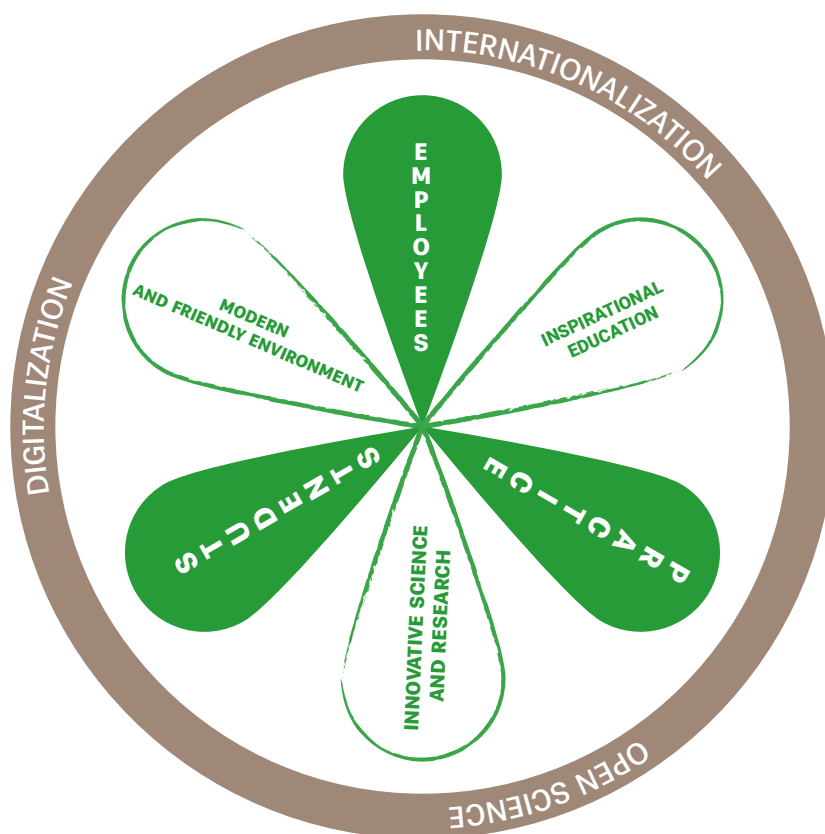


2022 - Fulfilment of the Annual Implementation Plan for the Strategic Plan of Education, creative and other activities

of the Faculty of Forestry and Wood Sciences

Czech University of Life Sciences in Prague
for the period from 2021

(FFWS Strategic Plan 2021+, FFWS SP 2021+)



Discussed by the Scientific Board of the Faculty of Forestry and Wood Sciences, CZU in Prague on xxxx.

Approved by the Academic Senate of the Faculty of Forestry and Wood Sciences, CZU in Prague on xxx.

Approved by the Dean's Board of the Faculty of Forestry and Wood Sciences, CZU in Prague on xxx.



Faculty of Forestry
and Wood Sciences

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Introduction

For the Faculty of Forestry and Wood Sciences (FLD), 2022 is a year during which we must overcome all the expected obstacles that come due to the Covid-19 pandemic and, simultaneously, we must take full advantage of all the benefits that it has brought us.

In the field of internationalization, we firmly believe that we will be able to fully start all the planned activities in my term of office. I am thinking in particular of the significant support and encouragement of student and staff mobility, the strengthening of cooperation in the preparation and implementation of international projects, and innovation in pedagogical activities with an emphasis on internationalization. The aim is also to organize regular summer schools for foreign students at FLD.

The educational area itself is undergoing continuous modernization in order to increase the quality of teaching and of the students themselves. This year we plan to significantly increase the number of subjects taught in English and include them among optional subjects.

The field of science and research, or the preparation of quality publications (D1, Q1, and Q2) and the creation of excellent outputs for practice, has become more important with the application of the new M17+ methodology. From this point of view, 2022 must follow the trend of recent years; i.e., there must be an obvious increase in these parameters in order to obtain more funds from the University budget for Faculty development. Management steps in this area will stimulate the creative and scientific activities of all academic staff at the Faculty.

In the area of cooperation with practice, we will strive for closer cooperation, especially via seminars and courses for representatives of practice who will want to apply our knowledge in practical operation.

From the point of view of technical safety, it will be necessary to endure less favourable workplace conditions related to the reconstruction and extension of the new building throughout 2022. However, in the middle of the year, we will be able to use the newly built part and the reconstructed north wing. In contrast, the south wing will be completely reconstructed in the second part of the year. I believe that this discomfort will be compensated by modern equipment in all FLD buildings in the coming years.

prof. Ing. Róbert Marušák, PhD.
dean

Quality strategic Faculty management

Internationalized FLD

- Carry out an analysis of the possibilities of creating a new study programme (SP) in English (focused on forestry). Then start steps to prepare this SP.

Completed. Based on the assessment of possibilities and a discussion, the preparation of a new SP, which will be taught in English, was started. By the end of 2022, the plan of the programme was prepared, discussed by the FLD Academic Senate, and approved by other relevant authorities (FLD Scientific Board, CZU Dormitory Board, Internal Evaluation Board). The admission of the first students should take place in September 2023.

- Run at least two summer schools (one abroad for our students and one at FLD for foreign students).

Completed. CZU students went to Romania in September under the guidance of colleagues from the Department of Forest Ecology. In October, FLD organized a summer school for foreign students in cooperation with the student association, the aim of which was to introduce Central European forestry. A total of eleven students came from different countries (e.g., Chile).

- Significantly increase the number of months (by 25% compared to 2021) for which FLD students will go abroad (using the Faculty resources, Erasmus+, and others).

Completed. The exact numbers are not yet known, but the declared increase has certainly been fulfilled. In 2022, we managed to send a record number of PhD students on foreign stays.

- Participate in the preparation of the Erasmus+ credit mobility project in order to implement mobility with workplaces outside the EU.

Completed. In January 2022, FLD was involved in two credit mobility projects focusing on Southeast Asia and Latin America. A project with Southeast Asia was supported and the implementation of mobility with Kasetsart University of Bangkok is expected.

- Increase the range of subjects taught in English in order to be a more attractive Faculty for incoming Erasmus+ students.

Completed. A total of 35 subjects taught in English were offered for the academic year 2022/23. Of that, six subjects were brand new.

- For each study programme, select suitable universities and offer students specific universities, including subjects that will then be recognized as part of their studies.

Partially completed. Suitable universities have been selected for the Forestry and Forest Engineering study programmes.

- Create a manual for registering students for internships abroad, including the identification of companies that would be suitable for student internships abroad.

Completed. The identification of companies is made possible through an interactive map that shows where the students completed their internships. The application process manual, including an interactive map, was presented to students as part of the Introduction to Studies and Health and Safety in October 2022.

- Carry out an analysis of priority countries for cooperation with FLD (in the field of S&R, student recruitment, and student/staff trips).

Completed. Priority countries were identified by FLD management and, subsequently, this selection was verified and adjusted after discussion at the FLD Dean's Board.

Open Science at FLD

- In the form of a new call, systematically support the publication of outputs in „Open Access“ mode.

Completed. A new call for support for the publication of outputs in the „Open Access“ mode was announced at the beginning of 2022, and support was subsequently implemented according to this assignment.

- Actively approach the preparation of a university-wide project focused on open data and data management financed from the OP JAK.

Completed on an ongoing basis. In order to complete the task, an open call from the Ministry of Education, Youth and Sports is required. FLD actively participates in the launched process of defining standards in the field of data management, which are essential for other OP JAK research projects.

- Provide counselling on „Open Access“ for employees and PhD students. As part of these activities, identify a responsible person at the Faculty who will also coordinate the activities related to „Open Access“.

Completed on an ongoing basis. The responsible person has been appointed from the FLD S&R department. This person coordinated the activities within „Open Access“. In particular, it involved checking the fulfilment of the conditions for approval of support by FLD and CZU, and was subsequently helpful in the process of paying publication costs.

- Carry out a more advanced analysis of the current state and opportunities for FLD within the possibilities of processing research data in the form of data or text mining. Simultaneously, expand the current data platform with additional datasets and prepare examples of their use.

Partially completed; activities take place at the university level. In 2022, FLD concluded a contract with a new supplier of cloud computing services that can be used across all the Faculty's activities.

- Continue the process of analysis in the field of data management at the Faculty level.

Partially completed. At the moment, this area is dealt with from the central level of CZU, and the data management principles of the whole university have been defined for the purposes of OP JAK projects.

Digitized FLD

- Ensure the transfer of all regulations, information, and forms to the new Faculty intranet.

Not completed; the Faculty intranets are managed from the central level of CZU and will be launched in 2023. Administrators were appointed in 2022, who underwent their first training at the end of 2022. For FLD, these are the Faculty's information system administrators and an employee from the Marketing Department.

- Ensure conditions for the transfer of internal Faculty forms to web applications with a link to the electronic circulation of documents. In 2022, analysis (workflow modelling) and pilot verification of forms in the field of PhD studies will be carried out.

Completed on an ongoing basis. Faculty intranets are being actively prepared. Until the launch of the Faculty intranets, which is planned for 2023, the forms will be uploaded as part of the website updates of individual departments and on a common disk.

- In co-operation with the CZU Rector's Office, continue to digitize the study agenda (e.g. in matters of submitting applications for Erasmus+ study stays, submitting applications, etc.).

Completed on an ongoing basis.

- Use the resources of the National Recovery Plan (NRP) to support digitization (in coordination with the CZU Rectorate)

Completed on an ongoing basis. The project was approved and launched in 2022. Its coordination takes place at the CZU level.

1. Inspirational education

1.1 Promising candidates

a) Promote studies at FLD at secondary schools and organize open days.

Completed. Studying at FLD was promoted at secondary schools by trips with informative and professional lectures. Study was also promoted via an internet campaign and in the press. Open days were also held: the usual two-day event in January, and two one-day events in March and November.

b) Organize workshop for secondary school students.

Completed. In February 2022, a hunting workshop was organized for secondary school students.

c) Organize a local, regional, and national round of the YPEF competition and promote studies at FLD there.

Completed. The YPEF international competition took place at all three stages. Local rounds co-organized by FLD took place in Kostelec nad Černými lesy, Kojetice, Obecnice, and Brandýs nad Labem. The Prague regional round subsequently took place on FLD premises. The national round was organized by our Faculty in Kostelec nad Černými lesy. Studying at FLD was promoted in all competition rounds.

d) Establish closer relationship with secondary forestry schools (e.g., in the form of a Faculty event).

Completed. Several Faculty events were organized not only for secondary forestry schools – e.g., a shooting competition in Vlašim, a running competition “You cannot run away from the Dean or Forestry 15” in Kostelec nad Černými lesy, a shooting competition in K4M in Prague, and a lecture on semi-natural forest management.

e) Prepare a promotional video for applicants also presenting „extracurricular” activities.

Completed. A video promoting the activities of the student hunting association was created and published on YouTube.

f) In cooperation with the guarantors of study programmes, initiate active communication with those who apply for study (e.g. in the form of a welcome email).

Completed. A welcome email from the guarantor of the study programme was sent to applicants for the Game Management and Wildlife Conservation study programme. An online meeting was organized for applicants, where they could learn more about the study programme and ask questions to the guarantor of the study programme and the Vice-Dean for Education. A welcome email was also sent to applicants for the Timber Constructions and Structures Based on Wood study programme.

1.2 Students with inner motivation

a) Organize at least two lectures/workshops for students aimed at increasing motivation to study.

Completed. Two personal development lectures were organized. In June, a lecture by the GrowJob company was held on the topic of Attention Management, and in December, a lecture by the GrowJob company was held on the topic of Effective Communication.

Other workshops included:

- How to burn but not burn out (March 2022)
- Assertiveness is not aggressiveness (May 2022)
- Problematic situations in communication with students (for teachers, April 2022)
- First aid with a bachelor thesis (February and November 2022)
- Say NO to your stress (December 2022)
- How to study for exams effectively (October 2022)

b) Organize an intensive course in mathematics and chemistry for first-year students.

Partially completed. In the winter semester of the academic year 2022/23, two preparatory mathematics courses were organized. One was for SP Forestry, specialization Protection and cultivation of forest ecosystems, the other for SP Forestry, specialization Economics and forest management. The courses took place in three four-hour blocks. The chemistry course will be implemented in 2023.

c) Increase the awareness of first-year students about both school and extracurricular activities at CZU (e.g., intensify the distribution of the New Student Guide, especially the English version).

Completed on an ongoing basis. Students are informed as part of the Introduction to Study and Health and Safety, which for bachelor students took place before the start of the semester (September 2022), and for students of the combined form in the first week of study (September 2022). In addition, students are regularly informed via the FLD website and FLD social networks. A presentation "Counselling and introduction to intercultural communication" for new international students took place in September 2022. To increase student awareness about extracurricular activities, a video promoting the activities of the student hunting association was created.

d) Organize a workshop for students focusing on the process of finding a final thesis supervisor and effective communication with him/her.

Completed. "First aid with a bachelor thesis" workshops took place in February and November 2022.

e) Update the list of English subjects, add new ones, and actively offer them as an option to students in Czech study programmes.

Completed. The list has been updated. Three new optional subjects in English have been created: New approaches in the wildlife management; Forest policy in European context; and,

Wildlife tourism in EU countries. In addition, three compulsory-optional subjects have been prepared and offered to students: Forest bioeconomy for Forestry SP (2nd year of summer semester); Semi-natural silviculture (2nd year of winter semester); and, Decision support in the management of natural resources (2nd year of summer semester) for Forest engineering SP. Students could thus choose whether to study the compulsory subject in Czech or English.

f) Organize at least one block course of a foreign professor, which students will be able to choose as an optional subject and which will be recognized as part of their studies.

Completed. The new optional course taught by a foreign professor, Wildlife tourism in EU countries, took place in October 2022. The course was taught by Dr. Milosava Matejević from the University of Novi Sad. 18 students took part in it.

g) Process and set up the implementation of a system of mutual communication between the guarantors of bachelor's and master's degree programmes and between other key persons involved in improving the quality of study in the study programmes.

Partially completed. A system of communication of changes in the study plans has been set up between the guarantor of the study programme, the Head of the Department, and Faculty Management, which was presented to all SP guarantors in February 2022. This system will be revised in the next year, while setting up of other processes will continue.

h) Reorganize combined study (introduce the first teaching week before the start of full-time students).

Completed. In the academic year 2022/23, combined study lessons began in the pre-semester period, i.e. in September, with the theoretical part of the subjects.

i) Create a manual for the organization of large-scale practicals at the School Forest Enterprise in Kostelec nad Černými lesy.

Completed. A manual for the organization of large-scale practicals at the School Forest Enterprise in Kostelec nad Černými lesy has been created, including a definition of the organization of practicals, responsible persons, deadlines, keeping records, and invoicing.

j) Support at least three events of FLD student associations.

Completed. The events of the FLD student interest association, the student hunting association, and the trumpeter association were supported, such as A beer with the Dean, Welcoming freshers, shooting competitions, hunting ball, horning and deer baiting competition, international meeting of forestry students.

1.3 FLD graduates in practice

a) Create graphic visuals with FLD graduates and promote their employment.

Completed. In cooperation with the Rector's Office, graphic visuals were created with FLD graduates, which were subsequently used in the promotion of the Faculty (social networks, internet campaign).

b) Involve graduates in student lectures.

Completed on an ongoing basis. Over the course of the year, FLD graduates were involved both in teaching students and in lectures organized by FLD and student associations.

1.4 FLD – a partner respected by practice

a) Hold at least two meetings of the Board for cooperation with practice (Rada pro spolupráci s praxí) by the end of the year.

Partially completed. In December, a meeting was held with representatives of practice with a discussion at the so-called Education Panel.

b) Continue organizing professional topic days at FLD (Forestry Day, Wood Science Day, etc.).

Partially completed. A Wood Science Day was organized in September.

c) Prepare at least one Newsletter for practice, which will be an appendix to the Lesnická práce journal, and present other FLD application outputs there.

Completed. A Newsletter for practice was prepared, which was published as an appendix to the May issue of the Lesnická práce journal, and is also published on the Faculty website in the Applied outputs section. It was also distributed to the employees of the CZU School Forest Enterprise.

d) Actively participate in professional events within the Czech Presidency of the EU.

Completed. Faculty staff provided a field trip on the topic of remote sensing in forestry as part of a workshop for representatives of EU member states.

e) Actively present the results of science and research of the Faculty in order to establish cooperation with potential FLD partners from the field of forestry and wood science.

Completed on an ongoing basis. During the year, the results of science and research were presented on various occasions during meetings with various current and potential partners of the Faculty, for example at the regular FLD Wood Science Day, but also, for example, in July 2022 at a meeting with representatives of Krušnohorské lesy a.s., or in November 2022 to the management of the Forest Management Institute.

f) Actively continue to run lifelong learning courses.

Partially completed. Due to personnel changes in VLS management, the course focused on semi-natural forest management for VLS employees was suspended. At the same time, the preparation of new forestry and wood science lifelong education courses was started as part of the NPO project.

g) In cooperation with an external partner, prepare and launch a new MBA programme in forest management in order to support the increase of managerial and professional knowledge of people working in forestry and related fields.

Completed. The MBA course for management in forestry was launched in cooperation with Prague International Business school.

1.5 FLD as a part of public awareness in forestry and wood sciences

a) Issue at least five press releases on forestry and wood science topics.

Completed. In 2022, eleven press releases were issued on forestry and wood science topics.

b) Publish at least five professional or popular science articles in periodicals.

Completed. In 2022, 16 professional and popular science articles were published in periodicals. These were, for example, articles in *Lesnická práce*, *Svět myslivosti*, *Myslivost*, and *Vesmír*.

c) Support employees in media outputs in the form of financial remuneration.

Completed. Staff and PhD students were remunerated for activities related to the popularization of FLD outputs. The remunerations were paid on four dates, based on the proposal of the heads of departments or workplaces and the marketing department. The entire procedure took place according to the Dean's Regulation about the support of scientific and research activities at FLD in 2022.

d) Create comprehensive printed FLD material promoting Faculty activities to the general public.

Completed. A magazine for the general public called *Listy z lesa* was published. It was distributed at various promotional events of the Faculty, and it is also available for download on the Faculty website.

e) Organize (or actively participate in) discussions for the professional and lay public – such as multidisciplinary discussions on selected topics (Forest and Art; Forest, Wood and Health, etc.), and screening of a professional documentary with a follow-up discussion.

Partially completed. A film was shown at FLD focusing on the bark beetle outbreak, followed by a discussion by several experts from the ranks of forest owners, state administration, and academia. In cooperation with SVOL, there was a discussion on the video about the demonstration object LD Vysoké Chvojno. FLD also took part in a seminar on semi-natural forest management, organized in cooperation with ÚZEI and intended especially for the professional forestry public.

f) Organize events for the lay and professional public as part of the upcoming anniversary of the publication of the Theresian Forest Regulations.

Completed. In June, an event was organized to unveil a monument to the creator of the Theresian Forest Regulations, forester Rang, for the professional public as well as Czech politicians. In September, this event was followed up by a professional seminar in Žďár nad Sázavou.

2. Innovative science and research

2.1 Support professional scientific outputs by FLD employees

a) Involve FLD scientific teams in a significant way in the preparation of a research project within the OP JAK.

Completed. In the spring of 2022, the preparation of OP JAK research projects began. In the end, two projects are being prepared – one under the auspices of FLD, one under the auspices of FZP. FLD actively participates in both projects. The aim was to involve as many FLD teams as possible (taking into account the focus of the projects).

b) Focus on promotion and possibilities of involvement in the ERC grant support system.

Partially completed. Promotion of ERC grants at FLD was ongoing. At the same time, intensive support was provided to an FLD employee who made it to the second round of the grant competition. In December, a new call „Support of Excellent Research at FLD CZU Prague (2023 – 2026)“ was prepared, which is aimed at obtaining an excellent employee who has the potential to receive the ERC grant. This call will be announced and implemented in 2023.

c) Participate in the preparation of at least four international research projects.

Completed. FLD participated in a total of nine international research projects (within Horizon Europe and other calls).

d) Submit at least three applications for the grant of an international patent application (indicators of OP RDE projects).

Completed. In total, the following applications were prepared:

- A bacteriocin composition for coding Linocin-M18-like protein with antimicrobial activity and its usage
- Wooden building envelope with high bullet resistance
- Preparation for repelling spruce bark beetle

e) Significantly increase financial support for articles published in TOP scientific journals.

Completed. This support was significantly increased by the Dean's Regulation „Rules for rewards for excellent scientific research activities at FLD in 2022“. For example, for articles published in journals in the first decile or quartile on WoS according to AIS, the rewards were increased by more than 100% compared to previous years.

f) Create a call to support the emergence of new outputs that will be of extraordinary benefit to society or practice.

Completed. This call has been announced. It was part of the Dean's Regulation „Rules for rewards for excellent scientific research activities at FLD in 2022“. On the basis of this call, the creation of three new outputs with significant potential for application in practice or with the benefit for society was supported.

g) Continue to motivate FLD staff and PhD students to promote scientific outputs to practice and the public.

Completed. This support was a part of the Dean's Regulation „Rules for rewards for excellent scientific research activities at FLD in 2022“ and paid on the set dates according to this Regulation.

h) Create a new call to support the commercialization of FLD outputs.

Completed. This call was announced at the beginning of the year within the Dean's Regulation „Rules for rewards for excellent scientific research activities at FLD in 2022“. Based on this call, the creation of two new outputs with significant potential for commercialization was supported.

i) Create a call to support cooperation with external institutions at FLD in 2022.

Completed. This call was announced at the beginning of the year within the Dean's Regulation „Rules for rewards for excellent scientific research activities at FLD in 2022“. Based on this call, this support took place on an ongoing basis, in particular with experts from Germany, Poland, and others.

j) To support digitization, ensure the submission of applications for the above calls in electronic form only.

Completed. All applications within the above calls were submitted in electronic form.

k) Announce the Dean's Awards for the best publication outputs in 2021.

Completed. The awards were announced and presented at the Dean's Board. Both employees and PhD students were awarded and financially rewarded, namely in the categories: (I) Dean's Award for the best publication activity of a PhD student at FLD in 2021; (II) Dean's Award for the best publication activity of an employee at FLD in 2021; (III) Dean's Award for the most cited FLD scientific article in 2021; (IV) Dean's Award for the scientific article that attracted the most attention in the media; and, (IV) Dean's Award for output for practice and society.

l) Continue to support FLD excellent teams whose activities lead to excellent scientific outputs and outputs beneficial to society and practice.

Completed. The support of the selected teams took place according to the established schedule and the approved budget. A total of eight teams were supported in 2022.

m) Continue to create good conditions for recruiting prospective employees to scientific positions who have a high publishing potential.

Completed on an ongoing basis. During 2022, postdoc positions were opened in several departments. Simultaneously, an internal regulation made it possible to use external cooperation when preparing articles, which could be paid for from FLD resources.

n) Provide counselling services in the creation of outputs that can be applied in the category of Social Relevance or Contribution to Cognition within the M17+ Methodology (Module 1), both in the phase of their planning, implementation, creation, transfer to practice and society, as well as their own justification in so-called Collection of Quality Outputs. Prepare a methodological instruction for 2022 as part of these activities.

Completed. The Vice-Dean for S&R was mainly involved in these activities. Selected outputs were implemented within these activities directly on the basis of a call for their support (see above).

A methodological instruction was sent to the selected submitted outputs with regard to the M17+ Methodology (Module 1) to prepare a justification of the significance of the output, and then several checks were carried out before the actual submission of this justification (either for „Social relevance“ or „Contribution to knowledge“), up to the Faculty Management level.

o) Create a simple tool for quick display of the AIS scientific journal and its inclusion in the quantile in individual FORDs according to AIS.

Completed. The tool, the so-called AIS calculator, was created and published on the Faculty's website. This tool was also sent to all employees and PhD students.

p) Clearly present and apply rules and recommendations in maintaining good research practice at FLD (Code of Conduct for Research Integrity, Ethical Issues).

Partially completed. These rules were prepared during 2022 and submitted to the Rectorate (as part of the HRA CZU project).

q) Increase activity within marketing support in the promotion of the studied scientific areas at FLD, significant outputs, and their citations.

Completed on an ongoing basis. In the course of 2022, the FLD website was modified, and it is now possible to find the implemented research areas of the Faculty.

2.2 Quality PhD studies

a) At the beginning of the year, organize a meeting of the chairmen of the Field of Study Boards, i.e. the guarantors of study programmes, and address important issues of PhD studies across all study programmes.

Completed. This meeting took place in January. Important matters of the Field of Study Boards were discussed there. This led to unification of the approaches of the Field of Study Boards to individual matters related to PhD studies.

b) Increase support for the promotion of PhD programmes and individual topics of dissertations.

Completed. Doctoral study programmes were promoted (collectively and individually) within an internet campaign. Flyers presenting individual dissertation topics were also prepared, which were then promoted, for example, on social networks.

c) Use the e-mail address studyphd@fld.czu.cz as an information channel with applicants.

Completed on an ongoing basis. The email address is in constant use.

d) Pay above-standard scholarships to active and talented students for extraordinary PhD student work (while fulfilling study obligations continuously).

Completed on an ongoing basis. In 2022, the highest amount of scholarships for PhD students (per 1 PhD student) in the Faculty's history were paid.

e) Announce new calls for PhD students to work on their own projects from the Internal Grant Agency and thus motivate them to independent creative activities.

Completed. Calls were announced in two rounds. Quality projects were supported in accordance with the conditions of the Internal Grant Agency. In total, 61 PhD students were supported in 2022 within 61 projects.

f) Announce new calls to support PhD students' (i) long-term internships, (ii) conferences, and (iii) courses, seminars, and workshops.

Completed. All calls were announced. In the form of a competition, 13 students were supported for long-term internships abroad and 17 students for selected courses, seminars, and workshops.

g) Support the PhD-Kamos Programme, which is intended for new foreign PhD students, or use the methodological material „New Student Guide“ (CZU material).

Completed on an ongoing basis. There were several meetings with students as part of this programme, which continued in the new academic year. Student Astrid Olejarz received the Prof. Vlček Award for leading this programme. Simultaneously, the cooperation of foreign PhD students (PhD-Kamos Programme) with the FLD Study Advisor was set up. The students were also provided with the „New Student Guide“ methodological material.

h) Start teaching the new subject for PhD students „Information Resources and Tools for Research“.

Completed. Teaching of this subject has started (now a compulsory subject for all PhD students).

i) As much as possible, innovate the subject „Defence of Literature Search“ for first-year students.

Completed on an ongoing basis. Based on meetings of the programme guarantors, it was decided that from 2022 the preparation of literature search and its subsequent defence will be the responsibility of the relevant Field of Study Board, which will set specific conditions.

j) Thoroughly check student activities using the WorkIS application.

Completed on an ongoing basis. Records of activities have been continuously checked and the results forwarded to supervisors, heads of departments, and Field of Study Boards. The results of these checks were also part of the students' annual evaluations.

k) Prepare methodological material for new Faculty supervisors, which will briefly summarize important dates in the academic year, supervisor responsibilities, his/her necessary competencies, and references to important documents related to PhD studies. If necessary, these matters will be consulted with the new supervisor by the Vice-Dean for S&R.

Completed. The material was created and is published on the FLD website.

3. Modern and friendly environment

3.1 FLD as a progressive employer – employees with inner motivation

a) Provide funds for incentive components of employee wages.

Completed. In 2022, funds were allocated for extraordinary incentive remuneration, six times in total. Funds were allocated for increasing the personal financial evaluation of employees.

In cooperation with the S&R department, remuneration for publication and other professional outputs was paid in accordance with the relevant internal regulation.

b) Continue with projects of socialization and meetings of employees in an informal environment (at the School Forest Enterprise, Family Day, etc.).

Completed. FLD Family Day was organized for employees and their family members. In December, there was also an informal pre-Christmas gathering of employees and PhD students.

c) Provide funds to support employee trips abroad.

Completed. In 2022, there was an increase in the use of funds for foreign trips, as the restrictions related to the previous pandemic situation have passed.

d) Organize at least one meeting of teachers with the Dean or Vice-dean for Education in order to pass on current requirements for teaching, news in the education system, planned changes, etc.

Completed. The meetings took place before the start of the semesters in February and September 2022.

e) Organize training courses (at least two) for teachers with a focus and development of distance learning methods, innovation in teaching, operation of technical equipment at FLD, etc.

Completed. A number of courses were organized for teachers, which they could apply for through the "Courses" Portal. Two courses were organized abroad: ICT for Teaching and Innovative Methodologies for Teaching & Learning, in which five members of academic staff participated.

f) Support the improvement of language skills of FLD employees.

Completed. In autumn, an Academic English course was held for selected FLD employees (eleven in total) at the British Council.

g) Continue to publish the internal FLD Newsletter, raising the awareness of employees and PhD students.

Completed. During 2022, the internal FLD Newsletter was published three times – in April, August, and December. It was always sent to all employees and PhD students via email, and printed copies were distributed at the Dean's Boards to individual departments and workplaces.

3.2 Quality technical equipment at FLD

a) Continue the reconstruction and completion of the old FLD building.

Completed on an ongoing basis. In November, we received building approval for the completed first and second stage of reconstruction. The finance is provided according to the approved investment plan from the Ministry of Education, Youth and Sports, and co-finance is paid from the funds of the Rector's office and the Faculty.

b) Allocate investment and non-investment funds from central sources for repairs, maintenance, and technical improvement of equipment.

Completed. The fulfilment of tasks has been affected by rising inflation; funds for repairs and maintenance have increased in line with the level of inflation.

c) Renew contractual arrangements for leasing vehicles used for FLD research and educational activities.

Completed. Within a tender, we managed to obtain two personal off-road vehicles and four pick-up vehicles by December 2022. The supplier of leasing services for 2022–2026 is the Škofin company.

3.3 FLD as a good manager

a) Carry out a fundamental revision of the methodology for dividing the budget into departments. The methodology must reflect the change in S&R funding and current university funding.

Completed. There has been a change in the method for evaluating the performance of departments, workplaces, and thus also the employees themselves. The change was due to a new methodology for the distribution of the contribution and long-term conceptual development to departments and workplaces in accordance with the M17+ strategy and the method of distribution of funds from the level of the CZU Rectorate to the faculties.

b) Continue to create reserves for continuous development of the Faculty and to cover the co-financing of large investment and scientific projects.

Completed. In 2022, there was more drawing of funds than were returned at the end of the year. The reason is financing the reconstruction and completion of the FLD building. Nevertheless, the balance of the allowance for educational activity was transferred to the fund, as well as the taxed profit from additional activity, contract research, and own activity.

c) Provide funding related to the support of excellent publishing activities in connection with the M17+ Methodology.

Completed. Activities were supported to increase: (I) the number of FLD publications in selected top scientific journals on the Web of Science (WoS); (II) the number of quality outputs

intended for society and practice; (III) involvement of FLD in major international projects; (IV) the motivation of FLD employees to promote scientific outputs; (V) Open Access support; and, (VI) commercialization of outputs and cooperation with external institutions.

3.4 Sustainable and socially responsible FLD

a) Limit non-recyclable waste at FLD events.

Completed on an ongoing basis. FLD is gradually reducing the amount of non-recycled waste used at its events. At smaller events, the use of glass and ceramics is preferred; at mass events, wood, paper and compostable material. Sorting of recyclable waste is ensured at all FLD events.

b) Create promotional materials from sustainable and ecological materials with a focus on wooden products.

Completed. When producing FLD's new promotional materials, the use of Czech wood and other sustainable and ecological materials was preferred (e.g., "Memory" game made of plywood, kitchen board made of beech wood, pens made of recycled paper, accessories with a proportion of straw, textile bags and sacks). Delivery of promotional materials from regional producers was also preferred.

c) Continue linking FLD activities with the support of companies and organizations helping handicapped people and organizations helping animals.

Completed. As usual, FLD has supported DUHA Society by purchasing a painting as part of its project „New Year's cards that help.“ The painting was ceremoniously handed over at the FLD Christmas concert and was used for Faculty's New Year's card.

