

OTM-R policy

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Checklist OTM-R

Name of the organization: The Transport research center

Project number: CZ.02.2.69/0.0/0.0/18_054/0014641

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	Open	Transparent	Merit-based	Answer: --, -/+, +/- , ++	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	Yes, they did. It is available in the national language at https://www.cdv.cz/hr-award-a-transfer-technologie-v-cdv/ ; in English at https://www.cdv.cz/en/hr-award-and-technology-transfer-in-cdv/ .
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Yes, a document "Procedure for the Recruitment of Researchers" has been drafted, effective from 1 January 2021, with an update from 1 September 2021. The document is published on the CDV website in the national language at https://www.cdv.cz/hr-award-a-transfer-technologie-v-cdv/ ; in English at https://www.cdv.cz/en/hr-award-and-technology-transfer-in-cdv/ .

Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	A meeting of division directors and managers was held on 12/11/2021 to train them on the principles of the OTM-R policy. It is mandatory to familiarize new managers with the internal regulation "Procedure for Recruitment of Researchers".
Do we make (sufficient) use of e-recruitment tools?	x	x		++	In the area of recruitment, job advertising portals, social networks (e.g. LinkedIn), the Euraxess portal and the CDV website are used.
Do we have a quality control system for OTM-R in place?	x	x	x	+/-	The quality control of compliance with the principles of the OTM-R policy is the responsibility of the HR manager, who is present at all selection procedures. One of the following objectives is also to introduce a non-public record of the selection procedures (participants, composition of the selection committee), which will also serve for internal quality control and compliance with the OTM-R policy. The institution has embedded this objective in the GEP for 2022-2025.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Job offers are mostly published on Czech advertising portals and the CDV website. For foreign workers, the Euraxess portal and the CDV English website are used. Active recruitment is also carried out via the social network LinkedIn and at job fairs.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Yes, the Euraxess portal is used to advertise vacancies to foreign workers, especially in those cases where knowledge of Czech legislation is not required, and the researcher can act as a specialist on the topic (e.g. testing of autonomous vehicles). The HR and Legal Departments have also received training on the specifics of employing foreign workers.

Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	CDV's personnel policies are implemented without regard to the gender, age, race, ethnicity, religion, worldview, disability, or sexual orientation of the employee or job candidate. The Institution has developed a Procedure for the Recruitment of Researchers in accordance with the principles of the OTM-R policy and has also developed Measures to Promote the Representation of Women in the Institution as well as a Gender Equality Plan.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	The institution has established a procedure for the recruitment of researchers in accordance with the OTM-R policy, and also provides many benefits to all employees regardless of their classification (e.g. sabbaticals, flexible working hours, the possibility of working from home, part-time contracts, extra length of leave beyond the legal minimum).
Do we have means to monitor whether the most suitable researchers apply?				+/-	Vacancies are normally posted on job advertising portals and any applicant can respond to an offer. For very specific positions, the institution also uses the possibility of advertising on specialized portals (e.g. GIS) to increase the chances of finding the most suitable candidate. The suitability of the researcher is assessed individually on the basis of the CV and cover letter submitted and during the selection process itself.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	The advertisements published on the CDV's career pages and advertising portals have a uniform structure and the HR department is responsible for the form in which they are published.

Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		++	Job postings include job title, job description, qualifications, GDPR information, basic information about the institution, contact person.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Job vacancies are normally advertised on the Euraxess portal, especially in those cases where no knowledge of Czech legislation is required and the researcher can act as a specialist on the topic.
Do we make use of other job advertising tools?	x	x		++	In addition to the Euraxess portal, we use job advertising portals, social networks (e.g. LinkedIn) and the CDV website. We actively inform about vacancies at career fairs in various cities of the Czech Republic, which we regularly participate in.
Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			++	Candidates apply for a job electronically on the CDV website by clicking on the "I'm interested in a job" button or by emailing the contact person or replying on the job advertisement portal - this way we eliminate the administrative burden.

Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	+/-	The selection panel normally consists of the HR officer, the potential line manager and the division/department head. The appointment as such does not take place.
Do we have clear rules concerning the composition of selection committees?		x	x	++	The rules are set out in the document "Procedure for the Recruitment of Researchers". The normal selection panel always includes the potential line manager, the HR manager and the division/department director. The selection committee for senior management positions is constituted in accordance with the relevant laws.

Are the committees sufficiently gender-balanced?		x	x	++	The normal selection panel always includes the potential line manager, the HR manager and the director of the relevant division/department. The selection committee for senior management positions is composed in accordance with the relevant laws. In the event that the standard composition of the committee is not gender balanced, the committee will be expanded to include an additional member (e.g. Director of the institution).
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	++	The members of the selection committee are trained and agreed in advance on the criteria against which they will assess the applicants. A meeting of division directors and managers was also held in 2021 to train them on the principles of the OTM-R policy.

Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++	At the end of the selection process, all applicants are informed by email of the outcome of the selection process.
Do we provide adequate feedback to interviewees?		x		++	We provide general feedback; more detailed feedback is available on request.
Do we have an appropriate complaints mechanism in place?		x		++	In the event of a complaint, the applicant may contact the Human Resources Department. Violations of the law can also be reported anonymously via the Ethics Hotline on the CDV website (https://www.cdv.cz/eticka-linka-ochrana-oznamovatelu/m or https://www.cdv.cz/en/ethics-hotline-whistle-blower-protection/).

Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	The quality control of compliance with the principles of the OTM-R policy is the responsibility of the HR manager, who is present at all selection procedures. The result of the selection procedure is sent to each candidate by email, in which they are also given the opportunity to comment on the procedure itself. Feedback is also obtained in person from successful candidates when they take up the position. The information obtained is evaluated by the Personnel Department.