

OTM-R Policy

In accordance with the HRS4R strategy – HR Excellence in Research Award

Transport Research Centre (CDV), v. v. i.

Name of the organisation under review: **Transport Research Centre (CDV), v. v. i.**

EC case number: 2020CZ482785

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OTM-R Checklist

Name of the organisation under review: Transport Research Centre, v. v. i. ("CDV")

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

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	Open	Transparent	Merit-based	Answer --, -/+, +/-, ++	Indicator 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, we have. It is available in the national language on the HR Award webpage at https://cdv.gov.cz/kariera/hr-award/ and in English on the English HR Award webpage at https://cdv.gov.cz/en/career/hr-award/ .
Do we have an internal handbook setting out clear OTM-R procedures for all types of positions?	x	x	x	++	Yes, the Procedure for the Recruitment of researchers was developed with effect from 1. 1. 2021, with its second update effective from 1. 7. 2023. The document is published on the CDV website in Czech at https://cdv.gov.cz/kariera/hr-award/ and in English at https://cdv.gov.cz/en/career/hr-award/ .
Is everyone involved in the process sufficiently trained in OTM-R?	x	x	x	++	Before each selection process, selection committee members receive training in OTM-R procedures. Since the end of 2025, a record has been kept for each selection process, documenting the composition of applicants and invited candidates. New managers are required to familiarise themselves with the internal regulation Procedure for the Recruitment of researchers.

	Open	Transparent	Merit-based	Answer --, -/+, +/-, ++	Indicator or form of measurement
Do we make (sufficient) use of e-recruitment tools?	x	x		++	Recruitment uses job advertising portals, social networks (e.g. LinkedIn), the Euraxess portal and the CDV website.
Do we have a quality control system for OTM-R in place?	x	x	x	+/-	The HR officer, who is present at all selection processes, is responsible for quality control of compliance with the OTM-R policy principles. Good recruitment practice comprises a formalised procedure, training for managers and HR officers, standardised and gender-diverse selection committees, and non-discriminatory wording in advertisements. Applicants are kept informed about the selection process and its outcome. Since the end of 2025, a record has been kept for each selection process, documenting the composition of applicants and invited candidates.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Since June 2026, all vacancies have been published in both Czech and English. Advertisements are published in Czech on Czech job advertising portals and bilingually on the CDV website. The Euraxess portal is also used to reach foreign employees. Active recruitment is also carried out through LinkedIn.
Is our current OTM-R policy in line with policies aimed at attracting researchers from abroad?	x	x	x	++	Yes, the Euraxess portal is used to advertise research vacancies, specifying any requirement for knowledge of Czech legislation or the Czech language where applicable. Employees of the HR department and Legal Department have also received training on the specific aspects of employing foreign employees. We have provided internal training for managers on employing foreign employees and prepared a handbook for them summarising the specific aspects and procedure.

	Open	Transparent	Merit-based	Answer --, -/+, +/-, ++	Indicator or form of measurement
Is our current OTM-R policy in line with policies aimed at (currently) underrepresented groups?	x	x	x	++	<p>CDV's HR policy is implemented regardless of an employee's or job applicant's gender, age, race, ethnic origin, religion, worldview, disability or sexual orientation.</p> <p>The institution has developed the Procedure for the Recruitment of researchers in accordance with OTM-R policy principles, as well as Measures to Support Women's Representation in the Institution and a Gender Equality Plan.</p>
Is our current OTM-R policy in line with policies providing attractive working conditions for researchers?	x	x	x	++	<p>The institution has developed the Procedure for the Recruitment of researchers in accordance with the OTM-R policy and also provides many benefits to all employees, regardless of their position (e.g. flexible working hours, home-office, part-time employment contracts and 5 weeks of annual leave).</p>
Do we have sufficient tools to monitor whether the most suitable researchers are interested in our vacancies?				+/-	<p>Vacancies are routinely advertised on job advertising portals, and any applicant may respond. For highly specialised positions, the institution uses advertising on specialist portals (e.g. GIS) to increase the likelihood of finding the most suitable candidate. Each applicant's suitability is assessed individually on the basis of their CV and cover letter, and during the selection process itself.</p>