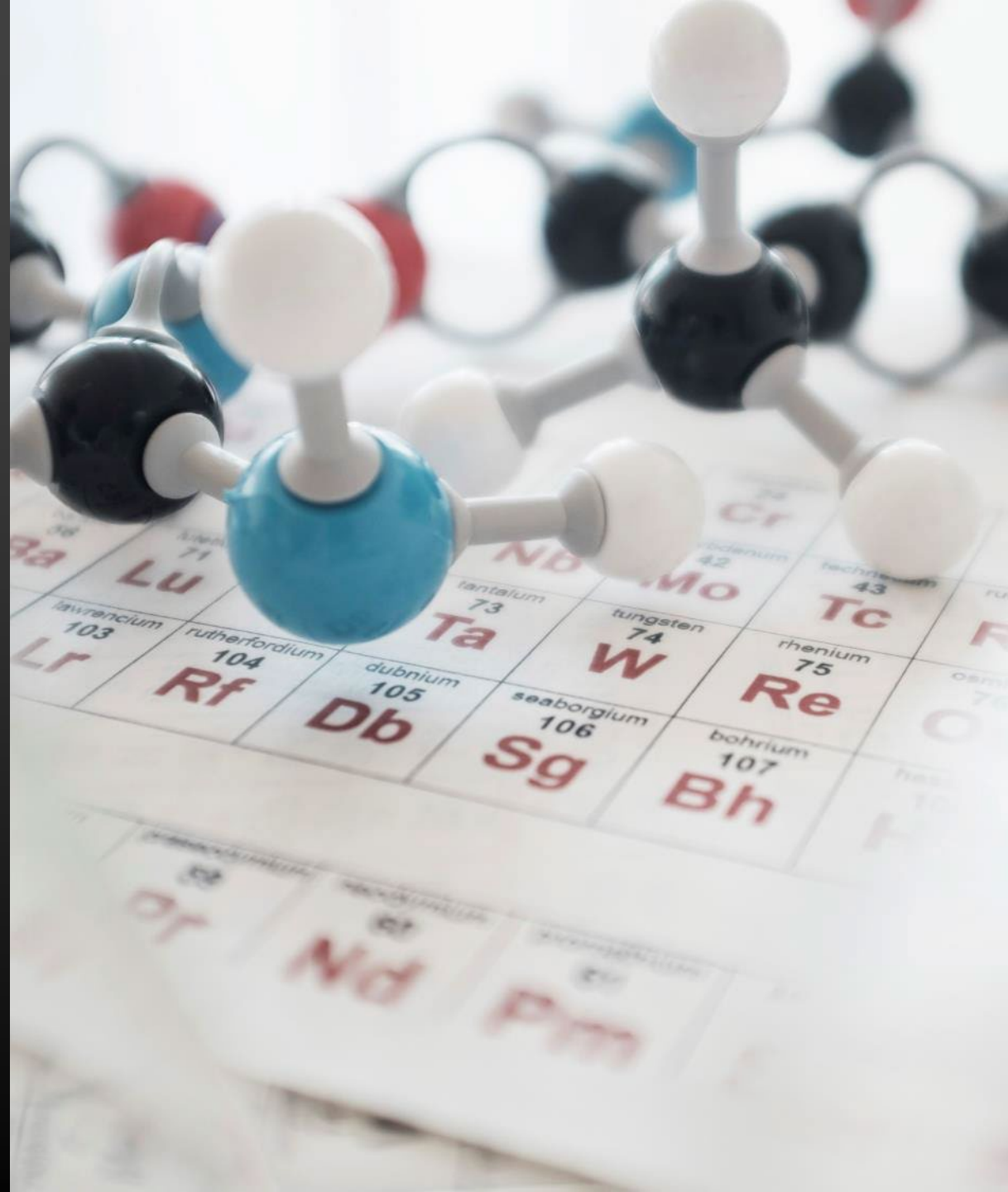


Interim report since  
the introduction of  
the GEP in the NPI  
CAS as of 30.6.2024.

NPI CAS, public research institution



# Introduction

**As of 1 July 2022, the Nuclear Physics Institute of the CAS established the Plans for the Promotion of Gender Equality for the period 2022-2025 (hereinafter referred to as the "Support Plans").**

**The aim is to reach a level of fairness and set just conditions for employees across the whole institution; using the tools outlined in the Support Plans for each key area.**

**Eighteen months on from the establishment of the Support Plans, it is time to look back and assess this period of implementation of each objective.**



# 1. Gender Equality Agenda at the NPI

## Gender Equality Agenda

Target	Description of the measures	Activity	Term	Current status/Output	Responsibility
NPI culture and its gender equality principles	Establishing common values that take into account support and promotion of diversity in the workplace, intolerance of discriminatory phenomena such as sexual harassment, mobbing, bossing and other negative behaviour in the workplace.	Establishing all gender equality principles in an official document of the NPI, strengthen the HR department and establish a team to implement the equality plan.	12/2023 - partially fulfilled, extended to 12/2024	<p>The Institute participated in a nationwide Prevalence Study of Gender-Based Violence in Public Universities and Institutes, which took the form of an anonymous questionnaire survey, between 1<sup>st</sup> October 2023 and 30<sup>th</sup> October 2023.</p> <p>It was addressed to the employees in the main employment and aimed at determining the prevalence of gender-based violence in the above-mentioned workplaces. 29 employees participated in the study on behalf of the Institute.</p> <p>The results of the study were sent by the institution realizing the research on 31.5.2024 and were provided to the management of the institute on 3.6.2024. An abridged presentation of the results is available on the intranet: <a href="https://www.ujf.cas.cz/export/sites/ujf/cs/intranet/.content/files/Prezentace-pruzkumu-generodove-podmineneho-nasili-_final.pdf">https://www.ujf.cas.cz/export/sites/ujf/cs/intranet/.content/files/Prezentace-pruzkumu-generodove-podmineneho-nasili-_final.pdf</a>. <b>For internal use only!</b> The link was also published in the NPI News Letter.</p> <p>The staffing situation at PaM is still not stabilized. There has been one quit since the beginning of the year, and another team member, who was also a member of the Ethics Committee, will be leaving on 31.7.2024.</p> <p>As of 1.9.2024 a new HR Specialist will start and a new member of the Ethics Committee has been appointed.</p> <p>The OP JAK research environment project is being intensively prepared. Receiving funding from this project would enable the hiring of staff/workers with specialisation in HR from 2025 onwards, who would participate in the preparation for the HR Award and help improve the management of the institution.</p>	NPI Management/ Heads of Departments/PaM



# 2. Optimal age structure agenda NPI

## Optimal age structure agenda NPI

Target	Description of the measures	Activity	Term	Current status/Output	Responsibility
Optimal age structure in NPI	Provide funding for the career development of the young and middle generation of researchers (V1-V5) and create favourable conditions for the recruitment of new researchers.	Obtaining structural grants to support the employment of students and graduates, reducing senior staff time in the event of retirement pension entitlement.	Continuously	<p>As of 30.6.2024, our institute has 254 employees on a permanent basis, 13 employees are hired on a temporary basis. Full time employees are 159 out of the total number. Half-time - 13 employees. Less than half-time 47 employees. We employ a total of 153 males and 91 females, the gender of the others is not indicated in the system. The largest proportion of male employees are in the 41-50 age range - 36 employees. Among women, the dominant group is the same, i.e. 41-50 years old - 24 employees. The overall average age as of June 30, 2024 was 48.55 years. For men and women it was 50.5 and 46 years respectively. As of the same date, we employ in total of 42 male and female employees of retirement age, with men represented by 33 and women by 9. The youngest employee is 22 years old, the youngest female employee is 23 years old. The oldest employee is 79 years old, the oldest female employee is 73 years old. There are 142 employees on permanent contracts. The average length of stay is 14 years, the longest serving employees have been with us for 52 years. These are 6 men and 2 women. From 1.1.2024 to 30.6.2024, 11 new employees, 8 of them women, have joined the Institute on full time contract. During the same period, 12 employees left, 4 of whom were women.</p> <p>There is no change in the position of Head of Department, 4 women are in charge of the headdepartment, the other departments (5) are headed by men.</p> <p>4 employees have basic education. Men are not represented in this category. 2 men and 2 women have lower secondary education. NPI employs of 11 employees with an apprenticeship certificate, 12 employees with a general secondary education (women predominate), 45 employees have a general secondary with a high school diploma (21 of them women). 1 woman has a higher professional education, 79 employees have a university degree (45 men), 88 employees have a doctorate (only 16 women!).</p> <p>Senior staff numbers are gradually being reduced to ensure that there are enough staff to run the department and to train newcomers.</p>	NPI Management/ Heads of Departments/PaM



# 3. HR policy/strategy in NPI

HR policy/strategy in NPI					
Target	Description of the measures	Activity	Term	Current status/Output	Responsibility
New employees recruitment in NPI with gender equality policy	The obligation to use gender-sensitive language in job advertising; to take into account and support gender diversity in teams when selecting new NPI employees.	Job titles, age diversity or job descriptions must meet gender rules and have equal conditions.	3/2022	Standardize advertisements on job portals, the NPI website or the Labour Office, even in foreign languages. <b>Established.</b>	NPI Management/ Heads of Departments/PaM
Human Resources Management at the NPI	Setting the competencies, processes, responsibilities and roles of individual participants in the human resource management process.	Recruitment process, termination process, absence reporting process, setting up administrative days, staff appraisals, onboarding (with particular emphasis on temporary employees so that they do not experience unnecessary uncertainty).	do 12/2025	<p>The exit questionnaire is sent to terminating employees as of 1 January 2023. It is completely voluntary and anonymous. The assessment should help with evaluating the reasons for employee departures.</p> <p>In 2023, a total of 56 employees left the NPI. The number of staff departures is related to the end of the RAMSES project on 30.6.2023.</p> <p>The return rate of job ending employees questionnaires was only 16% . However, there were no significantly negative or significantly positive responses and no gender inequality.</p> <p>A presentation for new staff in both English and Czech is sent to new recruits from 1.3.2023. Further work is being done on the Labour law minimum.</p> <p>Evaluation matrices have been forwarded to management for approval and consideration for possible implementation.</p> <p>It is in progress, for now the priority tasks are to build HR within the institution in a systematic and quality way, preparing for the HR Award, and in this context the evaluation system can be implemented eventually.</p>	NPI Management/ Heads of Departments/PaM



# 4. Reconciling work and personal life

Work and personal life area					
Target	Description of the measures	Activity	Term	Current status/Output	Responsibility
Systematic monitoring of support in work-life balance area	Identify opportunities for work-life balance area and create the conditions.	Part-time jobs, supports of doctoral and postdoctoral student during their study time, home-office supporting, flexible working hours, overview of benefits, sick days.	6-12/2022 – prolonged to 2024 (changes in law).	<p>Regular questionnaire surveys, reporting, monitoring the development of the data obtained, anchoring in the institution's personnel policy, updated list of benefits.</p> <p>The last employee satisfaction survey was completed on 30.6.2024, results will be in the next report.</p> <p>Defined rules for the use of HO were established. HO agreement adjusted according to the legislation in force as of 1.1.2024. Employees who meet the internal and legal conditions of HO use HO.</p>	NPI Management/ Heads of Departments/PaM
Work-life balance possibilities on maternity/parental leave, long-term rest leave	Create a new management system for ML/RL and long-term rest leave and anchoring the issue in NPI internal documentation.	Ensure accessibility for all employees. Program "Stay in touch" with parents on maternity leave, personal return plans after maternity leave.	od 1/2023	As of 30.6.2024 the settings of transparent rules and measures was not yet been initiated.	NPI Management/ Heads of Departments/PaM



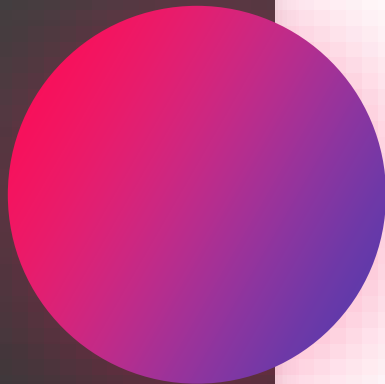
# 5. Communication at NPI

## Internal and external communication area

Target	Description of the measures	Activity	Term	Current status/Output	Responsibility
Education on gender-based violence and sexual harassment	Workshops and discussions, sharing a practical experiences and procedures, defence forms.	Sharing information about gender-based violence and sexual harassment, what are the manifestations, defence option and corresponding measures.	Until 12/2022 extended to 12/2024	<p>As of 30.6.2024, no ombudsman or ombudswoman has been appointed so far.</p> <p>A workshop on GPN is scheduled for 12/2024, this time designed and adapted for scientists leading Research groups.</p> <p>Ms. Oliva and Ms. Langhamer from the NCC will again be providing training.</p> <p>On June 19, 2024, the person responsible for GEP agenda attended the "How to Re-Audit" training, also organized by NKC, for members of the Community for Change.</p> <p>The workshop/training mainly educated the rules and procedures for GEP re-audit and payroll audit. Final report with recommendations and presentations sent to management on June 20, 2024.</p> <p>On 25.6.2024, the person responsible for the GEP agenda participated in another workshop on gender-based violence of the Gender Safe project.</p> <p>All the materials and recommendations forwarded to the management of the institute for information.</p>	NPI Management/ Heads of Departments/PaM
Gender sensitive communication	Form setting of gender sensitive language in all internal and external documents.	Editing of internal and external documents, websites and all boards on workplaces.	3-6/2022 and continuously	Updated internal and external documents, website - <b>an audit of the website and intranet has been underway since May 2024 and should be completed by the end of 2024.</b>	NPI Management/ Heads of Departments/PaM, , Publicity Manager
Regular meetings of head of departments	Active communication and meetings with heads of departments, issue solving in work-life balance and seek a common solution.	Sharing experiences, collective solution search, passing information to subordinates.	6-12/2022 and continuously	<p>Set up regular meetings, newsletter - ongoing.</p> <p><b>As part of a meeting for managers to improve internal and external communication, a training session for group leaders on Leading and Evaluating People is planned for September. The trainer will again be Ing. Jan Korběl from Vektoring, s.r.o. This training is the 2<sup>nd</sup> phase and follows the training held on the same topic for managers last year.</b></p>	NPI Management/ Heads of Departments/PaM







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