARLIS: <https://carlis.saia.sk/>. Moreover, we are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.
Partially completed and moved on the next cycle 2022-2025.

Action 36: To adopt an internal regulation on intellectual property rights



Completed The

internal direction was

approved and published online: https://ktt.sav.sk/wp-content/uploads/Zasady_06_zverejnene_ENG_ed_v2.pdf

Action 37: To conduct trainings on the intellectual property rights

Completed

This task is being performed by the Technology Transfer Office of SAS. Trainings on the intellectual property rights are organized at least once a year and disseminate online: <https://ktt.sav.sk/en/>

Action 38: To sign framework contracts with relevant universities on the involvement of SAS staff in the teaching process

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 39: To include teaching activities in the evaluation of researchers

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 40: To adopt internal regulations on processing complaints and appeals

Completed

This task is performed by the SAS Ethics Committee.
https://www.sav.sk/?lang=sk&doc=sas-commission&folder_no=562

Action 41: To outline a code of conduct for project leaders and project collaborators

In Progress

A new EU project support office was created in April 2022 at the Department of Research and Development which is currently working on this task.

Partially completed and moved on the next cycle 2022-2025.

Action 42: To develop a mentoring scheme

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 43: To develop a management training scheme

Completed

The management training scheme has been developed by the dedicated member of the SAS Presidium and the trainings are being regularly organized on topics such as: megatrends in science, science diplomacy, strategic and



action planning

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in the implementation of
research, skills and trends in research and people management, soft skills etc.

Action 44: To analyze suitable educational online platforms

Extended

We are currently in process to employ a HR specialist who will be dedicated to HRS4R and who will also perform this task.

Delivery of the item is delayed and moved to the 2024-27 cycle.

Action 45: To include evaluation criteria for advisors in the quality assessment of PhD study

Completed

SAS Presidium was responsible for this task. The evaluation criteria for advisors were included in the PhD Studies Quality Assurance Policy and published online: https://www.sav.sk/php/download_doc.php?doc_no=8632
During the implementation phase, SAS Research Institutes included this policy in their own internal quality assurance policies, which were approved by the SAS Council for Education and Doctoral Studies.



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