

	2.2 Become a centre for postgraduate education and training matching with the research profile	2.2.1 Develop the concept and institutionalize CEITEC PhD School at MU (through agreements with faculties and university) in accordance with Principles for Innovative Doctoral Training		Transform current concept of PhD School in order to increase the number of accepted candidates PhD programmes accredited at CEITEC MU Organize Orientation week for students (first week of semester)	Establish "Dean of Students"		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	2.2.a
		2.2.2 Offer professionally-oriented training programmes at different levels		(Activity starts in 2018.)	Develop the concept of professionally-oriented training programmes at different levels Set up the steering committee from CF heads	2019	Deputy Director for Science	Secretary for Science	Department for Strategy and Science	2.2.b
		2.2.3 Organize a set of summer and winter schools and workshops both on scientific topics and in science management, namely core facility management		Design a survey on proper workshop topics	List of workshops to be organized (each CF should organize one summer/winter school annually)		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	2.2.c
	2.3 Overcome interdisciplinary barriers and barriers among fundamental, applied and translational research	2.3.1 Support joint research platforms and projects across research groups and programmes		Create a concept of activities leading to the support of interdisciplinarity	Implementation of the concept approved in 2017		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	2.3.a, 2.3.c
		2.3.2 Adopt and implement a strategy for knowledge and technology transfer		Create a concept of activities leading to the support of intersectorality	Implementation of the concept approved in 2017		Deputy Director for Science	Head of Strategic Partnerships (Director's Office)	Department for Strategy and Science	2.3.b
		2.3.3 Develop internal networking through common events		List of common events (within the institute, consortial) with specification of target group, topics, content, etc.	Implementation of assessment system of the common events' effectivity and outcomes		Deputy Director for Science	Head of Director's Office	Director's Office (PR manager)	
	2.4 Stimulate high-end research originating from the institute	2.4.1 Implement an internal assessment system for researchers and further develop the system of external evaluation		Internal evaluation of junior group leaders Internal assessment interviews Bonus system update	2018 - ISAB evaluation		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	2.4.a, 2.4.b, 2.4.c, 2.4.d
		2.4.2 Implement budget rules combining basic support for research groups by level of seniority with performance-based elements		Implementation of the Director's Measure no. 6/2016	Preparation of scenario of the insitute's financing after 2020		Director	Deputy Director for Administrative Matters	Secretary of the Institute	2.4.a, 2.4.b, 2.4.c, 2.4.d
		2.4.3 Develop a grants strategy based tailored approach to research groups		Create a grant strategy based on individual research grants	2 ERC grants		Deputy Director for Science	Secretary for Science	Grant Office	2.4.b, 2.4.c, 2.4.d
		2.4.4 Clarify the status and funding of research groups that are joint units with other organization (or MU faculty)		Agreement on status and funding of joint research groups	Agreement on status and funding of joint research groups (if relevant)		Director	Director	Secretary of the Institute	2.1.b
3. Excellent working environment	3.1 Enhance coherent, transparent, fair and supportive conditions of employment at any stage of career	3.1.1 Adopt and implement a set of internal regulations to encompass HR policy for all categories of employees		Career system adopted Gap analysis - Logo of HR Excellence	Logo of HR Excellence		Deputy Director for Science and	Director	Secretary for Science, HR Department	3.1.a
		3.1.2 Implement internal assessment and personal development support		Rules for evaluation of heads of workplaces (administrative section, research centres)	Formulate system of complex development support for group leaders (managerial seminars)		Deputy Director for Science; Deputy Director for Administrative Matters	Secretary for Science; Secretary of the Institute	HR Department	3.1.b
	3.2 Provide state-of-the-art research infrastructure and related services	3.2.1 Adopt and implement institutional policy on concept, organization, development and funding of core facilities		CF - comparison of size and mission (different perspectives - FTE, budget, devices, type of users and services ...)	Regular system of monitoring and assessment implemented annually		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	3.2.a, 3.2.b, 3.2.c, 3.2.d, 3.2.e

		3.2.2 Define needs for, and principles of provision of, other research-related services (space allocation, IT support, health and safety service, data management, intellectual property management etc.)		Rules for using of laboratory equipment Agreement with ICS (UVT) IT conception (standard of IT support)	Implementation of processes formulated in 2017		Deputy Director for Administrative Matters	Secretary of the Institute	Operations Department	
	3.3 Increase the inclusiveness of the institute	3.3.1 Support the primacy of English as language of communication including administration		Documents are prepared in English - list of documents prepared directly in English to be implemented since 2017 (esp. documents for Scientific Board and Director's Board) Assessment of each department - availability of documents for employees in CZ/EN	Documents are prepared in English - list of documents prepared directly in English will be widened each year (documents for Management meetings)		Director	Head of Director's Office	all heads of departments	3.3.a
		3.3.2 Increase mobility and internationalization of CEITEC MU staff through recruitment, where possible, and by improving English language competencies of administrative staff		Identification of positions that could be performed by foreign employee in administration section/director's board	System of internships for foreigners		Deputy Director for Administrative Matters	Deputy Director for Administrative Matters	HR Department	3.3.b
		3.3.3 Streamline the welcome and adaptation services		Welcome services system established at CEITEC MU (HR Dept.)	Guidelines for incoming staff from abroad		Deputy Director for Administrative Matters	Deputy Director for Administrative Matters	HR Department	3.3.c, 3.3.d
		3.3.4 Provide support to scientists to facilitate combining work and family obligations (such as babysitting during key events etc.)		Events for employees and their family members (Children's Day, Mikuláš) Conception specifying particular activities that will be implemented (incl. specification of resource implications, personnel capacity, etc.)	Implementation of the conception as approved in 2017		Deputy Director for Administrative Matters	Deputy Director for Administrative Matters	HR Department	3.3.e
4. Sustainable and efficient institute with good governance	4.1 Develop an economy able to meet the obligations and needs of the institute	4.1.1 Implement budget rules providing clear procedures for preparing, approving, and evaluating/revising annual budget		Implementation of Director's Measure no. 6/2016 Create new rules for bonus evaluation Assessment of budgetary programmes performed regularly at the end of the year Standard procedure of budget preparation (Finance Committee, Director's Board, Scientific Board)	tbs		Director	Deputy Director for Administrative Matters	Secretary of the Institute	4.1.a, 4.1.b, 4.1.c, 4.1.d
		4.1.2 Improve financial planning, reporting and analysis with the use of budget transparency tools (open budget)		Formulation of budget discipline principles	System of publication of information on budget and it's spending Seminars for employees on budgeting, finances Preparation of scenario of 2020+ from finance point of view		Deputy Director for Administrative Matters	Secretary of the Institute	Grant Administration Department; Grant Office	4.1.a, 4.1.b, 4.1.c, 4.1.d
	4.2 Ensure efficient and client-oriented administration and operations	4.2.1 Implement a single administrative model and culture across the institute		Complex reporting/monitoring system defined and implemented Revision of employees' duties Prohibition of other templates than CEITEC MU.	tbs		Deputy Director for Administrative Matters; Head of Director's Office	Deputy Director for Administrative Matters; Head of Director's Office	all heads of departments	4.2.a
		4.2.2 Define administrative processes including clearly intended process roles through internal regulations or handbooks		Operation rules (Provozní řád), Archiving, etc. Define list of processes to be formalized	tbs		Deputy Director for Administrative Matters; Head of Director's Office	Deputy Director for Administrative Matters; Head of Director's Office	all heads of departments	4.2.b
		4.2.3 Increase the digitalization of administration and related services		List of procedures done electronically/in paper, identification of procedures to be done only in electronic way Revise a system of aliases	List of procedures done electronically/in paper, identification of procedures to be done only in electronic way - widened list		Deputy Director for Administrative Matters; Head of Director's Office	Deputy Director for Administrative Matters; Head of Director's Office	all heads of departments	4.2.c
		4.2.4 Develop a risk management system		Each dept. identifies 1-2 MAIN risks (real ones) Regular reporting to the Management Using of INET system for Risk Management	Each dept. identifies 1-2 MAIN risks (real ones) - revision Regular reporting to the Management Using of INET system for Risk Management		Deputy Director for Administrative Matters	Deputy Director for Administrative Matters	all heads of departments	
		4.2.5 Create/revise purchasing system namely (consumables, software etc.)		System of coordinated purchases Regular meetings with lab managers Analyses of the most important contractors	Sponsorship conception (negotiation with main suppliers)		Deputy Director for Administrative Matters	Secretary of the Institute	Operations Department	
		4.2.6 Define a long-term concept for maintenance and operation of existing infrastructure		IT conception Rules of operation (Provozní řád) Rules for using of laboratory equipment.	Re-investment strategy 2018-2019		Deputy Director for Administrative Matters	Secretary of the Institute	Operations Department	

	4.3 Strengthen one CEITEC identity across research centres	4.3.1 Increase involvement of group leaders and other key constituencies into governance of the institute	3 RGL meetings in 2017 Regular meetings with heads of centres (with Director) Complex list of group leaders' duties	3 RGL meetings per year	2017-2020	Director	Director	Director's Office (Head of Director's Office)	
		4.3.2 Hold regular research group leaders meetings	Regular group leaders meetings as a part of institute's operation (3 RGL meetings in 2017) Meetings of research centres to be organized (Head of Centre with RGLs)	Regular group leaders meetings as a part of institute's operation (3 RGL meetings annually) Meetings of research centres to be organized (Head of Centre with RGLs)		Director	Director	Director's Office (PR manager)	4.3.a
		4.3.3 Develop internal networking (non-scientific) through common events (including events available to family members)	Events for employees - Ski trip, Christmass Event, Noc vědců, Cyklo výlet Agreement on central events with CMS	Annually - list of events prepared and approved		Director	Head of Director's Office	Director's Office (PR manager)	4.3.b
		4.3.4 Enable a platform for junior researchers representation	Conception of junior researchers representation to be discussed	Implementation of the conception defined in 2017		Deputy Director for Science	Secretary for Science	Department for Strategy and Science	4.3.c
		4.3.5 Develop and institutionalize alumni network	Formulation of conception (system of work with alumni)	Implementation of the conception defined in 2017 Regular events organized for alumni members	2017, 2018-2020	Director	Director	Director's Office (PR manager)	4.3.d
5. Strong community open to its environment	5.1 Increase and intensify academic and community collaborations and interaction within the university and within the CEITEC consortium	5.1.1 Regularly organize events connecting scientific or science-related themes at the institute with the rest of the university/CEITEC consortium	Event "What is research infrastructure" (with UVT MU) open to the university	tbs		Director	Director	Director's Office (PR manager)	5.1.a
		5.1.2 Take active part, or initiate, debates on issues of scientific ethics	(Activity starts in 2018.)	tbs		Deputy Director for Science	Secretary for Science	Director's Office (PR manager)	
		5.1.3 Develop communication channels with university parts, with researchers in the campus, at the institute	Articles in online.muni	Articles in online.muni		Director	Head of Director's Office	Director's Office (PR manager)	5.1.b
	5.2 Engage with local (regional, national) community and society-at-large	5.2.1 Regularly organize open days for general public	List of open days in 2017 (in accordance with projects implemented at CEITEC MU)	Relationship/Communication with city parts established		Director	Head of Director's Office	Director's Office (PR manager)	5.2.c, 5.2.f
		5.2.2 Increase the presence of the institute and group leaders in social media	Include "media appearance" into report of RG (not necessarily evaluated, but reported)	tbs		Director	Head of Director's Office	Director's Office (PR manager)	5.2.a, 5.2.b
		5.2.3 Develop partnership with key media players (Czech TV, newspaper etc.) to raise public awareness on scientific topics	Regular PR monitoring for the Management established	tbs		Director	Director	Director's Office (PR manager)	5.2.b
		5.2.4 Develop partnership with schools and educational activities for school-age children	List of events to be organized in 2017	Relationship/Communication with city parts established		Director	Head of Director's Office	Director's Office (PR manager)	5.2.d, 5.2.e
		5.2.5 From time to time organize national and international events on science policy and science management	List of events to be organized in 2017	List of events is regularly prepared for given year		Director	Director	Director's Office (PR manager)	