

Activity Plan of CEITEC MU Management for 2018

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| Prepared by | Eliška Handlířová, Head of Director's Office |
| Revised by | Jiří Nantl, Director |
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| Administration Section | 11. 1. 2018 |
| Management meeting | 9. 1. 2018 |
| Director's Board | 23. 1. 2018 |
| MU Management | 12. 2. 2018 |
| CEITEC MU Scientific Board | 8. 3. 2018 |
| Context | The Activity Plan of CEITEC MU Management for 2018 further specifies individual activities and measures of the Strategic Plan of CEITEC MU up to 2020. All activities/measures/target values of indicators are dedicated to particular department or to Director's Office. Time aspect is being specified in February in cooperation with all heads of departments. |
| Technical notes | Activities of top priority are highlighted in blue colour. Already finished activities are highlighted in green colour. |

Cross-cutting activities

- **PASSAGE project (Teaming)** [1st Phase finished; 2nd Phase – project submitted/approved] – cross-cutting project under governance of Deputy Director for Science
- **Logo of HR Excellence in Research** (Gap Analysis / January, Action Plan / May, status reports on quarter basis) [Logo awarded] – cross-cutting project under governance of Director's Office

Scientific management and PhD School

- **Evaluation 2018** [Evaluation coordination + report template / in cooperation with CEITEC CMS]
- **Conception of GL evaluation and Conception of CF Heads evaluation** (managerial skills) [Conception approved]
- **Updates of New Bonus System methodology** [Director's Measure approved]
- **Conception of "new" PhD School (in context with accreditation)** [Conception approved]
- **Postdoc platform establishment** [Status report]
- **Internships system** (scientific positions) [Status report including suggestion of improvement]
- **Summer school for potential candidates for CEITEC PhD school** [Conception]
- **Proposal of trainings for early stage researches** [Proposal]
- **Manual for supervisors of PhD students** [Manual + workshop]
- **Mentoring for junior GL** [Conception approved]
- **Institutional management in research 2018** [Event]

Human resources

- **Career system** [Director's Measure approved]
- **Recruitment rules update (LIBRA)** [Director's Measure/Guidelines approved]
- **Conception on postdoc recruitment** [Conception approved]
- **Job announcement guidelines (LIBRA)** [Director's Measure/Guidelines approved]

- **Conception of “On boarding” process at CEITEC MU** [Conception approved]
- **Guidelines for new employees’ update including citizens** [Document]
- **Systemization 2018** [Status report]
- **Alumni network conception** [Conception approved]

Financial management

- **Budget 2018** [Budget approved, Spending report / June, September, December]
- **Financial prediction 2020+ (budget, size of the institute)** [Analysis]
- **Guidelines for economic processes** [Guidelines]
- **Consolidation of personnel structure of the Finance Department** [Proposal of personnel structure]

Grants and project administration

- **Implementation of the GO Strategy** [Status reports]
- **Strategy for increasing of international project sources** (necessary for NPU II.) [Status report and plan of activities till 2020]
- **Director’s measure on projects’ preparation and implementation** [Director’s Measure approved]
- **System of internal workshops and Info days** (Preparation of Projects) [Conception and plan 2018]
- **Projects of institutional importance reporting** (list to be approved in January, including frequency of reports) [Status reports]
- **General risk analysis used for project proposals** [Analysis]
- **Overview of audit findings and argumentation** [Overview]

Operation management

- **New Head of the Department (February)** [Milestone]
- **Space allocation conception** [Conception approved]
- **IT policy** [Conception approved]
- **Status report for CFs** [Status report]
- **Rules of operation** (Provozní řád) [Guidelines approved]
- **Rules for lease of premises** (commercial events) [Guidelines approved]
- **Lab books policy** [Director’s Measure approved]
- **Coffee shop in A35 – feasibility study/analysis** [Analysis prepared]

Governance and internal culture

- **Campus governance initiation** (agenda identified, conditions proposed) [Status report quarterly]
 - o Events’ coordination
 - o Space allocation
- **Strategic partnerships** (current status, list, database) [Status report]
 - o UOCHB – contract on cooperation [Contract signed]
 - o VBCF/MFPL/GMI – contract on cooperation [Contract signed]

- **Regular reporting system** [List of regular reports for the Management, incl. time-schedule and forms]
- **Electronization of administration processes** [Status report and conception]
- **Detailed analysis/survey on culture of the institute** (ERA Chair – if approved) [Analysis/Report]
- **Conception of internal/external communication and main events of the Institute** [Conception approved]
- **Signature rights/rules** [Measure of Director approved]
- **50 % of background materials for the Director's Board in English** [Target/Indicator]
- **New website** [Website launched]
- **Handbook on available administrative support for group leaders** [Document]
- **TT conception** (related to PASSAGE) [Conception approved]
- **Status TT report** [Status report]
- **GDPR** [Status report]