



Spolufinancováno
Evropskou unií



Ministerstvo
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Action plan

| Action | Principle(s) | Deadline (at least quarterly/half-yearly) | Responsibility | Indicator(s) / target value(s) |
|---|--------------|---|-----------------------------|--|
| <p>1. Development of a Code of Good Research Practice (CGRP)</p> <p>Creation of a unified methodological document governing the principles of research integrity, ethical standards, data handling and authorship rules. The Code will provide researchers with a practical framework for conducting research responsibly.</p> | 1 | Q2 2028 | <i>Scientific Secretary</i> | <ul style="list-style-type: none"> The Code of Good Research Practice has been developed and approved by the organisation's management. The Code contains rules on research integrity, data handling, authorship and the prevention of unethical conduct. The Code is available to all staff in both Czech and English. |
| <p>2. Revision and updating of the Code of Ethics in accordance with the Charter</p> <p>The aim is to supplement the Code of Ethics with specifics of research activities, in particular the principle of freedom of scientific</p> | 1, 2, 4, 13 | Q1 2028 | <i>Quality Manager</i> | <ul style="list-style-type: none"> The revised Code of Ethics has been approved by the organisation's management. The Code contains rules relating to the specifics of research activities, the freedom of scientific inquiry, the resolution |



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| inquiry, rules for resolving workplace conflicts, and procedures for the prevention of gender-based violence and harassment. The document will better reflect the environment of the research organisation. | | | | <p>of workplace conflicts, and the prevention of gender-based violence.</p> <ul style="list-style-type: none"> • The Code is available in both Czech and English and is published on the organisation's website. • Employees have demonstrably been made aware of its contents. • The organisation has a defined mechanism for handling ethical concerns, and its use is recorded. |
| <p>3. Updating the guidelines on the handling of R&D results and raising awareness of the rules governing their use</p> <p>Updating the Guidelines on the Handling of Research and Development Results to reflect the organisation's current needs, including in the areas of</p> | 1, 2, 6, 12, 16 | Q2 2028 | <i>Scientific Secretary</i> | <ul style="list-style-type: none"> • The updated guidelines on the handling of R&D results have been approved by the organisation's management. • The guidelines include rules for the management of R&D results, including intellectual property and authorship. • The guidelines are available to all staff in both Czech and English. |



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| intellectual property and the principles of open science, and to include clear methodological recommendations on issues of authorship and co-authorship of research outputs. This also includes strengthening internal communication and staff awareness of the rules for handling R&D results and their link to the organisation's strategic objectives. | | | | <ul style="list-style-type: none"> Staff have been informed about the update and the related rules. Activities aimed at raising awareness of the rules for handling R&D results are being implemented. |
| <p>4. Introduction of an internal project portal and improved awareness of projects</p> <p>Creation of an internal project portal to enable the centralised recording, documentation and sharing of project information, thereby contributing to greater transparency of related processes. This tool is complemented by</p> | 2, 6, 20 | Q2 2028 | <i>Project Department</i> | <ul style="list-style-type: none"> An internal project portal has been created to streamline the tracking and sharing of projects. Project approval and administration processes have been streamlined and standardised. Project information is systematically documented. |



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| efforts to improve staff awareness of ongoing projects and how to access this information through systematic internal communication. | | | | <ul style="list-style-type: none"> Staff have been trained in its use. Ongoing communication activities aimed at sharing information about projects (e.g. a newsletter) are taking place. |
| <p>5. Monitoring of the Gender Equality Plan (GEP)</p> <p>Monitoring the implementation of the Gender Equality Plan to ensure it reflects the organisation's current needs and promotes equal opportunities in all areas of working life.</p> | 4 | Q1 2027 | Equal Opportunities Officer | <ul style="list-style-type: none"> Specific objectives and measures have been set. Implementation of the GEP is continuously monitored The GEP is available to employees and is published on the website. |
| <p>6. Development of a system for managing maternity and parental leave</p> <p>Establishing a systematic approach to maternity and parental leave, including defining</p> | 4 | Q4 2026 | Human Resources Department | <ul style="list-style-type: none"> A system with procedures to support employees on maternity and parental leave has been developed and approved. |



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| support measures and procedures for employees before, during and after returning from parental leave. | | | | <ul style="list-style-type: none"> Employees have access to basic information on support options relating to parental leave. Measures to support employees' return to work are being gradually introduced. |
| <p>7. Create guidelines on how to proceed in cases of inappropriate behaviour and discrimination, and designate a contact person</p> <p>The aim is to establish clear and comprehensible procedures for addressing inappropriate behaviour, discrimination, gender-based violence and workplace conflicts, whilst also designating a contact person to whom employees can safely turn.</p> | 4, 13 | Q4 2026 | <i>Human Resources Department</i> | <ul style="list-style-type: none"> Guidelines governing procedures for addressing inappropriate behaviour, discrimination and workplace conflicts have been incorporated into internal regulations. A contact person/persons has/have been designated to handle these situations. Employees are informed of the existence and operation of this mechanism. The number of complaints and their resolution is recorded and regularly evaluated. |



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| <p>8. Publish the Ministry of Education, Youth and Sports (MŠMT) methodology “How to take the gender dimension into account in the content of research, development and innovation”</p> <p>This action focuses on making the Ministry of Education, Youth and Sports methodology available to staff and raising awareness of the importance of taking the gender dimension into account in research, development and innovation.</p> | 4 | Q4 2026 | <i>Human Resources Manager</i> | <ul style="list-style-type: none"> • The methodology is available to staff (on the intranet). • Staff are informed of its content. • The topic of the gender dimension is included in at least one training course or seminar for managers |
| <p>9. Create onboarding materials for international staff in selected research positions</p> <p>The aim is to create structured onboarding materials for foreign</p> | 7 | Q4 2026 | <i>Human Resources Department</i> | <ul style="list-style-type: none"> • Onboarding materials have been created for foreign employees in selected scientific and research positions. • The materials cover both administrative and adaptation needs. |



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| employees that cover both administrative and adaptation needs and facilitate their integration into the organisation. | | | | <ul style="list-style-type: none"> The material is used when employees join the organisation. |
| <p>10. Update of Directive ŘÚ 2026/01 – Recruitment of new employees and changes during the employment relationship, and the ‘Practical Selection Process Guide’, incorporating OTM-R principles into both documents.</p> <p>The aim is to align recruitment processes with OTM-R principles by updating the internal guidelines. The methodological role of HR will be strengthened, job advertisements will be standardised (specifying which R1–R4 category the candidate falls</p> | 10, 11 | Q2 2028 | Human Resources Department | <ul style="list-style-type: none"> An updated policy reflecting the OTM-R principles has been approved by the organisation’s management. Practical guide for selection process contain clearly defined rules for the selection process, rules on the composition of selection panels for selected positions, and the evaluation of candidates according to pre-defined criteria. A uniform standard for job advertisements has been introduced and is demonstrably used across the organisation. |



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| into), rules for selection panels will be defined, and a transparent and non-discriminatory candidate assessment process will be established, including the provision of feedback. | | | | |
| <p>11. Development of a draft unified career framework for research staff (including definition of categories R1–R4)</p> <p>Drafting of a unified career framework for researchers (R1–R4), which will define the individual levels, their competencies, responsibilities and expected professional development. The draft will also include a concept for career paths, individual development plans and a proposal for how to communicate</p> | 12, 14, 17, 18, 19 | Q2 2028 | Human Resources Department | <ul style="list-style-type: none"> A draft career framework for research staff was prepared and submitted to the management meeting and other relevant stakeholders for review The categories of research staff R1–R4 have been defined |



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| opportunities for professional growth. | | | | |
| 12. Promoting awareness of the benefits available to staff and improving internal communication Raising awareness of existing benefits available to staff and improving the clarity of their internal communication and uptake within the organisation. | 13 | Q1 2027 | <i>Human Resources Manager</i> | <ul style="list-style-type: none">• Employees have access to an overview of the benefits available to them (on the website/intranet).• There is systematic communication of the benefits available to employees across the organisation.• At least once a year, the list of benefits available to employees is checked against the actual situation. |
| 13. Internal satisfaction surveys Regular internal employee satisfaction surveys are conducted and their results are used to improve working conditions. | 13, 14 | Q4 2027 | <i>Equal Opportunities Officer</i> | <ul style="list-style-type: none">• Internal satisfaction surveys are carried out regularly (at least once every two years).• The results are evaluated and serve as a basis for proposals for improvement. |
| 14. Translation of key internal documents into English and their publication in the | 15 | Q4 2026 | <i>Quality Manager</i> | <ul style="list-style-type: none">• Key internal documents have been identified and translated into English. |



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| <p>internal electronic document system</p> <p>The aim is to ensure the availability of key internal documents in English, particularly for foreign researchers and international collaboration, thereby increasing the organisation's transparency and openness.</p> | | | | <ul style="list-style-type: none">• The translated documents are available to foreign employees via the internal electronic document system.• Relevant translated documents are available on the website.• The documents are regularly updated in the English version as well. |
| <p>15. Supporting the sharing of know-how through professional meetings and internal seminars</p> <p>Systematically support knowledge sharing, interdisciplinary cooperation and professional development through regular professional meetings, internal seminars and workshops.</p> | 6, 16, 17, 20 | Q4 2027 | <i>Director of the Brno branch</i> | <ul style="list-style-type: none">• Professional meetings, project days and internal seminars are organised regularly.• Know-how is shared across departments.• A meeting is held at least once a year.• Staff attendance at these events is recorded. |



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| <p>16. Developing communication and popularising science through collaboration with external stakeholders</p> <p>Strengthening the systematic communication of research results to both the professional community and the wider public, and supporting the popularisation of the organisation's scientific activities. At the same time, this creates conditions for the development of cooperation with external stakeholders, particularly universities and the public, including in the areas of open science and citizen science.</p> | 3, 16 | Q4 2027 | <i>Press and Information Department</i> | <ul style="list-style-type: none">• The organisation communicates research results to the public on an ongoing basis.• Outreach and communication activities are carried out (e.g. articles, events).• The CHMI will participate in at least 3 outreach events per year (e.g. Open Days, Earth Day, Science Festival, etc.)• Opportunities are created for the public or external partners to participate in research activities. |



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