



Minutes from the Meeting of the Steering Committee for Human Resources Strategy for Researchers (HRS4R)

Place: UNIZA
Date: 23 October 2023
Time: 13:00 – 16:00
Participants: **Members of the steering committee:** Vice-rector for International Relations and Marketing – Prof. Ing. Jozef Ristvej, PhD, EMBA, Vice-rector for Science and Research – Prof. Ing. Pavol Rafajdus, PhD, Head of the International Research Projects Department – EraDiate – Prof. Ing. Tatiana Kováčiková, PhD., Head of the Personnel and Social Work Department – Ing. Veronika Kunová, Ing. Veronika Pirošík Mešková, Mgr. Lenka Buchová and Mag.pol. Marcela Barčáková

Points of the Agenda

1. The chairman of the steering committee, Prof. Ing. Jozef Ristvej, PhD, EMBA has briefed the members of the committee about the implementation of the tasks assigned in the previous meetings. The tasks assigned to the members of the steering committee are implemented continuously. The task appointed to the chairman of the steering committee has been fulfilled. The template has been sent to the members of the working group.
2. The Vice-rector for Science and Research, Prof. Ing. Pavol Rafajdus, PhD, has informed the meeting about the long-term strategic goal of the Ministry of Education of the Slovak Republic. This strategy also simulates the need for the “PhD Academy” at UNIZA. The design of the Academy's aims, objectives and goals shall follow the results of the employee survey and GAP analysis developed for HRS4R.
3. The chairman of the committee and the head of the personnel and social work department have introduced an outline for the GAP analysis. The members of the committee have commented on the proposed GAP analysis.
4. The chairman of the committee and the head of the personnel and social work department have introduced **a detailed schedule of the individual activities required to obtain the HRS4R Award**. After a brief discussion and modification of the schedule according to the comments made by the members, the committee's chairman invited the members to sign the approved schedule and the given dates. This schedule has been approved by all members of the steering committee.
5. **The chairman of the committee has summarised the individual steps to obtain the HRS4R Award – both implemented and those that still need to be completed.**
 - 1 – establishment of the UNIZA steering committee on 3 August 2023. The appointment of its members took place at the meeting of the steering committee and working group for HRS4R on 27 September 2023. The attendance list is annexed to the minutes. **The minutes shall be published on the UNIZA website.**
 - 2 – the steering committee approved the detailed schedule of individual activities at its HRS4R meeting on 23 October 2023. The attendance list is annexed to the minutes. **The minutes shall be published on the UNIZA website.**
 - 3 – The Endorsement Letter to the European Charter & Code is published on the UNIZA website.



4 – The questionnaire for R1-R4 researchers was conducted as an employee survey and its results have been incorporated into the GAP analysis. **The results of the employee survey shall be published on the UNIZA website.**

5 – GAP Analysis – submission of the comment proposal by the members of the steering committee and the working group. Subsequently, the R1-R4 employees can give their comments on the meetings/R1-R4 UNIZA “business breakfast”.

6 – OTMR checklist – submission of the comment proposal by the members of the steering committee and the working group. Comments can be made during the meetings/ R1-R4 UNIZA “business breakfast”.

7 – communication strategy – proceedings follow the UNIZA communication strategy. After a discussion with the employees of the Department of International Relations and Marketing and the Secretary, the chairman of the steering committee introduces the HRS4R communication strategy to the steering committee.

8 – open meetings with researchers to gather their insights, suggestions and improvements for the working environment and professional development.

The first meeting of the steering committee and the working group took place on 27 September 2023 in Zuberec, during the meeting of UNIZA researchers. **The minutes shall be published on the UNIZA website.**

9 – ACTION PLAN – submission of the comment proposal by the members of the steering committee and the working group. Comments can be made during the meetings/ R1-R4 UNIZA “business breakfast”.

6. Discussion.

7. The date of the next meeting of the steering committee falls to the **“1st R1-R4 UNIZA business breakfast”** – an event organised by the steering committee and the working group: First week of December, the exact date shall be announced via email and on the UNIZA website.

Tasks	Proprietor	Deadline	Status
Sending the outline for GAP analysis to the members of the working group.	Ing. Veronika Kunová	27 October 2023	in progress
Sending the outline for the “OTMR checklist” to the members of the steering committee and working group.	Ing. Veronika Kunová	27 October 2023	in progress
GAP analysis – completion and commenting.	Members of the steering committee.	30 November 2023	in progress



Tasks	Proprietor	Deadline	Status
Expand the working group to include R1-R4 representatives.	Prof. Ing. Pavol Rafajdus, PhD., Ing. Veronika Kunová	15 November 2023	in progress
Introduce the philosophy, objectives and requirements of HRS4R to the senior staff of the rectorate and UNIZA institutes.	Ing. Veronika Kunová	30 November 2023	in progress
Send out invitations to the members of the working group and steering committee concerning the "1 st R1-R4 UNIZA business breakfast."	Ing. Veronika Kunová, Prof. Ing. Jozef Ristvej, PhD, EMBA	30 November 2023	in progress
Publish the minutes from the steering committee and working group meeting of 27 September 2023.	Ing. Veronika Kunová	6 November 2023	in progress
Publish the minutes from the steering committee meeting of 23 October 2023.	Ing. Veronika Kunová	15 November 2023	in progress
Publish the results of the employee survey on the UNIZA website.	Ing. Veronika Kunová	After developing the GAP analysis, no later than 1 April 2024.	in progress
Prepare the communication strategy.	Ing. Veronika Pirošík Mešková, Prof. Ing. Jozef Ristvej, PhD, EMBA	30 November 2023	in progress



Tasks	Proprietor	Deadline	Status
Organise the “1 st R1-R4 UNIZA business breakfast.”	Ing. Veronika Pirošík Mešková and minutes clerks of the steering committee.	1. Week in December 2023	in progress

Recorded by: Mgr. Lenka Buchová

Prof. Ing. Jozef Ristvej, PhD, EMBA
chairman of the steering committee

Annexes:

1. Template of the UNIZA involvement in HRS4R.
2. Schedule of individual activities needed to obtain the HRS4R Award.