

HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2025CZ354620

Name Organisation under review

Institute of Plasma Physics of the CAS

Organisation's contact details

U Slovanky 2525/1a, Prague, Česká republika, 18200, Czech Republic

Date endorsement charter and code

10/10/2025

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this respect.
- The difference between '+/- Yes substantially' and '-/+ Yes partially' ratings is that, in the first case, the volume of the remaining work to be done until completion is small compared to the effort that has been put so far in that direction, whereas for '-/+ Yes partially', the remaining work is either the same in volume or more than what has been achieved.
- For the 'Suggested indicators' column, whenever the user hovers the mouse over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	Open	Transparent	Meritbased	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	-- No	OTM-R Policy approved and published in Czech and English on the institutional website and intranet. (A5/I5.1)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	OTM-R procedures for all research positions, including research leadership posts, defined and made available to HR, managers, and selection committees. (A5/I5.1-I5.2)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Mandatory OTM-R and impartiality briefing established for all selection committees; relevant training delivered. (A5/I5.3; A3/I3.3)
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	Standard templates for vacancy notices, selection records, interviews and candidate communication prepared and used electronically. (A5/I5.2)
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	OTM-R compliance checklist used to document and verify every completed recruitment process. (A5/I5.4)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Share of research positions advertised externally and share of applicants from outside IPP; trend monitored annually. (A5/I5.1,I5.4)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Share of research positions advertised in English and through international channels; share of applicants from abroad monitored annually. (A5/I5.1,I5.4)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-- No	Inclusive and non-discriminatory requirements incorporated into the OTM-R Policy and templates; selection-committee training recorded. (A5/I5.1-I5.3; A3/I3.1,I3.3)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Share of research advertisements using the standard template and providing information on working conditions, benefits and career development. (A5/I5.2,I5.4; A10/I10.1; A11/I11.2)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				-- No	Number/share of applicants meeting essential criteria and shortlisted; recruitment procedures extended or repeated due to an insufficient suitable applicant pool. (A5/I5.2,I5.4)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-- No	Standard job-advertisement template and guidance on advertising channels included in the OTM-R toolkit. (A5/I5.1-I5.2)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	Mandatory content and relevant links incorporated into the standard vacancy-notice template. (A5/I5.1-I5.2)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	Share of research vacancies posted on EURAXESS. (A5/I5.1,I5.4)
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	Share of research vacancies advertised through at least one additional relevant external channel. (A5/I5.1,I5.4)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Application requirements limited to information needed at the relevant selection stage; electronic submission and communication available. (A5/I5.2,I5.4)
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	-- No	Written rules for appointing selection committees included in the OTM-R Policy; compliance checked for each recruitment. (A5/I5.1,I5.4)
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	Committee-composition requirements defined in the OTM-R Policy and documented in the selection record; compliance rate monitored. (A5/I5.1-I5.2,I5.4)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	Gender composition of selection committees recorded and reviewed annually; share of committees with more than one gender. (A5/I5.2,I5.4; A3/I3.3)
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	-- No	Guidance and standard tools for assessing merit and documenting the selection decision. (A5/I5.1-I5.3)
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	Share of applicants receiving final notification after completion of the selection process. (A5/I5.1-I5.2,I5.4)
Do we provide adequate feedback to interviewees?		x		-- No	Standard guidance and candidate-communication template established; feedback available to interviewed candidates on request. (A5/I5.1-I5.2)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		-- No	Recruitment complaints procedure established and communicated; number and resolution of complaints monitored annually. (A5/I5.1,I5.4)
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Annual OTM-R monitoring based on recruitment records and the compliance checklist; results reviewed by management and used to update the framework. (A5/I5.4)