

EURAXESS

OTM-R Checklist

Case number

2023RO86582

Name Organisation under review

National Institute of Research and Development for Technical Physics

Organisation's contact details

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their 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 little as 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 in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	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	+/- Yes substantially	The NIRDTP Iasi OTM-R Policy has been developed very recently in national language: http://www.phys-iasi.ro/sites/default/files/docs/Politica%20OTM-R.pdf It will be soon translated into English and this version will be posted as well.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	The Methodology on recruitment and selection of research positions, available on NIRDTP Iasi website (https://www.phys-iasi.ro/en/rules-and-regulations) to all candidates (internal and external), is in accordance with national legislation that sets the procedures and practices for recruitment, and organizational requirements. The OTM-R policy completes the previously mentioned documents. Moreover, the national law on research has been updated to align to the EU legislation, is and adopted by the Parliament and will come soon into force
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	HR representatives are trained in the field of staff recruitment, and training will continue whenever necessary. For the rest of the recruitment team the training is based on individual study of the relevant regulations (national legislation, implementing rules, codes of ethics, internal regulations, etc).
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	NIRDTP Iasi has used EURAXESS since 2013. All job research job vacancies are openly and transparently published on the institutional website: https://www.phys-iasi.ro/en/jobs , on the Research Authority webpage https://jobs.mcid.gov.ro/ , etc. Starting with the first Action Plan implementation, EURAXESS will be also used to publish all job vacancies.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Institutional quality control is in place and covers all fields of activity. The compliance with recruitment methodology in force and the OTM-R provisions is monitored and assessed by HR and the chair of the panel commission

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	One of our strategic objective is about enhancing the attractiveness among external potential candidates, so our current OTM-R policy encourages external candidates to apply. This is unfortunately discouraged by the low level of funding opportunities and low salaries at national level. However, when funds from other sources are obtained to provide EU level salaries candidates from abroad have also applied.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	The OTM-R policy is in line with policies to attract researchers from abroad. There are clear policies to attract researchers from abroad, when applicable. All positions are published on the careers portal and, where appropriate, on EURAXESS. Researchers from abroad (EU and international) have been previously employed at NIRDTP Iasi following job vacancies posted on EURAXESS.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The existing recruitment policy is developed based on non-discriminatory principles. These aspects are found in: - OTM-R policy; - Methodology and Competition Regulations for recruitment of personnel; - Code of Ethics; - Gender Equality Policy. Women are very well represented (38%), with more women being appointed in the recent years.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	NIRDTP Iasi Internal Regulations, Strategic Plan, Collective Employment Contract stipulate that the institute is committed to deliver and to create a positive work environment.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	NIRDTP Iasi gives the mandate to committees to hire staff in accordance to the recruitment standards and the documented procedures in place for recruitment of research personnel. Within the committees a ranking panel ensures the review of all applications so that the most suitable researchers are considered. All newly recruited applicants are from outside the institution. The promotions are made also, according to legislation, following a competition when both internal and external candidates can apply.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Announcements regarding job vacancies comply with the requirements of the national legislation in the field: must be published in the written press, on the institution website and on dedicated websites https://jobs.research.gov.ro/ , https://euraxess.ec.europa.eu/jobs .
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	All relevant criteria are met in NIRDTP Iasi job vacancies advertisement, with description of relevant information and all documents posted on the Careers webpage https://www.phys-iasi.ro/en/careers . Some further standardized information on professional development opportunities, salaries, and career development prospects, which are currently discussed in the job interview will be produced.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Whenever appropriate the job vacancies have been posted on EURAXESS. This unfortunately depends on the level of funding (in accordance with legal provisions) which can give the opportunity to offer salaries at EU level so that the salaries to be sufficient for candidates from abroad to live in our country.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	The institutional website https://www.phys-iasi.ro/en/careers , the Official Gazette of Romania, and the national authority website https://jobs.mcid.gov.ro/ where, in accordance to national legislation, is compulsory to publish all academic job vacancies are used for job vacancies advertising.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Full information about the job application process is given in the job advertising web page https://www.phys-iasi.ro/en/careers . The candidate can always seek supplementary information from HR responsible person which are assisting them both in the application process and, if successful, for employment.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Clear rules are in place for the appointment of the selection committees, for each job scientific degree. The rules are imposed by national legislation (Law 319/2003 on the Statute of research and development personnel), and can be also found in the NIRDTP Iasi Methodology and Rules https://www.phys-iasi.ro/en/rules-and-regulations for conferring the professional degrees. The national requirements for the organization of contests for levels R3 and R4 require that the competition committee consists of the scientific director or the scientific secretary of the institution and 4 members, university teaching staff and researchers of at least the same level, of which at least 2 are from outside the respective institution .

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Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, the same documents, Law 319/2003 regarding the Statute of research and development personnel, and the NIRDTP Iasi "Methodology and Rules" for conferring the professional degrees, are indicating the requirements for the composition of the selection committees https://www.phys-iasi.ro/en/rules-and-regulations . The setting up of selection committees is based on: regulations (according to which for R4 and R3 jobs the committee must also include members from outside the institute, but the same can apply for R2); merit criteria and scientific recognition of members implies an important scientific career according to the requirements of the job(s) advertised.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	There are no restrictions in what concerns the gender of the members of the selection committee. However, the management attempts to appoint members of the selection committee on a gender-balanced basis.
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	++ Yes completely	The guidelines for the appointment of the selection committees are in line with the national legislation ((Law 319/2003 regarding the Statute of research and development personnel) and NIRDTP Iasi "Methodology and Rules for conferring the professional degrees which stipulates that all members of the selection committee should hold at least the same position as the job vacancies.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	The results are posted on the institute webpage so that all candidates receive written feedback at the end of the selection process. They are also informed by e-mail or phone.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	After the interview, all candidates receive official feedback from the selection committee. The secretary of the committee may, upon request, provide each candidate with all the information requested after the end of the competition.

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Do we have an appropriate complaints mechanism in place?	x		++ Yes completely	In the event that a candidate has elements that can demonstrate non-compliance with legal competition procedures, he can file an appeal within 3 days. The appeal is formulated in writing, recorded and resolved by the Competition Commission. This process is in compliance the national legislation in force.
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			+/- Yes substantially	The Scientific Secretary and HR representative will be monitoring permanently the way OTM-R delivers its objectives.