TEMPLATE 3 – OTM-R Checklist

Case number: 2022RO853007

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-based**	**Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No**	***Suggested indicators (or form of measurement)**
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	**-- No**	**Status**: Not yet. The OTM-R policy will be developed during the implementation phase. ICMPP recruitment policies are in line with the national regulations and internal regulation and methodology on selection and recruitment of personnel are used. Other aspects regarding evaluation, work relations, training and career developed are documented also within internal procedures. Indicators:

					- OTM-R strategy/policy available both in Romanian and English - OTM-R strategy / policy published on https://icmpp.ro/hrs4r_otmr-strategy.php
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*-/+ Yes, partially*	**Status:** Internal procedures addressing OTM-R related issues are in place and all staff have access to them. **Indicators:** - Share of staff with access to revised Methodology for research personnel recruitment and hiring; - Revision of administrative tasks of human resources compartment in line with OTM-R mandatory requirements.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	**Status:** HR representatives are trained in the field of staff recruitment and selection. As training is a continuous necessity within OTM-R area, specific trainings will be included within annual training program. **Indicators:** - Number of training courses for OTM-R; - Number of staff following training in OTM-R; - Number of training courses on competences evaluation for selection commissions members; - Number of staff following trainings on competences evaluation.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*-/+ Yes, partially*	**Status:** Recruitment, selection & promotion announcements are published at least in institute's website https://icmpp.ro/concursuri.php, within a press release in the media, on the site of the Ministry of Research https://jobs.mcid.gov.ro and on government website http://posturi.gov.ro. For vacant positions available within research projects, announcements are published in respect to specific guidelines of the project, including https://euraxess.ec.europa.eu/ During initial action plan implementation all job vacancies will be advertised on https://euraxess.ec.europa.eu **Indicators:** - Web-based tools used for recruitment when a job vacancy is advertised (at least https://euraxess.ec.europa.eu and https://jobs.mcid.gov.ro)

5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+ Yes, partially*	**Status:** Institutional quality control is in place and covers all ICMPP's fields of activity. Special provisions will be included after OTM-R policy will be elaborated and published. **Indicators:** - Quality control system outlined within OTM-R policy.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*-- No*	**Status:** OTM-R policy will be developed during the implementation period of initial action plan, and one of its strategic objectives will be to enhance ICMPP potential to attract external candidates. **Indicators:** - Trend in the share of applicants from outside ICMPP.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-- No*	**Status:** Current recruitment and selection procedures do not discriminate international candidates, but completing the process is more difficult for such applicants due to issues like recognition of degrees, bureaucratic procedures. Romanian research is less attractive compared to other European countries. The national legislation gives priority to hiring EU citizens, thus, citizens from non-EU countries are less likely to be hired. **Indicators:** - Documents regarding contractual and legal obligations translated to English and published on institute's website and https://euraxess.ec.europa.eu/;- Documents regarding personnel recruitment/selection translated to English and published on institute's website and https://euraxess.ec.europa.eu/;- Trend in the share of applicants from abroad; - Revised HR policy available on institute's website (both in Romanian and English); - Selected tools for attracting foreign researchers; - List of Romanian diaspora researchers in order to enhance collaboration and facilitate their recruitment.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*-/+ Yes, partially*	**Status:** OTM-R policy will be developed during the implementation period of the initial action plan, but current recruitment, selection, promotion procedures do not discriminate between various underrepresented groups (females, ethnic minorities, disabled persons). Females are more present in the managerial positions. ICMPP headquarters has facilities for access of disabled persons, but still there is potential to improve them.

					Indicators: - Share of women applicants; - Share of applicants from ethnic minorities; - Trend in the share of applicants among underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+ Yes, partially*	**Status:** OTM-R policy will be developed during the implementation period of the initial action plan, but ICMPP is committed to assure safe and optimum working conditions for its employees. All newly selected candidates benefit of identical working conditions with the rest of ICMPP staff as concern the access to the research infrastructure, salaries, social insurances, according to the national regulation. **Indicators:** - Trend in the share of applicants from outside ICMPP.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	**Status:** OTM-R policy will be developed during the implementation period of the initial action plan, but ICMPP internal procedures promote merit based and transparent recruitment and selection of candidates. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. National legislation and institutional procedures and practices guarantee that the most suitable researchers are merit-based selected, according to specific criteria established for each position. Therefore the best application will win the position, but is difficult to assess if top candidates choose to apply. **Indicators:** - Document the list of candidates that applied to advertised positions, their compliance to selection criteria; - Evaluation of job advertisement, in order to ensure that they are clear, concise and outline the specific requirements and benefits of the advertised position; - Number of locations were job vacancies are advertised.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*-/+ Yes, partially*	**Status:** Recruitment, selection & promotion announcements are published at least in institute's website and within a press release in the media. For vacant positions available within research projects, announcements are published in respect to specific guidelines of the project, including https://euraxess.ec.europa.eu/. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. ICMPP has guidelines / templates for advertising positions:

					(https://icmpp.ro/concursuri.php), according to national legislation. All information and documents are listed on the recruitment institute webpage section. Still, job announcements templates have to be standardized for all contests. Improved versions of the current Internal Regulation and Methodology for research personnel recruitment regarding the advertising of open positions will be established. **Indicators:** - Trend in the share of applicants recruited from outside ICMPP; - Trend in the share of applicants from abroad.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		*-/+ Yes, partially*	**Status:** Job vacancy announcements are providing the information related to the requirements needed to be fulfilled by the candidate. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. All information and documents are listed on the recruitment ICMPP webpage section (https://icmpp.ro/concursuri.php): national legislation, institutional procedures, number/description of open positions, selection commissions, contest calendar, results, and other information. **Indicators**: - OTM-R strategy/policy available both in Romanian and English; - OTM-R strategy / policy published on https://icmpp.ro/hrs4r_otmr-strategy.php - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*-- No*	**Status:** Only for vacant positions available within research projects, announcements are published in respect to specific guidelines of the project, including https://euraxess.ec.europa.eu/. During initial action plan implementation, all job vacancies will be advertised on https://euraxess.ec.europa.eu. **Indicators:** - Share of job adverts posted on EURAXESS; - Documents regarding contractual and legal obligations translated to English and published on institute's website and https://euraxess.ec.europa.eu/; - Documents regarding personnel recruitment/selection translated to English and published on institute's website and https://euraxess.ec.europa.eu/; -Trend in the share of applicants recruited from outside ICMPP; - Trend in the share of applicants from abroad.

Question						
14. Do we make use of other job advertising tools?	x	x			*-/+ Yes, partially*	**Status:** Positions are advertised on ICMPP website, on national websites (https://jobs.mcid.gov.ro, http://posturi.gov.ro) and/or are published in a national wide circulation newspaper. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. **Indicators:** - Number of locations where job vacancies are advertised; - Trend in the share of applicants among underrepresented groups; - Trend in the share of applicants recruited from outside ICMPP; - Trend in the share of applicants from abroad; - Share of researchers with access to the guide dedicated to development opportunities for ICMPP researchers (both in Romanian and English).
15. Do we keep the administrative burden to a minimum for the candidate?	x				*-/+ Yes, partially*	**Status:** Bureaucracy is kept to the minimum required as long as the legal framework requirements are met. However, some of the national administrative rules are too bureaucratic. Specific internal procedures attempt to decrease administrative burden to a minimum. **Indicators:** - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff); - Revision of administrative tasks of human resources compartment in line with OTM-R mandatory requirements (date of latest update; ensure that it is sent to all staff).
Selection and evaluation phase						
16. Do we have clear rules governing the appointment of selection committees?		x	x		*-/+ Yes, partially*	**Status:** Appointment of selection commissions is done based on existing internal procedures and national legislation. ICMPP has clear and transparent rules for appointment the members of selection committees, based on their expertise in the field of the open position; Joint interests or kinship relations between candidates and members of the committee are not accepted. **Indicators:** - Statistics on the composition of commissions.
17. Do we have clear rules concerning the composition of selection committees?		x	x		*-/+ Yes, partially*	**Status:** Composition of selection commissions is done based on existing internal procedures and national legislation. ICMPP has clear and transparent rules on selection committees' composition, according to national rules: 5 members per committee from which, 3 members outside the institution; international members are welcome; members are experts in the field of the position.

					Indicators: - Statistics on the composition of commissions; - Share of staff with access to revised revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff).
18. Are the committees sufficiently gender-balanced?		x	x	*-/+ Yes, partially*	**Status:** Composition of selection commissions is done based on existing internal procedures and national legislation. Within the selection commission an adequate gender balance is assured. ICMPP traditionally applied non-discriminatory, merit-based procedures in all its activities, including the selection of recruitment committee's members. Since 2022, a Gender Equality Strategy and a Gender Equality Plan 2022-2025 were established. **Indicators:** - Statistics on the composition of commissions; - OTM-R policy to include statement on the need for gender balanced commissions.
19. 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, partially*	**Status:** Appointment of selection commissions is done based on scientific merit and professional recognition, but there is no condition that commission members to prior participate to an adequate training program on competence evaluation. An internal, clear set of (mostly scientific) criteria is established for every position. Based on these criteria and on the relevance of the arguments put forward by the candidates, the selection committees judge the 'merit' in a way that leads to the best candidate being selected. A more balanced (quantitative/qualitative criteria) and comprehensive version of the current Internal Regulation and Methodology for research personnel recruitment is needed. **Indicators:** - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff); - Number of training courses on competences evaluation for selection commissions members; - Number of staff following trainings on competences evaluation.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*-/+ Yes, partially*	**Status:** All applicants are announced at the end of the selection process, regardless of outcome. The selection results are public and are published on the ICMPP website.

					Indicators: - Feedback given to candidates on the strengths and weaknesses of their application.
21. Do we provide adequate feedback to interviewees?		x		*-/+ Yes, partially*	**Status:** After selection process the candidate is informed about results, but not about positive or negative aspects of the application. **Indicators: -** Feedback given to candidates on the strengths and weaknesses of their application; - Share/number of researchers with access to revised Internal Regulation and Methodology for research personnel recruitment.
22. Do we have an appropriate complaints mechanism in place?		x		*-/+ Yes, partially*	**Status:** There are clear internal procedures and regulations related to complaints. Each open position within a recruitment contest has an advertised calendar, that provides for a minimum of 48 hours for complaints. Each complaint is recorded and judged by a complaints' commission. Candidates must receive a response within 48 hours. **Indicators:** - Statistics on complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-/+ Yes, partially*	**Status:** Not yet. OTM-R policy will be developed during the implementation period of the initial action plan. Steering Committee will be responsible for coordinating the assessment of the policy and related procedures. Institutional quality control is in place and covers all ICMPP's fields of activity. Special provisions will be included after OTM-R policy will be elaborated and published.