

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2022RO853007

Name Organisation under review: Institutul de Chimie Macromoleculară “Petru Poni”

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers’ HR-issues. ¹ These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4², as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line / Department
Dr. Magdalena Aflori	Leader of the Working Group; Scientific Researcher, physics rank II, R3		x	Scientific coordination /Group Leader, Project 9.2 Physics-chemical properties characteristic of structured polymeric materials; Laboratory 9. Physics of Polymers and Polymeric Materials
Dr. Sergiu Coșeri	WG member; Senior researcher rank I, R4,		x	Management and scientific coordination /Head of Laboratory 2. Polyaddition and Photochemistry
Dr. Dan-Radu Rusu	WG member; Scientific researcher rank III, R2		x	- / Laboratory 7. Electroactive Polymers and Plasma Chemistry;

				representative of the Employees' Syndicate
Narcis-Andrei Pricob	WG member; Legal adviser rank II Ethics, integrity and gender equality responsible		x	- / Human Resources-Payroll Office
Andrei Tutunaru	WG member; Legal adviser rank I		x	- / Legal Office
Cătălina Bălan	WG member; Human resources specialist		x	Human Resources-Payroll Office
Sînziana Vlad	WG secretary; Librarian		x	- / PhD Program Office – Library
Dr. Valeria Harabagiu	President of the Steering committee, Scientific researcher rank I, R4	x		Management / ICMPP Director
Dr. Marcela Mihai	SC member; Scientific researcher rank II, R3	x		Scientific Management / ICMPP Scientific Secretary; Head of Laboratory 5. Functional Polymers
Dr. Mariana Pinteală	SC member; Scientific researcher rank I, R4	x		Management and scientific coordination / Head of Laboratory 1. Center of Advanced Research in Bionanoconjugates and Biopolymers
Dr. Luminița Marin	SC member; Scientific researcher rank I, R4	x		Management and scientific coordination / Head of Laboratory 3. Polycondensation and Thermostable Polymers
Angelica-Elena Săcăleanu	SC member; Chief Accountant	x		Financial Management / Accounting and Financial Office
Dr. Dragoș	SC member; Expert	x		HR Management /

Ovidiu Tofan	on human resources			Head of Human Resources and Payroll Office
Dr. Raluca-Oana Andone	SC member; Senior legal adviser, rank IA	x		Legal Office Management / Coordinator of Legal Office; President of the Ethics Commission
Dr. Narcisa-Laura Marangoci	SC member; Young scientific researcher, R1	x		Coordination / Leader of the Projects and Marketing Office; President of the ICMPP Employees' Syndicate
Dr. Răzvan Florin Barzic	SC member; Engineer	x		Management / Head of Technology Transfer and Maintenance Office

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career level, type of contract etc. etc.

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Researchers R1	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Researchers R2	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Researchers R3	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Researchers R4	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies

Postdoc students	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
PhD students	Interviews/ questionnaire	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Top management, Heads of departments / laboratories	Interviews	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Human Resources & Payroll Department	Interviews	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Financial & Accounting Department	Interviews	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Commission of Ethics	Interviews	Data on level of implementation of the Charter & Code principles Identification of areas for improvement of HR policies
Steering Committee	Face-to-face Meetings / discussions	Review of all HRS4R documents
Scientific Council	Scientific council meetings	All members of Scientific Council were informed about HRS4R implementation process
ICMPP Syndicate	Participated in feedback related to HRS4R documents	ICMPP Syndicate representatives were informed about HRS4R implementation process; development of GAP analysis and identification of areas for improvement

Please describe how was appointed the Committee overseeing the process:

Free text 200 words maximum

The application of the HRS4R strategy at ICMPP was identified as a priority in aligning the Institute's HR policies with EU practices, considering the fact that ICMPP is implementing EU research projects and National Recovery and Resilience Plan projects, which require starting the procedures for aligning the HR practices with the principles of the Charter and the European Code of Researcher (C&C) and obtaining the HRS4R Seal of Excellence by the end of these projects.

The Steering Committee (SC) is composed of 11 people: Director of ICMPP, Scientific Secretary, several heads of Laboratories, researchers, Chief accountant, HR Head, TT Head, Syndicate Head, legal adviser, with a balanced composition on age and gender criteria (7 women, 4 men). The SC overseeing the process was designed in order to cover all human resources processes, taking into consideration the following: - regular meetings to guarantee an adequate review and approval of actions needed to be implemented within HRS4R process; - covering scientific top management, researchers, technical administrative, financial management, human resources. Throughout the process of developing the documents of the initial stage of the HRS4R process, SC supervised the activity of the WG, contributed to conclusions and approved the final submitted documentation.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

Free text 200 words maximum

In Oct. 2022, ICMPP submitted to EC the endorsement letter on principles of C&C, that was accepted in Oct. 2022 and application 2022RO853007 was opened. ICMPP started initial phase to obtain "HR Excellence in Research" award and submitted documents related to initial phase in Aug. 2023. Following initial assessment, EC Consensus Report was received in Oct. 2023, asking for major revisions. By Director Decision of March 2024, SC responsible for overseeing the HRS4R process and Working Group (WG) were reappointed. The Questionnaire was re-administrated between Apr.-Jun. 2024 to all the ICMPP scientific community and 121 answers were received from 179 research staff. Documents were updated in accordance with assessors' recommendations in Mar.-Sept. 2024 and re-submitted to EURAXESS portal in Sept. 2024. WG is composed of 9 people, researchers R1-R4, legal adviser, HR specialists and librarian, with a balanced composition on age and gender criteria (5 women, 4 men). It includes researchers, members of Scientific Council and representatives of administrative staff, and covers all areas of expertise relevant to the alignment of the ICMPP's HR practices with those of principles of the C&C and used by ICMPP to go through the procedure of implementing the HR Strategy for researchers.